

Applying for a New House Permit

Where can I build a new house?

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 New House, 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)
- Lot Grading and Drainage Plan - Prepared by a Professional Engineer (P. Eng), Certified Engineering Technologist (CET) or Ontario Land Surveyor (OLS) as applicable
- 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.

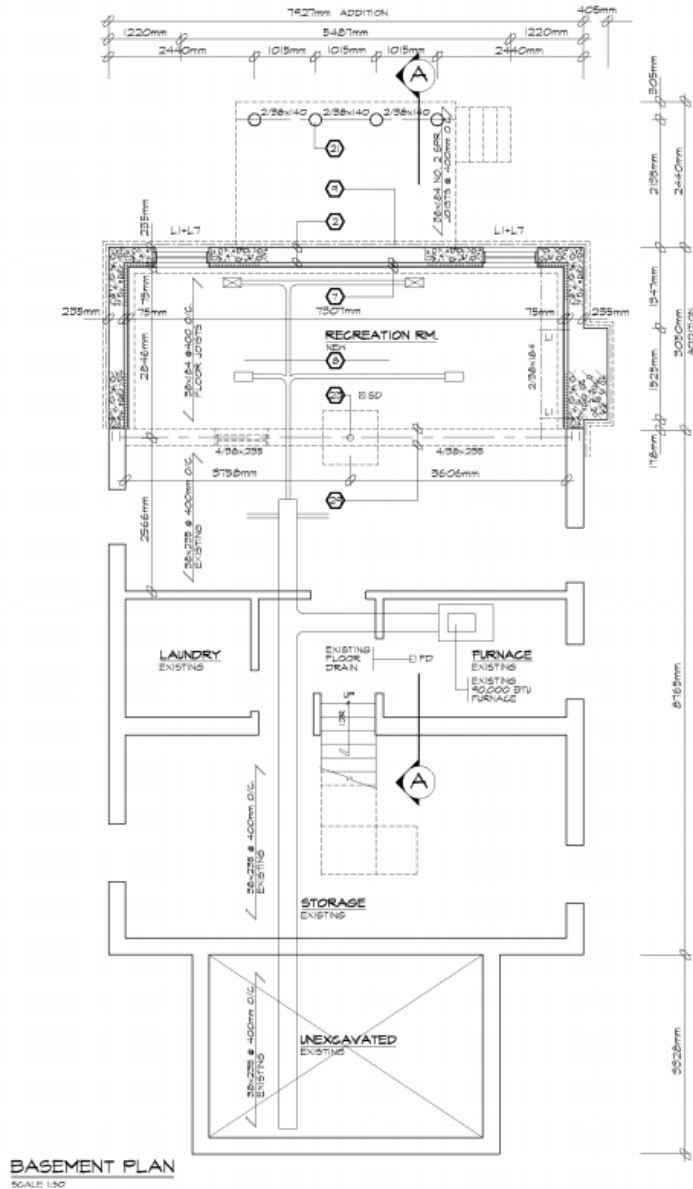
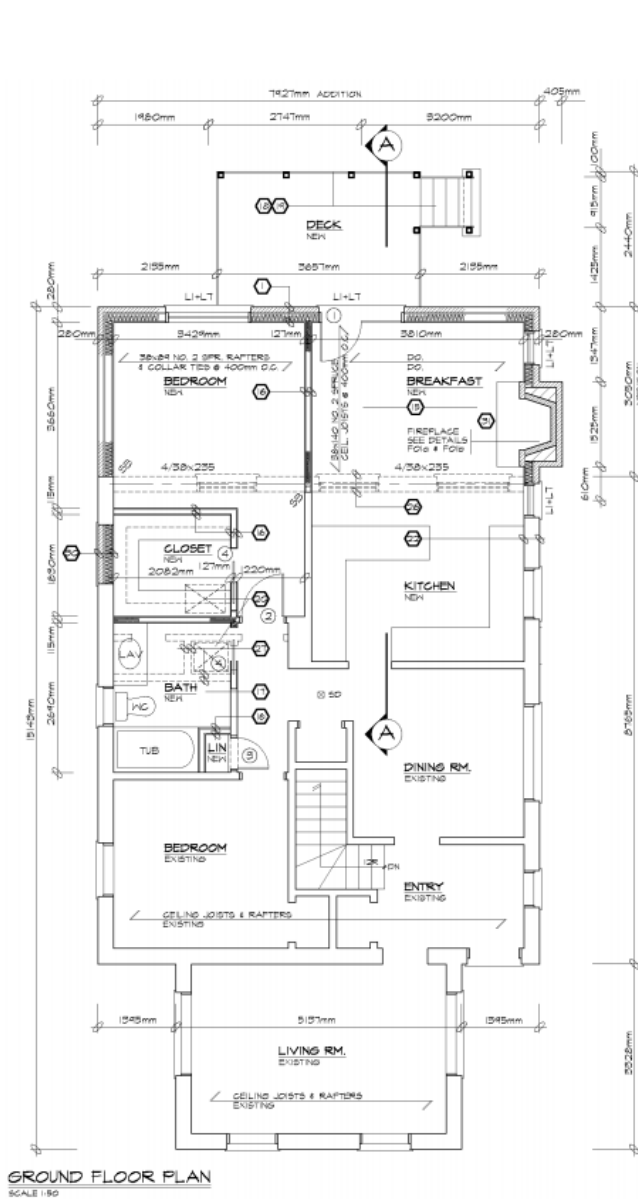
Required Building Inspections

