

Applying for a House Renovation / Addition

When do I require a building permit?

Permits are required for renovations or repairs to existing building including: plumbing, insulation, or structural changes.

Permits are not required for:

- changing plumbing fixtures only
- replacement shingles
- replacement siding
- replacing existing windows and doors in same opening
- replacing kitchen cupboards.

For general zoning information (i.e. minimum property setback requirements, etc.) please contact the Building Department at building@saugeenshores.ca.

How to apply for a building permit

The Town is pleased to offer residents, builders, and the business community an online application system to apply for and track your building permits.

The online building permit system allows you to apply for and to see the status of your application anywhere, at any time. You can start an application and finish it later, and receive email updates on the status of your permit application. You can even request building inspections! Please visit ca.cloudpermit.com to apply for your building permit online. Step-by-step instructions can be found on our website at www.saugeenshores.ca/building

What documents are required to apply for a building permit?

1. Site Plan – a site plan is required when the footprint of the building is expanding. See site plan example for required detail. A site plan is not required for interior renovations.
2. Detail drawings - consisting of a fully dimensioned plan, cross section, and elevations. These plans must be of professional quality, accurate, include all necessary dimensions, and drawn to scale. (See examples attached)
3. Energy Efficiency Design Summary - This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the Ontario building code. This is not required for interior renovations.
4. Other information and/or approvals as required i.e. Saugeen Valley Conservation Authority approval, minor, planning committee approval, etc.

Cost of a building permit

The permit fees for your building permit are calculated during the review process. The Town of Saugeen Shores Fees and Charges By-law set building fees annually. Current fees for additions/renovations are as follows:

Finished space - \$9.95 per m²

Unfinished Space - \$6.45 per m²

Plumbing fees also apply, if applicable, and are calculated based on the number of fixtures proposed.

How long does it take to receive my build permit?

Once a complete permit application is submitted through Cloudpermit, the permit will be reviewed within a maximum of 10 business days.

Required building inspections

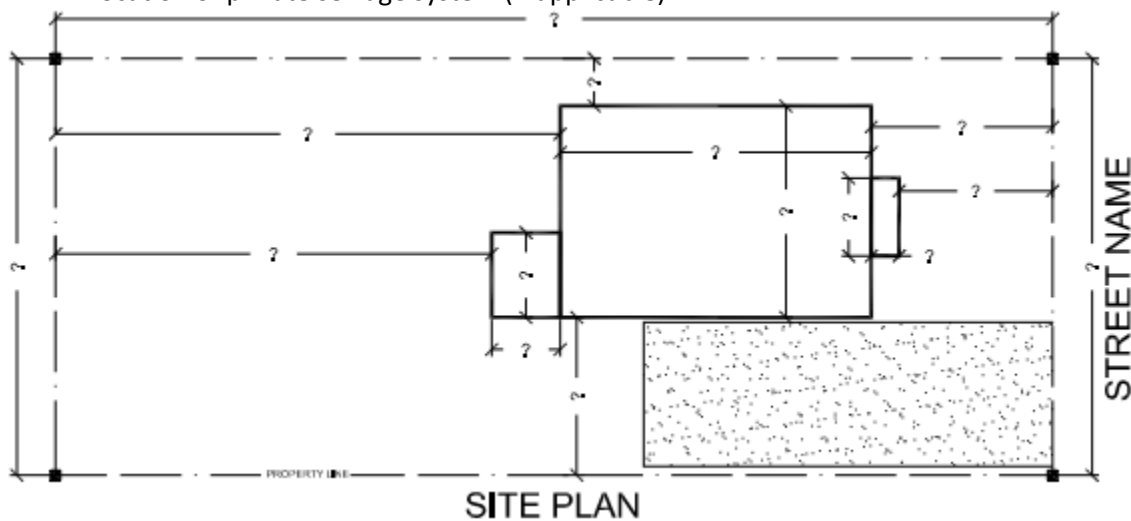
Building inspections are booked online through Cloudpermit. Please provide two business days' notice for an inspection request. Required inspections include:

- Footing – prior to the concrete being poured;
- Foundation – complete foundation including damproofing, drainage tile, and stone prior to backfill;
- Structural Framing – once the framing is complete;
- Plumbing – Installation of underground services, drainage system, venting system and water system. Testing required on the drainage and venting (must be witnessed by an inspector);
- Insulation – once the insulation and vapour barrier is complete prior to covering;
- Occupancy – Completion of construction & installation of components required to permit occupancy of the building. It is mandatory to obtain an Occupancy certificate prior to occupancy of the building;
- Final – when the building is complete.

Site plan example

Your site plan should include the following details:

- Measurements from property lines to proposed addition
- Dimensions of property
- Size/measurements of all existing buildings
- Size/measurements of proposed addition
- Location of private sewage system (if applicable)



ASPHALT SHINGLES ON MIN. 9.5mm PLYWOOD SHEATHING ON APPROVED ROOF TRUSSES OR WOOD RAFTERS (SEE PLANS) USE 'H'-CLIPS IF 600mm O.C. SPACING

EAVE PROTECTION TO EXTEND FROM THE EDGE OF THE ROOF, 900mm UP THE SLOPE BUT NOT LESS THAN 300mm BEYOND THE INT. FACE OF THE EXTERIOR WALL

EAVESTROUGH, R/W FASCIA BOARD & VENTED SOFFIT FINISH AS PER THE ELEVATIONS

FRAME WALL CONSTRUCTION FINISH AS PER ELEVATIONS SHEATHING PAPER, LAYERS TO OVERLAP EACH OTHER RSI 0.88 RIGID INSULATION FOR EXTERIOR TYPE SHEATHING 38x140 WOOD STUDS @ 400 O.C. RSI 3.52 BATT INSULATION IN CONTINUOUS CONTACT W/ SHEATHING & CONTINUOUS VAPOUR BARRIER DOUBLE PLATE @ TOP SOLE PLATE @ BOTTOM INTERIOR WALL FINISH

WOOD SILL PLATE FASTENED TO FOUNDATION WALL W/ MINIMUM 12.7mm DIAMETER ANCHOR BOLTS EMBEDDED MIN. 100mm IN CONCRETE @ 2400mm O.C. MAX. & PROVIDE CONTINUOUS AIR BARRIER BETWEEN PLATE & FOUNDATION WALL

SLOPE GRADE AWAY FROM BUILDING FACE

BITUMINOUS DAMPPROOFING ON MINIMUM 6mm PARGING ON CONCRETE BLOCK FDN. WALL W/ PARGING COVERED OVER POURED CONCRETE FOOTING

(POURED CONCRETE WALLS TO HAVE TIE HOLES FILLED WITH CEMENT MORTAR OR DAMPPROOFING)

DRAINAGE LAYER
- MINIMUM 19mm MINERAL FIBRE INSULATION W/ A DENSITY OF NOT LESS THAN 57 kg/M³, OR
- MINIMUM 100mm OF FREE DRAINING GRANULAR MATERIAL, OR
- A B.M.E.C. APPROVED DRAINAGE LAYER MATERIAL

BACKFILL W/ FREE DRAINING MATERIAL

450x130 DEEP POURED CONC. FTG. (TYPICAL) FOOTING TO BEAR ON UNDISTURBED SOIL

100mm DIA. KEEPING TILE W/ 150mm CRUSHED STONE COVER

ROOF VENTILATION 1:300 OF THE INSULATED CEILING AREA UNIFORMLY DISTRIBUTED

3
1 MIN
25mm
50mm

CARRY MIN. RSI 3.52 INSULATION TO COVER INTERIOR FACE OF EXTERIOR WALL

INTERIOR CEILING FINISH CONT. AIR/VAPOUR BARRIER W/ MINIMUM RSI 0.81 INSULATION

CONTINUOUS AIR/VAPOUR BARRIER

EXTERIOR WALL MUST HAVE MIN. RSI 4.23 INSULATION VALUE

WINDOWS SHALL HAVE A MAX. U VALUE OF 1.8

FLOOR FINISH 15.5mm T & G PLYWOOD SUBFLOOR OR APPROVED EQUAL ON WOOD FLOOR JOISTS BRIDGED W/ CONTINUOUS 14x64 STRAPPING OR 38x38 CROSS BRIDGING OR SOLID BLOCKING @ 2100 O.C.

