

BUILDING AND PLANNING INFORMATION PACKAGE

MUNICIPALITY OF TRENT LAKES

760 Peterborough County Road 36 Trent Lakes ON K0M 1A0

Phone: 705-738-3800 or Toll Free: 1-800-374-4009 Fax: 705-738-3801 Visit our website at www.trentlakes.ca or Email development@trentlakes.ca

BUILDING AND PLANNING DEPARTMENT

Hours of Operation: Monday to Friday 8:30 a.m. until 4:30 p.m.

Staff:

Chief Building Official.....	Ext. 236
Building Inspector.....	Ext. 225
Planning Technician.....	Ext. 234
Junior Planner.....	Ext. 246
Building/Planning Assistant.....	Ext. 233

Inspections: To schedule inspections, please call Ext. 233. **48 hours minimum notice is required for scheduling an inspection.** Building and Plumbing inspections are available Monday to Friday 8:30 a.m. to 4:30 p.m.

The Building By-Law shall apply to:

Any structure to be constructed or reconstructed and used or intended to be used for the enjoyment of, or the shelter or support of, persons, animals or property.

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

When do I need a Building Permit?

A building permit is required:

- For any new build, addition or renovation to a home or cottage, including repairs, no matter the size.
- For any new or alteration to an accessory structure which is equal to or greater than 15 m² (161 square feet)
- For open air decks greater than 10 m² (108 square feet) and porches.
- New structures with plumbing regardless of size
- For new solid fuel heating systems, or the replacement of existing solid fuel heating systems.
- To demolish structures.

A building permit is not required for an accessory shed 15 m² (161 ft²) in area or less unless the building has plumbing. Guest cabins that are 10 m² (108 sq ft) in area or less also do not require a permit. (However, it is required that you maintain the setback requirements for your zoning).

Decks

A permit is not required for decks if it meets of the following:

- has a walking surface less than 8-10 inches from grade for the whole deck, but is greater than 10 m² (108 square feet)
- is less than 10m² (108 square feet)

If you are unsure if your deck proposal requires a permit, please call the building department.

How do I obtain a Building Permit?

To obtain a Building Permit from the Municipality, the following items will be needed:

1. **Complete Application Form**, this form can be found either on our website or at the Municipal Office. The application form will outline the description of work, location, applicable law and individuals involved. The schedule 1 designer information page must be completed by a qualified individual and if required, an Energy Efficiency Data Sheet shall be submitted.
**If you are submitting an application form on behalf of an owner, please include an authorized agent/consent form which can be found on our website or similar form. This authorization applies to Trailer Parks which must give consent to apply for permits.*
2. **Site Plan**, a site plan must be submitted with your application **in duplicate**. The site plan must be the true shape and dimension of the lot and must show the following: **location of proposed structure, location of existing structures, septic location and well location**. Setbacks must be drawn on the plan to all yards and **scaled** appropriately, an example of a site plan can be viewed further in the guide after the general setbacks page. **If the subject lands abut water, the scaled drawing starts by offsetting all shorelines by 30 metres.**
3. **Drawings**, drawings shall be to scale and submitted **in duplicate**. Drawings shall be completed by a qualified individual (BCIN, Engineer, etc) in accordance with the Ontario Building Code and with respect to the Comprehensive Zoning By-law. When altering existing structures or submitting for new, the current and intended use of each building and structure must be disclosed to determine whether or not such proposed or existing building structure or use conforms to the requirements of the By-law.
4. **Accompanying Documentation**, when applicable, additional documentation may be required such as but not limited to:
 - Septic Permit from the local health authority
 - Curve Lake First Nation
 - Conservation authorities if within the regulated area
 - Ministry of Natural Resources
 - Trent Severn Water Ways
 - Entrance permits, County or Municipal.

If you have questions about any of the requirements or are unsure of what is needed, please contact the building department.

