SHEDS & DETACHED GARAGES BUILDING PERMITS REQUIRED

Building permits are required in the City of Waterloo for any accessory structure that contains plumbing, OR exceeds 10 m^2 (108 ft^2) in area measured to the outside face of the walls.

Note: Accessory structures that do not require building permits, are still required to comply with the zoning by-law (eg – location, height, size, ect.)

PERMIT APPLICATION PROCESS – Residential

Fees and Timing:

- The current building permit fee for a shed is **$75**
- The current building permit fee for a detached garage is **$75 per bay**
- A refundable deposit is also collected on the permit in the amount of **$100**
- Fees are to be paid at the time of application (cash, cheque and debit accepted)
- Please allow 10 business days to issue or refuse a permit application

Forms:

- You will need to complete the "Permit Application – Accessory Structures" form which is available on the City of Waterloo website (all 3 pages needed)
- Schedule 1 Designer form to be completed by person responsible for design

Drawings (two copies):

- Drawings (drawn to scale) are required to be submitted and are to include:
  - ✓ up to date site plan showing location of the accessory structure including distances to all buildings/structures and to all property lines
  - ✓ use of building noted on the plan (eg – shed, 1 bay garage, 2 bay garage)
  - ✓ foundation plan
  - ✓ floor plan with all framing information and door and window sizes noted
  - ✓ cross section with all materials and dimensions noted
  - ✓ exterior elevations (grade, height, exterior materials and roof slope noted)
  - ✓ truss layout and spacing where applicable
- Information Required on Every Page of the Drawings:
  - ✓ **Name** of the person responsible for the design
  - ✓ **Signature** of the person responsible for the design
  - ✓ **Statement** "I have reviewed and taken responsibility for the design activities"
  - ✓ **Date** the drawings were prepared
  - ✓ **Scale** that the drawing is drawn to
  - ✓ BCIN designers must also include their Building Code Identification Number
  - ✓ Architects and Engineers are only required to stamp, date and sign their drawings

Sample drawings attached to website pdf (hard copies available upon request).

Designer Qualifications:

- Accessory Structures 50 m^2 (538 ft^2) and under in area:
  - ✓ Any person that is knowledgeable about the applicable requirements of the Ontario Building Code can prepare and take liability for the design in relation to a building permit submission.
- Accessory Structures greater than 50 m^2 (538 ft^2) in area:
  - ✓ The homeowner is permitted to prepare and take liability for the design of an accessory structure to serve their home, provided they understand the applicable requirements of the Ontario Building Code
  - ✓ An architect OR a professional engineer OR a BCIN designer qualified in 'House' are also permitted to take on the liability for the design

Design Tips:

- Slab-on-grade construction is only permitted for one storey structures up to 55 m^2 (592 ft^2) in area measured to the outside face of the exterior walls (brick / masonry veneer not permitted with slab-on-grade construction)
- Walls containing openings (windows or doors) may require larger setbacks to property lines than what is required under the zoning by-law (refer to OBC)
- Minimum unobstructed garage parking stall is 2.8 m x 5.5 m (9'-2 ¼" x 18'-0")
- The owner shall ensure that the construction will not impact the drainage on adjacent properties, and is responsible to remedy any future drainage concerns resulting from the construction. We recommend that roof overhangs not be located closer than 0.3 m (1'-0") to any property line
- Maximum allowable roof overhang is 0.6 m (2'-0")

Zoning:

Note: Prior to applying for a building permit, please verify the specific zoning provisions for your property by calling 519-747-8752 or checking online at: http://city.waterloo.on.ca/desktopdefault.aspx?tabid=775

- **Height and Location:**
  - ✓ Accessory structures must be a minimum 2.5 m (8'-2 ½") away from the main structure on any adjoining lot and cannot be connected to any other structure in any way (including the main structure on the property)
  - ✓ Accessory structures are not permitted in the front yard
  - ✓ Accessory structures in the rear yard of an internal lot (not a corner lot) must be set back from the side and rear property lines a minimum of 0.6 m (2'-0")
  - ✓ Accessory structures located in the side or flankage yard (on corner lots) must meet the same setback requirements as the main structure.
  - ✓ Accessory structures are not permitted to be constructed on an easement
  - ✓ The base of an accessory structure cannot exceed 0.6 m (2'-0") above the existing grade at any point.
  - ✓ The maximum allowable height for an accessory structure is 4.0 m (13'-1½") and is measured from the ground to the mid-height of the sloped roof, or to the top of a flat or mansard roof.

- **Lot Coverage:**
  - ✓ Impervious coverage limits of the zone (if applicable) cannot be exceeded. Check for specific impervious coverage limits in all SD, R, and FR zones
  - ✓ Accessory Structures cannot exceed 10% of the total lot area (5% for each dwelling where semi-detached dwellings are located on a single lot)
  - ✓ The total area of ALL structures on the property (including main and accessory structures) cannot exceed the maximum allowable lot coverage of the zone if applicable (see below).

By-law	Zones	Max Lot Coverage by ALL Structures
1108	SR2A, SR3	33%
1108	SR2	35%
1108	MD, SD, R, SR1-10	40%
1418	SR2, SR2A, SR3, SR4	33%
1418	SD, SD1, R, MD, SR1	40%

Please contact Building Standards with any additional questions:
Phone: 519-747-8712 Email: building@waterloo.ca