



PERMIT APPLICATION PROCESS CHECKLIST

ACCESSORY STRUCTURES (I.E. DETACHED GARAGE, GARDEN SHED, BOATHOUSE, GAZEBO)

Application Examiner: _____ Application Number: _____ Date: _____

To apply for a permit, the following items are required:

REQ'D	REC'D	
		Application for Permit to Construct or Demolish
		Letter of Authorization signed by property owner, if applicable
		Schedule 1 Designer Information
		Detailed site plan (showing all buildings, setbacks to lot lines of all existing and proposed buildings, lot dimensions, north indicator, civic and legal address, wells, septic, driveway location, watercourses, ponds or rivers, and street location). Highlight new construction. Site plan to match that submitted for SAP and LSRCA approval
		Foundation plan (footing size, block or poured foundation wall or sono tube)
		Floor plan (indicating dimensioned location and size of all openings including header/lintel sizes, dimensions of building)
		Cross sections wall framing detail, (size and spacing of studs) connection of wall to foundation, header sizes, roof framing, cladding details, insulation details if building is to be insulated/heated
		Elevations (all door and window locations, height from grade to eaves and height from grade to peak, roof pitch)
		Sealed Layouts for engineered slab (only required if building is greater than 592 ft ² <u>or</u> supporting more than 1 floor, <u>or</u> supporting masonry or brick veneer)
		1 set of truss drawings sealed by professional engineer or 1 set of roof framing details if roof is conventionally framed (cut-roof)
		Lake Simcoe Region Conservation Authority approval, if applicable (905-895-1281 ext. 266 or 1-800-465-0437)
		Site alteration and Entrance permit (engineering2@georgina.ca)
		Building Division / MOE on-site sewage system approval, if applicable
		Assess if any additional information is required which is not shown on the Checklist
		Assess if anything on the Checklist is not required for the project being reviewed
** If trees are to be removed within an area that would constitute a woodlot of more than 0.5 acres, please contact the Regional Municipality of York. 1-877-464-9675 x75258		
** A Road Occupancy Permit is required for any work or parking of vehicles or construction equipment on a Town owned road allowance. Please apply at Service Georgina on the first floor. 905-476-4301 ext. 2443		

This checklist constitutes a preliminary review to determine suitability of drawings for building permit application only. A further review will be completed by the Zoning Examiner and Plans Examiner, at which time more information and/or amendments to the drawings may be required.

Please review the refund policy for building permits: [Building By-law 2021-0019](#) Section 16.



TOWN OF GEORGINA

BUILDING PERMIT GUIDE

GARAGES AND SHEDS

ENCLOSED

1. SPECIFICATIONS AND REQUIREMENTS
2. PERMIT APPLICATION PROCESS CHECKLIST
3. SAMPLE SITE PLAN
4. DETACHED GARAGE - CONSTRUCTION DETAILS
5. DETACHED GARAGE – TABLES AND NOTES

This Information is provided for convenience purpose only. All projects must be evaluated in its own merits. More or less information may be required

Garages and Sheds

Building permits are required for any attached garage or detached garage that exceeds 161 sq. ft. (15m²) in area. Any detached garage/shed that does not require a permit must still comply with the zoning by-law (location, size, height, setbacks, etc). If a garage is used to park a vehicle, a permit is always required, regardless of size.

The height of a detached garage/shed in a residential or commercial zone is measured from average grade to the highest point of the structure. In the case of a structure with a peaked roof design in a residential zone, height is also calculated from the average finished grade to the eaves. Maximum height information can be referenced within Section 5.1 Accessory Uses, Buildings or Structures found in [Section 5 of the Zoning By-Law General Provisions - All Zones](#). An attached garage is subject to the same height provisions as the attached building. Visit [Zoning Bylaw 500](#) for more information regarding the use, size, height, density, and location of buildings on properties within Georgina.

The building design should include the location of downspouts, swales, and other drainage details to ensure water does not negatively impact or discharge onto an adjacent property.

