



Department of Planning & Development Building Division



Guide to Accessory Structures and Decks for Building Permits

www.lasalle.ca

Welcome to The Town of LaSalle

The Town of LaSalle endeavors to ensure a healthy, vibrant and caring community as part of the Planning & Development Department. The Building Division is responsible for the enforcement of the Ontario Building Code, Building By-Laws and the *Municipal Act*.



Accessory Structures

Requirements for structures that do not require a building permit

- Sheds not greater than 15m² (161ft²)
- Maximum building height is 3.5m (11'-9") to the mid span of roof
- Does not contain plumbing
- Refer to Section 3.1(e) of the Comprehensive Zoning By-Law 8600, as amended. Minimum side and rear yard 0.6m (2'-0")
- Not attached to the main structure



Construction Requirements:

- Not regulated by the Ontario Building Code
- Must comply with all municipal by-laws

Requirements for structures that require a building permit

- Structure is greater than 15m² (161ft²)
- Contains any type of plumbing fixture
- Maximum area of 10% lot area coverage
- Refer to Section 3.1(f) of the Comprehensive Zoning By-Law 8600, as amended for maximum building height & set backs
- Any structure attached to the main structure



Construction Requirements

- A rat wall type foundation may be used for a structure not larger than 55m² (592ft²) and does not contain any type of masonry.
- Full foundation depth must be used if structure exceeds 55m² (592ft²) or is supporting masonry,
- Refer to attached diagrams for foundation types

What drawings will I need to submit for a Building Permit?

Along with your completed application form, you will be required to submit two full sets of construction drawings completed by a certified designer. All drawings shall be a minimum scale as indicated. The following drawings are required.

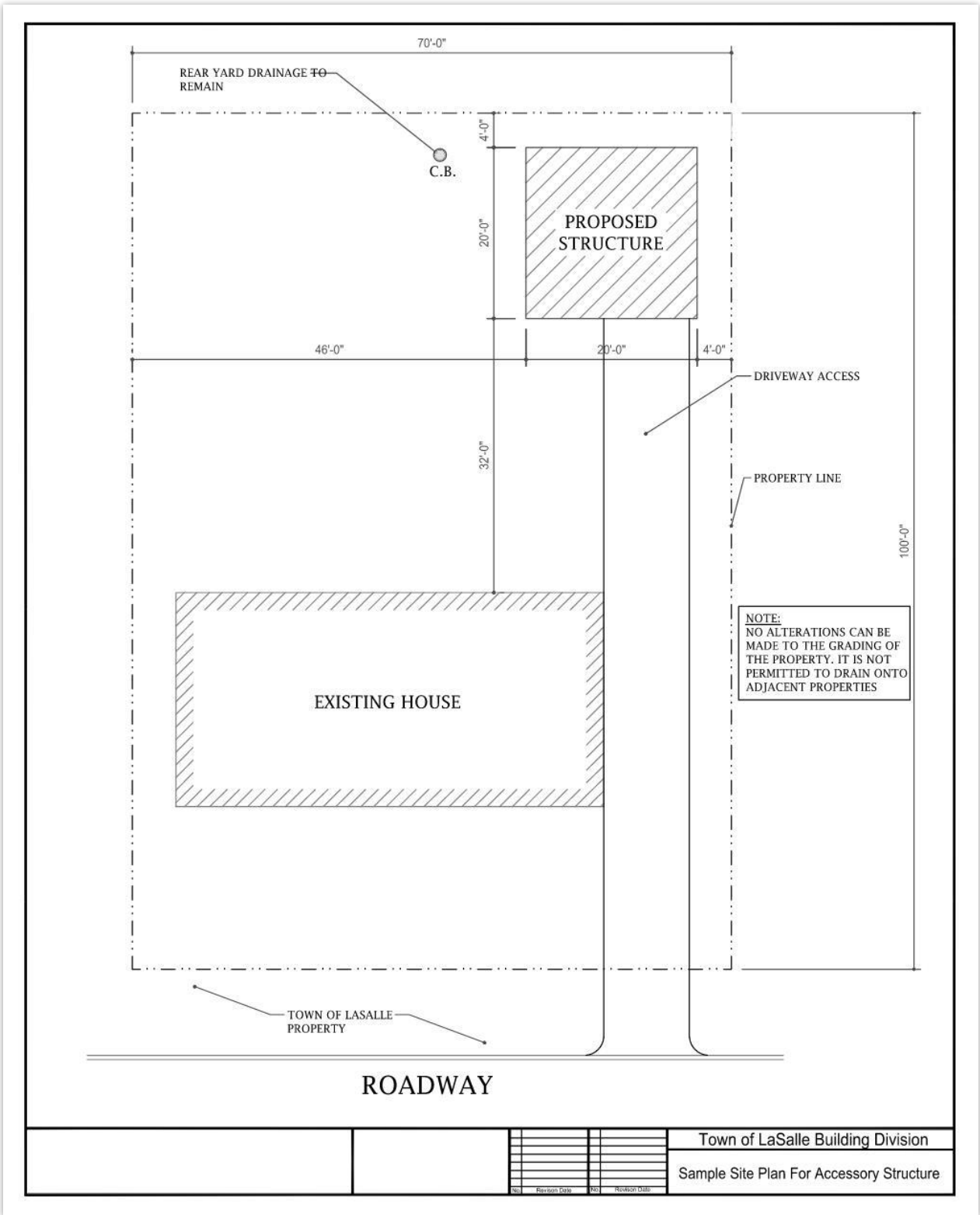
- ✓ Site Plan (1/16" = 1'-0")
- ✓ Foundation Plan (1/4" = 1'-0")
- ✓ Floor Plan (1/4" = 1'-0")
- ✓ Elevations (1/4" = 1'-0")
- ✓ Sections and details (1/2" = 1'-0")

