



## 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 108ft<sup>2</sup> 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 592ft<sup>2</sup>)
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 592ft<sup>2</sup>, 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 email: [building@kitchener.ca](mailto: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](mailto:building@kitchener.ca)

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



Building  
Division

Floating Slab  
Detail

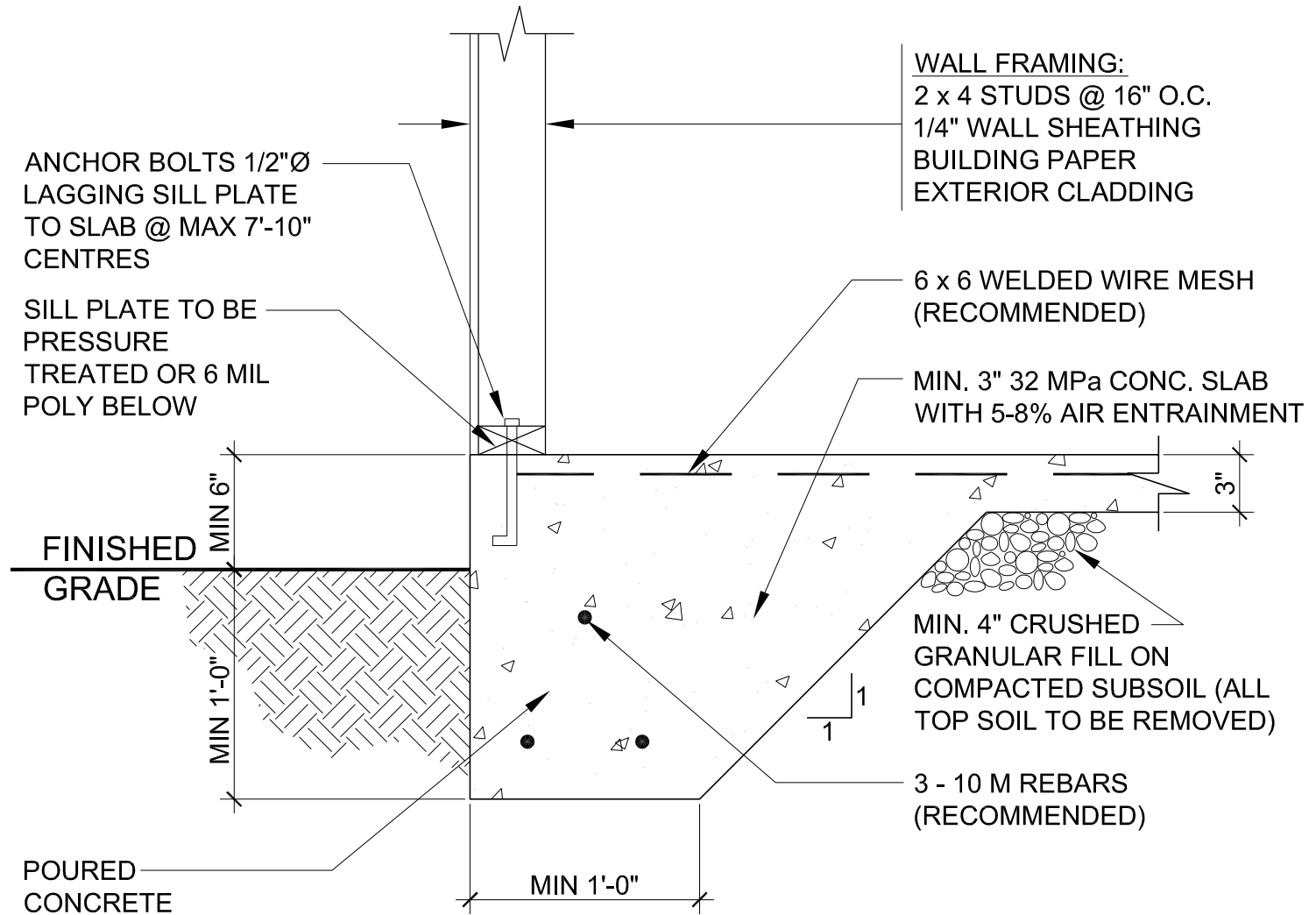
Detached  
Garages &  
Sheds

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.



