

- **Oak Ridges Moraine**
Karen Ellis: 705-932-9334
- **Ontario Hydro – Electrical Safety Authority**
Tel: 1-877-ESA-SAFE or visit www.esasafe.com
(Electrical Permits are not part of Building Permits)
 - 5 m (16.5 ft) separation between main feeder hydro lines and any construction;
 - 3 m (10 ft) separation between secondary lines and construction.
- **Wells – Ministry of Environment**
Tel: 1-888-396-9355
 - No minimum distance separation between construction and well location. Wells must be accessible for maintenance.
- **Fire Department**
Chief Balfour: 705-932-9342
- **Millbrook Water/Wastewater**
Evan Grieger: 705-932-9332
Kyle Phillips: 705-932-9319
- **Bell Canada** 310-2355
- **Nexicom** 1-888-NEXICOM
- **Enbridge Gas** 1-888-447-4911
- **Ministry of Agriculture, Food and Rural Affairs**
 - Minimum Distance Separation (MDS):
Construction of facilities housing livestock or construction of new dwellings or addition to dwellings within 1000 m (3280 ft) of each other must comply with minimum distance separations set out by Ministry of Agriculture, Food and Rural Affairs. MDS can be calculated by Planning Department staff.

Health Department Requirements For Minimum Septic Clearances

- 30 m (100 ft) – From septic system to a dug well
- 15 m (50 ft) – From septic system to a drilled well
- 5 m (17 ft) – From septic bed to all structures
- 3 m (10 ft) – From septic system to property line
- 1.5 m (5 ft) – From septic tank to all structures

Site Plan Requirements:

- Drawn to an appropriate scale (e.g. 1" = 20', 1" = 30', etc.);
- All existing buildings and sizes;
- Lot dimensions;
- All four (4) setbacks to proposed buildings and existing buildings;
- All setbacks to proposed decks;
- Septic location – proposed or existing;
- Well location;
- Surface water drainage by arrows (not to flow onto adjacent property);
- Proposed ground elevations of four (4) corners of building plus relationship to adjacent property;
- North arrow;
- Street name;
- Proposed and existing swales or ditches;
- Foundation or sump drainage location (to dry well or ditch);
- Services – Hydro – existing & proposed – overhead/underground

The information contained herein is general in nature and is not to be considered as the only requirements for Permit issuance. For further information please contact:

Kyle Phillips (Chief Building Official)
705-932-9319
Email: kphillips@cavanmonaghan.net

Frick Heilingbrunner (Plans Examiner)
705-932-9331
Email: fheilingbrunner@cavanmonaghan.net

Christina Coulter (Planner)
705-932-9321
Email: ccoulter@cavanmonaghan.net

Township of Cavan Monaghan Building Permits

Information Pamphlet

Hours of Operation:
Monday to Friday 8:30 a.m. - 4:30 p.m.
988 County Road 10
Millbrook, Ontario L0A 1G0



Tel: 705-932-2929
www.cavanmonaghan.net



Purpose of a Building Permit

Building Permits ensure that construction within our Municipality meets standards set out in the Ontario Building Code. In addition, Building Permits ensure that other Applicable Laws such as Zoning By-Laws, Site Plan Control By-Laws, and other governing agency requirements are satisfied.

When Do I Need a Building Permit?

Building Permits are generally required for the following situations:

- Detached structures greater than 10 sq m (100 sq ft)
- Structural alterations
- Additions of any size
- Change of use
- Alterations to plumbing pipes
- Installation of inground or above ground pools
- Open decks and porches
- New or replacement solid fuel heating systems

How Do I Get a Building Permit?

A complete application includes:

- A completed [application form](#), including building details, value of construction, soil type, footing size, floor load, etc.;
- A site plan, including grading details;
- One (1) set of drawings with floor plans, elevations, sections, details, heating system specifications and floor plans, and plumbing details;
- One (1) set of drawings for commercial and industrial uses;
- HVAC drawings and calculations for dwellings;

- Professional Engineer stamped truss drawings or other Engineered drawings as required;
- All relevant permits (i.e. Health and Septic, Conservation Authority, Ministry of Transportation, Entrance);
- Additional site plan review and supporting studies may be required for some properties;
- A complete checklist is available as part of the permit application and on the Township website.

If the submitted application is complete and in compliance with the Ontario Building Code, Municipal By-Laws and other Applicable Law, then a Building Permit is issued within 10 working days. All applicable fees are due upon Permit Application. A Building Permit is valid for 1 year from issuance and construction must commence within 6 months. If work on the project ceases for a period of more than 1 year, the Municipality may exercise its option to revoke the Permit.

Under What Circumstances Would a Building Permit be Denied?

- The proposal does not comply with the requirements of the Ontario Building Code or any other Agency that may have jurisdiction over a certain aspect of the property whether that is sewage disposal, hydro set-backs, entrance-ways, etc. This is known as 'Applicable Law'.
- If the applicant refuses to pay any or all applicable fees.
- A Permit for a new dwelling will be denied if the proposed contractor is not registered with the Ontario New Home Warranty Program (ONHWP). Home owners are exempt if Schedule 1 of the Permit application is signed stating they are acting as the contractor. If the owner is the contractor, the home is not covered under the TARION Warranty Program.

What is Meant By 'Applicable Law'?

Prior to Building Permit issuance it must be shown that you are in compliance with any other Agency that may have a jurisdiction with respect to the proposal. This could be any of the following:

- **Peterborough Public Health**
185 King Street, Peterborough, ON K9J 2R8
Tel: 705-743-1000
Contact: Kathleen Shepherd
Health Unit approval is required when:
 - the number of bedrooms are being increased;
 - an addition of any type is more than 15% of the existing habitable floor area;
 - a major renovation or change of occupancy is proposed;
 - when the municipality does not have sufficient information on an existing septic system; and
 - it appears that the construction will be closer than 1.5 m (5 ft) to the septic tank or 5 m (17 ft) to a septic bed.
- **Otonabee Region Conservation Authority (ORCA)**
250 Milroy Drive, Peterborough, ON K9K 7M9
Tel: 705-745-5791
Permits are required within regulated areas for:
 - Minor filling;
 - Minor construction – accessory buildings such as garages;
 - Major construction – dwellings, additions;
 - Pools (if the grade is altered).

Entrance Permits:

- **Township Public Works**
Tel: 705-932-9323
- **County Roads Department** (Kyle Darling)
Tel: 705-775-2737 ext 3203
- **Ministry of Transportation**
Tel: 1-800-554-0487