



A guide to:

# ACCESSORY BUILDINGS

Brought to you by:

City of Port Colborne - Building Division



-----Disclaimer-----

This information package is provided by the City of Port Colborne Building Division for information purposes only. It provides various requirements from the applicable by-laws and Ontario Building Code. In any case where there exists a discrepancy between the information in this document and the City of Port Colborne By-law or the Ontario Building Code, the requirements established by the By-law or the Code shall prevail. This information package is intended to assist residents in making educated decisions when planning the construction of an accessory structure. The individual property owner/applicant is solely responsible to ensure that all required by-laws, codes and regulations are met and all projects are maintain to the requirements of the Municipality through its by-laws.

## 1.0 Permits

### 1.1 *What is an Accessory Building?*

An accessory building is a building or structure detached from a house or primary building which is not used for human habitation and is used as an accessory use to a house or primary building. Accessory Buildings may include but are not limited to:

- Garages
- Sunroom/Solarium
- Covered Deck/Porch
- Sheds
- Barns
- Uncovered Deck/Porch
- Gazebos
- Carports

### 1.2 *When a Building Permit is required*

A building permit to construct an accessory building is required for any and every accessory building that has a building area that exceeds 10 square metres (108 square feet).

When a building permit to construct an accessory building is required, the permit must be issued and in the possession of the property owner prior to the start of any construction activity.

### 1.3 *Obtaining a Building Permit to construct an accessory building*

A permit application is available from the Building Division office at Port Colborne City Hall or at the City of Port Colborne website, [www.portcolborne.ca](http://www.portcolborne.ca). The review of your submitted package will not begin until all the required information is submitted and the application package is deemed complete. The Chief Building Official will then review the submitted application package for compliance with all applicable building codes, by-laws and other regulations. This process may take up to two (2) weeks from the submission of the permit application package. You will be contacted when the permit is available for pickup.

A complete application shall include:

- A completed application form; and
- All required drawings and plans;

### 1.4 *Required Drawings and Plans*

An application for a building permit to construct an accessory building shall be accompanied by specific drawings. A complete set of fully dimensioned drawings, drawn to scale shall consist of the following:

- The Site Plan drawing must show the entire property, the location and size of all buildings and the proposed location of the new accessory buildings. Dimensions shall be given from the proposed accessory building to all property lines and buildings which currently exist on the site. (Measurements are required to be in metric).
- The Floor Plan drawing(s) shall include all sizes, spans and spacing of structural elements as well as the size, type of construction and location of all walls, partitions and building

elements. Door and window location and sizes as well as associated lintel sizing is also required.

- The Elevation drawings shall illustrate the proposed appearance of each side of the accessory building. Where similar sides exist, drawings of duplicate sides may be eliminated. Elevation drawings shall include height dimensions which shall be referenced to the adjacent grade level.
- The Section/Detail drawing(s) must illustrate the proposed construction of the accessory building as well as the materials to be used.

Additional drawings may be requested by the Building Official if the information submitted is insufficient to provide the details requested above.

#### *1.5 Building Permit Fees and Deposits\**

- |                        |                    |
|------------------------|--------------------|
| ▪ Garage or Carport    | \$0.70/square foot |
| ▪ Covered Deck/Porch   | \$0.45/square foot |
| ▪ Uncovered Deck/Porch | \$0.45/square foot |
| ▪ Sunroom or Solarium  | \$0.70/square foot |
| ▪ Shed, Barn or Gazebo | \$0.70/square foot |
| ▪ Deposit (Refundable) | \$525.00           |

\* For properties within the Downtown Central Business District, Brownfield, Main Street or East Waterfront Community Improvement Plan project areas – fees may be reduced.

## 2.0 Owner Responsibility

The owner of the property has several responsibilities in any building project. These responsibilities begin before the commencement of construction and continue after the construction of the building is complete.