Building  
Division

DETACHED  
GARAGES  
& SHEDS

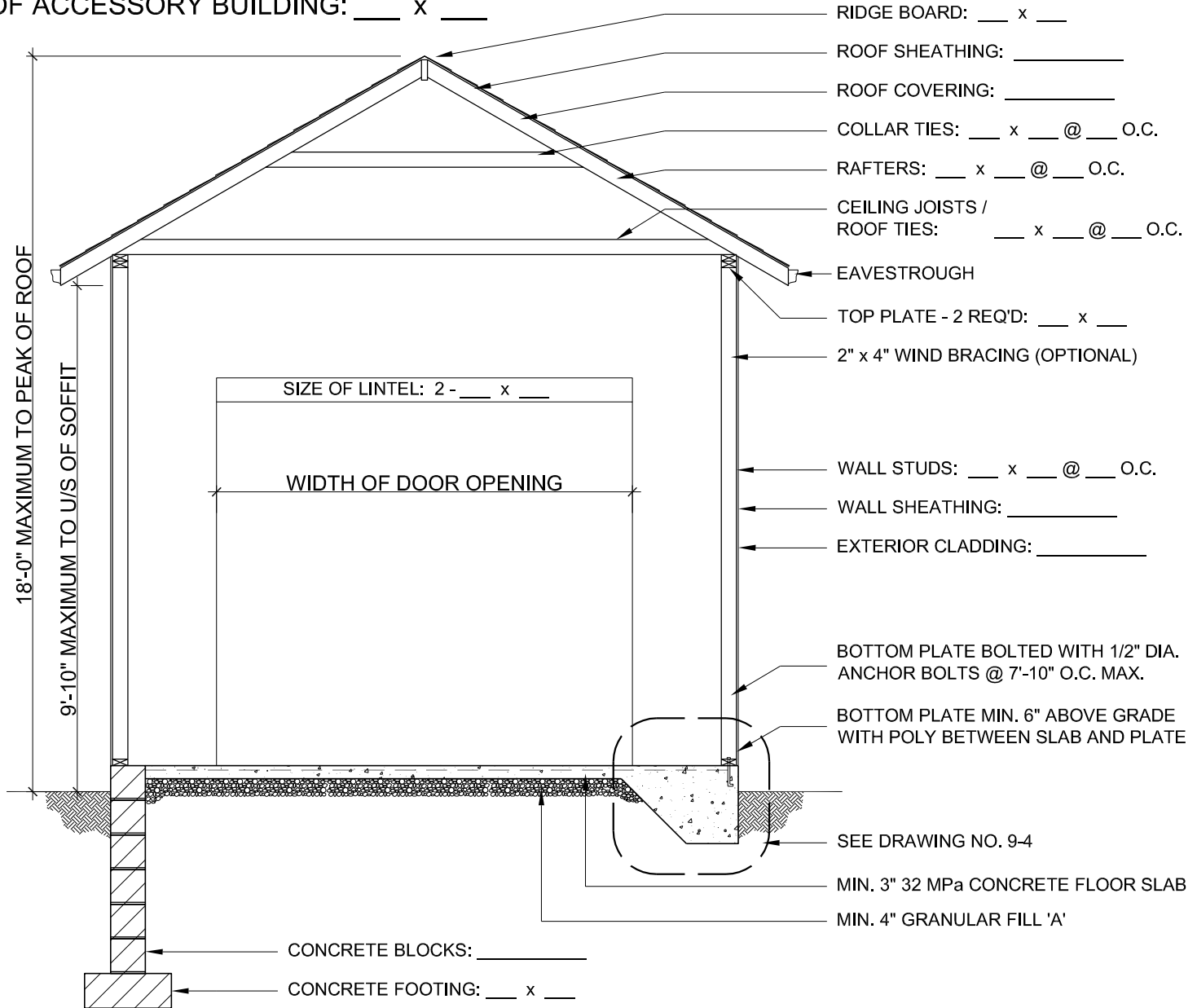
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JANUARY 2011

