DOWNTOWN PORT PERRY HERITAGE CONSERVATION DISTRICT PLAN

Heritage Permit Guide & How to apply for a Heritage Permit through Cloudpermit
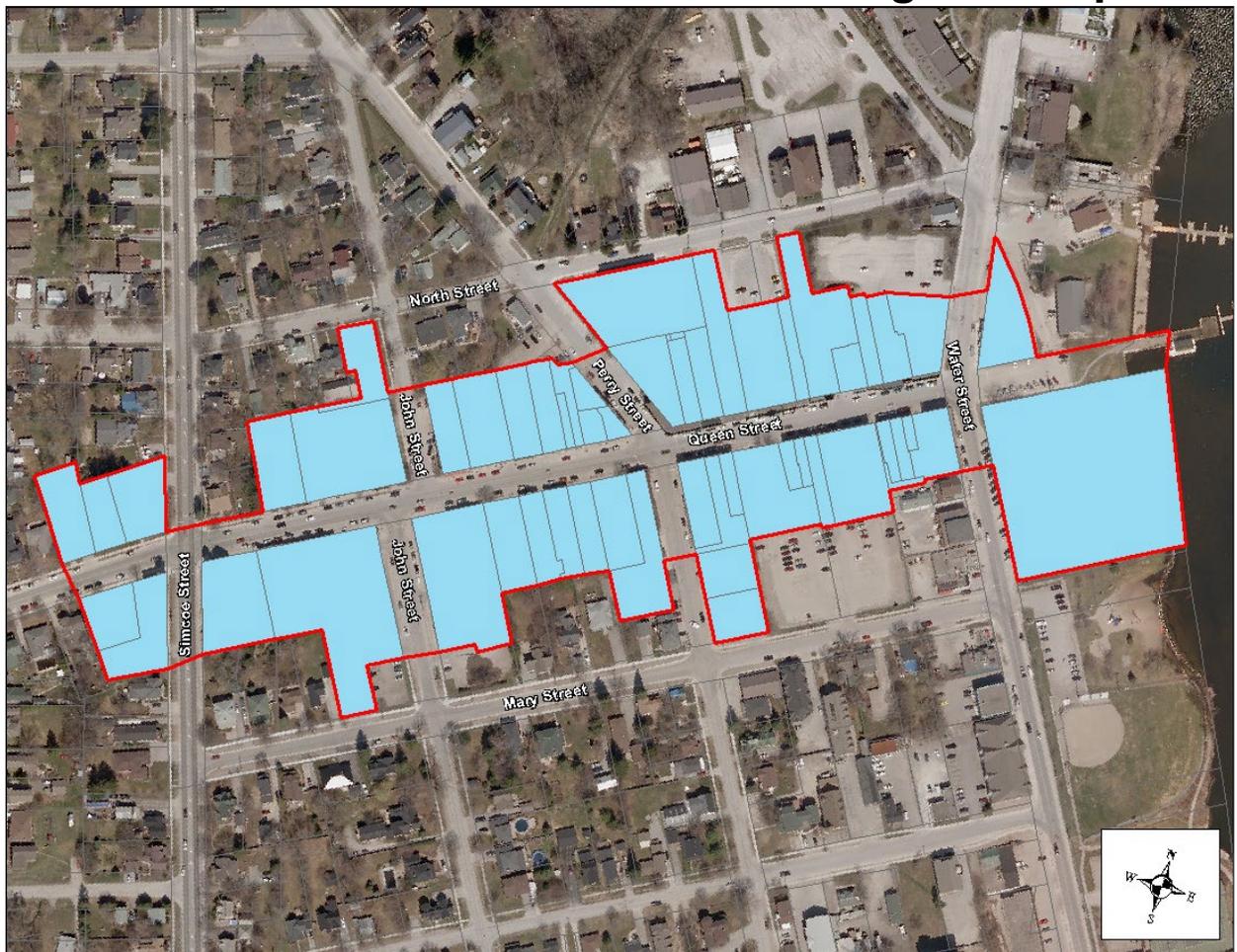
Updated April 19, 2022

Heritage Permit Guide & How to apply for a Heritage Permit through Cloudpermit

Within the Downtown Port Perry Heritage Conservation District (HCD), a Heritage Permit is required to undertake exterior changes to properties because of their historic or architectural significance. This requirement ensures that any alterations to a property within the HCD do not alter the property in such a way that the heritage attributes of the district are diminished.

This applies to both contributing and non-contributing buildings. Contributing buildings are those which contribute to the character of the HCD and are historically, architecturally, or culturally significant. Non-contributing buildings are those which are not recognized as being historically, architecturally, or culturally significant, and as such, do not contribute to the character of the HCD.

Applicants are requested to arrange a pre-consultation meeting with Building Department Staff to confirm their plans and determine if additional permits are required, such as a Sign Permit or Building Permit.

