



## PROCEDURES AND GUIDELINES FOR RENOVATIONS / IMPROVEMENTS



- 1) Apply for a Building Permit at the Beausoleil First Nation Administration Building, Attention: Dana Monague, Marcella Sunday and Michael Smith Lands & Resources Department
- 2) The applicant will submit a developmental plan along with the Building Permit. The plan must be exact with distances away from buildings, size of building, etc. (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 10 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) The lessee/applicant must have at least 50% of the construction done by a qualified tradesperson of the Beausoleil First Nation.
- 10) It is the responsibility of the Lessee/Applicant to assure the contractors have 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.
- 11) 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.
- 12) Building Permits under categories 1 and 3 are valid for two (2) years from the date of Approval. (See Page 2 - Categories for Construction).
- 13) All Building Permits for other categories are valid for only one (1) year. (See Page 2 - Categories for Construction).
- 14) 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.
- 15) These procedures and Guidelines may be amended from time to time by the Beausoleil First Nation.
- 16) 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.
- 17) A PERMIT WILL NOT BE APPROVED UNTIL IT IS COMPLETED IN FULL AND PAYMENT IS RECEIVED.

**PERMIT FOR CONSTRUCTION**

TYPE OF CONSTRUCTION/IMPROVEMENTS	Require Inspection
New Construction of Cottage/ Demolitions	YES
Renovations - Exterior Only	YES
Replacement of Roof - Shingles Only (Permit Not Required - Notification Only)	NO
Replacement of Roof (Structural Changes; ie. changing pitch of roof, adding dormers, etc.)	YES
Replacement of Existing Deck ( Permit Not Required - Notification Only)	NO
Replacement of Deck (Making deck larger/Permit required)	NO
Addition to Cottage	YES
Construction of Boathouse	YES
Construction of Boathouse with living quarters	YES
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.	NO
Shed / Bunkie (Exceeding 100 Sq. ft. but not to exceed 720 Sq. ft.)	YES
Guest House (Separate from Cottage- with indoor plumbing, hydro, etc.)	YES
Septic System Installation/Water Lines/Drilled Wells	YES
Road/Driveway Construction	NO
Extension of Building Permit (Maximum of One (1) year)	N/A
Water Front Improvement/Sand Point Removal (Not Lessee Property) on First Nation Territory	YES
Improvements Within Lot - <i>taking place after new construction (ie. Removal of trees, backfilling, leveling of lot) (A developmental plan is required)</i>	YES

*All Notification requirements must be done in writing.*

TYPES OF CONSTRUCTION	BUILDING PERMIT FEE	PLEASE CHECK CATEGORY
<i>New Construction of Cottage (Vacant Lots ONLY) (With Septic Included)</i> <i>Replacement of Existing Cottage (Subject to Septic and Demolition Fees)</i>	\$0.00 \$250.00	
<i>Demolitions: includes roof, framing, foundation, electrical etc.</i>	\$125.00	
<i>Renovations - Exterior Only</i> <i>- Replacement of Roof (Shingles Only) (notification only)</i> <i>- Replacement of Roof (Structural Change)</i> <i>- Replacement of Existing Deck (notification only)</i> <i>- Replacement of Deck (making deck larger)</i>	N/A \$75.00 N/A \$75.00	
<i>Addition to Cottage</i>	\$150.00	
<i>Boathouse(not to exceed 720 Sq.ft)</i> <i>Boathouse(not to exceed 720 sq.ft) with living quarters</i>	\$200.00 \$250.00	
<i>Shed (Pre-Packaged - not to exceed 100 Sq. ft) (notification only)</i> <i>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)</i> <i>Separate from Existing Cottage (With indoor plumbing, hydro, etc.)</i>	\$75.00	
<i>Septic System/Water Line/Drilled Wells (as per OBC Standards)</i> • <u><i>Well Drillers/Contractors must provide a Provincial Permit for our records.</i></u> • <i>*This Inspection is separate from New Construction</i>	\$200.00	
<i>Roads/Driveways</i>	\$75.00	
<i>Extension of Building Permit (Maximum of One (1) Year)</i>	\$150.00	
<i>Water Front Improvement/Sand Point Removal on First Nation Territory (Environmental Site Inspection REQUIRED)</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. 2017-
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Land Description of Leased Lot:
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Lessee Name(s):
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Lessee Address and Telephone Number:
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Indicate when construction will commence: Date: Month Day Year

Who will be doing the improvements/construction?

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

<b>FOR OFFICE USE ONLY:</b>		CATEGORY CODE: ____
Method of Payment:	NA      Cash      Cheque      Money Order	
Receipt No.	Receipt Date:	EXPIRY DATE
This Permit is valid for One (1) Year Only ( all other categories)	<input type="checkbox"/>	_____
This Permit is valid for Two (2) Years (categories 1 & 3 Only)	<input type="checkbox"/>	_____
This Permit is an Extension – Valid for One (1) Year Only	<input type="checkbox"/>	_____
Approval Signature: _____		Date of Approval: _____

**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: **north arrow, road allowance, and frontage.**
- 3) Please indicate where **existing buildings, septic, driveway, etc.**, 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 DEPARTMENT SITE INSPECTION  
(Boundary Verification)**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## BUILDING INSPECTIONS REQUIRED

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