

Township of Georgian Bluffs
Building Permit Information Guide



Aim and Application of the Guide

This guide is intended to help you better understand the requirements for building as set by applicable law. This guide also outlines what is expected of you during the course of construction.

This is a guide only and is not intended to be a substitute for any applicable law. If you have any questions, please contact:

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When Is A Building Permit Required?

Building permits are required for new construction, alterations, or repairs. The Following are some examples of when a building permit is required:

- Any new structures greater than 10 m² (107 ft²). Those structures less than 10 m² still must comply with zoning & other applicable laws
- Construction of a new home
- Constructing or installing accessory buildings such as a garage, tool shed, or playhouse larger than 10m² (107 ft²)
- Adding a carport, garage, deck, porch, room(s) or another story to an existing building
- Adding structural features such as a balcony, dormer, enclosing a porch or deck.
- Any structural work including alterations to interior partitions or the installation of new skylights, windows or doors
- Construction or finishing of rooms in the basement or attic
- Raising a house or excavating a crawl space to provide a full basement
- Constructing a deck that is 2 feet or more above adjacent perimeter grade
- 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 (a fence/pool permit is required)
- Changes to/installation of plumbing
- Insulation

- Substantial material alteration
- Foundation waterproofing or repairs
- Sewage system installation or alteration
- Temporary Tent larger than 60 square metres (645 square feet)

Note: There may be other instances where a building permit would be required. If you are unsure whether a permit is required, you are strongly encouraged to review your proposed project with the Building Department Staff prior to proceeding.

A Demolition Permit is required if you are tearing down a building or part of a building. All “structures” including dwellings, accessory buildings, decks and porches must be located on the lot and conform to the zoning by-law and applicable laws for that parcel of land, regardless of whether a building permit is required.

How Do I Apply For A Building Permit?

During the preliminary planning stage of your project, you must determine the zoning by-law regulations that apply to a property in the township. Zoning by-laws regulate the use, size, location and types of structures permitted on within the Township. To access the Township of Georgian Bluffs Zoning By-laws please visit the [Planning Services](#) page on our website.

Some areas of Georgian Bluffs are under the jurisdiction of the Niagara Escarpment Commission (NEC). The Township of Georgian Bluffs Zoning By-law does not apply to lands located within the NEC. In areas under the jurisdiction of the NEC, a development permit must be obtained before applying for a building permit.

Georgian Bluffs building permits can be applied for online at:
<https://ca.cloudpermit.com/login-form>

The online permit system allows you to apply for and to see the status of your application anywhere, anytime. You can start an application and finish it later. Email updates will be sent on the status of your permit application.

Once your application is approved you can request inspections and receive email copies of all inspection reports.

First-time users must create an account by registering with an email address and agreeing to the terms of service.

A building permit application can also be submitted by fully completing and signing an application form. These forms are available at the municipal office located at 177964

Grey Road 18, R. R. #3 Owen Sound, Ontario or the [Building Permit Application Package](#) can be downloaded from our website.

Information Required When Applying For A Building Permit:

A complete application for a Building Permit will include the following:

Completed Application for a Permit to Construct or Demolish

Must be filled out in its entirety and signed off must be completed by the property owner or the property owner's authorized agent.

Completed Schedule 1: Designer Information

Must be filled out by the designer who takes responsibility for the design work

Completed Septic Permit Application

Must be filled out by the installer of the on-site sewage system.

Two complete sets of construction drawings

All construction drawings must be drawn to scale, fully dimensioned and of professional quality.

Site Plan

A detailed site plan must be supplied along with the completed application showing all buildings on the property with dimensions, distance to lot lines, location of easements, septic system, well and existing and proposed lot grades.

Engineered Lot Grading and Drainage Plan

An engineered lot grading and drainage plan prepared by a Professional Engineer is required for all new residential development.

Entrance Permit.

Any property wishing to access a maintained road requires an entrance permit from that roads maintenance authority (e.g. Municipality, County, and MTO). Contact the authority having jurisdiction and complete the applicable forms, [Township of Georgian Bluffs Entrance Permit Application Form](#), [County of Grey Entrance Permit Application Form](#) or the [MTO Entrance Permit Application Form](#)

Civic Address

All new construction requires an approved address. This is assigned by Grey County. For information on how to obtain an approved address please contact the Township of Georgian Bluffs Operations Department.

You may also be required to submit other pertinent information depending on the type of construction project you propose.

Please see Appendix A of this guide for information outlining requirements for specific types of projects.

Fees and Charges

Payment

The full permit fee shall be paid upon issuance. Please review our Building Permit Fees Chart as per our Fees and Charges By-law.

Water Connection Permit

If connecting to municipal water. All connection fees and charges must be paid prior to the issuance of a Building Permit.

Grey County Development Charge

A development charge is collected on behalf of Grey County for all new residential developments at the time of issuing a building permit

Please note: building permit fees will be calculated and collected prior to the issuance of a building permit.

Please see the Township of Georgian Bluffs Fees and Charges By-law for full details regarding building permit fees.

Deposits

New Home Deposit

A new home deposit is collected 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 issuance of a building permit, the deposit is not refundable and will be credited to general revenue for the Municipality to cover administration costs, additional inspections and record keeping costs incurred over the two years.

Grading Deposit

A grading deposit will be collected when an engineered lot grading and drainage plan is required to be submitted with a building permit application.

Permit Application Review Process and Issuance

Once a completed application has been submitted to the Building Department the application is reviewed by Building Department staff. Staff will assess the application for compliance with the Ontario Building Code, Zoning By-laws and Applicable Laws that apply to that specific lot.

If in the process of reviewing the application it is found that there are errors, corrections, clarification needed or that additional information is required, the applicant will be advised. It is recommended that the applicant respond to the requests promptly to avoid unnecessary delays in obtaining a building permit.

Once a full review of the application has been completed, all applicable fees and charges have been paid, and the necessary approvals obtained, the building permit will be issued. 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 reported to and approved by the Chief Building Official. Contact the Building Department staff immediately should you decide to modify the construction plans; depending on the degree of change, a permit revision may be required.

Inspections

You must call for inspections when they are required. Required inspections are listed on the permit.

It is a violation to proceed without calling for and obtaining 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 both time and money.

A minimum of two days following the day of notification is required for scheduling an inspection.

You can request inspections and receive email copies of all inspection reports online through Cloudpermit. You may also call 519-376-2729 extension 235 to request an inspection. Before calling, please have the address, permit number and type of inspection required available.

Contact Information

Township of Georgian Bluffs Planning Department
177964 Grey Road 18, R. R. #3
Owen Sound, ON, N4K 5N5
Phone: 519-376-2729 ext. 235
Email: awoodcock@georgianbluffs.ca

Township of Georgian Bluffs Operations Department
177964 Grey Road 18, R. R. #3
Owen Sound, ON, N4K 5N5
Phone: 519-376-2729 ext. 221
Email: banderson@georgianbluffs.ca

Grey Sauble Conservation Authority (GSCA)
237897 Inglis Falls Road
Owen Sound, ON N4K 5N6
Phone: 519-376-3076
Email: explore@greysauble.on.ca

Niagara Escarpment Commission (NEC)
1450 7th Avenue
Owen Sound, ON N4K 2Z1
Phone: 519-371-1001
Email: necowensound@ontario.ca

County of Grey Transportation Services
595 9th Ave East
Owen Sound, ON
N4K 3E3
Phone: 519-376-7337
Email: roads@grey.ca

Ministry of Transportation
1450 7th Avenue East
Owen Sound, ON N4K 2Z1
Phone: 519-376-7350

Electrical Safety Authority
Phone: 1-877-372-7233

Appendix A – Requirements For Specific Project Types

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 grading and drainage plan. 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 civic address.

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.

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 completed in its entirety.

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).