



Building Department

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Accessory Building, Detached Garage or Shed Information Guide

These are general guidelines only; more information may be required depending on the application.

When is a Building Permit required for an accessory building?

- Where the building is greater than 10 m² (108 sq. ft.) measured from the outside surface of the exterior walls, exterior side of columns if there are no walls, or the outside edge of the slab floor, whichever is greater
- Where renovation or alteration will result in size difference or structural modifications
- Proposed plumbing fixtures regardless of size or style of building.

When is a Building Permit NOT required for a deck?

- Pergola style structure that does not include a roof, walls, floor or any combination thereof
- Where a building is less than 10 m² (108 sq. ft.) and NOT attached to another building
- Repairs to an existing building that do not result in structural modifications

Important Note: Regardless of whether a proposed building requires a building permit or not, it is the property owner's responsibility to ensure that the construction meets the requirements of the building code and that the building is in conformance with the Town of Erin Zoning By-law.

Required Documents for building permit application

- Fully completed application form, including all required schedules
- Owner Authorization form, if applicant is not the property owner
- All applicable fees
- Site plan
- Construction Drawings and Documents
- Grand River Conservation Authority (GRCA) or Credit Valley Conservation Authority (CVC) permission, if applicable

Note: Where plumbing is proposed inside or outside of the accessory building you are required to have your existing on-site sewage system reviewed by a qualified septic designer or engineer to determine if it is sufficient for the proposed design or is modifications and/or a new septic system is required.

- A separate application may be required for a new septic system or changes to an existing system to ensure the daily design flow meets the requirements of the building(s).

Building permits for accessory buildings will NOT be issued without Building Department issuance of a septic permit (if applicable).

Site Plan Requirements

- A comprehensive site and plan of the entire property showing:
 - Dimensions of property
 - Proposed location of all existing and new construction
 - Location of well and septic system
 - Distance from proposed structure to property lines, septic system, well
 - Hydro Lines – location, height or depth of overhead and underground lines
 - Altered grades where applicable

Construction Drawings Requirements

- Floor plans of all floor levels
 - Fully dimensioned and noted
 - All rooms, spaces and areas to be labeled
- Footings and foundations specifications, sizes and layout
 - Floating slabs greater than 55 m² (600 sq. ft.) require design by an engineer
- Floor, wall, and roof construction
 - Truss layout and engineered details may be submitted after the permit is issued
- All structural components, sizes and spans – beams, lintels, columns, LVL's, etc.
- All window/door sizes
- All exterior elevation views
 - Fully dimensioned and noted
 - Show all openings, exterior materials (siding, brick, roofing)
 - Grade at building
 - Line of average grade around the building
 - Height of structure from average grade as defined in the Zoning By-law
- Cross section(s) of entire building and wall sections and details (as needed)
- Provide details on all items that are not typical

Building Permit Fees

Refer to Fees and Charges By-law 17-63 for applicable building permit fees. Upon receipt of the building permit application, an invoice will be created and sent to you based on the information and drawings provided. All fees and charges listed herein are payable prior to processing of the building permit application.

Where to apply for a building permit?

- All documents are to be emailed to us in unlocked pdf. Any pdf with restrictive permissions (security) will not be accepted.
- All documents to be sent to: building@erin.ca

Response Time

- Once received by the Building Department, you will be provided with a checklist summarizing any missing items within 2 business days.
- Once a complete building permit application is submitted, the permit will be reviewed within 10 business days and the applicant will be informed of any additional requirements or required amendments.

Questions?

Contact the Building Department for assistance:

Email: building@erin.ca

Important Links

Call Before You Dig - Ontario One Call	www.on1call.com
Credit Valley Conservation (CVC) Maps	www.cvc.ca/planning-permits/regulation-mapping/
Electrical Safety Authority (ESA)	www.esasafe.com
Grand River Conservation Authority (GRCA) Maps	www.grandriver.ca/en/Planning-Development/Map-Your-Property.aspx
Ministry of Agriculture, Food and Rural Affairs (OMAFRA)	www.omafra.gov.on.ca
Ontario's Building Code	www.ontario.ca/page/ontarios-building-code
Ontario Onsite Wastewater Association (OOWA)	www.oowa.org
Source Water Protection	www.wellingtonwater.ca
TARION - Ontario New Home Warranties Plan	www.tarion.com
Truss Installation Guide (BCSI Canada)	https://tpic.ca/wp-content/uploads/2018/06/canadabcsi.pdf
Wellington County Public Mapping	https://sgis.wellington.ca/Maps/index.html?viewer=WellingtonCountyExternal