

Residential Building Permit Check List Detached Garage or Shed

Project Name:		<i>Building Permit Label (completed internally)</i>
Project Address:		
Applicant:		
Applicant Address:		

The following items are required for plan review:		YES	N/A
1.0	Two copies of legible site plans – drawn to scale and dimensioned		
1.1	Showing property lines and dimensions.		
1.2	Showing all existing and new buildings, and boundaries and distances to property lines and to adjacent buildings on the same property.		
1.3	Clearly showing roof eaves and overhang sizes.		
1.4	Location of gas and electric meters.		
2.0	Two copies of construction drawings - drawn to scale and dimensioned		
2.1	City cheat sheets are acceptable, providing all construction information is noted.		
2.2	Identify if the garage is to be heated or unheated.		
2.3	Foundation/slab details - Granular layer thickness, slab and perimeter thickening measurements and reinforcement, anchorage details for exterior walls.		
2.4	Moveable garden shed - pressure treated skids and/or floor joists, and anchorage details must be shown.		
2.5	Wall framing and finish details complete with wall height, base plate material, window and door locations (and lintel ply and size), and building height (from finished grade to ridge of roof).		
2.6	Roof slope and roofing material shown - If roof rafters are being built on site, construction details have been provided. If manufactured trusses are being installed, the truss layout has been provided.		
2.7	Building envelope construction - including insulation RSI values, air and vapour barriers. Exterior cladding and flashings.		
3.0	Additional permits - A homeowner permit will only be issued to a property owner that resides or plans to reside in a Single Family Dwelling.		
3.1	Electrical permit is required for all garages.		
3.2	Gas Permit is required for heated garages.		

4.0	Additional documents		
4.1	Locate slips for underground utilities.		
4.2	A gas agreement - Required if the gas service is under the new garage location and the gas meter must be moved.		
4.3	Form C – signed copy of exterior wall claddings – Part 9 buildings.		

**Checklist must be completed by applicant prior to submittal.
 Minor changes or notes on submitted plans may be in blue or black ink.
 RED INK IS RESERVED FOR DEPARTMENT.**

NOTE:
 Any missing or incorrect information will delay the permit issuance.