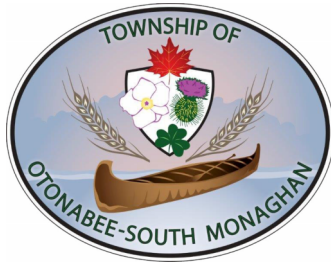


**THE
TOWNSHIP
OF
OTONABEE
SOUTH
MONAGHAN**

**BUILDING
PERMITS**

2025 EDITION



The Township of Otonabee-South Monaghan

Building Permit Information Guide

2025 Edition

Table of Contents

USING THIS GUIDE

What is “Applicable Law”?	5
Owner Authorization	6

GENERAL PERMIT INFORMATION

When is a Permit Required?	7
Is a Planning Application Required? Minor Variance, etc.	7
How Do I Get a Building Permit? Cloudpermit	7
What Happens if I Don’t Get a Building Permit?	7
What if I Want to Change a Buildings Use?	8
Who Can Prepare an Application for Submission?.....	9
How Long does it Take to Get a Building Permit?.....	9
Secondary Suites	10
Applicable Law.....	10
When is an Engineer Required?	14

SITE PLANS

Why is a Site Plan Required?	14
Site Plan Requirements.....	14
Sample Site Plan.....	15
Set-Backs and Lot Restrictions.....	16
Minor Variance	16

INSPECTIONS

Inspections Required	17
Expectations at time of Inspection	18
Occupancy	20

TOWNSHIP CONTACTS

Building Department Contacts	22
Expectations at time of Inspection	18
Occupancy.....	20
Backfill	22
Alternative Foundation Systems.....	22

NOTES - SKETCH YOUR IDEAS

Organize & Sketch Your Ideas	23
------------------------------------	----

Using This Guide

The following information is general in nature and is not to be considered as the only requirements for permit issuance.

There are a number of other aspects that must be considered, including, but not limited to, the general provisions of the zoning by-laws, the specific zone provisions of the by-laws, the definitions of the by-laws as well as any applicable law that is governed by agencies other than the Municipality, or other municipal by-laws. It is the responsibility of the owner, applicant, designer, and contractor to ensure that all construction meets or exceeds the current requirements of the Ontario Building Code and to demonstrate compliance with all other applicable Law



What is meant by “Applicable Law”?

Prior to Building Permit issuance, it must be shown that you are in compliance with all Municipal Zoning By-Laws as well as any other agencies and/or other Acts, that may have jurisdiction with respect to the proposal. **Refer to page 10 for more information.**

Owner Authorization

If you are **NOT** the Property Owner, you **MUST** submit an Authorization Form permitting you to apply for a Building Permit on behalf of the owner, along with the Building Permit Application (page 22 of this package)

General Permit Information

A BUILDING PERMIT IS REQUIRED FOR THE FOLLOWING:

- All new construction of any type or kind, **i.e.** commercial, residential, farm, seasonal
- Any addition or renovation to a home or cottage, no matter what the size.
- Open decks and porches, **AND** replacement of a deck including decks adjacent to exists.
- New solid fuel heating/cooling systems or the replacement of existing solid fuel heating systems.
- Demolish structures (all or portions of a building, decks, etc.)
- Change the use of a building
- All accessory structures greater than 10 sq. meters (108 sq. ft.) in area.
- All plumbing installations (including accessory buildings)
- **Replacement guards/handrails on existing structures**
- Mobile homes or Park model trailers in approved locations by zoning
- New foundations
- Wood stoves/chimneys
- Commercial signs
- Swimming Pools – includes above ground, inground, and non-permanent seasonal pools.
- Secondary Suites (Converted Dwelling)

A BUILDING PERMIT IS NOT REQUIRED FOR THE FOLLOWING:

- Replace existing, same-size doors and windows, subject to distance from property lines
- Install siding on small residential buildings, subject to distance from property lines
- Construct a building under 108 sqft. (10 sqm.), but **MUST** conform to the zoning setbacks
- Re-shingle a roof, provided there is no structural modification
- Install eavestrough, provided that drainage is contained on your property
- Damp-proof basements
- Paint or decorate, including interior finishes, but excluding insulation
- Reinstall/replace kitchen or bathroom cupboards without plumbing
- Erect a fence (swimming pools and outside hot tubs do require special permits)

Is a Planning Application Required?

WHEN IS A MINOR VARIANCE OR OTHER PLANNING APPLICATION REQUIRED?

