



Building and Planning Services Department
Building Services
82 Erie Street, 3rd Floor
Stratford ON N5A 2M4

(519) 271-0250 Ext. 345
building@stratford.ca
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.

1. 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 (161 ft²),
- 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 (108 ft²),
- b) The building contains plumbing,

2. 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 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, which can be found on the City of Stratford Building Service page or dropped off in person at the Building and Planning Services Reception Desk.

3. What Does it Cost?

The fee for an accessory/detached structure is outlined in **Schedule A of the Building By-Law**. 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.

4. Estimated Wait Times for Permits

The legislated timeframe for this form of permit is **10 business days**. This estimate may change depending on the volume of permits, quality of drawings, and applicant 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.

The City of Stratford adheres to Zoning By-Law (2022). This is the main by-law that governs permits of this form. Please review the by-law as it includes helpful information pertaining to references for setbacks and coverage requirements. Failing to adhere to the by-law requirements may result in a longer wait time to process your permit application.

Contact:

If you require assistance with any of these forms or more information about the processes, please contact:

Building Services:

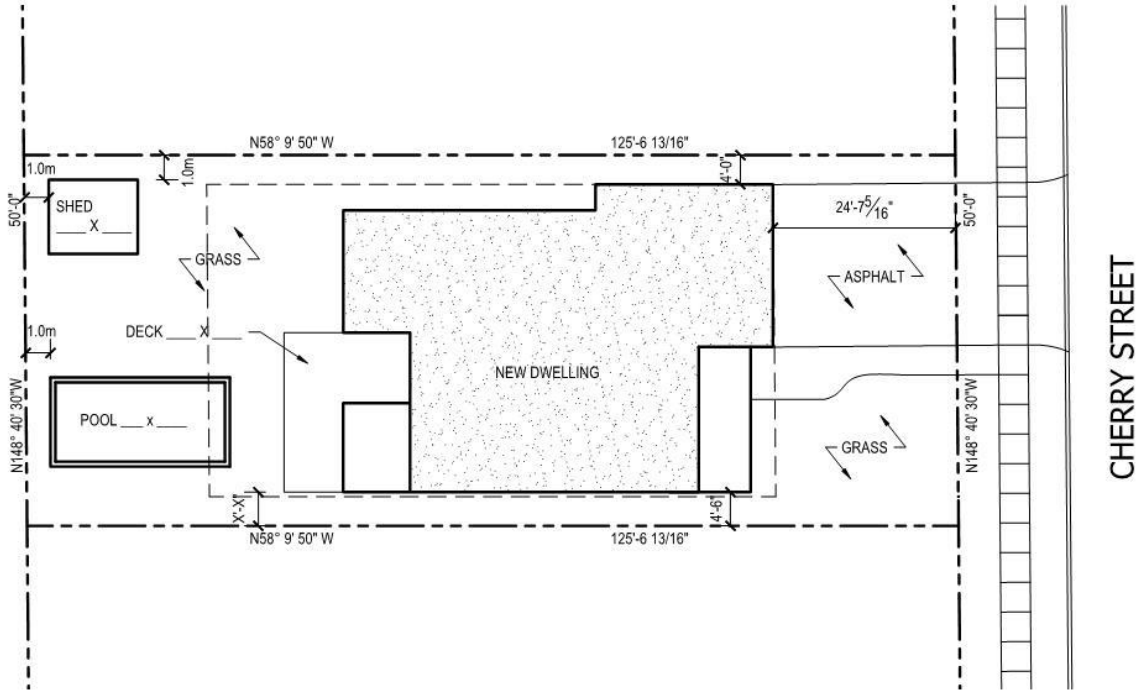
82 Erie Street, Stratford, ON
Third Floor

building@stratford.ca

Hours of Operation: Monday to Friday 8:30 am – 4:30 pm

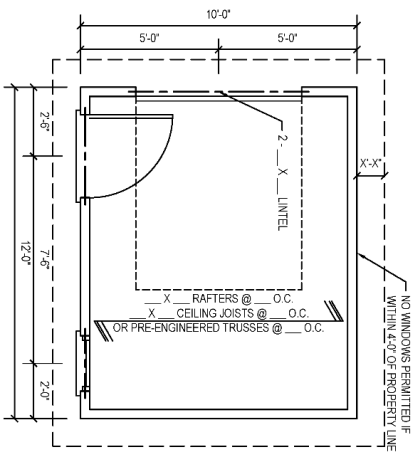
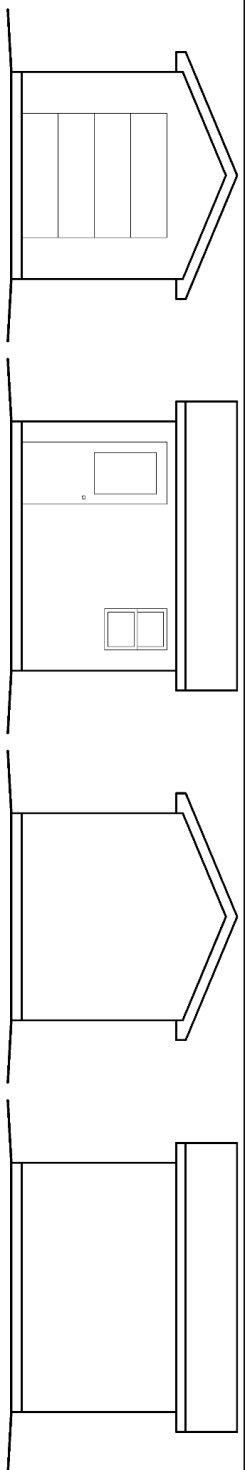
Phone: 519-271-0250 x 345



