

## **Permit Application Guide for a Park Model or Mobile Home Deck**

### **The following items are required and form part of a complete application:**

1. **Always check with the planning department first**, to make sure you do not require any planning approvals for increased lot coverage, setbacks to the lot lines, site plan agreement or amendment to existing site plan agreement.
2. Complete the Application for a Permit to Construct or Demolish.
3. You will be required to submit the following plans:
  - Site plan to scale in metric showing all structures, proposed structures, overhead hydro lines, wells, and septic system, with dimensions and setbacks;
  - Building plans (2 sets of each to scale in imperial) including;
    - Footings
    - Elevation view from each side
    - Floor Plan view
    - Guard and railing detail
4. Ensure that the Schedule 1 “Designer” Sheet is completed.
5. Permit fees: Minimum fee is \$200.00, Cost per square foot is \$00.55.

**The Building Department can only accept and review complete applications and plans. The review is to ensure that they meet Ontario Building Codes, Municipal by-laws and other applicable law.**

TOWN OF GRAVENHURST  
**PERMIT APPLICATIONS WORK SHEET**

Project: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

**The following documents must be provided with your completed permit application. To ensure that the permit can be processed as efficiently as possible, the application will not be accepted if any documents are missing or incomplete. For further clarification, reference can be made to the Building Code Act.**

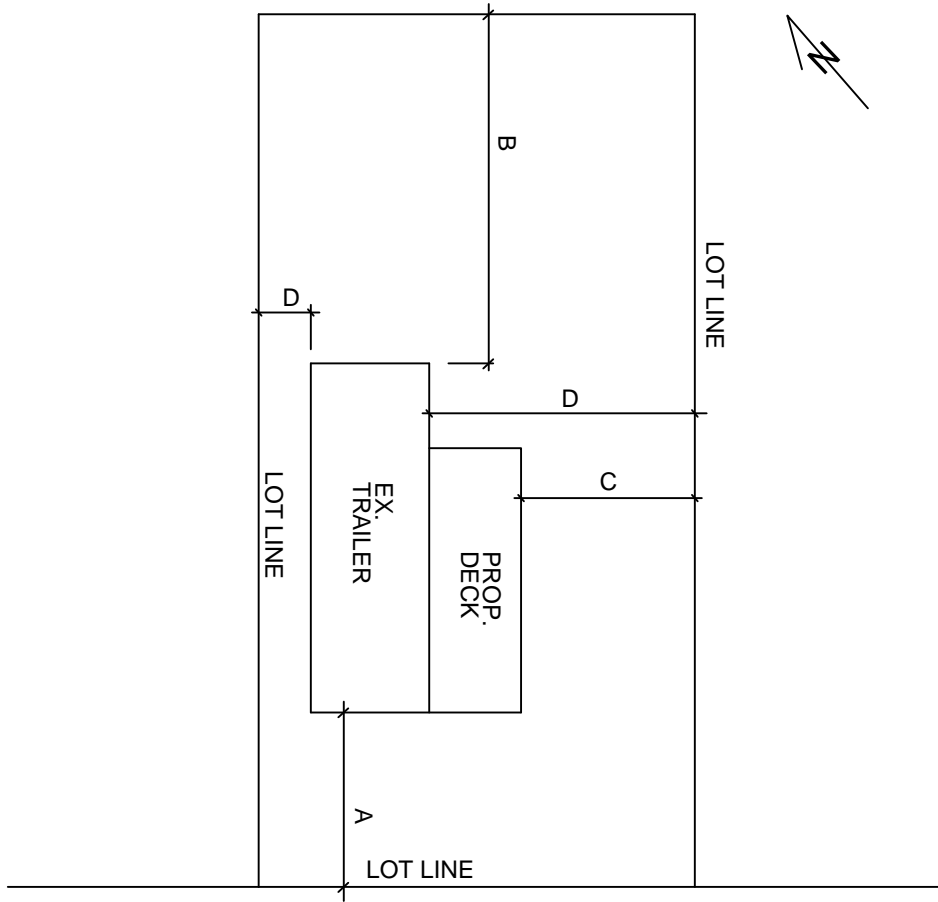
**ALL FIELDS OF APPLICATION ARE FILLED IN  YES or  NO and REASON \_\_\_\_\_**

DESIGNER SHEET	YES	NO	REASON
HOUSE			

Incomplete drawings create long delays in obtaining a building permit. Please ensure that all the drawings provide sufficient detail to allow the design to be assessed for compliance with the Building Code Act and Ontario Building Code. [BCA S. 1.1(2)] Drawings must be to scale and accurately dimensioned. Below is a checklist to help ensure that the drawings are complete.

