



**Township of South Glengarry**  
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0  
T: (613) 347-1166 | F: (613) 347-3411  
[www.southglengarry.com](http://www.southglengarry.com)

**NEW RESIDENTIAL CONSTRUCTION**  
(Single Detached, Secondary Dwelling Unit and Multi-Unit Residential Building)  
**PERMIT APPLICATION & INFORMATION**



**Building Department**

[permits@southglengarry.com](mailto:permits@southglengarry.com) – 613-347-1166 ext. 2205



## **Permit Application Checklist for New Residential Construction**

### **(Single Detached, Secondary Dwelling Unit and Multi-Unit Residential Building)**

**Building Permit Fees:**

- \$250.00 application base fee
- Applicable permit fees
  - o Payable by cash, cheque, debit or online by credit card/debit

**Forms required to be included as part of the Permit Application:**

1. "Application for Permit to Construct or Demolish" form (attached)
2. "Consent and Acknowledgment" form (attached)
  - Required if someone other than the property owner is the permit applicant
3. "Schedule 1: Designer(s) Information" form (attached)
4. "New Home Construction Licensing Declaration" form (attached)
5. Approval documents required by an applicable law

**Drawings & information required to be included as part of the Permit Application:**

- Site Plan illustrating information such as but not limited to the following:
  - Lot size and the dimensions of property lines;
  - Existing and proposed finished ground levels or grades; (see note #1)
  - Locations and dimensions of proposed and existing structures and their respective setback distances from property lines;
  - Location of, and distances to, municipal drains;
  - On-site sewage system location and clearance distances;
  - Existing and proposed entrances;
  - Municipal roadway and driveway location;
  - Rights of way, easements, and the location of all services;
  - Calculated proposed lot coverage; and
  - North arrow.
- Foundation plan
- Floor plan(s)
- Floor framing plan or pre-engineered floor truss layout
- Roof framing plan or pre-engineered roof truss layout
- LVL specifications (if applicable)
- Cross- section(s)- indicate floor, wall and roof assemblies
- Building elevations
- Residential Mechanical Ventilation Design Summary
- Ductwork design, heating / cooling load calculations and associated drawings
- Energy Efficiency Design Summary (SB12)
- Where applicable, a complete Sewage System Permit Application
- Entranceway permit application (see note #2)
- Setback permit from SDG Counties (if applicable)



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One set of drawings and information is required to be included as part of the application submission.

All drawings shall be legible, to scale, dimensioned and provide sufficient information that describes the extent of proposed work.

### How to Apply: (select 1 of 3 options below)

1. **Apply online through Cloudpermit, an online system allowing users to track and monitor their building permit.**
2. **Download and complete the fillable PDF building permit application and email it directly to the building department ([permits@southglengarry.com](mailto:permits@southglengarry.com)).**
3. **Deliver application to the municipal office.**

### Note:

1. If a property is located within an Urban or Rural Settlement area or on a property that is 0.4 hectares (1 acre) or less in size, a grading and drainage plan prepared by a Professional Engineer, Architect, or Ontario Land Surveyor must be submitted and approved by the Chief Building Official.
2. If you require a new entrance for the property, you must complete and submit an Entranceway Permit Application. If a property is located on a county road the entranceway permit must be obtained from the SDG Counties Department of Transportation (613-932-1515 Ext. 1208 or [permits@sdgcounties.ca](mailto:permits@sdgcounties.ca)) and a copy of the permit is to be submitted with your building permit application.

This form summarizes the minimum required information to be submitted, as part of a permit application, in accordance with the Building Code Act and the Township of South Glengarry's Building By-Law. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application, you will be notified.

Please ensure that your permit application is complete. Note that incomplete applications may not be accepted for processing and are not subject to the time periods within which a permit is issued or refused as prescribed in the Building Code.



# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
		Applicant is:    Owner or    Authorized agent of owner		
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number		Fax	Cell number	
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number		Fax	Cell number	

<b>E. Builder (if known)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
<b>F. New home construction licensing requirement</b>				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.



