

## **BUILDING PERMIT GUIDELINE for Sandy Lake - Newdale**

- Major Occupancy Classification (Part 9 Municipality of Harrison Park AHJ or Part 3 OFC).
- Development Plan, Zoning By-Law & Development Agreement to allow this proposed use.
- Mb. Highways Control Zone (250' & 125') Municipal road setback (75'). Mb. Highways Application required.
- Certificate of Title required.
- Legal Survey Certificate required shows property pins, lot dimensions, boundary lines, buffer zones, Caveats, Zoning Setbacks and placement of all buildings on lot.
  1. Variations may be required for lot coverage, size, height or setbacks. Zoning Bulk Use Table usually allows 35% coverage for residence and 10% (or 600 sq. ft. whichever is lesser) for accessory buildings.
  2. Setbacks for Residences in R Zones are: 25' front, 5' sides and 25' rear. Two storey residences have a 6' side yard setback. Corner lots have a 12' side yard setback. Accessory Building setbacks are: 25' front, 2' sides (10' for corner lots) and 5' rear (10' if rear yard is backlane). Requires 6' minimum separation to residence.
  3. Residence 600 sf minimum floor area, height max is 3 storeys (60 ft.). Accessory Buildings height max is 12' (to mid gable).
  4. SR Zones require residence to be 450 sf minimum. Setbacks are 30' front, 20' sides and rear. Residence can cover 40% of lot.
  5. Any decks, roofed decks, sunrooms, garages, or sheds require approved plans. Accessory Buildings 108 sf and larger, require Permit and placement from AHJ.  
*Zoning requirements and setbacks vary, please check with this office.*
- Subsurface Investigation required during excavation. Foundation type, soil type, water table, etc. Engineer may need to site inspect and adjust Foundation Plans.
- Town water and sewer hookups required. Sandy Lake Fees are \$1500 and \$1000. Newdale Fees are sewer only \$1000.
- Owner/Contractor is responsible for any damage to Municipal or neighbor properties.
- Non Canadian lumber not allowed for residential construction of any type. "Used" lumber, previously used windows and doors not allowed in residential type construction.
- Previously existing residence Move-In Applications require extensive Inspections. Inspections are required to determine any Building Code, Zoning By-Laws, Development Agreements, Safety, Integral or Esthetic updates.
- RV/Campers use not allowed on lot unless during residence construction or storage afterward. RV/Campers cannot be utilized as a cabin.
- Septic systems & water well locations required. Town water and sewer hookups requires approval from Municipality.
- Access application for driveway-completed by Public Works Mgr. Some access require Highways application approval.
- Start and completion dates required. Contractors require to be licensed in Municipality. Start and completion date, Permit Fees paid, Permit and Permit Agreement required.
- Occupancy Permit requires Final Inspection. No Occupancy allowed until completed and approved.
- Exterior requires completion within 12 months from Permit date.

**Plans required for Permit approval.**

1. *Site Plan.*
2. *Engineer Approved Foundation Plan.*
3. *Framing Plans & Floor Plans.*
4. *Energy Code Calculations.*
5. *Roof Truss and Floor Joist Plans. Reflected Ceiling Plans.*
6. *Sections and Details. Fire separations, fire protection of Eng. Lumber and foams.*
7. *Building Elevations. Exterior siding/roofing type/color.*
8. *Electrical and Plumbing Drawings. Fire Alarms, Heating, Ventilation and HRV Drawings.*
9. *Deck and Step Plans. Handrail/Guardrail details for interior and exterior.*
10. *Engineered Plans for any construction outside the scope of Part 9 Buildings.*
11. *Lot Grading and Drainage Plans.*