



## Building a Carport Information Guide and Process

### When is a building permit required for a carport?

- When a carport (new or replacement) is 108ft<sup>2</sup> in size or greater, or
- When the carport is attached to another structure (typically a house)

### Drawing requirements for a building permit application

1. A copy of the property survey of your lot.
  - a. Please draw on location of the carport
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

**Note:** For any structure that exceeds 592ft<sup>2</sup> or attached to the house, 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

Apply online at [www.kitchener.ca/onlinepermits](http://www.kitchener.ca/onlinepermits) or bring all required drawings to the 5<sup>th</sup> floor at City Hall. City Hall is located at 200 King St W, Kitchener, Ontario. Our office hours are Monday to Friday, 8:30am - 5:00pm.

### Cost of building permit

Please see our fee schedule online for our current building permit rates. There is an additional charge of \$250.00 for carport 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 phone system or online. Please schedule 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 carport is complete

### Important Numbers to know

- Ontario One Call (natural gas, sewer and water lines, KW Hydro, Rogers Cable and Bell locates) 1-800-400-2255
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

### Don't Forget

- Build Safe
- Store construction materials safely
- 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](mailto:building@kitchener.ca)

Web: [www.kitchener.ca/building](http://www.kitchener.ca/building)



Building  
Division

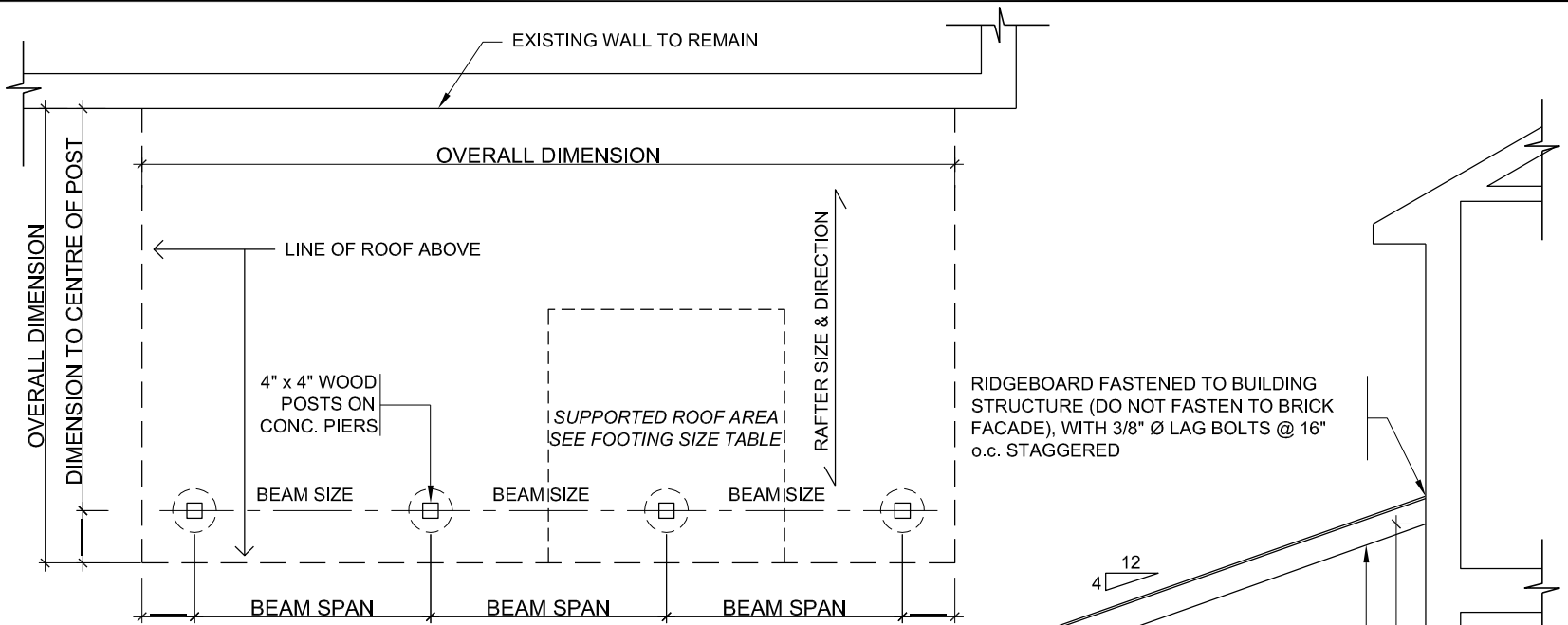
CARPORT  
EXAMPLE  
DRAWING

DATE:  
JANUARY 2011

SCALE:  
N.T.S.

