



## **BUILDING A SHED OR GARAGE PROCESS AND INFORMATION GUIDE**

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### **All Drawings submitted for building permit must include:**

- **2 sets** of drawings to a recognizable standard scale, of which **1 set** of drawings is required to be an **electronic copy** of drawings (PDF only)
- If hand drawn, cannot be drawn on paper greater than 11”x17”
- **Required designer stamp.** BCIN, Architect and/or Engineer (as applicable)

### **When is a building permit required for a shed or garage?**

- When a shed or garage (new or replacement) is 108 ft<sup>2</sup> in size or greater
- When the shed or garage is attached to another structure

### **Drawing requirements for a building permit application.**

1. A copy of the property survey of your lot or equivalent site plan.
  - a. Please draw on location of shed or garage and distance to:
    - i. Property lines
    - ii. Septic system
2. Construction drawings
  - a. Plan view
    - i. Window/door sizes (lintel sizing)
    - ii. Floor, wall, and roof construction
    - iii. Connection to existing structure (only if attached)
  - b. Side views (front and side)
    - i. Height of structure
    - ii. Exterior materials
  - c. Sections
    - i. Cross Section
    - ii. Wall sections (as needed)

(**Note:** See attached sample drawings (6 pages) for further details on the above drawings.)

### **Where to apply for a building permit?**

To apply for a building permit please bring all required drawings and completed permit application to the Building Department at the Municipal Office located at 8348 Wellington Road 124.

