

How to apply for an accessory structure permit

Garages, sheds and other detached structures

Building permits are required for accessory structures such as detached garages and gazebos over 10 square metres (107 square feet). Building permits are also required for **all** accessory structures that contain plumbing, regardless of their size.

Building permits are **not** required for open-roofed pergolas that are at least 50% open and can not support any accumulated snow (e.g. 2x4's spaced 12" apart). Building permits are also **not** required for detached, one-storey storage sheds that do not exceed 15 square metres (161 square feet).

Step 1: Zoning regulations

Zoning regulations apply whether or not a permit is required. The zoning by-law regulates the use of land, including the distance required to property lines. Refer to your survey for location of property lines. To confirm all zoning requirements are met, we recommend you consult with Zoning Services staff at zoning@guelph.ca or at 519-837-5615 before applying for a building permit.

Step 2: Permit application

Building permit applications are required to be submitted electronically through the [Guelph permit and application system](#). As a registered user you can check the status of your permit, pay fees and book inspections online. Ensure all required drawings are ready to upload in PDF format before starting your online application as per Step 3 below.

Step 3: Drawings to be submitted

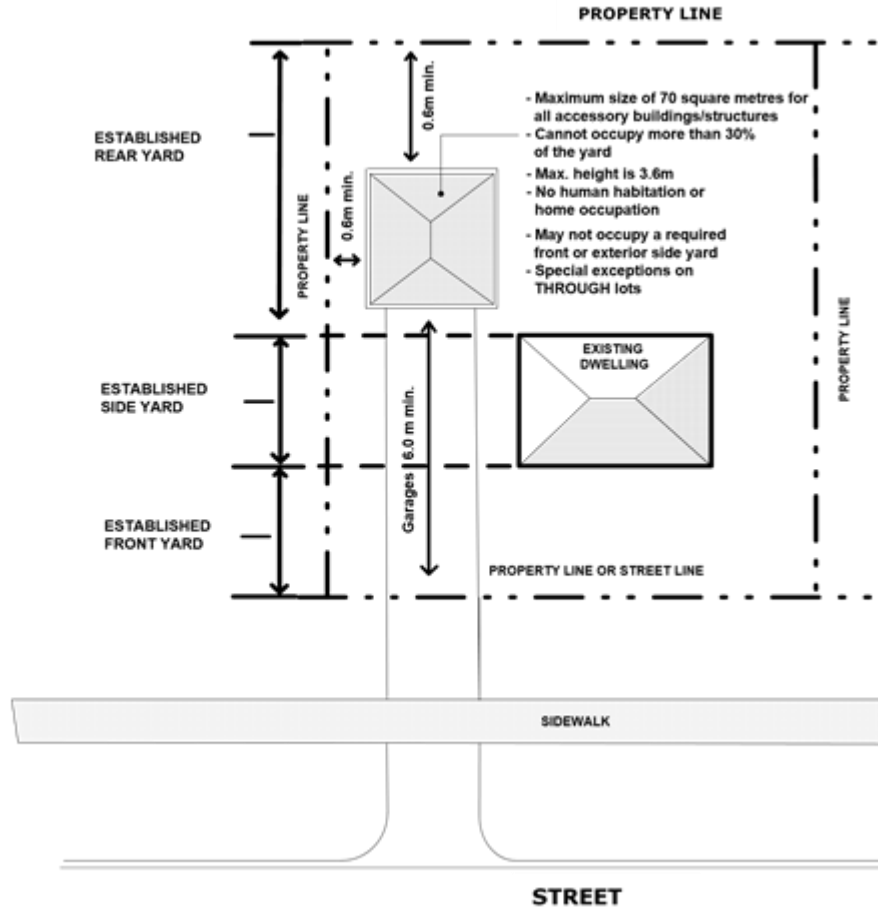
All drawings listed below must be included and must be drawn to a recognizable scale (e.g. ¼ inch equals 1 foot). Partial floor plans or photos will not be accepted. Single line drawings are also not acceptable. Drawings must illustrate wall thicknesses. The sample site plan and drawings included here are for reference only.

- A survey or site plan illustrating the lot width and depth, the location of the proposed and existing accessory structure(s) including setbacks to all property lines, the size of the proposed and existing accessory structure(s) on the property
- Foundation plan
- Floor plan/roof framing plan
- All side elevations
- Cross-section