All development proposals must comply with the Otonabee-South Monaghan Comprehensive Zoning By-law, as amended, which establishes regulations specific to individual properties. These regulations deal with permitted uses, building setbacks, building height, pool and accessory structure requirements, etc. Occasionally, construction is proposed that will not meet the minimum requirements of the Zoning By-law. When this occurs, the owner/designer can make application to the Committee of Adjustment for a Minor Variance of the regulation, or a Zoning Bylaw Amendment (ZBA). Potential applicants are encouraged to consult with appropriate Planning staff prior to applying for a Minor Variance, or Zoning Bylaw Amendment (ZBA).

(See Minor Variance Information and application on our website).

HOW DO I GET A BUILDING PERMIT?

To obtain a Building Permit you are required to submit a completed application using Cloudpermit. Access to Cloudpermit is through the township website. Here you will also find **video and text tutorials** to assist you through the application process. You will still require the same supporting documents such as building plans, site plan, structural document, etc.. Cloudpermit will indicate what documents are required for your project type. Partial applications will not be accepted.

All permit fees are calculated and **payable at the township office** prior to the permit being issued through cloud permit.


Cloudpermit

A Building Permit must now be submitted to the Building Department ONLINE through the **Cloudpermit** online permitting portal accessible via the

Otonabee-South Monaghan Township website at:

www.osmtownship.ca

WHAT HAPPENS IF YOU DO NOT GET A BUILDING PERMIT?



It is unlawful to start any construction without the necessary permits. If you start construction without the necessary permits, you may be ordered to stop work, ordered to remove work already done, or prosecuted. **You will be required to obtain a Building Permit and...**

FEES WILL BE DOUBLED!

Contact the Building Department if you are not sure whether you need a permit for your project.

WHAT IF YOU WANT TO CHANGE A BUILDINGS USE?

If you want to change the use of all or part of the building, you may need a change of use permit, even if you're not planning any construction. A building evaluation may have to be done to make sure that the existing building can support the proposed use. Different uses have different Building Code requirements. Home based business & industry may trigger building code requirements based on occupancy.

Examples of Change A Buildings Use:

- Conversion of a home into a café (a residential dwelling into a public place or operation of a business from home- access and facilities need to be considered here as well as zoning and official plan)
- Conversion of a garage / basement into a bedroom (a non-habitable building to a habitable building) if permitted by zoning
- Changing occupant load of a commercial building from 49 to 51 or more people (requires a change to fire alarm requirement)
- Conversion of a dress shop into a paint shop (change to a high-risk occupancy)
- Conversion of a 30 seat (Group E) to a greater than 30 seat (Group A) restaurant.

WHO CAN PREPARE AN APPLICATION FOR SUBMISSION?

Home Owners, Architects and Engineers:

These parties do not require a BCIN number. Commitment to general review by Architects and Engineer may be completed.

BCIN Designers:

The Ontario Building Code requires all designers to be qualified with a BCIN (Building Code Identification Number). There are two categories of designers: "Other", and "Registered".

A "Registered" Designer is insured and can draw anything they are qualified in with the MMAH. You must be a registered designer to draw house plans.

An "Other" Designer cannot draw house plans. Qualified Designers typically draw garages, additions, and renovations.

HOW LONG DOES IT TAKE TO GET A BUILDING PERMIT?

Residential Permits will be processed within 12 (2 for completeness assessment and 10 for permit issuance.) working days of receipt of a **complete** application which will include some or all of the following items:

1. Permit Application Requirements
2. Applicable Law such as, Peterborough County-City Health Unit Permit (Septic System) & Otonabee Region Conservation Authority, Development Permit, Development Control Permit
3. Completed Application

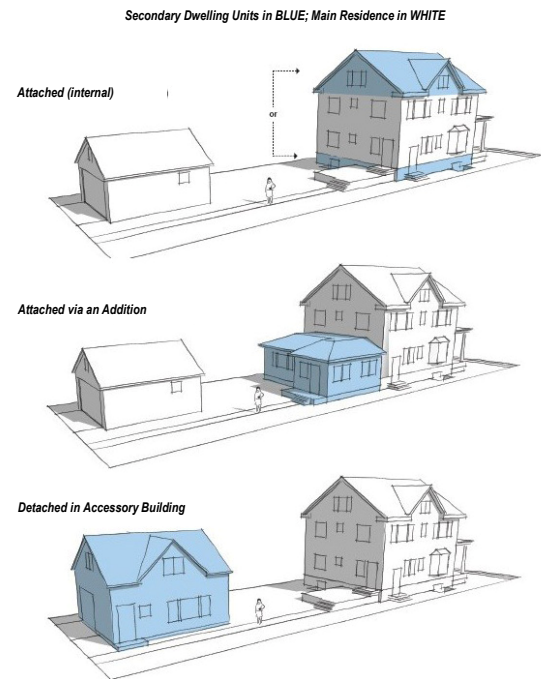
HOW LONG IS A BUILDING PERMIT IN EFFECT?

