



Garages and Sheds

Building Permit Information Guide

Revised February 2026

Building Division
18 Manitou Crescent West
Amherstview, ON

Mail To:
P.O. Box 70
263 Main St.
Odessa, ON K0H 2H0

613-386-7351 | www.loyalist.ca

Office Hours

September through April
Mon – Fri 8:30 am – 4:30 pm

May through August
Mon – Thu 8:15 am -4:30 pm
Fri 8:15 am – 12:15 pm

Building Permit Information Guide for Garages and Sheds

Permit Requirements

- In general, a building permit is not required for a structure less than 10m² that does not contain plumbing.
- A building permit is not required for a shed less than 15m² that does not contain plumbing.
- All structures must comply with the Township's Zoning By-law.

How to Apply

- Conveniently apply online. The Township's new web portal is now online. Apply for permits, check the status of applications and inspections, and estimate permit fees - all from the comfort of home. - www.cityviewcanada.harriscomputer.com/loyalistportal
- Apply in person at 18 Manitou Cr. W., Amherstview. Office hours are September through April Monday to Friday, 8:30 am to 4:30 pm and May through August Monday to Thursday, 8:15 am to 4:30 pm, Friday 8:15 am to 12:15 pm.

Required Information

Please see the next page for a comprehensive list of required items. Providing a complete application submission allows for timely reviews and approvals.

What's Next?

Complete applications will be reviewed within 10 business days. A building inspector will contact the applicant once the review is complete. A correction notice will be issued if any deficiencies are noted. Permit fees are payable upon application approval.

If an application is deemed incomplete, applicants will be notified via email. The application will be placed on hold until all outstanding items are received. Applications that remain inactive for 90 days may be cancelled.

Fee Payments

A \$100 non-refundable deposit is collected when the permit is applied for. All other fees will be calculated during the review process and collected upon application approval. Fees are payable by cheque or debit at the Amherstview office.

How Long is a Permit Valid For?

Building permits are valid for one year from the date of issuance.

Questions

If you have any questions about the permit application process, please don't hesitate to contact Ashley Watson, Development Analyst, at 613-386-7351, ext. 128, or awatson@loyalist.ca.

Commitment to Accessibility

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, extension 100, during office hours or email info@loyalist.ca.

Building Permit Application Checklist for Garages and Sheds

Items required for a complete building permit application submission:

- ☐ Building permit application form
- ☐ Schedule 1: Designer Information form
- ☐ \$100 Deposit (payable by cheque or debit at 18 Manitou Cr. W., Amherstview)
- ☐ Copy of Deed/Land Transfer (copies may be obtained online at www.onland.ca)
- ☐ Agent Authorization form (required if the property owner is not submitting the application)
- ☐ Approvals from other agencies as required
- ☐ Township Entrance Permit for projects with a construction value greater than \$10,000
- ☐ Site plan indicating the following:
 - Property address
 - Dimensions and area of the property
 - Area of all existing structures on the property
 - Dimensions of proposed garage/shed
 - Distance from garage/shed to all property lines, easements, right-of-ways, and other structures
 - Location of septic system and distance from garage/shed (if applicable)
 - Location of water and sewer lines (if applicable)
 - Site plans may be hand drawn but must be clear and drawn to scale.
- ☐ Design drawings drawn to scale (min 1/8" = 1') upon substantial material and electronic format (PDF). Drawings shall consist of fully dimensioned plan view, cross-section view and elevations.
- ☐ Truss layout from manufacturer or roof details if hand-framing
- ☐ Drawings stamped by an Ontario Professional Engineer for structural slabs greater than 55m²
- ☐ Drawings stamped by an Ontario Professional Engineer for prefabricated buildings

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is: Owner or Authorized agent of owner				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		

E. Builder (if known)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
F. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name) - The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. - If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. _____ Date Signature of applicant				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

Schedule 1: Designer Information

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]				
House	HVAC – House		Building Structural	
Small Buildings	Building Services		Plumbing – House	
Large Buildings	Detection, Lighting and Power		Plumbing – All Buildings	
Complex Buildings	Fire Protection		On-site Sewage Systems	
Description of designer's work				
D. Declaration of Designer				
I _____ declare that (choose one as appropriate): (print name) 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: _____ 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: _____ 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:

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c). 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.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, 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 Professional Engineers Ontario.

