TOWN OF GRIMSBY

BUILDING DEPARTMENT

HELPING GRIMSBY BUILD BETTER

A GUIDE FOR ACCESSORY STRUCTURES

Grimsby's Building Division is here to help you accomplish your dream project.



WHY DO I NEED A PERMIT?

A Building Permit legally authorizes you to start construction of a building project in accordance with approved drawings and specifications.

Building Permits are reviewed for compliance with:

- Ontario Building Code.
- Grimsby's Zoning By-law.
- Other applicable provincial and municipal regulations.

The purpose of a Building Permit is to ensure that zoning requirements, fire and structural safety standards and other building standards are met.

WHEN DO I NEED A PERMIT?

A building permit is required for the construction of a detached accessory structure when:

- Your structure is greater than 10 square metres in area (15 square metres for sheds used for storage purposes only).
- Less than 10 square metres but contains plumbing.

THREE IMPORTANT REQUIREMENTS WHEN PLANNING YOUR PROJECT

ZONING BY-LAW

When choosing the best location and size for your structure you will need to comply with Grimsby's Zoning By-Law.
The Zoning By-Law:

- Prevents overcrowding land.
- Distinguishes land use.
- Maintains consistency within your neighbourhood.

GRADING AND DRAINAGE

When planning your construction project you will need to identify where your land drainage is conveying surface water.
Your construction project should:

- Prevent water from damaging buildings and adjacent properties.
- Help keep a dryer yard year round.
- Prevent potential civil litigation for property damages.

BUILDING CODE

Building codes are the minimum design and construction requirements to ensure safe and resilient structures.
The Building Code is made to:

- Ensure increased public health and safety.
- Make buildings stronger and longer lasting.
- Prioritize sustainability.

CONTACT US 905.309.2022 building@grimsby.ca

BUILDING PERMIT APPLICATION CHECKLIST FOR ACCESSORY STRUCTURES

(DETACHED GARAGES, SHEDS, POOL CABANAS, ETC.)

PROVIDED	NOT APPLICABLE	OUTSTANDING	All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING
			PERMIT APPLICATION FORMS
			Completed Building Permit Application
			Completed Schedule 1 "Designer Information Form"
			PERMIT FEES
			Permit Fees: Calculated and collected at time of permit issuance
			LEGIBLE AND SCALED CONSTRUCTION DRAWINGS
			Site Plan - Show location and dimensions of the deck/porch in relation to existing buildings and provide setbacks from property line. Identify lot grading characteristics such as swales, retaining walls, drainage works.
			Foundation Plan - Show all proposed footing locations with dimensions, sizes and footing depths. If using helical piers, supporting engineering and CCMC approval will be required. (Foundation, Floor, and Roof Plan can be produced on 1 single drawing)
			Floor Plan - Show all deck dimensions, include sizes and material of stairs, columns, beams, joists, and decking.(Foundation, Floor, and Roof Plan can be produced on 1 single drawing)
			Roof Plan - Show all roof dimensions, include sizes and material of rafters, ridge support, ceiling joists, beams and columns. If using pre-engineered trusses, provide truss design package from manufacturer. (Foundation, Floor, and Roof Plan can be produced on 1 single drawing)
			Elevations - Show all sides, window and door dimensions, building heights and downspout locations.
			Cross Section - Show all framing, footing and guardrail connections. Identify height of guardrail.
			ZONING AND APPLICABLE LAW AGENCY APPROVALS
			Drawings to show building heights, building setbacks from property lines, distances between buildings, lot coverage percentages, and building uses. Drawings shall be presented to a planner/zoning technician prior to submitting for building permit. Please contact our zoning department at 905-309-2019 or by email at planning@grimsby.ca

Plans Examiner Comments:

Applicant's Name	Applicant's Signature	Date

This form summarizes the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act and the Town of Grimsby's Building By-Law. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified. Applications that do not have all the required documents and forms are considered "incomplete" and are not subject to timelines specified in the Ontario Building Code, if any item in this checklist is required and not submitted then the application is deemed incomplete.