



Building Division
City Hall, P.O. Box 1118
200 King Street West, 5th Floor
Kitchener, Ontario
Canada, N2G 4G7
519-741-2433

Building a Shed or Garage Information Guide and Process

When is a building permit required for a shed or garage?

- When a shed or garage (new or replacement) is 108ft² in size or greater
- When the shed or garage is attached to another structure

Drawing requirements for a building permit application

1. A copy of the property survey of your lot.
 - a. Please draw on location of shed or garage
2. Construction drawings (hand drawn or computer drawn to scale and dimensioned)
 - a. Plan view
 - Window/door sizes
 - Floor, wall and roof construction
 - Connection to existing structure (only if attached)
 - b. Side views (front and side)
 - Height of structure
 - Exterior materials

*ask for our design details for assistance

Note: For any structure that exceeds 592ft², the drawings must be completed by the listed homeowner or a qualified designer. Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans. They are also required to complete the Schedule 1 designer form.

Where to apply for a building permit

To apply for a building permit please bring all required drawings to the 5th floor at City Hall. City Hall is located at 200 King St W, Kitchener, Ontario.

Office hours;

Monday to Friday
8:30am - 5:00pm

Cost of building permit

The cost of the permit is \$108.00 for a shed and \$108.00 per bay for a garage. There is an additional charge of \$250.00 for garage permits, which is refunded automatically after the final building inspection has been passed. The fees cover the review of drawings for building code compliance, the building permit and building inspections. We accept cash, cheque and debit as methods of payment.

Time

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

Required Building Inspections

Building inspections are booked through our automated system. Please call in advance, same day service is only available when booked before 8:00am the day of the inspection. Required inspections include;

- Excavation/Footing inspection
 - prior to the concrete being poured
- Structural Wood Frame inspection
 - Once the framing is complete
- Final Building inspection
 - When the shed or garage are complete

Important Numbers to know

- Ontario One Call
(natural gas, sewer/ water lines, and Bell locates)1-800-400-2255
Note: KW Hydro 519-749-6184, and Rogers Cable 1-800-738-7893 must be called separately
- Electrical Safety Authority: 1-877-421-2228

Don't Forget

- Build Safe
- Use power tools with caution
- Store construction materials safely
- Take your time; there is no prize for finishing early
- Keep construction site clean, cover any/all holes or fence off site
- Please construct between 7am and 7pm

Any Questions?

