Guide to a New House

Where can I build a new house?

For general zoning information (i.e. minimum property setback requirements, etc.) please contact the Building Department at building@saugeenshores.ca.

How to apply for a building permit

The Town is pleased to offer residents, builders, and the business community an online application system to apply for and track your building permits.

The online building permit system allows you to apply for and to see the status of your application anywhere, at any time. You can start an application and finish it later and receive email updates on the status of your permit application. You can even request building inspections! Please visit http://ca.cloudpermit.com to apply for your building permit online. Step-by-step instructions can be found on our website at www.saugeenshores.ca/building

What documents are required to apply for a building permit?

1. Designer's Schedule - Professional Designers require a BCIN number demonstrating their qualifications and insurance. Owners acting as designers may be exempt from certain qualifications, such as having a BCIN (Building Code Identification Number), but must still take responsibility for their own design by completing this form.
2. Energy Efficiency Design Summary - This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code.
3. Lot Grading and Drainage Plan - Prepared by a Professional Engineer (P. Eng), Certified Engineering Technologist (CET) or Ontario Land Surveyor (OLS) as applicable (see example attached)
4. Construction Drawings – Detailed drawings of a fully dimensioned plan, cross section, and elevations. These drawings must be of professional quality, accurate, include all necessary dimensions, and drawn to scale.
5. Other information and/or approvals as required i.e. Saugeen Valley Conservation Authority approval, etc.

Cost of a building permit

The permit fees for your building permit are calculated during the review process. The Town of Saugeen Shores Fees and Charges By-law sets building fees annually. Current fees for new houses are as follows:

- Finished Space - $9.63 per m^2
- Unfinished Space - $6.24 per m^2
- Decks and Porches - $6.24 per m^2
- Plumbing – base rate of $179.63 plus $15.73 per fixture (average fee is $450)

- Driveway permit - $328.54 ($200 is a deposit that is refunded once driveway is installed as per approved)

The Building Department also collects fees on behalf of other Town Departments.

- Water meter - $607.29
- Lot grading review - $340.03
- Development charges for 2025 (Fee includes Bruce County Development Charge):
  - Fully serviced lot - $45,021.00
  - Private water and sewer - $27,431.00
  - Private sewer - $35,175.00

How long does it take to receive my build permit?

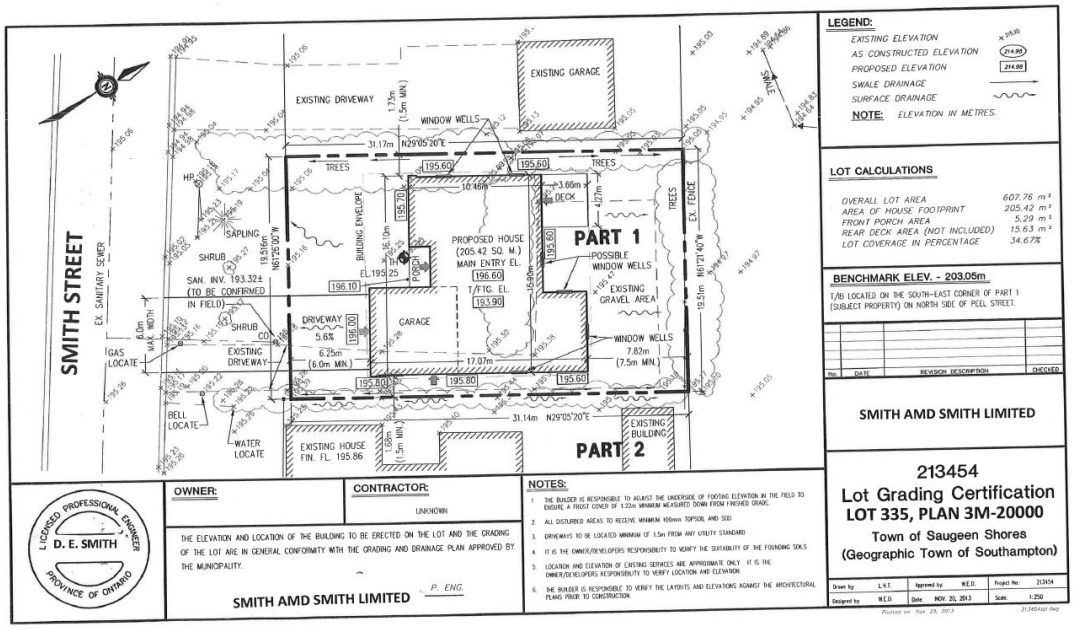
Once a complete permit application is submitted through Cloudpermit, the permit will be reviewed within a maximum of 10 business days.

