

MAY 2022

RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST:

CONSTRUCTING A RESIDENTIAL ACCESSORY BUILDING

BUILDING CODE SERVICES BRANCH



Description / Purpose

The checklist provides homeowners with a summary of building permit application submission requirements for the construction of a residential accessory building.

The construction of a residential accessory building (e.g., detached garage, gazebo, pool house/change room), including prefabricated buildings, occupying an area greater than 10 m² (108 ft²) requires a building permit.

The construction of a one-storey storage shed that measures 15 m² (161 ft²) or less in gross area, is ancillary to the principal dwelling and without plumbing, does not require a building permit.

For additional details regarding the submission process, application forms, applicable fees, permit approvals and building inspections, please refer to the City of Ottawa [Building and Renovating landing page](#).

The Ontario Building Code outlines the minimum requirements for various elements, including framing and foundation, and can be found on the [Ministry of Municipal Affairs and Housing website](#).

A Development Information Officer (DIO) can advise on zoning regulations impacting your accessory building design, such as setbacks to property lines, building height and lot coverage. Please contact 613-580-2424 ext. 23434 or dioinquiry@ottawa.ca

Building Permit Application

At time of building permit application, two complete sets of legible plans are required. The plans shall be drawn to a conventional scale and are required to be submitted with the building permit application form, at any one of our [Client Service Centres](#). Where applicable, plan sets shall include the following:

Site Plan

Drawing to include:

- lot lines including dimensions
- location of proposed accessory building dimensioned to other buildings on the lot and lot lines
- any proposed grade changes (grading approval may be required)
- lot area, main building area, and accessory building's area
- municipal address

Foundation Plan

Drawing to include:

- footings and foundation walls or slab on grade detailing
- floor construction

Floor Plan

Drawing to include:

- wall location, thickness, and construction
- window and door locations including sizes and lintels
- roof construction including beam, rafter, joist or truss, size, spacing and direction

Elevations

Drawing to include:

- general appearance of the accessory building from all four sides
- window and door locations
- exterior wall finish (e.g., siding)

Cross Section

Drawing to include:

- foundation construction and depth
- floor construction
- wall construction including stud height
- roof construction including roof pitch
- height from grade to roof peak

Additional Information

A truss layout supplied by the manufacturer may be required, depending on the complexity of pre-engineered roof trusses.

A joist layout supplied by the manufacturer is required when pre-engineered joists are used.

Required Building Inspections

For an accessory building to a single, semi-detached and rowhouse dwelling units:

The building permit must be posted in a visible location on site,

At key stages of construction, the work must be inspected to ensure that the construction complies with Ontario Building Code requirements and other applicable law. The approved permit plans and specifications must be on site and made available to the building official at time of inspection. To ensure the availability of a building official, inspections should be scheduled 48 hours in advance. Failure to have the appropriate inspection performed may result in your having to uncover and expose the work for inspections, or other Orders issued.

