

## **WHEN ARE BUILDING PERMITS REQUIRED?**

In general, a building permit is required to erect, install, extend, alter or repair a building. A building is defined as a structure occupying an area greater than 10 square metres (108 square feet).

The following are examples of projects which will require building permits:

- Installing or repairing all or part of a septic system
- Construction of a new Home/Cottage
- Addition of a carport, garage, porch, or room(s) to an existing home
- Construction or finishing of rooms in the basement or attic
- Any structural work including alterations to interior partitions or the installation of new skylights, windows, or doors
- Addition of dormer(s)
- Enclosing a porch or deck
- Addition of a deck to an existing home
- Raising a house
- Excavating a crawl space to provide a full basement
- Construction or installing an accessory building such as a garage, or playhouse larger than 15 square metres (161.46 square feet)
- Solid fuel burning appliance or chimney installation or repair
- Moving a house or portable building
- Solar Units/Panels

The following are projects which do not require building permits:

- No permit is required for re-shingling a roof or re-roofing with metal; or
- No permit is required existing siding, windows, and doors provided that the renovation does not result in any additional work that will increase the existing depth of the wall nor location and/or size of existing openings for windows and doors; or
- No permit is required for a structure less than 15 square metres (161.46 square feet), provided that the principal structure is erected on the property or a permit for such structure has been issued. Lot coverage and setback distances for the Accessory Building must also comply with the Magnetawan Zoning By-law 2001-26, as amended; or
- No Permit is required for a storage shed less than 15 square metres (161.46 square feet) in gross area, provided that the principal structure is erected on the property or a permit for such structure has been issued. Lot coverage and setback distances for the Accessory Building must also comply with the Magnetawan Zoning By-law 2001-26, as amended. Additionally, the shed is not more than one storey in height, not attached to another structure, is used for storage purposes ancillary to a principal building on the lot and does not have plumbing.

**A complete detailed guide for filling out the permit application can be found on the town's website [www.magnetawan.com](http://www.magnetawan.com)**

### **PLEASE NOTE**

**ACCESSORY BUILDINGS AND DECKS, REGARDLESS OF SIZE, MUST BE LOCATED ON THE LOT TO CONFORM TO THE APPLICABLE ZONING BY-LAW. BE SURE TO CHECK WITH ZONING TO ENSURE COMPLIANCE WITH THE ZONING BY-LAW WHETHER OR NOT YOU REQUIRE A BUILDING PERMIT.**

### **PLANNING YOUR PROJECT**

During the preliminary planning (feasibility) stage of your project it is imperative that you determine what Zoning By-laws apply to your property. Zoning By-laws regulate the use, size, location and types of buildings permitted on a parcel of land. The information you will require from the Zoning By-law will include:

- Minimum building setbacks (distance from the buildings to the property lines)
- Building height restrictions
- Total building floor area and lot coverage permitted
- Accessory Building zoning information is available on the Municipality of Magnetawan Website [www.magnetawan.com](http://www.magnetawan.com). This information will provide a general overview of Zoning requirements, maximum height and required setbacks and other items.

### **WHAT IF MY PROJECT WILL NOT COMPLY WITH THE ZONING BY-LAW?**

Zoning By-laws are designed to control the use, location, and massing of buildings on a lot, however, in some situations it may be impossible to work within the set regulations. In such a case you, as the homeowner, may apply for a Minor Variance or Re-Zoning to the Municipality of Magnetawan Council. This process is a public process. Be aware that an approximate timeline for these processes from start to finish is two months. A complete application with the current fee must be submitted to the Planning Department. These applications can be obtained from the Municipal office. The application will proceed to a public hearing. If Council deems your proposal to be appropriate, they have the authority to grant you permission to vary from the specified zoning provisions. Be advised that a building permit will NOT be issued prior to the 20-day appeal period after the hearing. For further information you can contact our planning department at 705-387-3947.

## APPLYING FOR A BUILDING PERMIT

An application for a Building Permit can be obtained from the Building Department in the Municipal Office. With your application you will be required to submit detailed construction drawings and sufficient information for us to establish that your project complies with the Ontario Building Code, the Municipality of Magnetawan Zoning By-law, and all other applicable laws.

