

Administration Office 1024 Hurlwood Lane, Severn  
Mailing address PO Box 159, Orillia, Ontario L3V 6J3  
Email [info@severn.ca](mailto:info@severn.ca)  
Phone 705-325-2315

# Building Permit Guide

A guide to help you complete  
your permit application

[severn.ca](http://severn.ca)



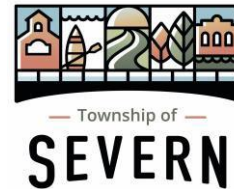


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# General Information

## Before you start

The information contained herein is intended only as a guide. Building permits ensure that all work meets the requirements outlined in the [Ontario Building Code \(OBC\)](#) and the Township of Severn's [Zoning By-law](#) at: [severn.ca/zoning](http://severn.ca/zoning).

Please contact our Planning Department before you apply for a building permit to learn about the zoning requirements for your property. If your project does not comply with our Zoning By-law, you may have options such as applying for a minor variance to the Committee of Adjustment. In some cases, more extensive re-zoning may be required for your project. This is why it is strongly recommended that you take a planning-first approach.

Contact our Customer Care Assistant

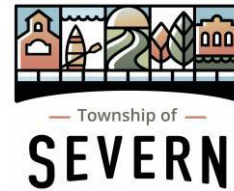
Phone: 705 325-2315 x246

Email: [planning@severn.ca](mailto:planning@severn.ca)

## Applicable law

The Ontario Building Act prescribes a number of regulations that must be considered before some project may be issued a building permit. These regulations are called applicable law and vary based on each type of project and location.

The most common in the Township of Severn are detailed on the following pages.



## **Planning and development**

This typically involves an internal Township of Severn review for the proposed use of your property. As previously mentioned, a planning first approach is typically suggested before the formal approval process with the building permit review process.

## **Road corridors**

Ministry of Transportation (MTO)

If your project is near a provincial road or highway, you may require a permit from the MTO. Please visit <https://www.hcms.mto.gov.on.ca/> to determine if a permit is required.

County of Simcoe and Township of Severn

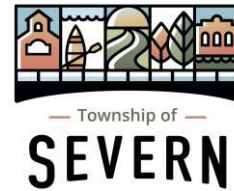
Each may have similar requirements for approval of projects within specified road corridors.

## **Entrance permits**

If you are adding an entrance to your property from a municipal road, the property owner or authorized agent must complete an entrance permit application form with our Public Works department when on a municipal-maintained roadway. If on a county road, you will need to contact the County of Simcoe directly. Visit our Roads and Parking page at: [severn.ca/roadsandparking](https://severn.ca/roadsandparking).

## **Drinking Water Source Protection Program**

The [Clean Water Act, 2006](#) is part of the approach to ensure clean, safe and sustainable drinking water for Ontarians, by protecting sources of municipal drinking water such as waterways and well water. Under this legislation, the



Drinking Water Source Protection Program was established by the Government of Ontario. An assessment of the proposed project may be required if your project is located within a surface water or well intake area.

## **Shoreline Works**

If you are thinking of building or repairing along the shoreline, including docks, boat ports, boat lifts, and boathouses, you must first obtain permission from [Trent Severn Waterway](#) and/or the [Ministry of Northern Development, Mines, Natural Resources and Forestry](#).

### ***Contact information***

Trent Severn Waterway

Phone: 705-750-4900

Website: <https://www.pc.gc.ca/en>

Ministry of Natural Resources

Phone: 705-725-7500

Website: <https://www.ontario.ca/page/crown-land-work-permits>

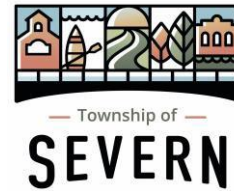
## **Water meter and connection charge**

Please inquire with the Public Works Department for additional information on Severn's water and sewer connection requirements and fees.

Contact our Customer Care Assistant

Phone: 705-325-2315 x241

Email: [publicworks@severn.ca](mailto:publicworks@severn.ca)



# Development Charges and Building Permit Fees

## Development charges for residential projects

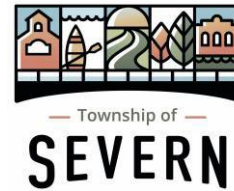
Township of Severn development charges apply to residential land that has been vacant for three or more years.

