



## BUILDING A SHED OR GARAGE INFORMATION GUIDE AND PROCESS

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

- 2 sets of drawings to a recognizable standard scale
- **Required designer stamp.** BCIN, Architect and/or Engineer (as applicable)
- An electronic copy of drawings (.PDF)

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

- When a shed or garage (new or replacement) is 108ft<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 required drawings.

### Where to apply for a building permit:

To apply for a building permit please bring all required drawings to the Building Department in Lower Level of Municipal Office located at 5684 Trafalgar Road Hillsburgh, Ontario.

### Office hours:

Monday to Friday  
8:30am – 4:30pm

### Cost of building permit

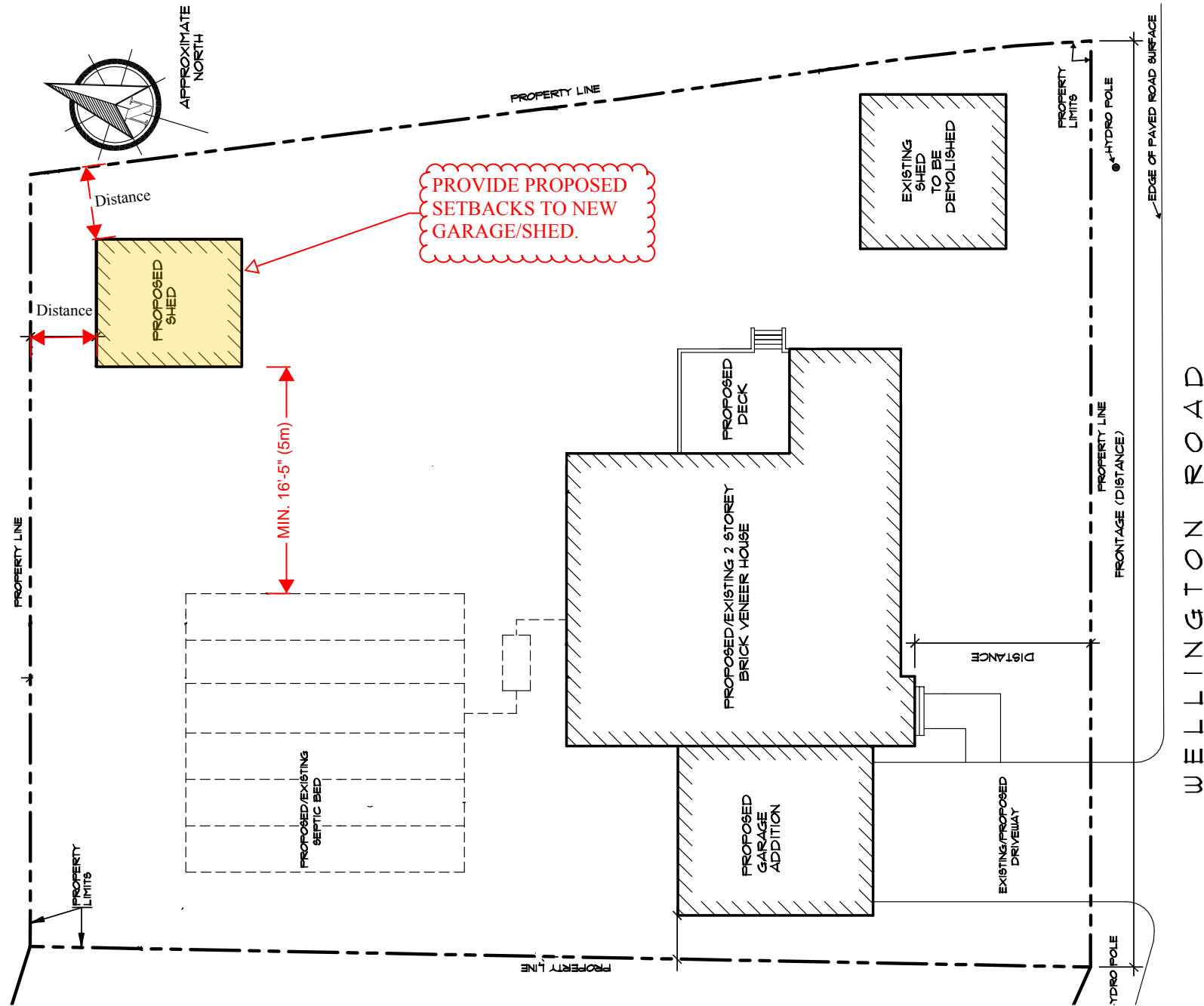
The cost of the permit is minimum **\$200** (up to a 300sf building).

