



The Corporation of the Township of Puslinch

BUILDING DEPARTMENT
7404 Wellington Rd 34
R.R# 3 Guelph, ON N1H 6H9
Ph: 519-763-1226
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BUILDING PERMIT REQUIREMENTS ACCESSORY BUILDINGS FOR RESIDENTIAL HOUSES

(Sheds, Detached Garages, Pool Houses, Gazebos etc.)

This form summarizes the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

Provided	Not Applicable	Outstanding	REQUIRED DOCUMENTATION:
			All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING
			Application (One Copy) Completed Provincial Application for a Permit to Construct or Demolish If Accessory Building exceeds 50m ² in building area : Schedules completed to show all designer qualifications along with BCIN numbers. (Plans to show designer information as per conditions set in Div.C, 3.2.4 and Div.C, 3.2.5 OBC)
			Permit Fees Permit Fee as per the building by-law.
			Construction Drawings (Two Complete Sets) Site Plan (Property Survey) - Show Location and dimensions of the structure in relation to buildings and dimensions or set backs from property line. Plan View - Indicate length and width of structure showing all framing elements (size and Show direction of roof slope. Elevations - Showing all sides, openings (include sizes of windows and doors), finished grade Cross Section - Indicating footing, foundation, garage floor construction, wall construction, roof construction, beam sizes for carports and garage door Truss Details - Provide Engineer stamped truss details from the Manufacturer, if applicable.
			Additional Documentation Other Applicable Law Ministers Ruling or BMEC Approvals for innovative materials or systems.
			Other Requirements

Building Permit Issuance

The following items must be completed prior to issuance of a building permit:

- 1 Outstanding balance of permit fees are due and payable at the time of permit issuance. The applicant be contacted upon completion of the plans review and advised of any outstanding fees.
- 2 Permit shall be released to the owner or applicant. The building department will release permits to parties only where written authorization has been received from the owner of the property or the

Other Contacts

Electrical Safety Authority (*Electrical Permits and Inspections*) 1(877) 372-7233
Ontario One Call (*Call before you dig - Includes 360 Networks: Bell Canada, Cogeco Cable, Hydro One, Imperial Oil, Trans Canada Pipelines, Union Gas etc.*) 1 (800) 400-2255
Ministers Ruling www.obc.mah.gov.on.ca/Page66.aspx
BMEC (Building Materials Evaluation Commission) Approvals www.obc.mah.gov.on.ca/Page50.aspx
CCMC (Canadian Construction Materials Centre-Canadian National Research Council) http://irc.nrc-cnrc.gc.ca/ccmc/index_e.html