Along with the 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.

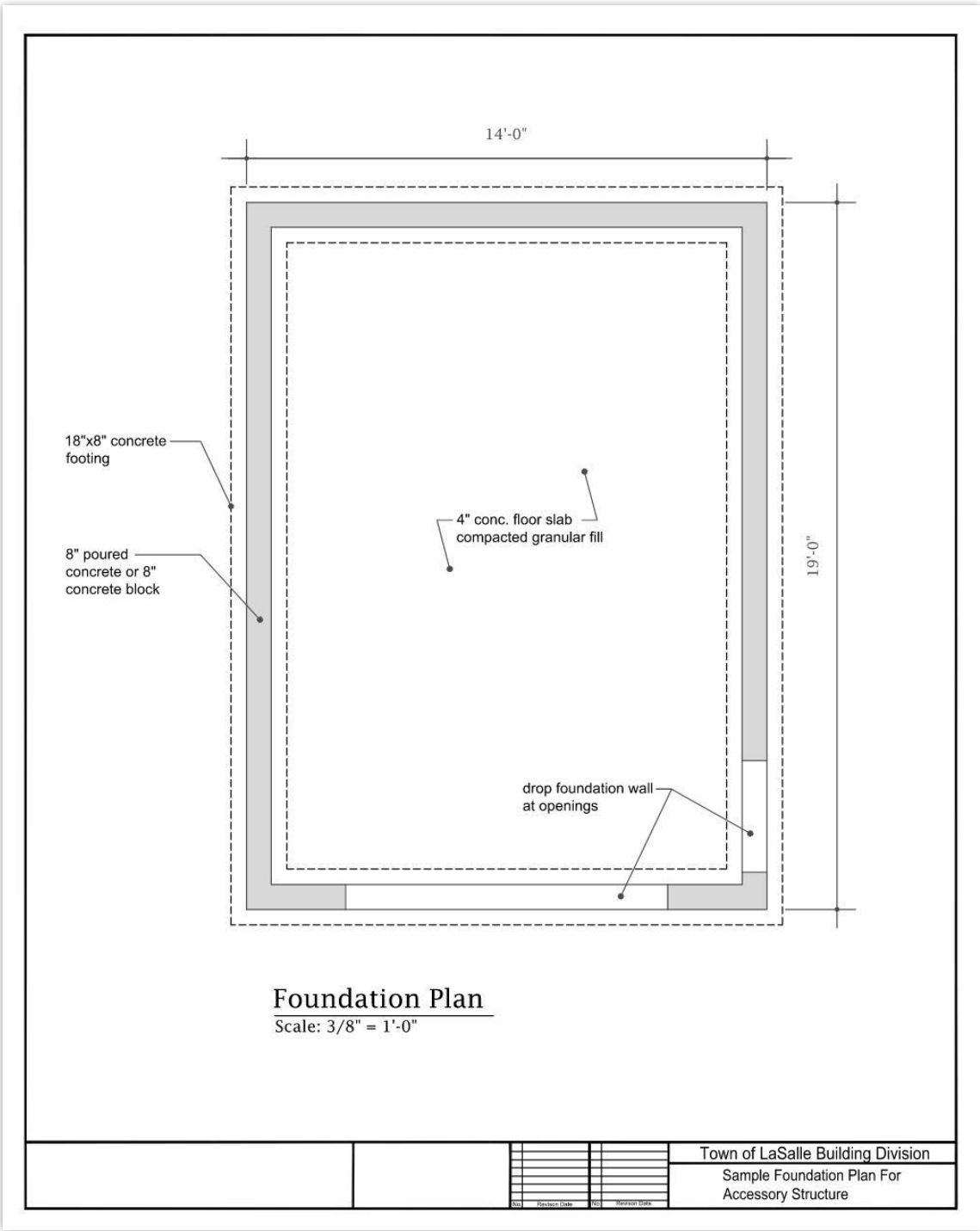
- ✓ Essex Region Conservation Authority (ERCA)
- ✓ Septic Sewage System Approval
- ✓ Ministry of Transportation
- ✓ Committee of Adjustment
- ✓ Minor Variance
- ✓ Site Plan Agreement
- ✓ County Road Approval
- ✓ County Road Construction / Entrance Permit

