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Riding Mountain National Park of Canada

# Cabin Development Guidelines 2015



**Townsites of Wasagaming**



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## Riding Mountain National Park Cabin Development Guidelines 2015

Recommended for approval by:

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The Clear Lake Cabin Association

Trevor Winters

Date: Aug 5, 2015

Recommended for approval by:

Dale Wallis, Townsite Manager  
Riding Mountain National Park

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Date: August 5, 15

Approved by:

Michaela Kent, Superintendent  
Riding Mountain National Park of Canada

Michaela Kent

Date: Aug 5/15

## **Preamble**

*Located within the Townsite of Wasagaming, the Clear Lake Cabin Area was initially laid out in 1930-31 as the Clear Lake Campground. The campground, Wasagaming's first, was expanded several times, and by 1940 contained 565 camping lots. The focal point of the campground was Jamboree Hall, the peeled log and trussed roof 'community shelter' which was built in 1933. With the opening of Wasagaming Campground in 1963-64, the cabin area transitioned to a seasonal cabin area, and up until 1988 the small cabins were required to be moved out of the Park each winter.*

*The Clear Lake Cabin Area has evolved significantly from its inception in the 1930s. The number of cabin lots now stands at 555. The cabins are now permanent structures, and have individual electrical, water, and sewer connections. No longer a campground, the community has become a subdivision of cabins.*

*The 2011 Wasagaming Community Plan serves as the long-term vision for the management and direction of development within the Townsite of Wasagaming. This ministerial approved document aims to preserve Wasagaming's "village-like atmosphere into which nature and recreation are integrated." The Community Plan specially identifies three goals to achieve this vision for the Clear Lake Cabin Area. These development goals are:*

- 1. To preserve and promote the family and community based neighbourhood atmosphere that has traditionally characterized the Clear Lake Cabin Area.*
- 2. To recognize and reinforce the uniqueness of the Clear Lake Cabin Area within national parks by maintaining its atmosphere, architectural character and communal aspects and by respecting its history as a campground.*
- 3. To promote and develop an affordable recreation retreat for all people.*

*Additionally, development in the cabin area should be shaped by the Wasagaming Community Plan's Architectural and Appearance Guidelines. These guidelines are meant to provide overall design guidelines for development, while maintaining the historic continuity and natural beauty of Wasagaming and the Park.*

*It is important that development is carefully considered in this unique community so that its atmosphere, architectural character, affordability and connection to the natural landscape is strengthened for future generations. Please review these Plans and the enclosed Building Guidelines before designing additions or new cabins to ensure you incorporate the spirit and intent of the community in your plans as well as the regulations and codes.*

*In addition to the building guidelines listed within this document we encourage cabin owners to practice a 'good neighbour' policy. Please consider your neighbour and other community residents when designing, building and utilizing your cabin. With the high density within this community everything you do will affect other residents and their enjoyment of our unique and special community.*

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## 1. Introduction and General Overview

This document is an amended and restated version of the Riding Mountain National Park Cabin Development Guidelines. It replaces all previous versions including the 2012 Riding Mountain National Park Cabin Development Guidelines.

Other relevant documents that will be of use to leaseholders and developers are:

- *The Wasagaming Community Plan;*
- *The Clear Lake Cabin Area Comprehensive Design Review*
- *The National Building Code of Canada;*
- *The National Parks Lease and Licence of Occupation Regulations;*
- *Canadian Standards Association Propane Storage and Handling Code; and*
- *Canada National Parks Act.*

This document is intended to detail the procedures to apply for a permit to develop a cabin lot, to build or modify a cabin, deck or shed; to outline the design criteria to be used when preparing plans for approval; and to provide procedural requirements for issuance of a lease to new owners of a cabin at the time of sale or transfer.

This document provides guidelines for future cabin development and suggests means for implementing them so that the leaseholder and Riding Mountain National Park (the "Park"), as represented by Parks Canada Agency (Parks Canada), can assess the degree of conformity that will be obtained when the development has been completed.

The Superintendent or her/his representatives shall answer such relevant questions as may be reasonable with respect to this document (these Guidelines) when requested to do so, but shall refrain from assisting in the laying out of any work or from acting in the capacity of an engineering or architectural consultant.

## 2. The National Building Code of Canada

Any reference to the National Building Code of Canada (NBC) shall be interpreted to mean the most current NBC, as amended from time to time and in effect, and the supplements thereto, that are published by the National Research Council of Canada.