The following items are required to be submitted as a complete application. If all the appropriate information is not provided, the application will be returned as incomplete.

1. The completed Ontario Application Form and all applicable schedules.

☐ Application ☐ Schedule 1 ☐ Schedule 2 ☐ EFF

2. Two (2) sets of all drawings and plans.

**All drawings must be drawn to scale fully dimensioned and be of professional quality. This includes a detailed site plan with the required information.**

3. Return this Checklist with the appropriate boxes checked next to the drawings etc. you have submitted.

4. For a Change of Use, plumbing or other permit not listed below, contact the Building Department.

### New Building, Addition and Renovation:

Also include items from above: 1. ☐ 2. ☐ 3. ☐

It may be possible to combine certain drawings with others, as long as all the necessary design information is provided (i.e. plumbing, mechanical & electrical services).

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Site Plan                                 | <input type="checkbox"/> Building Elevations      | <input type="checkbox"/> Floor Plan             |
| <input type="checkbox"/> Framing Plan                              | <input type="checkbox"/> Electrical Service Plans | <input type="checkbox"/> Section & Detail Plans |
| <input type="checkbox"/> Roof Plans                                | <input type="checkbox"/> Plumbing Plans           | <input type="checkbox"/> Foundation Plans       |
| <input type="checkbox"/> Heating Ventilation Air Conditioning Plan |   |   |

### Deck Attached or Unattached to a Structure:

Also include items from above: 1. ☐ 2. ☐ 3. ☐

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Site Plan    | <input type="checkbox"/> Building Elevations   | <input type="checkbox"/> Floor Plan            |
| <input type="checkbox"/> Framing Plan | <input type="checkbox"/> Section & Detail Plan | <input type="checkbox"/> Foundation/Pier Plans |
| <input type="checkbox"/> Guard Detail |  |  |

### **Attached or Detached Garages, Accessory Buildings, Carports and Storage Sheds:**

Also include items from above:                      1. ☐    2. ☐    3. ☐

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Site Plan             | <input type="checkbox"/> Building Elevations   | <input type="checkbox"/> Floor Plan               |
| <input type="checkbox"/> Framing Plan          | <input type="checkbox"/> Section & Detail Plan | <input type="checkbox"/> Roof Plans (if required) |
| <input type="checkbox"/> Foundation/Pier Plans |  |   |

## **DEMOLITION PERMITS**

If you propose to demolish any structure occupying an area greater than 10 square metres (108 square feet) or part of such a structure, you will require a Demolition Permit. An application must be filed with the Municipality. Process information can be obtained from the Building Department.

## **SEWAGE SYSTEM**

Approval is required from North Bay Mattawa Conservation Authority for waste disposal systems for a new house, cottage, sleeping cabin, addition or change of use prior to the issuance of a building permit. Proof of this approval by North Bay Mattawa Conservation Authority is required before a building permit is issued. Please contact North Bay Mattawa Conservation Authority at 1-705-474-5420 for more information.

## **REQUIRED PERMIT DRAWINGS**

The following list of required drawings should be used as a guide when preparing drawings for submission for a building permit, for a project designed under Part Nine of the Ontario Building Code, which does not require professional design. Any project that requires design by an Architect and/or a Professional Engineer (**Part Three buildings, such as assembly, institutional or large buildings over 600 square meters and multiple dwellings**), will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

The Designer that prepares the permit drawings is responsible to ensure that they provide sufficient information to the Builder to ensure compliance with the requirements of the Ontario Building Code. As of January 1, 2006, all Designers will be required to show proof of meeting qualifications required by the Ministry of Housing.