Phone: 519-741-2433

Email: building@kitchener.ca

Web: www.kitchener.ca



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Floating Slab
Detail

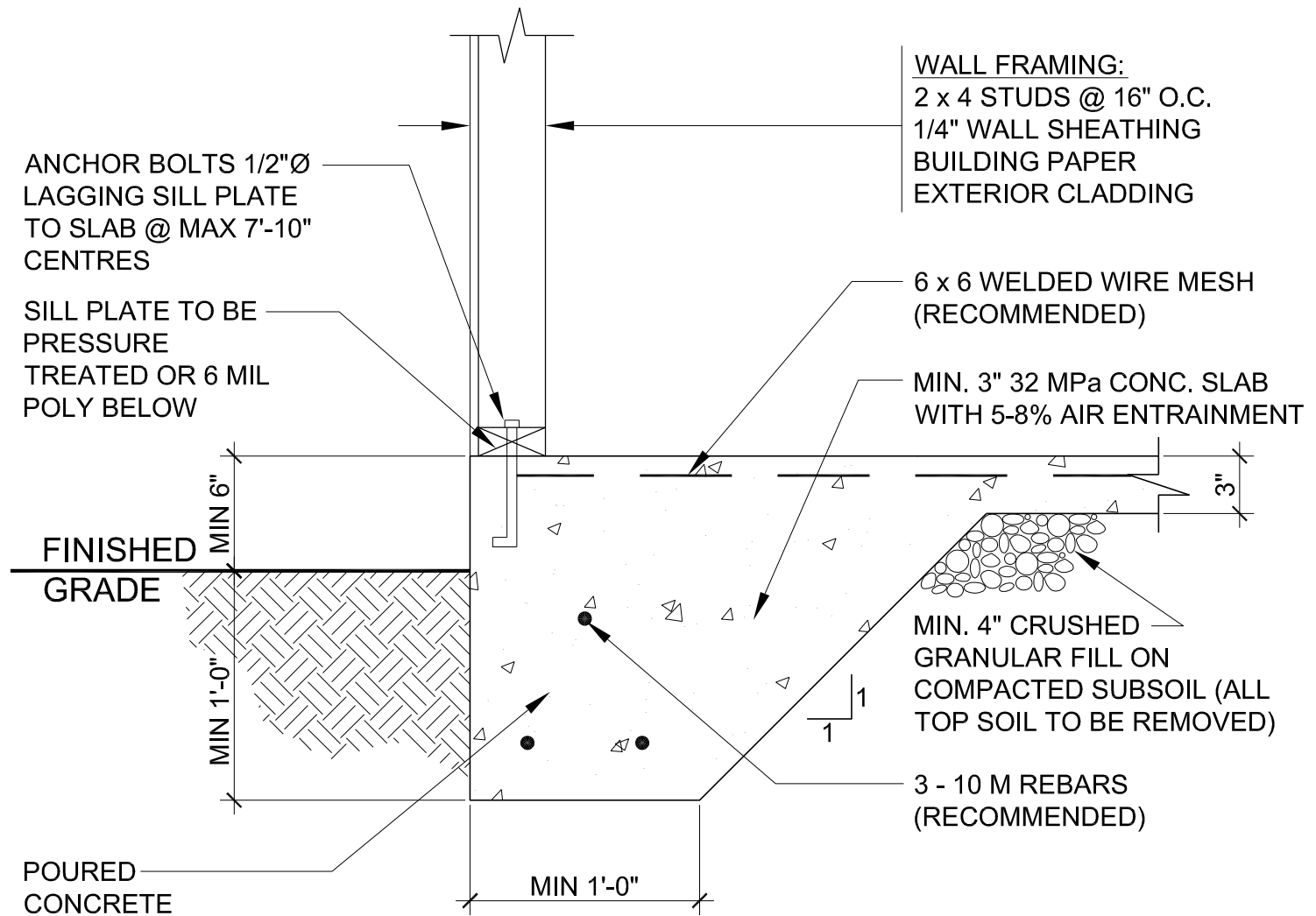
Detached
Garages &
Sheds

DATE:
JANUARY 2011

SCALE:
N.T.S.

DRAWING NO.:

9-4



THIS SLAB DESIGN IS FOR DETACHED GARAGES AND SHEDS. THE AREA MAY NOT EXCEED 55 SQM (592 SQFT), MAX ONE STOREY IN BUILDING HEIGHT AND NO BRICK/MASONRY VENEER PERMITTED.