### **Office hours:**

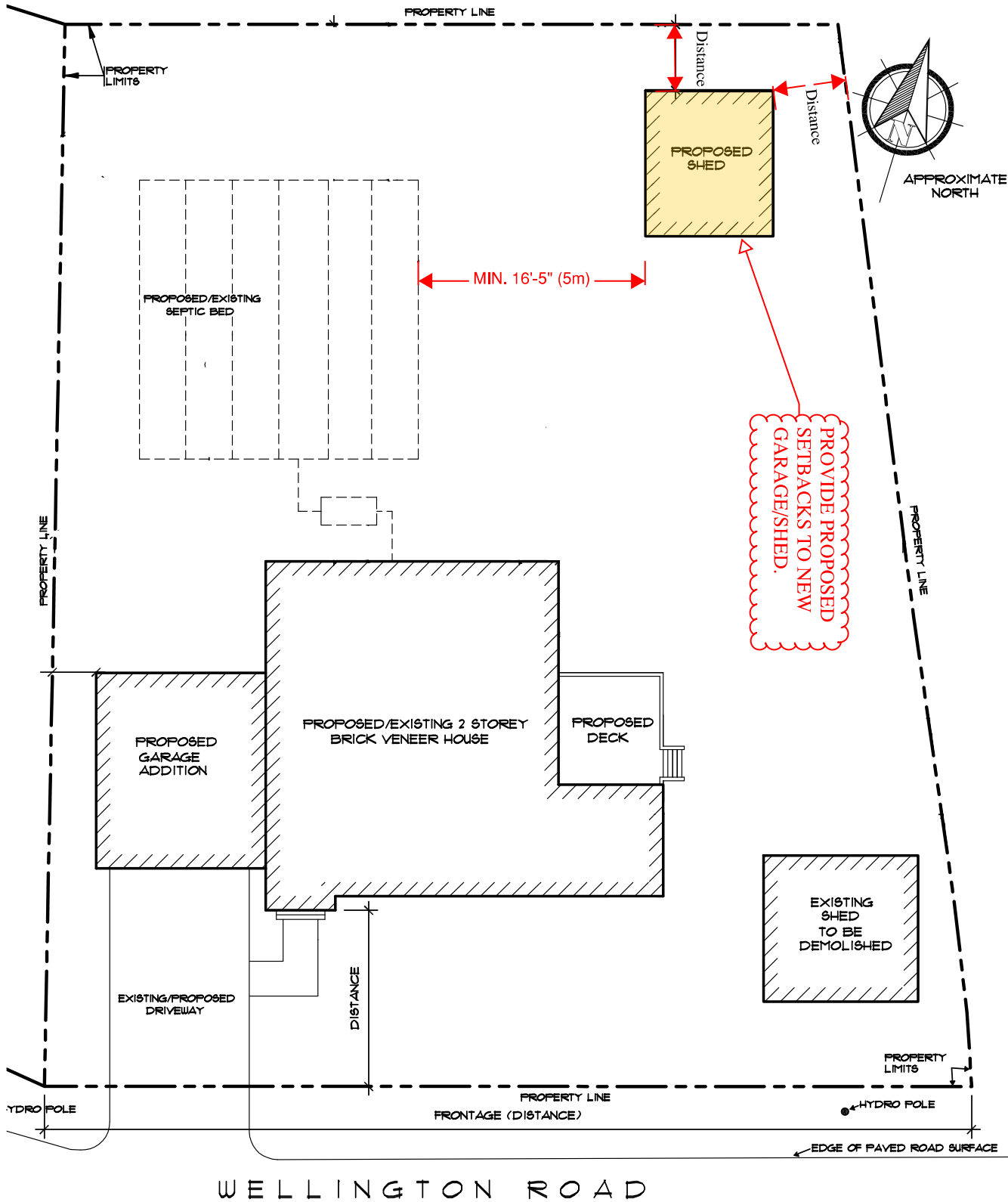
Monday to Friday  
8:30am-4:30pm

### **Cost of building permit**

The cost of the building permit is based on the value of construction of the project. The fee is \$11.46 per \$1000 of construction value plus a flat fee of \$100. The fee covers the review of the drawings for building code compliance, the building permit, and building inspections. We accept cash, cheque, and debit as methods of payment.

### **Time**

Once a complete permit application is made, the permit will be reviewed within a maximum of 10 business days.



Drawing Name:  
**SAMPLE SITE PLAN**

Scale:  
 1/4"=1'-0", 3/16"=1'-0" or 1/8"=1'-0" etc....