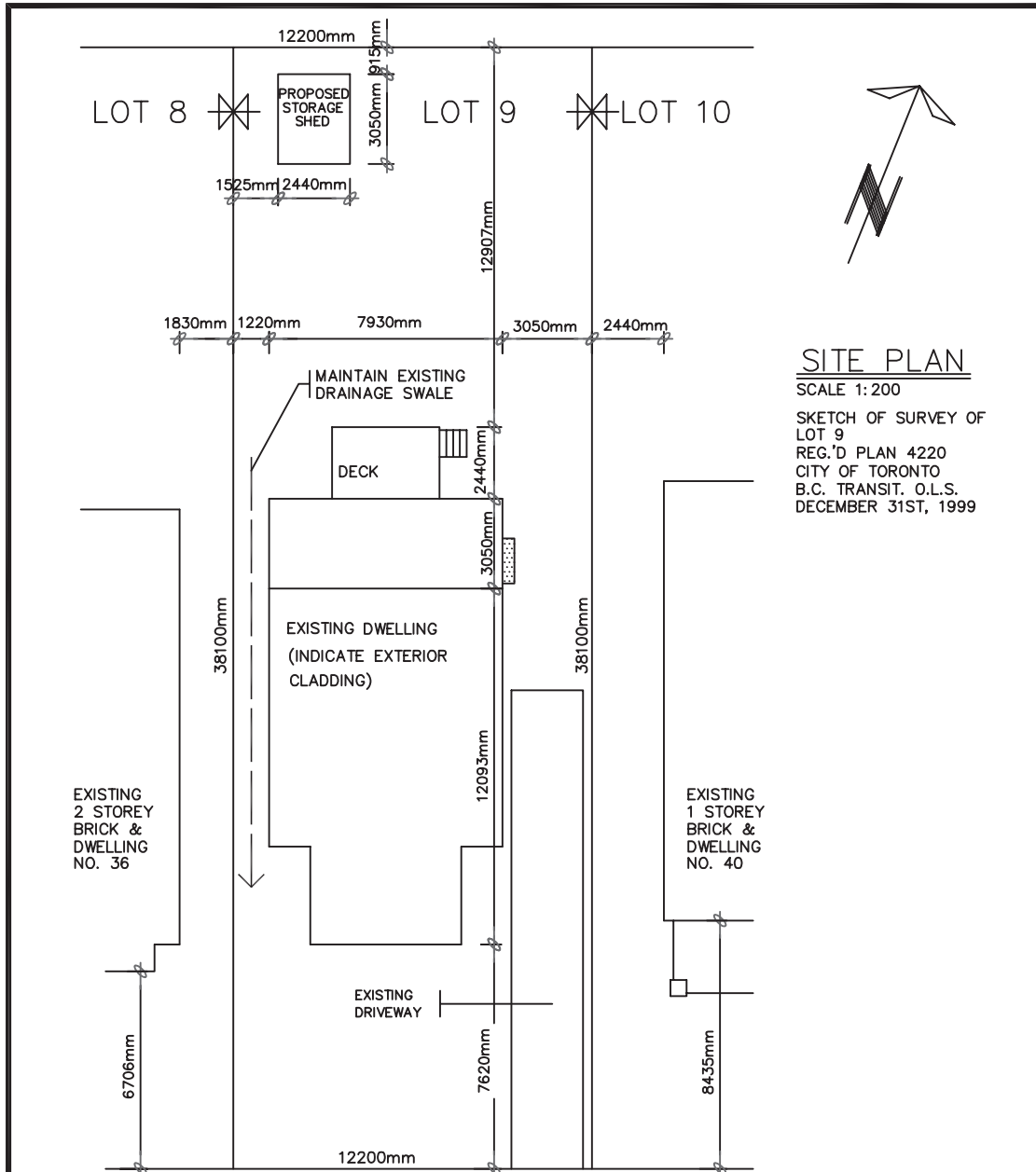
If a slab on grade is proposed for a single or combined foundation larger than 55 m² (592 sf), the design must be prepared by an Engineer.

When applying for a building permit we require:

- Application for a Permit to Construct or Demolish
- Schedule 1 – Designer Information
- Digital copy of detailed site plan showing all buildings, setbacks to lot lines of all existing and proposed buildings, lot dimensions etc.
- Digital copy of all construction drawings drawn to scale and dimensioned
- Sealed layout for engineered slab. If slab is greater than 592 sq. ft.
- Roof framing details or Truss drawings (sealed by P. Eng.) and Layout of Engineered products
- Site Alteration approval (digital copy of grading/draining plan).
- Lake Simcoe Region Conservation Authority approval (If the property is regulated by LSRCA)
- Septic System (if applicable) the location and dimensions of the septic tank(s) and bed
- Letter of Authorization signed by owner (If applicant is an agent)
- Permit Fees, please see [permit fees](#)

If only paper copies are available contact building@georgina.ca for information.

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SITE PLAN

SCALE 1:200

SKETCH OF SURVEY OF
 LOT 9
 REG.'D PLAN 4220
 CITY OF TORONTO
 B.C. TRANSIT. O.L.S.
 DECEMBER 31ST, 1999

KHALMUR CRESCENT

ZONING	LOT NO:		PLAN NO:	LOT AREA		LOT FRONTAGE		LOT DEPTH	
R2 Z0.6	LOT 9		4220	580.64m ²		12200mm		38110mm	
DESCRIPTION	EXISTING	ADDITION	TOTAL	%	ALLOWED	%	SETBACKS	EXISTING	PROPOSED
LOT COVERAGE	86.52m ²	24.15m ²	110.65m ²	19.0	-----	---	FRONT YARD	7620mm	7620mm
GROSS FLOOR AREA	86.52m ²	24.15m ²	110.65m ²	19.0	348.39m ²	60.0	REAR YARD	18390mm	12907mm
LANDSCAPED AREA	-----	-----	-----	-----	-----	---	INTERIOR SIDE (east)	3050mm	3050mm
NO. OF STORIES	1 STOREY	1 STOREY	1 STOREY	10000mm		---	INTERIOR SIDE (west)	1220mm	1220mm
HEIGHT	4550mm	4550mm	4550mm	17000mm		---	EXTERIOR	-----	-----
WIDTH	7930mm	7930mm	7930mm	-----		---			
DEPTH	12093mm	3050mm	15143mm	-----		---			
PARKING	-----	-----	-----	-----		---			

NOTE: ZONING RESTRICTIONS VARY IN EVERY MUNICIPALITY. CONTACT YOUR LOCAL MUNICIPAL OFFICE FOR SPECIFIC SETBACKS AND OTHER LIMITATIONS IN YOUR AREA.

TACBOC
 STANDARD DETAIL

TITLE
 SAMPLE DRAWING
 SITE PLAN

DWG. NO.
 A03a
 2007

ROOF RAFTERS (WHERE NO CEILING IS INSTALLED)

MAXIMUM CLEAR SPAN (M)						
RAFTER SIZE	ROOF SNOW LOAD 1.5 kPa			ROOF SNOW LOAD 2.0 kPa		
	RAFTER SPACING (mm) O.C.			RAFTER SPACING (mm) O.C.		
	305	406	610	305	406	610
38x89	2.72	2.47	2.16	2.47	2.24	1.96
38x140	4.28	3.89	3.40	3.89	3.53	3.08
38x184	5.62	5.11	4.41	5.11	4.64	3.89
38x235	7.18	6.52	5.39	6.52	5.82	4.75

ROOF JOISTS (WHERE CEILING IS INSTALLED)

MAXIMUM CLEAR SPAN (M)						
JOIST SIZE	ROOF SNOW LOAD 1.5 kPa			ROOF SNOW LOAD 2.0 kPa		
	JOIST SPACING (mm) O.C.			JOIST SPACING (mm) O.C.		
	305	406	610	305	406	610
38x89	2.16	1.96	1.71	1.96	1.78	1.56
38x140	3.40	3.08	2.69	3.08	2.80	2.45
38x184	4.46	4.05	3.54	4.05	3.68	3.22
38x235	5.70	5.18	4.52	5.18	4.70	4.11