Refer to sample drawings within this package.

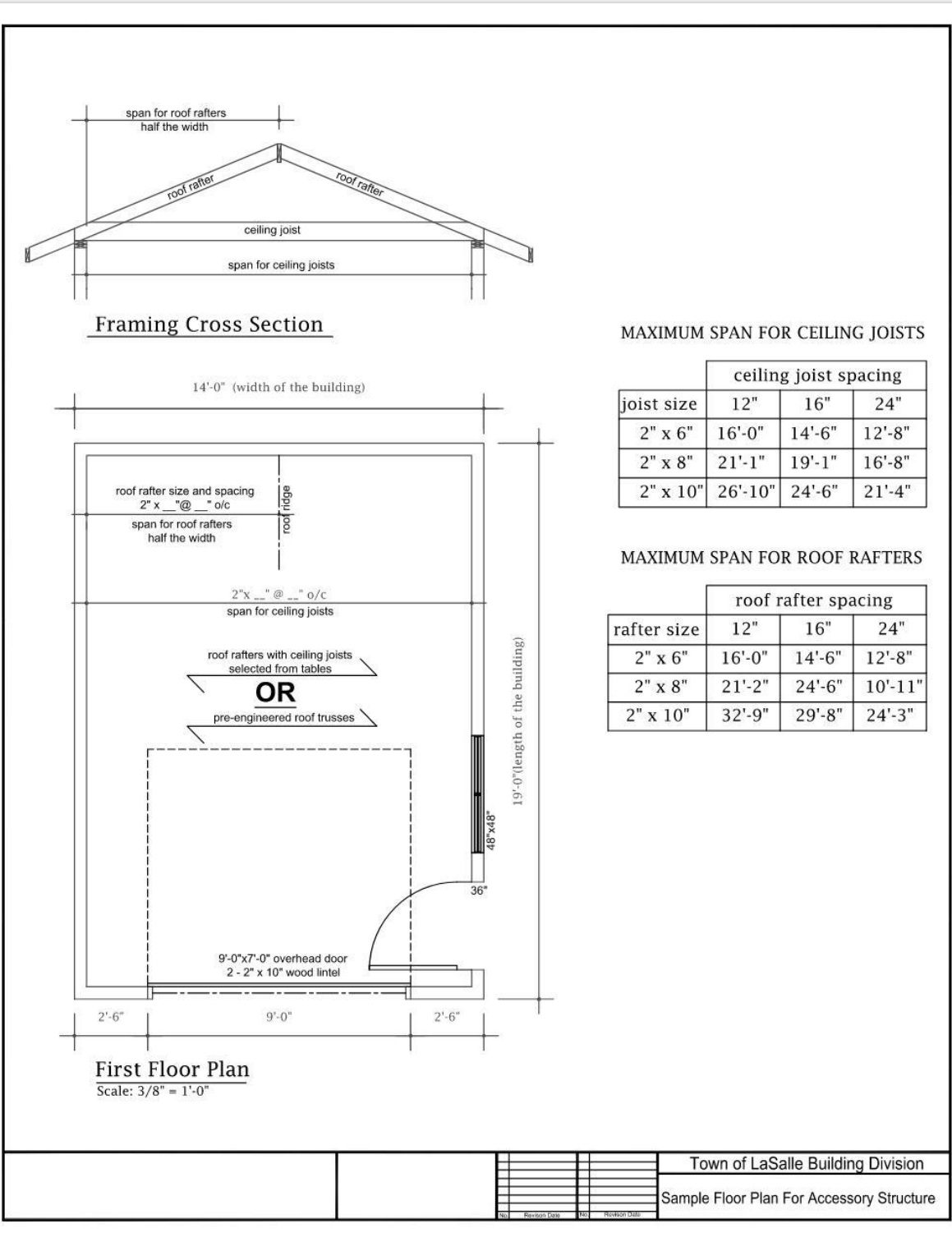
Sample Site Plan



