**Building Permit Guide & Application**
Township of Perry, 1695 Emsdale Road, Emsdale ON P0A 1J0

PHONE: (705)636-5941
FAX: (705)636-5759
www.townshipofperry.ca

# Dock, Boat Port/House

The following are required and form part of a complete application.

## Building Permit Process:

1. If you are doing any new construction or additions to an existing structure within the **shoreline area**, you may require **Planning Approval.** Contact the Building Services Department for enquiries regarding work within the shoreline area.
2. Owner(s) with structure(s) located on the Township Original Shore Road Allowance must have authorization from the Township of Perry or apply to purchase the Shore Road Allowance from the Township of Perry.

## Building Permit Process:

1. A Ministry of Municipal Affairs and Housing (building permit) Application fully completed including Roll No.;
2. You will be required to submit the following plans:
    a. Site plan sketch to scale showing all existing structures, proposed structures (with dimensions and setbacks clearly indicated), well(s), septic system, driveway(s) with parking spaces and vegetation, etc.;
    b. Building plans (2 sets of each to scale) including:
        i Floor plans
        ii Cross sections
        iii Elevations
        iv Truss plans
        v Any engineered documents
3. Ensure that the Schedule 1 “Designer” sheet is completed by each designer who has completed any of the above noted designs (eg. Construction, plumbing, heating, floor plans, etc.);
4. Required permit fee(s)
5. A letter of approval or copy of permit (if applicable) from the Ministry of Natural Resources and Forestry/the Department of Fisheries and Oceans. This applies to construction or the placing of a structure or a combination of structures that are in physical contact with more than 15 sq. m. of shore lands (lake bottom) (O. Reg. 239/13, s.2(i); O. Reg. 160/17, s. 2(1);
6. Additional authorization maybe required if proposed work is within a navigable water way or within a fish habitat area. Helpful contact information can be located on the last page of this package.
7. Electrical work requires a permit from Hydro One. A copy of the approved final electrical report from ESA (Electrical Safety Authority) will be required by the Township at the final inspection for your building. Contact numbers for Hydro One 1-888-664-9376 & ESA 1-877-ESA-SAFE (1-877-372-7233)
8. **Owner(s) with structure(s) located on the Township Original Shore Road Allowance (OSRA) must have authorization from the Township of Perry or purchase the OSRA from the Township of Perry.**

A Dock, Boat Port/House construction guide is available at the Township office or on our webpage at www.townshipofperry.ca under the Building Department.

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

**Permit Application Worksheet**

The following documents must be provided with your completed building 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.

**All Fields of Application are to be filled in with either a: ☐ Yes or ☐ No and Reason**

| DESIGNER SHEET | YES | NO | REASON |
|---|---|---|---|
| HOUSE | | | |
| PLUMBING | | | |
| HVAC | | | |
| OTHER | | | |

Incomplete drawings create long delays in obtaining a building permit. Please ensure that all 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.

| DRAWINGS | YES | NO | REASON |
|---|---|---|---|
| Detailed site plan sketch to scale (2 copies) | | | |
| House construction drawings (2 copies) | | | |
| Plumbing drawings (2 copies or letter from qualified plumber) | | | |
| 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, including details and location of air barrier. | | | |
| Framing plans for all floors and roof | | | |
| Engineered product layout and design | | | |
| Building elevation drawings | | | |
| Electrical information/layout | | | |
| Energy Efficiency | | | |
| Letter of Authorization for Agent (If applicable) | | | |
| Deed or survey | | | |
| Entrance permit (TWP Public Works Department) | | | |
| Septic permit (Permit # ) | | | |
| Civic Addressing Approval (TWP Fire Department) | | | |
| Meets Township of Perry Zoning Compliance or has site plan control | | | |
| Compliance with other applicable law (MNRF, DFO, MTO, etc.) | | | |
| Fees | | | |

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act,1992*

| **For use by Principal Authority** | |
|---|---|
| Application number: | Permit number (if different): |
| Date received: | Roll number: |

Application submitted to: Township of Perry
(Name of municipality, upper-tier municipality, board of health or conservation authority)

## A. Project information

| Building number, street name | | Unit number | Lot/con. |
|---|---|---|---|
| Municipality | Postal code | Plan number/other description | |
| Project value est. $ | | Area of work ($m^2$) | |

## B. Purpose of application

☐ New construction ☐ Addition to an existing building ☐ Alteration/repair ☐ Demolition ☐ Conditional Permit

| Proposed use of building | Current use of building |
|---|---|

Description of proposed work

## C. Applicant

Applicant is: ☐ Owner or ☐ 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 | |

## D. Owner (if different from applicant)

| Last name | First name | Corporation or partnership | |
|---|---|---|---|
| Street address | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail |
| Telephone number | Fax | Cell number | |

## E. Builder (if known)

| 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. New home construction licensing requirement

| | | |
|---|---|---|
| i. Is the proposed construction for a new home as defined in the *New Home Construction Licensing Act, 2017*? If no, go to section G. | ☐ Yes | ☐ No |
| ii. Is a licence required under the *New Home Construction Licensing Act, 2017*? | ☐ Yes | ☐ No |

iii. If yes to (ii) provide licence 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). | ☐ Yes | ☐ No |
| 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 *Building Code Act, 1992*, to be paid when the application is made. | ☐ Yes | ☐ 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 *Building Code Act, 1992.* | ☐ Yes | ☐ 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 *Building Code Act, 1992* which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law. | ☐ Yes | ☐ No |
| iv) The proposed building, construction or demolition will not contravene any applicable law. | ☐ Yes | ☐ No |

## I. Declaration of applicant

I _____ declare that:
(print name)

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

_____ _____
Date Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

# Schedule 1: Designer Information

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

## A. Project Information

| Building number, street name | | | Unit no. | Lot/con. |
|---|---|---|---|---|
| Municipality | Postal code | Plan number/ other description | | |

## B. Individual who reviews and takes responsibility for design activities

| Name | | Firm | | |
|---|---|---|---|---|
| Street address | | | Unit no. | Lot/con. |
| Municipality | Postal code | Province | E-mail | |
| Telephone number | Fax number | | Cell number | |

## C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]

| | | |
|---|---|---|
| ☐ House | ☐ HVAC – House | ☐ Building Structural |
| ☐ Small Buildings | ☐ Building Services | ☐ Plumbing – House |
| ☐ Large Buildings | ☐ Detection, Lighting and Power | ☐ Plumbing – All Buildings |
| ☐ Complex Buildings | ☐ Fire Protection | ☐ On-site Sewage Systems |

Description of designer's work

## D. Declaration of Designer

I _____ declare that (choose one as appropriate):

(print name)

☐ 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: _____

☐ 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: _____

☐ 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) (c).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 Professional Engineers Ontario.

## Declaration for Authorized Agent

**Owner's Authorization**

I, _____, am the owner of the property for which this permit applies. I do hereby grant authorization to _____ to act on my behalf in regard to this application.

Date: _____ Owner Signature: _____

**Agent's Authorization**

I, _____, the undersigned, do hereby acknowledge and agree to the following:

**2012 Ontario Building Code Division B, Part 3, Article 3.1.19.1. Clearance to Buildings**:

1. A building shall not be located beneath existing above ground electrical conductors (wires),
2. The horizontal clearance measured from the maximum conductor swing to the building, including balconies, fire escapes, flat roofs or other accessible projections beyond the face of the building, shall:
    a) be not less than 1 m, for electrical conductors carrying voltages 750 V or less, except where necessary to connect to the electrical wiring of the building,
    b) be not less than 3 m, for electrical conductors carrying voltages greater than 750 V but not exceeding 46 kV, where,
    c) be not less than 3.7 m, for electrical conductors carrying voltages greater than 46 kV but not exceeding 69kV, or
    d) conform to the requirements of CAN/CSA-C22.3
3. Where the swing of an above ground electrical conductor not owned or operated by an electrical supply authority is not know, a swing of not less than 1.8m shall be used.
4. There are no Right of Ways or Easements (either Registered or Unregistered on title) on this property for which this application pertains.
5. This building permit may be revoked if work is not commenced within six (6) months or if there is a lapse in construction for a period of twelve (12) months.
6. I will be solely responsible for give at least two municipal working days notice for the purpose of having inspections carried out pursuant to inspection requirements listed on the posted building permit and further acknowledge that failure to give required inspection notices can result in having to uncover uninspected work and/or penalties as set out in the *Building Code Act*.
7. No changes in plans will be made without written approval from the Chief Building Official.
8. The information set out in this application is accurate and correct.

Date: _____ Authorized Agent Signature: _____

# Township of Perry Building Department
# Annual Permit Maintenance Fees

☐ **Option 1:**

Non-refundable $250 Administration Fee

**Plus**

Refundable Deposit for Dwellings and/or Construction Value between:

| | | |
|---|---|---|
| $50,000 to $149,999 | Fee | $500 |
| $150,000 to $299,999 | Fee | $2,500 |
| $300,000 to $499,999 | Fee | $3,000 |
| Over $500,000 | Fee | $5,000 |

* As long as the Township receives a request for and grants an occupancy or final within three years of issuing the permit the deposit will be returned in full.

If the building is occupied before the three years, and and occupancy or final has not been granted only 50% of the deposit will be returned.

**Total:** $250 non-refundable admin fee **plus** $_____ Refundable Deposit = $_____

**** If occupancy is granted but the permit remains open a $500 permit maintenance fee will be charged annually starting on year 4***

☐ **Option 2:**

Annual Permit Maintenance fee for each year a building permit remains open:

Building Permit fee covers year 1 of Annual Permit Maintenance Fee.

$200 Annual Permit Maintenance fee for each year a building permit remains open for years 2, 3, & 4.

$500 Annual Permit Maintenance fee for each year the building permit remains open after 4 years.

**(Optional)** Pre-payment = $_____

Date: _____ Authorized Agent/Owner Signature: _____

# Township of Perry Building Department Calculation Sheet

Last Name:_____ Roll No.:_____

Civic Address:_____ Permit No.: _____

**Building Permit Cost:** The **greater of** $15 per every $1000 of estimated construction value **or** cost per sq. ft.
**Minimum Charge:** $250.00
**Completion Permit:** Double the final building permit cost (Minimum $500.00)

## ☐ Estimated Construction Value

Estimated construction value _____divided by $1000 = _____ x $15 **Total= $_____**

## ☐ Cost Per Sq.Ft.

New House/Cottage (less than 3000 sq.ft):
Basement _____sq.ft – 1st Floor _____sq .ft – 2nd Floor _____sq.ft = _____sq.ft x $1.85 = $_____

New House/Cottage (more than 3000 sq.ft. - Includes Log construction):
Basement _____sq.ft – 1st Floor _____sq .ft – 2nd Floor _____sq.ft = _____sq.ft x $2.00 = $_____

Internal Renovations: _____sq.ft. x $0.80 = $_____
Deck(s): _____sq.ft. x $0.50 = $_____
Garage: _____sq.ft. x $0.75 = $_____
Muskoka Room, Screen Room, Covered Entry: _____sq.ft. x $0.75 = $_____
Bunkie: _____sq.ft. x $1.10 = $_____
Carport/Storage Building: _____sq.ft. x $ 0.50 = $_____
Repair or Replacement Foundation or Roofs - Flat Fee $500.00 = $_____
Foundation Permit $300 (above the normal fee) = $_____

Shoreline Structures:
Floating or post dock: _____sq.ft. x $ 0.50 = $_____
Crib Dock: _____sq.ft. x $0.50 = $_____
Steel Dock: _____sq.ft. x $0.75 = $_____
Boat port: _____sq.ft. x $0.60 = $_____
Boathouse: _____sq.ft. x $0.85 = $_____

All Other Occupancies (New/Additions): _____sq.ft. x $1.80 = $_____
Renovation for Non-Residential Building: _____sq.ft. x $1.20 = $_____

**Total= $_____**

## ☐ $250 Minimum Charge

**Total= $_____**

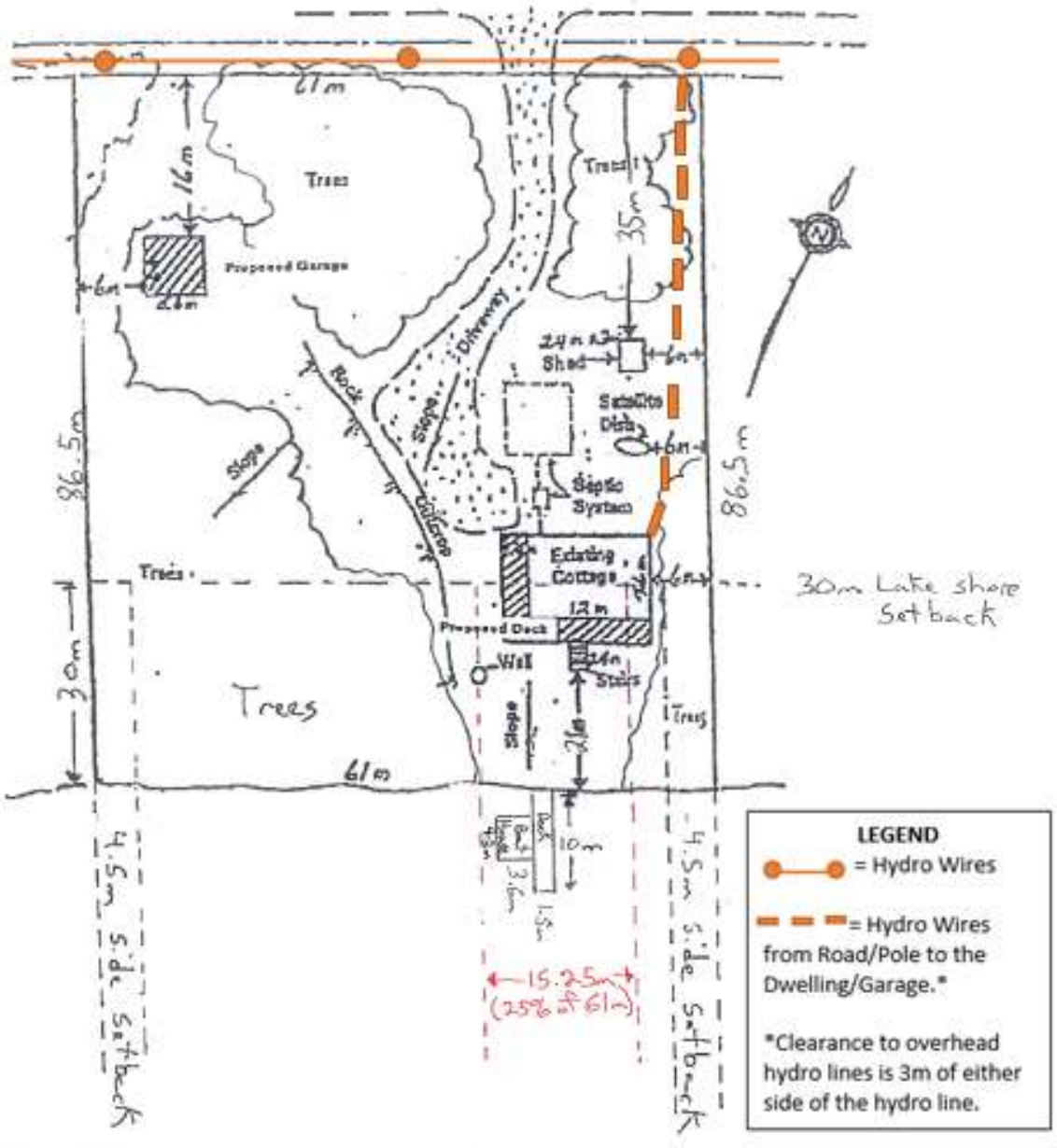
### Additional/Other Fees

Demo Permit ($100 Part 9, $250 Part 3) = $_____
Water Access _____ estimated Inspections x $25 = $_____
Annual Permit Maintenance Fee = $_____
Other: _____ = $_____

**Total= $_____**

**Building Permit $ _____ + Other Totals $ _____ = Grand Total= $ _____**

**Site Plan Sketch (sample)** – Dimension your own site plan as per the sample below and include the 'Site Information' within chart below.




| SITE INFORMATION: | |
|---|---|
| **SITE FEATURES** | **AREA (ft²/m²)** |
| Area of lot: | |
| Footprint of house: | |
| Footprint of existing accessory buildings: | |
| Footprint of proposed dock/boat house: | |
| Length of shoreline: | |

## Contact information (other authorities):




**Ministry of Natural Resources & Forestry (MNRF)**
**Parry Sound District**
**7 Bay Street**
**Parry Sound, ON**
**P2A 1S4**
**General Inquiry:**
**705-746-4201**
**Fax:**
**705-746-8828**




**Fisheries and Oceans Canada (DFO)**
**28 Waubeek Street**
**Parry Sound, ON**
**P2A 2W9**
**General Inquiry:**
**705-746-2196**
**TTY 1-800-465-7735**