

## 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 15m<sup>2</sup> 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
<b>Application to Construct or Demolish (Form)</b>	A copy of the application form can be found on our website. <a href="#">Application to Construct or Demolish Form</a>	
<b>Schedule 1 Form</b> Include one form for each designer	A copy of the Schedule 1 form can be found on our website. <a href="#">Schedule 1 Form</a>	
<b>Agent Authorization Form</b>	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. <a href="#">Agent Authorization Form</a>	
<b>Applicable Law Declaration Form</b>	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. <a href="#">Applicable Law Declaration Form</a>	

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

### POOL ENCLOSURES

<b>Submittal Item</b>	<b>Details</b>	<b>Documents Included with Application</b>
<b>Application to Construct or Demolish (Form)</b>	A copy of the application form can be found on our website. <a href="#">Application to Construct or Demolish Form</a>	
<b>Agent Authorization Form</b>	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. <a href="#">Agent Authorization Form</a>	
<b>Applicable Law Declaration Form</b>	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. <a href="#">Applicable Law Declaration Form</a>	
<b>Site Plan</b>	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.	