



Township of Tiny Building Department
130 Balm Beach Road West, Tiny, Ontario, LOL 2JO
Telephone: 705-526-4204 or 705-526-5965
Website: www.tiny.ca

Application requirements for a Dwelling or Cottage

Building permit applications for a dwelling or a cottage must be submitted online through Cloudpermit.

- 1. Sewage System Approval from the Township Sewage Authority, Tatham Engineering.**
Please contact Tatham Engineering 705-526-4204 with questions.
- 2. Lot Grading Drainage Plan (obtain from qualified person)**
Lot Grading Drainage Procedure can be found on our website.
A Lot Grading Deposit of \$1000.00 is required to be paid by the owner of the property.
- 3. Survey prepared by an Ontario Land Surveyor**
The signed base survey used to prepare the Lot Grading Drainage Plan.
- 4. Lot Grading Drainage Review Checklist**
Completed by the person who completed the Lot Grading Drainage Plan.
- 5. Building Plans (obtain from qualified person)**
The Energy Efficiency Matrix (Table D) must be on the building plans. Refer to the Township Building By-Law 15-095 for details required on plans.
- 6. Heating Documents (obtain from qualified person)**
Heat Loss Calculation, Ventilation Design Summary, Duct Design Layout and a Schedule Designer 1 Form to be prepared by a qualified person.
- 7. Designer Form (obtain from qualified person)**
The details on this form is entered into the Designer form section of Cloudpermit. This form is provided by the qualified person drawing the building plans.
- 8. Energy Efficiency Design Summary (obtain from qualified person)**
To be provided by the qualified person drawing the building plans. Reminder: The Energy Efficiency matrix (Table D) must be on the building plans.
- 9. Demolition Permit Form (form included in package)**
Structures (over 108 sq ft) being demolished require a permit. The demolition form is to be signed by all property owners. A 357/358 form is to be submitted to the Treasury Department. Please contact the Treasury Department 705-526-4204 with questions.
- 10. Municipal Drinking Water Connection Request Form**
Please contact the Water Department 705-526-4204 with any questions.

11. Entrance Permit Application - Pursuant to Entrance By-law

If constructing a new entrance (driveway) please contact the Public Works Department 705-526-4204 with any questions.

12. Civic Address 911 Sign

A section on the Entrance application listed above is to be filled in for a 911 number.

13. Building Permit Fees

Building Permit Fees are calculated by the Building Department upon receiving an application as per Fee Schedule By-law 21-031.

14. Township of Tiny Municipal Development Charge

Please visit the Township's website for the current list of Development Charges. The Municipal Development Charge is to be paid on its own cheque.

15. County of Simcoe Development Charge

Please visit the Township's website for the current list of Development Charges. The County & Education Development Charge can be paid on the same cheque.

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17. Other Approvals

As required, to determine proposed construction conforms to all applicable laws.