Once a Building Permit has been issued, construction must be started within 6 months of Building Permit issuance or the Permit may be revoked. Permits are valid for one year and must be renewed if the project is not completed in the one year time period. Contact the Building Department for the most current fees.

SECONDARY DWELLING UNITS

Secondary units are now permitted in most zones. A maximum of three (3) secondary units are permitted on any single property. All secondary units must meet certain criteria to satisfy both Zoning by-laws and the requirements of the Ontario Building Code.

Information about secondary units and the requirements for them can be found on the township website. You can also contact the planning department for more information.



WHAT IS MEANT BY “APPLICABLE LAW”?

Prior to Building Permit issuance, it must be shown that you are in compliance with any other agencies and/or other Acts, that may have jurisdiction with respect to the proposal. **This could be any of but not limited to the following:**

SEPTIC PERMIT

OTONABEE-SOUTH MONAGHAN TOWNSHIP

AS OF NOVEMBER 2024, ALL SEPTIC PERMIT APPLICATIONS, PERMIT ISSUANCE, AND SITE INSPECTIONS ARE NOW THE JURISDICTION OF OTONABEE-SOUTH MONAGHAN TOWNSHIP.

PLEASE CONTACT THE BUILDING DEPARTMENT FOR MORE INFORMATION.

Approvals and /or permits would typically be required as follows:

FOR NEW CONSTRUCTION:

- Installation of a new septic system
- Construction of a septic system within 30m of a water course or flood line, or a flood prone area
- Installation of a replacement septic system

FOR ADDITIONS, RENOVATIONS, ACCESSORY STRUCTURES (GARAGES, SHEDS, ETC.), DECKS, AND POOLS:

- The number of bedrooms, bathrooms or kitchen facilities are being increased,
- An addition of any type is more than 15 % of the existing floor area,
- A major renovation or change of occupancy is proposed
- When the municipality does not have sufficient information on an existing septic system
- All non-residential construction (non-home)
- Replacement septic system

OTONABEE REGION CONSERVATION AUTHORITY O.R.C.A.

Don Allin

Tel: 705-745-5791

Fax: 705-743-7488 - ext. 225

250 Milroy Drive, Peterborough

Permits are required for:

- Minor Filling
- Minor Construction - Accessory Buildings such as garages
- Major Construction - Dwellings, Cottages, Additions
- Basements and Crawlspace
- Development within a Development Control Area, 30m from a Water Course or the flood line

ENTRANCE PERMIT:

MUNICIPAL ROAD DEPARTMENT

Craig Brooks - Director – Public Works

Tel: 705-745-3595

Email: cparsons@osmtownship.ca

- Permits for Entrances exiting from Township roads, new or changes in use
- Entrance locations
- Mark location of driveway with coloured stakes or flagged stakes for inspection purposes

PETERBOROUGH COUNTY ROADS DEPARTMENT

Doug Saccoccia- Engineering Technician

Tel: 705-775-2737 ext. 3201

Email: dsaccoccia@county.peterborough.on.ca

- Setback requirements and Permits for Entrances off County roads
- Sign Permits for County Roads

MINISTRY OF TRANSPORTATION

Don Lawrence - Corridor Management Officer

Tel: 905-885-6381 ext. 206

Email: donald.lawrence@ontario.ca

- Setback requirements and Permits for Entrances off Provincial Highway
- Sign Permits for Provincial Highways
- Development permits on Provincial Highway corridors

MINISTRY OF NATURAL RESOURCES

Tel: 1-800-667-1940,
or locally 705-755-2001

A permit is required for:

- Any docks not located on a body of water within the Trent Severn Waterway System
- Any retaining wall construction

Note: While M.N.R. does not require a permit for docks less than 140 sq. ft. they still have jurisdiction. Concrete is not permitted to be placed in the water for new construction or repairs to existing facilities. Contact M.N.R. in respect to their jurisdiction.

TRENT SEVERN WATERWAY-

Tel: 705-750-4900

Fax: 705-742-9644

A permit is required for:

- Any 'in water' work, new construction and repairs to existing facilities along the Trent Severn Waterway, including Rice Lake and the Otonabee River

OTHER PERMITS/APPROVALS TO BE AWARE OF:

ELECTRICAL SAFETY AUTHORITY (ESA)

Tel: 1-877-372-7233

Fax: 1-800-667-4278

All structures must be located a minimum of:

- 16.5 ft. separation between main feeder hydro lines and any construction.
- 10 ft. separation between secondary lines and construction.

