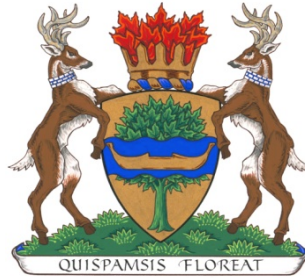


ACCESSORY BUILDING (Other than a Detached Garage) BUILDING PERMIT APPLICATION AND INFORMATION PACKAGE



Town of Quispamsis
12 Landing Court
PO Box 21085
Quispamsis, NB E2E 4Z4

T: (506)849-5778
F: (506)849-5799
www.quispamsis.ca
quispamsis@quispamsis.ca

Residents constructing, altering or locating an accessory building on their property must obtain a building permit from the Town of Quispamsis. To obtain a building permit, return this COMPLETE PACKAGE to the Building Inspection Department. For more information please call (506) 849-5741.

DEFINITION: An Accessory Building is defined in the Town's by-law No. 38, as: a detached subordinate building, not used for human habitation, located on the same lot as the main building, structure or use to which it is accessory, the use of which is naturally or customarily incidental and complementary to the main use of the land, building or structure, and which may contain sanitary facilities, but which may not contain cooking, eating, living or sleeping facilities.

IMPORTANT THINGS TO REMEMBER:

1. Building permit must be issued prior to commencing work
2. Must comply to the most recent Zoning By-law regarding setbacks (see below)
3. If an easement is located within the boundary of construction, the application must be accompanied by written approval from the proper authority granting permission of the structure.

INFORMATION WE WILL NEED TO PROCESS YOUR PERMIT:

- Completed Building Application Form
- Two (2) copies of the specifications and legible scale drawings of the building or structure, to which the proposed work is to be carried out and any engineering detail drawings such as a floor system or roof system
- A Site Plan as per the attached "Schedule B – Sample Building Permit Site Plan and Preparation Guidelines"
- Any lot that requires a septic system must obtain approvals from the Department of Health prior to the issuance of a Building Permit
- Estimated construction cost of project
- Where a variance has been granted, attach a copy of the decision to the application

Highlights of Recent Changes to Building Permit Process

TOWN OF QUISPAMISIS

Zoning By-law 038 – Section 8(G)

8.(G) Accessory Buildings and Structures (one and two family residential)

(2) No accessory building or structure used other than as a detached garage, (such as storage shed or bathhouse), may:

(a) exceed three decimal six five (3.65) meters (12 ft) in height;

(b) be placed so that:

(i) any part is in front of the front line of the main building on the lot;

(ii) no closer to the house a distance equal to the height of the accessory building;

(iii) any part is closer than one decimal five (1.5) meters (5 ft) of a side or rear lot line, but where a side or rear lot line is also a street line, the provisions of Section 8.(E)(1)(a) respecting yards for a main building or structure shall apply;

(c) exceed twenty three (23) square meters (248 sq. ft);

(d) be used for:

(i) agricultural purposes;

(ii) motor vehicle storage;

(iii) the keeping of animals other than household pets;

(iv) a dwelling unit.

(3) Accessory buildings and structures, in total, may not occupy more than ten (10) percent of the area of a lot or eighty six (86) square metres (926 sq. ft), whichever is less.

(4) Accessory buildings are not to be placed on a lot before the main dwelling is constructed.

(5) Notwithstanding Sections 8.(G)(1) to 8.(G)(3), a temporary winter car shelter may be erected in accordance with the provisions of the building by-law.

(6) The number of accessory buildings or structures shall not exceed three (3) per lot.

25.(F) Single and Two Family Residential Use

(1) Where a lot has or contains less than five thousand (5,000) square meters (53 820 sq. ft) in area, then the provisions of Sections 8.(G) to 8.(I) shall apply.

25.(O) Accessory Buildings and Structures (Rural)

(1) No accessory building or structure may:

(a) be placed, erected or altered so that it is:

(i) except in the case of an agricultural or forestry use, within the front yard of the main building or structure;

(ii) with respect to a street line, within fifteen (15) meters (50 ft) in the case of an arterial or collector highway, or seven decimal five (7.5) meters (25 ft) in the case of any other street or highway;

(iii) within a distance of a side or rear lot line of the greater of three (3) meters (10 ft) or one-half (½) the height of the building or structure;

(b) exceed eleven (11) meters (36 ft) in height;

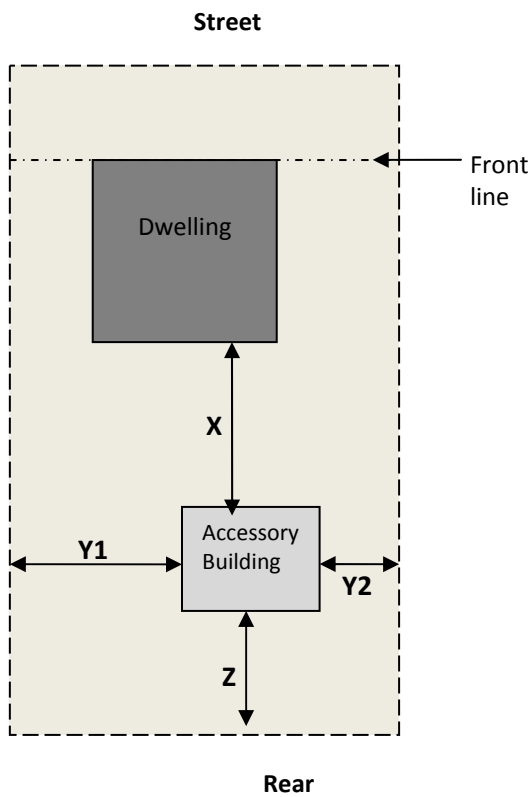
(c) be used as a dwelling unit.