Step 4: Fees

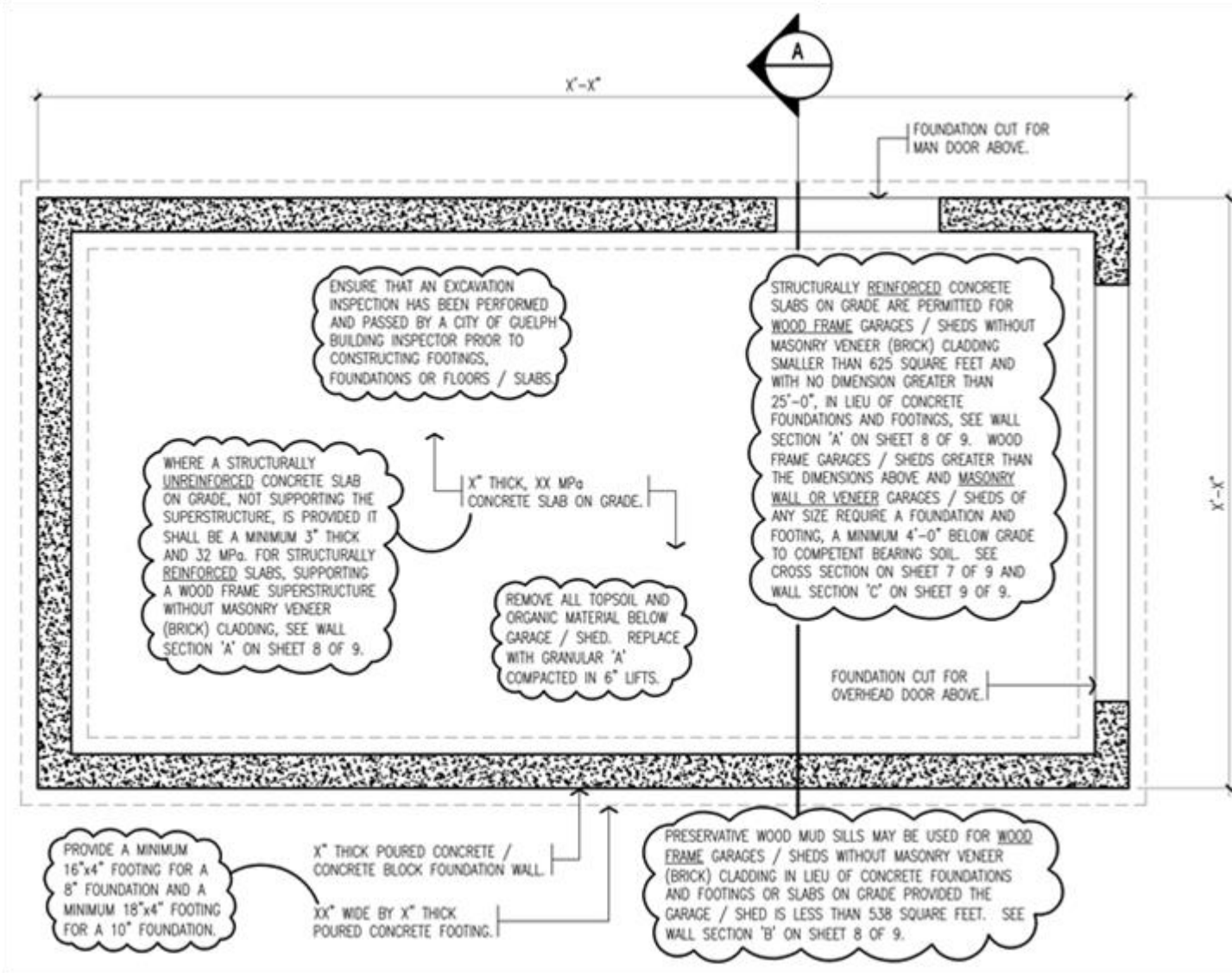
Once your building permit application is deemed complete, you will be notified of the applicable building permit fee. Please visit guelph.ca/building for the current fee schedule.

Zoning Regulations Diagram

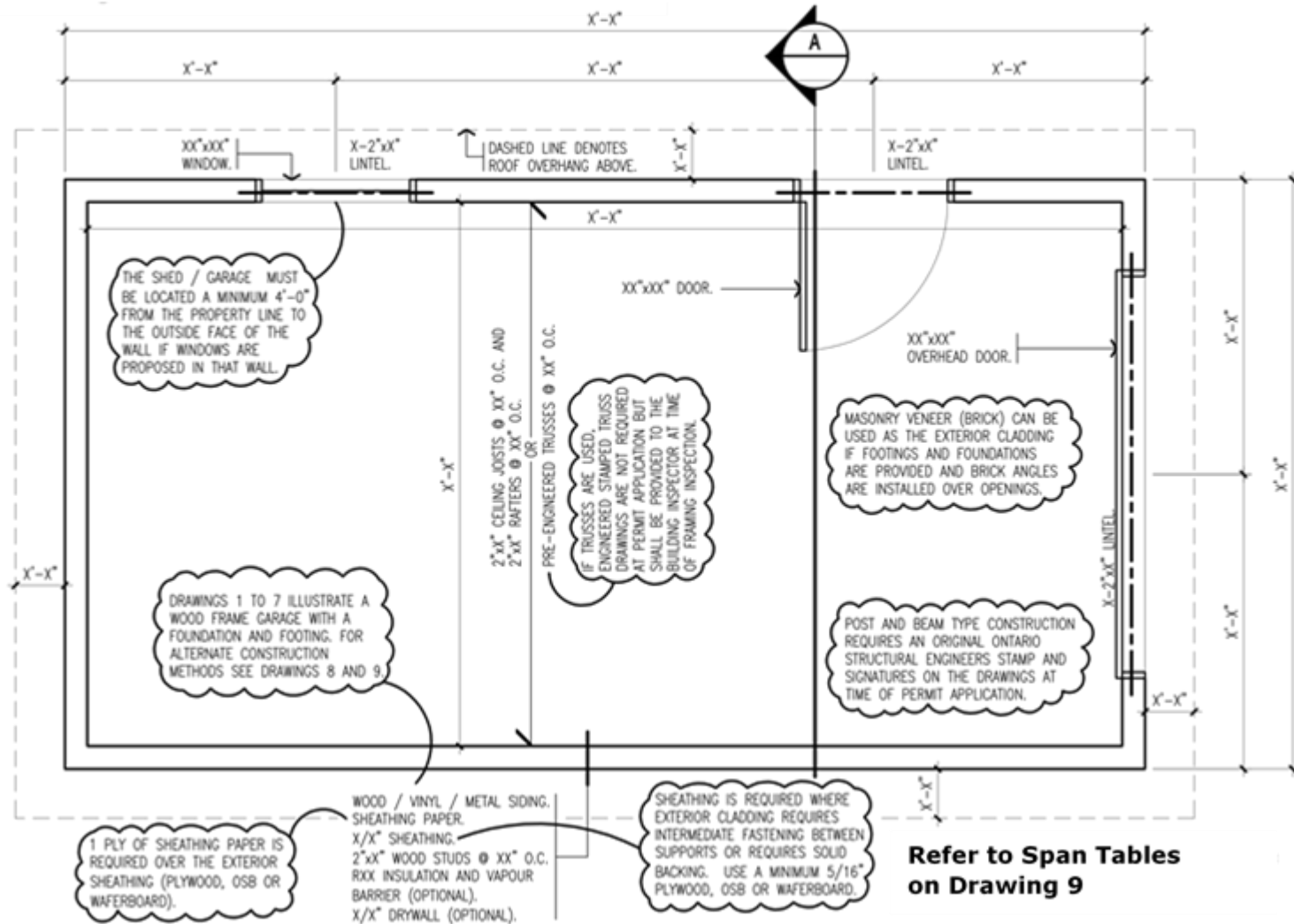


Alternate formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or email building@guelph.ca.

