

A building permit is required in the Township of Puslinch for constructing an **Accessory building** (shed, garage, pool house, gazebo, & farm building). If you are new to the process or are uncertain of the permit application process/requirements, please consult the [Building Permit Process](#) webpage or contact building@puslinch.ca directly. This guide explains the requirements for submitting a building permit application for an Accessory building in greater detail.

Building Permit Requirements:

A building permit is required:

- ⁽¹⁾⁽²⁾When an accessory building (new or replacement) is greater than 10 m² (107 ft²)
- When an accessory building is attached to another structure

Notes:

- (1) A shed is **exempt** from the requirement to obtain a permit provided that the shed,
 - is not more than 15 m² (161.46 sf) in gross area,
 - is not more than one storey in building height,
 - is not attached to a building or any other structure,
 - is used only for storage purposes ancillary to a principal building on the lot, **and**
 - does not have plumbing.
- (2) Zoning requirements (setbacks, lot coverage, use & height) still apply to sheds that are exempt from building permits. Please contact our zoning team for more information (planning@puslinch.ca or 519-763-1226 ext 104)

Site plan or survey (to scale & dimensioned) of your lot including the following:

- i. Location and size of proposed building
- ii. All existing structures
- iii. Sewage system (tank & leaching field)
- iv. Distance to all property lines

Construction drawings (to scale & dimensioned) including the following:

- v. Plan view with foundation, floor, wall, roof construction & building height
- vi. Side elevation(s) with window/door sizes & cladding materials
- vii. Wall and/or building section
- viii. Connection to existing structure (where applicable)

Additional permits may be required from the below contacts:

If your property is located within a regulated conservation area, or a source water protection area, approval from the authorities having jurisdiction may also be required.

- Source Water Protection: wellingtonwater.ca

- Conservation Authority:
 - GRCA: 519-621-2763 or grandriver.ca
 - Halton: 905-336-1158 or conservationhalton.ca
 - Hamilton: 905-525-2181 or conservationhamilton.ca

What is included in the cost of my building permit?

- The cost of your permit includes the review of your proposed project to ensure building and zoning compliance, issuing of your building permit and the necessary building inspections.
- Please visit the [Township website for the current building permit fees](#). All permit application fees are paid at time of application; we accept cheque and online payment by credit card, a convenience fee of 1.75% will be added to online payments.

How long does it take before I get my permit?

- Once a complete application is made, the permit will be reviewed within the legislated time line; 10 business days for residential buildings and 15-20 business days for non-residential buildings. Within that time period, your permit will be issued or more information regarding your project may be requested by the building department.

What inspections will be done?

- Mandatory inspections will change based on the type of accessory building. At minimum, most accessory buildings will require the following:
 - i. Excavation/Footing inspection – prior to the pouring of concrete
 - ii. Framing inspection – once all framing is complete
 - iii. Final inspection – when your building is complete
- All mandatory inspections will be listed on the permit.

Booking Inspections

Please make your inspection request through **Cloudpermit**. If you have questions, you can email building@puslinch.ca or call the office at 519-763-1226 ext 180.

Inspections are conducted every Monday, Wednesday, Thursday and Friday. Inspection requests must be received no later than 3:00pm the business day before the requested date. (Example: Friday inspection must be requested before 3:00pm Thursday afternoon).

Permit applications are accepted online through CLOUDPERMIT, accessible through our website.
<https://puslinch.ca/for-residents/home-property/building-renovation/>