The NBC establishes national minimum standards primarily for health and safety. If there are any omissions in these Guidelines, the NBC will be the guiding document. It is acknowledged by Parks Canada that the NBC allows for achievement of compliance through the use of alternative solutions that will achieve at least the minimum level of performance required by the NBC, as defined by the objectives and functional statements for each section of the NBC. It is also acknowledged that building regulations in a national park may exceed the minimum standards of the NBC in response to requirements of the Park.

In addition to the NBC standard, it is necessary to establish specific requirements relating to building aesthetics within the context of the Wasagaming community, and to establish a standard of workmanship. The *Canada National Parks Act* requires the Superintendent to utilize input from both public consultation and Parks Canada building professionals in defining regulations governing construction in a national park. Parks Canada, in administering construction within the Wasagaming Townsite, as per the *Canada National Parks Act*, is required to carefully consider issues relating to fire prevention, firefighting, protection of property, and the protection of the public.

### **3. Construction in the Clear Lake Cabin Area**

Construction in the Clear Lake Campground will be confined to 1000 - 1800 (10:00 a.m. to 6:00 p.m.) midnight June 30<sup>th</sup> until Midnight September 1<sup>st</sup>, all other time there is no time restriction.

Any construction issue that is not specifically addressed in this document will revert to the National Building Code that is enforced at the time.

### **4. Contractor Responsibilities**

The responsibility is on the cabin owner and contractor to build according to the plans which have been affixed with the professional seal of a structural engineer or architect currently licensed to practice in the Province of Manitoba and that also has Parks Canada's approval stamp. Parks Canada's approval stamp states: *"This approval is for ascertaining conformance with the design concept and for general arrangement only, and shall not relieve the developer, consultant and contractor of their responsibility for detailed design and construction or for errors or omissions in the working drawings. The developer is responsible for conformation and correlation of dimensions at job site and for meeting all requirements of the Park Superintendent"*.

### **5. Revisions to these Guidelines**

Revisions to these Guidelines will be made following, and based upon input derived from, a joint review by Parks Canada and the Clear Lake Cabin Association, following public consultation with their membership, within ninety (90) days following the earliest of the following three dates:

- i) January 1, 2025;
- ii) completion of a State of the Community report in preparation for a new Community Plan; and
- iii) the date upon which a new (replacement) edition of the NBC is released by the National Research Council of Canada to incorporate required changes.

If, prior to the release of a new (replacement) edition of the NBC, any future amendments to the NBC have, or appear to have, a significant impact on the health and/or safety standards applicable to cabins and/or cabin development in the Wasagaming Townsite, representatives of Parks Canada, and the Clear Lake Cabin Association will meet to review these Guidelines and to determine whether amendments to these Guidelines (or use of alternative solutions in accordance with the revised NBC) should be considered and/or implemented.

## 6. Permit Requirements

All appropriate permits must be obtained from the Park's Townsite office prior to any construction commencing in the cabin area.

All development and building permit applications should be submitted by mail to:

**Townsite Development Officer  
Riding Mountain National Park  
Wasagaming, Manitoba R0J 1N0**

Or delivered to the Administration Building, Monday to Friday.





## 7. Permit Process

Leaseholders intending on constructing new cabins, cabin additions, cabin relocations, decks, sheds and new foundations will be required to obtain permits and provide reports as noted below:

### a) Building Permit

The leaseholder will submit to the Park's Townsite staff:

- Building Permit Application (Appendix A)
- One copy of Construction Drawings stamped by a structural engineer or architect currently licensed in Canada.
- One copy of the proposed site plan
- Written description of the potential effects that the project may have on the environment, and the identification of mitigating measures to minimize or eliminated any negative environmental impacts.
- Payment of \$5.00 per \$1,000.00 of total project cost and any other applicable development or processing fee.
- Plans must reflect and construction must follow the current NBC, the *National Fire Code*, the *National Plumbing Code*, the *Canadian Electrical Code*, the *Canada National Parks Act* and these Guidelines.

#### i. Construction Drawings

Construction drawings must include the following information:

- Site Plan - drawn to scale with the North arrow identified, cabin address, street name, size of lot, size and location of existing buildings, if applicable, size and location of proposed building, shed or deck in relation to property lines, vegetation to be removed and planted, setbacks and parking.
- Structural Plans - size, material and location of all columns, beams, joists, headers, load-bearing walls, studs, rafters, trusses, masonry walls and related structural details.
- Foundation Plan - showing size and location of beams and supports. The stamp of a structural engineer or architect, currently licensed to practice in Canada, is required on the foundation plans.
- Floor Plan - size and location of the interior and exterior walls, exits, fire separations, doors (including door swings), stairs, windows, electrical and plumbing, chimney/fireplace location

indicating clearance to combustibles and built-in furnishings.