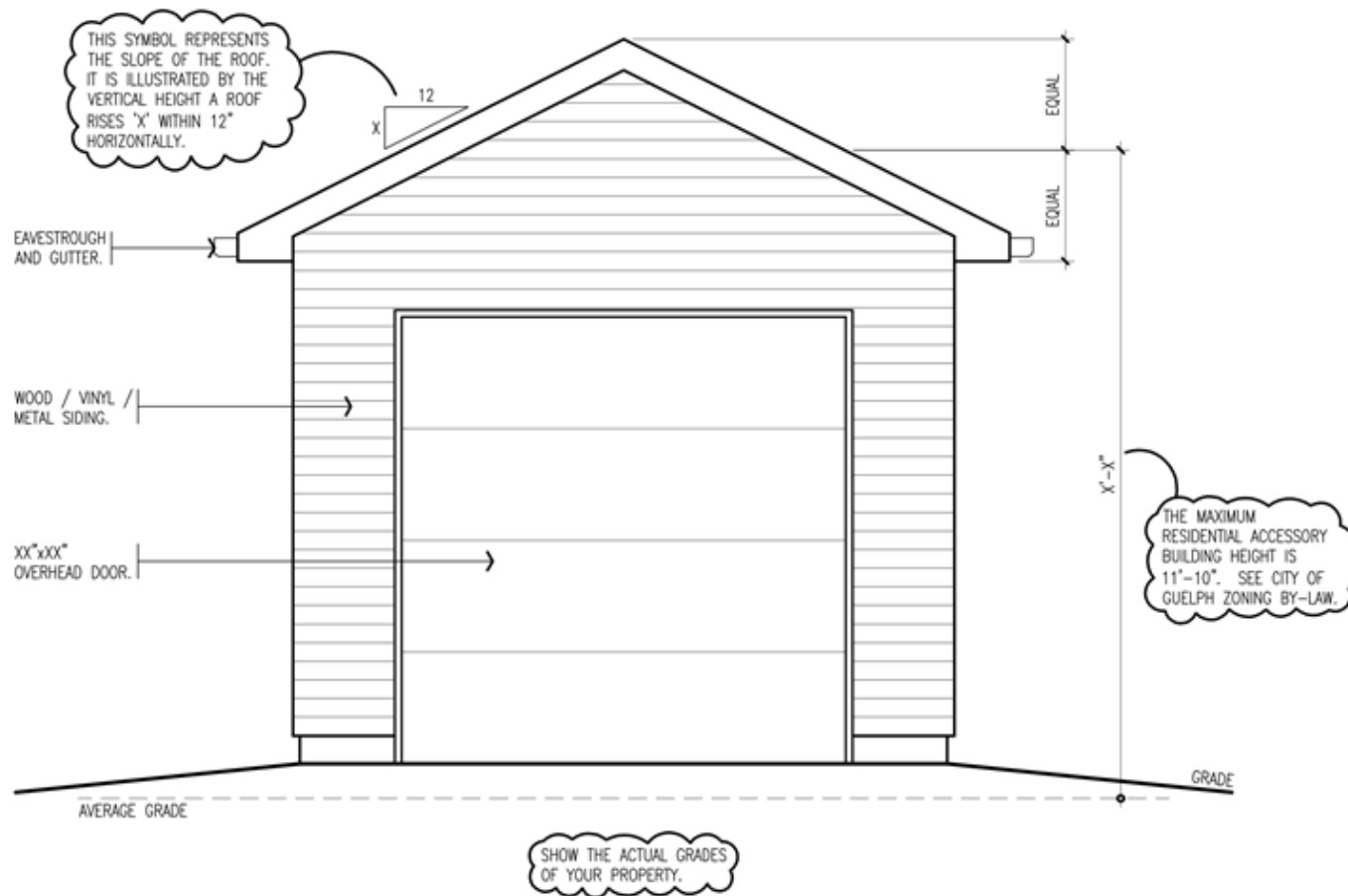
Drawing 1 of 9: FOUNDATION PLAN – Accessory Structure