TOWNSHIP OF
PUSLINCH
EST. 1850

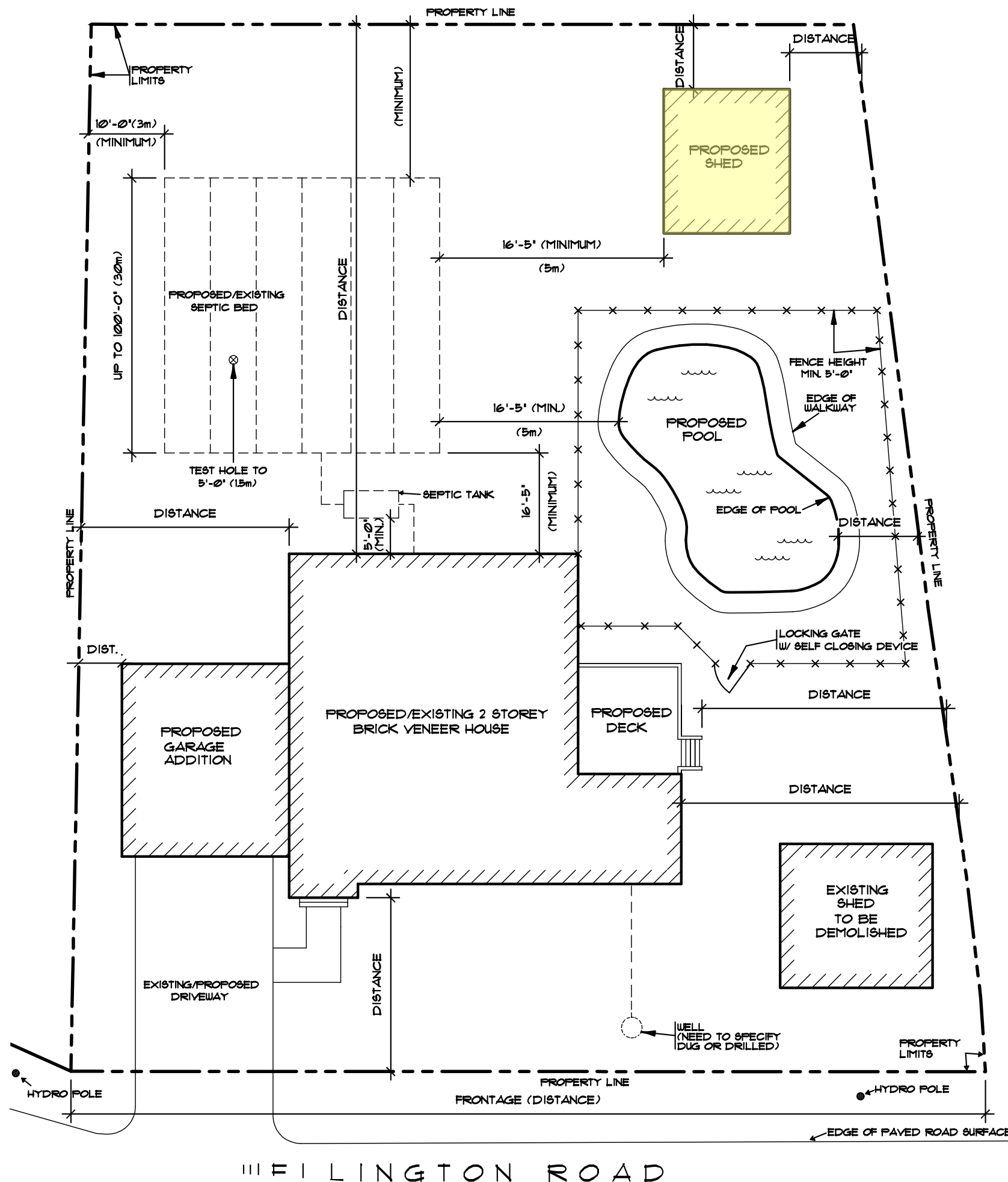
Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
(519) 763-1226

SAMPLE SITE PLAN

Not to scale

UPDATED:
-2025-

www.puslinch.ca



NOTES:

1. DRAWINGS ARE FOR SAMPLE PURPOSES ONLY AND SHALL NOT BE USED FOR CONSTRUCTION.
2. DO NOT SUBMIT THIS DRAWING AS PART OF YOUR PERMIT APPLICATION.
3. DETAILS SUBMITTED FOR REVIEW SHALL BE DRAWN TO A RECOGNIZABLE SCALE. (e.g. 1/2" 1'-0" OR 1" 1'-0".)

