

ACCESSORY STRUCTURES REFERENCE GUIDE ———

City of Niagara Falls
Building Services



4343 Morrison St, Niagara Falls, ON



905-356-7521 ext. 4330



PBD@niagarafalls.ca



An aerial photograph of Niagara Falls, showing the city's layout, the falls themselves, and the surrounding landscape. The image is faded and serves as a background for the table of contents.

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The information provided in this construction guide has been prepared by Building Services of the City of Niagara Falls as a reference to the applicable rules, regulations and best practices for the construction of various related building projects. The guide provides both general, as well as specific detailed information related to regulations from varying levels of government and agencies. It should be noted that while much of the information is transferable to projects outside of Niagara Falls, some of the information may be specific to policies, procedures and regulations enforced by the municipality. It is intended this guide be used as a reference to assist with the planning, design and construction of such building projects.

As is the case with all construction projects, the responsibility remains that of the property owner to ensure all the required by-laws, codes and other regulations are met, and all projects are maintained to the requirements established by the City of Niagara Falls through its by-laws. In any case where a discrepancy is found between the information provided in this construction guide and that of any rule, act or regulation, the requirement of the rule, act or regulation shall always prevail.



EXEMPTIONS FROM PERMITS

A shed not more than 15m², not more than one storey in building height and is not attached to a building, is used for storage purposes ancillary to a principal building on the lot and does not have plumbing

OR

Is less than 10m², is not connected to any other structures, and does not contain any plumbing

GET STARTED

Adding an accessory structure to any home is a popular project that many homeowners opt to undertake. The term accessory structure can be used to categorize a variety of buildings and structures and is defined as “any building or structure that is detached from the primary building and is not used for human habitation”. Accessory buildings get this name because they are accessory to the primary building which in most cases is the house.

Regardless of the reason why you have chosen to add an accessory structure to your property, this information brochure will walk you through the key rules and regulations for the construction of a residential accessory structure in the City of Niagara Falls. Some of the regulations described herein such as zoning requirements are specific to Niagara Falls, while other information such as the Ontario Building Code (OBC) requirements are mandated through the province.

The first and most essential task to resolve prior to starting your accessory structure project is to determine whether a building permit is required. Municipalities in Ontario are required to enforce the OBC which dictates that a building permit shall be obtained prior to the commencement of construction of any building.

Where a building permit is required, the following pages will provide the information necessary to assist with submitting a complete application, designing your accessory structure and preparing the required drawings, and finally carrying out the construction of the accessory structure.

Preparing the Application

1

Application forms

The application forms are required to obtain all the information necessary to identify the location, owner, applicant and other pertinent information regarding the proposed construction project. Be sure to request or download the tailored application package suited for your project type to ensure that all the required forms are obtained. Depending on the location of your property you may be required to gain clearance from third parties.

2

Required drawings

The required drawings are necessary to illustrate to the Plans Examiner how you intend to construct your proposed project. The drawings are reviewed against the requirements of the Ontario Building Code and verified for compliance. A site plan, elevations, floor plan, roof plan (if applicable), sections, connection details (if applicable) and guard details (if applicable) are required for any accessory structures. Drawings can be completed by the homeowner, or a qualified designer. A Schedule 1 Designer Information form is required for all drawings unless stamped by an architect or professional engineer.

3

Applicable fees

The City of Niagara Falls collects building permit fees at time of a complete application. Once an application is accepted for review, Building Services staff prepare an invoice to detail the required fees associated with the proposed construction project. This invoice is sent to the applicant and is required to be paid in full prior to review of the building permit.



Ministry of Transportation

The Ministry of Transportation requires all permits for properties within MTO Controlled Areas to receive a clearance review from them before a permit can be issued.

Contact

hcms.mto.gov.on.ca/PermitWizard

(416) 235 - 4686



Niagara Escarpment Commission
An agency of the Government of Ontario

Escarpment Commission

The Niagara Escarpment commission requires developmental permits for lands adjacent and near the Niagara Escarpment. Building services can advise if your property is subject to NEC regulation.

Contact

escarpment.org/permits/

(905) 877 - 5191

Application Submittal

The documents required to be completed in your application for permit are available in digital format and can be obtained online from the Building Services at [Building Permit Application Process | Niagara Falls](#)

For a deck permit, you are required to have filled out and signed an [Application for a Permit to Construct or Demolish, Schedule 1 Designer Information](#) form (unless drawings stamped by professional engineer or architect), [Applicable Law Checklist](#) and [Supplemental Data Form](#).

Additionally, if someone else is applying on the homeowner's behalf, an [Authorized Agent Authorization Form](#) needs to be signed and submitted with the application. All forms are available at the link above.

All submissions must be done on our portal at niagarafalls.ca/services/cityview.aspx. A digital submission allows you to make your submission without leaving the comfort of your home or office.

If this is your first time using our online portal, you will first have to create a profile. Once you have created a profile you will be able to apply for a permit through that account by selecting "Apply for a Building Permit". Any correspondence will be sent to the email you use for your portal account and be made available on the portal directly. (Any permits you apply for will be visible through your dashboard. Here you will be able to upload any additional required documents.) All documents must be uploaded in PDF format.



Overhead Wires

Niagara Peninsula Energy Inc. requires all permits for properties with overhead wires present to receive a clearance review from them before a permit can be issued.

Contact

[Clearance Review Request | Niagara Peninsula Energy](#)

(905) 356 - 2681



Conservation Authority

The Niagara Peninsula Conservation Authority requires all permits for properties of land adjacent to areas of environmental concern such as wetlands, shorelines and watercourses to receive a clearance review before a permit can be issued.

Contact

[Planning & Permits | Niagara Peninsula Conservation Authority](#)

(905) 788 - 3135

Inspections

1

Footing & Excavation Inspection

The footing and excavation inspection is required prior to pouring any concrete. The Inspector is required to inspect the state of the soil that will ultimately bear the loads of the footing and foundation or the slab which the required building will be constructed on. The Inspector will also inspect any formwork for the concrete and any reinforcing required by the plans.

2

Framing inspection

A framing inspection is conducted at the conclusion of the framing for the project. The Inspector will expect to review complete framing of the walls, roof and floor framing. This will include all the load bearing structural elements such as any columns, lintels, and beams that were used. Note that the installation of the exterior sheathing is also a component of framing.

3

Final inspection

The last stage of construction required to be inspected is at the completion of the project. The Inspector must inspect the building prior to occupancy meaning that the building should not be put into use prior to the passing of this last inspection. Once the Inspector concludes this inspection and all items are passed, you are free to use and enjoy your new structure.

Additional inspections may be required and are confirmed on a case-by-case basis.

A black and white photograph of a construction worker wearing a hard hat and looking down at a set of blueprints. He is standing on a construction site with a wooden frame of a building under construction in the background. There are other houses and trees visible in the distance.

How to Book an Inspection

Book online using our Portal

If you would like to request an inspection for your existing permit, sign in to Portal, select "My Items", open "My Permit Applications" and find the permit. If the permit has an inspection waiting to be completed, you will see "Request Inspection". Select the inspection you would like to schedule and fill out the required information. The Building Department will receive a message indicating your request.

Contact us

. (905) 356 - 7521 ext. 4330
. buildinginspections@niagarafalls.ca

All construction that is authorized through the issuance of a building permit must be inspected through the construction process to ensure compliance with the approved drawings and the Ontario Building Code. These inspections are required to be conducted at several key stages of construction. By doing so, the Inspector is able to inspect the necessary components of each stage allowing for construction to continue only after the successful completion of the inspection.

The OBC stipulates that it is the responsibility of the permit holder to notify the city of the completion of each of the following stages of construction for the purpose of inspection. By contacting Building Services, an Inspector **will** be dispatched to inspect your project. It is important to remember that the Inspector is there to help. By verifying the safety and compliance of your construction with the applicable laws, regulations and codes that govern your project, you can be assured that your project will be built to last and **will** serve the purpose it was intended. If any deficiencies are caught by the inspector, they may fail the inspection, and a reinspection will have to be booked after all the deficiencies are corrected before proceeding.

Please Remember



Contact Building Services

Visit us:

4343 Morrison St, Niagara Falls, ON L2E 6Z9

[Home](#) | [City of Niagara Falls](#)

For permit inquires:

905 356 7521 ext.4330

pbd@niagarafalls.ca

For inspections scheduling:

905 356 7521 ext.4330

buildinginspections@niagarafalls.ca



Design Planning

When planning for the construction of an accessory building to your property, you must consider the regulations that exist in regards to the size and location of your proposed building. In the City of Niagara Falls, Zoning By-Laws are the regulations passed by the municipality to set standards for the minimum distances a building must be from property lines and other built structures, as well as maximums for both height and size of proposed buildings.

The specific requirements within the regulations differ from area to area throughout the city and as such it is recommended that you review the City of Niagara Falls Zoning By-law through our website at niagarafalls.ca or by contacting Building Services staff to determine the correct regulations for your specific property. To assist in understanding regulation and terminology used, explanations are provided for a number of key terms and concepts.

Setbacks

A setback is the required distance between the proposed buildings and a property or lot line. The zoning regulations will provide a required setback from various property lines such as side yard, rear yard, or front yard to the exterior face of the proposed buildings. Setbacks are required for a variety of reasons some of which being to provide access for maintenance, to maintain separation for fire safety of buildings and limit the impact of a building on a neighboring property.

Lot Coverage

Lot coverage is reference to the overall percentage of lot area permitted to be covered with built structures. The zoning regulations will provide a maximum lot coverage percentage for the property with regards to all buildings and may also have a specific limitation for the maximum coverage for accessory buildings. Maximum coverages are set to limit the density of development in a specific area and must be strictly adhered to.

Minor Variance

A minor variance is a process by which a property owner can make application to the committee of adjustments to request relief or amendment to regulations established through Zoning By-Laws. The option of a minor variance is one that should be considered carefully since there is a significant cost associated with the application and there is no guarantee that the request will be approved. The first option should always be to build within the regulations. Please visit, <https://niagarafalls.ca/city-hall/planning//minor-variance.aspx> for more information.

Maximum Height

For buildings lands north of the Welland River and Chippawa, the maximum height for accessory buildings and structures for residential zones is 3m to the top of wall and 4.6m to the top of a pitched roof. For portions of the city previously part of Willoughby Township and Former Crowland Township, the maximum height of any building is 35ft. Heights may vary based on the applicable Zoning By-Law. Consult with Planning, Building and Development for more information.

Project Design

Starting with the right foundation is important

There are three primary options when selecting what type of foundation to use for an accessory building. The size and use of the building, as well as the type of construction used are all key factors in making this decision.



Footings & Foundation Wall

Where an accessory building will exceed 55m² [592ft²] in area, contain masonry walls or veneer (brick or concrete block), or be greater than 1 story in height, a full building foundation is required. The Ontario Building Code requires that a building foundation extend to a minimum of 1.2m [3'-11"] below grade in the soil types found in Niagara Falls to avoid the adverse effects caused by frozen soil.



Structural Slab

Where an accessory building does not require a full foundation, the most common form of foundation is a structural concrete slab. Structural slabs are typically reinforced with steel wire mesh to increase the rigidity and strength of the concrete. Structural slabs can be used for buildings of areas greater than 55m² [592ft²] however their design would be required to be prepared by a Professional Structural Engineer licensed in Ontario.



Structural Piers

Pier foundations are uncommon for accessory buildings but are sometimes used in circumstances where it is advantageous to have the floor structure of the accessory structure constructed of wood and elevated above the ground. Where used, pier foundations are required to be constructed using piers and proper footings and are required to meet the same depths specified for footings and foundation walls.



Structural Elements

Foundation Elements

Floor Slabs

Concrete floor slabs are required to be a minimum of 75mm [3"] thick with a compressive strength of at least 32 MPa at 28 days.

Footings

A concrete footing shall be at least 250mm [9 7/8"] wide by 100mm [4"] thick.

Foundation Walls

Foundation walls shall be at least 150mm [6"] thick when of 15 MPa strength poured concrete or 190mm [7.5"] when of unreinforced concrete block.

Piers

Concrete piers shall be a minimum of 190mm x 190mm [7.5" x 7.5"] in size and must have a footing of at least 635mm x 635mm [25" x 25"] and 225mm [8.75"] in depth.

Helical Piles

Helical piles have become more popular recently but require Shop drawings and a layout to be stamped by an Ontario professional engineer.

Accessory buildings are required to satisfy the requirements as set out in the Ontario Building Code. The Ontario Building Code (OBC) provides regulations with respect to the structural sufficiency as well as health and safety matters related to buildings. In large part, it is compliance with the OBC that the City Staff are reviewing for when conducting a plans examination of your drawings and also what they are looking for when conducting an inspection of your project.

Since most property owners are unfamiliar with the requirements of the OBC or even have access to one, the following tables are provided in reference to the OBC to be used as guide when both designing and constructing your project. Other relevant information that is believed to be pertinent to your project is also provided to assist in the process. If additional clarification or assistance is required, please contact Building Services staff.

WALL ELEMENTS

Wall Framing

Typically, wall framing is constructed from wood studs. The OBC provides regulations for the maximum spacing and height of wood studs dependent on the size of the wood stud being proposed. The following table illustrates the regulations for wood studs used in exterior walls supporting only a roof with or without attic storage.

Size and Spacing of Load Bearing Wood Studs Supporting Single Storey

minimum stud size, mm [in.]	maximum stud spacing, mm [in.]	maximum stud height, m [ft.-in.]
38mm x 64mm [2" x 3"]	400mm [16"]	2.4m [7'-10"]
38mm x 89mm [2" x 4"]	600mm [24"]	3.0m [9'-10"]

OBC Reference: Table 9.23.10.1



Lintels (Headers)

Where the framing of a wall is interrupted by a door or a window, support is required above that opening to carry the structural loads. To provide such support wood members are built up with multiple members to create a lintel which is used to span the opening and support any loads that bear on top of it. Lintels vary in size depending on the span between structural elements they are required to support. Lintels are typically only a doubled-up member, however where longer spans are required or where slimmer lumber is preferred, beams can be substituted in place of a lintel. Where lintels span beyond the tables provided, the member may need to be sized by a professional engineer. Speak to Building Services staff if you think you may need the services of an engineer.

The OBC provides regulations for the maximum span of a lintel specific to the species of wood used for the lumber. In our area of the country, the most common lumber is of the Spruce / Pine / Fir species. The following table illustrates the maximum lintel spans for lumber of this species where the lintels are installed in walls supporting only a roof with or without attic storage.

Maximum Spans for Built Up Wood Lintels

lintel size, mm [in.]	maximum lintel span for exterior walls, m [ft.-in.]	max. lintel span for interior walls, m [ft.-in.]
2 - 38 x 89 [2 - 2" x 4"]	1.01 [3'-3"]	0.93 [3'-0"]
2 - 38 x 140 [2 - 2" x 6"]	1.48 [4'-10"]	1.35 [4'-5"]
2 - 38 x 184 [2 - 2" x 8"]	1.80 [5'-11"]	1.64 [5'-4"]
2 - 38 x 235 [2 - 2" x 10"]	2.20 [7'-2"]	2.01 [6'-7"]
2 - 38 x 286 [2 - 2" x 12"]	2.56 [8'-5"]	2.33 [7'-8"]

OBC reference: Table 9.23.12.3. -C - Spruce / Pine / Fir No.1 or No.2 Grade - Nonstructural Sheathing

It should be noted that the spans in this table only apply where the spans of supported joists do not exceed 4.9m [16'-1"], and where the spans or trusses do not exceed 9.8m [32'-3"].

"A good engineer thinks in reverse and asks himself about the stylistic consequences of the components and systems he proposes."

