



Building Guide – Permits in Campgrounds

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Last Updated: February 7th, 2024

General Information:

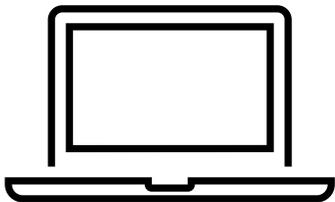


When do I need a building permit?

Examples of projects requiring a permit include but are not limited to:

- Decks or landing with/without stairs
- sheds - exceeding 15m² (161 ft²)
- sheds - under 15m² (161 ft²) **that contain plumbing**
- sunrooms
- add-ons (e.g., add-a-rooms)
- permanent awnings (attached to trailer)
- hard top (e.g., not canvas or fabric) gazebos if exceeding 15 m²
- replacing an existing structure

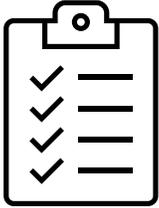
Online Submissions:



All permit applications are to be submitted online VIA our [**Web Portal**](#). Before you begin, please ensure that all required documents are complete and signed (as applicable). Scan each document separately and give it a recognizable file name and save it to your computer.

For further assistance please see our **Digital Permit Submission Guide**.

Permit Issuance:



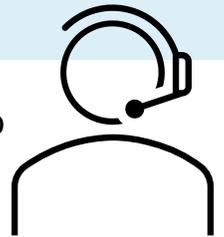
Once the permit has been completely reviewed by all internal and external agencies the applicant will be contacted via email and informed of any action required for the permit to be issued. **Permit fees are payable upon issuance.**

Building permit fees are determined by an established cost per square foot, and/or by established flat fees as detailed in the Township of Springwater

Fees and Charges By-law.

Scheduling Inspections:

After the permit has been issued, it is the responsibility of the applicant to schedule inspections throughout the completion of the work. The required inspection(s) will be outlined on the permit card provided at the time of issuance.



Please note although every attempt has been made to provide accurate information throughout this guide, it is subject to change without notice and is provided **as a guide only**. It is not intended to be used instead of the current Municipal By-laws or the current Ontario Building Code.

Permit Submission Checklist:

1. Completed Building Permit Application:



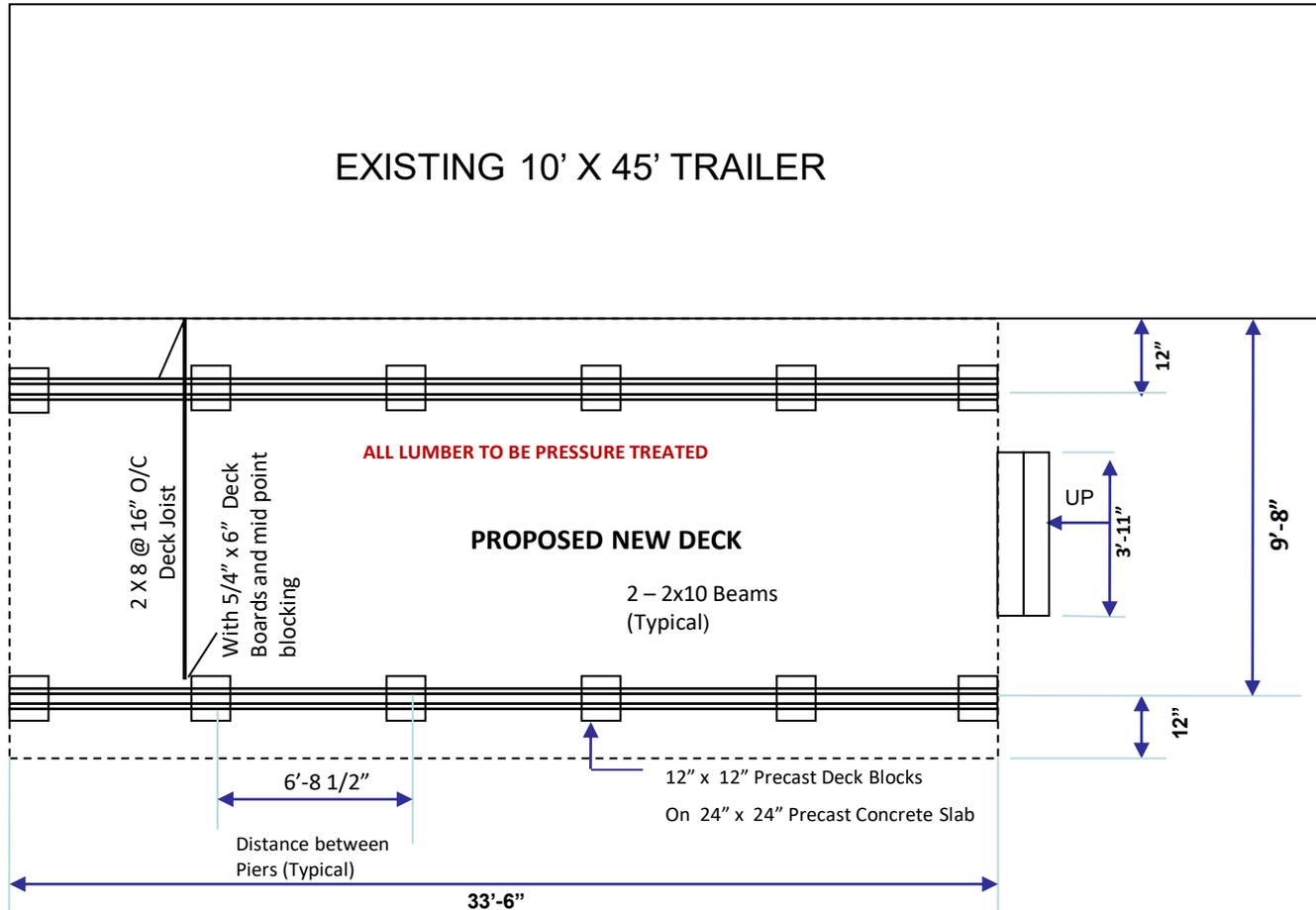
- Application for a Permit to Construct or Demolish & Schedule:
Designer information