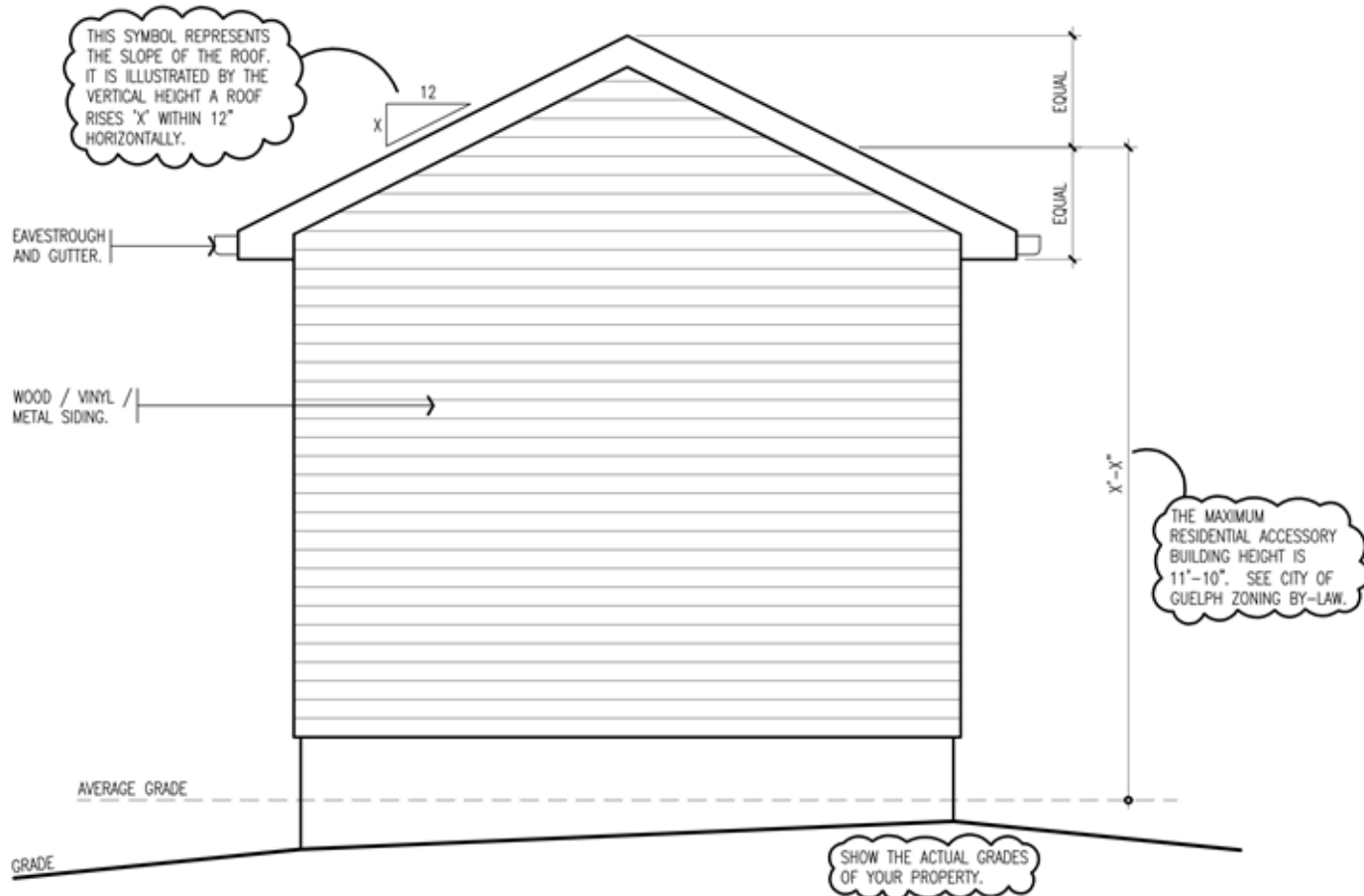
Drawing 2 of 9: FLOOR PLAN/ROOF/FRAMING PLAN – Accessory Structure



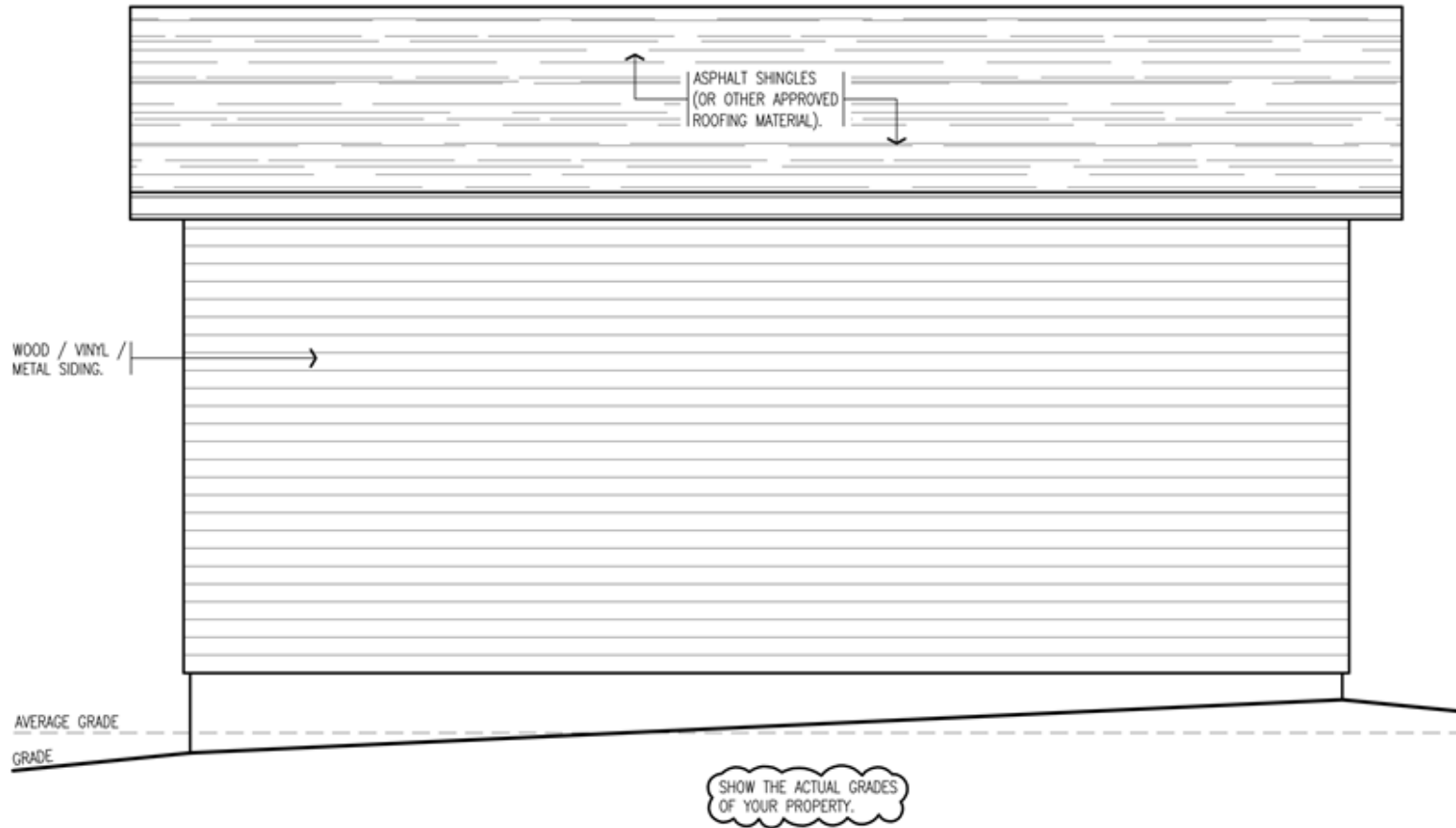
Drawing 3 of 9: FRONT ELEVATION – Accessory Structure