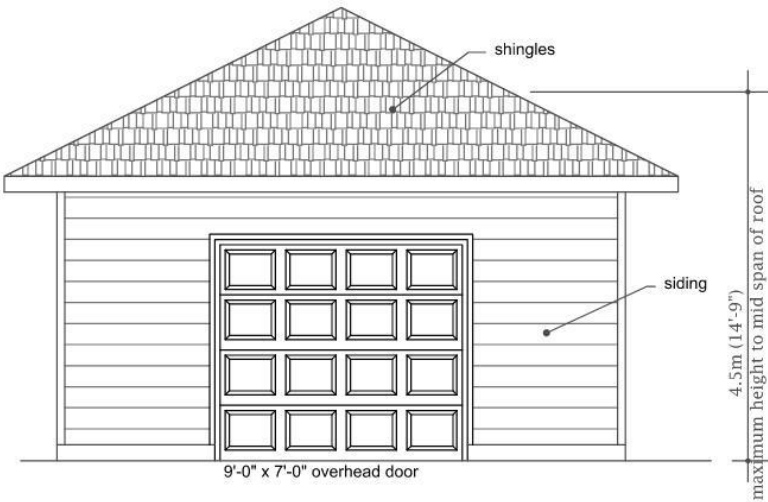
Sample Foundation Plan



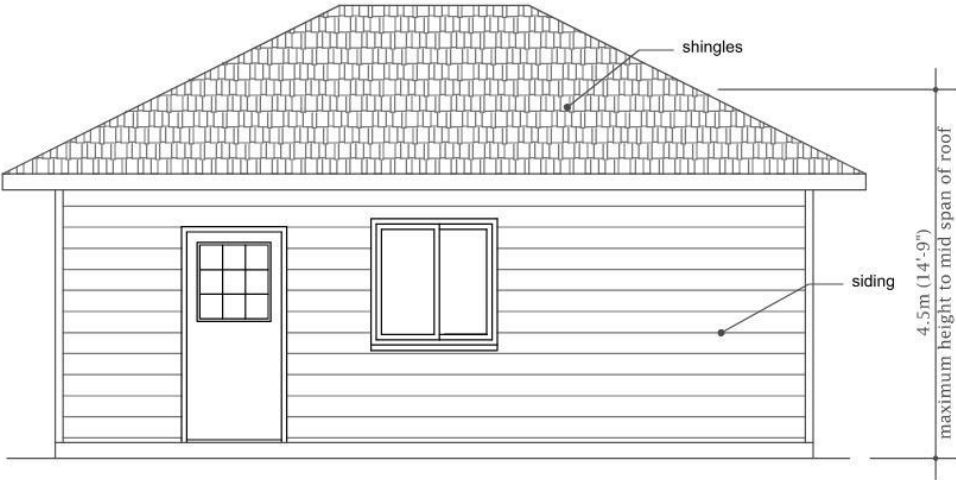