ZONING:

1. SETBACKS ARE THE SAME AS FOR A SINGLE FAMILY DWELLING.
2. COVERED DECKS AND PORCHES COUNT TOWARD LOT COVERAGE.
3. REFER TO THE TOWNSHIPS COMPREHENSIVE ZONING BY-LAW FOR ALL ZONING REQUIREMENTS (www.puslinch.ca/by-laws) OR CONTACT US DIRECTLY AT planning@puslinch.ca

ADDITIONAL PERMITS MAY BE REQUIRED FROM THE CONSERVATION AUTHORITY:

Please contact them directly at:

1. GRCA – 519-621-2763
grandriver.ca
2. Halton – 905-336-1158
conservationhalton.ca
3. Hamilton – 905-525-2181
conservationhamilton.ca

INCLUDE SETBACK DISTANCES TO:

Front Property Line: _____
Rear Property Line: _____
Side Yard Property Line: _____
Septic Tank: _____
Septic Bed: _____
Other Structure: _____



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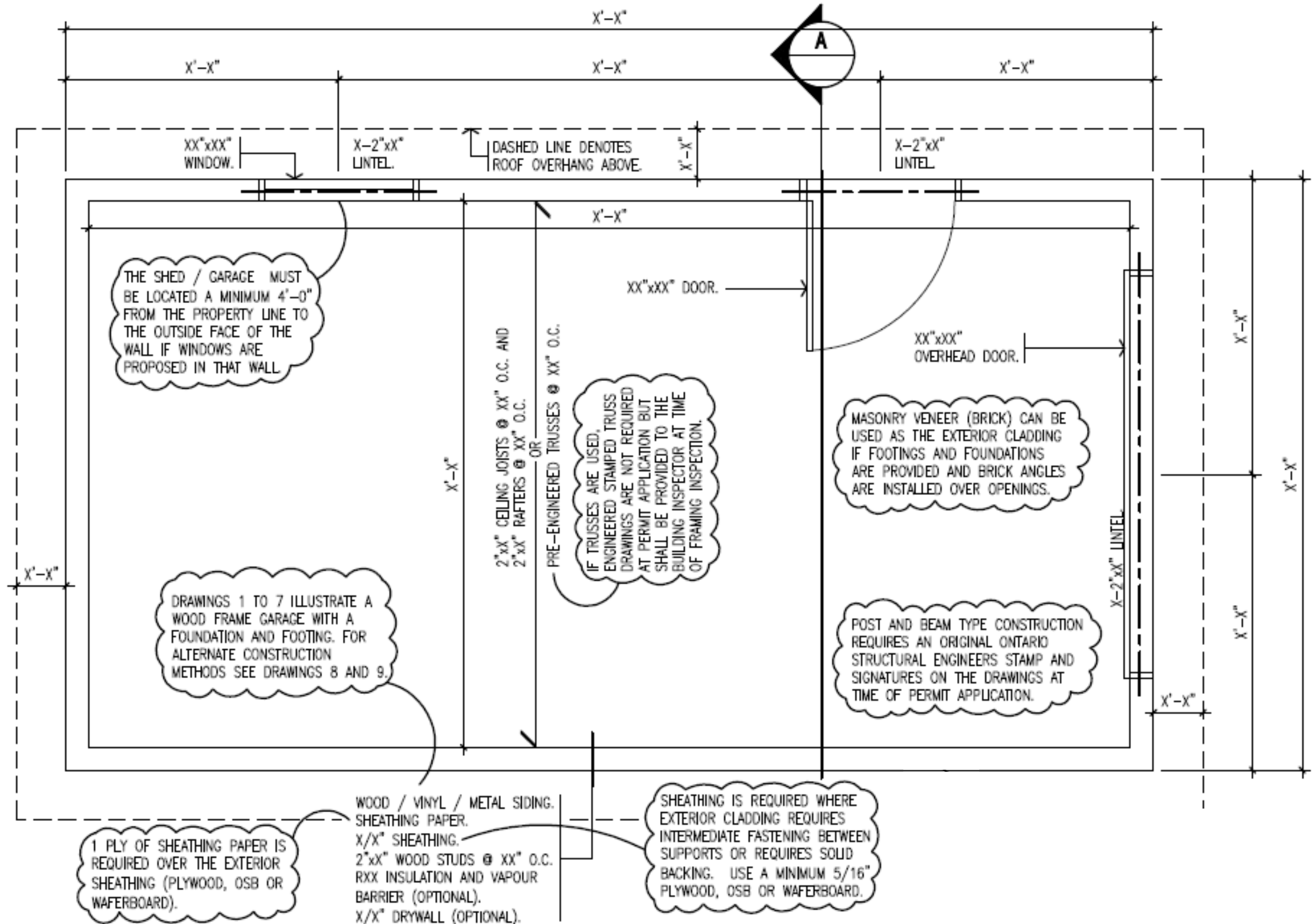
**GARAGE/
ACCESSORY**

