

The Township of Smith-Ennismore-Lakefield

Building & Planning Department

1310 Centre Line - P.O. Box 270, Bridgenorth, ON K0L 1H0
Phone: (705) 292-9507 Fax: (705) 292-6491
www.smithennismorelakefield.on.ca



Hours of Operation: Monday To Friday 8:30 a.m. Until 4:30 p.m.

Manager of Building and Planning:Robert Lamarre ext. 219
Email: rlamarre@nexicom.net

Building Inspector:.....Douglas Head ext. 218
Email: dhead@nexicom.net

Building/Plumbing Inspector:.....Austyn Reichelt ext. 232
Email: areichelt@nexicom.net

Administrative Assistant.....Jamie-Lee Wiltshire ext. 214
(Inspection Booking) Email: jlwiltshire@nexicom.net

Inspections:

Inspections Scheduled: Monday to Friday - 8:30 a.m. Until 4:30 p.m.

Inspection Booking:..... All inspections are to be booked through the
Administrative Assistant, Jamie-Lee and will be
delegated to the appropriate inspector.

Plumbing Inspections:.....All plumbing Inspections will
be completed in the morning.

**48 HOURS NOTICE IS REQUIRED PRIOR TO AN
INSPECTION**

NOTE: *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 by-laws as well as applicable law that is governed by agencies other than the municipality.*

For more information, please visit or website at:
www.smithennismorelakefield.on.ca

Building Permits - Frequently Asked Questions

1. *When do I need a Building Permit?*

- A Building Permit is required for any addition to a home or cottage no matter what the size.
- A Building Permit is required for open decks and porches.
- A Building Permit is required for new solid fuel heating systems or the replacement of existing solid fuel heating systems.
- A Building Permit is not required for an accessory building 10 sq. metres (107 sq. ft.) in area or less unless this building is used for human habitation or has plumbing. (We do however, recommend that you maintain the setback requirements for your Zoning)

2. *How do I obtain a Building Permit?*

- To obtain a Building Permit you are required to submit an application and building plans along with a site plan showing compliance with the Zoning By-Laws for all set-backs and verification of compliance with the requirements of the Ontario Building Code.

3. *What happens next?*

- Once the above application is received, the submitted application, site plan and building plans are reviewed. If the submission is in compliance with the Ontario Building Code, Municipal By-Laws and other 'Applicable Law' then a Building Permit is issued for the project.

4. *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. Two days notice to the Building Department is required for these inspections.

5. *For 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. Once construction has been started, the person that the Permit was issued to can not discontinue construction for more than a year, or the Permit **may** lapse.

6. *Under what circumstances would a Building Permit be denied?*

- The municipality can not 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 water front work, sewage disposal, hydro set-backs, entranceways, etc. This is known as 'Applicable Law'.

7. *What is meant by 'Applicable Law' ?*

Prior to Building Permit issuance it must be shown that you are in compliance with any other Agency that may have jurisdiction with respect to the proposal. This could be any of the following:

- **The Peterborough County-City Health Unit - Tel: 743-1000 Fax: 743-2897**
10 Hospital Drive, Peterborough - Brad Clarke/Kathleen Shepherd (between 8:30 and 9:30 a.m.)
Health Unit approval is required when:
 - 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
 - if it appears that the construction of any building is closer than 5 ft. to a tank or 17 ft. to a weeping bed.

- **Otonabee Conservation Authority** - Tel: 745-5791 Fax: 743-7488
250 Milroy Drive, Peterborough
Permits required for:
 - Minor filling
 - Minor construction - accessory buildings such as boathouse, garages
 - Major Construction - dwellings, cottages, additions
 - Basements, crawlspaces
- **Municipal Road Department** – Stephen Crough - Tel: 292-8621 Fax: 292-9238
- **County Roads Department** – Dave Carswell - Tel: 743-4862 ext. 222 Fax: 749-0735
Engineering - Peterborough Court House
- **Ministry of Transportation** - Tel: 1-800-554-0487
- **Trent Severn Waterways**- Tel: 750-4900 Fax: 742-9644
Ashburnham Drive - Peterborough
A permit is required for:
Any 'in water' work (docks, boathouses, retaining walls). This refers to new construction as well as repairs to existing facilities.
- **Ministry of Natural Recourses** – Tel: 1-800-667-1940 or locally 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 under 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.

- **Electrical Safety Authority** - Tel: 1-877-372-7233 Fax: 1-800-667-4278
 - 16.5 ft. separation between main feeder hydro lines and any construction
 - 5 ft. separation between secondary lines and construction.
- **Wells: The Ministry of The Environment** - Tel: 1-888-396-9355
- **Municipal Fire Department** - Chief Gord Jopling - Tel: 292-7282

Other Permits/Approvals Applicant should be aware of:

- Bell - 310-2355
- Enbridge Gas- 1-888-447-4911
- Ontario Hydro One – 1-888-664-9376

8. How long does it take to get a Building Permit?

Residential Permits will be processed within **10 working days** of receipt of a completed application which will include some or all of the following items:

1. ***“Permit Application Requirements” – See page #4 for detailed list***
2. ***Peterborough County-City Health Unit Permit (Septic System)***
3. ***Otonabee Region Conservation Authority Permit***
4. ***Other Applicable Law***

Permit Application Requirements

Site Plan:

The following is required to be shown on the site plan. If any of this information is not shown, the application may be delayed.

- Drawn to an appropriate scale (e.g. 1" = 20', 1" = 30', etc.)
- All existing buildings and sizes
- Lot dimensions
- All four (4) setbacks to proposed buildings and existing
- All setbacks to proposed decks
- Septic location - proposed or existing
- Well location
- Surface water drainage by arrows (not to flow onto adjacent property)
- Proposed ground elevations of four (4) corners of building plus relationship to adjacent property
- North arrow
- Street name
- Proposed swales or ditches and existing ones
- Foundation or sump drainage location (to dry well or ditch)
- Services - Hydro - existing & proposed - overhead/underground

Application of by-law:

This By-Law shall apply to:

- a) anything to be constructed or reconstructed and used or intended to be used for the enjoyment of, or the shelter or support of, persons, animals or property;
- b) the construction or reconstruction of any service either on private lands, or Municipally owned lands;
- c) the demolition of any existing building;
- d) the removal or relocation of any existing building;
- e) renovations, remodelling and repairs to existing structures;
- f) fireplaces, chimneys and flues; and
- g) pool's and required fences

Health Department Requirements for Septic Clearances:

- 17 ft. from all structures for the septic or filter bed
- 5 ft. from all structures for the septic tank
- 49 ft. to any type of water supply
- 10 ft. to any property line from tank and/or septic or filter bed

Responsibilities of the Permit Holder:

- The permit must be displayed in a prominent place.
- A copy of your approved building plans shall be kept on the construction site and available during inspection.
- Inspectors must be able to examine the work they are to inspect. Therefore, the work to be inspected will not, under law, be covered before the inspector has been notified and the required inspection made.
- If the applicant is to be the owner and occupant of the single family unit, he is allowed to do all plumbing and hydro work provided he/she conforms to prevailing codes and by-laws. Hydro permits are necessary.
- If during construction, changes or modifications are necessary to the approved plans, the permit holder must contact the building inspector for approval of the changes.
- Permits are issued for a period of six (6) months. If work is not begun at that time, or is abandoned after starting for a period of one (1) year, the permit will be subject to cancellation.

Requirements After Issuance of Permit:

- Plan of Survey of your lot by an Ontario Land Surveyor, showing the new construction, known as a Building Location Survey.
- Inspections of Building and Plumbing.
- Truss Plans and/or Beam Drawings stamped and signed prior to erection.
- Changes to plans, contact this department.
- Ensure that you check for notes on approved drawings

Zoning	Front	Rear	Interior Side	Corner Lot Ext. Side	Max Lot Ext. Side	High Water Setback
R1 – Residential Serviced by Municipal Water & Sewer	7.5m / 24ft 7in	7.5m / 24ft 7in	1.2m / 4.8m 3ft 11in / 15ft 9in	5m / 16ft 5in	30%	30m / 100ft
R1 – Residential Serviced by Municipal Water or Private Well & Sewer	7.5m / 24ft 7in	10m / 32ft 8in	1.2m / 4.8m 3ft 11in / 15ft 9in	5m / 16ft 5in	20%	30m / 100ft
RR – Rural Residential	15m / 49ft 3in	10m / 32ft 8in	4.5m / 14ft 9in	10m / 32ft 8in	20%	30m / 100ft
RU – Rural	15m / 49ft 3in	15m / 49ft 3in	6m / 19ft 8in	15m / 49ft 3in	10%	30m / 100ft
LR – Lakeshore Residential Single Detached & Seasonal Dwellings	10m / 32ft 8in	15m / 49ft 3in	3m / 9ft 10in	3m / 9ft 10in	20%	30m / 100ft
LR – Lakeshore Residential Island Lots	15m / 49ft 3in	15m / 49ft 3in	15m / 49ft 3in	15m / 49ft 3in	20%	30m / 100ft

Accessory Buildings/Structures

Note: Total lot coverage of all ACCESSORY STRUCTURES shall NOT exceed 5% (7.5% on lots with municipal water & waste services) of the lot area and shall not have height exceeding 4m / 13.2ft, or one story.

Garages	<p>Located in any yard are subject to the following regulations:</p> <ul style="list-style-type: none"> • Interior Side Yard – 1.2 m / 3ft 11in • Rear Yard – 1.2m / 3ft 11in from sided rear lot line; 1.2m / 3ft 11in from side • Front or Exterior – will not be located any closer then the permitted in the respective zone • Setback from high water mark on waterfront lands 30m / 100ft
Sheds	<ul style="list-style-type: none"> • May be erected within a required interior side or rear year provided that such accessory building is not closer than 1.2m / 3ft 11in to the interior side or rear lot line and shall not have a total floor area in excess of 11.5 sq m. • Setback from high water mark on waterfront lands 30m / 100ft
Sleeping Cabins (Bunkie’s)	<ul style="list-style-type: none"> • Maximum of one (1) is permitted on a lot • Shall not have any facilities for the preparation of meals on the premises, nor shall it have any sanitary facilities • Front Yard – 21.5m / 70ft 5in • Rear Yard – 7.5m / 24 ft 7in • Side Yard – 6m / 19ft 8in
Boathouses/Pump House	<ul style="list-style-type: none"> • May be erected and used to the high water mark except that it may not be closer than 10 m to the interior side lot line; with a maximum height of 4m / 13ft 11in (one storey) • Shall not have any facilities for the preparation of meals nor shall it have any sleeping or sanitary facilities
Swimming Pools <i>For additional info, request Swimming Pool Requirements Form</i>	<ul style="list-style-type: none"> • Shall not be located closer to any lot line or street line than the minimum distance required for an accessory building. In the case of above-ground pools, the maximum height shall be 2.5m / 8ft 2in above the grade. • Setback from high water mark on waterfront lands 30m / 100ft • Note: the maximum lot coverage of an outdoor swimming pool shall NOT exceed 15% of total lot area.

* Street Centreline – 17.6m / 58 ft

* Corner Lot – 15m / 49ft 3in

How much does a Building Permit cost?

Building Permit Fees

Building Construction Value or Portion Thereof	\$12.50 Per \$1,000.
Minimum Building Permit Fee	\$75.

Plumbing Permit Fees

\$44.00 Per Inspection	Minimum \$75.
New Cottage/Dwelling	Minimum \$132.
Commercial - New	Minimum \$132.
Commercial - Renovations	Minimum \$132.

Swimming Pool Permit Fees – Above and In-ground

Building Construction Value or Portion Thereof	\$12.50 Per \$1,000.
Minimum Swimming Pool Permit Fee	\$75.

Demolition Permit

\$75.00 for the first 5,000 Sq. Ft. (464.5 SQ. M.) of gross floor area or portion thereof,
Plus \$10. for each additional 1,000 Sq. Ft. (92.9 Sq. m.) of gross floor area or part thereof

Orders to Comply

Building Without a Permit	Double the Fee up to \$1,000.
Discharge of Orders	\$50. EA.

Development Fees

****NOTE – No Development Fees are payable for rebuilding due to fire or demolition****

Municipal Residential Development Fee	\$3153.15
Municipal Commercial Development Fee	\$2.85/S.F.
County Residential Development Fee	Effective September 1, 2008 \$3,687.50
This fee is increased yearly on January 1 st starting 2009 and ending 2011 by \$562.50	
County Commercial Development Fee	Effective September 1, 2008 \$1.76/S.F.
This fee is increased yearly on January 1 st starting 2009 and ending 2011 by \$.44 per S.F.	
Lakefield Storm Water	\$275.00
Lakefield – South Development Charge	\$6,960.53
P.U.S. Woodland Acres	\$1,609.00

Other Related Township Fees

Entrance Permit

15" Diameter x 24'	\$610.
18" Diameter x 24'	\$645.
24" Diameter x 24'	\$820.
30" Diameter x 30'	\$1,040.
36" Diameter x 30'	\$1,140.

- 6 foot extensions, add 25% to above prices
- 12 foot extensions, add 50% to above prices

Committee of Adjustment Application

(includes a \$200 ORCA fee) \$800.

Rezoning Application

Residential	(includes a \$275 ORCA fee) \$1075.
Commercial	(includes a \$275 ORCA fee) \$1375.
Site Plan Review	\$1500.
Letter of Credit	\$3500.
ORCA Review Fee	\$400.

Other Applicable Fees and Applications

(CHECK WITH AUTHORITY FOR LATEST FEES)

- Entrance Permit – Peterborough County Roads
- Entrance Permit - Ministry of Transportation Ontario
- Building & Land Use Permit - Ministry of Transportation Ontario
- Otonabee Region Conservation Authority – As per project
- Peterborough County City Health Unit - As per project