



TOWN OF WASAGA BEACH

30 Lewis Street, Wasaga Beach
Ontario, Canada L9Z 1A1

Tel (705) 429-1120
Fax (705) 429-6732

Wasagabeach.com

SINGLE FAMILY DWELLING

- Completed and signed building permit application form
- Completed Schedule 1 Designer form
- Lot grading plan stamped by a Certified Engineer Technologist (C.E.T) or Professional Engineer (P.Eng.)
- Lot Grading Checklist
- HVAC design including heat loss/gain calculations and ducting layout designed by a qualified designer. A Schedule 1 Designer form also required
- Site plan indicating all dimensions and setbacks (please contact the Planning Department at 705-429-3847 for zoning and setback information)
- Road Occupation Permit application and fee
- Permit fee as Per Fee Schedule (ie \$1.12 per square foot main floor, \$0.45 per square foot garage)
- Energy Efficiency Design Summary
- Completed Septic Permit Application Form and Drawings including a Schedule 2 Designer Form, if applicable.
- Construction drawings including
 - Foundation plan
 - Floor plans
 - Elevations
 - Wall section
 - Cross section
 - Roof plan

WE ARE NOW DIGITAL!

Registered users with the Town of Wasaga Beach's CityView portal can now submit building applications, pay for a building permit and request building permit inspections.

To use the portal you will be required to create an account and register.

Access the portal or create an account using the link below:

<https://cityview.wasagabeach.com/Portal/Account/Logon>



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The Ontario Building Code Act requires that, as a property owner, you obtain a building permit prior to commencing construction. It is unlawful to start construction before you obtain a permit from the municipality. Building permits facilitate the protection of property owners, contractors and individual members of the community. By reviewing and approving plans before any work is undertaken, the municipality can ensure that buildings comply with the Ontario Building Code, local zoning by-laws and other applicable health and safety regulations.

Under the Ontario Building Code Act, a building permit is required for the construction or installation of a new structure, or for the construction of an addition or alteration of any structure which results in a building area of over **10m² (108sqft)** with the exception of **storage sheds** exceeding **15m² (161sqft)**. Please see below the parameters for storage sheds under 15m² with no building permit required.

- Detached
- No more than one story in height
- No plumbing
- Storage purposes only / no human habitation

If you have a good working knowledge of house construction and sufficient knowledge of the Ontario Building Code, you may consider designing your own project. Many publications are available in bookshops, libraries and at lumber dealers that may assist you. You can purchase copies of the Ontario Building Code by contacting Orderline at 1-888-361-0003. The Building Code Act and regulations can also be viewed on the Province's website: www.e-laws.gov.on.ca.

You can avoid delays in permit issuance if all drawings and specifications provide sufficient information to demonstrate that the proposed construction will conform to the Ontario Building Code and applicable laws (such as the Zoning By-law).

If you find the permit process complicated, or you are not sufficiently familiar with the requirements and the preparation of drawings, it is recommended that you hire an architect, designer, or other knowledgeable individual experienced and familiar with the Ontario Building Code and municipal bylaws, to prepare your final plans and specifications. Before hiring a design consultant (engineer, designer or builder), please confirm their qualifications by contacting the Ministry of Municipal Affairs and Housing (MMAH) www.mah.gov.on.ca by accessing their on-line Public Registry (QuARTS). The designer must provide you with a valid Building Code Identification Number (BCIN). The Ontario Building Code requires that people who prepare drawings for the purpose of acquiring a building permit must be qualified and registered with the Ministry of Municipal Affairs and Housing Quarts system, except when the project is residential AND the designer is the owner.

It is important to note that drawings for some prefabricated (engineered) structures require certification by a Professional Engineer licensed to practice in Ontario.



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How Detailed Should Your Plans Be?

As the homeowner you may draw your own plans. All plans must be drawn to scale with either metric or imperial measurements. Incomplete applications or drawings may not be accepted. All drawings must be legible, drawn to scale and fully dimensioned.

Plans, drawings and specifications need to provide enough information to enable Town staff to verify that the proposed construction, once completed, will comply with the requirements of the Building Code and any applicable laws.

Permit Review Process

Your permit application will be reviewed by staff to ensure that the proposed construction will comply with the Ontario Building Code, and the Town of Wasaga Beach Zoning By-law, and Lot Grading Policy. The review process includes:

- 1. Zoning Plan Examination:** staff will check for compliance with the regulations and provisions of the Zoning By-law such as proposed use, minimum setback requirements, lot coverage, building height, etc.
- 2. Building Code Examination:** staff will review the proposed construction for compliance with the Ontario Building Code, and applicable laws.
- 3. Lot Grading Approval:** staff from Municipal Engineering Services will review the grading plan for compliance with the Town of Wasaga Beach Infill Lot Grading and Drainage Policy.

If during the review, additional clarification is required or deficiencies are identified, you or your agent will be notified.

It is very advantageous to ensure the necessary information is submitted promptly. Depending on the type of information missing or incorrect, the issuance of the permit will be delayed until all the requested/required information is received and found to be in compliance.

When the review of your application is complete and all requirements have been met including payment of fees and charges, you or your agent will be notified that the permit is ready for download from the online portal.