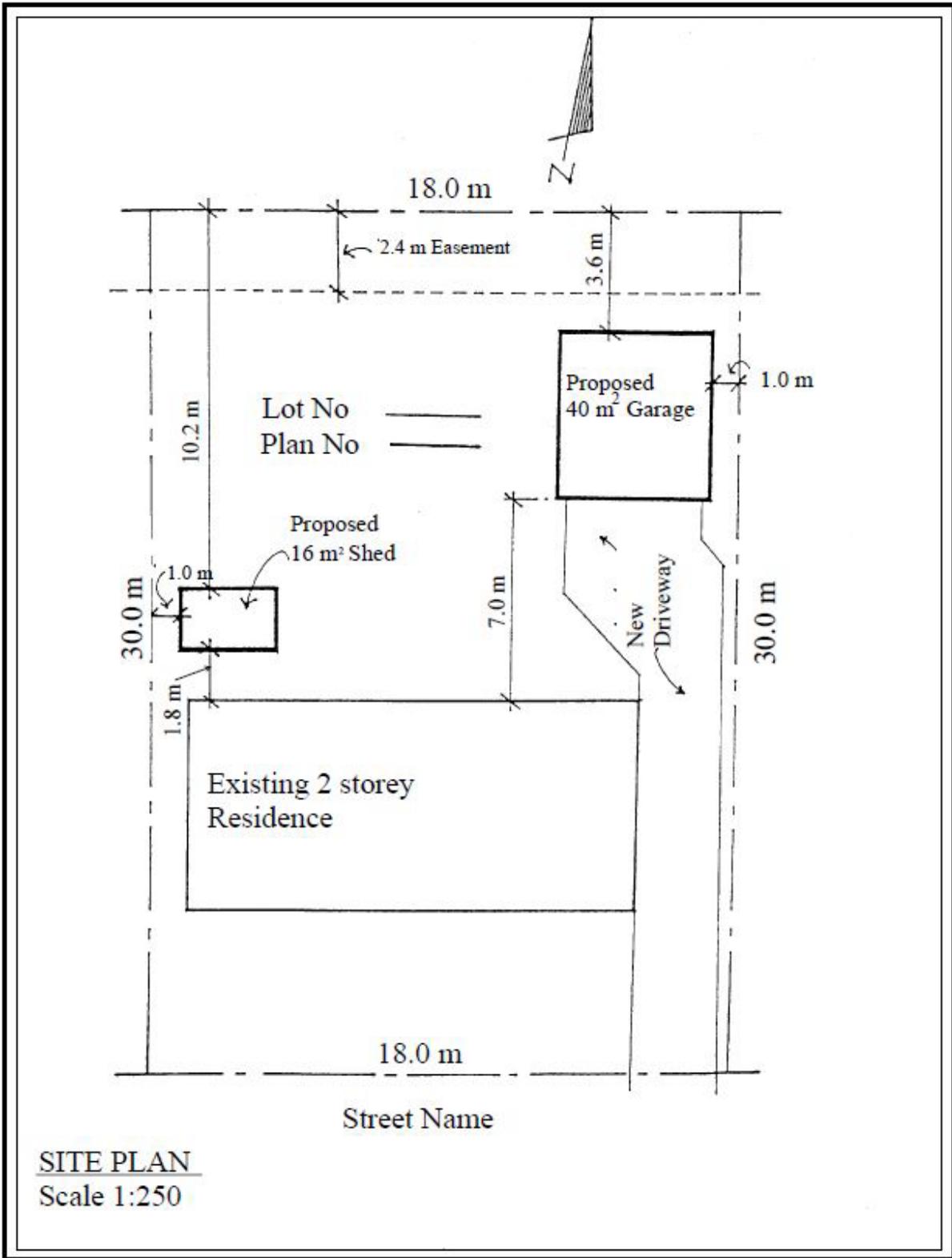
The building official(s) name and phone number are identified on the building permit. It is your responsibility to call for inspections. For a list of required inspections that may apply based on the proposed accessory building, please refer to the table below.

Inspection	Description
Sewer Lateral	Prior to backfill of sanitary and storm sewers and water service. The Building Official does not perform the lateral sewers and water service inspections. These inspections may be arranged by Kathy Heath (Development Review Services) at 613-580-2424 ext. 33246.
Excavation	Required prior to placement of concrete footings.
Plumbing - Underground	Required prior to covering underground plumbing – test required.
Foundation	Before the foundation is backfilled.
Plumbing – Rough-In	When plumbing is roughed in (includes drains, waste, vent and water piping system) – test required.
Framing and Mechanical Rough-In	When structural framing and stairs are completed and the electrical system, fireplace, and ductwork for heating, ventilation and air conditioning is roughed in. Exterior of building must be weather-proofed.
Insulation/Vapour Barrier	When the insulation, air barrier and vapour barrier are installed.
Plumbing – Final	When plumbing system, fixtures and appliances are completed – test required.
Occupancy	A person may occupy a dwelling that has not been fully completed, provided an Occupancy Permit has been issued by the Building Official. To be eligible there must be no outstanding building code orders and certain building components and systems must be complete and inspected.
Final Inspection	When the building is complete, at which time the Building Official will issue a Final Occupancy Permit.

