



Detached Garage Guide Full Foundation

Document Submission Checklist – Detached Garage

Pursuant to Section G of an application to Construct or Demolish

Applicant's Name	Address of Project	Date
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The following is a list of drawings/documents required for the submission of an application for a building permit.

Description	Required	Received	Comments
*Detailed Construction Drawings	✓		Includes plan view, elevations, section) * Typical Drawings <u>may</u> be eligible here.
**Plot Plan or Survey – Scaled with setbacks	✓		Sample Plot Plan Available
Schedule 1 Designer Information	✓		When using * <i>Typical Drawings</i> package from the website, A Schedule 1 must be completed and signed by the Owner of the property
Letter of Authorization	✓		Is required if you as applicant are not the Owner of the property and must be signed by the Owner of the property.
Health Unit Approval	✓		Required for all properties without or only partially served by Municipal Sewer and Water
Checklist	✓		A copy of this checklist with completed checkboxes is required as part of your application.
Written Cost Estimate	✓		Including material, labour, designer/consulting fees and HST
Engineered Slab (if garage is > 55m ² or 592ft ² in area and being built with a slab on grade.)	✓		Requires drawing to be sealed and signed by a Professional Engineer
Requirements for Garages with Storage Lofts	✓		
Detailed Construction Drawings by a qualified designer, in PDF format and drawn to scale.	✓		* <i>Typical Drawings</i> CAN NOT be used for garages with Storage Lofts.
Pre-Engineered Truss Layout	✓		Requires drawing to be sealed and signed by a Professional Engineer
Engineered Slab regardless of size of building.	✓		Requires drawing to be sealed and signed by a Professional Engineer

*Please be advised that additional information may be required following a full review of your application.

Please be advised:

According to the building code and the City's building by-law, if this application is incomplete, it may be either:

- a) refused since it is not complete, or
- b) accepted and processing commenced, provided the applicant acknowledges in writing that the application is incomplete and waives the time period prescribed in the building code within which the permit must be issued or refused.

HELPFUL HINTS

If you are using our **Typical Drawings* for your application, the drawings you will need to upload are titled as **Detached Garage Foundation-Footing** or **Detached Garage Slab on Grade** found on the *Building Permit Resources Page* of our website. Simply fill out the information in the drawing type that matches your project and upload to your PRONTO account as part of your application when you are ready to apply!

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Pursuant to Section G of an application to Construct or Demolish

MORE HELPFUL HINTS

The **Schedule 1: Designer Information** form can be found under **Supplementary Forms** on the *Building Permit Resources* page of our website. If you are the Property Owner, simply complete Sections A & B, & in Section D, check the third checkbox, filling the “Basis of exemption from registration and qualification line with “HOMEOWNER”, Date, and Sign. Now you can upload this document to your application in PRONTO!

Garages to be built with a foundation of Helical Piles (Screw piles) will need to supply a copy of the Approval Documents as required (CCMC, BMEC or Minister’s Ruling) You will also require a *Commitment Certificate* for the Engineer responsible for the review of the Helical Piles which you can often acquire from the company installing your Helical Piles – **Please Contact Building Services by calling 705-674-4455 Ext. 4278 for more information**