**-SAMPLE
FLOOR PLAN-**

Not to scale

DATE:
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**GARAGE/
ACCESSORY
BUILDING**

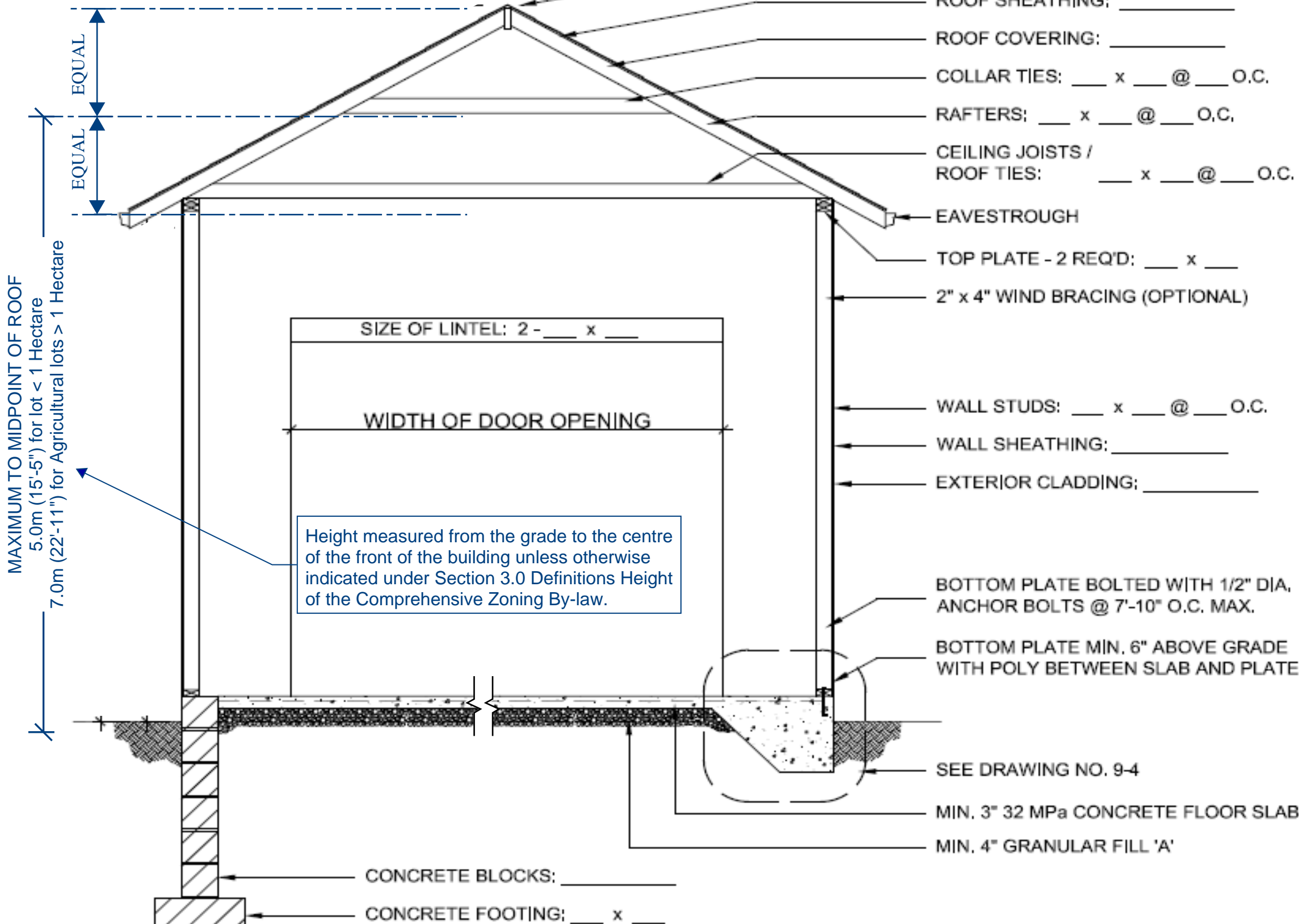
**-Sample Cross
Section-**

Not to scale

DATE:
-2025-

www.puslinch.ca

SIZE OF ACCESSORY BUILDING: ___ x ___