### 2.1 *Prior to Construction*

It is the responsibility of the Property Owner to:

- Obtain a building permit;
- Create or obtain accurate drawings and plans as required (a surveyor may be required);
- Ensure that the proposed accessory building is not located on any easement, drainage swale, septic system or right-of-way;
- Obtain all applicable permits for any electrical works from the appropriate authority; and
- Call for locates of any services on the property.

For Utility Locates call:

|                         |                                       |              |
|-------------------------|---------------------------------------|--------------|
| Water Service and Sewer | Port Colborne Public Works Department | 905-835-5079 |
| Electricity             | Canadian Niagara Power                | 905-835-0051 |
| Natural Gas             | Enbridge Gas                          | 800-263-3688 |
| Telephone               | Bell Telephone                        | 905-310-2355 |
| Cable Television        | Cogeco Cable                          | 866-427-7451 |
| Locate Before you Dig   | Ontario One Call                      | 800-400-2255 |

\*Underground utilities other than those listed above may exist.

### 2.2 *During Construction*

It is the responsibility of the Property Owner to:

- Ensure the building is situated on the lot and constructed as per the approved drawings;
- Ensure that no person shall occupy the building for purposes other than construction activity until final inspection of the building has been conducted and approved by the Building Official;
- Schedule all required inspections upon completion of each stage of the construction process as described below in Section 3.0 (24 hour notice is required);
- Ensure all electrical installations are installed in accordance with all applicable electrical codes and standards, and that necessary electrical inspections are conducted.

### 2.3 *After Construction*

It is the responsibility of the Property Owner to:

- Ensure that no person shall occupy the building until final inspection of the building has been conducted and approved by the Building Official
- Schedule the final inspection;
- Maintain all building components in accordance with all applicable by-laws to the minimum standards which have been approved at the time of the final inspection.

### **3.0 Required Inspections**

#### *3.1 Footing and Excavation Inspection*

The Footing and Excavation Inspection is required prior to the pouring of any concrete and upon the completion of the foundation excavation. The Ontario Building Code requires that the foundation be at a minimum depth of 1.2 metres (3.94 feet) from grade level. It should be noted that a full foundation is not always necessary. Refer to Section 6.3 of this Guide for foundation requirements.

#### *3.2 Backfill Inspection*

The Backfill Inspection is required prior to backfilling of the excavated area around the completed foundation. The Building Official must inspect the foundation only when a foundation is provided. Refer to Section 6.3 of this guide for foundation requirements.

#### *3.3 Framing Inspection*

The Framing Inspection is required upon the completion of the framing of the building. The Building Official must be able to inspect all structural elements such as connections to the foundation elements, framing members, posts, columns, beams and trusses. Where pre-engineered trusses are used, the engineered stamped drawings for the trusses must be available on site for the framing inspection.

#### *3.4 Final/Occupancy*

The Final Inspection is required upon completion of the building construction and prior to occupancy of the building. The project is considered complete when all foundation, framing, doors and windows, roof and exterior finish are installed as indicated on the approved drawings and plans in accordance with all applicable codes and by-laws. The Building Official will issue an inspection report stating “okay for occupancy” upon the completion of a successful Final Inspection.

You will receive a checklist of all required inspections with your building permit application.

## **4.0 Enforcement**

### *4.1 Inspection for Compliance*

The Building Official may inspect at any time during construction to determine compliance with any applicable Codes and regulations. Where non-compliance exists, removal of deficient items may be ordered or occupancy denied until the items are rectified to the satisfaction of the Building Official.