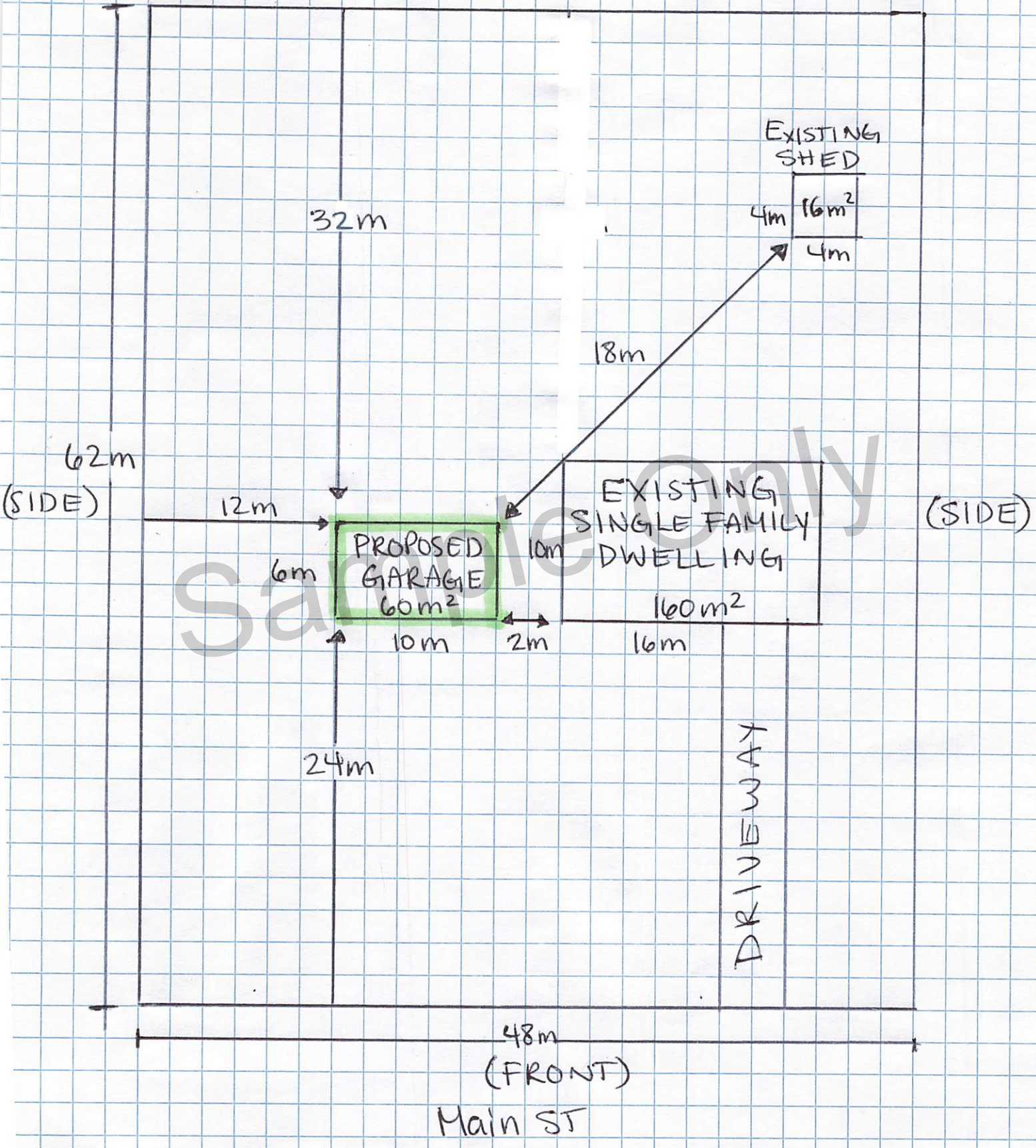
Not sure where to start? Don’t know what you need to get your application ready for PRONTO?

Let us help!

Visit the One Stop Services Centre located on the Main Floor of Tom Davies Square where staff are ready to assist you with your application questions.

Contact Building Services by calling 705-674-4455 Ext. 4278 for more information.

(REAR)



Notes:

- 1) Floor Layout may Not Appear As Built. Garage Door, Man Door and Window Locations will vary.
- 2) Footing Inspection Required Prior to Pouring Concrete
- 3) Framing Inspection required once Roof Sheathing has been Installed
- 4) Steel Lintels Supporting Masonry Veneer as per OBC if applicable

