

## **RESIDENTIAL ACCESSORY BUILDINGS**

(Detached Garage, Gazebo, Shed serving a  
Single Detached, Semi-Detached, Duplex Dwellings and Row Houses)

### **PERMIT APPLICATION & INFORMATION**



### **Building Department**

Building Information Officer - [permits@southglengarry.com](mailto:permits@southglengarry.com) – Ext. 2205





**Township of South Glengarry**  
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0  
T: (613) 347-1166 | F: (613) 347-3411  
[www.southglengarry.com](http://www.southglengarry.com)

### **Permit Application Checklist for Accessory Buildings**

(Serving Detached House, Semi Detached House, Townhouse or Row house)

☐ **Building Permit Fees:**

- \$250.00 application base fee
- Applicable permit fees
  - o Payable by cash, cheque, debit or online by credit card/debit

**Forms required to be included as part of the Permit Application:**

1. Completed "Application for Permit to Construct or Demolish" Form (attached)
2. "Consent and Acknowledgment" Form (if applicable) for permit application (attached)
  - Required if someone other than the property owner is the permit applicant
3. Approval documents required by an applicable law
4. Schedule 1: Designer Information Form

**Drawings & information required to be included as part of the Permit Application:**

- ☐ Site Plan illustrating information such as but not limited to the following:
  - o Property lines and property dimensions
  - o Existing and proposed lot grading & drainage (see note #1 below)
  - o Location and dimensions of proposed and existing buildings and structures and their respective setbacks from property lines
  - o Location of and distances to municipal drains
  - o On-site sewage system location and clearance distances
  - o Existing and proposed entrances
  - o Municipal roadway and driveway location
  - o North arrow
- ☐ Floor plan(s)
- ☐ Foundation Plan
- ☐ Roof Framing Plan or Pre-engineered roof truss layout
- ☐ Building Elevations
- ☐ Cross- Section(s)- indicate Floor, Wall and Roof Assemblies

*One set of drawings and information are required to be included as part of the Permit Application Submission.*

*All drawings shall be legible, to scale, dimensioned and provide sufficient information that describes the extent of proposed work.*

***How to Apply: (select 1 of 3 options below)***

1. ***Apply online through Cloudpermit, an online system allowing users to track and monitor their building permit.***



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2. ***Download and complete the fillable PDF Building Permit Application and email it directly to the Building Information Officer (permits@southglengarry.com).***
3. ***Deliver Application to the township office.***

### **Note:**

1. *If a property is located within an Urban or Rural Settlement area or on a property that is 0.4 hectares (1 acre) or less in size, a grading and drainage plan prepared by a professional must be submitted and approved by the Chief Building Official.*
2. *The accessory building is required to be supported on a foundation extending a minimum of 4'-6" below grade if:*
  - a) *The building is 55m<sup>2</sup> or more in area*
  - b) *The building is of masonry or masonry veneer construction*

This form summarizes the minimum required information to be submitted, as part of a permit application, in accordance with the Building Code Act and the Township of South Glengarry's Building By-Law. 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.

Please ensure that your permit application is complete. Note that incomplete applications may not be accepted for processing and are not subject to the time periods within which a permit is issued or refused as prescribed in the Building Code.

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
B. Purpose of application				
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (     )	Fax (     )	Cell number (     )		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (     )	Fax (     )	Cell number (     )		

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (     )	Fax (     )		Cell number (     )	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			% Yes	% No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			% Yes	% No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			% Yes	% No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			% Yes	% No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			% Yes	% No
iv) The proposed building, construction or demolition will not contravene any applicable law.			% Yes	% No
<b>I. Declaration of applicant</b>				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p>Date Signature of applicant</p>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



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## Consent and Acknowledgment Form

### A. Agent Authorization

I, \_\_\_\_\_ am the registered property owner(s) of the property described in this application  
(print name of owner)

form and do hereby authorize \_\_\_\_\_ to make applications and amendments on my behalf.  
(print name of authorized agent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of property owner

It is understood that I/we will abide by all Township of South Glengarry by-laws and that any approvals granted by this application will be carried out in accordance with the municipal requirements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized agent

### B. Incomplete Application

I, \_\_\_\_\_ am the owner or the authorized agent of the owner and do hereby  
(print name)  
acknowledge that this application is deemed to be incomplete and is not entitled to the same time periods prescribed in Column 2 table 1.3.1.3 Division C of the Building Code. No permit will be issued until such time that all the required information is submitted and reviewed for compliance by the Chief Building Official or their designate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

### C. Administrative Performance Deposits

A refundable Administrative Performance Deposit (Deposit) is charged for each Building Permit issued. The amount of the Deposit is based on construction value of the work. The full amount of the Deposit is refundable if the work is completed in accordance with the timelines prescribed in By-Law 26-2022.

