

**Nipissing First Nation Non-permanent Structure law
Law No. 3, LM-2024-08-20**

**A Law to regulating the use of campers, tents, sheds and
other non-permanent structures as shelter for people and
to support community safety and well-being as well
as the environment.**

Dated: September17, 2024

Nipissing Nation Non-Permanent Structure Law

Whereas under section 11.5 of its Gichi-Naaknigewin Nipissing Nation has the power to make laws on the rights and freedoms of its Debendaagziwaad and the privileges of Enaawaad;

Whereas under section 81(a) of the Indian Act an Indian Band has authority to create laws related to the health of residence on the reserve and spread of contagious and infectious disease and under section 81(h) the construction, repair and use of buildings;

Whereas Nipissing Nation is concerned about the health and safety of the land, environment and its people;

Therefore, pursuant to its inherent Aboriginal and Treaty rights recognized and affirmed by section 35 of the Constitution and its Gichi-Naaknigewin, the Indian Act and the Nipissing Nation Land Code, Nipissing Nation hereby enacts this Non-permanent Structure law.

Purpose:

This Nipissing Nation Non-permanent Structure law was developed for the purposes of regulating the use of land by campers, tents, sheds and other non-permanent structures used as shelter for people. This law is also developed to support community safety and well-being as well as protection of the environment.

SECTION 1 - TITLE AND APPLICATION

- 1.1 This law shall be cited as the “Non-permanent Structure Law.”
- 1.2 This law applies to any non-permanent structure, even if the non-permanent structure was placed on the property prior to the date of the enactment of this law.

SECTION 2 - DEFINITIONS

In this law:

- 2.1 **Administrative Monetary Penalty (AMP)** is a penalty that is imposed on individuals that contravene this law and is issued for the purposes of encouraging compliance with this law. These penalties are part of the NFN progressive enforcement of laws and allow the Nation to issue such penalties before prosecuting offences. Administrative Monetary Penalties may be collected as a debt to NFN or may be collected through the imposition of the lien on the property of the offender in question.
- 2.2 **Applicant** means a *person* applying for a *Permit* under the requirements of this law.
- 2.3 **Calander Year** means a one-year period that begins on January 1 and ends on December 31 based on the commonly used Gregorian calendar.
- 2.4 **Camp Ground** means a commercial establishment described in, and *permitted* in accordance with the Zoning Law, as amended, which is used for seasonal recreational activity as grounds for

camping, and wherein camping is *permitted*.

- 2.5 **Chief Building Officer (CBO)** means the person appointed by *Council* of the Nipissing Nation or the person who is appointed to act in that capacity during his or her or their absence.
- 2.6 **Council** means the elected Council of Nipissing Nation.
- 2.7 **Gray Water** means wastewater of domestic origin that is derived from fixtures (sinks, tubs, showers etc.,) other than from sanitary units (toilets, urinals, etc.).
- 2.8 **Mobile Home** means any dwelling unit that is designed to be made mobile and constructed or manufactured to provide a permanent residence, but does not include a *modular home*, dwelling, *travel trailer*, tent trailer, *park model trailer* or motor home otherwise designed.
- 2.9 **Modular Home** means a dwelling unit constructed in accordance with the Ontario Building Code and composed of components substantially assembled in a manufacturing plant and transported to the building site of final assembly on a permanent foundation, but does not include a *mobile home*, *park model trailer* or *travel trailer*.
- 2.10 **NFN** means Nipissing Nation or Nipissing Nation.
- 2.11 **Non-Permanent Structure** means a structure intended to be used or actually being used for human habitation for a period of time exceeding 14 consecutive days in a calendar year and shall include tents, camping trailers, boats, recreational vehicles, sea cans, sheds and other similar structures.
- 2.12 **Park Model Trailer** means a recreational unit that is built on a single chassis mounted on wheels, is designed to allow relocation from time to time, is designed as living quarters for seasonal camping between May 1 and October 31 and may be connected to those utilities necessary for operation of installed fixtures and appliances, but does not include a *travel trailer*, *mobile home* or *modular home*. Any *park model trailer* shall conform to the relevant sections of the Ontario Building Code.
- 2.13 **Permanent Basis** means either year-round occupancy or occupancy by *persons* who do not maintain a usual or normal place of residence elsewhere.
- 2.14 **Permit** means an official document issued by Nipissing Nation giving someone authorization to do something.
- 2.15 **Person** means an individual, a corporation, a tenant, an association, a chartered organization, a firm, a partnership, an agent or trustee and the heirs, executors or other legal representatives of a *person* to whom the context can apply according to law.
- 2.16 **Public Health** is the authority having jurisdiction over *sewage* and *grey water* systems on Nipissing Nation.
- 2.17 **Sewage** means wastewater of domestic origin that may contain excrement and is derived in whole or in part from sanitary unit fixtures (toilets, urinals, etc.).