Helmut Jahn, Architect

Columns

In the design of a building there are often times when an alternative to the use of uniformly loaded walls is desired. Columns are commonly used in place of walls as the structural element to carry and transfer the necessary loads.

A column is a vertical structural element that is usually slender in nature which consolidates the applied load into one central point, thus creating a point load. Since this concentrated load is greater than that placed on the individual studs in a wall, columns are generally larger in size. To ensure columns are suitably sized, the OBC prescribes minimum sizes for columns based on the type of material used to construct the column. The following illustrates the most common types of columns and respective OBC requirements.



Wood

Can be built up or solid members. The OBC requires that wood columns be no less than the width of the supported member and have a minimum size of 140mm x 140mm [5.5" x 5.5"] for rectangular columns or 184mm [7.25"] diameter for round columns.



Steel

Can be fixed or adjustable. The OBC requires that steel pipe columns shall have an outside diameter of not less than 73mm [2 7/8"] and a wall thickness of not less than 4.76mm [3/16"]. Further, a steel bearing plate is required at either end that is 100mm x 100mm [4" x 4"] and 6.35mm [1/4"] thick.



Concrete Block

The OBC requires that unit masonry or concrete block columns have a minimum size of 290mm x 290mm [11 3/8" x 11 3/8"] for square columns or 240mm x 380mm [9.5" x 15"] for rectangular columns.



FLOOR ELEMENTS

Beams

A beam is a horizontal structural element that can vary greatly in size dependent on the type of material used and the distance the beam must span between structural supports. Beams are commonly used in both design and construction of buildings as they can be used in place of walls to span long distances when accompanied with suitable columns. Beams are generally used to allow for large open areas free of structure or other forms of support.

To properly size beams, the OBC provides several span tables to identify minimum sizes for either steel or built-up wood member beams. The following tables illustrate the maximum spans for steel beams and built-up wood beams respectively where the beam supports only one storey. The spans are dependent on the beam size and the supported joist length that the beam is required to support.

Maximum Span for Steel Beams - Supporting Floors

beam size	2.4m [7'-10"]	3.0m [9'-10"]	3.6m [11'-10"]	4.2m [13'-9"]	4.8m [15'-9"]
W150 x 22	5.5m [18'-0"]	5.2m [17'-1"]	4.9m [16'-1"]	4.8m [15'-9"]	4.6m [15'-1"]
W200 x 21	6.5m [21'-4"]	6.2m [20'-4"]	5.9m [19'-4"]	5.7m [18'-8"]	5.4m [17'-8"]
W200 x 27	7.3m [23'-1"]	6.9m [22'-8"]	6.6m [21'-8"]	6.3m [20'-8"]	6.1m [20'-0"]
W200 x 31	7.8m [25'-7"]	7.4m [24'-3"]	7.1m [23'-3"]	6.8m [22'-4"]	6.6m [21'-8"]
W250 x 24	8.1m [26'-7"]	7.6m [24'-11"]	7.3m [23'-11"]	7.0m [23'-0"]	6.6m [21'-8"]
W250 x 33	9.2m [30'-2"]	8.7m [28'-6"]	8.3m [27'-3"]	8.0m [26'-3"]	7.7m [25'-3"]
W250 x 39	10.0m [32'-10"]	9.4m [30'-10"]	9.0m [29'-6"]	8.6m [28'-2"]	8.4m [27'-7"]

OBC reference: Table 9.23.4.3 - Maximum spans for Steel Beams supporting floors

It should be noted that the spans in this table only apply where the beam is uniformly loaded. Where the beam is subject to point loads the beam shall be sized by a qualified professional. 11

Maximum Span for Built Up Floor Beams - Supporting Not More Than One Floor

Beam Size	2.4m [7'-10"]	3.0m [9'-10"]	3.6m [11'-10"]	4.2m [13'-9"]	4.8m [15'-9"]	5.4m [17'-8"]	6.0m [19'-8"]
3 - 38 x 184 [3 - 2" x 8"]	3.07m [10'-1"]	2.85m [9'-4"]	2.63m [8'-7"]	2.44m [8'-0"]	2.28m [7'-6"]	2.15m [7'-0"]	2.04m [6'-8"]
4 - 38 x 184 [4 - 2 x 8]	3.38m [11'-1"]	3.14m [10'-3"]	2.95m [9'-8"]	2.80m [9'-2"]	2.63m [8'-7"]	2.48m [8'-1"]	2.35m [7'-8"]
5 - 38 x 184 [5 - 2" x 8"]	3.64m [11'-11"]	3.38m [11'-1"]	3.18m [10'-5"]	3.02m [9'-11"]	2.89m [9'-6"]	2.77m [9'-1"]	2.63m [8'-7"]
3 - 38 x 235 [3 - 2" x 10"]	3.92m [12'-10"]	3.52m [11'-6"]	3.22m [10'-7"]	2.98m [9'-9"]	2.79m [9'-2"]	2.63m [8'-7"]	2.49m [8'-2"]
4 - 38 x 235 [4 - 2" x 10"]	4.32m [14'-2"]	4.01m [13'-2"]	3.71m [12'-2"]	3.44m [11'-3"]	3.22m [10'-7"]	3.03m [9'-11"]	2.88m [9'-5"]
5 - 38 x 235 [5 - 2" x 10"]	4.65m [15'-3"]	4.32m [14'-2"]	4.06m [13'-4"]	3.84m [12'-7"]	3.60m [11'-9"]	3.39m [11'-1"]	3.22m [10'-7"]
3 - 38 x 286 [3 - 2" x 12"]	4.57m [15'-0"]	4.09m [13'-5"]	3.73m [12'-3"]	3.46m [11'-4"]	3.23m [10'-7"]	3.05m [10'-0"]	2.89m [9'-6"]
4 - 38 x 286 [4 - 2" x 12"]	5.25m [17'-2"]	4.72m [15'-6"]	4.31m [14'-1"]	3.99m [13'-1"]	3.73m [12'-3"]	3.52m [11'-6"]	3.34m [10'-11"]
5 - 38 x 286 [5 - 2" x 12"]	5.59m [18'-4"]	5.25m [17'-2"]	4.82m [15'-10"]	4.46m [14'-7"]	4.17m [13'-8"]	3.93m [12'-10"]	3.73m [12'-3"]

OBC reference: Table 9.23.4.2. -H

It should be noted that the spans in this table only apply where the beam is uniformly loaded. Where the beam is subject to point loads the beam shall be sized by a qualified professional. It should also be noted that the above table references the OBC requirements for Spruce/ Pine / Fir species lumber of the No. 1 and No. 2 grade.

Supported Joist Length

Supported joist length is referred to in both tables provided above. Supported joist length means half of the sum of the joist's spans on both sides of the beam. The reason for this is because the beam supports half of the loading from the joists on one side of the beam and half of the loading from the joists on the other side of the beam.

Floor Joists

Typically, floor joists are constructed from dimensional lumber which is readily available. The OBC provides regulations for the maximum span of wood floor joists dependent on the size and spacing of the joists being proposed. The following tables illustrate the regulations for wood floor joists for situations where only bridging or cross bracing, as it is commonly referred to, is installed or where both strapping and bridging are provided. Both tables reference the relevant OBC information for wood floor joists of Spruce / Pine / Fir species lumber of No.1 or No.2 grade. It should be noted that both tables apply to joists used in floors that serve residential type occupancies. Floor joists being used for other types of occupancies or of other materials may require design by a professional engineer.

Maximum Span for Floor Joists - With Bridging Only

joist spacing	38 x 89 [2" x 4"]	38 x 140 [2" x 6"]	38 x 184 [2" x 8"]	38 x 235 [2" x 10"]	38 x 286 [2" x 12]
300mm O.C. [12" O.C.]	1.99m [6'-6"]	3.14m [10'-3"]	3.81m [12'-6"]	4.44m [14'-6"]	5.01m [16'-5"]
400mm O.C. [16" O.C.]	1.81m [5'-11"]	2.85m [9'-4"]	3.58m [11'-9"]	4.17m [13'-8"]	4.71m [15'-5"]
600mm O.C. [24" O.C.]	1.58m [5'-2"]	2.49m [8'-2"]	3.27m [10'-8"]	3.92m [12'-10"]	4.42m [14'-6"]

OBC reference: Table 9.23.4.2. -A

Maximum Span for Floor Joists - With Strapping and Bridging

joist spacing	38 x 89 [2" x 4"]	38 x 140 [2" x 6"]	38 x 184 [2" x 8"]	38 x 235 [2" x 10"]	38 x 286 [2" x 12]
300mm O.C. [12" O.C.]	1.99m [6'-6"]	3.14m [10'-3"]	3.99m [13'-1"]	4.60m [15'-1"]	5.17m [16'-11"]
400mm O.C. [16" O.C.]	1.81m [5'-11"]	2.85m [9'-4"]	3.72m [12'-2"]	4.29m [14'-1"]	4.82m [15'-9"]
600mm O.C. [24" O.C.]	1.58m [5'-2"]	2.49m [8'-2"]	3.27m [10'-8"]	4.00m [12'-10"]	4.49m [14'-8"]

OBC reference: Table 9.23.4.2. -A

Roof Elements

Ceiling Joists & Roof Joists & Roof Rafters

Dimensional lumber is typically used for roof rafters and roof & ceiling joists. The OBC provides regulations for the maximum span of these members dependent on the size and spacing of the rafters or joists being proposed. The following tables illustrate the regulations for roof rafters and roof & ceiling joists of dimensional lumber. Both tables reference the relevant OBC information for wood roofing members of Spruce / Pine / Fir species lumber of No.1 or No.2 grade

Maximum span for ceiling joists

joist spacing	38 x 89 [2" x 4"]	38 x 140 [2" x 6"]	38 x 184 [2" x 8"]	38 x 235 [2" x 10"]	38 x 286 [2" x 12"]
300mm O.C. [12" O.C.]	3.11m [10'-2"]	4.90m [16'-1"]	6.44m [21'-1"]	8.22m [26'-11"]	10.00m [32'-9"]
400mm O.C. [16" O.C.]	2.83m [9'-3"]	4.45m [14'-7"]	5.85m [19'-2"]	7.47m [24'-6"]	9.09m [29'-9"]
600mm O.C. [24" O.C.]	2.47m [8'-1"]	3.89m [12'-9"]	5.11m [16'-9"]	6.52m [21'-4"]	7.94m [26'-0"]

OBC reference: Table 9.23.4.2. - C - specified snow load 2.0kPa

Maximum span for roof joists

joist spacing	38 x 89 [2" x 4"]	38 x 140 [2" x 6"]	38 x 184 [2" x 8"]	38 x 235 [2" x 10"]	38 x 286 [2" x 12"]
300mm O.C. [12" O.C.]	1.96m [6'-5"]	3.08m [10'-1"]	4.05m [13'-3"]	5.18m [17'-0"]	6.30m [20'-8"]
400mm O.C. [16" O.C.]	1.78m [5'-10"]	2.80m [9'-2"]	3.68m [12'-0"]	4.70m [15'-5"]	5.73m [18'-9"]
600mm O.C. [24" O.C.]	1.56m [5'-1"]	2.45m [8'-0"]	3.22m [10'-6"]	4.11m [13'-5"]	5.00m [16'-4"]

OBC reference: Table 9.23.4.2 - D - specified snow load 2.0kPa

Maximum span for roof rafters

rafter spacing	38 x 89 [2" x 4"]	38 x 140 [2" x 6"]	38 x 184 [2" x 8"]	38 x 235 [2" x 10"]	38 x 286 [2" x 12]
300mm O.C. [12" O.C.]	2.47m [8'-1"]	3.89m [12'-9"]	5.11m [16'-9"]	6.52m [21'-4"]	7.80m [25'-7"]
400mm O.C. [16" O.C.]	2.24m [7'-4"]	3.53m [11'-7"]	4.64m [15'-2"]	5.82m [19'-1"]	6.76m [22'-2"]
600mm O.C. [24" O.C.]	1.96m [6'-5"]	3.08m [10'-1"]	3.89m [12'-9"]	4.75m [15'-7"]	5.52m [18'-1"]

OBC reference: Table 9.23.4.2 - F - specified snow load 2.0kPa

Ridge Beams

Where traditional lateral support is not provided or an open concept cathedral type ceiling is preferred, an alternative method of structural support is using a ridge beam. The purpose of the ridge beam is to carry the loads created by the roof at the peak instead of transferring all these loads to the load bearing walls. The ridge beam is supported on columns that extend to the foundation thus transferring the loads directly.

When ridge beams are used, they are generally made up of built-up wood members (dimensional lumber). The OBC provides regulations for the maximum span of built-up members based on the species of lumber and the size of the beam members. The following table illustrates the maximum spans for built-up wood ridge beams of Spruce / Pine / Fir species lumber of No.1 or No.2 grade.

Maximum Span for Built-Up Ridge Beams

beam size	maximum span
3 - 38 x 184 [3 - 2 x 8]	2.21m [7'-3"]
4 - 38 x 184 [4 - 2 x 8]	2.55m [8'-4"]
5 - 38 x 184 [5 - 2 x 8]	2.82m [9'-3"]
3 - 38 x 235 [3 - 2 x 10]	2.70m [8'-10"]
4 - 38 x 235 [4 - 2 x 10]	3.12m [10'-2"]
5 - 38 x 235 [5 - 2 x 10]	3.49m [11'-5"]
3 - 38 x 286 [3 - 2 x 12]	3.13m [10'-3"]
4 - 38 x 286 [4 - 2 x 12]	3.62m [11'-10"]
5 - 38 x 286 [5 - 2 x 12]	4.04m [13'-3"]

OBC reference: Table 9.23.4.2. -L - Specified Snow Load 2.0kPa

Engineered Lumber

The use of engineered lumber for lintels, columns, beams or joists can provide significant advantages during construction. When used in any project, stamped engineered design drawings must be submitted with the application for permit.

STRUCTURAL MEMBERS

Roof Joist

A roof joist is a structural element within the roof structure. The roof joist supports both the roof sheathing on the exterior of the structure as well as the ceiling finish on the interior.

Roof Rafter

A roof rafter is a structural element within the roof structure. The roof rafter supports only the roof sheathing on the exterior of the structure.

Ridge Beam

Ridge beams are structural elements that are used to provide the structural support for the loads of the roof structure. The ridge beam is supported by columns that transfer loading to the foundation.

