



P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0
Website: www.muskokalakes.ca
Phone: 705-765-3156
Fax: 705-765-3197

Important Notice: Builders, Designers and Applicants – Effective Immediately

The Muskoka Lakes Township Building Department would like to inform the above noted parties of recent changes to procedures in the building department with respect to the intake of building permit applications and conducting of site inspections pertaining to health and safety and inspections involving ice crossings.

Building Permit Applications

Building permit applications to construct single family dwellings or additions to single family dwellings, intended for occupancy on a continual basis during the winter months now require the submission of an Energy Efficiency Design Summary Form. This form has been added to summarize the method of compliance chosen by the building designer to meet the Energy Efficiency requirements of Part 12 of the Ontario Building Code that are now in effect. The Energy Efficiency Design Summary Form is available on the Township of Muskoka Lakes website at www.muskokalakes.ca or at the Muskoka Lakes Building Department counter.

Specifications for any engineered elements detailed in the design of the building, such as truss drawings, engineered floor systems and LVL beam specifications, are now required to be submitted with the building permit drawings and the building permit application in one complete package. Upon the issuance of the building permit, this complete set of plans and specifications bearing the red stamp **must be kept on site** for the duration of construction. Should these documents not be available on site, your inspection may be refused. Please be advised that any changes in the design of the building must be approved by the building department prior to the change taking place in the field.

Health and Safety

Please be advised that it is in the best interest of all parties involved, that building inspections may be refused should your construction site not meet the minimum requirements outlined in the Occupational Health and Safety Act.

Work areas requiring inspection are to be made safe including, but not limited to, the installation of construction stairs or as a minimum, the proper erection of ladders to access floors, and guards are to be installed to protect all exposed floor edges and openings. Inspections of roof work or chimneys will not be performed unless a proper scaffold system complete with ladder access is erected to access these heights. Prior to the inspection of ICF Formwork, the installation of properly erected scaffolding, complete with fixed ladder access and guards, must be completed. Docks will not be inspected unless the decking surface is completed. Please be sure your site is kept tidy and free of debris to allow safe egress throughout for the inspection.

Ice Work Policy

The Township of Muskoka Lakes now requires the submission of a completed Ice Travel Inspection Request Form when booking an inspection involving an ice crossing. The contractor to accompany the inspector during the crossing or the agent requesting the inspection is to record on the Ice Travel Inspection Request Form the details such as the location of the inspection, the ice access location, the building permit information and the contact information of the person to accompany the inspector. A sketch map of the crossing, approximate location of the ice trail or road to be followed and record of the ice thickness at various locations along the trail are to be recorded. This completed form is to be faxed to the Muskoka Lakes Building Department in order to book the inspection. Proof of license and insurance of any motor vehicle (atv / snowmobile) used to cross the ice will have to be carried with the vehicle. 48 hours notice will be required to book and ice crossing inspection. The Ice Travel Inspection Request Form is available on the Township of Muskoka Lakes website at www.muskokalakes.ca or at the Muskoka Lakes Building Department counter.

Please contact the Muskoka Lakes Building Department should you require any additional information.

Nick Snyder, B.Arch, Sci
CBO

ICE TRAVEL INSPECTION REQUEST FORM

**BOOK INSPECTIONS ONLINE: <https://forms.muskokalakes.ca/Building-Inspection-Request>
SEPARATELY EMAIL YOUR COMPLETED FORM TO: inspections@muskokalakes.ca OR,
UPLOAD TO WORKSPACE ISSUED PERMIT IN CLOUDPERMIT**

DATE OF SUBMISSION: _____

****BUILDING PERMIT NUMBER (REQUIRED):** _____

TYPE OF INSPECTION: _____

DATE FOR INSPECTION (48 Hrs Notice): _____

INSPECTION CONTACT (Name & Company): _____

CONTACT INFO: _____ **ALTERNATE:** _____

PROJECT LOCATION: _____

ICE ACCESS POINT OR LOCATION: _____

DOCUMENTS REQUIRED

- PROOF OF INSURANCE OF SNOWMOBILE OR ATV (CARRIED ON VEHICLE)**
- PROOF OF LICENSING & REGISTRATION OF SNOWMOBILE OR ATV (CARRIED ON VEHICLE)**
- ICE CHECK LOG COMPLETED -**
 - RECORD OF THICKNESS & LOCATIONS CHECKED ON SKETCH BELOW
 - TRAIL MARKED
 - ICE THICKNESS, AND
 - ICE THICKNESS CHECKED AT REGULAR INTERVALS

<u>SKETCH MAP</u>	SAMPLE LOCATIONS	THICKNESS OF ICE
	1.	
	2.	
	3.	
	4.	
Comments:		