Sample Floor Plan



Sample Elevations



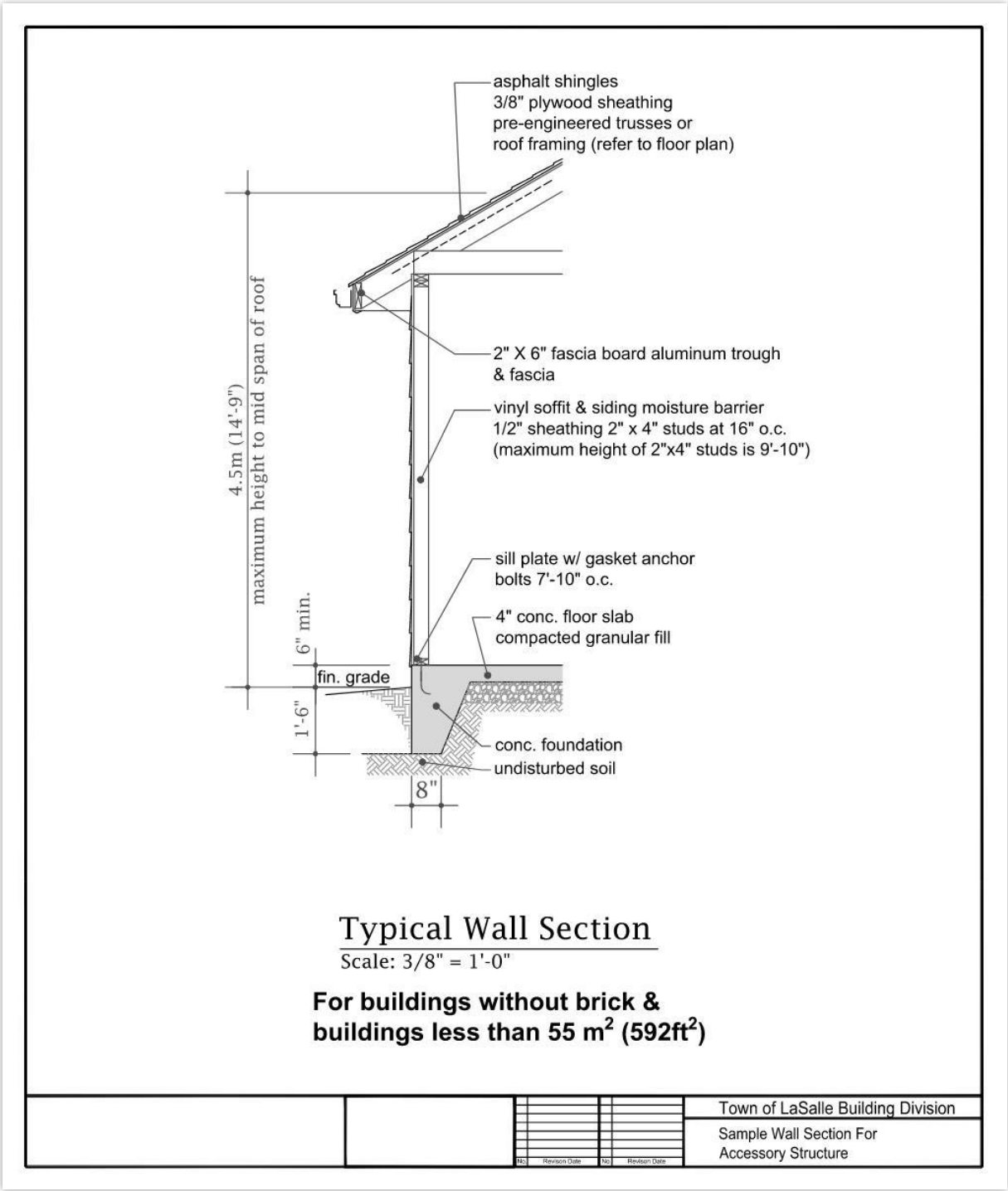
Front Elevation
Scale: 3/8" = 1'-0"



