

## Building Permit Requirements

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### Accessory Structures (Sheds, Garages, etc.)

The following information is required at submission. Complete submissions can be processed within 10 business days. It is advisable to review the Zoning By-law to determine size restrictions, if any, for your property prior to application. If lot grading has not been certified, permission may be required from the grading consultant.

#### Building Permit Application Package

1. **Completed building permit application** consisting of:
  - "Schedule 1: Designer Information"
  - "Owner's Authorization for Agent to Make an Application", if applicable
  - Conservation Authority Approval, if applicable
  
2. **One (1) copy** (in .pdf format) of plans and specifications drawn to scale which must include:
  - Site Plan** - showing the location and dimensions of the proposed structure on the site plan and the setbacks to the lot lines. The site plan must also show all existing buildings with dimensions (e.g. house, deck, etc.) If the lot is serviced by an on-site sewage system, the system components and setbacks to structures must also be shown on the site plan.
  
  - Plan and Section Drawings**
    - Foundation:
      - Provide location, depth, size footing or slab
      - If structure is greater than 55m<sup>2</sup>, slab detail must be approved by a Professional Engineer
    - Framing:
      - Floor, wall and roof construction details and framing of all openings (windows and doors).
      - If pre-manufactured framing is used, sealed layout and specifications are required
    - Elevations:
      - All four directions including wall cladding and roof covering details
    - Cross Section:
      - Details of footings, foundations, walls, floors and the roof

**Applications are submitted through [Cloudpermit](#) - an online system to apply and track building permits, make payments, request inspections, and receive email updates on the building permit process.**

#### Fees & Issuance

1. A non-refundable application fee is due at the time of application submission. The application fee will be credited to your total amount due prior to permit issuance.

**General Building Inquiries:**  
buildingpermit@innisfil.ca  
705-436-3710



Town of Innisfil  
**Community Development Standards Branch**  
2101 Innisfil Beach Road  
Innisfil, Ontario  
L9S 1A1  
705-436-3710

2. The balance of fees are due before the permit can be issued. You will receive a notification with your total and payment instructions. Once all fees are paid, the permit will be issued in [Cloudpermit](#).

Note: Fees are charged in accordance with the Town's Fees and Charges By-law, and are subject to change.

**General Building Inquiries:**  
buildingpermit@innisfil.ca  
705-436-3710

**Nottawasaga Valley Conservation Authority**  
www.nvca.on.ca  
705-424-1479

**Lake Simcoe Region Conservation Authority**  
www.lsrca.on.ca  
905-895-1281



Use one form for each individual who reviews and takes responsibility  
for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax number ( )	Cell number ( )	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

**Owner's Authorization for  
Agent to Make an Application**



**Town of Innisfil  
Building Department**  
2101 Innisfil Beach Road,  
INNISFIL, ON L9S 1A1  
Tel : 705-436-3710  
1-888-436-3710  
Fax: 705-436-7120

Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Proposed Work: \_\_\_\_\_

Location: \_\_\_\_\_

The undersigned, being the owner(s) of the above referenced property, authorizes

\_\_\_\_\_

Applicant Name

Address

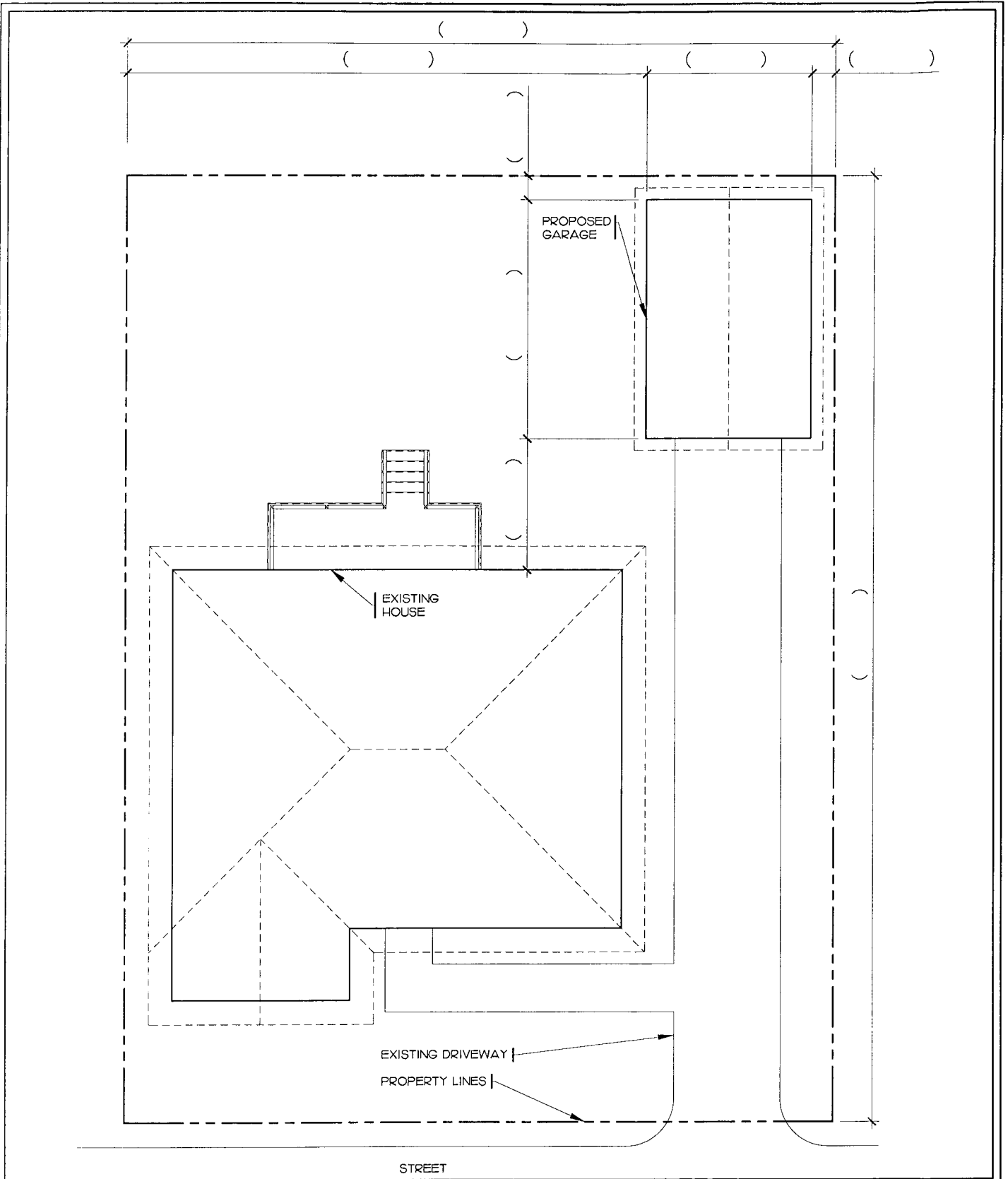
to apply for a permit for the above referenced project on my behalf. I understand that I shall be responsible for the terms of the conditions contained in the permit.

