



## GUIDE TO APPLYING FOR A BUILDING PERMIT:

The following information is provided to assist you when submitting an application for a building permit. Included are several standardized forms, which must be completed. We have attempted to describe the information required on the various forms and other documents or technical information, which may be required in support of the application.

The best way to expedite your application is to provide accurate and complete information. Incomplete applications will not be accepted or held in the building department.

### **WHEN IS A BUILDING/DEMOLITION PERMIT REQUIRED**

Section 8(1) of The Building Code Act states "No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefore by the Chief Building Official".

Section 1(1) defines a building as (a) a structure occupying an area greater than 10 square metres consisting of a wall, roof and floor or any of them or a structural system servicing the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto, (b) a structure occupying an area of 10 square metres or less that contains plumbing, including the plumbing appurtenant thereto, (c) plumbing not located in a structure, (c.1) a sewage system, or (d) structures designated in the building code.

A designated structure includes tents if the area is greater than 30 m<sup>2</sup> (645 ft<sup>2</sup>). All tents greater than 30 m<sup>2</sup> (323 ft<sup>2</sup>) whether or not a building permit is required must meet the Fire Code requirements and must be approved by the Emergency Services Department.

### **APPLICATION FOR A PERMIT TO CONSTRUCT OR DEMOLISH**

#### **SECTION:**

**A) Project Information**

Provides information on the proposed project. If the property does not already have a building or unit number then one must be obtained by contacting the township's public works department at this office. Remember to include your estimated construction value for this project.

**B) Purpose of Application**

Is used to describe the type of permit you are applying for. Check off the appropriate box and also describe the scope of the project.

**C) Applicant**

This information pertains to the individual or corporation submitting the application. If the applicant is not the owner, a letter of authorization must be provided. The letter of authorization must be specific to the type of building(s) and or demolition being applied for.

**D) Owner**

Must be completed if the applicant is anyone other than the owner.

**E) Builder**

Provides information on the Builder (Building Contractor).

**F) Tarion Warranty Corporation (Ontario New Home Warranty Program)**

In general, a new home which is designed to be used on a year round basis and is going to be sold as a new home, or is constructed in its entirety by a contractor for the owner must be registered with the O.N.H.W.P or Tarion Warranty Corporation. Reference should be made to the O.N.H.W.P. Act for clarification of details. Section F must be completed whether the home is being registered or not.

**G) Required Schedules**

1. As of January 1<sup>st</sup>, 2006, Schedule 1, Designer Information must be completed and included with every application. For most application, more than one Schedule 1 will be required. For example, a new house would require a Schedule 1 for: House, HVAC House and Plumbing House, unless one designer is qualified for all of these categories. For more information on these designer requirements, contact the Building Development Branch of the Ministry of Municipal Affairs and Housing at 416-585-6666.
2. To be completed if a sewage system is to be installed, repaired, altered or replaced. A separate guide is available for sewage system applications.
3. To be completed if the proposal is to add floor area, bedrooms or plumbing fixtures to the property.

**H) Completeness and Compliance with Applicable Law**

Questions i – iv must be answered to confirm that the application is complete and in compliance with all applicable law. Applications which are incomplete and/or not in compliance with applicable law will not be accepted. See Page 6, Section k for examples of applicable law.

l) **Declaration of Applicant**

The application is to be signed and dated by the applicant to declare that the information contained in the application is accurate and true.

**Documents to Accompany Application**

1. **Letter of Authorization**

Template form is attached to the building permit application. This form must be completed and signed by the legal owner of the property to allow an applicant who is not a legal owner to submit the building permit application on their behalf.

2. **Energy Efficiency Design Summary Form**

This form is required to accompany all applications to construct a single family dwelling intended for use on a continual basis during the winter months. This form summarizes the designers proposed method of compliance to the energy efficiency requirements described in Division B, Sentence 12.2.1.2(3) of the Ontario Building Code. This form must be completed by the person responsible for the energy efficiency design of the building. See the "Guide to the Energy Efficiency Design Summary Form", which you will find attached to the form.

3. **Plot Plan**

A plot plan on paper **no larger than 11" x 17"** will be required in support of all applications. It may be based on a survey of the property or an accurate, to scale drawing and requires the following:

- a. Show the entire property including dimensioned property lines.
- b. Show the location and size of all existing structures on the property.
- c. Show the location and size of all proposed structures.
- d. Show the distances (in feet or meters) from all existing and proposed structures to all property lines.
- e. Show and identify all roads, rights-of-way, driveways, or access routes.
- f. Show the location of any septic system and its distance to property lines, structures and wells. Include tank and bed locations, any pump chambers, direction of flow of bed and loading areas.
- g. Likewise show the location of the well and its distance to property lines and structures.
- h. Indicate north on the plot plan.
- i. Include distances to all utilities, **including overhead wires**.

#### 4. Building Plans

Two complete sets of structural drawings must be submitted with each application. The drawings shall contain sufficient details so that compliance with the Ontario Building Code can be determined when reviewed by the building department. Drawings must be large enough and clear enough to be legible but shall not exceed a paper size of 36" x 24".

#### Required Permit Drawings

**The following information may be used as a guide when preparing drawings, for a project designed under Part 9 of the Ontario Building Code, which does not require professional design.** Any project that requires design by an Architect and/or a Professional Engineer (Part 3 Buildings, such as assembly, institutional or large buildings over 600 square meters and multiple dwellings) will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

**The Designer** who prepares the permit drawings is responsible to ensure that they provide sufficient information to the Builder to ensure compliance with the requirements of the Ontario Building Code. **As of January 1<sup>st</sup>, 2006, all Designers are required to show proof of meeting the qualifications required by the Ministry of Housing.**

##### a. Floor Plans

- All rooms must be labelled to illustrate their intended use.
- The location of doors, windows and plumbing fixtures and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plans for simple projects, as well as mechanical and electrical information. The plans must be dimensioned and to scale, with a separate plan for each storey, including the basement. **If the project is an addition, the layout of the existing floor plan is also required.**

##### b. Foundation Plans

- The size and type of materials used for the foundation including damp proofing and insulation.
- The location of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.

c. **Framing Plans**

- For simple projects, the framing can be shown on the floor plans.
- The size and location of all structural members must be clear.
- The size and spans for beams should be indicated.
- The specifications for engineered lumber must be provided (e.g. trusses, LVL beams).
- All loads must be directly transferred to the foundations; sufficient information must be provided on the drawings to verify this.

d. **Roof Plans**

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.
- Design snow load to be noted on drawings.

e. **Sections and Details**

- Cross sections will illustrate all the materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of; insulation, air barrier, vapour barrier, structural members, sheathing, backfill height, bracing and required connections.
- Detail and Location of air barrier system to be provided, ie: air/vapour barriers combination systems, sealant locations (rim joist), header and window details, spray in place foam insulation, etc.

f. **Building Elevations**

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc., should be clearly illustrated

g. **Electrical Drawings**

- Show location of smoke alarms and carbon monoxide detectors.
- Provide a letter indicating that electrical will comply with Section 9.34 (Electrical Facilities) of the Ontario Building Code.

h. **Heating, Ventilation and Air Conditioning Drawings**

- Indicate locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design.
- Location and description of HVAC units and ventilation design summary.
- Indicate type and location of fire stops and/or rated closures when applicable.

i. **Plumbing Drawings**

- Show all plumbing fixtures, including fixtures roughed-in for future use.
- Provide information of pipe sizing, appliances, devices and fixtures used.
- Type of pipe to be used.
- Indicate type and location of fire stops and/or rated closures when applicable.

j. **Type and Location of any Fuel Burning Appliances or Fireplaces**

- Include method of construction for fireplaces (masonry or certified factory built, CAN/ULC S610).
- Type of chimney and height above roof.

k. **Documents establishing compliance with applicable law.**

A complete list may be found in the Ontario Building Code. Some of the more common examples would be:

- a. **Planning Act**
  - zoning by-laws – permitted uses
  - lot coverage restriction
  - setbacks
  - height restrictions
  - site plan agreements – required on all commercial properties and in some residential zones.
- b. **Building Code Act –**
  - sewage system permits or Municipal water and sewer connection permits must be issued before a building permit, where applicable
  - payment of fees
- c. **Municipal Act**
  - entrance permits issued by the Township of Muskoka Lakes, District of Muskoka or Ministry of Transportation