Other Inspections

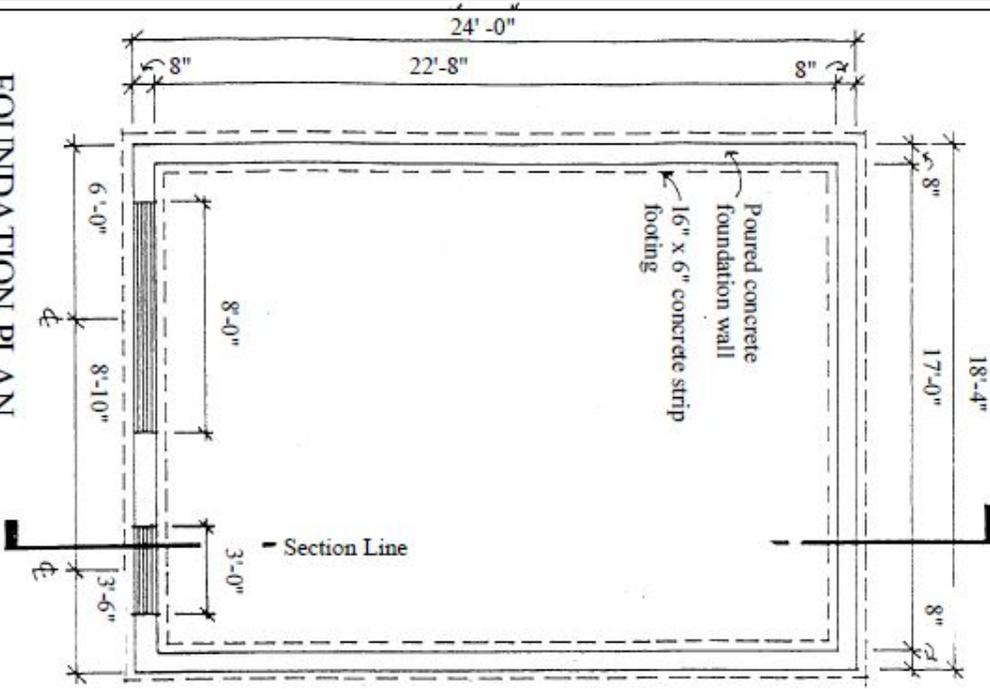
In addition to the City, other agencies may be involved in inspecting your building during construction.

- Electrical: These inspections are under the jurisdiction of the Electrical Safety Authority <https://esasafe.com/>
- Utility: [Ottawa Hydro](#) as well as any other utility is in charge of their buried services. Remember to '[Call Before You Dig](#)' (1-800-400-2255) to locate buried cables. This FREE service for excavators and homeowners is available 24 hours a day, seven days a week.

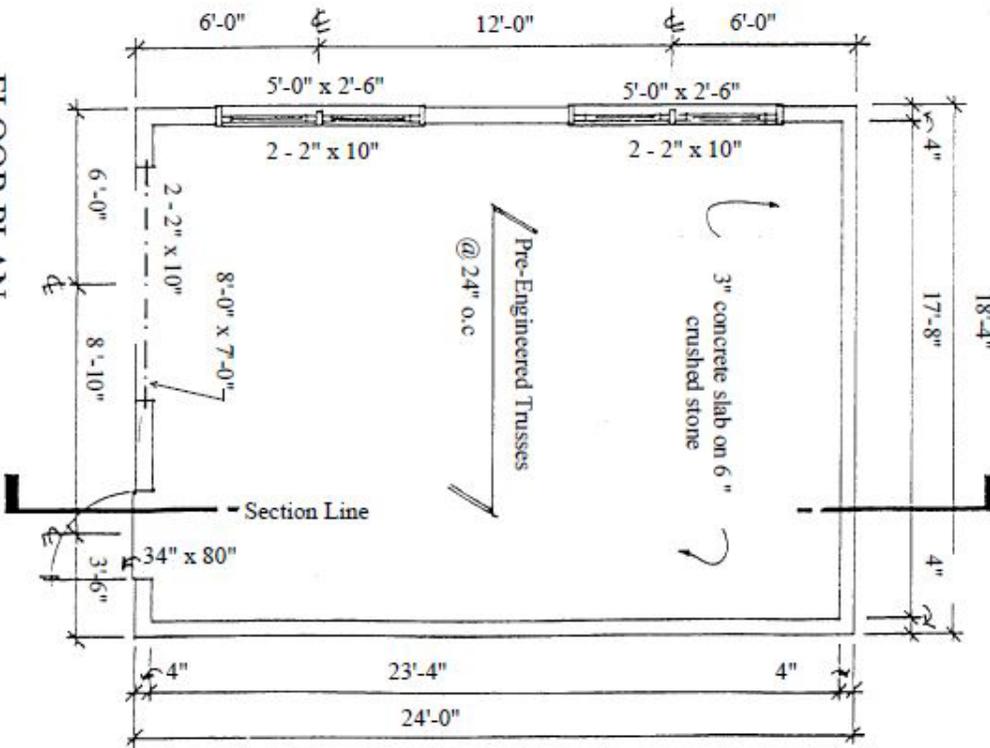


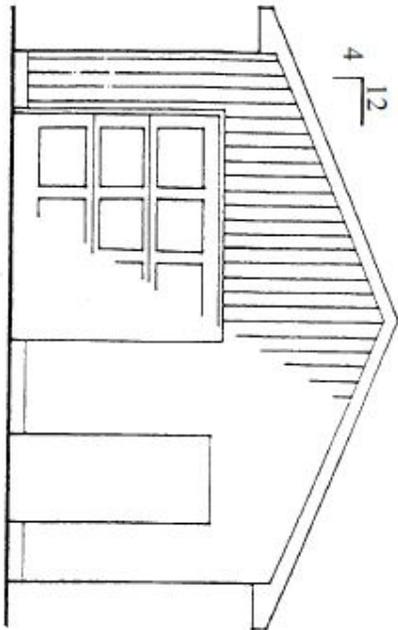
SITE PLAN
Scale 1:250

FOUNDATION PLAN
Scale 1/4" = 1'-0"

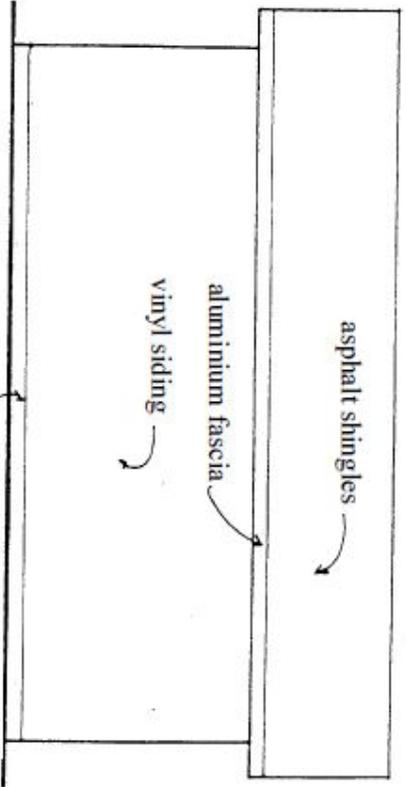


FLOOR PLAN
Scale 1/4" = 1'-0"

