



## Application Guide for Shoreline Structures

### Shoreline Structure examples:

- Uncovered Deck, Ramp or Stairs
- Dock
- Shoreline Storage Building (Shed, Boathouse, Dryland Boathouse or Boat Port)
- Gazebo, Pump House, Sauna

### Other agency approvals that may be required prior to submitting:

#### Ministry of Natural Resources and Forestry (MNRF)

The Ministry of Natural Resources and Forestry (MNRF) introduced changes to their requirements for docks and single-story boathouses 15 square metres or less. Amendments were made to Ontario Regulation 239/13 [www.ontario.ca/laws/regulations/130239](http://www.ontario.ca/laws/regulations/130239) including the wording around the placement of structures on shore lands. Section 2 (1) now reads:

2. (1) No person shall carry out any of the following activities except under the authority of and in accordance with the terms and conditions of a work permit that authorizes the activity:
  1. Construct or place a building on public land.
  2. Construct a trail, water crossing or road on public land.
  3. Dredge shore lands.
  4. Fill shore lands.
  5. Remove invasive aquatic vegetation or native aquatic vegetation by mechanical means or by hand from shore lands.
  6. Construct or place a structure or a combination of structures that is in physical contact with more than 15 square metres of shore lands. O. Reg. 239/13, s. 2 (1); O. Reg. 160/17, s. 2 (1). ***(A work permit will be required for certain activities on shore lands, for example; installing cribs with a cumulative area of more than 15 m2 in physical contact with shore lands.)***

#### Occupational Authority on Crown Land

MNRF is the first point of contact. The central email for questions and completed applications is [psdistrict.mnrf@ontario.ca](mailto:psdistrict.mnrf@ontario.ca). In their application, you will notice that there is an "attestations page". It is the applicant's responsibility to complete this and to make sure you comply with an existing legislations or approvals. You will see reference to the Department of Oceans and Fisheries (DFO) on that page "*the construction or placement of the proposed structured complies with the following...all applicable requirements under the Fisheries Act.*"

In some circumstances, you may be proposing work that is outside the scope of a dock or single-story boathouse (e.g. there is dredging involved, which requires the authority of a work permit). In an application where specific DFO comments are required (such as a work permit application), that is also an applicant-driven process. In those cases, the applicant is advised that it is their responsibility to obtain comments and submit them to the DFO office. Comments can be received from DFO by sending an email with the proposed work location, site map and plan sketch to [fisheriesprotection@dfo-mpo.gc.ca](mailto:fisheriesprotection@dfo-mpo.gc.ca). DFO will review the application and respond by email, which can then be included with the application documents the applicant submits.

### **Trent Severn Waterway**

If your property is on the Trent Severn Waterway, you may need their approval. For their requirements and applicable applications see [Parks Canada website](#) for policies regarding in-water, shoreline works and related activities.

### **REMINDER:**

**Please contact the Planning Department prior to submitting your building permit application to confirm the proposed project complies with zoning.**

### **Submitting your application to the Building Department:**

As the applicant, submit the following documents that form part of a complete application including applicable fees:

1. Fully completed “Application for a Permit to Construct or Demolish: including full civic address and the roll number of the property
2. If the applicant is not the owner, and “Agent Authorization Form” signed by the property owner is required
3. A site plan:
  - Include information from a survey
  - Show existing and proposed structures with dimensions and distances from property lines to scale in metric clearly shown
4. Two complete sets of construction drawings of the proposed structure,
  - Including existing structure, if the project is for an addition/alteration,
  - Include a building floor plan
  - Elevation (s), section and structural information that accurately describe the project

All steel docks that will support a structure must also comply with Steel Dock with Structure Permit Policy (attached)

5. Submit a copy of the Land Use Permit (LUP) from the Ministry of Natural Resources and Forestry or your approval from the Trent Severn Waterways.

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. If the project requires a septic approval, this approval must be in place before issuing a permit.



## Steel Dock with Structure Permit Policy

Steel docks that are to support a superstructure require a design by a professional engineer.

- The Ontario Building Code states in Sentence 4.3.4.1 (1) that structural steel be designed in accordance with CAN/CSA S16 “Limit States Design of Steel Structures”. This design is required in order to obtain a building permit.

Fabricators and erectors responsible for making welds for structures fabricated or erected under this Standard shall be certified by the Canadian Welding Bureau to the requirements of CSA Standard W47.1 (Division 1 or Division 2).

1. A “Letter of Validation” is required from the fabricator to verify certification. Companies certified in Division 1 or 2 are required to employ or retain Welding Engineer.
  - These Welding Engineers are an essential component of a company’s certification and perform many tasks including the review of drawings for welding connection details and welding symbols, and the preparation of welding procedure data sheets.
  - Note that the structural Engineers who complete the design drawings are not considered as one of the requirements of certification. It is possible, however, that the structural Engineer and Welding Engineer may be the same person.
  - The company that employs the welder must also have an individual qualified by the Canadian Welding Bureau as a supervisor.
  - The supervisor is responsible for supervising the welder carrying out the welds on the structure. All welders employed by the certified company must hold valid qualifications issued by the Canadian Welding Bureau.
2. A “Welding Supervisor Certification” is part of the application to the Building Department.
3. Submit the Engineer’s Report before starting construction above the dock.
4. Submit the certificates of qualification to the municipality for both the welder and supervisor, accompanied by a letter stating they have a contract to construct the superstructure.
5. Submit the Final Engineer’s Report for the dock and superstructure to the building department. The Engineer’s Report will state that the structure has been constructed in accordance with the design.