(If owner is an INDIVIDUAL)

_____	_____
Owner's Name	Address
_____	_____
Owner's Signature	Phone No. / E-Mail

(If owner is a CORPORATION)

_____	_____
Owner's Name	Address
_____	_____
Name of Authorizing Officer	Phone No. / E-Mail
_____	
Signature of Authorizing Officer ( I have authority to bind the Corporation )	



1 SITE PLAN  
 A1.0 SCALE 3/32" = 1'-0"

SAMPLE SITE PLAN FOR A  
 DETACHED GARAGE  
 THIS SAMPLE IS INTENDED TO ASSIST THE APPLICANT IN  
 PREPARING THEIR PLAN OF PROPOSED CONSTRUCTION



A1.0  
 PAGE NUMBER



**1** PROPOSED ELEVATION - FRONT  
SCALE: 3/8" = 1'-0"

**2** PROPOSED ELEVATION - LEFT SIDE  
SCALE: 3/8" = 1'-0"

MAXIMUM SPANS FOR BRUCE - PINE - FIR LVL'S NON-STRUCTURAL SHEATHING (TABLE A-10)			
LVL'S SUPPORTING	LVL'S SIZE	MAXIMUM SPAN FEET - INCHES	
		EXTERIOR WALLS	INTERIOR WALLS
ROOF & CEILING ONLY (SHEATHING WIDTH OF 1/4" MAXIMUM)	2" x 4"	6'-7"	6'-2"
	2" x 6"	10'-5"	9'-0"
	2" x 8"	12'-0"	10'-0"
	2" x 10"	17'-0"	16'-3"
	2" x 12"	20'-4"	19'-3"
ROOF & CEILING ONLY (SHEATHING WIDTH OF 3/4" MAXIMUM)	2" x 4"	3'-3"	3'-0"
	2" x 6"	4'-10"	4'-0"
	2" x 8"	5'-10"	5'-4"
	2" x 10"	7'-7"	6'-7"
	2" x 12"	8'-4"	7'-7"

MAXIMUM SPANS FOR CEILING JOISTS ATTN: NOT ACCESSIBLE BY STAIRWAY (TABLE A-3)			
JOIST SIZE	MAXIMUM JOIST SPAN FEET SPACING		
	12' O.C.	8' O.C.	24' O.C.
2" x 4"	10'-2"	9'-5"	8'-1"
2" x 6"	16'-0"	14'-7"	12'-9"
2" x 8"	21'-1"	19'-2"	16'-0"
2" x 10"	26'-2"	24'-0"	21'-0"
2" x 12"	32'-0"	29'-0"	26'-0"

MAXIMUM SPANS FOR ROOF RAFTERS DOWN LOAD 48 LBS/SQ.FT. (TABLE A-4)			
JOIST SIZE	MAXIMUM RAFTER SPAN FEET SPACING		
	12' O.C.	8' O.C.	24' O.C.
2" x 4"	8'-1"	7'-4"	6'-5"
2" x 6"	12'-9"	11'-0"	10'-3"
2" x 8"	16'-9"	15'-2"	12'-9"
2" x 10"	21'-4"	19'-11"	15'-7"
2" x 12"	25'-7"	22'-7"	18'-1"

