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**The Corporation of the
Municipality of Trent Lakes**

Office Consolidation of By-law No. B2024-045

Consolidated May 21, 2026
Passed by Council on August 6, 2024

Amendments:

By-law #	Date	Amended Sections
B2026-043	May 19, 2026	Subsection 1.8

Note: This consolidation is prepared for convenience only. For accurate references, the original by-law should be reviewed.

**The Corporation of the
Municipality of Trent Lakes**

By-law No. B2024-045

**A by-law respecting Construction, Demolition, Change of Use Permits and
Inspections**

Whereas section 7 of the *Building Code Act, 1992*, S.O. 1992, c. 23, authorizes Council to enact by-laws respecting, but not limited to, classes of permits, permit application documents, and requiring the payment of fees for applications;

And Whereas section 446 the *Municipal Act, 2001*, S.O. 2001, c. 25, permits a local municipality to direct that where an owner has defaulted, the municipality may have the default remedied at the owner's expense and add the cost to the tax roll;

Now Therefore the Council of The Corporation of the Municipality of Trent Lakes hereby enacts as follows:

1.0 Definitions

- 1.1 **Accessory Building** means a detached building or structure that is not used for human habitation and the use of which is customarily incidental and subordinate to a principal use, building or structure and located on the same lot therewith.
- 1.2 **Additional Inspection or Special Inspection** means an inspection that is required or required and carried out (at the discretion of the Chief Building Official) in connection with an existing permit where work is deficient or has not been substantially complete and includes:
 - (a) inspections requested or required on permits more than twelve (12) months old that were issued under a previous or present version of Building Code and with or without records of an inspection being performed or requested for at least one (1) year;
 - (b) inspections required to be completed due to the approved building plans being absent from the property for reference during a requested inspection, as required by the Building Code; and
 - (c) inspections requested and conducted outside of the normal

building inspections at the direction of the Chief Building Official.

- 1.3 **Applicant** means the owner of a building or property who applies for a permit, or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building and anyone acting under the authority of such person or corporation.
- 1.4 **Application** means an application for a permit issued under the *Building Code Act, 1992*.
- 1.5 **Architect** means a holder of a licence, a certificate of practice, or a temporary licence under the *Architects Act, 1990*.
- 1.6 **As Constructed Plans** means as constructed plans as defined in 1.4.1.2 of Division A of the Building Code.
- 1.7 **Authority Having Jurisdiction** means the Chief Building Official of the Municipality of Trent Lakes and any official authorized by them to administer this By-law and the *Building Code Act, 1992*.
- 1.8 **Bedroom or bedroom space**, for the purposes of determining the number of bedrooms for construction permits or sewage system permits, means a habitable room larger than seven (7 m²) square metres, including a den, an office, a study, or other similar area, but does not include a bathroom, living room, dining room or kitchen. A bedroom or bedroom space shall have a minimum ceiling height of 2300 mm over at least 50% of the required area or 2100 mm over all of the required floor area. Any part of the floor having a clear height of less than 1400 mm shall not be considered in computing the required floor area.
- 1.9 **Building** means a building as defined in the *Building Code Act, 1992*.
- “Building” means,
- (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 meters or less than ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,
 - (c) Plumbing not located in a structure,
 - (c1) A sewage system, or
 - (d) Structures designated in the building code;
- 1.10 **Building Code** means O. Reg. 332/12.

- 1.11 **Building Code Act, 1992** means the *Building Code Act, 1992*, S.O. 1992, c. 23.
- 1.12 **Building Inspector** means the person appointed by the Municipality pursuant to the provision of this By-law as an inspector under section 3(2) of the *Building Code Act, 1992*, and includes the Chief Building Official.
- 1.13 **Chief Building Official** means the person appointed by the Municipality pursuant to the provisions of this By-law in accordance with the *Building Code Act, 1992*, or their designate.
- 1.14 **Cloudpermit** means the Municipality's online portal (www.cloudpermit.ca) via which all permit applications are to be submitted.
- 1.15 **Comprehensive Zoning By-law** means the Municipality's Comprehensive Zoning By-law B2014-070.
- 1.16 **Conditional Building Permit** means a discretionary permit issued pursuant to section 8(3) of the *Building Code Act, 1992*, that may be issued by the Chief Building Official where not all of the approvals required for a building permit have been received.
- 1.17 **Conservation Authority** means the Kawartha Regional Conservation Authority and the Otonabee Regional Conservation Authority.
- 1.18 **Construction Revision** means revised drawings required as a result of inspection revealing construction that has not been carried out in accordance with the approved permit drawings.
- 1.19 **Construct** means to do anything in the erection, installation, extension or material alteration or repair, removal of any building or structure of any part thereof, as defined in section 1(1) of the *Building Code Act, 1992*, and includes the installation of a building unit fabricated or moved from elsewhere and "construction" has a corresponding meaning.
- 1.20 **Construction Value** means the total value of all design services, labour, materials, overhead and related services attributable to and/or required for the design and construction of the work for which an application has been submitted.
- 1.21 **Demolish** means to do anything in the removal of a building, part of a building or any material part thereof.
- 1.22 **Designer** means a person who produces or provides some or all of the documents, information or opinions which are submitted in support of a building permit application or performs review of the construction project, and is restricted to design and/or review in the matters only for which they are qualified (unless exempt as prescribed in the Building Code) and as defined in Division C, Part 1, 1.4.1.2 of the Building Code.
- 1.23 **Dormant Building Permit** means a building permit that has

been issued for more than eighteen (18) months and has not had any inspection requested or carried out in the past twelve (12) months.

- 1.24 **Engineer** means a person who holds a licence or temporary licence under the *Professional Engineers Act, 1990*.
- 1.25 **Fee** means a fee as set forth in Schedule C.
- 1.26 **Farm Building** means a farm building as defined in the Building Code.
- 1.27 **Finished Floor Area** means the floor area measured to the outside of the exterior walls, of any room or space in a building to which a finish material has been applied to either the floor, wall, or ceiling, and shall also include finished space located in a basement.
- 1.28 **Municipality** means the Corporation of the Municipality of Trent Lakes.
- 1.29 **Notice** means written notice either personally delivered or sent by prepaid registered mail or courier or by posting a notice on Cloudpermit to the owner at the address shown in the last revised assessment roll. If sent by prepaid registered mail or courier, the notice shall be deemed received on the fifth day after mailing. Notice can include through email at development@trentlakes.ca.
- 1.30 **Occupancy Certificate** means a certificate that is issued upon readiness for occupancy of a building which was applied for and paid for at the time of issuance of the permit.
- 1.31 **Owner** means the registered owner of the property and includes a lessee, mortgage in possession, and the authorized agent in lawful control of the property.
- 1.32 **Permit** means permission or authorization given in writing from the Chief Building Official to perform construction, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the *Building Code Act, 1992* and Building Code.
- 1.33 **Permit Holder** means the person to whom the permit has been issued and who has assumed the primary responsibility for complying with the *Building Code Act, 1992* and the Building Code, or where a permit has been transferred, the person to whom the permit has been transferred.
- 1.34 **Person** means an individual, association, firm, partnership, corporation, trust, organization, trustee, or agent, and includes the heirs, executors, assigns, successors, or legal representative of the person.
- 1.35 **Plumbing Fixture** means any item connected directly to drainage piping via a trap and **Plumbing Appliance** means a pump, a water heater, a dishwasher, and automatic clothes washer, etc.

- 1.36 **Permit Maintenance Annual Fee** is an annual fee charged every 12 months for the administration of open building permits.
- 1.37 **Permit Transfer** means the process required to transfer an active permit from the owner of the lands of whom the permit was issued, to the new purchaser at the time the property transfer. The new owner of the property to which the permit is attached is responsible for completion of works and closing of permit as per the approved plans.
- 1.38 **Sewage System** means a sewage system as defined in Division A, Part 1, 1.4.1.2 of the Building Code.
- 1.39 **Shed** means an accessory structure used solely for the purpose of storage and shall not include a guest cabin nor shall be used for any type of human habitation.
- 1.40 **Sign By-law** means the Municipality's Sign By-law B2016-069.
- 1.41 **Tiny Home** means a small scale, "single detached dwelling" designed for year-round use that:
- (a) is connected to a Class 4 sewage treatment system and shall comply with all parts of the Building Code including Energy Efficiency requirements of the Building Code;
 - (b) is fixed to a foundation and is not considered as mobile; but
 - (c) shall not include a tent, tourist trailer, park model trailer, camper, mobile home, houseboat, recreational vehicle, guest cabin, hunt camp or other similar structures designed for habitable purposes on a seasonal basis.
- 1.42 **Works** means any construction, demolition or activity which is regulated by the Building Code and is subject to application for a permit or has been permitted as required under the *Building Code Act, 1992*.

2.0 Terms Not Defined

- 2.1 Terms not defined in the By-law shall have the meaning ascribed to them in the *Building Code Act, 1992* or the Building Code.
- 2.2 Terms not defined in the By-law, the *Building Code Act, 1992* or the Building Code shall be interpreted and applied in accordance with their plain and ordinary meaning.
- 2.3 Terms defined in the By-law shall also include their variations and be interpreted in accordance with the context in which they appear.