Required building inspections

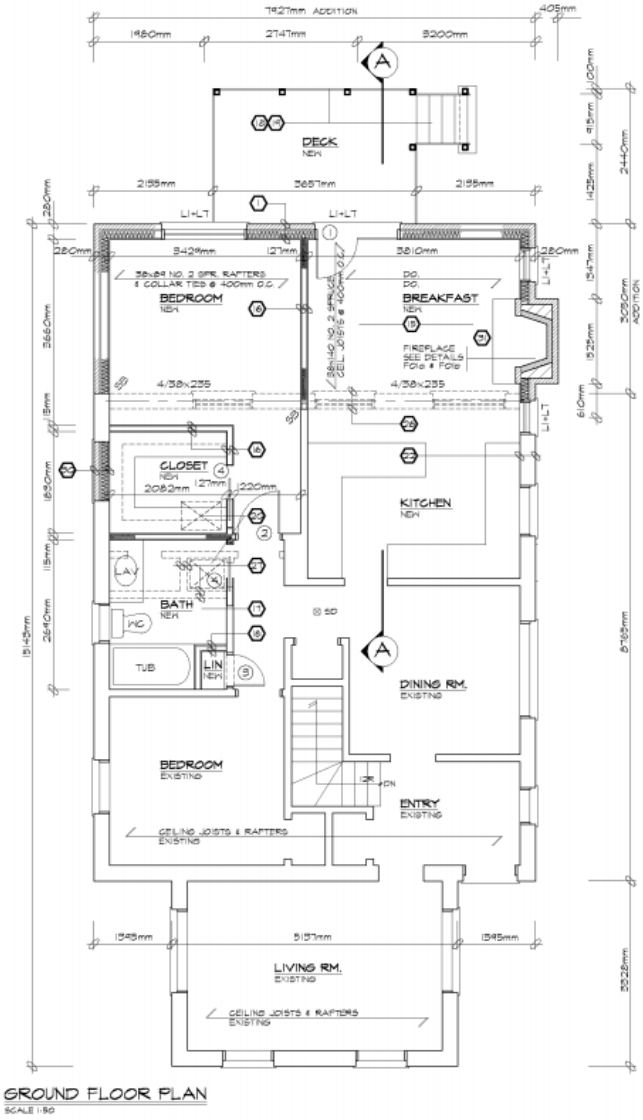
Building inspections are booked online through Cloudpermit. Please provide two business days' notice for an inspection request. Required inspections include:

