

**These are general guidelines only and more information may be required on a case by case basis**

## Required Documents for Building Permit Application

- Completed [Application for a Permit to Construct or Demolish](#) Form.
- Completed [Schedule 1](#) Form
- Comprehensive site plan
- 1 complete set of construction drawings
- [Owner Authorization Form](#) if applicant is not property owner
- If Building Area is over 600 m<sup>2</sup>, a Professional Engineer will be required for the Design and Construction Review of the Building. A signed [Engineer Commitment to Review Form](#) will be required.

**\*\*\* All forms, permit documents and construction drawings, to be submitted electronically in PDF Format Only\*\*\***

## Site Plan Requirements

A comprehensive site plan showing:


- Showing the location of the building in relation to the property lines, septic tank, and septic system.
- Showing other buildings on the property near the proposed building.

## Construction Drawings

Drawings should include:

- Footings, Foundation, and/or Pier Layout with dimensions and sizes
- Floor plans should include lumber dimension, beam spans, and wall assemblies.
- Roof Plan and/or Truss Layout. Roof Plan should show method of truss bracing.
- Elevations
- Cross Section should include the wall assembly, heights, and lumber dimensions. If being
- Structural Framing details should be included in the drawings. This could include:
  - Method of attachment of posts to footings and/or foundations
  - If being constructed as a “pole barn”, method of beam attached to posts.
  - If using “scabs” to support beam plies, dimension of scabs with the proposed number of nails and types.
  - Method of truss/roof bracing (diaphragm vs. knee).

### Where to apply for a building permit?

All building permit applications are to be applied through,   
(See *Building Department webpage* for further details)

### Cost of building permit

Please see Schedule “A” of By-Law 13/2018 for applicable [Building Permit Fees](#). These fees cover all plans review, building permit, and resulting inspections. All fees and charges listed herein are payable upon collection of the Building Permit.

### Questions?

Contact the Building Department for assistance at [building@get.on.ca](mailto:building@get.on.ca)

#### Zoning

All structures must meet the requirements for the zone in which it is located. If you are unsure of the zoning on your property. A copy of The Township Zoning By-law can be found on The Township Website, [www.get.on.ca](http://www.get.on.ca)

#### Grand River Conservation Authority

Is your property under the GRCA’s regulated area? Property owners are encouraged to check their property at [www.grandriver.ca](http://www.grandriver.ca) before applying for a building permit; additional permission from the GRCA may be required for you proposed construction.

#### CALL BEFORE YOU DIG – IT’S THE LAW!

Planting a tree, building a deck or a fence? Contact ON1Call first to get a locate so you can dig safely. Remember, you are liable for any damage or injury caused by interfering with buried infrastructure. Request your free locate online or call 1-800-400-2255, open 24 hours a day, 7 days a week!