



# Accessory Building Permit Application

Town of Quispamsis  
12 Landing Court  
Quispamsis, NB E2E 4R2  
Phone 506-849-5778  
Fax 506-849-5799

Email: [inspections@quispamsis.ca](mailto:inspections@quispamsis.ca)  
Website: [www.quispamsis.ca](http://www.quispamsis.ca)

Permit No. \_\_\_\_\_

<b>PROPERTY OWNER</b> <input type="checkbox"/> <b>APPLICANT</b>					
NAME			EMAIL		
ADDRESS			POSTAL CODE		
HOME PHONE		WORK PHONE		CELL PHONE	
<b>CONTRACTOR</b> <input type="checkbox"/> <b>APPLICANT</b>					
NAME			EMAIL		
ADDRESS					
HOME PHONE		WORK PHONE		CELL PHONE	
<b>PROJECT LOCATION</b>					
Civic No.	Street Name		PID		POSTAL CODE
Lot No.	Subdivision Name		Corner Lot	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>PROJECT DETAIL</b>					
<input type="checkbox"/> Pre-Fabricated		<input type="checkbox"/> Constructed		Overall Height	Overall Size
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					
Variance <input type="checkbox"/> N/A <input type="checkbox"/> Granted (decision attached) <input type="checkbox"/> Pending					
<b>TERMS &amp; CONDITIONS</b>					
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.					
<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- 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.</li> <li>- Once constructed, I agree to use the structure for the sole purposes indicated in the preceding application.</li> <li>- 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.</li> </ul> <p><input type="checkbox"/> <b>I have read and agreed to the aforementioned terms and conditions</b></p>					
Signature of Applicant			Date		
Signature of Property Owner <i>(if different from applicant)</i>					

This information is being collected in order for the Town of Quispamsis to accept plans and specifications, issue a permit, perform inspections, etc. for such work described in Building By-law No. 55. Information contained herein will be used to communicate with the relevant Project Contacts, i.e. contractors, engineers, electricians, plumbers, provincial departments. It may also be circulated to other Municipal Departments to be used for strategic planning purposes.

The legal authority for collecting this information is found in Section 59 of the Community Planning Act, Building Bylaw No. 55 and the Right to Information and Protection of Privacy Act.

For further information or questions regarding the collection of information, please contact the Building Inspector for the Town of Quispamsis at (506) 849-5741

**\*For a timely review please complete the entire application**





## Accessory Building Information (Other than a Detached Garage)

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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 or motor vehicle storage.*

### 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
- A copy 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
- Estimated construction cost of project
- Where a variance has been granted, attach a copy of the decision to the application

# Zoning Information

## TOWN OF QUISPAMISIS

### Zoning By-law 038 – Section 8(G)

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#### 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.

## Frequently Asked Questions

1. 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.
2. What is the maximum size accessory building I can place on my property?  
An accessory building cannot exceed 3.65m in height and 23m<sup>2</sup> in size.
3. How much will my permit cost?  
Accessory building fees are calculated at \$0.14 per square foot. There is a minimum permit fee of \$25.00 for residential and \$100.00 for commercial.
4. 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 (86m<sup>2</sup>), 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).