

# BUILDING DIVISION

## ADDITIONS



### Do I need a permit to build an addition?

A permit to build an addition on a detached garage/shed or a house is required

### How do I apply for an addition permit?

All applications are applied for online using our online application form. You can submit all required documents online in the within this application form. This is online application process allows for in house tracking and time efficiency for issuing permits.

Building permit application <https://portal.laserfiche.ca/j4889/forms/Building-Permit-Application-26>

### What required documents do I need to submit?

- a) Complete online application
- b) Submit detailed drawings including foundation details, framing details, window and door sizes, height of building, dimensions, attachment details, roof framing details, Energy Efficient Design Summary done by a professional
- c) For an addition to an existing structure, the entire foundation, both the existing and the addition, must be the same foundations type as the existing to comply with the foundation requirements or alternatively the foundation must be designed by a professional engineer
- d) Site sketch showing the location of the addition on the property, please show dimensions from all property lines. It is up to you to know where your property lines are located. If you are not sure you can hire a land surveyor to legally determine your property lines for you.
- e) A lot grading permit will be required, this needs to be completed by an Ontario land surveyor. It is necessary to ensure the garage/shed will not cause any drainage or water run off issued for yourself or your neighbour. The lot grading plan must show dimensions of all buildings and dimensions that all structures are from property line including your new addition. If this is the case, you can submit your lot grading plan as your site sketch

## **How much will by addition permit cost?**

0.33/ft<sup>2</sup> for buildings with a floor area over 1500sqft or \$3.33/\$1000 construction value, +25% stabilization reserve charge. This includes review of drawings, and the building permit inspections.

## **How long will it take to get a building permit once I apply?**

Standard wait times for a completed application is 10 business days. If your application is not complete with all documents at the time of application, we will contact you with documents that are missing.

## **When do you come and inspect the garage/shed?**

Once the building permit is issued to you, details on type of inspections required will be given to you in your building permit package. We require you to call the office 2 days in advance for an inspection.

## **Important Numbers to know before you begin digging**

ON1CALL – Ontario One Call (natural gas, sewer/water lines, hydro) 1-800-400-2255

ERTH Power (hydro) 1-877-850-3128

Eastlink (telephone internet/cable) 1-888-345-1111

EPCOR (gas) 519-773-5321

Town of Aylmer (water/sewer) 519-773-4949

## **Where to I do I get assistance with the required documents, like site sketch and garage/shed design?**

If you plan to do your own design, there are many designs online. When searching online use examples that refer to the Ontario Building Code. (OBC) For detailed information on how to build a garage/shed to the Ontario Building Code please refer to our guide handout. You can also hire a qualified designer to do your drawings for you; they will need to sign the Schedule 1 Designer form on the online application