SEAL HEADER WRAP TO VAPOUR BARRIER

HEADER WRAP AIR BARRIER AROUND CONTINUOUS HEADER JOIST W/ RSI 1.76 RIGID INSULATION AND RSI 3.52 BATT OR FOAM INSULATION

TOP BLOCK COURSE FILLED W/ MORTAR OR CONCRETE

SEAL HEADER WRAP TO FOUNDATION WALL

SEMI-SOLID BLOCK COURSE AT OR BELOW GRADE LEVEL

38x89 WOOD STUDS @ 400 O.C. STAND OFF FROM FDN. WALL RSI 2.11 INSULATION W/ 0.15mm POLY VAPOUR/BARRIER W/ RSI 1.76 RIGID INSULATION (INTERIOR FINISH IS OPTIONAL) INSUL. MAY BE TERMINATED 200mm ABOVE FLOOR

BASEMENT WALL MUST HAVE MIN. RSI 3.52 INSULATION VALUE

BLOCK SIZE	MAX. HEIGHT FROM SLAB TO GRADE
190	1200mm
240	1800mm
290	2200mm

BASEMENT SLAB 75mm POURED CONC. SLAB 15 MPa W/ 0.15mm POLY 25 MPa WITHOUT POLY 100mm CRUSHED STONE

POLY MOISTURE BARRIER SEAL TO FDN. WALL & SLAB

MIN. 200mm WOOD SIDING

MAX. TOTAL MASONRY HEIGHT 2500mm

SLAB

TACBOC
STANDARD DETAIL

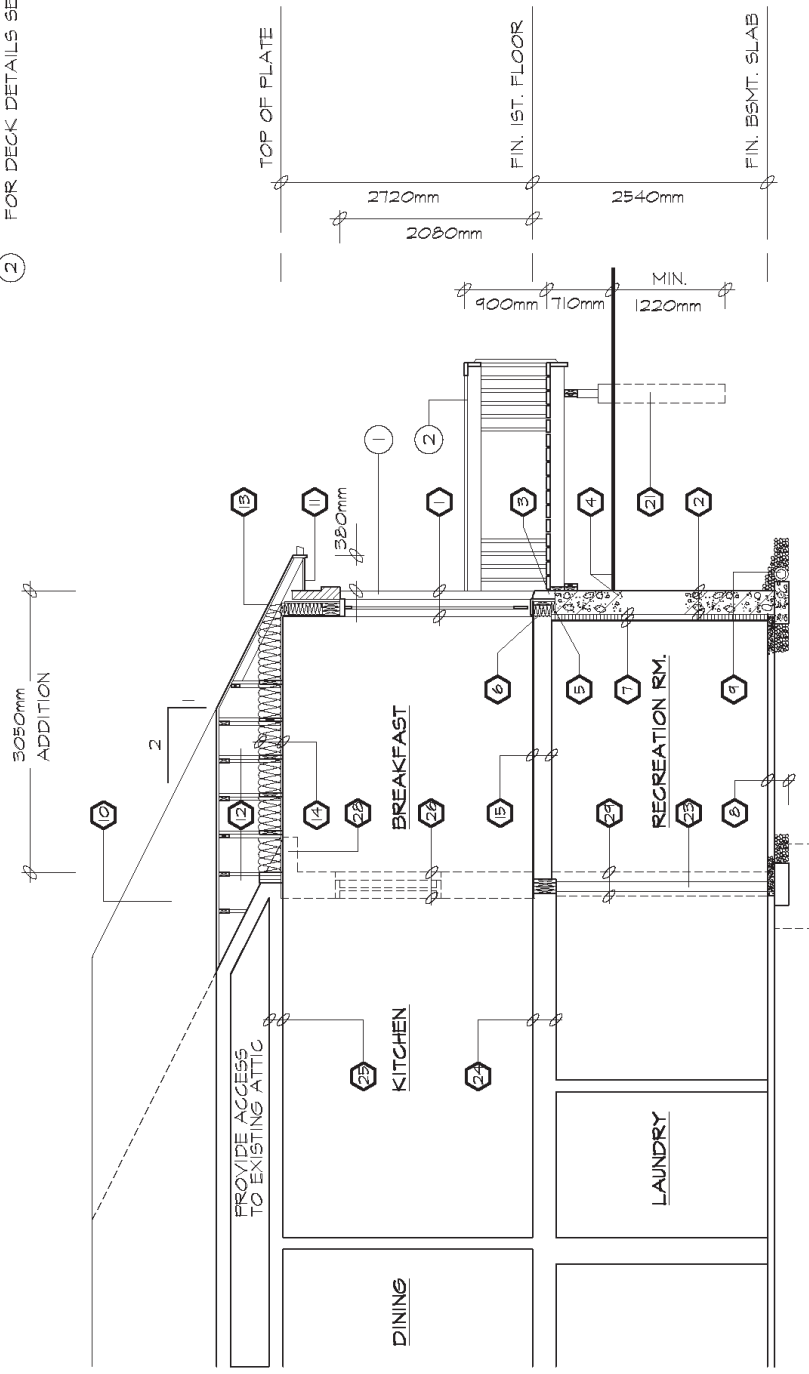
TITLE
FRAME WALL SECTION
FULL BASEMENT

DWG. NO.