TYPICAL PROJECTS REQUIRING A HERITAGE PERMIT
- Changes to exterior masonry (i.e. cleaning, re-pointing or major repair) or any new work
- Painting or staining
- Changes to architectural metals (i.e. cleaning, painting, major repair, replacement)
- Major roof repairs, replacement of deteriorated flashing, or any new work or treatments
- Changes to, or replacement of windows including upgrades, and application of surface treatments
- Major repairs or replacement of doors, entrances, porches and verandahs, including alterations for new uses, and the addition of weather protection
- Any alterations or major repairs to storefronts and storefront elements, or the addition of any new work
- Any new signs, or alterations to existing signs

ALTERATIONS WHICH <u>DO NOT REQUIRE</u> A HERITAGE PERMIT

- Interior alterations that do not alter the exterior appearance
- Landscape renewal
- Regular maintenance and minor wood, roof, parapet, masonry, window and door repairs
- Installation of eavestroughs

For further information please contact the Township's Development Services Department at (905) 985-7346, ext. 120.

HERITAGE PERMIT APPLICATION CHECKLIST
<u>ALTERATIONS TO STRUCTURE</u>

The following supplementary and supporting documents/materials are required for a Heritage Permit application to construct, alter, repair, or demolish a structure within the Downtown Port Perry Heritage Conservation District. The Heritage Permit is to be used in conjunction with the Township's Building Permit process if a Building Permit is required for the proposed work. Please note that the Heritage Permit does not supersede the Township's Building Permit process.

HISTORICAL

☐   Any available historical information, photographs, or materials indicating the original colours and features of the structure

EXISTING

☐   Colour photographs of elevations, architectural details, finishes, streetscape, signs and interior if necessary

PROPOSED

☐   A written description of the proposed alterations to the structure

☐   Appropriately scaled drawings showing the location and details of the proposed alterations

    The following additional drawings may be required:

☐   full colour elevations indicating materials, dimensions, and openings
☐   a detailed site plan
☐   a three-dimensional perspective drawing or model
☐   details and specifications
☐   streetscape elevations

Note: Drawings or photos must be legible and 11" x 17" in size

☐   Paint chips and corresponding heritage catalogue name and paint number for each new façade colour proposed, with a depiction of where each colour will be used.

How to Apply for a Heritage Permit Application

The Township of Scugog is pleased to offer Cloudpermit to book a Heritage permit.

How do I apply for a Heritage Permit?
Creating and submitting applications on Cloudpermit through the Township of Scugog is quick and easy. To do so, you'll need to follow a few steps outlined below. Cloudpermit & the Township of Scugog will instruct you how to complete and submit the application. Once submitted, it will be reviewed. Look out for communication emails back to keep your application on track with review and processing. Final issued permit will be available for you to download from Cloudpermit, located on Township of Scugog's website.

Step 1: Start creating a new application by clicking the button '**Create your first application'**. To Start a New Heritage Permit Application register for an account for new users and click on confirmation email. Set a strong password and enter fields as required.

Register to Cloudpermit: https://ca.cloudpermit.com/registration
Login to Cloudpermit: http://ca.cloudpermit.com/login

Click the "**Create your First Application**" button.
Create a **New Project** and give it a name. Some combination of your address and the project type might be a good way to keep track if you'll be applying for multiple permits (for example – 123 Anywhere St– Heritage Permit).

Then select **NEXT** – Provide the **Location** where the work will be taking place. Change the municipality (dropdown menu in the upper right-hand corner).
Locate the property on the map.
There are three options to do it:
- o Option 1: Using the municipal address of the subject property.
- o Option 2: Using the roll number of the subject property.
- o Option 3: Using a map to locate the subject property.

Option 1:
Start typing the address of the property into the text field.
Cloudpermit provides you with a list of properties matching the address.
Select the desired property from the list and click "Next."

Option 2:
Start typing it into the text field if you know the property's roll number.
Cloudpermit provides you with a list of existing properties matching your typing.
Select the desired property from the list and click "Next."

Option 3:
Click on the map to drag it. Zoom in and out using the "+" and "-" buttons on the top left of the map.

Once you have the correct location (it appears under the map).

Select the category and project type for your application. Please read the 'Good to Know' section if you require more information prior to selecting.

Next confirm which type your permit is for within Cloudpermit
For example Category under Other: Heritage
Work type: Renovations, or Rebuild, or Addition, or New
Work target: Heritage Permit or Sign
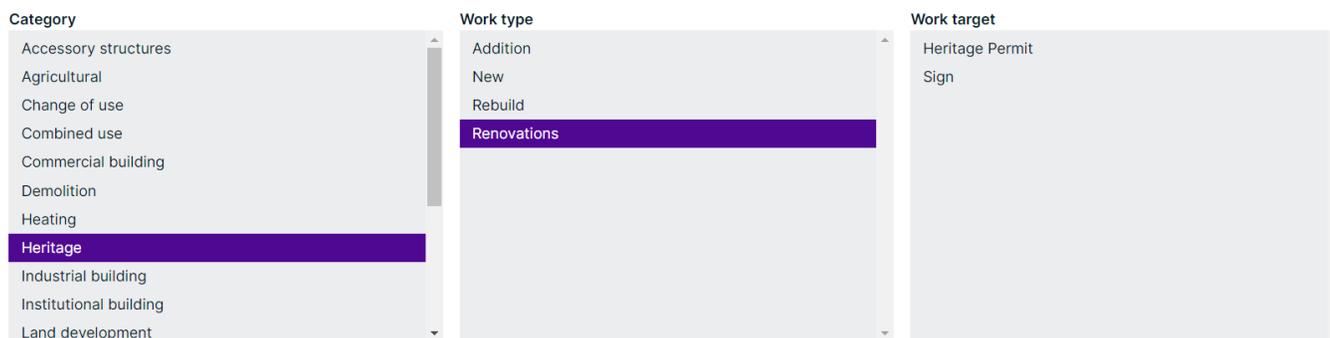
Category	Work type	Work target
Accessory structures	Addition	Heritage Permit
Agricultural	New	Sign
Change of use	Rebuild	
Combined use	**Renovations**	
Commercial building		
Demolition		
Heating		
Heritage		
Industrial building		
Institutional building		
Land development		

Project Information
Enclosure description, details, type of Heritage Permit application to construct, alter, repair, a structure within the Downtown Port Perry Heritage Conservation District

Step 2: Invite other necessary parties, such as property owner

Step 3: Complete your application, upload all required documents.
Complete the application data by:

- Scroll down to the application data section
- Your work is automatically saved, there is no save button
- There are red asterisk marks next to the form fields that are required to fill out
- Once you're done filling out the form, click the RETURN TO THE APPLICATION button at the top left of each form

Fill out the application data in the application workspace, identify application parties, and add attachments to the application, if needed.

- See instructions for adding required attachments.

Once all is done, click "Return to application."

Upload Attachments that are mandatory (Example **Detailed drawings site plan, Any available historical information, photographs, or materials indicating the original colours and features of the structure. Existing colour photographs of elevations, architectural details, finishes, streetscape, signs and interior if necessary. A written description of the proposed alterations to the structure. Appropriately scaled drawings showing the location and details of the proposed alterations. Full colour elevations indicating materials, dimensions, and openings. Note: Drawings or photos must be legible and 11" x 17" in size**. Others as requested, including paint chips and corresponding heritage catalogue name and paint number for each new façade colour proposed, with a depiction of where each colour will be used, streetscape elevations) by:

- o Scroll down to the attachments section (Detailed drawing Site Plan, etc. as required)
- o Drag and drop attachments or select the "click here" button to identify the required files OR using the "**click here**" button to select them from your computer.
- o Once they have uploaded, select the type of attachment, and then select done.
- o Identify each attachment by selecting from a drop-down list of attachment type names
- o If at any time you need to change or update the attachments (prior to submitting your application), you can delete (the little garbage cans) and upload again.

Scroll down to the bottom of the form.

How to sign off and submit an application

Steps:

- o Once you have finished your application, you must sign it off before submitting it to the Township of Scugog.
- o Only applicants can sign off on applications.

Step 4: Verify, Sign and Submit for review.

Sign Off on the Application
At this point, you are ready to **Sign Off** on the application, using the button at the top right-hand side of the page.
Review the items listed and indicate if they apply and/or you agree with the terms.
Then click "**sign off application**."
Note that you can download a copy of the sign-off form at the top of the page.

DECLARATION OF APPLICANT

Close ^

APPLICANT

I, John Doe, do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Signed by **John Doe** 2021-04-17, 9:00 AM Remove

DOWNLOAD SIGNED FORM ⤓

Personal information contained in this form and schedules is collected under the authority of subsection 8.(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

← RETURN TO APPLICATION   SUBMIT APPLICATION →

Submit your Application
You will receive an email to confirm your application has been submitted, and you'll receive subsequent emails regarding its status. You will also receive an email advising you when the Heritage Permit is ready.

Success - You have created your inspection request.

Step 5: Revise the application based on the feedback from the municipal authority.
Step 6: Watch for follow up emails to make sure the process keeps going.

Tips Dashboard - At any point, you can return to the "My Dashboard" page to see which applications you have made and if we are waiting on any information from you to process your application further. Delete - You can delete your application at any time by using the "Select Action" drop-down menu at the top of the page.
Need Help? Visit https://support-ca.cloudpermit.com/en/support/home for answers to commonly asked questions.