3.0 Classes of Permits

- 3.1 For the purposes of the *Building Code Act, 1992*, and the Building Code, there shall be five classes of permits as set out in Schedule B to this By-law.

- 3.2 Where signs are sufficiently described in an application for a permit and compliance can be confirmed with the *Building Code Act, 1992*, the Building Code and the Sign By-law, any class of permit issued is deemed to include signs.

4.0 Specific Permit Requirements and Exemptions

- 4.1 Construction permit requirements and exemptions are set out in Schedule D to this By-law.

5.0 General Provisions

Abandoned Permit Applications

- 5.1 An application for a permit shall be deemed to have been abandoned six (6) months after the date of filing unless a permit has been issued and:
- (a) the owner will be notified in writing that the application is deemed abandoned; and

- (b) abandoned applications shall be removed from the permit application process.

Relocated Buildings

5.2 Where an application is made for a re-located building, a permit may be issued under section 8(2) of the *Building Code Act, 1992* and the application shall include:

- (a) the information required by all clauses under Section 6 (where applicable); and
- (b) in the case where a building is moved within the limits of Municipality, a building permit will be required at the new site and the said cost evaluation shall be computed based on the definition of construction value for the entire project.

Alternative Solutions for the Objective-Based Building Code

5.3 Where an application for a permit or for authorization to make a material change to a plan, specification, document, or other information on the basis of which permit was issued contains alternative solutions for materials, systems or building designs for which authorization under Division B, 1.2.1, of the Building Code is required, the following information shall be provided:

- (a) a description of the proposed material, system or building design complying with the applicable acceptable solutions in Division B, as requested.
- (b) documentation of alternative solutions that will achieve the level of performance required by the applicable acceptable solutions in respect of the objectives and functional statements attributed to the applicable acceptable solutions in Supplementary Standard SA-1 in the compendium Volume 2:
 - i. any other provision of the Building Code; and Section 10.3 of Division B, Part 10 of the Building Code (Performance Level Requirements).

Tiny Homes

5.4 An application for a tiny home shall include:

- (a) all of the information required under Section 6.0. (where applicable) covering the portion of the work for which immediate approval is sought;
- (b) if the tiny home is built outside of the Municipality the applicant shall provide the Tiny Home Inspection Record (Ontario Building Officials Association created form) completed by the authority having jurisdiction at the time of the construction;
- (c) plans and specifications in relation to foundation or basement construction;
- (d) HVAC plans and specifications;
- (e) site plan with all requirements as listed in accordance with

Section 14.0; and

- (f) Energy Efficiency compliance documents.

Permit Transfer

- 5.5 Any permits issued are issued upon the lands the construction will be taking place.
- 5.6 Every person who acquires land on which construction or demolition is occurring in respect of which a permit has been issued and remains open, shall apply to transfer the permit and to pay the requisite fee.
- 5.7 When a permit is transferred, the new owner assumes all responsibility to complete the requirements of the approved permit and may be required to provide additional information and, if necessary, proof of engagement of a design professional.
- 5.8 Changes made to plans submitted for the original permit may require the payment of an additional fee, in accordance with Section 15.0. A new owner assumes all responsibility for the ownership of the property including any outstanding permits and/or orders.
- 5.9 It is the responsibility of any potential purchasers of lands or persons lands will be transferred, to determine if there are outstanding permits and inspections on the property.

As Constructed Plans

- 5.10 The Chief Building Official may, at their sole discretion, require any person responsible for construction of a building or any class of building to provide as constructed plans for the entire building, or any part or system of it, showing the as-constructed state within sixty (60) days of the construction having been completed, and prior to the closing and archiving of the permit.
- 5.11 As constructed plans will be required where there has been significant changes that vary from the approved plans, structural changes have occurred, HVAC installations that have had significant changes to duct sizes, location of ducts, and relocation of trunks.

Plans to be Kept on Site

- 5.12 One copy of the approved building plans reviewed and approved for construction/demolition by the Building Department shall be kept on site at all times, until such time as final completion of the building has been approved.
- 5.13 The applicant, owner and or contractor are all responsible for constructing in accordance with the approved permit, approved documents and marked up or amended plans approved by the building department to form part of the approved permit.

Temporary Structures

- 5.14 A building permit (where required) for a temporary structure as described in the zoning by-law may be issued provided that the requirements of the Comprehensive Zoning By-law are met, and any other applicable agencies have issued a permit or written statement with no objections to the temporary structure.

Building Without a Building Permit in Place

- 5.15 Any person who commences construction, demolition or changes the use of a building without obtaining a permit, shall in addition to any other penalty under the *Building Code Act, 1992*, pay an additional fee equal to 100% of the amount calculated as the regular permit fee in order to compensate the Municipality for the additional work incurred by the unauthorized work.

Soil Conditions

- 5.16 Information regarding the existence of any soil condition which may, in any manner, affect the use or safety of the proposed building shall be submitted to the Chief Building Official within ten (10) days of request of document.
- 5.17 Soil conditions include non-native conditions created on site including fill being placed on site and being proposed to be constructed upon.
- 5.18 Excavations that expose a high-water table situation are included as a soil condition and shall be constructed in accordance with the Building Code or shall be designed by an engineer who specializes in soil conditions.
- 5.19 Soil bearing requirements are required to be met as per the Ontario Building Code.

Registered Deed

- 5.20 A copy of the registered deed of the property shall be provided if requested by the Chief Building Official within ten (10) days.

General Review by an Architect or Engineer

- 5.21 When Division C, 1.2.2 (Design and General Review requirements) of the Building Code applies, a signed "General Review Form" shall be provided as part of the permit application, that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building, or elements of a building.

Site Fencing

- 5.22 Where, in the opinion of the Chief Building Official, it is necessary for public safety, the owner shall cause to be erected a suitable fence at least six (6) feet in height, unless

written authorization from the Chief Building Official approves otherwise. Fencing must be a sturdy suitable construction fence, designed to prevent entry to unauthorized persons.

- 5.23 No fence shall be removed until the construction or demolition has been completed and written permission for removal has been provided by the Chief Building Official.

Silt Fencing

- 5.24 Where, in the opinion of the Chief Building Official, it is necessary for protection of the environment, lakes, streams, rivers and other water courses or significant wetlands, silt fencing shall be installed in accordance with the requirements of the Conservation Authority or in the following manner:
- (a) install a row of silt fencing between the disturbed areas and the water body, prior to the commencement of any on-site *works* and keep in place until all disturbed soils have been stabilized; and
 - (b) silt fencing to be in place at time of first inspection.

Other Obligations

- 5.25 The issuance of a permit, the approval of the drawings and specifications or inspections made by the Chief Building Official or Building Inspector during construction shall not, in anyway, relieve the owner or his agent and the contractor(s) from full responsibility for carrying out the work in accordance with the *Building Code Act, 1992*, the Building Code, any other applicable law, this By-law or any other by-laws of the Municipality.

Material Storage

- 5.26 No building material, debris, materials from any building being demolished or materials from excavation shall be placed on or allowed to accumulate on any public street, road allowance, alley or lane unless written permission has been provided by the Chief Building Official.

Construction Value

- 5.27 Construction value shall mean the total cost of all work regulated by the permit including the cost of all material and labour, and will be determined in accordance with Schedule A.
- 5.28 The Chief Building Official may place a construction value on the cost of work, even if the applicant or permit holder disagrees with the valuation, the prescribed fee shall be paid before the issuance of any permit.
- 5.29 For the purpose of determining construction value, labour costs are determined by the cost of the work being performed or completed by a professional in that field.

Cancellation

- 5.30 The permit holder of an issued permit may submit a request in writing to the Chief Building Official to cancel a permit where no substantial work has been performed.
- 5.31 The Chief Building Official, after considering the implications of cancelling a permit, may cancel the permit as requested.
- 5.32 The Chief Building Official may impose conditions for the cancellation of a permit to ensure the property is in a safe condition.
- 5.33 No permit will be cancelled if the permit was issued to address the discovery of building without a permit in place, or if any orders have been issued with respect to the property.

Site Documents

- 5.34 Where a permit has been issued the person to whom it was issued shall have the permit or a copy thereof posted at all times during construction or demolition in a conspicuous place on the property in respect of which the permit was issued.
- 5.35 The person in charge of the construction of a building shall keep and maintain on the property during construction:
 - (a) at least one (1) copy of drawings and specifications, certified by the Chief Building Official; and
 - (b) authorizations received from the Building Materials Evaluation Commission, including specified terms and conditions.

Final Grading

- 5.36 For lots identified on an approved plan of subdivision, final grading shall comply with the approved grading plan submitted as part of the application and shall be certified by the engineer acting on behalf of the owner through a final grading certificate.
- 5.37 For lots not within an approved plan of subdivision, grading shall be inspected directly adjacent to the building to confirm that the grading slopes are away from the building.
- 5.38 No person shall intentionally divert storm water onto an adjacent property and that surface runoff will not negatively affect adjacent properties.

Orders

- 5.39 Orders issued under the *Building Code Act, 1992* shall be on the prescribed forms.
- 5.40 Fees associated with the lifting of orders shall be paid prior to occupancy or final inspection being granted.

