



## Agricultural Building Permit Guide

### Building Permit Checklist

#### **Required Application Forms**

- Completed and signed Building Permit Application.
- Schedule 1 Designer Information.
- Owner's Authorization Form. (Required if Applicant is not the Owner)

#### **Required Drawings and Information**

- Construction Drawings designed by property owner or a qualified person. (BCIN, P. Eng., Arch.)
- Site Plan including proposed setbacks to all property lines, area & percentage of lot coverage and all existing buildings.
- Engineered Floor System Layout including any Engineered Beams (LVL, PSL, Paralam). Include with submission or required to be on site prior to framing inspection.
- Engineered Roof Truss Design & Layout. Include with submission or required to be on site prior to framing inspection.
- Other related documents as applicable or as required by the Chief Building Official.

#### **Applicable law**

Approvals from other agencies are required before a building permit can be issued. If the answer is YES to any question, the relevant approval documents must be submitted with the permit application.

#### 1. Public Works Approvals

Yes  No  Entrance permit is required for any new driveway entrance.

Yes  No  Civic address must be issued prior to permit being approved.

#### 2. Planning Approvals

Yes  No  Is a minor variance required to permit the proposed building or land use?

Yes  No  Is a rezoning required to permit the proposed building or land use?

#### 3. Conservation Authorities

Yes  No  Is the property within a regulated area of any Conservation Authority?

#### 4. Ministry of Transportation Building and Land Use Permits

Yes  No  Is the structure within 45m of a highway or 180m from any highway intersection?

#### 5. Electrical Safety Authority

Yes  No  Are any overhead electrical conductor wires within 4.8m of the proposed building?

#### 6. Nutrient Management

Yes  No  Buildings or structures that house animals or store manure may trigger a requirement for a nutrient management strategy approved by the Ministry.

#### 7. MDS Calculations

Yes  No  Buildings or structures that house animals or store manure require a Minimum Distance Separation (MDS II) calculation.

Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.



## Applicable Law Contact Information

### Building Permit Checklist

#### **1. Public Works Approvals**

Contact Public Works at 519-369-2200 Extension #224 or email [jnuhn@westgrey.com](mailto:jnuhn@westgrey.com)

#### **2. Planning Approvals**

Contact Planning Services at 519-369-2200 or email [mturner@westgrey.com](mailto:mturner@westgrey.com). Under the Planning Act s.34, 34(5), 45 and Part 6, if your project does not comply with any part of the zoning by-law, a minor variance or rezoning must be obtained before any building permit can be issued. Zoning by-laws also restrict the issuance of permits until any associated land division, subdivision or municipal servicing is complete.

#### **3. Conservation Authorities Contacts**

Contact Saugeen Valley Conservation Authority at 519-367-3040 or visit [www.svca.on.ca](http://www.svca.on.ca)  
Development within certain conservation regulated areas requires a construction and fill permit from the conservation authority before any building permit can be issued. The Building Department can advise if your property falls within a conservation authority jurisdiction, or contact the authority directly for confirmation.

#### **4. Ministry of Transportation Building and Land Use Permits**

Contact Ministry of Transportation at the MTO website. Ministry authorization is required for construction of buildings within certain distances of a highway or intersection. The MTO website has an application wizard for all applications and for confirmation if a permit is required.

#### **5. Electrical Safety Authority**

Contact Electrical Safety Authority at 1-877-372-7233 or visit the ESA website. Certain minimum distances must be maintained from overhead electrical conductors, depending on their voltage.

#### **6 & 7. Ministry of Agriculture and Food**

Contact Ministry of Agriculture, Food and Rural Affairs at 1-877-424-1300 or visit the OMAFRA website. Buildings or structures that house animals or store manure may trigger a requirement for a nutrient management strategy approved by the Ministry. The Ministry must determine that a milk processing plant is necessary and authorize it before a building permit can be issued.