## **1. Site Plan**

A Site Plan is required for all building permit applications. The site plan is the first item to be reviewed in the process and requires the following information:

- The location of all existing buildings as well as the proposed, location and design of access routes must be illustrated.
- The setbacks to existing lot lines must be clearly shown.
- The existing and proposed drainage patterns should be illustrated (provide geodetic elevations if in a flood plain, or plan of subdivision)
- The proposed means of storm water disposal (from foundation drains and rainwater leaders) must be illustrated.
- The plan must be to scale and show all property boundaries, adjacent road and water bodies, easements, and right-of-ways. The location of site services should be added to the site plan as well.
- A copy of the deed is required if the site plan has not been prepared by an Ontario Land Surveyor. Should include the location and dimensions of all buildings and septic systems.

## **CONSTRUCTION DRAWING**

When planning your project, keep in mind the use of acceptable solutions prescribed in the Ontario Building Code is the most common and often the most efficient way to build. The use of material and systems “not” prescribed in the acceptable solutions section of the Ontario Building Code will require professional design by an Architect, Professional Engineer, or both. This method provides you with many more options but can be somewhat more time consuming and expensive. Should you require assistance with your design, please consult the yellow pages under Drafting Services, Architects, Engineers or Building Contractors.

Please be advised that the Building Department and Inspectors cannot under law propose or design any individual plans for the applicant.

## **1. Floor Plans**

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows, plumbing fixtures, and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plan for simple projects, as well as mechanical and electrical information. The plans must be to scale, with a separate plan for each storey, including basement. If the project is an addition, the layout of the existing floor plan is also required.

## **2. Foundation Plans**

- The size and type of materials used for the foundation must be specified.
- The location of all footings, including column and pier footings must be illustrated.

- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.
- The soil conditions on the proposed building site must be indicated.

### **3. Framing Plans**

For simple projects, the framing can be shown on the floor plans.

- The size and location of all structural members must be clear. The spans for beams should be indicated.
- The specifications for engineered lumber must be provided (e.g. truss drawings)
- All loads must be safely transferred to the foundations; sufficient information must be provided on the drawings to verify this.
- The type of framing materials must be specified (e.g. S.P.F. metal, etc.)

### **4. Roof Plans**

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.
- The specifications for engineered lumber must be provided (e.g. truss drawings)

### **5. Sections and Details**

- Cross-sections will illustrate all the materials that make up the wall, floor, and roof systems.
- Adequate information shall be included to be able to determine the location of insulation, air barrier, vapor barrier, structural members, sheeting, stairs, fireplaces, backfill height, bracing and required connections, for example.

### **6. Building Elevations**

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc., should be clearly illustrated.

## **OTHER PERMITS, DOCUMENTATION AND APPROVALS**

### **1. Electrical Drawings**

- Show location of lights, smoke alarms, carbon monoxide detectors, switching and other electrical components required under the Ontario Building Code.
- Note: Contact Hydro One for permits required under the Electrical Code.

## **2. Heating, Ventilation and Air Conditioning Drawings**

- Indicate the locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design information.
- Provide location and description of HVAC (Heating, Ventilation and Air Conditioning) units and ventilation design summary.
- Provide wood stove and fireplace locations and required clearance measurements.

## **3. Plumbing Drawings or Licensed Plumber Application**

- Show all plumbing fixtures, including rough-ed fixtures.
- Provide information on pipe sizing, material, appliances, devices and fixtures used.
- Note: If plumbing application provided by licensed plumber then drawings are not required. (Residential only)

## **PLEASE NOTE BELOW**

### **Sewage System File Review and/or Permit.**

If your project includes new construction, reconstruction, renovation, an addition or even a change of use of any building with human occupancy you must have a review of the sewage system to see if it is adequate for the proposed project. To do this you must contact the North Bay-Mattawa Conservation Authority in North Bay at 705-474-5420 or [www.nbmca.on.ca](http://www.nbmca.on.ca). They will determine and provide approval if your sewage system is adequate for the proposed project. If the system is not adequate you would have to apply to them for a permit to install or upgrade a sewage system. A copy of your file review approval and any required sewage system permits must be included with this building permit application.