- 2.18 **Stored Tavel Trailer** means any *travel trailer* located on a property only for the purpose of storing such *travel trailer* for *use* at any location other than the property upon which it is stored.
- 2.19 **Trailer Park** means any land in or upon which any travel or tent trailer is used or intended to be used for temporary human occupation by the travelling public and shall not include a mobile home park.
- 2.20 **Travel Trailer** means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by a motor vehicle and is capable of being used for the living, sleeping, or eating accommodation of *persons* on a temporary, transient or short-term basis, even if the vehicle is jacked up or its running gear is removed. Examples include but are not limited to a tent trailer, a camper trailer, a recreational trailer, a fifth wheel, a bus converted into a motor home, a motor home, a truck camper, but does not include a *mobile home, modular home or park model trailer*.
- 2.21 **Use** means to temporarily occupy a *non-permanent structure* for the purposes of human habitation which includes living and/or sleeping and/or eating and/or using sanitary facilities and/or accommodation within the *non-permanent structure* for any period of time.
- 2.22 **Vacant Land** means any parcel or combination of parcels of real property without industrial, commercial, or residential buildings.

SECTION 3 - PROHIBITIONS

- 3.1 No *person* shall *use* or allow a *non-permanent structure* to be *used* for longer than 14 consecutive days in a *calendar year* on Nipissing Nation lands unless the *person* has first obtained a *permit* under the provisions of this law or is exempt from permitting as per Section 4 of this law. For clarity, the requirement to obtain a *permit* also applies to *non-permanent structures* which were located on a Nipissing Nation land prior to the date of passage of this law.
- 3.2 This law shall apply to all NFN reserve lands.
- 3.3 A *permit* issued pursuant to this law authorizes the *use* and maintenance of a *non-permanent structure* for temporary accommodations only. The issuance of a *permit* does not grant the *permit* holder the authority to occupy the *non-permanent structure* on a *permanent basis*.
- 3.4 Without limiting the generality of the foregoing, no *person* shall occupy or *permit* to be occupied a *non-permanent structure* during the period between November 30th of a *calendar year* and ending May 1st of the following *calendar year*, unless expressly permitted and legal non-conforming at the sole discretion of Nipissing Nation.
- 3.5 No *person* shall construct or erect or allow the construction or erection of an enclosure, roof-

over, permanent canopy, extension, sunroom addition or other structure, or a patio, stairs, or walkway that is permanent in association with or connected to a *non-permanent structure*. This prohibition does not apply to a deck that complies with all of the following:

- 3.5.1 The total area does not exceed 10 m².
 - 3.5.2 No portion of the deck is more than 60 cm above grade.
 - 3.5.3 No portion of the deck is attached to the *non-permanent structure*.
 - 3.5.4 The deck does not have the effect of rendering the *non-permanent structure* as a permanent structure on a lot; and
 - 3.5.5 The deck complies with the setbacks as described in the *Zoning Law*, as amended.
- 3.6 The presence of one or more *stored non-permanent structures* on a conveyable parcel of land would not preclude the issuance of a *permit* for a *non-permanent structure*.
 - 3.7 No person shall *use* or allow a *non-permeant structure* to be *used* for habitation on any *vacant land* except were exempted under Section 4 of this law.
 - 3.8 No person shall connect a *non-permanent structure* to an existing *grey water* or sewage system without receiving authorization from the *Public Health* or allow an unauthorized connection to an existing *grey water* or sewage system.
 - 3.9 No *person* shall dispose or allow the disposal of *grey water* or *sewage* or allow *grey water* or *sewage* to be disposed of from a *non-permanent structure* except in at least one or a combination of the following:
 - i) a certified *grey water* or *sewage* system;
 - ii) an accredited dumping facility;
 - iii) with a service provider; or
 - iv) from a certified portable receptacle in an approved place.
 - 3.10 No *person* shall transfer or assign a *permit* from person or one *non-permanent structure* to another.
 - 3.11 No *person* shall fail to display proof of permit after it has been obtained.
 - 3.12 No *person* shall knowingly provide false information on the application for *permit*.
 - 3.13 No *person* shall hinder or obstruct a Nipissing Nation staff member, or any other *person* designated to enforce the laws of the Nation who is attempting to enforce this law.
 - 3.14 No *permit* shall be issued under this law if the application for the *permit* is in contravention of any other applicable law, policy or regulation of Nipissing Nation or any applicable Federal or Provincial law or regulation.
 - 3.15 The issuance of a *permit* is not intended and shall not be construed as permission or consent by the Nation for the holder of the *permit* to contravene or to fail to observe or comply with any law of Canada, Ontario or any law of the Nation.

- 3.16 The applicant for a *permit* must obtain the written consent of the land interest holder of the property upon which a permitted *non-permanent structure* is to be located if the proposed occupant of the non-permanent structure is not the land interest holder.

SECTION 4 - LICENCE EXEMPTIONS

- 4.1 Where a land interest holder has obtained a building *permit* for the construction of a permitted structure, and that land interest holder wishes to *use a non-permanent structure* for temporary accommodation while constructing such structure, the land interest holder shall be exempted from the requirement to obtain a *permit* under this law. The *non-permanent structure* must be removed upon completion of the structure.
- 4.2 A *stored or unassembled non-permanent structure* shall not require a *permit*.
- 4.3 A *non-permanent structure used* for up to, but not exceeding 14 consecutive days in a *calendar year* on permitted zones as per the provisions of Schedule "A" of this by-law shall not require a *permit*.

SECTION 5 - PERMIT APPLICATION AND FEES

- 5.1 All applications for a *non-permanent structure permit* shall be made to the Nation upon the form(s) prescribed by Nipissing Nation (attached as reference to this law as Schedule "D") and shall include the submissions referenced therein.
- 5.2 The Nation may issue an Annual *Permit* or a *Permitt* for a specified period of time. Such *permits* authorize the *use of a non-permanent structure* upon a property between May 1st and November 30th in that *calendar year* on properties that allow such *permits* as listed in Schedule "A" of this law.
- 5.3 All Annual *Permits* expire on November 30th in the year specified on the *permit*.
- 5.4 The Nation may issue a Special Occasion *Permit*. Schedule "A" Section 7 of this law describes this *permit* and Schedule "A" details the zones that are allowed to apply for these *permits*.
- 5.5 All Special Occasion *Permits* expire on the date specified on the *permit*.
- 5.6 *Permits* shall be displayed in or upon the *non-permanent structure* in a place that can be seen easily from the outside of the *non-permanent structure*.
- 5.7 No *permit* shall be issued:
- 5.7.1 unless the *non-permanent structure* for which such *permit* is issued is located in compliance with the setback requirements for a *non-permanent structure* as described by Schedule "A" of this law. For greater certainty, any *non-permanent structure* located on

any land prior to the passing of this law which is not in compliance with this law may not be *permitted* unless the *non-permanent structure* is re-located and or brought into compliance with this law;

