

BUILDING PERMIT - PLAN CHECKLIST

Residential: Detached Accessory Buildings

Use this Plan Checklist with your Building Permit application if you are building or renovating:

- Detached Garage or Carport
- Shed
- Other detached outbuildings

All plans to be drawn accurately and to the following minimum scale:

- site plan 1:100 or 1/8"=1'
- all other plans 1:50 or 1/4"=1'

SITE PLAN

- ☐ Street names & north arrow
- ☐ Street address and full Legal Description
- ☐ Property lines and lot dimensions
- ☐ Setbacks of buildings to property lines
- ☐ Parking & driveway location
- ☐ Location and full dimension of all buildings on the site (include decks, shed, carport, cantilevers)
- ☐ Lot coverage calculations
- ☐ Show easements & Right-of-Ways (where applicable)
- ☐ Locations of utility services

FLOOR PLANS

- ☐ Outside dimensions
- ☐ Inside floor dimensions and use of all rooms
- ☐ Footings, foundation walls, slab, crawlspace construction details
- ☐ Beam sizes & locations
- ☐ Point loads (if required)
- ☐ Rafter size and layout
- ☐ Truss layout (if required)
- ☐ Joist size and layout
- ☐ Wall construction details
- ☐ Door, window & skylight sizes – label new or existing
- ☐ Stair width, rise & run

ELEVATION PLANS of all four sides

- ☐ Roof overhang and projections on all sides
- ☐ Windows, doors & gable vents on all sides
- ☐ Finished grade on all sides
- ☐ Average building height
- ☐ Roof pitch
- ☐ Floor to ceiling height of all storeys
- ☐ Total area (m² or ft²) of windows & doors on each wall
- ☐ Indicate portion(s) of building being renovated
- ☐ Railing details
- ☐ Exterior finishes and flashing

CROSS SECTIONS & DETAILS

- ☐ Finished grade
- ☐ Footing details, including depth & perimeter drains
- ☐ Foundation wall, including height, damp-proofing, ventilations, insulation
- ☐ Above foundation walls with materials & dimensions
- ☐ Wall construction
- ☐ Insulation/vapour barrier and interior/exterior finishing materials
- ☐ Floor/slab including under-slab preparation
- ☐ Ceiling construction and insulation/vapour barrier
- ☐ Roof including materials, ventilation, drainage
- ☐ Stair dimension including headroom
- ☐ Floor to ceiling height
- ☐ Mechanical drawings (HVAC, etc.)