### **Ministry of Natural Resources Work Permit.**

If your project involves a dock that has a total area of cribbing which exceeds 160 square feet, you must get a work permit from the Ministry of Natural Resources in Bracebridge at 705-646-5510 or [www.ontario.ca/shorelineworkpermit](http://www.ontario.ca/shorelineworkpermit). This includes new construction, additions, and repairs to cribbing where work will be done on the lake bottom. Repairs to cribbing above the water line would not require a work permit. Keep in mind that the area of 160 square feet is a total of all crib areas. For example, if you are adding a 10 square foot crib to a dock that already has 200 square feet of cribbing a permit would be required.

### **Department of Fisheries and Oceans Request for Project Review.**

If your project requires a work permit from the Ministry of Natural Resources, they will contact the Department of Fisheries and Oceans for project review. But keep in mind that some work you do near the water may not require a Ministry of Natural Resources work permit and then it is your responsibility to contact a Senior Biologist at the Department of Fisheries and Oceans in Parry Sound at 705-746-2196 or [www.dfo-mpo.gc.ca](http://www.dfo-mpo.gc.ca).

### **Engineer's Dock Report.**

If you are repairing or altering a dock that supports an existing boathouse, then engineer approved drawings of that dock are required. Part of passing the final inspection would be for you to obtain a final site review from the engineer who designed the dock, and if it is a steel dock a letter from the certified welder who performed the work. **Welder's Steel Dock Report will be required.**

### **Minimum Distance Separation I or II (MDS I/MDS II).**

If your project involves the construction or addition to a dwelling on a lot that is adjacent to a livestock facility, you must include a Minimum Distance Separation I calculation form. This form is available from the Ministry of Agriculture, Food and Rural Affairs at 1-888-466-2372 and [www.omafra.gov.on.ca](http://www.omafra.gov.on.ca) or at the Town Office. If your project is actually the construction or addition to a livestock facility, including manure storage, then you must include a Minimum Distance Separation II calculation form with your building permit application. This is available at the same locations as MDS I.

### **Nutrient Management Strategy**

In addition to the MDS calculations just mentioned, a project involving the construction or addition to a livestock facility on a farm with more than 5 Nutrient Units must submit a Nutrient Management Strategy, approved by the Ontario Ministry of Agriculture, Food and Rural Affairs.

### **Ministry of Transportation**

If you are considering constructing or renovating a house/barn/shed, drilling a well, installing a swimming pool, etc. close to or adjacent a provincial highway, you may require a residential Building and Land Use Permit. Permits can be obtained via Corridor Management Office at [www.mto.gov.on.ca](http://www.mto.gov.on.ca)

#### **\*Note regarding Laneways\***

Laneways should be indicated on the site plan submitted with your application. If your project involves the development of a previously vacant property the site plan should indicate the length, width, overhead clearance, radius of change of directions and slope of the laneway.

To provide for access for Emergency Services laneways must meet the following criteria;

- 1) 6 meters (20 feet) wide.
- 2) 4 meters (13 feet) overhead clearance.
- 3) Maximum 12-degree slope.
- 4) A minimum 9 meter (30 feet) outside radius to a change in direction.
- 5) Laneways over 15 meters (50 feet) long from road to building, to have a minimum 18-meter (60 feet) diameter turn-around area.

### **PERMIT FEES & PERMIT APPLICATION PROCESS**

Building Permit and other applicable fees will be calculated after your application is reviewed by the various departments within the Municipality. Remember, until such fees are paid a Building Permit has not been issued. Any construction prior to a permit being issued may result in legal action. If in the process of reviewing the application, it is found additional information is required and if we are unable to contact you by phone we will forward a letter to you stating specifically what is required in order for us to continue the processing. It is suggested that you respond to our requests for information as promptly as possible in order to avoid any further delays in obtaining your permit.



