RESIDENTIAL ACCESSORY BUILDINGS
NOT CONTAINING AN ADDITIONAL DWELLING UNIT

Building Department
350 City Hall West 2nd Floor
Windsor, Ontario N9A 6S1
TEL: 519-255-6267
EMAIL: buildingdept@citywindsor.ca

WHEN IS A BUILDING PERMIT REQUIRED?

- Any new construction or alteration to a *building* or *structure* greater than 10m^2 (108 sq ft)

  EXEMPTION:

  A **shed** up to 15m^2 (161 square feet) does not require a permit, provided that the shed:

  (a) is not more than one storey in building height,
  (b) is not attached to a building or any other structure,
  (c) is used only for storage purposes ancillary to a principal building on the lot, and
  (d) does not have plumbing.

- Any addition to an existing *building* or *structure*
- Any material alterations to an existing building which affects: the structural design of the building; mechanical; plumbing services (no limit on size of *building or structure*).

NOTE: Although a building permit may not be required, you must still comply with the City of Windsor Zoning By-law and Ontario Building Code requirements.

If you are unsure if your project proposal requires a permit, please contact our office for clarification

- Any work to be done on City of Windsor Right-of-Way, MTO Buffer Zones, ERCA Controlled Areas or Utility Company easements (Union Gas/Enbridge, ENWIN etc.) will require clearances from their respective issuance agencies.

ZONING REGULATIONS FOR RESIDENTIAL ACCESSORY BUILDINGS
(NOT CONTAINING AN ADDITIONAL DWELLING UNIT)

Accessory buildings or structures:

- are permitted in a **rear yard** or a **side yard**.
- must have a minimum separation of **1.20 metres (4ft)** from the closest wall of any dwelling on the same lot
- with a *gross floor area* of **less than** 15 m², must have a minimum separation of **0.60 metres (2.0ft) from a rear *lot line* or side *lot line***. Any eaves or gutters on the *accessory building or structure* shall have a minimum separation of 0.30 metres (1.0ft) from a rear *lot line* or side *lot line*.
- with a *gross floor area* of 15 m² or greater, must have a minimum separation of **1.20 metres (4.0ft) from a rear *lot line* or side *lot line***. Any eaves or gutters on the *accessory building or structure* shall have a minimum separation of 0.60 metres (2.0ft) from a rear *lot line* or side *lot line*.
- with a flat roof, a roof having a slope of less than 20.0 degrees, or a roof with at least two contiguous slopes where the lowest slope is greater than the uppermost slope shall have a maximum *building height* of **3.0 metres (9.8ft) from grade**
- with a roof other than described above (as per Section 5.10.9.1) shall have a maximum building height of **5.50 metres (18.0ft) from grade**.
- will have a maximum *lot coverage* of **10% of the lot area** for all roofed *accessory buildings or structures*. Maximum lot coverage and permitted use for a lot is determined by the zoning of individual properties
- that contain vehicular entry into the carport or garage facing an exterior lot line, must be setback a minimum of 6.0 metres (19.6ft) from the exterior lot line
- on a *through lot* shall have a minimum setback from the rear *lot line* equal to the minimum *front yard depth* required for the *main building* on the *lot*.

