



# **BUILDING PERMIT INFORMATION GUIDE**



**A GUIDE TO OBTAINING A BUILDING PERMIT IN THE TOWNSHIP OF  
OTONABEE SOUTH-MONAGHAN**

2023 Edition Updated:  
March 2023

# IMPORTANT

THE FOLLOWING INFORMATION IS GENERAL IN NATURE AND IS NOT TO BE CONSIDERED AS THE ONLY REQUIREMENTS FOR PERMIT ISSUANCE. THERE ARE A NUMBER OF OTHER ASPECTS THAT MUST BE CONSIDERED INCLUDING, BUT NOT LIMITED TO, THE GENERAL PROVISIONS OF THE ZONING BY-LAWS, THE SPECIFIC ZONE PROVISIONS OF THE BY-LAWS, THE DEFINITION SECTION OF THE ZONING BY-LAWS AS WELL AS APPLICABLE LAW THAT IS GOVERNED BY AGENCIES OTHER THAN THE MUNICIPALITY, OR OTHER MUNICIPAL BY-LAWS. (I.E. SITE PLANS).

## AUTHORIZATION

If you are **NOT** the Property Owner, you **MUST** submit an Authorization Form permitting you to apply for a Building Permit on behalf of the owner, along with the Building Permit Application (page 22 of this package)

## INSPECTIONS

WHEN BOOKING YOUR INSPECTION, PLEASE CHECK WITH THE BUILDING DEPARTMENT TO DETERMINE IF THERE ARE ANY SPECIAL REQUIREMENTS THAT MUST BE IN PLACE TO ALLOW THE INSPECTOR SAFE ACCESS.

### FOR BUILDING DEPARTMENT SITE REQUIREMENTS DURING INSPECTIONS SEE PAGE 11

Inspections can be booked Monday to Friday, 8:30 am to 4:30 pm.  
Please contact the Building Department to book an inspection.

## MINIMUM OF 48 HOURS NOTICE IS REQUIRED FOR ALL INSPECTIONS

CHIEF BUILDING OFFICIAL & DIRECTOR OF .....	John Smallwood ext. 222
BUILDING & PLANNING	Email: <a href="mailto:jsmallwood@osmtownship.ca">jsmallwood@osmtownship.ca</a>
BUILDING INSPECTOR:.....	Steve Wigboldus ext. 212
	Email: <a href="mailto:stevew@osmtownship.ca">stevew@osmtownship.ca</a>
BUILDING & PLANNING ASSISTANT:.....	Christine Zurosky ext. 233
(Call to book inspections)	Email: <a href="mailto:czurosky@osmtownship.ca">czurosky@osmtownship.ca</a>

# FAQ – BUILDING PERMITS

## WHEN DO I NEED A BUILDING PERMIT?

- All new construction of any type or kind, i.e. commercial, residential, farm, seasonal
- Any addition or renovation to a home or cottage, no matter what the size.
- Open decks and porches, **AND** replacement of a deck including decks adjacent to exists.
- New solid fuel heating/cooling systems or the replacement of existing solid fuel heating systems.
- Demolish structures (all or portions of a building, decks, etc.)
- Change the use of a building
- All accessory structures greater than 10 sq. meters (108 sq. ft.) in area.
- All plumbing installations (including accessory buildings)
- **Replacement guards/handrails on existing structures**
- Mobile homes or Park model trailers in approved locations by zoning
- New foundations
- Wood stoves/chimneys
- Commercial signs
- Swimming Pools – includes above ground, inground, and non-permanent seasonal pools.
- Secondary Suites (Converted Dwelling)

## A BUILDING PERMIT IS NOT REQUIRED FOR THE FOLLOWING:

- replace existing, same-size doors and windows, subject to distance from property lines
- install siding on small residential buildings, subject to distance from property lines
- construct a building under 108 sqft. (10 sqm.), but **MUST** conform to the zoning setbacks
- re-shingle a roof, provided there is no structural modification
- install eavestrough, provided that drainage is contained on your property
- damp-proof basements
- paint or decorate, including interior finishes, but excluding insulation
- reinstall/replace kitchen or bathroom cupboards without plumbing
- erect a fence (swimming pools and outside hot tubs do require special permits)

## WHAT HAPPENS IF YOU DO NOT GET A PERMIT?

It is unlawful to start any construction without the necessary permits. If you start construction without the necessary permits, you may be ordered to stop work, ordered to remove work already done, or prosecuted. ***You then will be required to obtain a Building Permit and the fee for such will be doubled.*** Contact the Building Department if you are not sure whether you need a permit for you project.

## HOW DO I OBTAIN A BUILDING PERMIT?

To obtain a Building Permit you are required to submit a completed application, 2 copies of building plans, as well as a site plan showing compliance with the Zoning By-laws for all setbacks and verification of compliance with the requirements of the Ontario Building Code. All permit fees are calculated and **payable when permit is issued and picked up**. We ask that you submit only a completed application; partial applications will not be accepted. Depending on the project, more documentation may be required, so it is a good idea to meet with the Building Department to discuss all requirements.

## WHO CAN PREPARE PLANS FOR SUBMISSION?

**Architects and Engineers:** These parties do not require a BCIN number. Commitment to general review by Architects and Engineer to be completed. See attached.

**Designers:** The Ontario Building Code requires all designers to be qualified with a BCIN (Building Code Identification Number). There are two categories of designers: "Other", and "Registered".

- A "Registered" Designer is insured and can draw anything they are qualified in with the MMAH. You must be a registered designer to draw house plans.
- An "Other" Designer cannot draw house plans. Qualified Designers typically draw garages, additions, and renovations.

## CIRCUMSTANCES UNDER WHICH A BUILDING PERMIT WOULD BE DENIED

The municipality cannot issue a Building Permit for any proposal that does not comply with the requirements of any other Agency that may have jurisdiction over a certain aspect of a property whether this is waterfront work, sewage disposal, hydro setbacks, entranceways, etc. This is known as 'Applicable Law'.

