

# Township of Frontenac Islands

WOLFE ISLAND OFFICE  
PO BOX 130, 1191 ROAD 96  
WOLFE ISLAND, ON KOH2Y0  
PH: 613-385-2216



HOWE ISLAND OFFICE 50  
BASELINE RD, R.R. #4  
GANANOQUE, ON K7G 2V6 PH:  
613-544-6348

## BUILDING PERMIT APPLICATION NEW CONSTRUCTION

This brief guide outlines what to expect and what is required while obtaining a building permit.

Permit applications can be submitted digitally through [Cloud Permit](#), or a paper copy dropped off at the Municipal Office on Wolfe Island or Howe Island. If a paper copy is submitted, the information will be entered into Cloud Permit on your behalf, and a fee charged per the fee by-law (attached).

### Information required to accompany your permit application submission:

- Building Permit Application Form, completed and signed.
- PDF or paper copy of technical drawings.
- An EEDS (Energy Efficiency Design Summary) form.
- A copy of your deed or tax bill.
- A copy of a survey or plot plan.
- A copy of the entrance permit approval, where required. Private lanes do not require entrance approval.
- Heating layout and heat loss calculations if available, or prior to framing inspection.
- Well drilling report and water test if available, or prior to occupancy inspection.
- Truss and floor joist layouts if available, or prior to framing inspection.

A building permit is required for any construction over 10 square meters (108 square feet) or 15 square meters (161 square feet) for accessory structures with no human occupancy. This includes additions, alterations, renovations, demolitions, plumbing, swimming pools, woodstoves, fireplaces, chimneys, sheds, any agricultural buildings, and outdoor furnaces.

## **The following must be included on the plan set:**

### **FOUNDATION:**

- Fully dimensioned and includes:
  - Foundation type
  - Openings in foundation, including size and locations
  - Footings and pad footings for columns
  - Floor drain location
  - Sump pit location
  - Size and span of beams
  - Size of columns
  - Floor joist direction, size and spacing
  - Location and size of stairs

### **FLOOR PLAN**

- One plan per storey showing:
  - Size and names of rooms
  - Window and door sizes and locations
  - Stair size and location
  - Attic access and size
  - Locations of smoke and carbon monoxide detectors
  - If there is a storey above:
    - Size and span of beams
    - Size of columns
    - Floor joist direction, size and spacing

### **CROSS SECTIONS**

- Size of footings
- Foundation type and thickness
- Wall, floor and roof assemblies with all material and sizes specified

### **ELEVATIONS**

- Provide an elevation for each side of the building showing:
  - Windows and doors
  - Decks
  - Grade levels
  - Exterior finishes
  - Finished ceiling heights
  - Heights of window sills above finished floor where grade is greater than 1.8m from the finished floor on the opposite side of the wall.

The Township is not responsible for the placement of any building on the lot and must meet all zoning requirements.

A septic permit must be obtained before a building permit can be issued.

Entrance approval must be sought prior to permit issuance from Keith Greenwood (613) 770-9373 for Wolfe Island and Simcoe Island, or Mike Quinn (613) 531-1250 for Howe Island. Entrance approval is required on Township roads but not on private lanes.

Bell Canada

New Service (613) 310-2355

Hydro One

New Service (888) 664-9376

**Authorization for an Application for a Building Permit  
by a person other than the Legal Owner**

I, \_\_\_\_\_, being the legal owner of the subject property

described as Lot \_\_\_\_\_, Concession \_\_\_\_\_, \_\_\_\_\_  
(street number and street name)

in the Township/Town of \_\_\_\_\_,

Roll Number \_\_\_\_\_

do herein authorize \_\_\_\_\_ to act as my authorized agent to apply for a Building Permit for work to be done on the above mentioned property. I may rescind this authority at any time by advising in writing.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Legal Owner)

\_\_\_\_\_  
(Witness – other than agent named above)

## SITE SKETCH/PLOT PLAN



Road Name/Property Address:

1. Dimensions of **Proposed Structure**: Length \_\_\_\_\_, Width \_\_\_\_\_, Height \_\_\_\_\_, Area sq. ft. \_\_\_\_\_
2. Dimensions of **Proposed Deck**: Length \_\_\_\_\_, Width \_\_\_\_\_, Height \_\_\_\_\_,  n/a
3. Setbacks from **Proposed Structure to Lot Lines**: Left Side Yard \_\_\_\_\_ ft., Right Side Yard \_\_\_\_\_ ft., Rear Yard \_\_\_\_\_ ft., Front Yard \_\_\_\_\_ ft., High Water Mark \_\_\_\_\_ ft.
4. Lot Dimensions: Lot Area \_\_\_\_\_ acres +/-, Lot Size \_\_\_\_\_ ft. x \_\_\_\_\_ ft. +/-

**\* PLEASE INCLUDE THE FOLLOWING ON YOUR PLOT PLAN  
for existing and proposed structures \***

5. Distance to:
- |                          |                            |                          |                   |
|--------------------------|----------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | All lot lines              | <input type="checkbox"/> | number of storeys |
| <input type="checkbox"/> | Septic (tank and tile bed) | <input type="checkbox"/> | dimensions        |
| <input type="checkbox"/> | Well                       | <input type="checkbox"/> | area (sq. ft.)    |
| <input type="checkbox"/> | Road Location              |                          |                   |

**Please complete in full to avoid permit processing delays**

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
D. Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number

<b>E. Builder (if known)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
<b>F. New home construction licensing requirement</b>				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide licence number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____ Date		_____ Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor, Toronto, ON M7A 2J3 (416) 585-6666.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Date <span style="margin-left: 150px;">Signature of Designer</span></p>			

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Professional Engineers Ontario.

# Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority	
Application No:	Model/Certification Number

## A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

## B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

**SB-12 Prescriptive (input design package):** Package: \_\_\_\_\_ Table: \_\_\_\_\_

## C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit <input type="checkbox"/> Air Sourced Heat Pump (ASHP) <input type="checkbox"/> Ground Sourced Heat Pump (GSHP)
Area of W, S & G = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	

## D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions				
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))				
<input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))				
<input type="checkbox"/> Airtightness substitution(s)  Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____			
	<input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____			
	Required: _____ Permitted Substitution: _____			
Building Component	Minimum RSI / R values or Maximum U-Value <sup>(1)</sup>		Building Component	Efficiency Ratings
Thermal Insulation	Nominal	Effective	Windows & Doors	Provide U-Value <sup>(1)</sup> or ER rating
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			Mechanicals	
Walls Above Grade			Heating Equip.(AFUE)	
Basement Walls			HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)			DHW Heater (EF)	
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))	# Showers_____
Slab (all ≤600mm below grade, or heated)			Combined Heating System	

(1) U value to be provided in either W/(m<sup>2</sup>·K) or Btu/(h·ft<sup>2</sup>·F) but not both.

## E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature

# Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

### C. Project Design Conditions

**Climatic Zone:** The number of degree days for Ontario cities is contained in Supplementary Standard SB-1 **Windows, Skylights and Glass Doors:** If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

**Fuel Source and Heating Equipment Efficiency:** The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

**Other Building Conditions:** These construction conditions affect SB-12 Prescriptive compliance requirements.

### D. Building Specifications

**Thermal Insulation:** Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

## BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm <sup>2</sup> /m <sup>2</sup>	1.81 in <sup>2</sup> /100ft <sup>2</sup>	0.93 L/s/m <sup>2</sup>	0.18 cfm50/ft <sup>2</sup>
Attached dwelling	3.0	2.12 cm <sup>2</sup> /m <sup>2</sup>	3.06 in <sup>2</sup> /100ft <sup>2</sup>	1.32 L/s/m <sup>2</sup>	0.26 cfm50/ft <sup>2</sup>

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

### E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

**Schedule 'A' to By-law #005-2026**

<b>Description</b>	<b>Fees</b>	<b>Refundable Deposits</b>
All new construction	1.5% of construction value, minimum fee of \$100.00	\$800.00
All renovation to existing structures	1.5% of construction value, minimum fee of \$100.00	\$200.00
All accessory structures or accessory mechanical	1.5% of construction value, minimum fee of \$100.00	\$200.00
Other structures not otherwise noted	1.5% of construction value, minimum fee of \$100.00	\$200.00
Temporary tents or other temporary structures	\$100.00	0
Plumbing	\$50.00 plus \$10.00 per fixture	0
Change of use	1.5% of construction value, minimum fee of \$200.00	\$200.00
Pool permit	\$100.00	0
Demolition	\$100.00	0
Conditional permit	To be determined with value of construction	0
Zoning compliance request	\$100.00	0
Equivalency review/letter	\$100.00 minimum. Cost of review to be assumed by the applicant	\$500.00
Re-inspection costs	\$150.00	0
Solar panels on building	1.5% of construction value, minimum fee of \$100.00	0
Farm buildings	1.5% of construction value, minimum fee of \$100.00	\$500.00
Permit refund after review	75% less minimum fee	0
911 number	\$150.00	0
Entrance permit	\$850.00	0
Request for special inspection	\$150.00	0
Yearly permit renewal fee	\$100.00	0
Plan review	\$350.00 regular projects \$300.00 major changes \$150.00 accessory structures	0
Enter data into Cloud Permit on behalf of owner or agent	\$250.00 scanning, data, PDF, maps and plans	0