2. Required Supporting Documents:

- Site Plan; showing the location and dimensions of the proposed structure on the site plan and the setbacks to the lot lines. The site plan must also show all existing buildings with dimensions.
- Letter of Authorization from the campground
- Permit Drawings showing all materials & dimensions including:
- Framing
 - Floor Plan(s)
 - Cross Section(s)
 - Engineering (for engineered components such as sunrooms or awning for the pre-engineered elements)
- Conservation Authority Approval: certain areas within the campgrounds are regulated by the Nottawasaga Valley Conservations Authority. Any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure, may require a permit or a clearance letter from the NVCA before a building permit may be issued by the Township. To locate your property to determine if it is NVCA regulated please visit the [NVCA Interactive Data Viewer Map](#)

Please contact the Nottawasaga Valley Conservation Authority for more information or how to apply for a permit if required.

Township of Springwater – **SAMPLE DRAWING – DETACHED DECK**



Designer name
 Designer address
 Designer contact information

Drawing Name: DECK FLOOR PLAN (DETACHED DECK)
Location: 1000 Springwater Rd. Site 12
Designer: Name & BCIN **Firm BCIN:** Company Name and BCIN
Date Designed: March 10, XXXX **Scale:** NOT TO SCALE

Township of Springwater – SAMPLE DRAWING – DETACHED DECK

ALL LUMBER TO BE PRESSURE TREATED

NOTE:

OWNER/CONTRACTOR TO PROVIDE BUILDING SERVICES WITH ENGINEERING/BMEC APPROVAL OF GUARD SYSTEM IF PRE-ENGINEERED SYSTEM IS BEING PROPOSED, **PRIOR TO CONSTRUCTION**. CONSTRUCTION OF GUARD WILL NOT COMMENCE PRIOR TO APPROVAL BY BUILDING SERVICES.

2X6 TOP RAIL WITH #7 X (3") SCREWS @ 12" O/C

2X4 RAIL WITH #7 (2-1/2") SCREWS @ EVERY PICKET

SPACING BETWEEN PICKETS NOT TO EXCEED 3-7/8"

1-1/2" X 1-1/2" PICKET WITH 2-#7 (3") SCREWS BETWEEN PICKET AND RIM JOIST

2x8 Deck Joist @ 16" O/C with 5/4"x6" Deck Boards

12" Deck Joist Overhang

2 – 2x10 Beams (Typ.)

