



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, replace existing windows and doors in same opening, replace kitchen cupboards.

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 Renovation/Addition, 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 - Professional Designers require a BCIN number demonstrating their qualifications and insurance. 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. (available at www.saugeenshores.ca/permitforms)
- Energy Efficiency Design Summary - This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code. (available at www.saugeenshores.ca/permitforms)
- Site Plan – a site plan is required when the footprint of the building is expanding. A site plan is not required for internal renovations.
- Construction Drawings - Two copies 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. One set of drawings will be returned with the building permit;
- 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

Please visit our website at <https://www.saugeenshores.ca/en/living-in-our-community>, or contact the Building Department for a detailed breakdown of the residential permit fees. 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

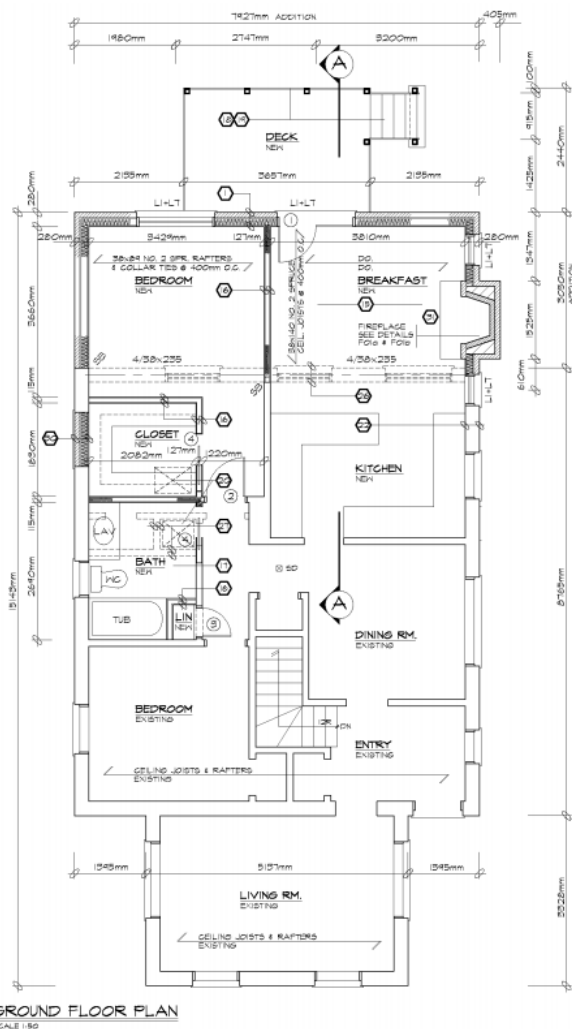
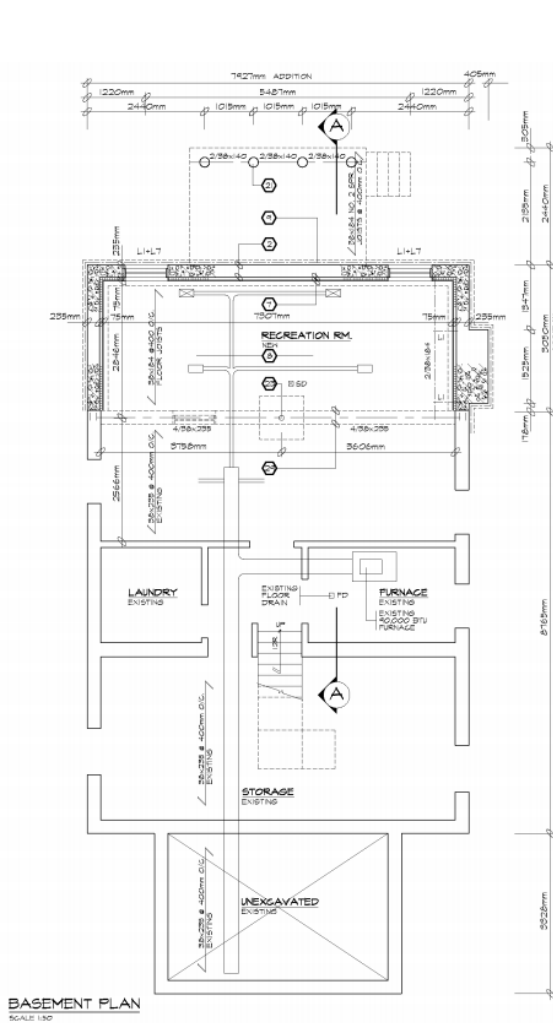
Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

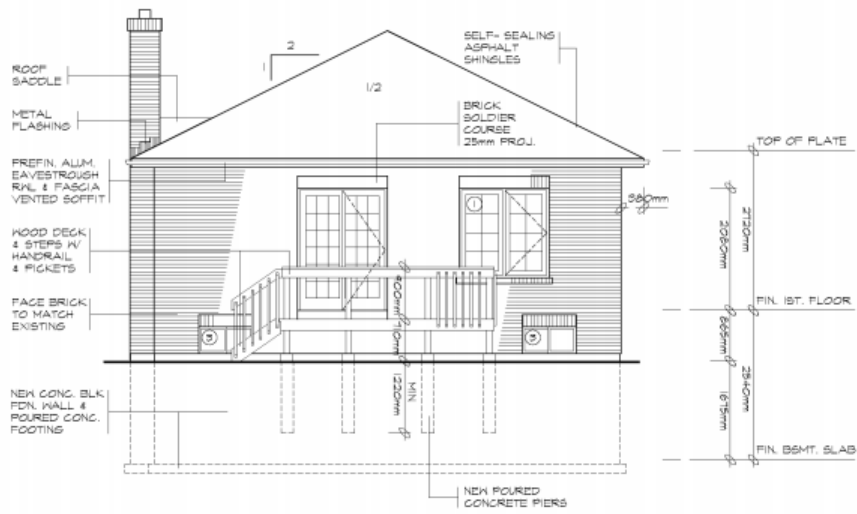
Required Building Inspections

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:

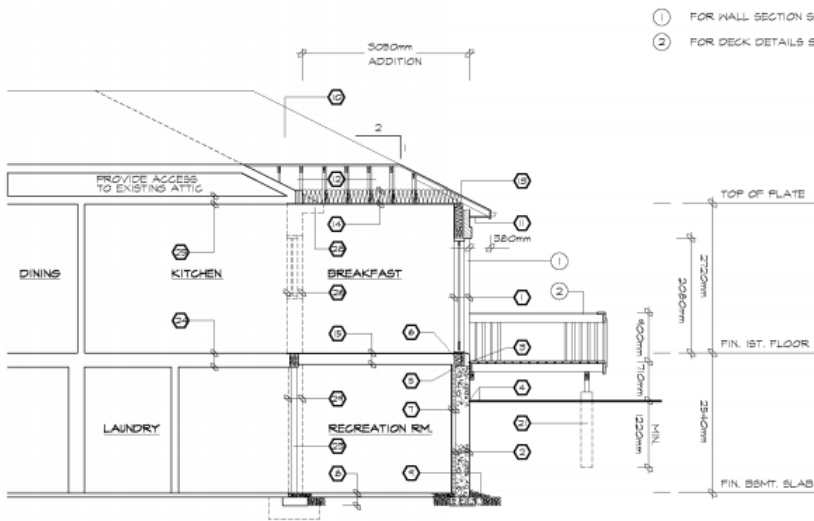
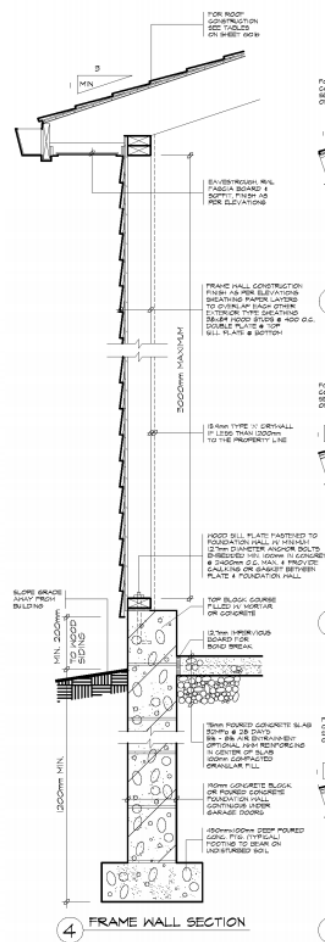
- Excavation/Footing inspection – prior to the concrete being poured;
- Foundation Inspection – complete foundation including dampproofing, drainage tile, and stone prior to backfill;
- Structural Framing inspection – once the framing is complete;
- Plumbing – Installation of underground services, drainage system, venting system and water system. Testing required on the drainage and venting (must be witnessed by an inspector);
- Insulation Inspection – once the insulation and vapour barrier is complete prior to covering;
- Occupancy Inspection – 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. **Please note that 2 business days are required to generate a written occupancy certificate.**
- Final Building Inspection – when the building is complete.

Sample Drawings:





NORTH ELEVATION
SCALE 1:50



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

SECTION A-A
SCALE 1:50