

# THE TOWNSHIP OF GALWAY-CAVENDISH & HARVEY

701 County Rd # 36, P.O. Box 820, Bobcaygeon, Ont. K0M 1A0  
Phone (705) 738-3800 or Toll Free 1-800-374-4009 Fax: (705) 738-3801  
Visit our web site at [www.galwaycavendishharvey.ca](http://www.galwaycavendishharvey.ca)

## BUILDING & PLANNING DEPARTMENT

**HOURS OF OPERATION:** Monday to Friday 8:30 a.m. until 4:30 p.m.

### **STAFF:**

Chief Building Official.....	Mike Zimmer	Ext. 227
Building/Plumbing Inspector.....	Jim McMillan	Ext. 225
Deputy Chief By-law Enforcement Officer/ Building Official.....	Ric Irvine	Ext. 236
Planning Technician .....	Judy Stephens	Ext 234
Building/Planning Administrative Assistant .....	Aiden Stanley	Ext. 233

### **INSPECTIONS: To schedule inspections please call Ext. 233.**

Building/Plumbing Inspections: .....Monday to Friday 8:30 a.m. to 4:30 p.m..

### **48 hours minimum notice required for scheduling an inspection**

**NOTE:** The following information is general in nature and is not to be considered as the only requirements for permit issuance. There are a number of other aspects that must be considered including, but not limited to, the general provisions of the zoning by-laws, the specific zone provisions of the by-laws, the definition section of the by-laws as well as applicable law that is governed by agencies other than the municipality.

### **BUILDING PERMITS**

When do I need a Building Permit?

- A Building Permit is not required for an accessory building 10 sq. m. (107 sq. ft.)

in area or less unless this building is used for human habitation or has plumbing. (We do however, require that you maintain the setback requirements for your Zoning)

-A Building Permit is required for any addition or renovation to a home or cottage no matter what the size.

-A Building Permit is required for open decks and porches.

-A Building Permit is required for new solid fuel heating systems or the replacement of existing solid fuel heating systems.

## **How do I obtain a Building Permit?**

To obtain a Building Permit you are required to submit an application and 2 copies of the building plans along with a site plan showing compliance with the Zoning By-Laws for all set-backs and verification of compliance with the requirements of the Ontario Building Code.

## **What happens next?**

Once the above application is received, the submitted application, site plan and building plans are reviewed. If the submission is in compliance with the Ontario Building Code, Municipal By-Laws and other “Applicable Law” then a Building Permit is issued for the project.

## **Under what circumstances would a Building Permit be denied?**

The municipality can not issue a Building Permit for any proposal that does not comply with the requirements of any other Agency that may have jurisdiction over a certain aspect of a property whether this is water front work, sewage disposal, hydro set-backs, entrance ways etc. This is known as “Applicable Law”

## **What is meant by “Applicable Law”?**

Prior to Building Permit issuance it must be shown that you are in compliance with any other Agency that may have a jurisdiction with respect to the proposal. This could be any of the following:

**-The Peterborough County City Health Unit - Telephone 743-1000  
10 Hospital Drive - Brad Clark**

Health Unit approval is required when:

- the number of bedrooms, bathrooms or kitchen facilities are being increased
- an addition of any type is more than 15% of the existing floor area
- a major renovation or change of occupancy is proposed
- when the municipality does not have sufficient information on an existing septic system
- if it appears that the construction of any building is closer than 5 ft. to a tank or 17 ft. to a weeping bed

**-Kawartha Region Conservation Authority** - Telephone 705-328-2271

R.R. # 1, Kenrei Park Road, Lindsay, Ont. K9V 4R1

- Permits required for:

- minor filling
- minor construction - accessory buildings such as boathouses, garages
- major construction - dwellings, additions
- basements, crawlspaces

**-Municipal Roads Department** – Buckhorn Depot- 884 Melody Bay Rd. 705-657-1236

Galway Depot - 705-488-227 or call 1-800-374-4009 Ext. 302 (leave message)

-Road Superintendent – Gerard Pearson

**- Entrance permit Fee \$50.00 + \$450.00 Deposit**

**-County Roads Department** - Telephone (705) 745-2737 Ext. 222

-Paul Hurley

-for new construction adjacent to a County Road

-for new entrances to/on a County Road

**-Ministry of Transportation** -Telephone 1-800-554-0487

**-Trent Severn Waterways** - Telephone 705-742-9267

A permit is required for any “in water” (docks, boathouses, retaining walls). This refers to new construction as well as repairs to existing facilities.