As of April 1, 2016, the Municipality of Trent Lakes requires a survey for any building permit, Minor Variance, or Zoning By-law Amendment for any construction (not including a sewage system) within the 30 m water yard setback. This survey is to be prepared by an Ontario Land Surveyor. If the application is to rebuild on the same footprint, the Chief Building Official may allow a Surveyor's Real Property Report in lieu of a survey. If the property is located on any body of water governed by the Trent Severn Waterway, a floor contour line is to be added.

How do I submit a building permit?

As of April 2021, the Municipality began using Cloudpermit for all building permit submissions. Our website offers a brief tutorial on how to use this service. If you are unable to create a digital submission through ca.cloudpermit.com, partial submissions can be dropped off at the office, all drawings and large formal items are to be supplied in .PDF or similar format in order to create the Cloudpermit submission. Please visit

ca.cloudpermit.com to begin the process, applicants must create a cloudpermit account and require a valid email address.

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?

If your application for a Building Permit is complete, allow 8 to 10 working days for permit issuance, depending on the complexity of your proposal. Note: If a site inspection is required prior to permit issuances, the above time frame may be extended.

How much will be building permit cost?

Please refer to our website under the Building & Renovating page for the most updated fee schedule.

Under what circumstances a Building Permit would be denied?

The municipality cannot issue a Building Permit for any proposal that does not comply with the comprehensive zoning by-law or requirements of another Agency that may have jurisdiction over a certain aspect of a property, whether this is waterfront work, sewage disposal, hydro setbacks, entrance ways, etc. This is known as “Applicable Law”.

When is a planning application required?

All development proposals must comply with the Municipality of Trent Lakes Comprehensive Zoning By-Law, which establishes regulations specific to individual properties. These regulations deal with permitted uses, building setbacks, building height, 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 are required to consult with appropriate Planning staff prior to applying for a planning application.

- Minor Variance Application - \$750.00

- Rezoning Application - \$1,000.00 + \$500.00 deposit

**Please note that if your property is within the Kawartha Regional Conservation Area, a \$500.00 review fee will apply.*

How much are development charges?

Development charges will typically apply when constructing on vacant land or if a non residential property is being developed. Please visit our website for the most current Development Charges.

What inspections are needed?

Mandatory inspections by the Chief Building Official and/or Inspectors are required at specific stages of construction. These inspections are to ensure that Ontario Building Code regulations are being followed. Two days notice to the Building Department is required for these inspections. These inspections will be specified on your Building Permits last page. It is the owner’s responsibility to ensure that all inspections are requested and completed.

How long is a Building Permit in effect?

A permit is valid for 1 year, an annual renewal fee prescribed under our Fees & Charges By-law will be applied from the date of permit issuance so long as the permit remains opens. 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.

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.

What is meant by “Applicable Law”?

Prior to Building Permit issuance, it must be shown that you are in compliance with any other Agency that may have a jurisdiction with respect to the proposal. This could be any of the following:

Peterborough Public Health (Health Unit) 705-743-1000, 185 King Street, Peterborough, ON
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 finished floor area or a bunkie/guest cabin
- 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 an underground weeping bed or 23 feet if an above ground weeping bed.
- If it appears that the construction of any building (or addition) may impede the replacement of a sewage system in the future
- For all proposals of above- or in-ground pools
- For all deck construction that may encroach on, or impede the replacement of, existing sewage systems

All structures must be minimum 17 ft. from the septic or filter bed and 5 ft. from the septic tank. A septic system must be located a minimum of 50 feet to any water supply (100 feet for a dug well) and a minimum of 10 feet to a property line.

Please note that these minimum separation distances may be increased if the leaching bed is raised, or depending on site conditions. Peterborough Public Health should be contacted for further information about horizontal clearance distances to septic system components.

Kawartha Region Conservation Authority 705-328-2271, R.R. #1 Kenrei Park Road, Lindsay, ON K9V 4R1

Permits are required within their regulated area for:

- Any placement of fill.
- Minor construction (accessory building such as boathouses and garages).
- Major construction (dwellings, additions).
- Basements, crawlspaces.

