



TOWNSHIP OF GEORGIAN BLUFFS

BUILDING PERMIT INFORMATION

PLEASE READ CAREFULLY AS IT MAY AFFECT APPROVAL
OF YOUR BUILDING PERMIT



Building and Planning Department
Township of Georgian Bluffs
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Owen Sound, Ontario
N4K 5N5

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WHEN ARE BUILDING PERMITS REQUIRED

In basic terms, a *Building Permit* is required to erect, install, extend, alter or repair any building or structure; there are only a few minor exceptions. As a rule, you should assume a permit is required for any construction or alteration to any building or structure. You should always obtain assistance from Building Department staff before proceeding.

Following are examples of projects that *will* require a Building Permit:

- Construction of a new home
- Addition of a carport, garage, porch or room(s) to an existing home
- Construction or finishing of rooms in the basement or attic
- Any structural work including alterations to interior partitions or the installation of new skylights, windows or doors
- Addition of dormer(s)
- Enclosing a porch or deck
- Constructing a deck that is 2 feet or more above adjacent perimeter grade
- Raising a house to provide a full basement
- Excavating a crawl space to provide a full basement
- Constructing or installing accessory buildings such as a garage, tool shed, or playhouse larger than 10 square metres (108 square feet)
- Adding fireplaces and other heating appliances
- Constructing chimneys and flues
- Constructing built-up roofs
- Any interior work of a multiple dwelling (contains more than one dwelling unit) that may affect means of egress, fire separations or access to exits
- Constructing a retaining wall exceeding 1.0 metres in height
- Installing an above-ground or an in-ground swimming pool
- Changes to/installation of plumbing
- Insulation
- Substantial material alteration

NOTE: All accessory buildings, decks, and similar structures must be located on the lot in conformance with the zoning by-law even if a building permit is not required.

The following projects *may* require a Building Permit, depending on the scope of the work. If your project is listed, please discuss the details with Building Department staff prior to starting construction:

- Repairs or renovations
- Replacement of existing windows or doors
- Repairs to masonry
- Replacement of siding
- Alterations of any kind to buildings designated under the Ontario Heritage Act

If these lists do not include your project and you are not sure whether a permit will be

required, you are strongly encouraged to review the proposed project with Building Department staff before proceeding.

PLANNING YOUR PROJECT

During the preliminary planning stage of your project, you must determine the zoning by-law regulations that apply to your property. Zoning by-laws regulate the use, size, location and types of buildings permitted on property in the Township.

The Township of Georgian Bluffs zoning by-law contains a wide variety of land use and development regulations that must be met before a property can be used or a building erected.

The regulations address such matters as:

- Permitted land uses within different parts of the Township
- Setbacks of buildings from property lines
- Setbacks of buildings from lands zoned hazardous
- Building heights (usually from the ground in front of the buildings)
- Building floor areas (may be defined as minimums or maximums)
- Lot coverage (usually a maximum percentage of the lot that may be covered by buildings or other structures)
- Accessory uses and buildings (ie. pools and utility sheds)
- Home occupations and outside storage
- Required municipal services (water and sanitary sewer services)
- Parking requirements

Some parts of the Township are under the jurisdiction of the Niagara Escarpment Commission through a development permit system rather than Township zoning. In those areas, a development permit must be obtained from the Commission before a change of use or a building project can be undertaken.

Note: Proceeding without a Building Permit is a Provincial Offence.

APPLYING FOR A BUILDING PERMIT

An application for a *Building Permit* can be obtained from the Building Department at the Township Office or from our website. This application must be fully completed and signed before it will be accepted. **Payment, in full, will be required prior to issuance of any building permit or upon acceptance of a permit application form.**

A complete application for a *Building Permit* will include:

- **All construction plans must be drawn to scale, fully dimensioned and of professional quality.**
- Completed application form, signed by the property owner or the owner's

authorized agent (usually the general contractor)

- Completed Energy Efficiency Design Summary (if applicable)
- Two complete sets of construction drawings (one set returned to you with permit)
- Building permit application fee (and deposit if a new residential development)
- Payment of development charges if a new residential development
- Payment of any other charges and fees for services that may be applicable
- *Water Connection Permit* and *Plumbing Permit* applications if connecting to municipal water. All connection fees and charges must be paid prior to the issuance of a *Building Permit*.

Please contact **Christine Fraser - McDonald** at the Township Office with further questions.

The following outlines the information requirements for specific projects. Many property owners find it advisable to hire an architect or professional home designer to prepare a complete set of construction drawings and documentation suitable for application for a *Building Permit*.

Construction of a New House

- Site plan, showing all buildings on the property with dimensions, distance to lot lines, location of easements, septic system, well and existing and proposed lot grades.
- Lot drainage (consult with the Building Department to see if a drainage plan is required) (In plans of subdivision, a drainage plan must be prepared by a consulting engineer consistent with the overall grading plan for the entire subdivision)
- Plans prepared by a qualified designer.
- Basement plan (footing and foundation details) including the elevation of the footing or foundation relative to geodetic datum or other point of reference acceptable to the Chief Building Official. Depending on soil conditions, an engineer's report and certification of the foundation plan may also be required
- Servicing details (storm and sanitary sewer laterals, water lateral, electrical service location)
- Floor plans for each floor in detail, showing use, internal partitions, doors, windows
- Roof plan, showing framing plans and/or roof truss details, and manufacturer's specifications
- Cross-section of house showing details of weather, air vapour, thermal barriers and exterior cladding and internal wall covering
- Exterior elevations of ALL views, fully dimensioned, showing all doors and windows including their dimensions
- Mechanical drawings (heating, wiring, plumbing, ventilation, smoke & CO2 detectors)
- Energy efficiency design summary.
- Septic Application
- Entrance permit and 911 sign
- If applicable, water connection permit.

Addition to a House (i.e. living space, attached garage, etc.)

- Site plan, showing all buildings on the property with dimensions, distance from the addition to lot lines, location of easements, existing and proposed lot grades
- Lot drainage
- Basement or foundation plan and depending on soil conditions, an engineer's report and certification of the foundation plan may also be required
- Floor plans, showing internal partitions, all openings (windows and doors)
- Roof plan, showing framing plans and/or roof truss details, and manufacturer's specifications
- Cross-section of addition showing details of weather, air vapour, thermal barriers and exterior cladding and internal wall covering, roof, beam, post and pier details as well as connection between the new construction and existing houses.
- Exterior elevations of ALL views of the addition, fully dimensioned, showing all doors and windows including their dimensions
- Mechanical drawings (heating, wiring, plumbing, ventilation, smoke & CO2 detectors)
- **Building Alteration Septic Application must be filled out**

Detached Garages and Sheds

- Site plan, showing all existing buildings on the property with dimensions, distance from the proposed building to existing buildings and lot lines, location of easements, septic and well and existing and proposed lot grades including drainage
- Foundation plan (footing and foundation details) including the elevation of the footing or foundation relative to geodetic datum or other point of reference acceptable to the CBO and depending on soil conditions, an engineer's report and certification of the foundation plan may also be required
- Servicing details (if applicable)
- Floor plans showing internal partitions, doors, electrical wiring and lighting
- Roof plans, showing framing plans and/or roof truss details, and manufacturer's specifications when required
- Cross-section of structure showing details of weather, air, vapour, thermal barriers and exterior cladding and internal wall covering
- Exterior elevations

Pools

- Site plan showing details of fences and gates, pool equipment, location of buildings and pool relative to lot lines, fully dimensioned
- Location of septic and well
- Structural details of the pool, including all structures to be built in support of the pool (decks, service/pump buildings, change and storage buildings, stairways)

PERMIT APPLICATION REVIEW PROCESS

Once you submit a completed application for a *Building Permit*, the application is

reviewed by Building Department staff who assess the application for compliance with the Township's Zoning By-law, conformity with the Ontario Building Code, service connections, and any other factors which might apply to your specific lot.

If, in the process of reviewing the application, it is found that additional information is required or that there are corrections or changes that need to be made, you will be advised what is required. You should respond to requests for information promptly to avoid unnecessary delays in obtaining your *Building Permit*.

PERMIT ISSUANCE and POSTING

Once a full review of the application has been completed and the necessary approvals obtained, your *Building Permit* will be issued and can be picked up at the Township Office.

The *Building Permit* must be posted in plain view on the construction site for the building inspector to verify at all times. You must also keep a complete set of the approved permit drawings and documents on site for use by the building inspector.

Please read the permit documents thoroughly before starting construction. The construction must comply with the plans and documents issued with your permit. Any changes to the approved construction drawings must be provided in writing and approved by the CBO. Contact Building Department staff immediately should you decide to modify the construction plans. Depending on the degree of change, revisions may lead to delays.

THE CONSTRUCTION MUST BE INSPECTED

The building inspector must ensure that the construction complies with the Ontario Building Code and the drawings upon which the *Building Permit* was issued.

*A minimum of **two business days** is generally required for an inspection, so it is imperative that you plan ahead.*

It is a violation to proceed without calling for an inspection when one is required. Failure to call for a required inspection may result in completed works having to be removed in order to approve work that is hidden, which can cost you in both time and money.

Please call 376-2729 Ext 226 to request an inspection. Before you call, please have available your permit number, name and address.

NOTE: It is your responsibility as the owner to ensure that you or your contractor(s) call for inspections. Mandatory and/or required inspections are listed or noted on the permit or other documentation issued with the permit. A final inspection is required prior to the refunding of your building permit deposit (if applicable).

GENERAL INFORMATION

Once a *Building Permit* has been issued it is your responsibility to ensure.....

- All setbacks as shown on the site plan (in compliance with the zoning by-law) are adhered to.
- All environmental inspections, ie. water line and sewage systems are complete.
- All roof truss data sheet information and layout, as well as floor truss shop drawings are submitted with the construction drawings or available on site prior to the framing inspection.

If you have any questions regarding *Building Permit* procedures or requirements, you can obtain information by visiting or writing to the Building Department at the Township office. We will be pleased to answer your questions.

Building Department staff are available to assist you from 9:00 am to 4:30 pm, Monday to Friday (except for statutory holidays). Please call ahead if you wish to set up an appointment.

INFORMATION REQUIRED WHEN APPLYING FOR A BUILDING PERMIT *Please read carefully (incomplete information may cause delays)*

1. Site Plan

A site plan must be submitted detailing setback of all structures from lot lines (including accessory structures, pools, retaining walls, entrances, wells, septic system, water lines, etc. as applicable.

2. Building Permit Application

Must be completed.

3. Complete Set of Building Plans

Two complete sets of building plans which meet the Ontario Building Code are required prior to the processing of a building permit application.

4. Septic Application

Contact the Township of Georgian Bluffs

519-376-2729

5. Entrance Permits

Brian Anderson - 519 376-2729

Costs may vary - please contact the appropriate authority as follows:

Township of Georgian Bluffs

Brian Anderson - 519-376-2729

County of Grey (County Roads)

519-376-2205

Ministry of Transportation (Provincial Highway)

519-372-4045

6. Niagara Escarpment Development Control

If the property is with the NEC, you must contact the Commission directly in order to obtain approval.

Rick Watt - 519-599-3340

7. Grey Sauble Conservation Authority

If the property is abutting or affected in any way by any watercourse, environmentally protected area or wetlands you must contact Grey Sauble Conservation Authority 519-376-3076

8. Ontario New Home Warranty Plan

1-888-364-0096

Is your builder registered?

Are you expecting to have your new home warranted?

9. Civic Addressing Number

Brian Anderson - 519 376-2729

The following site plan information is required:

- Sketch of boundaries of property with driveway location and width of driveway
- Distance from limits of driveway to side property lines
- Any 911 numbers beside or across the road from your property

10. Municipal Water Connection (if available)

Brian Anderson - 519 376-2729

If municipal water connection is available, please contact the Township Office regarding fees. A Water Connection Application must be completed and signed by the home owner prior to the issuance of a building permit.

11. Electrical Wiring Permit

1-877-372-7233

Please contact the Electrical Safety Authority for authorization or a local electrical contractor.

12. Fire Departments

South Bruce Peninsula

519-534-1400

Georgian Bluffs

519-376-9933

13. Energy Efficiency Design Summary

Summary sheet must be completed for all new residential development including additions.

**CLASSES OF BUILDING PERMITS & BUILDING PERMIT FEES
BY-LAW NO. 2017-098**

RESIDENTIAL STRUCTURES

1. New Construction or Additions	\$1.00/sq ft
2. Renovations, Alterations, and Repairs to Existing	\$0.80/sq ft
3. Decks and Porches	\$0.50/sq ft
4. Attached Garage, Carport, Unfinished Space	\$0.50/sq ft
5. Accessory Structure (i.e. Garage, Shop)	\$0.50/sq ft
6. Renovation that cannot be measured in sqft work	\$8.00/ \$1000 of

FARM STRUCTURES

1. New Construction or Additions	\$0.25/sq ft
2. Tarp Structures (no livestock)	\$0.10/sq ft
3. Manure Tanks, Concrete Horizontal Silo	\$500/unit
4. Grain Bins	\$150/unit

INSTITUTIONAL STRUCTURES

1. New Construction or Additions	\$0.75/sq ft
2. Renovations work	\$3.00/ \$1000 of

COMMERCIAL/INDUSTRIAL STRUCTURES

1. New Construction or Additions	\$0.80/ sq ft
2. Renovations work	\$4.00/ \$1000 of

OTHER PERMIT FEES

1. Demolition	\$100.00
2. Tent (over 646 sqft)	\$50.00
3. Change of Use	\$200.00
4. Swimming Pool	\$100.00
5. Moving permits for buildings	\$200.00
6. Fireplace	\$100.00

MINIMUM PERMIT FEE	\$100.00
7. Revision to Existing Permit	\$ 10.00/\$1000 of work
8. Compliance letters to lawyers (Building & Zoning)	\$75.00
9. Miscellaneous or Additional Inspections	\$75.00
10. Transfer of Permit	\$75.00
11. Re-inspection Fee / Extra Inspection Fee	\$75.00 /hr
12. Refunds	
a. A minimum of \$75.00 shall be retained for any application that is withdrawn	
b. An additional \$125.00 shall be retained if a site visit was completed, prior to the withdrawal of the application. ³⁰	
13. Minimum Distance Separation Calculation	\$200.00
Required for all existing lots in the Rural Zone	
14. Application for placing a recreational trailer for occupancy while constructing of a residential dwelling.	\$200.00
15. Wind Turbines	\$20.00/\$1000 of work

***For FIT applications \$10,000 per wind turbine mandatory retaining fee returnable after 20 years or upon site restoration to predevelopment

A \$500.00 deposit is required at the time of issuing a building permit for a new residential home. The deposit will be refunded when the final inspection on the residence has been completed by the Chief Building Official or Building Inspector, the drainage is proper, and all other requirements are complete. After two years from the date of the issuance of a building permit, the deposit is **not refundable**.

A Grey County Development charge will be collected by the Township for all new residential permits, where applicable. The Grey County 2018 Development Charge is \$6,571.00.