- Elevations - view of all sides of the building, height of finished grade, exterior finishing materials, size and location of doors, windows.

**NOTE: The stamp of a structural engineer or architect, currently licensed to practice in Canada, following guidelines applicable to Manitoba, is required on all structural elements of the cabin plans. A structural engineer or architect's stamp is not required on the site, deck or shed plan.**

## **b) Inspection Reports**

Once the building permit has been approved and construction/modification has commenced, the following reports, permits and inspections will be required prior to construction and post construction occupancy.

- New Construction and Additions - A Setback and Site Preparation Verification** is required before cabin construction or cabin placement commences. This inspection is conducted by the Park's Townsite staff to confirm that all setbacks are met and that site preparation and fill levels are in accordance with approved plans. Townsite staff will locate the property pins for the lot. It is the responsibility of the leaseholder to mark the property lines prior to this inspection using string lines. Please call the Park's Townsite office to make arrangements for this inspection. A copy of the approved setback verification report will be provided to the leaseholder.
- A Final Building Report** must be submitted once the cabin is complete and any shed or deck are in place (i.e. the project is completed). In the case of new construction reports include a **A Letter of Assurance** signed by the engineer or architect that stamped the original plans and confirms building was completed according to NBC and the CLCG Building Guidelines and a **Hydro Inspection Certificate**. In the case of renovations or additions inspection reports from Parks Canada's Development Officer and from Manitoba Hydro are required prior to use of the new space.

## 8. Building Permit Term Length

Building permits for all projects are valid for one year from the date of issue. If the project is not completed within one year, the leaseholder may apply for a one-year extension at no cost. Riding Mountain National Park reserves the right to charge the original building permit fee again for developments requiring permit extensions beyond the two-year timeframe.

## 9. Development without a Permit (Illegal Development)

All development within a national park requires a valid building permit issued by the Park. Any new development, new construction, reconstruction, or structural repair undertaken without a building permit is considered an illegal development. Illegal developments will be required to be removed, or be made to meet the requirements of these Guidelines. No development applications will be considered until the illegal development is removed or corrected. Further, no administrative changes to a cabin lease (including but not limited to assignments of lease, lease surrenders, mortgages) will be considered or processed by Parks Canada until all illegal developments in relation to the cabin or the cabin site have been removed or corrected.

For clarity, routine maintenance and repairs of previously approved (i.e. by Parks Canada) developments do not require a development or building permit.



## 10. Area Guidelines

### A. Lot Sizes

Lots in the cabin area are approximately 25 ft. by 43 ft.

### B. Property Pins

- All cabin lots are marked by 4 property pins. The Park's Townsite staff will locate property pins. New and existing developments must enable the Park's Townsite staff to locate property pins. Please refrain from covering property pins with items including, but not limited to, retaining walls, gravel, rocks, dividers and borders. It is illegal to remove or tamper with property pins.
- The Park's Townsite staff will locate lot property pins as part of the setback verification for development purposes.

### C. Front Yard

- A front yard setback shall be provided of not less than 2.43 m (8.0') in depth by the full width of the lot to provide a landscape area and space for parking.
- No cabin, deck, shed, cantilever, storage units or unapproved development or construction shall be permitted within the front yard setback.
- The following items are permitted to encroach into the front yard setback:
  - i) cantilevers that meet the cantilever and bay window requirements of this document;
  - ii) roof overhangs (eaves) of not more than 0.60 m (2.0');
  - iii) steps or landings to cabin entrance doors to a maximum size of 1.21 m x 1.21 m (4.0' x 4.0'); and
  - iv) second floor balconies not to exceed overhang or 0.60 m (2'0")

### D. Side Yard

- A side yard setback of not less than 1.21 m (4.0') shall be provided from the side property lines.
- No portable cabin, deck, shed, steps or other structure will be constructed within the side yard setback with the exception of the deck.
- Ground unit air conditioners are not permitted in the side yard setback and all air conditioning units must meet CSA noise level limits.

## E. Rear Yard

- Cabins can be constructed with a 0 setback at the rear with no overhang, cantilever, eave or meter encroaching on Parks property.