The County of Simcoe and the two school Boards (Simcoe County District School Board, and the Simcoe Muskoka Catholic School Board) collect development charges on residential land that has been vacant for five or more years.

Development charges assist in financing the long-term capital and operating costs for the infrastructure required to provide municipal services to the new development, including:

- development-related studies
- long-term care and senior services
- paramedic services
- public works
- roads and related maintenance
- social housing
- transit
- waste management

Development charges are subject to adjustment and indexing. Area-specific charges may also apply if applicable. You may need to pay development charges for new residential units or commercial, industrial, and institutional floor space. These charges are paid at the time a building or planning permit is issued. View our [Development Charges Background Study](#).



**Table 1. Example of residential development charges for municipal and school services**

Municipality or School Board	Development charges (example only)
Township of Severn	\$17,092
County of Simcoe	\$14,372
Simcoe County District School Board*	\$3,411
Simcoe Muskoka Catholic District School Board*	\$2,072
<b>Total Development Charges</b>	<b>\$36,947</b>

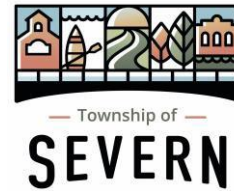
\*[County of Simcoe Development Charges](#) effective January 1, 2025.

\*\*School Board fees are updated to represent the [Education Development Charges](#) effective October 30, 2024, to October 29, 2025.

**Table 2. Example residential area-specific development charges for municipal water and wastewater services**

Area	Septage/ hailed treatment	Water	Wastewater services	Total
Westshore	\$0	\$10,972	\$22,611	\$33,583
Coldwater	\$0	\$3,262	\$17,840	\$20,742
No water or wastewater service	\$101	\$0	\$0	\$101





## Building, demolition, pool fence, and event tent fees

Fees are based on estimated construction value. It costs \$173 as a base rate plus the additional fees listed when fees are based on square foot (sqft). If work is suspended for one year or not started within six months of issuance, the Chief Building Official may revoke the permit.

**Table 3. Permit types, fees, and cost**

Permit type	Cost
Garage and accessory buildings (e.g., boathouse, shed, garage)	\$0.53/sqft
Residential docks and decks	\$0.42/sqft
Residential dwellings and additions	\$1.38/sqft
Basement and crawlspace, unfinished	\$0.42/sqft
Basement and crawlspace, finished	\$0.86/sqft
Agricultural accessory building (maximum of \$2,457)	\$0.53/sqft
Demolition Class A (simple house or cottage, no base fee)	\$128 each
Demolition Class B (requiring engineering, no base fee)	\$344 each
Pool fence (no base fee)	\$173 each
Event tent (no base fee)	\$128 each
Plumbing fee	\$12 per fixture

Permit type	Cost
If based on construction value (e.g., renovations)	\$173 for first \$1,000 in value, plus \$11.71 for every \$1,000

## Septic permits

Your project may require upgrades to your existing septic or the installation of a new septic.

**Table 4. Septic permit types and cost**

Septic Permit type	Cost per each
New septic system	\$694
Sewage system repair	\$462
Septic tank replacement	\$462
Holding tank (Class 5)	\$532
Leaching pit (Class 2)	\$381
Septic change of use	\$104 per hour of review*

*\*Review for projects considering the continued use of an existing sewage system, as the system will need to be assessed to determine if the increased daily flow will remain within the capacity of the system design.*

# New Dwellings and Cottages: Engineered Lot Grading Plan

A lot grading plan is required for all new or rebuilt homes or cottages. This plan will be required to be completed as detailed below.

## **Lots within a subdivision**

By the subdivision engineer if not assumed or another competent grading engineer if an assumed subdivision. The plan must be completed by a Professional Engineer.

## **Outside of a subdivision**

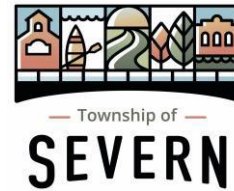
The plan can be completed by a Professional Engineer, Certified Engineer Technologist, Landscape Architect, or Ontario Land Surveyor.

## **Outside of a subdivision and larger than two hectare**

Provided the lot is larger than two hectares and:

- outside of a subdivision
- is not on a waterfront
- does not have any Environmental Protection designated on the lot
- new buildings are more than ten metres from the neighbouring properties,

the lot grading plans may be completed by a competent person such as a qualified designer or Ontario Land Surveyor but must provide such information on the lot grading plan as required by Severn.