## Value of Project

Dwelling one story first floor	\$280.00 / sq. ft.
Second Floor	\$200.00 / sq. ft.
Finished Basement	\$120.00 / sq. ft.
Unfinished Basement	\$80.00 / sq. ft.
Attached garage finished	\$80.00 / Sq. Ft.
Detached garage not insulated	\$60.00 / sq. ft.
Detached garage finished	\$75.00 / sq. ft.
Carport	\$50.00 / sq. ft.
Deck open	\$35.00 / sq. ft.
Covered deck	\$50.00 / sq. ft.
Three seasons room	\$120.00 / sq. ft.
Farm Building framed no concrete Const. Value or	\$30.00 / sq. ft.
Cover all Type building	\$20.00 / sq. ft.
Dairy Barn Construction value or evaluated by CBO	\$100.00 / sq. ft.
Building without a permit Main structure	Double the permit fee Minimum \$800.00
Building without a permit accessory structure	Double the permit fee Minimum \$400.00
Permit review	\$300.00 major changes

Unless specifically identified as a refundable deposit per the table above, all building permit fees are non-refundable.

When cost of project cannot be estimated by sq. ft. or the cost appear inadequate for the size of project the real cost of project is to be estimated by the building dept. and the estimated value is to be used for permit cost.

Re-inspection fees will be subtracted from the deposit. If re-inspection fees exceed deposit the applicant will have to pay the township before other inspections are done. Permit renewal will be deducted from deposit if not paid on time.

# Township of Frontenac Islands Entrance Permit Application

WOLFE ISLAND OFFICE  
PO BOX 130, 1191 ROAD 96  
WOLFE ISLAND, ON K0H2Y0  
PH: 613-385-2216



HOWE ISLAND OFFICE  
50 BASELINE RD, R.R. #4  
GANANOQUE, ON K7G 2V6  
PH: 613-544-6348

Application No.: \_\_\_\_\_ Date: \_\_\_\_\_

## 1. I hereby make application to:

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Construct/New | <input type="checkbox"/> Alter/Improve | <input type="checkbox"/> Remove      |
| <input type="checkbox"/> Residential   | <input type="checkbox"/> Commercial    | <input type="checkbox"/> Agriculture |

## 2. Registered Owner:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## 3. Location of Property:

Entrance at: Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

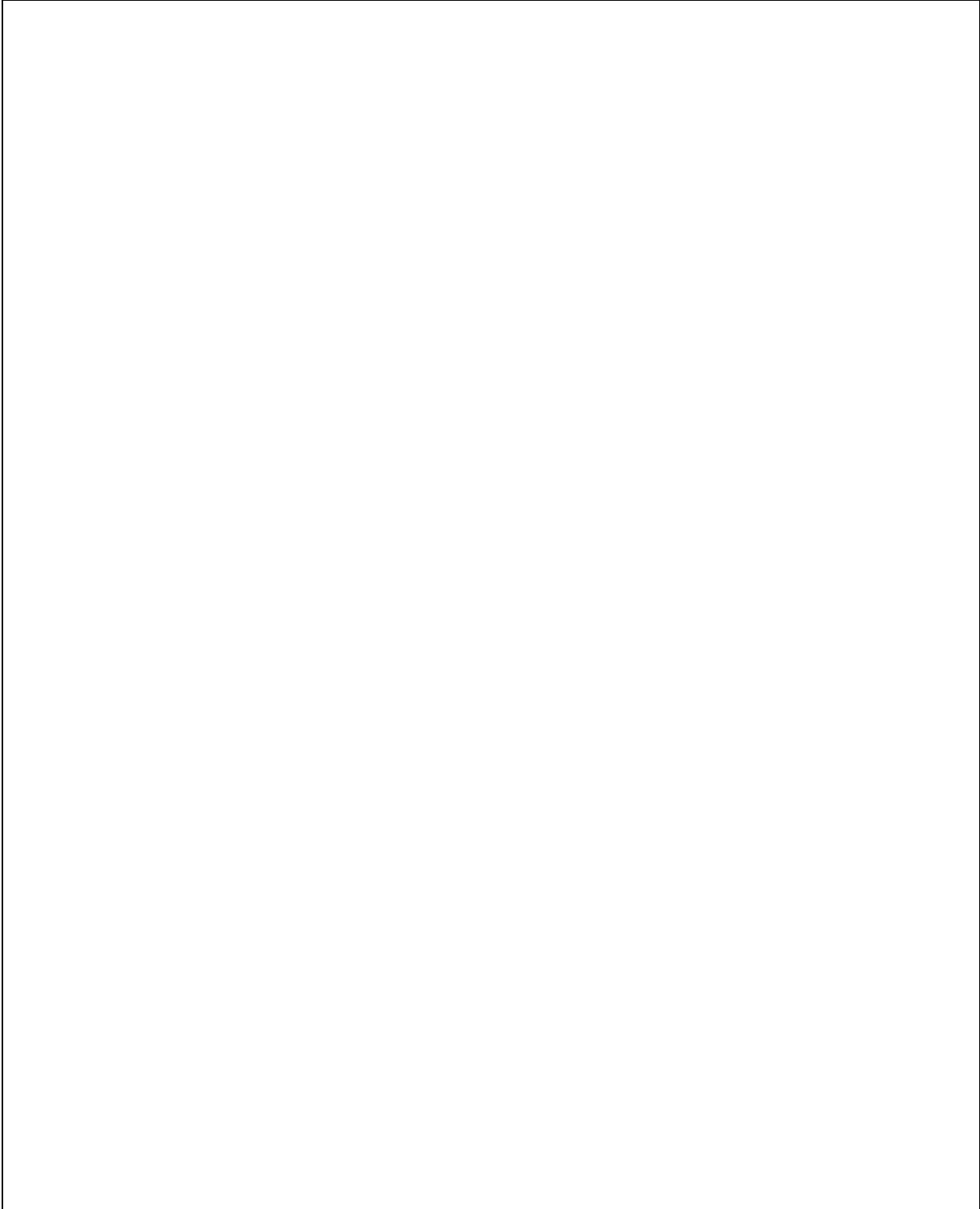
On the Island of (Wolfe/Howe/Simcoe): \_\_\_\_\_

On the (North/East/South/West) \_\_\_\_\_ side of (Road Name) \_\_\_\_\_.

Property Roll No.: \_\_\_\_\_ Civic No. (if applicable): \_\_\_\_\_

A \$50.00 non-refundable fee is to be paid at the time of submission of the application; an \$800.00 security deposit is required. This fee will be refunded upon completion of construction and final approval from the Public Works Department. The onus is on the property owner to notify the Public Works Operations Supervisor for location approval prior to installing the entrance. Final inspection is also required prior to deposit release.

**Please attach a site plan or sketch showing the location of the structure, requested entrance, and other landmarks on the property. Please show measurements and North symbol.**



**Entrance Conditions:**

- New corrugated steel pipe to be used meeting OPSS 1801.(Minimum pipe thickness to be 2.0mm)
- Entrance Material – Minimum 200mm (8”) of 5/8” crushed stone.
- Minimum width for non-commercial entrance to be 5 meters
- End of pipe exposure to be minimum 30cm
- Construct only to the outside edge of roadway shoulder
- Minimum length of pipe determined by depth of ditch

Ditch Depth (in meters)	Minimum Length (in meters)
Up to 1.0	9.0
Up to 1.31	11.0
Up to 1.7	12.0
1.7+	As approved

**\*\* Please make sure the painted stakes you receive are placed clearly at the location you wish the entrance location to be.**

**To be completed by the Township:**

Township Use Only	
Application Fee: _____	Date Paid: _____
Deposit Fee: _____	Date Paid: _____
Public Works Department Use Only	
Location Suitability: _____	
Culvert Diameter: _____	Length: _____
Inspection Comments: _____	
Entrance Approval Date: _____	Authorized Signature: _____
Final Approval Date: _____	Authorized Signature: _____