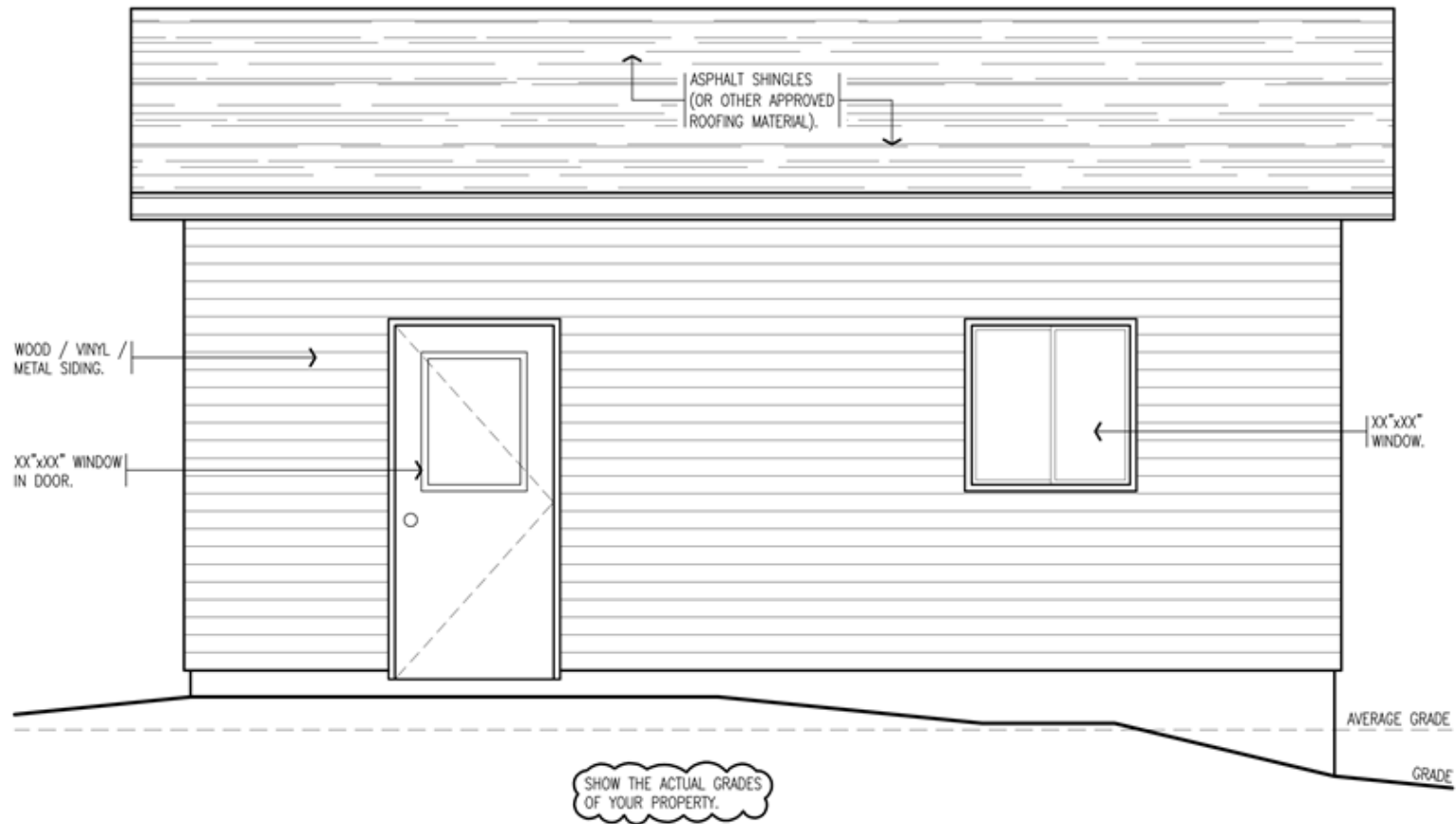
Drawing 4 of 9: BACK ELEVATION – Accessory Structure



