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www.selwyntownship.ca

# Permit Information Package

## Hours of Operation:

**Monday To Friday 8:30 a.m. to 4:30 p.m.**

**Manager of Building and Planning and Chief  
Building Official:**

Robert Kelly ext. 219  
E-mail: rkelly@selwyntownship.ca

**Permit Intake Administrator:**

April Chapman ext. 214  
E-mail: achapman@selwyntownship.ca  
*Rita Maloney (maternity leave)*

**Planner:**

Per Lundberg ext. 220  
E-mail: plundberg@selwyntownship.ca

**Building/Plumbing Inspector:**

Chantal Simmons ext. 232  
E-mail: csimmons@selwyntownship.ca

**Building/Plumbing Inspector and Deputy Chief  
Building Official:**

Paul Monks ext. 218  
E-mail: pmonks@selwyntownship.ca

## Inspections:

**Inspections scheduled:**

**Monday to Friday –  
Mornings (9 a.m. – 12 p.m.) or  
Afternoons (1 p.m. – 4 p.m.)**

**Inspection booking:**

**All inspections are to be booked through the  
Administrator at extension 214.**

## **All inspections require 2 business days notice**

**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.

## **Building Permits - Frequently Asked Questions**

### **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 any material alteration to an existing structure.

A Building Permit is required for any installation of roof mounted solar panels.

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 required to demolish structures.

A Building Permit is not required for a building 10 sq. metres (107 sq. ft.) in area or less unless this building is used for human habitation or has plumbing. (Accessory lot coverage and lot line setback prescribed in the Zoning By-law must be maintained.)

A Building Permit is not required for a Utility Shed that does not exceed 15 sq. metres (161 sq.ft.), however; the Zoning By-law limits Utility Sheds to 11.5 sq. metres (124 sq.ft.) in area. As such, Utility sheds greater than 11.5 sq. metres (124 sq.ft.) will require a minor variance. Utility sheds erected greater than 11.5 sq. metres without an approved minor variance are not legal and subject to penalty and potential removal.

### **How do I obtain a Building Permit?**

To obtain a Building Permit you are required to submit a completed application, all applicable fees, 2 copies of building plans as well as 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. We ask that you submit only a completed application; **partial applications will not be accepted.**

### **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.

### **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. Applicable Law such as, Peterborough County-City Health Unit Permit (Septic System) & Otonabee Region Conservation Authority Permit
3. Completed Application
4. Payment of all applicable fees and development charges

### **What are my responsibilities as a permit holder?**

The permit must be displayed in a prominent place. It is the responsibility of the property owner to request all inspections. A copy of your approved building plans shall be kept on the construction site and available during all inspections. If during construction, changes or modifications are necessary to the approved plans, the permit holder must contact the building department for approval of the changes. Permits are issued for a period of six months. If work has not begun at that time, or is abandoned after starting for a period of one year, the permit may be subject to cancellation.

### **How long is a Building Permit in effect?**

A permit is valid for 1 year and then a renewal fee of \$150.00 will be applied. 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 cannot discontinue construction for more than a year, or the permit may lapse.

### **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'.

### **When is a variance required?**

All development proposals must comply with the Township of Selwyn Comprehensive Zoning By-law, 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 to for a minor variance of the regulation. Potential applicants are encouraged to consult with appropriate Planning staff prior to applying for a minor variance. (see Minor Variance Information and application on our website).

## What is meant by 'Applicable Law'?

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

**Peterborough Public Health - Pam Pressick - Tel: 743-1000 Ext. 228 Fax: 743-1203**  
185 King St. Peterborough

### 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/demolition - accessory buildings such as boathouse, garages
- Major construction/demolition - dwellings, cottages, additions
- Basements, crawlspaces

**Municipal Road Department – Rick Dunford - Tel: 292-9507 ext. 238 Fax: 292-6491**  
Setback requirements and Permits for Entrances off Township roads

**County Roads Department – Dylan Adams**  
Tel: (705) 775-2737 ext. 3205 Email: dadams@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 Email: donald.lawrence@ontario.ca  
Setback requirements and Permits for Entrances off Provincial Highway  
Sign Permits for Provincial Highways

**Trent Severn Waterways- Tel: 750-4900 Fax: 742-9644**  
Ashburnham Drive - Peterborough

### Permits 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 Resources – Tel: 1-800-667-1940 or locally 755-2001**

### Permits required for:

- 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.

## Other Permits/Approvals Applicant should be aware of:

**Entrance Permit - Public Works Department – [publicworks@selwyntownship.ca](mailto:publicworks@selwyntownship.ca)**

**Electrical Safety Authority - Tel: 1-877-372-7233 Fax: 1-800-667-4278 [www.esasafe.com](http://www.esasafe.com)**

- 16.5 ft. separation between main feeder hydro lines and any construction
- 5 ft. separation between secondary lines and construction.  
(see additional information on page 5)

**Wells:** The Ministry of The Environment - Tel: 1-888-396-WELL (9355)  
[www.ontario.ca/environment-and-energy/well-construction](http://www.ontario.ca/environment-and-energy/well-construction)

**Municipal Fire Department - Chief Gord Jopling - Tel: 292-7282**

**Enbridge Gas - 1-888-427-8888**

**Ontario Hydro One – 1-888-664-9376**

**Ontario One Call – 1-800-400-2255**

## Permit Application Requirements

### All plans and drawings must be submitted in duplicate.

A land owner is able to do the drawings themselves but they must be competent and to scale.

### Site Plan: (Part of Construction Drawings)

**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

### Construction Drawings:

**The drawings must have sufficient detail so that anyone, following the drawings, could build the project.**

#### Floor Plan

- Shape of Building
- Exterior and
- Interior dimensions
- Walls, windows, doors
- Room names (occupancy)
- Stairs
- Section reference
- Wall thickness
- Lintels & Beams
- Symbols

#### Elevations

- Profile of the building
- Vertical heights
- Finished floor elevations
- Exterior doors and windows
- Wall finishes
- Grade levels
- Section references
- Decks

#### Wall Sections

- Construction Type
- Structure
- Orientation of building materials
- Vertical heights
- Vertical openings of doors and windows
- Thickness of wall
- Interior finishes
- Vapour barriers
- Air barriers
- Insulations
- Air spaces
- Floor finishes
- Roof pitch
- Eave protection
- Over hang
- Sheathing
- Soffit, fascia and trough
- Foundation
- Footing
- Slab on grade
- Weeping Tile

#### Other plans that may be required

- Engineered Product Specifications
- Deck Plans and Details
- Truss Layout/Design
- HVAC Design & Heat Loss/Gain Calcs.
- Energy Efficiency Design Summary

#### **Note:**

Any Garage Slab with an area larger than 592 sq. ft. or 55 m<sup>2</sup> is required to be designed by an Engineer or a competent designer.

**\*\* Other plans and specifications may be required for dwelling builds or other specific project, this is a generalization only\*\***

### **Demolition Permit Requirements:**

- Provide a Site Plan depicting the structure which is to be removed
- Complete a disclosure statement which provides the Township with information about the nature of any materials which may be taken to our landfill, and provides confirmation of utility disconnects
- 24 Hours notice must be provided to the Public Works Department if demolition debris is to be taken to our landfill
- Permits from Applicable Law such as, Peterborough County-City Health Unit Permit (Septic System) & Otonabee Regional Conservation Authority, as applicable

### **Reduction in Taxes Due to Demolition**

The Municipal Act, 2001 requires that in addition to applying for and having a permit issued to demolish any structure, an application be made to the treasurer for cancellation, reduction or refund of taxes. This application has to be made after the demolition has taken place and before February 28<sup>th</sup> of the following year. Please see the application document available in our forms section of our website or in office.

### **Health Department Requirements for Septic Clearances:**

- 5m / 16ft 5in from all structures for the septic or filter bed
- 1.5m / 4ft 11in from all structures for the septic tank
- 15m / 49ft 3in to any type of water supply
- 3m / 9ft 10in 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.
- It is the responsibility of the Property Owner to request all inspections.
- 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.

### **Ministry of Labour:** (excerpt from [www.labour.gov.on.ca](http://www.labour.gov.on.ca) website)

Under the Occupational Health and Safety Act, a "constructor" is a party (a person or company) who oversees the construction of a project and who is ultimately responsible for the health and safety of all workers. The constructor must ensure that all the employers and workers on the project comply with the Act and regulations.

The Act defines a constructor as a person who undertakes a construction project for an owner. In some cases, the owner of the project is the constructor as well. When an owner undertakes all or part of project, either by himself or herself, or by contracting work out to more than one contractor or employer, the owner becomes the constructor.

According to section 6 of the Regulation for Construction Projects (O. Reg. 213/91) constructors are required to notify the Ministry of Labour before construction begins of any project meeting any of the requirements applicable to this section (for example, having a total expected cost of more than \$50,000).

Please visit the Ministry of Labour's website to obtain information about complying with Occupational Health and Safety and Regulations regarding construction projects. [www.labour.gov.on.ca](http://www.labour.gov.on.ca)

**Electrical Safety Authority:** (excerpt from [www.esasafe.com](http://www.esasafe.com) website)

### **New Home Construction**

Electrical installations in a new house must be inspected and authorized prior to connection to the Utility electricity distribution system. Residential inspections involve a number of visits at various stages, including:

1. inspection of underground wiring – if required
2. inspection of wiring to the meter, the main disconnect means (for example fuses or breakers) and inspection of grounding to service.
3. inspection of all electrical wiring prior to installation of drywall.
4. final inspection to ensure there is no open wiring.

### **Renovations/Additions and Alterations**

Any change to the original wiring including repair and replacement of electrical devices. Electrical inspections are required for all electrical work (new installations and modifications). ESA will provide information on inspection requirements for the work being done.

- For more information on ESA permit and inspection requirements call or visit:  
Tel: 1-877-372-7233  
Visit [www.esasafe.com](http://www.esasafe.com)

### **Alterations to Legal Non-Conforming Waterfront Lots:**

Currently there are Lakeshore Residential lots with structures that do not conform to the current zoning by-law; in order to alter these structures a Minor Variance may be required. If you are demolishing an existing dwelling or structure and it your intent to rebuild completely within the footprint of that structure, a minor variance would not be required. If you intend to vary in any way from the existing foot print a Minor Variance maybe required. Potential applicants are encouraged to consult with appropriate Planning staff prior to applying for a minor variance. . (see Minor Variance Information and application on our website).

### **New Accessibility Amendments to Ontario's Building Code - Overview of Updated Requirements**

On December 27, 2013, Ontario Regulation 368/13 was filed to amend the new 2012 Building Code, O.Reg. 332/12. The effective date of the amendment is January 1, 2015. The amended requirements will substantially enhance accessibility in newly constructed buildings and existing buildings that are to be extensively renovated. They maintain Ontario's leadership role in requirements for barrier-free design.

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.

Please visit the Ministry of Municipal Affairs and Housing website for further information [www.mah.gov.on.ca](http://www.mah.gov.on.ca)

### **Energy Efficiency Design Summary (EEDS) Forms and FAQ's**

New EEDS forms and FAQ's are now available to assist permit applicants, designers, contractors, energy evaluators and building officials in navigating the new SB-12 requirements. With refinements to the energy efficiency compliance path options in SB-12 it was felt separate forms for the prescriptive and performance methods would better serve the industry.

The two forms capture similar information found on the old form and incorporate the new changes coming into effect January 1, 2017. When using the forms it is important that the information being captured from the Architectural and Mechanical documents is consistent. The Guide on the reverse side of the form provides some additional information on completing the forms. The EEDS forms are included in our permit application and we invite you to visit the OBOA website for more information: [www.oboa.on.ca](http://www.oboa.on.ca)

Zoning	Minimum Setback Requirements					
	Front	Rear	Interior Side	Corner Lot Ext. Side	Max Lot Coverage	High Water Setback
<b>R1 – Residential</b> <small>Serviced by Municipal Water &amp; Sewer</small>	7.5m / 24ft 7in	7.5m / 24ft 7in	1.2m / 4.8m 3ft 11in / 15ft 9in	5m / 16ft 5in	30%	30m / 98ft 5in
<b>R1 – Residential</b> <small>Serviced by Municipal Water or Private Well &amp; Sewer</small>	7.5m / 24ft 7in	10m / 32ft 10in	1.2m / 4.8m 3ft 11in / 15ft 9in	5m / 16ft 5in	20%	30m / 98ft 5in
<b>RR – Rural Residential</b>	15m / 49ft 3in	10m / 32ft 10in	4.5m / 14ft 9in	10m / 32ft 10in	20%	30m / 98ft 5in
<b>RU – Rural</b>	15m / 49ft 3in	15m / 49ft 3in	6m / 19ft 8in	15m / 49ft 3in	10%	30m / 98ft 5in
<b>LR – Lakeshore Residential</b>	7.5m / 24ft 7in	15m / 49ft 3in	3m / 9ft 10in	7.5m / 24ft 7in	20%	30m / 98ft 5in
<b>LR – Lakeshore Residential</b> <small>Island Lots</small>	15m / 49ft 3in	15m / 49ft 3in	15m / 49ft 3in	15m / 49ft 3in	20%	30m / 98ft 5in
<b>Height Requirements:</b>	Height is measured between the finished grade at the front of the building, and; <ul style="list-style-type: none"> <li>• Flat Roof – highest point of roof surface</li> <li>• Mansard Roof – deck roof line</li> <li>• Gable, Hip or Gambrel Roof – average height between the eaves &amp; ridge</li> <li>• Chimneys, towers and steeples - disregarded</li> </ul>					

Accessory Buildings/Structures	
Total lot coverage of all accessory structures (detached structures and decks) shall <b>not</b> exceed 5% (7.5%) on lots with municipal water and sewer) of the lot area; and shall not have a height exceeding 4m/13.2ft, or one story; and shall not be located closer than 2m/6ft 7in to the Principal Building.	
<b>Detached Garages</b>	Located in any yard are subject to the following regulations: <ul style="list-style-type: none"> <li>• Interior Side Yard – 1.2 m / 3ft 11in</li> <li>• Rear Yard – 1.2m / 3ft 11in from sided rear lot line; 1.2m / 3ft 11in from side</li> <li>• Front or Exterior – will not be located any closer than the permitted in the respective zone               <ul style="list-style-type: none"> <li>• Setback from high water mark on waterfront lands 30m / 98ft 5in</li> </ul> </li> </ul>
<b>Sheds</b>	<ul style="list-style-type: none"> <li>• 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. /124 sq. ft.</li> <li>• Setback from high water mark on waterfront lands 30m / 98ft 5in</li> </ul>
<b>Sleeping Cabins (Bunkie's)</b>	<ul style="list-style-type: none"> <li>• Maximum of one (1) is permitted on a lot</li> <li>• Shall not have any facilities for the preparation of meals on the premises, nor shall it have any sanitary facilities</li> <li>• Front Yard – 21.5m / 70ft 6in</li> <li>• Rear Yard – 7.5m / 24 ft 7in</li> <li>• Side Yard – 6m / 19ft 8in</li> <li>• Maximum floor area – 47 sq. m. / 506 sq. ft.</li> </ul>
<b>Boathouses/Pump House</b>	<ul style="list-style-type: none"> <li>• May be erected and used to the high water mark except that it may not be closer than 10m / 32ft 10in to the interior side lot line; with a maximum height of 5m / 16.5ft (one storey)</li> <li>• Total building area of not more than 85 sq. m. (915 sq. ft.) and the width of the structure parallel to the shore cannot exceed 10m / 32ft 10in or 25% of the shoreline.</li> <li>• Shall not have any facilities for the preparation of meals nor shall it have any sleeping or sanitary facilities</li> </ul>
<b>Swimming Pools</b> <i>For additional info, request Swimming Pool Requirements Form</i>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Setback from high water mark on waterfront lands 30m / 98ft 5in</li> <li>• Note: the maximum lot coverage of an outdoor swimming pool shall NOT exceed 15% of total lot area.</li> </ul>