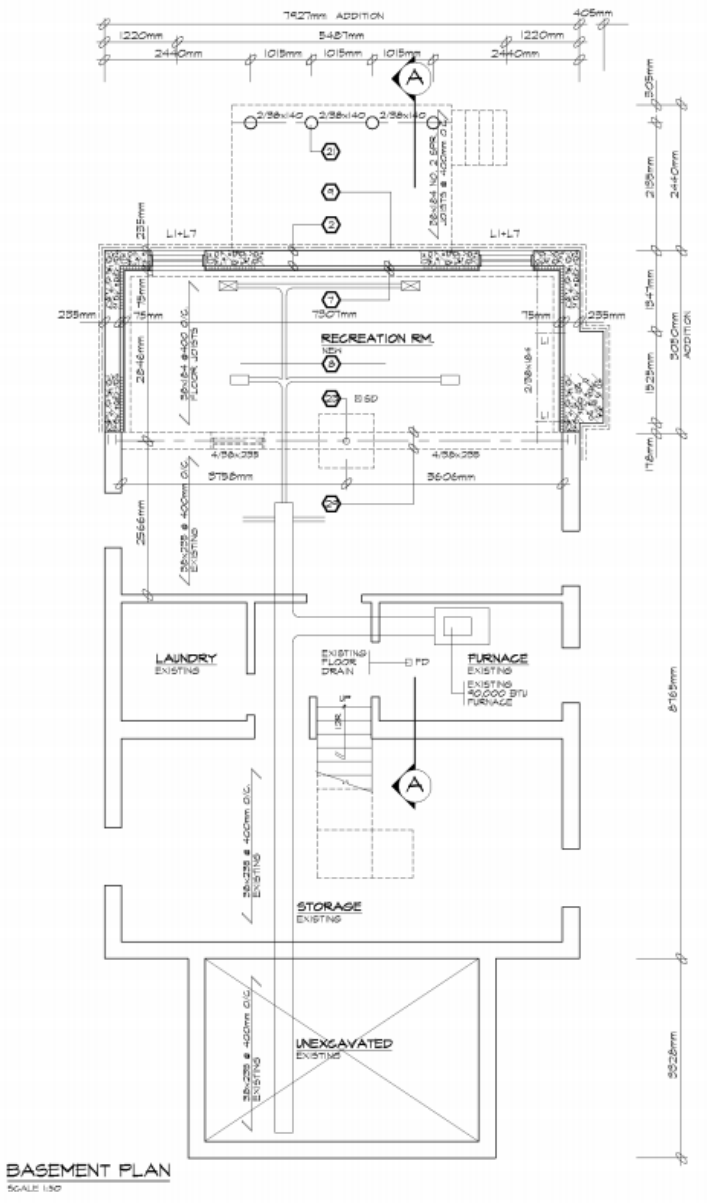
- Footing – prior to the concrete being poured;
- Foundation – complete foundation including damproofing, drainage tile, and stone prior to backfill;
- Structural Framing – once the framing is complete;
- Plumbing – Installation of underground services, drainage system, venting system and water system. Testing required on the drainage and venting (must be witnessed by an inspector);
- Insulation – once the insulation and vapour barrier is complete prior to covering;
- Occupancy – Completion of construction & installation of components required to permit occupancy of the building. It is mandatory to obtain an Occupancy certificate prior to occupancy of the building;
- Final – when the building is complete.