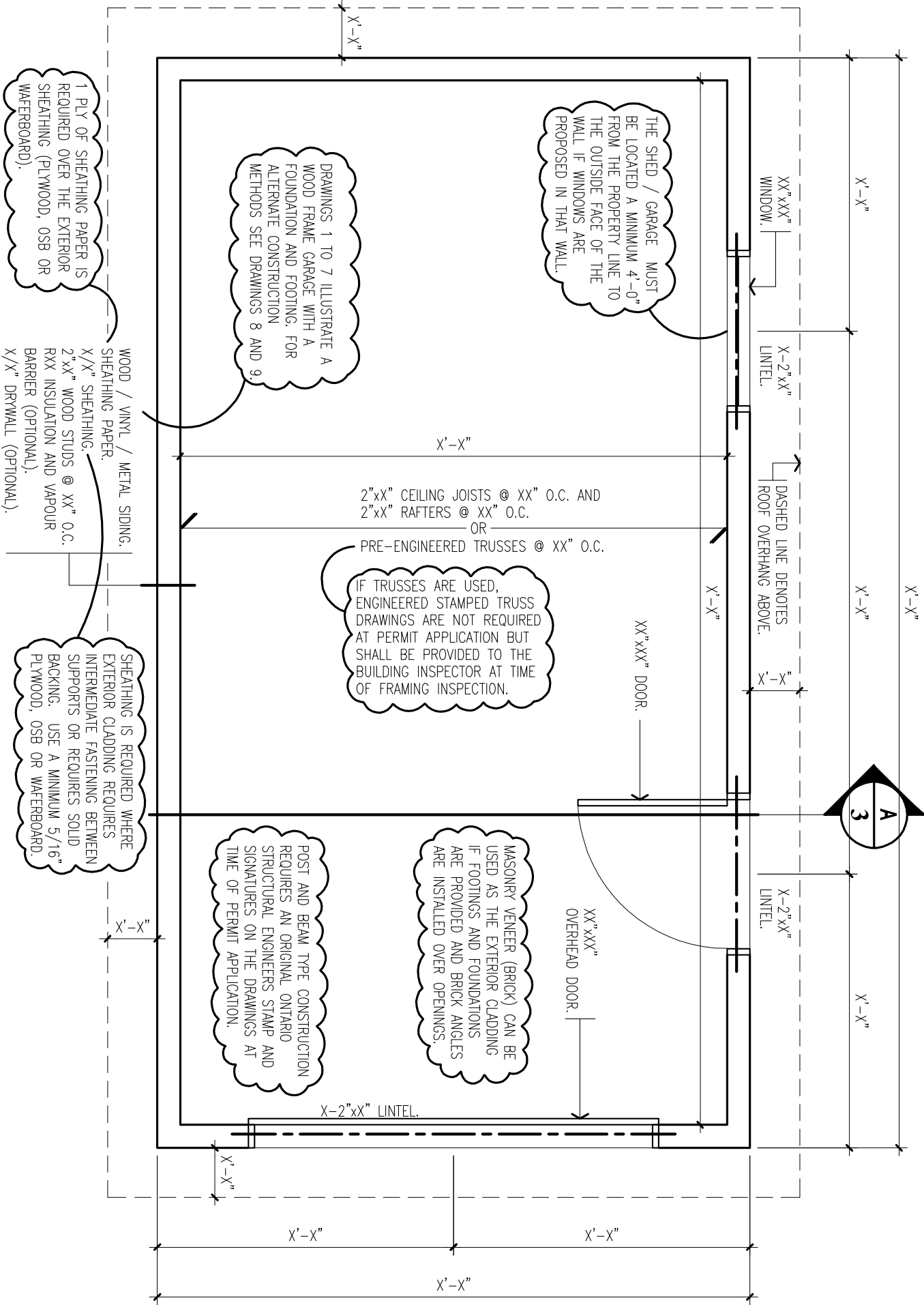
Project:  
**PROPOSED NEW SHED/GARAGE**

Address:  
 123 GUELPH/ERAMOSIA STREET

Page:

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WELLINGTON ROAD



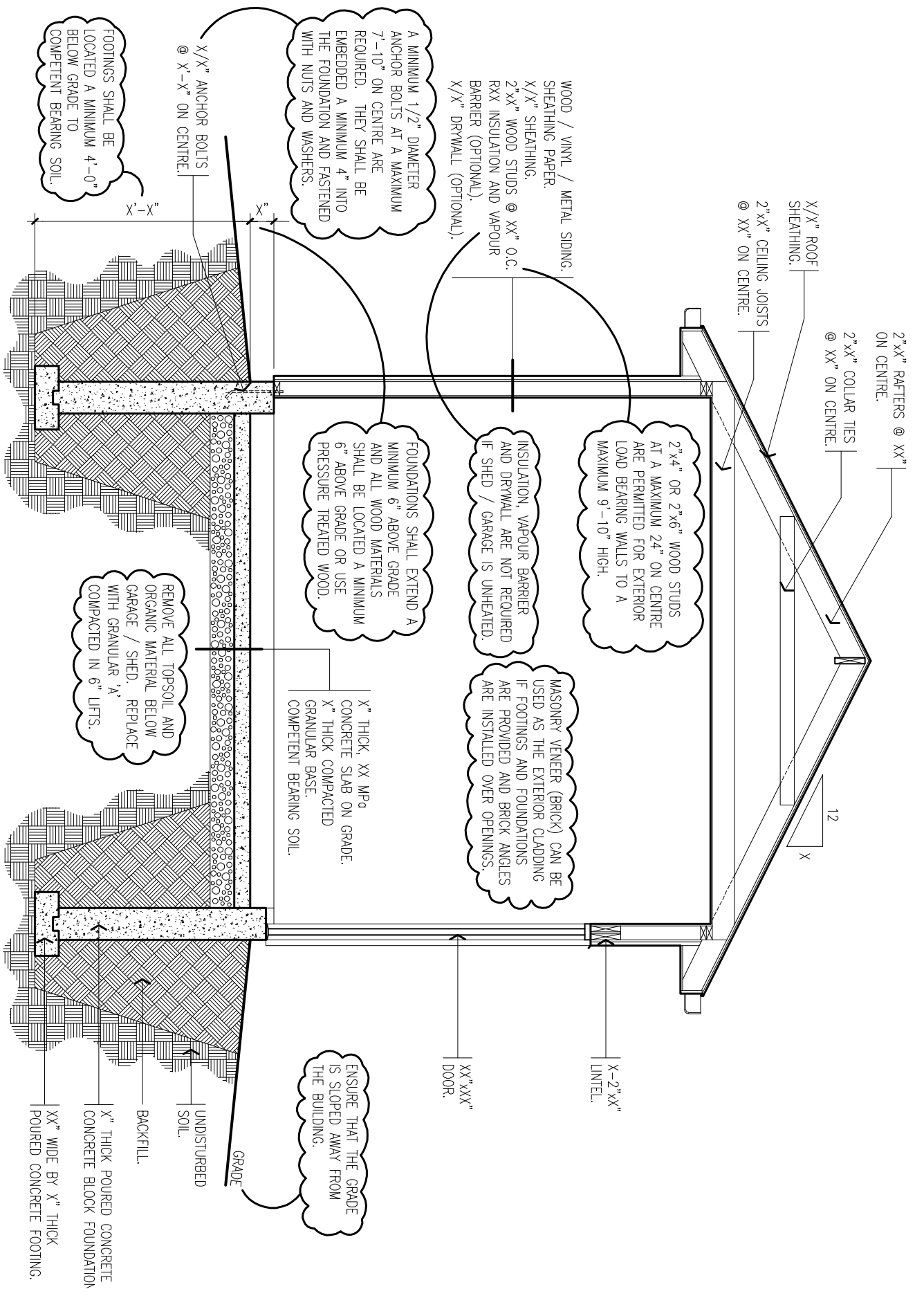
Drawing Name:  
**SAMPLE FLOOR PLAN**

Scale:  
**1/4"=1'-0", 3/16=1'-0" or 1/8=1'-0" etc....**

Project:  
**PROPOSED NEW SHED/GARAGE**

Address:  
**123 GUELPH/ERAMOSIA STREET**

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Drawing Name:

**CROSS SECTION**

Scale:

1/4"=1'-0", 3/16"=1'-0" or 1/8"=1'-0" etc....

Project:

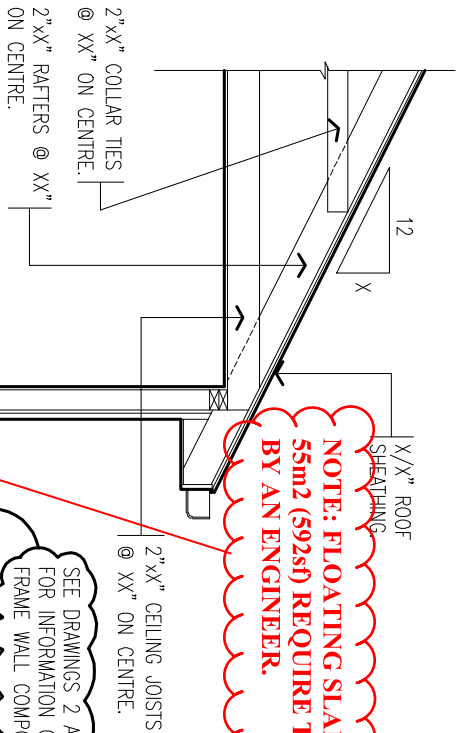
**PROPOSED NEW SHED/GARAGE**

Address:

123 GUELPH/ERAMOSIA STREET

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**NOTE: FLOATING SLABS LARGER THAN 5m2 (592sq) REQUIRE TO BE DESIGNED BY AN ENGINEER.**



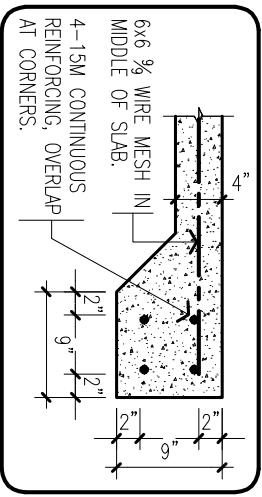
REMOVE ALL TOPSOIL AND ORGANIC MATERIAL BELOW GARAGE / SHED. REPLACE WITH GRANULAR 'A' COMPACTED IN 6" LIFTS.