DRAWINGS	YES	NO	REASON
Site plan to scale metric (2 copies)			
2 sets of Construction drawings to scale in imperial measurement including:			
Footing plans detailing all footings			
Elevation view from each side			
Framing plans			
Engineered product layout and design (usually for a glass or aluminum guard system)			
OTHER REQUIRED DOCUMENTS	YES	NO	REASON
Letter of Authorization for Agent (If applicable)			
Site Plan Control apply?			
Zoning compliance?			
Other Agency Approvals?			
Compliance with other applicable law eg: Parks Canada?			
Fees			

- A - FRONT YARD SETBACK TO LOT LINE
- B - REAR YARD SETBACK TO LOT LINE
- C - DECK SET BACK TO LOT LINE
- D - SIDE YARD SETBACK TO LOT LINE

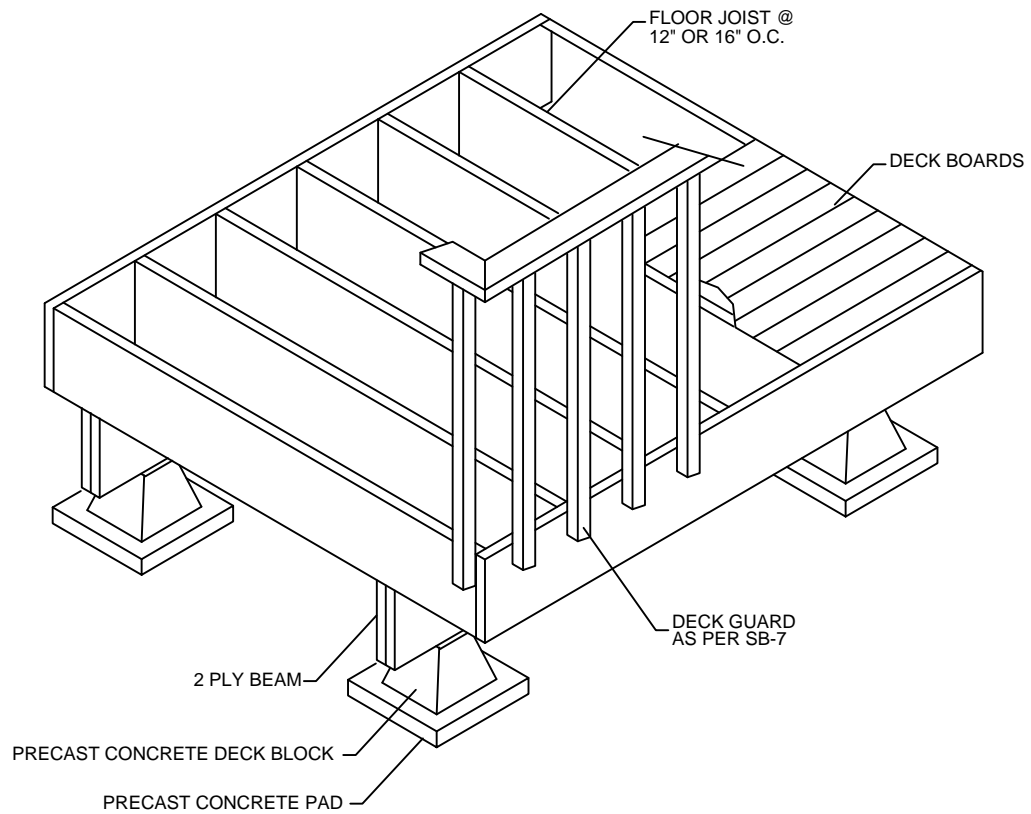


STREET NAME

**SAMPLE SITE PLAN**

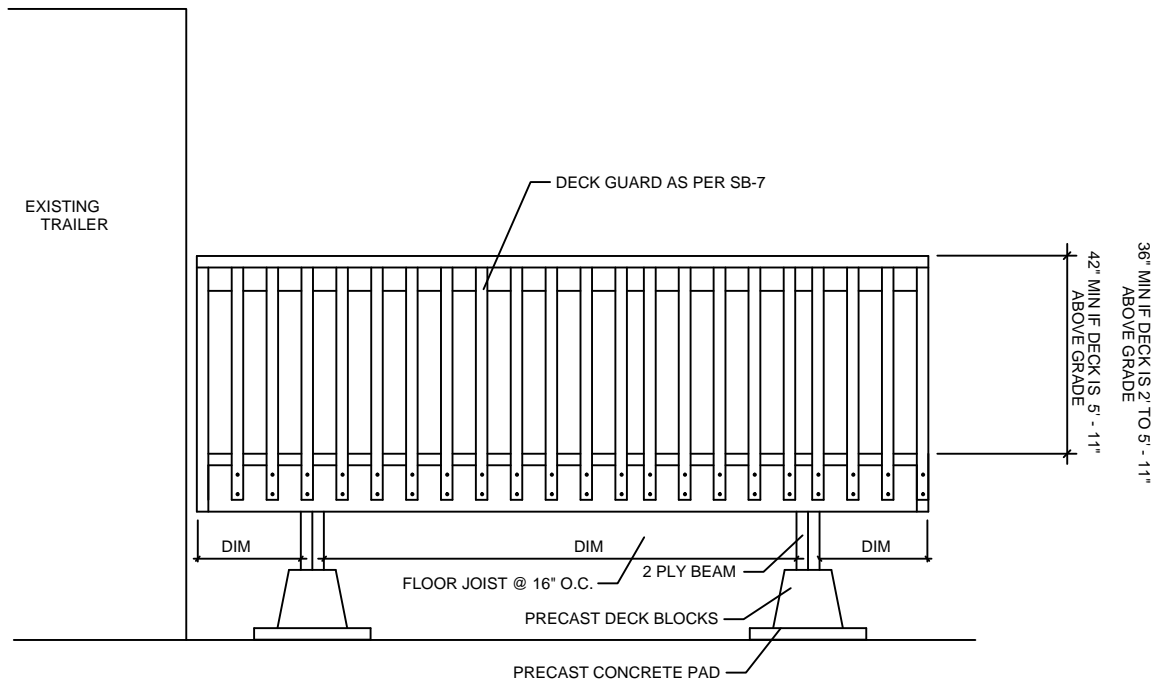
SCALE 3/16" = 1' - 0

# DECK CONSTRUCTION AT A CAMPGROUND



**THIS IS ONLY A GUIDE TO HELP CREATE PROPER PERMIT DRAWINGS**

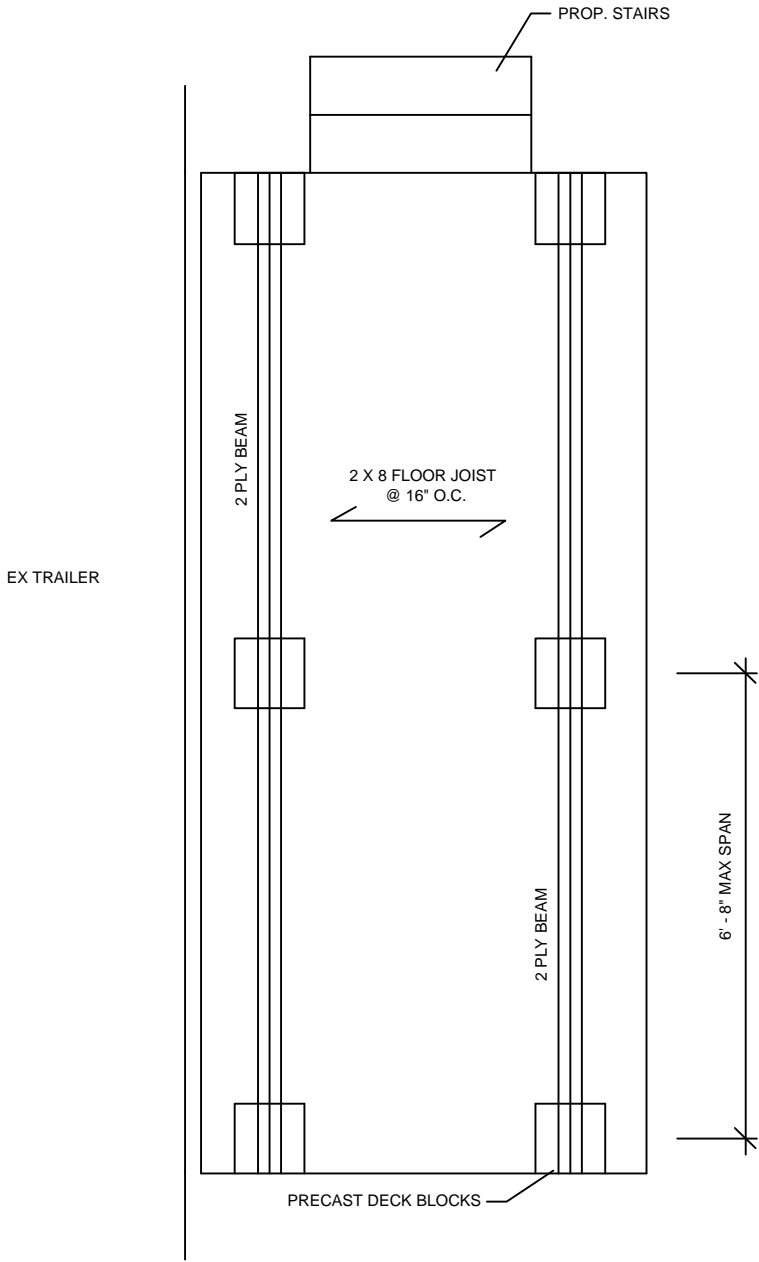
**THIS IS NOT TO BE USED AS THE PERMIT DRAWINGS JUST A GUIDE  
TO HELP CREATE YOUR OWN DRAWINGS**



