

Detached garages/ Sheds/ Gazebo's

Include in package:

1. **Development Permit Application**-Fee \$100.00 & \$500.00 Security Deposit
 - Indicate the location- Civic address and Beach, or Legal Land Description
 - The Applicant contact information
 - The property owner name (if different than the applicant)
 - The proposed development – i.e. build 20 X 28 detached garage
 - Date and sign form
 - If piles are being used a stamped engineered plan must be included with the Development permit application
 - Before the building permit is issued we require that you to submit a Real Property Report for structures with cement pads or screw piles. If screw piles are used the Pile log that is printed during installation will need to be submitted as well. Please insure your installer has the equipment to print this report.
2. **How to draw a site sketch** (sample attached)
 - Indicate north with an arrow
 - Location of all four property pins
 - Indicate the road and /or the lake
 - Location and size of all existing and proposed buildings and structures including all front, sides and rear setbacks
 - Location and size of access to site including parking plan (must have parking area for two vehicles).
3. **Building Permit Application**-Fee \$.30 a square foot
 - Fill in all applicant & property owner information as required
 - Fill in the estimated value of construction
 - Fill in all information relating to size/dimensions, square footage, and material in section 2
 - Date and sign form
4. **Contractor/Subcontractor list**- The contractor list must state all contractors from site preparation to the completion of your project. All contractors you hire must be licensed to do business in the District of Lakeland #521. A list of licensed contractors can be found on our website at www.lakeland521.ca under the Business Directory. It is the home owners' responsibility to ensure that all contractors hired have a business license or have them contact our office to obtain a business license.
5. **List of inspections**- The list of when inspections are required is attached. Remember to give the inspector at least 24 hours' notice to book inspections
6. **Permit Issuance** – The District of Lakeland #521 will contact you once the permit is ready to be picked up. The Development Department will respond to your application within 10 business days. A Conditions List must be read and signed by the property owner or an agent acting on his behalf. The

property owner or agent will be responsible to ensure all contractors are informed of conditions pertaining to permits issued.

7. **Definition for front and rear yards is as follows:**

Lakeshore sites

“Front yard is the roadside”

“Rear yard is the lakeside”

Non Lakeshore sites

“Front yard is the roadside”

“Rear yard is the backside”

Bylaws for Accessory Buildings and structures in R1 Residential District

- **Maximum height of building** – Not to exceed the principle building and in no case not to exceed 5 meters(16 feet)
- **Number of accessory buildings**- No more than 2 accessory buildings with the floor area greater than 9.29 square meters (100 Square feet) will be permitted
- **Area of accessory buildings**- the maximum combined area for accessory buildings is 84 square meters (904 square feet); except that the maximum building floor area for accessory buildings on a site may be increased 1 square meter (3.28 square feet) for each 5.5 square meters (59.2 square feet) of a site in excess of 460 square meters (4951.40 square feet). The building floor area of accessory buildings shall not exceed the building floor area of the principle building.
- **Location of accessory buildings**
Front yard minimum – 6 meters (19.68 feet) except lakeshore sites where the minimum shall be 0.5 meters (19 inches).
Rear yard minimum- 0.5 meters (19 inches) except for lakeshore sites where the minimum shall be 6 meters (19.68 feet).
Side yard minimum - 1 meter (3.28 feet).
- **Maximum site coverage**- 50 % of the lot in the R1 zoning District- *is the portion of the site that includes all roofed areas of all buildings including porches, verandas, garages, carports, membrane covered structures and all accessory buildings, decks, footpaths, driveways, steps, landings, in ground swimming pools, and other impervious surfaces.(BYLAW NO. 15-2012)*

General Information

- **Parking** – The District now requires each residential lot to have 2 parking spaces.
- **Lighting** – *Council shall require that site and other outdoor lighting for new residential construction incorporate principles, techniques and standards consistent with the current version of the International Dark Sky Lighting Code Handbook for outdoor lighting in the EI Environmental Lighting Zone, as defined by the International Commission on Illumination. (BYLAW NO. 14-12). The web address is www.darksky.org*
- **Real Property Report** – This is required after the foundation is poured or in the case of screw piles, after they are installed. A surveyor of your choice will come out and record all structures on your property and show the measurements to the lot lines
- **Engineered Piles** – are now required, in the National Building Code, when building a deck with a roof attached to the building or building a sun room /gazebo on the deck which is attached to a building.

DISTRICT OF LAKELAND NO.521 APPLICATION NO. _____ 20____

Development Permit Application

Date _____ 20____

Land Description: Civic Address _____ Beach _____ or
_____ Quarter Section _____, Twp. _____, Rge. _____, M _____

Applicant Name: _____

Mailing Address: _____

Contact Information: Home () _____ Work () _____ Cell () _____
Fax () _____ Email _____

Property Owner: _____

(If different than Applicant)

As per the National Building Code, screw piles must be stamped by an Engineer. The District is requesting the Field Report for all screw piles be submitted with the Real Property Report. Failure to submit either of these documents will result in the office withholding issuance of the Building Permit.

