



Building & Septic Division

180 Kent Street West, Lindsay ON, K9V 2Y6

P: 705-324-9411 ext. 1288

E: buildingpermits@kawarthalakes.ca

Consolidated Building Permit Application Guide

This guide is to help in the completion and submission of building permit applications through one of our portals.

There is a section for each portal, just click on the table of contents to go to the section that explains the portal you are using.

Table of Contents:

All Applications	3
Residential Applications:	7
Residential - New, Replacement, Additions, Detached Additional Residential Units (ARU's) - (Up to 3 storeys and less than 600m ²).....	8
Renovation to Residential, including Additional Residential Units (ARU's) within or attached to main dwelling - (Up to 3 storeys and less than 600m ²).....	10
Decks (walking surface more than 0.6m above grade at any point).....	11
Residential Accessory Buildings – New, additions or relocation of buildings such as Garage, Shed, Gazebo or Boathouse	12
Large Residential - New, Addition or Renovation - (4 storeys or more and/or greater than 600 m ²)	13
Pre-Approved Model (PAM) Certification Application - Development Model Approval – (PAM is used by builders who wish to construct the same model multiple times).....	15
Miscellaneous Ontario Building Code Applications:.....	16
Demolition – All buildings or part thereof.....	17
OBC Tents, OBC Sign, OBC Pool or Roof Mount Solar and other permit types not specified elsewhere.....	18
Non-Residential Applications:	20
Agricultural New or Addition Application Guide.....	21
Industrial / Commercial / Institution – New, addition or renovation to Existing	22

All Applications

The forms listed on this application guide represent the most common required forms and may not represent all required forms relating to your project. Review of your application submission may result in a requirement for further documentation.

All forms, guides and applications can be found under Application Forms and Resources on our [Building Permits and Guides page](#).

Mandatory uploads for each application:

- Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information)
- Owner Authorization
- Applicable Law Checklist
- Lot Grading and Drainage Plan or Site Plan (depending on the project)
- Construction Plans

For your reference, here is our [Building by-law](#).

Electronic Submission Standards

Below are the requirements for submission of electronic drawings and documentation files for building permit applications. These standards allow the Building and Septic Division to maintain consistency and perform an efficient review of your application package.

Drawings and Documentation - Be advised that all submitted drawings and documentation must adhere to the below standards. Submissions that do not meet these criteria will be refused and require a full resubmission.

Each electronic building permit application package shall be submitted according to the following standards:

Application Portal - All mandatory fields in the form must be filled in, along with mandatory attachments, to be considered an acceptable complete application and qualify for the review process.

Plans/Drawings - Files shall be formatted as PDF's and shall be:

1. One file for entire drawing set
2. Clearly named and identifiable with project address or roll number.
3. Unlocked, unprotected and with no security settings.
4. Formatted and scaled to a paper size of 11 by 17 inches and oriented in landscape (horizontal) view.

Documentation - Documents shall be:

1. Saved in non-fillable PDF format, all areas completed. (Application forms missing information such as project value or area of work in m2 will be refused)
2. Clearly named and identifiable with project address or roll number.
3. Unlocked, unprotected and with no security settings.
4. Formatted up to paper size of 8-1/2 x 14 in. shall be oriented in portrait (vertical) view; and
5. Separate PDF's are required for each document type (e.g. application form and schedules, applicable law checklist, owner's authorization form, letter of undertaking form, general review form, Etc.).

Signatures - All forms requiring signature, shall be signed, either digitally or manually filled and scanned to PDF. By using any device, means or action, you consent to the legally binding terms and conditions of this Application. You further agree that your signature on this document (hereafter referred to as your "Signature") is as valid as if you signed the document in writing.

Document Disclaimer – By using any device, means or action, you attest to the authenticity of the documents uploaded and used in this application and you further certify that the documents are not copy written or used without permission.

Payment of Fees - The total fee will be calculated when your application is reviewed for completeness. You will be forwarded an invoice, which is due and payable when received.

Residential Applications:

Residential - New, Replacement, Additions, Detached Additional Residential Units (ARU's) - (Up to 3 storeys and less than 600m²)

Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information) – Complete and sign. Schedule 1 – Designer Information is filled out by the person who drafted and takes responsibility for the plans submitted for review and is typically done by the designer or homeowner and is required even if you are not submitting construction plans.

Owner Authorization – If you are applying on behalf of the owner, you and the owner, will need to complete and sign.

Applicable Law Checklist – Complete the Applicable Law Check List, if you are subject to any of the Applicable Law Authority, contact them for an approval/permit prior to submitting your application for building permit. Please see the Applicable Law Checklist Resources.