CEILING JOISTS

MAXIMUM CLEAR SPAN (M)			
JOIST SIZE	JOIST SPACING (mm) O.C.		
	305	406	610
38x89	3.11	2.83	2.47
38x140	4.90	4.45	3.89
38x184	6.44	5.85	5.11
38x235	8.22	7.47	6.52

ROOF SHEATHING

ROOF FRAMING (mm) O.C.	ROOF SHEATHING UNSUPPORTED EDGES MIN. THICKNESS (mm)	ROOF SHEATHING TONGUE & GROOVE, 'H'-CLIPS OR OTHER EDGE SUPPORT MIN. THICKNESS (mm)
300	7.5 PLYWOOD, 9.5 WAFER BD. OR 17.0 LUMBER	7.5 PLYWOOD, 9.5 WAFER BD. OR 17.0 LUMBER
400	9.5 PLYWOOD, 11.1 WAFER BD. OR 17.0 LUMBER	7.5 PLYWOOD, 9.5 WAFER BD. OR 17.0 LUMBER
600	12.5 PLYWOOD OR 19.0 LUMBER	9.5 PLYWOOD, 11.1 WAFER BD. OR 19.0 LUMBER

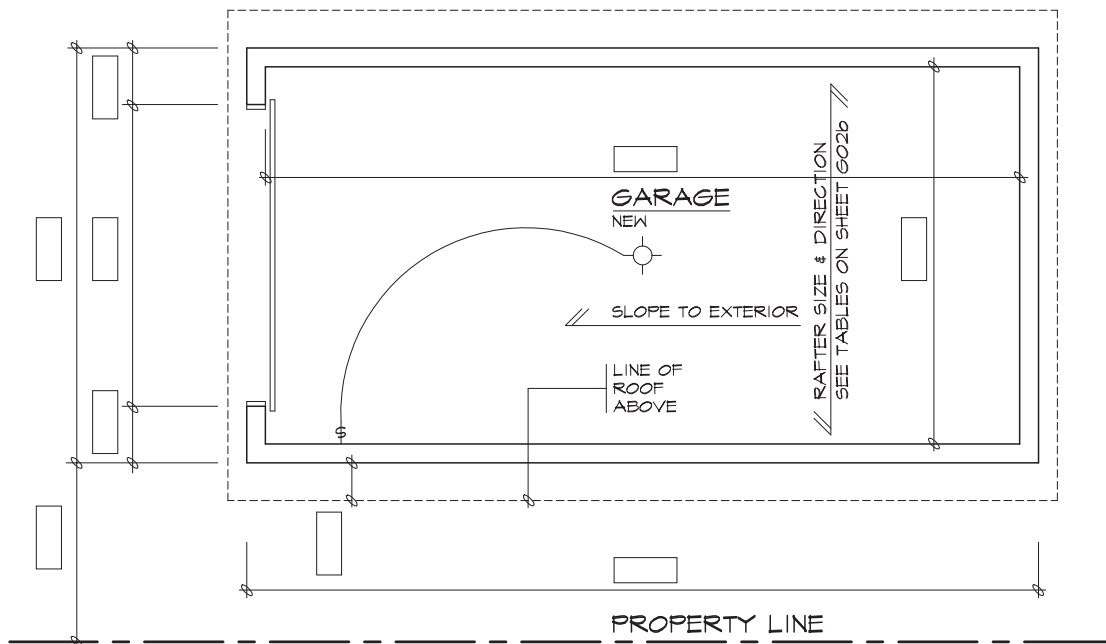
GENERAL NOTES

- ALL LUMBER TO BE NO. 1&2 SPF OR BETTER
- STRAPPING & CROSS BRIDGING MAXIMUM 2100mm FROM END SUPPORT & OTHER ROWS OF STRAPPING & BRIDGING.
- CEILING JOIST TABLE MAY BE APPLIED ONLY WHERE ATTIC IS NOT ACCESSIBLE BY A STAIRWAY.