WELLS: THE MINISTRY OF THE ENVIRONMENT

Tel: 1-888-396-WELL (9355)

MUNICIPAL FIRE DEPARTMENT

Fire Chief Chuck Parsons

Tel: 705-295-6880

ENBRIDGE GAS

Tel: 1-888-427-8888

ONTARIO HYDRO ONE

Tel: 1-888-664-9376

ONTARIO ONE CALL

Tel: 1-800-400-2255

ON1CALL
CALL BEFORE YOU DIG

WHEN IS AN ENGINEER REQUIRED? CONT.

If the proposed construction falls outside of the scope of Part 9 of the Ontario Building Code, then an engineer may be required to design some or all of the structure as part of a complete permit application. A BCIN designer can help you understand when this is necessary.

Some examples that would require an engineering review:

- Decks supporting hot tubs
- A ledger board connection into a rubble foundation wall or brick veneered wall.
- Ledger board anchored to wall studs rather than the rim board
- Undersized or over spanned structural members such as posts, joists, and beams etc..
- Site-built or non-SB-7 guards such as glass guards.

Site Plan

WHY IS A SITE PLAN REQUIRED?

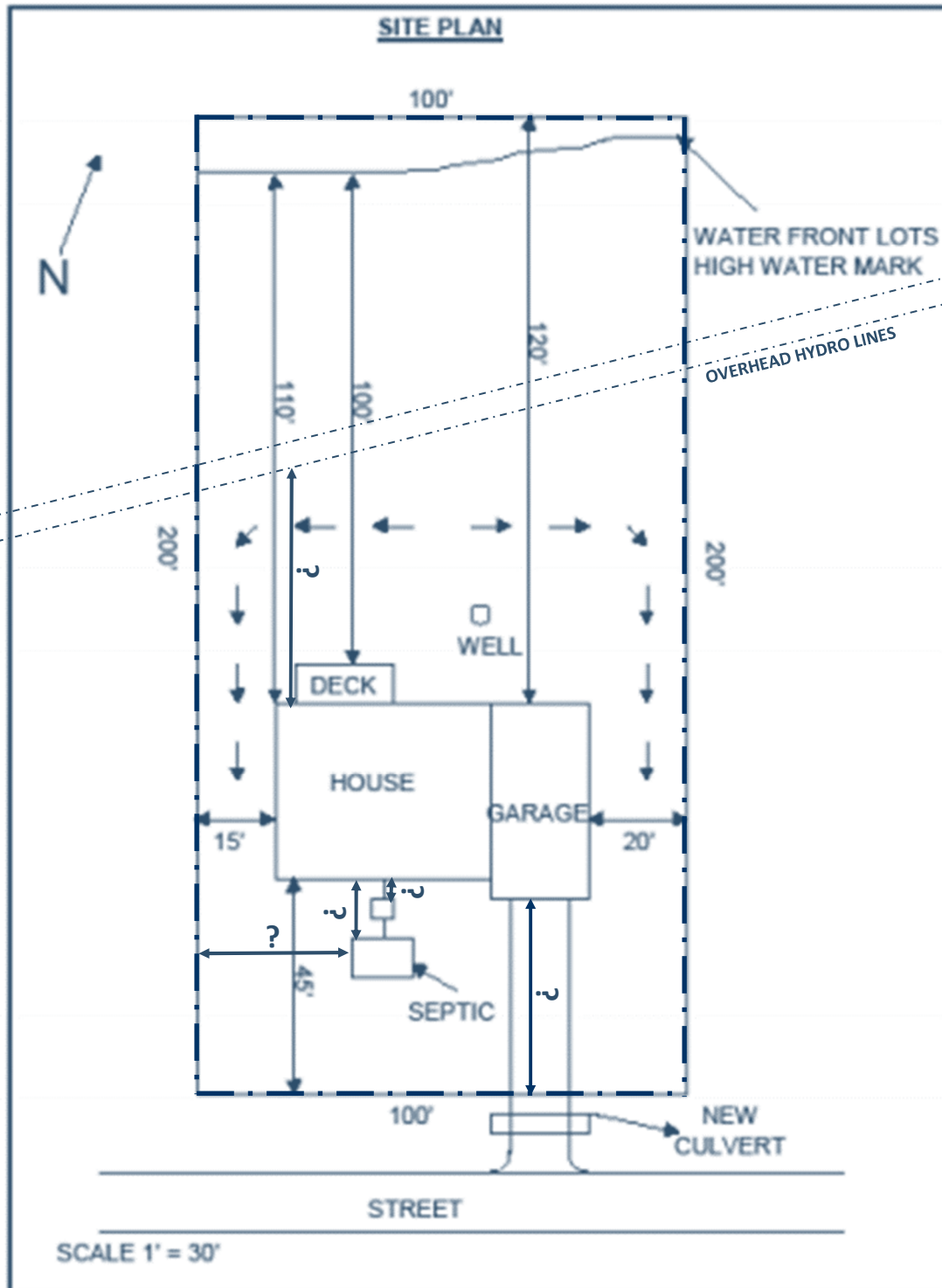
A site plan is required for the Building Department to verify the size and location of the proposed structure and ensure that as proposed, the structure conforms to all set-backs, lot coverage and any other applicable By-laws. A site plan typically can be supplied by the BCIN qualified Designer preparing your construction drawings but in some cases, a licensed Ontario Land Surveyor may be required. Contact the Building Department for more information.

