



Building a Shed Information Guide and Process

When is a building permit required for a shed?

- When a shed (new or replacement) is
 - greater than 161ft²,
 - more than one storey,
 - attached to another structure,
 - used for any purpose other than storage, or
 - contains plumbing

Drawing requirements for a building permit application

1. A site plan or copy of the property survey of your lot.
 - a. Please draw on location of shed or garage
2. Construction drawings (hand drawn or computer drawn to scale and dimensioned)
 - a. Plan view
 - Window/door sizes
 - Floor, wall and roof construction
 - Connection to existing structure (only if attached)
 - b. Side views (front and side)
 - Height of structure
 - Exterior materials

Note: For any structure that exceeds 592ft², the drawings must be completed by the listed homeowner or a qualified designer. Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans. They are also required to complete the Schedule 1 designer form.

Where to apply for a building permit

Apply online at <https://onlinepermits.kitchener.ca> or bring all required drawings to the Customer Service Center on the ground floor of City Hall. City Hall is located at 200 King St W, Kitchener, Ontario. Our office hours are Monday to Friday, 8:30am - 5:00pm.

Cost of building permit

Please see our fee schedule online for our current building permit rates. The fees cover the review of drawings for building code compliance, the building permit and building inspections. We accept cash, cheque, debit and credit card as methods of payment.

Time

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

Required Building Inspections

You can book building inspections online using your online portal account at <https://onlinepermits.kitchener.ca>. After your inspection, you can check if the inspection passed or failed and read the inspector's notes.

Alternatively, you may call our inspection request line at 519-741-2761. Have your permit number ready, including your inspection codes that can be found at the bottom of your permit.

Please book your inspection(s) by 3 p.m. on the day before your inspection.

Required inspections include;

- Excavation/Footing inspection - prior to the concrete being poured
- Structural Wood Frame inspection - once the framing is complete
- Final Building inspection - when building is complete

Important Numbers to know

- Ontario One Call (natural gas, sewer and water lines, KW Hydro, Rogers Cable and Bell locates) 1-800-400-2255
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

Don't Forget

- Use power tools with caution
- Store construction materials safely
- Keep construction site clean, cover any/all holes or fence off site
- Please construct between 7am and 7pm

Any Questions?

Phone: 519-741-2433

Email: building@kitchener.ca

Web: www.kitchener.ca/building