



Seasonal to Permanent Building Checklist: REQUIRED FORMS, DRAWINGS AND SPECIFICATIONS

BUILDING SERVICES DEPARTMENT

Definition: Residential Occupancy means the occupancy or use of a (Group C) building or part thereof by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.

Examples include Single Dwelling Cottages only.

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An application to change the use of a single dwelling cottage in the Township of Springwater **may include but is not limited to** the following forms, drawings, specifications, support documents, fees, deposits and charges (unless specifically waived by the Chief Building Official):

- ✓ **Always** required
- May be** required
  
- ✓ Proof of ownership **OR** Letter of Authorization from owner to agent
- ✓ Septic Change of Use Application form
- ✓ Site Plan\*\*

#### **Drawings and Specifications:**

- ✓ Floor plans of all levels including basement
- ✓ Septic Use Permit

#### **Fees, Charges and Deposits**

- ✓ Change of Us fee

#### **\*\*Site Plan Checklist**

- ✓ Description of Property including:
  - ✓ Lot and Concession numbers **and/or** Lot and Plan numbers **and/or** Reference Plan and Part numbers
  - ✓ Lot dimensions and lot area
  - ✓ North Facing arrow (eg N ↑)
  - ✓ Street Name and Number
- ✓ Dimensions of all buildings, area of all buildings
- ✓ Distance between all buildings and structures
- ✓ Location of:
  - ✓ All buildings (including dimensions to each property line)
  - ✓ Any natural or man made watercourses, lakes, ponds, pools, reservoirs, rivers, streams and springs
  - ✓ Driveways
  - ✓ Neighbouring septic systems
  - ✓ Neighbouring septic systems
  - ✓ Neighbouring water wells (including depth and type)
  - ✓ Septic system (including all dimensions)
  - ✓ Services (eg. water & sewer lines, telephone, gas, hydro lines etc.)
  - ✓ Vegetation and trees
  - ✓ Water well.