NOTE: BUILDINGS LARGER THAN 55 SQUARE METRES (592 SQUARE FEET) IN AREA MUST BE SUPPORTED ON FOOTINGS AND FOUNDATION WALLS.



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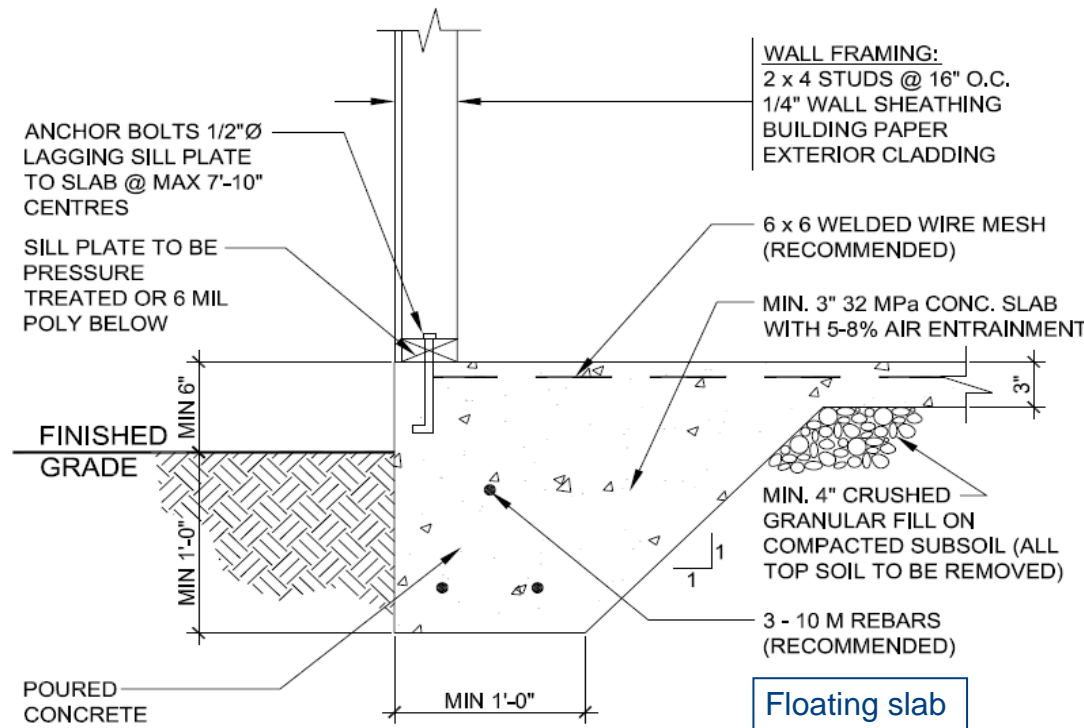
**GARAGE/
ACCESSORY
BUILDING**

