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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 Technician:**

Rita Maloney (on leave)  
Shania Cooper (acting) Ext 214  
E-mail: building@selwyntownship.ca

## **Planner:**

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

## Inspections:

### **Inspections scheduled:**

**Monday to Friday (10 a.m. – 4 p.m.)  
if an Inspector is available.**

### **Inspection booking:**

**All inspections are to be booked through the  
Cloudpermit App.**

## **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 (108 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)

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

To obtain a Building Permit you are required to submit a completed application in Cloudpermit, all applicable fees, uploaded 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, 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 will be applied in accordance with the Tarriff of fees by-law. 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:

**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** – Adam Tobin - 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 uploaded into the application portal Cloudpermit.**

A landowner can 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. New dwellings require an Engineered lot grading plan at time of application and a final location survey to be submitted once the foundation is complete.**

- All site plans to be drawn in metric (SI).
- Drawn to an appropriate scale (e.g. 1:500, 1:200, 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

### **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 that may be required**

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

**\*\* 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
  - Demolition checklist is available on the Township website
- 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.

### **Requirements for Septic Clearances:**

Approval from Selwyn Building department may be required depending on the location of the septic tank and filter bed to ensure minimum required setbacks have been met.

### **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 [ww.esasafe.com](http://ww.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:

(February 16<sup>th</sup> 2026)

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**

The new 2024 Building Code, O.Reg. 163/24 effective date of the January 1, 2025. The new 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 and carbon monoxide detectors.

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)