PORT SEVERN CAMPERS ASSOCIATION

Building Permit Application  
164 Lone Pine Road, Port Severn, ON L0K 1S0  
705-538-2880 | admin@pscampers.com

# BUILDING PERMIT INFORMATION SHEET

All members and seasonals must complete this form before starting any construction, demolition, or installation on their site.

MINOR permits apply to small structures or repairs that do not require Township or Trent-Severn Waterway (TSW) permits. These require internal PSCA approval only.

MAJOR permits are for new trailers, Florida rooms, add-a-rooms, and any structure that requires Township of Georgian Bay or TSW approval. These require Executive Board sign-off and submission to external agencies.

## KEY SITE REGULATIONS

- Maximum 35% site coverage including trailer, decks, sheds, and additions.

- New trailer maximum size: 12'x46' or 14'x38.5'; Minimum length: 24'.

- Florida room: max 14' wide and 540 sq ft, must not exceed trailer length.

- No second storey, loft, or rooftop entertaining space permitted.

- Setbacks: 5' from road, other structures, and site lines; 20' from waterways.

- Structures <5' apart are considered one structure (for fire safety).

- New units must be CSA Z240 or Z241 compliant.

- Sheds: Max 2 totaling 200 sq ft, 10' peak height.

## PROCESS OVERVIEW

1. Submit 2 copies of application, site plan, and materials list to the office.

2. Office reviews for completeness; member account must be in good standing.

3. Site inspected and measured by Maintenance Manager.

4. Minor permits approved internally. Major permits go to PMC, Exec, Township/TSW.

5. All contractors must provide liability insurance and/or WSIB before working.

6. Permit and all required permits must be posted at the worksite.

7. All changes must be reapproved. Projects must be completed within 1 year (minor) or 2 years (major including extension).

8. Member must submit final inspection reports and a close-out certificate to PSCA.

# MEMBER DECLARATIONS (Initial Each Statement)

* \_\_\_\_ I am a member in good standing.
* \_\_\_\_ If this is a new unit or major add-a-room: no second storey/loft or rooftop entertaining space.
* \_\_\_\_ All structures are temporary and meet PSCA requirements.
* \_\_\_\_ The unit, as delivered on its trailer, does not exceed maximum length, width, or square footage.
* \_\_\_\_ I will ensure all required inspections are completed.
* \_\_\_\_ All contract labour will provide proof of liability insurance to the office prior to starting work.
* \_\_\_\_ I understand any revisions must be documented, approved, and attached to this building permit.
* \_\_\_\_ I will provide a copy of all inspection approvals and final close certificate to the office upon project completion.

# APPLICANT INFORMATION

Name:

Date:

Phone Number:

Email:

Site Number:

# PERMIT TYPE (Check One)

□ Minor (Association Only – small structures/repairs not requiring Township/TSW approval)

□ Major (Requires Township and/or TSW approval)

# PROJECT DETAILS (Check all that apply)

□ New Trailer

□ Florida Room

□ Shed

□ Dock

□ Shoreline Work

□ Sundeck

□ Driveway

□ Other:

□ Landscaping with Plan

# SKETCH AND MATERIALS

Attach a site plan showing all existing and proposed structures, with measurements to site boundaries and other structures.

Include a list of materials to be used (e.g., siding, roofing, dimensions). Incomplete applications will be returned.

# ADDITIONAL PERMITS

□ Township of Georgian Bay Permit Required □ Attached □ Not Required

□ Trent Severn Waterway Permit Required □ Attached □ Not Required

# ACKNOWLEDGEMENT & SIGNATURE

By signing below, I confirm all information is accurate, and I agree to abide by all PSCA and applicable regulatory requirements.

Member Signature(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_