## F. Parking

- Cabin occupants are to park on their lots. The front yard provides parking space for one or two vehicles.
- The front yard will remain as natural as possible, for example, avoiding concrete blocks, gravel, or pavement. Hard surfacing, such as paving stones or wood chips, may be permitted by the approval of the Development Officer where natural ground cover does not survive.
- Where access to the rear portion of the lot is possible, one parking stall behind the cabin, on the lot, may be established. Additional parking for vehicles and boats is available in parking lots.
- Under no circumstances is natural vegetation in green space areas to be removed or disturbed to provide parking or recreational areas.
- The parking lots to the east and west of Clear Lake Cabin Area are to be used whenever possible for visitor and boat parking, etc.

## 11. Cabin Construction Information

### A. Main Floor Area

- The maximum footprint of the cabin will not exceed 4.8 m x 9.7 m (16' x 32'), 47.6 sq. m. (512 sq. ft.) in total.
- The maximum footprint of the storage shed is 48 square feet which may be attached to the cabin for a total floor plate of 16' x 35' (16' x 32' cabin and 16' x 3' shed)
- The main floor area must be within a single structure. The dimensions for calculating gross main floor area shall be from the outside face of studs to outside face of studs, including all cantilevers.
- In the situation of steep grading, irregular lot or placement of trees, a variance shall be permitted by the Development Officer to allow the 47 sq. m. (512 sq. ft.) area to be applied in a suitable dimension so long as it does not exceed the setbacks.
- The cabin can be any configuration as long as the square footage does not exceed **768 sq. ft.** including all living areas, loft spaces, cantilever areas, roofed and or screened structures and landings.

## B. Main Floor Height

- The maximum main floor height shall be 0.49 m (1'6") from the highest existing grade level to the bottom of the floor joist at:
  - i) either corner of the front elevation where the lot slopes from side to side; or
  - ii) the midpoint of either side elevation of cabin length where the lot slopes from front to back.

## A. Cabin Height

- Maximum cabin height shall not exceed two stories 6.09 m (20') from the top of the main floor joists to the highest point of the roof sheathing.

## D. Balconies and Roof Decks

- Raised decks, or platforms higher than 0.61 m (2.0') above the main floor joists will not be allowed, i.e. no roof decks or roof patios are permitted.
- Second floor balconies, subject to all other guidelines, will be permitted, not to exceed roof overhang or 0.60 (2'0") whichever is lesser.

## E. Cantilevers and Bay Windows

- Any portion of the cabin that extends beyond the permitted 4.8 m x 9.7 m (16' x 32') footprint or main floor plate if less than allowed maximum footprint, will be considered a cantilever, and **shall be included in the floor area calculations**. Cantilevers that extend over both levels will be included in floor area of both floors.
- Cantilevers and bay windows must be a minimum of 0.45 m (1'6") above the floor.
- Cantilevers and bay windows will be permitted in the front yard, but must extend no further than roof overhang (eave) or 0.60 (2'0") into the front yard setback.
- Cantilevers will be permitted in the side yards, but must extend no further than 0.91 m (3.0') from the edge of the property line or a maximum of 1 foot into the side yard setback.
- Cantilevers will be permitted in the rear yard, as long as they do not extend beyond the rear property line.

## F. Wood Burning or Propane Appliances

- Wood burning stoves are not permitted.
- Propane appliances and their installations must be CSA-approved and installed in accordance with the manufacturer's CSA approved requirements.
- Carbon monoxide alarms are required when propane appliances (including stoves and heaters) are installed.
- A 2.2 kg (5.0 lb) ABC multipurpose fire extinguisher shall be located within the cabin at a location that is readily accessible.

## G. Foundations

- Poured concrete piles, screw piles and shallow strip footings are permitted.
- Concrete or pressure treated pads are acceptable. These must be capable of carrying the structural loads of the building.
- Basements and deep crawl spaces are not permitted.

## H. Water

- Water saving fixtures are recommended for all washroom installations.
- The Park recommends that leaseholders disconnect their cabin water supply from the union in the water box when they close their cabin for the winter. The union may break due to frost. The connection on the cabin side of valve is the leaseholder's responsibility to repair.

**The main connection box must be readily accessible to Parks Canada staff.**

## I. Sewer

- All plumbing work must comply with *National Plumbing Code* specifications.