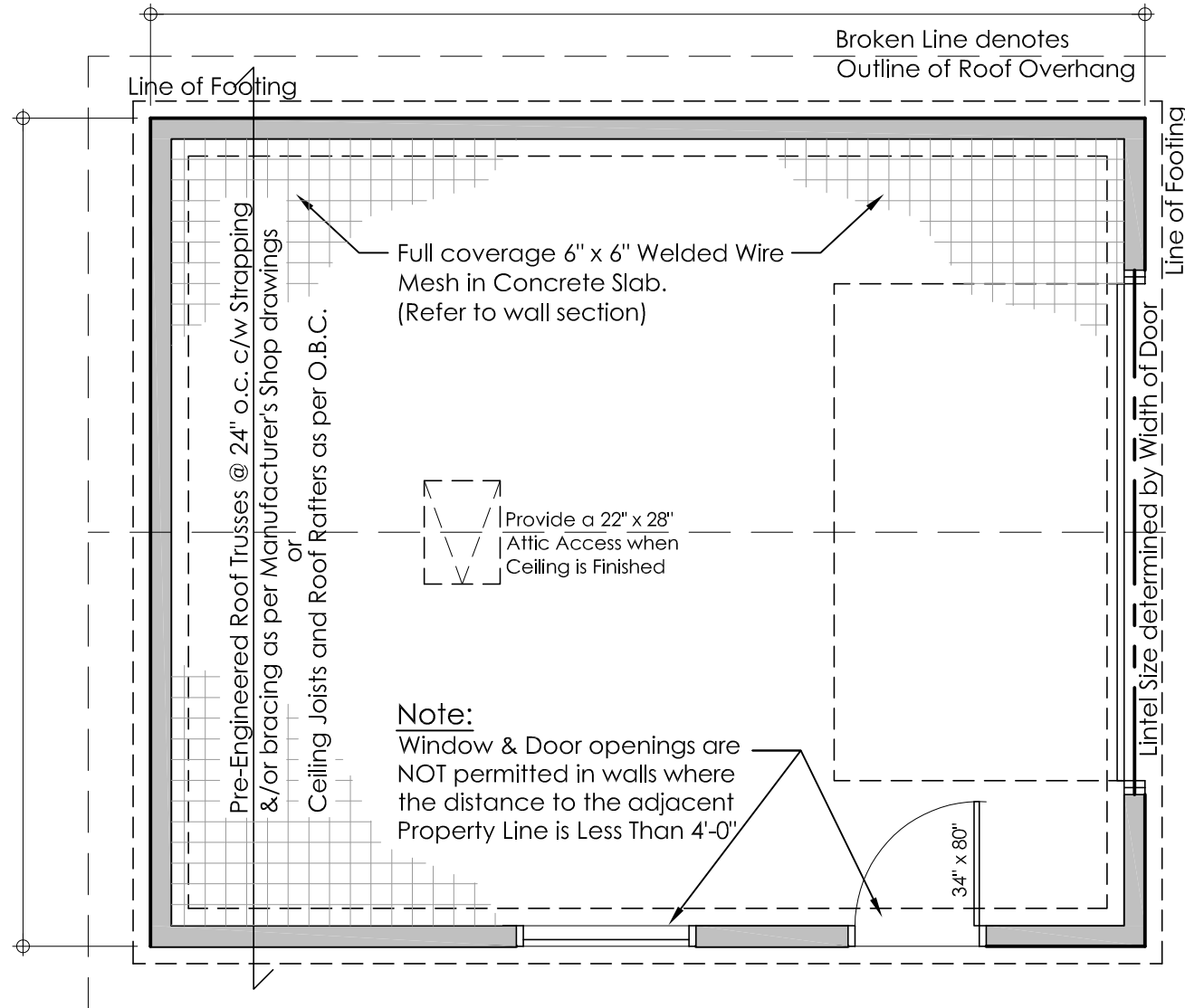
For Gable End Roofs

Garage Door Width	Lintel Size
10'	2 - 2 x 8's
12'	2 - 2 x 10's
14'	2 - 2 x 12's
16'	W6 x 15 steel beam

For Cottage Style Roofs

Garage Door Width	Lintel Size
10'	3 - 2 x 8's
12'	3 - 2 x 10's
14'	3 - 2 x 12's
16'	W6 x 15 steel beam

Lintels based on Maximum 16'-1" supported length of trusses or rafters. If exceeded, contact Building Services



General Notes:

- 1) All lumber to be No. 2 Spruce or better. All lumber exposed to weather conditions must be pressure treated, painted or stained.
- 2) Technical Design Data for all Pre-engineered Framing Components must be submitted at the Framing Inspection for gable end roofs.
- 3) Minimum Bearing of all joists & double lintels to be min. 1 1/2" (38mm). Minimum Bearing of all Beams & Lintels with more than 2 ply to be min. 3 1/2" (89mm).
- 4) Moisture Barrier is required between all lumber in direct contact with or within 6" (150mm) of concrete which is in direct contact with the ground.
- 5) Floor drains within Detached Garages shall not be connected to Municipal Sewer Services. Discharge to a proper drainage swale or ditch.
- 6) All Concrete for Floor Slab to be 32 Mpa and shall have air entrainment of 5% to 8%.
- 7) Detached Garages of less than 592 ft² (55 m²) floor area and not more than 1 storey in height may be supported on wood mud sills provided the garage is not of masonry or masonry veneer construction.