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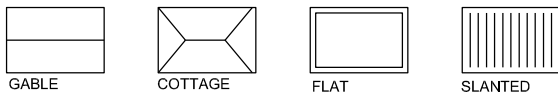
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9-6

SIZE OF ACCESSORY BUILDING: \_\_\_ x \_\_\_



ROOF CONSTRUCTION SHAPE:



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



Building  
Division

SHED  
DETAILS

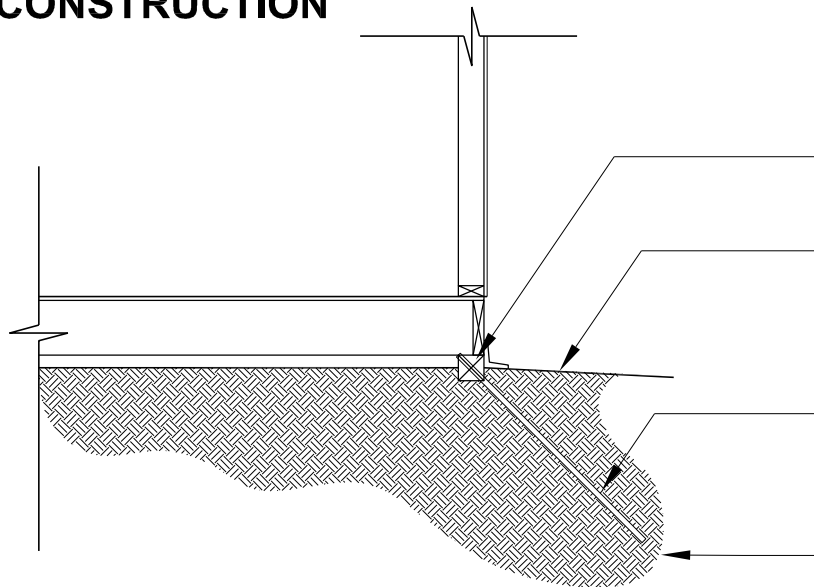
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## ALTERNATE CONSTRUCTION