## PERMIT FEE SCHEDULE

By-law 2023-62

### Cost Guidelines

\$150.00	+ \$15.00 per Thousand
\$200.00	+ \$15.00 per Thousand Conditional Building
\$100.00	Change of Use Permit – Inspection fee only with no Building Permit Issued
\$100.00	Transfer Permit
\$100.00	Searching of Records
\$100.00	Compliance Letters
\$100.00	Re-inspection
\$75.00	Per page for review of revised plans or plans submitted with application and no permit issued
\$100.00	+\$50.00 per page for review of revised plans and/or documents to amend an existing Building Permit
\$200.00	Application fee for Alternative Solution Design, plus third party evaluation costs
\$200.00	Special Inspection Fee to inspect buildings or structures where a request has been made for a final inspection or occupancy/use where the permit has been inactive for more than one year and/or to determine status of dormant files.
\$150.00	Orders Issued
\$2.00 - \$10.00	Printing of drawings (oversized per page – as determined by the CBO)

### CONSTRUCTION COST GUIDELINES – cost per square foot of floor area

#### Residential Unit:

Single Storey House	\$175.00 minimum per square foot
Two Storey House (1 <sup>st</sup> floor)	\$150.00 minimum per square foot
Each Additional Storey	\$ 75.00 minimum per square foot
Attached Garage	\$ 40.00 minimum per square foot

#### Cottage / Recreational Dwelling:

Dwelling with Basement	\$175.00 minimum per square foot
Dwelling on Piers / Frost Wall	\$125.00 minimum per square foot
Dwellings on Slab	\$125.00 minimum per square foot
Each Additional Storey	\$ 75.00 minimum per square foot

**Garage / Farm Buildings:**

**Garage / Shed on Slab** \$40.00 minimum per square foot

**Garage / Shed no floor** \$30.00 minimum per square foot

**Barns / Outbuildings located**

**On Assessed Farm Lands** \$25.00 minimum per square foot

**Commercial – Industrial:**

**Based on cost price.....or** \$95.00 minimum per square foot

**Renovations:** Based on cost price estimates

**Decks / Porches / Additions:** \$50.00 per square foot

**Demolition Permits:** \$15.00 minimum per square foot

The cost construction guidelines are only a guideline. The Chief Building Official may place a valuation on the cost of the proposed work as per Building By-law.

**Building without a permit – Construction started without a permit: fees are double or a minimum of \$1,500 whichever is greater.**

## **PERMIT ISSUANCE**

Your building permit will be at the front counter upon completion of our review of your submission

**NOTE:** All fees must be paid before the building permit will issued.

The Building Permit Card must be posted on the construction site for the inspector to verify at all times. The permit drawings and documents must also be available on site for use by the various inspectors assigned to your project. Please read the permit documents thoroughly before commencing construction. The construction must be in compliance with the plans and documents issued with your permit. Any deviation from the approved drawings must be reported to the Chief Building Official in the form of an Amendment. Please contact the Building Department should this situation arise since, depending on the degree of change, amendments can get quite complicated.



## LETTER OF AUTHORIZATION

### AUTHORIZATION FOR AN APPLICATION FOR A BUILDING PERMIT BY A PERSON OTHER THAN LEGAL OWNER.

I, \_\_\_\_\_ being the legal  
owner of the property described as lot \_\_\_\_\_, Concession  
\_\_\_\_\_, Parcel # \_\_\_\_\_ on Plan #  
\_\_\_\_\_, located within the  
Municipality of Magnetawan, in the District of Parry Sound,  
municipally known as (civic address)  
\_\_\_\_\_ Tax Assessment  
Roll # \_\_\_\_\_ hereby authorize  
\_\_\_\_\_, to submit an  
application for a building permit on my behalf for the above noted  
property.

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Signature of Legal Owner

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Date Signed

## APPLICATION TO TRANSFER A BUILDING PERMIT

Building Permit No. \_\_\_\_\_

Original Applicant Name: (Print) \_\_\_\_\_

Address: (Print)

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

Permit Transferred To:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Address)

Phone No. (Home) \_\_\_\_\_

Work No. \_\_\_\_\_

I, the undersigned, understand that the transfer of a Permit shall not be deemed to be a waiver of any of the provisions of any By-laws or requirements under the Building Code Act, or Regulations made thereunder, notwithstanding anything included in or omitted from the plans or other materials filed in support of or in connection with the Building Permit.