5.7.2 for *non-permanent structure use on vacant land* unless allowed by Section 4 of this by-law;

5.7.3 where there exist any decks, porches, entry stairs, sunrooms, roofed enclosures, or similar structures not in compliance with the applicable building code or zoning law which are to be or are attached to a *non-permanent structure* or located adjacent to a *non-permanent structure*;

5.7.4 if the information provided on the application does not satisfy the *Chief Building Officer* or designate that all required provisions have been met;

5.7.5 if written permission has not been obtained from the land interest holder to use their land for location of the non-permanent structure if the *applicant* is not the land interest holder of the property; or

5.7.6 if the proposed occupant(s) are not members of Nipissing Nation and their occupation of the land is denied by Nipissing Nation, the *Chief Building Officer* and or Council.

5.8 A *Permit* may be revoked if.

5.8.1 It is determined that the *permit* was issued based on mistaken, false or incorrect information;

5.8.2 if the land interest holder of the property revokes in writing their permission to occupy the land;

5.8.3 If the *Chief Building Officer* or Council determines the conduct of the occupant or the structure to pose a health, environmental or safety concern;

5.8.4 if the land interest holder of the property on which the non-permanent structure is located or the occupier of the *non-permanent structure* contravenes any provision of this law, or any other Provincial or Federal Law related to the *non-permanent structure* or its *use*;

5.8.5 if upon inspection, the site is found to be of an unsightly or unacceptable appearance or create a nuisance under Nipissing Nation nuisance by-law;

5.8.6 if upon inspection the *non-permanent structure* is found to be decrepit, unsafe, or unsightly in appearance; or

5.8.7 if the *permit* was issued in error.

5.9 If a *permit* is revoked, there will be no refund of AMPs.

SECTION 6 - ADMINISTRATION AND ENFORCEMENT

- 6.1 The administration of this law is delegated to the *Chief Building Officer* or designate. The *Chief Building Officer* or designate shall have the authority to issue *permits* under this law; notwithstanding the foregoing, the *Chief Building Officer*, at his/her/their discretion, may refer applications to *Council*.
- 6.2 The enforcement of this law is delegated to *the Chief Building Officer* and other *persons* designated to enforce the laws of the *Nation*.
- 6.3 Any *person* who contravenes any provision(s) of this law is guilty of an offence and upon conviction is liable to a fine. For clarity, if the occupant of a non-permanent structure does not hold an interest in question and that interest is held by another member(s) those member(s) who hold the interest will be responsible and will be potentially fined.
- 6.4 Each day that a contravention of this law exists shall constitute a separate offence.
- 6.5 Every *person* who provides false information in any application for a *permit* under this law or in an application for a renewal of a *permit* is guilty of an offence.
- 6.6 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided by law, the court in which the conviction was entered, and any court of competent jurisdiction, thereafter, may make an order prohibiting the continuation or repetition of the offence by the *person* convicted.
- 6.7 If the Nation is satisfied that a contravention of this law has occurred, the Nation may make an order requiring the *person* who contravened this law or who caused or *permitted* the contravention or the land interest holder or occupier of the *non-permanent structure* to discontinue the contravening activity.
- 6.8 Any *person* who contravenes an order made under Section 6.7 is guilty of an offence.
- 6.9 The Chief Building Officer or designate may defer matters to alternative justice forms as deemed appropriate at the sole discretion of NFN.
- 6.10 Every *person* who contravenes any provision of this law is liable for an Administrative Monetary Penalty (“AMP”) in lieu of prosecution and fine.
- 6.11 At the discretion of the Chief Building Officer, *Enforcement Officer* or other *persons* designated to enforce the laws of the Nation, a *person* who breaches any provision of this law may be issued an Administrative Monetary Penalty (AMP) Notice in an amount not to exceed \$5000.00. Such AMP if not paid shall constitute a debt to the Nation and may result in a lien on a home of the offender on NFN lands and may be registered on title of the land on which the non-permanent structure is located.
- 6.11.1 The AMP Notice shall include the following information:
- (i) the name of the *person* contravening this law.
 - (ii) the particulars of the contravention.