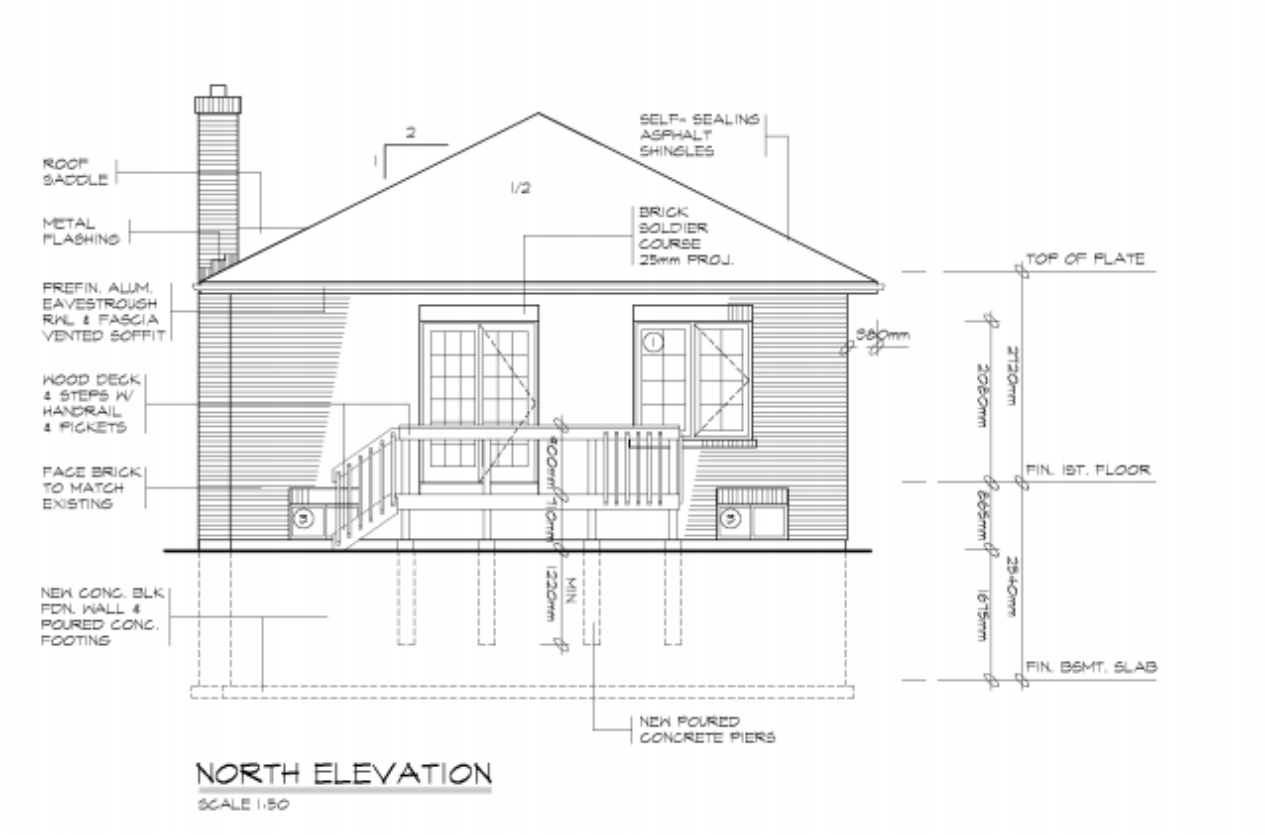
Lot grading and drainage plan example

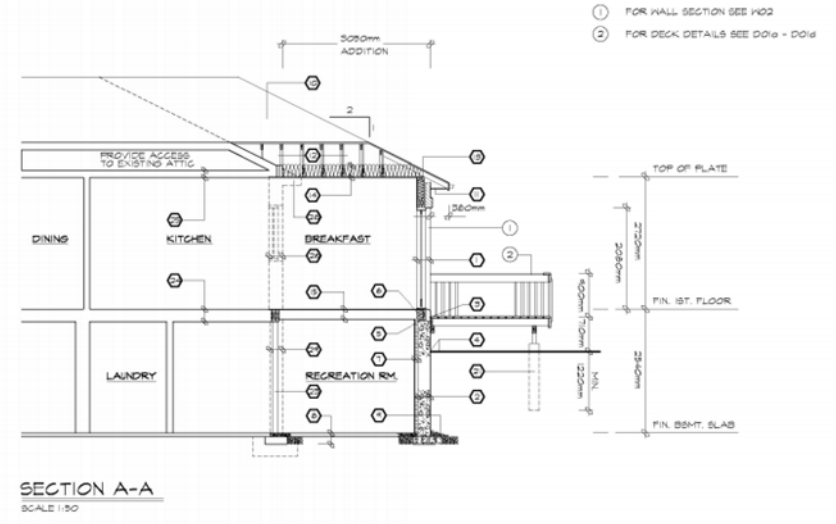


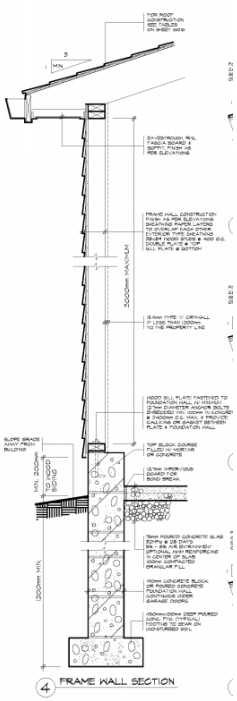
Construction Drawing Examples






SELF- SEALING ASPHALT SHINGLES
ROOF SADDLE
METAL FLASHING
BRICK SOLDIER COURSE 25mm PROJ.
PREFIN. ALUM. EAVESTROUGH RWL & FASCIA VENTED SOFFIT
WOOD DECK & STEPS W/ HANDRAIL & PICKETS
FACE BRICK TO MATCH EXISTING
NEW CONC. BLK FDN. WALL & POURED CONC. FOOTING
NEW POURED CONCRETE PIERS
TOP OF PLATE
FIN. 1ST. FLOOR
FIN. BSMT. SLAB
2730mm
2286mm
2540mm
1615mm
665mm
400mm
1220mm MIN.
NORTH ELEVATION
SCALE 1:50


① FOR WALL SECTION SEE W02
② FOR DECK DETAILS SEE D01a - D01d
5050mm ADDITION
PROVIDE ACCESS TO EXISTING ATTIC
DINING
KITCHEN
BREAKFAST
LAUNDRY
RECREATION RM.
TOP OF PLATE
FIN. 1ST. FLOOR
FIN. BSMT. SLAB
SECTION A-A
SCALE 1:50


4 FRAME WALL SECTION