



Guide to Renovations & Additions

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 <http://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. 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 - \$9.35 per m²
- Unfinished Space - \$6.06 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 Cloupermit, the permit will be reviewed within a maximum of 10 business days.

Required building inspections

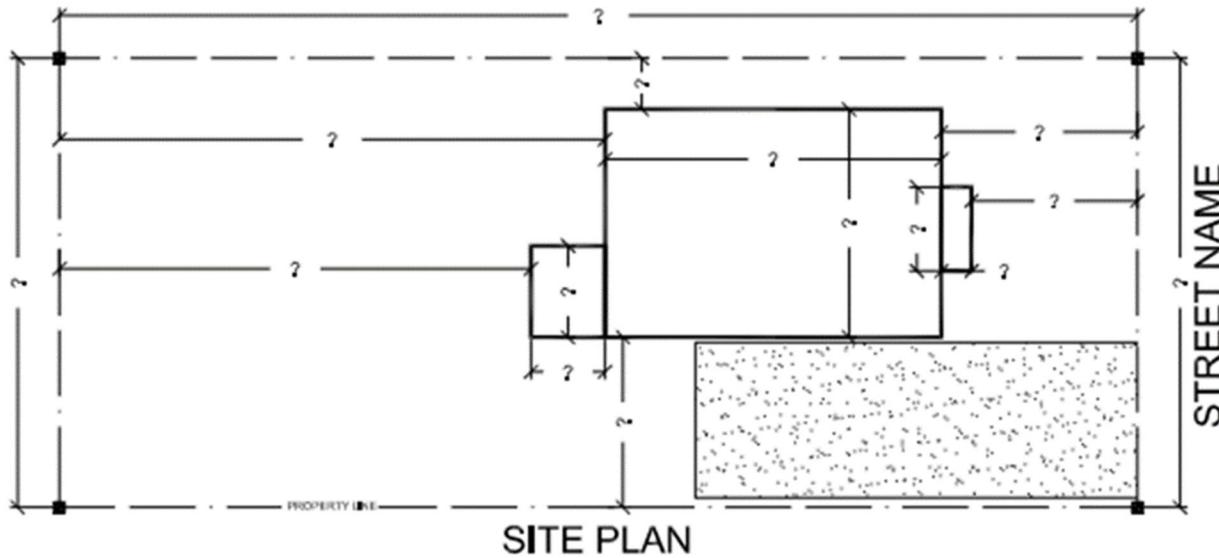
Building inspections are booked online through Cloupermit. Please provide two business days' notice for an inspection request. Required inspections include:

- 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.

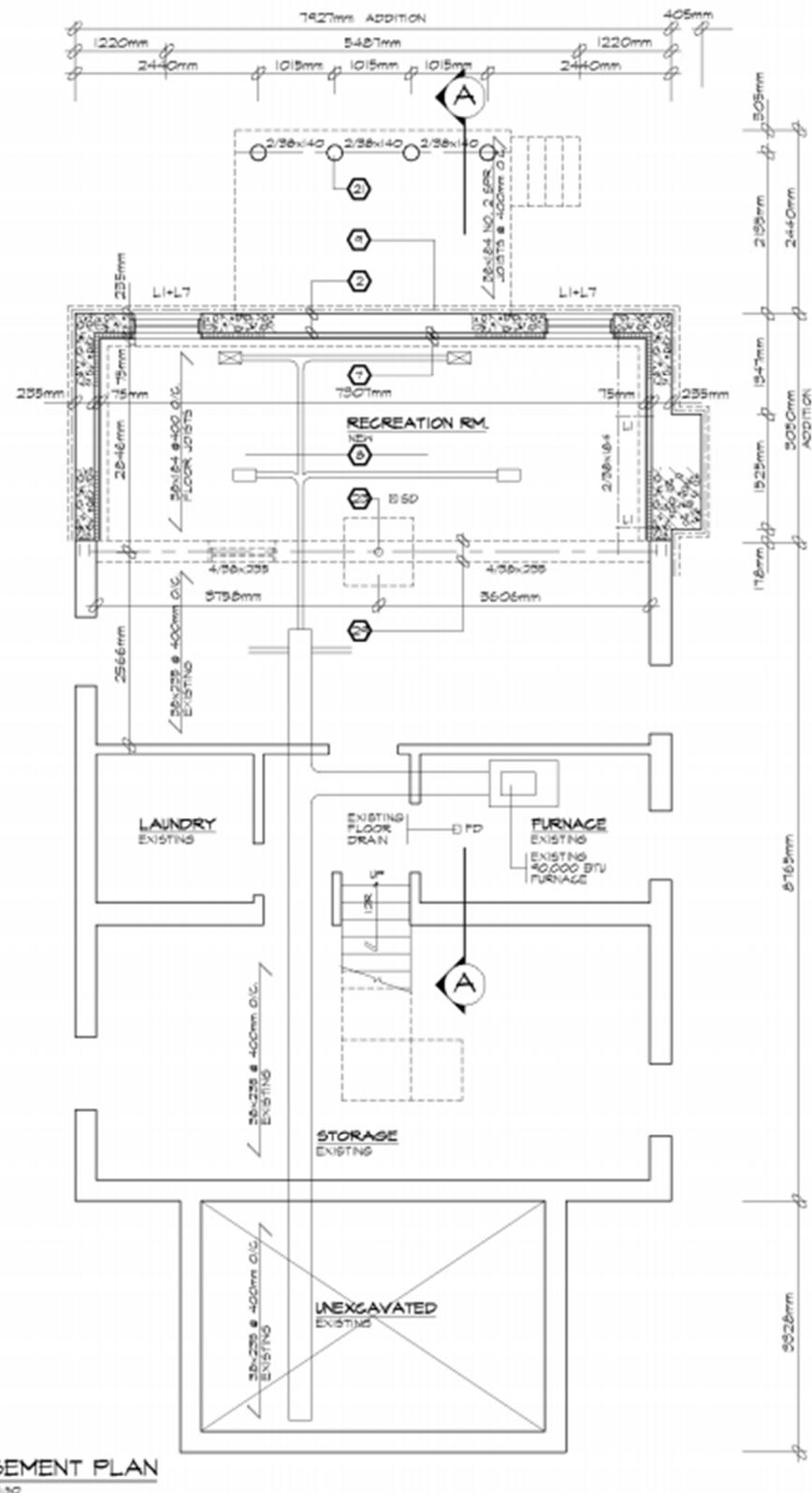
Site plan example

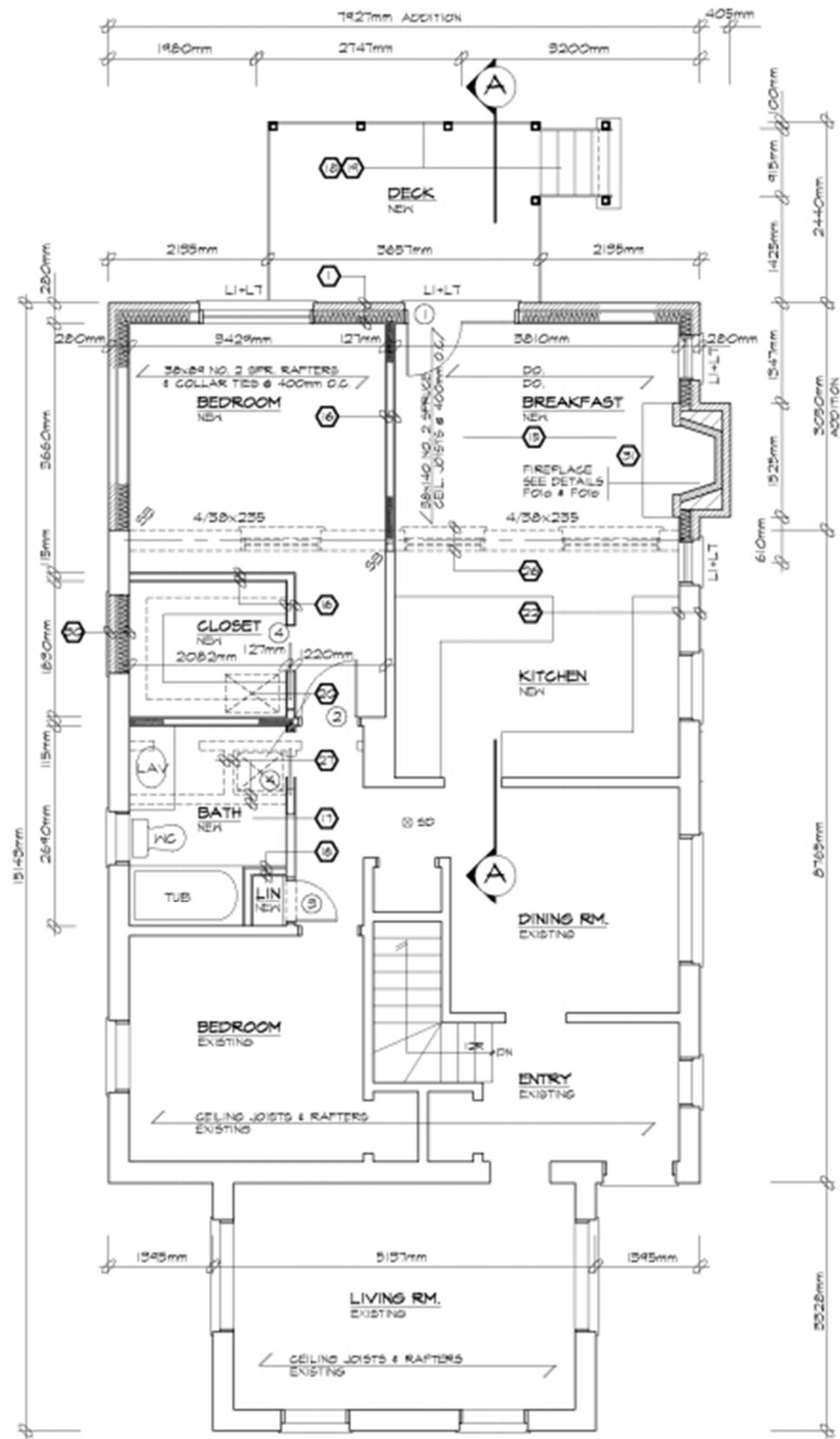
Your site plan should include the following details:

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



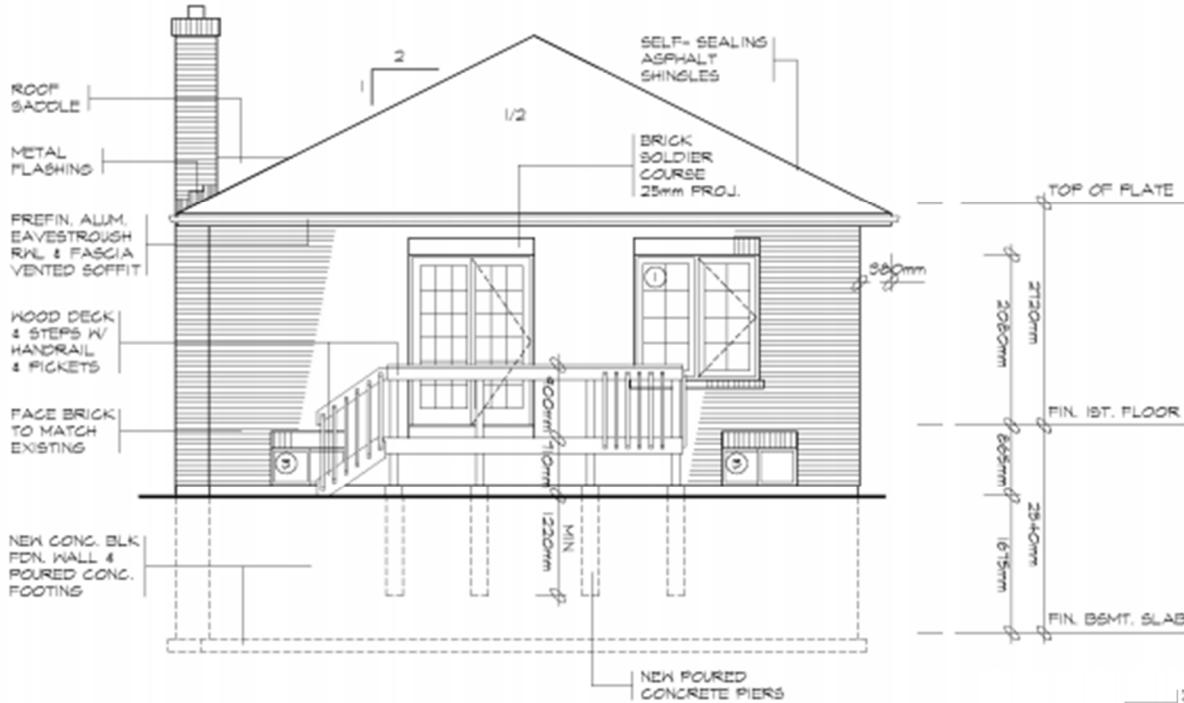
Detail drawings examples





GROUND FLOOR PLAN

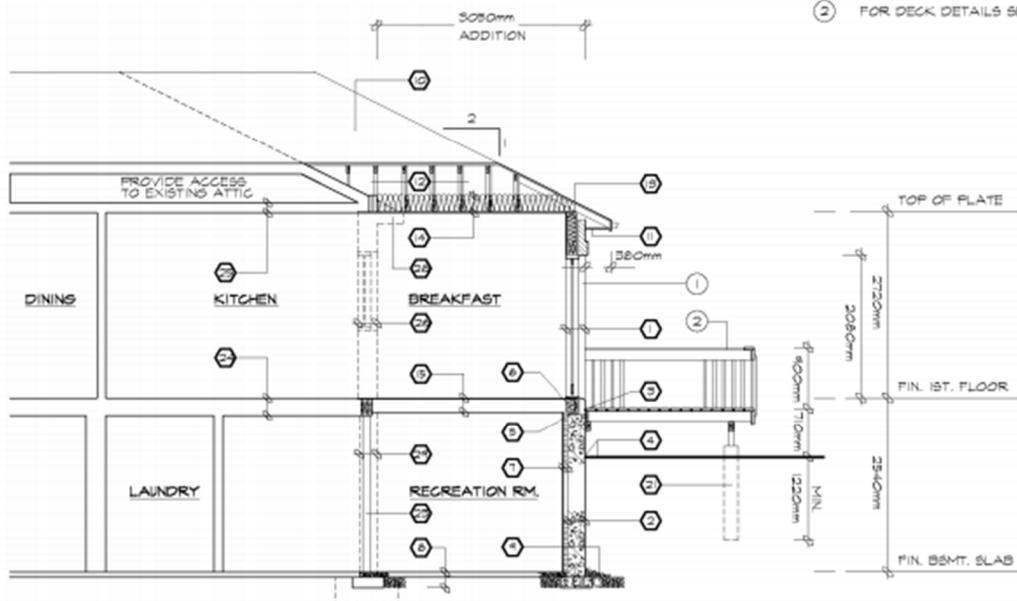
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NORTH ELEVATION

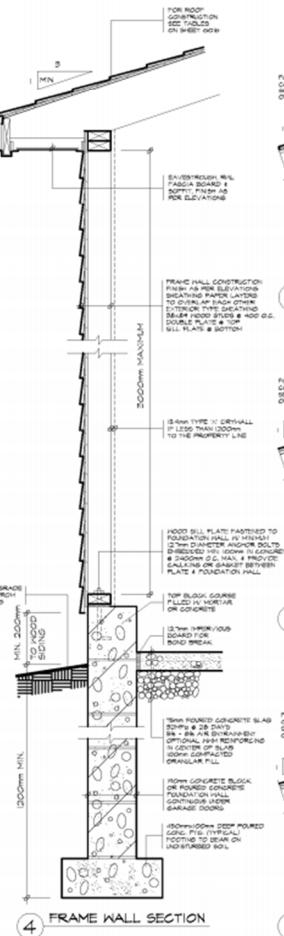
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- ① FOR WALL SECTION SEE W02
- ② FOR DECK DETAILS SEE D01



SECTION A-A

SCALE 1:50



FRAME WALL SECTION