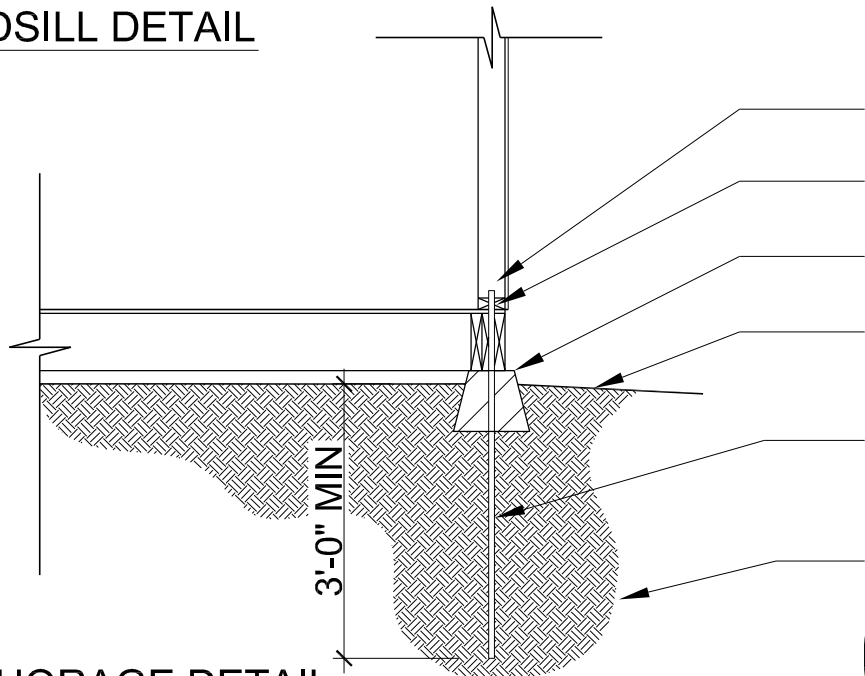
MIN. 4"x4" P.T. MUDSILLS

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

## 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

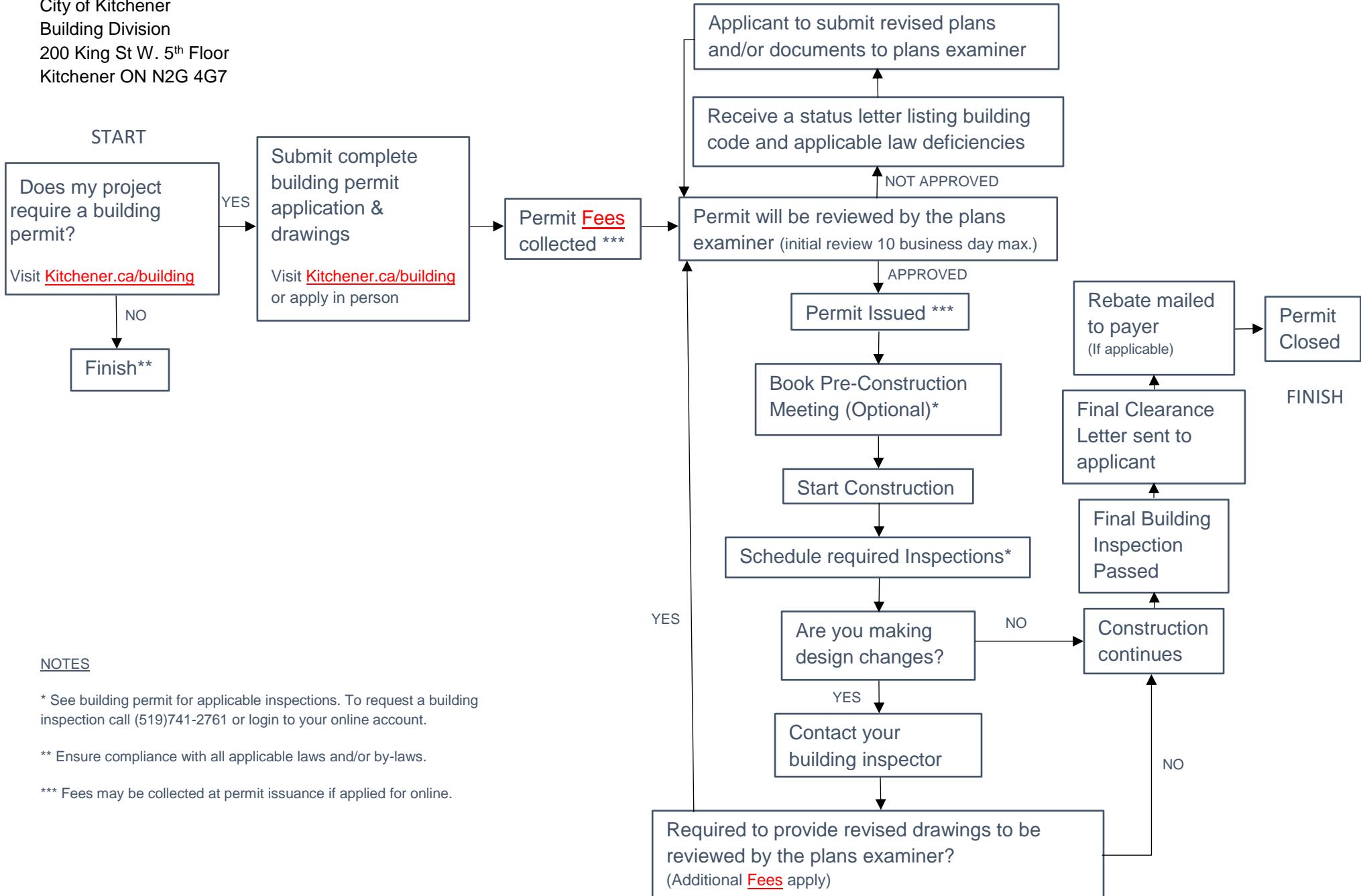
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IN AREA MUST BE SUPPORTED ON  
FOOTINGS AND FOUNDATION WALLS.

# 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.