



Township of Tiny Building Department
130 Balm Beach Road West, Tiny, Ontario, L0L 2J0
Telephone 705-526-4204 or 705-526-5965 Fax 705-526-2372

To submit an application to construct a dwelling or cottage please apply on Cloudpermit

The following documents are to be submitted with an application:

1. Sewage System Application

Tatham Engineering is the sewage system authority located on the lower level of the Township Municipal Office open from 8:30 a.m. to 12:00 p.m. Please visit our website www.tiny.ca for an application or contact Tatham Engineering 705-527-0119.
Note: In the winter months, this office operates on Thursdays only.

2. Lot Grading Drainage Plan (obtain from qualified person)

One copy of a Lot Grading Drainage Plan completed by a qualified person. Refer to the Lot Grading Drainage Procedure on our website www.tiny.ca for requirements. A Lot Grading Deposit is required. To be paid by the owner of the property.

3. Survey-up to date (obtain from qualified person)

One copy of the signed base survey used to prepare the Lot Grading Drainage Plan.

4. Lot Grading Drainage Review Checklist (obtain from qualified person)

One copy of the Lot Grading Plan review checklist. Obtain this from the qualified person completing the Lot Grading Drainage Plan.

5. Building Plans (obtain from qualified person)

One legible copy (not to exceed 11x17) of the Building plans prepared by a qualified person. Refer to the Township Building By-Law 15-095 for details required on plans.

6. Heating Documents (obtain from qualified person)

One copy of the 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)

One copy of the designer form. To be provided by the qualified person drawing the building plans.

8. Energy Efficiency Design Summary (obtain from qualified person)

One copy of the energy efficient design summary. To be provided by the qualified person drawing the building plans.

9. Municipal Application (form included in package)

Please complete the municipal application to assist the Building Department to receive and process the application. If a wood burning appliance is being installed, fill in the top section of the Municipal form.

- 10. Application for a Permit to Construct or Demolish (form included in package)**
Fill in all sections of this application. At least one property owner must sign. For new owners please submit a copy of the registered transfer deed.
- 11. Agent Authorization (form included in package)**
If an owner of the property assigns, someone to submit an application on their behalf this form is required. At least one property owner must sign this form.
- 12. 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 (included) is to be submitted to the Treasury Department. Please contact the Treasury Department 705-526-4204 with questions.
- 13. Municipal Drinking Water Connection Request Form (form included in package)**
If Municipal water service is available, an approval from the Water Department is required. Please contact the Water Department 705-526-4204 with any questions.
- 14. Entrance Permit Application - Pursuant to Entrance By-law (form included in package)**
If constructing a new entrance (driveway) fill in the application, fee is \$100.00. Please contact the Public Works Department 705-526-4204 with any questions.
- 15. Civic Address 911 Sign (form included in package)**
Complete the Entrance application for a 911 number. The fee for supply and the installation of 911 sign is \$50.00.
- 16. Building Permit Fees**
Building Permit Fees are calculated by the Building Department upon receiving an application as per Fee Schedule By-law.
- 17. Township of Tiny Municipal Development Charge**
See website for current Charge.
The Municipal Development Charge is to be paid on its own cheque.
- 18. County of Simcoe Development Charge**
See website for current Charge.
The County & Education Development Charge can be paid on the same cheque.
- 19. Education Development Charge**
See website for current Charge.
The County & Education Development Charge can be paid on the same cheque.
- 20. Other Approvals**
As required, to determine proposed construction conforms to all applicable laws.