NOTE:

It is the Contractor's responsibility to ensure that all construction conforms to the requirements of the Ontario Building Code. Notations made on these drawings are for your information and assistance only and do not necessarily comment on all areas of construction.



Detached Garage

Full Foundation and Footing

FLOOR LAYOUT

(not to scale)

DRAWN BY: CS

DATE: 05/29/24

A-1 (FTG)
SHEET

Technical Design Data for all Pre-engineered Framing Components must be submitted at the Framing Inspection.

Note:

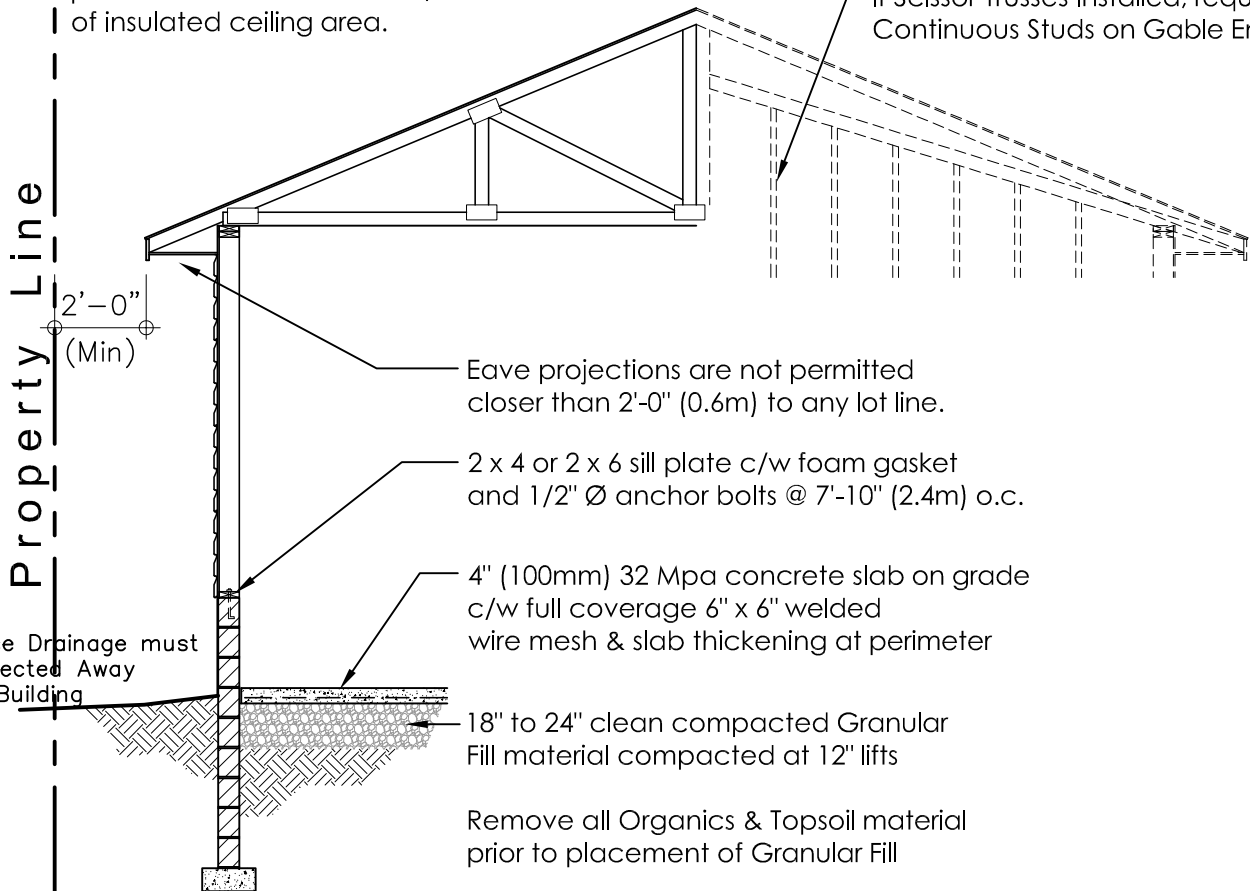
If Detached Garage is insulated, provide roof ventilation of 1/300 of insulated ceiling area.