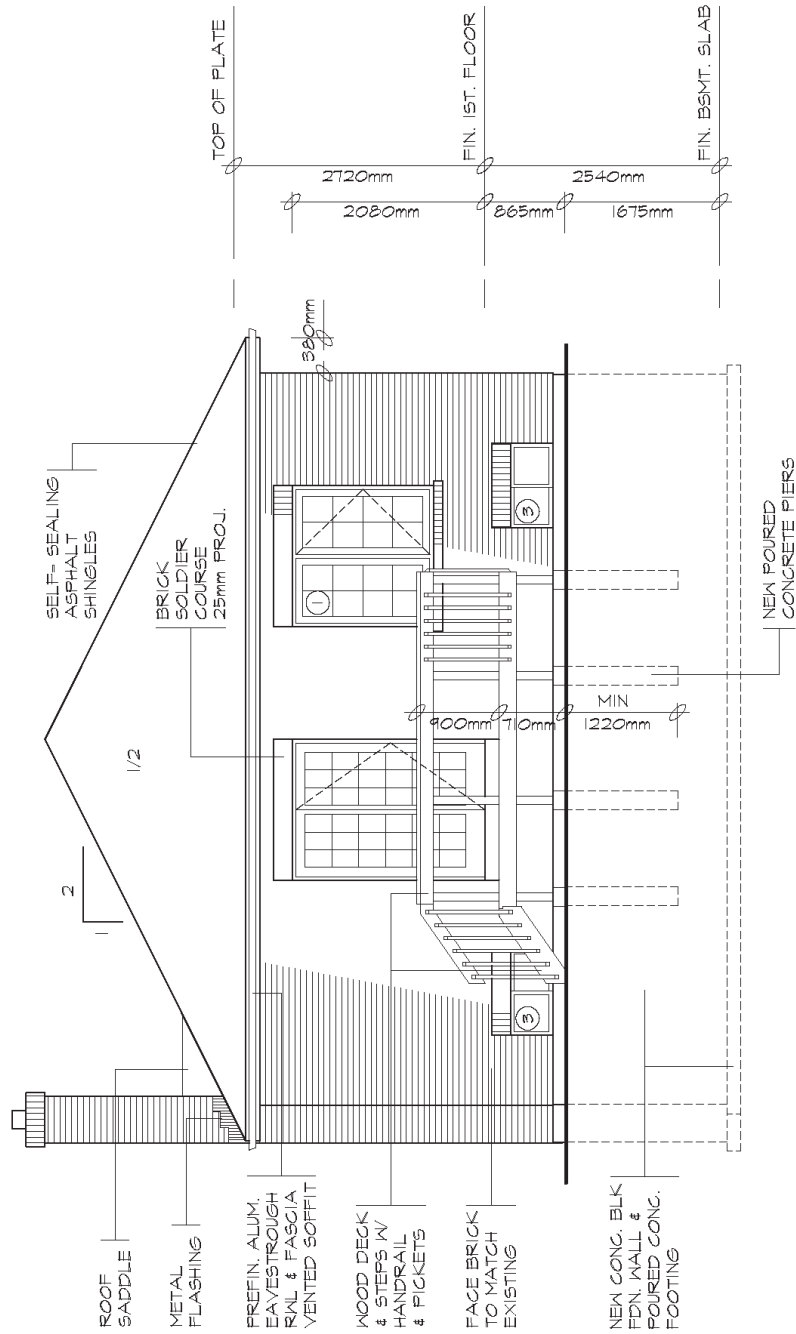
W01

03-2012

- ① FOR WALL SECTION SEE W02
- ② FOR DECK DETAILS SEE D01a - D01d

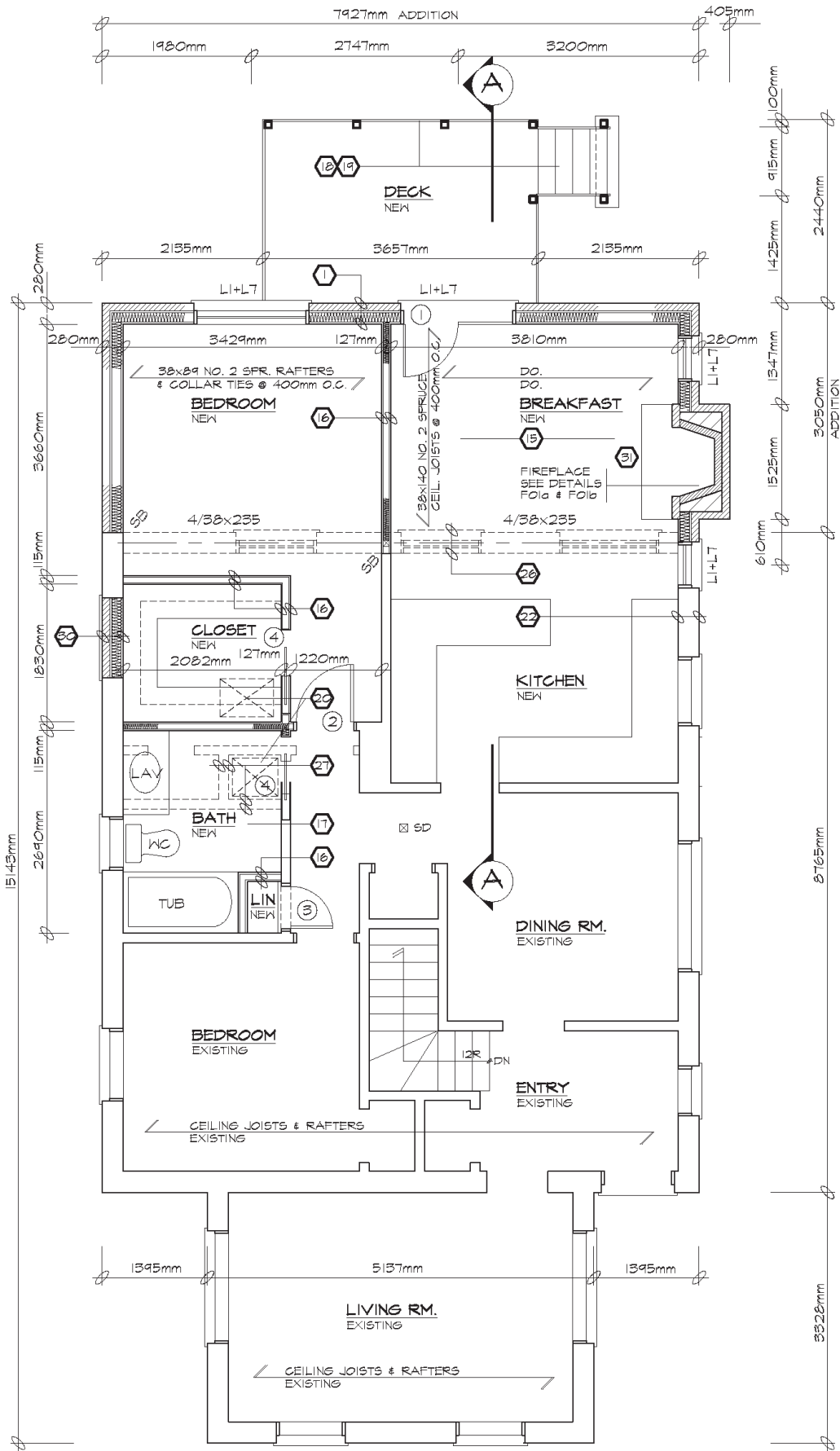


SECTION A-A