Section 59 Notice (under the Clean Water Act, 2006) may be required if your property is in the Intake Protection Zone in Kinmount. Please contact the Risk Management Officer at the Kawartha Region Conservation Authority, 705-328-2271 x245.

Curve Lake First Nation 705-657 8045

22 Winookeeda Street, Curve Lake ON, K0L 1R0.

www.curvelakefirstnation.ca

Municipal Roads Department 705-738-3800 x 226

In order for the Municipality of Trent Lakes to install a 911 locator sign on a property connected to a Municipal or County Road, an approved entrance must be obtained by the owner or agent. For more information on entrance requirements, please contact the roads department.

Please refer to our Fee's & Charges By-law for entrance permit cost.

911 Locator Sign/Civic Address

Once your entrance permit has been approved in accordance with the requirements set forth by the Roads Department, you may contact the Parks & Recreation department at recreation@trentlakes.ca to request the installation of a civic address.

Please refer to our Fee's & Charges By-law for 911 service costs.

Peterborough County Roads Department 705-742-4862

The County Roads Department is required to be contacted for:

- New construction adjacent to a County Road (e.g. 36, 37, 49 or 507).
- New entrances to/on a County Road.

Ministry of Transportation 1-800-554-0487

Contact the Ministry of Transportation for:

- Setback requirements and permits for entrances off Provincial Highways.
- Sign permits for Provincial Highways.

Trent-Severn Waterway (Parks Canada) 705-750-4900

Trent Severn Waterway includes Pigeon, Little Bald, Big Bald, Upper and Lower Buckhorn, Lovesick Lake.

Ministry of Natural Resources and Forestry 705-755-2001 or 1-800-667-1940

A permit under *Public Lands Act* is required:

- For any docks and boathouses not located on a body of water within the Trent-Severn Waterway System.
- Any retaining wall construction.
- Shoreline alteration
- In-water Works
- Placement of fill on shorelines
- Dredging
- Construction of building, structures, roads, trailer or water crossings on Crown Land

See <https://www.ontario.ca/page/crown-land> – Go to Work Permits.

Electrical Safety Authority 1-877-372-7233

There must be a:

- 16.5 ft separation between main feeder hydro lines and any construction.
- 10 ft separation between secondary lines and any construction.

Municipal Fire Department 705-738-3800 or 1-800-374-4009

Fire Chief.....	Ext. 222
Deputy Fire Chief.....	Ext. 242
Administrative Assistant	Ext. 230

Ministry of the Environment (Wells) 1-888-396-9355

Wells need to be:

- 50 ft. from septic if drilled.
- 100 ft. from septic if dug.

Otonabee Region Conservation Authority 705 745-5791 x 219

Terri Cox, Risk Management Official

Section 59 Notice (under the *Clean Water Act, 2006*) may be required for any building or planning application if your property is located within the Wellhead Protection Areas of Alpine Village, Buckhorn Lake Estates or the Kinmount Area.

Listed here are only the most common zones within the municipality. This information is for permanent detached dwellings or recreational dwellings only. For the requirements for the other zones and other permitted uses within the municipality, please contact the Building/Planning department. Please contact the Municipal Office for County Road Setbacks.

Zoning	Front	Rear	Interior Side	Exterior Side	Water Yard	Lot Coverage
RR, RR-PA, SR, SR-PA,	40 ft	15 ft	15 ft	20 ft	100 ft	20%
Rural (RU)	50 ft	15 ft	15 ft	50 ft	100 ft	20%
Height requirements	Maximum Height – 35 ft Height is measured between the average finished grade of the building, and: <ul style="list-style-type: none"> ▪ Flat roof – highest point of roof surface ▪ Mansard roof – deck roof line ▪ Gable, hip, or gambrel roof – average height between the eaves and ridge ▪ Chimneys, towers, and steeples are disregarded. 					
Maximum Number of Dwellings per Lot	1 only					
Minimum Floor Area	Unless stated otherwise through By-law, there is no minimum dwelling size.					

Accessory Buildings/Structures

This means a detached building or structure that is not used for human habitation, but the use of which is subordinate and naturally, customarily, and normally incidental to and exclusively devoted to a main building or use and is located on the same lot.