**Ministry of Natural Resources** - Telephone 1-800-667-1940 or locally 755-2001

- They require a work permit for docks or boathouses where the crib or combination of cribs occupies an area greater than 15 square meters (160 square feet).
- Fisheries and Oceans does have restrictions if the total surface area of the dock or boathouse is to be greater than 50 square meters (538 square feet).

- Concrete is not permitted to be placed in the water for new construction or repairs to existing facilities

**Contact M.N.R. in respect to their jurisdiction.**

**Electrical Safety Authority** - Telephone 1-877-372-7233

- 16.5ft. separation between main feeder hydro lines and any construction
- 10 ft. separation between secondary lines and construction.

**-Wells: Ministry of the Environment** - Telephone 1-888-396-9355

**- Municipal Fire Department** - Telephone - 705-738-3800 /1-800-374-4009

- Fire Chief – Don Mitchell Ext. 222
- Administrative Assistant 738-3800 Ext. 230

**Other permits/approvals applicant should be aware of:**

- electrical safety authority - telephone 1-877-372-7233
- telephone installation - Bell Canada - telephone 310- 2355

**How long does it take to get a Building Permit?**

If your application for a Building Permit is complete, allow 8 to 10 working days for permit issuance depending on the complexity of your proposal.

**Note: IF A SITE INSPECTION IS REQUIRED PRIOR TO PERMIT ISSUANCES, THE ABOVE TIME FRAME MAY BE EXTENDED.**

### Classes of Permits and Fees

Class of Permit	Building Permit Fees		
	2008		
Group "C" Low Density Residence	Fee per Sq Ft		\$ 0.85
	Min Fee	up to 2250 sq ft	\$ 1,910.00
Group "C" Multiple Residence	Fee per Sq Ft		\$ 0.85
	Min Fee	up to 2250 sq ft	\$ 1,910.00
Group "C" Major Alterations Res.	Fee per Sq Ft		\$ 0.85
\$50,000 const. Value	Min Fee	up to 2250 sq ft	\$ 1,910.00
Group "C" Demolition			\$ 210.00
Group "C" garage,carport, accessory building, deck, minor alterations, additions, retrofits, wood stoves,pool, temporary buildings	Fee per Sq Ft		\$ 0.70
	Min Fee	up to 300 sq ft	\$ 210.00
Stand alone plumbing and other permits not listed. i.e. change of use, conditional.			
Groups "A" "B" "D" "E" "F "	Fee per Sq Ft		\$ 0.85

Comm/ Ind.	Min Fee	up to 2500 sq ft		\$ 2,125.00
Groups "A" "B" "D" "E" "F " Major	Fee per Sq Ft			\$ 0.85
Additions \$50,000. Const. Value	Min Fee	up to 2500 sq ft		\$ 2,125.00
Groups "A" "B" "D" "E" "F " Minor	Fee per Sq Ft			\$ 0.65
Additions	Min Fee	up to 2500 sq ft		\$ 1,625.00
Groups "A" "B" "D" "E" "F " Demolitions	Min Fee			\$ 210.00
Farm Buildings	Fee per Sq Ft			\$ 0.65
	Min Fee	up to 2500 sq ft		\$ 1,625.00
Farm Buildings- additions, alterations,	Fee per Sq Ft			\$ 0.24
accessory buildings, hobby farms	Min Fee	up to 1000 sq ft		\$ 240.00
Occupancy Permit (Partial)				\$120.00
Occupancy Permit (Final)				N/C
Renewal of Permit				\$130.00
Transfer of Permit				\$65.00
Discharge of Order				\$120.00

Building Without a Permit	Permit Fees will be doubled if construction is started without obtaining a building permit to a maximum of \$5,000.00
Re-inspection of any stage of construction more than twice	\$120.00

I.e.: If a deficiency is noted at any stage of construction one re-inspection will be provided @ no charge, any subsequent inspections will be charged @ \$120.00 per inspection.

**BUILDING INSPECTIONS:**

The Chief Building Official shall ensure that required inspections specified in Section 2.4.1(1) of the Ontario Building Code are complied with.

