



OFFICE OF COMMUNITY DEVELOPMENT

## **Application Requirements – ACCESSORY STRUCTURE**

For building an **accessory structure** on your property [*i.e. a garage, shed, addition, deck...etc.*] you will need to acquire a **DEVELOPMENT PERMIT**. This permit is applied for, processed and administered through the Village office

You will also be required to ensure that you take out the necessary safety codes inspection permits, such as a Building, Electrical, Gas & Heating and Plumbing. These permits may be taken out with a safety codes inspection agency of your choice. See the Inspection Agencies listing which is included in your packet.

Accompanying these two forms, you will need the following:

- a) A **Site plan** demonstrating where on the lot you are proposing to build your accessory building. A site plan is an overhead view of your lot, with the existing structures, with your new proposed structure illustrated in relation to everything else, with approx. distance measurements for the new structure to the property lines.
- b) Some basic **Building plans**, which contain some basic construction details & drawings.

**NOTE:** both of these plans may be hand drawn.

All of the above can be submitted to the Village office along with payment, the amount of which will be processed at the time your completed application is submitted.

Any further questions, please don't hesitate to contact me.

Kind Regards,

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