DRAWING NO.:

9-8



**CARPORT PLAN**

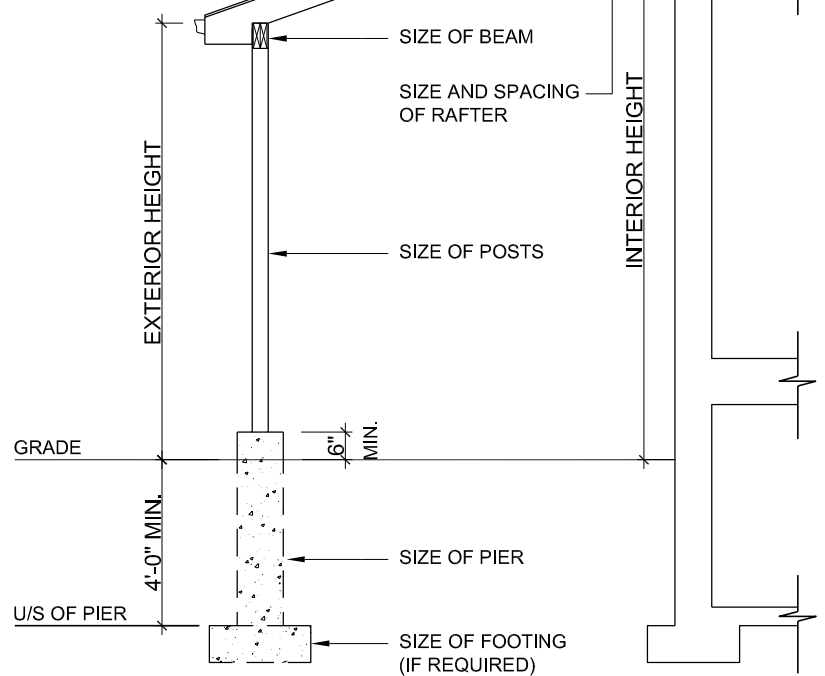
**FRAMING SPANS**

JOIST SIZE	CEILING JOISTS			ROOF JOISTS			ROOF RAFTERS		
	12" o.c.	16" o.c.	24" o.c.	12" o.c.	16" o.c.	24" o.c.	12" o.c.	16" o.c.	24" o.c.
2 X 4	10'-2"	9'-4"	8'-1"	7'-1"	6'-5"	5'-7"	8'-11"	8'-1"	7'-1"
2 X 6	16'-1"	14'-7"	12'-9"	11'-2"	10'-1"	8'-10"	14'-0"	12'-9"	11'-2"
2 X 8	21'-2"	19'-2"	16'-9"	14'-8"	13'-4"	11'-7"	18'-5"	16'-9"	14'-6"
2 X 10	27'-0"	24'-6"	21'-5"	18'-8"	17'-0"	14'-10"	23'-7"	21'-5"	17'-8"
2 X 12	32'-10"	29'-10"	26'-0"	22'-9"	20'-8"	18'-0"	28'-8"	25'-2"	20'-6"

**FOOTING SIZE TABLE**

POST SUPPORTED WEIGHT x 40 POUNDS PER SQUARE FOOT

DIAMETER	MAX WEIGHT
8" Ø	1047 lbs
10" Ø	1635 lbs
12" Ø	2355 lbs
14" Ø	3207 lbs
16" Ø	4189 lbs



