



The Corporation of The  
**Town of Amherstburg**  
**BUILDING DEPARTMENT**

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<https://www.amherstburg.ca/en/town-hall/building-applications-permits.aspx>



**GUIDE TO ACCESSORY  
STRUCTURES**

Version: 2026

An accessory structure is a building or structure that is incidental or accessory to the main building located on the same property. This can include sheds, garages, pool houses, gazebos, etc.

There are different requirements that need to be reviewed prior to a building permit being issued. Listed below are some general requirements for accessory structures in residential zones, however, refer to Zoning By-law 1999-52 for additional information.

## **1. Structures that do not require a Building Permit**

- Not greater than 15 sq. meters (161 square feet).
- Structure does not contain plumbing.

### **Construction Requirements:**

- Not regulated by the Ontario Building Code.
- Must comply with all municipal by-laws.
- Not allowed in required exterior yard.
- Maximum building height is 5.5 meters (18'-0" to the top peak of roof).
- Minimum set back of 1.2 meters (4'-0") is required from interior lot lines.
- Building cannot be located on an easement.
- Existing rear yard drainage must be maintained.
- Ensure that all rainwater does not shed on to neighboring properties. Must maintain own water runoff.

## **2. Structures that require a Building Permit**

- Structure is greater than 15 sq. meters (161 square feet).
- Contains any type of plumbing within the structure.

### **Construction Requirements:**

- A "rat wall" foundation may be used for structures 55 sq. meters (592 square feet) or less. "Rat walls" cannot support any type of masonry and not support more than one floor.
- Full foundation depth must be used if the structure is supporting masonry and if the structure is greater than 55 sq meters (592 square feet).
- Ensure that all rainwater does not shed on to neighboring properties.
- Maximum building height is 5.5 meters (18'-0" to the top peak of roof).
- Minimum set back of 1.2 meters (4'-0") is required from interior lot lines.
- Not allowed in required exterior yard.
- Structure cannot exceed the size of the main dwelling.
- Buildings (and overhangs) cannot be located on an easement.
- Existing rear yard draining must be maintained.
- Refer to the by-law page for additional zoning information

## **3. How large of a structure can I build on my property?**

The size of structure that can be built on any particular property is dependent on several factors.

- Zoning
- Size of property
- Size of existing residence
- Size of all existing structures on the property (permitted and non-permitted)

<b>Accessory Structure Yard Requirements</b>							
Zone	Front Yard	Interior Side Yard	Exterior Side Yard	Rear Yard	Max. Lot Coverage	Accessory Structure Max. Allowable Coverage	Cannot Exceed
R1	7.5m (24'-7")	1.2m (3'-11")	7.5m (24'-7")	1.2m (3'-11")	35 %	10% of lot area	1076 or size of dwelling
R1A	7.5m (24'-7")	1.2m (3'-11")	7.5m (24'-7")	1.2m (3'-11")	30 %	10% of lot area	1991 or size of dwelling
R2	6m (19'-8")	1.2m (3'-11")	6m (19'-8")	1.2m (3'-11")	35%	10% of lot area	1076 or size of dwelling
A Undersized	Not permitted – behind main dwelling only	3m (9'-10")	10m (32'-10")	3m (9'-10")	30%	10% of lot area	N/A

**Note: Accessory structures are not permitted in any required front yard**

There are several zoning designations within the Town of Amherstburg. Please confirm the zoning of your property prior to any application submission as it will determine the maximum limit of lot coverage. Refer to the Zoning Bylaw. This guide does not include Agricultural and Industrial zones.

For example, **R1** zoning has a maximum lot coverage of 35% for all structures including the main dwelling unit on the property. There are additional requirements that will limit the size of the accessory structure such as, it cannot exceed the size of the main dwelling, cannot exceed 10% of the lot size and cannot exceed 100m<sup>2</sup> (1076 SF). For the **R1A** zoning the total lot coverage is 30%. For accessory structures in this zone, the structure cannot exceed the size of the main dwelling, cannot exceed 10% of the lot size and cannot exceed 185 m<sup>2</sup> (1991 SF).

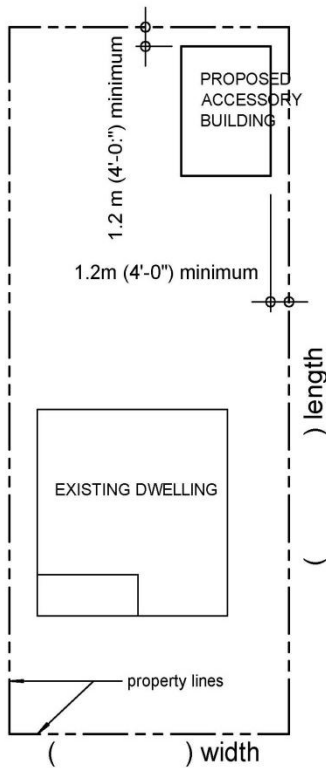
Refer to the calculation sheet attached to assist you in determining the size of structure that can be constructed on your property.

## **Sample Calculation Sheet**

## ACCESSORY STRUCTURE SIZE CALCULATION SHEET

R-1 and R-2 ZONING (Typical Residential Zoning)

Step # 1		
1	Lot Area	7200 SF
		← Applicant to provide
2	35% Maximum Allowable Coverage for all structures including dwelling (R1 &R2)	2520 SF
		← Multiply lot area by 35%
3	10% Maximum Allowable Accessory Structures or maximum of 1076 SF	720 SF
		← Multiply lot area by 10%
Step # 2		
4	Existing house and attached garage area	2150 SF
		← Applicant to provide
5	Existing accessory structure size (if applicable)	120 SF
		← Applicant to provide
6	Total square foot area of all buildings on property	2270 SF
		← Add both values from line 4 and 5
7	This value represents the allowable accessory structure size permitted provided: -size is less than the size of house in line 4 and 10% maximum size of lot and -does not exceed 100 m2 (1076 SF)	250 SF
		← Subtract line 6 from line 2



<b>Lot size</b>	<b>60'-0" x 120'-0" = 7200 SF</b>
<b>Existing house size</b>	<b>2150 SF</b>
<b>Existing accessory Structure</b>	<b>120 SF</b>
<p><b>Therefore the allowable size permitted is 250 SF which is a structure that is approximately 15'-8" x 15'-8".</b></p>	

FRONT YARD  
SAMPLE SITE PLAN  
RESIDENTIAL ZONE

## Applicant Work Sheet

ACCESSORY STRUCTURE SIZE CALCULATION SHEET		
R-1 and R-2 ZONING (Typical Residential Zoning)		
Step # 1		
1	Lot Area	SF
2	35% Maximum Allowable Coverage for all structures including dwelling	SF
3	10% Maximum Allowable Accessory Structures or maximum of 1076 SF	SF
Step # 2		
4	Existing house and attached garage area	SF
5	Existing accessory structure size (if applicable)	SF
6	Total square foot area of all buildings on property	SF
7	This value represents the allowable accessory structure size permitted provided: -size is less than the size of house in line 4 and 10% maximum size of lot and -does not exceed 1076 SF	SF

*\*\*Percentage maximum allowable coverage varies depending on zoning. Please see table on page 3\*\**

### Notes

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#### 4. What is required to obtain a building permit for an Accessory Structure?

The Town of Amherstburg currently uses an online permit submission portal called [Cloudpermit](#). All applications will require to be completed online using Cloudpermit. Visit our website [www.amherstburg.ca/building](http://www.amherstburg.ca/building) or log onto <https://ca.cloudpermit.com> to create an account. With this online system, it will allow you to complete the entire building permit process from anywhere at any time. All drawings will be required to be completed by a certified designer. All drawings shall be a minimum scale as indicated. The following drawings are required.

- Site plan (sample attached). Drawing must include location of property lines, existing structures including dimensions, and septic system location in proximity to the new structure.
- Foundation plan (sample attached).
- Floor plans (sample attached).
- Elevations (sample attached).
- Sections and details (sample attached).

Along with the drawings listed above, other approvals may be required for your project. The following are some approvals that may be required upon submitting your application prior to issuance of a building permit.

- ERCA approval
- Septic Sewage System Approval (if plumbing is added)
- Ministry of Transportation
- Committee of Adjustment (minor variance)
- Site plan agreement
- County of Essex / Entrance permit
- Hydro clearance (Essex Power / Hydro One)

#### 5. What is the cost of a building permit?

The following is a sample list of possible fees for a **24' x 24'** (576 sf) accessory structure.