REQUIRED DRAWINGS

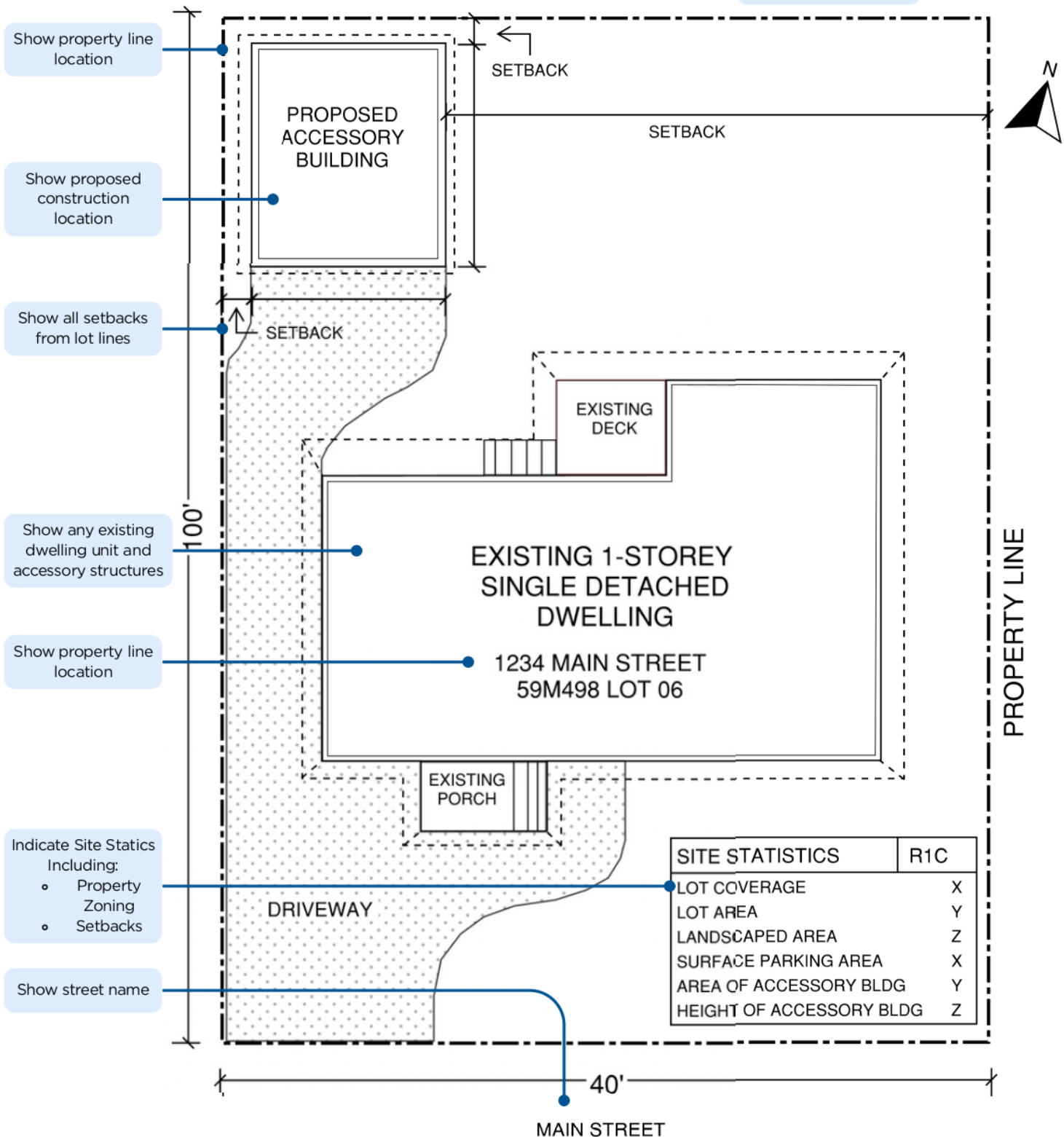
A set of drawings must be submitted alongside your application describing the proposed construction. The drawings should be made in a way that allows someone to be able to construct the deck without having any questions. Drawings can be made by the homeowner, qualified designer, architect or professional engineer. A Schedule 1 Designer Information form is required unless a professional engineer or architect has stamped the drawings. Drawings must be to scale (min. 1:200) with paper size, 11 x 17. See example drawings below.

REFERENCE DRAWINGS ONLY. SOME OF THE INFORMATION ON THE FOLLOWING PAGES MAY NOT PERTAIN TO YOUR PROJECT. SEE BUILDING BY-LAW FOR MORE INFORMATION ON DRAWING SUBMISSIONS

SITE PLAN (reference only)

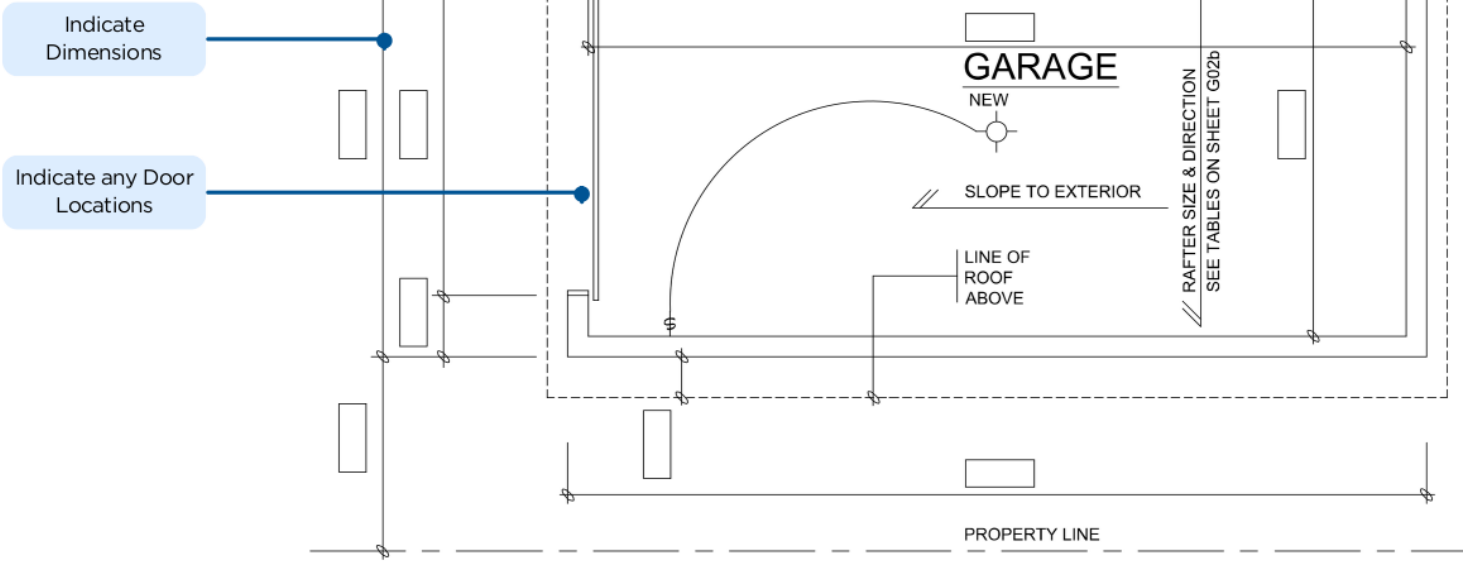
Drawing must be scaled at minimum of 1:200 with North Arrow

SITE PLAN
SCALE: 1:200

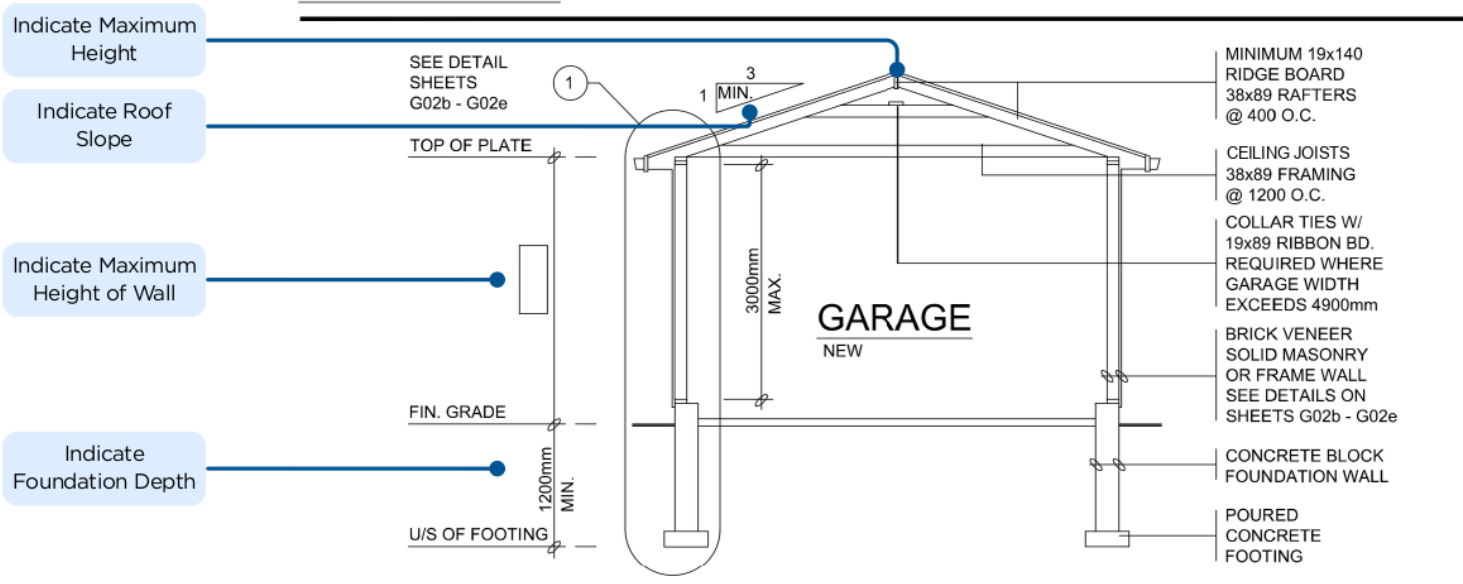


PLANS & SECTIONS

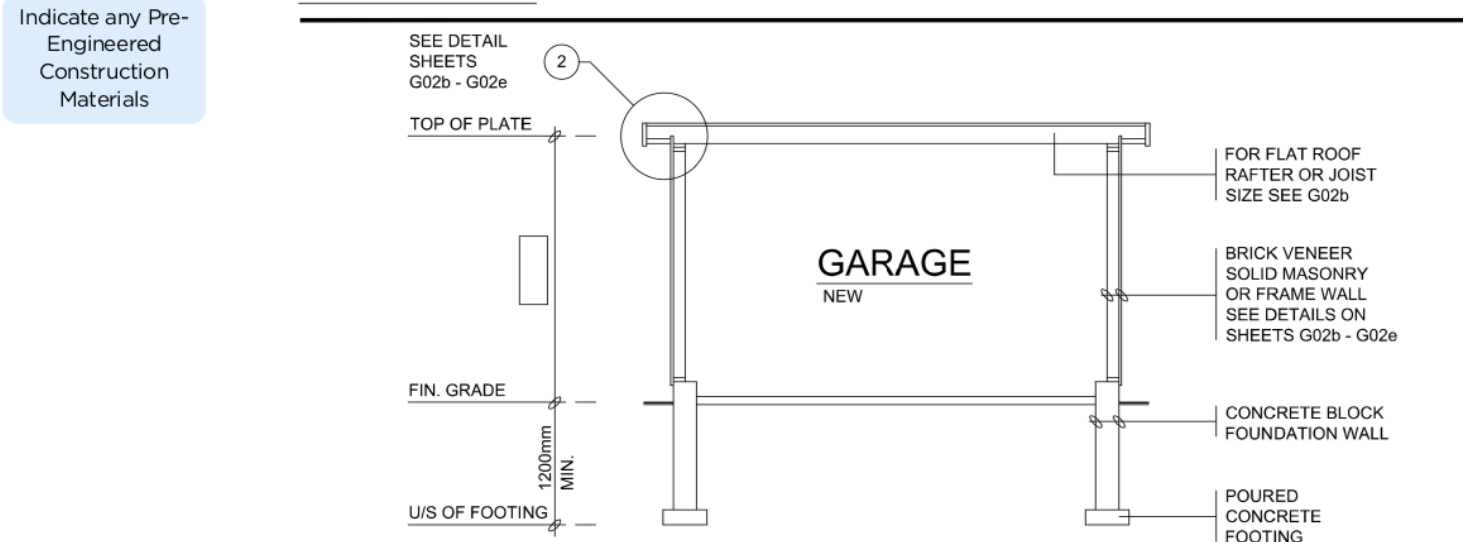
(reference only)



GARAGE PLAN (PROVIDE DIMENSIONS IN BOX)



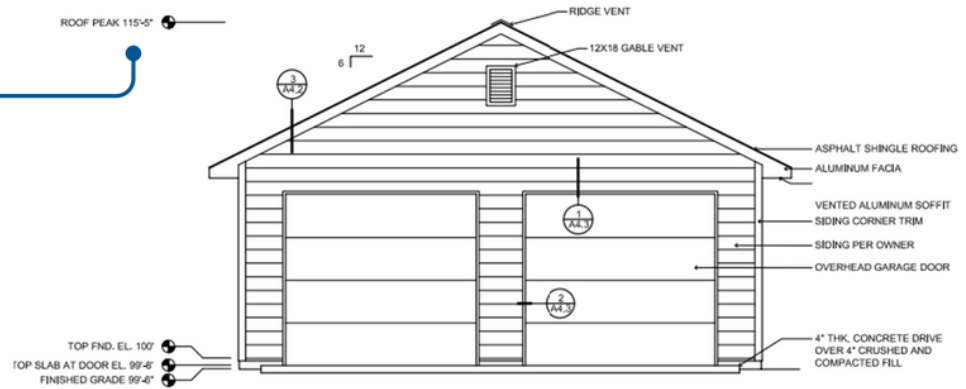
GABLE ROOF



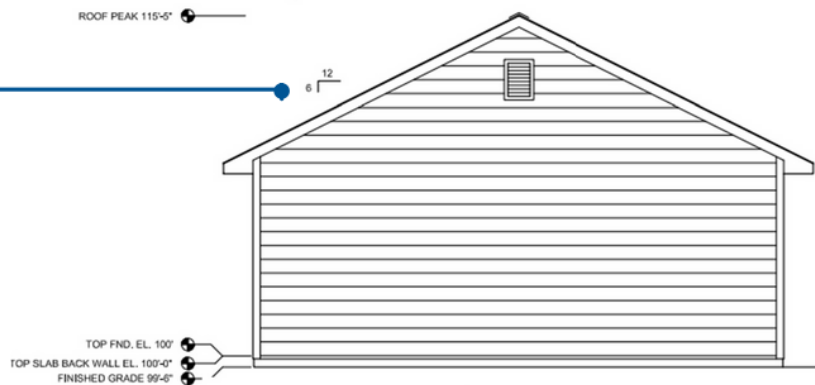
FLAT ROOF

ELEVATIONS (reference only)