## WHAT HAPPENS NEXT?

Once the above application is received, It is reviewed for completeness within 48 hours. If complete, the submitted application, site plan and building plans are then reviewed by a plans examiner. If the submission is in compliance with the Ontario Building Code, Municipal By-laws and other 'Applicable Law', then a Building Permit will be issued for the project within 10 days of the completed application submitted. This 10 day period commences the day AFTER a completed application has been submitted.

## WHAT IS MEANT BY 'APPLICABLE LAW'?

Prior to Building Permit issuance, it must be shown that you are in compliance with any other agencies and/or other Acts, that may have jurisdiction with respect to the proposal. This could be any of but not limited to the following:

**SEPTIC PERMIT: PETERBOROUGH PUBLIC HEALTH** - Kathleen Shepherd

Tel: 705-743-1000 ext. 226 Fax: 705-743-2897

185 King Street, Peterborough

*(Kathleen can best be reached between 8:30 and 9:30 a.m.)*

# IMPORTANT

**A LETTER OF APPROVAL/PERMIT FROM PETERBOROUGH HEALTH IS REQUIRED FOR ALL CONSTRUCTION THAT TAKES PLACE ON PROPERTIES SERVICED BY A SEPTIC SYSTEM.**

Peterborough Public Health Approvals and /or permits would typically be required as follows:

### FOR NEW CONSTRUCTION:

- Installation of a new septic system
- Construction of a septic system within 30m of a water course or flood line, or a flood prone area
- Replacement septic system

## FOR ADDITIONS, RENOVATIONS, ACCESSORY STRUCTURES (GARAGES, SHEDS, ETC.), DECKS, AND POOLS:

- the number of bedrooms, bathrooms or kitchen facilities are being increased,
- an addition of any type is more than 15 % of the existing floor area,
- a major renovation or change of occupancy is proposed
- when the municipality does not have sufficient information on an existing septic system
- All non-residential construction (non-home)

## OTONABEE REGION CONSERVATION AUTHORITY PERMIT (ORCA) – Don Allin

Tel: 705-745-5791 Fax: 705-743-7488 - ext. 225

250 Milroy Drive, Peterborough

Permits required for:

- Minor filling
- Minor construction - accessory buildings such as boathouse, garages
- Major Construction - dwellings, cottages, additions
- Basements, crawlspaces
- Development within a development control area, 30m from a water course or flood line

## ENTRANCE PERMIT: MUNICIPAL ROAD DEPARTMENT – Craig Brooks - Director – Public Works

Tel: 705-745-3595 Email: [cbrooks@osmtownship.ca](mailto:cbrooks@osmtownship.ca)

- Permits for Entrances exiting from Township roads, new or changes in use
- Entrance locations
- Mark location of driveway with coloured stakes or flagged stakes for inspection purposes

## COUNTY ROADS DEPARTMENT – Doug Saccoccia- Engineering Technician

Tel: 705-775-2737 ext. 3201 Email: [dsaccoccia@county.peterborough.on.ca](mailto:dsaccoccia@county.peterborough.on.ca)

- Setback requirements and Permits for Entrances off County roads
- Sign Permits for County Roads

## MINISTRY OF TRANSPORTATION

Don Lawrence - Corridor Management Officer

Tel: 905-885-6381 ext. 206 Email: [donald.lawrence@ontario.ca](mailto:donald.lawrence@ontario.ca)

- Setback requirements and Permits for Entrances off Provincial Highway
- Sign Permits for Provincial Highways
- Development permits on Provincial Highway corridors

## MINISTRY OF NATURAL RESOURCES – Tel: 1-800-667-1940, or locally 705-755-2001

A permit is required:

- for any docks not located on a body of water within the Trent Severn Waterway System
- any retaining wall construction

Note: While M.N.R. does not require a permit for docks less than 140 sq. ft. they still have jurisdiction. Concrete is not permitted to be placed in the water for new construction or repairs to existing facilities. Contact M.N.R. in respect to their jurisdiction.

## TRENT SEVERN WATERWAY - Tel: 705-750-4900 Fax: 705-742-9644

A permit is required:

- For any 'in water' work, new construction and repairs to existing facilities along the Trent Severn Waterway, including Rice Lake and the Otonabee River

## OTHER PERMITS / APPROVALS APPLICANT SHOULD BE AWARE OF:

**ELECTRICAL SAFETY AUTHORITY (ESA)** - 1-877-372-7233 Fax: 1-800-667-4278

All structures must be located a minimum of:

- 16.5 ft. separation between main feeder hydro lines and any construction.
- 10 ft. separation between secondary lines and construction.

**WELLS: THE MINISTRY OF THE ENVIRONMENT** - 1-888-396-WELL (9355)

**MUNICIPAL FIRE DEPARTMENT** - Fire Chief Chuck Parsons - 705-295-6880

**ENBRIDGE GAS** - 1-888-427-8888

**ONTARIO HYDRO ONE** – 1-888-664-9376

**ONTARIO ONE CALL** – 1-800-400-2255

## HOW LONG DOES IT TAKE TO GET A BUILDING PERMIT?

Residential Permits will be processed within 12 (2 for completeness assessment and 10 for permit issuance.) working days of receipt of a **completed** application which will include some or all of the following items:

1. Permit Application Requirements
2. Applicable Law such as, Peterborough County-City Health Unit Permit (Septic System) & Otonabee Region Conservation Authority, Development Permit, Development Control Permit
3. Completed Application

## HOW LONG IS A BUILDING PERMIT IN EFFECT?

Once a Building Permit has been issued, construction must be started within 6 months of Building Permit issuance or the Permit may be revoked. Permits are valid for one year and must be renewed if the project is not completed in the one year time period. See Building Permit Fee Schedule attached for applicable fees.

## WHAT INSPECTIONS ARE NEEDED?

Mandatory inspections by the Chief Building Official and/or Inspectors are required at specific stages of construction. These inspections are to ensure that Ontario Building Code regulations are being followed. **48 hours notice to the Building Department is required for these inspections. It is the owner's and the builder's responsibility to ensure that all inspections are requested and completed. The required inspections are listed your approved building permit.**

## WHEN IS A VARIANCE REQUIRED?

All development proposals must comply with the Otonabee-South Monaghan Comprehensive Zoning By-law, as amended, which establishes regulations specific to individual properties. These regulations deal with permitted uses, building setbacks, building height, pool and accessory structure requirements, etc. Occasionally, construction is proposed that will not meet the minimum requirements of the Zoning By-law. When this occurs, the owner/designer can make application to the Committee of Adjustment for a Minor Variance of the regulation, or a Zoning Bylaw Amendment (ZBA). Potential applicants are encouraged to consult with appropriate Planning staff prior to applying for a Minor Variance, or Zoning Bylaw Amendment (ZBA).

(See Minor Variance Information and application on our website).

## WHAT IF YOU WANT TO CHANGE A BUILDING'S USE?

If you want to change the use of all or part of the building, you may need a change of use permit, even if you're not planning any construction. A building evaluation may have to be done to make sure that the existing building can support the proposed use. Different uses have different Building Code requirements. Home based business & industry may trigger building code requirements based on occupancy.

## Examples of Change A Buildings Use:

- Conversion of a home into a café (a residential dwelling into a public place or operation of a business from home-access and facilities need to be considered here as well as zoning and official plan)
- Conversion of a garage / basement into a bedroom (a non-habitable building to a habitable building) if permitted by zoning
- Changing occupant load of a commercial building from 49 to 51 or more people (requires a change to fire alarm requirement)
- Conversion of a dress shop into a paint shop (change to a high-risk occupancy)
- Conversion of a 30 seat (Group E) to a greater than 30 seat (Group A) restaurant.

## BARRIER FREE DESIGN

“Barrier-free” is defined in the Building Code as meaning that a building and its facilities can be approached, entered and used by persons with physical or sensory disabilities. Changing the use of your building may require you to include barrier free design, or improve existing barrier free facilities to meet the Building Code standard. Requirements apply to most new construction and extensive renovations. Existing buildings, where no work is planned, are not affected by these new requirements. Houses, including semi-detached houses, townhouses, and duplexes, are not affected by most accessibility requirements, with the exception of smoke alarm requirements.

## BASEMENT APARTMENTS (SECONDARY SUITES)

Adding a basement apartment to your residential dwelling will require a change of use permit and possibly a zoning amendment. You are required to guarantee that the basement apartment complies fully with all the applicable fire codes, building codes, Electrical Safety Authority regulations and zoning and housing standards by-laws. Illegal basement apartments are a risk to the occupants and others in the structure as well as a concern to the community in general. They are dangerous and they may pose a fire risk and other safety concerns such as:

- fire risks such as not enough building exits, fire separations between units, working smoke alarms, carbon monoxide detectors
- illegal and unsafe utility connections
- illegal and unsafe building renovations
- overload on existing utilities (electrical, plumbing, water and sewers)

### Other Considerations and/or Requirements for Secondary Suites

- Additional required parking
- Additional garbage collection costs

# PERMIT APPLICATION REQUIREMENTS

## SITE PLAN REQUIREMENTS:

The following shall be shown on the Site Plan. If any of this information is not shown, the application will not be reviewed.

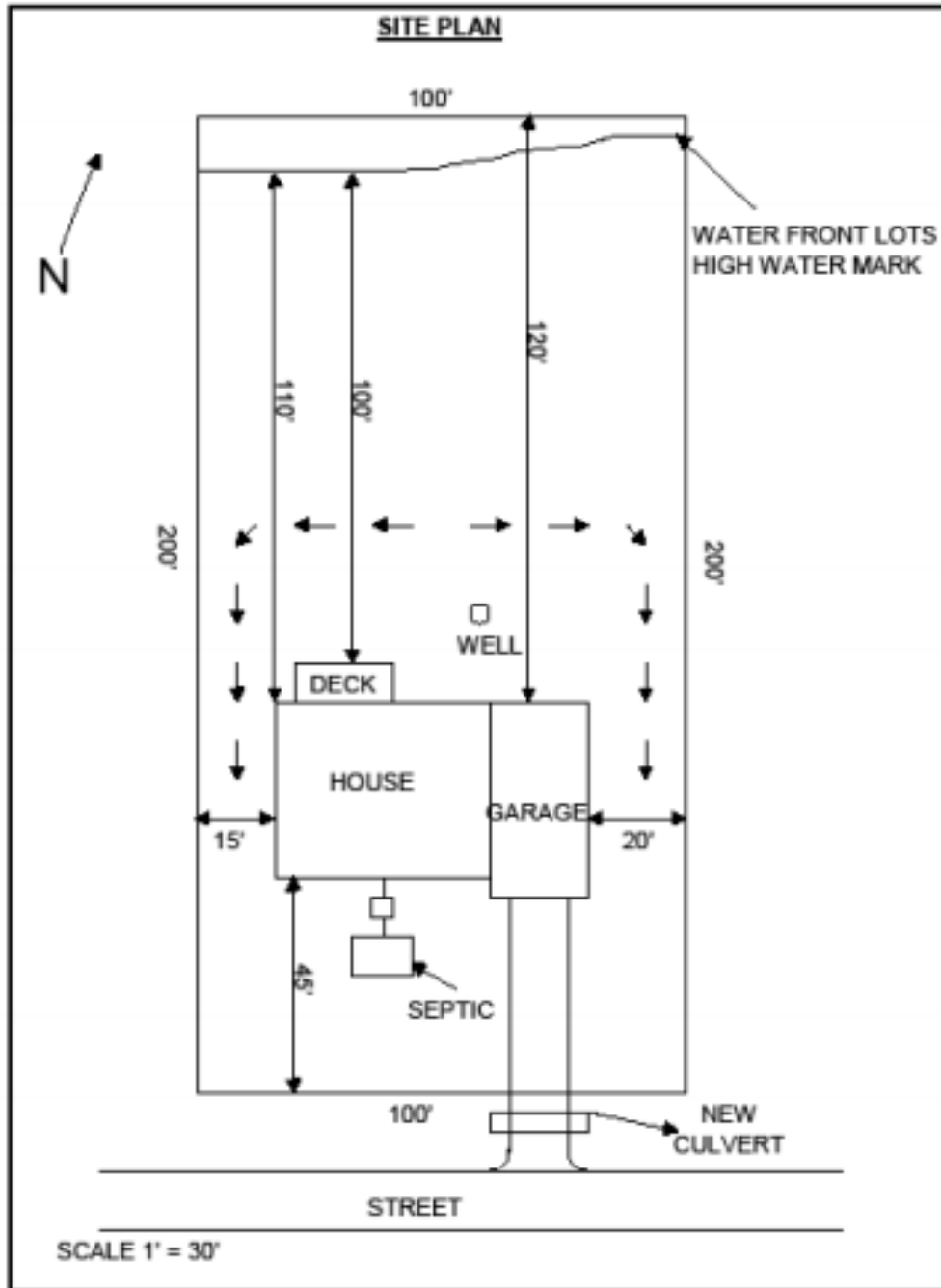
<input type="checkbox"/> Drawn to appropriate scale (e.g. 1" = 20, 1" = 30 etc.)	<input type="checkbox"/> Legal description of property (See your Tax Bill)
<input type="checkbox"/> All existing buildings and sizes *	<input type="checkbox"/> Road allowance width *
<input type="checkbox"/> Lot dimensions *	<input type="checkbox"/> Right of way width *
<input type="checkbox"/> All four (4) setbacks to proposed buildings and existing	<input type="checkbox"/> Proposed swales or ditches and existing ones
<input type="checkbox"/> Septic locations (Proposed or existing)	<input type="checkbox"/> Foundation or Sump drainage (To dry well or ditch)
<input type="checkbox"/> Surface water drainage by arrows (not to flow to adjacent property)	<input type="checkbox"/> Proximity to above ground electrical wires
<input type="checkbox"/> *Proposed elevations of four corners of building in relationship to adjacent properties	<input type="checkbox"/> Proximity to livestock buildings or structures
<input type="checkbox"/> Any retaining wall (For walkouts or at property line)	<input type="checkbox"/> Proposed signs and locations if applicable
<input type="checkbox"/> North arrow	<input type="checkbox"/> Proposed illumination and location
<input type="checkbox"/> Street name and civic number (Note: New civic addresses determined at the time of Building Permit issuance)	

\* You may require the services of a Surveyor to provide these dimensions



# PERMIT APPLICATION REQUIREMENTS

## Example of a Site Plan



# PERMIT APPLICATION REQUIREMENTS

## CONSTRUCTION DRAWINGS:

The drawings must have sufficient detail so that anyone, following the drawings, could build the project. Other plans and specifications may be required for dwelling builds or other specific projects – this is a generalization only.

**\*TWO (2) SETS OF PRINTED DRAWINGS ARE REQUIRED AND ONE (1) DIGITAL SET**

**Note: Any floating Structural Slab with an area larger than 592 ft<sup>2</sup> is required to be designed by an engineer.**

## IMPORTANT

PLEASE ENSURE THAT ALL RELEVANT AND REQUIRED DRAWINGS SHEETS ARE INCLUDED TO AVOID DELAYS.

### FLOOR PLAN

(Basement/Foundation & Upper Floors)

- Exterior Dimensions
- Interior Dimensions
- Window & Door sizes
- Room names & Dimensions
- Stairs
- Section reference lines
- Walls-Thickness & Construction
- Insulation Details**
- Lintels and Beams sizes
- Attic Access
- Smoke Alarms required on each level and in each bedroom
- All point loads (posts, girders, beams, etc. All posts to have loads labeled)
- Foundation Wall Details
- Footing Details
- Smoke/Co<sup>2</sup> locations

### WALL SECTIONS

- Structure & Materials
- Vertical Heights
- Vertical Openings of Doors and Windows
- Thickness of Wall
- Interior Finishes
- Vapour Barrier Details
- Air Barrier Details
- Insulations and R-Values
- Air spaces
- Floor finishes
- Roof Construction & Pitch
- Eave Protection
- Overhang
- Sheathing
- Soffit, Fascia, & Trough
- Foundation Details
- Footing Details
- Slab on Grade
- Section through Garage
- Section through Stairs
- Weeping Tile

### ELEVATIONS

- Vertical heights
- Finished Floor Height
- Exterior Doors
- Exterior Windows
- Wall & Roof Finishes
- Grade Levels
- Section References
- Decks

### DRAWINGS MUST ALSO INCLUDE:

- Heating/Ventilation (HVAC) design calculations & stamped and signed drawings or, a letter of intent by a qualified designer
- Schedule 1 Designer Information sheet
- Energy Efficiency Design Summary (EEDS) signed by designer
- Truss Design Drawings – A **Truss Layout** at minimum is required at time of Application to assist Plans Examiners in determining point loads from girders etc.

# PERMIT APPLICATION REQUIREMENTS

## **BUILDING PERMIT APPLICATION REQUIREMENTS:**

**REQUIREMENTS FOR APPLICATION SUBMISSION AND ISSUANCE OF A BUILDING PERMIT.** Please submit the following documents with your application for a building permit:

- Two (2) sets of printed construction drawings & **One (1) set of construction drawings in digital format (PDF)**
- If the construction drawings required a review by an Engineer, then stamped drawings must be submitted with your application.
- Schedule 1 Designer Information sheet
- Energy Efficiency Design Summary (EEDS)
- Site Survey (See pages 7 & 8 for survey requirements)
- One (1) set of HVAC design drawings & calculations
- TJI Joist Design sheets
- Design sheets for all Engineered components (LVL's, Parallam's, etc..)
- Truss drawings (At minimum, we require a truss layout with application)
- Septic System Permits or approvals
- ORCA Permits and approvals (If applicable)

***\*\*Please note that no applications will be reviewed until the application is complete. Complete means that ALL required documents and approvals have been submitted to the building department. \*\****

## **REQUIREMENTS DURING CONSTRUCTION**

- Heat design inspection. Designer of heating system may be required to sign off on proper installation
- Engineer sign off if applicable
- Architect sign off if applicable
- HRV balance report
- Spray foam installation information – Product data and CCMC report information, Daily worksheets, Spray foam installer licenses.
- Water Test at occupancy
- ESA final inspection sign off at occupancy or final inspection.

# EXPECTATIONS DURING INSPECTIONS

Please ensure that **ALL** expectations are met **BEFORE** your inspection.

To ensure that inspections can be completed properly and to limit the safety risk to Inspectors, the Building Department requires that certain components be installed, uncovered/exposed, labeled, etc. prior to an inspection. These items include but are not limited to the following:

## 1. STAIRS AND LADDERS

**Any** inspections such as framing, plumbing, and insulation, that would require an inspector to ascend or descend multiple storeys or levels in order to access the areas to be inspected, **must be accessible by properly installed stairs.** Inspectors are not permitted to use ladders or gang planks or similar to access these areas as per Ministry of Labour guidelines and the Ontario Building Code.

## 2. BACK-FILL

Prior to back filling, the “O” pipe drain tile around the footing perimeter **must be exposed in at least one area along each wall face to allow for inspection** with out the need to enter the trench. Cover stone should be moved to expose **a min. of 12” of pipe and sock.** In most circumstances, Inspectors are not permitted to enter an excavation trench.

## 3. INSULATION LABELS

For **blown-in attic insulation, the installer is required to affix a label to the attic hatch describing the type of insulation, depth of application, and R-value achieved.** This label should be clearly visible and accessible without the need for the inspector to enter the attic space. For **spray foam installations**, a job label is also required and typically is affixed to the electrical panel door. For **BIB** installations, density test must be completed to determine R-value. Documentation of these test results must also be clearly labeled and accessible for the inspector. **IMPORTANT NOTE ON SPRAY FOAM: Spraying foam insulation requires protective equipment to prevent harmful chemical exposure. For this reason, an inspection of this type of insulation CANNOT be conducted during the foam installation. 48hrs must elapse from the time of installation to the time of inspection.**

## 4. TRUSS DRAWINGS

**A set of Truss drawings and truss layout plan are required on site during the framing inspection.** We do ask for these drawings to be supplied at time of application however we understand that this is not always possible and an inspector may not have this information available to them at the time of inspection. A truss layout is required with permit application.

## 5. UNPROTECTED OPENINGS AND UNSUPPORTED ELEMENTS

**Any openings that present as a potential risk of fall, etc., must be protected and clearly marked.** Any vertical openings such as door and window must be protected by a firmly anchored temporary guard at the proper guard height relative to adjacent grade or other surfaces.

Any openings in floors for stair wells must be securely covered with ply-wood capable of bearing the weight of people and equipment. This extent of the covered opening, the full perimeter or area of the opening must be clearly marked. Any openings in floors or walls for such things as plumbing or HVAC that present a potential risk for injury from tripping or falling must be covered and/or clearly marked as above.

Any component of construction that requires bracing, supports, or mechanical fastener connections in order to prevent failure of those components must be properly secured either permanently as designed or temporarily.

## 6. CONSTRUCTION MATERIALS AND EQUIPMENT

**Ensure that the area(s) to be inspected will be free of construction materials or equipment that may pose as a hazard for inspectors.** This would include materials or off-cuts on the floor, improperly stored material that may become unstable, (stacked lumber or brick, etc..) Exposed cables, hoses, or wires from equipment, and any chemicals used or stored for use.

For more information regarding job-site safety requirements, please contact the Ministry of Labour



# OCCUPANCY REQUIREMENTS FOR NEW DWELLINGS

## IMPORTANT

Occupancy will only be granted for new dwellings that comply with the following requirements and provide the Building Department with the necessary documentation!

Please read the requirements listed below carefully – if you are unsure if any of these apply to you, please call the Building Department

### 1. IS YOUR NEW HOME ON A WELL OR A MUNICIPAL WATER SOURCE?

- If your source of potable water is from a well, then you will be required to provide the results of a water test. This test is to determine the quality of your water to ensure that it is safe for use. Testing is done by taking a sample of your water in special sample bottle available at the Township office, to the Health Unit or Public Health Ontario Laboratory.

### 2. IS YOUR NEW HOME ON A SEPTIC SYSTEM?

- If your new home is using a septic system, then you will be required to provide the Building Department with a Certificate from the Health Unit stating that installation is complete, inspected, and operating properly.

### 3. HVAC DESIGN CONFIRMATION LETTER.

- A letter from the BCIN HVAC designer stating that he or she has completed an inspection and the HVAC system was installed in accordance with the initial heat design. If the HVAC design and installation was modified from what was originally submitted for your building permit, this letter must confirm that your designer has approved the modifications and verify that the changes comply with the Ontario Building Code. **NOTE: Your HVAC installer will not be able to produce this document for occupancy purposes. This must come from HVAC designer.**

### 4. HRV BALANCING REPORT (IF APPLICABLE)

- If your new home is equipped with a Heat Recovery and Ventilation system, then a balancing report from your installer must be provided to the Building Department upon request.

### 6. ELECTRICAL SAFETY AUTHORITY (ESA) CERTIFICATE

- Your electrician must have all electrical work inspected for compliance with the Ontario Electrical Code and provide a certificate of compliance to the Building Department.

### 1.3.3.2 CONDITIONS FOR RESIDENTIAL OCCUPANCY

1. A person may occupy or permit to be occupied a *building* intended for *residential occupancy* that has not been fully completed at the date of occupation provided that,
  - a) the *building*.
    - (i) is of three or fewer *storeys* in *building height* and has a *building area* not exceeding 600 m<sup>2</sup>
    - (ii) has not more than 1 *dwelling unit* above another *dwelling unit*,
    - (iii) has not more than 2 *dwelling units* sharing a common *means of egress*, and
    - (iv) has no accommodation for tourists,
  - b) the following *building* components and systems are complete, operational and inspected:
    - (i) required *exits*, handrails and *guards*, *fire alarm* and detection systems, and *fire separations*,
    - (ii) required exhaust fume barriers and self-closing devices on doors between an attached or built-in garage and a *dwelling unit*,
    - (iii) water supply, sewage disposal, lighting and heating systems, and
    - (iv) **protection of foamed plastics required by Article 9.10.17.10. of Division B**,
  - c) the following *building* components and systems are complete, operational, inspected and tested:
    - (i) water systems,
    - (ii) *building drains* and *building sewers*, and
    - (iii) *drainage systems* and *venting systems*, and
  - d) where applicable, the *building* conforms to Article 9.1.1.7. of Division B.

#### **SIMPLY PUT, THE FOLLOWING ITEMS MUST BE COMPLETED AT OCCUPANCY:**

##### **INTERIOR**

1. Water test
2. HRV Balancing Report if required by CBO
3. Septic System sign off from Peterborough Health
4. ESA Final certificate
5. Interior guards in place
6. All flooring finished
7. Bathroom fixtures installed and operating – **Fixtures must be CSA approved**
8. All sinks trapped with clean-outs
9. Smoke/Co/Visual alarms installed on each floor and in all bedrooms – interconnected and operating
10. 1" cuts under all doors (only if being used as a cold air return)
11. Dead bolts on all exterior doors
12. Door to garage equipped with self-closer and weather stripped
13. Common wall and ceiling between house and garage is fume-proofed
14. More than 3 risers from house to garage requires landing, guards, and handrails
15. Kitchen installed and completed
16. Basement insulated and vapour barrier complete – **All foamed plastics properly covered and protected.**
17. All HVAC equipment installed and operating
18. 1.2m (~4'-0") of insulation on hot water line from top of water tank
19. All lighting operating in all rooms – All stairs switched from top and bottom
20. Exhaust Fans operating.

##### **EXTERIOR**

1. All landings, guards and handrails to be completed
2. Decks to be either completed or any door opening onto a deck that is not completed, shall be fixed shut

##### **FOR FINAL INSPECTION**

1. All exterior cladding to be complete.
2. All grading to be complete
3. Any outstanding issues identified by the Building Department.

# FOR REFERENCE ONLY

Listed here are only the most common zones where construction takes place most often within the municipality. This information is for permanent detached dwellings or recreational dwellings only. Site specific requirements may apply. Always check with the Building and Planning Department. For the requirements for the other exception zones and other permitted uses within the municipality, please contact the Building/Planning Department.

Zoning	Front Yard Setback	Rear Yard Setback	Interior Side Yard Setback	Exterior Side Yard Setback	Maximum Lot Coverage	
<b>Agricultural(A)</b>	18.0 m (59.05 ft)	12.0 m (39.37 ft)	15.0 m (49.21 ft)	15.0 m (49.21 ft)	15 % all buildings	5% for all accessory structures
<b>Rural (RU)</b>	18.0 m (59.05 ft)	12.0 m (39.37 ft)	15.0 m (49.21 ft)	18.0 m (59.05 ft)	15 % all buildings	5% for all accessory structures
<b>Rural Residential (RR)</b>	9.0 m (29.52 ft)	9.0 m (29.52 ft)	3.0 m (9.84 ft)	9.0 m (29.52 ft)	30 % all buildings	5% for all accessory structures
<b>Limited Service Residential (LSR)</b>	Back lot: 12.0 m (39.37 ft) Water yard: 30 m (98.42 ft)	12.0 m (39.37 ft) Water yard: 30 m (98.42 ft)	3.0 m (9.84 ft)	12.0 m (39.37 ft)	30 % all buildings	5% for all accessory structures
<b>Hamlet Residential (HR)</b>	7.5 m (24.60 ft)	7.5 m (24.60 ft)	3.0 m (9.84 ft)	7.5 m (24.60 ft)	40 % all buildings	5% for all accessory structures
<b>Shoreline Residential (SR)</b>	Backlot: 12.0 m (39.37 ft)	9.0 m (29.52 ft)	6.0 m (19.69 ft)	12.0 m (39.37 ft)	30 % all buildings	5% for all accessory structures
<b>Maximum Number of Dwelling units per Lot</b>	2					
<b>Height Requirements (Main structures) RU, A, LSR, RR, SR, HR</b>	11.0m (36.09 ft) Height is measured between the finished grade at the <b>front</b> of the building, <b>and</b> : <ul style="list-style-type: none"> <li>• Flat roof- <b>highest point of roof surface</b></li> <li>• Mansard roof – <b>deck roof line</b></li> <li>• Gable, hip, or gambrel roof – <b>average height between the eaves and ridge</b></li> <li>• Chimneys, towers, and steeples are disregarded.</li> </ul>					
<b>Other Required Setbacks</b>	30 m setback from Rail line 30 m setback from all water courses except HR Septic Systems – <b>1.5m</b> Tank to Structure; <b>5m</b> Distribution Pipe to Structure (if bed is raised the it will be <b>8m</b> ) MDS setbacks from livestock facilities					

## **ACCESSORY BUILDINGS/STRUCTURES**

This is a detached building or structure that is not used for human habitation, and the use of which is incidental to a main building and is located on the same lot.

<p><b>Detached Garages</b> For properties in the Residential Zone classification, Including Rural Residential, Hamlet Residential, Shoreline Residential, Estate Residential, and Limited Service Residential (LSR)</p>	<p>A detached garage located in any yard in subject must be in accordance with the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must not be closer than 1.2 m (3.94 feet) to the interior side lot line</li> <li><input type="checkbox"/> Rear yard: not closer than 1.2 m (3.94 feet) to the rear lot line;</li> <li><input type="checkbox"/> Front or Exterior Yard: will not be closer to the lot line than the required front or exterior side yard of respective zone</li> <li><input type="checkbox"/> Height: 5 m (16.4 ft) to midpoint of roof</li> </ul>
<p><b>For other zone categories</b> Other Residential (excluding HR) and Non-Residential categories</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 3 m (9.84 ft) side yard set backs</li> <li><input type="checkbox"/> 3 m (9.84 ft) rear yard set backs</li> <li><input type="checkbox"/> Height: 7.5 m (24.6 ft) to midpoint of roof</li> </ul>
<p><b>Sleeping Cabins (Bunkie's)</b></p>	<p>Not permitted as per Zoning By-law</p>
<p><b>Pump Houses or Dock</b></p>	<p>May be erected in the yard of a lot fronting a navigable waterway no closer than 1.2 m (3.94 ft) to the side lot line.</p>
<p><b>Boathouses</b></p>	<p>No new construction permitted as per Official Plan and Zoning By-law, with the exception of existing structures that are in need of repair or reconstruction. ORCA will be applicable. Please contact Building Department for further information.</p>
<p><b>Swimming Pools</b></p>	<p>Outdoor swimming pool shall not be located within 1.2 m (3.94 ft) of the rear or interior side lines, and shall not be closer than 3.0 m (9.84 ft) to that portion of a rear lot line that adjoins a side lot line.</p>
<p><b>Septic</b></p>	<p>Exterior side lot line setback 3m (9.84 ft)</p>
<p><b>Porches/Detached Decks</b></p>	<p>Decks- Attached decks must comply with all main structure setbacks.</p>



## BUILDING PERMIT FEES

<b><u>RESIDENTIAL PERMITS</u> - As of June 1<sup>st</sup>, 2019</b>	
Minimum Permit Fee	\$ 250. <sup>00</sup>
New Dwelling Units and Residential Additions	\$ 1.46/sf
Attached Garage/Carports	\$ 1.33/sf
Residential Renovations	\$ 19.53/\$1000 of construction value
Mobile Homes	\$ 1.46/sf
Accessory Buildings	\$ 1.33/sf
Building Relocation	\$ 1.46/sf
New Foundation	\$ 19.53/\$1000 of construction value
Plumbing Permit	\$ 175+ \$19 per fixture
Decks/Porches	\$ 1.33/sf
Outdoor Solid Fuel App.	\$ 300. <sup>00</sup>
Solar	\$ 500. <sup>00</sup> < 20kw
	\$ 750. <sup>00</sup> > 20kw
Wood Stoves/Chimneys	\$ 300. <sup>00</sup>
Demolition Permit	\$ 240. <sup>00</sup>
Occupancy Permit	\$ 240. <sup>00</sup>
<b><u>Swimming Pools</u></b>	
In Ground Pools	\$ 19.53/\$1000 of construction values
Above Ground Pools	\$ 190. <sup>00</sup>
Swimming Pool Surcharge (collected on tax bill if on municipal water)	\$ 100. <sup>00</sup>

<b><u>NON-RESIDENTIAL PERMITS</u></b>	
Commercial/Industrial/Institutional-new Construction & additions	\$ 1.46/sf
Commercial/Industrial/Institutional Renovations	\$ 19.53/\$1000 of construction value
Commercial Sign permit	\$ 1500. <sup>00</sup>
Agricultural buildings new construction & additions	\$ 19.53/\$1000 of construction value
Soft cover, coverall, tent type structures	\$ 0.42/sf
<b><u>OTHER PERMITS:</u></b>	
Change of use permit	\$ 19.53/\$1000 of construction value
Discharge of an order	\$ 200. <sup>00</sup>
Repeat inspections beyond 2	\$ 150. <sup>00</sup>
Request for inspections years before 2003	\$ 150. <sup>00</sup>
Transfer of permit	\$ 250. <sup>00</sup>
Yearly Permit renewal	\$ 250. <sup>00</sup>
<b><u>DEVELOPMENT CHARGES</u></b>	
Municipal Residential Development Charge:	\$ 6402.00 (2020)
Commercial Development Charge:	\$2.68/sf – Township of Otonabee- South Monaghan (2020)
County Development Charge: (2020)	<b><u>\$8388.42 per unit for single-detached, semi-detached, and duplex (&gt;103m<sup>2</sup>) / \$5592.28 per unit for single-detached, semi-detached, and duplex (&lt;103m<sup>2</sup>) and for multi residential units / \$4349.55 per unit for small multi residential unit (&lt;93m<sup>2</sup>) and apartment units</u></b> <u>\$12.95/m<sup>2</sup> after 250m<sup>2</sup> commercial</u>



# DEVELOPMENT CHARGES INFORMATION

October 5, 2015 to December 31, 2018

## WHY DEVELOPMENT CHARGES?

The Township adopted By-law No. 2015-58 on October 5, 2015, which imposes development charges on new development. Development Charges (DCs) are fees collected from new development to offset the growth related capital cost of providing existing levels of service. The services covered by these fees are:

- General Government
- Fire Protection
- Public Works
- Recreation
- Library

Development Charges are based on the methodology that existing taxpayers should not be liable for the capital costs of new growth. At the same time, new taxpayers should not have to contribute more than the net capital cost attributable to growth in order to maintain current levels of municipal services. A detailed analysis of the Township's infrastructure is therefore necessary to ensure that the recommended Development Charge is compatible with the requirements of the Development Charges Act and its Regulations. This DC Study is updated every five years to ensure that DCs reflect anticipated growth and capital needs. By-law No. 2015-58 repeals and replaces By-law No. 2010-67.

Development Charges do not relieve sub dividers or property owners from the costs associated with providing any local or on-site services required under a development agreement with the Township, any local improvements or any user fees.

## WHEN ARE DEVELOPMENT CHARGES REQUIRED?

Generally, a development charge will be imposed on any new residential and expansions exceeding the legislated exemptions. Development charges also apply to non-residential development.

Development charges are payable at the time a building permit is issued unless Council has entered into a written agreement providing for payment on any date that Council decides is appropriate.

## WHEN IS A BUILDING PERMIT EXEMPT FROM DEVELOPMENT CHARGES?

Eligibility for an exemption is governed by the Development Charges Act and its regulations. Certain expansions of existing buildings are exempt by statute such as secondary unit added to an existing dwelling or small industrial expansions. School Board, Township, County and certain local board properties are also exempt from development charges. No charge is imposed on industrial, agricultural or religious uses.

If a building has been destroyed or legally demolished, no development charge is imposed if the building is rebuilt within a period of five (5) years of the date of demolition or destruction. If a different type of building is built on the site, a credit would apply based on the original building and use.

If a Lot Levy has been paid in full prior to the date this DC By-law received third reading, the difference between the Lot Levy paid and the DC amount determined under this By-law is payable. Conversions of an existing structures to a residential use will also require a calculation of any DCs payable, subject to a credit based on the current non-residential rate.

## WHAT ARE DEVELOPMENT CHARGES SPENT ON?

Development Charges are allocated to the Township services as follows:

<u>Service</u>	<u>Residential Development Charge</u>	<u>Commercial Development Charge</u>
General Government	1.3%	1.8%
Fire Protection	19.9%	28.6%
Public Works	49.2%	69.6%
Recreation	26.1%	0.0%
Library	3.5%	0.0%

The DCA Study identifies growth related projects used to calculate the Development Charges.

## WHAT HAPPENS TO THE MONEY COLLECTED?

The Treasurer of the Township is responsible for the Development Charges Reserve Funds.

The Treasurer must supply an annual statement to Council and the public outlining the activities within each portion of the Development Charges Reserve Fund. The purpose of the statement is to inform any interested parties as to the revenues collected each year together with the approved expenditures under the Development Charges By-law. The statement includes the opening and closing balances of each fund, a summary of transactions on revenues (payable development charges) and expenditures (outlining capital projects) as well as any other relevant activity (such as interest earned). This statement also includes any possible credits granted for work done by developers, (services-in-lieu, subsidies) or borrowings on reserve funds describing the amount, purpose, repayment policy and interest. The annual statement demonstrates to the public that the funds are appropriately managed and a copy is provided to the Ministry of Municipal Affairs, as required.

A copy of the Treasurer's Annual Statement will be available to the public within sixty days of presentation to Municipal Council at the Township Office in Keene and is part of the agenda on the Township website.

**If you have any questions or need more information, please contact the Planning & Building Department at (705) 295-6852 or CBO/Director of Building & Planning Barbara Waldron at: [bwaldron@osmtownship.ca](mailto:bwaldron@osmtownship.ca).**

# O.S.M. BUILDING DEPARTMENT CHECKLIST

Before you submit your application, please ensure that the following items have been supplied with the application for a building permit – If you are unsure of what applies to you, please call the Township Office for assistance.

<b>APPLICANTS VERIFICATION CHECKLIST</b> <b>(CHECK BOXES TO INDICATE EACH ITEM IS INCLUDED WITH THIS APPLICATION)</b>	
<b>GENERAL REQUIREMENTS</b>	
	Application for a Permit to Construct or Demolish (Demolition Permit requires a complete Scope of Work description)
	Declaration of Designer -Schedule 1
	Declaration of Sewage Designer -Schedule 2
	Energy Efficiency Design Summary complete with Manufacturers Product Specification Sheet with make, model and energy efficiency rating for furnace, hot water tank, HRV and windows
	Copy of Registered Survey (if required by CBO)
	Copy of Registered Deed (if required by CBO)
<b>BUILDING PLANS 2 COPIES</b> <b>(SEE CONSTRUCTION DRAWING REQUIREMENTS SHEET FOR DETAILS)</b>	
	Foundation Plan
	Floor Plans (Each Floor)
	Cross Section and Details
	Elevations
	Engineered Truss Drawings (including LVL/Parallam beam sized on plan with engineers design sheets & stamped)
	Heat Loss Calculations & Duct Design
	TJI Joist Design Sheet
<b>SITE PLAN</b> <b>(SEE SITE PLAN REQUIREMENTS SHEET FOR DETAILS)</b>	
	Location of structure indicating all setbacks and North arrow
	Location of existing structures with sizes
	Lot grading (surface drainage patterns and elevations)
	Septic and well location (proposed or existing)
	Driveway location with Street name and Civic number
	Drawn to an appropriate scale
<b>APPROVALS COMPLETED</b>	
	Septic System Permit - Peterborough County-City Health Unit
	Otonabee Region Conservation Authority Permit
	Entrance Permit
	Minor Variance Approval (copy of granting of the variance and conditions met)
	Ministry of Transportation



Township of  
Otonabee-South Monaghan

## **Authorization Form**

### **Agent to Apply for a Building Permit on behalf of Property Owner**

Property Owner:	
Phone Number: (Property Owner)	
Email address: (Property Owner)	
Agent:	
Phone Number: (Agent)	
Property Address:	
Roll Number:	1506-____ - ____ - ____ - 0000

**I/We, the Property Owner, hereby authorize the Agent to apply for a Building Permit to construct \_\_\_\_\_ for my/our property located in the Township of Otonabee- South Monaghan on my/our behalf:**

**X**

Signature of Owner

Date

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., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.