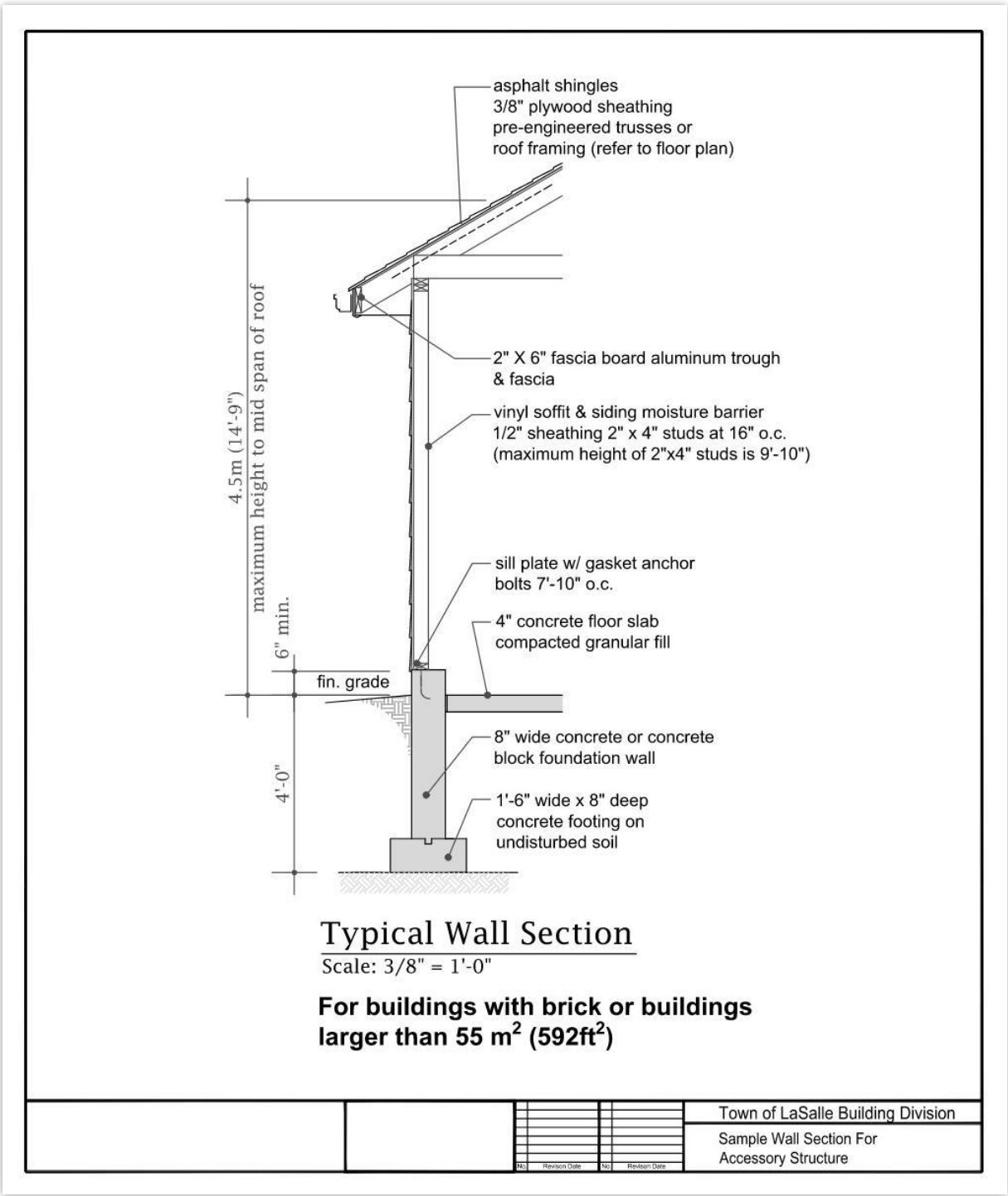
Side Elevation
Scale: 3/8" = 1'-0"

		Town of LaSalle Building Division	
		Sample Elevations For Accessory Structure	
No.	Revision Code	No.	Revision Code

Sample Wall Sections (Rat Wall)



Sample Wall Sections (Full Foundation)



How Do I Submit a Building Permit Application?

Building permit applications, drawings, and any other associated documents can be applied online at: <https://citywideportal.com/auth/login>

A new user account will be required to access this portal. All status updates and inspection will be available to the applicant through this portal.

Online payments for all deposits and building permit fees can be paid online <https://forms.lasalle.ca/Planning-and-Building/Building-Permit-Payment-Form>

Alternatively, you can visit Town Hall at 5950 Malden Road, LaSalle, Ontario, and make a payment at the first floor counter (Tax counter) via cash, check, or debit (credit card payments are not accepted at Town Hall). In order to do this, please have the permit number and address available when making a payment.

