



BEAUSOLEIL FIRST NATION

COTTAGE SUBDIVISION BUILDING PERMIT PROCESS

1. PERMIT APPLICATION (PART 1) AND CONSTRUCTION DRAWINGS

A permit application (Part 1) is required to be completed by the owner, applicant or their designate (architect, engineer, or contractor) with a description of the proposed construction and submitted to the Beausoleil First Nation Lands & Resources Department. The applicant is also required to submit two full copies of construction drawings and specifications for review by the Lands & Resources Department. One copy of the plans will be returned to the applicants upon issuance of the Building Permit.

2. OTHER DOCUMENTATION

2.1. Owner's Letter of Undertaking

The owner/applicant is required to submit to the Lands & Resources Department a letter of undertaking which states that the subject construction will be designed and reviewed by an architect, professional engineer or both.

2.2. Owner's Letter of Approval (PART 2)

A non-resident applicant is required to submit to the Lands & Resources Department written authorization from the owner to make the building permit application.

2.3. Construction Drawings (PART 3)

A Site Plan Layout and two full sets of construction drawings for the proposed construction shall be submitted to the Lands & Resources Department and bear the seal of the design architect and other professional disciplines for review by the Lands & Resources Department prior to the issuance of the building permit.

4. The applicant will submit all documentation as outlined above to the Lands & Resources Department for review, upon review the department will either;

- a. Requests additional information from the applicant
- b. Approves the application
- c. Approves the application conditionally
- d. Denies Application

5. Upon approval applicant pays associated fees to Beausoleil First Nation

6. Upon receipt of fees and approval of application the Lands & Resources Department will provide the applicant with a Beausoleil First Nation Lands & Resources Department Cottage Lot Permit to be posted on the approved cottage lot.



BEAUSOLEIL FIRST NATION

11 O'GEMAA MIIKAN
CHRISTIAN ISLAND, ON L9M 0A9
PHONE: (705) 247-2051
FAX: (705) 247-2239

PART 2

BUILDING PERMIT AUTHORIZATION FORM

OWNER:		APPLICANT/INSTALLER	
LOT NO.	BLOCK NO.	CONCESSION NO.	SUBDIVISION
911 CIVIC ADDRESS NO.		STREET NAME	

If the applicant/contractor is not the owner/lessee or mortgagee of the land that is subject of this building permit application, the written authorization of the owner(s) that the applicant/contractor is authorized to make this building permit application and obtain the building permit on their behalf as set out below, must be completed by the registered Owner(s)/Lessee or mortgagee.

I/We, _____ being the Registered Owner/Lessee or Mortgagee of the land(s) that are subject to this building permit application, hereby authorize, _____, to prepare and submit this application and act as my/our project agent on my/ our behalf.

Signature

YYYY-MM-DD

Signature

YYYY-MM-DD



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PART 3

SITE PLAN LAYOUT

OWNER:		APPLICANT/INSTALLER	
LOT NO.	BLOCK NO.	CONCESSION NO.	SUBDIVISION
911 CIVIC ADDRESS NO.		STREET NAME	

PRELIMINARY INSPECTION/APPROVAL DATE: _____ SIGNATURE: _____ YYYY-MM-DD	LANDS STAFF DATE: _____ SIGNATURE: _____ YYYY-MM-DD
FINAL INSPECTION DATE: _____ SIGNATURE: _____ YYYY-MM-DD	LANDS STAFF DATE: _____ SIGNATURE: _____ YYYY-MM-DD

BEAUSOLEIL FIRST NATION BUILDING PERMIT GUIDELINES

- The height of the building should not exceed 30 feet/ 9 metres from ground level.
- Any building/ improvements shall be 10 feet/ 3 metres from all property boundaries.
- The exterior of the building should be aesthetically acceptable.
- To obtain a Building Permit; Full Payment is required, as per schedule attached.
- The Lessee, Applicant and or Contractor are required to schedule inspections at the necessary construction phases with the proper Inspector(s). Attached inspection form must be completed & signed by the Lessee/ Applicant & Contractor.
- The Lessee/ applicant must submit proper Inspection forms to the Compliance Officer with the proper authority signatures. All Inspections must be conducted by a Licensed & Qualified Inspector.
- The Lessee/ Applicant must have 50% of the construction done by a tradesperson of the Beausoleil First Nation.
- It is the responsibility of the Lessee/ Applicant to ensure the contractors have a current WSIB Clearance Certificate. A copy of the certificate must accompany each application. Failure to provide proof of WSIB Clearance Certificate will result in your permit not being approved.
- Absolutely no construction shall commence until the Permit has been obtained & approved by the Lands & Resources Department. Should construction commence before approval of Building Permit, the Building Permit will automatically be revoked and all construction will be halted until the non-compliance is rectified. Failure to comply with building permit policy will result in the lessee being subject to a \$150.00 fee.
- All Building Permits are valid for only one (1) year.
- If an extension (of up to a maximum of 1 year) of a Building Permit is required, you must re-apply at the Beausoleil First Nation Lands Management Office. The cost of a Permit extension is \$ 200.00
- These procedures and Guidelines may be amended from time to time by the Beausoleil First Nation.
- ALL sites MUST be cleared of any dangerous or hazardous materials after any demolition.