The permit fee for shed/garage larger than 300sf is at a rate of **\$0.666/sf**.

The fees cover the review of 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



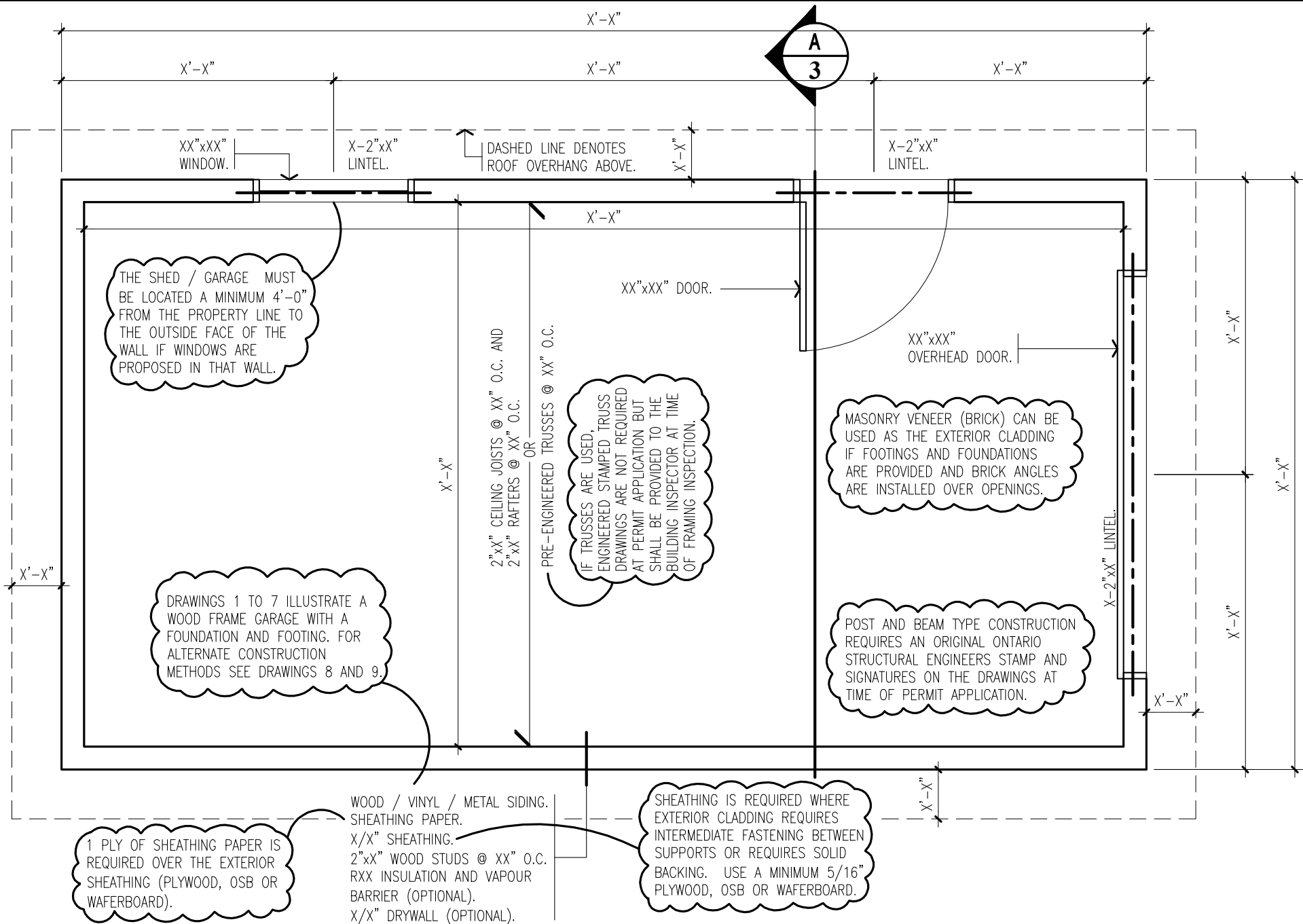
Drawing Name:  
**SAMPLE SITE PLAN**

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

Project:  
**PROPOSED NEW SHED/GARAGE**

Address:  
**123 TOWNOFERIN STREET**

Page:  
 1 of 6



Drawing Name:

**SAMPLE FLOOR PLAN**

Scale:

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

Project:

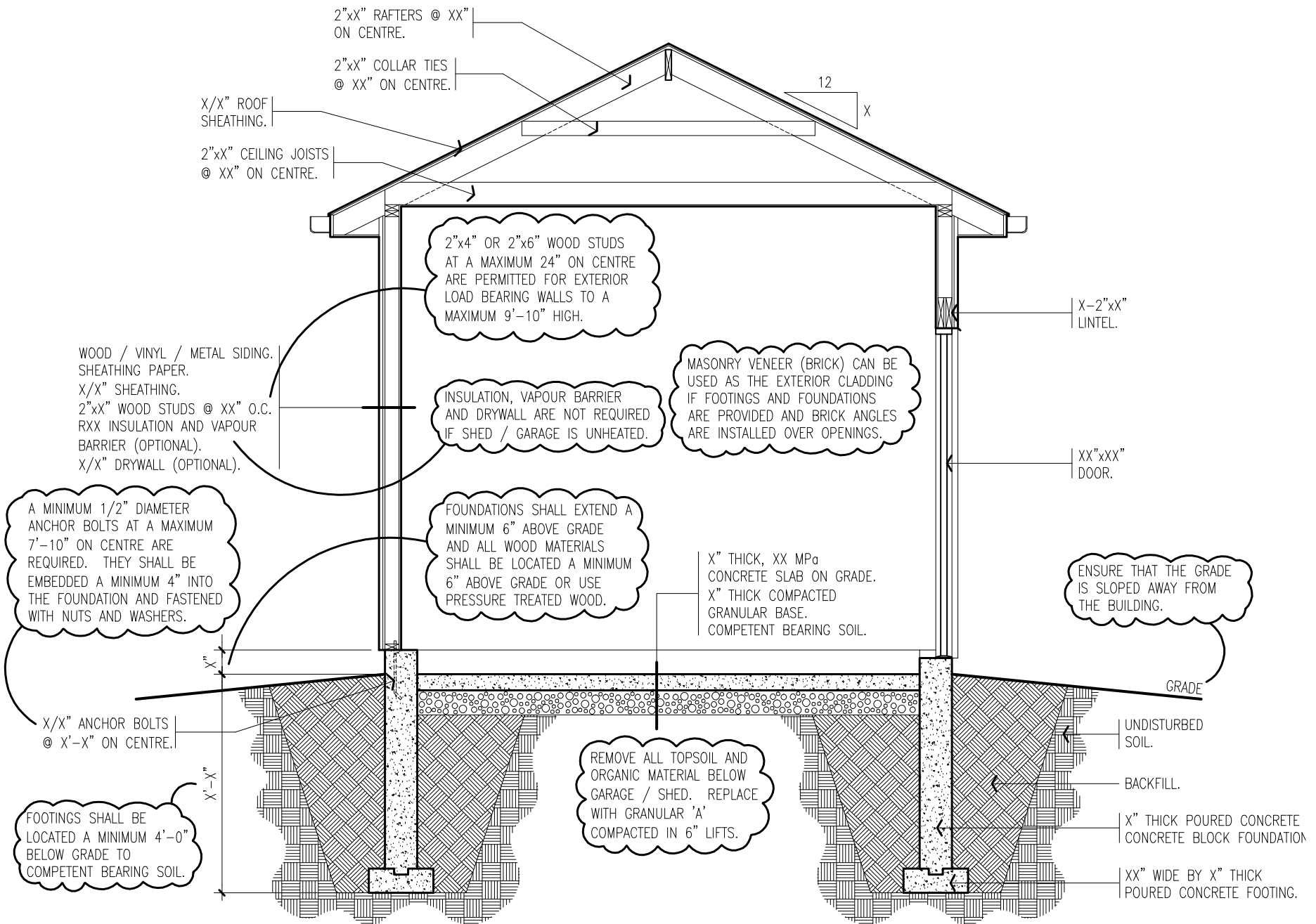
**PROPOSED NEW SHED/GARAGE**

Address:

**123 TOWNOFERIN STREET**

Page:

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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**

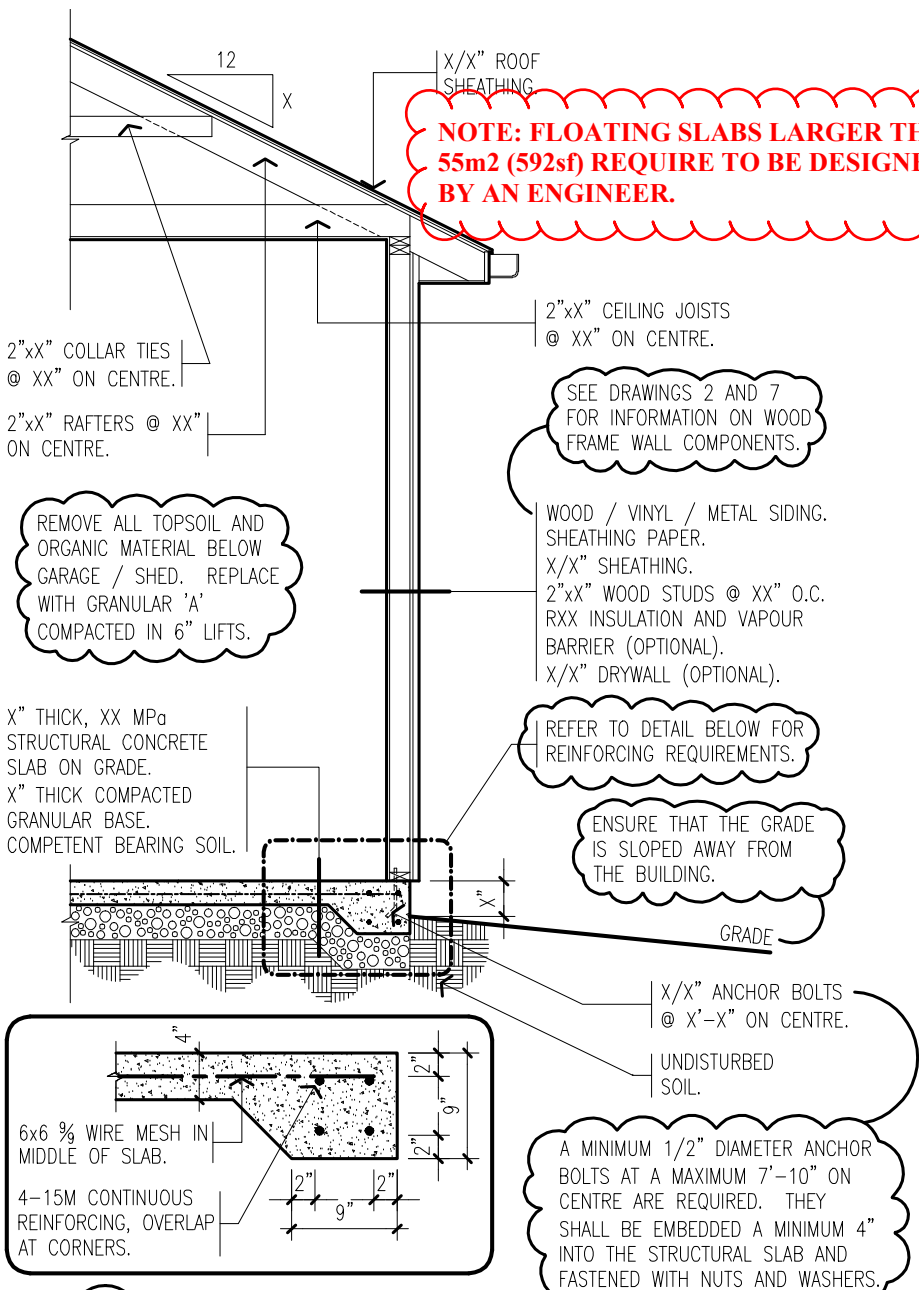
Address:

**123 TOWNOFERIN STREET**

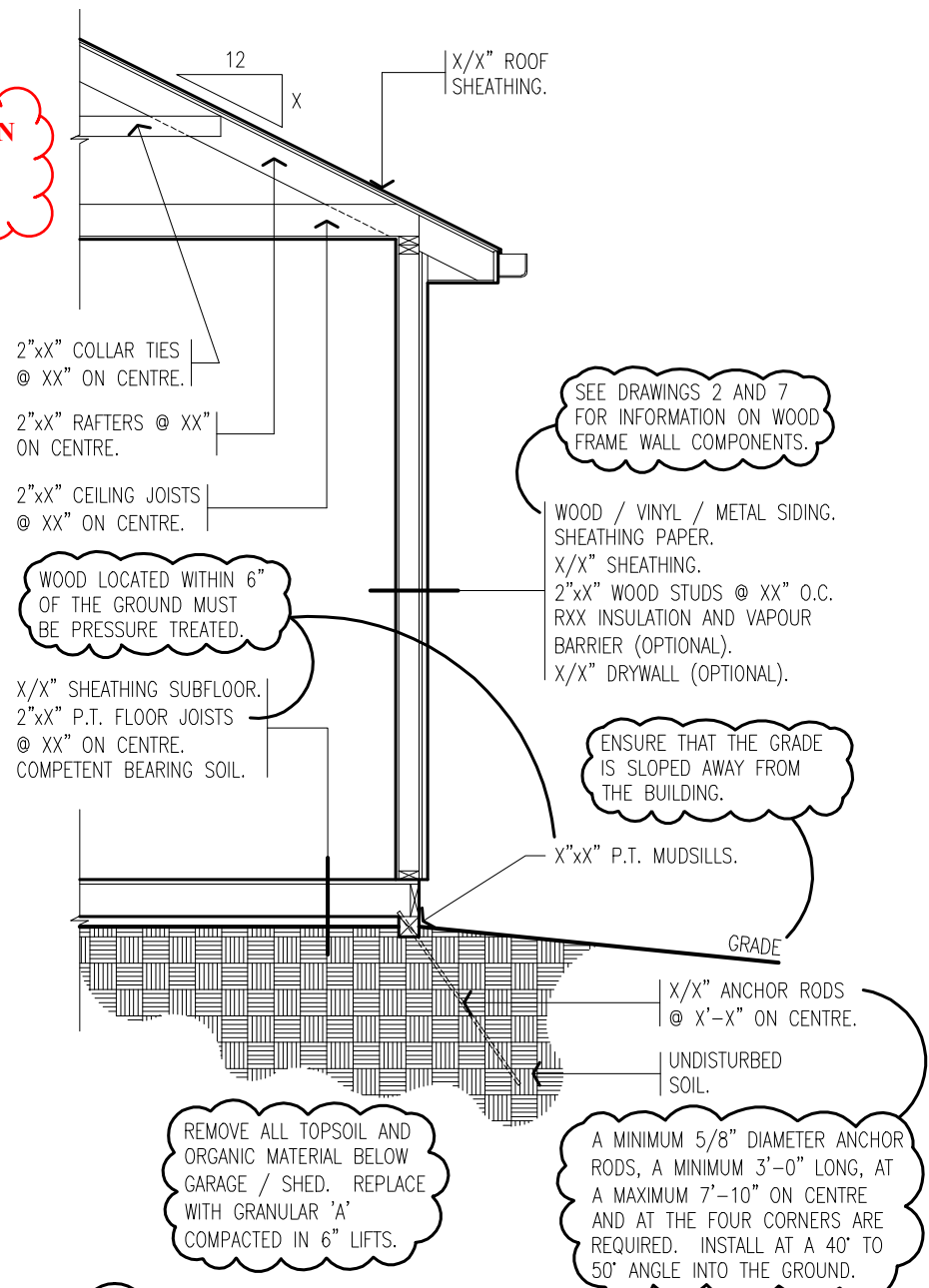
Page:

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**NOTE: FLOATING SLABS LARGER THAN 55m<sup>2</sup> (592sf) REQUIRE TO BE DESIGNED BY AN ENGINEER.**



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



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

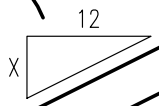
Drawing Name:  
**SAMPLE CROSS SECTIONS**

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

Project:  
**PROPOSED NEW SHED/GARAGE**

Address:  
**123 TOWNOFERIN STREET**

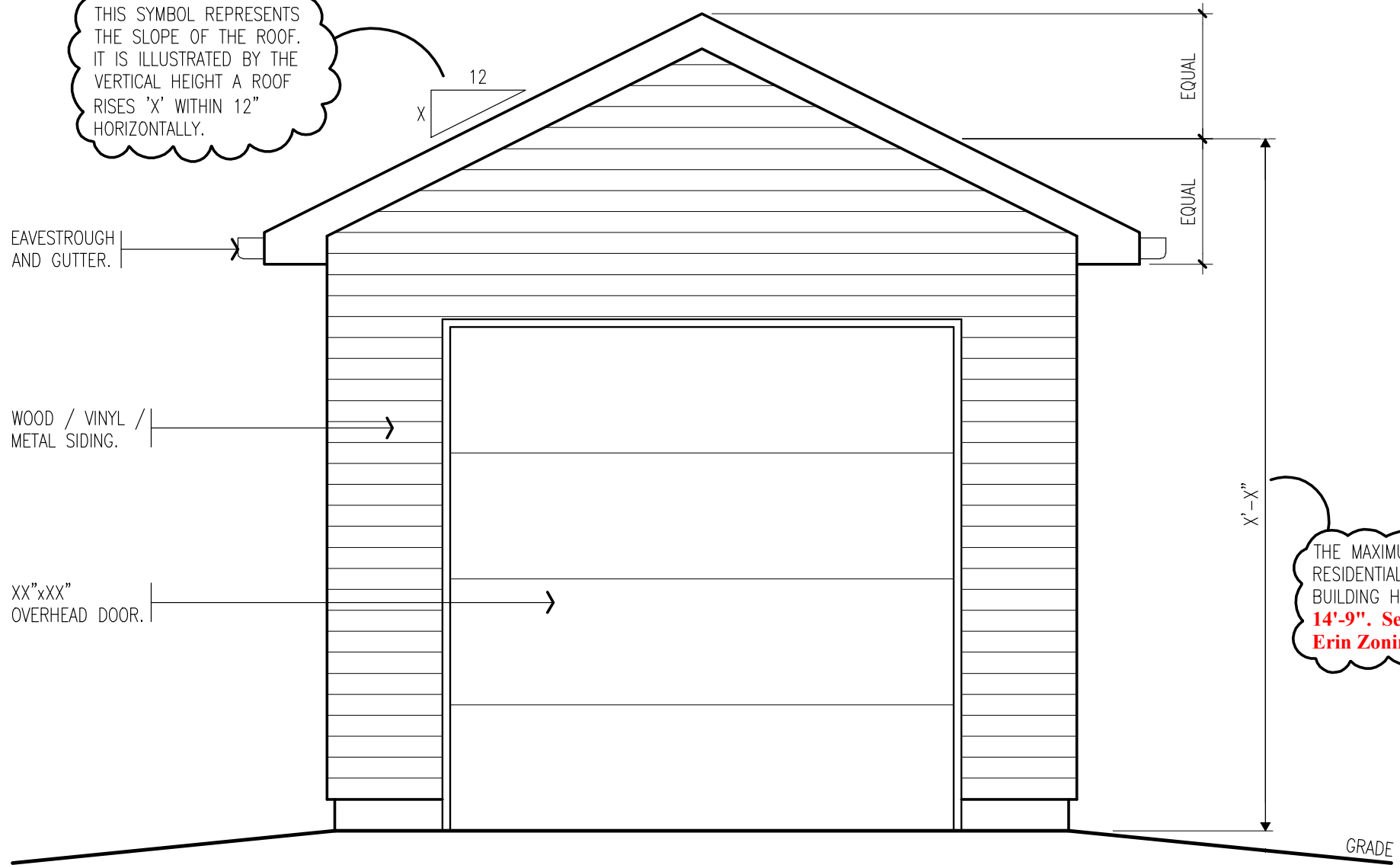
THIS SYMBOL REPRESENTS THE SLOPE OF THE ROOF. IT IS ILLUSTRATED BY THE VERTICAL HEIGHT A ROOF RISES 'X' WITHIN 12" HORIZONTALLY.