**-SAMPLE
FOUNDATIONS
DETAILS-**

Not to scale

DATE:
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www.puslinch.ca



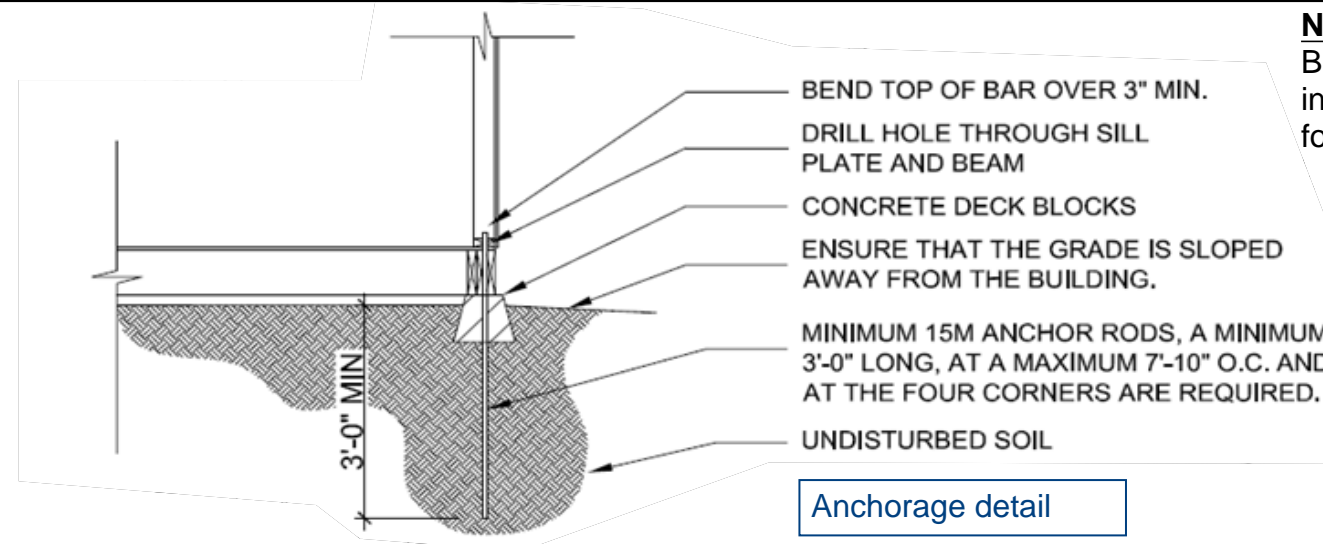
Note:

This floating slab design is for detached garage and sheds. The **area may not exceed 55m² (592 ft²)**, maximum one storey in building height and no brick/masonry veneer permitted.

Larger floating slab design or floating slabs that include brick/masonry veneer will be required to stamped by a professional engineer

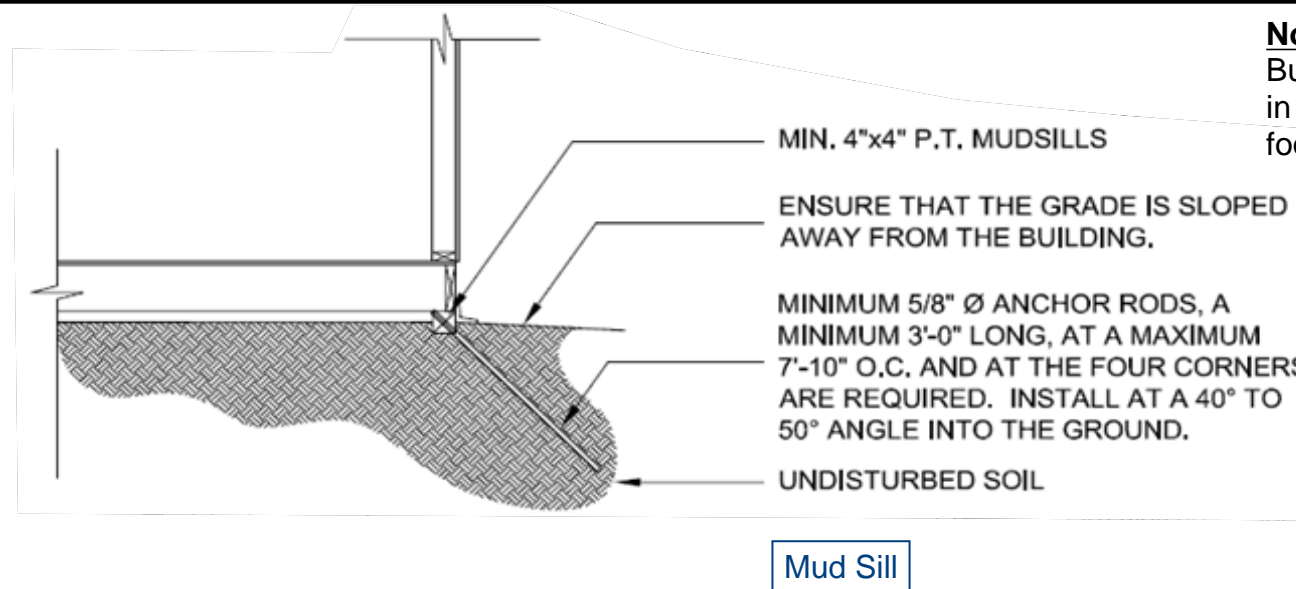
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Note:

Buildings larger than 55m² (592 ft²) in area must be supported on footings and foundations walls.



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**GARAGE/
ACCESSORY
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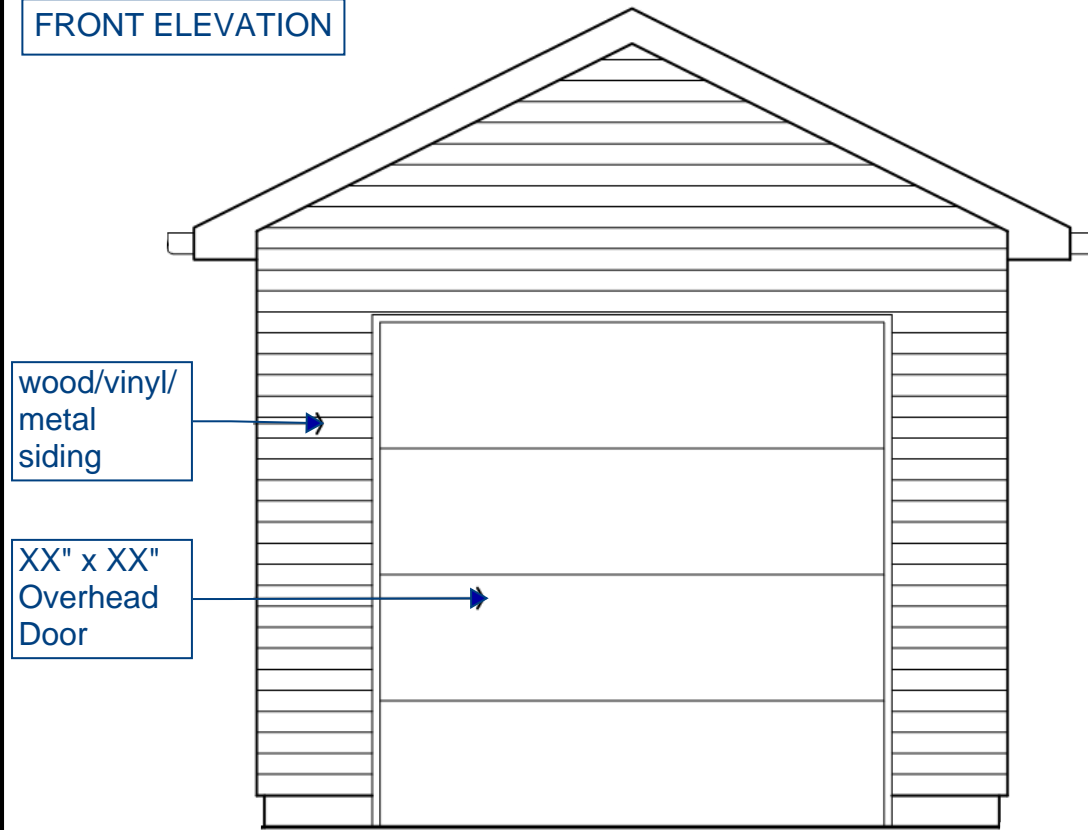
**-SAMPLE
ELEVATIONS-**