Prior to refunding the Deposit, the Applicant/Permit Holder shall obtain a final inspection. The Deposit will be refunded to the PERSON indicated below once the final inspection has passed. One hundred percent (100%) of the Deposit will be refunded if work and all required inspections are fully completed within two (2) years of the date of issuance of the permit. An amount equal to twenty-five percent (25%) of the original deposit is retained annually thereafter. Pursuant to Building By-Law 26-2022, additional fees incurred by the Permit Holder may be deducted from the Deposit.

I hereby acknowledge that I have read and understand that it is the responsibility of the Applicant/Permit Holder to notify the Township for all required inspections, including the final inspection, in order to obtain the Deposit.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

Name of Person to return Deposit to:

Complete Mailing Address:





Application no.	Address:	Date:
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The following approval processes must be completed if they apply to this project, before a building permit can be issued. This listing is provided for convenience purposes only and does not necessarily describe every approval which may be necessary. For more detailed information about the application of these laws to any project, please contact the listed agency, or refer to the actual text of the legislation. For assistance in completing this form, please contact a Building Services Representative.

**Completing this form accurately and providing necessary documents will expedite the issuance of your building permit.**

Please check [✓] the items that apply, and attach approval documents where applicable.

## LOCAL MUNICIPALITY

▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

### Planning & Zoning

- |  |  |
|--|--|
| <input type="checkbox"/> <b>MINOR VARIANCE</b> <i>Planning Act s. 45</i><br>Where application doesn't comply with all zoning provisions    | Final & binding decision by Committee of Adjustment<br>Contact: Township of South Glengarry Building Department,<br>Secretary-Treasurer to the Committee of Adjustment<br>613-347-1166 |
| <input type="checkbox"/> <b>ZONING BY-LAW AND AMENDMENTS</b> <i>Planning Act s. 34</i><br>Where development requires amended zoning by-law | Zoning by-law final & binding<br>Contact: Township of South Glengarry Planning Services<br>613-347-1166  |
| <input type="checkbox"/> <b>DIVISION OF LAND</b> <i>Ref. Planning Act Part VI</i><br>Where land division required for zoning compliance    | Registration of Plan or Deed<br>Contact: Township of South Glengarry Planning Services<br>613-347-1166   |
| <input type="checkbox"/> <b>PROVINCIAL ZONING ORDERS</b> <i>Planning Act s. 47</i><br>For areas covered by Minister's zoning orders        | Approval of the Minister<br>Contact: MMAH Services Office 1-800-668-0230   |
| <input type="checkbox"/> <b>SITE PLAN APPROVAL</b> <i>Planning Act s. 41</i><br>For development in site plan control areas                 | Approval of site plans by the Township<br>Contact: Township of South Glengarry Planning Services<br>613-347-1166   |
| <input type="checkbox"/> <i>Planning &amp; Development Act</i><br>Where Provincial planning control has been applied                       | Approval of the Minister<br>Contact: MMAH Services Office 1-800-668-0230   |

### Heritage

#### HERITAGE PERMITS

- |   |  |
|---|--|
| <input type="checkbox"/> <i>Ontario Heritage Act s. 30(2), 33, 34</i><br>Where property is designated or undergoing designation   | Consent of Council to alter or demolish<br>Contact: Township of South Glengarry Planning Services,<br>613-347-1166                             |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 27</i><br>Demolition or removal of building listed in municipal register      | Expiration of 60 day notice of intent to Council<br>Contact: Township of South Glengarry Planning Services,<br>613-347-1166                    |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 42</i><br>Where land is in a heritage conservation district                   | Heritage permit issued by Council<br>Contact: Township of South Glengarry Planning Services,<br>613-347-1166                                   |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 40.1</i><br>Property is in heritage conservation study area                   | Compliance with heritage conservation study by-law<br>Contact: Township of South Glengarry Planning Services,<br>Heritage Manager 613-347-1166 |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 34.5 &amp; 34.7(2)</i><br>Where property is designated by Minister of Culture | Consent of Minister to alter or demolish<br>Contact: MOC Regional Conservation Advisor, 416-314-7136   |