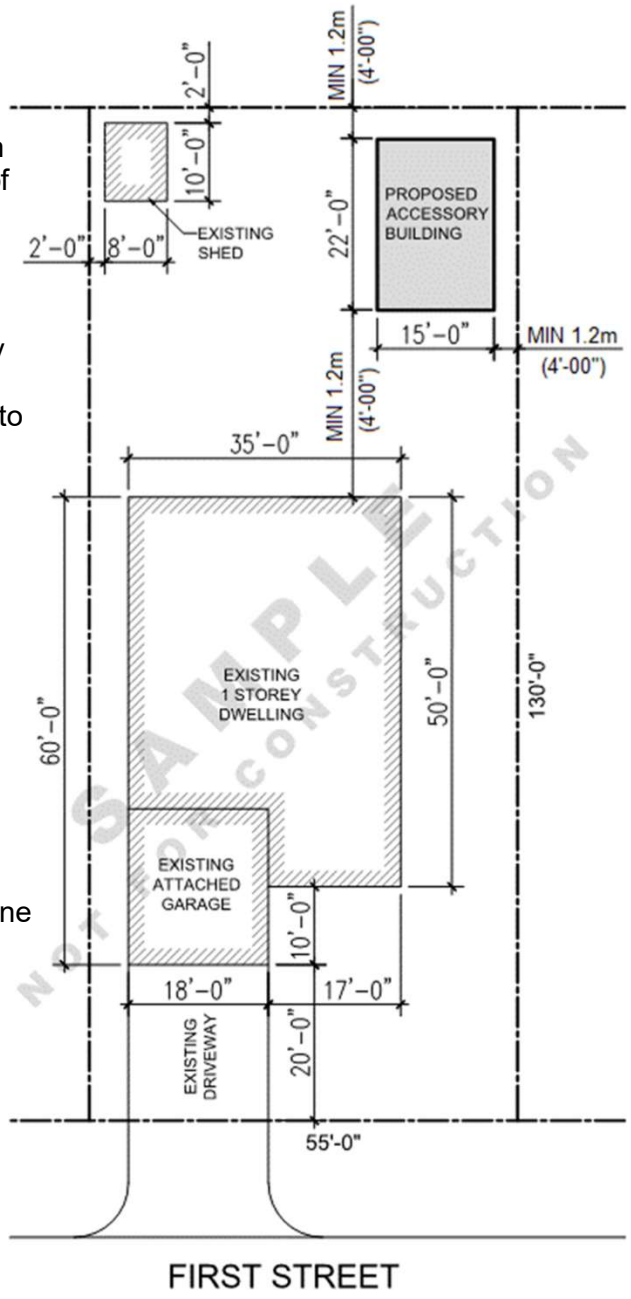
Additional zoning regulations may apply. For the full list of regulations please refer to the City of Windsor Zoning By-law 8600 and the City of Windsor website (www.citywindsor.ca). Please contact the building department for additional information and clarification.

NOTE: A *building or structure* shall not be located beneath existing above ground electrical conductors. Where a *building or structure* is to be constructed in proximity to above ground electrical conductors, horizontal clearances between *buildings or structures* and conductors shall comply with Subsection 3.1.20 of the Ontario Building Code

- **If the intention is to create an Additional Dwelling Unit, Section 5.99.80 of the City of Windsor Zoning By-law 8600 applies, and separate approvals and permits are required.**

WHAT DO I NEED TO SUBMIT FOR A BUILDING PERMIT FOR A DETACHED ACCESSORY STRUCTURE?

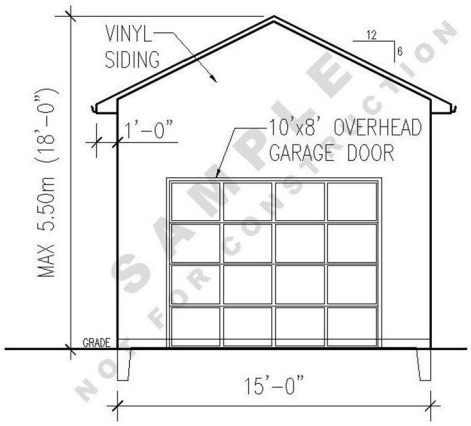
- Building Permit application through CloudPermit https://ca.cloudpermit.com
- **Site Plan** - A site plan identifies buildings and other features in relation to property boundaries. It should identify the location of your existing house, other existing structures (ie. garages, sheds, decks) and the proposed construction
  - The following information should be shown on a site plan:
    - property lines with dimensions
    - all new and existing structures with distances to property lines and the distances to other structures
    - overall dimensions/area of new and existing structures (to determine lot coverage)
    - right-of-ways and easements
    - location of all utility lines above or underground
- **Front, Rear, and Side Elevation drawings** - Elevations show the exterior view of a building.
  - The following information must be shown on an elevation:
    - overall height of building
    - slope/pitch of roofs
    - location of openings such as doors and windows
  - exterior finishes and materials
  - foundation details/type

