



## Procedures for an Application For Building Permit (Accessory structures or Demolition)

Updated January 10, 2017

### **The following items are required and form part of a complete application:**

1. If you are doing any new construction or additions to an existing structure within the shoreline activity area, you will require a **Development Permit**;
2. A Ministry of Municipal Affairs and Housing application fully completed including Roll No.;
3. You will be required to submit the following plans:
  - o Site plan showing all structures, proposed structures, wells, and septic system, with dimensions and setbacks;
  - o Building plans (2 sets of each) including
    - o Floor plans
    - o Cross sections
    - o Elevations
    - o Truss plans
    - o Engineered floor systems
    - o Plumbing
    - o Heating systems, duct work plans(including Heat loss calculations)
    - o Electrical drawings
    - o Any engineered documents
  - o Samples of the above are available at the Township office or on our web page at [www.lakeofbays.on.ca](http://www.lakeofbays.on.ca) under Building Department.
4. Ensure that the Schedule 1 “Designer” sheet is completed by each individual who has completed any of the above noted designs, ie) plumbing, heating, floor plans, etc.
5. Permit fees;
6. A completed septic calculation sheet, if applicable. The performance level of a septic system must be evaluated if one or more of the following are proposed;
  1. Adding bedrooms,
  2. Adding fixtures, or
  3. Increasing floor area by 15% or greater.The daily design flow of the septic system must meet Division B 8.2.1.3. of the Ontario Building Code. And
7. Development charges, if applicable.

**The Building Department can only accept and review complete applications and plans. The review is to ensure that they meet Ontario Building Codes, Municipal by-laws and other applicable law. If the project requires a septic approval, the building permit will not be issued until such approval is granted.**

**TOWNSHIP OF LAKE OF BAYS  
PERMIT APPLICATIONS WORK SHEET**

Project: \_\_\_\_\_

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

Date of Application: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

The following documents **must** be provided with your completed permit application. To ensure that the permit can be processed as efficiently as possible, the application will not be accepted if any documents are missing or incomplete. For further clarification, reference can be made to the Building Code Act.

ALL FIELDS OF APPLICATION ARE FILLED IN  YES or  NO and REASON \_\_\_\_\_

DESIGNER SHEET	YES	NORE	ASON
HOUSE			
PLUMBING			
HVAC			
OTHER: _____			

Incomplete drawings create long delays in obtaining a building permit. Please ensure that all the drawings provide sufficient detail to allow the design to be assessed for compliance with the Building Code Act and Ontario Building Code. [BCA S. 1.1(2)] Drawings must be to scale and accurately dimensioned. Below is a checklist to help ensure that the drawings are complete.

DESIGNER SHEET	YES	NORE	ASON
Site plan to scale (2 copies)			
House drawings (2 copies)			
Plumbing drawings (2 copies)			
HVAC design and drawings (2 copies)			
Complete floor plans with all rooms labelled			
Foundation plans detailing all footings and foundations with reinforcing details.			
Cross section detailing all building elements, identify the air barrier.			
Framing plans for all floors and roof			
Engineered product layout and design			
Building elevation drawings			
Electrical information			

OTHER REQUIRED DOCUMENTS	YES	NORE	ASON
Deed or survey			
Entrance permit			
Sewer/sewage permit (Permit # _____ )			
ONHWP (if new home)			
Zoning compliance			
Site plan control applies			
Compliance with other applicable law			
Fees			Refer to attached Fee Schedule By-Law #12-142
Civic Address Fee (If required)			\$60 + HST
District Development Fee (If required)			
Township Development Fee (If required)			
<b>**New**</b> - Letter of Authorization (Schedule 3) – for demolitions			

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS**

**USER FEE BY-LAW # 2016-145**

**SCHEDULE "D" – BUILDING DEPARTMENT**

<b>PERMIT FEES</b>		
Construction (new, addition, renovations, plumbing, heating, etc.)		
Minimum Charge Building Permit		\$135.00
The greater of \$12/\$1,000 of estimated construction value or per sq. ft.		Per Sq. Ft.
Group C Occupancies (single family dwellings)	New or addition(s) less than 3000 sq ft in gross area as defined in OBC.	\$1.50
	New or addition(s) larger than 3000 sq ft. or log structure floor area as defined in OBC.	\$1.85
	Internal renovations	\$0.65
	Decks	\$0.50
	Garages	\$0.75
	Muskoka Screen Room	\$0.75
	Bunkie	\$1.10
	Car port and storage buildings	\$0.50
	Replacement or repair of foundation and roofs	\$500.00 flat rate
Replacement of drainage tile around existing foundation	\$200.00 flat rate	
Shoreline Structures	Floating or post dock	\$0.50
	Crib Dock	\$0.50
	Steel Dock	\$0.75
	Boat port	\$0.60
	Boathouse	\$0.85
Group C Occupancies (other than single family dwellings)		\$1.60
All other Occupancies, New or Addition (i.e. commercial, industrial and institutional)		\$1.60
Renovation for non-residential buildings (i.e. commercial, industrial and institutional)		\$1.00
		<b>Flat fee</b>
An additional fee for each required inspection for water access properties at the discretion of the Chief Building Official.		\$25.00
Foundation Permit		\$300.00 above the normal fees
Inspection Fee for a re-inspection		\$75.00 to \$150.00
Special inspection: fee to inspect buildings or structures where a request has been made for a final inspection or for an Occupancy/Use where the permit has been inactive for one year and/or the permit is three years or older.		\$150.00
Demolition of building or structure		
	Part 3 Buildings	\$250.00
	Part 9 Buildings	\$100.00
Outdoor swimming pools together with the required fencing		\$125.00
Tents (over 645 square feet) and temporary structures such as greenhouses or other temporary special event structures		\$125.00
Solar Panels on building		
	Part 9 of OBC	\$250.00
	Part 3 of OBC	\$500.00
Change of Use Permits (Non-Refundable)		
	Part 9 of OBC	\$100.00
	Part 3 of OBC	\$150.00
Transfer of Active Permit		\$100.00
Completion permit		Double the above fees Min. \$270.00

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS**

**USER FEE BY-LAW # 2016-145**

**SCHEDULE "D" – BUILDING DEPARTMENT (cont'd)**

Conditional permit	Double the above fees Min. \$270.00
Demolition Permit for a dwelling or cottage which will remain until the replacement new structure is habitable.	Signed agreement, letter of credit and a fee of \$270.00
Remedy Unsafe permit	Double the above fees Min. \$270.00
Review fee for permits which are denied or submitted incomplete	50% of permit fee max of \$1,000.00
<b>ADMINISTRATION FEES</b>	
Refundable Deposit for Dwellings and/or Construction Value between:	
\$50,000 to \$149,999	\$500.00
\$150,000 to \$299,999	\$2,000.00
\$300,000 to \$499,999	\$2,500.00
Over \$500,000	\$3,500.00
<ul style="list-style-type: none"> <li>As long as the Township receives a request for and grants a final or occupancy within three years of issuing the permit the deposit will be returned.</li> <li>If the building is used or occupied before the three years and a final or occupancy has not been granted only 50% of the deposit will be returned.</li> </ul>	<i>(approved by Resolution #5(d)(i)/11/15/16 on Nov. 15/16)</i>
Application for alternative design	\$500.00
Review revised plans or application	\$50.00 per page or \$100.00 per page if required after an inspection
Liquor licence (2 inspections) and completion of form	\$200.00
Building, septic and zoning information reports (for non property owners)	\$100.00
Faxed reply requested	\$5.00
General inquiry letter	\$50.00
Non compliance with the Building Code Act administration fee, plus any funds spent by the municipality for it's investigation	\$360.00
If other administrative action is required exceeding the initial fee, an additional hourly fee will be applied (per hour).	\$100.00
Abatement for septic systems (per hour)	\$100.00
<b>SEPTIC SYSTEM PERMIT FEES</b>	
New or Replacement – Class 1 System (Privy) Div B Section 8.3 OBC (no permit required)	NO CHARGE
New or Replacement – Class 2 System (Greywater System) Code Section 8.4 (2 inspections)	\$250.00
New System – Class 4 System (3 inspections)	\$450.00
<b>Existing System Repairs – Class 4 System</b>	
Tank Replacement (min. tank size 3600 L) 800 Gal (2 inspections)	\$250.00
Bed Replacement (3 inspections)	\$400.00
Extension of Bed (2 inspections)	\$350.00
Lot Suitability	\$200.00
<b>New or Replacement – Class 5 System</b>	
Pre-Inspection per lot	\$50.00
Water and sewage connections	\$175.00

THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS

USER FEE BY-LAW # 2016-145

SCHEDULE "D" – BUILDING DEPARTMENT (cont'd)

<b>CIVIC ADDRESSING SIGNAGE(subject to HST)</b>	
New	\$60.00
Replacement	\$50.00
Replacement posts	\$20.00
<b>Note: all fees are at the discretion of the Chief Building Official.</b>	

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

<b>For use by Principal Authority</b>	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: **Township Of Lake of Bays**  
 1012 Dwight Beach Rd. Dwight ON. POA 1H0 705 635-2272 Fax 705 635-2132 Building Code Identification Number 16233

<b>A. Project information</b>		
Building number, street name	Unit number	Lot/con.
Municipality	Postal code	Plan number/other description
Project value est. \$	Area of work (m <sup>2</sup> )	

<b>B. Purpose of Application</b>				
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				

<b>C. Applicant</b> Applicant is: <input type="checkbox"/> Owner    or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	

<b>D. Owner (if different from applicant)</b>			
Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	

### E. Builder (optional)

Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/Con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

### F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____		

### G. Required Schedules

i. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
ii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

### H. Completeness and compliance with applicable law

i) This application meets all the requirements of clauses 1.3.1.3(5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### I. Declaration of applicant

I \_\_\_\_\_ declare that:  
(print name)

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (     )	Fax number (     )	Cell number (     )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
I _____ declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.





**AUTHORIZATION FOR AN APPLICATION**

**FOR A DEMOLITION PERMIT**

**BY A PERSON OTHER THAN THE LEGAL OWNER**

I \_\_\_\_\_, being the legal owner of the property described

as Lot \_\_\_\_\_, Concession \_\_\_\_\_, in the Township of Lake of Bays,

Ward \_\_\_\_\_, Plan # \_\_\_\_\_, Part # \_\_\_\_\_,

located at (civic address) \_\_\_\_\_,

and having property roll # 4427- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

authorize \_\_\_\_\_, of

(name)

\_\_\_\_\_, to make application to The Township of

(company name)

Lake of Bays for a building permit to authorize the demolition of

\_\_\_\_\_, at the above noted property.

