



Building and Planning Services Department
Building Services
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Stratford ON N5A 2M4

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www.stratford.ca

Information for Building an Accessory Structure

General Information:

The intention of this guide is to help homeowners and builders acquire clear guidance on the requirements for permits related to building a detached garage, shed or other accessory structure. This information is not intended to serve as an exhaustive list and other information may be required depending on the specifics of your proposed project.

When Is a Permit Required?

A building permit is required for a shed when:

- a) The building area of the shed is greater than 15m² (161ft²),
- b) The shed is more than 1 storey in building height,
- c) The shed is attached to a building or any other structure,
- d) The shed is used for the storage of items that are not ancillary to a principal building on the lot,
- e) The shed contains plumbing.

A building permit is required for a detached garage/accessory structure (other than a shed) when:

- a) The building area of the shed is greater than 10m² (108ft²),
- b) The building contains plumbing.

What Do I Need to Acquire a Permit?

- a) Completed application forms, which are available on the City of Stratford website under "Applications and Forms".
- b) A site plan indicating the zoning information, locations and dimensions of the shed, detached garage or accessory structure in relation to existing buildings and property lines, and an indication of the lot area and lot coverage (amount of property covered by buildings and structures).
- c) Construction drawings that include plan views, elevations, and important related details.

Please note: If roof trusses are to be used, please provide sealed designs issued by a licensed engineer with the application package.

Applications can be submitted through the City of Stratford's Electronic Portal: <https://v4.citywidesolutions.com/epermits/stratford/>. Completed applications and related attachments can also be dropped off in person at the Building and Planning Services Reception Desk.

What Does it Cost?

The fee for an accessory/detached structure is outlined in Schedule A of the Building By-law #112-2005, available at: <https://www.stratford.ca/en/inside-city-hall/building.aspx#Fees>. Payment is required at the time of submitting the application. Please note that the application will not begin to be processed until payment has been received. We accept cash, debit, cheque, and credit card as forms of payment. If you wish to submit electronically, please complete the Credit Card Form to be submitted with your application.

Estimated Wait Times for Permits

The legislated timeframe for this type of permit is 10 business days. This estimate may change depending on the volume of permits, quality of drawings, and applicant's compliance with the application process.

Zoning Information:

The City of Stratford website offers an online, interactive, GIS map of the city that will assist in identifying the zoning of your property: <https://www.stratford.ca/en/live-here/maps.aspx>.

Setbacks and lot coverage requirements in the City of Stratford are governed by Zoning By-law #10-2022. Failing to adhere to the by-law requirements may result in a longer wait time to process your permit application. If you have questions regarding the Zoning By-law, please contact the Planning Department at 519-270-0250, ext. 5345.

Contact:

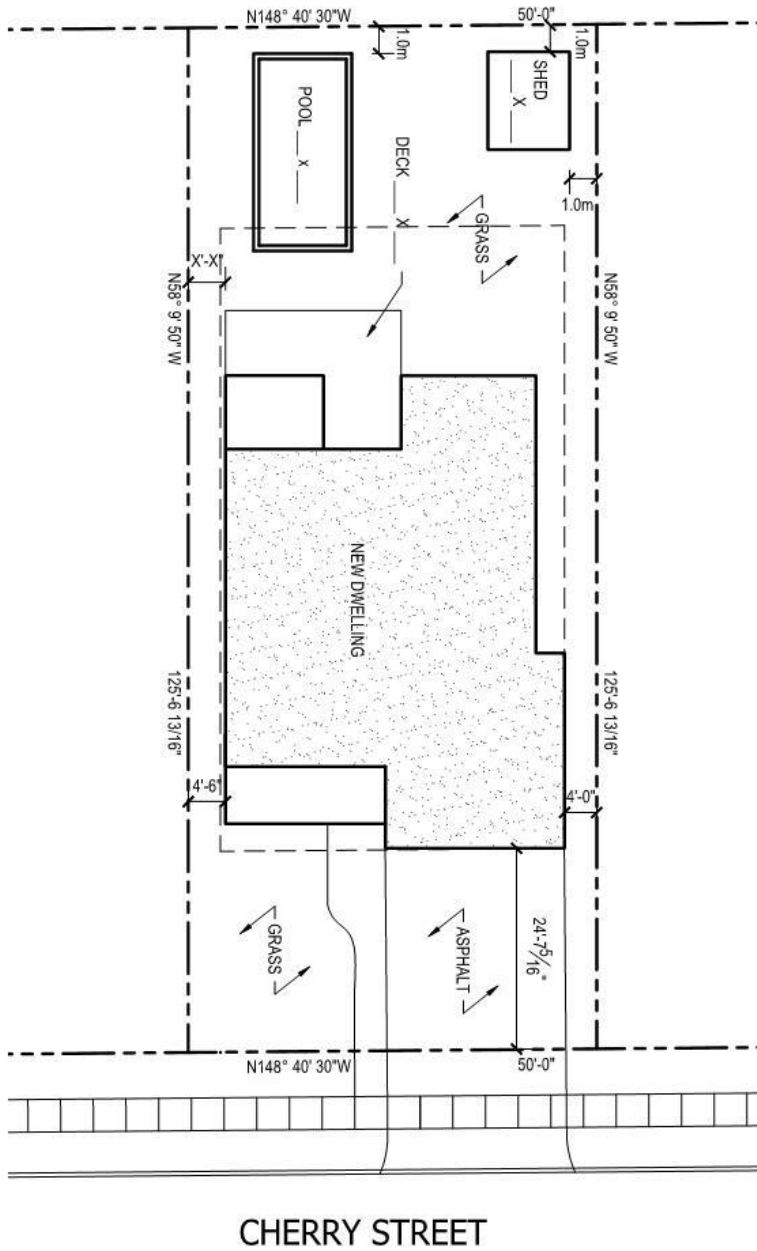
If you require assistance with any of these forms or more information about the processes, please contact the Building and Planning Services Department at (519) 271-0250 ext. 5345, or building@stratford.ca.



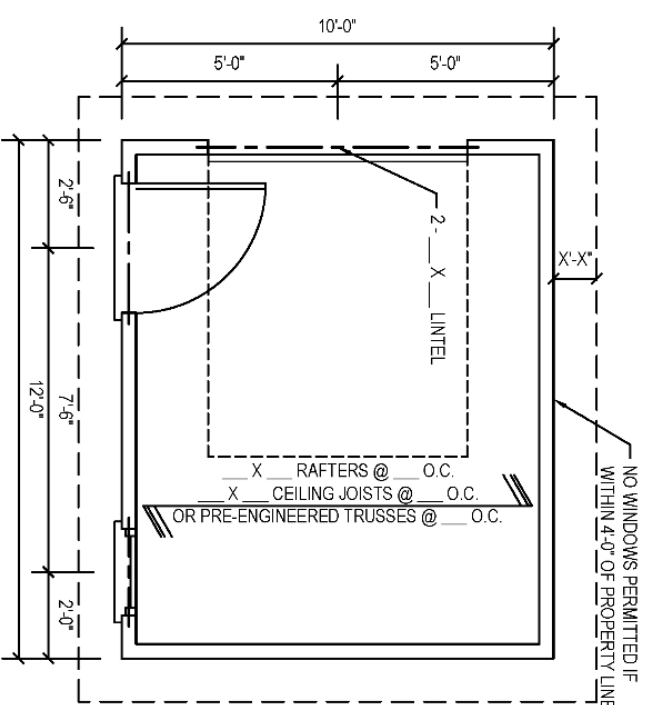
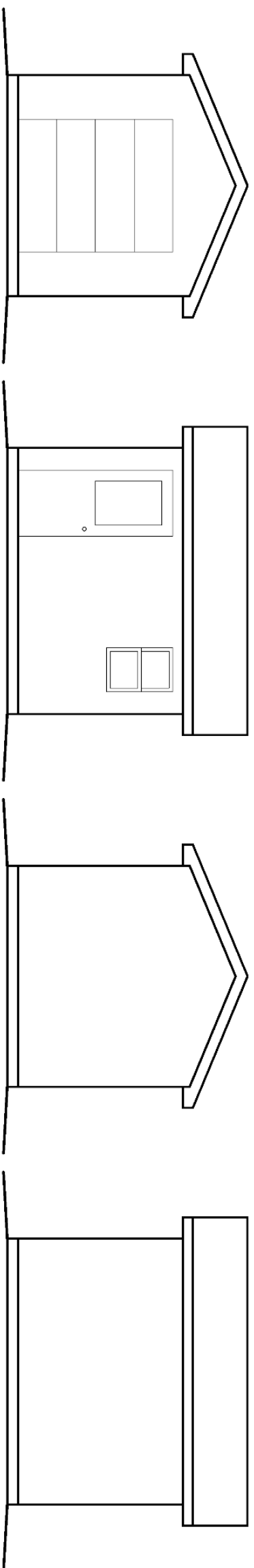
Appendix A: Sample Site Plan Drawing

A site plan identifies buildings and other features in relation to property boundaries. The site plan includes property dimensions, the location of the house on the property including setbacks from all property lines, and any other structures as well as any proposed additions or new structures. It is recommended that a qualified designer or Ontario Land Surveyor prepare the Site Plan Drawing.

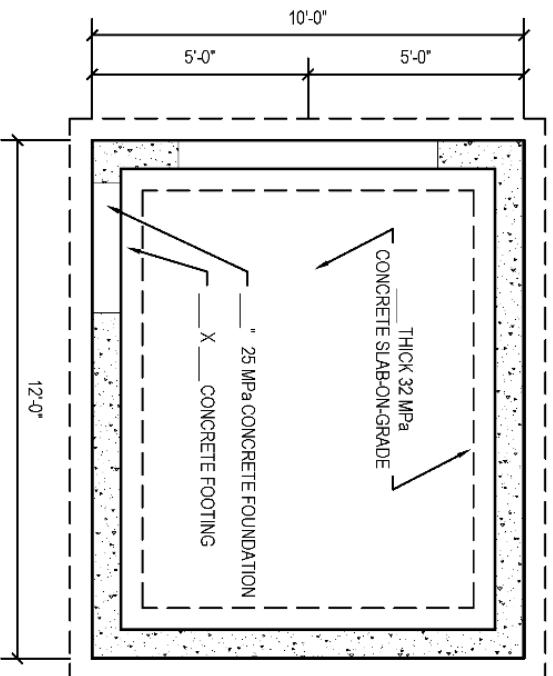
SITE PLAN
SCALE 1"=0' = 20"=0"