Please note that online credit card payments are subject to an additional 1.75% fee that will be charged on top of the total price listed on the payment page.

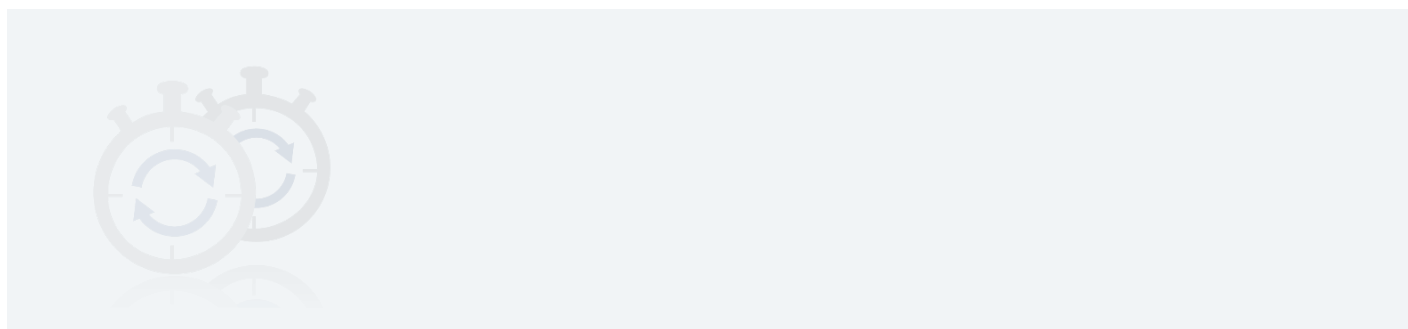
How long does it take to get my permit and when can I start?

Building permits are usually issued within 10 business days of a complete application being submitted. Applications that are incomplete because of missing or incorrect information will be delayed. **No work can commence** until the permit has been issued and all fees have been paid.

What inspections are required and how are they scheduled?

Requesting inspections is the responsibility of the homeowner or the contractor of the project. Inspections must be booked at least 24 hours in advance.

Each major phase of construction must be inspected to make certain the work conforms to the Ontario Building Code. The following pages list the mandatory inspections that are required.



Decks and Fences

Deck Requirements:

- Decks may only be constructed and maintained as accessory uses to a permitted structure
- Deck shall not be located on or upon any easement, road, road allowance or highway, alley or property owned by Town.
- Deck shall not be located within a front yard.
- Deck shall not be built closer than 1.2m (4'-0") to an interior side or 2.5m (8'-3") to an exterior side yard or rear yard, except when permitted closer and constructed in accordance with the Ontario Building Code between interior units of a semi-detached or town house dwelling, a zero-lot line is permitted.
- Deck shall not be closer than 7.6m (25'-0") to the rear lot line of a through lot.
- An above-ground swimming pool deck is not built higher than the swimming pool.
- Decks can be no higher than the first-floor level elevation.
- No building permit is required if the deck is less than 24" above finish grade level; however, must comply with municipal by-laws and the Ontario Building Code.
- Building permits are required if the deck is 24" or greater above finish grade level.
- Permits are required if a roof structure is constructed as part of the deck.

Fence Requirements:

- No permits required; however, must comply with municipal by-laws.
- Minimum height for swimming pool fences is 4'-0" (Refer to Fence By-law 8946 for swimming pool enclosure requirements).
- No greater than 7'-0" high including all lattice work.
- Must be on your property.
- Fences in front yard must be maximum height of 4'-0" and must be of open type construction (i.e. Chain link, wrought iron etc.) Fence cannot go beyond front yard property line.
- Town of LaSalle will not be involved in any civil disputes.



Inspection Schedule

The following schedule outlines the required inspections for building projects.

It is the builder's responsibility to request inspections and confirm that all work has been approved. Permit drawings must be on site at time of inspection.

Any work covered before inspections are made must be uncovered by the applicant for proper inspection.



Inspections will be available between the hours of 9:00 am to 12:00 pm and 1:00 pm to 4:00 pm.

Inspection request must be made 24 hours in advance at 969-7770 extension 1245.