SITE PLAN REQUIREMENTS

For a Site Plan to be accepted as part of a complete Permit Application it must show the following information:

- Lot Lines or Property Boundaries
- Lot Dimensions
- Lot Coverage for **all** structures on the property
- Size and Scale of any Existing structures on the property and their Distance from the Lot Lines
- Proposed Structure Location
- Distance from Lot Lines
- Distance from Existing Buildings (if applicable)
- Distance from septic system (septic tank AND leaching bed and well**
- Over head hydro lines**
- Overall Dimensions
- North Arrow
- Scale

Below is a Sample of a Site Plan showing all the necessary information. If you have any additional questions about site plans, please contact the Building Department at any time.



SET-BACKS & LOT RESTRICTIONS

Every property in the Township of Otonabee-South Monaghan has a specific or special zoning category assigned to it. This zoning category will determine the set-back and Lot restrictions for the property. Listed here are only the most common zones where construction takes place most often within the municipality. This information is for permanent detached dwellings or seasonal dwellings only. Site specific requirements may apply. Always check with the Building and Planning Department. For the requirements for the other exception zones and other permitted uses within the municipality, please contact the Building/Planning Department.


ZONING YARD	Front Yard Setback	Rear Yard Set- back	Interior Side Yard Setback	Exterior Side Yard Setback	Max. Lot Coverage	
					ALL	ACCESSORY
Agricultural (A)	18.0 m (59.05 ft)	12.0 m (39.37 ft)	15.0 m (49.21 ft)	15.0 m (49.21 ft)	15 %	5%
Rural (RU)	18.0 m (59.05 ft)	12.0 m (39.37 ft)	15.0 m (49.21 ft)	18.0 m (59.05 ft)	15 %	5%
Rural Residential (RR)	9.0 m (29.52 ft)	9.0 m (29.52 ft)	3.0 m (9.84 ft)	9.0 m (29.52 ft)	30 %	5%
Limited Service Residential (LSR)	Back lot: 12.0 m (39.37 ft) Water yard: 30 m (98.42 ft)	12.0 m (39.37 ft) Water yard: 30 m (98.42 ft)	3.0 m (9.84 ft)	12.0 m (39.37 ft)	30 %	5%
Hamlet Residential (HR)	7.5 m (24.60 ft)	7.5 m (24.60 ft)	3.0 m (9.84 ft)	7.5 m (24.60 ft)	40 %	5%
Shoreline Residential (SR)	Backlot: 12.0 m (39.37 ft)	9.0 m (29.52 ft)	6.0 m (19.69 ft)	12.0 m (39.37 ft)	30 %	5%
Height Requirements (Main structures) RU, A, LSR, RR, SR, HR	11.0m (36.09 ft) Height is measured between the finished grade at the front of the building, and: Flat roof- highest point of roof surface Mansard roof – deck roof line Gable, hip, or gambrel roof – average height between the eaves and ridge Chimneys, towers, and steeples are disregarded.					
Other Required Setbacks	30 m setback from Rail line 30 m setback from all water courses MDS setbacks from livestock facilities					

MINOR VARIANCE

In some cases, the restrictions on a property can prohibit the construction of a structure or require that it be built to a size or location that is unsuitable for its intended use and/or safety of use. In these cases, there is an opportunity to apply for a minor variance to the restricting by-law. The first thing to do is to understand your restrictions and determine if a variance is necessary. Please contact the Building or Planning Department if you need more clarification.

INSPECTIONS

Construction may commence upon issuance of the Building Permit. Several inspections are required to ensure that all work is done according to the approved plans including changes noted by the plans examiner. You will be issued a list of the required inspections for your specific project. **Inspections do not happen automatically.**



It is YOUR RESPONSIBILITY to ensure that either you or your contractor contacts the Township to request an inspection at least 48 hours before work proceeds from one inspection stage to the next. This will ensure that your project proceeds as approved.

