



## Residential Accessory Building Permit Guide Building Permit Checklist

### **Required Application Forms**

- Completed and signed Building Permit Application.
- Schedule 1 Designer Information.
- If a new septic is required, submit a septic permit application completed and signed with Schedule 1 Designer. (If Installer is not known at time of submission, a second Schedule 2 will be required prior to inspection)
- 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. 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?

#### 2. Conservation Authorities

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

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

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

Yes  No  Is the property within 395m of an intersection of Highway 6 or 10?

#### 4. Electrical Safety Authority

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



## Applicable Law Contact Information

### Building Permit Checklist

#### **1. Planning Approvals**

Contact Planning Services at 519-369-2200 or email [mtturner@westgrey.com](mailto:mtturner@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.

#### **2. 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.

#### **3. 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.

#### **4. 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.