Not to scale

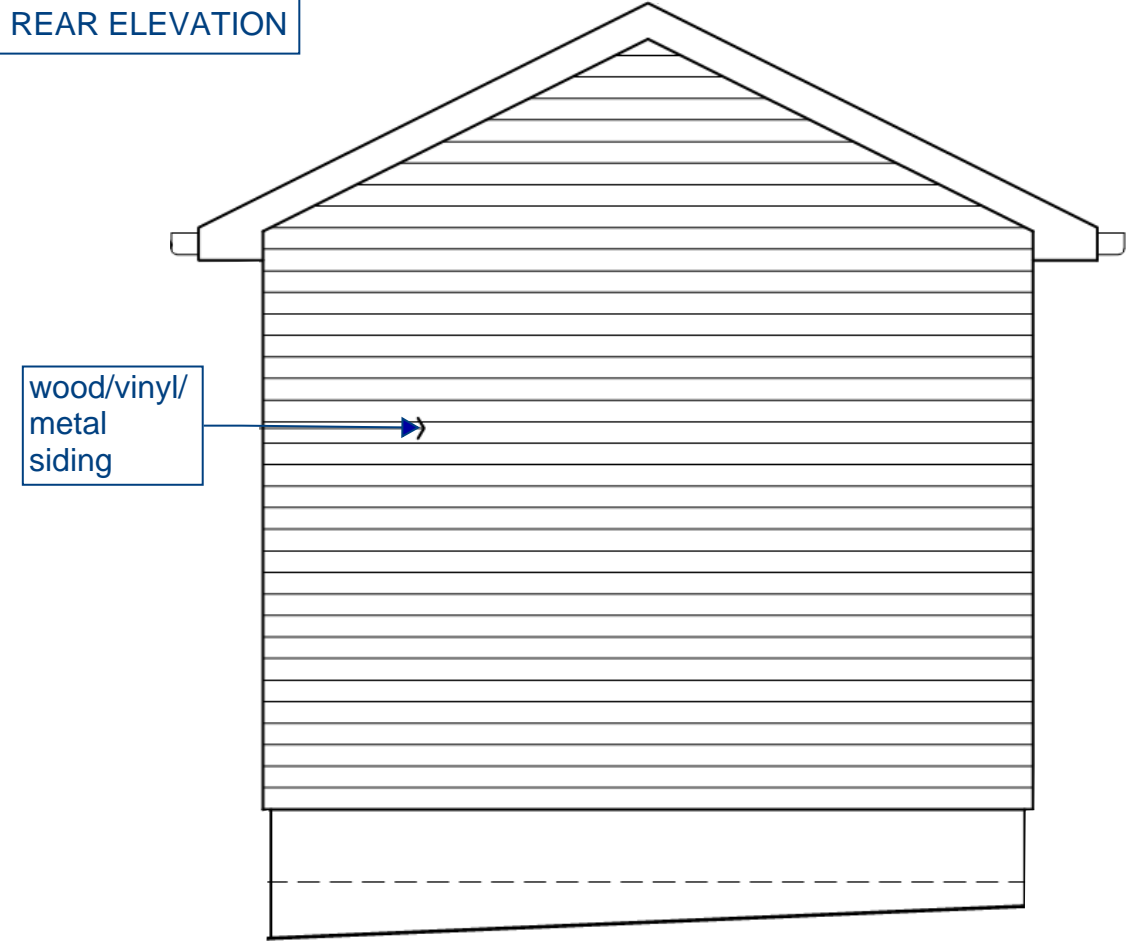
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FRONT ELEVATION



REAR ELEVATION



LEFT/RIGHT ELEVATION

