



TOWN OF TECUMSEH BUILDING SERVICES

GUIDE TO OBTAINING AN ACCESSORY BUILDING PERMIT

REQUIREMENTS FOR CONSTRUCTION OF AN ACCESSORY BUILDING or STRUCTURE

Accessory Building or Structure Permit Information:

The property owner is responsible for obtaining a building permit and ensuring that the location of the building is on the owner's property. A separate **Regular Building Permit Application** (available on this website) is required for any new accessory structure larger than 10 square metres (107.64 square feet) in area. An Accessory building is any building or structure that is other than the main use building on a property and for residential zones includes decks, garages, sheds etc. All accessory buildings must be located in conformity with the minimum setback requirements as outlined in the applicable **Accessory Structure Zoning Regulations** (available on this website). Zoning setback requirements are also available from the Municipal Offices Building Department, 917 Lesperance Road, Tecumseh, Ontario

How to apply for a building permit:

- **STEP #1**
Complete a **Regular Building Permit Application**, available on this website. Please refer to the applicable **Accessory Structure Zoning Regulations** (available on this website) or check with the Building Department to obtain the applicable zoning setback and lot coverage information.
- **STEP #2**
 - Submit 2 copies of a site plan showing all existing buildings and the proposed building location, complete with setback measurements and lot coverage percentage.
 - Submit 2 copies of construction drawings including mechanical drawings, truss and floor systems (stamped engineered drawings if non-residential).
 - Septic System Approval (if applicable)
- **STEP #3**
Further Approvals may be required from the following: (Check with the Building Dept.)
 - Site Plan Control
 - Committee of Adjustments
 - Essex Regional Conservation Authority
 - Essex County Engineering Department
 - Ministry of Transportation
- **STEP #4**

Attend the Municipal Offices at 917 Lesperance to submit your completed application to the Building Department Clerk. Your application will be reviewed for completeness by the Building Department. Subsequent to the review you will be contacted to either pick-up and pay for your permit or be requested to provide further information.

Permit fees:

Permit fees can be found in the **Fee Schedule** on this website.

Prior to Construction:

- Take all necessary steps to acquire locates for all utilities, including but not limited to **HYDRO, WATER, CABLE, TELEPHONE and GAS** lines prior to digging.
- Check all **DEEDS** to assure that the building is not erected on Easements or Right-of-Ways.
- It is the responsibility of the owner to make arrangements with the Building Dept. to have all the necessary inspections conducted. Inspections can be booked at **519-735-2184, ext. 103**.

This information is provided as a guideline only. For additional information, please contact Building Services at 519-735-2184, ext. 103. These requirements are subject to change without notice.