6.0 Requirements for Applications

- 6.1 All applications for a permit shall be submitted in accordance with the prescribed building permit application form.
- 6.2 To obtain a permit, an owner or applicant shall file an application via Cloudpermit accompanied by the applicable plans, schedules, and all supporting documentation and with the applicable fees.
- 6.3 At the discretion of the Chief Building Official, applications for a permit may be accepted if submitted in hard copy format on the prescribed form approved by the Minister of Municipal Affairs and Housing.
- 6.4 Plans or components of applications submitted in hard copy shall be legible and drawn to scale. All plans designed for a residential application shall be designed by a person qualified pursuant to the requirements of Division C, 3.2.4 of the Building Code or homeowner as per the exemption under Division C- Part 3, Section 3.2.4.1 (3) (b). On completion of the construction of a building, the Chief Building Official may require a set of as constructed plans, including a plan of survey showing the location of the building(s).
- 6.5 Plans and specifications provided in accordance with this By-law or as otherwise required by the *Building Code Act, 1992*, become the property of the Municipality and shall be retained and disposed of in accordance with the by-laws and policies of the Municipality.
- 6.6 As per Division C- Part 3, Section 3.2.4.1 (3) (b), the homeowner is permitted to be exempt from the requirements of being a registered qualified designer as per 3.2.4.1(1) if the design pertains to a building that is owned by that person.
- 6.7 This section does not negate the owner from producing a set of drawings that meet all of the requirements of the Ontario Building Code and the “Building By-law”.
- 6.8 The homeowner exemption as described above, as per Division C- Part 3, Section 3.2.4.1 (3) (b), does not apply to a homeowner constructing a dwelling for the purposes of immediate sale.
- 6.9 The Chief Building Official may refuse any plans submitted with an application, if in the opinion of the Chief Building Official the plans do not contain sufficient or correct technical information or do not comply with the requirements of the Building Code.
- 6.10 Where an owner is permitted to produce a set of plans as per Division C-Part 3, Section 3.2.4.1 (3) (b) for a building, if the plans do not contain sufficient or correct technical information upon review, the Chief Building Official may require the owner to submit plans that shall be designed by a person qualified under the requirements of Division C, Section 3.2.4 of the Building Code.

- 6.11 Plans, specifications, documents, and other information shall be submitted in a format that reflects the intended orientation of the structure. Flipped/reversed plans will not be accepted.
- 6.12 In addition to the application, one copy of each of the following shall be provided, where applicable:
- (a) scaled and legible architectural drawings in accordance with Schedule E;
 - (b) Energy Efficiency Requirements as per the Building Code and the required EEDS (Energy Efficiency Design Summary) form for new dwellings, additions to dwellings and other non-residential buildings as described in the Building Code;
 - (c) drawing(s) and/or written specifications in respect to all materials and their uses for the proposed building, which are governed by the regulations under the *Building Code Act, 1992*, to fully explain how they are integrated within the design;
 - (d) scale drawing(s) and/or written specifications of structural, mechanical, electrical and fire detection and alarm systems for the proposed building when required by the Chief Building Official;
 - (e) heating, ventilation and air-conditioning drawings(s) of the layout, types and sizing of all components (including type of heating system, ventilation system and fuel source), heat gain/loss calculations and EEDS as part of the application;
 - (f) Stamped and signed engineered plans, sketches, or details as required by the Building Code and where pre-engineered products are used, supporting documentation shall be provided for the product within ten (10) days of request; manufacturer's truss layout for pre-engineered roof trusses and floor joist products (may be preliminary with final layout and specifications being submitted to the Chief Building Official prior to installation with approval);
 - (g) any documentation required to support objective-based proposals is described in Section 5.3 of this By-law;
 - (h) written permission or a valid permit for a sewage system issued by the Municipality or in the case of a sewage system that exceeds 10,000 L/day, the Ministry of the Environment, Conservation and Parks (MOECP) shall be contacted;
 - (i) written approval or valid work permit(s) from the Ministry of Northern Natural Resources and Forestry and/or Department of Fisheries and Oceans where the proposed building is on or above the Crown lakebed where required;
 - (j) written approval or valid work permit(s) from the Trent Severn Waterway and/or the Department of Fisheries and Oceans where the proposed building is on or above the Crown lakebed;

- (k) written approval or valid work permit(s) from the Kawartha Region Conservation Authority if work is to take place in a regulated area as defined by mapping;
 - (l) written approval from the Otonabee Region Conservation Authority (ORCA) for any property located in a Source Water Protection Area;
 - (m) written approval or a valid Building and Land Use Permit from the Ministry of Transportation where the proposed building is within the controlled area of 45 m (148 ft) of the highway property limit or within 180 m (591 ft) of the centre-point of an intersection, or as defined in the Building and Land Use Policy issued by the Ministry of Transportation;
 - (n) written approval or a valid entrance permit from the County of Peterborough for all entrances that front onto a County highway or road;
 - (o) written approval or a valid entrance permit when a driveway is required and is accessed from a municipally-maintained road (either seasonally or year-round);
 - (p) written approval or an appropriate permit from any government agency which is required for the class of permit sought;
 - (q) written documentation and specifications/ recommendations supporting other authorized agreements such as requirements for noise and/or vibration studies, easements for view as may be outlined in subdivision agreements, easements for hydro lines or other applicable by-laws or applicable laws.
- 6.13 A complete application shall include all documents as described in Schedule E to this By-law, where such additional documents as may be required by the Chief Building Official.
- 6.14 The Chief Building Official may waive the requirement for any of the documents or approvals, where found not applicable to the class of permit that is applied for.

7.0 Application to Construct Details

- 7.1 Identify and describe in detail the work and the occupancy to be covered by the permit for which the application is made.
- 7.2 Identify and describe in detail the existing land use and proposed uses(s) for which the premises are intended.
- 7.3 Describe in detail the proposed construction.
- 7.4 Describe the land on which the work is to be done with a description that will readily identify and locate the building lot and provide the legal description of the land.
- 7.5 Include a complete set of plans and specifications in accordance with Section 6 and Schedule E of this By-law for the work to be covered by the permit and show the

occupancy/use of all parts of the building.

- 7.6 State the valuation of the proposed work to be covered including materials and labour and be accompanied by the required fee as determined by the Chief Building Official. The timing of payment of fee is at the discretion of the Chief Building Official but shall be paid prior to permit being released,
- 7.7 State the names, addresses, email addresses and telephone numbers of the owner, where the owner is not the applicant, the authorized agent acting on behalf of the owner, the designer and of the Architect(s) or engineer(s), other designer(s) or contractor(s) where applicable.
- 7.8 When Division C, 1.2.1 (Design and General Review) of the Building Code applies, be accompanied by a signed statement of the architect or professional engineer, or both on a form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building.
- 7.9 Include approvals for any applicable federal and provincial statutes and regulations, municipal by-laws, Building Materials Evaluation Committee (B.M.E.C). authorizations for new and innovative products and any other applicable law; and
- 7.10 Be signed by the applicant who shall certify as true the contents of the application.
- 7.11 Include a site plan in accordance with Section 14 and Schedule F.

Additional Requirements for Lots on Plan of Subdivision

- 7.12 Contains the information required by all clauses under Section 6 (where applicable) covering the portion of the work for which immediate approval is sought.
- 7.13 For new single family detached, duplex, or semi-detached (including condominium descriptions approved under the *Condominium Act, 1998*) be accompanied by:
 - (a) in the case of land in respect of which an accepted area of subdivision grading plan has been filed with the Municipality, a lot grading plan bearing the signature and seal of the subdivisions owner's Professional Engineer who is responsible for the overall subdivision grading certifying thereon that the lot grading plan conforms with the accepted area or subdivision grading plan filed with the Municipality;
 - (b) in the case of land (less than 1 hectare) in respect of which no accepted area or subdivision grading plan has been filed with the Municipality, a lot grading plan bearing the signature and seal of a Professional Engineer, or a Landscape Architect (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan will be

compatible with the existing drainage patterns; or

- (c) in the case of a subdivision, provide prior to constructing the foundations, an interim grading certificate bearing the signature and seal of a Professional Engineer, or Ontario Land Surveyor certifying that the elevation of the top of the foundations will confirm with the approved lot grading plan for the development.
- 7.14 Provide a final grading certificate within seven (7) months of occupancy bearing the signature and seal of the owner's Professional Engineer certifying that the finished elevations and grading of the land generally conforms with the accepted area or subdivision grading plans and the lot grading plan specified in Section 7.13 (a)
- 7.15 Include a site plan in accordance with Section 14 and Schedule F.
- 7.16 Provide a grading plan to include the following:
- 7.17 Elevations of the four (4) corners of the lot,
- (a) elevations at each corner of the building;
 - (b) top of foundation elevation;
 - (c) finished basement floor elevation;
 - (d) finished Main floor elevation;
 - (e) finished Garage floor elevation; and
 - (f) direction of all surface drainage, swales, culverts and other water controlling devices.

8.0 Permit to Demolish

- 8.1 Contains the information required by Section 6 (where applicable).
- 8.2 Include documentation which identifies each class of waste which will be generated by the demolition and specifies the means by which each class will be disposed.
- 8.3 Include any other drawings and information as required by the Chief Building Official.
- 8.4 Include a site plan in accordance with Section 14.
- 8.5 There shall be no materials buried on site without the approval of the Chief Building Official or other jurisdictions as applicable.
- 8.6 An engineer shall be engaged for a building as described in Div. C, 1.2.2.3 of the Building Code, where a building:
- (a) exceeds 3 storeys in building height or 600m² (6458 ft²) in building area;
 - (b) the building structure includes pre-tensioned or post-

tensioned members;

- (c) it is proposed that the demolition will extend below the level of the footings of any adjacent building and occur within the angle of repose of the soil, as drawn from the bottom of such footing; or
- (d) explosives or a laser are to be used during the course of demolition.

9.0 Conditional Building Permit

- 9.1 Contain the information required in Section 6 (where applicable) covering the portion of the work for which immediate approval is sought.
- 9.2 Provide evidence by-laws passed under sections 34 and 38 of the *Planning Act, 1990* and other such applicable law is complied with in respect of the proposed building or construction.
- 9.3 Provide written reasons why unreasonable delays in construction will occur if a conditional permit is not granted.
- 9.4 Provide written confirmation that the applicant will enter into an agreement as pursuant to section 8(3)(c) of the *Building Code Act, 1992*.
- 9.5 Application to be limited to that portion of the building for which the Conditional Permit is being requested.
- 9.6 Identify the necessary approvals and the timing in which such approval will be obtained.
- 9.7 Identify the time in which completed plans and specifications of the entire building with all components will be filed with the Chief Building Official.
- 9.8 Include other information, plans and specifications as required by the Chief Building Official.
- 9.9 The Chief Building Official has authority to enter into and execute agreements with the owner, applicant and such other persons as the Chief Building Official determines for the purposes set out in section 8(3)(c) of the *Building Code Act, 1992*.

10.0 Change of Use

- 10.1 Contains the information required by Section 6 (where applicable) covering the portion of the work for which immediate approval is sought.
- 10.2 Describe the building of which the occupancy is to be changed, by a description that will readily identify and locate the building lot and would give the legal description of the land. Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made.

- 10.3 Include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including floor plans, details of wall, ceiling and roof assemblies, identifying required fire resistance ratings and load bearing capacities.
- 10.4 Include a copy of the current sewage approval where, in the opinion of the Chief Building Official, the proposed change of use in all or part of a building may result in an increase in daily sewage flow or apply through the Municipality to obtain an "On-site Sewage Permit."

11.0 Agricultural Building Permits

- 11.1 Permits for agricultural buildings with the purpose of housing animals will not be granted by the Chief Building Official until all applicable law has been adhered to as part of the application, including the *Nutrient Management Act, 2002* and all regulations made thereunder.
- 11.2 Required nutrient management plans and strategic plans as required by the *Nutrient Management Act, 2002* must be part of the application. A "Record of Approval" must be received as part of the building permit application prior to permit issuance.
- 11.3 All construction must comply with the current Building Code and/or the *National Farm Building Code of Canada, 1995 (as amended)*.

12.0 Sewage System Permits

- 12.1 Contains the information required by all clauses under Section 6 (where applicable) covering the portion of the work for which immediate approval is sought.
- 12.2 Identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a sewage system permit is made.
- 12.3 Floor plans are to be provided for all levels of the dwelling or structure the sewage system is serving.
- 12.4 All rooms are to be identified and labeled on the plans including all bedrooms.
- 12.5 Include all completed forms in the Trent Lakes Application for a Sewage System Permit package, including proposed sewage system design, calculation sheet, site plan and Schedule 2 Sewage System Installer Information.
- 12.6 Include a site plan in accordance with Section 14 and Schedule F.

13.0 Plans and Specifications

- 13.1 All applications are required to be submitted through the municipal online portal known as Cloudpermit unless the Chief Building Official allows a paper-based application. Each paper application shall be accompanied by plans, specifications, and

other documents which the Municipality will use to convert the paper-based submission into digital and enter the application and supporting documents into Cloudpermit.

- 13.2 Applicants wishing to allow the Municipality to upload hard copy plans, applications, and other documents will be required to complete the “Declaration to Upload Application to Cloudpermit form to provide formal approval for municipal staff to upload documents on behalf of the owner.
- 13.3 Specifications, whether a separate document or written on a plan, shall clearly set out the materials to be used and the manner in which they are to be installed. Specifications shall not be generic or give options to the contractor.
- 13.4 Subsection 15.11(5) of the *Building Code Act, 1992* requires designers to be qualified as per Division C- Part 3, Section 3.2.4.1 (1) with exemptions as per Division C- Part 3, Section 3.2.4.1 (3).
- 13.5 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will comply with the *Building Code Act, 1992*, the Building Code and any other applicable law.

14.0 Site Plan Requirements

- 14.1 Where a new building is proposed, an existing building is to be enlarged (in height or area) or moved, the exterior walls or overhangs of an existing building will be altered, or existing site work will be extended, altered a site plan shall be submitted with the application.
- 14.2 The site plan shall be drawn accurately to scale and dimensioned to demonstrate compliance with the current comprehensive zoning by-law and/or applicable law, bearing the name and date of the person that prepared the plan
- 14.3 The site plan shall include:
 - (a) size, area, and use of all buildings currently and proposed on the subject property;
 - (b) existing and finished ground levels or grades when significant changes are being proposed as part of the project;
 - (c) existing right-of way, easements, and municipal services;
 - (d) the location of overhead hydro-electric transmission lines; and
 - (e) setbacks measured horizontally and at right angles from property lines to any existing and/ or proposed buildings from respective property line designations as defined in the Comprehensive Zoning By-law.
- 14.4 Additional requirements for lots on a plan of subdivision are set out in Section 7.

- 14.5 The Chief Building Official may request a survey to be completed by an Ontario Land Surveyor when deemed necessary.
- 14.6 Verification by an Ontario Land Surveyor that all setbacks conform to the Comprehensive Zoning By-law may be required prior to excavation, prior to proceeding past the foundation stage and once the building/structures exterior is completed, if required by the Chief Building Official.
- 14.7 The Chief Building Official may refuse the site plan submitted with an application, if in the opinion of the Chief Building Official the plans do not contain the correct or enough technical information as required.
- 14.8 Detailed site plan lists for different types of construction projects are found on Schedule F.

15.0 Permits

- 15.1 The fees payable for the various classes of permits shall be those set out in Schedule C of this By-law.
- 15.2 All fees will be calculated by Building Department staff following receipt of a complete application is deemed complete.
- 15.3 All fees to be paid prior to or at the time of the issuance of the permit, except for fees related to on-site sewage systems which are payable when the application is submitted.
- 15.4 Where the fees payable in respect of an application for a construction or demolition permit or a conditional permit are based on the construction value of the proposed work, provided that where application is made for a conditional permit, fees shall be paid for the complete project. Construction value is based on Schedule A.
- 15.5 Where the fees payable in respect of an application for a construction or demolition permit or a conditional permit are based on a square footage charge, the area shall be calculated for the finished floor area measured to the exterior face of the building.
- 15.6 Every request for a fee refund shall be in writing, and shall undertake to unequivocally withdraw the application, commit construction not being commenced, or provided that construction has been abandoned and will not resume. Upon receipt of such a request and being satisfied as to its veracity, the Chief Building Official will cancel all applicable permits and determine the amount, if any, of the portion of the fee to be refunded.

Premature Inspection Fee

- 15.7 At the discretion of the Chief Building Official, an additional fee shall be paid when additional inspections are required due to inspections being called for prematurely before the construction is ready for inspection. Prior to the follow-up

inspection taking place, all outstanding fees shall be paid.

Additional Inspection Fee

- 15.8 Additional inspections deemed necessary by the Chief Building Official (applicable to existing buildings or defective/deficient new buildings or that apply to portions of construction requiring extensive re-inspections due to major faults or oversights that have affected or have changed the approved construction) shall be subject to the payment of a fee.

Permit Maintenance Annual Fee

- 15.9 If the construction is not complete by the one-year anniversary of the date of issuance of the building permit, a permit maintenance annual fee will be applied to the permit for the continuation of the construction. The construction will be reviewed on an annual basis until the permit is closed and payment of additional fees may be required.

- 15.10 The process for the "Permit Maintenance Annual Fee" is as follows:

- (a) the permit holder will be notified of the pending anniversary date when the permit will lapse;
- (b) the owner or permit holder or both shall advise the Building Department if the construction is ready for final inspection and the inspection will be conducted to determine compliance of construction with the Building Code. If the permit receives final approval, no fee shall be payable;
- (c) thirty (30) days after the notice of lapsing has been circulated, the permit holder shall be issued an invoice in relation to the lapsing of the permit;
- (d) the last known mailing address on the permit application or tax billing purposes, or email shall be used to send the notice;
- (e) if the "Permit Maintenance Annual Fee" is not paid within ninety (90) days of the mailing of the invoice, the Municipality shall be entitled to add the fee owing to the tax roll to be collected in a like manner as taxes, pursuant to section 446(3) of the *Municipal Act, 2001*;
- (f) a person to whom a permit has been issued prior to April 1, 2021 (implementation date for Cloud Permit) and has not paid any previous "Permit Maintenance Annual Fees", shall pay the base fee plus the current year owing as follows:
 - i. the base fee shall be calculated at the Permit Maintenance Annual Fees rate multiplied per year the permit has been opened or since last year the fee has been paid, up to a maximum of 10 years, and
 - ii. the fee shall be paid prior to the inspection taking place;
- (g) a person to whom a permit that has been issued after April 1,

2021, shall pay all outstanding “Permit Maintenance Annual Fees” prior to any inspection taking place;

- (h) a permit may be determined to be dormant building permit by the Chief Building Official;
- (i) a Permit Maintenance Annual Fee is applicable to the property and is payable by the current owner at each anniversary date.

