



Township of Tiny Building Department  
130 Balm Beach Road West, Tiny, Ontario, L0L 2J0  
Telephone: 705-526-4204 or 705-526-5965  
Website: [www.tiny.ca](http://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 \$5000.00 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)**  
Refer to the Township Building By-Law 22-030 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.
- 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 23-067.

**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.

**16. Education 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.

**17. Other Approvals**

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