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## Consent and Acknowledgment Form

### A. Agent Authorization

I, \_\_\_\_\_ am the registered property owner(s) of the property described in this application  
 (print name of owner)

form and do hereby authorize \_\_\_\_\_ to make applications and amendments on my behalf.  
 (print name of authorized agent)

\_\_\_\_\_ Date \_\_\_\_\_ Signature of property owner

It is understood that I/we will abide by all Township of South Glengarry by-laws and that any approvals granted by this application will be carried out in accordance with the municipal requirements.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of authorized agent

### B. Incomplete Application

I, \_\_\_\_\_ am the owner or the authorized agent of the owner and do hereby  
 (print name)  
 acknowledge that this application is deemed to be incomplete and is not entitled to the same time periods prescribed in Column 2 table 1.3.1.3 Division C of the Building Code. No permit will be issued until such time that all the required information is submitted and reviewed for compliance by the Chief Building Official or their designate.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of applicant

### C. Administrative Performance Deposits

A refundable Administrative Performance Deposit (Deposit) is charged for each Building Permit issued. The amount of the Deposit is based on construction value of the work. The full amount of the Deposit is refundable if the work is completed in accordance with the timelines prescribed in By-Law 26-2022.

Prior to refunding the Deposit, the Applicant/Permit Holder shall obtain a final inspection. The Deposit will be refunded to the PERSON indicated below once the final inspection has passed. One hundred percent (100%) of the Deposit will be refunded if work and all required inspections are fully completed within two (2) years of the date of issuance of the permit. An amount equal to twenty-five percent (25%) of the original deposit is retained annually thereafter. Pursuant to Building By-Law 26-2022, additional fees incurred by the Permit Holder may be deducted from the Deposit.

I hereby acknowledge that I have read and understand that it is the responsibility of the Applicant/Permit Holder to notify the Township for all required inspections, including the final inspection, in order to obtain the Deposit.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of property owner

\_\_\_\_\_ Date \_\_\_\_\_ Signature of applicant

Name of Person to return Deposit to:

Complete Mailing Address:

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Designer</span> </p>			

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Professional Engineers Ontario.

The following approval processes must be completed if they apply to this project, before a building permit can be issued. This listing is provided for convenience purposes only and does not necessarily describe every approval which may be necessary. For more detailed information about the application of these laws to any project, please contact the listed agency, or refer to the actual text of the legislation.

**Completing this form accurately and providing necessary documents will expedite the issuance of your building permit.**

## Applicable Law Checklist

<b>Child Care and Early Years Act, 2014</b>	<b>Applicable</b>	
<ul style="list-style-type: none"> <li>Section 14 of Ontario Regulation 137/15 (New, used, altered or renovated buildings for use as a child care center requires approval.)</li> </ul>	Yes	No
<b>Clean Water Act, 2006</b>	<b>Applicable</b>	
<ul style="list-style-type: none"> <li>Section 59 (Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated Risk Management Official.)</li> </ul>	Yes	No
<b>Conservation Authorities Act</b>	<b>Applicable</b>	
<ul style="list-style-type: none"> <li>Section 28 (Where construction affects the control of flooding, erosion, dynamic beaches, pollution or conservation of land)</li> </ul>	Yes	No
<b>Education Act</b>	<b>Applicable</b>	
<ul style="list-style-type: none"> <li>Section 196 (No building shall be fully or partially demolished without approval from the Minister.)</li> </ul>	Yes	No
<b>Environmental Assessment Act</b>	<b>Applicable</b>	
<ul style="list-style-type: none"> <li>Section 17.2 (Comprehensive Environmental Assessments require approval from the Minister or the Ontario Land Tribunal to proceed with a project.)</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>Subsection 17.2(5) (No person shall proceed in a manner inconsistent with their approval conditions.)</li> </ul>		
<b>Environmental Protection Act</b>	<b>Applicable</b>	
<ul style="list-style-type: none"> <li>Section 46 (No use of land or land covered by water which was used for waste disposal within 25 years from the ceased land use, unless approved by the Minister.)</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>Section 47.3 (Renewable energy approval.) (example: solar and wind)</li> </ul>		
<ul style="list-style-type: none"> <li>Section 168.3.1 Brownfield Redevelopment (Change the use of a property from industrial or commercial to residential or parkland.)</li> </ul>		
<ul style="list-style-type: none"> <li>Paragraph 2 of subsection 168.6(1) (Certificate of property use and possible conditions.)</li> </ul>		
<b>Milk Act</b>	<b>Applicable</b>	
<ul style="list-style-type: none"> <li>Section 14 (Permit from the director required to construct or alter any building intended for use as a plant.)</li> </ul>	Yes	No