The Corporation of the  
Township of Selwyn  
Tarrif of Fees By-law

Building	Effective January 1, 2022	By-law - 2021-087		
		Fee (per square foot)	Fee (per square metre)	Permit Fee Fee (per unit)
Group A - Assembly	All Assembly Classifications Portable Classroom	\$2.00	\$21.52	\$500.00
Group B - Institutional	All Institutional Classifications	\$2.00	\$21.52	
Group C - Residential	Dwelling (SDD, Semi, Row, Duplex, Triplex, etc.) Finished	\$1.50	\$16.14	
	Unfinished	\$1.00	\$10.76	
	Creation of New Dwelling Unit within an Existing Building	\$1.00	\$10.76	
	Garage, Carport, Shed, Deck	\$0.75	\$8.07	
Group D - Business and Personal Service	Shell	\$1.50	\$16.14	
	Finished	\$1.75	\$18.83	
	Finishing of Existing Shell	\$0.25	\$2.69	
Group E - Mercantile	Shell	\$1.25	\$13.45	
	Finished	\$1.50	\$16.14	
	Finishing of Existing Shell	\$0.25	\$2.69	
Group F - Industrial	Shell	\$0.75	\$8.07	
	Finished	\$0.90	\$9.68	
	Finishing of Existing Shell	\$0.25	\$2.69	
Agricultural	Farm Building	\$0.40	\$4.30	
	Silo, Manure Tank or Pit, etc.			\$250.00
Miscellaneous	Fireplace / Wood Stove			\$250.00
	Retaining Wall	\$2.00	\$21.52	
	Temporary Event Tent			\$125.00
Alterations / Renovations	Minor	\$0.25	\$2.69	
	Major	\$0.40	\$4.30	
Change of use	No Construction Proposed			\$250.00
Alternative Solution	All Classifications			\$500.00
Plumbing	Each Fixture			\$25.50
	Each Service			\$40.00
Minimum fee for all classes of permits listed above				\$125.00
Demolition	Demolition of a Building or Part Thereof			\$125.00
	Demolition of a Building or Part Thereof which requires a Professional Engineer			\$150.00
Construction without a permit	Normal Fee will be doubled.	Fee x 2		
Revision to examined plans (All permit classifications)	Minor Revision			\$100.00
	Major Revision (Minimum Fee \$250.00)	\$0.05	\$0.54	
Building permit transfer	All Classifications			\$200.00
Building permit renewal fee	All Classifications			\$200.00
Additional inspections	Fee per inspection deemed necessary by the Chief Building Official or for call-back inspections where the work was not complete/failed inspection (applicable to existing buildings or defective/deficient new/altered buildings)			\$150.00
Public swimming pools / spas	As defined in the O.B.C. section 3.11 and 3.12 respectively			\$500.00
Conditional Building Permit	10% of applicable fee to a maximum of \$1000.00			
Deferral of a revocation (Section 8)				\$150.00
Discharge of posted Order				\$50.00/each
Occupancy Permit for an unfinished building where occupancy occurred without an occupancy permit				\$125.00