Typical Roof Construction:

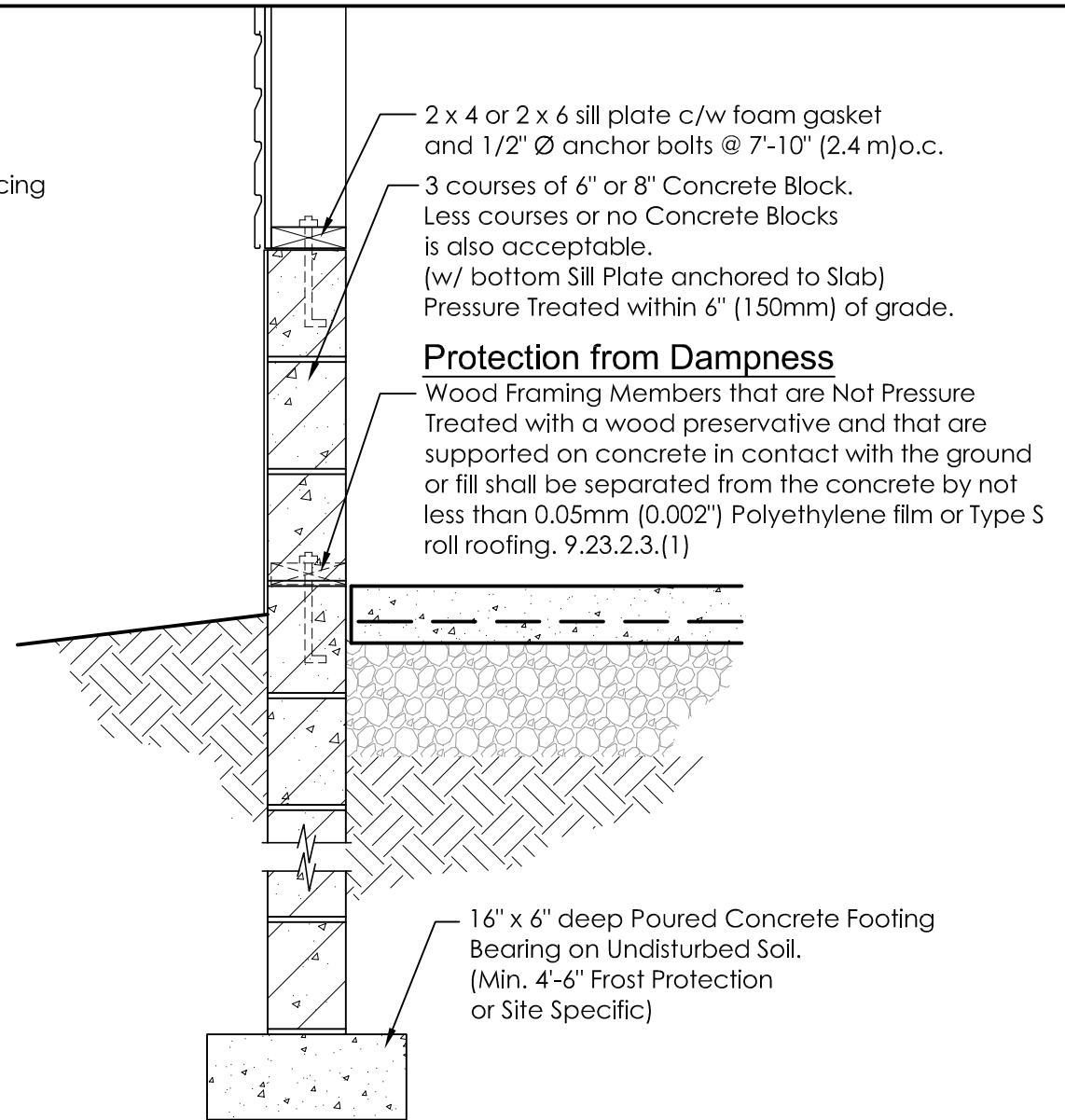
- Asphalt shingles
- Roof sheathing
- Pre-Engineered Roof Trusses c/w bracing as per manufacturers specifications.