SCALE 1:50



NORTH ELEVATION

SCALE 1:50



GROUND FLOOR PLAN

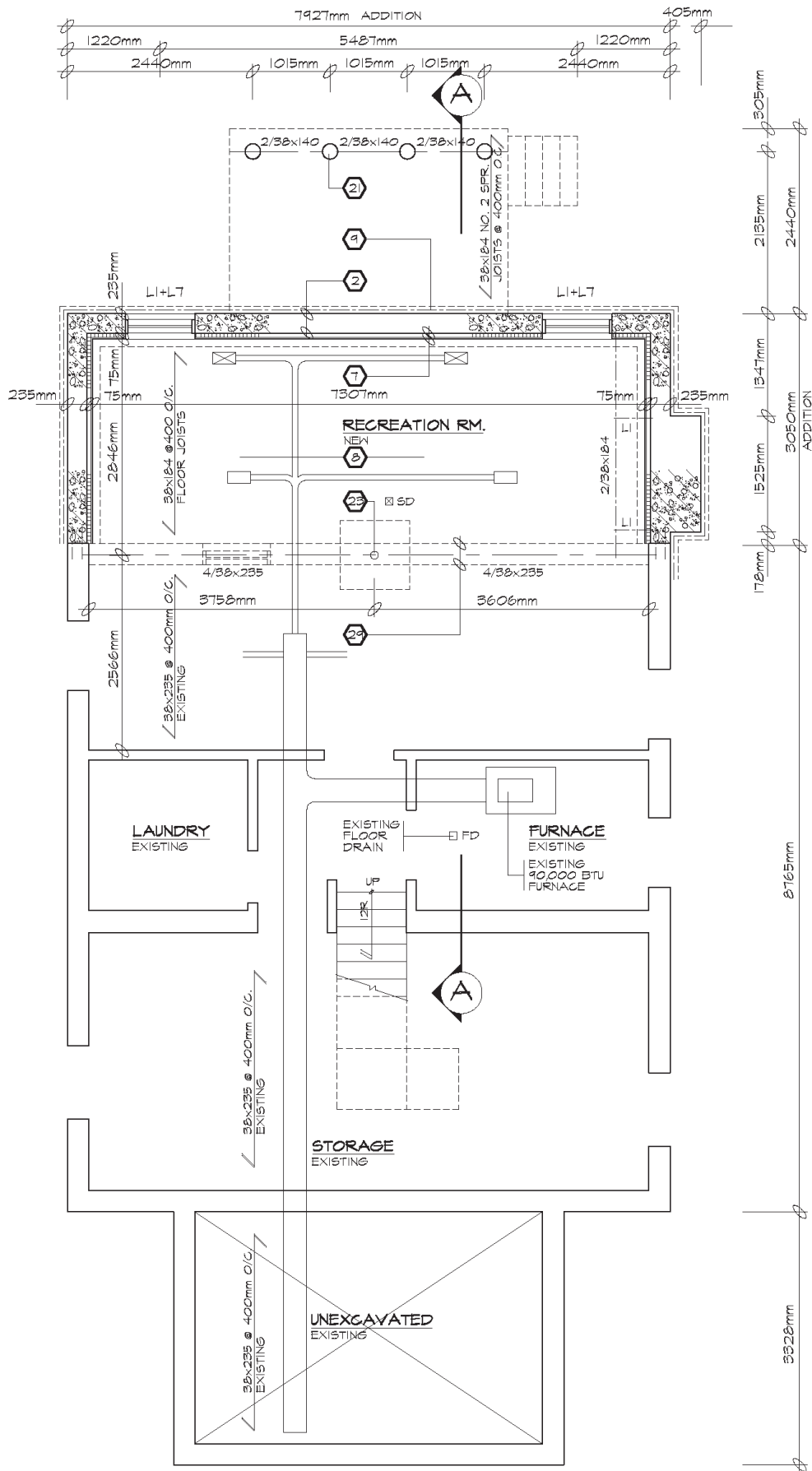
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TACBOC STANDARD DETAIL	TITLE	SAMPLE DRAWING GROUND FLOOR PLAN

DWG. NO.

A03c

2007



BASEMENT PLAN

SCALE 1:50

TACBOC
STANDARD DETAIL

TITLE
SAMPLE DRAWING
BASEMENT PLAN

DWG. NO.

A03b

2007