



ACCESSORY BUILDING (Detached) – PROJECT GUIDE

Applicant & Designer: The following guideline will assist in preparing a complete application, and refers to required drawings based on project type, from the Town of Smiths Falls Building By-Law.

Note: If proposed building is freestanding, less than 24” to grade and less than 107 square feet without service systems; A permit may not be required; but zoning standards must be adhered to.

Zoning Facts: Min. 1.0 metre (3’-4”) for side/rear yard setback; Min. 2 metres (6’-7”) to building; Max. 4.5m (14’-9”) height grade to mid-level roof (eaves to ridge); Max.10% lot coverage of all accessory.

- **Designer; Prepare Two (2) Full Sets of Working Drawings** dimensioned, detailed to scale:

Building Location Plan; to meet Town Zoning By-Law & any other related approvals:

- a) Property Site Plan; Overall lot dimensions/area, north, proposed building (incl. decks) located by lot line setbacks, existing structures, streets/entry/parking, services, utilities, easement, etc. Note: If available, always provide a Land Survey of record in reference.
- b) Lot Grading Plan; Proposed grade elevations at building corners to adjacent properties, direction of surface storm water and swales. Existing drainage patterns and ditches.
- c) Note: Copy of Ontario Land Survey may be required for any lot specific condition.

Architectural-Structural Design; to meet the Ontario Building Code:

- d) Foundation Plan; Footing size, depth below grade, concrete pad and anchorage detail;
- e) Floor Plan; Dimension framed walls/openings, post/beam size supports and roof frame;
- f) Upper Floor Plan (if any); Provide stair access, room use and roof framing or truss plan;
- g) Building Elevations; Illustrate proposed grade, overall height of building, finish materials;
- h) Building Cross-section Detail; Provide means of anchoring building to foundation/grade, concrete slab design, thickness, slope and the overall height of building; and
- i) Designer to complete form ‘Schedule 1: Designer Information’ (or Owner if Designer)

Pre-Fabricated Structural Design; Roof Truss layout-specifications by supplier. (if applicable)

Engineer Design; Accessory building over 55 sqm. (592sq.ft.) with a ‘slab-on-grade’ foundation proposed is subject to Engineer approval. Where design not as per the Ontario Building Code.

- **Applicant: File form ‘Application for a Permit to Construct’** with above drawings;

-If Agent signs application; Owner to authorize agent to act on their behalf (ie. consent letter);

On ‘Section A. Project Information’ of the application form; calculate total,

- Area of Work (Square Feet) as the Gross Building Area
- Project Value (\$) for all Labour, Materials, Services & Equipment to complete the project.
- Permit Fee initial payment by debit/cheque/cash as per Building By-Law Schedule of Fees.

Note: This is a general list only for average project; Other information may be required. 10/20



SMITHS FALLS

RISE AT THE FALLS

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