



Huntsville Building Department

## Building Permit Application Checklist

### Requirements

Before applying for a Building Permit, the following may be required:

- Application Form must be completely filled out, signed, and fees paid.**  
The Building Permit Application is a prescribed form (Building Code Act Section 8.-1.1). The form can be downloaded at <http://www.mah.gov.on.ca/Page8491.aspx> or through the building forms found on our website. All applicable fields must be filled in before the application will be accepted. This includes the designer information and Applicable law details.
- A **Site Plan drawing** showing the location of proposed and existing buildings, utilities and drainage must be clearly illustrated. A **Deed** may be required to confirm ownership or completion of a Severance.
- Most waterfront development will be subject to site plan control** by the Town of Huntsville Planning Department. Contact the Planning Dept. for further information.
- Two (2) complete sets of drawings, including structural details, foundation details, wall framing details, cross-section, floor plans, and elevation drawings.** If proposal is for an addition, drawings of the existing structure and the connection of the addition are required. Heat Loss calculations and HVAC details. (See "Required Permit Drawings" for more details.). **Sewage System Permit** from the Town of Huntsville (forms available), if the property is not serviced by Municipal sewers. If a property is serviced by water or sewer an application must be made to the District of Muskoka for a Municipal Connection Permit, 705-645-6764. If water is not available, then an adequate source of potable water is required before occupancy of the building is permitted.
- Entrance Permit:** If the property is on a **Town of Huntsville road**, approval is required from the Town of Huntsville Roads Department (705-789-1751). If the property is on a **District road**, approval is required from the District of Muskoka Public Works 705-645-6764. If the property is on a **Provincial Highway**, approval is

required from the Ministry of Transportation in Huntsville 705-789-2391.

New dwelling applications will not be accepted without two (2) copies of Items 1-5, attached to the application form. Applicant is responsible to ensure compliance with all Applicable Law.

- If **hydro utility poles or wires** are present on the property, contact Hydro One, Electrical Safety Authority 1-888-664-9376. Indicate on plot plan the location and distance from the buildings of all utility poles and wires. **Hydro One approval is required for all electrical installations.** Call Hydro One, Electrical Safety Authority 1-877-372-7233 for electrical inspections.
- If the property is **located within the Huntsville Ward** of the Town of Huntsville, approval is required from Lakeland Power Distribution Ltd. 705-789-5442.
- If a **dock or boathouse, or any shoreline improvements** are to be made, approval may be required from the Ministry of Natural Resources 705-645-8747 and Department of Fisheries and Oceans 705-746-2196.
- If the property is situated adjacent to the Big East River, or adjacent to a lake, then **floodplain requirements** may be in effect (maps are located at Town Hall).

### **Development Charges**

- District of Muskoka Single Family Dwelling: Urban \$9623.00/ Rural \$3492.00
- Town of Huntsville Single Family Dwelling: \$3640.00
- Affordable Housing: Development Charges may be reduced/rebated.

### **Permit Fees and Application Submission**

**Permit fees are due upon application.** (\$10.00 per \$1000.00 construction value, minimum Fee \$100.00). Minimum Permit fee for new residential buildings is \$1.45 per square foot.

Allow a minimum of 10 days for processing of the application for Building Permit. You will be notified by telephone once the permit has been issued.

Note: If any of the above noted fees conflict with a passed bylaw, the fee noted within the bylaw shall govern.