Information Guide

Accessory Building Serving a Dwelling Unit

Complete applications for accessory buildings serving a dwelling unit must include:

- applicable law approval documentation when required
- completed application package
- building permit fees
- building permit application plot plan
- foundation
- floor / framing plan
- elevation drawing
- cross section drawing

The information provided should be used as a sample only to help you with creating your application.

Required Inspections

- excavation prior to pouring concrete
- foundation prior to backfilling
- framing
- plumbing and mechanical if required
- final

Fees

We determine fees based on our Building By-Law. Please see our By-Law for the most up-to-date building permit fees.

Changes to Approved Plans

Any proposed changes from the approved plans must be approved by a Building Inspector prior to construction. Failure to have the required inspections performed may result in you having to uncover and expose the work for inspection.

Required Documents

Typical requirements are listed below, additional information may be required.

Plot plan

- Lot lines including dimensions
- Location of proposed accessory building in relation to other structures and lot lines
- Measurements from the accessory building to other structures and lot lines
- Lot area, main building area, proposed building area, and area of all other structures
- Proposed building height
- Location of overhead electrical conductors (if applicable)
- Location of septic systems and the distances to the accessory building (if applicable)
- Municipal address

Foundation / framing plan

- Footings and foundation walls or slab-on-ground
- Wall location and thickness
- Window and door locations including sizes and lintels

Elevation / cross section plan

- The general appearance of the addition from all sides
- Windows and doors sizes
- Exterior wall finish (e.g. siding)
- Footing and foundation sizes and depths or slab design;
- Anchor bolt size & spacing
- Floor construction
- Wall construction including stud height
- Roof construction including beams, rafters, joists or trusses, sizes, pitch and direction
- Height from grade to roof peak

Before Applying

It is your responsibility to ensure that all necessary approvals or permits have been obtained from other agencies for any Applicable Law identified in the Ontario Building Code that is relevant to your project.

Applying Online

The City of Belleville's web portal is now online. In order to access the portal you must register as a user. Approval is quick and easy and you can then enjoy the benefits that the online portal has to offer. At this point in time you can apply for a building permit, check the status of your building permit application and pay for building permits through the portal.

Applying for a permit online is just another means of applying for a permit. We do still require and application form to be filled out and attached during the submission process.

Applying for a permit is an eight step process. Throughout the various steps, you will be asked for information that pertains to the permit you are applying for, such as the location, estimated project value, description of work, and contact information. On step 6, you will be able to attach a PDF copy of your application, plans and any other documents that accompany your permit application. Once you reach the final step, step 8, you will be able to submit and pay the initial building permit fee.

Contact

Building Section
Engineering & Development Services
City of Belleville
613-967-3204
building@belleville.ca

Additional Information

- Engineered stamped truss drawings and truss layout for roofs constructed of pre-engineered roof trusses.
- The floor system design and layout as supplied from the manufacturer when pre-engineered floor joists are used.
- Additional information may be required if plumbing or mechanical systems are proposed.

Design information

Proprietary Products and Materials

Not all products or materials sold are approved for use in Ontario as many products fall outside of the material requirements identified in the OBC. These products range from decking materials and guard systems to plumbing and foundation dampproofing systems. Where specific products or system types are required by the OBC any alternative materials or systems must have either a Building Materials Evaluation Commission (BMEC) authorization or a Minister's Ruling to be used in Ontario.

Engineered Design

For houses and small buildings, Part 9 of Division B of the OBC provides prescriptive guidance for designing the structural system of a building using conventional materials. The systems in Part 9 however are subject to a range of limitations as to when they can be used. If a component of a structural system of a building falls outside of the limitations of Part 9 of the OBC, (ie: roof trusses, point loaded beams, aluminum and glass railing systems, etc.) the component, system must be designed in accordance with structural requirements of Part 4 of Division of the OBC. Part 4 design typically requires the services of a professional engineer.