



Dysart et al Short-Term Rental Program Inspection

Remedial Action Information Sheet: Constructed without a Permit

The Building Code Act dictates when a building permit is required. During the inspection we found that an item on your property was built without a permit as reflected in our records.

Therefore, it is assumed that a structure/deck was erected without the necessary approvals. Please review the option to rectify this below.

1. What requires a permit?

- a. New buildings or structures greater than 10 square metres (108ft), this includes sleeping cabins or other accessory buildings/structures
- b. Sheds that are greater than 15 square metres
- c. New or replacement of decks or stairs
- d. Any structural changes within the dwelling or to the dwelling
- e. Any item to do with changing or altering your septic system or plumbing
- f. Any structure that will have plumbing within it

2. Apply for a retroactive permit

- a. To legalize a structure and/or deck, you would need to apply for a retroactive permit, a retroactive permit is double the permit fees.
- b. This permit would allow for you to submit 'As built' plans to be reviewed by our Building Department, and an inspection will be required.
 - i. *Please note while it is not required, it is recommended to use a Certified Designer to assist you with this process.*

3. I'm not allowed to have the structure there, what do I do?

- a. If the structure is not allowed to be in its original location, you will need to remove, relocate or bring the structure into compliance by submitting a completed Planning Application to our Planning Department.
- b. If you are relocating the structure or get an approved planning application, a retroactive permit will still be required
- c. If the structure required a permit and you choose to remove the structure, you will need to apply for a demolition permit to remove the structure

Timeline: This infraction provides you with a timeline of 30 Days from the date of the report to apply for a permit, remove the structure or to submit a Planning Application. Please submit your follow up to str@dysartet.ca.

Non-Compliance: Failure to address a failed portion of the inspection can lead to enforcement actions by the Municipality including orders, fees, demerits points and the Short-Term Rental Licence being revoked.