

Applying for a Detached Garage / Shed

When is a building permit required for a Garage/Shed?

- The Ontario Building Code requires a permit for any structure over 108 ft².

Although a building permit is not required for a shed that is less than 108 ft², compliance with the Town of Saugeen Shores Zoning By-law is required.

For general zoning information (i.e. minimum property setback requirements, etc.) please contact the Building Department at either 519-832-2008 ext. 118 or 1-866-832-2008.

Requirements for a building permit application

To apply for a building permit for a detached garage, please make sure you have the following: (not limiting to)

- Completed application form – Application for permit to Construct or Demolish (available at the Municipal Office or website www.saugeenshores.ca/permitforms);
- Designer's Schedule - Owners acting as designers may be exempt from certain qualifications, such as having a BCIN (Building Code Identification Number), but must still take responsibility for their own design by completing this form. Professional Designers require a BCIN. (Schedule also available at www.saugeenshores.ca/permitforms)
- Site Plan or Survey of your property showing the size and location of all buildings on the property and the location of the proposed deck. Accurate measurements from the property lines to the proposed deck (and stairs) are required. This can be hand drawn but must be clear, accurate and include all necessary measurements (see example);
- Construction Drawings two copies consisting of a fully dimensioned plan, cross section, and elevations (see examples);
- Other information and/or approvals as required i.e. Saugeen Valley Conservation Authority approval, etc.

Where to apply for a building permit

Apply by e-mail at building@saugeenshores.ca, by fax at 519-832-2140 or in person at the Municipal Office located at 600 Tomlinson Drive, Port Elgin, Ontario.

Cost of building permit

The cost of the permit is \$6.45 per sq. m with a minimum fee of \$141.83. We accept cash, cheque, debit and Visa/MasterCard as methods of payment. Our office hours are Monday to Friday, 8:30am – 4:30pm. Payment will be required when picking up the building permit.

Time

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

Required Building Inspections

Building inspections are booked by phoning the Building Department, at 519-832-2008 ext. 118. Please provide two business days' notice for an inspection request. Required inspections include:

- Excavation/Footing inspection – prior to the concrete being poured;
- Structural Framing inspection – once the framing is complete;
- Insulation Inspection (if applicable) – once the insulation and vapour barrier is complete;
- Final Building inspection – when the building is complete.