## J. Front Street Facade

- Any cabin wall greater than 2.44 m (8.0') in height and facing a front street must contain one or more of the following visual breaks.
  - a variation in siding materials
  - a feature window (s)
  - a gable
  - a variation in plane of the wall

## 12. Decks

- Decks moved or altered must conform to these guidelines
- Deck areas should be constructed to avoid damage to the root zone of adjacent trees (i.e. to the extent of branch spread of the tree).
- Decks may be constructed up to the property line in each side yard but must be as low level as possible.
- Raised decks, or platforms higher than 0.61 m (2.0') above the main floor joists will not be allowed, i.e. roof decks or roof patios.
- Deck height on lots with extreme slopes shall be evaluated individually.
- Decks shall have no walls, roofs or other means of enclosure, other than guardrails.
- All decks and guardrails shall comply with current NBC requirements.
- Decks measuring 0.6 m (2.0') above ground level must have guardrails.
- Deck and guardrail material shall be indicated on building plans for approval.
- Deck guardrails are to be a minimum height of 0.91 m (36") and a maximum height of 1.09 m (42").
- Wheelchair ramps that meet the NBC barrier free requirements will be evaluated on a case-by-case basis. Encroachments may be approved by the Development Officer

## 13. Storage Sheds and External Washroom Buildings

### A. Storage Sheds

- Only one per lot and maximum floor area of 4.45 m<sup>2</sup> (48 ft<sup>2</sup>).
- Storage shed may be free standing (maximum 6' x 8') or attached to the cabin (maximum 3' x 16') and must comply with following:
  - the shed shall be no closer than 0.61m (2.0') from the cabin unless it is attached to the cabin with a layer of 5/8's drywall extending from the underside of the floor to the peak of the roof.
  - the shed shall be within lot lines and not compromise setbacks.

### B. External Washroom Building

- Only one washroom building is permitted per cabin lot.
- Maximum floor area for the washroom building is 4.45 m<sup>2</sup> (48 ft<sup>2</sup>) which will be included in calculation of cabin living space.
- The shed location is flexible in relation to the portable cabin and the deck except for the following:
  - no closer than 0.60 m (2.0') from cabin or shed, unless attached with a layer of 5/8's drywall extending from the underside of the floor to the peak of the rood
  - the washroom building shall not compromise setbacks.



## 14. Landscape Development

For guidelines relating for landscaping and suggested plant species see the Clear Lake Comprehensive Design Review. Landscaping in a natural park setting is important to:

- assist in integrating the development with the natural setting;
- improve the overall appearance of the development;
- provide appropriate shade and wind protection; and
- provide a natural screen for visual privacy from adjacent properties.

Be aware of invasive plants that have the potential to spread throughout the Park (invasive species) and avoid the use of such plants.

## 15. Propane Storage Tanks

- Propane tanks are limited to a maximum total aggregate capacity not exceeding 100 lb. (45.4 kg).
- Propane tanks must be located within the rear yard, and not encroach setback.
- Tanks must be installed according to the *Canadian Standards Association Propane Storage and Handling Code*.
- Propane appliances must be installed according to the Canadian Standards Association "Natural Gas and Propane Installation Code".
- Standard 20 lb tanks (i.e. barbecue tanks) are not restricted by these guidelines.

**Note:** Due to vehicle weight restrictions in the cabin area, propane supply trucks will not be permitted to access the cabin area.

## 16. Miscellaneous Items

- For emergency purposes, all cabins shall have their civic address displayed so that it is visible from the front street.
- No person shall store, park, or use a cabin holiday trailer, motor home, truck camper or tent on a cabin lot.
- However, trailers which have been deemed a legal non-conforming structure, will be permitted to exist. They will not be allowed to be replaced when they become uninhabitable.
- No open fires or utilization of outdoor wood-burning fire pits are allowed.
- Fences are not permitted in the cabin area.
- Rainwater must be collected and discharged appropriately, so as not to negatively affect neighbouring properties.
- An owner may store, in the rear yard of their cabin lot, any items normally associated with the enjoyment of a cabin on the condition that such items are stored in a manner that does not detract from the appearance of the cabin lot and

does not interfere with the use and enjoyment of the neighboring lots.

- Road restrictions are in place to prevent damage to roads and lanes. These restrictions prohibit cement trucks and other over weight vehicles. Contractors or movers that damage roads or lanes will be responsible for completing necessary repairs.
- Tent-style or portable garages and/or vehicle shelters are not permitted.
- Non permanent screened shelters are only allowed on cabin lots.
- There will be no off lot development. All property of the leaseholder including sheds, equipment, picnic tables, etc. must be stored on his or her property.

