



Building a Detached Garage or Accessory Building

Inspection Division Information Handout #R2

THE PURPOSE OF THIS HANDOUT is to assist owners in preparing acceptable design drawings and making application for a building permit to construct a detached garage or accessory building.

PERMITS REQUIRED FOR CONSTRUCTING AN ACCESSORY BUILDING:

1. In order to build a detached garage or other accessory building in the City of North Vancouver a building permit is required. To apply for a building permit you must fill out a building permit application and submit plans detailing the proposed work. A review of the Zoning, Building Code and Engineering requirements will be conducted to confirm compliance with municipal bylaws and provincial codes.

If you are constructing an accessory building of less than 10m² (108 ft²) and it does not create a hazard, a building permit is not required but you must ensure full compliance with the City's zoning bylaw. Depending on the height of the proposed structure, certain zoning bylaw provisions must be considered in the placement of the structure on your property.

2. Electrical, plumbing and gas installations are each covered by their own code. Separate permits, in addition to the building permit, are required for any work to be undertaken under these trades.

A plan is not normally required for these permits although a line drawing, indicating the method of installation, may be requested prior to the issuance of the permit.

A homeowner who resides in, or plans to reside in, the residence on the property on which the accessory building will be built, may apply for the electrical, gas or plumbing permits provided he/she is going to perform the installation him/herself.

BUILDING PERMIT APPLICATION PROCESS

1. Once a building permit application is submitted to the City, the building, planning and engineering departments will conduct reviews for compliance with municipal bylaws and provincial codes.

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2. Depending on the complexity of the proposed work, the quality of the permit drawings, and the completeness of the permit submission, it may take two to four weeks to process the application.
3. Board of Variance/Re-zoning/DVP: If the proposed work does not conform to the zoning bylaw or if the proposed work will render the building non-conforming, you may need to apply to the Board of Variance or the City Council for a re-zoning or development variance permit. City planning staff can provide more detailed information. ***Additional time may be required to process these applications.***

SUBMISSION REQUIREMENTS:

1. See Information handout #R1 for more information.
2. Submit three sets of drawings (drawn to scale) to the Community Development Department when applying for your building permit. An application fee, approximately one-half the value of the building permit fee, will be collected upon application. A completion deposit will also be collected when the permit is issued and will be refunded once the project is complete, provided it is done so in compliance with the City's Building Bylaw.
 - a) Site Plan:
 - If you cannot locate the legal survey pins bounding your property, you may have to obtain a legal survey unless you can prove that the proposed siting of the building will conform to the zoning bylaws, i.e. measurements from a neighbour's pin, or allowing extra sideyard and rear lot line distances in the siting.
 - Indicate the location and names of streets and lanes bounding your property.
 - Show the location of storm, sanitary and water service lines on your property if available.
 - The garage slab should be approximately 100mm (4") above the centre of lane elevation and the maximum permitted slope of the driveway is 10%.
 - b) Foundation and Floor Plan:
 - A typical column footing for a carport supported on posts would consist of a 635mm x 635mm x 250mm (25" x 25" x 10") concrete footing to a minimum depth of 450mm (18") below grade, supporting a 200mm x 200mm (8" x 8") concrete pier to a minimum 150mm (6") above grade.

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- A typical strip footing for a garage would consist of a 300mm x 150mm (12" x 6") concrete footing to a minimum depth of 450mm (18") below grade, supporting a 200mm (8") wide foundation wall extending to a minimum 150mm (6") above grade.
- Allowable openings (doors and windows) depend on the distance between your building and property lines or other buildings. For Example, if the garage is less than 1.2m (4') from the property lines, no openings are permitted.
- Show ceiling and roof framing including joist and beam sizes, roof sheathing thickness, and roofing material.
- Engineered trusses require shop drawings with an engineer's stamp.
- Show sizes of headers over openings. Engineered beams require an engineered beam certificate.
- As a reminder, a garage and carport are required to have a light and switch.

c) Sections:

- The minimum size of wood posts supporting carport roofs is 89mm x 89mm (4" x 4").
- Ensure posts are solidly connected with steel post anchors embedded 100mm (4") into the concrete piers.
- Ensure buildings are solidly connected to foundations with 12.7mm (1/2") diameter bolts 100mm (4") into the concrete at 2.4m (8') on centre minimum.
- Concrete slab to be a minimum of 75mm (3") thick, on compacted gravel or undisturbed soil.
- Show gutters with rain water leaders draining to storm drainage or the house perimeter drainage system.

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- Eave overhang (including gutters) must be at least 150mm (6") clear of property line. For example, if the garage is sited .6 m (2 feet) from the property line, the overhang, fascia and gutter may only project 450mm (18") from the face of the garage.

d) Elevations:

- Indicate the type of exterior finishes and roofing material.
- Show sizes of entrance doors, garage doors and windows.
- Show elevations of finished grade if available.
- Flashing is required over openings, such as doors and windows, at termination of sheathing at the foundation, and at any horizontal junction between 2 different exterior finishes.

If you find you can not prepare the drawings yourself, retain the services of a qualified designer.

ZONING BYLAW

1. Floor Area –may not exceed an area of 0.1 times the lot Area, to a maximum of 55.74 sq. m (600 sq. ft.)
2. Height – may not exceed a height of 3.658 meters (12 feet), except that if the roof slope exceeds a 4 in 12 pitch, the height may be increased to a maximum of 4.57 meters (15 feet).
3. Siting – shall be sited behind the front face of the principal building, and when exceeding 10 sq. m. (107.6 sq. ft.) shall be sited in the rear 25% of the property.

The accessory building must also be sited a minimum:

- a. 1.22 m (4 ft) from the rear lot line,
- b. 0.61 m (2ft) from an interior side lot line,
- c. 3.048 m (10ft) from the principal building,
- d. 3.048 m (10ft)from an exterior side lot line, and
- e. 4.57 m (15ft) from the intersection of the lot lines along 2 streets, or a street and a lane or two lanes.

INSPECTIONS:

With your building permit in hand you may now begin construction. At various stages in your construction process you must call to arrange inspections (604-983-7355 or 604-990-4249). You must call at least one day in advance to ensure that an inspector is available.

These inspection stages are:

1. Formwork for footing and foundation installation before pouring concrete. Provide survey and engineer's inspection report (if applicable). You will not be approved to pour concrete unless the siting can be confirmed.
2. Completion of framing. You may install the roofing material, but do not install the exterior wall finish.
3. Installation of plumbing, gas or electrical if applicable. (Separate permits for each.)
4. Sheathing paper and stucco lath/wire if applicable.
5. Final inspection.

COMMON QUESTIONS AND ANSWERS

1. Can I build a two storey garage? No, accessory buildings can be only 1 storey in height.
2. Where do I drain the rain water leaders to? If there is a storm sewer at the rear of the house connect to the storm sewer. If the storm sewer is at the front of the house, connect to the house perimeter drain system. If there is no storm sewer available, please contact the Engineering Department at 604.983.7333.
3. Do I need to place poly under my garage slab? No, but poly placed between the ground and concrete will keep water from draining out of the fresh concrete while it is setting, giving you a stronger slab.
4. Can I operate a business from my garage? No, a home-based business is only permitted to operate from within the principle dwelling on the property.