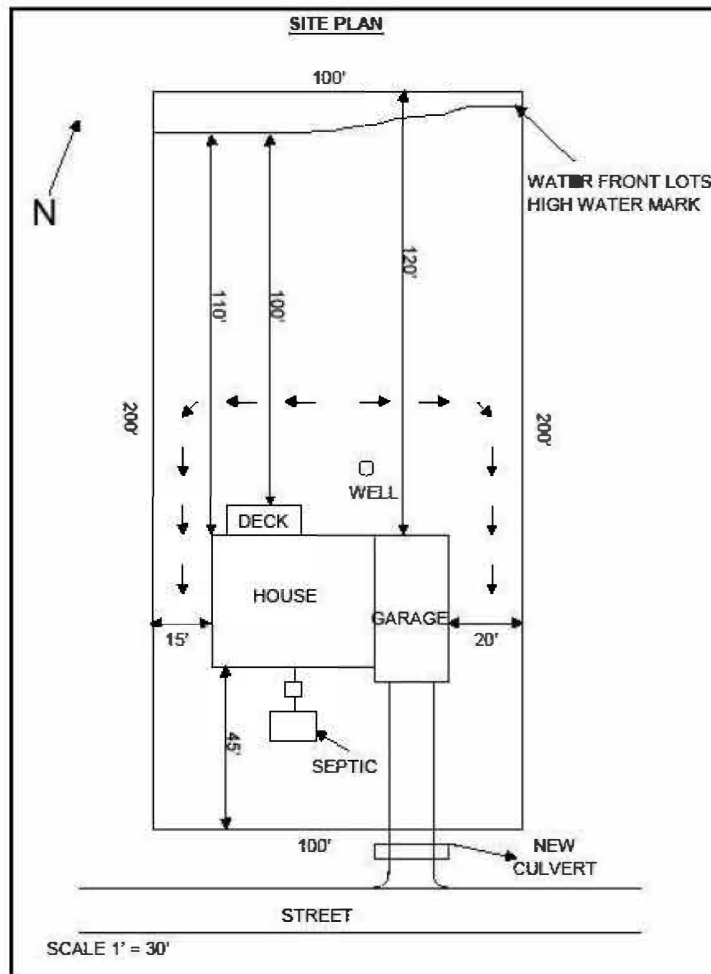
	Front	Rear	Interior Side	Exterior Side	Water Yard	Height	Floor Area
Garages and Sheds		5 ft	5 ft		As per zoning	25 in the Rural (RU) Zone or 16 ft in any other zone	
Guest Cabin		15 ft	15 ft		As per zoning	16.07 ft	480 ft ²
Boathouses			50 ft		Adjacent to water	16 ft	797 ft ²
Pump Houses			5 ft		Adjacent to water	3.9 ft	32.2 ft ²

Unless otherwise stated in the table above, any accessory building or structure may **not be located within the yard setback provisions for the main building in the respective zone.

SITE PLAN REQUIREMENTS

The following is required to be shown on the site plan. If any of this information is not show, the application may be delayed.

- Drawn to an appropriate scale. (e.g. 1" = 20')
- All existing buildings and sizes.
- Lot dimensions
- All four 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)
- North arrow.
- Street name.
- Proposed swales or ditches and existing ones.
- Foundation or sump drainage location (to dry well or ditch).
- Service – Hydro – existing and proposed – overhead/underground.



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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.

Construction Drawings

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

Note: Any floating slab with an area **larger than 592 ft²** is required to be designed by an engineer.

Other plans and specifications may be required for dwelling builds or other specific projects – this is a generalization only.

Floor Plan

- Shape of building
- Exterior dimensions
- Interior dimensions
- Walls, windows, doors
- Room names
- Stairs
- Section reference
- Wall thickness
- Lintels and beams
- Symbols

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
- Overhang
- Sheathing
- Soffit, fascia, and trough
- Foundation
- Footing
- Slab on grade
- Weeping tile

Elevations

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