Nutrient Management Act, 2002	Applicable	
<ul style="list-style-type: none"> <li>Section 11.1 (A building or structure located on a farm that is used to house farm animals (greater than 5 NU) or store nutrients requires a nutrient management strategy approval.)</li> </ul>	Yes	No

Ontario Heritage Act	Applicable	
<ul style="list-style-type: none"> <li>Subsection 27(9) (Demolition of a building or structure that is not designated as heritage but is of cultural heritage value or interest to the municipality.)</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>Subsection 30(2) (Once intention to designate a heritage property is properly served, heritage conditions apply.)</li> </ul>		
<ul style="list-style-type: none"> <li>Section 33 (No person shall alter the property if the alteration affects the properties heritage attributes unless approval is granted by the council of the municipality.)</li> </ul>		
<ul style="list-style-type: none"> <li>Section 34 (No person shall demolish any of the properties heritage attributes unless approval is granted by the council of the municipality.)</li> </ul>		
<ul style="list-style-type: none"> <li>Section 34.5 (No alteration or demolition of a designated heritage property without consent from the Minister.)</li> </ul>		
<ul style="list-style-type: none"> <li>Subsection 34.7(2) (Permits void once notice of intention to designate is given.)</li> </ul>		
<ul style="list-style-type: none"> <li>By-laws made under 40.1 (Designation of study area.)</li> </ul>		
<ul style="list-style-type: none"> <li>Section 42 (Erection, alteration or demolition of a building requires a permit from the council of the municipality.)</li> </ul>		

New Home Construction Licensing Act	Applicable	
<ul style="list-style-type: none"> <li>Section 17.4 (Confirmation of registration and enrolment.)</li> </ul>	Yes	No

Ontario Planning and Development Act, 1994 – <b>N/A</b>	Applicable	
<ul style="list-style-type: none"> <li>Section 14 (In the event of conflict between a development plan and an official plan or zoning by-law, the development plan prevails.)</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>Orders made by the Minister under subsection 17(1) (The Minister may make orders under the Planning Act.)</li> </ul>		

Public Lands Act	Applicable	
<ul style="list-style-type: none"> <li>Section 2 (Construction or placement of a building on public land.  Construct or place a structure or a combination of structures that contain more than 15 m2 of physical contact with shore lands.)</li> </ul>	Yes	No

Planning Act	Applicable	
<ul style="list-style-type: none"> <li>Section 33 – <b>N/A</b> (Demolition control area by by-law.)</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>By-laws made under Section 34 (Zoning by-law.)</li> </ul>		
<ul style="list-style-type: none"> <li>Orders by the minister under section 34.1 (Orders made by the Minister.)</li> </ul>		
<ul style="list-style-type: none"> <li>Section 37 – <b>N/A</b> (Community benefit charge by-law.)</li> </ul>		
<ul style="list-style-type: none"> <li>Section 38 (Interim control by-law.)</li> </ul>		



<ul style="list-style-type: none"> <li>Section 41 (Site plan control by-law.)</li> </ul>		
<ul style="list-style-type: none"> <li>Section 42 (Conveyance of land for park purposes.)</li> </ul>		
<ul style="list-style-type: none"> <li>Section 46 (Mobile homes, land lease community homes.)</li> </ul>		
<ul style="list-style-type: none"> <li>Orders by the minister under section 47 (Orders made by the minister re zoning and subdivision control.)</li> </ul>		
<ul style="list-style-type: none"> <li>By-laws made under Ontario Regulation 173/16 (Community Planning Permits.) – <b>N/A</b></li> </ul>		
<ul style="list-style-type: none"> <li>By-laws made under Ontario Regulation 246/01 (Development Permits.) – <b>N/A</b></li> </ul>		

