

# Application Process

Building permits can be applied for online at [Cloudpermit](#). The Cloudpermit application has three categories.

## Parties to the application:

Each application requires an applicant property owner, and designer. These can be the same person however if the applicant is not the property owner and is not invited to the application you will be required to provide an owner's authorization form.

## Application data:

This section outlines the specific information about the project. The purpose and description of the project along with the estimated cost of construction and size of the building.

## Attachments:

In order to submit the application, you must have one attachment called a drawing, and one considered a site plan. (This does not mean the other documents are not required.)

## Sign off and submission:

Once you have filled out the required fields you should see three green check marks at the top of the application. Lastly the applicant must sign off the application and when returning back to the application you will then be able to submit.

***Refer to the "Guide to the Cloudpermit Application Process" for a step by step procedure on how to apply and navigate the website.***

## Corporation of the Municipality of West Grey

—  
402813 Grey Road 4  
Durham, ON N0G 1R0

519-369-2200  
[www.westgrey.com](http://www.westgrey.com)

MUNICIPALITY OF  
**West Grey**  
nestled in nature

## Residential Addition/ Renovation Permit Guide

*Before applying for a building permit, ensure an addition to an existing single family dwelling is permitted according to the municipalities zoning bylaw and official plan*

All zoning enquires can be made by completing a zoning compliance request, along with the required fee.

Alternatively you can check your zoning on the [Grey County website](#) as follows:

- Select public [GIS site](#).
- In the top right corner search for your lot by address or roll number.
- In the bottom left corner you can turn on layers, to see the West Grey zoning you must turn on planning, municipal zoning and zoning- West Grey.
- When you know your zoning you can download the West Grey zoning bylaw online.
- Review the zone specific page, it will provide you with the permitted uses and regulated setbacks.

## Applicable Law

Approval from other agencies may be required before a building permit can be issued.

### Public Works approvals

An entrance permit is required for any new driveway entrance and a civic address is required in order to receive a building permit. Contact the public works department at 519-369-2200 ext. 225 for more information.

### Conservation Authority approval

If the proposed building is being constructed in an area regulated by the Saugeen Valley Conservation Authority (SVCA) you will be required to provide a permit to alter a regulated area from SVCA in order to receive a building permit. Contact SVCA at 519-364-1255 or visit the [SVCA website](#) for more information.

### Ministry of Transportation approval

If the proposed accessory building is within 45 m of Highway 6 or 395 m of an intersection of Highway 6 you are required to get a building and land use permit from The Ministry of Transportation (MTO). Visit the [MTO website](#) to apply for a building and land use permit or call 519-372-4045 for more information.

### Planning approvals

Failing to comply with the zoning bylaw may result in the need for planning approvals. A minor variance can be applied for when a minor regulation of the zoning bylaw cannot be met. Where the proposed development is not permitted, a zoning bylaw amendment may be required. Contact the Planning department at 519-369-2200 ext. 236 for more information.

## Required Documents

An application for an addition/renovation to an existing single family dwelling requires the following documents:

- Schedule 1 designer information
- Energy Efficiency Design Summary
- Mechanical Ventilation Design
- Construction drawings designed by the property owner or a qualified individual (BCIN, P.Eng or Arch)
- Site plan including proposed setbacks to all property lines and all existing buildings and septic systems (if applicable)
- Other related documents as requested by the Chief Building Official

If the proposed renovation or addition is increasing the dwelling size by more than 15%, and/or adds any bedrooms or plumbing fixtures you are required to provide a septic system review. If the current system is deemed insufficient you will be required to apply for a permit for a new septic system.

The following documents are required for a septic system application:

- Schedule 1 – designer information
- Schedule 2 – installer information
- A soil analysis
- Septic system design