16.0 Review Process

Premature Application (Incomplete)

- 16.1 Whereas Division C, 1.3.1.3 of the Building Code specifies time periods for processing a complete application, if during review of an application it is found to be incomplete or found to contravene applicable law, the Chief Building Official shall provide notice to the applicant or owner and give the reasons in writing for the determination.
- 16.2 If an application has been found to be incomplete or contravenes applicable law, review of the application will be suspended and will no longer be subject to the time periods set out in the Building Code.
- 16.3 Where Section 16.1 has been applied, review of an application will be resumed when all the required documentation has been provided which corrects the deficiency identified within the context above.

17.0 Revision to Plans

- 17.1 Where drawings, specifications or other documentation are submitted in a request for change on an issued permit, the Chief Building Official shall review the change and no change can take place without written authorization from the Chief Building Official.
- 17.2 The processing of the supplementary/altered information is subject to a revision fee.
- 17.3 The Chief Building Official may waive the revision fee depending on the extent or complexity of the proposed change(s).

18.0 Inspections

Notice for Inspections

- 18.1 In accordance with section 10.2(1) of the *Building Code Act, 1992*, for the purposes of a notice of readiness for inspection, the prescribed *person* (owner or authorized agent) shall notify the Chief Building Official that the construction is ready to be inspected.

- 18.2 The person to whom a permit has been issued shall notify the Chief Building Official of all required inspections listed in the Building Code and/or listed on the issued permit.
- 18.3 Notice shall be provided with the address and/or permit number, and name of the person requesting inspection with phone number.
- 18.4 Notice shall not be effective unless given in one of the following ways:
- (a) phone message given to the Municipality of Trent Lakes Building Department at (705) 738-3800 or 1-800-374-4009;
 - (b) online through Cloudpermit;
 - (c) in person at the Municipality of Trent Lakes Building Department counter or the office of the Chief Building Official; and
 - (d) email to development@trentlakes.ca.
- 18.5 The owner (or applicant as approved by the owner) shall notify the Chief Building Official pursuant to section 7(1)(e) of the *Building Code Act, 1992* and Division C, Part 1, Clause 1.3.5.3(1), not less than two (2) business days,) not including day of notice, in advance of the following stages of construction:
- 18.6 As specified in section 10.2(1) of the *Ontario Building Code Act, 1992*, in addition to the stages prescribed in Division C, Part 1, Article 1.3.5 of the Building Code.
- (a) readiness to construct footings or floating slab;
 - (b) substantial completion of footings and foundations prior to commencement of backfilling;
 - (c) substantial completion of underground plumbing works;
 - (d) substantial completion of structural framing and ductwork and piping for heating and air conditioning systems, if the building is within the scope of Part 9 of Division B;
 - (e) substantial completion of structural framing and roughing-in of heating, ventilation, air conditioning and air contaminant extraction equipment, if the building is not a building to which Clause (c) applies;
 - (f) substantial completion of air barrier systems;
 - (g) substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting;
 - (h) substantial completion of fire access routes;
 - (i) readiness for inspection and testing of:
 - i. building sewers and building drains,
 - ii. water service pipes,

- iii. fire service mains,
 - iv. drainage systems and venting systems,
 - v. water distribution system, and
 - vi. plumbing fixtures and plumbing appliances;
- (j) Readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Division A, Part 1, 1.3.1.1(1)(j) of the Building Code, public pool or public spa;
 - (k) substantial completion of the circulation/recirculation system of an outdoor pool or splash pad,4 described in Division A, Part 1, Clause1.3.1.1(1)(j) of the Building Code, a public pool or public spa and substantial completion of the pool before it is first filled with water (commercial and public pools, spa or splash pads) ;
 - (l) substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling;
 - (m) completion of construction and installation of components required to permit the issue of an occupancy permit under Division C, 1.3.3.1(1) of the Building Code or to permit occupancy under 1.3.3.2(1), if the building or part of the building to be occupied is not fully completed, and
 - (n) completion of construction and installation of components required to permit the issue of an occupancy permit under Division C, Part 1, Section 1.3.3.
- 18.7 The owner (or applicant as approved by the owner) shall notify the Chief Building Official pursuant to section 10.2(1) of the *Building Code Act, 1992*, and Division C, Part 1, 1.3.5.3(2) of the Building Code, not less than five (5) business days, not including the day of notice, in advance of the following stages of construction:
- (a) readiness to construct the sewage system; and
 - (b) substantial completion of the installation of the sewage system before commencement of backfilling.
- 18.8 Subsequent to receiving a notice of readiness to inspect pursuant to section 10.2(1) of the *Building Code Act, 1992*, the Chief Building Official shall cause an inspection to be made to which the notice relates.
- 18.9 The Chief Building Official will make every reasonable effort to schedule an inspection at the convenience of the permit holder, but the Chief Building Official has the right to cause an inspection to be made at any time during the two (2) days following the day upon which a notice of the completed stage of construction is received.
- 18.10 Notice must include the permit number, name of person requesting the inspection, type of inspection requested, civic

address of property and name of owner.

Additional Notices

- 18.11 Additional notices for inspections may be required at the following stages of construction:
- (a) commencement of construction of the building;
 - (b) substantial completion of structural framing for each storey, if the building is a type of building that is within the scope of Division B of the Building Code, other than Part 9;
 - (c) ICF re-bar installation inspections (repeated as necessary);
 - (d) underground plumbing;
 - (e) commencement of construction of,
 - i. Masonry fireplaces and masonry chimneys,
 - ii. Factory-built fireplaces and allied chimneys, or
 - iii. Stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys;
 - (f) substantial completion of interior finishes;
 - (g) substantial completion of heating, ventilating, air conditioning and air containment extraction equipment;
 - (h) substantial completion of exterior cladding;
 - (i) substantial completion of site grading;
 - (j) substantial completion of the pool deck and dressing rooms for a public pool or public spa and readiness for inspection of emergency stop system for public pool or public spa;
 - (k) completion and availability of drawings of the building as constructed; and
 - (l) completion of a building for which an occupancy permit is required under Division C, 1.3.3.4 or 1.3.3.5 of the Building Code.
- 18.12 Any, or all of the above-noted additional inspections may be required respecting the construction of a building.

Occupancy and Completion of a Building

- 18.13 No person shall occupy or use, or permit to be occupied or used, any building newly erected or renovated until notice of the date of this completion is given to the Chief Building Official (in accordance with Division C, 1.3.3.1(1) of the Building Code) and the following requirements are also satisfied:

- (a) an inspection request is made and approved pursuant to such notice as outlined in Section 18.5 of this By-law;
- (b) the occupancy inspection took place as requested and was deemed to be complete;
- (c) all orders issued by the Chief Building Official or a Building Inspector pursuant to the provisions of this By-law or under the *Building Code Act, 1992* or the Building Code have been fully complied with;
- (d) final interior and exterior inspections are to be requested once all substantial interior and exterior work related to the project is done including interior wall and ceiling facings, plumbing, heating/ ventilation (HVAC), all exterior facings are in place, exterior grading (immediately adjacent to the building) extending to surface drainage, all safety requirements (both interior and exterior), all structural, all sewage system and electrical requirements have been met and any other mandatory requirements under the Building Code have been completed;
- (e) The following documents have been submitted:
 - i. ESA final Certificate to be obtained from the Electrical Safety Authority,
 - ii. HRV balancing report,
 - iii. Potable Water Test certificate,
 - iv. WETT Certificate, and
 - v. final inspection report for Sewage System;
- (f) engineer and/or architect certificates and inspection forms as it relates to the construction; and
- (g) Any outstanding required documentation identified throughout the inspection process of the building including outstanding engineer reports.

18.14 Final inspections are required prior to closing a permit. Such inspections may be in conjunction with or subsequent to a required occupancy certificate.

18.15 It is the responsibility of the owner of the property to request a final inspection (once all other inspections have been completed and passed) for all construction at the time of substantial completion.

19.0 Penalty

19.1 Every person who contravenes any provision of this By-law is guilty of an offence and is liable to a fine of not more than:

- (a) on a first conviction to a fine of not more than \$50,000; and
- (b) on any subsequent conviction to a fine of not more than \$100,000.

19.2 A corporation that contravenes any provision of this By-law is

guilty of an offence and is liable to a fine of not more than:

- (a) on a first conviction to a fine of not more than \$500,000; and
- (b) on any subsequent conviction to a fine of not more than \$1,500,000.

19.3 In addition, every director or officer of a corporation who knowingly concurs in the furnishing of false information, a failure to comply or a contravention under Section 19.0 is guilty of an offence.