## **17. Model Class Screening Checklist**

As a requirement under the *Canadian Environmental Assessment Act, 2012* an environmental screening must be prepared for all proposed construction on cabin sites that require a national park building permit. This includes: water and sewer connections, new cabin construction, cabin additions, cabin relocation, shed renovation and/or deck construction or reduction.

The proponent (leaseholder) is responsible for completing a Model Class Screening Checklist. This checklist will meet the requirements of the *Canadian Environmental Assessment Act*.

Copies of the Model Class Screening Checklist are available at the Park's Townsite office. A building permit will not be issued unless a completed and signed Model Class Screening Checklist for the project has been provided to the Park's Townsite office.

## **18. Assignment of Lease (Sale of a Cabin)**

The procedure for the sale of a cabin is as follows:

- An assignment of lease is required to transfer the lease for the property from the vendor to the purchaser.
- A site inspection by the Park's Townsite staff is required. The sole purpose of the site inspection is to compare the current approved site plan to the actual conditions on site. Any variations from the most recently approved site plan are required to be rectified prior to the assignment of lease being approved.
- Any deviations from the most recently approved site plan on file with the Park's Townsite office are required to be rectified at the time of sale.

For greater certainty, transfers and sales of cabins (and any related assignments of leases arising therefrom) and changes to lease provisions (including, for example, name changes, mortgages of lease, assignments to joint names or to a surviving joint tenant as a result of death) do not trigger any requirements on the part of the leaseholder to bring the cabin, shed or deck into compliance with the requirements of these Guidelines, save and except for the correction of illegal developments (as defined in Section 5 of these Guidelines).

For changes to leasehold property such as assignment of lease, name changes, mortgages of lease or any other questions concerning lease administration, please contact the Townsite office.



## 19. Building Permit

Note: All forms are subject to change. Please contact the Townsite office for the most recent version.

### B. Riding Mountain National Park of Canada Cabin Building Permit Application

1. Applicant:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

2. Lessee of Record:  Same as above or,

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

3. Property (Legal Description)

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Registered Plan No.: \_\_\_\_\_

Civic Address: \_\_\_\_\_

4. Site: Frontage: \_\_\_\_\_ m / ft Depth: \_\_\_\_\_ m / ft Area : \_\_\_\_\_ m<sup>2</sup> / ft<sup>2</sup>

5. Proposed use of land and buildings: (attach narrative if more space is required)

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6. Routine Maintenance  Description of maintenance:

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7. Approximate total cost of development: \$ \_\_\_\_\_

8. Permit fees: \$ \_\_\_\_\_

9. Contractor:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

10. Attach as part of this application, 2 copies of:

- i. preliminary building drawings, in detail, to a metric scale that is sufficient to enable proper construction and inspection, indicating:
  - a) The location, legal boundaries, dimension and area of the site complete with a north arrow,
  - b) The location, dimension and total square area of each proposed building and deck,
  - c) layout plans of each floor;
  - d) all exterior elevations with finished grade lines, door and window types and sizes and a color schedule for all exterior surfaces;
  - e) a section through the exterior wall from roof peak to footings to show overall construction;
  - f) all electrical, structural and mechanical plans and specifications from engineering consultants where such plans or specifications are required;
  - g) specifications of all materials and finishes and a description of the standards of workmanship and the equipment to be used for all building and site development;
  - h) an outline of specifications sufficient to describe the main elements of the proposed development with respect to structure, exterior cladding, other finishes, heating and any other such facets of the development; and
  - i) in the case of proposed developments that will include phased development, a schedule showing dates by which each phase will be commenced and completed.
  
- ii. landscape plan(s), to a metric scale that are will depict and allow for proper construction and inspection of:
  - a) where building(s) will be positioned and how landscaping plans for the property will be shaped to minimize the effect on neighbouring properties. (Examples: building downspout locations, retaining wall locations, site fill and contouring of same),
  - b) the location, species and height of trees and shrubs to be retained, removed or planted, areas to be planted in ground cover and the type of ground cover to be used.

11. Upon receiving notification from Townsite staff that building and landscaping plans are in good order, the applicant will provide one set of qualified engineer-stamped drawings of all buildings as per the current *National Building Code*.
12. The applicant may request the Townsite office to locate leasehold property pins prior to commencing construction.
13. Other information as requested by the Townsite office necessary to assess the proposed development.

Declaration of the applicant:

I, \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the Province of \_\_\_\_\_

solemnly declare that the above statements contained within this Building Permit Application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date