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

Required, forms, documents and drawings:
1. Application form
2. Schedule 1 form (only if the structure exceeds 592ft²)
3. Project Information: Residential
4. Site plan showing the below (Site plan can be: property survey, sketch, google maps screen shot, GIS mapping etc)
   - dimensions of the shed or garage
   - distance from the shed or garage to all sides of the property lines
   - other structures in the area (example: shed, pool)
5. Drawings showing the below (drawings can be computer generated or hand 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
   c. Truss layout (if applicable)

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
Apply online at www.kitchener.ca/onlinepermits or email: building@kitchener.ca to request an in-person appointment.

Permit Fees:
Shed-$95 (2021 rate)
Garage-$95 per bay (2021 rate)
Rebate fee if applicable: $250.00 (refunded automatically after the final building inspection has been passed)
Staff will provide an invoice and payment options prior to permit issuance. Fees include the review of drawings, the building permit and the building inspections.

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

Required Building Inspections
Inspections are required after your permit has been issued. Once you have your issued permit inspections can be booked through our automated phone system or online. See issued permit for detailed instructions. Required inspections will be listed on your issued permit and will include but are not limited to;
- 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

Tips and Important Numbers to know
- Ontario One Call (natural gas, sewer/ water lines, KW Hydro, Rogers Cable and Bell locates)
  1-800-400-2255
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)
- Use power tools with caution, store construction materials safely, keep construction site clean and cover any/all holes or fence off site
- Please construct between 7am and 7pm

Any Questions?
Phone: 519-741-2312
Email: building@kitchener.ca
Web: www.kitchener.ca/building

Date Modified March 2021
WALL FRAMING:
2 x 4 STUDS @ 16" O.C.
1/4" WALL SHEATHING
BUILDING PAPER
EXTERIOR CLADDING

6 x 6 WELDED WIRE MESH
(RECOMMENDED)

MIN. 3" 32 MPa CONC. SLAB
WITH 5-8% AIR ENTRAINMENT

MIN. 4" CRUSHED
GRANULAR FILL ON
COMPACTED SUBSOIL (ALL
TOP SOIL TO BE REMOVED)

3 - 10 M REBARS
(RECOMMENDED)

FINISHED
GRADE

POURED
CONCRETE

MIN 6'

MIN 1'-0"

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.
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)

SIZE OF LINTEL: 2 - ___ x ___

WIDTH OF DOOR OPENING

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

MIN. 3" 32 MPa CONCRETE FLOOR SLAB

MIN. 4" GRANULAR FILL 'A'

CONCRETE BLOCKS:__________

CONCRETE FOOTING: ___ x ___

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

DRAWING NO.: 9-6
NOTE: BUILDINGS LARGER THAN 55 SQUARE METRES (592 SQUARE FEET) IN AREA MUST BE SUPPORTED ON FOOTINGS AND FOUNDATION WALLS.

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

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

NOTE: ALL WOOD WITHIN 6" OF GRADE SHALL BE PRESSURE TREATED
Residential Building Permit Process

This permit process is for miscellaneous permits for houses including but not limited to:
- Accessory structure
- Solar Panels
- Plumbing Permits
- Load bearing wall removals
- Duplex conversions
- Interior finish
- Additions
- Decks
- Carports

START

Does my project require a building permit?

YES

Visit Kitchener.ca/building

Submit complete building permit application & drawings

Visit Kitchener.ca/building or apply in person

Permit Fees collected ***

Receive a status letter listing building code and applicable law deficiencies

NOT APPROVED

Permit will be reviewed by the plans examiner (initial review 10 business day max.)

APPROVED

Permit Issued ***

Book Pre-Construction Meeting (Optional)*

Start Construction

Schedule required Inspections*

Are you making design changes?

YES

Contact your building inspector

NO

Required to provide revised drawings to be reviewed by the plans examiner?
(Additional Fees apply)

YES

Rebate mailed to payer (If applicable)

Final Building Inspection Passed

Construction continues

FINISH

NO

Final Clearance Letter sent to applicant

Permit Closed

**

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

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

NOTES

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