EAVESTROUGH AND GUTTER.

WOOD / VINYL / METAL SIDING.

XX"xXX" OVERHEAD DOOR.



THE MAXIMUM RESIDENTIAL ACCESSORY BUILDING HEIGHT IS **14'-9"**. See **Town of Erin Zoning By-Law**

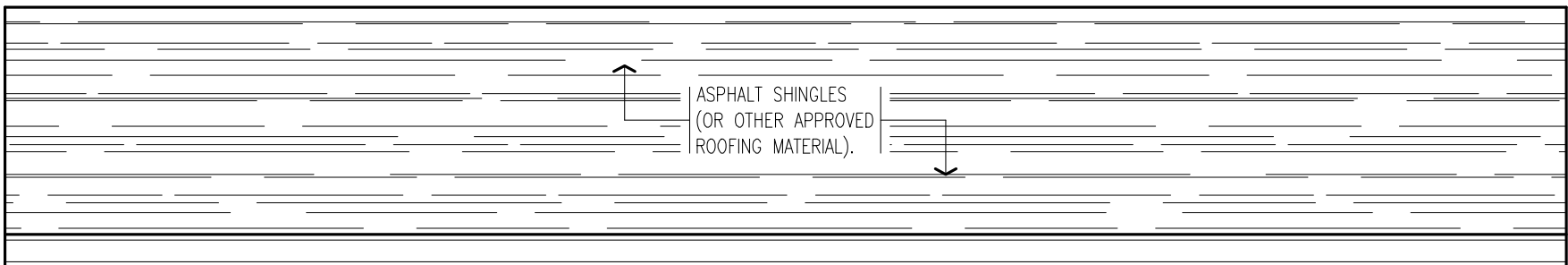
Drawing Name:  
SAMPLE FRONT ELEVATION

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:  
123 TOWNOFERIN STREET

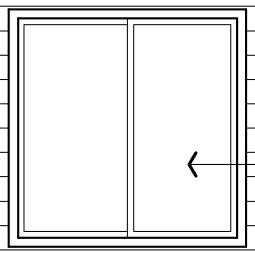


ASPHALT SHINGLES  
(OR OTHER APPROVED  
ROOFING MATERIAL).

WOOD / VINYL /  
METAL SIDING.



XX"xXX" WINDOW  
IN DOOR.



XX"xXX"  
WINDOW.

GRADE

Drawing Name:  
**SAMPLE SIDE ELEVATION**

Project:  
**PROPOSED NEW SHED/GARAGE**

Page:  
**6 of 6**

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

Address:  
**123 TOWNOFERIN STREET**