

MUNICIPALITY OF HURON EAST



Guideline: ACCESSORY BUILDING PERMITS

To obtain a building permit for the construction of an **accessory building or structure** within Huron East, you will be required to provide the following documentation and information at the time of your application.

- 1) a completed Building Permit Application Form
- 2) a completed Designer Information Form
- 3) the building permit fee
- 4) any development fees or charges applicable to the lot
- 5) a site plan showing all lot lines, other structures, proposed structures, wells (either used or abandoned), any drains or watercourses, hydro lines both primary and secondary on the lot and the proposed location of the septic tile bed, when applicable.
- 6) in a rural setting, the site plan must also show the set-back to the nearest neighbors' barn housing animals or any manure storage facility along with a letter stating the house meets the MDS I set-back requirements.
- 7) a site drainage plan including all roof drains, foundation drains and under floor drains, etc. (all floor drains are plumbing fixtures and must be inspected and approved by Huron County Plumbing Inspector).
- 8) A copy of the approved septic system permit from Huron County (if no sanitary sewers are available then a septic system permit must be issued prior to a building permit if washrooms are included in the plans.)
- 9) location of potable water source when applicable.
- 10) a copy of the building permit from MTO if applicable.
- 11) a copy of the appropriate Conservation Authority approval and building permit if applicable.
- 12) Tarion form completed as well as the Tarion registration number when applicable for an accessory residence.
- 13) complete construction plans for the proposed structure including engineers' sealed plans and a copy of the "Letter of Undertaking" and "General Review Commitment" from the engineer when applicable.
- 14) sealed plans for any pre-engineered components such as floor joist, roof trusses, etc.
- 15) a completed heat loss calculation plus a heating system design plan including ventilation system for all residential buildings.
- 16) a completed driveway access application and an approved permit from the appropriate authority along with the appropriate fee when applicable.

If you need any assistance in understanding these requirements, please contact the municipal building department at 519-527-1710 at your convenience. We will be pleased to help you.