



**HAMPTON APPLICATION**  
**PLANNING, ENGINEERING & DEVELOPMENT DEPARTMENT**  
**BUILDING PERMIT - ACCESSORY STRUCTURE (POOL, DECK, SHED, ETC.)**

No building or structure shall be erected or altered, including demolition, nor the use of any building structure or lot to be changed unless a Development/Building Permit has been issued. A Building Permit is issued under the Building By-Law to confirm the construction is in accordance with applicable codes and by-laws and construction is defined as to do anything in the erection, installation, extension or material alteration or repair of a building or structure and includes the installation of building/structure unit fabricated or moved from elsewhere. An Accessory Structure means a building (or Structure) that is incidental, subordinate, and exclusively devoted to the main use, main building, or structure located on the same lot and a structure is defined as combination of materials which forms a construction that is intended to be safe and stable, other than a building, or a power or telephone pole. For any questions / clarification or assistance with the application, please contact Planning, Engineering & Development at (506) 832-6065, or via email: [planning@hampton.ca](mailto:planning@hampton.ca)

**APPLICANT INFORMATION**

Property Owner's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contractor Phone #: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

Is this application submitted with a **Development Permit Application?**  YES  NO

**PROPERTY INFORMATION**

PID: \_\_\_\_\_ PAN: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Proposed Project Description:  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROJECT DETAILS**

Structure Type:  Pool  Deck  Shed (Blocks/Ground)  Fence  Retain Wall (>1.2 m)  Ramps  Stairs

Other: \_\_\_\_\_

Structure Foundation:  4ft Deep Concrete  Block(s)  Screw Pile  Beam/Block Beam Size: \_\_\_\_\_

Size of Structure: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Diameter (If Round) \_\_\_\_\_

If Pool:  Above-Ground (Soft Side)  Above-Ground (Hard Side)  In-Ground Other: \_\_\_\_\_  
 Pool Fence Height \_\_\_\_\_ Fence Finish to Neighbors:  Yes  No

Yard Fence Details: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Self-Closing Gate:  Yes  No

*\*A fence is required for in-ground pools, above-ground soft-sided pools, and above-ground hard-sided pools if the height is less than 5 feet. Please attached any additional detail related to fence, pools, structure, etc. Any structure/building within 2.5 meters may required additional information (variance, survey confirmation, application site review, etc.)*

**- Please complete one or more of the attached forms that is applicable to the structure type. Retaining wall above 1.2 meters requires a design approved by a qualified professional.**

**PROJECT DURATION**

Proposed Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**ESTIMATED COST OF WORK:** \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature (if Not Applicant): \_\_\_\_\_ Date: \_\_\_\_\_

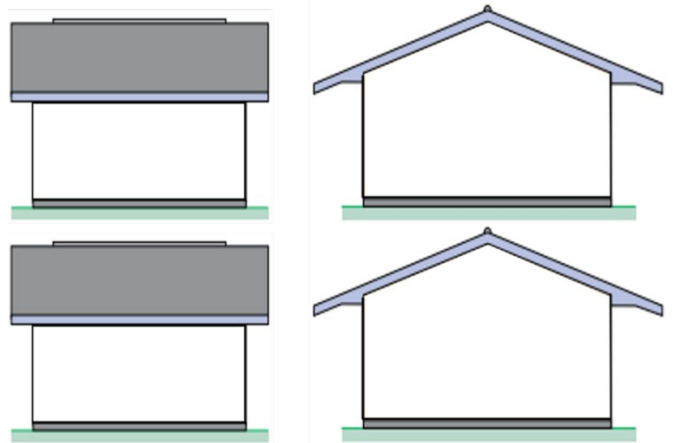
# Complete for Accessory Structure - Shed

## Sample - Elevation Plan(s)



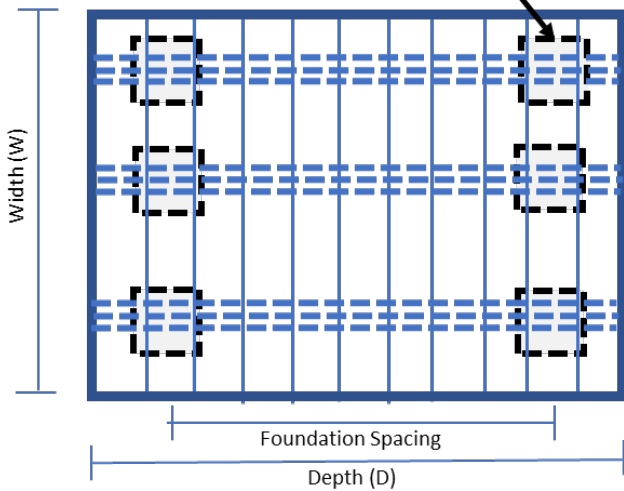
## Elevation Plan(s)

- Please include/draw location of doors and windows including dimension(s)



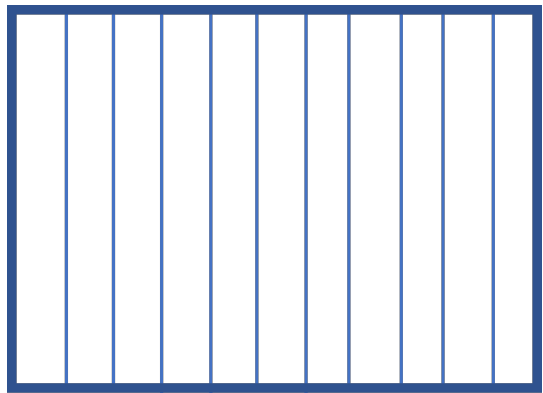
## Sample – Floor Plan(s)

Foundation Type  
(Block, Pad, Gravel, etc.)

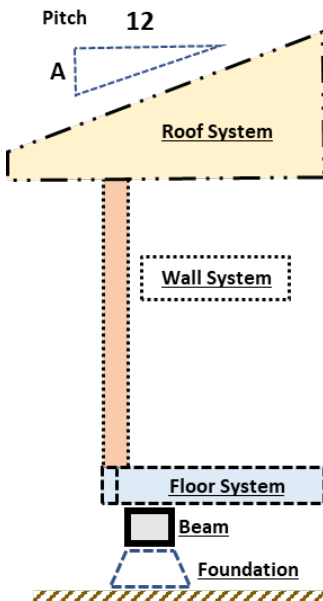


## Floor Plan(s)

- Please include/draw location of Beams and Foundation including Dimensions



## Sample – Cross-Section Detail(s)



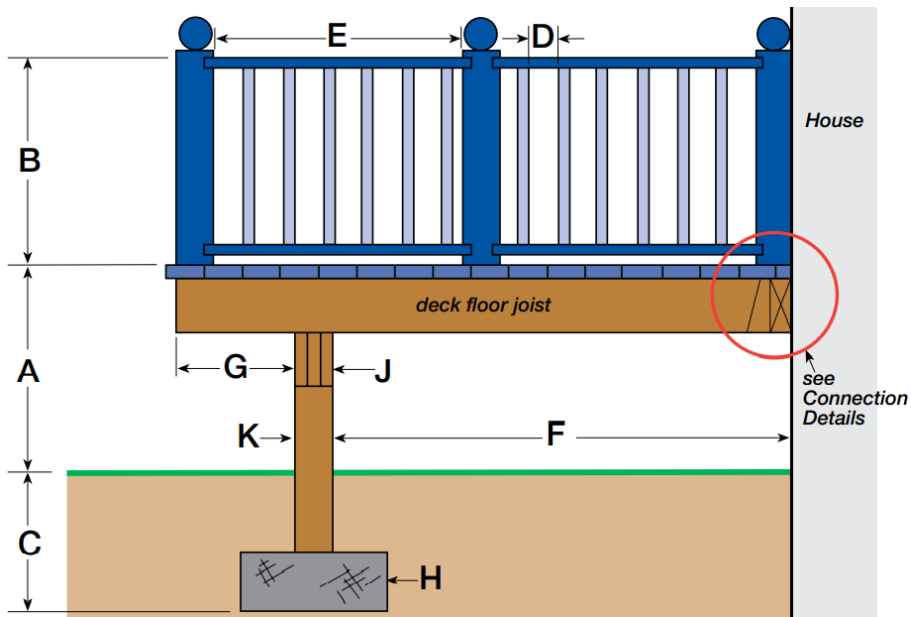
## Cross-Section Detail(s)

- Please complete the table below

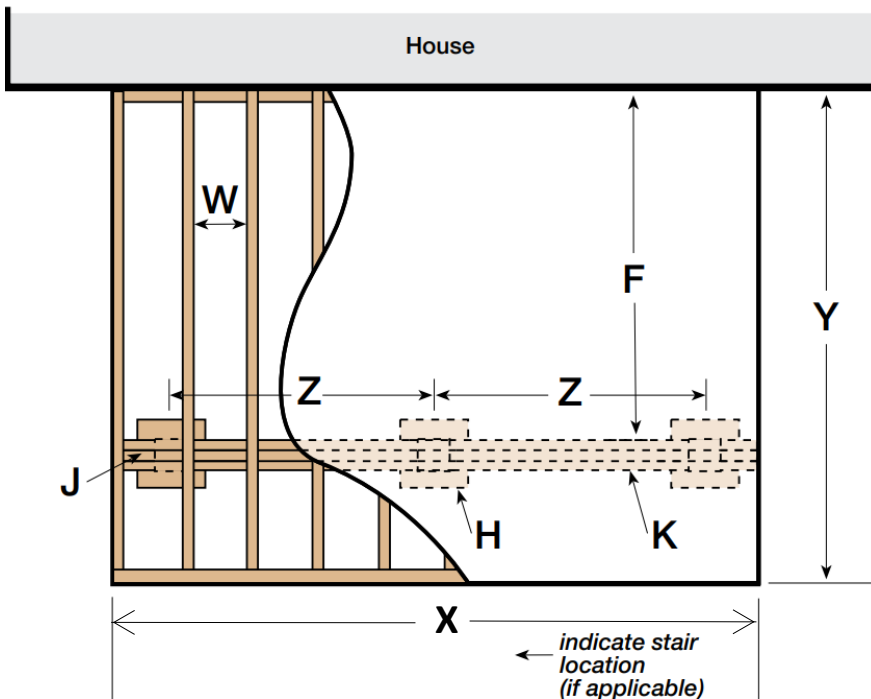
<b>Roof System</b>	
Trusses	<input type="checkbox"/> Engineered <input type="checkbox"/> Rafters    Spacing: _____
Assembly	Sheathing: _____    Pitch (A): _____
	<input type="checkbox"/> Shingles <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____
<b>Wall System</b>	
Assembly	<input type="checkbox"/> Wood Framing <input type="checkbox"/> Steel Framing
	Insulation: <input type="checkbox"/> None <input type="checkbox"/> Batt <input type="checkbox"/> Other: _____
	If yes, R-Value: _____
	Cladding: <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____
	Stud Thickness: _____    Stud Spacing: _____
Sheathing Type and Thickness: _____	
<b>Floor System</b>	
Floor	Sheathing Type and Thickness: _____
Joist	Size: _____    Spacing: _____
Beam	Size: _____    Spacing: _____
Foundation	<input type="checkbox"/> Conc. Block <input type="checkbox"/> Conc. Pad <input type="checkbox"/> Conc. Patio Stone

