



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 Guide: 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**. 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, which is why it is strongly recommended that you take a planning first approach.

Contact for our Planning Department:

Chelsea Wallinger  
Administrative Assistant, Planning  
705-325-2315 x246  
[planning@severn.ca](mailto:planning@severn.ca)

Emily Hehl  
Planner  
705-325-2315 x255  
[ehel@severn.ca](mailto:ehel@severn.ca)

Brad Oster  
Planner  
705-325-2315 x269  
[boster@severn.ca](mailto:boster@severn.ca)

[severn.ca](http://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:

### 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 prior to the formal approval process with the building permit review process.

### Road corridors and entrance

#### 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 requirement for approval of projects within specified road corridors.

#### 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 **Ministry of Northern Development, Mines, Natural Resources and Forestry**.

Contact information:

Trent-Severn Waterway

705-750-4900

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

Ministry of Natural Resources

705-725-7500

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

## 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.

## 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 Public Works Department:

Wendy Dewey

Administrative Assistant

705-325-2315 x241

[wdewey@severn.ca](mailto:wdewey@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 two school Boards and County of Simcoe development charges apply to 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 seniors services
- paramedic services
- public works
- roads and related maintenance.
- social housing
- transit
- waste management.

## Residential example development charges for a single-family dwelling, cottage, and semi-detached building

Township of Severn	\$7,595
County of Simcoe	\$14,444
Public School Board	\$2,511
Separate School	\$1,472
Total:	\$26,022



Development charges are subject to adjustment and indexing. Area specific charges may also apply if applicable.

Area	Septage and hauled treatment	Water	Wastewater services	Total
Westshore	\$0	\$712	\$7,912	\$8,624
Coldwater	\$0	\$0	\$12,329	\$12,329
Severn Estates	\$0	\$13,900	\$0	\$13,900
Areas not receiving wastewater services	\$81	\$0	\$0	\$81

Development charges may also apply for industrial or commercial projects as well.

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

Fees are based on estimated construction value. It costs \$150 as a base rate plus the following additional fees as necessary when fees are based on square foot:

Permit type	Cost per square foot unless noted
Garage and accessory buildings (e.g., boathouse, shed, non-commercial workshop, garage)	\$0.46
Residential docks and decks	\$0.36
Residential dwellings and additions	\$1.19
Basement and crawlspace, unfinished	\$0.36



Permit type	Cost per square foot unless noted
Basement and crawlspace, finished	\$0.74
Agricultural accessory building (maximum of \$2,125)	\$0.46
Demolition Class A (simple house or cottage, no base fee)	\$111 each
Demolition Class B (requiring engineering, no base fee)	\$298 each
Pool fence (no base fee)	\$150 each
Event tent (no base fee)	\$111 each
Plumbing fee	\$10 per fixture unit
If based on construction value (e.g., renovations)	\$150 for first \$1,000 in value plus \$10.13 for every \$1,000

If work is suspended for a period of one year or not started within six months of issuance, the Chief Building Official may revoke the permit.

## Septic permits

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

Septic Permit type	Cost per each
New septic system	\$600
Sewage system repair	\$400
Septic tank replacement	\$400
Holding tank (Class 5)	\$460
Leaching pit (Class 2)	\$330
Septic change of use	\$90 per hour of review*

\*For projects that are contemplating the continued use of an existing sewage system and the system may result in an increase in the daily flow of the systems 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 by one of the following:

### Lots within a subdivision

By the subdivision engineer if not assumed or other competent grading engineer if an assumed subdivision. Must be a Professional Engineer.



## Outside of a subdivision

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.

A lot grading deposit of \$3,500 will be required with your building permit. In addition, a minimum \$180 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 with the time specified in our **Building 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 send your completed grading certificate to:

Kaylie Spiess

Administrative Assistant, Building

705-325-2315 x224

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

Lot grading inspections are weather dependent and cannot be inspected with snow on the ground. The lot grading refund process may take 2 to 4 weeks.





## Lot grading refund payment advisory

Severn will only refund the lot grading deposit to the individual noted on the receipt at 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 be in receipt of the grading refund.

# How to Apply and the Permit Application Process

Upon compiling a complete permit application (please reference Attachment A for permit checklist per project) permit application and supporting documents are currently accepted the following ways:

Email:

**building@severn.ca**

Mail:

Township of Severn

P.O. Box 159, 1024 Hurlwood Lane, Orillia, Ontario

L3V 6J3

Placed in our secure drop box at:

Township of Severn

1024 Hurlwood Lane, Severn, ON

In person:

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 one copy of the digital construction drawings by email to **building@severn.ca** prior to the scheduled appointment.



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 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 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 by a pre-scheduled appointment**

- Payment for 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

## **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 contact our Building Department:



Kaylie Spiess  
Administrative Assistant, Building  
705-325-2315 x224  
[building@severn.ca](mailto:building@severn.ca)

Inspection requests require two business days notice. When contacting us, please include:

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

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. Please refer to our Building Permit Application Checklist to help ensure the completeness of your submission.

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 'Other 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.

If your project is proposing to use any innovative material (i.e., 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.

Email submission can be sent to [building@severn.ca](mailto:building@severn.ca).

# Attachment A: Building Permit Inspection Checklist

A checked-box indicate that the document or form is required as part of your submission. The addition of If Applicable (IA) to the side of the checkbox indicates that this may also be required, dependent on your specific project. If you require further information, please contact the Building Department.

<b>Document or form</b>	<b>New single-family dwelling</b>	<b>Other structures (e.g., shed, boathouse, garage, dock)</b>	<b>Additions and renovations</b>	<b>Septic</b>	<b>Demolition</b>
Application form: 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"/>
Schedule 1: third page of the application form (Designer Schedule)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Site plan: Interior projects that do not affect the external property require an internal floor plan as	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Document or form	New single-family dwelling	Other structures (e.g., shed, boathouse, garage, dock)	Additions and renovations	Septic	Demolition
opposed to a site plan (lot grading plans can work as site plans)					
Construction drawings: two paper copies printed to scale and legible reading size, use standard drafting conventions to explain the work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Digital construction drawings: drawings should be emailed to the Building Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lot grading plan: Subject to the project, they may need to be completed by a professional engineer plan (two paper copies printed to scale and legible reading size)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document or form	New single-family dwelling	Other structures (e.g., shed, boathouse, garage, dock)	Additions and renovations	Septic	Demolition
Digital Engineered lot grading plan: plan should be emailed to the Building Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Authorization: required for any applicant who is not the property owner of the project location	<input type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input type="checkbox"/> IA	<input type="checkbox"/> IA	<input type="checkbox"/> IA
Heating, Ventilation and Air-conditioning (HVAC) plan: should include heat loss and gain, layout, and calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> IA	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiency Design Summary (EEDS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> IA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sewage system design specifications	<input checked="" type="checkbox"/> IA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sewage system plan view	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/>	<input type="checkbox"/>



<b>Document or form</b>	<b>New single-family dwelling</b>	<b>Other structures (e.g., shed, boathouse, garage, dock)</b>	<b>Additions and renovations</b>	<b>Septic</b>	<b>Demolition</b>
Sewage system - Schedule 2: fourth page of application	<input checked="" type="checkbox"/> IA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Engineered floor joist and beams: layouts and runs	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input type="checkbox"/>	<input type="checkbox"/>
Engineered truss: layout and individual runs with the documents sealed by an Engineer	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input type="checkbox"/>	<input type="checkbox"/>
Other applicable law: i.e., Ministry of Transportation)	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA
Other applicable law: e.g., Natural Resources and Forestry, or Trent-Severn Waterway for shoreline or in-water works	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> IA