• Accessory structure fee (\$0.60 / sf (min \$165.00))	\$ 345.60
• Indemnity Fee	\$ 65.00
• Indemnity Deposit	<u>\$ 500.00</u>
• Total Permit Fee	\$ 910.60

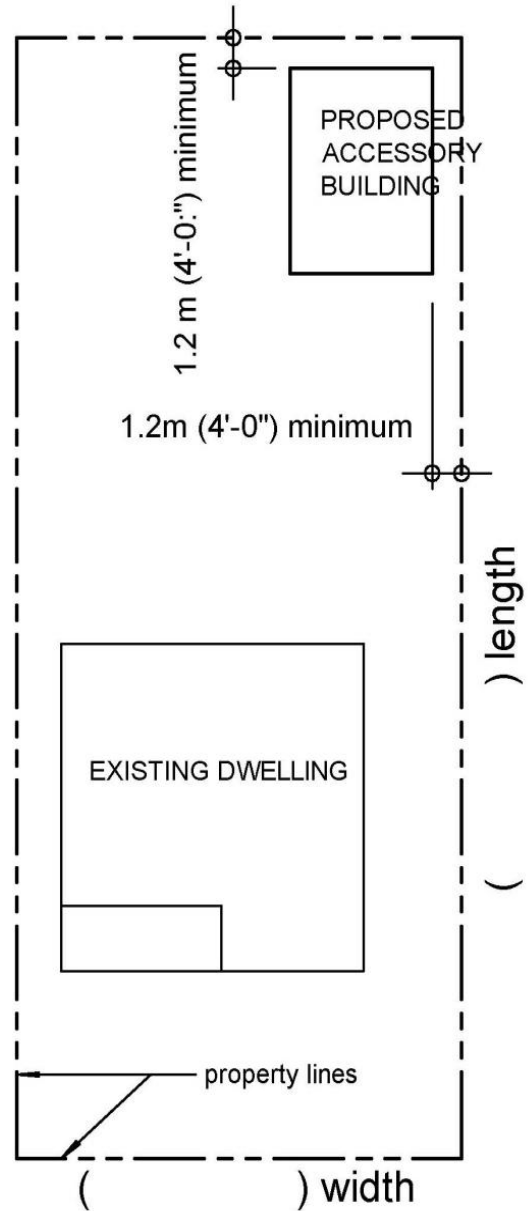
All payments must be paid in cash, cheque or debit. Credit cards or online payments will not be accepted. The indemnity deposit will be refunded following the final inspection of the building and if the permit is completed and cleared.

Some fees may vary. For our complete fee schedule go to our web site at <https://www.amherstburg.ca/business-and-development/building-services/development-charges-by-laws/>

## Sample Site Plan and General Notes

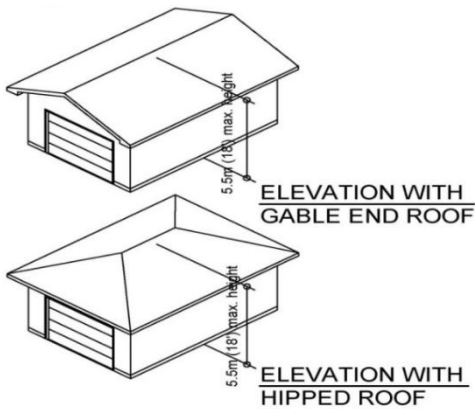
**Note:**

- The total of all accessory buildings are not to exceed 10% of the lot area to a maximum size of 100m<sup>2</sup> (1076 SF), except R1A allows 10% of the lot area to a maximum of 185 m<sup>2</sup> (1991 SF)
- The accessory building shall not exceed the gross floor area of the main building except in agricultural and industrial zones
- All buildings including the main building are not to exceed the total maximum allowable percentage of lot coverage
- Decks under 24" in height with no roof from grade and pools are excluded from lot coverage
- The minimum setback required from the rear lot line and the side lot line is 1.2m (4'-0")
- The maximum allowable building height to the peak of the roof is 5.5m (18'-0")
- Locate all other buildings, pools, septic systems, wells, decks over 24" in height, overhead electrical wires and easements where applicable.
- No structures permitted in any easements