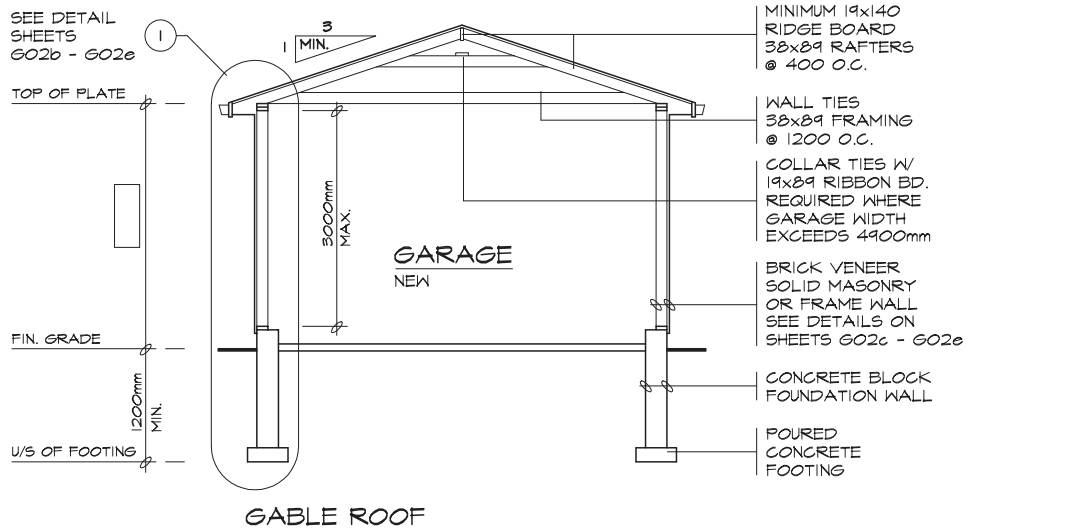
TACBOC
STANDARD DETAIL

TITLE
SPECIFICATION – BUILDING CODE STANDARDS
STRUCTURAL SPAN TABLES & NOTES

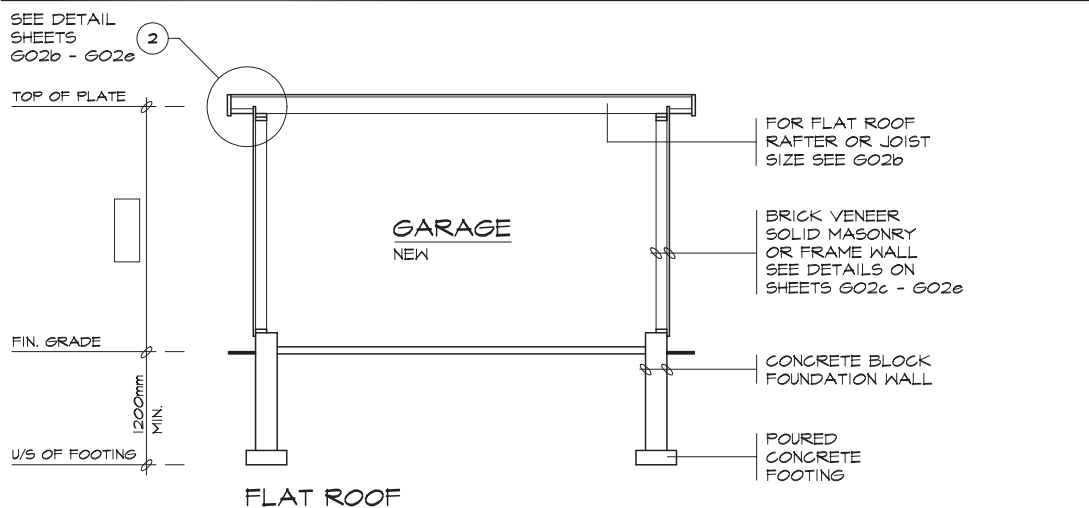
DWG. NO.
S01d
2007



GARAGE PLAN (PROVIDE DIMENSIONS IN BOXES)



GABLE ROOF



FLAT ROOF