1. **Footing** inspection (before concrete is poured).
2. **Underground plumbing** inspection (water test or air test)
3. **In-floor heating** inspection (water test or air test)
4. **Rough plumbing** inspection (water test or air test)
5. **Water Line inspection** (air test required)
6. **Rough framing** inspection (Provide roof truss drawings and engineered floor truss drawing layouts)
7. **Insulation & air/vapour barrier** inspection
8. **Final building, plumbing & heating**

Inspection Guidelines

All construction sites must be clearly identified with a municipal address and additional residential unit addresses. Approved permit drawings must be available on site for review. Contractors must ensure proper and safe access onto the job site as per the Ministry of Labour legislation. Inspection may be denied if proper access is not provided.

Contractors and/or applicants must ensure that all work is complete and ready for inspection. If any booked inspections are not ready, they must be cancelled prior to the inspection otherwise they may be subject to a fee.

Contractors and/or applicants must ensure that deficiencies are complete and re-inspected.

Footing

- All form work placed and secured
- Soil must be undisturbed with no loose or organic material
- A soils report may be required if soil conditions are questionable

Framing

- Ensure that all framing is complete including installation of windows and doors
- Approved drawings must be available on site which include approved pre-engineered roof trusses, floor joist layout and beam drawings
- All steel beams and columns must be bolted or secured
- Exterior columns must be anchored at top and bottom
- All truss bracing must be complete for inspection

Plumbing

- All plumbing must be tested by either water or air and exposed for inspection
- Rough plumbing to have water test or air test of 5 psi
- Water line inspections are required to have a 100 psi air test
- Provide smash plates on all drain lines and water lines, where required

Insulation

- Building must be weather protected to prevent rain ingress

Final Inspection

- A final inspection must be performed before closing the building permit.
- All exterior finishes to be completed
- All plumbing and heating to be complete and operational
- Grading must be completed as per grading design
- All cleanout exposed complete with screw on caps
- A final list of outstanding deficiencies will not be given on site at time of inspection. A final inspection is required prior to occupancy
- A work order will be issued for permits that remain outstanding



General By-Law Information

The following general by-law requirements should be followed.

It is the applicant's responsibility to verify all property lines, setbacks, roadways and easements.

Setback Requirements (By-Law 8946):

<u>Pool</u>	Minimum side and rear yard	1.5m (5'-0")
	Minimum exterior side yard	1.5m (5'-0")
	Minimum distance to main or accessory structure	2.0m (6'-7")

<u>Fences</u>	The minimum height for pool fences	1.2m (4'-0")
	The maximum height for all fencing	2.13m (7'-0")
	Fences must be constructed within property lines and are not permitted on easements	

<u>Decks</u>	Minimum side yard	1.2m (4'-0")
	Minimum rear yard	2.5m (8'-3")
	Minimum exterior side yard (corner lot)	2.5m (8'-3")

<u>Accessory Structures</u>	Structures over 15m ² (161ft ²) – building permit is required	
	○ Refer to Section 3.1(f) of the Comprehensive Zoning by-law 8600, as amended	
	Sheds under 15m ² (161ft ²) – building permit not required	
	○ Maximum building height (to mid-height of roof)	3.5m (11'-6")
	○ Minimum side and rear yard	0.6m (2'-0")



Frequently Used Phone Numbers

Department of Planning and Development (Building Division)	519-969-7770 ext. 1245
Town of LaSalle Public Works Division	519-969-4143
Town of LaSalle Water Department	519-969-4143
Essex Power	519-737-6640
Enbridge Gas	1-888-774-3111
Ontario One Call (Call before your dig)	1-800-400-2255
Electrical Safety Authority	1-877-372-7233
Town of LaSalle Clerks Department	519-969-7770 ext. 1221
Town of LaSalle Committee of Adjustments	519-969-7770 ext. 1252
Essex Region Conservation Authority (ERCA)	519-776-5209
Windsor Essex County Health Unit	519-258-2146
Ontario Ministry of Transportation	1-800-396-4233
Ontario Ministry of Environment	1-416-235-5743
Ministry of Natural Resources & Climate Change	1-800-387-7011
Ministry of Municipal Affairs & Housing	1-888-772-9277
Ontario New Home Warranty (Tarion)	1-877-982-7466
Town of LaSalle Police Service (non-emergency)	519-969-5210
Town of LaSalle Fire Service	519-966-0744