FAILURE TO HAVE INSPECTIONS PERFORMED MAY RESULT IN HAVING TO UNCOVER AND EXPOSE WORK FOR INSPECTIONS.

EXAMPLES OF CONSTRUCTION STAGES

After your permit has been issued, you will be required to notify the Building Inspector at various stages that you are ready to have your project inspected. Multiple inspections will be required prior to Occupancy being granted. You are responsible for contacting the building department to arrange the required inspections. **For sewage system stages of construction and inspection requirements, refer to the township Sewage System guide.**

FOOTINGS

- You must call for this inspection after you have dug out all of the holes/ trenches for footings, but before you pour concrete.
- If you are using a preformed footing base, this should be backfilled according to the manufacturers instructions.
- The Building Inspector will be checking the depth of the hole, ensuring that it is free of water, leaves, and that the size and the location match the approved drawings.

BACK-FILL

- This inspection is to review the drainage installed around the building prior to filling the trench with backfill materials.
- The inspector should be able to clearly see the Big-O drain tile and sock on all sides of the building. Gravel cover over tile at the correct depth. Water protection for the foundation walls, and the type of back fill material to be used.

INSPECTIONS CON'T

FRAMING

- Every element of the framing is required to be inspected. At this inspection, the Building Inspector will review the columns, beams, and joists. They will review the connections and ensure that the proper fasteners and hardware have been used. Make sure that legible copies of the construction plans, any special engineering details, and ALL documents for trusses, pre-engineered beams, etc. are available on-site for the inspector.

HVAC AND PLUMBING

- These inspections will also require legible copies of HVAC and Plumbing (if applicable) to be available to the inspector on-site. If there are significant changes to the installation from the approved plan, the as built drawings may be required.
- Ensure all drain and water tests are in place for plumbing.

INSULATION AND VAPOUR/AIR BARRIER

- Ensure the R-values for batt insulation is clearly visible to the inspector.
- Exterior air barrier or interior air/vapour barrier installation. Proper materials and sealing are being looked at.
- Ensure any penetrations through air/vapour barrier and wall top plates are sealed.
- If Spray Foam is to be used:
 - Provide installers Licences and accreditations
 - Provide installers Daily Work Records
 - Provide product specifications from manufacturer to confirm type and R-value per inch.

OCCUPANCY AND/OR FINAL

- Please review the Requirements for Occupancy section of this guide which can be found on page.

For General expectations for inspections, refer to *Page 19* of this guide

Expectations For Inspections

PROVIDE THIS NOTICE TO YOUR CONTRACTOR BEFORE CONSTRUCTION!

To ensure that inspections can be completed properly and to limit the safety risk to Inspectors, the Building Department requires that certain components be installed, uncovered/exposed, labeled, etc. prior to an inspection. These items include but are not limited to the following:

For more information regarding job-site safety requirements, please contact the Ministry of Labour

DOCUMENTS REQUIRED ON SITE

A set of all Approved Drawings and Supporting Documents including, but not limited to, *Truss Drawings and Truss/Floor Layout plans, *Design Specifications sheets for all LVL's etc., and HVAC Drawings are required on site for all inspections.

STAIRS & LADDERS

Any areas to be inspected, **MUST BE ACCESSIBLE BY PROPERLY INSTALLED STAIRS.** Inspectors are not permitted to use ladders or gang planks or similar to access these areas as per Ministry of Labour guidelines and the Ontario Building Code.

BACK-FILL

In most circumstances, Inspectors are not permitted to enter an excavation trench. Prior to back filling, the "O" pipe drain tile around the footing perimeter **MUST BE EXPOSED A MIN. OF 12" IN AT LEAST ONE AREA ALONG EACH WALL FACE TO ALLOW FOR INSPECTION** with out the need to enter the trench.

INSULATION LABELS

- For **blown-in attic insulation**, Installer shall **affix a label to the attic hatch describing the type of insulation, depth of application, and R-value achieved** without the need for the inspector to enter the attic space.
- For **spray foam installations**, a job label is also required and typically is affixed to the electrical panel door. **Spraying foam insulation requires protective equipment to prevent harmful chemical exposure. For this reason, an inspection of this type of insulation CANNOT be conducted for 48 hours after foam installation.**

For **BIB** installations, density test must be completed to determine R-value. Documentation of these test results must also be clearly labeled and accessible for the inspector.

UNPROTECTED OPENINGS & UNSUPPORTED ELEMENTS

ANY OPENINGS THAT PRESENT AS A POTENTIAL RISK OF FALL, ETC., MUST BE PROTECTED AND CLEARLY MARKED.

- A firmly anchored temporary or completed permanent guard at the proper guard height relative to adjacent grade or other surfaces shall be installed.
- Any openings in floors for stair wells must be securely covered with ply-wood capable of bearing the weight of people and equipment. This extent of the covered opening, must be clearly marked.
- Any components that requires bracing, supports, or mechanical fastener connections in order to prevent failure of those components must be properly secured either permanently as designed or temporarily.

OCCUPANCY



Occupancy will only be granted for new dwellings that comply with the following requirements and provide the Building Department with the necessary documentation! Please read the requirements listed below carefully – if you are unsure if any of these apply to you, please call the Building Department

1.3.3.2 CONDITIONS FOR RESIDENTIAL OCCUPANCY

A person may occupy or permit to be occupied a building intended for residential occupancy that has not been fully completed at the date of occupation provided that,

the building.

- is of three or fewer storeys in building height and has a building area not exceeding 600 m²
- has not more than 1 dwelling unit above another dwelling unit,
- has not more than 2 dwelling units sharing a common means of egress, and
- has no accommodation for tourists,

the following building components and systems are complete, operational and inspected:

- required exits, handrails and guards, fire alarm and detection systems, and fire separations,
- required exhaust fume barriers and self-closing devices on doors between an attached or built-in garage and a dwelling unit,
- water supply, sewage disposal, lighting and heating systems, and
- **protection of foamed plastics required by Article 9.I0.17.10. of Division B,**

The following building components and systems are complete, operational, inspected and tested:

- water systems,
- Building drains and building sewers, and
- drainage systems and venting systems, and
- where applicable, the building conforms to Article 9.1.1 .7. of Division B.

SIMPLY PUT, THE FOLLOWING ITEMS MUST BE COMPLETED AT OCCUPANCY:

INTERIOR

- **Water test**
- **HRV Balancing Report if required by CBO**
- **Septic System sign off from Peterborough Health**
- **ESA Final certificate**
- Interior guards in place
- All flooring finished
- Bathroom fixtures installed and operating – **Fixtures must be CSA approved**
- All sinks trapped with clean-outs
- Smoke/Co/Visual alarms installed on each floor and in all bedrooms – interconnected and operating
- 1" cuts under all doors (only if being used as a cold air return)
- Dead bolts on all exterior doors
- Door to garage equipped with self-closer and weather stripped
- Common wall and ceiling between house and garage is fume-proofed
- More than 3 risers from house to garage requires landing, guards, and handrails
- Kitchen installed and completed
- Basement insulated and vapour barrier complete
- **All foamed plastics properly covered and protected.**
- All HVAC equipment installed and operating
- 2.5m (~8'-3") of insulation on hot water line from top of water tank
- All lighting operating in all rooms – All stairs switched from top and bottom
- Exhaust Fans operating.

EXTERIOR

- All landings, guards and handrails to be completed
- Decks to be either completed or any door opening onto a deck that is not completed, shall be fixed shut

FOR FINAL INSPECTION

- All exterior cladding to be complete.
- All grading to be complete
- Any outstanding issues identified by the Building Department.

NEED TO CONTACT US?

There is a lot of information covered in this guide. If you have any questions regarding this information, please do not hesitate to contact the building department for assistance. If you would like to make an appointment to discuss your plans with Building Department Staff, please contact Christine to make the arrangements.

BUILDING DEPARTMENT CONTACTS

PHONE: 705.295.6852

FAX: 705.295.6786

BUILDING / PLANNING DEPARTMENT STAFF

Paul Monks

Chief Building Official
Ext. 231
cbo@osmtownship.ca

Steve Wigboldus

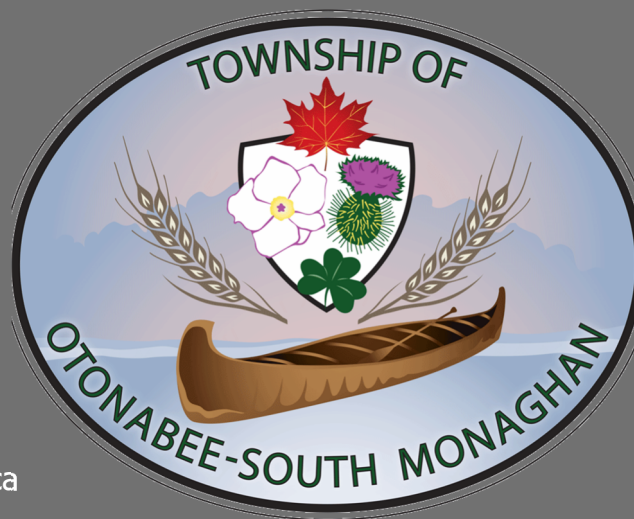
Building Inspector
Ext. 212
buildinginspector@osmtownship.ca

