



# HOW TO OBTAIN A BUILDING PERMIT

*Copies of this Guide can be obtained from the Building Department upon request.*

FREQUENTLY ASKED  
QUESTIONS



EXAMPLES

## A HOMEOWNER GUIDE

### CONTACT US NOW



705-538-2337  
Ext. 233



building@  
gbtownship.ca



99 Lone Pine Road,  
Port Severn,  
Ontario L0K 1S0



#### DEVELOPING SUSTAINABLY

Protect our UNESCO Biosphere and build sustainably that will last generations.



#### UNDERSTANDING PERMITS

Discover when to apply, how to apply and what is required.



#### RELATIONSHIP DEVELOPMENT

Build a relationship with our building/planning department. Learn the tips and tricks to building in Georgian Bay

# PLANNING YOUR PROJECT & APPLICABLE LAWS

## Know Your Zoning

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:

- Is proposed use permitted
- Minimum building setbacks (distance from the buildings to the property lines)
- Building height restrictions
- Total building floor area and lot coverage permitted

### What if My Project Will Not Comply with the Zoning By-law?

Zoning By-laws are designed to control the use 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 to the Committee of Adjustment. If the Committee deems your proposal to be appropriate they have the authority to grant you permission to vary from the general regulation.

The Committee of Adjustment is comprised of 2 council members and 5 citizens and applications to the Committee of Adjustment are filed through the Planning Department.



### Zoning Certificate:

Before applying for a building permit, you must first contact the Planning Department to obtain a Zoning Certificate.

This ensures that your project meets the requirements of the Township's Zoning By-law. A Building Permit application will not be accepted and deemed complete unless it is accompanied by an approved Zoning Certificate.

More information regarding zoning can be obtained from the **Planning Department**  
705-538-2337 Ext. 263,  
[planning@gbtownship.ca](mailto:planning@gbtownship.ca)

# UNDERSTANDING BUILDING PERMITS

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## When Are Building Permits Required?

The definition of “building” under the Building Code Act is as follows:

- a) A structure occupying an area greater than ten square metres consisting of a wall, roof, and floor or any of them or a structural system serving the function thereof, including all plumbing, works, fixtures, and service systems appurtenant thereto
- b) A structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,
- c) Plumbing not located in the structure,
  - 1. a sewage system; or
- d) Structures designated in the building code.

In general, a building permit is required to erect, install, extend, alter, or repair a building.



### PLEASE NOTE



Accessory buildings, decks, and docks, regardless of size, must be located on the lot to conform to the applicable Zoning By-law.

Be sure to check with the Planning Department to ensure compliance with the Zoning By-law.

If you are unsure whether you require a Building Permit, contact the Building Department to verify.



# WHEN TO GET A PERMIT

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The following are examples of projects that will require building permits, but are not limited to:

- Installing or repairing all or part of a septic system,
- Construction of a new home or 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
- Adding or replacing a deck to an existing home
- Raising a building
- Excavating a crawl space to provide a full basement
- Relocating structures from one property to another or relocating a structure on the same property
- Construction or installation of an accessory building such as a garage, tool shed, dock, boathouse, or playhouse larger than 10 square metres (107 square feet)
- A storage shed over 15 square metres
- A structure less than 10m<sup>2</sup> attached to another structure with a total greater than 10m<sup>2</sup>.
- Solid fuel burning appliances & chimneys, etc.
- Installing any type of plumbing
- Demolishing a structure or portion of a structure
- Exemptions: new shingles, siding, windows (in the same openings)



Contact the  
**Planning Department**  
705-538-2337 Ext. 263,  
[planning@gbtownship.ca](mailto:planning@gbtownship.ca)

# PLANNING YOUR PROJECT & APPLICABLE LAWS

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For docks, boathouses, boat ports or swim platforms you may require approval from the following agencies prior to submitting the building permit application. See below.



## TRENT SEVERN WATERWAY

If your property fronts on this water body you will need to apply for a work permit through the TSW prior to making your application.

[Trent Severn Waterway Website](#)



## TRANSPORT CANADA

To determine if your proposed construction is considered minor works or if you need to proceed to Transport Canada for approval:

<http://www.tc.gc.ca/eng/programs-621.html>



## DEPARTMENT OF FISHERIES AND OCEANS

Depending on the location, size and type of structure you are proposing you may require a work permit prior to applying for a building permit. Please review their operational statements through the following link:

<http://www.dfompo.gc.ca/pnw-ppe/index-eng.html>

# PLANNING YOUR PROJECT & APPLICABLE LAWS

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## MINISTRY OF NATURAL RESOURCES

As a result of a court decision, authorizations under the PLA will now be required for docks and single-storey boathouses occupying more than 15 square metres (shadow). This includes new docks, expansions of existing docks, seasonal docks, and single-storey boathouses.