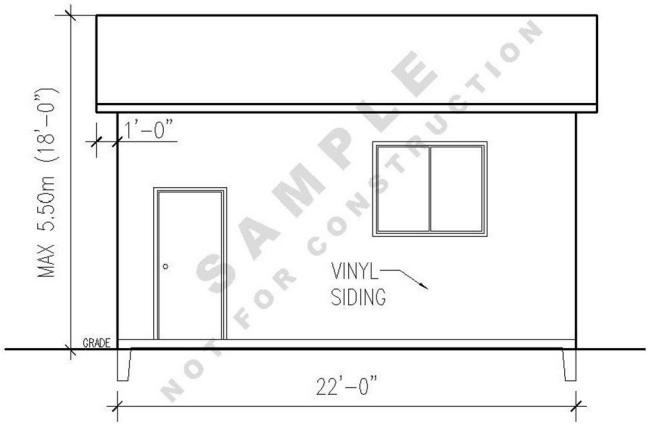


NOTE: No unprotected openings where the separation from a lot line is less than 1.2 metres (4ft).

- **Clearance confirmation from Enwin**
  - tsd@enwin.com or 519-251-7300

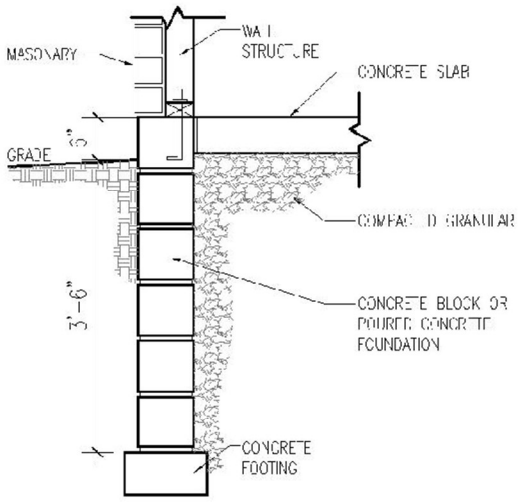
NOTE: Additional drawings may be required if determined by the Plan Examiner





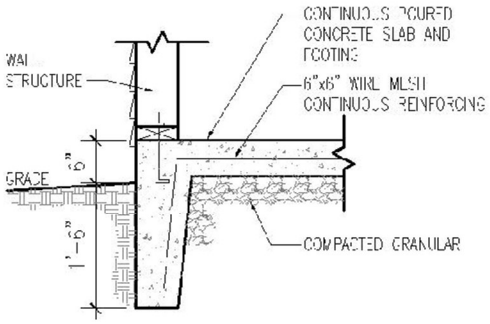
- Additional drawings are required for pole barns
- Along with the documents/drawings listed above, other approvals may be required for your particular project. The following are some approvals that may be required upon submitting your application prior to issuance of a building permit:

  - City of Windsor Engineering Department
  - Essex Region Conservation Authority (ERCA)
  - Septic Sewage System Approval
  - Ministry of Transportation
  - Additional plans, permits or approvals



FULL FOUNDATION

**THIS TYPE OF FOUNDATION IS FOR STRUCTURES GREATER THAN 55m² (APPROX. 592 sq ft) AND/OR SUPPORTING MASONRY



RAT WALL FOUNDATION

**MAXIMUM SIZE OF STRUCTURE FOR THIS TYPE OF FOUNDATION IS 55m² (APPROX. 592 sq ft)
**NO MASONRY CAN BE SUPPORTED WITH THIS TYPE OF FOUNDATION

BUILDING PERMIT FEES

- Refer to 'Schedule 3 Fees' on the City of Windsor website for a list of Building Permit Fees applicable to the project.
- Plus Indemnity Deposit* ($50 per metre of lot frontage) (BY-LAW 106-2010)
- Additional fees may apply

**a sum of money paid to the City of Windsor to meet the cost of repairing any damage to the sidewalk, curbing or paved boulevard or to any water service box or to any other service therein caused by vehicles delivering material, or removing material from a lot on which a building is being constructed of demolished. Upon the completion of the construction or demolition of the building, the deposit, less any costs the Corporation incurs for any repairs or removal of building materials, waste or soil from the public streets, shall be refunded by the Corporation.*

Some fees may vary. For more information please go to the web site at www.citywindsor.ca

CALL OR CLICK BEFORE YOU DIG

Locate pipes & utility lines

Ontario One Call 1-800-400-2255
www.on1call.com

Electrical Inspections

If electrical work is taking place, please contact the Electrical Safety Authority at 1-877-372-7233 to determine if a permit and/or inspection is required through them.