20.0 Interpretation

20.1 Any reference in this By-law to:

- (a) statutes, regulations, by-laws, policies or rules is to such statutes, regulations, by-laws, policies or rules as amended, extended, re-enacted or replaced from time to time;
- (b) the exercise of the Chief Building Official's powers, authority, duties or responsibilities under this By-law shall be to the Chief Building Official's sole and absolute discretion;
- (c) a requirement, obligation or responsibility of any applicant, owner or permit holder to do something shall be deemed to be at their sole cost and expense.

21.0 Severability

21.1 Should any provision, or any part of a provision of this By-law be declared invalid, or to be of no force and effect by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-law, and every other provision of the By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

22.0 Schedules

22.1 The following Schedules shall form an integral part of this By-law:

- (a) Schedule A - Classification of Buildings Construction Value Calculation
- (b) Schedule B - Classes of Permits
- (c) Schedule C - Fees
- (d) Schedule D - Specific Permit Requirements and Exemptions
- (e) Schedule E - Permit Application Requirements
- (f) Schedule F - Site Plan Requirements

23.0 Short Title

23.1 This By-law may be referred to as the "Building By-law".

24.0 Amendments and Repeals

24.1 That By-law B2017-004, and any amendments, are hereby repealed.

24.2 That By-law B2023-007 be amended by deleting Schedules B and H and replacing them with Schedule C attached hereto.

25.0 Effective Date

25.1 This By-law shall come into force on the date it is passed.

Read a first, second and third time and passed this 6th day of August, 2024.

Terry Lamshead, Mayor

Jessie Clark, Clerk

Schedule A – Classification of Buildings and Construction Value Calculation

Classification of Buildings Used for Estimating Value of Construction in the Municipality of Trent Lakes	Estimated Cost of Construction per Square Foot
Residential Dwellings	
Single Family Dwellings, Secondary Dwellings, Seasonal Residential	\$200.00
2 storey dwellings and cottages	
1 st Floor	\$200.00
2 nd Floor	\$125.00
Finished Basement	\$75.00
Attached Garage	\$100.00
Detached garages and boathouses with	
Frost Wall	\$55.00
Grade slab	\$50.00
Garage with a 2 nd Floor	\$70.00
Residential and recreation storage sheds	\$25.00
Porches	
Roofed in	\$60.00
Screened in	\$75.00
Glassed in	\$90.00
Open decks	
Attached	\$30.00
Detached	\$50.00
Gazebo and open-air structures	
Including carports up to 530 sq.ft. in area	\$35.00
Over 530 sq.ft. in area	\$45.00
Guest Cabins	\$150.00
Renovations	\$80.00
New Foundation for a Relocated Building	\$45.00
Notwithstanding the above when a residential dwelling is constructed with a pier system	
Repair Facilities	
Includes service stations, marine services and repair, small engine repair shop, repair garage, repair shops, automobile body shop	\$120.00
Renovation of the above	\$55.00/sq.ft.
Sale Facilities	
Includes automobile show rooms and sale facilities, marine showrooms and sale facilities, recreation vehicle sales facilities	\$155.00
Renovation of the above	\$55.00/sq.ft.
Industrial	
Includes any furniture manufacturing, metal fabrication assembly plants, woodworking plant or facility	\$95.00
Institutions and Services	
Includes schools, medical facilities, senior citizen housing, nursing homes, day care, churches, meeting rooms, halls, police stations, detention centres, arenas, lending institutions, community centres, post offices, libraries,	\$150.00

Renovations of the above	\$70.00/sq.ft.
Other Commercial Uses	
Hotels, motels, restaurants, taverns, cafeterias, apartments, office buildings, conference centres	\$175.00
Renovations of the above	\$75.00/sq. ft.
Agricultural Uses	
Pole Barn Construction	\$35.00 / sq. ft.
Framed Enclosed Construction on Foundation	\$60.00

Schedule B – Classes of Permits

Permit Type	Description
Building Permit	Respecting the complete construction of a building or part of a building.
Conditional Building Permit	Respecting the construction of a building subject to conditions imposed pursuant to section 8(3) of the <i>Building Code Act, 1992</i> .
Demolition Permit	Respecting the demolition of a building or part of a building.
Change of Use Permit	Respecting a change in use of a building or part of a building which results in an increase in hazard as determined by the Chief Building Official in accordance with the Building Code which may be required with or without construction having taken place and includes types of occupancies being added or removed.
Sewage System Permit	Respecting the installation, replacement, or repair of a sewage system.

Schedule C – Fees

Building Permit – Residential Group ‘C’

Permit Description	Permit fee	GL Account #
New Residential Construction (Finished/Heated Area)	\$1.54 per ft ² (minimum \$2,464.00)	01-4335-1961
Residential Addition (Finished/Heated Area)	\$1.54 per ft ² (minimum \$847.00)	01-4335-1961
Residential Construction/Addition (Unfinished/Unheated Area)	\$0.91 per ft ² (minimum \$455.00)	01-4335-1961
Deck (Uncovered)	\$0.42 per ft ² (minimum \$287.70)	01-4335-1961
Finished Basement/Walkout (Finished/Heated Area)	\$0.83 per ft ² (minimum \$581.00)	01-4335-1961
Demolition	\$164.47	01-4335-1961

Building Permits – All Groups

Basic Renovation/Change of Use (Interior Layout Changes Only)	\$0.41 per ft ² (minimum \$287.00)	01-4335-1961
Extensive Renovation (Life Safety System/HVAC/Fire Separation)	\$0.83 per ft ² (minimum \$581.00)	01-4335-1961
Solar Project (Roof-top)	\$5.76 per panel (minimum \$288.00)	01-4335-1961
Tents (Single or Group < 2422 ft ²)	\$164.47	01-4335-1961
Engineered Tents (Single or Group ≥ 2422 ft ²)	\$0.19 per ft ²	01-4335-1961
Miscellaneous Projects (Plumbing, Woodstove, Trailer, etc.)	\$287.83	01-4335-1961

Building Permits – Non-Residential Group ‘A’, ‘B’, ‘D’, ‘E’ & ‘F’

Group ‘A’ & ‘B’ Construction/Addition (Finished/Heated Area)	\$1.90 per ft ² (minimum \$2,660.00)	01-4335-1961
Group ‘D’ & ‘E’ Construction/Addition (Finished/Heated Area)	\$1.76 per ft ² (minimum \$2,288.00)	01-4335-1961
Group ‘F’ Construction/Addition (Finished/Heated Area)	\$1.64 per ft ² (minimum \$1,968.00)	01-4335-1961
Accessory Structure/Farm Building (Unfinished/Unheated Area)	\$0.99 per ft ² (minimum \$742.50)	01-4335-1961
Demolition	\$0.39 per ft ² (minimum \$408.34)	01-4335-1961

Building Permit Administrative Fees

Building Permit Renewal	\$209.54 per year	01-4335-1966
Transfer of Permit	\$164.47	01-4335-1961
Inspection of any Stage of Construction more than twice	\$164.47 per inspection	01-4335-1961
Extra Plans Review (Revised Drawings)	\$164.47 per hour	01-4335-1961
Projects or Items not covered elsewhere in this Schedule	As determined by CBO (minimum \$164.47)	01-4335-1961
Alternative Solution	\$164.47 per hour	01-4335-1961

Note: All areas are based on the definition of “gross area” in the OBC

Sewage System Building Permits

Class 4 Sewage System – New ≤ 4,500 L/day	\$1,000.00	01-4335-1991
Class 4 Sewage System – New > 4,500 L/day and ≤ 10,000 L/day	\$1,450.00	01-4335-1991
Class 4 Sewage System – Tank Replacement Only	\$500.00	01-4335-1991
Class 5 Sewage System (Holding Tank)	\$1,000.00	01-4335-1991
Class 3 Sewage System (Cesspool)	\$500.00	01-4335-1991
Class 2 Sewage System (Greywater System)	\$500.00	01-4335-1991

Trench Bed repair or extension ≤ 16 m	\$500.00	01-4335-1991
Filter Bed repair, replacement or extension of ≤ 6 m	\$500.00	01-4335-1991

Sewage System Administrative Fees

Transfer of Permit to New Owner	\$375.00	01-4335-1991
Existing System Inspection	\$500.00	01-4335-1991
Rezoning or Minor Variance Comments	\$200.00	01-4335-1992
Severance or Subdivision Comments – First Lot	\$300.00	01-4335-1992
Severance or Subdivision Comments – Each Additional Lot	\$150.00	01-4335-1992
Severance or Subdivision Re-inspection – First Lot	\$300.00	01-4335-1992
Severance or Subdivision Re-inspection – Each Additional Lot	\$150.00	01-4335-1992
Permit Review	\$300.00	01-4335-1991
Amendment to Sewage Permit	\$250.00	01-4335-1991
Field Consultation Fee	\$350.00	01-4335-1991
Copies of Archived Permits	\$35.00	01-4325-1821
File Search	\$125.00	01-4325-1821

Administrative Penalties (Building Without a Permit or Inspection)

Investigation – Accessory Structure	\$157.15	01-4335-1962
Issue Order – Accessory Structure	\$523.84	01-4335-1962
Annual Review – Accessory Structure	\$314.30	01-4335-1962
Investigation – Residential Structure	\$471.46	01-4335-1962
Issue Order – Residential Structure	\$995.30	01-4335-1962
Annual Review – Residential Structure	\$471.46	01-4335-1962
Investigation – Non-Residential Structure	\$785.76	01-4335-1962
Issue Order – Non-Residential Structure	\$1,309.60	01-4335-1962
Annual Review – Non-Residential Structure	\$785.76	01-4335-1962
Construction, Demolition or Change of Use Without a Permit - Additional Fee	Equal to 100% of the amount calculated as the regular permit fee (shall not exceed \$5,000.00)	01-4335-1962

Schedule D - Specific Permit Requirements and Exemptions

Re-siding of existing residential and their accessory building(s) and insulation installation

- It is a requirement to obtain a building permit to re-side or reface exterior walls for a single-family dwelling or accessory building when:
 - (a) a change is made from one material type to another that includes the installation of masonry products. -
 - (b) any structural changes or additions are made to the wall structure,
 - (c) replacing exterior sheathing over 6m² (64 ft²) in area, and/or
 - (d) insulation and vapour barrier are added or replaced over 6 m² (64 ft²) in area.
 - i. Replacement windows must be of equal or better energy rating than existing.
 - ii. Replacement windows are not permitted in new construction.