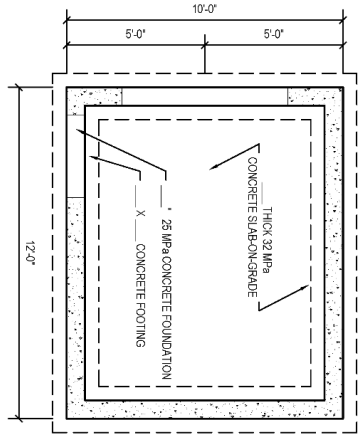


SITE PLAN
 SCALE 1'-0" = 20'-0"

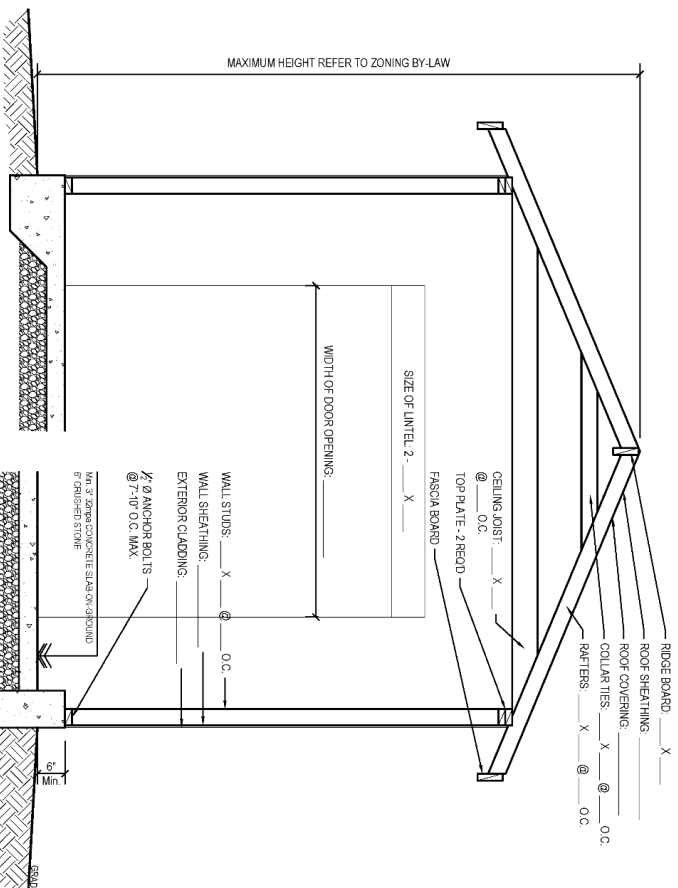




FLOOR PLAN
SCALE 1/4" = 1'-0"



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



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

THE NORTH
CONSTRUCTION NORTH

GENERAL NOTES:
1. THESE DRAWINGS ARE THE SOLE PROPERTY OF STRATFORD AND ANY REUSE OR REPRODUCTION WITHOUT THE PERMISSION IS PROHIBITED.
2. DO NOT SCALE DRAWINGS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE OBTAINMENT OF ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNING BODIES INCLUDING THE CONSTRUCTION DEPARTMENT.
4. NO MODIFICATION TO THESE DRAWINGS WITHOUT THE WRITTEN PERMISSION OF STRATFORD.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE OBTAINMENT OF ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNING BODIES INCLUDING THE CONSTRUCTION DEPARTMENT.
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NO.	REVISION	DATE
1	ISSUED FOR PERMIT	2019-04-22
2	REVISION	
3	REVISION	
4	REVISION	
5	REVISION	
6	REVISION	
7	REVISION	
8	REVISION	
9	REVISION	
10	REVISION	

Stratford
Dramatically Different

PROJECT:	CITY OF STRATFORD ACCESSORY STRUCTURE
LOCATION:	SAMPLE STRATFORD, ON
DRAWING:	SAMPLE DRAWINGS
TITLE:	SAMPLE DRAWINGS
DATE:	APRIL 2019
SCALE:	AS NOTED
PROJECT #:	2019-402
SCALE:	AS NOTED
DATE:	APRIL 2019
S1	