### *4.2 Penalty*

Every person who contravenes the provisions of the Ontario Building Code is guilty of an offence and upon conviction is liable to fines as provided for in the Provincial Offences Act, R.S.O. 1992, C.23, S.36(1)

## 5.0 Acceptable Accessory Building Location and Regulations

The City of Port Colborne Zoning By-law 1150/97/81 regulates the acceptable location of accessory buildings within the boundaries of residential properties. The regulations are described below:

### 5.1 *Accessory Buildings*

Section 4.10 of the Zoning By-law stipulates that Accessory Buildings or structures are permitted in the Residential Zones subject to the following provisions:

- No accessory building shall be permitted in any yard other than a rear yard or an interior side yard;
- An accessory building shall have a setback of a minimum of 1.5 metres to a main building;
- An accessory building shall not exceed 10% of the lot area for properties with municipal services; and
- An accessory building shall not exceed 3% of the lot area for properties with municipal water service only, or no services.

No accessory structure shall exceed a height of 4.6 metres, except as otherwise permitted.



## 6.0 Accessory Building Construction

### 6.1 General Prohibitions

Accessory Buildings shall not:

- Be used for human habitation
- Be established until or unless the main building or use to which it is accessory is established
- Be used for gain or profit

An Accessory Building fitting the above criteria will be denied a Building Permit as it is prohibited by the Zoning By-law.

### 6.2 Applicable Codes

In addition to the other regulations discussed in this package, the construction of accessory buildings must satisfy the requirements of the Ontario Building Code. The following sections of this package have been included to offer some limited information from the Ontario Building Code (OBC). This information is offered for reference as it is understood that many home owners do not have access to the codes in question. For complicated designs and construction detailing, the assistance of a professional designer should be sought to ensure compliance with the required regulations prior to application.

### 6.3 Foundations

A foundation is required to be provided for all accessory structures to a minimum depth of 1.2 metres (3.9 feet) measured from grade to the bottom of the footing. A foundation is not required for accessory buildings:

- That are not constructed using masonry or masonry veneer (brick)
- That are not more than 1 storey in building height
- That are not more than 55 sq.m. (592 sq. ft.) in building area, and
- Where the distance from grade to the underside of the floor joists is not more than 600mm (1' – 11<sup>5</sup>/<sub>8</sub>".)

**\*\*\* NOTE: All four points must be met in order to be exempted from the requirement for a foundation \*\*\***

Where a foundation is provided, the foundation wall must extend above finished grade by a minimum of 150mm (5.875 in.).

### 6.4 Columns

Column construction is regulated by the Ontario Building Code. The following excerpts from the OBC provide typical requirements for columns in relation to their use in accessory buildings.

- Solid wood columns shall be a minimum of 89 mm x 89 mm (3.5 in. x 3.5 in.);
- Poured concrete column piers shall be a minimum of 190 mm x 190 mm (7.5 in x 7.5 in); and
- Built up stud posts shall be at least as wide as the girder or beam they support.

### 6.5 Wall Framing

The Ontario Building Code provides a number of regulations and resources for the proper sizing of members used to frame a building.

One such regulation is that wood studs are limited to a maximum height dependant on the spacing and size of the stud being used. The following table provides some reference for the proper sizing of studs. Where the building design requires studs to exceed the limitations outlined in the table below, engineering documentation will be required to be submitted with the permit application.

Size and Spacing of **Studs** (OBC 9.23.10.1):

| Type of Wall | Supported Loads                    | Minimum Stud Size, mm (in.) | Maximum Stud Size, mm (in.) | Maximum Stud Height, m (ft.-in) |
|--------------|------------------------------------|-----------------------------|-----------------------------|---------------------------------|
| Exterior     | Roof with or without attic storage | 38 x 89 (2" X 4")           | 600 (24")                   | 3.0 (9'-10")                    |

### 6.6 Door and Window Lintels

The following table contains information referenced from the Ontario Building Code in relation to property sizing of lintels which are required above window and door openings in load bearing walls. Where opening dimensions exceed those covered by the information below, dimensional lumber may not be suitable for use and engineered lumber or structural steel may be required.