SITE PLAN LAYOUT, SCHEMATIC AND/ OR DESIGN DRAWINGS

The objective of the submission of drawing or illustrated documents is to provide a visual of the nature of work to be completed and where the proposed work will be done on the Cottage Lot in relation to boundary lines, shorelines, and existing structures.

INFORMATION TO BE PROVIDED UPON SUBMISSION

A Site Plan Layout, drawings and supporting documentation shall include the following information:

1. The legal description and fire route address of lot for which the development is proposed.
2. A plan showing the location of proposed work and existing structures on the lot with distances (in. / ft.), high water mark on shorelines and lot boundary lines. If applicable, location of trees to be removed.
3. Complete set of drawings, plans, diagrams from the contractor engineer, company or manufacturer that include dimensions.
4. If the work will be constructed in phases, a schedule identifying the phases.
5. If an agent on behalf of the lease holder is submitting the Site Plan Layout and Drawings a statement of authorization from the leaseholder is required

PAYMENT

Payment is required in order for a permit to be issued. Fees can be paid directly to:

BEAUSOLEIL FIRST NATION

Payment can be mailed or sent to:

***Beausoleil First Nation Lands & Resources Department
11 O'Gema Miikan
Christian Island, ON L9M 0A9***

Any Trees and or plants cannot be transported to or off of Beausoleil First Nation Territory

Any altercations must be approved by Beausoleil First Nation prior to completion of work

A PERMIT WILL NOT BE ISSUED UNTIL APPLICATION IS COMPLETED IN FULL, REQUIRED DOCUMENTATION IS SUBMITTED AND FULL PAYMENT IS RECEIVED

BUILDING PERMIT SCHEDULE

TYPES OF CONSTRUCTION & IMPROVMENTS	Notification Required	Permit Required	Inspection Required
New Construction			
- Cottage (720 Sq. Ft. min.)	YES	YES	YES
- Guesthouse (720 Sq. ft. max.)	YES	YES	YES
- Boathouse (720 sq. Ft. max.)	YES	YES	YES
- Boathouse (720 sq. ft. max.) (Includes living quarters)	YES	YES	YES
- Shed (100 sq. ft. max.) (Prepackaged)	YES	YES	NO
- Shed (720 sq. ft. max.)	YES	YES	YES
Additions			
- Increasing size or adding to an existing structure	YES	YES	YES
Renovations (remodel's) (Enhancing or Extending)			
- Interior	YES	YES	YES
- Decking	YES	YES	NO
- Roofing	YES	YES	YES
- Siding	YES	YES	NO
Restoration or Replacement (Existing Structure Only)			
- Decking (Incl. Guards, Railings)	YES	YES	NO
- Roofing (Shingles Only)	YES	YES	NO
- Windows	YES	YES	NO
- Siding	YES	YES	NO
Hot Tub/ Sauna	YES	YES	YES
Septic System, Water Line or Drilled Wells	YES	YES	YES
Waterfront (Incl. Sandpoint Removal)	YES	YES	YES
Driveway/ Roads	YES	YES	NO
Removal of Trees			
Trees	YES	YES	YES
Fallen/ Dead	YES	NO	NO
Permit Extension, One (1) year max.	YES	YES	YES
Lot Improvements	YES	YES	YES
Failure to Comply with Permit Policy (Payment doubled at each offence)	YES	YES	YES