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DETACHED
GARAGES
& SHEDS

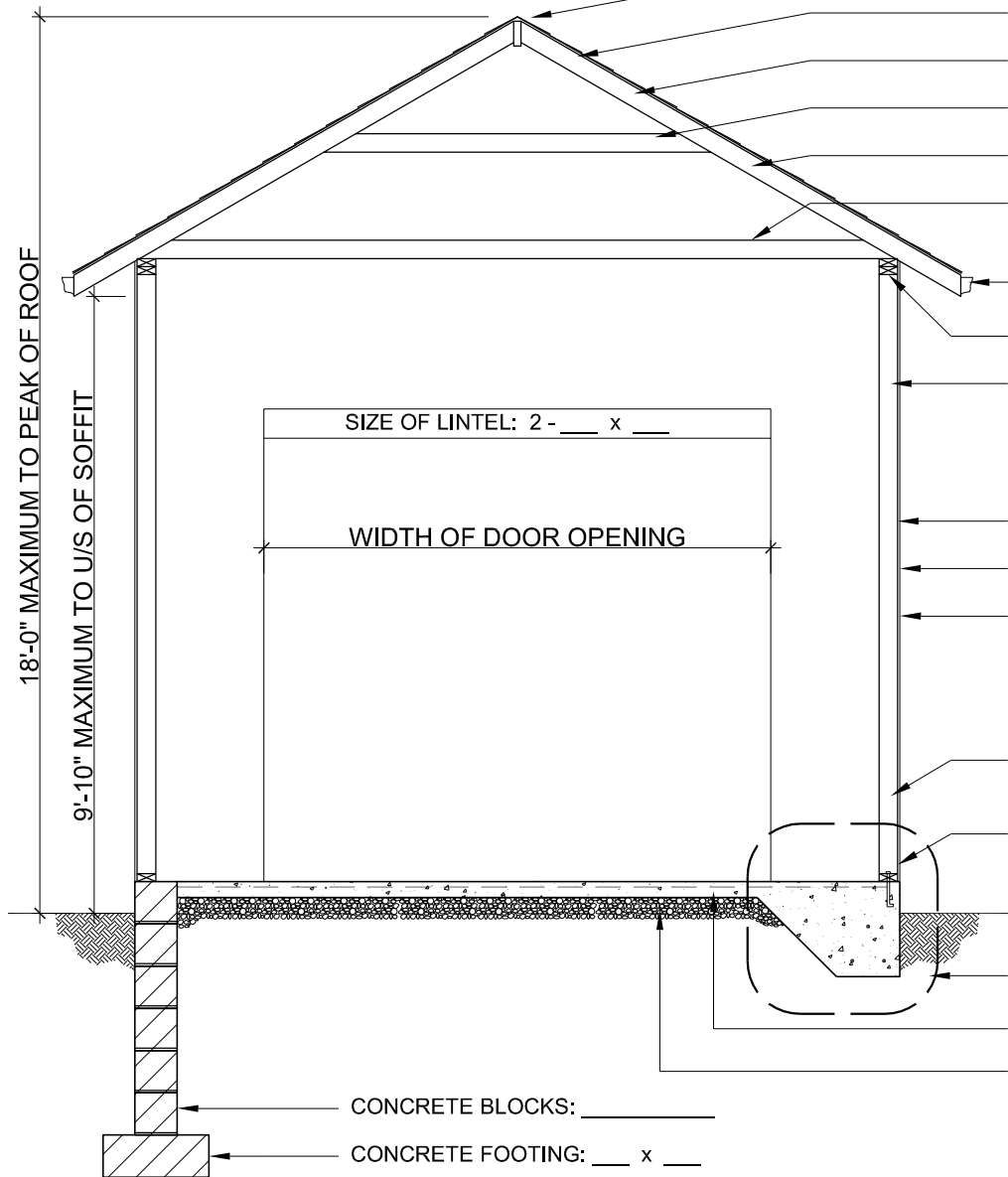
DATE:
JANUARY 2011

SCALE:
N.T.S.

DRAWING NO.:

9-6

SIZE OF ACCESSORY BUILDING: ___ x ___



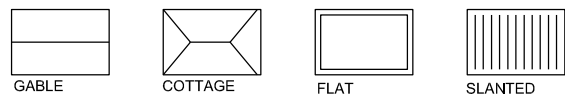
- RIDGE BOARD: ___ x ___
- ROOF SHEATHING: _____
- ROOF COVERING: _____
- COLLAR TIES: ___ x ___ @ ___ O.C.
- RAFTERS: ___ x ___ @ ___ O.C.
- CEILING JOISTS / ROOF TIES: ___ x ___ @ ___ O.C.

- EAVESTROUGH
- TOP PLATE - 2 REQ'D: ___ x ___
- 2" x 4" WIND BRACING (OPTIONAL)
- WALL STUDS: ___ x ___ @ ___ O.C.
- WALL SHEATHING: _____
- EXTERIOR CLADDING: _____

- BOTTOM PLATE BOLTED WITH 1/2" DIA. ANCHOR BOLTS @ 7'-10" O.C. MAX.
- BOTTOM PLATE MIN. 6" ABOVE GRADE WITH POLY BETWEEN SLAB AND PLATE
- SEE DRAWING NO. 9-4
- MIN. 3" 32 MPa CONCRETE FLOOR SLAB
- MIN. 4" GRANULAR FILL 'A'

- CONCRETE BLOCKS: _____
- CONCRETE FOOTING: ___ x ___

ROOF CONSTRUCTION SHAPE:



NOTE: BUILDINGS LARGER THAN 55 SQUARE METRES (592 SQUARE FEET) IN AREA MUST BE SUPPORTED ON FOOTINGS AND FOUNDATION WALLS.



