



## Guide to Building Permits

The primary role of the Building Department is to promote and assist development in compliance with Federal, Provincial, County and local regulations. By enforcing building codes and assisting builders, the Municipality ensures that the structures are safe, not only for today but for many years to come.

A building permit is your formal permission to begin construction or demolition. It means that the Municipality of West Grey has approved plans for any new structure, addition or renovation. Approved plans must comply with the Ontario Building Code, local zoning by-laws, and other applicable laws and regulations. Building permits regulate types of construction allowed in the community and ensure that building standards are met. The building permit process protects each homeowner's interests, as well as those of the community at large, and provides for the erection of safe structures. Permits help ensure that any structural change is safe, legal and sound.

### **You need a building permit if you plan to:**

1. Construct a new building
2. Renovate, repair or add to a building
  - a. Finishing a basement
  - b. Replacement of brick veneer
  - c. Dormers or finishing of attic space
  - d. Additions to existing buildings, regardless of size
  - e. Insulating of exterior walls when exterior or interior cladding is removed
3. Demolish a portion of a building
4. Change a building's use (i.e. garage to living area)
5. Install, change or remove partitions or load-bearing walls
  - a. Adding or removing most walls (i.e. creating different room sizes and/or uses)
6. Install new or make structural alterations to windows or doors
7. Build a garage, balcony or deck
  - a. Attached or detached garage,
  - b. shed over 108 sq'
  - c. Carport
  - d. Porch
  - e. Sunroom
  - f. Solarium
8. Excavate a basement or construct a foundation
9. Install or modify heating, plumbing, air conditioning system or fireplace
  - a. New fireplace
  - b. Completion of roughed-in fireplace
  - c. Installation of wood-burning stove
  - d. Installation of cleanout
10. Reconstruct a chimney
  - a. Replacement of masonry chimney below roofline
11. Install, repair of storm, sanitary and water service
  - a. Conversion from septic to sanitary sewer
  - b. Plumbing and/or drains
12. Install an irrigation system
13. On-site sewage system
14. Erect a tent that is greater than 645 sq'.
15. Erect a pool enclosure (mandatory) when installing a pool.

**You do not need a building permit to:**

1. Replace existing, same-size doors and windows, subject to distance from property lines
2. Install siding on small residential buildings, subject to distance from property lines
3. Build a roofless deck under 2 feet (0.61 m) above grade not attached to a building
4. Build a utility shed under 107 sq. ft (10 sq m)
5. Erect a fence (except for swimming pools-outside pools require enclosure permits)
6. Re-shingle a roof, provided there is no structural work involved.
7. Install eaves troughs, provided that drainage is contained on your property
8. Replace or increase insulation, dry-wall or plaster
9. Damp-proof basements of existing buildings
10. Replace existing forced-air furnace, provided there are no structural changes
11. Add an air conditioning unit or heat pump to existing forced air system.
12. Do electrical work (the Electrical Safety Authority, however must inspect electrical installations.)
13. Paint or decorate
14. Install kitchen or bathroom cupboards without plumbing
15. Install a pool heater
16. Landscape
17. Replace a plumbing fixture only

Contact the Municipality of West Grey office at 519-369-2200 if you are not sure whether you need a permit for your project. **Even though your project may not require a building permit, you must still comply with the requirements of the Zoning By-Law and Building Code requirements.** It is the homeowner's responsibility to ensure that a building permit is obtained when required. You may authorize your contractor or designer to apply for the permit, but it's the owner's responsibility to ensure that they have the permit prior to any work starting.

As of July 1, 2005, a number of changes in the Building Code Act, 1992 and Building Code include mandatory qualification requirement for individual building officials, designers and staff of registered code agencies and also mandatory registration requirements for design firms, septic installers. Under the new legislation, designers may need to be qualified. A municipality may not issue a building permit if the designer is not appropriately qualified and/or registered. To obtain additional information, contact the Ministry of Municipal Affairs and Housing at 416-585-6666 or visit MMAH online at [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca).

Qualified designers will have a Building Code Identification Number (BCIN). Professional Engineers and Architects are subject to their respective profession's regulations.

For more information on obtaining a building permit, call the Building Official at 519-369-2200 or 1-800-538-9647.

## Building Permit Check List

Requirements prior to obtaining a building permit:

1. Appropriate zoning for the proposed building. Check this early.
2. 2 sets of construction plans which meet OBC 2006 requirements. These plans must comply with designer qualification requirements.
3. Completed application including designer information Schedule 1.
4. Septic permit approval (Rural) or sewer and connection permit. (Urban)
5. An entrance approved by the Municipality, County or Ministry of Transportation. Entrance must be located on open roads with year-round maintenance.
6. Nutrient Management Strategy Plan is required for animal housing or manure storage on properties with 5 or more nutrient units of manure production.
7. Site approval is needed from Saugeen Valley Conservation Authority for buildings proposed within 50 metres of a natural environment zone. A permit may also be required from the SVCA under Ontario Regulation 169-06.
8. Determine whether dwelling will be required to be registered under Ontario New Home Warranty (Tarion). A waiver signed by owner is required if home not registered.
9. Following permit issuance, projects valued at more than \$50,000 require notice to the Ontario Ministry of Labour.
10. Projects requiring review by Professional Engineer or Architect also require a commitment by owner to retain same (**EABO Commitment Form**)
11. Land which was Industrial or Commercial use will require a **Record of Site Condition** if propose use is Residential, Institutional or other more sensitive use.
12. **West Grey Development & Grey County Development charges** apply for residential development.