Note:

If Scissor Trusses installed, require Continuous Studs on Gable Ends.



WALL SECTION (not to scale)



SECTION DETAIL (not to scale)

NOTE:

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Detached Garage

Full Foundation and Footing

Section and Detail (not to scale)

DRAWN BY: CS

DATE: 05/29/24

A-2 (FTG)
SHEET

Notes:

- 1) Building Elevation may Not Appear As Built. Garage Door, Man Door and Window Locations will vary.
- 2) Footing Inspection Required Prior to Pouring Concrete
- 3) Framing Inspection required once Roof Sheathing has been Installed
- 4) Steel Lintels Supporting Masonry Veneer as per OBC if applicable

Note:

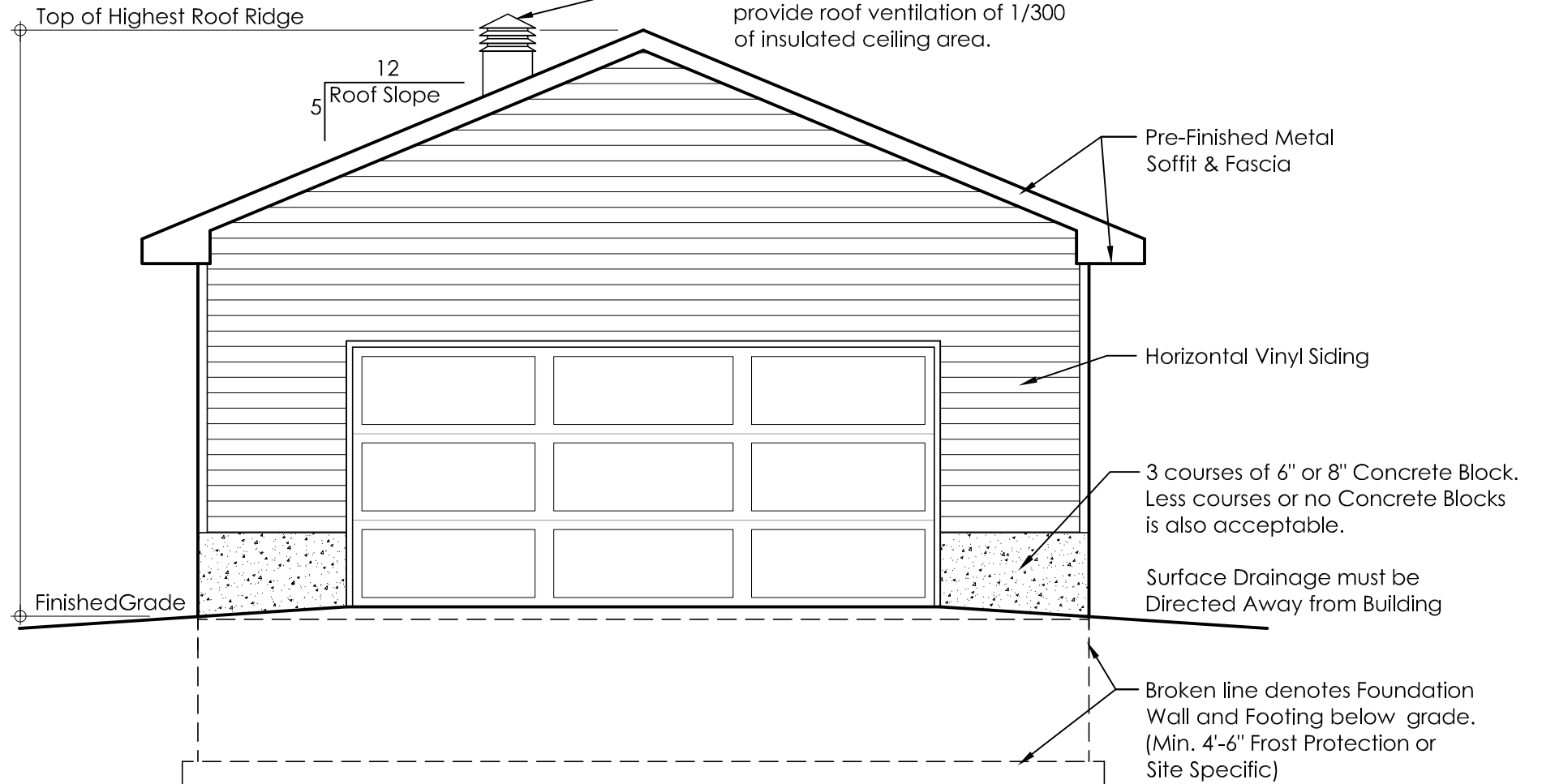
Height shall be measured between the Finished Grade of the Wall of a Building or Structure Facing the Front Lot Line and the Highest Point of the Building or Structure.