Maximum Spans for (Spruce, Pine, Fir) **Lintels** (OBC 9.23.12.3 and Table A-15)

| Lintel Supporting             | Lintel Size mm (in.)    | Maximum Lintel Span, m (ft. -in.) |                 |
|-------------------------------|-------------------------|-----------------------------------|-----------------|
|                               |                         | Exterior Walls                    | Interior Walls  |
| Roof and Ceiling Only*        | 2 – 38 x 89 (2" x 4")   | 0.93 (3' – 0")                    | 0.93 (3' – 0")  |
|                               | 2 – 38 x 140 (2" x 6")  | 1.35 (4' – 5")                    | 1.35 (4' – 5")  |
|                               | 2 – 38 x 184 (2" x 8")  | 1.64 (5' – 4")                    | 1.64 (5' – 4")  |
|                               | 2 – 38 x 235 (2" x 10") | 2.01 (6' – 7")                    | 2.01 (6' – 7")  |
|                               | 2 – 38 x 286 (2" x 12") | 2.33 (7' – 7")                    | 2.33 (7' – 8")  |
| Roof, Ceiling and One Storey* | 2 – 38 x 89 (2" x 4")   | 0.84 (2' – 9")                    | 0.74 (2' – 5")  |
|                               | 2 – 38 x 140 (2" x 6")  | 1.19 (3' – 10")                   | 1.02 (3' – 4")  |
|                               | 2 – 38 x 184 (2" x 8")  | 1.44 (4' – 8")                    | 1.20 (3' – 11") |
|                               | 2 – 38 x 235 (2" x 10") | 1.73 (5' – 8")                    | 1.45 (4' – 9")  |
|                               | 2 – 38 x 286 (2" x 12") | 1.96 (6' – 5")                    | 1.66 (5' – 5")  |

\* Applicable only where spans of supported joists do not exceed 4.9 meters (16.1 ft), and where the spans or trusses do not exceed 9.8 metres (32.2 ft).

### 6.7 Roof Framing

The following tables contain information referenced from the Ontario Building Code in relation to proper sizing of roof rafters and roof joists. A roof rafter differs from a roof joist in that a roof rafter does not support a ceiling. If a ceiling is to be directly attached to the roof members, the table for roof joists shall be used. Where pre-engineered roof trusses are used, these tables do not apply.

Maximum Spans for (Spruce, Pine, Fir) **Roof Joists** (OBC 9.23.4.2 and Table A-5)

| Roof Joist          | Maximum Roof Joist Span, m (ft. – in.) |                     |                      |
|---------------------|--|---------------------|----------------------|
|                     | 300 mm (12.) O.C.                      | 400 mm (16 in.) O.C | 600 mm (24 in.) O.C. |
| 38 x 89 (2" x 4")   | 1.82 (5' – 11")                        | 1.65 (5' – 4")      | 1.44 (4' – 8")       |
| 38 x 140 (2" x 6")  | 2.86 (9' – 4")                         | 2.60 (8' – 6")      | 2.27 (7' – 5")       |
| 38 x 184 (2" x 8")  | 3.76 (12' – 4")                        | 3.42 (11' – 2")     | 2.99 (9' – 9")       |
| 38 x 235 (2" x 10") | 4.81 (15' – 9")                        | 4.37 (14' – 4")     | 3.82 (12' – 6")      |
| 38 x 286 (2" x 12") | 5.85 (19' – 2")                        | 5.31 (17' – 5")     | 4.64 (15' – 2")      |