**DEVELOPMENT FEES 2010:**

**Residential:** Residential (New Dwelling Units)

Municipal.....\$2,500.00  
County .....\$3,687.50

**Non-Residential:** (Commercial, Industrial, Institutional)

Municipal.....\$6.00 per Sq M  
County ..... \$18.85 per Sq. M.

**COMMITTEE OF ADJUSTMENT APPLICATION.** (Minor Variance).....\$600.00

**REZONING APPLICATION**.....\$800.00

How close to the boundaries of my property can I build?

Listed here are only the most common zones within the municipality- information is for permanent detached dwelling or recreation dwelling only. For the requirements for the other zones and other permitted uses within the municipality, please contact the building/planning department.

## **RECREATION RESIDENTIAL (RR)**

### **Required Square Footage - Dwelling:**

Minimum Floor Area - one storey dwelling.....	900 sq.
ft.	
- one and one-half or two storey dwelling.....	1250 sq. ft.

### **Zoning Requirements- Dwelling**

Maximum Height.....	35 ft.
Maximum Number of Dwellings per Lot.....	1 only
Maximum Lot Coverage.....	20%
Minimum Front Yard.....	40 ft.
Minimum Interior Side Yard.....	15 ft.
Minimum Exterior Side Yard.....	20 ft.
Minimum Rear Yard.....	15 ft.
Minimum Water Yard.....	70 ft.
Minimum Road Setback (private or public road).....	40 ft.

## **RURAL (RU)**

### **Required Square Footage - Dwelling**

Minimum Floor Area - one storey dwelling.....	900 sq. ft.
- one and one-half or two storey dwelling.....	1250 sq. ft.

### **Zoning Requirements -Dwelling**

Maximum Height.....	35 ft.
Maximum Number of Dwellings per Lot.....	1 only
Maximum Lot Coverage.....	20%
Minimum Front Yard.....	50
	ft.
Minimum Interior Side Yard.....	15 ft.
Minimum Exterior Side Yard.....	50 ft.
Minimum Rear Yard.....	15 ft.
Minimum Water Yard .....	100 ft.

## **COMMUNITY RESIDENTIAL (CR)**

### **Required Square Footage - Dwelling**

Minimum Floor Area - one storey dwelling.....	900 sq. ft.
- one and one-half or two storey.....	1250 sq. ft.

### **Zoning Requirements - Dwelling**

Maximum Height.....	35 ft.
Maximum Number of Dwellings per Lot.....	1 only
Maximum Lot Coverage.....	20 %
Minimum Front Yard.....	50 ft.
Minimum Interior Side Yard.....	15 ft.
Minimum Exterior Side Yard.....	50 ft.
Minimum Rear Yard.....	15 ft.
Minimum Water Yard.....	70 ft.

## **ACCESSORY BUILDINGS OR STRUCTURE**

-means a detached building or structure that is not used for human habitation, but the use of which is subordinate and naturally, customarily and normally incidental to and exclusively devoted to a main building or use and is located on the same lot.

- 4.19.1 No building permit may be issued for an accessory building in any zone where an accessory building is permitted until such time as the principal building on the property or lot has been completed to the point where the basement has been constructed to include the sub-floor, or if the building frame has been erected and enclosed inclusive of siding and roofing.
- 4.19.2 An accessory building or structure may not be used for human habitation, except where a dwelling is a permitted accessory use. Such dwelling shall comply with the yard requirements of Section 6.2 of this By-law.

- 4.19.3 A private garage is not considered accessory if attached to the main building; however, if attached to the main building then it shall be considered to be part of the main building and accordance with regulations of the permitted uses shall be required;
- 4.19.4 Except as otherwise permitted in this By-Law, no accessory building or structure shall exceed 25 ft. in height in the Rural (RU) Zone and 16 ft. in height in any other zone;
- 4.19.5 The total lot coverage of all accessory buildings and structures may not exceed 10% of the lot area. Provided however, that the lot coverage of such accessory buildings or structures shall be included in the computation of the permissible lot coverage of all buildings or structures on such lot; and
- 4.19.6 Any accessory building or structure may not be located closer than 5 ft. to the side or rear lot line.

Notwithstanding the foregoing; any accessory building or structure may not be located within the required minimum exterior side yard, or minimum water yard of any zone.

**Boathouse, pump house and docks**

- 4.20.1 Where permitted by this by-law, a boathouse, pump house, or dock maybe erected adjacent to a lot line when said lot line is a body of water. A pump house or dock may be located not closer than 5 ft. to a side lot line.