Max. Ht. on a Residential Lot
16'-5" (5m)

Max. Ht. within an Agricultural & Rural Zone
21'-4" (6.5m)

Note:

If detached garage is insulated, provide roof ventilation of 1/300 of insulated ceiling area.



Front Elevation

Scale: 1/4" = 1'-0"

NOTE:

It is the Contractor's responsibility to ensure that all construction conforms to the requirements of the Ontario Building Code. Notations made on these drawings are for your information and assistance only and do not necessarily comment on all areas of construction.



Detached Garage

Full Foundation and Footing

Building Elevation (Front) (not to scale)

DRAWN BY: CS

DATE: 05/29/24

A-3 (FTG)
SHEET

Notes:

- 1) Building Elevation may Not Appear As Built. Garage Door, Man Door and Window Locations will vary.
- 2) Footing Inspection Required Prior to Pouring Concrete
- 3) Framing Inspection required once Roof Sheathing has been Installed
- 4) Steel Lintels Supporting Masonry Veneer as per OBC if applicable

Note:

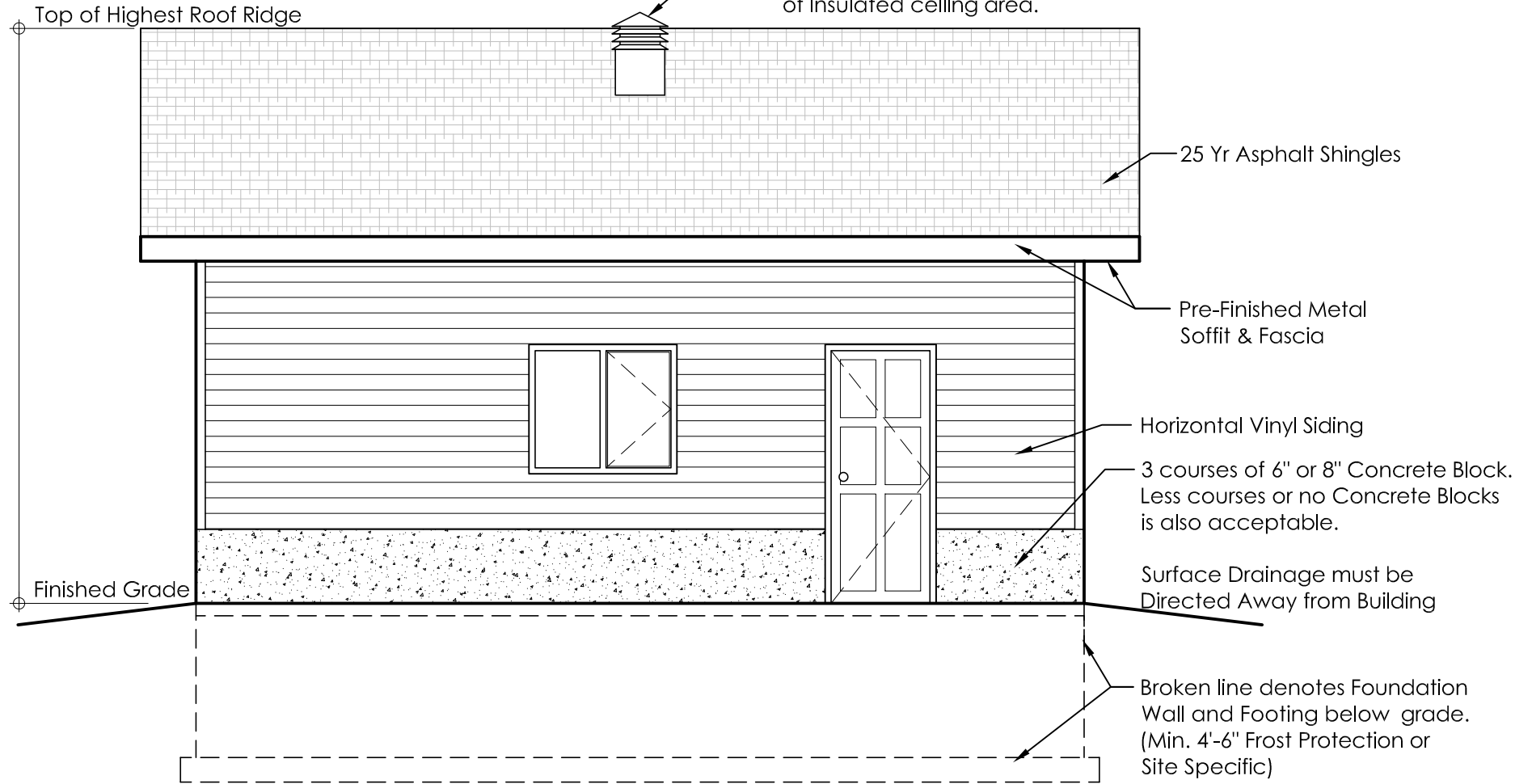
Height shall be measured between the Finished Grade of the Wall of a Building or Structure Facing the Front Lot Line and the Highest Point of the Building or Structure.

