



# Urban Dwelling

## Building Permit Information Guide

Revised January 2022

### **Municipal Office**

Mail to: Box 70, 263 Main St.  
Odessa, Ontario  
K0H 2H0  
Phone: 613-386-7351  
[www.loyalist.ca](http://www.loyalist.ca)

### **18 Manitou Cres Amherstview, ON**

#### **Office Hours**

Winter  
September through April  
Mon – Fri 8:30 am – 4:30 pm

Summer  
May through August  
Mon – Thu 8:15 am -4:30 pm  
Fri 8:15 am – 12:15 pm

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## Introduction

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The following guide has been developed to assist applicants in obtaining a building permit for a single family dwelling in an urban area, serviced by Municipal services.

Applicants are encouraged to contact the Building Department prior to applying for a permit to discuss the requirements for their specific project.

Once an application is received it will be reviewed by staff for sufficiency of completion. If the application is not accompanied by the plans, specifications, information and documents as outlined in this informational pamphlet, the applicant will be notified within 2 business days, of the outstanding information required.

Incomplete applications will be placed on hold until all of the required information is received. Complete applications will be reviewed within 10 business days.

## Permit Fees

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Building permit fees are calculated as per the Township's Building Permit Fees By-Law. Other relevant fees are also collected at the time of permit issuance such as, but not limited to; development charges, impost fees, entrance permit/culvert fees, lot grading certificate fee and civic address sign fee. Deposits are also collected at the time of permit issuance such as, but not limited to, lot grading deposit, lot grading certificate review fee deposit, and building deposit.

### Building Department

#### Development Services Analyst

Ashley MacPherson  
ext.128  
amacpherson@loyalist.ca

#### Chief Building Official

Mark Parkinson  
ext. 174  
mparkinson@loyalist.ca

#### Building Inspectors

Randy Sangster  
Ext. 125  
rsangster@loyalist.ca

Stephen Mailloux  
Ext. 127  
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Amy Grenier  
Ext. 136  
agrenier@loyalist.ca

Jordan Van Leuken  
Ext. 143  
jvanleuken@loyalist.ca

#### Administrative Assistant

Jane Austin  
ext. 126  
jaustin@loyalist.ca

#### Commitment to Accessibility

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, extension 100, during office hours or email [info@loyalist.ca](mailto:info@loyalist.ca).

# Additional Approvals & Design Considerations

## Approvals from Other Agencies

In some circumstances, approvals are required from other agencies before the Township can issue a building permit. Applicants are encouraged to contact the Building Department prior to applying for a permit to determine if other approvals may be required for a specific project.

## Cataraqui Region Conservation Authority

Approval may be required from the CRCA if your project is within 15m of a floodplain; 50m of the top of bank of a water course; 120m of a Provincially significant wetland or 30m of all wetlands greater than 0.5ha. Please contact 613-546-4228, for additional information.

## Ministry of Transportation Approval

If your property is located near a Provincial Highway approval may be required from MTO. For additional information, please contact the MTO Corridor Management Office at 1-888-224-0622

## Underground Utility Locates

Contact Ontario One Call to locate underground utilities before you dig. To request a free locate call 1-800-400-2255 or visit [www.on1call.com](http://www.on1call.com).

## Heritage Designated Properties

Alterations to properties designated under the Ontario Heritage Act will require approval from the Heritage Committee. Please contact the Planning Department, at 613-386-7351 for additional information.

## Design Considerations

The homeowner is permitted to prepare and submit their own drawings without being qualified under the Ontario Building Code. If the drawings are designed by any designer other than the homeowner, the designer must be qualified under the Ontario Building Code with a BCIN or be an Architect or an Engineer.

## Proprietary Products and Materials

Not all products or materials sold are approved for use in Ontario. All applications proposing the use of materials or system not specifically allowed for under Part 9 (Div. B) of the Ontario Building Code must submit the applicable manufacturer's installation manual and engineering data, BMEC approval and/or a design stamped by an Ontario Professional Engineer. Please check into these items before purchasing or planning to use any of these products.

## Entrance Approval – Township Roads

An entrance permit from the Township's Engineering Department is required for properties accessed via a Township road. For additional information, please refer to the attached entrance permit application, or call 613-386-7351, ext. 116.

## Providing a Copy of Your Deed

Why is a copy of my Deed required? The Township requires a copy of the Deed (may be titled "Land Transfer") prior to issuing a building permit to confirm ownership and to determine the presence of any easements or rights-of-way that may be on the property. You should have received a copy from your lawyer at the time of closing. Copies may be obtained at Service Ontario in Napanee.

## Urban House Building Permit Application Checklist

### Items required for a complete building permit application submission:

- Building permit application form
- Schedule 1: Designer Information form
- \$500 Deposit
- Copy of Deed/Land Transfer (copies may be obtained at Service Ontario)
- Agent Authorization form (required if the property owner is not submitting the application)
- Copy of Survey
- Drawings shall be able to fully demonstrate the intention of construction. The drawings shall be fully dimensioned and to scale (as per building by law) and shall include but not limited to:
  - Foundation/Basement Floor Plan
  - Main Floor Plan
  - Second Floor Plan
  - Third, Attic or Loft Floor Plan
  - Elevations (Front, Rear, Left & Right side)
  - Floor to Floor heights required to be noted (ie. footing to top of foundation, top of floor, underside of ceiling)
  - Window & door schedule(s) and/or dimensioned windows on elevation or floor plans
  - Building Section and/or Wall Sections
  - Specifications for construction including wall, foundation, structural elements, floor & roof compositions
  - All drawings to include a Title Block which shall include the date, designers name, location of construction and scale of drawings
- Truss layout and floor joist layout from the manufacturer
- Heat loss calculations and duct design prepared by a qualified designer
- Energy Efficiency Design Summary form
- Plot plan indicating the following:
  - Civic address;
  - Lot dimensions and lot area;
  - Location of house with distances relative to property lines, roads, easements, rights-of-way, other structures, well, septic system and overhead powerlines;
  - Location, width and type of driveway, and distance from property lines;
  - Dimensions and height of all structures, and percentage of lot coverage;
  - Location and height of retaining walls;
  - Location of any watercourses, drainage ditches, culverts, and waterbodies including the location of the highwater mark, top-of-bank, and 1:100 year floodline contour with wave uprush limit;
  - Sight triangle (applicable on corner lots).
- For lots subject to a Development Agreement, a grading plan prepared by an Ontario Land Surveyor or an Ontario Professional Engineer is required. The grading plan shall indicate the following:
  - All information required on plot plan;
  - Entrance/driveway gradient;
  - Lot grades as shown on the approved lot grading plan and all proposed building apron elevations at each corner of the foundation wall, all swales and gradients including the direction of surface runoff and walkout elevations;
  - Building grade elevations (all elevations to be geodetic datum);
  - Finished floor elevation, underside of footings elevation, top of foundation wall elevation and finished garage floor elevation.
- Cataraqui Region Conservation Authority approval (where applicable) 613-546-4228
- Ministry of Transportation approval (where applicable) 1-866-224-0622
- Entrance permit from Loyalist Township for properties on assumed Township Roads/Streets
- Entrance permit from the County of Lennox and Addington for properties accessed by County Roads
- Residential Education Development Charge Information Form (from CEPEO) – must accompany all applications for new dwellings.**



# Application for a Permit to Construct or Demolish

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

**NOTE: A copy of the deed to your property is required prior to permit issuance.**

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (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 <sup>2</sup> )		
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 ( )		

<b>E. Builder (optional)</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 (     )	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
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.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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.			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 <i>Building Code Act, 1992</i> .			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 <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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
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., 2nd Floor. Toronto, M5G 2E5 (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.

<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>			
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			
<b>D. Declaration of Designer</b>			
I _____ declare that (choose one as appropriate):			
(print name)			
<p>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.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p>			
<p>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.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p>			
<p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p>			
I certify that:			
<ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol>			
_____		_____	
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 Association of Professional Engineers of Ontario.



**AGENT OF RECORD LETTER**

**(If the owner is NOT the applicant)**

(If multiple owners, an Authorization Letter from each owner is required)

**---PLEASE PRINT CLEARLY---**

**If an agent is representing the owner(s), they must complete the following:**

I, (we) \_\_\_\_\_  
(name(s) of owner, individuals or company)

being the registered owner(s) of the subject property, hereby authorize \_\_\_\_\_  
(name of agent)

**To prepare, submit and obtain a building permit, on my behalf, for the project at:**

\_\_\_\_\_  
(property address)

**(Please check appropriate box)**

- Construct       Install       Alter       Renovate

**(Describe work below)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(print name of owner)

\_\_\_\_\_  
(print name of agent)

\_\_\_\_\_  
(signature of owner)

\_\_\_\_\_  
(signature of agent)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(day)      (month)      (year)

**LOYALIST TOWNSHIP**  
**2022 RATES**  
Effective January 1, 2022  
**SCHEDULE "B" to By-law 2021-066**

**SCHEDULE OF RESIDENTIAL DEVELOPMENT CHARGES**

Residential Charge by Unit Type			
	Singles & Semis	Other multiples	Apartments
Emergency Services	\$ 1,366	\$ 1,060	\$ 828
Parks and Recreation	\$ 3,349	\$ 2,600	\$ 2,031
Development-Related Studies	\$ 335	\$ 260	\$ 203
Services Related to a Highway:			
Roads and Related	\$ 1,435	\$ 1,114	\$ 871
Public Works: Building and Fleet	\$ 1,801	\$ 1,398	\$ 1,092
Stormwater Management	\$ 671	\$ 521	\$ 407
<b>Total</b>	<b>\$ 8,957</b>	<b>\$ 6,953</b>	<b>\$ 5,432</b>

Based on persons per unit:  
2.77

2.15

1.68

**2022 RATES**

**SCHEDULE "C"**

**SCHEDULE OF NON-RESIDENTIAL DEVELOPMENT CHARGES**

Non-Residential Charge per Square Metre of GFA		
	Industrial	Non-Residential (excluding Industrial)
Emergency Services	\$ 10.85	\$ 10.85
Parks and Recreation	\$ -	\$ -
Development-Related Studies	\$ 2.67	\$ 2.67
Services Related to a Highway:		
Roads and Related	\$ 5.27	\$ 22.92
Public Works: Building and Fleet	\$ 14.31	\$ 14.31
Stormwater Management	\$ 5.34	\$ 5.34
<b>Total</b>	<b>\$ 38.44</b>	<b>\$ 56.09</b>

**BY-LAW 2019-099  
SCHEDULE "A"**

**Water Works Charges and Sewage Works Charges  
Effective January 1, 2021**

Service	Residential Single-Detached Dwelling and Semi-Detached Dwelling	Residential Multi-Residential	Residential Other Multiples	Non-Residential per daily m3
Water – Growth portion	\$4,790	\$2,905	\$3,717	\$9,581
Water – Club fee	\$2,890	\$1,753	\$2,243	\$6,248
<b>Total Water</b>	<b>\$7,680</b>	<b>\$4,658</b>	<b>\$5,960</b>	<b>\$15,829</b>
Sanitary sewer – Growth portion	\$2,091	\$1,268	\$1,623	\$4,185
Sanitary sewer – Club fee	\$3,548	\$2,152	\$2,754	\$7,670
<b>Total Sanitary sewer</b>	<b>\$5,639</b>	<b>\$3,420</b>	<b>\$4,377</b>	<b>\$11,855</b>
<b>Total combined charge</b>	<b>\$13,319</b>	<b>\$8,078</b>	<b>\$10,337</b>	<b>\$27,684</b>

**BY-LAW 2019-099  
SCHEDULE "B"**

**Credit to Developers for Prepaid Water Treatment  
Effective January 1, 2021**

Service	Residential Single-Detached Dwelling and Semi-Detached Dwelling	Residential Multi- Residential	Residential Other Multiples	Non- Residential per daily m3
J. A. Pye (Ontario) Ltd.	\$1,647	\$999	\$1,278	\$4,077
Loyalist Residential Estates (Kaitlin Group)	\$1,281	\$777	\$994	\$3,171

**BY-LAW 2019-099  
SCHEDULE "C"**

**Credit to Developers for Prepaid Sewer Treatment  
Effective January 1, 2021**

Service	Residential Single-Detached Dwelling and Semi-Detached Dwelling	Residential Multi- Residential	Residential Other Multiples	Non- Residential per daily m3
J. A. Pye (Ontario) Ltd.	\$2,457	\$1,490	\$1,907	\$6,082
Loyalist Residential Estates (Kaitlin Group)	\$2,457	\$1,490	\$1,907	\$6,082

**BYLAW 2019-099  
SCHEDULE "D"**

**ODESSA TRUNK SERVICE AREA  
Effective January 1, 2021**

<b>Bldg.</b>	<b>Eligible</b>	<b>Parcel</b>	<b>Location Description</b>
<b>Part 1 - Hwy #33 (Speers Blvd. to County Road 6)</b>			
<b>North side</b>			
x	x	110401008001500	4595 Bath Road
	x	110401008002001	4621 Bath Road
<b>Part 2 - County Road #6 (Bath Rd. to CNR Tracks)</b>			
<b>East Side</b>			
	x	110401008003100	Con 1 Pt. Lot 35 (vacant)
	x	110401008003000	35 County Rd 6, Con BF Pt. Lot 35
	x	110401008003600	Con 1 Pt. Lot 35(vacant)
	x	110401008017801	Con 1 Pt. Lot 35, E of Cty Rd 6 (vacant)
	x	110401008003800	Con 1 Pt. Lot 35, Cty Rd. 6 E/S
x	x	110401008004000	211 County Rd. 6 N
x	x	110401008004102	4450 Taylor Kidd Blvd, Con 1 Pt. Lot 35
x	x		245 County Rd. 6 N (Water Pumping Station)
<b>West Side</b>			
	x	110401008005100	Vacant
<b>Part 3 - County Road #6 (CNR Tracks to Shane Street)</b>			
<b>East Side</b>			
	Not eligible		Bell Canada Bldg.
	Not eligible	110401008004400	Con 1 Pt. Lot 35 (vacant)
x	x	110401008004300	365 County Rd. 6 N
x	x	110401009012100	559 County Rd. 6 N
x	Not eligible	110401009012601	473 Caton Road
	Not eligible	110401009013700	486 Shane St.
	Not eligible	110401009013301	807 County Rd. 6, Con 3 Pt Lot 33
<b>West Side</b>			
x	x	110401008005002	304 County Rd. 6 N
x	x	110401008005001	320 County Rd. 6 N
x	x	110401008005000	332 County Rd. 6 N
x	x	110401008004600	410 County Rd. 6 N
x	x	110401008012200	434 County Rd. 6 N
x	x	110401009012300	534 County Rd. 6 N
	Not eligible	110401009012310	554 County Rd. 6, Con 2 Pt Lot 34 (vacant)
	Not eligible	110401009012500	Con 2 Lot 34
	Not eligible	110401009013630	Con 3 Pt Lot 33
	Not eligible	110401009013620	Con 3 Pt Lot 32

**BYLAW 2019-099  
SCHEDULE "E"**

**ODESSA TRUNK WATERMAIN AND HAREWOOD AND BROOKLANDS  
WORKS CHARGE FOR ADDITIONAL CONSTRUCTION COSTS  
Effective January 1, 2021**

**Odessa Trunk**

<b>Civic Address</b>	<b>Assessment Roll #</b>	<b>Works Charge</b>
365 County Rd 6 N	110401008004300	\$2,704

**Harewood, Brooklands**

<b>Civic Address</b>	<b>Assessment Roll #</b>	<b>Works Charge</b>
4696 Bath Road	110401008005400	\$739
4705 Bath Road	110401008018100	\$1,554
4750 Bath Road	110401008005720	\$621
4754 Bath Road	110401008005900	\$581
4756 Bath Road	110401008006000	\$603
4760 Bath Road	110401008006100	\$935
4787 Bath Road	110401008019400	\$915
4791 Bath Road	110401008019300	\$835
4809 Bath Road	110401008019800	\$797
4825 Bath Road	110401008019890	\$389
4860a Bath Road – severance		\$12,037

**BYLAW 2019-099  
SCHEDULE "F"**

**TIMMERMAN STREET WORKS CHARGE  
FOR ADDITIONAL CONSTRUCTION COSTS  
Effective January 1, 2021**

**Timmerman Street Water Works**

<b>Civic Address</b>	<b>Assessment Roll #</b>	<b>Water Works Charge</b>
3 Timmerman St.	110401009008314	\$2,428
7 Timmerman St.	110401009008312	\$4,475
403 Millhaven Rd.	110401009008310	\$14,060

**Timmerman Street Sewage Works**

<b>Civic Address</b>	<b>Assessment Roll #</b>	<b>Sewage Works Charge</b>
3 Timmerman St.	110401009008314	\$8,807
5 Timmerman St.	110401009008313	\$8,807
7 Timmerman St.	110401009008312	\$8,807
403 Millhaven Rd.	110401009008310	\$8,807

**BYLAW 2019-099  
SCHEDULE "G"**

**FACTORY STREET WORKS CHARGES  
IN LIEU OF SCHEDULE "A"**

**Effective January 1, 2021**

**Factory Street Water Works**

<b>Civic Address</b>	<b>Assessment Roll #</b>	<b>Water Works Charge</b>
19 Factory St., Odessa	110401017013000	\$3,089
150 Main St., Odessa	110401017010100	\$3,385

**Factory Street Sewage Works**

<b>Civic Address</b>	<b>Assessment Roll #</b>	<b>Sewage Works Charge</b>
19 Factory St., Odessa	110401017013000	\$3,089
150 Main St., Odessa	110401017010100	\$2,744



## ENTRANCE PERMIT / DAMAGE DEPOSIT APPLICATION FORM

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

\_\_\_\_\_ **BLDG. PERMIT #:** \_\_\_\_\_

\_\_\_\_\_ **R-PLAN #:** \_\_\_\_\_

**APPLICATION ADDRESS:** \_\_\_\_\_ **LOT #:** \_\_\_\_\_

\_\_\_\_\_ **CONCESSION #:** \_\_\_\_\_

### ENTRANCE APPLICATION / DAMAGE DEPOSIT : *(Check appropriate selection)*

- New Entrance Permit (for building permit)
- Culvert Repair/Replacement
- Entrance Widening
- Access for Pool Installation
- Building construction in excess of \$10,000
- Paving Resurfacing

**\*\*For all new Driveway/Entrance Applications, please provide a quick sketch illustrating proposed location\*\***

### APPLICABLE FEES: (as per municipal by-law prescribing miscellaneous fees)

**All applications:** must include a **\$50.00** inspection fee (non-refundable)

**New Driveway/Entrance Permit:** \$100 application fee (non-refundable)

**On approval of application:** **\$2,500**. Refundable Damage Deposit required prior to commencement of work (for Road/Right-of-Way only, does not permit for any crossing or use of any other public lands or public places)

**Culvert Installation Cost:** **\$1,800** per 6 metre culvert and for installations requiring in excess of 6.0 m of pipe the additional fee will be **\$150** for each metre (Size and Length of culvert to be determined by the Township, as per each install)

**Applicant signature** \_\_\_\_\_ **Date** \_\_\_\_\_

#### TOWNSHIP USE ONLY

With approval of this Entrance Permit, the owner/applicant agrees that the work will be carried out under the current versions of the Ontario Health & Safety Act, Ontario Traffic Manual and Township Policy & Procedures

		<b>Entrance Permit Approved By:</b> _____	
<b>Inspection Fee**</b>	<b>\$ 50.00</b>	<b>Culvert Required:</b>	L _____ Dia. _____
<b>New Entrance Application</b>	<b>\$ 100.00</b>		
<b>Culvert Fee **</b>	\$ .		
<b>Damage Deposit ***</b>	\$ .	<b>Date of Inspection:</b>	_____
<b>Total Fee</b>	<b>\$ .</b>		

\*\*Application & culvert fee (1-4-310-0148) \*\*\*Damage deposit: (1-2-023-9711)

If damage deposit collected, scan copy of this form and payment receipt to GL Clerk.

**DAMAGE DEPOSIT**

**PRE-CONSTRUCTION INSPECTION:**

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit & Damage Deposit Applications

Inspection By: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Damage Deposit Required:** Y:  N:  Date of Deposit \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**POST-CONSTRUCTION INSPECTION:**

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit & Damage Deposit Applications

Inspection By: \_\_\_\_\_

Date of Final Inspection \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DAMAGE DEPOSIT RELEASE:**

Amount \$ \_\_\_\_\_ Release from 1.2.021.9711

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Deputy  
Treasurer

\_\_\_\_\_  
Date

Copy to GL Clerk

**ADDITIONAL DETAILS:**

## RESIDENTIAL<sup>1</sup> EDUCATION DEVELOPMENT CHARGE (EDCs) INFORMATION FORM

### Building Permit #

This form to be completed upon application of a building permit.



Conseil des  
écoles publiques  
de l'Est de l'Ontario

#### SECTION A: TO BE COMPLETED BY APPLICANT

Developer/Company/Applicant's Name:

Contact Name:

Phone No.:

#### INFORMATION REGARDING APPLICATION FOR BUILDING PERMIT

Municipal Address:

Plan No.:

City/Town/Township:

Lot Number(s):

Project Description:

#### NEW RESIDENTIAL DEVELOPMENT DETAILS -

What are the total number of dwelling units to be constructed?

1. Is this an application for a new building?

YES

NO

Applicant's Signature \_\_\_\_\_

#### EXPANSION TO EXISTING RESIDENTIAL DEVELOPMENT DETAILS -

1. Is this application for the expansion of an existing dwelling unit to create an additional unit?

YES

NO

2. What type of use describes the existing dwelling unit? Single-detached, semi-detached, townhouse, etc.?

3. How many additional dwelling units are being created as a result of the proposed expansion?

If yes, what is the Gross Floor Area of the Existing dwelling unit?

ft<sup>2</sup>

m<sup>2</sup>

If yes, what is the Gross Floor Area of the Additional Dwelling Unit(s)?

ft<sup>2</sup>

m<sup>2</sup>

Additional Dwelling #2?

ft<sup>2</sup>

m<sup>2</sup>

Additional Dwelling #3?

ft<sup>2</sup>

m<sup>2</sup>

Additional Dwelling #4?

ft<sup>2</sup>

m<sup>2</sup>

#### REPLACEMENT OF A DWELLING UNIT DESTROYED BY FIRE, DEMOLITION OR OTHERWISE (i.e. Uninhabitable) -

1. Date former dwelling unit was destroyed or became uninhabitable \_\_\_\_\_

2. Date Demolition Permit was Issued by Municipality \_\_\_\_\_

3. Date building permit issued in respect of replacement dwelling unit \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Signature of Municipal Representative \_\_\_\_\_

Date \_\_\_\_\_

#### OCCUPANCY DATA -

1. Date Certificate of Occupancy or Certificate of Completion under *Ontario New Home Warranties Plan Act* is issued

Date \_\_\_\_\_

Please note the CEPEO EDC By-laws authorize the school boards to retroactively apply education development charges to the development if the foregoing information is later found to be erroneous.

#### SECTION B: TO BE COMPLETED BY THE AUTHORIZING SCHOOL BOARD

##### EDUCATION DEVELOPMENT CHARGES TO BE COLLECTED BY THE LOCAL MUNICIPALITY

Residential - # of Units to Which EDC Rates Apply

0

EDC Rate In-force at Time of Building Permit Issuance

\$ 300.00

##### TOTAL AMOUNT TO BE COLLECTED

\$ -

AUTHORIZING MUNICIPAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Notes: 1."dwelling unit" means a room or suite of rooms used, or designed or intended for use by one person or persons living together, in which culinary and sanitary facilities are provided for the exclusive use of such person or persons, and shall include, but is not limited to, a dwelling unit or units in an apartment, group home, mobile home, duplex, triplex, semi-detached dwelling, single detached dwelling, stacked row dwelling (townhouse), back-to-back townhouses, row dwelling (townhouse), the residential portion of a mixed-use building or structure, and a cottage or seasonal dwelling unit that is capable of being occupied year-round. Notwithstanding the foregoing, (i) a unit or room in a temporary accommodation to the travelling or vacationing public and (ii) living accommodation in a nursing home as defined in and governed by the provisions of the Long-Term Care Homes Act, 2007, S.O. 2007, c.8, shall not constitute dwellings units for purposes of this By-law.

**For inquiries contact: Etienne Paquet, Planning Manager, Conseil des écoles publiques de l'Est de l'Ontario, 2445 St-Laurent Blvd., Ottawa, K1G 6C3 (613) 742-8960 EXT 2297 or email at [etienne.paquet@cepeo.on.ca](mailto:etienne.paquet@cepeo.on.ca)**