\_\_\_\_\_

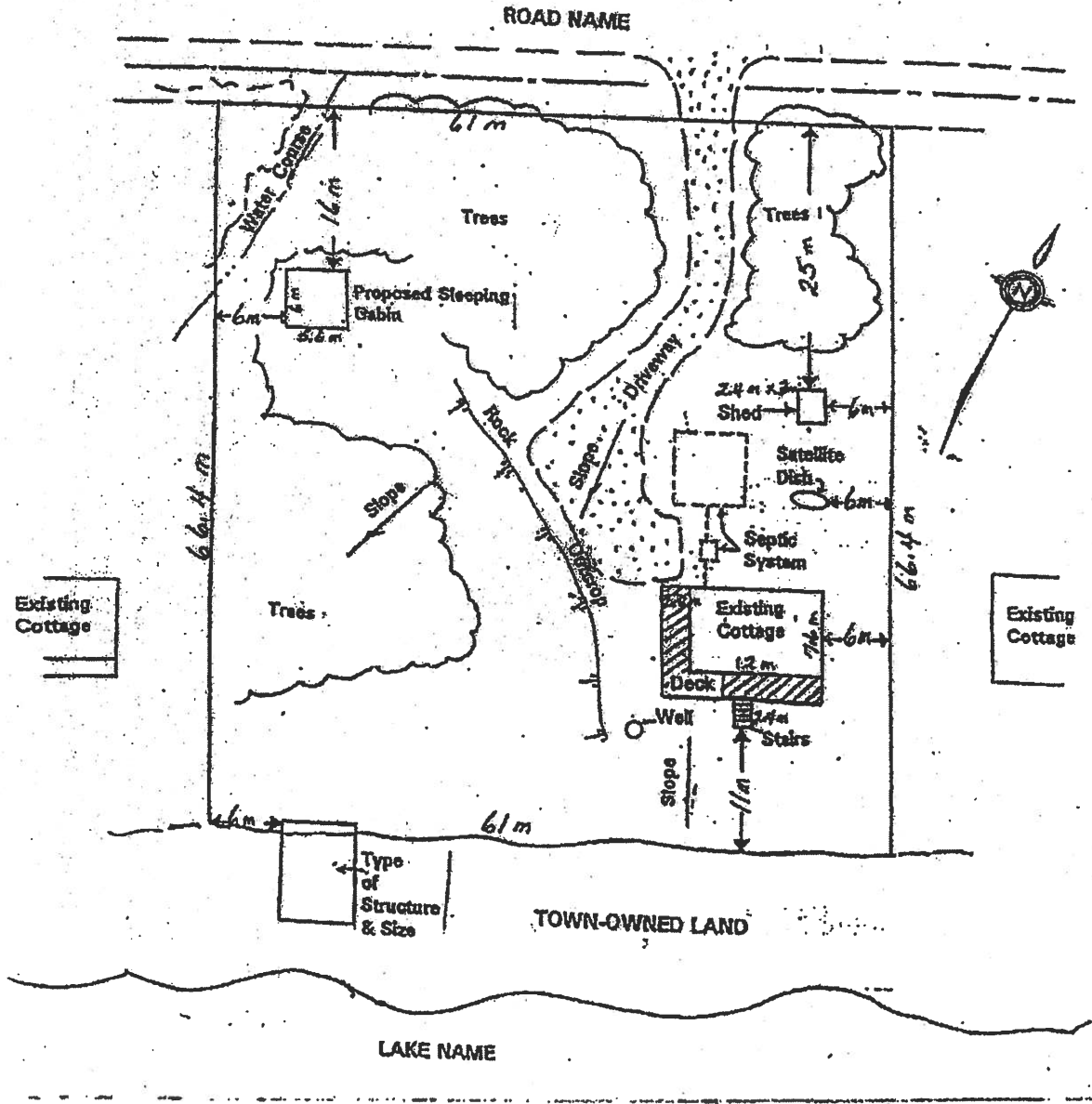
Signature of Legal Owner

**LOCATION PLAN OF:**

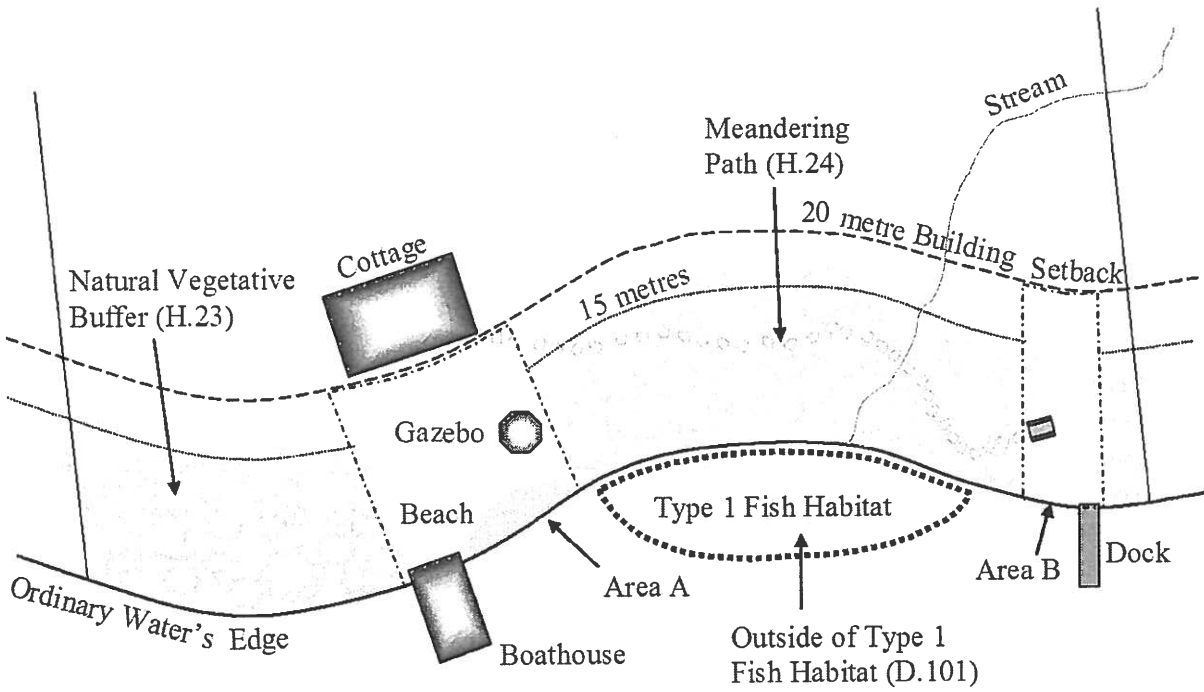
Part of Lot \*\*, Concession II  
former Township of \*\*  
Town of Gravenhurst  
District of Muskoka  
being Lot \*\*, Plan \*\*

**SAMPLE BUILDING LOCATION PLAN**

Scale: 1



# Shoreline Activity Area



**Notes:**

- Shoreline Activity Area = Area A + Area B = <25% & <23m of shoreline (H.22)
- Shoreline Activity Area bounded by parallel lines from water's edge to required setback from water's edge
- maximum of two activity areas per lot