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Dock Information Sheet

What is required for a building permit application?

All docks must be designed to meet the structural requirements within the application and limitations set out in Parts 9 and 4 of the Ontario Building Code.

Please make sure to include the following information with your building permit application for your dock:

- [Building Permit Application](#)
- [Schedule 1 \(Designer form\)](#)
- [Letter of Authorization](#) (if applicable)
- any applicable approvals ([Ministry of Transportation](#), [Ministry of Northern Development, Mines, Natural Resources and Forestry](#), [Trent-Severn Waterway](#))
- plan view layouts
- footing layouts and anchoring details **if applicable*
- where an anchor and tether system are proposed, attachment and material details and specifications are required
- structural framing layouts
- structural connection details and fastening specifications
- details and specifications on all proposed material types

Prefabricated dock systems

In addition to the above, all testing documents and specifications must be submitted to the Township for review. These documents must be signed and sealed by the qualified person taking responsibility for the design.

Exception: A permit is not required for floating docks or pole docks less than 7 feet (ft) - 10 inches (in) (2.4 m) in width and less than 150 square feet (sqft²) (13.9m²) in size which are not permanently affixed to the shoreline between May 1 and September 30, and which are not under the control or jurisdiction of the Trent Severn Waterway (per the Township of Severn [Building By-law \(2021-91\)](#)).

When is an Engineer Stamp required?

An Engineer's stamp is required for:

- any dock, of any material, designed to cover an area exceeding 592 sqft² (55 m²) or which is deemed to be outside of the scope of structural requirements listed in Part 9 of the 2024 Ontario Building Code (i.e. design under Part 4 of the Building Code must be engineered)
- any dock that is proposed to support a boathouse, boat port, or other superstructure
- docks designed for public access and use that are not restricted to private residential use, with an unregulated public occupancy

Checking your zoning

Some common zoning restrictions are coverage, setbacks, and maximum number of buildings. It is the owner's responsibility to confirm the property zoning and ensure projects abide by all applicable restrictions.

To determine what your permitted uses for the property are, along with the restrictions, please take the following steps:

1. Use our [Zoning Map tool](#) to determine your property's zoning
2. Reference the applicable sections of the [Severn's Zoning By-law](#), based on the zone of your property and proposed structure(s)
3. You will also need to reference Section 3.2.12 Shoreline Structures, to review any additional restrictions or requirements that may apply

Obtain applicable law approvals

Depending on the location of the proposed structure, you may be required to obtain an additional shoreline work permit from waterway approval agencies.

This may include (but is not limited to):

- [Trent-Severn Waterway](#)
- [Ministry of Northern Development, Mines, Natural Resources and Forestry](#)

You are required to have a permit from the additional applicable law agencies before applying for a permit with the Township of Severn. Without this required permit, the Township may consider your application incomplete.

How to submit your permit application

You can submit your permit application by email or drop it off in person. You can also mail your completed application to: Township of Severn, PO Box 159, Orillia, Ontario, L3V 6J3. If you'd prefer, you can pick up a building permit application in person at our Administration Office (1024 Hurlwood Lane, Severn).

Please note that we only require digital copies of all construction drawings and engineered lot grading plans, if applicable. Paper or printed copies are not needed.

Please submit all building permit applications to buildingpermits@severn.ca.