Public Transportation and Highway Improvement Act	Applicable	
	Yes	No
<ul style="list-style-type: none"> <li>Section 34 (Place, erect or alter any building within 45m of the King’s Highway or within 180m of intersection center point.  Any sign within 400m of any limit of the King’s highway.  Use any land within 800m of any limit of the King’s highway as a shopping center, stadium, fair ground, race track or drive-in theatre.)</li> </ul>		
<ul style="list-style-type: none"> <li>Section 38 (Place, erect or alter any building within 45m of a controlled-access highway or within 395m of the center point.  Any sign within 400m of any limit of a controlled-access highway.  Use any land within 800m of any limit of a controlled-access highway as a shopping center, stadium, fair ground, race track or drive-in theatre.)</li> </ul>		

Aeronautics Act – <b>By-Law 12-02</b>	Applicable	
	Yes	No
<ul style="list-style-type: none"> <li>Section 5.81 (By-law made by a municipality under agreement from the Minister.)</li> </ul>		

Building Better Communities and Conserving Watersheds Act, 2017	Applicable	
	Yes	No
<ul style="list-style-type: none"> <li>Section 25 of Schedule 4 (Construction of a building affecting flooding control, erosion, dynamic beaches or pollution or conservation of land.)</li> </ul>		



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## New Home Construction Licensing Declaration Form

### Section A. (EVERY APPLICANT MUST COMPLETE SECTION A)

#### Property Information:

Building number, street name: \_\_\_\_\_ Unit no. : : \_\_\_\_\_ Lot/con. : \_\_\_\_\_  
Municipality: \_\_\_\_\_ Postal code: \_\_\_\_\_ Plan number: \_\_\_\_\_

### Section B. (COMPLETE SECTION B OR C, WHICHEVER IS APPLICABLE)

#### Where applicant is building to sell (“vendor”/” builder”) or contracting as a “builder”

New Home Construction Licensing Act License No: \_\_\_\_\_

Registration Expiry Date: \_\_\_\_\_

Enrolment No.(s) (if available) : \_\_\_\_\_

Position: \_\_\_\_\_ (If the applicant is a corporation, print position of the representative signing.)

#### DECLARATION:

I, \_\_\_\_\_ (vendor/builder representative) have read and understood the provisions of Section 8(2) of the Building Code Act, as well as relevant provisions of the New Home Construction Licensing Act, on the reverse side of this statement. I declare the above information to be true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vendor/Builder Representative

### Section C. (SEE IMPORTANT INFORMATION ON NEXT SHEET)

#### Where applicant is the authorized agent or the owner and the owner is building to occupy (“owner”) AND is acting as the general contractor

#### DECLARATION:

I, \_\_\_\_\_ (applicant) have read and understood the provisions of Section 8(2) of the Building Code Act, as well as relevant provisions of the New Home Construction Licensing Act, on the reverse side of this statement. I declare that I am not acting as a “vendor” or “builder”, nor am I contracting with a “builder” to construct this “home”, I understand this home is not eligible for enrolment or coverage under the New Home Construction Licensing Act.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Applicant

The **Building Code Act**, states:

**Section 8(2) Permits.** The chief building official shall issue a permit except where,

b) the applicant is a builder or a vendor as defined in the New Home Construction Licensing Act, 2017 and is not licensed under that Act;

The **New Home Construction Licensing Act (the “Act”)** contains the following provisions:

Section 1: In this Act,

“**builder**” means a person who undertakes the performance of all the work and supply of all of the materials necessary to construct a completed home whether for the purpose of sale by himself or under a contract with a vendor or owner;

“**home**” means,

- (a) a self-contained one-family dwelling detached or attached to one or more others by a common wall,
- (b) a building composed of more than one and not more than two self-contained, family dwellings under one ownership,
- (c) a condominium dwelling unit, including the common elements, or
- (d) any other dwelling of a class prescribed by the regulations as a home to which the Act applies

“**vendor**” means a person who sells on his own behalf a home not previously occupied to an owner and includes a builder who constructs a home under a contract with the owner

Part III:

**37 (1)** No person shall act or hold oneself out as a vendor, offer to sell or transfer a new home, including as prescribed, or sell or transfer a new home, including as prescribed, unless the person is licensed as a vendor and meets the other prescribed requirements, if any.

#### **Same, builder**

(2) No person shall act or hold oneself out as a builder, offer to construct a new home or construct a new home unless the person is licensed as a builder and meets the other prescribed requirements, if any.

#### **Owner-builder**

(3) An owner-builder is not a builder unless prescribed otherwise.