12" x 12" Precast Deck Blocks on 24" x 24" Precast Concrete Pad (Typ)

Top of Deck Board

12" Deck Joist Overhang

GRADE

2'-11"

2'-2"

EXISTING TRAILER

Designer name
Designer address
Designer contact information

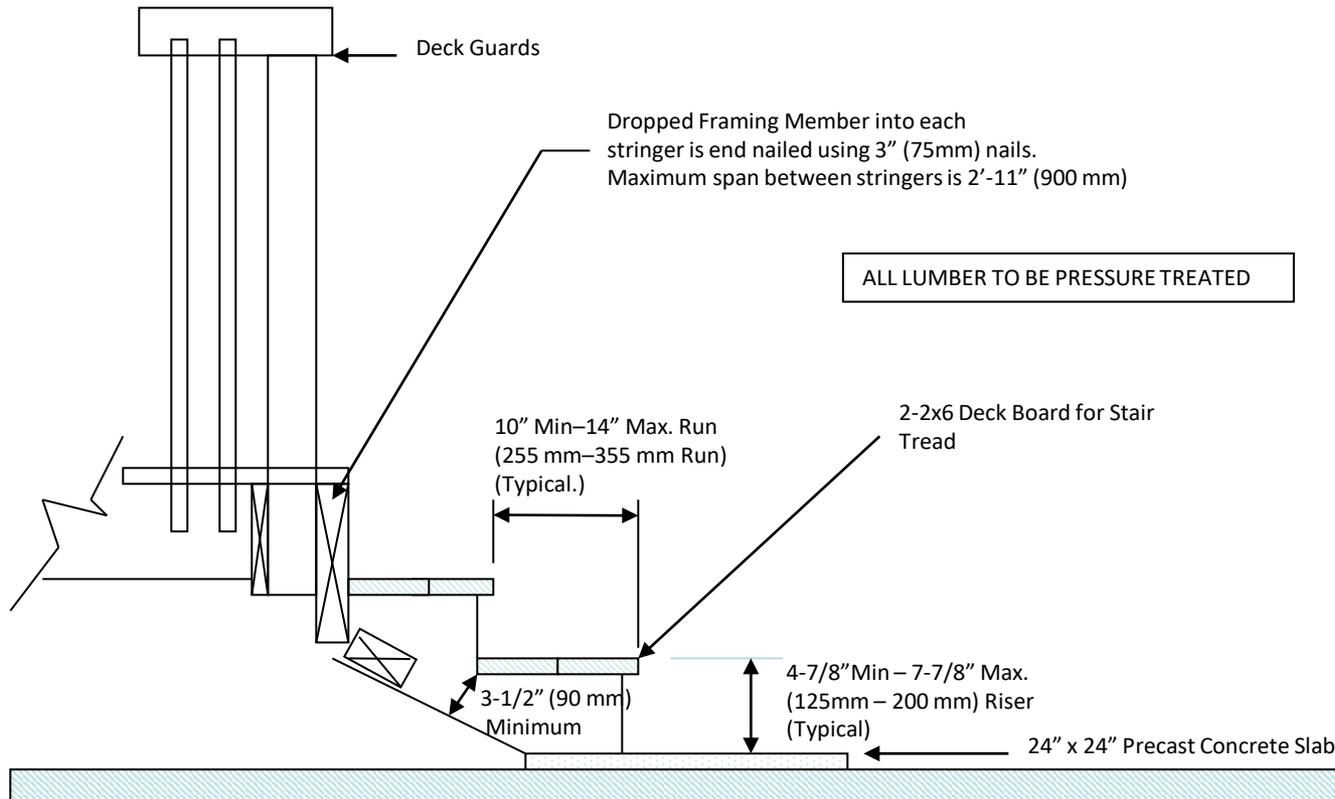
Drawing Name: DECK CROSS SECTION PLAN (DETACHED DECK)

Location: 1000 Springwater Rd. Site 12

Designer: Name & BCIN **Firm BCIN:** Company Name and BCIN

Date Designed: March 10, XXXX **Scale:** NOT TO SCALE

Township of Springwater – **SAMPLE DRAWING – DETACHED DECK**



NOTE:

1. Stringer minimum over all depth, not less than 9-1/4" (235 mm)
2. Risers and treads shall have uniform dimensions in any flight.
3. Stringers required every 2'11" (900 mm) width.

Designer name
 Designer address
 Designer contact information

Drawing Name: DECK STAIR SECTION PLAN (DETACHED DECK)
Location: 1000 Springwater Rd. Site 12
Designer: Name & BCIN **Firm BCIN:** Company Name and BCIN
Date Designed: March 31, XXXX **Scale:** NOT TO SCALE