Replacement structures will also require authorization. Authorizations will be in the form of a Land Use Permit. In cases where construction includes work conducted on privately owned shore lands, a work permit will also be required.

Authorization from the MNR must be obtained before submitting the permit application.

**For more information:** Parry Sound

Phone: 705-773-4260 Email: [mnr.approval@ontario.ca](mailto:mnr.approval@ontario.ca)

<https://www.ontario.ca/page/crown-land-work-permits>



# APPLYING FOR A BUILDING PERMIT

An application for a building permit can be obtained from the Building Department in the Municipal Office or obtained from the Township website ([www.gbtownship.ca](http://www.gbtownship.ca)). With your application you will be required to submit two sets of detailed construction drawings, that is either designed by the property owner or by someone qualified. We also require sufficient information for us to establish that your project complies with the Ontario Building Code and all other applicable laws.

**The SB-12 Energy Efficiency requirement applies to single-family dwellings. Qualified Designer required.**

Outlined here are drawing and information requirements for a number of specific projects. If you find that you're not able to produce these documents, then you should retain the services of a qualified person to prepare the necessary information.



**TWO COPIES OF ALL DOCUMENTS MUST BE SUBMITTED WITH AN APPLICATION. ALL PLANS MUST BE DRAWN TO SCALE FULLY DIMENSIONED AND PROFESSIONAL QUALITY.**

## STANDARD DRAWINGS

The following list of drawings should be used as a guide when preparing drawings for submission for a building permit. Any project that requires design by an Architect and/or a Professional Engineer (Part 3 Buildings, such as assembly, institutional or large buildings over 600 square metres and multiple dwellings) will require more comprehensive drawings to illustrate compliance with the Ontario Building Code

**The Designer** that prepares the permit drawings must provide sufficient information to ensure compliance with the requirements of the Ontario Building Code.

***As of January 1st, 2006, all Designers will be required to show proof of meeting the qualifications required by the Ministry of Municipal Affairs and Housing.***

# TYPES OF DRAWINGS

## 1. SITE PLAN

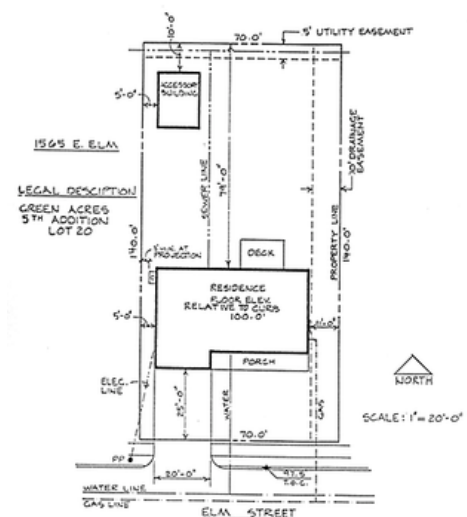
- The location of all existing buildings (including septic systems) as well as the proposed. If you do not own your shore road
- allowance or crown reserve indicate on the site plan the limit of the allowance.
- The setbacks to lot lines must be clearly shown.
- The plan should be to scale and show all property boundaries,
- Adjacent road and water bodies. The location of site services shall be added to the site plan as well.
- The plan should be to scale and show all property boundaries, adjacent road and water bodies.
- The location of site services shall be added to the site plan as well.
- On Georgian Bay front yard setbacks 177.4 to be taken from the elevation.
- Contour elevation for new septic to be shown on survey. Please contact planning department for elevation.
- A new Plan of Survey must be prepared for new or replacement Dwellings on waterfront properties and for new septic systems where no previous system existed or where the existing system has no formal approvals on waterfront properties. For all other Building Permit Applications an existing Plan of Survey may be deemed acceptable by the Chief Building Official.

### WHAT IS A SITE PLAN?

A site plan shows the locations of your house and any other accessory structures on the lot. The following information should be included on the site plan.

- Include all existing and proposed development with all set backs (hydro lines included) and the location of the high water mark.
- North arrow scale
- Municipal address
- Legal descriptions (lot & plan numbers)
- Zoning information (lot area, gross floor area)
- Existing building(s) and accessory structures (i.e. pools & sheds)
- Proposed construction (delineate existing from new, if applicable)
- Property lines (with dimensions) with set backs to all new and existing structures
- Septic system

SITE PLAN ILLUSTRATION



# TYPES OF DRAWINGS

## 2. FLOOR PLAN DRAWINGS

- All rooms must be labelled to illustrate their intended use.
- The location of doors, windows (sizes) and plumbing fixtures and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plans 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.