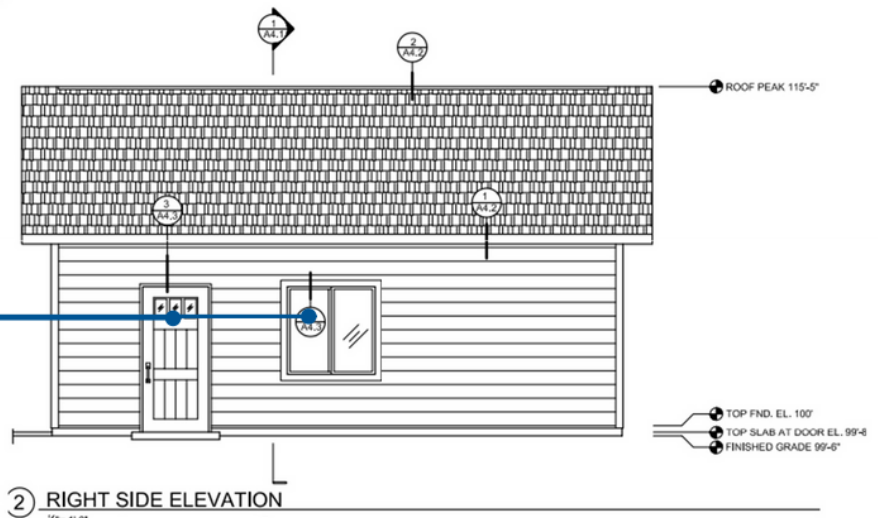
Indicate Maximum Height



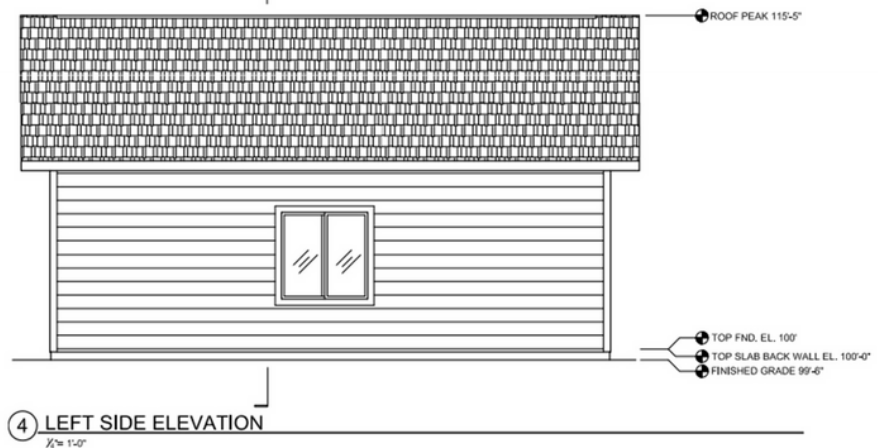
Indicate Roof Slope



Indicate all Entrances and Windows



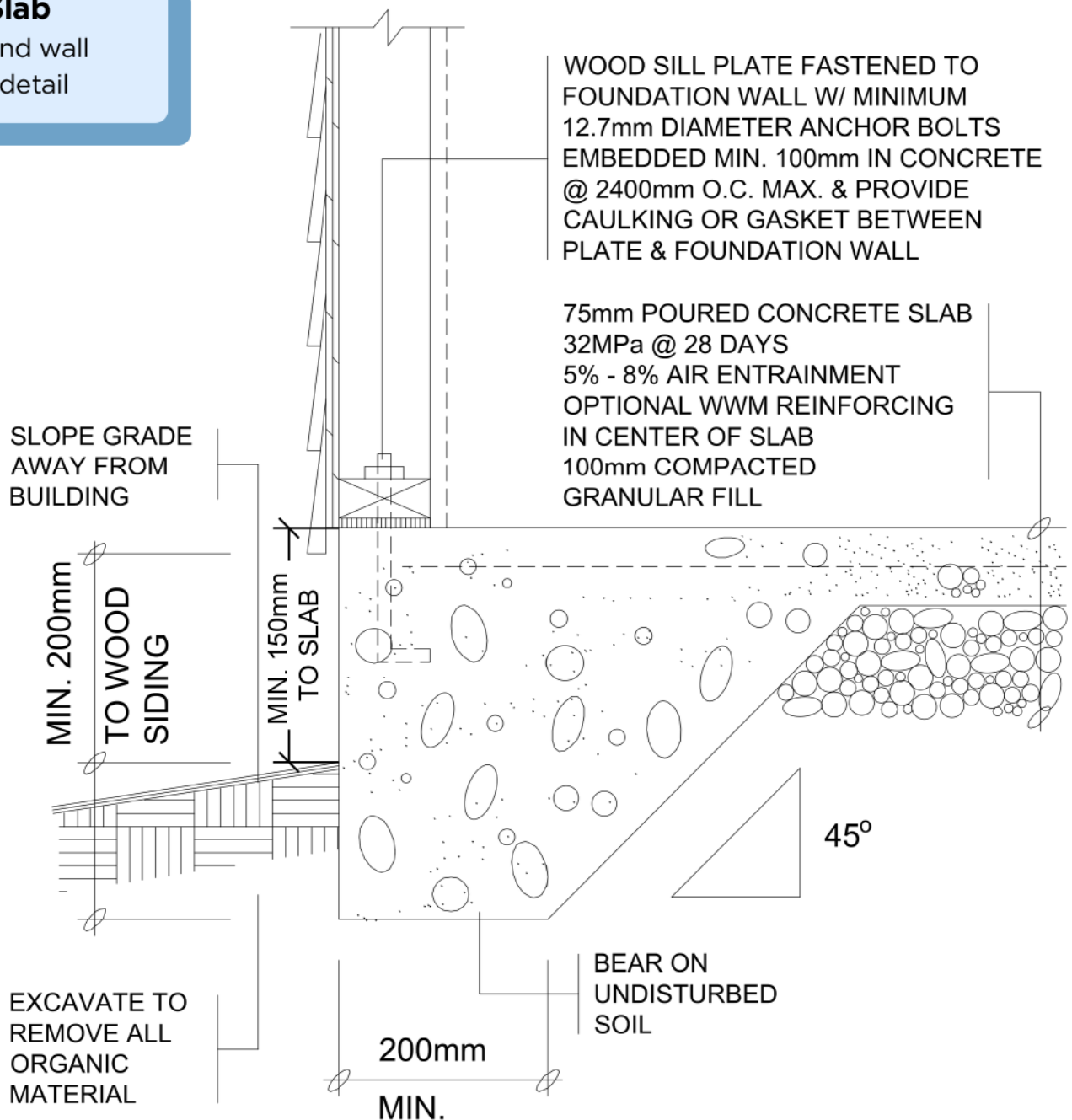
Show all four Building Elevations



CONSTRUCTION DETAILS

Floating Slab

Slab edge and wall
connection detail



Foundation

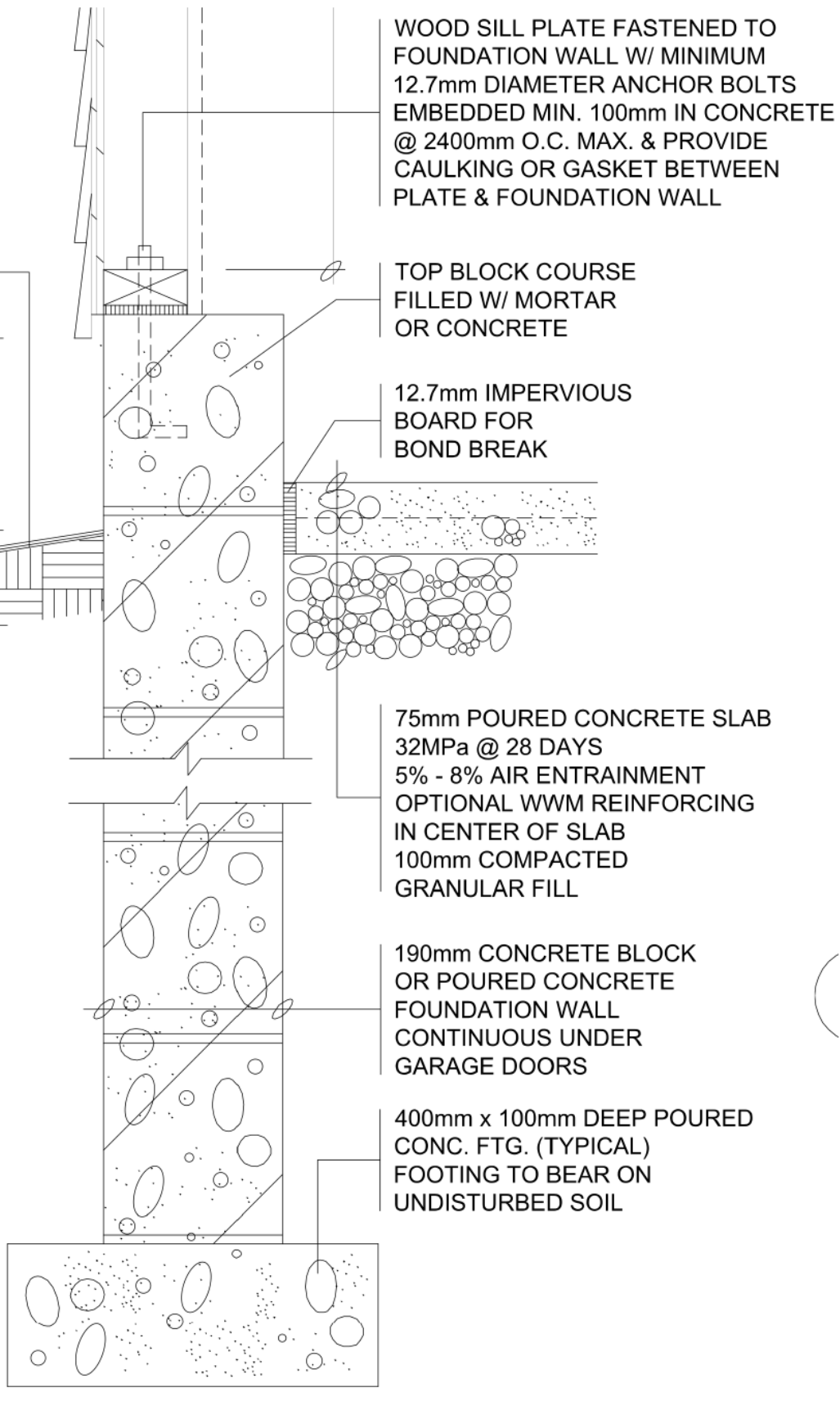
Footing, foundation and wall connection detail

SLOPE GRADE
AWAY FROM
BUILDING

MIN. 200mm

TO WOOD
SIDING

1200mm MIN.

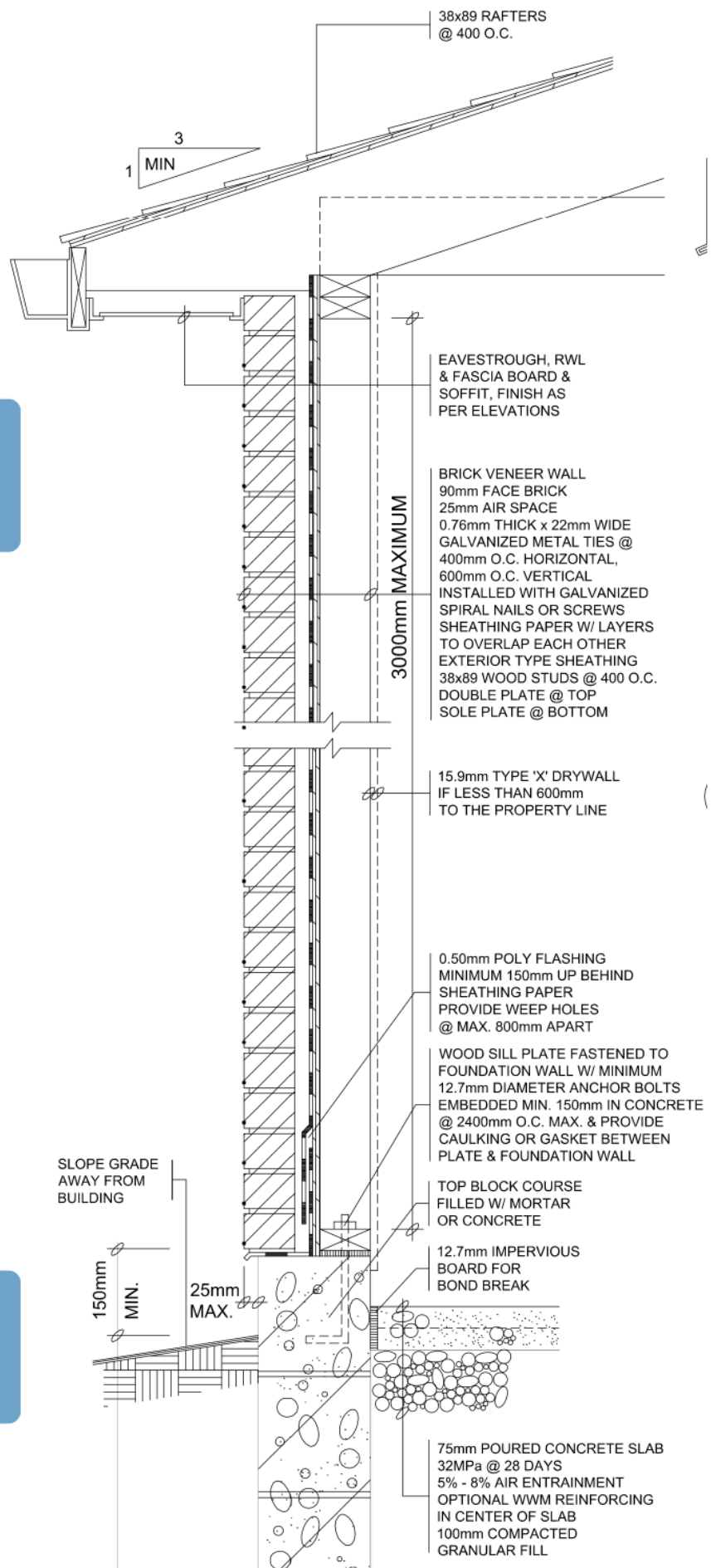


Roof

Roof, soffit and wall connection detail

Brick Wall

Foundation and wall connection detail



For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: <u>City of Niagara Falls</u> (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name 4343 Morrison St			Unit number	Lot/con.
Municipality City of Niagara Falls	Postal code L2E 6Z9	Plan number/other description		
Project value est. \$ \$10,000		Area of work (m ²) 50		
B. Purpose of application				
☐ New construction	☐ Addition to an existing building	☐ Alteration/repair	☐ Demolition	☐ Conditional Permit
Proposed use of building Single Family Dwelling		Current use of building Single Family Dwelling		
Description of proposed work Construct a new accessory building.				
C. Applicant				
Applicant is: ☐ Owner or ☐ Authorized agent of owner				
Last name Smith	First name Joe	Corporation or partnership If Applicable		
Street address 4310 Queen Street			Unit number	Lot/con.
Municipality City of Niagara Falls	Postal code L2E 6X5	Province ON	E-mail joesmith@gmail.com	
Telephone number 905 - xxx - xxxx	Fax		Cell number 289 - xxx - xxxx	
D. Owner (if different from applicant)				
Last name Smith	First name Matt	Corporation or partnership Provide if owned by a corporation or partnership		
Street address 4343 Morrison St			Unit number	Lot/con.
Municipality City of Niagara Falls	Postal code L2E 6Z9	Province ON	E-mail mattsmith@gmail.com	
Telephone number 905 - xxx - xxxx	Fax		Cell number 289 - xxx - xxxx	

REFERENCE ONLY

E. Builder (optional)

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. Tarion Warranty Corporation (Ontario New Home Warranty Program)

i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.	☐	Yes	☐	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?	☐	Yes	☐	No
iii. If yes to (ii) provide registration 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, Matt Smith _____ declare that:

(print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

03/25/2025 M. SMITH _____

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., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

REFERENCE ONLY

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 4343 Morrison Street				Unit no.	Lot/con.
Municipality City of Niagara Falls		Postal code L2E 6Z9	Plan number/ other description		
B. Individual who reviews and takes responsibility for design activities					
Name Matt Smith			Firm		
Street address 4343 Morrison St				Unit no.	Lot/con.
Municipality City of Niagara Falls		Postal code L2E 6Z9	Province ON	E-mail mattsmith@gmail.com	
Telephone number 905 - xxx - xxxx		Fax number		Cell number 289 - xxx - xxxx	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]					
☐ House ☐ Small Buildings ☐ Large Buildings ☐ Complex Buildings		☐ HVAC – House ☐ Building Services ☐ Detection, Lighting and Power ☐ Fire Protection		☐ Building Structural ☐ Plumbing – House ☐ Plumbing – All Buildings ☐ On-site Sewage Systems	
Description of designer's work Construct a new accessory building					
D. Declaration of Designer					
I <u>Matt Smith</u> 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: <u>Homeowner</u> 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 <u>M. Smith</u> Signature of Designer <u>03/25/2025</u> Date					

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 Association of Professional Engineers of Ontario.