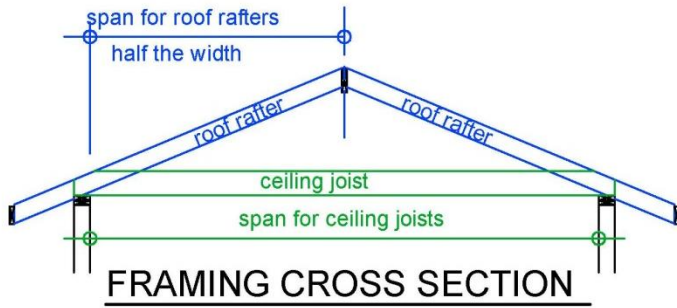


FRONT YARD

### SAMPLE SITE PLAN RESIDENTIAL ZONE

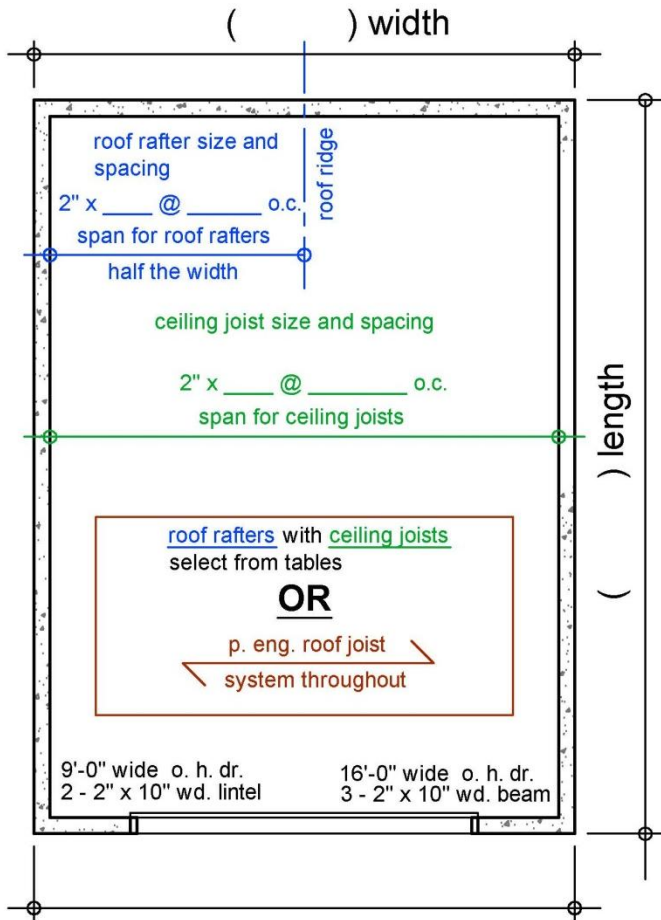


## Sample Foundation/Floor Plans and Details



### MAXIMUM SPAN FOR CEILING JOISTS

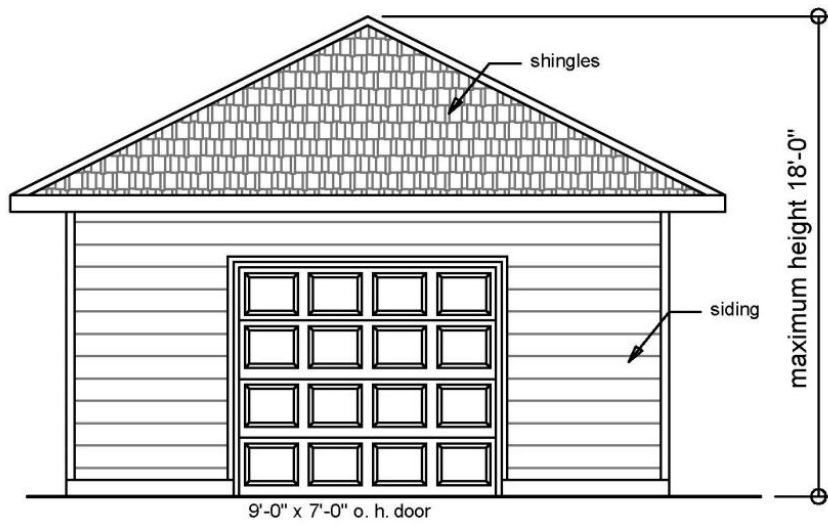
	ceiling joist spacing		
joist size	12"	16"	24"
2" x 6"	16'-0"	14'-6"	12'-8"
2" x 8"	21'-1"	19'-1"	16'-8"
2" x 10"	26'-10"	24'-6"	21'-4"



