



Residential Dwelling 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 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. Properties 0.5ha (53819 sq/ft) or less requires a site grading plan.
- 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 An 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 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?

5. 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. Public Works Approvals

Contact Public Works at 519-369-2200 Extension #224 or email jnuhn@westgrey.com.

2. Planning Approvals

Contact Planning Services at 519-369-2200 or email 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. 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.