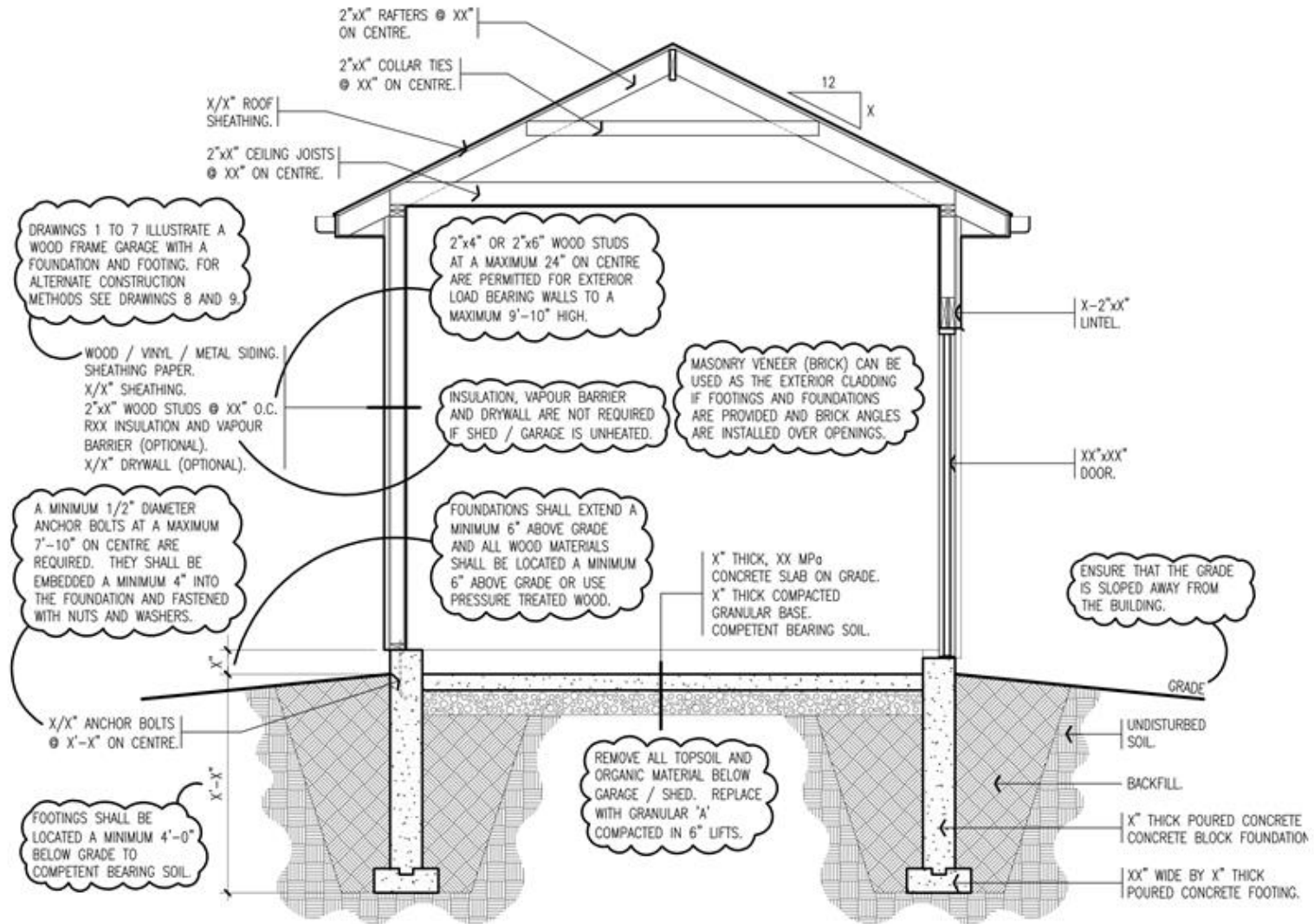
Drawing 5 of 9: LEFT ELEVATION – Accessory Structure