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Lot Grading Approval

A lot grading plan is required for new home construction on all infill lots. The plan is to be prepared by a qualified professional (ie engineering technologist, or Professional Engineer) and is then reviewed by a member of the Municipal Engineering Services Department to ensure compliance with the Town of Wasaga Beach Infill Lot Grading and Drainage policy. The Lot Grading Policy was implemented to ensure that lands are graded properly to demonstrate that surface drainage is directed away from new residential construction and so that the surface water does not adversely affect neighbouring properties.

A complete copy of the Town of Wasaga Beach's Lot Grading and Drainage Policy can be viewed at the municipal website at <https://www.wasagabeach.com/townhall/building-department>.

Road Occupation Permit Approval

A road occupation permit is required to be obtained from the Public Works Department prior to the approval of the lot grading plan and issuance of the building permit for the single family dwelling.

APPLICABLE LAWS

In many instances compliance with applicable laws and permit approvals from other agencies are required before a building permit from the Town of Wasaga Beach can be issued. These approvals are not administered by the Building Department. Applicants are encouraged to ensure that all of these approvals are met or do not apply before applying for a building permit. Below is a list of common applicable law requirements. For a complete list of all applicable law please refer to the Ontario Building Code Section 1.4.1.3 "Definition of Applicable Law".

Planning Approvals

Under the *Planning Act R.S.O. 1990 as amended*, Sections 34, 35, 36, 41 or 45 provide zoning bylaw and site plan regulations. If your project does not comply with any part of the zoning by-law and relief is needed or site plan approval is required this will restrict the issuance of the building permits until any associated approvals are obtained. Please contact the Town of Wasaga Beach Planning Department at 705-429-3847 for further details.

Ministry of Transportation

Where construction is within the 400 metres of a provincial highway (ie Beachwood Drive and Highway 26 E) a Building and Land Use Permit is required from the **Highway Corridor Management Office**. Please contact the Ministry for further details at 416-235-5385 or Toll Free: 1-866-636-0663.



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Conservation Authorities

Where construction is in a regulated area or flood plain or may interfere or compromise an existing watercourse a clearance or a permit is required from the **Nottawasaga Valley Conservation Authority**. Please contact the NVCA for further details at 705-424-1479 or nvca.on.ca.

Ministry of Environment Approvals

Ministry of Environment approvals under the Environment Protection Act and the Environmental Assessment Act are required where a property of industrial or commercial use is changed to a more sensitive residential or parkland use, for major government, industrial and commercial projects where defined by regulation, properties formerly used for landfill or waste disposal, or renewable energy projects. Contact the Ministry of the Environment at 1-800-461-6290.

COSTS/FEES

Building Permit Fees are set to recover the cost of servicing building permits and enforcing the Building Code Act and Building Code. Building permit fees are collected upon submission of the permit application. Prior to building permit issuance Development Charges must be paid in full.

Fees and charges may be paid by cash, Interac, cheque payable to 'Town of Wasaga Beach', Visa or MasterCard. Fees may also be paid through the Building Permit online portal.

The fee for a building permit is calculated by applying a rate to the construction area of the proposed construction with a minimum flat fee applicable. The fees applied are set as per the current Rates and Fees By-law for the Town of Wasaga Beach. Apart from the permit fee, additional fees and charges may apply based on the nature of the application.

Other possible fees for a detached dwelling include but are not limited to the following:

Charge/Fee for Single Family Dwelling	Amount
Town Development Charge – SFD, Semi-detached	\$39,165.00
County Education Development Charge – Residential	\$4,883.00
County Development Charge – SFD, Semi-Detached	\$13,913.00
Town Lot Grading	\$1,500.00 (\$1,000 deposit plus \$500.00 admin. fee)



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Road Occupation Permit (* \$2,000 deposit if lands front onto arterial or major roadway).	\$1200.00 (\$1,000 deposit * plus \$200.00 admin. fee)
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Fees noted above are current as of January 1, 2024. However, fees may differ at time of application. For further information with regards to Development Charges please contact the Treasury Department at (705) 429-3844. With regards to County charges please contact www.simcoecounty.ca

Permit Issuance

Only upon the issuance of the permit, are you legally entitled to commence construction, including any demolition.

You must ensure that the permit is posted and the approved drawings are made available on the construction site for the Building Inspector to undertake the necessary inspections.

Required Inspections

At key stages of building construction, work must be inspected to ensure that construction complies with the Ontario Building Code. For single detached dwellings this typically includes:

- **Footing** – Excavation for footing when footings are formed **prior to pouring concrete**
- **Sewer/Water Connection** to Municipal Services– Pipes exposed inspector must be on site prior to connection
- **Backfill/Foundation** – prior to backfilling, the applicant must confirm in writing with the Building Department the weeping tile elevation before booking the inspection
- **Underground Plumbing** - with test on
- **Framing** - with roof on (including shingles) if tie in survey requested, survey to be provided prior to booking framing inspection
- **Rough In Plumbing** – with test on
- **Mechanical Rough In**
- **Insulation**
- **Occupancy** (prior to booking inspection ensure that water meter is installed and operating, meter available for pick up at the public works building at 150 Westbury Road)
- **Final** (prior to booking inspection ensure a **lot grading certification** is obtained from Municipal Engineering Services)



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A minimum of 48 hours' notice is required when booking inspections. Please contact the Building Department to book your inspections at 705-429-1120. Please have your address, and Building Permit Number ready at the time of your call. Inspections may also be completed by using the Building Permit on line portal system.

The above information is subject to changes in provincial legislation, municipal by-laws and departmental policy. Contact the Building Department for further information at (705) 429-1120.