## Lot grading deposit

A lot grading deposit of \$3,500 will be required with your building permit. In addition, a minimum \$208 review fee will apply for most applications.

If review, re-review, or complaints are received regarding the grading, additional fees may be applied and either added to the review fee or deducted from the grading deposit.

If grading remains incomplete and uncertified within the time specified in our Building Permits and Fees By-law, this deposit amount may be expended to complete the grading. Grading refunds will require certification from the qualified designer who took responsibility for the grading design.

To book your grading inspection, please complete our online form at: [severn.ca/inspections](http://severn.ca/inspections). You will need to attach a digital file of your completed grading certificate to your online inspection request.

Lot grading inspections are weather-dependent and cannot be inspected with snow on the ground. The lot grading refund process may take two to four weeks.

Contact us if you have any questions.

Customer Care Assistant  
Phone: 705-325-2315 x224  
Email: [building@severn.ca](mailto:building@severn.ca)

## Lot grading refund payment advisory

Severn will only refund the lot grading deposit to the individual noted on the receipt at the time of payment. If an agent pays on the property owner's behalf, the agent must provide written documentation stating the property owner is to be reimbursed the grading refund. Otherwise, only the original payer will receive the grading refund.



# How to apply and the permit application process

Upon compiling a complete permit application (please reference **Attachment A** for a permit checklist per project).

Your permit application and supporting documents are currently accepted in the following ways:

- email at [building@severn.ca](mailto:building@severn.ca)
- in-person at our Administration Office (1024 Hurlwood Lane, Severn) by pre-scheduled appointment

To book an appointment, contact our Building department and your appointment will be scheduled within two business days of your request. Applicants must submit the digital construction drawings by email to [building@severn.ca](mailto:building@severn.ca) before the scheduled appointment.

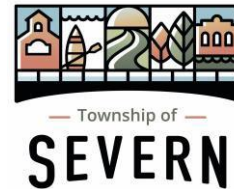
*Please note: We no longer require hard copies of drawings for building permit applications. All drawings can be submitted digitally by email to [building@severn.ca](mailto:building@severn.ca).*

Drawings that are submitted by email will be stamped digitally and provided back to the applicant in PDF format by email upon permit issuance. If you require printed copies of your stamped drawings, additional printing charges may apply.

## Permit review process

Departments do not review any permits until a complete application is submitted, including a digital submission of your project drawings. If your application is sent incomplete, you will be notified of any missing

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requirements preventing the review of your application. When we receive all the required documents, your application will begin to be reviewed by the applicable departments.

Upon your permit approval, staff will contact you to outline your permit number, total cost, and to arrange for permit obtainment.

Once a complete application is received, your application will be reviewed. Please note that during the summer months, we may experience higher permit volumes. As a result, your review times may be affected. In general, it is highly recommended to apply for your permit well in advance of your anticipated start date.

Once approved, you can obtain your permit in the following ways.

#### Contactless option

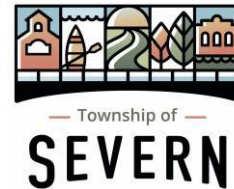
- Upon receipt of a submitted cheque (mailed and made payable to the Township of Severn, or placed in our secure drop box), you may have your permit package sent to you by email
- If you want us to mail your permit package, please indicate the address you wish the package to be sent

#### In person

- Payment for the permit can be made by cheque (payable to the Township of Severn), cash, or debit
- To book an appointment for permit obtainment, contact our Building department by email at [building@severn.ca](mailto:building@severn.ca).

## Inspections

Once your permit has been issued, a series of inspections are required to ensure your project meets all safety regulations and complies with OBC



and other applicable laws. It is your responsibility to arrange for the required inspections. To book your inspection, please complete the online form at: [severn.ca/inspections](http://severn.ca/inspections). Inspection requests require two business days' notice.

When booking your building inspection, you'll need:

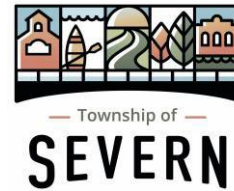
- permit number
- type of inspection
- phone number and name of inspection contact
- preferred inspection date.