Proposed Development: _____

(Attach Site Sketch)

Applicant's Signature: _____

Development Permit

Decision Permitted Use – Approved - Date: _____ Denied – Date: _____

Discretionary use – Approved by Resolution No. _____

Subject to the following conditions/reasons: _____

This permit expires _____
one year from the _____
date of issuance _____

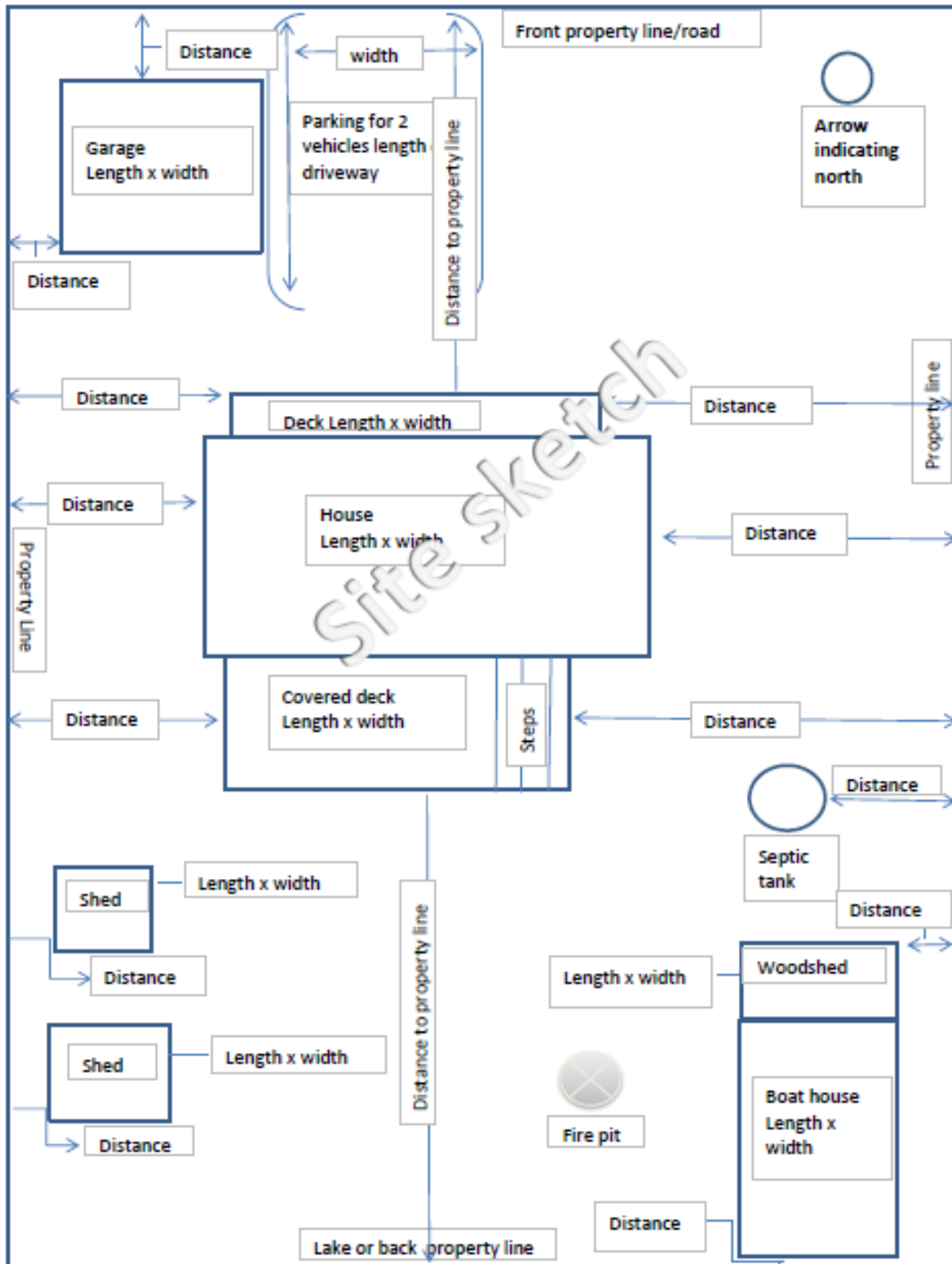
Note:

Approval of this application and issuance of a Development Permit does not absolve the applicant of obtaining other permits and approvals as may be required according to other municipal, Provincial and Federal government legislation.

