



## TOWNSHIP OF SOUTH FRONTENAC BUILDING DEPARTMENT

4432 George St., PO Box 100  
Sydenham, ON K0H 2T0  
Telephone: 613-376-3027  
building@southfrontenac.net

### Potential additional fees:

Development Charge = \$9383.00  
(For dwellings as per Bylaw 2019-48)

Lot Grading Deposit = \$2500.00 or \$3000.00  
(As per subdivision agreement)

Entrance Permit Fee/Deposit = \$75.00/\$800.00  
(See Public Works Dep't at 2490 Keeley Rd)

Environmental Charge = \$750.00  
(Only select subdivisions in Storrington)

**Note:** Potential additional fees will be determined during the Building Inspectors review.

We have completed a review of the documents submitted with your building permit application # \_\_\_\_\_ and the following circled items are either missing or incomplete.

---

### BUILDING APPLICATION CHECKLIST SINGLE FAMILY DWELLINGS AND MINOR PROJECTS

#### MINOR PROJECTS MAY ONLY REQUIRE THE FIRST SIX (6) ITEMS:

- 1) Completed Building Permit application form
- 2) 2 complete sets of drawings showing floor plans, elevations, cross sections, truss layout
- 3) Survey of property
- 4) Copy of the deed or tax bill (proof of land ownership)
- 5) Plot/site plan showing distances from lot lines, high water mark, septic system and all buildings & method for dealing with surface drainage on property
- 6) Public Health approval (Kingston: 613-549-1232) (Sharbot Lake: 613-279-2151)
- 7) Well record
- 8) Heat Loss/Gain with ventilation design summary (**must** be completed by HRAI certified designer)
- 9) Completed Energy Efficiency Design Summary
- 10) Conservation Authority approval, MNR, Agriculture, MOE (where applicable)
- 11) Entrance permit from Public Works Department (If driveway is to be located on a public road)
- 12) Zoning approval/Site Plan Agreement (If required from the Planning Department)
- 13) Setback Waiver/Inspection and Occupancy Notice Requirements

**NOTE:** A Temporary Dwelling Agreement is required if you are planning to live on site in a trailer or dwelling during the construction of a primary dwelling.

As required by OBC Div. C 1.3.1.3.(6), please be advised that the building permit application noted above has been determined to be incomplete as per OBC Div. C 1.3.1.3.(1) and will not be subject to the time periods prescribed for issuance or refusal under Table 1.3.1.3.

\_\_\_\_\_  
Date

\_\_\_\_\_  
CBO or Designate