- (iii) the amount of the AMP and the date payment is due.
 - (iv) a statement that if the AMP is not paid that it shall constitute a debt owed to the Nation that may be collected in any manner *permitted* by law, including adding it to the Accounts Payable of the *person* and being collected by the Nation or registered on title.
- 6.11.2 Upon receipt of the AMP Notice, the *person* named in the Notice shall pay the prescribed amount to the Nation within fifteen (15) days.
- 6.11.3 Where an AMP is paid in full within fifteen (15) days of receipt, no prosecution under this law shall be initiated against that *person* for the same offence.
- 6.11.4 Where an AMP is not paid in full within fifteen (15) days of receipt, a further late payment charge shall be levied.
- 6.11.5 The Nation may collect any unpaid AMP from the *person* named in the AMP as a debt owed to the Nation in any manner *permitted* by law.
- 6.11.6 At the discretion of the *Chief Building Officer* other *person* designated to enforce the laws of the *Nation*, any *person* who breaches any provision of this law may be issued an order to remove a *non-permanent structure* if it is not in compliance with this law.
- 6.11.7 The Nipissing Nation may make an order, sent by both registered or regular pre-paid mail to the last known address of the land interest holder of the land, requiring the land or hand delivered to the interest holder or occupant within the time specified in the order to remove any *non-permanent structure* or structures that contravene this law.
- 6.11.8 Where a land interest holder or occupant(s) of the non-permanent structure fails to comply with an order issued under this law within the time specified for compliance, the *Chief Building Officer* may, with such assistance by others as may be required and upon reasonable notice, clean, clear or remove from the land any *non-permanent structure* that is in contravention of this law.
- 6.11.9 The Nation shall recover all costs and expenses associated with actions taken and work done under this law whether by action or by adding the cost to the accounts payable and collecting the cost in the same manner of any other amount owed to the Nation.
- 6.11.10 Unless some other procedure is provided for by a law, the summary conviction procedures of part XXVII of the Criminal Code, as amended from time to time, apply to offences under this *Land Code* or under a law.

SECTION 7 - SEVERABILITY

- 7.1 Should a court of competent jurisdiction declare a part or whole of any provision of this law to be

invalid or of no force and effect, the provision or part is deemed severable from this law, and it is the intention of *Council* that the remainder of the law shall survive and be applied and enforced in accordance with its terms to the extent possible under law.

SECTION 8 - SCHEDULES

- 8.1 Schedules “A”, “B” & “C” shall be deemed to form part of this by-law.
- 8.2 Schedule “D” is attached as reference.

SECTION 9 - AUTHORITY

- 9.1 Any and all laws inconsistent with this law are hereby repealed.
- 9.2 This law shall come into effect on the date of signing by a quorum of Council members.

This by-law shall come into force and take effect immediately upon passing thereof by the Council of the Nipissing First Nation.

THIS BY-LAW IS HEREBY made at a duly convened meeting of the Council of Nipissing First Nation this 17th day of September, 2024.


Voting in favour of this by-law are the following members of the Council:

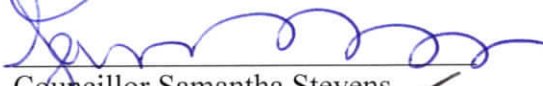

Chief Cathy Bellefeuille-Stevens

Deputy Chief Brian Couchie

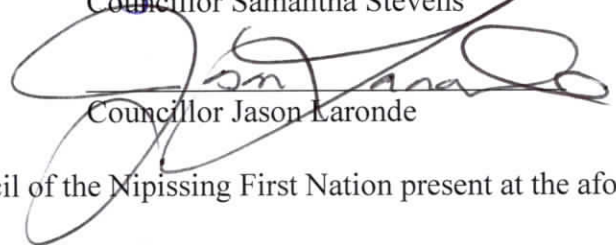

Councillor Rick Stevens


Councillor Joan McLeod-Shabogesic


Councillor Yvelle Bellefeuille


Councillor Samantha Stevens

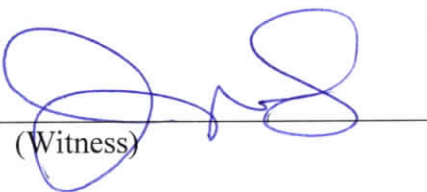

Councillor Priscilla Goulais


Councillor Jason Laronde

being the majority of those of the Council of the Nipissing First Nation present at the aforesaid meeting of the Council.

The quorum of the Council is five members.
Number of the Council present at the meeting: _____.

I, Chief Cathy Bellefeuille-Stevens of the Nipissing First Nation, do hereby certify that this land law was enacted in accordance with Section 6.1 (a) of the Nipissing Land Code and that the land law was signed by a quorum of the Council of Nipissing in accordance with Section 7.6 of the Land Code at a duly convened meeting on the 7th day of September, 2024.


(Witness)


Chief Cathy Bellefeuille-Stevens

SCHEDULE "A"

REQUIRED SETBACKS AND CONDITIONS FOR SPECIFIC ZONING

- 1) Residential Zones
 - 1.1) An Annual Permit may be issued.
 - 1.2) Not more than 14 consecutive days in a *calendar year* – no permit required.
 - 1.3) A Special Occasion Permit is permitted to be issued (see Section 7 of this schedule).
 - 1.4) Maximum number of *non-permanent structures* allowed to be permitted: 1 *non-permanent structure* maximum.
 - 1.5) Required Setbacks on land: as per Nipissing Nation Land Use Plan.
 - 1.6) Maximum lot coverage (all structures) as per Nipissing Nation Land Use Plan.
- 2) All other Zones
 - 2.1) Annual Permit not permitted to be issued.
 - 2.2) A Special Occasion Permit may not be issued.
- 3) Special Occasion Permit:

A Special Occasion permit application for a permit for a *non-permanent structure* for special occasions (ex. family gatherings, weddings, baseball tournaments, horse shows, fairs, etc.) shall be exempt from the one non-permanent structure restriction if it is limited to less than 5 days. The power to grant this exemption from the number of *non-permanent structures* is given to the *Enforcement Officer* or other person designated to enforce the laws of the *Nation*.

All permits granted this exemption must be respectful to others, adjoining land occupiers, follow all waste pumping conditions, and address all safety concerns.

Written permission from the land interest holder shall be required as part of the application. The property land interest holder shall be held responsible for all legal infractions that occur during the time that *non-permanent structures* are authorized to be *used* on the property.

It is at the discretion of the *Enforcement Officer* or designate that the application for such a Special Occasion Permit may be brought before *the Council* for approval.

SCHEDULE "B"

NON-PERMANENT STRUCTURE PROCESS

All property owners or non-permanent structure users who have been granted permission to use non-permanent structures are required to follow the standards set in the "Non-permanent Structure Law".

The Nipissing Nation Building Officer will act not only on written complaints but will use a common-sense approach to the application of the Non-Permanent Structure Law.

When a complaint is received, an Officer will investigate to determine if a violation exists. This law will not be used to resolve issues between neighbors. If a violation is found, the officer may issue fines, an Administrative Monetary Penalty Notice or an Order advising the land interest holder of the violation and requiring that it be remedied within a specified time period. As the complaints and the investigations become more numerous, past practice data as well as the consistent application of the law will become more evident and will act as a guide in the application of the law.

The Non-Permanent Structure law has been put in place with the intention of protecting our environment by assuring that waste is properly disposed of and setting proper setbacks from waterways, to ensure that non-permanent structures are placed in areas that will not affect neighbors, to set safety standards for electrical and fire protection and to allow for enjoyment of our beautiful land.