Drawing 6 of 9: RIGHT ELEVATION – Accessory Structure

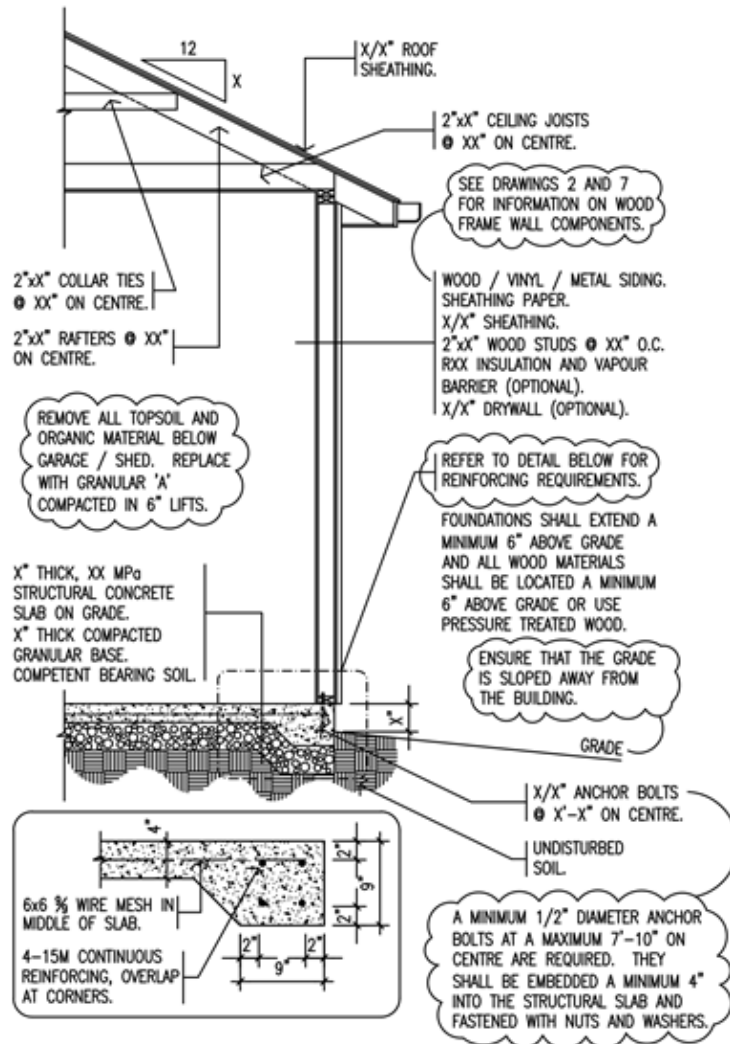


Drawing 7 of 9: CROSS SECTION – Accessory Structure

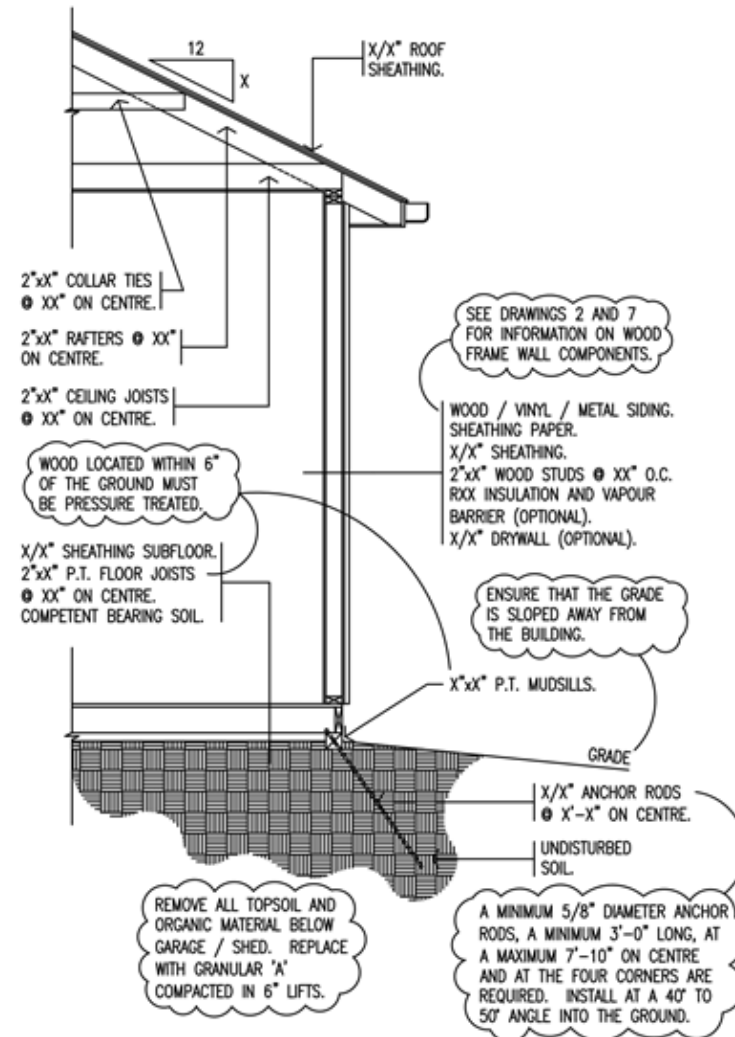


Drawing 8 of 9: ALTERNATE CONSTRUCTION – Accessory Structure

WALL SECTION A: wood frame and siding wall with structural concrete slab

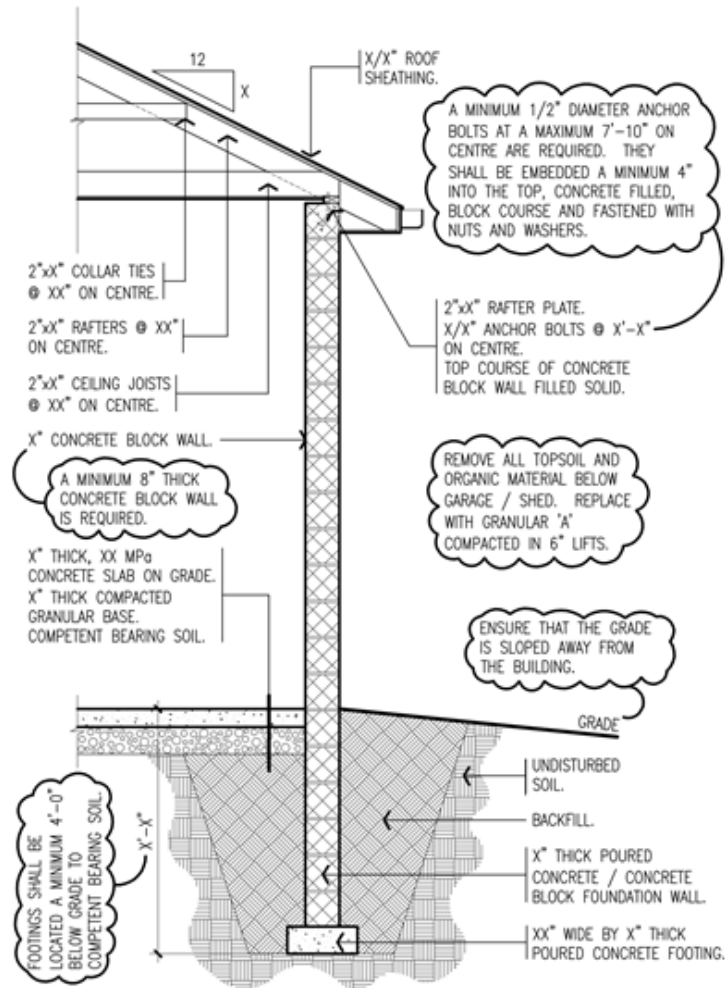


WALL SECTION B: wood frame and siding wall with pressure treated wood mudsills and floor



Drawing 9 of 9: ALTERNATE CONSTRUCTION AND SPAN TABLES – Accessory Structure

WALL SECTION C: concrete block wall and foundation with concrete footing



SPAN TABLES

If the accessory structure components exceed the limits in these span tables, an original Ontario Structural Engineer's stamp and signature are required on the drawings at time of permit application.

| FLOOR JOIST SPRUCE-PINE-FIR #1 & #2 | 2"x6" | | | 2"x8" | | | 2"x10" | | |
|--|---------------------|--------|-------|---------------------|--------|--------|---------------------|--------|---------|
| | SPACING - ON CENTRE | | | SPACING - ON CENTRE | | | SPACING - ON CENTRE | | |
| | 12" | 16" | 24" | 12" | 16" | 24" | 12" | 16" | 24" |
| STRAPPING | 9'-7" | 8'-11" | 8'-2" | 11'-7" | 11'-0" | 10'-6" | 13'-8" | 13'-0" | 12'-5" |
| BRIDGING | 10'-4" | 9'-5" | 8'-2" | 12'-6" | 11'-9" | 10'-9" | 14'-7" | 13'-8" | 12'-11" |
| BRIDGING & STRAPPING | 10'-4" | 9'-5" | 8'-2" | 13'-2" | 12'-3" | 10'-9" | 15'-2" | 14'-2" | 13'-2" |