Interior load bearing wall(s), ceiling, and floor framing of residential and their accessory building(s) and decks (covered or open)

- A building permit is required when any structural changes are to occur to interior load-bearing partition walls, ceiling framing, subfloor replacement, structural floor elements, structural roof, or wall components and/or when insulation and vapour barrier replacement is over 6 m² (64 ft²) in area.

Exterior Deck system(s) of residential use and their accessory building(s)

- It is a requirement to obtain a building permit:
 - (a) when replacing or repairing any structural components (including foundations),
 - (b) when replacing or repairing any guard (railing) system,
 - (c) when constructing additions(s) to the deck area,
 - (d) When entire decks are removed and replaced
 - (e) when modification or addition of deck stairs occur.
 - (f) Minor repairs to decks including replacing deck boards and non-structural repairs will not require a building permit.
- Commercial deck permits attached and detached require permits and are required to comply with Part 3, Part 4, or Part 9 of the Building Code respectively.
- If only the deck surface (decking) is being replaced with the same or greater thickness or material than the original and is of equal or greater strength, a permit is not required.
- Minor repairs to stairs or guards do not require a building permit.
- It is a requirement that deck replacements require building permits which include all decks attached to a structure (no matter the size) and any detached decks greater than 10 m². (107.63 ft²). The deck replacement

shall comply with the requirements of the current Building Code.

General permit requirement statement (as per the Ontario Building Code Act, 1992)

- Any structure greater than 10 m² (107.63 ft²) in area requires a building permit.
- Any structure of any size containing plumbing requires a building permit.
- Any shed that is greater than 15 m² (161.45 ft²) in area (see definition of shed) requires a building permit.
- Any addition to a building, no matter the size, requires a building permit.
- Any attached deck
- Any detached deck greater than 10 m²

Perimeter building foundation and weepers of residential and the accessory building(s)

- It is a requirement to obtain a building permit to repair an exterior perimeter foundation and/or perimeter weeper for a single-family dwelling or accessory building when any structural work (including structural repair) on the foundation system is being done including underpinnings, replacement, increase in backfill height, change in the type of damp proofing, installation of new weeper system when there was none previously and insulating systems.
- A permit is not required for minor repairs to the foundation wall (e.g. small hairline crack repairs, replacement of parging on block or ICF Foundations).

Kitchen and bathroom cabinetry of a residential building and their accessory building(s)

- It is a requirement to obtain a building permit when changing kitchen and bathroom cabinetry that will cause:
 - (a) any structural work to the foundation, floor, wall, ceiling and/or roof system,
 - (b) when plumbing modifications beyond actual reconnect or minor modifications when the cabinet interior or room interior within 1.83 m (6'-0") of the actual fixture occur (provided no change to the configuration of the drainage and venting system is made) and/or
 - (c) when insulation and vapour barrier replacement is over 6 m² (64 ft²) in area.

Fireplaces, woodstoves, and chimneys of residential and their accessory building(s)

- It is a requirement to obtain a building permit when:
 - (a) installing new or replacing a fireplace or woodstove unit and/or appurtenant chimney.
 - (b) When any structural components in the structure will be affected, when building envelope assemblies will be affected, when floor protection is required with the installation of a fireplace, woodstove and/or chimney.

(c) When the fireplace and/or chimney is of masonry (or like) construction.

- WETT inspection reports are required to be submitted for woodstove, fireplace and/or chimney installations by a certified installer.
- Minor fireplace, woodstove, or chimney repairs (including the supports for any of them) do not require a permit.

Rooftop Solar installations to new or existing structures

- All solar installations to be installed on existing roof structures require building permits. Existing roof assemblies to be assessed by a Professional Structural Engineer.
- New construction which includes roof top solar panels, shall have truss designs to include the additional load of the solar mounts.

Schedule E - Permit Application Requirements

Single Family Dwelling, Seasonal Dwellings, Secondary Dwellings

- A completed Building Permit application on the prescribed form,
- Conservation Authority Permit if applicable,
- Source water protection areas approval letter,
- Schedule 1 completed by designer,
- EEDS (Energy Efficiency Design Summary) prepared and signed by designer,
- A site plan in accordance with Section 14 and Schedule G,
- Architectural Drawings for a dwelling shall include:
 - (a) Foundation / basement plan with all structural elements shown and sized as per the Building Code,
 - (b) Main floor / second floor plan with all structural elements shown and sized as per the Building Code,
 - (c) Sections throughout pertinent parts of the building to show how the building is being constructed with building components labelled,
 - (d) Elevations of each side of the building,
 - (e) Engineering for elements including any elements that fall outside of Part 9 of the OBC (LVL beams, beams carrying point loads, ridge beams, etc.),
- Roof truss layout. (Roof trusses sealed by engineer if available at time of application. If not, they must be submitted as soon as they are received),
- On-site Sewage System Permit, and
- HVAC design prepared by a qualified BCIN designer. HVAC plan shall include:
 - (a) Heat Loss / gain calculations,
 - (b) Duct Layout- in colour to clearly identify cold and warm air plenums, and
 - (c) HRV layout.
 - (d) If the heat source is an in-floor loop layout system, a "Loop Layout Plan" prepared by a BCIN qualified designer shall be provided along with an HRV design.

Additions/Renovations Permits

- A completed Building Permit application on the prescribed form,
- Conservation Authority permit if applicable,
- Source Water protection areas approval letter,
- Schedule 1 completed by Designer,

- EEDS (Energy Efficiency Design Summary) prepared and signed by Designer,
- A detailed site plan conforming to Section 14 and Schedule G,
- Architectural Drawings for a dwelling shall include:
 - (a) Foundation / basement plan with all structural elements shown and sized as per the Building Code,
 - (b) Main floor / second floor plan with all structural elements shown and sized as per the Building Code,
 - (c) Sections throughout pertinent parts of the building to show how the building is being constructed,
 - (d) Elevations of each side of the building,
 - (e) Engineering for elements including any elements that fall outside of Part 9 of the Building Code (LVL beams, beams carrying point loads, ridge beams, etc.).
- Roof truss layout,
- Roof trusses sealed by engineer if available at time of application. If not, they must be submitted as soon as they are received,
- Engineered beam designs (e.g. LVL design sheets), and
- On-site sewage system approval permitting the current septic system can support the proposed addition or renovations or a new Sewage System Permit. On-site sewage system permit fixture count must match the architectural plans being submitted.

On-site Sewage System Permits

- A completed building permit application on the prescribed form,
- Conservation Authority permit if applicable,
- Source Water protection areas letter,
- Schedule 1 completed by Designer,
- Schedule 2 completed,
- Site plan in accordance with Section 14 and Schedule G, and
- Floor plans on each floor including the basement identifying the room names and all fixtures clearly identified.

Existing furnace to be used to provide heat for Additions.

- A letter from a qualified BCIN Designer stating that the existing system has been inspected and verified that it can support the addition, and
- Design of additions or alterations to the existing system being modified.

New or additional furnace

- HVAC design prepared by a qualified BCIN designer,

- HVAC plan shall include:
 - (a) Heat Loss / gain calculations,
 - (b) Duct Layout- in colour to clearly identify cold and warm air plenums,
 - (c) HRV layout.
- If the Heat source is an in-floor loop layout system, a Loop Layout Plan prepared by a qualified BCIN designer shall be provided along with an HRV design.

Garages/Sheds/other Accessory Buildings

- Completed Building Permit Application on the prescribed form,
- Conservation Authority permit if applicable,
- Source Water protection areas approval letter
- Designer Schedule 1 completed by Designer,
- Site plan in accordance with Section 14, and
- Architectural drawings including:
 - (a) Foundation plan,
 - (b) If a slab foundation greater than 55 square meters (m²) (592 ft²), slab to be stamped by Professional Structural Engineer,
 - (c) If a slab foundation for garage is for a two-storey structure, supporting masonry, and / or has point loads, slab shall be engineered (any size of slab) requires a Professional Structural Engineer stamp,
 - (d) Floor plans, Wall Sections containing all structural and energy efficient information,
 - (e) Elevations of all 4 sides of the structure,
 - (f) Guard details if applicable for all stairs and landings.