BUILDING PERMIT FEE SCHEDULE

TYPES OF CONSTRUCTION & IMPROVMENTS	Permit Fee
New Construction	
- Cottage (720 Sq. Ft. min.)	\$ 300.00
- Guesthouse (720 Sq. ft. max.)	\$ 100.00
- Boathouse (720 sq. Ft. max.)	\$ 200.00
- Boathouse (720 sq. ft. max.) (Includes living quarters)	\$ 250.00
- Shed (100 sq. ft. max.) (Prepackaged)	\$ 0.00
- Shed (720 sq. ft. max.)	\$ 100.00
Additions	
- Increasing size or adding to an existing structure	\$ 200.00
Renovations (remodel's) (Enhancing or Extending)	
- Interior	\$ 200.00
- Decking	\$ 80.00
- Roofing	\$ 80.00
- Siding	\$ 80.00
Restoration or Replacement (Existing Structure Only)	
- Decking (Incl. Guards, Railings)	\$ 0.00
- Roofing (Shingles Only)	\$ 0.00
- Windows	\$ 0.00
- Siding	\$ 0.00
Hot Tub/ Sauna	\$ 50.00
Septic System, Water Line or Drilled Wells	\$ 250.00
Waterfront (Incl. Sandpoint Removal)	\$ 150.00
Driveway/ Roads	\$ 80.00
Removal of Trees	
Trees	\$80.00
Fallen/ Dead	\$ 0.00
Permit Extension, One (1) year max.	\$ 100.00
Lot Improvements	\$ 100.00
Failure to Comply with Permit Policy (Payment Doubled at each offence)	\$ 500.00



BEAUSOLEIL FIRST NATION

11 O'GEMAA MIIKAN
CHRISTIAN ISLAND, ON L9M 0A9
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INSPECTION FORM – REPORT

PROPERTY ADDRESS
STREET NUMBER, NAME
CITY
PROVINCE

REPORT
DATE OF SITE VISIT

Comments:



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INSPECTION FORM – PROGRESS REPORT

PROPERTY ADDRESS	
STREET NUMBER, NAME	
CITY	REPORT NO.
PROVINCE/ STATE	DATE OF SITE VISIT

STAGE OF CONSTRUCTION	
PRIOR TO BACKFILL	PRIOR TO DRYWALL
FINAL	OTHER

Stage	%	Actual %
Excavation, Foundation	9	
Damproof, Drain, Backfill	2	
Frame, Sheathing, Roof	20	
Door, Windows	6	
Rough Electrical	4	
Rough Plumbing	3	
Insulation, Air-Vapour Barrier	5	
Basement Floor	2	
Exterior Finish	12	
Interior Wall/ Ceiling Finish	9	
Heat Equipment	3	
Complete Electrical	1	
Complete plumbing	4	
Kitchen Cabinets, Vanity	6	
Finish carpentry	5	
Interior Painting	2	
Flooring	4	
Site Works/ Improvements	3	
Total Percentage Complete		

Comments	
Position Title	Date

Inspector:

Signature: _____

SCHEDULE A – BUILDING PERMIT



BEAUSOLEIL FIRST NATION
LANDS & RESOURCES DEPARTMENT
11 O'GEMAA MIIKAN
CHRISTIAN ISLAND, ON L9M 0A9

BUILDING PERMIT

PERMIT NO. 2023-00

FILE NO. _____

DATE ISSUED: _____

EXPIRY DATE: _____

FIRE ROUTE. _____

LEGAL LOT DESCRIPTION _____

SIGNATURE: LANDS MANAGER



SCHEDULE B – STOP WORK ORDER



**BEAUSOLEIL FIRST NATION
LANDS & RESOURCES DEPARTMENT**

11 O'GEMAA MIIKAN
CHRISTIAN ISLAND, ON L9M 0A9
PHONE: (705) 247-2051

STOP WORK ORDER

ORDER NO. 2013-00

BY ORDER OF BEAUSOLEIL FIRST NATION LANDS MANAGEMENT ANY AND ALL WORK BEING DONE AT THIS SITE IS NON-COMPLIANT IN CONTRARY TO THE TERMS OF THE RECREATIONAL LEASE FOR THIS LOT. ALL WORK ON THIS SITE SHALL BE HALTED AND SUSPENDED IMMEDIATELY. PLEASE CONTACT THE LANDS & RESOURCES DEPARTMENT FOR MORE INFORMATION.

DATE ISSUED: _____ FILE NO: _____

LOT DESCRIPTION: _____ 911 ADDRESS: _____

SIGNATURE: LANDS MANAGER



REMOVAL OF THIS NOTICE IS PROHIBITED UNLESS PERMISSION IS GRANTED BY LANDS MANAGEMENT