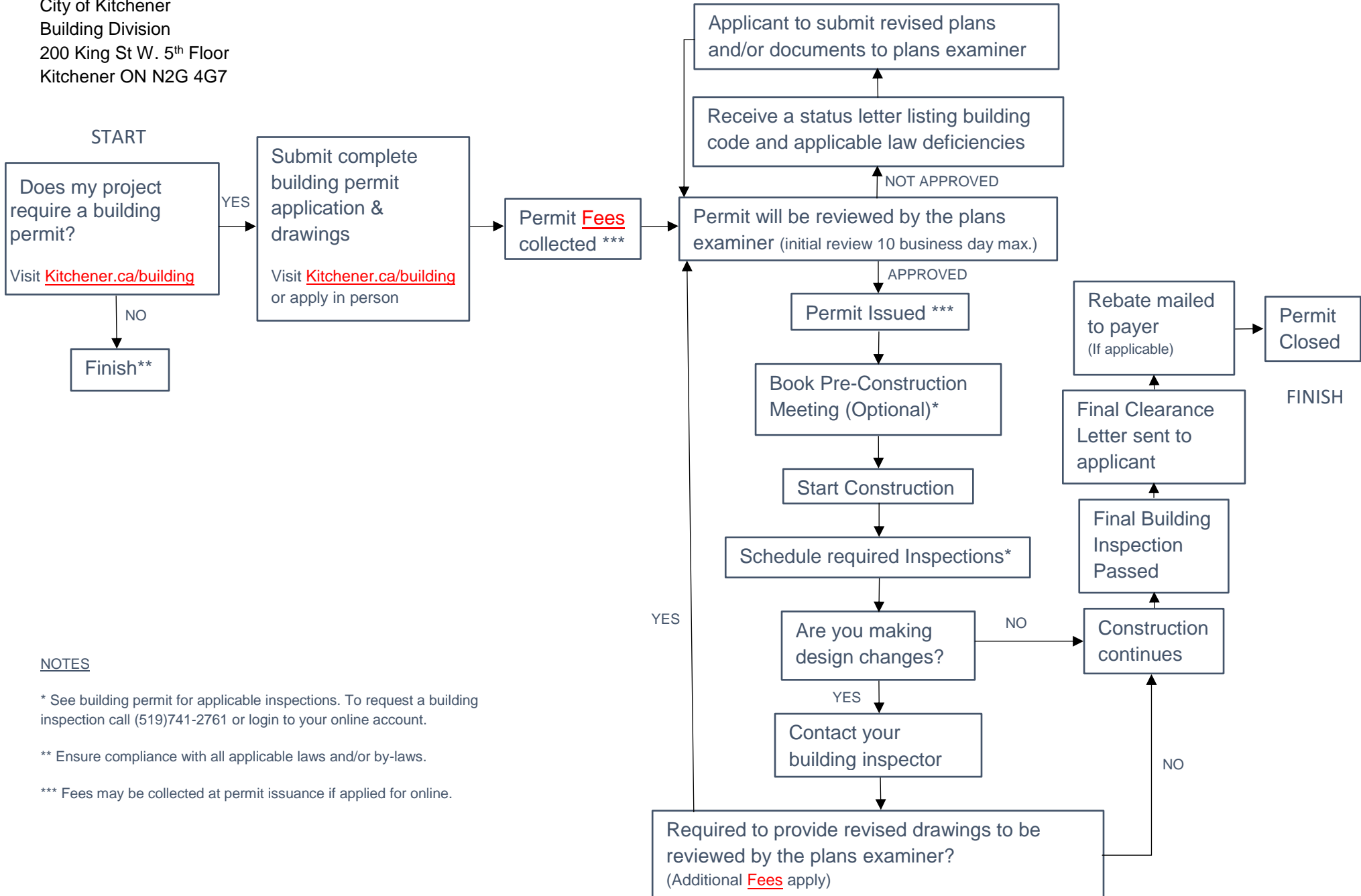
**CARPORT SECTION**

# Residential Building Permit Process

This permit process is for miscellaneous permits for houses including but not limited to:

Accessory structure	Load bearing wall removals	Additions
Solar Panels	Duplex conversions	Decks
Plumbing Permits	Interior finish	Carports

City of Kitchener  
 Building Division  
 200 King St W. 5<sup>th</sup> Floor  
 Kitchener ON N2G 4G7



## NOTES

\* See building permit for applicable inspections. To request a building inspection call (519)741-2761 or login to your online account.

\*\* Ensure compliance with all applicable laws and/or by-laws.

\*\*\* Fees may be collected at permit issuance if applied for online.