



Building Guide – Detached Accessory Building

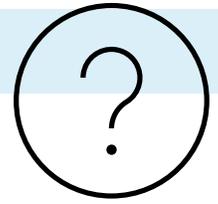
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Email: zoning@springwater.ca

Last Updated: February 7th, 2024

General Information:



What is an accessory building?

An accessory building is any building that is separate and ancillary to the main building on a property. For residential properties, accessory buildings may include garages, garden sheds, pool cabanas, workshops, and gazebos.

Do you need a permit?

Effective April 29, 2022, buildings less than **15 m² (161 ft²)** when measured from the outside surface of the exterior walls or any supporting posts, will be exempt from the requirement to obtain a building permit. This is applicable **provided** they are not more than one story, not attached to a building or any other structure, used for storage purposes and do not contain plumbing. Structures that contain plumbing, and/or are more than 15 m² (161 ft²) require permits or more than 10 m² (108 ft²) and used for other than ancillary (secondary) storage. **The maximum overhang is 600 mm (24 in).** Even if your project does not require a building permit, the Township's Zoning By-law still applies. For further information, please contact the Building Department.

Do I need engineer stamped drawings for my Shed or Gazebo?

Prefabricated structures outside of Part 9 of the Ontario Building Code (OBC) will require the following:

- a) Drawings to be sealed / stamped by a Professional Engineer in Ontario if the building is larger than 15 m² (161 ft²)
- b) The climatic data shall be part of the design package to indicate the structure is designed for the following Code Requirements:
 - Loads due to snow and rain as per OBC Division B, 4.1.6 or OBC Division B, 9.4.2.2 (Ground snow load 2.5 kPa, minimum roof load 1.6 kPa (33 psf) building up to 14'1" in width. 1.83 kPa (38 psf) if greater than 14'1").
 - Wind load as per OBC Division B, 4.1.7

General Information Continued:

Can I buy a prefabricated structure from the United States?

Prefabricated structures are often designed in the United States and are not generally designed to withstand local snow loads. If the Manufacturer does not confirm the minimum snow load “in excess of” 33lbs. per square foot, you should not purchase the product unless you plan to remove snow consistently over the winter as it may collapse.

Please note:

- Check for manufacturer’s specifications online using the product information found on the packaging.
- Look for disclaimers on these products. Do not rely on the fact that it is sold in Ontario, and therefore must meet Ontario Building Code specifications; this is not always the case.

Zoning Requirements:

All building and development proposals must comply with the [Town’s Zoning Regulations](#). Many zoning provisions affect your property, such as overall lot coverage, setbacks, building height and type of zoning. During the preliminary planning stage of your project, it is imperative that you determine what Zoning requirements apply to your property.

The Zoning By-law regulates the use, size, location, and types of buildings permitted on a parcel of land.

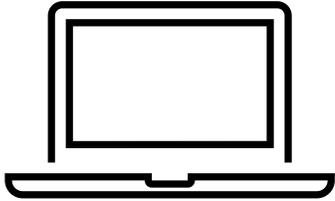
If your planned project is smaller than described above, you will still need to maintain 5m (16.5 ft) separation from your septic bed distribution piping or leaching chambers (if applicable).

The information you will require from the Zoning By-law will include:

- Minimum building setbacks
- Building height restrictions
- Total building area and lot coverage permitted.

For additional information please contact: zoning@springwater.ca

Online Submissions:



All permit applications are to be submitted online via our [Web Portal](#). Before you begin, please ensure that all required documents are complete and signed. Scan each document separately and give it a recognizable file name and save it to your computer.

For further assistance please see our **Digital Permit Submission Guide**.

Permit Issuance:



Once the permit has been completely reviewed by all internal and external agencies the applicant will be contacted via email and informed of any action required for the permit to be issued. **Permit fees are payable upon issuance.**

Building permit fees are determined by an established cost per square foot, and/or by established flat fees as detailed in the Township of Springwater

[Fees and Charges By-law.](#)

Scheduling Inspections:

After the permit has been issued, it is the responsibility of the applicant to schedule inspections throughout the completion of the work. The required inspection(s) will be outlined on the Permit Card provided at time of issuance.



Please note although every attempt has been made to provide accurate information throughout this guide, it is subject to change without notice and is provided **as a guide only**. It is not intended to be used instead of the current Municipal By-laws or the current Building Code.

Permit Submission Checklist:

1. Completed Building Permit Application:

- Application for a Permit to Construct or Demolish & Schedule 1



2. Required Supporting Documents:

- Site Plan; showing the location and dimensions of the proposed structure on the site plan and the setbacks to the lot lines and tree preservation areas if present. The site plan must also show all existing buildings with dimensions. If the lot is serviced by an on-site sewage system, the location of the septic must be identified on the plan. A Septic Use Permit may be requested online.
- Letter of Authorization (if other than the property owner)
- Lot Grading Plan; (may be required if:
- Building is more than 55 m² (592 ft²) on a lot less than 0.5 acres,
 - Retaining wall placed within 1.2 m (4 ft) of property line,
 - change in grade more than 300 mm (12 in) within 3 m (10 ft) of property line, or
 - Building that alters drainage swale or ditch on the property.)
- Permit Drawings showing all materials & dimensions including:
- Foundation Plan
 - Floor Plan(s)
 - Cross Section(s)
 - All elevations
 - Wall Sections
 - Structural Drawings: to scale including footing/foundation or slab details, wall stud sizes, roof rafter/roof joist sizes (ridge beam if applicable, and ceiling joist sizes if applicable.

Permit Submission Checklist Continued:

- Roof Plan: showing conventional framed roof details (ridge beam if applicable) or roof Truss Layout and Stamped Engineered Truss profiles.
- Engineering Required: Engineered Trusses, Timber Framing, Slabs more than 55 m² (592 ft²), point loads on lintels/beams. Lintels bearing trusses in excess of 9.8 m (32'2"). Any construction outside of Part 9.
- A septic permit is required if any component of the septic system is being removed or replaced as a result of proposed construction.

3. Applicable Law:

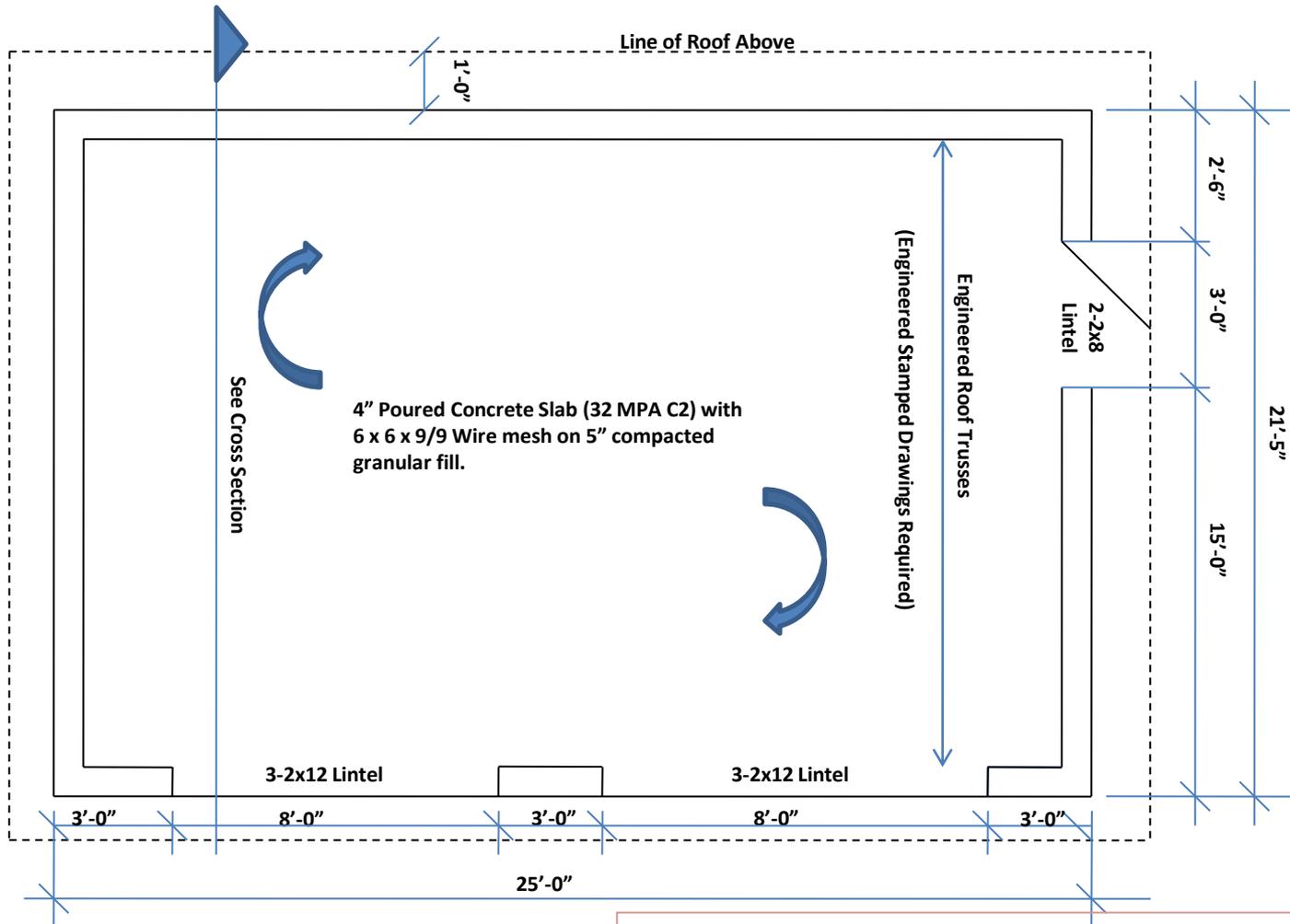
- Applicable law approval. Please check using the following links to determine if they apply to your property:

[Conservation Authority Approval](#)

[Ministry of Transportation Approval](#)

[County Of Simcoe Approval](#)

Township of Springwater – SAMPLE DRAWING



Designer name
Designer address
Designer contact information

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Drawing Name: TYPICAL FLOOR PLAN – ACCESSORY BUILDING

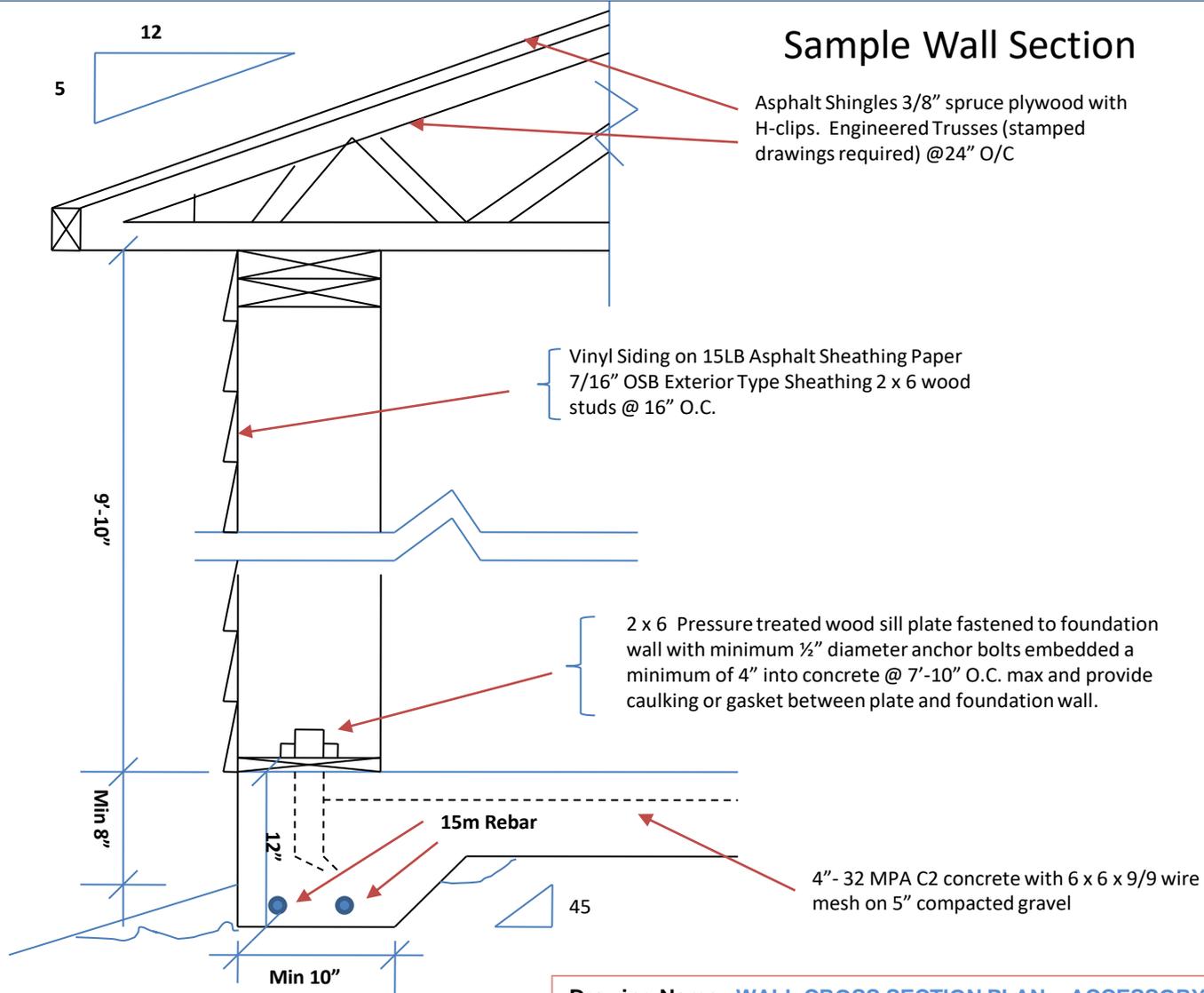
Location: 71 Springwater Trail

Designer: Name & BCIN **Firm BCIN:** Company Name and BCIN

Date Designed: April 28, XXXX **Scale:** NOT TO SCALE

Township of Springwater – SAMPLE DRAWING

Sample Wall Section



Designer name
Designer address
Designer contact information

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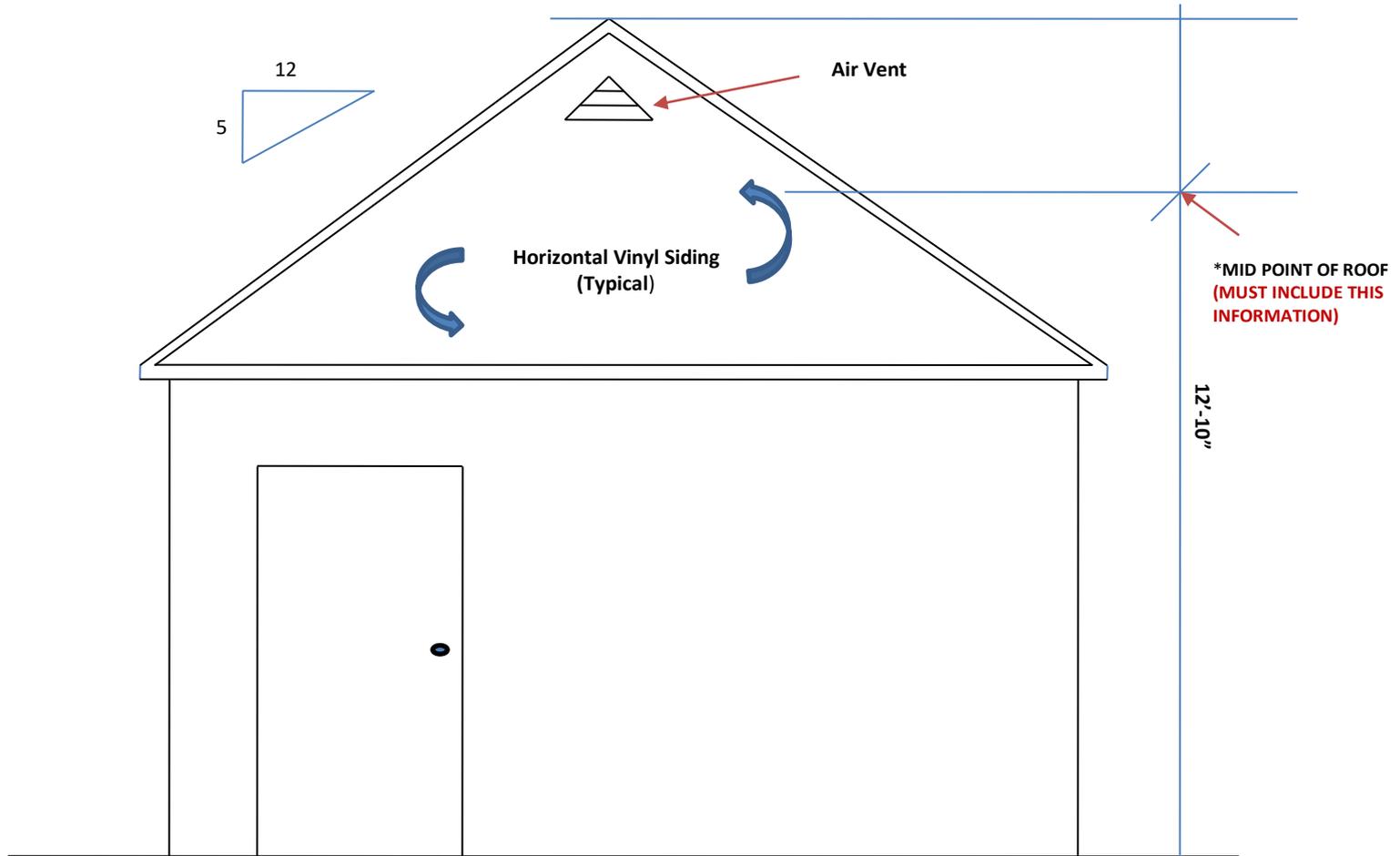
Drawing Name: WALL CROSS SECTION PLAN – ACCESSORY BUILDING

Location: 71 Springwater Trail

Designer: Name & BCIN **Firm BCIN:** Company Name and BCIN

Date Designed: April 28, XXXX **Scale:** NOT TO SCALE

Township of Springwater – SAMPLE DRAWING



NOTE: Similar Drawing required for West Elevation

Designer name
Designer address
Designer contact information

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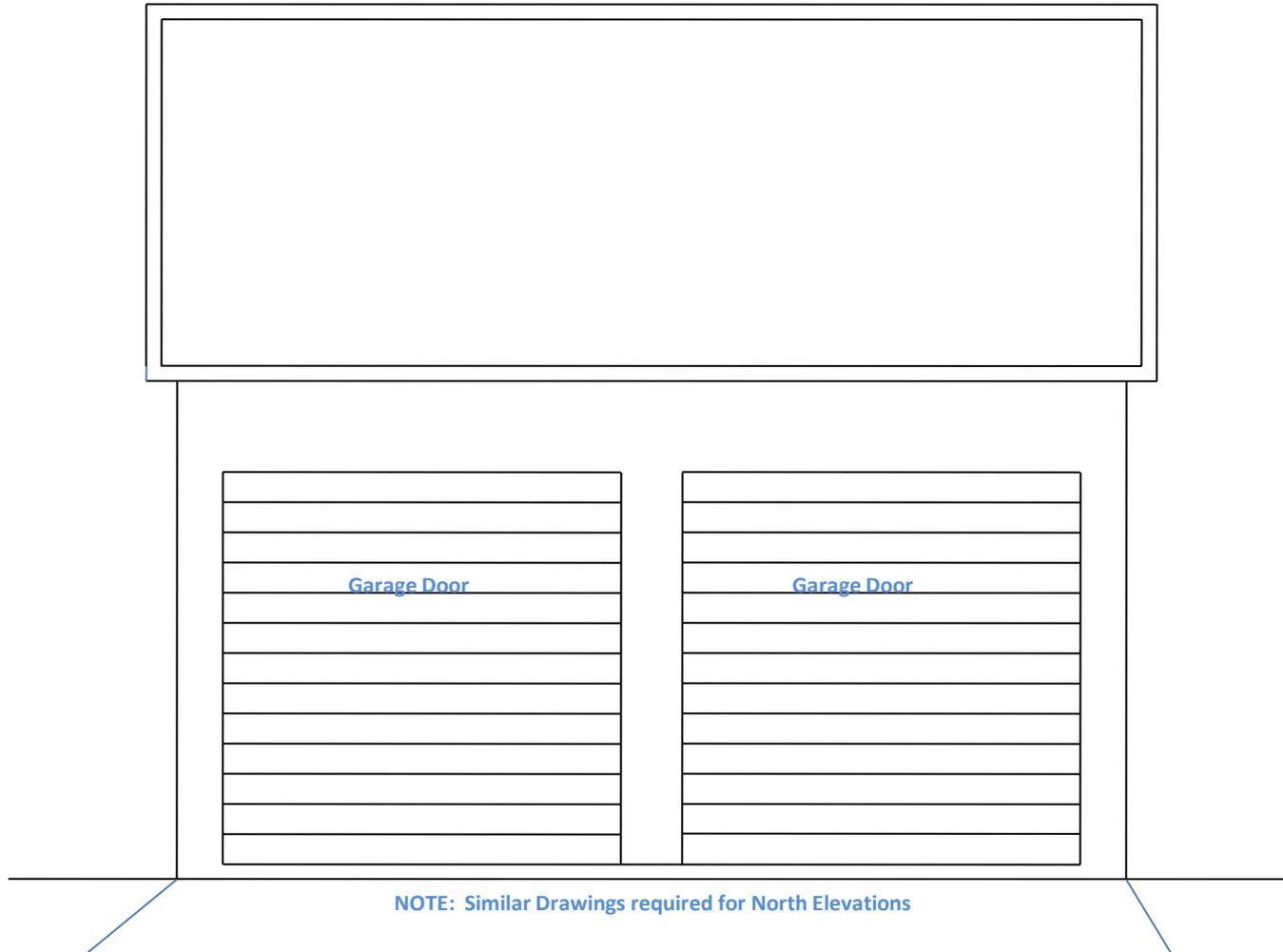
Drawing Name: EAST ELEVATION- ACCESSORY BUILDING