A boathouse may not be located closer than 50 ft. to a side lot line; shall not exceed a maximum height of 16 ft. as measured from the elevation of the high water level; and shall not exceed a maximum total floor area of 797 sq. ft.

<u>Guest Cabins</u>	maximum floor area.....	480 sq. ft.
	maximum height.....	16.07 ft.

Note: Restricted to one storey with no cooking or sanitary facilities

All yard setback provisions for the main building & structures apply.  
Do Not Use: 4.19.6 for Setbacks

## **PERMIT APPLICATION REQUIREMENTS**

### **SITE PLAN:**

The following is required to be shown on the site plan. If any of this information is not shown, the application may be delayed.

- Drawn to an appropriate scale (e.g. 1" = 20', 1"= 30' etc)
- All existing buildings and sizes
- Lot dimensions
- All four(4) setbacks to proposed buildings and existing
- All setbacks to proposed decks
- Septic location - proposed or existing
- Well location
- Surface water drainage by arrows (not to flow onto adjacent property)
- North arrow
- Street name
- Proposed swales or ditches and existing ones
- Foundation or sump drainage location (to dry well or ditch)
- Service - Hydro - existing & proposed - overhead/underground

### **APPLICATION OF BY-LAW:**

The By-Law shall apply to:

- a) anything to be constructed or reconstructed and used or intended to be used for the enjoyment of, or the shelter or support of, persons, animals or property;
- b) the construction or reconstruction of any service either on private lands, or Municipally owned lands;
- c) the demolition of any existing building;
- d) the removal or relocation of any existing building;
- e) renovations, remodeling and repairs to existing structures
- f) fireplaces, chimneys and flues;

## **HEALTH DEPARTMENT REQUIREMENT FOR SEPTIC CLEARANCES:**

1. 17 ft. - from all structures for the septic or filter bed
2. 5 ft. - from all structures for the septic tank
3. 49 ft. - to any type of water supply
4. 10 ft. - to any property line from tank and/or septic or filter bed

## **RESPONSIBILITIES OF THE PERMIT HOLDER:**

1. The permit must be displayed in a prominent place.
2. A copy of your approved building plans shall be kept on the construction site and available during inspection.
3. Inspectors must be able to examine the work they are to inspect. Therefore, the work to be inspected will not, under law, be covered before the inspector has been notified and the required inspection made.
4. If the applicant is to be the owner and occupant of the single detached dwelling, he is allowed to do all plumbing and hydro work provided he/she conforms to prevailing codes and by-laws. Hydro permits are necessary.
5. If during construction, changes or modifications are necessary to the approved plans, the permit holder must contact the building inspector for approval of the changes.

## **REQUIREMENTS AFTER ISSUANCE OF PERMIT:**

1. Plan of Survey of your lot by an Ontario Land Surveyor, showing the new construction, known as a Building Location Survey.
2. Inspections of Building and Plumbing
3. Truss Plans and/or Beam Drawings stamped and signed prior to erection.
4. Changes to plans, contact this department.

### **What inspections are needed?**

Mandatory inspections by the Chief Building Official and/or Inspectors are required at specific stages of construction. These inspections are to ensure that Ontario Building Code regulations are being followed. Two days notice to the Building Department is required for these inspections.

### **For how long is a Building Permit in effect?**

A permit is good for 1 year and then a renewal fee of \$130.00 will be applied.

Once a Building Permit has been issued, construction must be started within 6 month of Building Permit issuance or the Permit may be revoked. Once construction has been started, the person that the Permit was issued to can not discontinue construction for more than a year, or the Permit will lapse.

## SITE PLAN REQUIREMENTS

The following is required to be shown on the site plan. If any of this information is not shown, the application may be delayed.

- Drawn to an appropriate scale (e.g. 1" = 20' , 1" = 30' etc)
- All existing buildings and sizes
- Lot dimensions
- All four (4) setbacks to proposed buildings and existing
- All setbacks to proposed decks
- Septic location – proposed or existing
- Well location
- Surface water drainage by arrows (not to flow onto adjacent property)
- North arrow
- Street name
- Proposed swales or ditches and existing ones
- Foundation or sump drainage location (to dry well or ditch)
- Service – Hydro – existing & proposed – overhead/underground