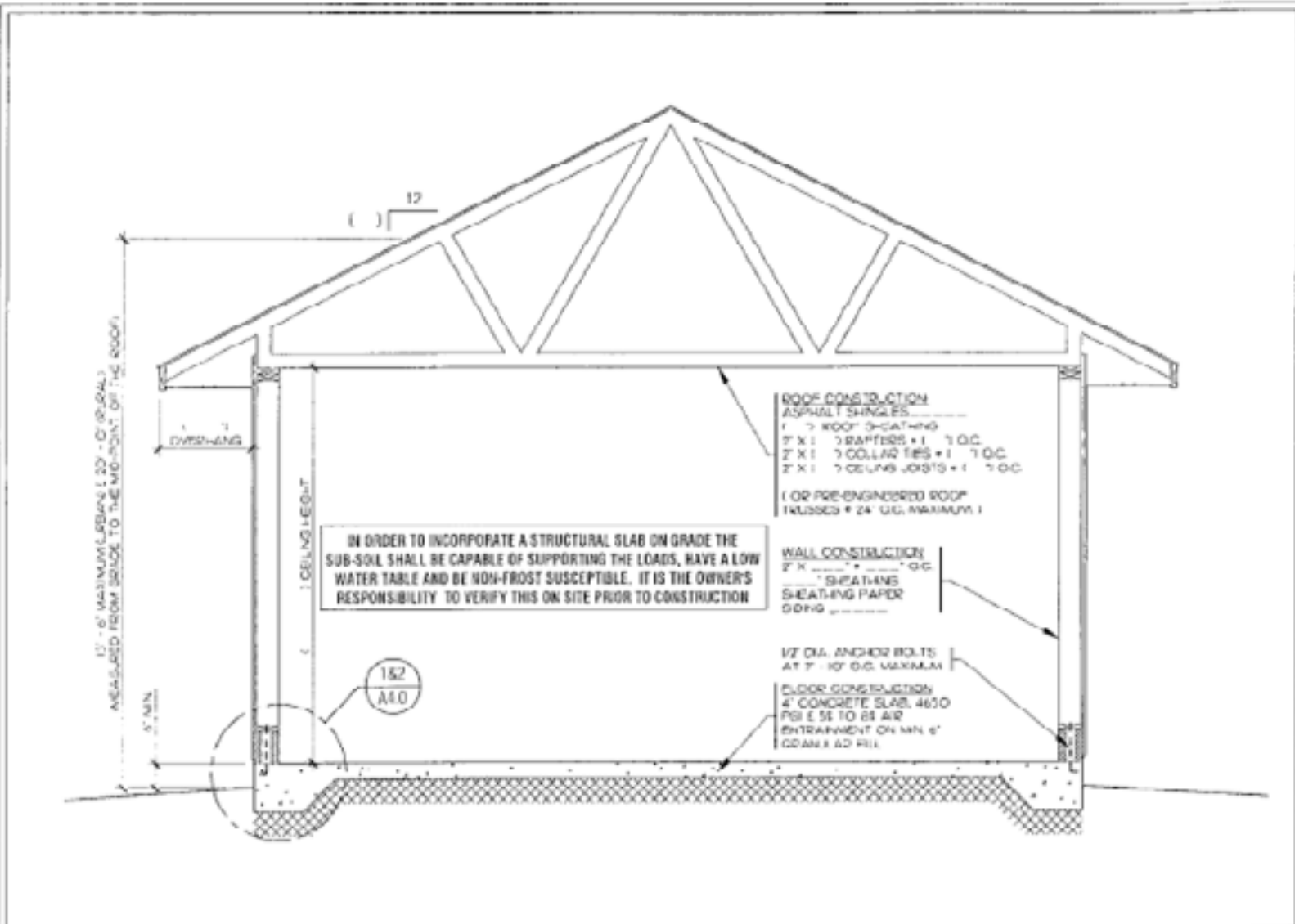


**3** PROPOSED ELEVATION - RIGHT SIDE  
SCALE: 3/8" = 1'-0"

**SAMPLE BUILDING ELEVATIONS  
FOR A DETACHED GARAGE**  
THIS SAMPLE IS INTENDED TO ASSIST THE APPLICANT IN  
FORWARDING THEIR PLAN OF PROPOSED CONSTRUCTION



