



**BUILDING PERMIT REQUIREMENTS  
 ACCESSORY STRUCTURES FOR RESIDENTIAL DWELLINGS  
 (sheds, detached garages, gazebo etc.)**

This form outlines the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act and the City of Hamilton Building By-Law. Should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified. All permits are required to meet the requirements of the Zoning By-Law.

**Pre Approvals/Documentation (if applicable)**

Committee of Adjustment	Niagara Escarpment Commission
Encroachment Agreement	Hamilton Conservation Authority
Ministry of Transportation	Hamilton Conservation Authority
Ontario Heritage Act	Grand River Conservation Authority
ESA	Niagara Peninsula Conservation
Site Plan Control	Wellhead Protection Area

**Application (One copy)**

- Completed Provincial Application for a Permit to Construct or Demolish
- Schedule 1 completed to show all designer qualifications along with BCIN numbers or signed by homeowner
- Fees as per Building By-law no. 15-058

Provided N/A Outstanding
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**Construction Drawings (Two Copies)**

Maximum paper size 24"x 36"

All drawings to be to scale, dimensioned and provide sufficient information for the scope of proposed work  
 Incomplete Applications will not be accepted for processing

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**Site Plan (Property Survey)**

Show location and dimensions of proposed deck/porch in relation to existing building and setbacks from all property lines.  
 Show location and distance away from Septic Tank and Septic Bed (if applicable).

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**Foundation Plan View**

Provide length and width of structure.  
 Indicate the direction and size of all framing (rafters, ceiling joists, ridge board, ridge beam, lintels, trusses, wall studs etc.)  
 Indicate any door or window openings with dimensions and lintel size.

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**Cross Section/Elevations**

Indicate type of foundation (footings or slab) with size, dimensions and thickness.  
 \*note slabs exceeding 55m2 in area require Professional Engineer design  
 Provide elevation of each side showing any window and door sizes.  
 Indicate the height of structure from finished grade to peak of roof.  
 Provide wall section indicating wall framing, exterior sheathing material and attachment to slab (if applicable).

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**Additional Documentation (Two copies) (if applicable)**

Truss specifications (if applicable).  
 Ministers Ruling or BMEC Approvals for innovative materials or systems.

**Notes:**

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