



Attached Garage: Project Guide

Applicable to: attached garage builds or alterations.

The following items must be included in your application package:

Site Plan – drawing to include:

- ☐ Property lines
- ☐ Dimensions & location of proposed garage with
 - ☐ Windows location and sizes
 - ☐ Door's location and sizes
 - ☐ Direction of roof trusses
- ☐ Show north direction arrow
- ☐ Roads and any drainage/irrigation ditches
- ☐ Placement of current home and other buildings on property

Due to the irregular size and shapes of lots within the Organized Hamlet of Crystal Lake, the lot shall be legally surveyed and staked to guarantee the required setbacks. In accordance with the Municipal Zoning Bylaw, all buildings shall be set back from the property line as follows:

- Front Yard (street side): 3 m
- Back Yard (lakeside): 3 m
- Side yard: 1.5 m (restrictions may apply)

Windowsills, eaves, gutters, chimneys, decks etc may encroach 1.5 m into a setback however will not be permitted within 1 m of the lot line.

- ☐ Submission Details Form (Refer to page 2)
- ☐ Copy of the Certificate of Title
- ☐ Building Drawings

Other requirements that may need to be included in your application package:

- ☐ Engineered drawings (stamped drawings)
 - Required when design is outside Part 9 of the National Building Code (referred to as NBC throughout document).
- ☐ Structural commitment letter for field review
 - Required for a structural design completed by an engineer.
- ☐ Energy Efficiency Compliance Form
 - Required for accessory buildings constructed as amenity spaces.



BUILDING PERMIT APPLICATION- SUBMISSION DETAILS FORM

Complete the form below and submit with your application.

ROOF

Roofing Type	☐ Asphalt Shingles	☐ Metal Roofing	☐ Other:
Roof Sheathing	☐ OSB	☐ Plywood	☐ Other:
Thickness of Sheathing	☐ 3/8"	☐ 7/16"	☐ Other:
Roof Structure	☐ Pre-engineered	☐ Other: <i>*Provide additional information (size, spacing, etc.)</i>	
Spacing of Trusses	☐ 16" o.c.	☐ 24" o.c.	
Roof Overhang (a):			

FOUNDATION

Depth of Existing House Foundation:	
☐ Foundation Wall Wall: _____ (height) x _____ (thickness) Footing: _____ (height) x _____ (thickness)	☐ Grade Beam and Piles Grade Beam: _____ (width) x _____ (depth) Reinforcing: _____ Pile: _____ (diameter) x _____ (depth) Reinforcing: _____

INTERIOR FINISHES (select those that apply)

- Will the garage:
- ☐ have insulation installed;
 - ☐ have vapour barrier installed;
 - ☐ have interior finishes installed;
 - ☐ have any plumbing fixtures;
 - ☐ be heated.
- Door into house:
- ☐ weather stripped;
 - ☐ self-closer;
 - ☐ deadbolt lock;
 - ☐ blocked at lock-height to frame;
 - ☐ Hinges secured to solid wood frame;
 - ☐ No openable windows

This project guide has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Municipal Office for assistance, as the Rural Municipality of Keys No. 303 accepts no responsibility for persons relying solely on this information.

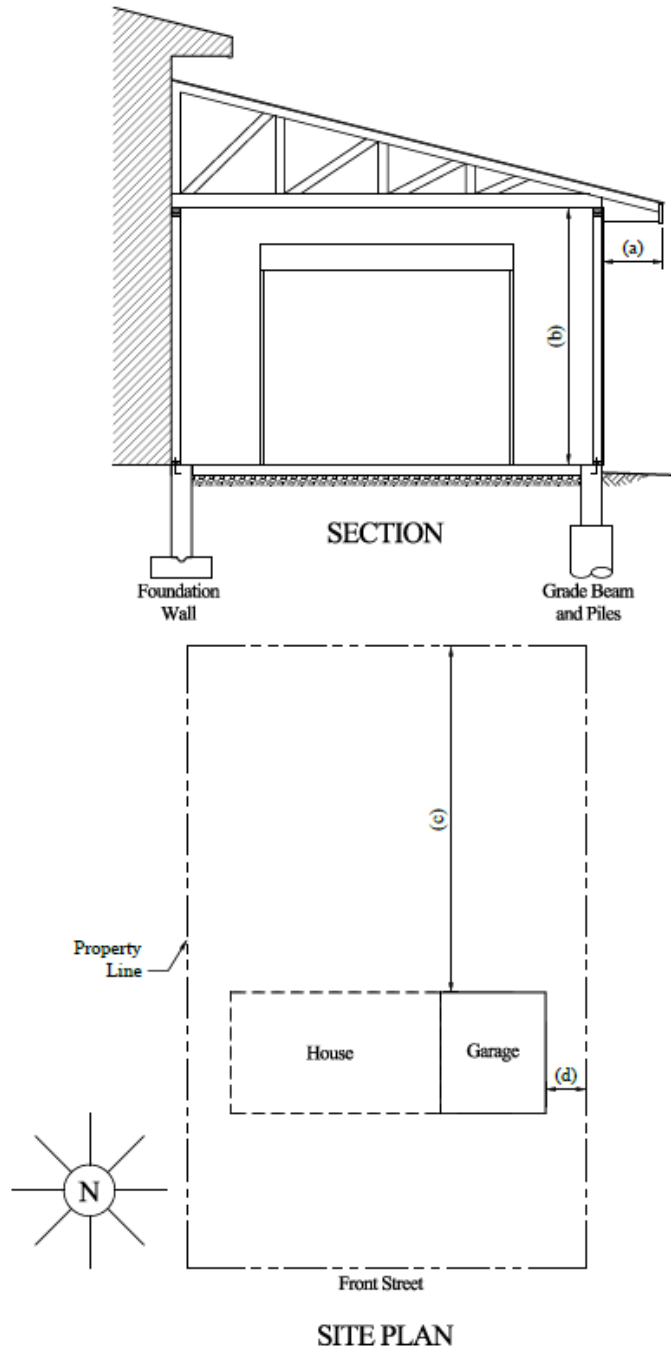
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INFORMATION PACKAGE

To assist you in assembling your application, we have created sample site plan to reference.

SAMPLE SITE PLAN



Details to be shown on plan:

1. Size of Proposed Garage
2. Distance to Rear Property Line (c)
3. Distance to Side Property Line (d)
4. Location and size of all doors and windows (i.e. the walls in which they are installed)
5. All existing buildings on lot

Wall information and sizing (sheathing, height of walls, etc) can be included on cross-sections of the plan.