



PROCEDURES AND GUIDELINES FOR RENOVATIONS / IMPROVEMENTS



- 1) Apply for a Building Permit at the Beausoleil First Nation Administration Building, Attention: David Sylvester or Dana Monague / Lands Management Program.
- 2) The applicant will submit a developmental plan along with the Building Permit. (See attached developmental plan form).
- 3) The height of the building should not exceed 30 feet from ground level.
- 4) Any buildings/improvements should be 5 feet from the property boundaries.
- 5) The exterior of the building should be aesthetically acceptable.
- 6) Full Payment of the Building Permit will be required, as per attached schedule.
- 7) The lessee/applicant/ and contractor are required to schedule inspections at the necessary construction phases with the proper Inspector(s). (Form attached must be completed and signed by lessee and contractor).
- 8) The lessee/applicant must submit proper Inspection Forms to the Lands Management Officer with the proper authority signatures. All inspections must be conducted by a qualified Inspector.
- 9) First time Lessee(s) on a newly issued lot will not be required to pay for a Building Permit. They are only required to pay for the necessary inspections.
- 10) The lessee/applicant must have at least 50% of the construction done by a qualified tradesperson of the Beausoleil First Nation.
- 11) Contractors must be able to provide a current WSIB Clearance Certificate. A copy of the certificate must accompany each application. Failure by the contractor to provide proof of coverage will result in your permit not being approved.
- 12) Absolutely no construction will commence until the Permit has been approved by the Lands Management Department. If construction commences before approval of Building Permit, the Building Permit will automatically be revoked and all construction will be halted until the non-compliance is rectified.
- 13) Building Permits under categories 1 and 3 are valid for two (2) years from the date of Approval. (See Page 2 - Categories for Construction).
- 14) All Building Permits for other categories are valid for only one (1) year. (See Page 2 - Categories for Construction).
- 15) If an extension (of up to a maximum of 1 year) of a Building Permit is required, you must re-apply at the Beausoleil First Nation Lands Management Office. The cost of a Permit extension is \$75.00.
- 16) These procedures and Guidelines may be amended from time to time by the Beausoleil First Nation and communicated to the Christian Island Cottager's Association.
- 17) All sites must be cleared of any dangerous or hazardous materials after a demolition, as they may pose a threat to peoples entering the site.

CATEGORIES FOR CONSTRUCTION

TYPE OF CONSTRUCTION/IMPROVEMENTS	CATEGORY CODE NUMBER
New Construction of Cottage/ Demolitions	1, 1-1
Renovations - Exterior Only	2
Replacement of Roof - Shingles Only (Permit Not Required - Notification Only)	2-1
Replacement of Roof (Structural Changes; ie. changing pitch of roof, adding dormers, etc.)	2-1-1
Replacement of Existing Deck (Permit Not Required - Notification Only)	2-2
Replacement of Deck (Making deck larger/Permit required)	2-3
Addition to Cottage	3
Construction of Boathouse	4
Construction of Boathouse with living quarters	4-1
Construction of Shed (Pre-Packaged - not to exceed 100 Sq. ft) (No Permit Required - Notification Only) If there are any discrepancies or disputes between lessees' neighbors - the person responsible for the complaint will be required to pay Inspection Fees to correct the dispute/discrepancies.	5
Shed / Bunkie (Exceeding 100 Sq. ft. but not to exceed 720 Sq. ft.)	5-1
Guest House (Separate from Cottage- with indoor plumbing, hydro, etc.)	6
Septic System Installation/Water Lines/Drilled Wells	7
Road/Driveway Construction	8
Extension of Building Permit (Maximum of One (1) year)	9
Water Front Improvement (Not Lessee Property) on First Nation Territory	10
Improvements Within Lot - <i>taking place after new construction (ie. Removal of trees, backfilling, leveling of lot) (A developmental plan is required)</i>	11

All Notification requirements must be done in writing. See attached Sample.