NOTE: Spans provided for in above table are for No. 1 and No. 2 grade lumber

Maximum Spans for (Spruce, Pine, Fir) **Roof Rafters** (OBC 9.23.4.2 and Table A-7)

| Roof Joist          | Maximum Roof Rafter Span, m (ft. – in.) |                     |                      |
|---------------------|---|---------------------|----------------------|
|                     | 300 mm (12.) O.C.                       | 400 mm (16 in.) O.C | 600 mm (24 in.) O.C. |
| 38 x 89 (2" x 4")   | 2.29 (7' – 6")                          | 2.08 (6' – 10")     | 1.82 (5' – 11")      |
| 38 x 140 (2" x 6")  | 3.61 (11' – 10")                        | 3.28 (10' – 9")     | 2.86 (9' – 4")       |
| 38 x 184 (2" x 8")  | 4.74 (15' – 6")                         | 4.31 (14' – 1")     | 3.52 (11' – 6")      |
| 38 x 235 (2" x 10") | 6.06 (19' – 10")                        | 5.27 (17' – 13")    | 4.30 (15' – 1")      |
| 38 x 286 (2" x 12") | 7.06 (23' – 1")                         | 6.11 (20' – 0")     | 4.99 (16' – 4")      |

NOTE: Spans provided for in above table are for No. 1 and No. 2 grade lumber

Maximum Spans for (Spruce, Pine, Fir) **Built Up Ridge Beams** (OBC 9.23.4.2 and Table A-12)

| Beam Size, mm (in.)     | Max. Span, m (ft. – in.) | NOTE: |
|-------------------------|--------------------------|-------|
| 3 – 38 x 184 (2" x 8")  | 2.01 (6' – 7")           |       |
| 4 – 38 x 184 (2" x 8")  | 2.32 (7' – 7")           |       |
| 5 – 38 x 184 (2" x 8")  | 2.59 (8' – 6")           |       |
| 3 – 38 x 235 (2" x 10") | 2.46 (8' – 0")           |       |
| 4 – 38 x 235 (2" x 10") | 3.84 (12' – 7")          |       |
| 5 – 38 x 235 (2" x 10") | 3.17 (10' – 4")          |       |
| 3 – 38 x 286 (2" x 12") | 2.85 (9' – 4")           |       |
| 4 – 38 x 286 (2" x 12") | 3.29 (10' – 9")          |       |
| 5 – 38 x 286 (2" x 12") | 3.68 (12' – 0")          |       |

### 6.8 *Cladding*

Some aspects of the exterior finish or cladding of the accessory structure is also regulated by the Ontario Building Code. The following points summarize the applicable requirements of the OBC:

- Exterior walls shall be constructed to minimize the ingress of precipitation (rain and snow) into the wall assembly and the interior of the building.
- A minimum clearance of 200 mm (7 7/8" in.) must be provided between finished grade and any cladding material which is adversely affected by moisture such as siding, stucco etc.

### 6.9 *Grading and Drainage*

The following points must be incorporated into the construction and placement of any accessory building on a site. They provide clear guidelines which must be followed for grading a site at the completion of a project.

- Where downspouts are provided, extensions shall be provided to carry rain water away from the building in a manner that will prevent soil erosion.
- The site shall be graded so that water will not accumulate at or near the building and will not adversely affect adjacent properties.

### 6.10 *Agricultural Buildings*

Accessory buildings such as barns, implement sheds and other farm buildings of low human occupancy must be constructed in accordance with the National Farm Building Code of Canada, however, where the proposed building does not exceed 600 square metres (6458 square feet) and is not more than 3 storeys in building height, it can be deemed to comply with the structural requirements of the National Farm Building Code of Canada if it is designed and constructed in conformance with Supplementary Standard SB-11 of the Ontario Building Code. Please contact the Building Official to discuss the applicability of Supplementary Standard SB-11. (Refer to Section 7.0).

## 7.0 Contact Information

### 7.1 *Planning and Building Services*

To Book an Inspection, please contact:

Building Clerk  
905-835-2901 ext 229  
buildingadmin@portcolborne.ca

To inquire about site issues, please contact:

Planner  
905-835-2901 ext 202  
planner@portcolborne.ca

To inquire about construction issues, please contact:

Chief Building Official  
905-835-2901 ext 201  
cbo@portcolborne.ca

To inquire about construction issues, please contact:

Building Inspector  
905-835-2901 ext. 206  
buidinginspector@portcolborne.ca