



## The following items must accompany your completed application form when applying for a building permit:

1. **Two complete sets of Building Plans** prepared by a certified designer, including the following information:
  - (a) **Foundation Plan** – showing the type of foundation. For example, full foundation/basement, crawl space, walk out, piers, concrete blocks of poured wall, size of footings, block sizes or poured wall thickness, size and type of piers, blocks or sono-tubes, lateral reinforcing, waterproofing or damp proofing and foundation drainage, etc.
  - (b) **Floor Plans** – Sizes and location of rooms, doors, windows, stairs, decks, wood stoves, fireplaces, beams, floor joists, roof rafter or trusses, smoke detectors, mechanical ventilation, etc.
  - (c) **Building Elevations** – All sides of the building (how the completed building will look), building height, etc.
  - (d) **Sections and Details** – How the building will be constructed: joist sizes, stud sizes, rafters or trusses, air barriers, siding, insulation, vapor barriers, ventilation, etc.
  - (e) **Shop Drawings** – all pre-engineered building components, roof trusses, floor trusses, roof or floor beams, insulated concrete form systems, etc.
2. **Site or Plot Plan**, based on a recent survey. Site plan must show:
  - Name of road(s) or watercourse that the lot fronts upon
  - Length of front, side and rear lot lines
  - Location of proposed and existing buildings or additions and their distances from all property lines, high water mark (the line where the vegetation and the shoreline meet), roads, hydro lines, hydro easements, private rights-of way, etc.
  - Location of well (proposed or existing)
  - Location of septic tank and bed (proposed or existing)
  - Location of entrance to lot
3. **Payment in full** of all applicable fees (see reverse for fee schedule).

## The following items may be required to be submitted when applying for a building permit, if applicable:

1. A copy of an **Entrance Permit** from:
  - Township Roads Department  
Stanhope: Brian Whetstone (705) 489-2379  
Sherborne, Livingstone & McClintock: Richard Keown (705) 766-2912
  - County of Haliburton Roads Department  
Doug Ray (705) 286-1333
2. *For properties fronting on Provincial Highway 118, 35 or 60 only:* A copy of an approval for building and/or a Land Use Permit from the Ministry of Transportation of Ontario (M.T.O.), Tel. (705) 789-2391.
3. A copy of your “**Site Inspection Report for a Sewage System Permit**” from the Haliburton, Kawartha, Pine Ridge District Health Unit, Tel. (705) 457-1391.
4. HVAC (Heating, Ventilation, Air Conditioning) specifications & design.
5. Wood stove specifications.
6. Completed 9-1-1 Sign application form (available from the Building Department) plus \$75 application fee payable to the County of Haliburton.
7. Ontario New Home Warranty Program number or declaration form.
8. Ministry of Natural Resources or Department of Fisheries & Oceans approval.
9. Zoning Bylaw amendment approval.
10. Minor Variance approval.

# Building Permit Application Fees

*Minimum fee for building permit: \$100*

Single Family Dwelling/Cottage or addition	\$0.55 per square foot
Commercial/ Industrial/ Institutional	\$0.60 per square foot
Garage/ Boathouse/ Accessory Building	\$0.35 per square foot
Deck, Porch or Dock	\$100.00 flat rate
Demolition Permit	\$100.00 flat rate
HVAC System	\$100.00 flat rate
Plumbing	\$100.00 flat rate
Re-Inspection - Additional or Misc. Inspections	\$50.00 flat rate
Installation of Wood Burning Appliance/Chimney	\$100.00 flat rate
Construction of a Temporary Tent over 60 sq. meters	\$100.00 flat rate
Building Permit Renewal	\$50.00 flat rate

## NOTES:

1. Due to changes to the Ontario Building Code Act, effective January 1, 2006, building permit applications will not be accepted without a complete and signed application form, building drawings prepared by a certified designer and the building permit fee paid in full.
2. The time frame of 10 business days for the issuance of a residential building permit, as per the new Ontario Building Code Act, will only apply if all of the required information is submitted at the time of application.
3. All buildings must comply with the provisions of the Ontario Building Code, regardless of specifications in individual plans.
4. The principal building (dwelling, cottage) must be the first building to be constructed on a parcel of land. If any accessory buildings (cabins, sheds, garages, etc., no matter what their size) are constructed on the property without a guarantee in the form of a cash bond or a letter of credit that a principal building will be constructed, a work order will be registered against the property. This will encumber the land should a sale or mortgage be pending.
5. Approval is required from the Haliburton, Kawartha, Pine Ridge District Health Unit *prior* to a building permit being issued for any new residential buildings (new dwellings, cottages, sleeping cabins and new bedroom or washroom additions to existing buildings) or if the living capacity of the building is being increased by more than 15 percent.
6. Hydro One requires a minimum 15 ft. separation between hydro lines and any construction. For more information or to schedule an on-site assessment, contact Hydro One at (888) 871-3514.
7. Shoreline structures such as boathouses, decks, docks, and retaining walls require a building permit from the municipality prior to construction. These structures may also require approval from the Ministry of Natural Resources (M.N.R.). Check with M.N.R. early in the planning stage to ensure compliance.

Ministry of Natural Resources  
Bracebridge Area Office  
RR#2, 1350 High Falls Road  
BRACEBRIDGE, ON  
P1L 1W9  
Tel: (705) 645-8747  
Fax: (705) 645-8372

Ministry of Natural Resources  
Minden Area Office  
Highway 35  
MINDEN, ON  
K0M 2K0  
Tel: (705) 286-1521  
Fax: (705) 286-4355

Stanhope Office: 1123 North Shore Road  
Tel: (705) 489-2379 Fax: (705) 489-3491  
Office hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.  
Building Inspector Hours: Monday – Friday, 8:30 a.m. – 12:00 noon

Dorset Office: 1051 Main Street, Dorset  
Tel: (705) 766-2211 Fax: (705) 766-9688  
Office hours: Tuesday & Thursday, 8:30 a.m. – 4:30 p.m.  
Building Inspector Hours: Tuesday & Thursday, 8:30 a.m. – 12:00 noon