



Procedure for an Permit Application For a Park Model Home or Mobile Home

The following items are required and form part of a complete application:

1. Letter of permission from the Park Owner.
2. If you are doing any new construction or additions to an existing structure within the shoreline development area, you may require **Planning approval**.
3. A building permit application fully completed including Roll No.;
4. You may be required to submit the following plans:
 - Site plan to scale in metric showing your lot and the location of the location of structure
 - Foundation Plan as per the Manufacturer's specifications
 - Layout of the structure (bedrooms etc)
 - Copy of the CSA certification
5. Ensure that the Schedule 1 "Designer" sheet is completed by each individual who has completed any of the above noted designs, ie) plumbing, heating, floor plans, etc.
6. Permit fees.
7. Existing Park sewage system must be MOE approved.
8. Development charges, if applicable. (link to Town Fees and District)
NEW
9. Cottage Declaration signed by the property owner – if applicable.

The Building Department can only accept and review complete applications and plans. The review is to ensure that they meet Ontario Building Code, Municipal by-laws and other applicable law. If the project requires a septic approval, the building permit will not be issued until such approval is granted.