I acknowledge that in the event that the permit is transferred, any changes to plans or specifications filed for the Building Permit, is prohibited, unless first authorized by the Chief Building Official, and such changes could result in an Order to Comply, and/or a charge being preferred and a summons issued by the Provincial Court.

I acknowledge that in the event that the Chief Building Official seeks to enforce the provisions of the Building Code, its Regulations, or this by-law, with respect to the work to be done pursuant to the permit, I shall be responsible for compliance.

Fee \$100.00

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Original Applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (New owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Building Official

## **THE CONSTRUCTION MUST BE INSPECTED**

The Municipality's Building Inspectors serve you by ensuring that the construction complies with the Ontario Building Code and the reviewed drawings for which the permit was issued. It is mandatory for you to call for inspections. Mandatory inspections are listed on documents, (notices and inspection form) issued with your permit drawings. Please keep it handy for your reference.

The phone number to request an inspection is **705-387-4029**. Please have your permit number available when you call. A **minimum of 48 hours' notice** is required.

The building inspector compiles a report on site at each inspection. You will be given a copy of this report and asked to acknowledge receipt of same. It is the responsibility of the owner to have deficiencies corrected and re-inspected before continuing to the next stage of construction. It must be noted that owners leaving this responsibility with the contractors remain legally responsible for compliance with the Building Code Act and the Ontario Building Code. Before finishing up with your contractors and Trades people, please ensure that inspection requirements are in order and all deficiencies have been discharged.

## **REQUIRED INSPECTIONS**

**Notice of the following stages of construction MUST be given to the Municipality of Magnetawan Building Department: (705) 387-4029 (48 hrs. notice)**

You can request a certain day and time and every effort will be made to accommodate but cannot be guaranteed.

**\*Any changes to the permit drawings must be approved prior to inspection**

Required	Inspection Details	Notification Date
[ ]	1) <b>Site Plan Inspection</b> – Upon issuance of the building permit, the inspector may request a pre-construction inspection.	_____
[ ]	2) <b>Footings Inspection</b> – When all forms are in place, before concrete is poured. Column footing forms must be in place, as well. If a drainage layer is employed, the inspection must be before the stone layer is placed	_____
[ ]	3) <b>Backfill Inspection</b> – When drainage is complete and any damp-proofing or waterproofing is complete. Any required lateral support must be in place.	_____
[ ]	4) <b>Plumbing Rough-In Inspection (Below)</b> – All below slab plumbing when the required tests are on and prior to covering any pipe.	_____
[ ]	5) <b>Framing Inspection</b> – when all framing is complete and the building is ready to be insulated. Roof must be shingled, and windows installed. If an exterior air barrier is to be employed, it should be installed and complete, as well. It is preferred that the plumbing rough-in is complete simultaneously.	_____
[ ]	6) <b>Plumbing Inspection (Above)</b> – Separate inspection required if plumbing was not complete at time of framing inspection.	_____
[ ]	7) <b>Building Services/Solid Fuel Fired Appliances Inspection</b> – When the ductwork for heating, air conditioning and ventilation is complete. When the rough-in of chimneys and appliances using solid fuel are substantially complete.	_____
[ ]	8) <b>Insulation Inspection</b> – Insulation and vapour barrier must be complete and not covered for inspection (attic insulation may be omitted to allow for ceiling drywall to be installed after inspection)	_____
[ ]	9) <b>Fire Protection &amp; Fire Access Routes Inspection</b> – When the private roadway and/or yard has been constructed and signed. When fire separations and closures are complete. When all fire protection systems such as fire alarms, sprinklers, stand-pipe and emergency lighting must be complete. (If required)	_____
[ ]	10) <b>Occupancy Inspection</b> – All components and systems specific to Article 2.4.3.2. Of the Ontario Building Code are complete and operational.	_____
[ ]	11) <b>Final Inspection</b> – When all construction authorized by the permit has been completed.	_____

I the owner/agent, acknowledge that I have read, understand, and agree to comply with the requirements for inspections detailed above.

\_\_\_\_\_  
Owner/ Authorized Agent

\_\_\_\_\_  
Date