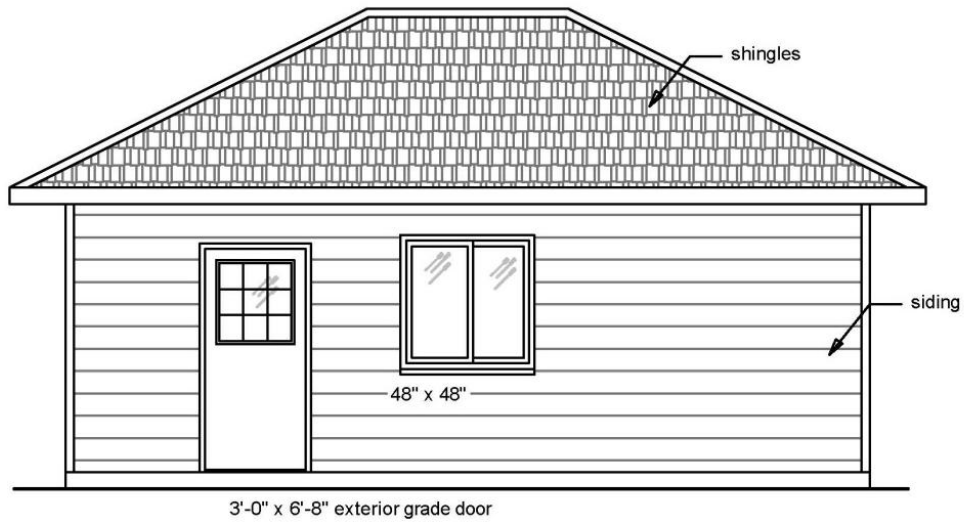
### MAXIMUM SPAN FOR ROOF RAFTERS

	roof rafter spacing		
rafter size	12"	16"	24"
2" x 6"	16'-0"	14'-6"	12'-8"

