

SHED, GAZEBO, POOL ENCLOSURE APPLICATION CHECKLISTS

This list is provided only as a reference for your convenience. Not all documents listed below will be required for every project. Similarly, additional documentation may be required depending on the nature of your project.

It is the applicant's responsibility to submit all applicable documentation as part of their application package. Incomplete applications will not be reviewed.

A permit for a shed is required when:

1. The shed is greater than 15m² or,
2. The shed is greater than one-storey or,
3. The shed has plumbing

Note: Zoning approval from your local Town or Township is still required if your project does not require a building permit.

SHEDS, GAZEBOs

Submittal Item	Details	Documents Included with Application
Application to Construct or Demolish Form	A copy of the application form can be found on our website. Application to Construct or Demolish Form	
Schedule 1 Form Include one form for each designer	A copy of the Schedule 1 form can be found on our website. Schedule 1 Form	
Agent Authorization Form	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. Agent Authorization Form	
Applicable Law Declaration Form	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. Applicable Law Declaration Form	

Site Plan	Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc.	
Architectural Design Drawings	Drawn to scale. Including foundation, floor, roof, elevations, cross sections.	
Roof Truss Specifications & Layout	Must be stamped by professional engineer.	

POOL ENCLOSURES

Submittal Item	Details	Documents Included with Application
Application to Construct or Demolish (Form)	A copy of the application form can be found on our website. Application to Construct or Demolish Form	
Agent Authorization Form	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. Agent Authorization Form	
Applicable Law Declaration Form	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. Applicable Law Declaration Form	
Site Plan	Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc. Show the fence including height and construction material. Note where self-closing gates are located.	