Location: 1000 Springwater Rd. **Site 12**

Designer: Name & BCIN **Firm BCIN:** Company Name and BCIN

Date Designed: April 28, XXXX **Scale:** NOT TO SCALE

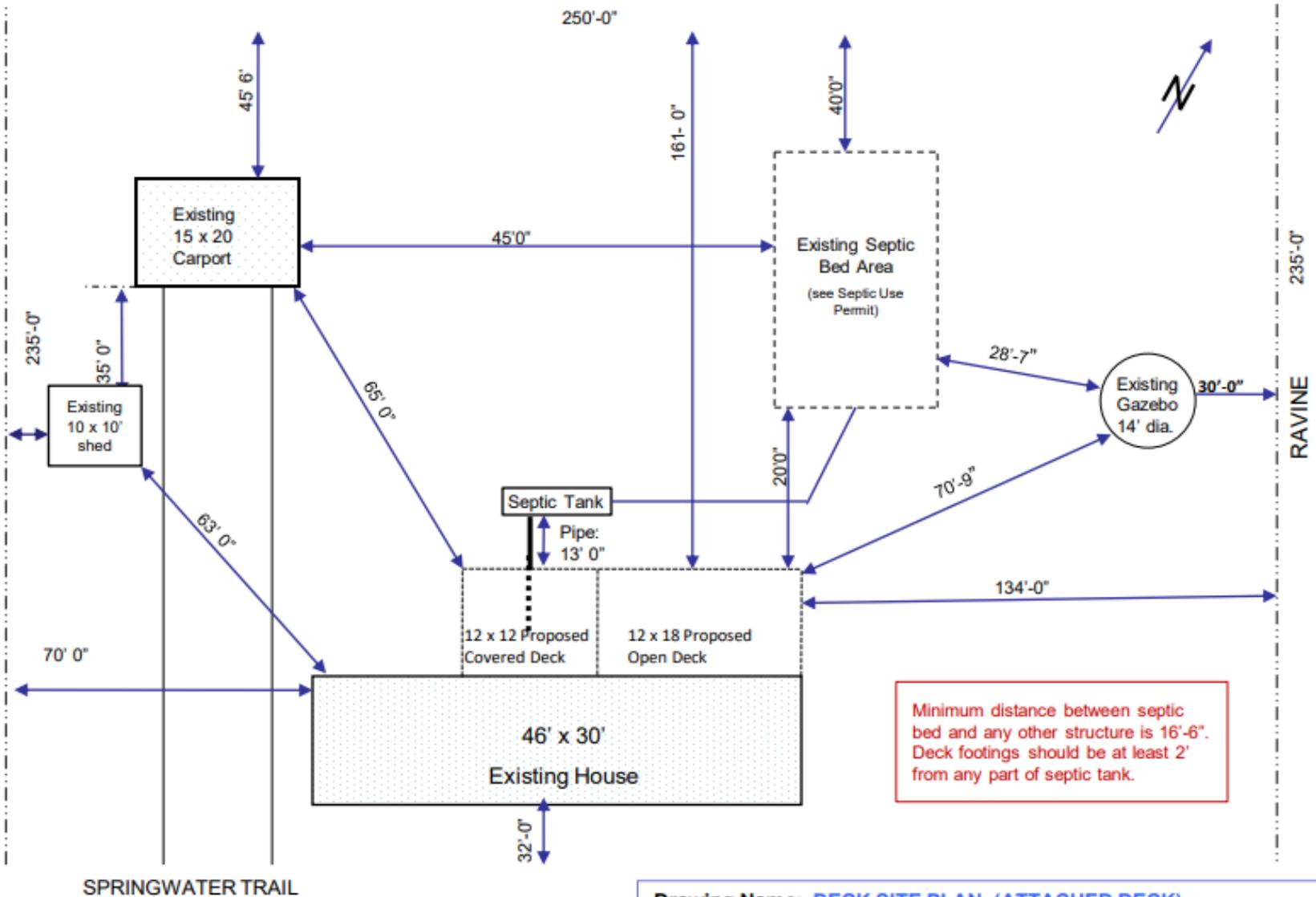
Township of Springwater – SAMPLE DRAWING



Designer name
Designer address
Designer contact information

Drawing Name: SOUTH ELEVATION – ACCESSORY BUILDING
Location: 71 Springwater Trail
Designer: Name & BCIN **Firm BCIN:** Company Name and BCIN
Date Designed: April 28, XXXX **Scale:** NOT TO SCALE

Township of Springwater – **SAMPLE DRAWING – SITE PLAN**



Drawing Name: DECK SITE PLAN (ATTACHED DECK)
Location: 71 Springwater Road
Designer: Name & BCIN **Firm BCIN:** Company Name and BCIN
Date Designed: March 31, XXXX **Scale:** NOT TO SCALE