Application for a Permit Supplemental Data Form

This form is authorized by the City of Niagara Falls Building By-law [2013-178]
Updated: January 2015

A. Project information

Street Address: 4343 Morrison St

Unit No.

Lot/Con:

B. Form of correspondence

Please select the form in which you wish for Building Services to correspond with you regarding the following components of the building permit process (please choose only one for each):

Plans Examination Reports (if any): ☐ by mail, ☐ pick up or ☒ digitally – email address: mattsmith@gmail.com

Issuance of the Building Permit: ☐ by mail, ☐ pick up or ☒ digitally – email address: mattsmith@gmail.com

Building Inspection reports (prepared digitally): ☐ pick up or ☒ digitally – email address: mattsmith@gmail.com

C. Planning information

Check all that apply to the subject property where construction is proposed:

☐ easement(s) / encumbrance(s) ☐ minor variance ☐ severance ☐ rezoning ☐ designated historic / resource

Lot No.: _____ Plan No.: _____ Part Lot: _____ Concession No.: _____
Reference Plan: _____ Lot Area: _____ m² Lot Frontage: _____ m Lot Depth: _____ m

Corner Lot: ☐ Yes ☒ No Municipal Services: ☒ sanitary ☒ storm ☒ water Onsite overhead hydro wires: ☐ Yes ☒ No

D. Building Details – All Buildings

Section C - Not Required for Accessory Structure

Please select the applicable Occupancy Type(s), check all that apply:

☐ A – Assembly, Division: ☐ B – Care / Detention, Division: ☒ C – Residential ☐ D – Business / Personal Service
☐ E – Mercantile ☐ F – Industrial, Division:

Detail	Existing	New	Total
Number of Suites / Units			0
Building Area	m ²	m ²	25 m ²
Gross Floor Area	0 m ²	m ²	25 m ²
Area to be renovated or altered	0 m ²	m ²	0 m ²
Area of Basement	m ²	m ²	25 m ²
Area of Basement to be finished	0 m ²	25 m ²	0 m ²
Area of Accessory Building	0 m ²	25 m ²	25 m ²
Area of attached / detached deck	0 m ²	25 m ²	18.58 m ²
Area of deck that is covered by a roof	0 m ²	m ²	0 m ²
Number of Stories Above Grade	2	0	2
Occupant Load			0
Lot Coverage	0 %	%	0 %
Number of Seats (Dining / Drinking Establishments)			0

Fill in for Applicable Project

Page 2

E. Building Details – Part 3 Buildings

Building length: m Building width: m Building Height: m Storeys Below Grade:

Building classification: OBC Reference: 3.2.2.

Type of proposed construction: ☐ Non Combustible ☐ Combustible ☒ Both No. of Streets / Access Routes: ☐ 1 ☐ 2 ☐ 3

Fire Alarm Required: ☐ Yes ☐ No Standpipe Required: ☐ Yes ☐ No High Building Designation: ☐ Yes ☐ No

Sprinkler Required: ☐ not required ☐ entire building ☐ in lieu of roof rating ☐ other:

Water supply is adequate for Fire Fighting purposes: ☐ yes, city service ☐ yes, other: ☐ no

Required Fire Resistance Rating (FRR) for Horizontal Assemblies: Floors: hours Roofs: hours

Required Fire Resistance Rating (FRR) for Supporting Members: Floors: hours Roofs: hours

Occupant load of building is: persons based on ☐ m² / person or ☐ other:

Building is designed in accordance with Barrier Free Design: ☐ yes ☐ no, explain:

Section E - Not required for Accessory Structure

For Use by City Staff (Principal Authority)

Zoning / Amendments:

Accepted by:

Zoning comments:

Building comments:

Permit Issuance Authorized by the undersigned for Salvatore Valeo, Chief Building Official

Date:

Signature:

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Applicable Law Checklist

This form is authorized by the City of Niagara Falls Building By-law [2013-178]

Updated: January 2015

A. Project information

Street Address: 4343 Morrison St

Unit No.

Lot/Con:

This form describes conditions where approvals from various other agencies are required before a building permit can be issued. It is recommended that these approvals be completed prior to applying for a building permit, since they may delay or prevent permit issuance. For assistance with the individual approvals listed consult with the applicable agency. Further information with regard to the individual agencies and contact for such is contained at the conclusion of this form.

B. Heritage – City of Niagara Falls Planning Department

Are you proposing to demolish, alter, add to or otherwise modify a building that is listed on the City of Niagara Falls heritage inventory?

☐ Yes ☐ No

Is the building / property designated or in the process of being designated?

☐ Yes ☒ No

Is the property located in a Heritage District or study area?

☐ Yes ☒ No

C. Zoning – Niagara Escarpment Commission

Does the property exist within the jurisdiction of the Niagara Escarpment Commission?

☐ Yes ☒ No

D. Wetlands, Shorelines & Watercourses – Niagara Peninsula Conservation Authority

Does the property abut a ravine, watercourse, wetland or shoreline?

☐ Yes ☒ No

E. Transportation Routes – Ontario Ministry of Transportation

Is the property within 45m of a highway or 180m from any highway intersection?

☐ Yes ☐ No

Is the property within 395m of a controlled highway intersection?

☐ Yes ☒ No

Is this a major traffic generating project located within 800m of a highway?

☐ Yes ☒ No

F. Environmental Approvals – Ontario Ministry of the Environment

Is the property an industrial or commercial property being changed to a more sensitive use?

☐ Yes ☒ No

Is the property a former waste disposal site?

☐ Yes ☒ No

Is the project a major industrial, commercial or government project?

☐ Yes ☒ No

Is this a renewable energy project?

☐ Yes ☒ No

G. Agriculture and Farms – Ontario Ministry of Agriculture and Food

Is the proposed building a farm building that will house animals or manure, or is it a milk processing plant?

☐ Yes ☒ No

H. Education and Child Care Centres – Ontario Ministry of Education

Does the project involve the demolition of a school or is a daycare proposed in any portion of the building?

☐ Yes ☒ No

I. Seniors / Long Term Care Centres & X-Ray Equipment – Ontario Ministry of Community and Social Services

Is the project a Seniors / Long term Care project whereby Government funding is being sought?

☐ Yes ☒ No

Does the project include spaces for the use of X-Ray equipment?

☐ Yes ☒ No

J. Funeral Home – Ontario Ministry of Consumer and Business Services

Does the project involve any building in which funeral services are conducted?

☐ Yes ☒ No

K. Declaration of Owner

I, Matt Smith, certify that the information provided on this document is true to the best of my knowledge and that all required approvals related to the relevant applicable laws have been enclosed and submitted with the application for permit for this project.

Date: 03/25/2025

Signature: *M. SMITH*

Personal information contained in this form 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 the Chief Building Official of the City of Niagara Falls.

Completing this Form**B. Heritage - Ontario Heritage Act, s. 27, 30, 33, 34, 40.1 & 42**

The City of Niagara Falls has designated certain heritage buildings and maintains a list of building of heritage interests. Specific areas have also been established as Heritage Conservation District. Planning and/or City Council approval for demolition, alteration and construction is required if the subject property is affected.

Contact: City of Niagara Falls Planning Division, Peggy Boyle, 905 356 7521 ext.4334, pboyle@niagarafalls.ca

C. Zoning - Niagara Escarpment Planning and Development Act

Where construction is proposed in the area under the jurisdiction of the Niagara Escarpment Commission and development permit is required to before a building permit can be issued.

Contact: Niagara Escarpment Commission, Martin Killian, 905 877 7524, martin.killian@ontario.ca

D. Wetlands, Shorelines & Watercourses - Conservation Authorities Act s.28, regulation 166/06

Development within certain conservation regulated areas requires construction and fill permits from the conservation authority before a building permit can be issued.

Contact: Niagara Peninsula Conservation Authority, 905 788 3135, info@npca.ca

E. Transportation Routes - Public Transportation Act s. 34/38

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. Where major developments will generate significant amounts of traffic, such as a shopping centre, the distance is extended to 800m.

Contact: Ministry of Transportation, www.mto.gov.on.ca

F. Environmental - Conservation Authorities Act s.28 (1)(c), regulation 166/06

Development within certain conservation regulated areas requires construction and fill permits from the conservation authority before a building permit can be issued.

Contact: Ministry of Environment, 1 800 461 6290

G. Agriculture and Farms - Nutrient Management Act 2002 s.11 regulation 267/03, Milk Act s.14

Buildings or structures that house animals or store manure may require a nutrient management strategy approved by the Ministry. The Ministry must also determine that a milk processing plant is necessary and authorize it before a building permit can be issued

Contact: Ministry of Agriculture Food and Rural Affairs, 1 877 424 1300

H. Education and Child Care Centres - Education Act s.194, Day Nurseries Act, s.5 or regulation 262

The Minister must approve the demolition of all school buildings. Ministry plan approval is required if a new or existing building is proposed to be used or altered / renovated to be used as a day nursery, or if an existing day nursery is altered or renovated.

Contact: Ministry of Education, 905 895 9192

I. Seniors / Long Term Care Centres and X-Ray Equipment - Elderly Persons Centres Act s.6, Healing Arts Radiation Act

Reports must be submitted to and approved by the Minister for all seniors centres to which government funding applies. Where X-Ray equipment is used for primary exposure to humans approvals are required before a building permit can be issued.

Contact: Ontario Ministry of Community and Social Services, 1 888 789 4199

J. Funeral Home - Funeral Directors and Establishments Act, regulation 469

Where a building houses a funeral establishment necessary approvals are required to be obtained before a building permit can be issued.

Contact: Ontario Ministry of Consumer and Business Services, 1 800 387 4458



Authorized Agent Authorization Form

This form is authorized by the City of Niagara Falls Building By-law [2013-178]
Updated: January 2015

A. Project information

Street Address: 4343 Morrison St

Unit No.

Lot/Con:

B. Party to be authorized

Last Name: Smith

First Name: Joe

Corporation or Partnership: If Applicable

Street Address: 4310 Queen St

Unit No.

Lot/Con:

Municipality: City of Niagara Falls

Postal Code: L2E 6X5

Province: ON

Telephone Number: 905 - xxx - xxxx

Cell Number: 289 - xxx - xxxx

Email: joesmith@gmail.com

C. Declaration of Owner

I, Matt Smith, being the Registered Owner of the above property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building Services of the City of Niagara Falls in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

Date: 03/25/2025

Signature:

M. SMITH

The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

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ACCESSORY BUILDING PERMIT APPLICATION INSTRUCTIONS

To ensure your accessory building construction complies with all requirements, follow these steps to complete your deck drawings and permit application.

Begin by following the provided fillable template drawings below or use as reference to draw your own. For help with sizing and spacing requirements of structural elements, utilize the provided OBC/OBOA approved tables and guidelines from the accessory building reference guide. If applicable include any additional relevant drawings such as those for pre-engineered materials.

After all required drawings are compiled, fill out the required permit application forms and submit your application for review through our digital portal.

Accessory Building Permit Application Checklist

To ensure your accessory building permit application contains all of the required documentation. Please follow along with the checklist below.

☐ Architectural Drawings (required)

- Site Plan
- Foundation Detail
- Floor Plan
- Roof Detail
- Elevations
- Sections

☐ Structural Drawings (If applicable)

- Framing Plans
- Pre-Eng Systems/Roof Trusses Spec Sheets/Drawings
- Approved Guard Systems for SB-7 Wood Guards
- Ministers rulings/BMEC approvals for innovative materials/system

☐ Permit Application Forms (required)

- Application for a Permit to Construct or Demolish
- Schedule 1 Designer Form
- Applicable Law Checklist (3rd party approval forms if applicable)
- Application for Permit Supplemental Data Form
- Authorized Agent Authorization Form (If applicable)

Permit Application Forms [linked here](#)

Online permit application video tutorial [linked here](#)

North Arrow:

North Arrow:

- Property Dimensions
- Municipal Address Number
- Setbacks to all property lines for the existing dwelling and proposed deck or porch
- Any rights-of-ways and/or easements
- Location and size of all accessory buildings, garages, sheds and pools

A blank sheet of graph paper with a grid pattern. The grid is bounded by dashed lines. There are four rectangular boxes outside the grid: one at the top center, one at the bottom center, one on the left side, and one on the right side.

Street Name:

ZONING		LOT NO.:		PLAN NO.:		LOT AREA:		LOT FRONTAGE		LOT DEPTH	
DESCRIPTION	EXISTING	ADDITION	TOTAL	%	ALLOWED	%	SETBACKS	EXISTING	PROPOSED		
LOT COVERAGE											
GROSS FLOOR AREA											
LANDSCAPED AREA											
NO. OF STORIES HEIGHT											
WIDTH											
DEPTH											
PARKING											

FOUNDATION DETAILS

Specify the foundation type being used below and complete applicable details.

☐ Floor Slab

Thickness of slab:
Thickness of Granular Fill Underneath:
If reinforcement is being used, provide details below:

☐ Concrete Piers

Provide a detailed drawing if concrete piers are being used, including their size and layout

☐ Foundation Wall & Footings

Provide a detailed drawing if foundation walls and footings are used, including their size and layout

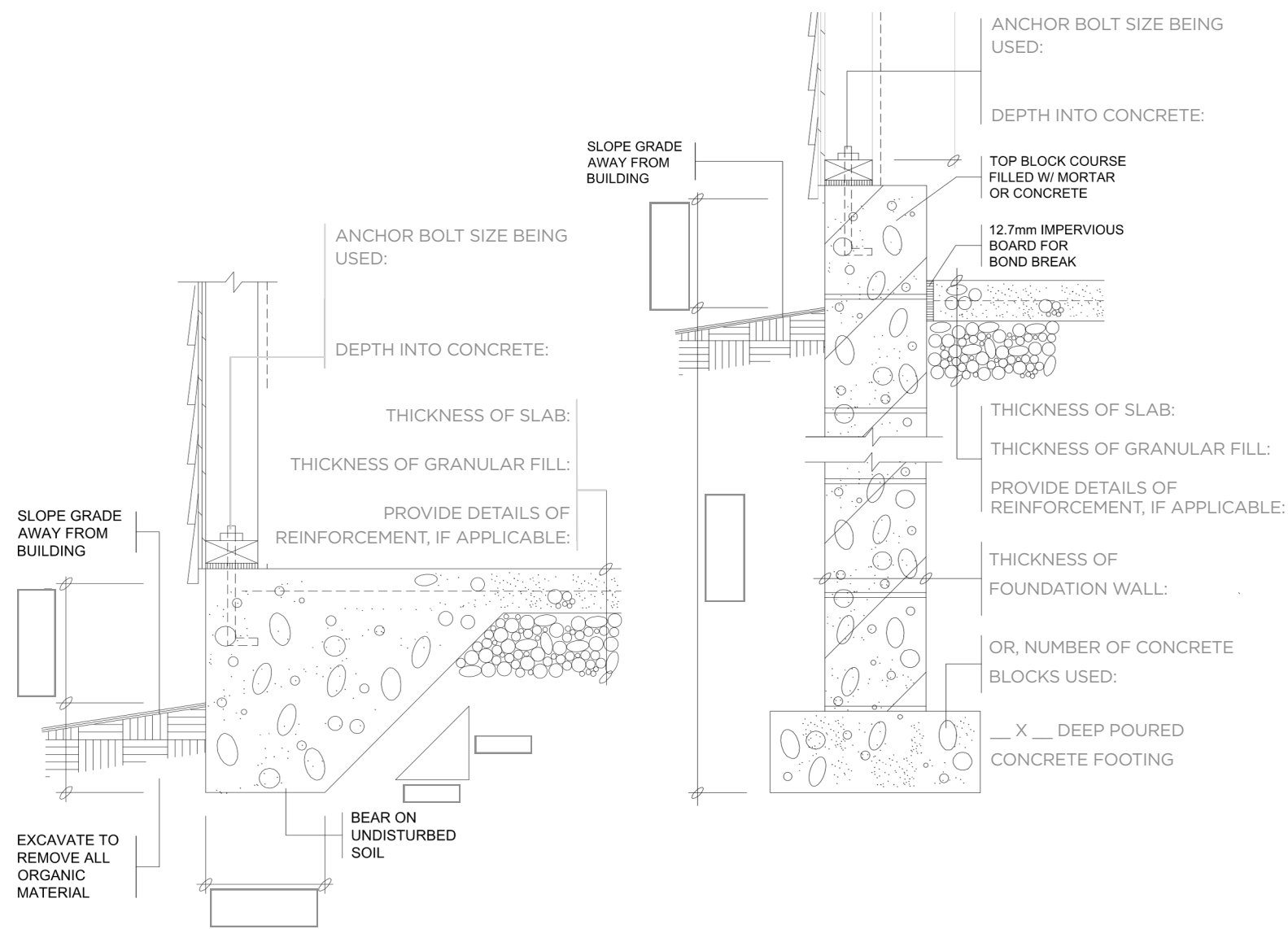
☐ Floating Slab

Minimum dimensions are available on Pages 19 & 20 of the Accessory Structures Reference Guide.