# Complete for Accessory Structure – Attached Deck(s)

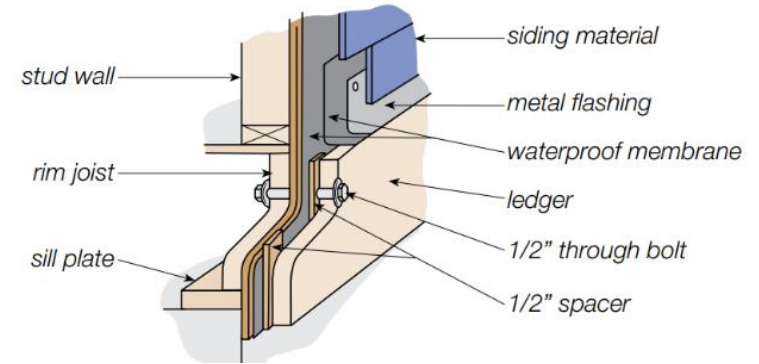
**Sample – Cross-Section Detail**



**Sample – Deck Plan**



**Sample – Connection Detail**

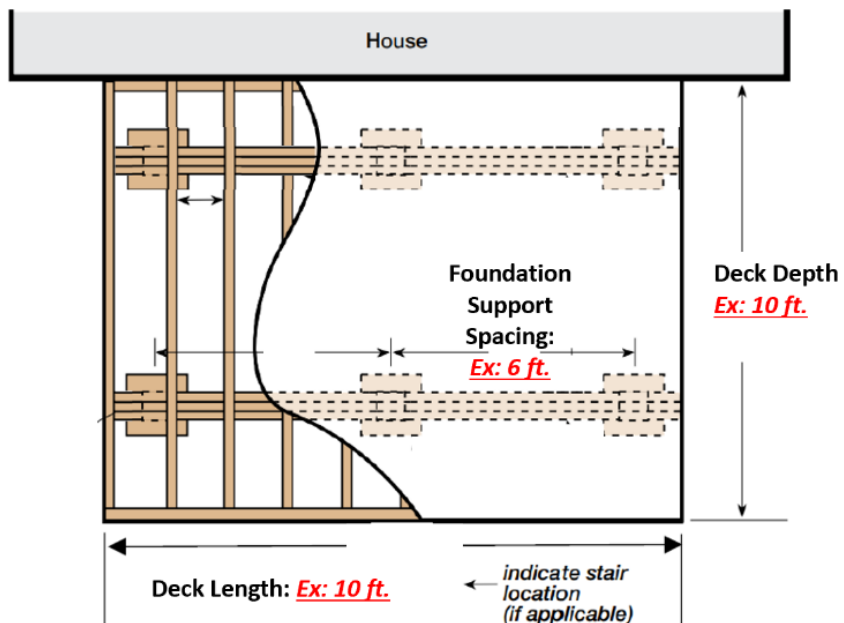


Applicant to Complete Table Below

Diagram Reference	Description	Dimension
A	Height of Deck (Above Finish Ground Level)	
B	Height of Deck Guard (Railing)	
C	Footing Depth (Below Finish Ground Level) <ul style="list-style-type: none"> <li>Frost Protection = 1.2 m (4 ft) Minimum</li> </ul>	
D	Guard Openings <ul style="list-style-type: none"> <li>Maximum Opening = 100 mm (4 in.)</li> </ul>	
E	Post Separation Distance (Railing)	
F	Floor Joist Span <ul style="list-style-type: none"> <li>Please see Table 1: Joist sizes and options</li> </ul>	
G	Cantilever (if Applicable)	
H	Column Footing Size (and/or check below) <ul style="list-style-type: none"> <li><input type="checkbox"/> Sono Tube <input type="checkbox"/> Screw Pile Other: _____</li> </ul>	
J	Beam Size <ul style="list-style-type: none"> <li>Please see Table 2: Beam (J) sizes and options</li> </ul>	
K	Wood Colum (Supporting Wood Beam) <ul style="list-style-type: none"> <li>Minimum Column Size 140 mm x 140 mm (6 in. x 6 in.)</li> </ul>	
W	Joist Spacing (And Check Below for size) <ul style="list-style-type: none"> <li><input type="checkbox"/> 2" x 6" <input type="checkbox"/> 2" x 8" <input type="checkbox"/> 2" x 10" <input type="checkbox"/> 2" x 12"</li> </ul>	
X	Deck Width	
Y	Deck Length	
Z	Distance Between Column Supports	

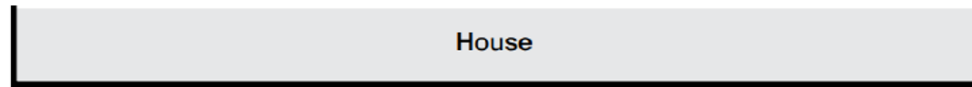
# Complete for Accessory Structure – Deck (Detached <600mm Height)

Sample – Layout Plan(s)

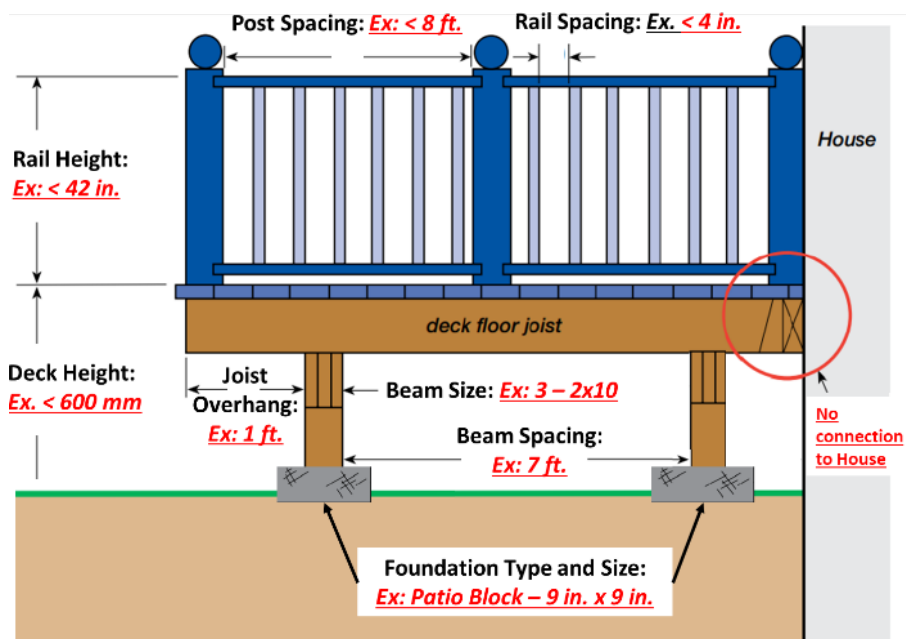


Layout Plan(s)

- Please include/draw location of Deck, Beams and Foundation including Dimensions



Sample – Cross-Section Detail(s)



Cross-Section Detail(s)

- Please complete the blank dimension in Figure below.

