

# CAMP FOR THE HOUSING OF WORKER BUNKHOUSE

## Building Permit Package

A step by step guide for  
making a building permit  
application



Norfolk County Building Department  
Community Development Division  
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6  
[norfolkcounty.ca](http://norfolkcounty.ca)



# CAMP FOR THE HOUSING OF WORKERS (BUNKHOUSE)

## Do I Need A Permit For A Bunkhouse?

A Building Permit is required for a bunkhouse to ensure that all bunkhouses for seasonal farm workers meet the requirements of the Ontario Building Code, applicable Zoning By-laws, and is safe for all workers.



## What Types Of Trailers Can I Use As A Bunkhouse?

A trailer used for a bunkhouse must meet CSA-Z240 MH standards for safety and anchorage. Modular homes need to meet the CSA Z240 or CSA A277 standards.



## Can a bunkhouse be located in a farm building?

No. A farm building is defined as a building not containing a residential occupancy. Bunkhouses are to be in a separate building, separated from a farm building by an engineered masonry firewall, or farm use portion designed as an industrial building (OBC) by a qualified individual.

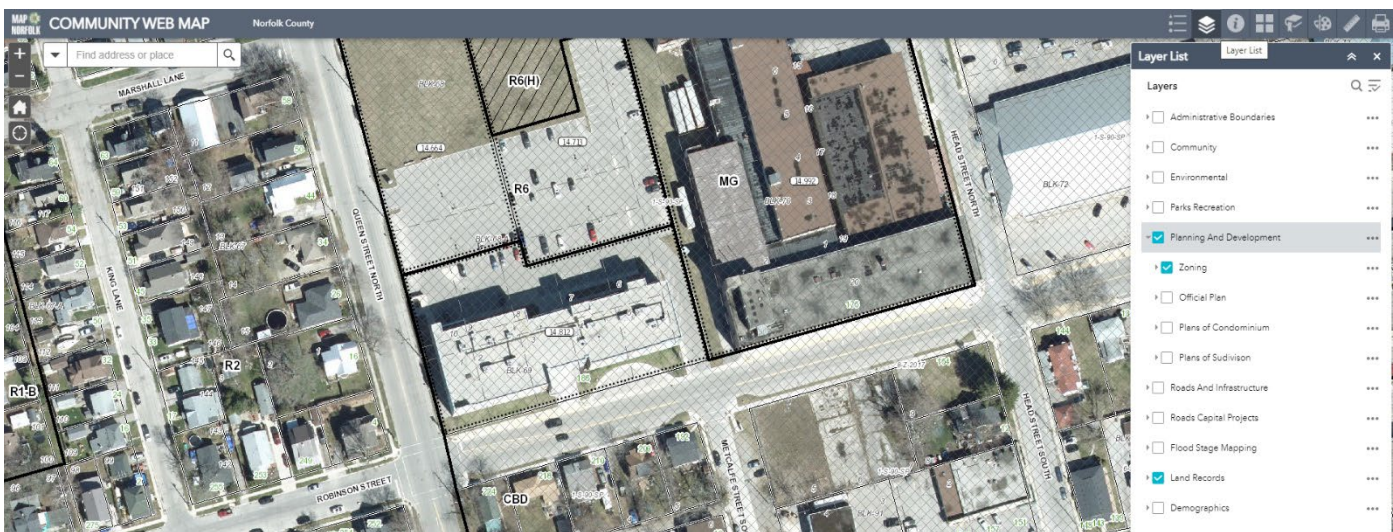
## STEP 1: Applicable Law,

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application.

An Applicable Law Checklist is required as part of a complete application. Agency contacts are attached with this form. Our community mapping has many of these layers mapped to help you determine if additional approvals are required for your application.

### Zoning Requirements

Finding the zoning associated with your property, is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning.



[Norfolk County Zoning Bylaw](#) is available online.

You will need to provide a plot plan indicating:

- Property lines and lot dimension,
- Location of building and all other structures on the lot,
- Location of all steps and landing,
- Distance from dwelling to property lines,
- Parking spots with dimensions,
- Location of septic system.

If your proposed building / structure does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application.

Planning Department: [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca) or 519-426-5870 ext. 1438.

Zoning: [zoning@norfolkcounty.ca](mailto:zoning@norfolkcounty.ca) or 519-426-5870 ext. 1000.

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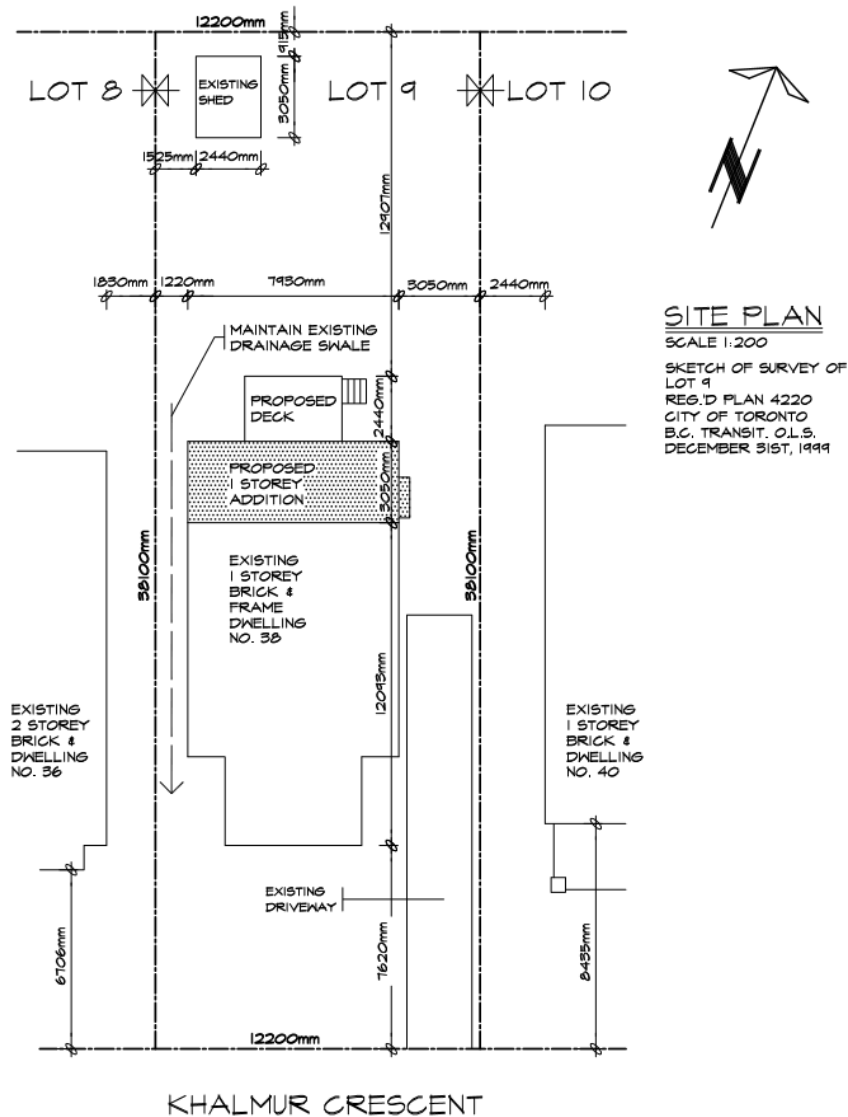
## Lot Grading,

Proposed grading plans and lot grading form shall be submitted with all building permit applications, under [Norfolk County Grading and Drainage By-law](#).

Proposed grading plans needs to identify,

- all surface features;
- existing and proposed structures;
- changes in grade and slopes in percent between such changes; and
- include sufficient information regarding adjacent properties to confirm conformance with this By-Law with respect to drainage onto those properties.

An exemption may be considered for a lot in a rural area (complete form, fee applies).



## **STEP 2: Building Permits - What do I need to apply?**

A building permit application consists of many documents. The forms attached are to be completed, signed, and dated.

### **Who can design a Camp for the Housing of Workers / Bunkhouse?**

#### **4 employees or less,**

Proposed construction is considered a house as defined by the Ontario Building Code (OBC), the property owner may submit the required documents.

#### **5 or more employees,**

The proposed construction is considered a camp for the housing of workers as defined by the Ontario Building Code (OBC). The Applicant will need to retain the services of a qualified individual with BCIN Small Buildings/Building Services, an Architect and/or a Professional Engineer to complete the design documentation for this permit application.

#### **On-Site Septic System,**

A septic system can be designed by a sewage system owned by the person, a qualified individual with BCIN On-Site Sewage Systems or a Professional Engineer. A separate permit application is required.

#### **Drawings and Documents,**

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

The [Ontario Building Code](#) is available online under the Regulations under this act tab.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

If you are unable to complete the application and provide the required documents, should retain a qualified designer to assist you in completing the application.

### **Building Permits – Application Checklist.**

#### **Completed Forms,**

- Building Permit Application Form,
- Schedule 1: Designer Information,
- Applicant Authorization Form, if application is not completed by the property owner,
- Applicable Law Checklist and supporting documents.
- Bunkhouse Declaration form (last page),
- Lot grading form or approved exemption,
- Water, storm sewer, sanitary sewer connection permit (where required).

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## Required Documents,

- Plot Plan:
  - Property lines and lot dimension,
  - Location of building and all other structures on the lot,
  - Location of all steps and landing,
  - Distance from dwelling to property lines,
  - Parking spots with dimensions,
  - Location of septic system,
- Lot Grading Plan.
- Drawings of the Building:
  - Footing, foundations, anchorage details (where applicable),
  - Floor plans,
  - Room names, sizes and ceiling heights,
  - Door & window location and sizes,
  - Location of plumbing fixtures including laundry facilities,
  - Emergency lighting,
  - Fire separations,
  - Smoke alarms and/or fire alarm systems.
- Elevations.
- Cross sections of exterior wall from footing to roof.
- Roof truss layout or roof framing plan.
- Engineered floor system layout (where required),
- Engineered beam details (i.e. LVL's, steel beams) (where required),
- Heat loss calculations (winter occupancy only),
- Ventilation duct design:
  - Heat Recovery Ventilator (HRV) duct sizing and layout,
  - Exhaust fan duct sizing and layout.
- Septic application (where required) This is a separate application, see septic

## Fees,

- Building Permit fee,
- Plumbing fee,
- Occupancy fee,
- Water/storm/sanitary connection fees (where applicable),
- Civic address (where applicable),
- Lot grading exemption fee (if applicable).

## Septic Permits,

A septic permit is required to install a new septic system, repair or replace any part of the septic system. The daily design flow needs to be 10,000 litres/day or below for the whole site.

Sewage Works is required if the daily design flow exceed 10,000 litres/day for the whole site. An Environmental Compliance Certificate (ECA) is required from the Ministry of Environment, Conservation and Parks (MECP) for a sewage works. [Environmental Compliance Approval](#) process can be found online.

Norfolk County does not keep records on well locations.



## Septic Permits - Application Checklist.

### Completed Forms

- Building Permit Application Form
- Schedule 1: Designer Information
- Schedule 2: Sewage System Installer Information

### Required Documents

- Septic System Permit Application Information Package / Worksheets
- Percolation time ('T' time) report a licensed testing agency

### Fees

- Septic Permit fee

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## **STEP 3: Applying,**

**Online Portal:** Visit [Norfolk Permits Portal](#) and make your application online.



## **Building Department**

[Apply for a Building Permit](#)  
[Status and Fees](#)

**In Person:** Visit our service counter located at 185 Robinson Street, Suite 200 Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

## **Step 4: Plans Review,**

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are checked for compliance with zoning by-law and the building code.

## **Step 5: Inspections,**

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are completed and passed your permit is closed.

**Need Help?** If you have any question on the building permit process or plans required, please contact [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or 519-426-5870 ext. 6016.

## **Health Department**

The Health Department will conduct a separate inspection once the building department has provided an occupancy permit. It is recommended you discuss your proposal with a Public Health Inspector prior to starting construction.

Copies of the building permit documents and occupancy permit are shared with the Health Department.

*Updated October 2022*

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# BUNKHOUSE DECLARATION FORM

Complete for any new, or change of use to a Bunkhouse as defined in 1-Z-2014 by-law. This form is to be completed and signed by the property owner. One form is to be completed for each proposed bunkhouse on the property.

Property Address: \_\_\_\_\_

Bunkhouse number (multiple bunkhouses): \_\_\_\_\_

The number of employees in the bunkhouse is: \_\_\_\_\_

For the seasonal period of: (month to month) \_\_\_\_\_

Is this building intended to be occupied during the winter months?    Yes         No

The employees living in bunkhouse are employed in the farming business of:

The seasonal workers are employed by (owner name / or farming business name)

The employees work on farm location(s)

**DECLARATION: The above information is true, and the bunkhouse will not be used as a permanent residency**

Name

Date:

Signature of owner of bunkhouse/farm

## Collection of Personal Information.

Personal information submitted in this form is collected under the authority with the [Municipal Freedom of Information and Privacy Act](#), or for the purpose stated on the specific form being submitted. The information will be used by the Building Department administration for its intended submitted purpose.

Questions about the collection of personal information through this form may be directed to: Norfolk County's Chief Building Official, 185 Robinson Street, Simcoe, ON N3Y 5L6, 519-426-5870 ext. 2218, Information and Privacy Coordinator 50 Colborne Street South, Simcoe ON N3Y 4H3, 519-426-5870 ext. 1261, or The contact names of the form being submitted.

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