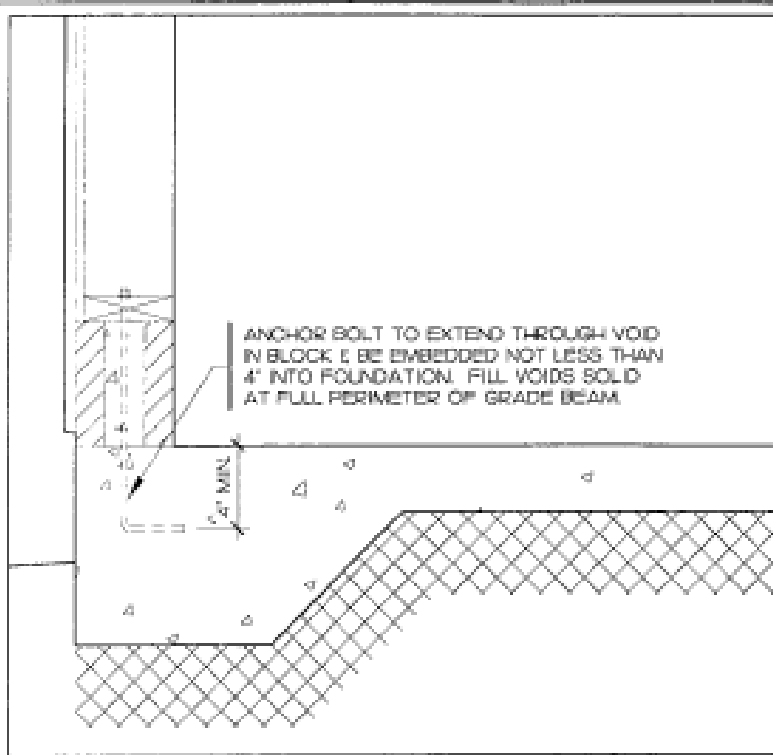
**A2.0**  
PAGE NUMBER



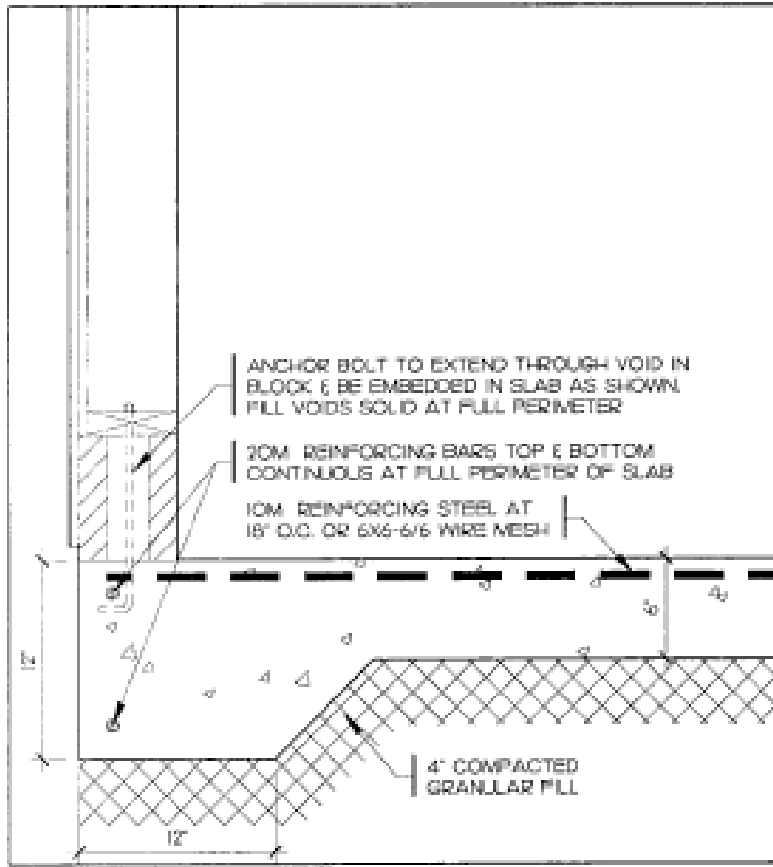
1 BUILDING CROSS SECTION  
 A3.0 SCALE 3/8" = 1'-0"

**SAMPLE BUILDING CROSS SECTION FOR A DETACHED GARAGE**  
 THIS SAMPLE IS INTENDED TO ASSIST THE APPLICANT IN PREPARING THEIR PLAN OF PROPOSED CONSTRUCTION