Max. Ht. on a Residential Lot
16'-5" (5m)

Max. Ht. within an Agricultural & Rural Zone
21'-4" (6.5m)

Note:

If detached garage is insulated, provide roof ventilation of 1/300 of insulated ceiling area.



Side Elevation

Scale: 1/4" = 1'-0"

NOTE:

It is the Contractor's responsibility to ensure that all construction conforms to the requirements of the Ontario Building Code. Notations made on these drawings are for your information and assistance only and do not necessarily comment on all areas of construction.



Detached Garage

Full Foundation and Footing

Building Elevation (Side) (not to scale)

DRAWN BY: CS

DATE: 05/29/24

A-4 (FTG)
SHEET

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

LETTER OF AUTHORIZATION

I/WE, IT

Name of Registered Owner

No. Street City/Town Postal Code

Telephone Number

BEING THE REGISTERED OWNER OF THE BUILDING/LAND LOCATED AT:

ADDRESS _____
No. Street City/Town Postal Code

LEGAL DESCRIPTION _____
Township Lot Conc Parcel

Plan Lot Reference Plan Part

GIVE MY PERMISSION TO:

Name of Business/Individual Applying on Behalf of Registered Owner

No. Street City/Town Postal Code

Telephone Number

TO APPLY FOR A BUILDING PERMIT, ON MY BEHALF, TO CONSTRUCT/DEMOLISH:

Brief Description of Work

DECLARATION

I/WE, _____, Registered Owner(s), solemnly declare that the information above-stated is to the best of my knowledge and believe true, and acknowledge that the building permit could be revoked if certain procedures of the Building Code Act are contravened.

I further agree to assume responsibility for the construction unless the agent is performing work as a registered builder under the Ontario New Home Warranty Program.

IF YOU ARE DEMOLISHING A STRUCTURE, PLEASE NOTE THE FOLLOWING:

I acknowledge I am aware that pursuant to Section 357 of the Municipal Act, in order to obtain a tax adjustment, a separate application is to be filed at the City of Greater Sudbury, Tax Department, 200 Brady Street, 2nd Floor, Sudbury, ON P3A 5W5, 705-674-4455, extension 2601.

Signature of Owner(s)

Signature of Witness

Date



COMMITMENT CERTIFICATE

THIS FORM TO BE SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Permit Application No.

Project Description: Date:
Address of Project:

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO).

The undersigned hereby certifies that he/she has read and agrees to the above

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY) :
Consultant Firm: Signature: Print Name:
Address: Telephone: Fax:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY) :
Consultant Firm: Signature: Print Name:
Address: Telephone: Fax: