



Accessory Buildings Permit Guide

Building Permit Requirements (Detached Garage, Shed)

All application forms, drawings, and related documents shall be submitted electronically in PDF format to build@thebluemountains.ca or by using our secure [ShareFile](#) system. Please refer to our [Electronic Document Submission Guide](#)

Required Application Forms

1. [Building Permit Application including Schedule 1](#) Designer Information
2. [Owner's Authorization Form](#) (Required if Applicant is not the Owner)
3. [Applicable Law Checklist](#)

Required Drawings and Information

4. Site Plan to include proposed setbacks to all property lines, area & percentage of lot coverage
5. Construction Drawings including footing & foundation information with dimensions, wall & roof construction details, exterior cladding & roofing material
6. Engineered Roof Truss Design & Layout
7. Grading Plan required for all additions 60m² (approximately 645 ft²) or greater

Fees and Charges

8. Building Permit Fee \$175.00

Approvals from other Agencies are required in many instances before a building permit application can be processed and before a permit is issued for construction. These approvals are not administered by Building Services. Please ensure all other required approvals are complete using the [Applicable Law Check](#) list as listed above.

Next Steps

Submit complete application including supporting documentation, electronically to build@thebluemountains.ca. Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete and all fees are paid. Construction begins and inspections may be scheduled. Building Inspector checks major phases of construction until Occupancy and/or Final are complete.

Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.