Please include any special instructions related to your request when completing the form, such as the location is water-access only, or how to enter the property (gate codes, phone number to request access, etc.).

It is the responsibility of the owner to have any deficiencies corrected and re-inspected by our Building Inspector. A reinspection fee may be charged for deficient construction (inspections that have failed).

Permits are valid for active construction only and will be revoked when work is discontinued.

If your project is proposing to use any innovative material (e.g., composite decking or guards) please submit your received [Building Materials Evaluation Commission \(BMEC\)](#), [Canadian Construction Materials Centre \(CCMC\)](#), or Ontario Engineer assessment to Severn for review as part of your application.



# Building permit checklist

This checklist has been provided as a guide only.

Additional information, materials, or submissions may be required for other permit types such as change of use, commercial, industrial, institutional, multi-residential, and or other situations which trigger additional provisions listed under 'Applicable Law'.

It is strongly recommended that a competent (qualified) designer be involved with completing the construction drawing for your projects. Should your project require multiple or extra reviews, permit fees will be adjusted based on an hourly review charge.

Please submit your application by email to [buildingpermits@severn.ca](mailto:buildingpermits@severn.ca).

## Contact us

Customer Care Assistant

Phone: 705-325-2315 x224

Email: [building@severn.ca](mailto:building@severn.ca)





Administration Office  
 Mailing address  
 Email  
 Phone

1024 Hurlwood Lane, Severn  
 PO Box 159, Orillia, Ontario L3V 6J3  
 info@severn.ca  
 705-325-2315

## Building Permit application checklist

A checked box indicates that the document or form is required as part of your submission. If the area is empty, this does not apply to your application. The 'If Applicable (\*)' to the side of the checkbox means that this item may also be required, depending on your specific project. If you need more information, please contact us.

It is recommended that a qualified designer be involved with completing the construction drawings for your projects.

**Digital submissions are preferred. Email your complete submission to [buildingpermits@severn.ca](mailto:buildingpermits@severn.ca).**

Document or form	New Single Dwelling Unit	Other structure	Addition, renovation, or repair	Septic	Demolition
<u>Application form</u> : A separate form is required for each proposed structure, septic or demolition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Schedule 1</u> : Designer information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Site plan</u> : Showing all structures on property with setbacks to lot line, septic and well if applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Floor plan: Interior projects require a floor plan in addition to a site plan as applicable (wall sections, door and window placement, fire safety systems)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *		
Digital construction drawings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Digital engineered Lot Grading Plan	<input checked="" type="checkbox"/>				
<u>Letter of Authorization</u> : Required for any applicant who is not the property owner of the project location	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/> *
<u>Heating, Ventilation, and Air-conditioning (HVAC) plan</u> : Include heat loss/gain calculations and layout	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> *		

Document or form	New single dwelling unit	Other structure	Addition, renovation, or repair	Septic	Demolition
Engineered truss and floor package: Includes layouts and member reports (joists, beams, profiles)	☒*	☒*	☒*		
<u>Energy Efficiency Design Summary (EEDS)</u>	☒		☒*		
Engineered material specifications: (e.g., guards and railings (glass, aluminum, steel), helical piles)	☒*	☒*	☒*		
Plumbing drawings: Include layout, fittings, valves, equipment, and fixtures	☒		☒*		
Septic system <u>Schedule 2: Septic designer information</u>	☒*		☒*	☒	
Septic system <u>Septic system design drawings</u>	☒*		☒*	☒	
<u>Septic system flow calculations</u>	☒*		☒*	☒	
<u>Septic Change of Use application</u>	☒*		☒*		
Other applicable law: <u>Ministry of Transportation(MTO) Permit or MTO No Permit Required confirmation</u>	☒*	☒*	☒*	☒*	☒*
Other applicable law: <u>Ministry of Natural Resources and Forestry or Trent Severn Waterway for Shoreline / In Water Works</u>	☒*	☒*	☒*	☒*	☒*

## Staff contact

Customer Care Assistant | Phone: 705-325-2315 x224 | Email: [building@severn.ca](mailto:building@severn.ca) | [severn.ca](http://severn.ca)

**Note: This is a guide only. Additional information, materials, or submissions may be required for other permit types such as Change of Use, Commercial, Industrial, Institutional, Multi-Residential, etc., and/or situations that trigger additional provisions.**