## Sample Elevations

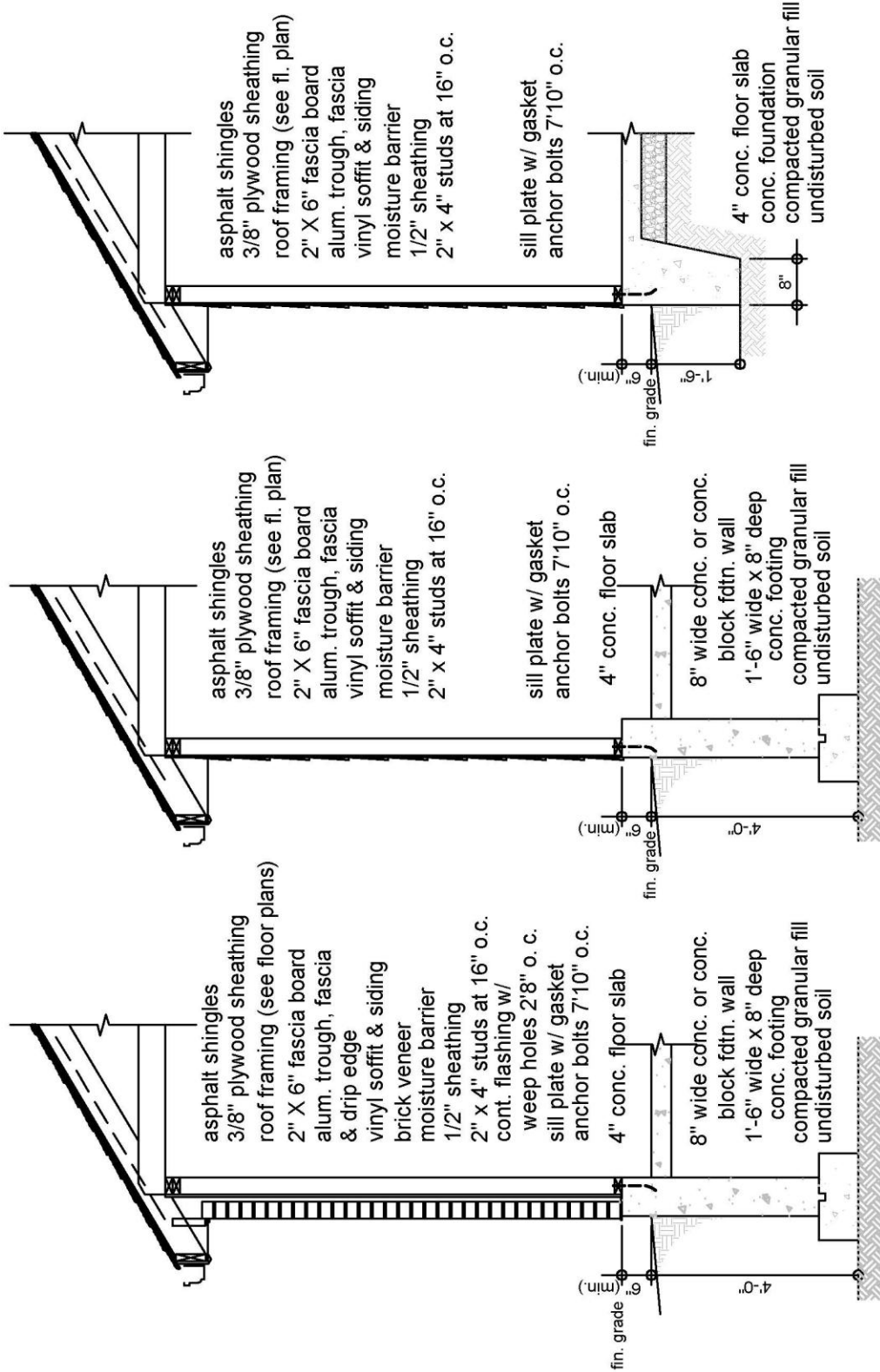


### SAMPLE ELEVATION 1



### SAMPLE ELEVATION 2

# Typical Wall Section through Accessory Structures



TYPICAL WALL SECTION  
SCALE: 3/8" = 1'-0"

TYPICAL WALL SECTION  
SCALE: 3/8" = 1'-0"

TYPICAL WALL SECTION  
SCALE: 3/8" = 1'-0"

**WITHOUT BRICK FOR BUILDINGS UNDER 55 m<sup>2</sup> (592 SQ. FT.)**

**WITHOUT BRICK FOR BUILDINGS OVER 55 m<sup>2</sup> (592 SQ. FT.)**

**ALL BUILDINGS WITH BRICK OR STONE**

## 6. 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. All other approvals are required (eg: ERCA, Essex County Roads, ETC), for an application to be considered complete. 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.

## 7. What inspections are required and how do I book an Inspection?

Requesting inspections is the responsibility of the homeowner and/or contractor of the project. It is their responsibility to ensure the work is complete and ready for the inspector. Any work covered up before the inspection must be uncovered for proper inspection. In addition to the above, the builder is responsible for providing the permit drawings on site at the time of the inspection.

Inspections can be requested through “Cloudpermit” and will require to be confirmed with our office. Please understand that a requested inspection time is not approved until the building dept. office accepts the inspection. The requested time may be different from the approved time. You can also schedule inspections by contacting our office at least 24 hours in advance at 519-736-5408. Inspections will be available between 10:00 am to 12:00 pm and 1:15 pm to 3:30 pm.

Each major phase of construction must be inspected to verify the work conforms to the Ontario Building Code. The listed below are the mandatory inspections.

1. **Footing** inspection – Before pouring concrete.
2. **Underground plumbing** inspection (water test or air test) – If applicable.
3. **In-floor heating** inspection (air test) – If applicable.
4. **Rough plumbing** inspection (water test or air test) – If applicable.
5. **Waterline inspection** (air test) – If applicable.
6. **Rough framing** inspection (Provide roof truss drawings and engineered floor drawings prior to the framing inspection.
7. **Insulation** & air/vapour barrier inspection – If applicable.
8. **Final Inspection** – Ensure all construction is complete (exterior and interior).