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SHED
DETAILS

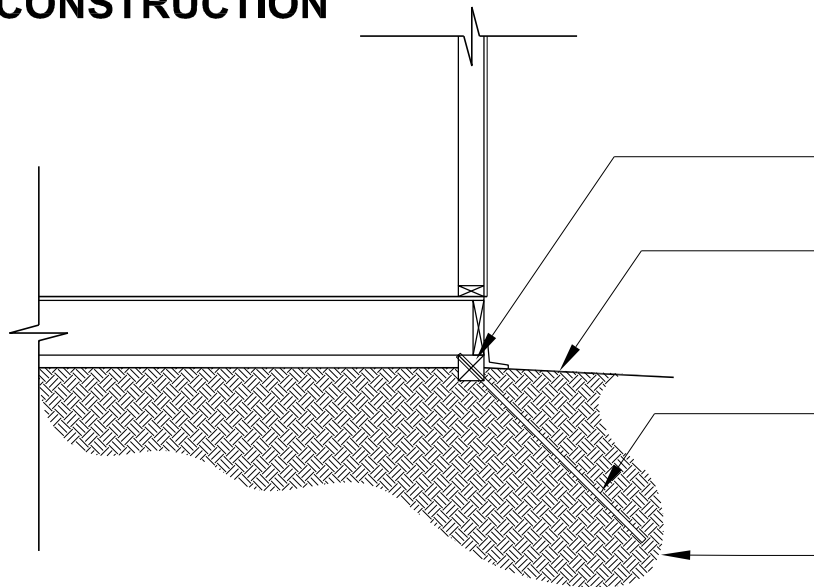
DATE:
JANUARY 2011

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DRAWING NO.:

9-7

ALTERNATE CONSTRUCTION



MIN. 4"x4" P.T. MUDSILLS

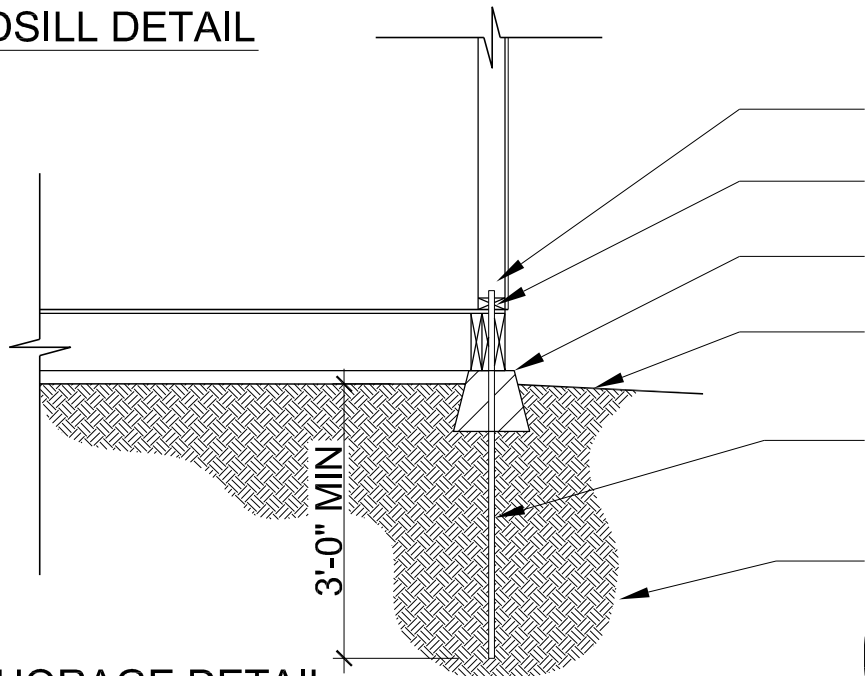
ENSURE THAT THE GRADE IS SLOPED
AWAY FROM THE BUILDING.

MINIMUM 5/8" Ø ANCHOR RODS, A
MINIMUM 3'-0" LONG, AT A MAXIMUM
7'-10" O.C. AND AT THE FOUR CORNERS
ARE REQUIRED. INSTALL AT A 40° TO
50° ANGLE INTO THE GROUND.

UNDISTURBED SOIL

NOTE: BUILDINGS LARGER THAN 55
SQUARE METRES (592 SQUARE FEET)
IN AREA MUST BE SUPPORTED ON
FOOTINGS AND FOUNDATION WALLS.

MUDSILL DETAIL



BEND TOP OF BAR OVER 3" MIN.

DRILL HOLE THROUGH SILL
PLATE AND BEAM

CONCRETE DECK BLOCKS

ENSURE THAT THE GRADE IS SLOPED
AWAY FROM THE BUILDING.

MINIMUM 15M ANCHOR RODS, A MINIMUM
3'-0" LONG, AT A MAXIMUM 7'-10" O.C. AND
AT THE FOUR CORNERS ARE REQUIRED.

UNDISTURBED SOIL

ANCHORAGE DETAIL

NOTE: ALL WOOD WITHIN 6" OF GRADE
SHALL BE PRESURE TREATED