

PRELIMINARY PERMIT CHECKLIST



TOWN OF GRAVENHURST 3-5 PINERIDGE GATE, GRAVENHURST, ON P1P 1Z3  
PHONE: (705) 687-3412 or TOLL FREE 1-855-687-3412 FAX: (705) 687-7016  
EMAIL: [bld@gravenhurst.ca](mailto:bld@gravenhurst.ca) WEBSITE: [www.gravenhurst.ca/buildinginformation](http://www.gravenhurst.ca/buildinginformation)

**Before starting any kind of construction on your property, it is best to discuss your plans with Planning Staff before you begin your project. This ensures that your project avoids any unnecessary fees and will help to determine if your proposed project complies and meets zoning requirements for your property.**

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

**Planning Department Approval Required For:**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Site Plan Agreement    | <input type="checkbox"/> Shore Line Development     | <input type="checkbox"/> Shore Road Allowance Closed |  |
| <input type="checkbox"/> Lot Coverage Permitted | <input type="checkbox"/> Corner Visibility Triangle | <input type="checkbox"/> Height Restrictions         | <input type="checkbox"/> Permitted Use |
| <input type="checkbox"/> Commercial Development | <input type="checkbox"/> Dark Sky By-law            | <input type="checkbox"/> Sign By-law                 |  |
| <input type="checkbox"/> Other – Specify: _____ |   |  |  |

**OTHER APPLICABLE LAW ITEMS:**

- DEVELOPMENT STANDARDS BY-LAW** – Lot grading approval is required for residential development on all lots however Rural and Waterfront lots may be required under the Site Plan Application approval process or under Development Standard Policies.
  - ▶ all commercial development
  - ▶ new or replacement construction of residential dwellings, additions > 50 m<sup>2</sup>
  - ▶ accessory buildings (excluding boathouses) > 50 m<sup>2</sup>
- SHORELINE DEVELOPMENT** – the following approval may be required:
  - ▶ **Ministry of Natural Resources**, to determine if a work permit is applicable, please contact the MNR Parry Sound District Office at 705-746-4201
  - ▶ **Department of Oceans and Fisheries (DFO)**, to determine if your project may impact fish habitat, please contact the Fish and Fish Habitat Protection Program at 1-855-852-8320
  - ▶ **Trent Severn Waterways**, to determine if a in-water and shoreline work permit application is required, please click on this [link](#)
- LAKE FLOOD ELEVATIONS** – An Ontario Land Surveyor is required to verify that the top of the foundation elevation is 6” or 150 mm above the benchmark outlined below:
  - DOE LAKE – 258.5 m
  - KAHSHE LAKE – 243.8 m
  - LAKE MUSKOKA (including Muskoka Bay) – 226.9 m
  - SEVERN RIVER (Sparrow Lake to Swift Rapids) – There is several different elevations, please check with Planning Services to see which elevation pertains to your property.
- ENTRANCE PERMIT** – required prior to permit submission for development of vacant land
  - ▶ Gravenhurst Town Road, please contact the Public Works Department at 705-687-3412
  - ▶ District Road, please contact the District of Muskoka Public Works Department at 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, please contact 1-877-ESA-SAFE
- PROPERTY OWNERSHIP** – a copy of the transfer deed or conveyance/severance complete
- SEPTIC APPLICATION** – or approval, Contact Septic Inspector at 705-687-3412 ext. 2242
- MTO APPROVAL** – if building in the Hwy 11 Corridor (Building Land Use or Entrance) 1-705-789-2391
- HEALTH UNIT APPROVAL** – if a potable water test is required, please contact 705-687-9090
- DISTRICT WATER/SEWER CONNECT** – connection to water and sewer services (urban area), please contact District of Muskoka, Engineering and Public Works Department at 705-645-6764 for a permit

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**BUILDING and SEPTIC PERMIT APPLICATION REQUIREMENTS**

We are now accepting permit applications electronically through our new e-permitting system (Cloudpermit). You may access the link by visiting or clicking on the [building information](#) page located on the Town website.

- 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 or if the property is registered to a numbered company or under a company name we will require documentation showing who has signing authority.
- Schedule 1** – Designer Information Sheet for each qualified individual who reviews and takes responsibility for the design
  - ▶ **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
- Schedule 2** – Sewage System Installer Information (if applicable)
  - ▶ **Supporting Documentation for a septic permit application only**
    - Municipal Form 1 – soil and water table information
    - Municipal Form 2 – calculations and design criteria
    - Municipal Form 3 – proposal to construct Class 4 Sewage System

**REQUIRED DRAWINGS**

- SITE PLAN – to scale (scalable in Metric)**
  - ▶ Location of all structures on the property (distinguish between existing and proposed)  
    \*\*includes\*\* docks, boathouses, detached garage, wooden walkways, septic, sheds, well
  - ▶ 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 – 1 set 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 or replacement)
- Elevations (view of each side, height of structure – midpoint between eave & ridge to the finished grade)
- Roof framing details
- Cross Section showing all levels
- Basement plans (whether finished or unfinished)
- Connection details
- General Notes

**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)                       Duct Layout
- Electrical Layout                                       In Floor Heat Design
- Energy Efficiency Summary Form
- Other – Specify

**FEES (as per the current User Fees and Service Charges Bylaw)**

- Refundable Permit Deposit Fee
- Building Permit Fees
- Septic Permit Fee
- Development Charges:     District of Muskoka                                       Town of Gravenhurst
- Entrance Permit Fee