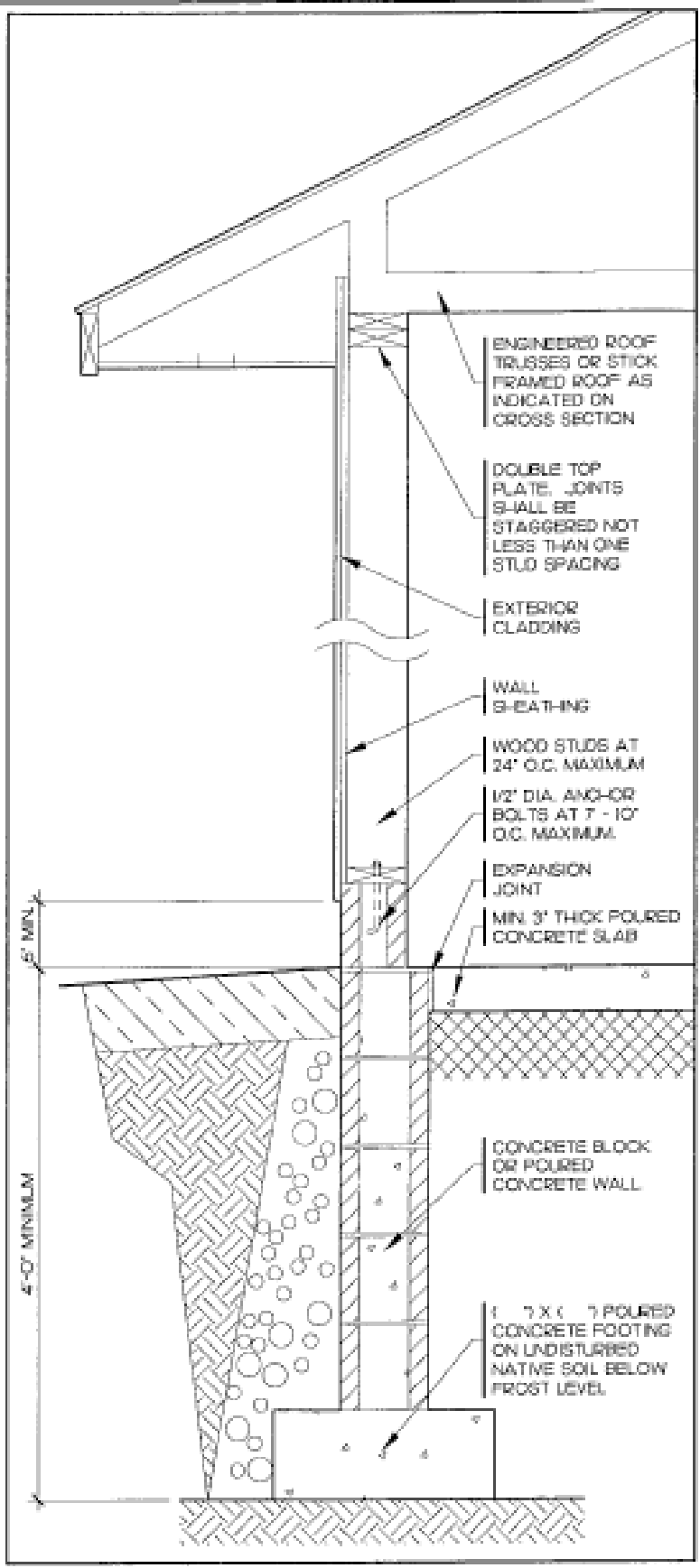




**1** GRADE BEAM DETAIL - UNREINFORCED  
 A4.0 SCALE 1" = 1'-0"



**2** GRADE BEAM DETAIL - REINFORCED  
 A4.0 SCALE 1" = 1'-0"



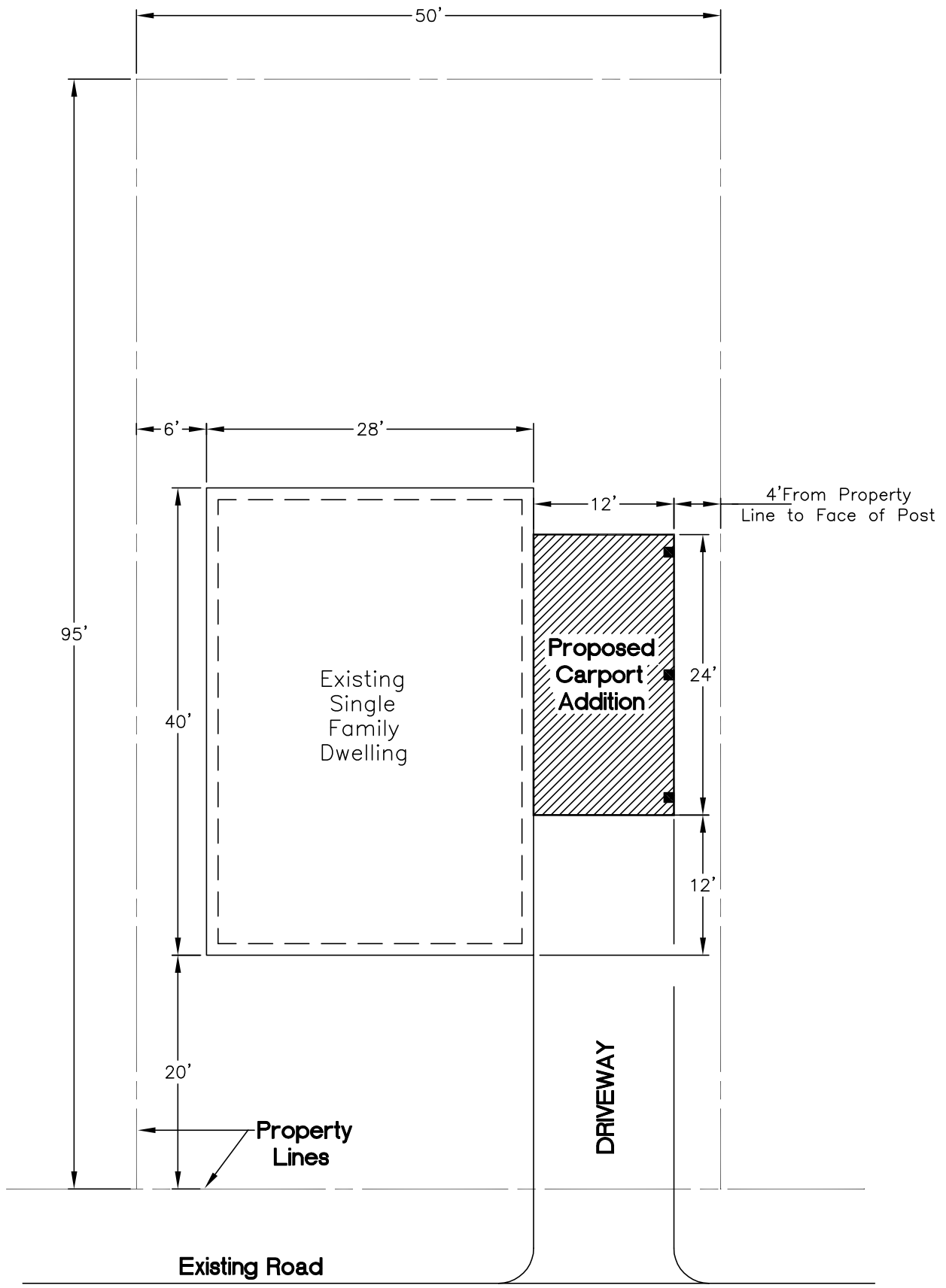
**3** TYPICAL WALL SECTION  
 A4.0 SCALE 3/4" = 1'-0"

SAMPLE DETAILS FOR A  
 DETACHED GARAGE  
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 PREPARING THEIR PLAN OF PROPOSED CONSTRUCTION



A4.0  
 PAGE NUMBER

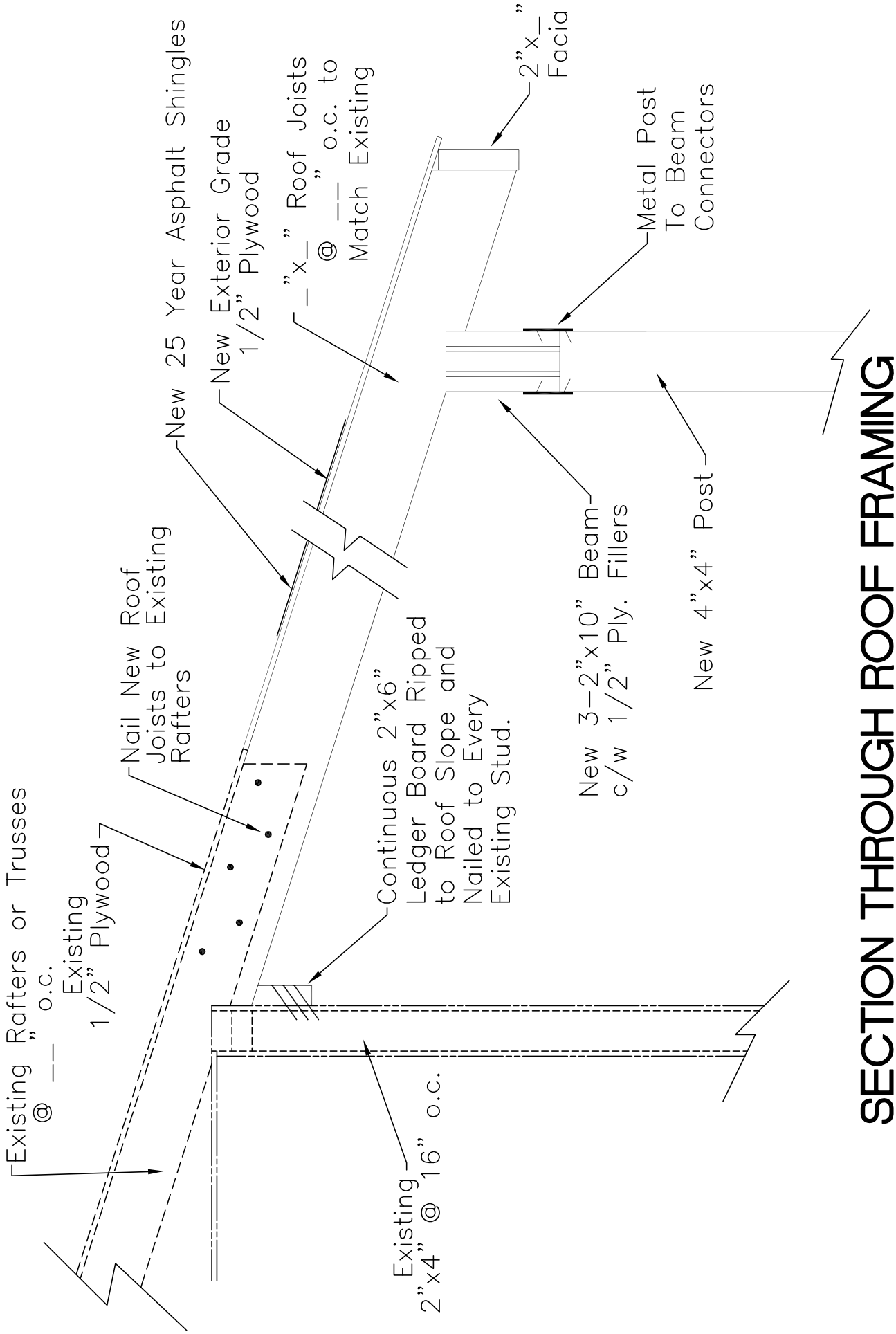




STREET NAME

**SAMPLE SITE PLAN FOR A  
PRIVATE CARPORT ADDITION PLAN**

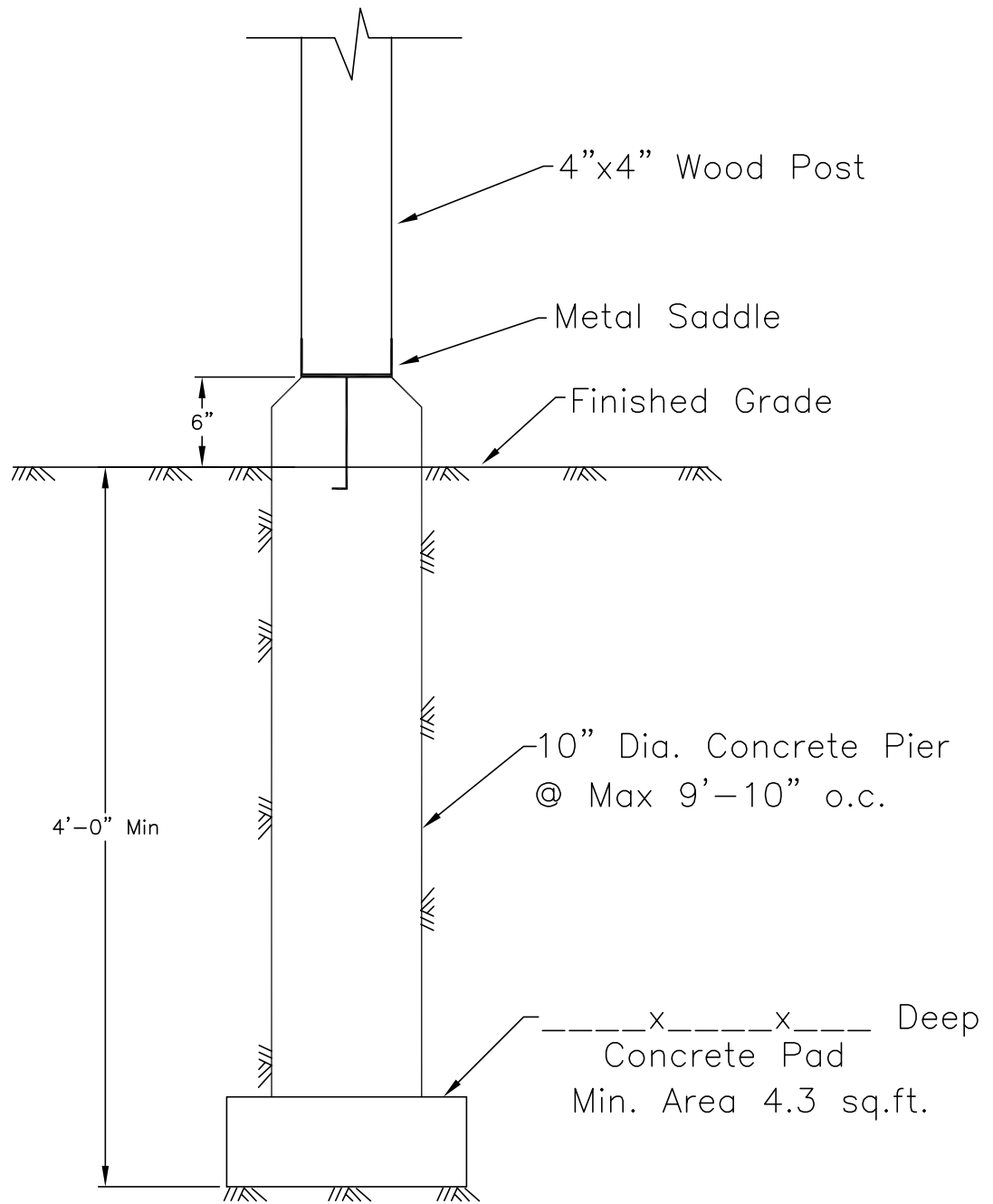
This sample is intended to assist the Applicant  
in preparing their plan of Proposed Construction



# SECTION THROUGH ROOF FRAMING

**SAMPLE CONNECTION DETAIL FOR A PRIVATE CARPORT ADDITION PLAN**

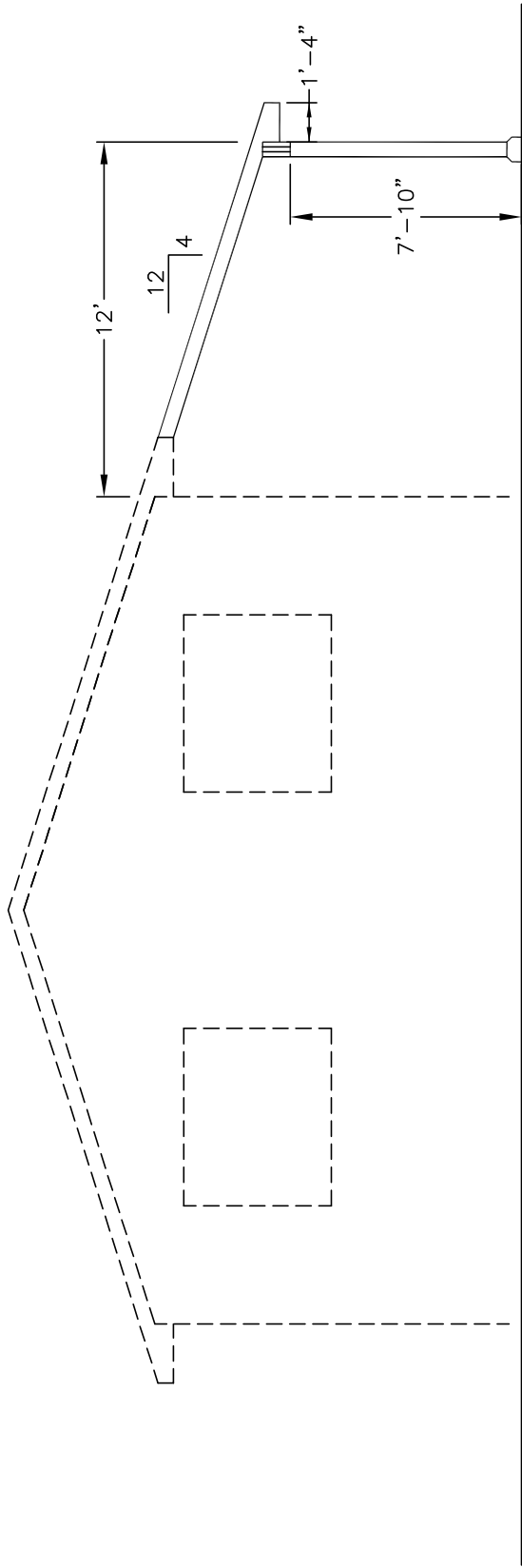
This sample is intended to assist the Applicant in preparing their plan of Proposed Construction



## PIER DETAIL

**SAMPLE COLUMN AND FOOTING DETAIL  
FOR A PRIVATE CARPORT ADDITION PLAN**

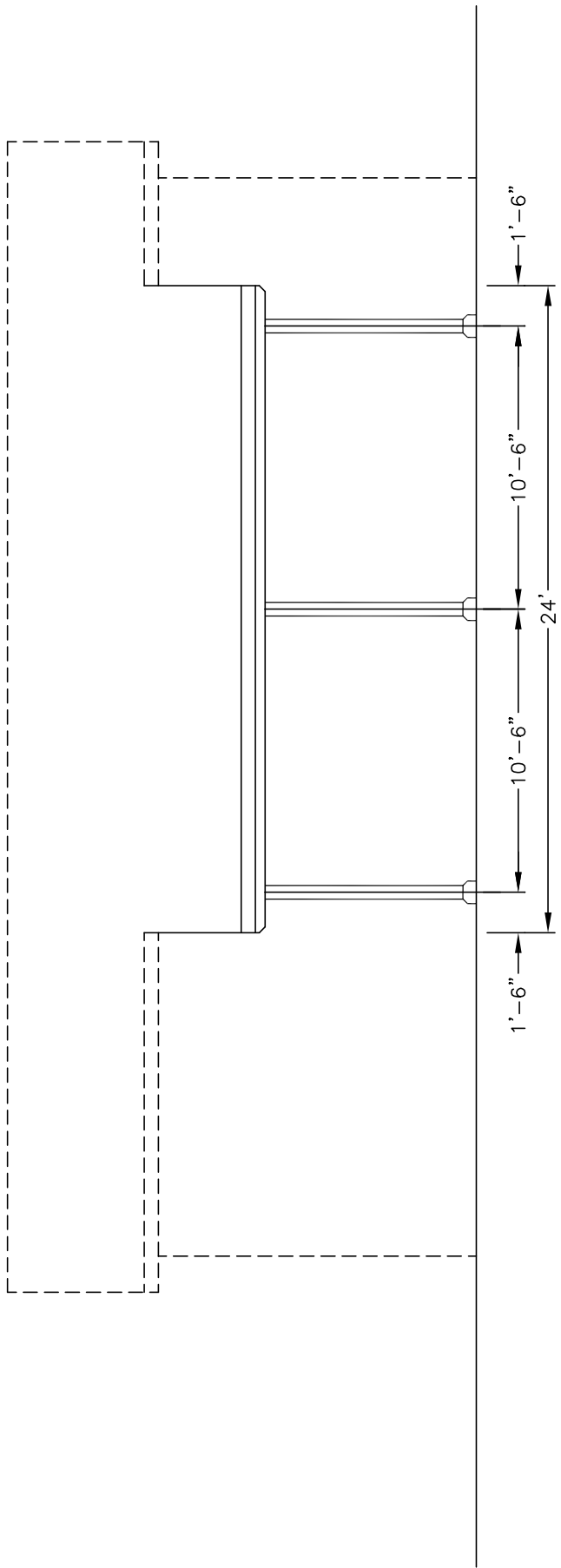
**This sample is intended to assist the Applicant  
in preparing their plan of Proposed Construction**



# FRONT ELEVATION

**SAMPLE ELEVATION FOR A  
PRIVATE CARPORT ADDITION PLAN**

This sample is intended to assist the Applicant in preparing their plan of Proposed Construction



# RIGHT ELEVATION

**SAMPLE ELEVATION FOR A  
PRIVATE CARPORT ADDITION PLAN**

**This sample is intended to assist the Applicant  
in preparing their plan of Proposed Construction**