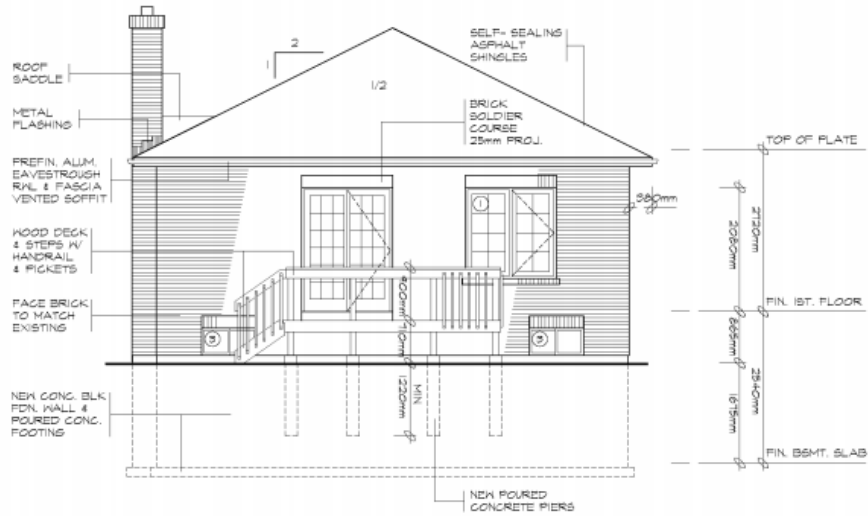
Building inspections are booked by phoning the Building Department, at 519-832-2008 ext. 118. Please provide two business days' notice for an inspection request. Required inspections include:

- Excavation/Footing inspection – prior to the concrete being poured;
- Foundation Inspection – complete foundation including damproofing, drainage tile, and stone prior to backfill;
- Structural Framing inspection – once the framing is complete;

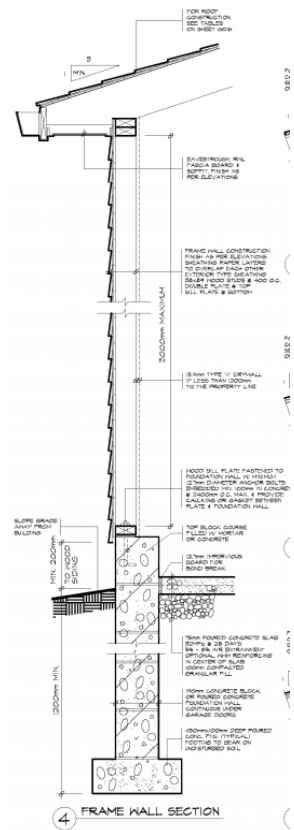
- Plumbing – Installation of underground services, drainage system, venting system and water system. Testing required on the drainage and venting (must be witnessed by an inspector);
- Insulation Inspection – once the insulation and vapour barrier is complete prior to covering;
- Occupancy Inspection – 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:

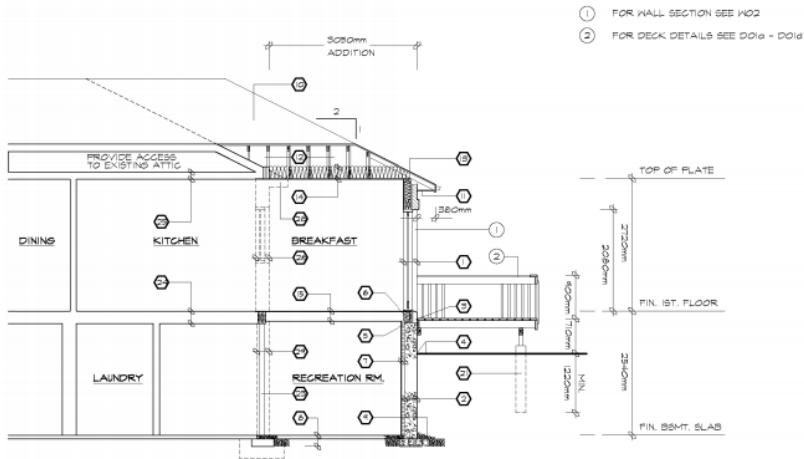




NORTH ELEVATION
SCALE 1:50



4 FRAME WALL SECTION



- ① FOR WALL SECTION SEE 102
- ② FOR DECK DETAILS SEE 010 - 010

SECTION A-A
SCALE 1:50