Regional Conservation Authority Approval (If Applicable) – if your property is subject to Conservation Authority Regulation, contact them for an approval/permit or written exemption from appropriate Conservation Authority, prior to submitting your application for building permit.

Other documents, such as Planning Decisions, Interpretations or Correspondence. - If you have been in contact with the Planning Department and have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.

Lot Grading and Drainage Plan or Site Plan: Shall:

For all applications relating to a new or replacement detached, semi-detached, triplex, fourplex townhouse dwelling, or detached ARU, or new or replacement foundations relating to one of the foregoing:

- (i) Take the format of a Lot Grading and Drainage Plan;
 - (ii) Be referenced to a current plan of survey prepared and certified by an Ontario Land Surveyor, and a copy of the survey shall accompany the site plan submission; and
 - (iii) Include the information outlined in Schedule B of the Building by-law;
- (b) For all other minor residential applications:
- (i) May be prepared by the applicant; and
 - (ii) Include the information outlined in Schedule B of the Building by-law.

Lot Grading and Drainage Plan Guides can be found on the [Development Engineering page](#).

Site Plan Guide available on our [Building Permits and Guides Page](#).

Construction Plans – Construction Plans are required for all applications and must meet the requirements of the Electronic Submission Standards. These plans may include, but are not limited to, Foundation Plan, Floor Plan, Elevation, Wall Section, Structural and/or Architectural. Please refer to the Building By-law – Schedule B – Table 1 and 2.

HVAC Summary (Residential Mechanical Ventilation Design Summary) –

When you are constructing a space that will be heated, an HVAC Summary is required as part of your application package. The full plans are required prior to the framing inspection being requested, if not available at time of filing of application.

If you are submitting your HVAC plans, your plan shall include a Schedule 1- Designer Information Form completed by the HVAC designer.

Energy Efficiency Design Summary (EEDS) – When you are constructing a space that will be heated, EEDS is required as part of your application package. This form is typically done by the person drafting the construction plans.

Engineering Detail – If there is any area on the construction plans that will require engineering, you are required to submit that stamped plan or detail with the application. Depending on the scope of work, a commitment to review from the Engineer may be required.

Septic System Review/Permit – If you are serviced by private septic, you may have to provide a Septic System Review or Permit, depending on the scope of work. Please see our [Septic Permits Page](#) for more information.

Entrance Application – When you need a new entrance or are requesting a review of an existing entrance, you will need to complete an entrance application form on the [Entrance Permit Page](#). For roads under the jurisdiction of City of Kawartha Lakes, the forms can be found on the Public Works page of this website. For roads under the jurisdiction of the [Ministry of Transportation](#), forms can be found on their website.

Municipal Service Connection Form (MSC) – When you construct a new dwelling on vacant land, or you wish to add to or upgrade your existing service connections, and your property is serviced by municipal water and/or sewer, a MSC application is required to be submitted. Please see our [Municipal Service Connection Form Page](#).

Renovation to Residential, including Additional Residential Units (ARU's) within or attached to main dwelling - (Up to 3 storeys and less than 600m²)

Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information) – Complete and sign. Schedule 1 – Designer Information is filled out by the person who drafted and takes responsibility for the plans submitted for review. This is typically done by the designer or homeowner.

Owner Authorization – If you are applying on behalf of the owner, you and the owner, will need to complete and sign.

Applicable Law Checklist – Complete the Applicable Law Check List, if you are subject to any of the Applicable Law Authority, contact them for an approval/permit prior to submitting your application for building permit. Please see the Applicable Law Checklist Resources.

Site Plan – A Site Plan is required. Site Plan Guide available on our [Building Permits and Guides Page](#).

Construction Plans – Construction Plans are required for all applications and must meet the requirements of the Electronic Submission Standards. These plans may include, but are not limited to, Foundation Plan, Floor Plan, Elevation, Wall Section, Structural and/or Architectural. Please refer to the Building By-law – Schedule B – Table 1 and 2.

Engineering Detail – If there is any area on the construction plans that will require engineering, you are required to submit that stamped plan or detail with the application. Depending on the scope of work, a commitment to review from the Engineer may be required.

Septic System Review/Permit – If you are serviced by private septic, you may have to provide a Septic System Review or Permit, depending on the scope of work. Please see our [Septic Permits Page](#) for more information.

Other documents, such as Planning Decisions, Interpretations or Correspondence. - If you have been in contact with the Planning Department and have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.

Decks (walking surface more than 0.6m above grade at any point)

Please see our Deck Construction Guide for help with your plans and construction options on our [Building Permits and Guides Page](#).

Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information) – Complete and sign. Schedule 1 – Designer Information is filled out by the person who drafted and takes responsibility for the plans submitted for review. This is typically done by the designer or homeowner.

Owner Authorization – If you are apply on behalf of the owner, you and the owner, will need to complete and sign this form.

Applicable Law Checklist – Complete the Applicable Law Check List, if you are subject to any of the Applicable Law Authority, contact them for an approval/permit prior to submitting your application for building permit. Please see the Applicable Law Checklist Resources.

Regional Conservation Authority Approval (If Applicable) – if your property is subject to Conservation Authority Regulation, contact them for an approval/permit or written exemption from appropriate Conservation Authority, prior to submitting your application for building permit.

Site Plan – A Site Plan is required. Site Plan Guide available on our [Building Permits and Guides Page](#).

Other documents, such as Planning Decisions, Interpretations or Correspondence. - If you have been in contact with the Planning Department and have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.

Residential Accessory Buildings – New, additions or relocation of buildings such as Garage, Shed, Gazebo or Boathouse

Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information) – Complete and sign. Schedule 1 – Designer Information is filled out by the person who drafted and takes responsibility for the plans submitted for review. This is typically done by the designer or homeowner.

Owner Authorization – If you are applying on behalf of the owner, you and the owner, will need to complete and sign.

Applicable Law Checklist – Complete the Applicable Law Check List, if you are subject to any of the Applicable Law Authority, contact them for an approval/permit prior to submitting your application for building permit. Please see the Applicable Law Checklist Resources.

Regional Conservation Authority Approval (If Applicable) – if your property is subject to Conservation Authority Regulation, contact them for an approval/permit or written exemption from appropriate Conservation Authority, prior to submitting your application for building permit.

Site Plan – A Site Plan is required. See Site Plan Guide. Site Plan Guide available on our [Building Permits and Guides Page](#).

Construction Plans – Construction Plans are required for all applications and must meet the requirements of the Electronic Submission Standards. These plans may include, but are not limited to, Foundation Plan, Floor Plan, Elevation, Wall Section, Structural and/or Architectural. Please refer to the Building By-law – Schedule B – Table 1 and 2.

Septic System Review/Permit – If you are serviced by private septic, you may have to provide a Septic System Review or Permit, depending on the scope of work. Please see our [Septic Permits Page](#) for more information.

Other documents, such as Planning Decisions, Interpretations or Correspondence. - If you have been in contact with the Planning Department and have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.

Large Residential - New, Addition or Renovation - (4 storeys or more and/or greater than 600 m2)

Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information) – Complete and sign. Schedule 1 – Designer Information is to be filled out by any person who is not a licensed Architect or Professional Engineer, and who has drafted and takes responsibility for the plans submitted for review.

Owner Authorization – If you are applying on behalf of the owner, you and the owner, will need to complete and sign.

Applicable Law Checklist – Complete the Applicable Law Check List, if you are subject to any of the Applicable Law Authority, contact them for an approval/permit prior to submitting your application for building permit. Please see the Applicable Law Checklist Resources.

Regional Conservation Authority Approval (If Applicable) – if your property is subject to Conservation Authority Regulation, contact them for an approval/permit or written exemption from appropriate Conservation Authority, prior to submitting your application for building permit.

Other documents, such as Planning Decisions, Interpretations or Correspondence. - If you have been in contact with the Planning Department and have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.

Lot Grading and Drainage Plan or Site Plan: Shall:

For all applications relating to a new or replacement detached, semi-detached, triplex, fourplex townhouse dwelling, or detached ARU, or new or replacement foundations relating to one of the foregoing:

- (i) Take the format of a Lot Grading and Drainage Plan;
 - (ii) Be referenced to a current plan of survey prepared and certified by an Ontario Land Surveyor, and a copy of the survey shall accompany the site plan submission; and
 - (iii) Include the information outlined in Schedule B of the Building by-law;
- (b) For all other minor residential applications:
- (i) May be prepared by the applicant; and
 - (ii) Include the information outlined in Schedule B of the Building by-law.

Lot Grading and Drainage Plan Guides can be found on the [Development Engineering page](#).

Site Plan Guide available on our [Building Permits and Guides Page](#).

Construction Plans – Construction Plans are required for all applications and must meet the requirements of the Electronic Submission Standards. These plans may include, but are not limited to, Foundation Plan, Floor Plan, Elevation, Wall Section, Structural and/or Architectural.

Please see Table 1 - Documents & Drawings required for Permit Applications in our Building By-law for a complete list of required plans.