Note that if the slab is greater than 55m², it must be designed by a Professional Engineer

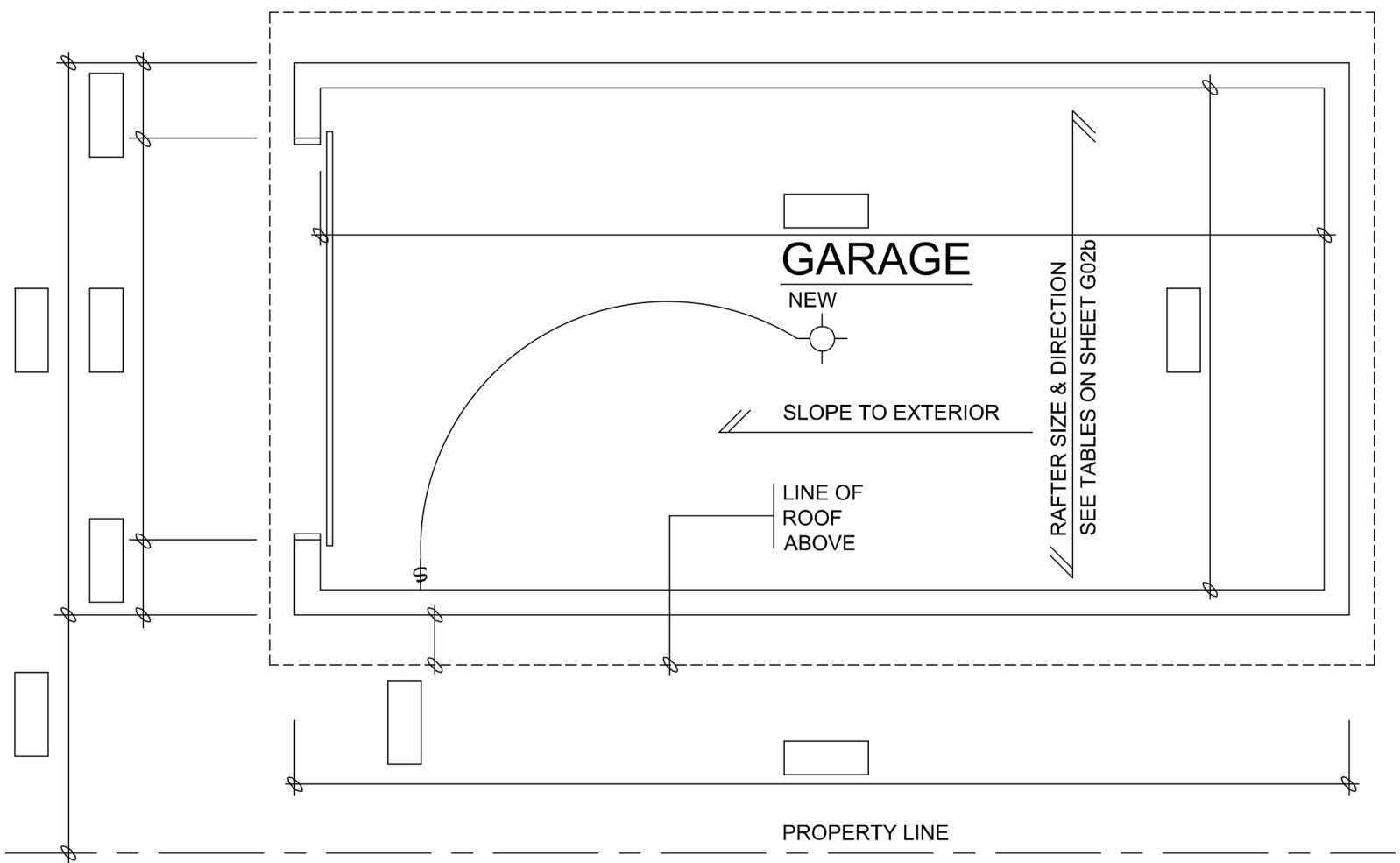
☐ Helical Piles

Provide a specification sheet and layout if helical piles are being used, to be stamped by a Professional Engineer



FLOOR PLAN

Provide all applicable dimensions in the boxes below. Additionally, draw in any windows and doors, including their dimensions and header details/information. If your garage plan is different from the one below, please use the following page to draw a floor plan with the same details.



The tables below can be used to determine the sizes of structural members for the proposed accessory building. Based on the size of the proposed structure, use the information below to size the members accordingly.

Maximum Spans for Built Up Wood Lintels

lintel size, mm [in.]	maximum lintel span for exterior walls, m [ft.-in.]	max. lintel span for interior walls, m [ft.-in.]
2 - 38 x 89 [2 - 2" x 4"]	1.01 [3'-3"]	0.93 [3'-0"]
2 - 38 x 140 [2 - 2" x 6"]	1.48 [4'-10"]	1.35 [4'-5"]
2 - 38 x 184 [2 - 2" x 8"]	1.80 [5'-11"]	1.64 [5'-4"]
2 - 38 x 235 [2 - 2" x 10"]	2.20 [7'-2"]	2.01 [6'-7"]
2 - 38 x 286 [2 - 2" x 12"]	2.56 [8'-5"]	2.33 [7'-8"]

OBC reference: Table 9.23.12.3. -C - Spruce / Pine / Fir No.1 or No.2 Grade - Nonstructural Sheathing

It should be noted that the spans in this table only apply where the spans of supported joists do not exceed 4.9m [16'-1"], and where the spans or trusses do not exceed 9.8m [32'-3"].

Maximum span for ceiling joists

joist spacing	38 x 89 [2" x 4"]	38 x 140 [2" x 6"]	38 x 184 [2" x 8"]	38 x 235 [2" x 10"]	38 x 286 [2" x 12"]
300mm O.C. [12" O.C.]	3.11m [10'-2"]	4.90m [16'-1"]	6.44m [21'-1"]	8.22m [26'-11"]	10.00m [32'-9"]
400mm O.C. [16" O.C.]	2.83m [9'-3"]	4.45m [14'-7"]	5.85m [19'-2"]	7.47m [24'-6"]	9.09m [29'-9"]
600mm O.C. [24" O.C.]	2.47m [8'-1"]	3.89m [12'-9"]	5.11m [16'-9"]	6.52m [21'-4"]	7.94m [26'-0"]

OBC reference: Table 9.23.4.2. - C - specified snow load 2.0kPa

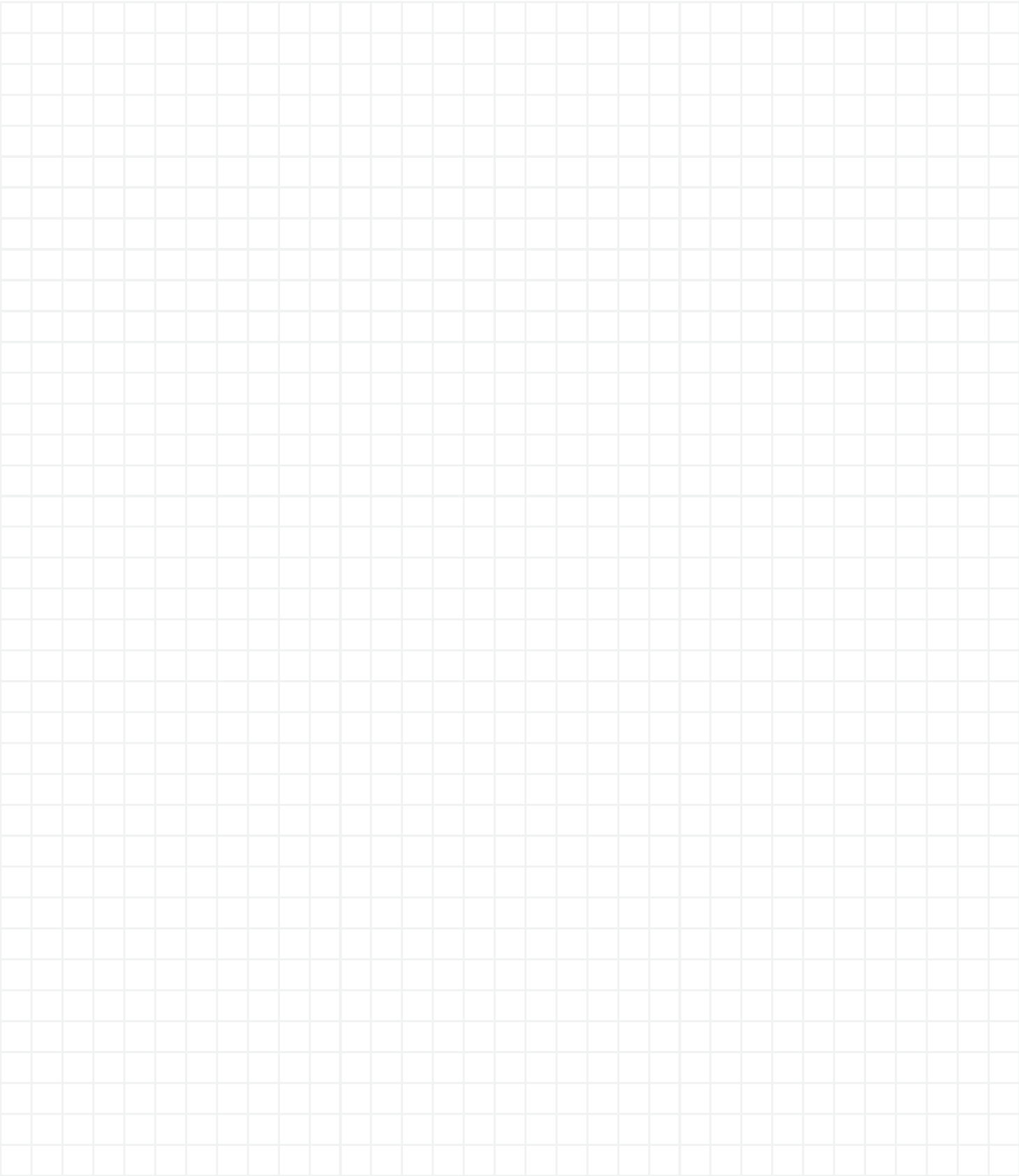
Maximum span for roof rafters

rafter spacing	38 x 89 [2" x 4"]	38 x 140 [2" x 6"]	38 x 184 [2" x 8"]	38 x 235 [2" x 10"]	38 x 286 [2" x 12"]
300mm O.C. [12" O.C.]	2.47m [8'-1"]	3.89m [12'-9"]	5.11m [16'-9"]	6.52m [21'-4"]	7.80m [25'-7"]
400mm O.C. [16" O.C.]	2.24m [7'-4"]	3.53m [11'-7"]	4.64m [15'-2"]	5.82m [19'-1"]	6.76m [22'-2"]
600mm O.C. [24" O.C.]	1.96m [6'-5"]	3.08m [10'-1"]	3.89m [12'-9"]	4.75m [15'-7"]	5.52m [18'-1"]

OBC reference: Table 9.23.4.2 - F - specified snow load 2.0kPa

Floor Plan

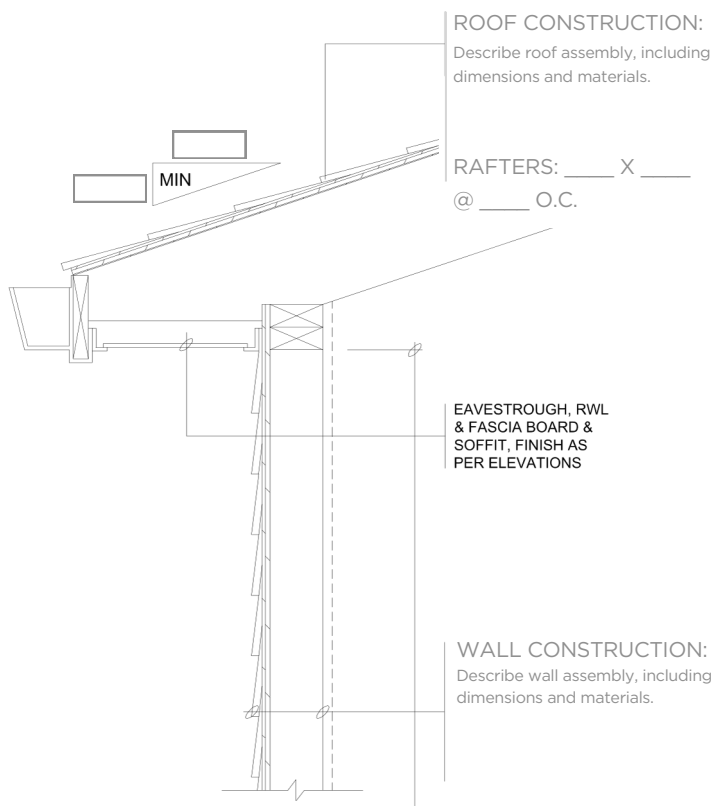
Draw an alternate floor plan below, including dimensions, windows, doors, including their dimensions and header details. Also include the structural members such as the roof framing members noted in the chart on the previous page. If manufactured roof trusses are being used, supply the Engineered stamped drawings and layout with your submission.



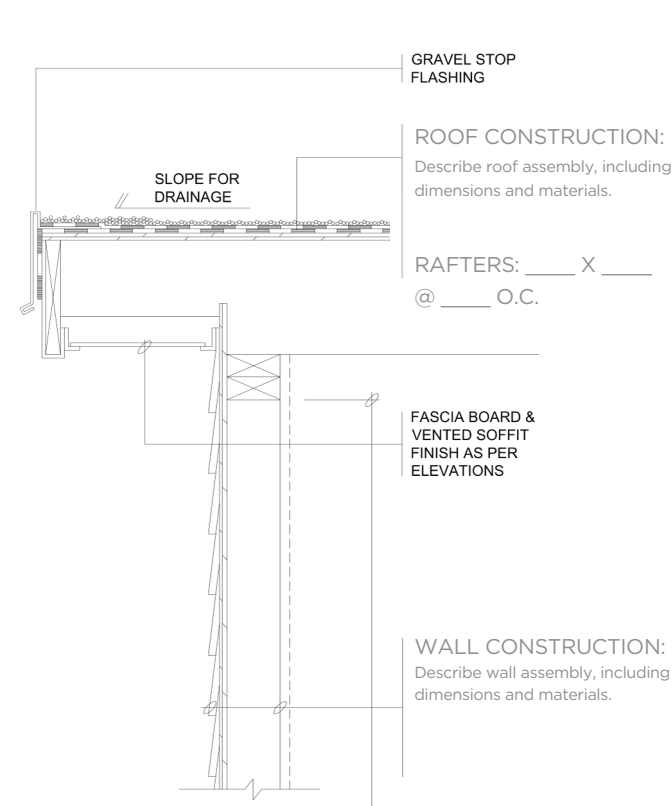
ROOF DETAILS

Complete the applicable construction details, filling in all information.