Please be aware that if you are using a non-permanent structure on our land, you are also subject to other Nipissing Nation laws, policies and regulations including but not limited to those related to noise, parking, animal control and open-air burning. Please be respectful of your neighbors while on the Nation.

If you have any questions, please do not hesitate to inquire with our staff.

This document is for convenience and quick reference only.

SCHEDULE "C"
Administrative Monetary Penalty Fine Structure

ITEM	COLUMN 1 Short form wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Penalty
1	Using a non-permanent structure without a permit.	3.2	500.00
2	Allowing a non-permanent structure to be used without a permit.	3.2	500.00
3	Use a non-permanent structure on prohibited dates.	3.3	400.00
4	Allow a non-permanent structure to be used on prohibited dates.	3.3	400.00
5	Constructing an unauthorized structure.	3.4	400.00
6	Allowing an unauthorized structure.	3.4	400.00
7	Use a non-permanent structure on a vacant lot.	3.6	600.00
8	Allow a non-permanent structure to be used on a vacant lot.	3.6	600.00
9	Unauthorized connection to septic or greywater.	3.7	600.00
10	Allowing an unauthorized connection to septic or grey water.	3.7	600.00
11	Improper disposal of grey water or sewage.	3.8	600.00
12	Allowing improper disposal of grey water or sewage.	3.8	600.00
13	Unauthorized transfer of a permit.	3.9	300.00
14	Failure to display a permit.	3.10	200.00
15	Providing false information on permit application.	3.11	200.00
16	Obstruct person designated to enforce this law.	3.12	400.00

SCHEDULE "D"

APPLICATION FOR NON-PERMANENT STRUCTURE LICENCE

(Complete and attach all information prior to submitting this application)

1. Applicant Information

Name:	
Mailing Address:	
Phone Number:	
Email:	

Note: If Applicant is not the registered land interest holder of the property, the Applicant must have the owner's written agreement to apply for this permit (Please attached written agreement with the registered land interest holder).

2. Property Information

Property Interest Holder:	
Civic Address:	
Lot Number:	
Zoning:	

3. Non-permanent Structure Information:

Make & Model:			
Serial Number or VIN:			
License Plate:			
Size:		Color:	
Description			

Note: Please attach four pictures of the structure if already located on the property (One of each side of the structure).

Name of Proposed Occupant(s)	
City of Residence:	
State Number:	
Relation to Permit Holder:	

4. Service Information

Sewage and Grey Water:

Will the travel trailer be connected to an existing sewage disposal system on the property?

Yes *If yes, an approval from the Public Health

No

Will a grey water pit be utilized?

Yes *If yes, an approval from the Public Health is required.

No

Will the site be serviced with an outhouse?

Yes *If yes, an approval from the Public Health is required.

No

If the non-permanent structure is not connected to a holding tank or sewage disposal system, or is not serviced by a grey water pit or outhouse, you may be asked to provide the following on site:

_____ Dumping receipts from an accredited dumping facility or service provider

_____ Confirmation of the use of a certified portable receptacle

Electrical:

Will the non-permanent structure be directly connected to electrical services?

Yes

No

* If yes, please provide the Electrical Safety Authority with approval for connection.

Fire Safety:

For occupancy, the non-permanent structure will be required to have a working smoke and CO monitor and a fire extinguisher. Using extension cords as a power source is not allowed.

5. Required Submissions

- Site Plan** - a drawing showing the location or proposed location of the non-permanent structure in relation to the boundaries of the property and including all existing buildings, sewage systems, wells, and watercourses/waterbodies. Such drawing shall include property dimensions, the position of the non-permanent structure on site including setbacks from all lot boundaries, existing buildings, well, septic system, parking spaces, driveway, fire pit and watercourses/waterbodies.
- Proof of Property Ownership** - if required under Section 2 above.
- Pictures** - as required under Section 3 above.
- Permits/Approvals** - referenced in Section 4 above if applicable.

Applicant Signature:		Date:
Property Land interest holder Signature:		Date:

Permit #	Date Issued:
Inspection Date:	Issued by: