

How to Apply for a Building Permit

Fill out an Application for a Permit to Construct or Demolish (available at www.saugeenshores.ca) or pick up a paper application at the Town Office.

Include the following documents:

- A site plan,
- A lot grading and drainage plan designed by a qualified professional (required for new builds), and
- Two sets of plans and specifications designed by a Qualified Designer (One set will be returned to the applicant to keep on the construction site).

Submit your completed application form and required documents to the Town Office in person.

Contact Us

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Starting a new venture?



Here's what you need to know!

When is a Building Permit Required?

- Building a new building or structure
- Repair, renovate, add to, or demolish an existing building
- Install plumbing (new or existing)
- Build a deck or patio
- Erect or install a sign
- Erect a tent or group of tents that is more than 60 square metres (646 square feet) in aggregate ground area, attached to a building, or constructed within three metres (nine feet and 10 inches) of any structure
- Install a new septic system
- Install a solid fuel appliance (i.e. woodstove and fireplace)
- Change of use.

If you are unsure whether or not a Building Permit is required please contact the Building Department at 519-832-2008.

Change of Use

Building Permits are required when certain existing commercial uses change to a new (proposed) use as prescribed by the 2012 Ontario Building Code Compendium.

If considering occupying a new commercial space, see the Staff at the Building Department.

Zoning Verification

An important step in your business venture is finding out what the property is zoned and if the use proposed is permitted for the site being considered.

What is Zoning?

Zoning dictates:

- How land may be used
- Where buildings and other structures can be located
- The types of buildings that are allowed and how they may be used
- The lot sizes and dimensions, parking requirements, building heights and setbacks from the street and other property lines

What if I want to do something on a property (that I'm considering) that would not comply with the Zoning By-law for that parcel of land?

Sometimes, what you want to do isn't permitted. The Town's Zoning By-law may be changed if you can justify what you want to do. If you need only a small change, you can apply for a Minor Variance. If you need a big change, you can apply for a Zoning By-law Amendment.

Approval isn't guaranteed, but you do have the opportunity to apply for a change. Our Staff would be happy to assist you.

Other Development Requirements

You should also be aware of other applicable policy and guidelines affecting your development.

Ask us about how your development may be affected by:

- Official Plan policy
- Site Plan Control if your development is large or commercial in nature
- Design Guidelines for land near Highway 21
- Saugeen Valley Conservation Authority (SVCA) for land near water and other hazards

Signs

The Town's Sign By-law regulates the type, size and location of business signs.

You may be required to obtain a Sign Permit for your business. Consult us as soon as possible.