## CONSERVATION AUTHORITY

▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

### Conservation

- |  |  |
|--|--|
| <input type="checkbox"/> <b>AUTHORITY PERMIT</b> <i>Conservation Authorities Act s. 28</i><br>Where construction affects the control of flooding, erosion,<br>dynamic beaches, pollution or conservation of land | Construction & fill permit<br>Contact: Raisin Region Conservation Authority 613-938-3611 |
|--|--|

## PROVINCIAL APPLICABLE LAWS

## ▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

### **Agriculture & Food**

- ☐ **Nutrient Management Act 2002 s. 11 reg 267/03**  
Farm buildings housing animals or animal manure

### Ministry of Agriculture & Food

Record of Approval of NMS issued by MAF  
Contact: P. Engineer 519-826-6366

- ☐ **Milk Act s. 14**  
Where building used as a milk processing plant

Permit issued by the Director, MAF  
Contact: Food Inspection Branch  
1-888-466-2372 ext. 6-4180

### **Charitable Institutions**

- ☐ **Charitable Institutions Act s. 5**  
Where building is used for a charitable institution

### Ministry of Health & Long Term Care

Minister's approval of construction  
Contact: Long-Term Care Planning 1-877-767-8889

### **Child Care Centres**

- ☐ **Day Nurseries Act s. 5 reg 262**  
Where building is used for a daycare

### Ministry of Children & Youth Services

Ministry plan approval  
Contact: Regional Office 905-567-7177

### **Education**

- ☐ **DEMOLITION OF SCHOOLS**  
**Education Act s. 194**  
Where a school is proposed to be demolished

### Ministry of Education

Minister's approval of demolition  
Contact: Architect 416-325-2015

### **Environment**

- ☐ **Environmental Assessment Act s. 5**  
Major industrial or commercial enterprises &  
Government projects

### Ministry of the Environment

Minister's approval of Terms of reference & EA  
Contact: MOE Assessment & Approvals 1-800-461-6290

- ☐ **BROWNFIELD REDEVELOPMENT**  
**Environmental Protection Act s. 168**  
Where industrial or commercial property changed  
to residential or parkland use

Record of Site Condition filed with MOE  
Conformance with Certificate of Property Use  
Contact: MOE Central Region 416-326-4840

- ☐ **FORMER WASTE DISPOSAL SITES**  
**Environmental Protection Act s. 46**  
Where building on former landfill or waste disposal site

Minister's approval to use the land  
Contact: MOE Investigations & Enforcement 416-326-6700

- ☐ **RENEWABLE ENERGY APPROVAL**  
**Environmental Protection Act s. 47.3**  
For renewable energy projects that use wind, solar and  
bio-energy to generate electricity

Minister's Renewable Energy Approval  
Contact: MOE Assessment & Approvals 1-800-461-6290

### **Funeral Homes**

- ☐ **Funeral Directors and Establishments Act s. 9 reg 469**  
Where building houses funeral establishment

### Ministry of Consumer & Business Services

Notify Registrar, MCBS  
Contact: Board of Funeral Services 1-800-387-4458

### **Highways**

- ☐ **MTO PERMIT** **Public Transportation Act s. 34/38**  
Where construction is adjacent to a highway, or is  
within 800m of highway & will generate major traffic

### Ministry of Transportation

Building & Land Use permit issued by MTO  
Contact: Regional Office of MTO 416-235-5385

### **Long Term Care Homes**

- ☐ **Nursing Homes Act s. 4, 5 reg. 832**  
**Homes for the Aged & Rest Homes Act s. 14**  
**Elderly Persons Centres Act s. 6 reg. 314**  
Construction, alteration or conversion of building used for  
a nursing home

### Ministry of Health & Long Term Care

Minister's approval of construction  
Minister's approval of construction  
Contact: Planning & Renewal Branch 1-877-767-8889  
or MOH & Long Term Care Regional Office

Personal Information on this form is collected and used for the purpose collected under the authority of  
Municipal Act, as amended. Questions about the collection of personal information should be directed  
to: Records and Freedom of Information Officer, Clerk's Department, 613-347-1166.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information				
Building number, street name			Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description		
B. Individual who reviews and takes responsibility for design activities				
Name		Firm		
Street address			Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (     )	Fax number (     )	Cell number (     )		
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]				
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural		
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House		
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings		
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems		
Description of designer's work				
D. Declaration of Designer				
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>The information contained in this schedule is true to the best of my knowledge.</li> <li>I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p>Signature of Designer</p> </div> </div>				

**NOTE:**

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.