

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

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.)

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