



Town of Gravenhurst 3-5 Pineridge Gate, ON P1P 1Z3 (705) 687-3412

Fax (705) 687-7016 * info@gravenhurst.ca * www.gravenhurst.ca

Preliminary Permit Checklist

Date: _____ Owner Name: _____ Roll # _____

Civic Address: _____ Construction: _____

A pre-submission appointment is required: call 705-687-3412 when you are ready to submit your application. Additional information may be required after a complete review and you will be notified accordingly.

APPLICABLE LAW REQUIREMENTS – Identifies any requirements that may need to be addressed and completed *prior* to submitting your Building Permit Application (Determined by proposed construction)

Planning Department Approval Required For:

- Site Plan Agreement
- Shore Line Development
- Shore Road Allowance Closed
- Lot Coverage Permitted
- Corner Visibility Triangle
- Height Restrictions
- Commercial Development
- Permitted Use
- Other – Specify:

Planning Comments: _____

OTHER APPLICABLE LAW ITEMS:

- DEVELOPMENT STANDARDS BY-LAW** – Lot grading approval required.
 - all commercial development
 - new or replacement construction of residential dwellings, additions > 50 m²
 - accessory buildings (excluding boathouses) > 50m²
- SHORELINE DEVELOPMENT**- Approval may be required from:
 - Ministry of Natural Resources** (705-645-8747)
 - and/or Department of Oceans and Fisheries** (705-746-2196)
 - Trent/Severn Waterways** contact (705-750-4900 or 1-888-773-8888)
- LAKE FLOOD ELEVATIONS** – An Ontario Land Surveyor is required to verify that the top of Foundation elevation is 6" or 150mm above the benchmark outlined below:
 - Doe Lake 258.5m
 - Kahshe Lake 242.8m
 - Lake Muskoka (Including Muskoka Bay) 226.9m
 - Severn River (Sparrow Lake to Swift Rapids) – There are a number of different elevations, please check with the planning department to see which elevation pertains to your property.
- ENTRANCE PERMIT** – required prior to permit submission for development of vacant land
 - Gravenhurst Town Road - Public Works Dept
 - District Road – District Public Works Department (705-645-6764)
- HYDRO ONE** – If hydro poles or wires are present on the property contact Hydro One(1-888-664-9376) or Veridian (705-687-2321). There are established minimum horizontal clearances that must be adhered to. **Electrical Safety Authority Electrical Inspections 1-877-ESA-SAFE**
- PROPERTY OWNERSHIP** -Deeded Ownership, Conveyance/Severance Complete
- SEPTIC APPLICATION** or approval - Contact Septic Inspector (705-687-3412) ext 242
- MTO APPROVAL** Building Land Use or Entrance –1-(705-789-2391)
- HEALTH UNIT APPROVAL** – (705-684-9090)
- DISTRICT WATER/SEWER CONNECT** (Contact District of Muskoka 705-687-8894 for Permit)

BUILDING PERMIT APPLICATION REQUIREMENTS

Completed Provincial Standard Application to Construct or Demolish

Declaration - if you are an agent acting for the Owner, a letter of authorization is required from the Owner

Attach Schedule 1 - Designer Information Sheet for each qualified individual who reviews and takes responsibility for design activities.

Residential Uses: House Plumbing House HVAC House On-site Sewage

Non Residential Uses Small Buildings Large Buildings Plumbing All Services Building Structural

Detection Lighting and Power On-site Sewage

REQUIRED DRAWINGS

SITE PLAN – to scale (scalable in Metric)

Location of **all** structures on the property, (distinguish between existing and proposed) ****includes**** docks, boathouses, wooden walkways, septic,

Setback distances from property lines, lakes, septic systems, wells and other buildings

Septic location – both the tank and the bed

Driveway entrance

Hydro lines, above or buried -Indicate the location and distance from the buildings and whether they are primary or secondary line

North Arrow

BUILDING PLANS – 2 sets of fully dimensioned construction drawings (to scale in imperial)

Foundation plan and details

Floor Plans for each floor level (existing and proposed for an addition)

Elevations (view of each side) (height of structure – midpoint between eave & ridge to the finished grade)

Roof framing details

General Notes

Cross Section showing all levels

Connection Details

Basement plan – if finishing basement

ENGINEERED SYSTEMS

Floor system

Steel dock (Welding Certificate required)

Roof trusses- layout and spec sheet

Railings and Guards other than SB-7

Beams –spec sheet

ICF with all applicable specs

Other – Specify _____

MECHANICAL SYSTEMS

Heat Loss Calculation Sheet

Mechanical Ventilation Design Sheet

Duct Design (calculations)

Plumbing Layout

Duct Layout

Electrical Layout

In Floor Heat Design

Other –Specify _____

Energy Efficient Summary Form

Plans to include clear details for air barrier

FEES

Building Permit Fees (payable at time of submission)

Septic Permit Fee (payable at time of submission)

Development Charges – District of Muskoka

Town of Gravenhurst

Development Charges are payable at time of permit issuance.

Entrance Permit Fee (payable at time of submission)

Additional Comments: