



## **Township of Georgian Bluffs**

### **Building Permit Information**

**Please read carefully as it may affect approval of your Building Permit**



**Building and Planning  
Township of Georgian Bluffs  
177964 Grey Road 18, RR #3  
Owen Sound, Ontario  
N4K 5N5**

**Phone: (519) 376-2729**

**Email: [Building@georgianbluffs.ca](mailto:Building@georgianbluffs.ca)**

## **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 the 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 \*A fence / pool permit will be required
- Changes to/installation of plumbing
- Insulation
- Substantial material alteration
- Foundation waterproofing or repairs

**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.**

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. See Appendix A for Construction Drawing Requirements.
- 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 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 (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)

- 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 vapor, 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
- 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)
- 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 519-376-2729 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, i.e. 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). The best use of your time and ours is to make an appointment prior to your visit.

## **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 and signed.

### **3. Two Complete Sets 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**

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.

Nick Hayward - 519-

## **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 warrantied?

## **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.

## **Appendix A - Construction Drawing Requirements**

The *Building Code Act* requires that all drawings be prepared by qualified individuals. Some exemptions apply for certain building types.

Plans must contain sufficient information to enable staff to determine whether the proposed work conforms to all applicable regulations.

The Township of Georgian Bluffs Building Department does not provide or prepare permit drawings. If you are unsure of what is required please consult a professional designer.

Homeowners can prepare their own drawings and site plan, however it is important to note that poorly done or improper and insufficient plans will lead to delays, so know when to hire help.

Generally permits will require the following drawings:

### **Site Plan and Engineered Grading and Drainage Plan**

A site plan is a drawing showing the entire property and identifying all structures in relation to the property boundaries. A site plan must be prepared by a qualified individual.

A fully-dimensioned site plan should show:

- North arrow
- Scale
- Legal description (reference property survey)
- Lot and plan numbers
- Easements, street names
- Lot dimensions, existing building(s) and proposed addition(s) and/or building(s)
- Other information relating to specific by-law requirements such as building length, parking, etc.
- Setbacks to all property lines for the existing dwelling and the proposed addition
- Other information related to specific bylaw requirements such as building length, parking etc.
- Landscaping (hard and soft landscaping)

## **Elevation Drawings**

Elevation Drawings show the exterior view of each side of the house. Each elevation is identified by the direction it is facing, and should include:

- Scale
- Extent of new & existing construction Vertical dimensions of walls, windows & doors
- Grade level
- Exterior wall cladding, finishes & flashing
- Overhang dimensions
- Roof shape, slope & finish
- Rain water leader & eaves trough
- Exposed Building face and areas of unprotected openings

## **Foundation Plan**

A foundation plan indicates the type of foundation being used for your project, the sizes of the elements, and materials used. Any slab on grade over 596 square feet is to be engineered as per the Ontario Building Code. Foundation plan shall include:

- Scale
- Use of rooms and spaces
- Dimensions
- Extent of new construction including new work within the existing building
- Size, type and location of exterior and interior walls and partitions
- Sectional arrows
- References to detailed drawings

## **Floor Plan**

A floor plan is a drawing of the structure as seen as if it is cut horizontally a few feet above the floor. One floor plan is required for every floor of the house which is affected by the new construction. Each plan shows the interior layout of the level in question as well as providing the structural framing information for the floor or roof above. Floor plans should include:

- Scale
- Use of rooms & spaces
- Dimensions
- Extent of new construction including new work within existing building
- Size, type and location of exterior and interior walls and partitions
- Widths, locations and lintel sizes of all openings
- Location, dimensions and direction of stairs
- Sectional arrows
- References to detailed drawings
- Material specifications or notes
- Heating details and calculations
- A cross sectional details page with structural information
- Locations of interconnected smoke, strobe and carbon monoxide detectors

## **Decks**

Should include:

- An overhead and cross sectional view of the deck, with dimensions
- Height above grade
- Railing details

All plans shall clearly convey the scope of work, and be legible.

The adding of bedrooms, bathrooms, or 15% of floor area will trigger the requirement for a septic review. Your local septic contractor can assist with this and provide results in writing to accompany your application.

For more information, please contact the Township of Georgian Bluffs Building Department at 519-376-2729.