

Municipality of Arran-Elderslie



125 Bruce Road 10, PO Box 70, Chesley, Ont. N0G 1L0
Telephone: 1-519-270-6893
Fax: 1-519-363-2203

Building Permit Information Package

For all inquiries about obtaining a building permit or inspections please contact:

Chief Building Official – Josh Planz – ex 26

Cell: 519-270-6893

Email: aebuilding@bmts.com

Website: www.arran-elderslie.com

For planning inquiries please contact Bruce County Planning Department (Warton Office):

Planner – Jack Van Dorp

Phone: 519-534-2092 ext 125

Email: jvandorp@brucecounty.on.ca

Website: www.brucecounty.on.ca

When is a Building Permit Required?

A building permit is required to erect, install, extend, alter, or repair any building or structure. The following are examples of projects that **will** require a building permit:

- Detached garage, shed or accessory structure 108 square feet and greater (measured to the outside face of exterior walls)
- Barn, drive shed, grain bin, manure storage
- Attached garage, carport, shed or other roof structure of any size
- Decks greater than 24 inches above grade
- Finishing the basement of a house
- Adding a bedroom to the basement
- Additions to a building
- Swimming pool with a depth of 36" or greater)
- Creating a duplex (a.k.a. in-law suite, accessory apartment, granny flat)
- Plumbing fixtures added or relocated
- Removing a load bearing wall, column, lintel or beam
- Re-insulating walls, ceilings or floors
- Woodstove or woodburning fireplace & chimney
- Installing a new window or door, or when increasing the width of the existing opening
- Pending location, a retaining wall that is greater than 3'-3" in height
- Solar Panels that are mounted to a building and have a face area of 5 square meters or greater
- Septic system installations and alterations
- Site servicing (water or sewer lines) for all building types
- New residential dwellings
- Demolition of a structure greater than 108 square feet in building area
- Tent or group of tents that is, more than 60m² (646 ft²) in aggregate ground area, attached to a building, or constructed within 3m (9'-10") of any structure
- Industrial, commercial, institutional and multi-residential construction or alterations or changes of use

Please note: We do not review or inspect electrical work. Please contact the Electrical Safety Authority at 1-877-421-2228 for electrical permits

The following is a list of projects that **do not** require a building permit:

- Structure less than 108 square feet measured from the outside face of walls (that does not contain plumbing)
These building must still comply to the setbacks and other provisions in the Zoning By-Law
- Gas fireplace
- Fence
- Water softener
- Painting, wall papering, tiling, carpeting, cabinets, countertops, and similar finish work
- Door and window replacements (within the existing opening, where no structural members are changed)
- Installing new shingles on existing roof
- Removing a non-load bearing wall in a single, semi-detached or townhouse dwelling
- Replacing a plumbing fixture (i.e. toilet, bathtub or sink) with a new fixture in the same location

If you have any question about your project requiring a permit please contact the building department before you proceed.

Applying for a Permit

A complete application can be dropped off at the Municipal office between 8:30a.m. and 4:30 p.m. Monday to Friday. The payment can be submitted when the permit is ready to be picked up. Please note that the permit is not valid until the Municipality receives payment.

A complete application for a building permit will include:

- **Complete Application Form:** signed by the owner or authorized agent. The designer sheet must also be filled out. An owner may design their own work but they must check exempt on the designer sheet and they must sign it, taking responsibility for the design.
- **Site Plan:** detailing the size and location of the existing buildings. Also showing the location of the proposed work with the setbacks from the property lines. If applicable show the location of the septic tank and bed.
- **Construction Drawings:** Two complete sets detailing every aspect of the proposed construction.
- **Payment:** Can be submitted when you pick up the building permit. Failure to pay will result in an invalid building permit.

Other information that may be required:

- New houses and additions are subject to new code requirements dealing with energy efficiency. A **Energy Summary Guide** should be included with applications for new houses.
- If your property is not on sewer a **Sewage System Application** will also be required for any new builds. If you are proposing an addition served by an existing system a **Building Alteration Septic Application** must be included in the application. This will be used to determine if the existing system is properly sized for the proposed addition.
- Any new livestock facilities, expanding livestock facility, or manure storage will require an **approved nutrient management plan** and conform to MDS setbacks to surrounding houses (see Contacts OMAFRA)
- New houses near a livestock facility must meet the proper **MDS** setbacks
- If the proposed site is on environmentally sensitive land then an approval from the local **Conservation Authority** is required before a building permit may be issued (see Contacts SVCA or GSCA)
- When an Architect or Engineer is required to design an **Agreement to Review** must be included
- Signed **Water and Sewer Connection Agreements** and the appropriate fees

Please note that this list is a guideline and more documentation may be required

Inspections

Building inspections are mandatory. Please insure that work is inspected before it is covered. Failure to call for an inspection could result in completed works having to be removed to approve work that is hidden.

A list of inspections will be printed at the bottom of the building permit. A minimum of 48 hours notice is required for inspections. Please call 519-363-3039 ex 26 with your permit number to book an inspection.

A final inspection is required to close the building permit. When completed the owner will receive documentation that the final inspection has occurred and the file is closed. Without a final inspection the file will become inactive. This will be reflected on any property inquiries.

Please Note: Engineered trusses will require truss drawings on site for the framing inspection.

If you have any concerns please contact the Municipalities Building Department. We will be pleased to answer any questions.

Contacts

Ontario New Home Warranty (Tarion)

1-877-982-7466

www.tarion.com

Is your builder registered? Are you expecting to have a new home warranty?

Electrical Safety Authority (ESA)

1-877-372-7233

www.esasafe.com

Information on electrical permit and scheduling inspections.

Grey Sauble Conservation Authority (GSCA)

519-376-3076

www.greysauble.on.ca

Regulating environmentally sensitive areas in the Grey Sauble Watershed

Saugeen Valley Conservation Authority (SVCA)

519-376-3040

www.svca.on.ca

Regulating environmentally sensitive areas in the Saugeen Valley Watershed

Ministry of Agriculture, Food and Rural Affairs (OMAFRA)

1-888-466-2372

www.omafra.gov.on.ca

Any questions on MDS setbacks and Nutrient Management Plans

Grey Bruce Health Unit

1-800-263-3456

www.publichealthgreybruce.on.ca

Information on septic systems installed before 2010

Bruce County Planning Dept.

519-534-2092

www.brucecounty.on.ca

Regulates severances and minor variances for the Municipality.

Water and Sewer Connections

519-383-3039

Municipality of Arran-Elderslie Water and Sewer Division Foreman – Scott McLeod