## WHAT ARE FLOOR PLANS?

Floor plans show the layout of your house. A floor plan is required for all construction areas. Floor plans include a foundation plan, a framing plan for each floor, and a roof framing plan. The following information should be included on your floor plans:

- Title & scale
- Size and use of each room
- Full interior and exterior dimensions
- Location & size of all door and window openings
- Structural framing for each level and the roof joints, including joists, posts, beam and lintels indicating size, material and spacing (this includes engineer drawings for trussed roofs and pre-engineered floor joists)
- Location of plumbing fixtures, smoke alarms, and carbon monoxide detectors.

# TYPES OF DRAWINGS

## 3. BUILDING ELEVATION DRAWINGS

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

## WHAT ARE EXTERIOR ELEVATIONS

Exterior Elevations are side views of your home. They are required for all new construction and any project that affects the exterior of an existing structure. Elevations are required for each side of your project and should include the following:

- Existing and proposed work
- Exterior finish materials
- Grade level finished floor levels
- Vertical, dimensions (including maximum height of building)
- Roof slope, overhangs, porches and stairs
- Size and location of windows and doors



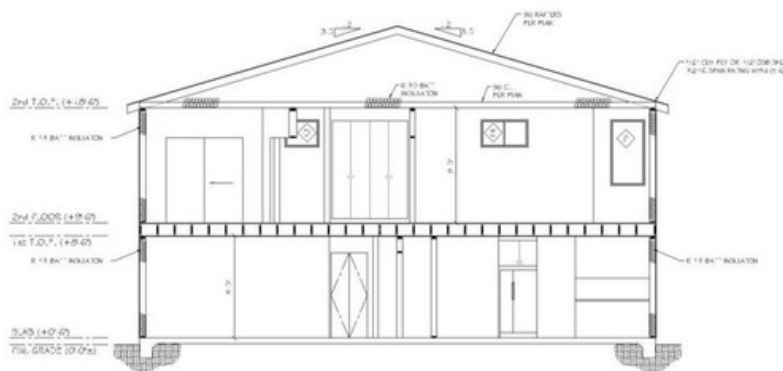
# TYPES OF DRAWINGS

## 4. FOUNDATION AND PIER PLAN DRAWINGS

- The size and type of materials used for the foundation.
- The location and size of all footings, including soil support type for column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.

## 5. FRAMING PLAN DRAWINGS

- For simple projects the framing can be shown on the floor plans.
- The size and locations of all structural members must be clear and show material type.
- The size and span for beams shall be indicated.
- The specifications for engineered lumber must be provided (e.g. truss drawing, TJI).
- Sufficient information must be provided on the drawings to verify that all loads are safely transferred to the foundation.



## 6. SECTION AND DETAIL DRAWINGS

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



# TYPES OF DRAWINGS

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## 7. ROOF PLAN DRAWINGS

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.
- Size and locations of all structural members must be clear and show material type.
- Size and span for beams shall be indicated.
- Specifications for engineered lumber must be provided.

## 8. ELECTRICAL SERVICES PLAN

- Show location of lights, smoke alarms, carbon monoxide detectors, switching and other electrical components required under the Ontario Building Code.

**Note:** Contact the Electrical Safety Authority for permits required under the Electrical Code.

## 9. HEATING, VENTILATION AND AIR CONDITIONING PLAN

- Indicate locations of supply and return air openings for heating and ventilations.
- Provide heat loss calculations and duct design.
- Location and description of HVAC units and ventilations design summary.
- Location and clearance details of woodstoves and fireplaces.

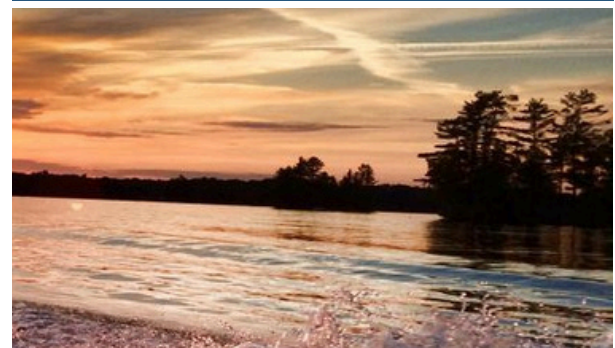
## 10. PLUMBING PLAN

- Show all plumbing fixtures, including roughed-in fixtures.
- Provide information on pipe material sizing, appliances, devices and fixtures used.