#### d. Public Lands Act – MNRF REQUIREMENTS

Docks and single-storey boathouses that have 15 m<sup>2</sup> or less in physical contact with shore lands (lakebed) will no longer be reviewed by the MNRF. This includes floating docks, post docks and crib docks that have less than 15 m<sup>2</sup> in physical contact with shore lands (lakebed). Please refer to Ontario Regulation 239/13 [www.ontario.ca/laws/regulation/130239](http://www.ontario.ca/laws/regulation/130239). A work permit will still be required for certain activities on shore lands, for example, installing cribs with a cumulative area of more than 15 m<sup>2</sup> in physical contact with shore lands (lakebed).

As of June 1<sup>st</sup>, 2017, the MNRF no longer issues occupational authority for docks and single-storey boathouses on shore lands (lakebed) that are only for boat storage. Single-storey boathouses with living accommodations, and non-boat storage related uses, for example, saunas, bathrooms, bars, etc., as well as two-storey boathouses, will still require occupational authority from the MNRF for which there is a fee. Contact the MNRF at [psdistrict.mnrf@ontario.ca](mailto:psdistrict.mnrf@ontario.ca)

An MNRF Land Use Permit or letter of authorization is required to be submitted with the building permit application.

#### **DFO Requirements Effective November 2013:**

Fisheries and Oceans Canada has changed the way new project proposals (referrals), reports of potential *Fisheries Act* violations (occurrences) and information requests are managed in Central and Arctic Region (Alberta, Saskatchewan, Manitoba, Ontario, Nunavut and the Northwest Territories). Please be advised that general information regarding the management of impacts to fish and fish habitat and self-assessment tools that enable you to determine *Fisheries Act* requirements are available at <http://www.dfo-mpo.gc.ca/pnw-ppe/fpp-ppp/review-revue-eng.html>. For all occurrence reports, or project proposals where you have determined, following self-assessment, that you cannot avoid impacts to fish and fish habitat, please submit to [fisheriesprotection@dfo-mpo.gc.ca](mailto:fisheriesprotection@dfo-mpo.gc.ca). For general inquiries you can also call 1 855 852-8320.

#### **Navigation Protection Program**

The Navigation Protection Program is responsible for the administration of the Navigation Protection Act, which prohibits the construction or placement of any “works” in a navigable waterway listed in the Schedule to the Act that may interfere with the public right to navigation without first obtaining authorization from this office.

The Navigation Protection program also maintains responsibility for provisions of the Private Buoy Regulations and Receiver of Wreck under the Canada Shipping Act.

Lakes found on the schedule to the Act therefore require a Notice of Work, and all required supporting documentation must be submitted for review, and approval received prior to the commencement of any construction or installation.

You can find the Notice of Work form and guidance material at: <https://www.tc.gc.ca/eng/programs-621.html>

## GENERAL

Building permit fees and development charges are now payable at the time you submit the application to the Building Department. Note that development charges apply to new dwellings on previously vacant lots, apartment buildings or commercial buildings. All fees are subject to change. You will also be asked to call for final inspections on all outstanding permits issued for the property.

Your application will be processed and reviewed to ensure compliance with the Ontario Building Code, Township of Muskoka Lakes zoning by-law #87-87, as amended and any other applicable law. We will contact you if there are any problems or when the permit has been issued and is ready to pick up.

You will receive a receipt for the fees, one set of the drawings you supplied, a list of required inspections, a business card with your building permit number and your building permit. **The drawings must be kept on the project site and available to the building inspector at all times.** The building permit must be posted at the project site in a visible location. Please provide your building permit number when requesting inspections.

It is up to you to notify us when your project is ready for any of the inspections listed. In general inspections are required before you cover something up that we will not be able to see later.

### **IMPORTANT – NO BUILDING CAN BE OCCUPIED OR USED UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.**

If you have any questions please contact us at:

Phone: 705-765-3156

Fax: 705-765-3197 or

E-Mail: [bldg@muskokalakes.ca](mailto:bldg@muskokalakes.ca).