HVAC Summary (Residential Mechanical Ventilation Design Summary) –

When you are constructing a space that will be heated, an HVAC Summary is required as part of your application package. The full plans are required prior to the framing inspection being requested, if not available at time of filing of application.

If you are submitting your HVAC plans, your plan shall include a Schedule 1- Designer Information Form completed by the HVAC designer.

Energy Efficiency Design Summary (EEDS) – When you are constructing a space that will be heated, EEDS is required as part of your application package. This form is typically done by the person drafting the construction plans.

Engineering Detail – If there is any area on the construction plans that will require engineering, you are required to submit that stamped plan or detail with the application. Depending on the scope of work, a commitment to review from the Engineer may be required.

Septic System Review/Permit – If you are serviced by private septic, you may have to provide a Septic System Review or Permit, depending on the scope of work. Please see our [Septic Permits Page](#) for more information.

Entrance Application – When you need a new entrance or are requesting a review of an existing entrance, you will need to complete an entrance application form on the [Entrance Permit Page](#), for roads under the jurisdiction of City of Kawartha Lakes. For roads under the jurisdiction of the [Ministry of Transportation](#), forms can be found on their website.

Municipal Service Connection Form (MSC) – When you construct a new dwelling on vacant land, or you wish to add to or upgrade your existing service connections, and your property is serviced by municipal water and/or sewer, a MSC application is required to be submitted. Please see our [Municipal Service Connection Form Page](#).

Pre-Approved Model (PAM) Certification Application - Development Model Approval – (PAM is used by builders who wish to construct the same model multiple times)

Please refer to the PAM guides located on the [Permits and Guides Page](#)

This portal is to be used by builder that construct the same model, multiple times on different sites.

The online portal will require users to create an account. This account will allow you to make online applications for Pre-approved Model Certificates. To create an account and submit a PAM application please see our guides on the [Building Permits and Guides page](#).

Miscellaneous Ontario Building Code Applications:

Demolition – All buildings or part thereof

Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information) – Complete and sign. Schedule 1 – Designer Information is filled out by the person who drafted and takes responsibility for the site plan submitted for review. This is typically done by the homeowner.

Owner Authorization – If you are apply on behalf of the owner, you and the owner, will need to complete and sign this form.

Applicable Law Checklist – Complete the Applicable Law Check List, if you are subject to any of the Applicable Law Authority, contact them for an approval/permit prior to submitting your application for building permit. Please see the Applicable Law Checklist Resources.

Regional Conservation Authority Approval (If Applicable) – if your property is subject to Conservation Authority Regulation, contact them for an approval/permit or written exemption from appropriate Conservation Authority, prior to submitting your application for building permit.

Demolition Information Form – When you complete and send this form, you will receive an email with a PDF of the form attached. Upload that PDF to this section of the portal.

Lot Grading and Drainage Plan or Site Plan – A Lot Grading and Drainage Plan is required for demolition of a dwelling where there are no current plans to reconstruct. Generally, in order to accept a site plan in lieu of a Lot Grading and Drainage Plan, we must have a complete application to construct a dwelling, prior to issuing the permit for demolition. Typically, new dwellings require a Lot Grading and Drainage Plan and the current building to be demolished is shown on that plan. The Lot Grading and Drainage Plan can be used for the demolition application. Otherwise, a Site Plan is required to be attached.

Other documents, such as Planning Decisions, Interpretations or Correspondence. - If you have been in contact with the Planning Department and have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.

OBC Tents, OBC Sign, OBC Pool or Roof Mount Solar and other permit types not specified elsewhere

Tents: See our [Tents and the OBC](#) information sheet on our [Building Permits and Guides Page](#).

Sign: OBC Sign is, a ground sign that exceeds 7.5m in height above the adjacent ground, a projecting sign that weighs more than 115 kg, or a roof sign that has any face that is more than 10m². Both a Municipal and OBC permit may be required.

Pool: The Ontario Building Code regulates all public pools, which includes private pools servicing 6 or more dwelling units. Common examples of public pools are pools servicing trailer parks, cottage establishments and hotels/motels. A building permit is required to install these types of pools.

Roof Mount Solar: Section 1.3. 1.1 (f) Div A of the Ontario Building Code requires a Building Permit to be issued prior to the installation of any solar collector that is mounted on a building and has a face area equal to or greater than 5 sq m (50 sq ft).

Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information) – Complete and sign. Schedule 1 – Designer Information is filled out by the person who drafted and takes responsibility for the plans submitted for review. This is typically done by the designer or homeowner.

Owner Authorization – If you are applying on behalf of the owner, you and the owner, will need to complete and sign.

Applicable Law Checklist – Complete the Applicable Law Check List, if you are subject to any of the Applicable Law Authority, contact them for an approval/permit prior to submitting your application for building permit. Please see the Applicable Law Checklist Resources.

Regional Conservation Authority Approval (If Applicable) – if your property is subject to Conservation Authority Regulation, contact them for an approval/permit or written exemption from appropriate Conservation Authority, prior to submitting your application for building permit.

Site Plan – A Site Plan is required. Site Plan Guide available on our [Building Permits and Guides Page](#).

Construction Plans/Drawings Required –

Tents: Plans required would be, but not limited to, construction plans, if the tent is over 225m² the plans must be stamped by a Licenced Professional

Engineer, anchorage details, National Fire Protection Association fire rating specifications.

Sign: Plans required would be, but not limited to, sign layout and plan (showing what will be on the sign), sign location plan (showing where on the building it will be), and Anchor Specifications, Ground signs required to have foundation details.

Pool: Site Plan only - showing the location of the proposed pool and its pumping, filtration and heating equipment, including dimensions and setbacks, fencing and self closing/self latching gates.

Solar: Panel layout, drawing of building structure the panel rails will be mounted to and Mounting detail. A commitment to General Review, from a Professional engineer is required to be submitted with the plans.

Other documents, such as Planning Decisions, Interpretations or Correspondence. - If you have been in contact with the Planning Department and have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.

Non-Residential Applications:

Agricultural New or Addition Application Guide

Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information) – Complete and sign. Schedule 1 – Designer Information is filled out by the person who drafted and takes responsibility for the plans submitted for review. If the project results in a structure that exceeds 600m² in total area, the designs require a Professional Engineer and the Schedule 1 is not required in this case.

Owner Authorization (If Applicant is not Owner) – If you are applying on behalf of the owner, you and the owner, will need to complete and sign.

Applicable Law Checklist – Complete the Applicable Law Check List, if you are subject to any of the Applicable Law Authority, contact them for an approval/permit prior to submitting your application for building permit. Please see the Applicable Law Checklist Resources.

Regional Conservation Authority Approval (If Applicable) – if your property is subject to Conservation Authority Regulation, contact them for an approval/permit or written exemption from appropriate Conservation Authority, prior to submitting your application for building permit.

Site Plan – A Site Plan is required for all applications. See Site Plan Guide.

Construction Plans – Construction Plans are required for all applications and must meet the requirements of the Electronic Submission Standards. These plans may include, but are not limited to, Foundation Plan, Floor Plan, Elevation, Wall Section, Structural and/or Architectural. Please refer to the Building By-law – Schedule B – Table 1 and 2.

Minimum Distance Separation (If Applicable) - The MDS formulae and guidelines are land use planning tools that determine setback distances between livestock barns, manure storages or anaerobic digesters and surrounding land uses, with the objective of minimizing land use conflicts and nuisance complaints related to odour. Demonstrating that an MDS setback can be met, may be required before a land use planning approval or building permit can be issued. Please see the [Ministry of Agriculture, Food and Agribusiness and Ministry of Rural Affairs website](#).

Nutrient Management Plans (If Applicable) - Resources on managing manure, biosolids and other organic material, including siting, storage, handling, anaerobic digestion and more. <https://www.ontario.ca/page/nutrient-management>

Other documents, such as Planning Decisions, Interpretations or Correspondence. - If you have been in contact with the Planning Department and have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.

Industrial / Commercial / Institution – New, addition or renovation to Existing

Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information) – Complete and sign.

Owner Authorization – If you are applying on behalf of the owner, you and the owner, will need to complete and sign.

Applicable Law Checklist – Complete the Applicable Law Check List, if you are subject to any of the Applicable Law Authority, contact them for an approval/permit prior to submitting your application for building permit. Please see the Applicable Law Checklist Resources.

Regional Conservation Authority Approval (If Applicable) – if your property is subject to Conservation Authority Regulation, contact them for an approval/permit or written exemption from appropriate Conservation Authority, prior to submitting your application for building permit.

Site Plan – A Site Plan is required. See Site Plan Guide on the [Building Permits and Guides Page](#).

Construction Plans – Construction Plans are required for all applications and must meet the requirements of the Electronic Submission Standards. These plans may include, but are not limited to, Foundation Plan, Floor Plan, Elevation, Wall Section, Structural and/or Architectural. Please refer to the Building By-law – Schedule B – Table 1 and 2.

Planning Approval or Site Plan Approval – Contact the Planning Department at planningadmin@kawarthalakes.ca to confirm if you require planning applications prior to applying for building permits.

Other documents, such as Planning Decisions, Interpretations or Correspondence. - If you have been in contact with the Planning Department and have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.