**Think Green. Build Sustainably.** 

**Look for building materials that support a sustainable future.**

- **Natural and non-toxic**
- **Renewable**
- **Produced sustainably**
- **Processed and manufactured with close attention to resource efficiency**
- **Local**
- **Recycled, reused/recyclable, reusable**
- **Durable (and therefore in less frequent need of replacement)**



# TYPES OF DRAWINGS

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## ENGINEERED LOT GRADING PLAN

Engineered lot grading plans show how water drains from your property and is prepared by an Engineer or Ontario Land Surveyor. The proposed plan is to be submitted to the Township for review and approval. The plan must include elevations of the dwelling and the land around it including the swales which carry the water off the property. Engineered lot grading plans are required for for all registered plans of subdivision, and most infill lots. Please contact the Building Department to discuss specific lot requirements.

## SEPTIC SYSTEM

For those wishing to use an existing system to service a new dwelling or addition.

If the existing septic system will be inadequate then the construction proposal may be revised or a Septic Permit Application shall be submitted to either upgrade or replace the existing system.

## WHAT ARE HEAT LOSS CALCULATIONS AND VENTILATION SPECIFICATIONS?

Heat Loss Calculations are required to ensure the furnace selected has the capacity to heat or cool your house. Ventilation specifications are required to ensure Ontario Building Code compliance. This information is generally available from the mechanical contractor.

**Please note:** If you are proposing an addition that is less than 200 ft or 10% of the size of your house, Heat Loss Calculations and Ventilation Specifications are not required.



# PERMIT FEES & PROCESSES

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## FEE'S & APPLICATION PROCESS

Building permit fees are due at the time of application. They are considered part of a complete application. If you do not have the fees at the time of application it will be returned to you.

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 or email 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 ISSUANCE

Your building permit will be at the front counter upon completion of our review of your submission. If you wish to have your permit mailed, you must indicate this on your permit application.

The Building Permit must be available 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 a Revision Permit. There will be a charge for the revision; the charge will vary from minor to major.

Please contact the Building Services Department should this situation arise since, depending on the degree of change, revisions can get quite complicated.

# OTHER PERMITS

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## DEMOLITION PERMITS

If you propose to demolish any structure occupying an area greater than 10 square metres (107 square feet) or part of a structure, you will be required a Demolition Permit.

An application must be filed with the Township. Process information can be obtained from the Technical Assistant.

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## PLUMBING PERMITS

A Plumbing Permit is required for the installation of drains, sewers and plumbing fixtures. However, if your project involves construction that requires a Building Permit, the plumbing approval will be incorporated, and a separate Plumbing Permit will not be necessary.

After your permit has been issued, you, as the homeowner may install your own plumbing, drains and sewers. If, however, you are hiring a contractor, ensure that he is licensed.

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## ELECTRICAL PERMIT

Prior to the installation or alteration of electrical equipment you are required to ensure an electrical permit is obtained from Electrical Safety Authority. For application requirements, contact them at 1-877-ESA-SAFE or [www.esasafe.com](http://www.esasafe.com).

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## SEWER, WATER AND ENTRANCE PERMITS

If you are constructing a new dwelling in an area serviced by municipal sanitary sewers and water, you are required to connect to those services. Primary approval application for sewer and water connections can be obtained from the Municipal Office or from the District of Muskoka. After receiving this information you still must apply for a building permit with the Township of Georgian Bay.

An Entrance Permit will also be required for any new or revised entrances to a Township or District Road or Province Highway. Entrance Permit applications for District Roads may be obtained by calling 1-800-281-3483. Township Roads can be obtained from the Operations Department, 705-538-2337 ext 225.

## CONSTRUCTION MUST BE INSPECTED



The Township’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. You must call for inspections. Mandatory inspections are listed on documents issued with your permit drawings.

You may request an inspection by calling 705-538-2337 ext 233. Or a request can be submitted online through our website, using the link below. A minimum notice of two business days is required.

*Be advised, you are required to provide the appropriate permit number upon booking.*

If you have hired contractors to construct the project, it is your responsibility, as the owner to ensure that they have called for the mandatory inspection. It is in your best interest to have these inspections carried out and any deficiencies identified by the inspectors corrected prior to the contractor’s completion of the project.

Book Your  
Inspection Online



# GENERAL INFORMATION

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If you have any questions or concerns about Permit requirements, you may obtain information by contacting the Township Office.

Building Staff are available to assist you between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday.