An administrative penalty may be imposed under this section for one or more of the following purposes:

1. To ensure compliance with the Acts, regulations and by-laws referred to in subsection (1) and the conditions of a licence.
2. To prevent a person from deriving, directly or indirectly, any economic benefit as a result of contravening the Acts, regulations or by-laws referred to in subsection (1) or the conditions of a licence. 2022, c. 21, Sched. 5, s. 7.

## **IMPORTANT INFORMATION FOR APPLICANTS COMPLETING Section C**

For the purposes of **Section C** you are an **owner** if:

You intend to live in the home after construction, and you are acting as your own general contractor (i.e., you are personally hiring and paying for each of the various construction trades). Your home will **not be** covered by warranty under the New Home Construction Licensing Act.

If you have entered into a contract/agreement with another person/corporation to provide you with a complete home, then that person/corporation must be registered with the New Home Construction Licensing Act, must enroll the home, and must provide you with warranty coverage. That person/corporation should be obtaining the building permit and must complete **Section B** of this declaration. If you are in doubt as to your status as an owner, contact your local office of ONHWP.



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## Entranceway Permit

The entranceway permit can be applied for through the following link or QR Code below: <https://southglengarry.permits.transnomis.com/>.



Please reach out to the Infrastructure department if you have any questions about the entranceway permit application. They can be reached at 613-347-1166 x 2501 or [infrastructure@southglengarry.com](mailto:infrastructure@southglengarry.com).

**PLEASE NOTE:** If a property is located on a county road the entranceway permit must be obtained from the SDG Counties Department of Transportation and a copy of the permit is to be submitted with your building permit application. Please contact the SDG Counties Department of Transportation at 613-932-1515 Ext. 1208 or [permits@sdgcounties.ca](mailto:permits@sdgcounties.ca) to apply for the permit or for more information.



## Entranceway Permit Requirements Conditions

1. The entranceway shall be constructed in accordance with “Schedule A” Clause 9 Bylaw 11-00.
2. No person shall construct, alter or change the use of an entranceway onto a Township Road until the prescribed fee of \$100.00 has been paid and a permit issued by the Township of South Glengarry has been received by the applicant.
3. The cost of construction or alteration of all entranceways, including construction or other necessary appurtenances shall be borne entirely by the applicant/owner.
4. All driveways are to be located as far as possible from intersections and shall be connecting to the minor street where possible.
5. Urban residential driveways shall be as per OPSD 351.010, while rural residential driveways are to be as per OPSD 301.010 or 301.020. A maximum of one driveway will be allowed per residential lot.

DRIVEWAY DIMENSIONS				
LAND USE	WIDTH m			
	Single		Double	
	min	max	min	max
Residential	3.0	4.3	6.0	7.3

6. Urban commercial driveway as per OPSD 350.010. A maximum of two accesses will be allowed per commercial or industrial lot.
7. The locations and modes of construction of all entranceways shall be in accordance with industry standards, specifications, best practices and approved by the Township
8. All entranceways that have been granted a permit for installation must have it inspected by Township personnel following completion. All entranceways shall be inspected based on a 5-day work week. Monday to Friday between the hours of 7:00 a.m. and 3:30 p.m.
9. Minimum standard for entrance culverts will be 400mm unless otherwise stated by Township. Diameter and length will be established based on-site conditions and location of entrance.
10. All culverts installed are to be new and either corrugated steel (CSP) or High Density Poly Ethylene (HDPE). Other culvert material must be approved by Township prior to installation.



## **Township of South Glengarry**

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11. End treatments for entrances will be granular or soil to a minimum of 2:1 side slope. Head walls of any kind will not be permitted.
12. All required entrance maintenance will be the sole responsibility of the owner.
13. The Township will replace or rest culverts as required when capital project is undertaken or when the integrity of the road drainage is being adversely affected as determined by the General manager of Infrastructure.

### **ENCLOSED DITCHES**

14. If an abutting landowner wishes to close a ditch in, they must file a written request to the Township (Entrance Permit) accompanied by an approved engineer's plan detailing the closed drainage scheme being proposed. Any approved closure will be limited to a 2-metre set back from property line that must remain open and accessible for maintenance and drainage purposes.
15. Any approved closed drainage systems will be constructed solely at the cost of the abutting landowner.