

GUIDE TO APPLYING FOR A BUILDING PERMIT

The Township of Muskoka Lakes utilizes Cloudpermit (E-permitting) for the issuance of building permits. 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 and uploaded to your Cloudpermit workspace. 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.

REVISIONS TO EXISTING PERMITS ISSUED PRIOR TO CLOUDPERMIT

In order to revise an existing building permit issued prior to the implementation of Cloudpermit, the revision may be processed through Cloudpermit, subject to Chief Building Official approval. Email bldg@muskokalakes.ca to obtain instructions on how to apply for a revision.

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 60 m² (645 ft²). All tents greater than 30 m² (323 ft²) whether or not a building permit is required must meet the Fire Code requirements and must be approved by the Emergency Services Department.

A shed is exempt from the requirement to obtain a permit under section 8 of the Building Code Act and is exempt from compliance with the Building Code, provided that the shed,

- (a) is not more than 15 m² in gross area,
- (b) is not more than one storey in building height,
- (c) is not attached to a building or any other structure,
- (d) is used only for storage purposes ancillary to a principal building on the lot, and
- (e) does not have plumbing.

Note: an accessory structure must comply with the Ontario Building Code, the **Township of Muskoka Lakes Zoning By-Law**, and all other applicable law. Please contact the planning department to find out setback and lot coverage information as it relates to your property.

APPLICATION FOR A PERMIT TO CONSTRUCT OR DEMOLISH SECTION:

Project Information

Provides information on the proposed project. If the property does not have an Entrance Permit and a Civic Address, then one must be obtained by contacting the Township's Public Works Department at this office. It is mandatory to include an estimated construction value for your project.

Purpose of Application

It is used to describe the type of permit you are applying for. Please describe the scope of the project (ie. Construct a sundeck attached to the cottage).

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.

Owner

Must be completed if the applicant is anyone other than the owner. Articles of Incorporation are required to be uploaded to the permit application to identify signing authority if the owner is not registered as a person. If the owner is not a person, a letter of authorization must be provided from a signing officer of the corporation.

Builder (Optional)

Provides information on the Builder (Building Contractor).

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.

Required Schedules

Schedule 1, Designer Information must be completed and included with every application. For most applications, more than one Schedule 1 will be required. For example, a new house would require a Schedule 1 for: House, HVAC 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.

Schedule 3A, 3B, 3C,etc

To be completed if a sewage system is to be installed, repaired, altered or replaced. A separate guide is available for sewage system applications.

Schedule 3 : Septic System Information to support proposal form to be completed if the proposal is to add floor area, bedrooms or plumbing fixtures to the property.

Signing off on Application in Cloudpermit for Completeness and Compliance with Applicable Law

Questions in your Cloudpermit signoff must be answered to confirm that the application is complete and in compliance with all applicable laws. See Page 5 and 6 for examples of applicable law.

Declaration of Applicant

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

Documents to Accompany Application

Letter of Authorization

The 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 and uploaded to the workspace on sign off form.

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 designer's proposed method of compliance with 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.

Plot Plan

A plot plan 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:

Show the entire property including dimensioned property lines.

Show the location and size of all existing structures on the property.

Show the location and size of all proposed structures.

Show the distances (in feet or meters) from all existing and proposed structures to all property lines.

Show and identify all roads, rights-of-way, driveways, or access routes.

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.

Likewise show the location of the well and its distance to property lines and structures.

Include the distances to all utilities, including overhead wires.

Indicate north arrow on the plot plan.

Reconstruction of Legal Non-Complying Buildings and Structures

Where applications to redevelop Legal Non-Complying buildings and structures are submitted, they shall be accompanied by documentation prepared by an Ontario Land Surveyor in the form of a survey and Surveyor's Real Property Report evidencing the complete extent of the Legal Non-Complying building and structures.

Conditional Permit

Where application is made for a conditional permit under Subsection 8(3) of the Act, the application shall:

- Contain the information required by clauses 4.2.1.1 to 4.2.1.9, 4.2.3.2;
- Demonstrate compliance with by-laws passed under sections 34 and 38 of the Planning Act and with such other applicable law as set out in the Building Code in respect of the proposed building or construction.
- Contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require.
- State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted,
- Provide in writing that the applicant is committed to entering into an agreement as described in clause 8(3)(c) of the Act, including submission of monetary security as described in the Act.
- State the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained. State the time in which plans and specifications of the complete building will be filed with the Chief Building Official.
- Prepare a Conditional Permit Agreement to be submitted for review and edit to the satisfaction of the Chief Building Official and municipal legal counsel. Execution of the agreement shall be accompanied by monetary securities in the amount determined by the Chief Building Official. The securities shall be of satisfactory value to ensure the conditions of the agreement are achieved satisfactorily, or, in the event the conditions of the agreement are not successfully achieved, sufficient value to allow the municipality to return the site to the condition prior to issuance of the conditional permit.

Alternative Solutions to the Objective Based Building Code

Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued contains alternative solutions for materials, systems or building designs for which authorization of the Building Code Div. A, 1.2.1. is required, either of the following information shall be provided:

- A description of the proposed material, system or building design complying with the applicable acceptable solutions in Division B, as requested.
- A completed Alternative Solution Application Form as provided in Schedule C to the Building Bylaw as amended.
- Documentation of alternative solutions which will achieve the level of performance required by the applicable acceptable solutions in respect of the objectives and functional statements attributed to the acceptable solutions in Supplementary Standard SA-1, Volume 2 of the Building Code.
- Fees associated with processing of an Alternative Solution are Listed in Schedule H of the Fees and Charges Bylaw, as amended.

Building Plans

A complete set 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.

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 for ensuring that they provide sufficient information to the Builder to ensure compliance with the requirements of the Ontario Building Code. All Designers are required to show proof of meeting the qualifications required by the Ministry of Housing.

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 a renovation or an addition, layout of existing floor plan and building plans is also required.**

Foundation Plans

The size and type of materials used for the foundation include 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 to this drawing.

Framing Plans

For simple projects, 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, engineered lumber).

All loads must be directly transferred to the foundations; sufficient information must be provided on the drawings to verify this.

Roof Plans

May be illustrated on the floor plans for simple projects. Roof slopes and any roof mounted equipment must be shown. Design snow load to be noted on drawings. Refer to the Ontario Building Code SB1- Climatic & Seismic Data, Table 2 Design location for Bracebridge or consult with Environment Canada for site specific data for this area.

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 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.

Building Elevations

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

Provide an overall height measurement from the lowest grade to the highest point on the roof to show compliance with zoning regulations.

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.

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 (Furnace, HRV, Boiler, make up air, etc.) and ventilation design summary.

Indicate type and location of fire stops and/or rated closures when applicable.

Plumbing Drawings (for Large Buildings only, design required by Architect and/or P.Eng)

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.

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.

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:

1. 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.

2. Building Code Act

- Sewage system permits or Municipal water and sewer connection permits must be issued before a building permit, where applicable, complete with payment of fees.

3. Municipal Act

- Entrance permits issued by the Township of Muskoka Lakes, District of Muskoka or Ministry of Transportation.

4. Public Lands Act – MNRF REQUIREMENTS

Docks and single-storey boathouses that have 15 m² 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 m² in physical contact with shore lands (lakebed). Please refer to Ontario Regulation 239/13

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 m² in physical contact with shore lands (lakebed) and must be issued by the appropriate authority prior to building permit application.

As of June 1st, 2017, the MNRF no longer issues occupational authority for docks and single-storey boathouses on shore lands (lakebed) that are only for boat storage, refer to Ontario Regulation 161/17. Single-storey boathouses with living accommodations, and non-boat storage related uses, for example, saunas, washrooms, etc., as well as two-storey boathouses, will still require occupational authority from the MNRF for which there is a fee. Contact the MNRF @ psddistrict.mnrf@ontario.ca

An MNRF Land Use Permit or letter of good standing is required to be submitted with building permit applications.

DFO Requirements

The Fish and Fish Habitat Protection Program ensures compliance with the relevant provisions under the Fisheries Act and the Species at Risk Act. The program reviews proposed works, undertakings and activities that may impact fish and fish habitat.

If your project is taking place in or near water, you're responsible for: understanding the impacts your project will likely have on fish and fish habitat; taking measures to avoid and mitigate impacts to fish and fish habitat; requesting an authorization from the Minister and abiding by the conditions of your authorization when it is not possible to avoid and mitigate project impacts on fish and fish habitat; ensuring compliance with all statutory instruments, including federal and provincial legislations

Submit your project plans for review to identify the potential risks of the project to the conservation and protection of fish and fish habitat and they will work with you to ensure that impacts are managed in the best way possible. [Request a review of your project near water](#)

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 the above noted 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. [Notice of Work form and guidance material](#)

GENERAL

Building permit fees and development charges are payable at the time you submit the online building permit application. When the Cloudpermit permit application submission is deemed complete by staff, an invoice for building permit fees and development charges will be generated and the payer of the Cloudpermit workspace will be notified with the methods of payment accepted by the Township of Muskoka Lakes. You will receive an online receipt for the fees paid.

Note that development charges apply to new dwellings on 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 comprehensive zoning by-law and any other applicable law. You will be notified in Cloudpermit if there are any problems during the review.

When the building permit has been issued, you will be notified by Cloudpermit. The stamped drawings must be printed and 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. You will be able to request your inspection(s) within the Cloudpermit workspace of the permit issued.

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

E-Mail: bldg@muskokalakes.ca.