Agent of Record Letter



Please complete in full if: the owner is not the applicant, or the owners wish to have an agent speak on their behalf.

If there are multiple owners, please have an Authorization letter from each owner.

If an agent is representing the owner(s), they must complete the following:

I, (we) _____ being the
registered owner(s) of the property.

Hereby authorize _____ to prepare, submit and
obtain a building permit, on my behalf, for the project at _____.

Please check appropriate box:

☐ Construct	☐ Install	☐ Alter/ Repair	☐ Renovate
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Describe work:

Print Name of Owner

Print Name of Agent

Signature of Owner

Signature of Agent

Date

ENTRANCE PERMIT / DAMAGE DEPOSIT APPLICATION FORM

NAME: _____

DATE: _____

CURRENT ADDRESS: _____

PHONE: _____

BLDG. PERMIT #: _____

R-PLAN #: _____

APPLICATION ADDRESS: _____

LOT #: _____

CONCESSION #: _____

ENTRANCE APPLICATION / DAMAGE DEPOSIT : *(Check appropriate selection)*

- ☐ New Entrance Permit (for building permit)
- ☐ Culvert Repair/Replacement
- ☐ Entrance Widening
- ☐ Access for Pool Installation
- ☐ Building construction in excess of \$10,000
- ☐ Paving Resurfacing

****For all new Driveway/Entrance Applications, please provide a quick sketch illustrating proposed location****

APPLICABLE FEES: (as per municipal by-law prescribing miscellaneous fees)

All applications: must include a **\$50.00** inspection fee (non-refundable)

New Driveway/Entrance Permit: \$100 application fee (non-refundable)

On approval of application: **\$2,500.** Refundable Damage Deposit required prior to commencement of work (for Road/Right-of-Way only, does not permit for any crossing or use of any other public lands or public places)

Culvert Installation Cost: **\$1,800** per 6 metre culvert and for installations requiring in excess of 6.0 m of pipe the additional fee will be **\$150** for each metre
(Size and Length of culvert to be determined by the Township, as per each install)

Applicant signature _____ Date _____

TOWNSHIP USE ONLY

With approval of this Entrance Permit, the owner/applicant agrees that the work will be carried out under the current versions of the Ontario Health & Safety Act, Ontario Traffic Manual and Township Policy & Procedures

Entrance Permit Approved By: _____

Inspection Fee** \$ 50.00

New Entrance Application \$ 100.00

Culvert Fee ** \$.

Damage Deposit *** \$.

Total Fee \$.

Culvert Required: L Dia. _____

Date of Inspection: _____

Application & culvert fee (1-4-310-0148) *Damage deposit: (1-2-023-9711)

☐ If damage deposit collected, scan copy of this form and payment receipt to GL Clerk.

DAMAGE DEPOSIT

PRE-CONSTRUCTION INSPECTION:

Inspection By: _____

Date of Inspection: _____

Comments: _____

Damage Deposit Required: Y: ☐ N: ☐ Date of Deposit _____ Amount \$ _____

Signature

Date

POST-CONSTRUCTION INSPECTION:

Inspection By: _____

Date of Final Inspection _____

Comments: _____

DAMAGE DEPOSIT RELEASE:

Amount \$ _____ Release from 1.2.021.9711

Comments: _____

Signature of Inspector

Date

Signature of Supervisor

Date

Signature of Manager

Date

Signature of Deputy
Treasurer

Date

☐ Copy to GL Clerk

ADDITIONAL DETAILS:

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit &
Damage Deposit Applications

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit &
Damage Deposit Applications