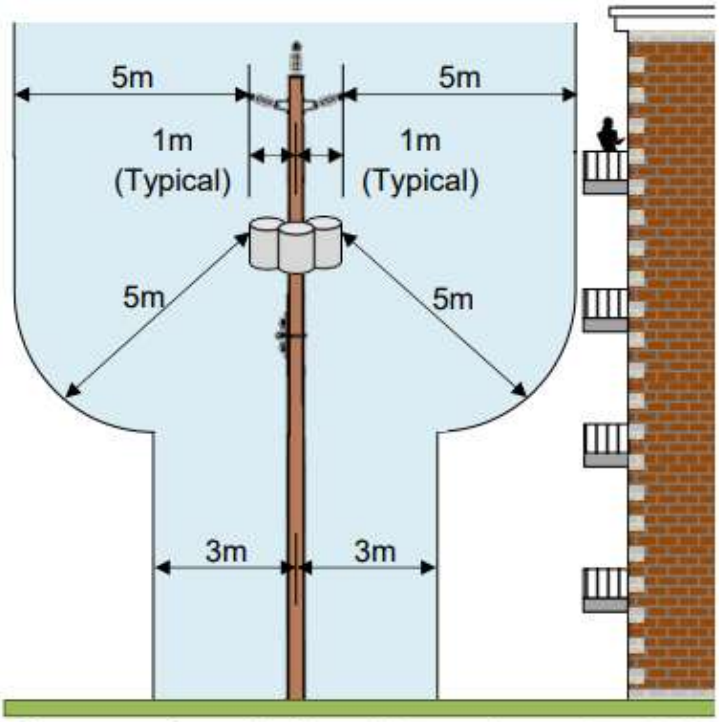
A Guide to Required Clearances from Overhead Power Lines

Medium Voltage Clearance Requirement (more than 750 volts)

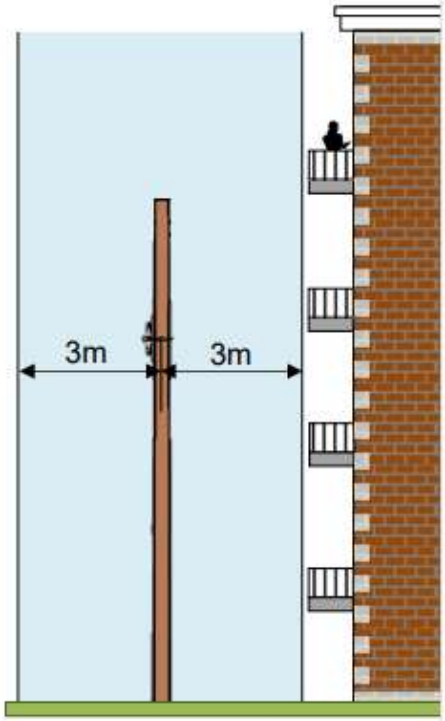
The Ontario Building Code states that a three (3) metre minimum horizontal clearance plus conductor swing must be maintained between a building and medium voltage conductors (Part 3.1.19.1). ENWIN has a two (2) metre maximum conductor swing. Therefore a five (5) metre minimum horizontal clearance from ENWIN medium voltage conductors is required for new construction and renovations.

Low Voltage Clearance Requirement (750 volts or less)

The Ontario Building Code also states that a one (1) metre minimum horizontal clearance plus conductor swing must be maintained between a building and low voltage conductors (Part 3.1.19.1). ENWIN has a two (2) metre maximum conductor swing. Therefore a three (3) metre minimum horizontal clearance from ENWIN low voltage conductors is required for new construction and renovations.



Clearance from Medium Voltage (more than 750 volts)
Clearance from medium voltage conductor: 5 metres
Clearance along pole line: 3 metres



Clearance from Low Voltage (750 volts or less)
Clearance along pole line: 3 metres

Contact Us…

If you have any comments or questions including ownership or voltage of overhead lines near your construction please call ENWIN's Technical Services Department Monday to Friday (excluding statutory holidays) from 7:30am – 4:00pm.

Telephone: 519-251-7303
E-mail: tsd@enwin.com
Or visit us at 4545 Rhodes Dr. in Windsor, ON.