SEE DRAWINGS 2 AND 7 FOR INFORMATION ON WOOD FRAME WALL COMPONENTS.

WOOD / VINYL / METAL SIDING.  
SHEATHING PAPER.  
X/X" SHEATHING.  
2"xX" WOOD STUDS @ XX" O.C.  
RXX INSULATION AND VAPOUR BARRIER (OPTIONAL).  
X/X" DRYWALL (OPTIONAL).

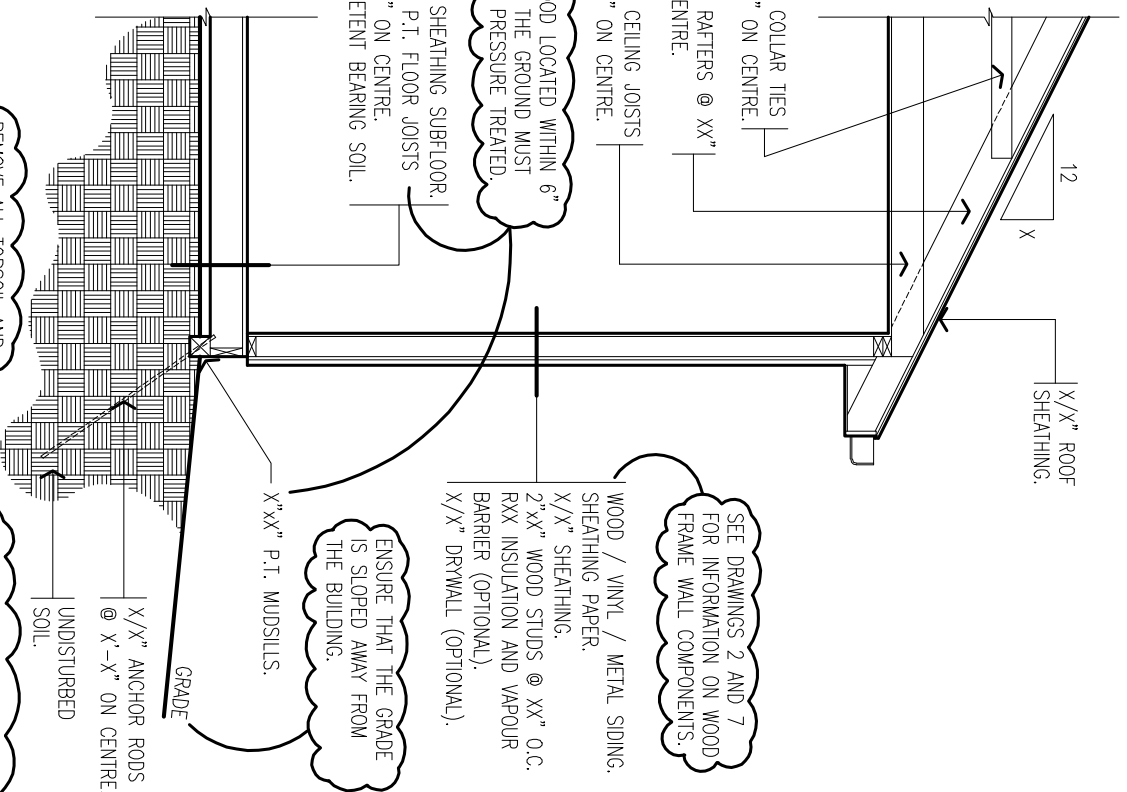
REFER TO DETAIL BELOW FOR REINFORCING REQUIREMENTS.

ENSURE THAT THE GRADE IS SLOPED AWAY FROM THE BUILDING.



A MINIMUM 1/2" DIAMETER ANCHOR BOLTS AT A MAXIMUM 7'-10" ON CENTRE ARE REQUIRED. THEY SHALL BE EMBEDDED A MINIMUM 4" INTO THE STRUCTURAL SLAB AND FASTENED WITH NUTS AND WASHERS.

X/X" ANCHOR BOLTS @ X'-X" ON CENTRE. UNDISTURBED SOIL.



WOOD LOCATED WITHIN 6" OF THE GROUND MUST BE PRESSURE TREATED.

SEE DRAWINGS 2 AND 7 FOR INFORMATION ON WOOD FRAME WALL COMPONENTS.

WOOD / VINYL / METAL SIDING.  
SHEATHING PAPER.  
X/X" SHEATHING.  
2"xX" WOOD STUDS @ XX" O.C.  
RXX INSULATION AND VAPOUR BARRIER (OPTIONAL).  
X/X" DRYWALL (OPTIONAL).

X/X" SHEATHING SUBFLOOR.  
2"xX" P.I. FLOOR JOISTS @ XX" ON CENTRE.  
COMPETENT BEARING SOIL.

ENSURE THAT THE GRADE IS SLOPED AWAY FROM THE BUILDING.

REMOVE ALL TOPSOIL AND ORGANIC MATERIAL BELOW GARAGE / SHED. REPLACE WITH GRANULAR 'A' COMPACTED IN 6" LIFTS.

A MINIMUM 5/8" DIAMETER ANCHOR RODS, A MINIMUM 3'-0" LONG, AT A MAXIMUM 7'-10" ON CENTRE AND AT THE FOUR CORNERS ARE REQUIRED. INSTALL AT A 40° TO 50° ANGLE INTO THE GROUND.

X/X" ANCHOR RODS @ X'-X" ON CENTRE. UNDISTURBED SOIL.

**A WOOD FRAME AND SIDING WALL WITH STRUCTURAL CONCRETE SLAB**

**B WOOD FRAME AND SIDING WALL WITH PRESSURE TREATED WOOD MUDDSILLS AND FLOOR**

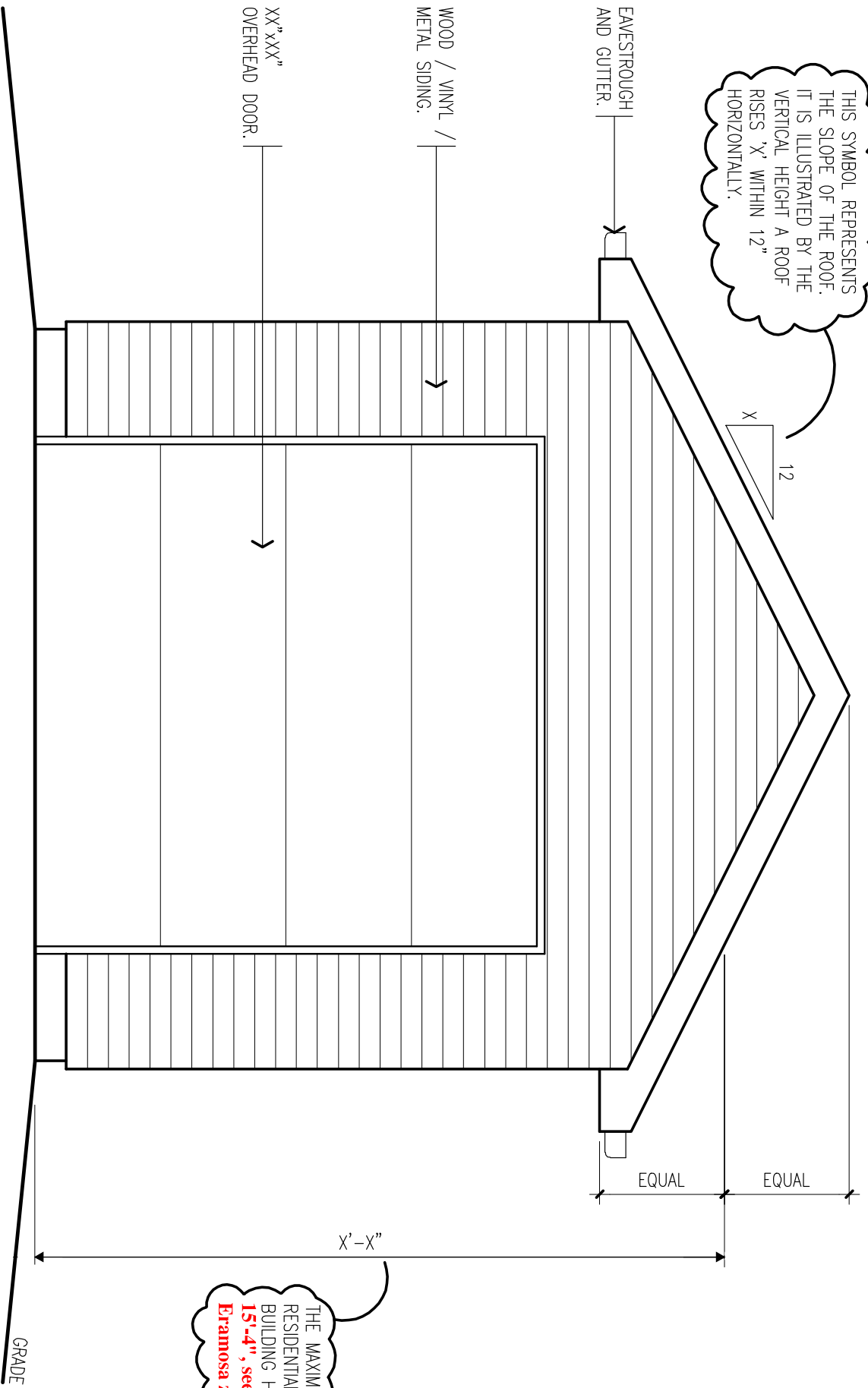
Drawing Name: **SAMPLE CROSS SECTIONS**

Project: **PROPOSED NEW SHED/GARAGE**

Scale: **1/4"=1'-0", 3/16=1'-0" or 1/8=1'-0" etc....**

Address: **123 GUELPH/ERAMOSIA STREET**

THIS SYMBOL REPRESENTS THE SLOPE OF THE ROOF. IT IS ILLUSTRATED BY THE VERTICAL HEIGHT A ROOF RISES 'X' WITHIN 12" HORIZONTALLY.



THE MAXIMUM RESIDENTIAL ACCESSORY BUILDING HEIGHT IS 15'-4", see Guelph/ Eramosa zoning by-law

Drawing Name:

SAMPLE FRONT ELEVATION

Project:

PROPOSED NEW SHED/GARAGE

Page:

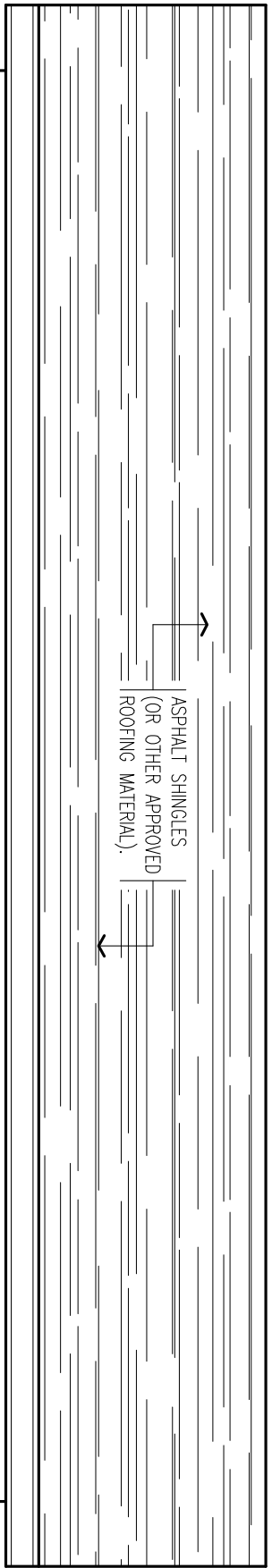
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Scale:

1/4"=1'-0", 3/16=1'-0" or 1/8=1'-0" etc....

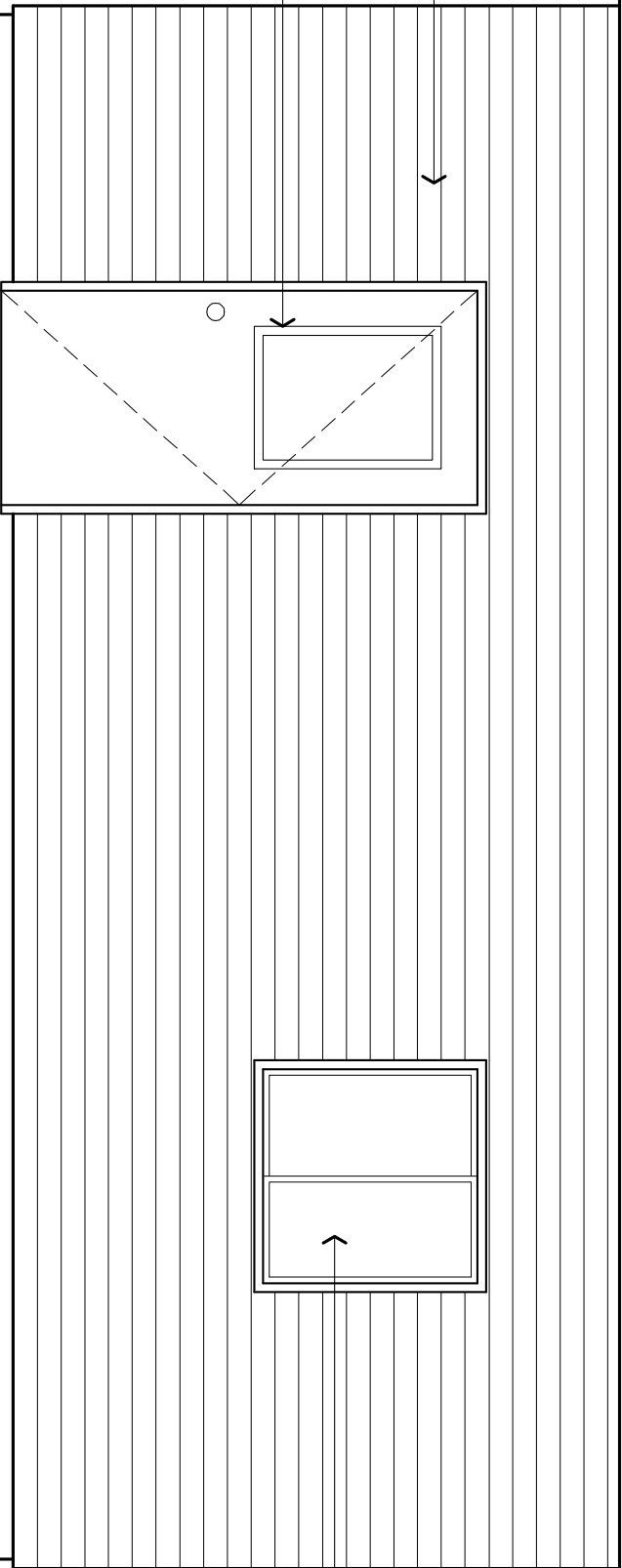
Address:

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WOOD / VINYL /  
METAL SIDING.

XX"XXX" WINDOW  
IN DOOR.



XX"XXX"  
WINDOW.

GRADE

Drawing Name:

**SAMPLE SIDE ELEVATION**

Scale:

1/4"=1'-0", 3/16=1'-0" or 1/8=1'-0" etc....

Project:

**PROPOSED NEW SHED/GARAGE**

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**123 GUELPH/ERAMOSIA STREET**

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