*All developments shall be in compliance with the Zoning Bylaw for the District of Lakeland No.521

DEVELOPMENT OFFICER: _____

Sample Site Sketch



APPLICATION FOR BUILDING PERMIT

Section 1 - Applicant Information

I hereby make application to: Construct Reconstruct Alter- Project description _____
 a structure according to the information below and to the plans and documents attached to this application

The estimated value of construction with material and labour (Statistic's Canada Info.) \$ _____

Name of Applicant: _____

Name of Property Owner: _____

Civic Address: _____ Subdivision/Beach _____

Phone # _____ E-mail _____

Land Description for Rural: _____ 1/4 Section _____ Township _____ Range _____ W _____ Meridian

Section 2 - Construction Information for a Building (Skip to Section 3 for Decks)

Intended use of Building or Structure _____

Building: Length _____ x Width _____ = Floor Area of: _____ sq. ft. /m Height _____ ft. /m

Garage Area: _____ sq. ft. /m Shed area: _____ sq. ft. /m

Type of Engineered Footing / Foundation Material for building: _____ Size: _____

Number of storeys _____ Fire escapes: _____

Number of stairways: _____ Width of stairways: _____

Number of exits: _____ Width of exits: _____

Stud Material: _____ Spacing: _____

Exterior Wall Material: _____ Size: _____

Floor Joist Material: _____ Spacing _____

Girder Material: _____ Spacing _____

Rafter Material: _____ Spacing _____

Roof Material: _____ Size: _____

Section 3 - Construction Information for Decks

Select type of Deck: Attached Deck with no roof **OR** Attached Deck with covered roof

Note: An attached Deck with a covered roof requires engineered piles for adequate support

Size of Deck(s): Deck #1 _____ (Width) x _____ (Length) = _____ sq ft/m _____ (Height from grade)

Deck #2 _____ (Width) x _____ (Length) = _____ sq ft/m _____ (Height from grade)

Deck #3 _____ (Width) x _____ (Length) = _____ sq ft/m _____ (Height from grade)

Type of Foundation: (deck blocks/concrete piles/engineered screw piles/footings) _____

Support beams/joists: Material: _____ Joist size: _____ Joist spacing: _____

Top Deck Board Material: _____

I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the local authority and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the local authority or its authorized representative. I understand that any inspections by an authorized representative of the local authority will be for construction progress assessment only and that the local authority reserves the right to require the applicant to provide certification at any time that all or any part of the building or structure is in accordance with this Bylaw.

Date

Signature of Owner / Agent

Print Name of Owner/Agent

Please be advised that although your application for a permit may comply with the municipality's regulations, there may be caveats registered against the title to your property which require stricter regulations for development. It is your responsibility to be aware of any encumbrances registered against the title of your property.

Section 4 – Fees and Construction values (For office use only)

Building Permit Fee for Dwelling: Area of building _____ X \$.55 = \$ _____

Building Permit Fee for Decks: Area of decks _____ X \$.30 = \$ _____

Building Permit Fee for Accessory Buildings: Area of building _____ X \$.30 = \$ _____

Total \$ _____

CONTRACTOR & SUB-CONTRACTOR LIST

DISTRICT OF LAKELAND NO.521 – BYLAW NO. 22 of 2010

GENERAL CONTRACTOR INFORMATION

<u>Name of General Contractor</u>	<u>Company Name</u>	<u>City/Town</u>	<u>Contact Number(s)</u>

<u>Contractor/Subcontractor</u>	<u>Type of Service</u>	<u>City/Town</u>	<u>Contact Number(s)</u>

Examples of Contractors/Sub-contractors

Demolition & Moving Contractors
 Site Excavation / Site Preparation
 Land Surveyors
 Concrete Companies/Concrete Forming

Framing & Roofing Contractors
 Heating & Plumbing
 Electricians
 Drywallers / Painters

Finishing Carpenters
 Installers (service provider)
 Landscaping Contractors
 Cleaning & Yard Maintenance



District of Lakeland No. 521

Cliff Letendre, Certified Canadian Building Official

Contact Number: 961-1418

Building Inspection Requirements

1. Footing Inspection
 - a. Footings are poured

2. Pre-backfill inspection- concrete foundation
 - a. Damp proofing is completed on the exterior of the foundation
 - b. Weeping tile is in place

3. Pre-backfill inspection – wood foundation
 - a. Poly is in place on exterior with protective cover
 - b. Adequate bracing has been installed

4. Real Property Report (RPR)
 - a. Is required prior to framing the building
 - b. The RPR must include all buildings, fences and encroachments on the lot

5. Framing inspection before poly and insulation installed
 - a. Framing of the main structure is complete including stairs but prior to insulation/vapour barrier/drywall
 - b. Shingling may or may not be started / completed
 - c. Windows and doors are installed
 - d. Exterior finish may or may not be started / completed
 - e. Rough-in for electrical, plumbing and heating has been completed

6. Poly and insulation inspection
 - a. Insulation has been installed in all exterior walls, floor joists, roof joists, cantilevers and areas over the garage
 - b. Poly has been installed and sealed
 - c. Drywall has not been installed

7. Final inspection
 - a. Interior items completed including hand and guard rails, stairs, door closers, bridging, insulation in attic, ventilation, etc.
 - b. Exterior items completed including cladding, soffits, eaves, downspouts, grading, stairs, hand and guard rails, etc.

It is the responsibility of the property owner to contact Cliff to book inspections.

Notice of 24 hours must be given for inspections.