**Building Department**                      705-538-2337 Ext. 233  
building@gbtownship.ca

**Planning Department**                      705-538-2337 Ext. 263  
planning@gbtownship.ca

## OTHER LINKS

### **Fees & Charges Bylaw**

<https://www.gbtownship.ca/township-hall/finance/fees-and-charges/>

### **Development Charges**

<https://www.gbtownship.ca/sustainable-development/development-charges-and-fees/>

### **Online Payment Form**

<https://forms.gbtownship.ca/Payment-Processing-Form>

### **Book an Inspection**

<https://forms.gbtownship.ca/Building-Inspection>

### **Planning Information**

<https://www.gbtownship.ca/sustainable-development/planning/>

### **Zoning Certificate**

<https://www.gbtownship.ca/media/gh3kmjkq/zoning-certificate-application-form-2026-fillable.pdf>

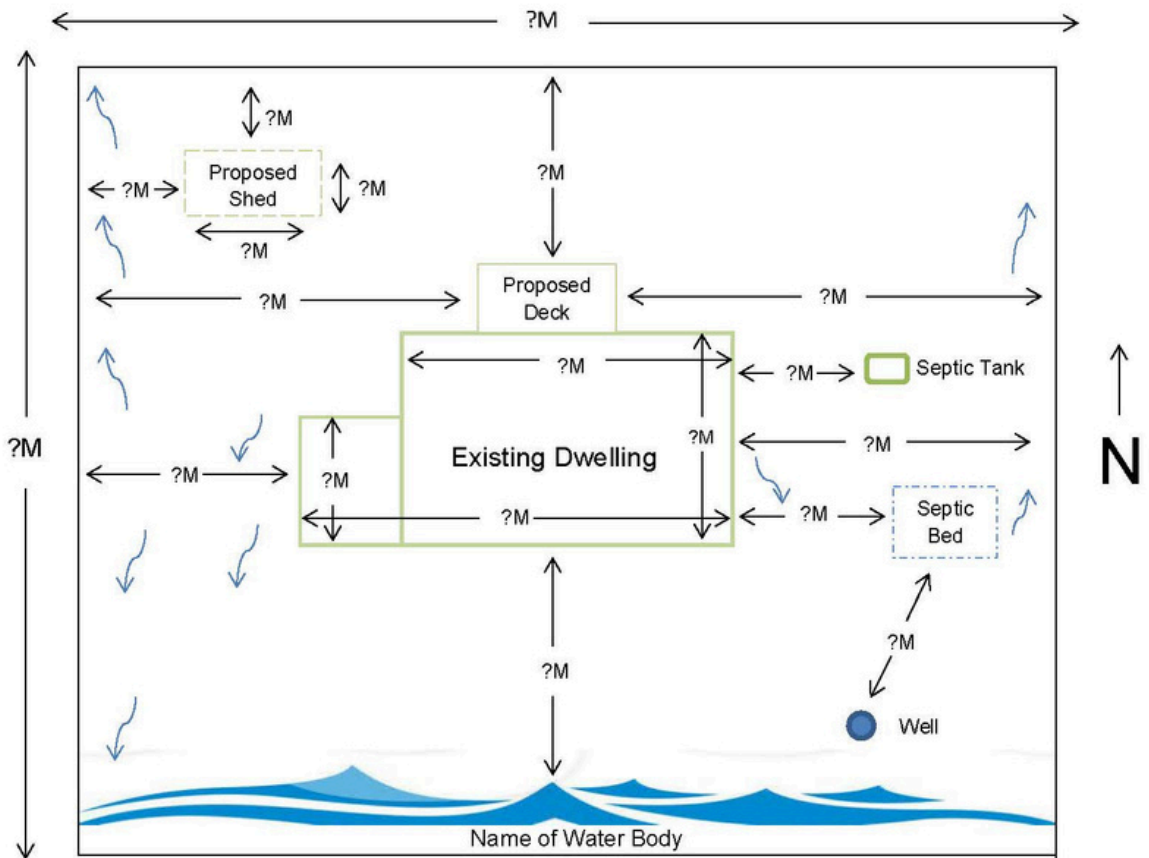
# SITE PLAN EXAMPLE



## Site Plan Example

Roll Number: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Scale: \_\_\_\_\_



Site Plan must display:

- All **existing** and **proposed** structure(s)
- Setbacks** from property boundaries to current and/or proposed structure(s); shown in metres
- Dimensions** of structures
- Septic system** and **well** (specify if dug or drilled)
  - o Setbacks from: septic to *well* and septic to *structures*
- Direction of surface **drainage**
- Driveway (if applicable)
- North arrow
- Name of water body/road