

## Detached garages/ Sheds/ Gazebos

### 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); if applicant is not the property owner, an authorization form is required from owner.
  - The proposed development – i.e., build 20 X 28 detached garage
  - Date and sign form
  - If piles are being used an engineered plan must be prepared indicating the number and spacing of the piles required. After installation, a signed and sealed certificate must be submitted to the office attesting to the conformity of the installation.
  - Before the building permit is issued, we require that you to submit a Real Property Report for structures with cement pads or screw piles.
2. **How to draw a site sketch** (sample attached)
  - Location of all four property pins
  - Indicate orientation with a north arrow and names of 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**- \$240 for accessories > 200ft<sup>2</sup>, \$192 for accessories </= 200ft<sup>2</sup>
  - Fill in all applicant & property owner information as required
  - Fill in the estimated value of construction
  - Fill in information related 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](http://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 48 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 (10.8 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 principal 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.*

**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](http://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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

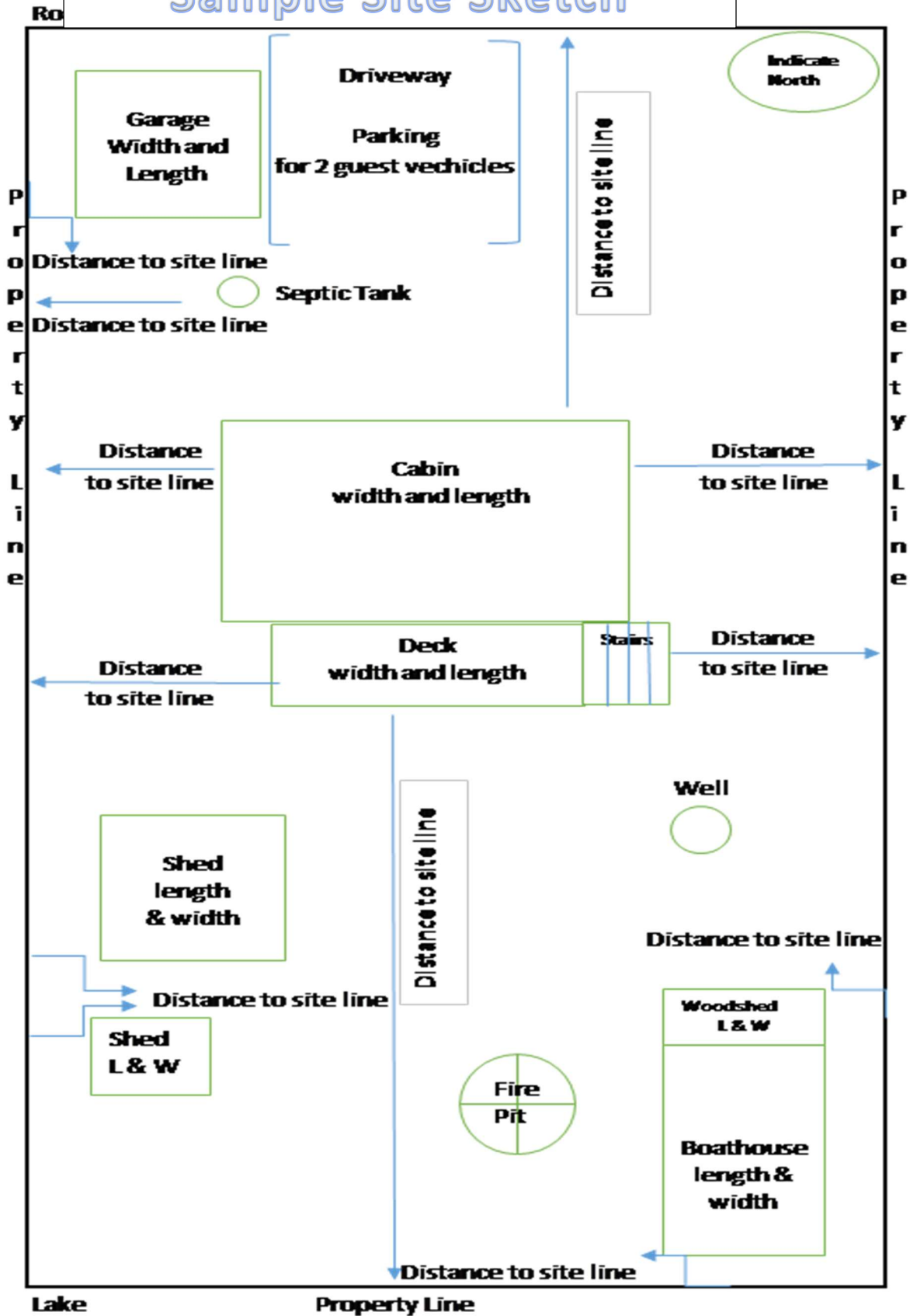
Note:

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 labor (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 story's \_\_\_\_\_ 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.

# 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>
_____	_____	_____	_____
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### 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