ACCESSORY BUILDING (other than detached garage)

Location of the Accessory Building

Indicate the distance from your property boundary to the proposed accessory building.

Example Site Plan:



Actual Site Plan:

Dimensions	
X = Distance from house to Accessory Building	
Y1 = Side Yard Distance	
Y2 = Side Yard Distance	
Z = Rear Yard Distance	

FREQUENTLY ASKED QUESTIONS

Accessory Building (single and two-family residential)

1. What do I need to apply for a permit?

You will need to submit the following:

- a Site Plan showing the details of the distance of the proposed building on the property as well as existing structures, including watercourses if applicable
- Elevation plan showing the height, width and length of the proposed building along with the size of the windows and doors
- Detailed cross-section plan showing the material used for the roof, wall and floor assembly including, roof sheathing, trusses, rafters, vapour barrier and insulation

2. Where can the accessory building be placed on the property?

An accessory building must be placed behind the front line of the main dwelling and 1.5m from the side and rear property lines.

3. What is the maximum size accessory building I can place on my property?

An accessory building cannot exceed 3.25m in height and 23m² in size.

4. How much will my permit cost?

The permit fee to construct, alter or locate an Accessory Building having a floor space of twenty square meters (20m²) or less, and/or valued at two thousand (\$2,000) or less, the sum of twenty dollars (\$20).

5. Is there a limit to the number of Accessory Buildings permitted on my property?

All Accessory Buildings and structures (in total) may not occupy more than ten percent (10%) of the area of a lot measuring eighty-six square meters (86m²), whichever is less. Or a maximum of three (3) Accessory Buildings per lot (as stated in subsection 8(G)3 and 8(G)6 of the Zoning By-law).

- ACCESSORY BUILDING –
Building Permit Application



TOWN OF QUISPAMISIS
 Application For Building Permit

*NOTE: AS PER BUILDING BY-LAW 044. ALL CONSTRUCTION SHALL CONFORM TO THE NATIONAL BUILDING CODE

PERMIT NO. _____

1. IDENTIFICATION:					
APPLICANT:			EMAIL:		
ADDRESS:					
PHONE NUMBERS	HOME#	WORK #	CELL #		
PROPERTY OWNER					
NAME:			EMAIL:		
ADDRESS:					
PHONE NUMBERS	HOME #	WORK #	CELL #		
CONTRACTOR					
NAME:			EMAIL:		
ADDRESS:					
PHONE NUMBERS	HOME #	WORK #	CELL #		
2. PROJECT LOCATION:					
Civic No.:	Street Name:		PID:		
Lot No.:	Subdivision Name:		Corner Lot:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lot Dimensions:	Lot Area:	Frontage:		Depth:	
Location On Lot - Setbacks	Front	Side	Rear	From House	
3. PROJECT DETAIL:					
<input type="checkbox"/> Pre-Fabricated:			Constructed:		
Exterior walls to be finished with:			Intended use of Structure:		
Type of Roof:			Roofing materials:		
Proposed Starting Date:			Expected Completion Date:		
Estimated construction cost of project:			Permit Fee:	Refundable Deposit:	
Variance:	<input type="checkbox"/> N/A	<input type="checkbox"/> Granted (decision attached)	<input type="checkbox"/> Pending		
PAC Stipulations:					

4. TERMS & CONDITIONS:

By signing, the owner/applicant hereby make application to 'Construct, alter, remodel, repair, place as described above and in accordance with attached plans and specifications.

- **I acknowledge my understanding that the foregoing is an application only, and until a building permit has been issued by the Building Inspector and received by me, no part of the intended work shall be undertaken.**
 - **I am aware of the requirements and I undertake to carry out the intended work in compliance of the Building By-law, the Zoning By-law and any other applicable by-laws of the Town.**
 - **I am also aware that this permit expires one year from the date of the issuance of the Building Permit and all work must be completed within one year of the date of the permit.**
 - **Once constructed, I agree to use the structure for the sole purposes indicated in the preceding application.**
 - **I understand that if my proposed work in any way does not meet the requirements of the aforementioned by-laws, I must request in writing a variance of the particular by-law from the Planning Advisory Committee. Until such variance has been granted by that body in writing, I will not commence any work.**
- I have read and agreed to the aforementioned terms and conditions

Signature of Applicant

Date

Signature of Property Owner *(if different from applicant)*