PSCA BUILDING PERMIT

|  |  |
| --- | --- |
| Name: | Date: |
| Phone Number:  Email: | Site Number: |
| OFFICE USE ONLY  Type of Permit Required:  Major: 🞎  Minor: 🞎 | OFFICE USE ONLY  Additional Permits Required:  Township of Georgian Bay: 🞎  Trent Severn Waterway: 🞎 |

**AN APPROVED BUILDING PERMIT IS REQUIRED FOR ANY WORK DONE ON YOUR SITE**

**Please read the guide to building permits before proceeding. It will guide you to which permit(s) you may  require.  Applications are available in the office.**

**Note:**

1. All major building permits are valid for 1 year (from date work starts). It is renewable for a maximum of 1 year.  Minor permits are valid for 6 months.

2. Construction must start within 6 months for a major permit , and 1 month for a minor permit.

Under the terms of your Membership Agreement , no construction/demolition may commence without all required permits being submitted to the office  and approval given.

All permits are the members responsibility.

All required  permits must be prominently displayed on your site or in the case of a remote dock, at the dock.

PSCA regulations take precedence in all building and site coverage projects unless the bylaws and regulations of the Township of Georgian Bay, Trent Severn Waterway or other governing/regulatory body specify a greater limitation than the requirements of the Corporation.  In this instance the bylaws and regulations of the governing body shall take precedence.

**Changes to a Permit:**

All changes  made to an approved PSCA building permit must be resubmitted for approval before any work is done to implement these changes.

Any change to a PSCA permit that also required a Township or Trent Severn Waterway permit  must also be resubmitted to those authorities for their approval with copies of the new permit(s) submitted to the office.

**All contractors working in the park must supply to the office, liability insurance and/or WSIB information prior to working in the Park.**

All dock construction and shoreline work require a PSCA, Trent Severn Waterway and possibly a township permit.

Georgian Bay Township (GBT) zoning bylaws that apply to the Wildwood by the Severn are included below.

GBT building permit requirements are included in the guide to building permits.

GEORGIAN BAY TOWNSHIP ZONING BYLAW REQUIREMENTS

Township of Georgian Bay Zoning By-law 2014-75 Section 11 - Tourist Commercial Zones Tables 11.5 - CT2 Exceptions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** | **Column 6** |
| **Exception Number** | **Additional Permitted Uses** | **Only Uses Permitted** | **Uses Prohibited** | **Special Zone Requirements** | **Other Provisions** |
| **CT2-5** | 245 Tent and Trailer Sites |  |  | **Minimum Site Area**  **150.0 sq M** (1614.59sq.ft.) (1615.0sq.ft.) |  |
| **Minimum Site Frontage**  **10.0 M** (32.81ft.) (33.0ft.) |
| **Minimum Separation Distance**  from other tent or trailers, or similar, on adjacent sites  **3.0 M** (9.84 ft.) (10ft.) |
| **Minimum Setback from Interior Road**  **3.0 M** (9.84 ft.) (10ft.) |
| **Maximum Site Coverage**  **35%** |
| **Minimum Separation Distance**  for sheds from sheds on adjacent sites  **0.9 M** (3ft.) |
| **Minimum Separation Distance**  for free standing decks from other free-standing decks on adjacent sites  **1.8 M** (5.91ft.) (6.0ft.) |
| All **new** sites will be required to have a setback of  **20.0 M** (65.61ft.) (66.0ft.) from  any Lake, Channel, or Lagoon |
| All **new** sites will be required to have a  **3.0 M** (9.84 ft.) (10ft.) vegetated buffer between the water and the site |

Before you start a major project that is changing the size or moving  any structure, obtain a copy of your site plan.

Fill out a work order requesting a meeting with staff to measure your site in relation to your planned construction,

**Below is a synopsis of PSCA schedule "D" building and site coverage regulations**

**Refer to the MA for more specific details.**

* Site coverage - maximum coverage is 35% including trailer and any additions, decks, and sheds.
* Trailer size - maximum of 12'x46' or 14' x38.5'.   Minimum of 24'
* Florida room - maximum size is 14' wide and a maximum  of 540 square feet.  It cannot extend past the length of the trailer.
* Age - any "new" trailer over 5 years old requires Board approval, as does the sale of any trailer over 5 years old from one member’s site to another member’s site.
* Certification - all trailers must meet CSA Z240 or CSA Z241 certification.
* Sheds - maximum of 2 sheds covering up to 200 square feet.  Maximum height of peak from ground 10'.
* Florida Room/Deck Roof - must be manufactured.  In the case of a truss roof, the trusses must be site specific engineered and stamped  as do the dormers, In the case of a truss roof it must follow the slope of the primary unit (trailer).
* Dock - minimum of 30" (inches)  wide and a maximum of 48" (inches) wide

docks on waterfront sites must be located a minimum of 1 meter (39 inches) inside the site lines.