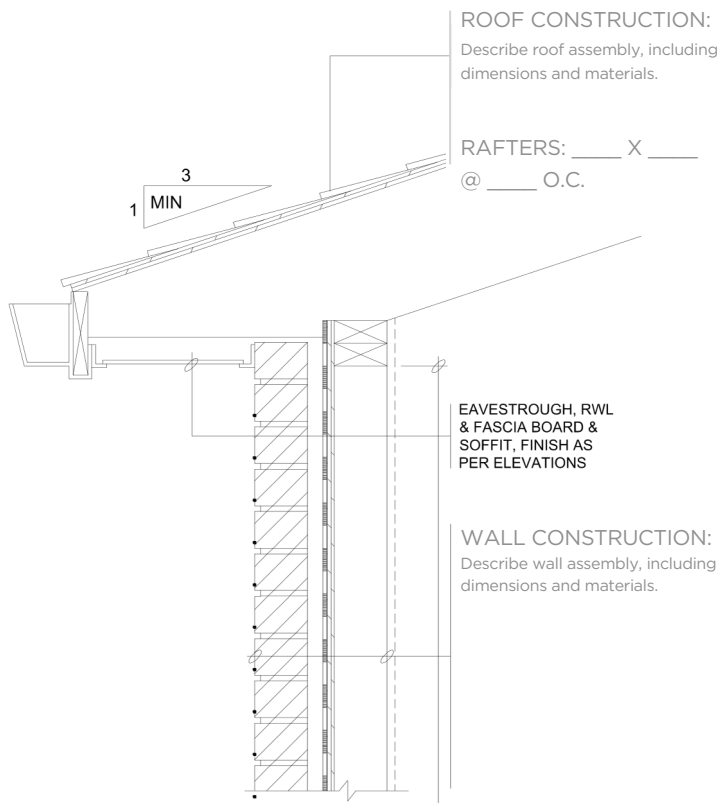
☐ Siding/Stucco: Sloped Roof



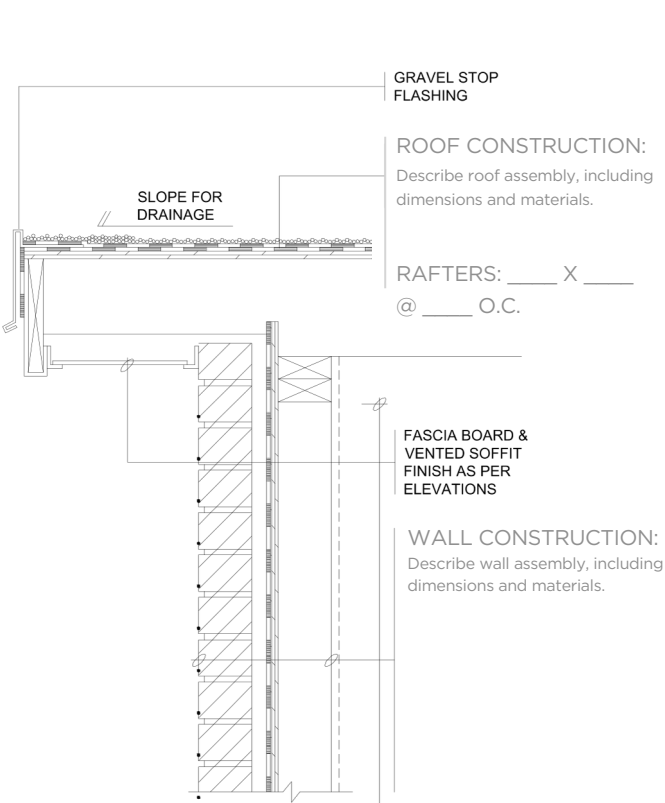
☐ Siding/Stucco: Flat Roof



☐ Brick Veneer: Sloped Roof



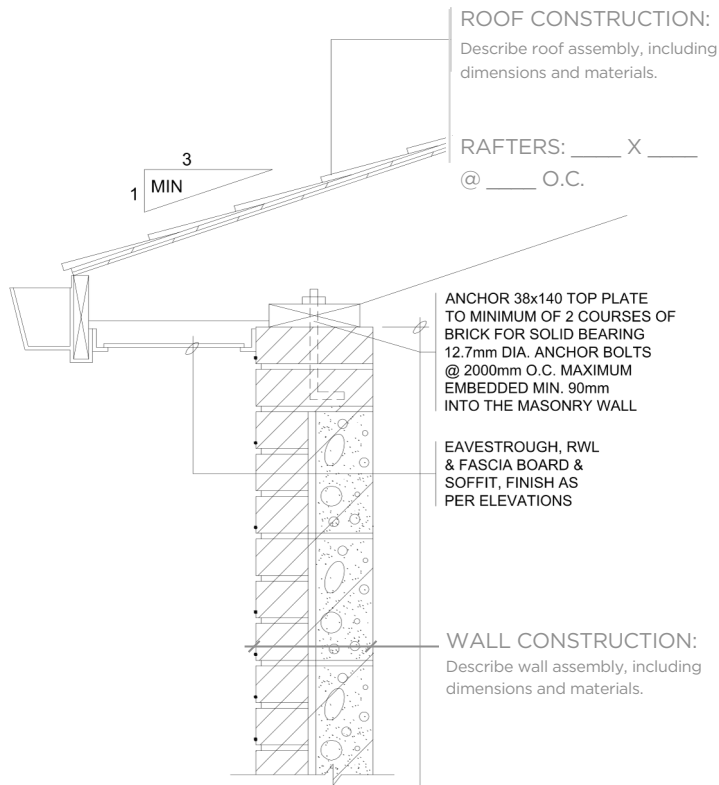
☐ Brick Veneer: Flat Roof



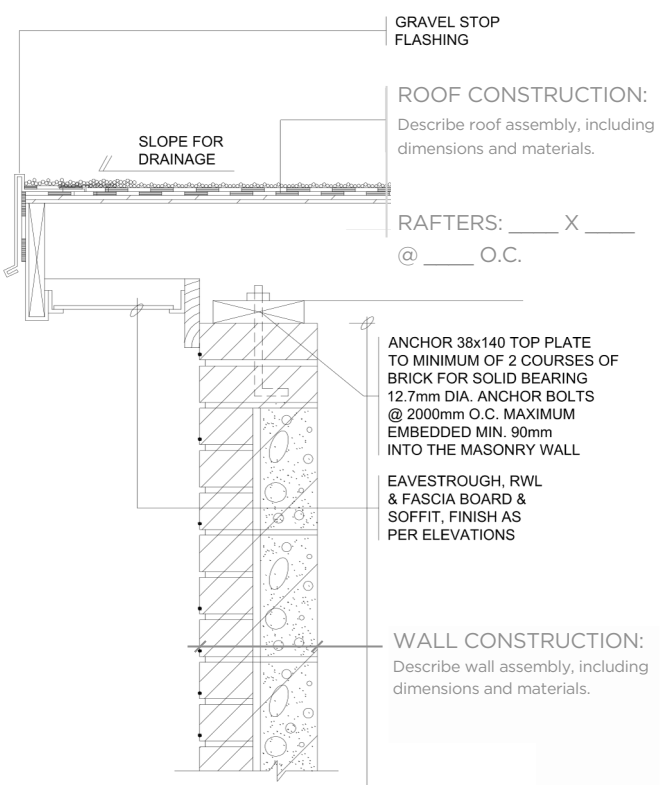
ROOF DETAILS

Complete the applicable construction details, filling in all information.

☐ Solid Masonry: Sloped Roof

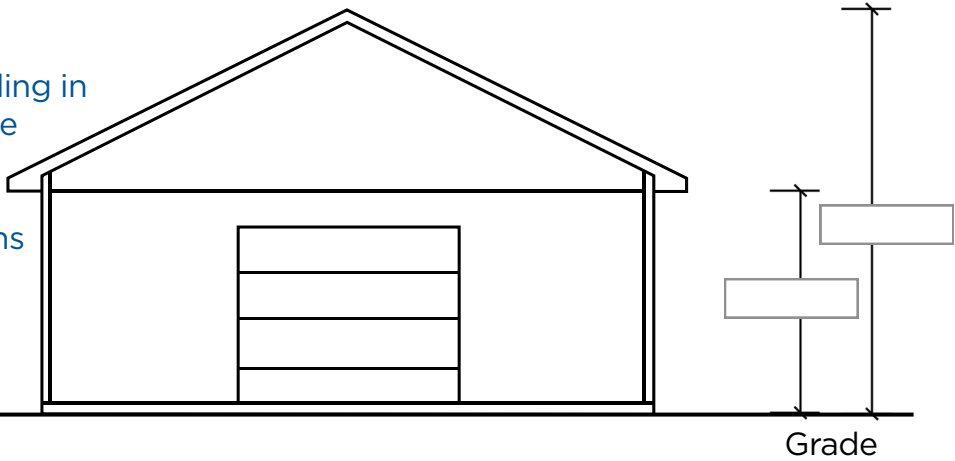


☐ Solid Masonry: Flat Roof



Elevations

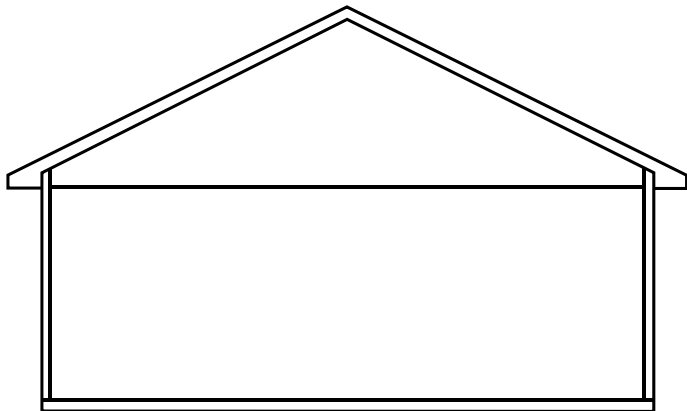
Fill in the blank elevations below. Filling in height of wall and height of structure in the empty boxes. If proposed elevations are different than provided, draw the custom elevations in the next pages.



Front Elevation

Indicate the following:

- Location and sizes of all openings
- Roofing finishes
- Wall finishes
- Slab thickness



Rear Elevation



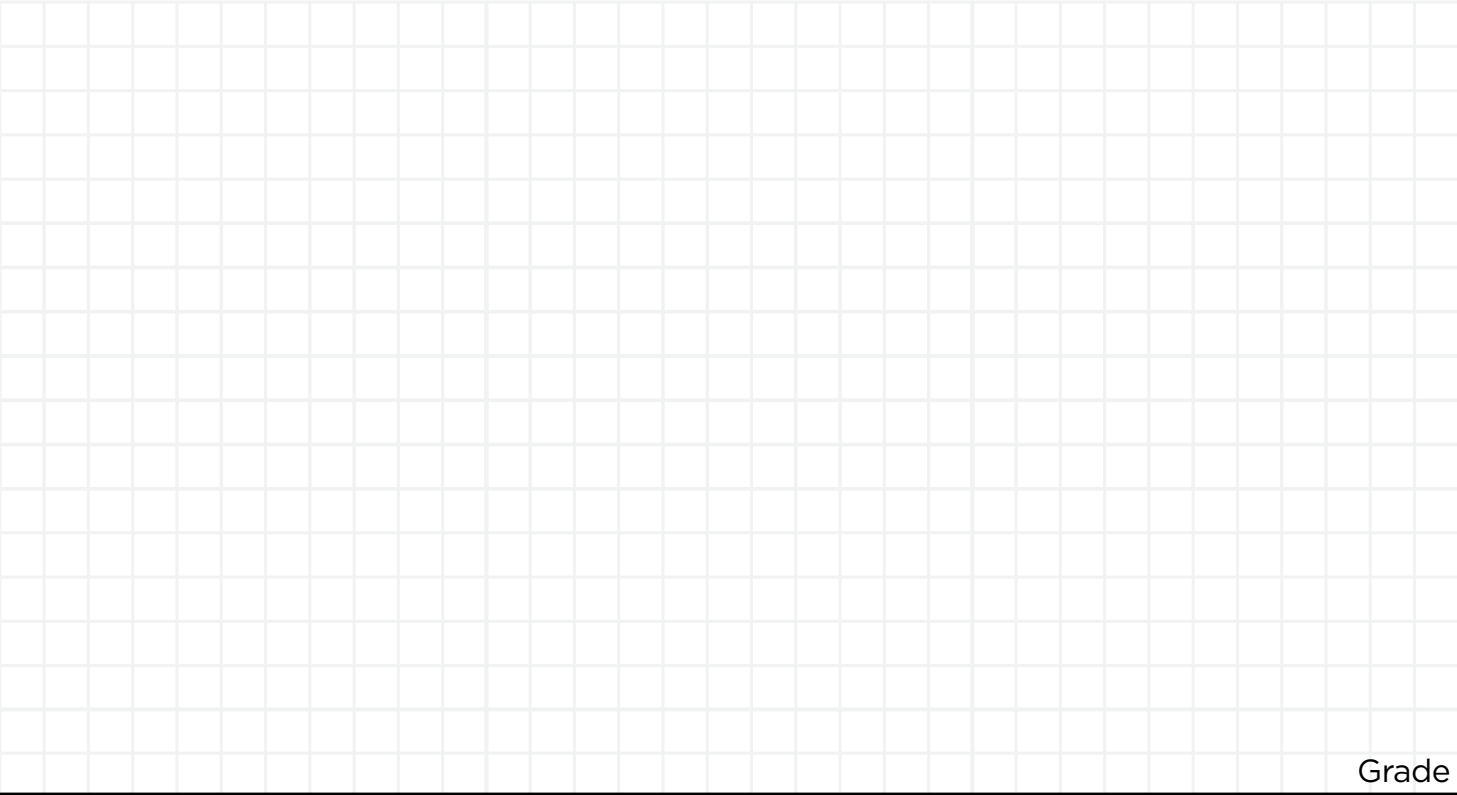
Left Elevation



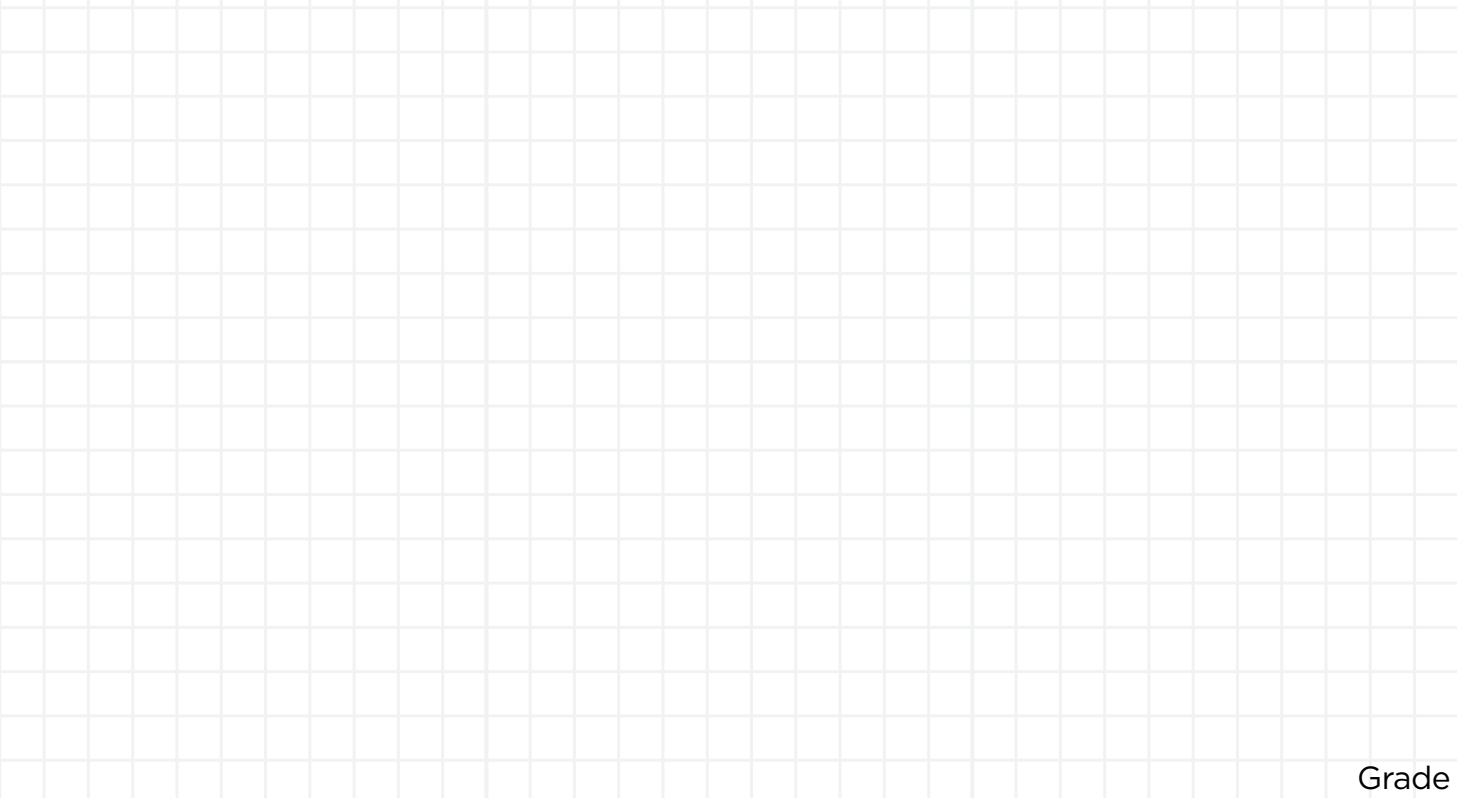
Right Elevation

ELEVATIONS FRONT & REAR

Draw elevations of each side of the accessory building. This should include the height of the building, location of garage doors, man doors, windows, and all dimensions. Additionally, specify the exterior finish material, such as brick or siding.

A large grid area for drawing the front elevation of the building. The grid is composed of small squares, providing a scale for the drawing. A horizontal line is drawn across the bottom of this section, labeled "Grade" on the right side.

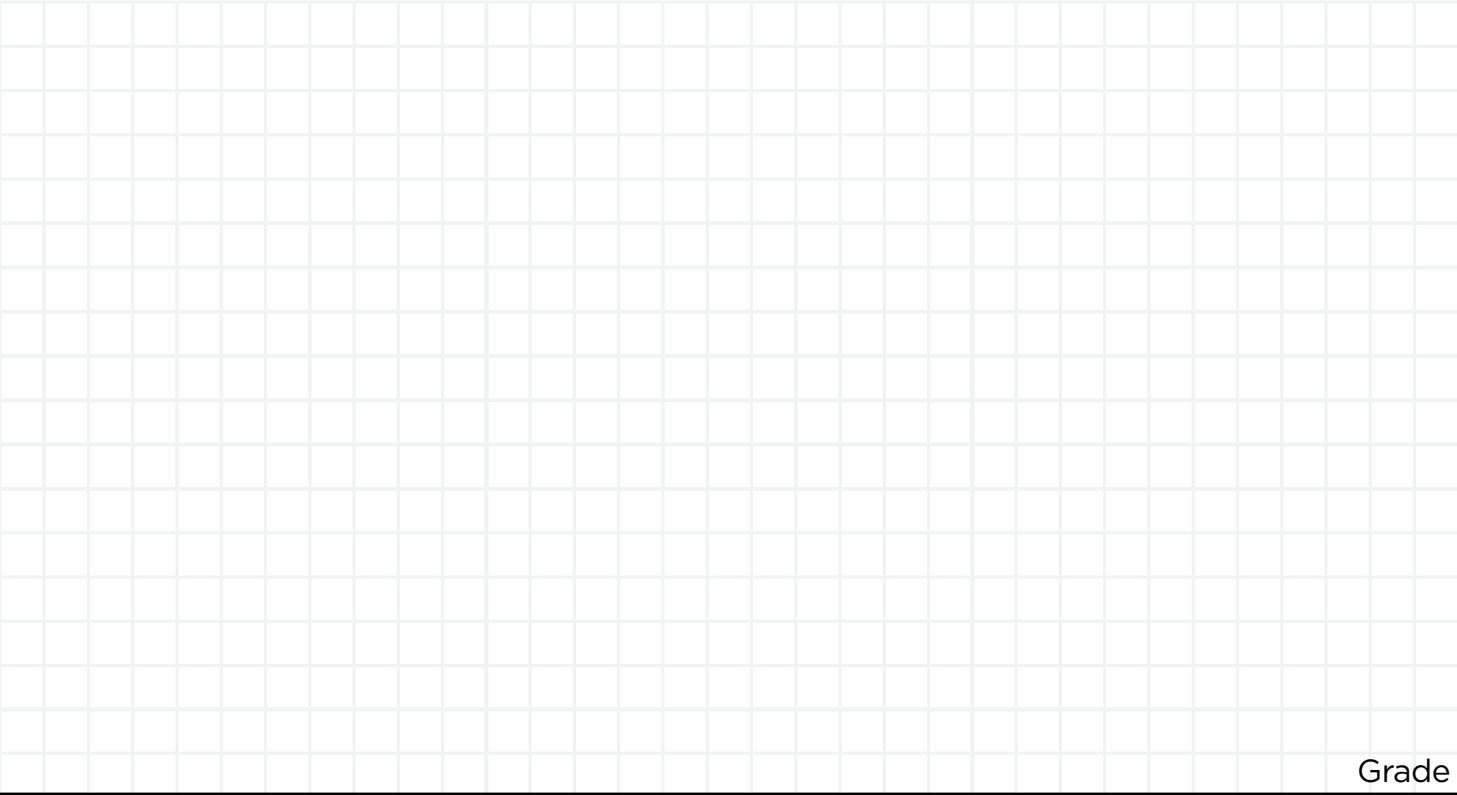
Front Elevation

A large grid area for drawing the rear elevation of the building. The grid is composed of small squares, providing a scale for the drawing. A horizontal line is drawn across the bottom of this section, labeled "Grade" on the right side.

Rear Elevation

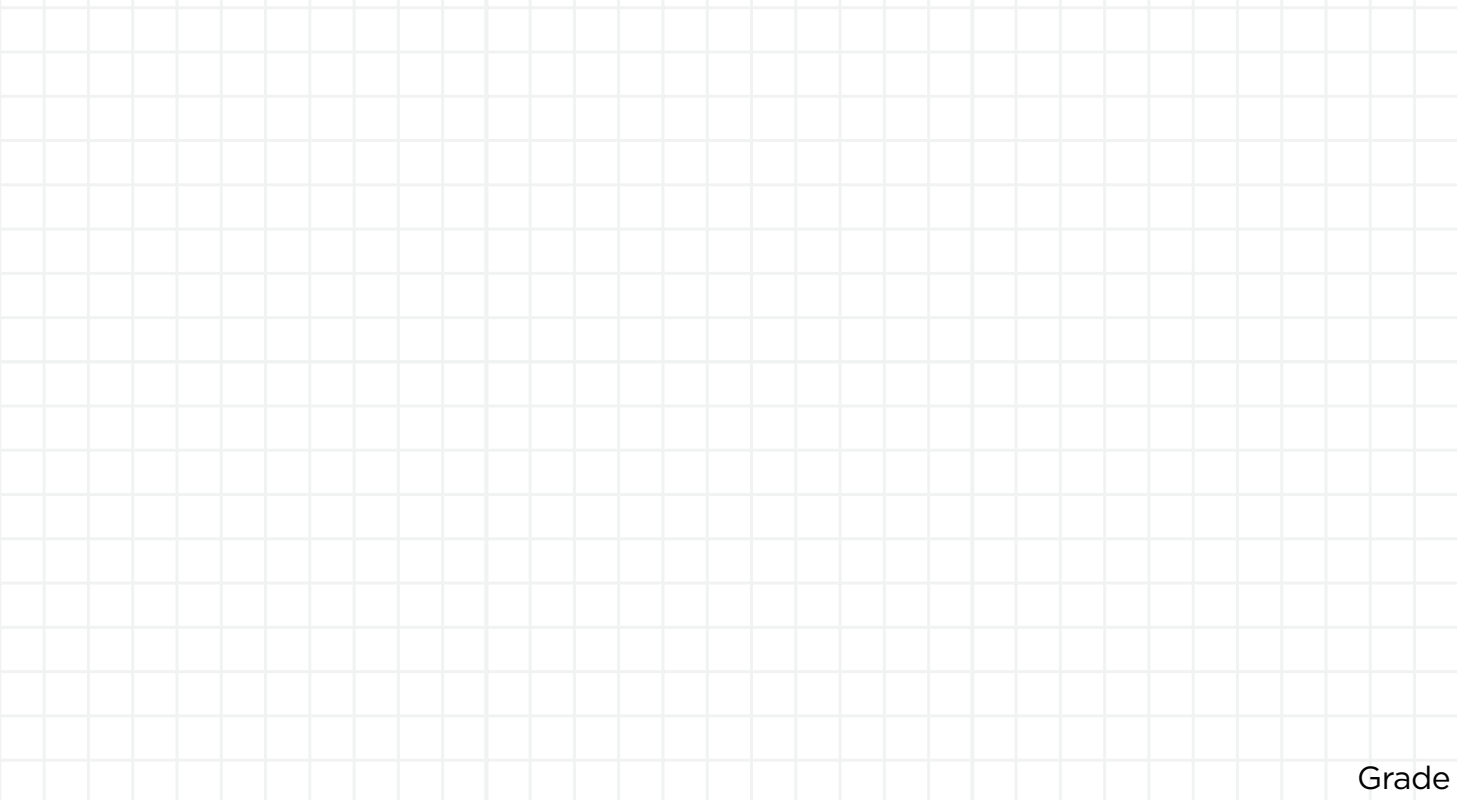
ELEVATIONS LEFT & RIGHT

Draw elevations of each side of the accessory building. This should include the height of the building, location of garage doors, man doors, windows, and all dimensions. Additionally, specify the exterior finish material, such as brick or siding.



A large grid area for drawing the left elevation of the building. The grid is composed of small squares, providing a scale for the drawing. A horizontal line is drawn across the bottom of the grid, labeled "Grade" on the right side.

Left Elevation

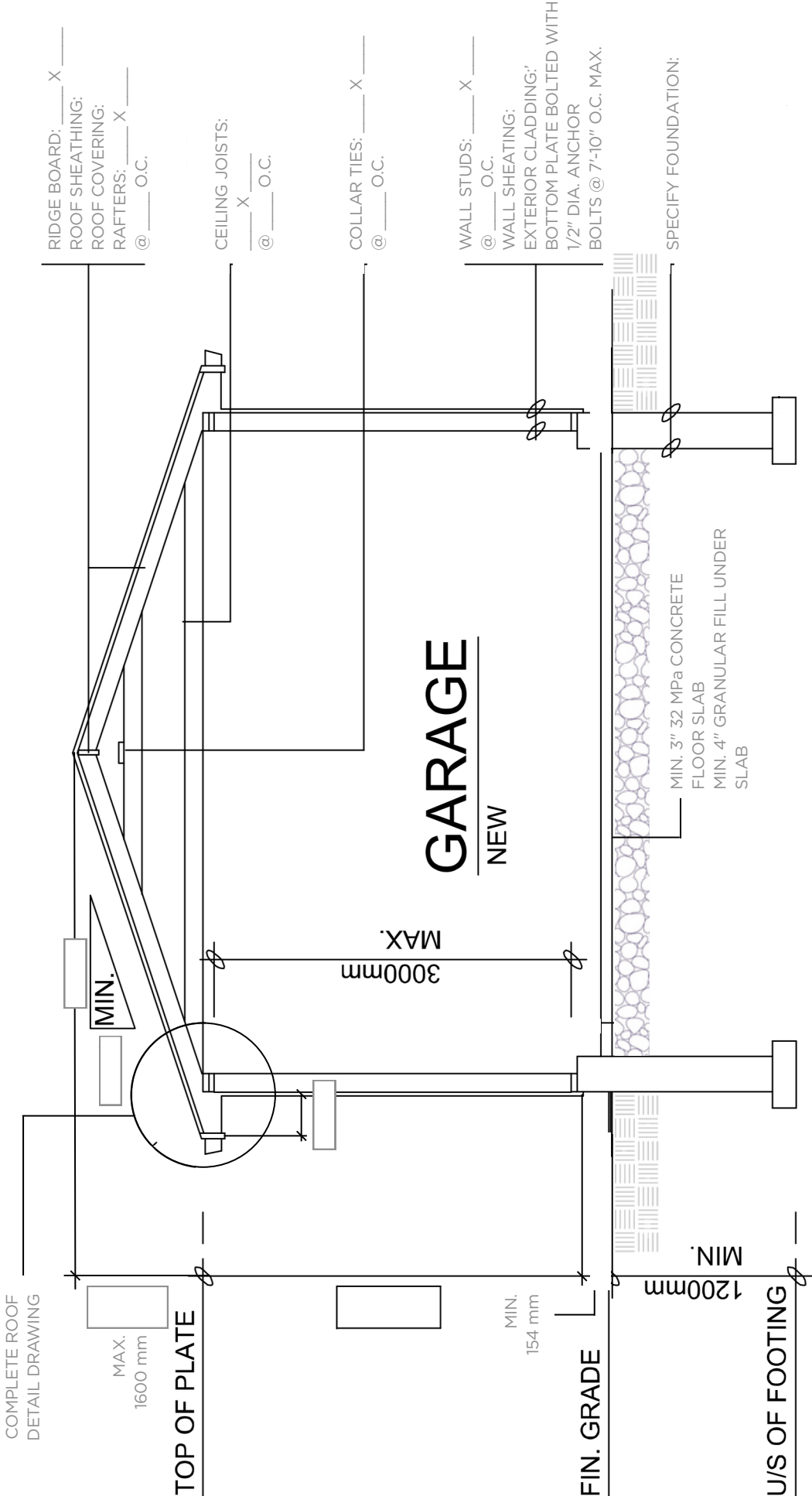


A large grid area for drawing the right elevation of the building. The grid is composed of small squares, providing a scale for the drawing. A horizontal line is drawn across the bottom of the grid, labeled "Grade" on the right side.

Right Elevation

SECTION 1 - GABLE ROOF

☐ If a gable roof is being used, complete the following section drawing.



SECTION 2 - FLAT ROOF

☐ If a flat roof is being used, complete the following section drawing.

