



## Residential Addition/Reno Permit Guide Building Permit Checklist

### **Required Application Forms**

- Completed and signed Building Permit Application.
- Schedule 1 Designer Information.
- EEDS-Performance or EEDS-Prescriptive Energy Efficiency Design Summary Form.
- Septic review if addition/Reno is increasing dwelling size by more than 15%, adding bedroom(s) or adding plumbing fixtures.
- 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?

#### 5. Heritage Properties

- Yes  No  Is this property designated or undergoing designation under the Ontario Heritage Act?

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. 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.

#### **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.

#### **5. Heritage Properties**

For more information, visit the Ministry of Tourism, Culture and Sport webs.