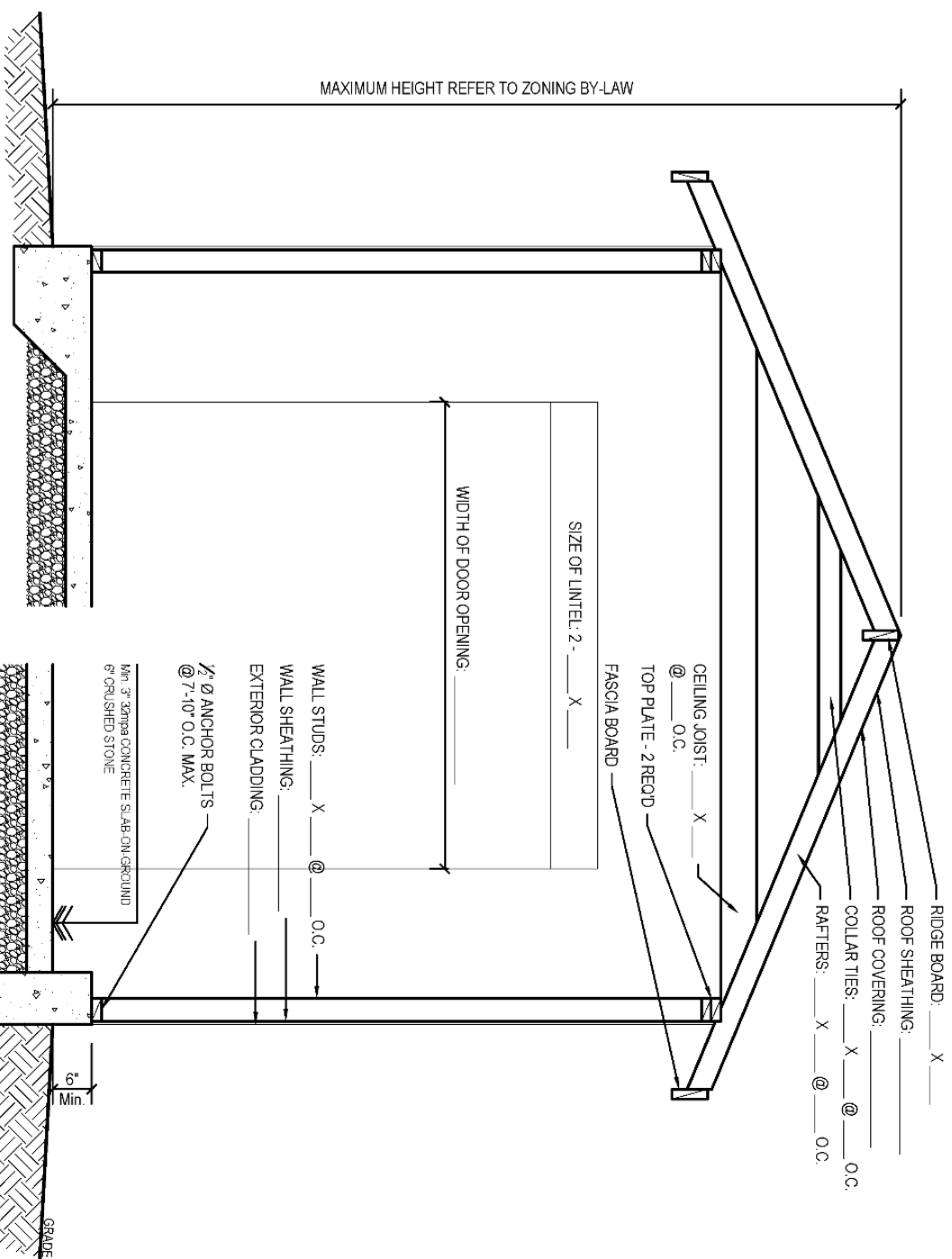
Appendix B: Sample Drawings



FLOOR PLAN
SCALE 1/4" = 1'-0"



FOUNDATION PLAN
SCALE 1/4" = 1'-0"



NOTE: BUILDINGS LARGE THAN 55 SQUARE METERS (592 SQ. FT) IN AREA MUST BE SUPPORTED ON FOOTING AND FOUNDATION WALL OR HAVE AN ENGINEERS DESIGN FOR FLOATING PAD

BUILDING SECTION
SCALE 1/2" = 1'-0"

TRUE NORTH CONSTRUCTION NORTH

GENERAL NOTES:

1. THESE DRAWINGS ARE THE SOLE PROPERTY OF THE CITY OF STRATFORD AND ANY REPRODUCTION WITHOUT WRITTEN PERMISSION IS PROHIBITED.
2. DO NOT SCALE DRAWINGS.
3. ALL DIMENSIONS TO BE SITE VERIFIED BY THE CONTRACTOR PRIOR TO COMMENCEMENT OF CONSTRUCTION.
4. NO INFORMATION ON THESE DRAWINGS SUPERSEDES THE REQUIREMENTS OF THE GOVERNING CODES INCLUDING THE ONTARIO BUILDING CODE.
5. DIMENSIONS AND SPECIFICATIONS OF ROOF TRUSSES AND ENGINEERED FLOOR SYSTEMS ARE TO BE DESIGNED BY A PROFESSIONAL ENGINEER OR OTHER APPROVED AUTHORITY.
6. NOTIFY THE DESIGNER OF ANY CONFLICTS AND DISCREPANCIES PRIOR TO CONSTRUCTION. THE DESIGNER DOES NOT ASSUME ANY LIABILITY FOR ERRORS OR OMISSIONS ON THESE DOCUMENTS UNLESS NOTIFIED IN WRITING PRIOR TO COMMENCEMENT OF CONSTRUCTION.

NO.	REVISION	DATE
A.	ISSUED FOR PERMIT	03/24/2019



CLIENT: CITY OF STRATFORD

PROJECT: ACCESSORY STRUCTURE

LOCATION: SAMPLE STRATFORD, ON

DRAWING: SAMPLE DRAWINGS

PROJECT #: 2019-002

SCALE: AS NOTED

DATE: APRIL, 2019

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