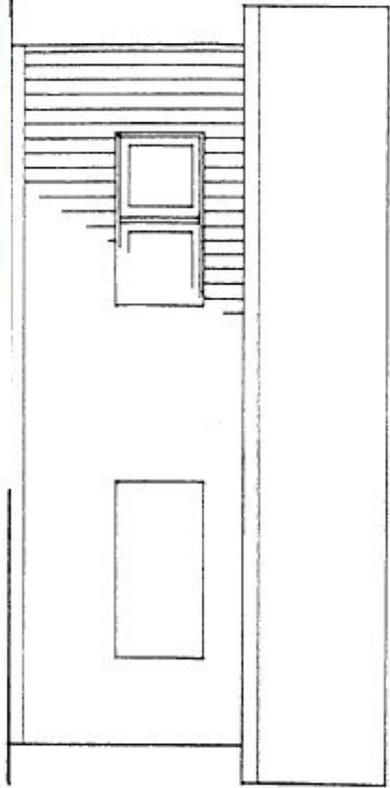




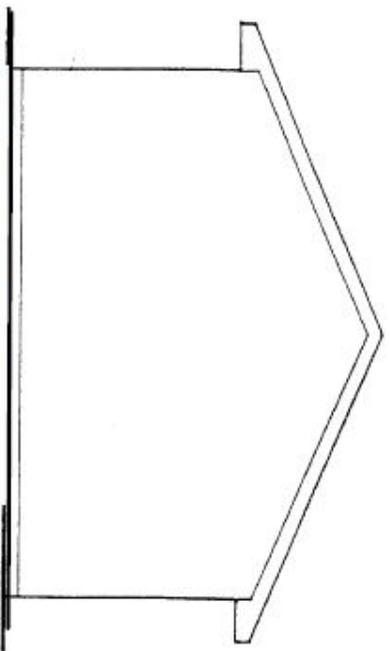
FRONT ELEVATION
Scale 1/4" = 1'-0"



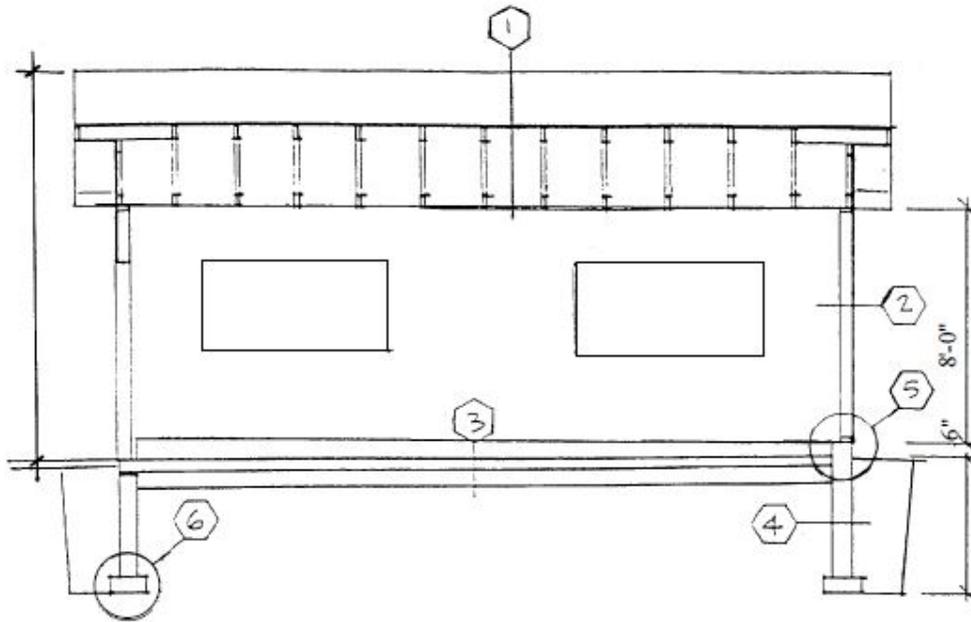
SIDE ELEVATION
Scale 1/4" = 1'-0"



SIDE ELEVATION
Scale 1/4" = 1'-0"



REAR ELEVATION
Scale 1/4" = 1'-0"



CROSS SECTION

Scale 1/4" = 1'-0"

NOTES DE CONSTRUCTION

- | | |
|---|--|
| <p>① ROOF</p> <ul style="list-style-type: none"> - Asphalt shingles - 1/2" plywood sheathing with H-clips - Pre-engineered roof trusses @ 24" o.c | <p>④ FOUNDATION WALL</p> <ul style="list-style-type: none"> - 8" poured concrete |
| <p>② EXTERIOR WALL</p> <ul style="list-style-type: none"> - Vinyl siding - Sheathing paper - 1/2" plywood - 2" x 4" studs @ 24" o.c | <p>⑤ ANCHORAGE</p> <ul style="list-style-type: none"> - 1/2" diameter anchor bolts @ 7'-10" o.c maximum. |
| <p>③ FLOOR</p> <ul style="list-style-type: none"> - 3" concrete slab on grade, 4 650 PSI with 5-8% air entrainment - 6" granular material | <p>⑥ FOOTING</p> <ul style="list-style-type: none"> - 6" x 16" continuous concrete strip footing |