SIDE ELEVATION

SAMPLE DECK DRAWINGS

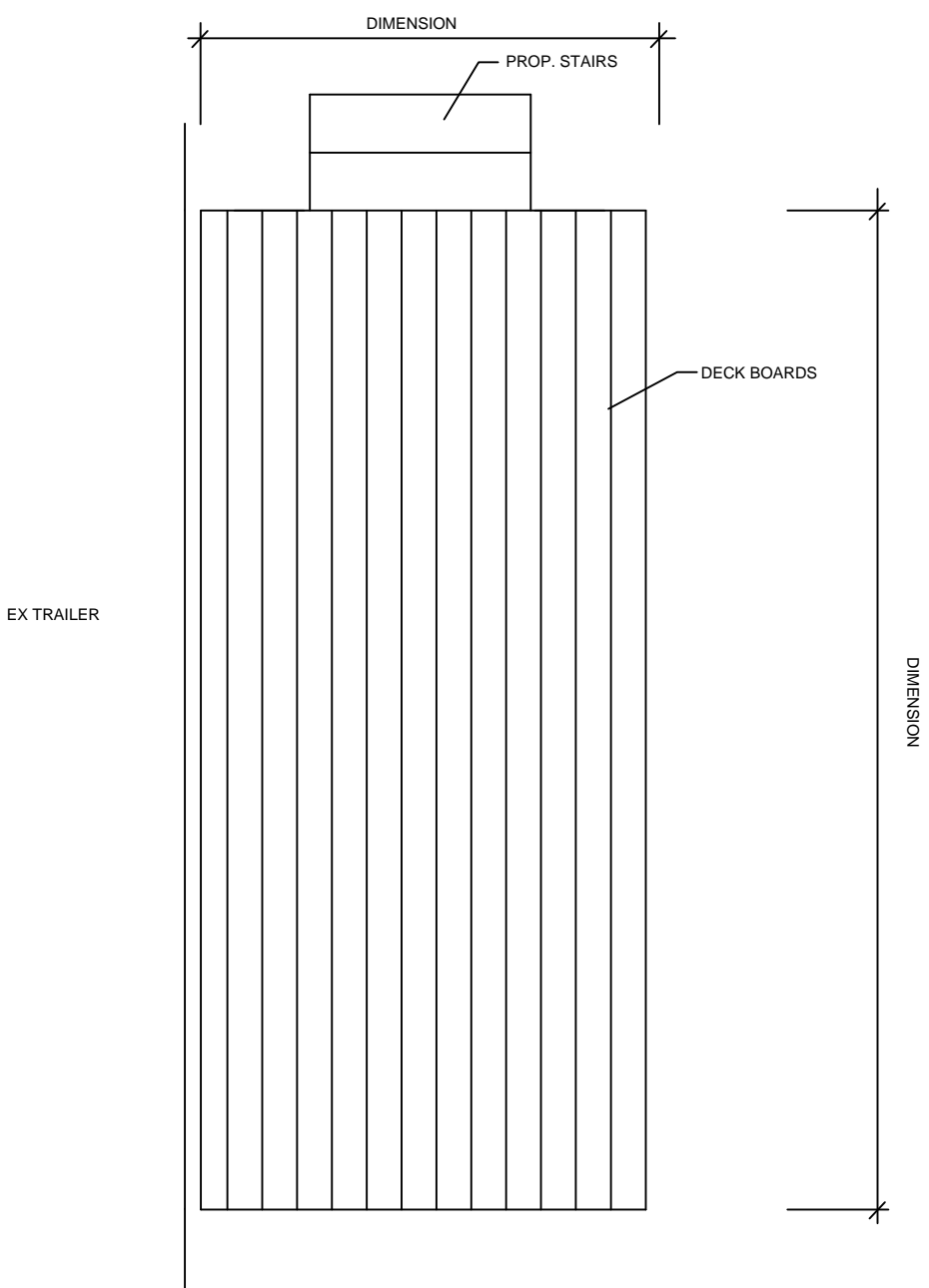
SCALE - 3/8" = 1' - 0



FRAMING PLAN

SAMPLE DECK DRAWINGS

SCALE - 3/8" = 1' - 0



FLOOR PLAN

SAMPLE DECK DRAWINGS

SCALE - 3/8" = 1' - 0