TYPES OF CONSTRUCTION	BUILDING PERMIT FEE	PLEASE CHECK CATEGORY
<i>New Construction of Cottage (NEW CLIENTS ONLY) (With Septic Included)</i>	N/A	
<i>Demolitions: includes roof, framing, foundation, electrical etc.</i>	\$75.00	
<i>Renovations - Exterior Only - Replacement of Roof (Shingles Only) (notification only) - Replacement of Roof (Structural Change) - Replacement of Existing Deck (notification only) - Replacement of Deck (making deck larger)</i>	N/A \$75.00 N/A \$75.00	
<i>Addition to Cottage</i>	\$75.00	
<i>Boathouse(not to exceed 720 Sq.ft) Boathouse(not to exceed 720 sq.ft) with living quarters</i>	\$75.00 \$75.00	
<i>Shed (Pre-Packaged - not to exceed 100 Sq. ft) (notification only) If there are any discrepancies - The person responsible for the complaint will be required to pay Inspection Fees</i>	N/A	
<i>Shed / Bunkie (exceeding 100 Sq. ft but not to exceed 720 Sq.ft)</i>	\$75.00	
<i>Guesthouse (not to exceed 720 sq.ft) Separate from Existing Cottage (With indoor plumbing, hydro, etc.)</i>	\$75.00	
<i>Septic System/Water Line/Drilled Wells (as per OBC Standards) • <u>Well Drillers/Contractors must provide a Provincial Permit for our records.</u> • <i>*This Inspection is separate from New Construction</i></i>	\$75.00	
<i>Roads/Driveways</i>	\$75.00	
<i>Extension of Building Permit (Maximum of One (1) Year)</i>	\$75.00	
<i>Water Front Improvement on First Nation Territory (Environmental Site Inspection a must)</i>	\$100.00	
<i>Improvements Within Lot - taking place after new construction</i>	\$100.00	



BEAUSOLEIL FIRST NATION BUILDING PERMIT

File No. 5643-06199-

Permit No. 2014-

Land Description of Leased Lot:

Lessee Name(s):

Lessee Address and Telephone Number:

Indicate when construction will commence: Date: Month Day Year

Who will be doing the improvements/construction?

Self or	
Company Name or Contractor's Name	
Company Address or Contractor's Address	
Company Phone Number or Contractor Phone Number	

FOR OFFICE USE ONLY:

CATEGORY CODE: _____

Method of Payment: NA Cash Cheque Money Order

Receipt No.

Approval Signature: _____ Date of Approval: _____

This Permit is valid for One (1) Year Only (all other categories)

This Permit is valid for Two (2) Years (categories 1 & 3 Only)

This Permit is an Extension – Valid for One (1) Year Only

A copy of this page only must be displayed at the site. Please post in a visible area.
DEVELOPMENTAL PLAN FOR LOT _____, _____ Subdivision, PLAN NO. _____



- 1) Please indicate what **dimensions** are on the sketch above. Have these boundaries been verified? The Lessee/Contractor must **clearly define all visible markers**. In the absence of markers, the Lessee/Contractor can erect wooden stakes spray painted for ease of visibility.
- 2) Please indicate the following on your plan: the **north arrow, road allowance, and frontage**.
- 3) Please indicate where **existing buildings, septic, driveway** are located. If this is a developmental plan for new construction, please indicate where the above will be located.
- 4) The above plan must be reviewed and approved by a **qualified building engineer** or a **building inspector** before any work can begin. Have the engineer place his stamp on the drawing. If reviewed by a building inspector, have the inspector sign where indicated.
- 5) Please indicate on the developmental plan where trees will be removed. Please indicate the number of trees to be cut. _____ **Note: cut trees can not be removed from First Nation Territory.**

**LANDS MANAGER SITE INSPECTION
(Boundary Verification)**

Date: _____

Signature: _____

BUILDING INSPECTIONS

TYPES OF INSPECTIONS	DATE(S)
Plan Evaluation	
Comments:	
Site	
Comments:	
Foundation	
Comments:	
Framing	
Comments:	
Vapor Barrier Insulation	
Comments:	
Electrical	
Comments:	
Final	
Comments:	
Other	
Comments:	

*****This area must be completed. It is important that Inspection dates are agreed upon by the Lessee and Contractor. This also helps in anticipating and scheduling inspections.*****

Lessee's Signature

Contractor's Signature