| ROOF FRAMING SPRUCE-PINE-FIR #1 & #2 NOMINAL JOIST SIZE | CEILING JOISTS | | | ROOF JOISTS | | | ROOF RAFTERS | | |
|---|---------------------|---------|--------|---------------------|--------|---------|---------------------|--------|--------|
| | SPACING - ON CENTRE | | | SPACING - ON CENTRE | | | SPACING - ON CENTRE | | |
| | 12" | 16" | 24" | 12" | 16" | 24" | 12" | 16" | 24" |
| 2"x4" | 10'-2" | 9'-4" | 8'-1" | 7'-1" | 6'-5" | 5'-7" | 8'-11" | 8'-1" | 7'-1" |
| 2"x5" | 13'-5" | 11'-7" | 10'-6" | 9'-1" | 8'-4" | 7'-2" | 11'-6" | 10'-5" | 9'-1" |
| 2"x6" | 16'-1" | 14'-7" | 12'-9" | 11'-2" | 10'-1" | 8'-10" | 14'-0" | 12'-9" | 11'-2" |
| 2"x8" | 21'-2" | 19'-2" | 16'-9" | 14'-8" | 13'-4" | 11'-7" | 18'-5" | 16'-9" | 14'-6" |
| 2"x10" | 27'-0" | 24'-6" | 21'-5" | 18'-8" | 17'-0" | 14'-10" | 23'-7" | 21'-5" | 17'-8" |
| 2"x12" | 32'-10" | 29'-10" | 26'-0" | 22'-9" | 20'-8" | 18'-0" | 28'-8" | 25'-2" | 20'-6" |

| RIDGE BEAM SPRUCE-PINE-FIR #1 & #2 SUPPORTED JOIST LENGTH | 2"x8" | | | 2"x10" | | | 2"x12" | | |
|---|-------------------|--------|---------|-------------------|--------|---------|-------------------|--------|---------|
| | NUMBER OF MEMBERS | | | NUMBER OF MEMBERS | | | NUMBER OF MEMBERS | | |
| | 3-PLY | 4-PLY | 5-PLY | 3-PLY | 4-PLY | 5-PLY | 3-PLY | 4-PLY | 5-PLY |
| 8'-0" | 10'-1" | 11'-1" | 11'-11" | 12'-10" | 14'-2" | 15'-3" | 15'-0" | 17'-3" | 18'-4" |
| 10'-0" | 9'-4" | 10'-4" | 11'-1" | 11'-6" | 13'-2" | 14'-2" | 13'-5" | 15'-6" | 17'-3" |
| 12'-0" | 8'-7" | 9'-8" | 10'-5" | 10'-6" | 12'-2" | 13'-4" | 12'-3" | 14'-2" | 15'-10" |
| 14'-0" | 8'-0" | 9'-2" | 9'-11" | 9'-9" | 11'-3" | 12'-7" | 11'-4" | 13'-1" | 14'-8" |
| 16'-0" | 7'-6" | 8'-7" | 9'-6" | 9'-2" | 10'-6" | 11'-10" | 10'-7" | 12'-3" | 13'-8" |
| 18'-0" | 7'-1" | 8'-2" | 9'-1" | 8'-7" | 9'-11" | 11'-2" | 10'-0" | 11'-6" | 12'-11" |
| 20'-0" | 6'-8" | 7'-9" | 8'-8" | 8'-2" | 9'-5" | 10'-6" | 9'-6" | 11'-0" | 12'-3" |

| LINTEL - SPRUCE-PINE-FIR #1 & #2 ROOF & CEILING LOAD ONLY | MAXIMUM SPAN FOR EXTERIOR WALL | | LINTEL - SPRUCE-PINE-FIR #1 & #2 ROOF & CEILING LOAD ONLY | MAXIMUM SPAN FOR EXTERIOR WALL | |
|---|-----------------------------------|---------|---|-----------------------------------|----------|
| | 2-2"x4" | 2-2"x6" | | 3-2"x10" | 4-2"x10" |
| 2-2"x4" | 3'-8" | 5'-5" | 3-2"x10" | 9'-11" | |
| 2-2"x6" | 5'-5" | 6'-8" | 4-2"x10" | 11'-6" | |
| 2-2"x8" | 6'-8" | 8'-2" | 5-2"x10" | 12'-10" | |
| 3-2"x8" | 8'-2" | 9'-5" | 2-2"x12" | 9'-5" | |
| 4-2"x8" | 9'-5" | 10'-2" | 3-2"x12" | 11'-7" | |
| 5-2"x8" | 10'-2" | 8'-1" | 4-2"x12" | 13'-4" | |
| 2-2"x10" | 8'-1" | | 5-2"x12" | 14'-10" | |

| BRICK ANGLE ANGLE SIZE FOR 4" BRICK | MAXIMUM SPAN FOR EXTERIOR WALL | | BRICK ANGLE ANGLE SIZE FOR 4" BRICK | MAXIMUM SPAN FOR EXTERIOR WALL | |
|---|-----------------------------------|-----------------------|---|-----------------------------------|---------------|
| | L-3 1/2"x3 1/2"x1/4" | L-3 1/2"x3 1/2"x5/16" | | L-6"x3 1/2"x3/8" | L-6"x4"x7/16" |
| L-3 1/2"x3 1/2"x1/4" | 4'-0" | 5'-0" | L-6"x3 1/2"x3/8" | 11'-6" | |
| L-3 1/2"x3 1/2"x5/16" | 5'-0" | 7'-0" | L-6"x4"x7/16" | 13'-6" | |
| L-4"x3 1/2"x1/3" | 7'-0" | 8'-0" | L-7"x4"x7/16" | 14'-0" | |
| L-5"x3 1/2"x1/3" | 8'-0" | 9'-0" | L-8"x4"x7/16" | 16'-0" | |
| L-5"x3 1/2"x3/8" | 9'-0" | | | | |