Christine Zurosky

Building & Planning Assistant
Ext. 233
building.planningassistant@osmtownship.ca

Emily Baker

Junior Planner
Ext. 232
Juniorplanner@osmtownship.ca

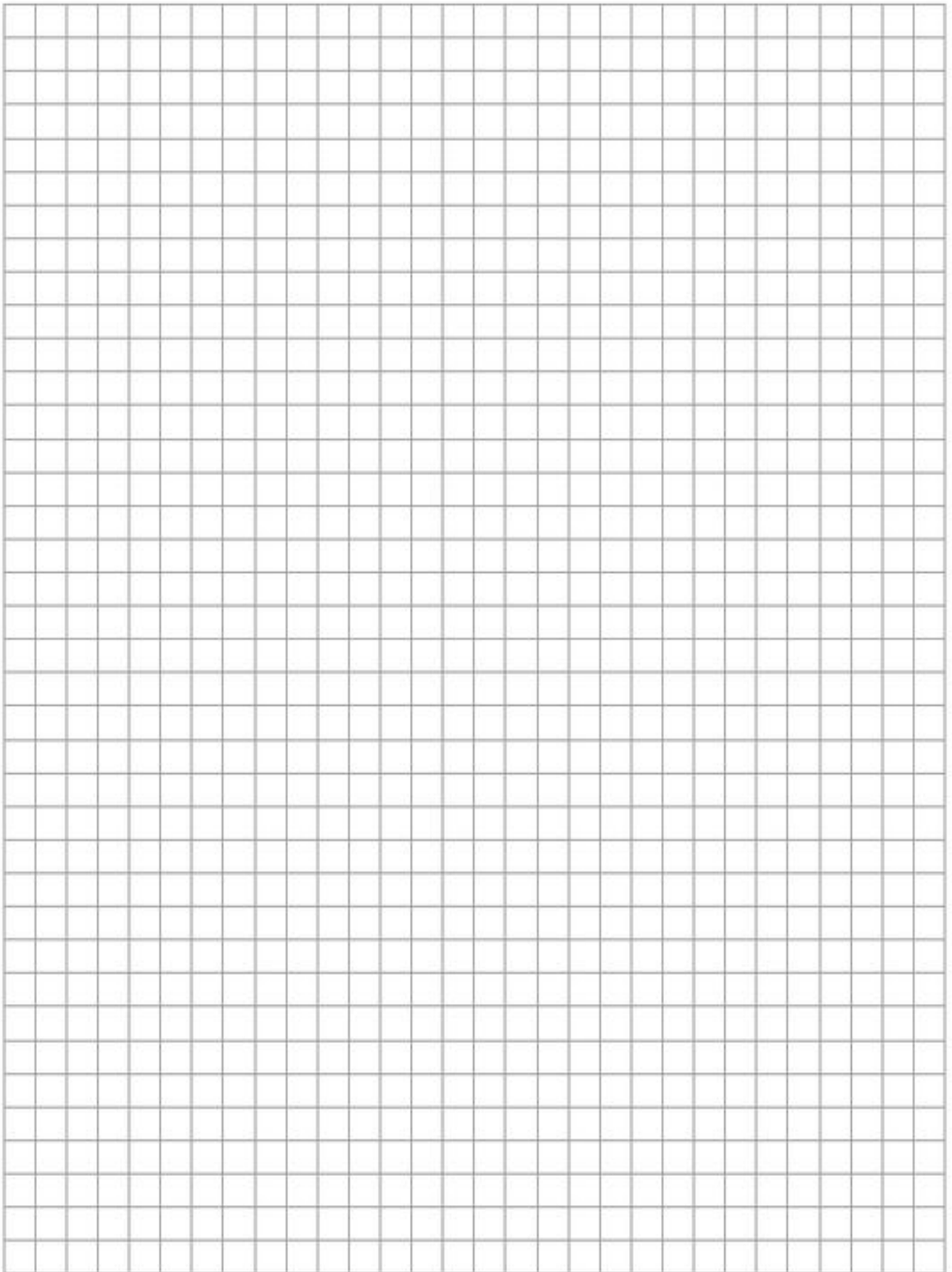


YOU CAN ALSO SEND US MAIL OR VISIT US AT THE TOWNSHIP MUNICIPAL OFFICE LOCATED AT:

20 Third Street . Keene . Ontario . K0L 2G0

OUR OFFICE HOURS ARE:

Monday to Friday - 8:30 -4:30



~ 1/4" SCALE

Thanks!



Do You Have Questions?

If you have any questions regarding the information contained in this document, please contact the Township of Otonabee South-Monaghan Building Department for assistance

See page 22 for contact information.

BUILDING PERMITS