Slabs Supporting a Structure

- Any slab supporting a one-storey structure greater than 55 square meters (m²) (592 ft²) requires a Professional Structural Engineer stamp.
- Any slab of any size supporting two storeys, point loads and/or masonry shall be engineered (any size of slab) requires a Professional Structural Engineer stamp.

Decks

- Complete application on the prescribed form,
- Site Plan in accordance with Section 14 and Schedule G,
- Conservation Authority permit if applicable,
- Source Water protection areas approval letter
- Designer Schedule 1, and

- Architectural Plans including:
 - (a) Foundation plan (sono tube locations and pad size),
 - (b) Floor framing plan – floor joists sizes, beam sizes, attachment details to the dwelling,
 - (c) Section through deck to show all components from footing to guard,
 - (d) Distance from grade to deck floor to be shown on the section,
 - (e) Guard details- SB-7 compliance or a pre-engineered guard system,
 - (f) Pre-engineered guard system to have manufacturers installation document,
 - (g) Ledger board connection detail.

Prefabricated Steel Building

- Complete Building Permit application on the prescribed form,
- Conservation Authority Permit if required,
- Source Water protection approval letter
- Site plan in accordance with Section 14 and Schedule G,
- Engineered drawings for the prefabricated building, and
- Foundation plan to support the steel structure. If the foundation is to be a slab, the slab is required to be engineered by a Professional Structural Engineer.

Outdoor Wood Burning Furnace

- Completed Building Permit Application on the prescribed form,
- Manufacturers installation manual,
- Required setbacks from structures as per the manufacturer, and
- Site plan in accordance with Section 14 and Schedule G.

Wood Stove/Fireplace/Chimney Installations

- Completed Building Permit Application on the prescribed form,
- Manufacturers installation manual,
- Required setbacks from combustible interior walls as per the manufacturer.

Boat Houses

- Completed Building Permit Application on the prescribed form,
- Designer Schedule 1 complete by Designer,
- Site plan in accordance with Section 14 and Schedule G,
- Source Water Protection areas approval letter

- Conservation Authority Permit if applicable,
- Approval and permits from other agencies if applicable: MNRF work permits, Trent Severn Waterway, and
- Architectural drawings including:
 - (a) Foundation plan,
 - (b) If a slab foundation greater than 55 square meters (m²) , slab to be stamped by Professional Structural Engineer,
 - (c) If a slab foundation for garage is for a two-storey structure and / or has point loads, slab shall be engineered (any size of slab) requires a Professional Structural Engineer stamp,
 - (d) Floor plans, Wall Sections containing all structural information,
 - (e) Elevations of all 4 sides of the structure,
 - (f) Guard details if applicable for all stairs, landings and decks.

Commercial Projects

- Complete Building Permit application on the prescribed form,
- Site plan in accordance with Section 14 and Schedule G,
- Conservation Authority permit if applicable,
- Source Water protection areas approval letter
- Sewage system approval from either the Municipality or Ministry of the Environment, Conservation & Parks (MOECP) for systems greater than 10,000 L/ day,
- Architectural plans- scope of project will determine if building needs to be designed by a qualified BCIN Designer with Large Buildings Classification or an Architect/Engineer,
- HVAC / Mechanical design,
- SB- 10- Energy Efficiency may be required depending on use of the building,
- Building Matrix,
- Occupancy classification with occupant load calculations provided, and
- For Assembly Occupancies, floor layout of seating plans to be provided (e.g. restaurant will need to show tables and chairs).

Note: Some commercial projects may be required to have more a detailed site plan, grading plans, storm water management plan as part of a Site Plan Agreement as per the requirements of the Planning Department.

Agricultural Structures

- Completed building permit application on the prescribed form,
- Structural drawings prepared by a qualified designer or Professional Engineer, depending on size of structure,
- Foundation plan,

- If a slab foundation greater than 55 square meters (m²) , slab to be stamped by Professional Structural Engineer,
- If a slab foundation for the structure is for a two-storey structure, carries masonry and/or has point loads, the slab shall be engineered (any size of slab) requires a Professional Structural Engineer stamp,
- Floor plans, Wall Sections containing all structural information,
- Elevations of all 4 sides of the structure,
- The number and type of livestock on the whole of the property shall be provided, as well the type of manure and manure storage for the determination of Minimum Distance Separation calculations,
- Nutrient Management Strategy / Plan approved by the Ontario Ministry of Food and Agriculture and Rural Affairs, and
- Sewage system permit if applicable.

Park Model Permits for Tourist Commercial Properties

- Completed building permit application on the prescribed form,
- Site plan in accordance with Section 14 and Schedule G,
- Certification documents for compliance with Section 9.38.2.1 CAN/CSA-Z241 Series,
- Foundation plan,
- Deck plans if applicable in accordance with deck permit requirements, and
- Authorization form from authorized individual from Park.

Schedule F - Site Plan Requirements

Demolition permit site plan requirements

- (a) Location of all buildings on the property,
- (b) Name of street,
- (c) Building to be demolished to be clearly identified,
- (d) Setbacks from all lot lines to the building being requested for demolition,
- (e) Dimensions of the building(s) on the property,
- (f) Number of storey's of the structure being demolished,
- (g) All decks associated with the structure being demolished,
- (h) Location of any existing on-site sewage systems (tank, bed and loading area),
- (i) Location and type of well, and depth of casing if a drilled well, and identified if to be de-commissioned.
- (j) Existing rights-of-way or easements,
- (k) Shoreline road allowances owned by the Municipality,
- (l) The location of any swimming pool, swimming pool enclosures and/or other recreation facility,
- (m) Location of all overhead hydro lines and hydro pole locations, and
- (n) Any other information requested by the Chief Building Official.

General Construction Site Plan Requirements

- (a) Lot drawn legibly to scale,
- (b) Location of all buildings including decks (proposed and existing including all accessory buildings) on the property,
- (c) Street name to be identified,
- (d) All setbacks measured horizontally and at right angles from all structures to all lot lines and high-water mark (if applicable),
- (e) Dimensions of the building(s) on the property,
- (f) Shoreline road allowances owned by the Municipality,
- (g) Location of the proposed or existing well,
- (h) Type of well to be identified,
- (i) Existing right-of-way and easements,
- (j) The location of any swimming pool, swimming pool enclosures and/or other recreation facility,
- (k) Direction of surface water through the use of arrows indicating direction of water,
- (l) Swales and culvert locations or other means to direct storm water,

- (m) Locations where major changes in grade will occur with the use of fill, armour stone, and other natural materials that may alter the grade.
- (n) Location of all overhead hydro line and hydro pole locations, and
- (o) All sewage system information applicable itemized in Section 12.0.

On-site Sewage Site Plan Additional Requirements

The following information shall be included on a general site plan for general construction projects and for site plans specific to On-site Sewage Applications:

- (a) The location of all existing On-site Sewage Systems on the property,
- (b) Location of the proposed On-site Sewage System,
- (c) Location of tank with setbacks clearly shown to structures and lot lines,
- (d) Location of septic bed with setbacks clearly shown to structures and lot lines,
- (e) Location of On-site Sewage Systems on adjacent properties (if known),
- (f) Location of loading area,
- (g) Location of all overhead hydro lines. On-site Sewage System is not permitted to be located within 4.8 metres of each side of the overhead hydro line,
- (h) Locations of all wells or water supply, including those on neighbouring properties, and the setbacks of sewage system components from these wells or water supplies,
- (i) Eave trough discharge,
- (j) Foundation drainage discharge and/or any drywells on the property,
- (k) Location of all wells including neighbouring wells (including type of well), and

Commercial Site Plans

Commercial site plans shall include the following and shall comply with the Site Plan Control Guidelines:

- (a) The location of all existing and proposed vehicular or pedestrian entrance or exit points, driveways, walkways and parking lots,
- (b) Emergency vehicle access route design including (to conform to Division B, Part 3, and/or other parts of the Building Code, as applicable,
- (c) Traffic circulation plan to include flow traffic, islands and other structures located in parking and traffic areas,
- (d) The location of dry-hydrants and water supply including storage tanks (above or below grade) or ponds,
- (e) Bollard locations,
- (f) Fencing locations,
- (g) Gate access locations,

- (h) Parking requirements in accordance with the Comprehensive Zoning By-law,
- (i) Loading area requirements in accordance with the Comprehensive Zoning By-law,
- (j) Accessible parking spaces,
- (k) Location of any additional service structures (i.e. Generators, propane tanks, oil tanks, HVAC equipment located on the ground),
- (l) Accessibility requirements for path of travel to the building,
- (m) Storm water management,
- (n) Lighting and signage locations,
- (o) Landscaping requirements in accordance with the Comprehensive Zoning By-law or other applicable documents,
- (p) On-site Sewage systems, existing and/or proposed,
- (q) Well locations, existing and/or proposed,
- (r) Refuse storage locations,
- (s) Property dimensions,
- (t) Barrier free path of travel to the proposed buildings,
- (u) Sidewalks, stairs, ramps, patios, steps, etc.,
- (v) Building entrances,
- (w) Existing and proposed grades, and
- (x) Site servicing including underground services (Bell, hydro lines, other services).