**Note:**

If Park Services  (water, hydro, sewer)  need to be moved, a work order is required.  All work will be done by park staff if qualified, otherwise by a licensed professional.  In either case charges will apply; Skirting is to be completed 30 days after trailer installation.

**The work you do as well as the material you use must comply with your Sketch and list of materials.**

Sketch a detailed plan of your site and all structures on it.  This plan must include measurements from all structures to the lot line as well as separation of structures on your site.

Indicate the type and size of material you will be using. Please  provide us with as much information as possible to speed up the process.  **An incomplete application will be returned to the member for clarification.**

The work submitted on this and any other required permit(s) will be inspected and must mirror the work to be completed.

A copy of the Township of Georgian Bay and Trent Severn Waterway permit(s), if required, must be submitted to the office prior to starting any work.

In order to maintain compliance with Georgian Bay Building Zoning Bylaws all structures of any size or height will maintain a separation of 5(five) feet or they will be considered one structure.

To maintain compliance with the Township Building Department, a copy of each inspection approved by the township must be submitted to the park office.  The final inspection approval must also be submitted to the office in order to close your permit(s).  Failure to close your permit(s) results in the township levying fines until the permit is closed.

PSCA requires all major permits to be closed within a maximum 2 years from date of issue (from when the work started including a 1-year renewal).  The 1-year major building permit is designed to encourage members to finish their project in a timely manner in order to minimize your neighbours inconvenience.

**Only 1 application per request**

A $1,000 .00 fine will be levied if any work starts without all signed permits  submitted to the office  and displayed at the work site.

Your sketch and building materials list must be attached to this application with your signature.

Note:  **Only valid members signatures will be accepted.  No form signatures accepted.  In the case of multiple members (owners) both signatures are required. This is designed to protect the member's interest**

**APPLICATION FOR: (PLEASE CHECK WHERE APPLICABLE)**

|  |  |  |  |
| --- | --- | --- | --- |
| **TRAILER:** | **FLORIDA ROOM:** | **SHED:** | **DOCK:** |
| **SHORELINE WORK:** | **SUNDECK:** | **DRIVEWAY:** | **OTHER:** |
| **LANDSCAPING WITH PLAN:** |  |  |  |

MEMBER(S) SIGNATURE: DATE: \_\_\_\_\_

|  |
| --- |
| **MANAGEMENT COMMENTS** |
|  |
| **\* SITE PRE-INSPECTION FOR BY-LAW CONFORMITY AS PER THIS DRAWING:**    **YES  NO**  SIGNED: DATE: |
| **PARK APPROVAL – TOWNSHIP OF GEORGIAN BAY APPROVAL – TRENT SEVERN WATER WAY APPROVAL** |
| **PARK PERMIT GRANTED:  YES  NO**  PARK MANAGEMENT: DATE:  PARK SUPERINTENDENT: \_DATE:  MAAC: \_ DATE:  TOWNSHIP OF GEORGIAN BAY: DATE RECEIVED:  TRENT SEVERN WATERWAY: DATE RECEIVED: |
| **FINAL INSPECTION APPROVAL** |
| **FINAL INSPECTION APPROVAL:  YES  NO**  PARK MANAGEMENT: DATE:  PARK SUPERINTENDENT: DATE: |

# PERMIT APPLICATION CHECK LIST:

|  |  |  |
| --- | --- | --- |
| **MEMBER** | **OFFICE** |  |
|  |  | **Page 5 is completed, dated and signed by member** |
|  |  | **Page 4 shows completed site plan. This site plan shall include all boundaries and all structures on the site with all dimensions.**  **Shown (i.e., site lines, trailer, porch, decks, sheds and dock if applicable)** |
|  |  | **All applicable structural drawings identify all type and size of material used.**  **For the construction. Refer to the structural example if needed** |
|  |  | **DESCRIPTION OF STRUCTURE CONSTRUCTION (i.e.**  **Prefabricated, siding, painted, shingles, wood, vinyl etc.)** |
|  |  | **Survey site plan attached to application.** |
| **Yes** | **No** | **Contractor Liability Insurance and or WSIB** |
| **Yes** | **No** | **All required applications have been filled out.**  **Township of Georgian Bay**  **Trent Severn Waterway** |

**Building Permit Authorization**

I declare that,

(Please Print Person’s Name and/or Company Name)

Has permission to act as my agent in the process of obtaining a building permit from

# Port Severn Campers Association to:

Construct: 

Demolish: 

Pick-up Approved Permit: 

For 164 Lone Pine Road, Port Severn, ON, L0K 1S0

Site# Membership #

Member’s Name (s):

(Please Print)

Telephone #

Members Signature(s):

Date: Valid until (Date):