



Building Permit Guide for Homeowners

Township of Scugog
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Last Revised October 1, 2022



INTRODUCTION

Development Services, of the Township of Scugog provides this **Building Permit Guide for Homeowners** to help you through the process of making changes to a building on your property. The guide explains the steps involved in obtaining a building permit and other necessary approvals.

We encourage you to contact Development Services Staff at (905) 985-7346 ext. 169 early in the process to ensure you have all the information needed to make your application.

WHY DO YOU NEED A PERMIT?

Building permits are necessary to ensure that zoning requirements, fire and structural safety standards and other building standards are met, primarily for safety and compatibility reasons. Zoning requirements are contained in municipal by-laws and the building standards are contained in the *Ontario Building Code*. This code is Provincial regulation administered by the Ministry of Municipal Affairs and Housing. Under the *Building Code Act*, local governments are given authority for the enforcement of the *Ontario Building Code* within their municipality.

WHY DO YOU NEED A PERMIT? (cont'd)

The Ministry of Municipal Affairs and Housing maintains a website which contains useful information about the *Ontario Building Code* at www.obc.mah.gov.on.ca.

It is the property owner's responsibility to ensure that a building permit is obtained when required.

WHEN DO YOU NEED A PERMIT?

Under the *Building Code Act*, a building permit is required for the construction or alteration of any structure over 15m² (161 ft²) in area; for example, a structure with outside dimensions greater than 3.16m x 3.16m (10.37 ft x 10.37 ft). **However, all structures must still comply with zoning requirements. For information regarding minimum setbacks, lot coverage and height requirements, please contact the Township's Development Services Staff at 905 985-7346 ext. 169.**

The following is a list of typical projects that require a building permit:

- new buildings/additions
- alteration/renovation
- attached or detached garages, carports
- decks/porches
- fireplace, woodstoves & chimneys
- garden sheds (accessory buildings)
- new or structural alterations to windows or doors
- one or two storey additions/solariums or sunrooms
- plumbing and/or drain
- farm buildings
- change of use
- demolition of buildings
- Note: Pool Enclosure Permits are issued by the By-Law Dept. 905-985-7346 ext. 121 or 142

SUBMITTING YOUR APPLICATION

As of **April 1, 2022 for new applications**, the Township of Scugog is pleased to offer residents, builders, and the business community Cloudpermit - an online system to apply for and track your building permits. Current active permits and new e-permits will be prioritized and reviewed based on the order of submission. Please refer to the [How to Submit a Building Permit Application](#) document on the Building page of the Township website. The traditional processes for paper applications and in-person payments will still be available at the Township Office should you prefer that method. Please contact the Building Department at 905-985-7346 ext. 169 or buildingdepartment@scugog.ca

Documents required:

- Township approved site plan
- Construction plans and other required plans (HVAC, EEDs, truss plans, etc.)
- Health Department Approval (required when septic system is on property)
 - Region of Durham Health Department: 905-985-4889
- Water and Sewer Connection (required when town water and sewer connected to property)
 - Region of Durham Works Department: 905-668-7711
- Well Report (required when a well is on property)
- Lot Grading Plan

SUBMITTING YOUR APPLICATION (cont'd)

- Culvert Application
 - Township Road – 905-985-7346 ext. 112
 - Regional Road – 905-985-7170
 - Provincial Highway – Port Perry area 905-985-7467
- Conservation Authority Permit
 - Kawartha Region Conservation Authority (KRCA):
1-800-668-5722
 - Lake Simcoe Region Conservation Authority
(LSRCA): 905-895-1281
 - Central Lake Ontario Conservation Authority
(CLOCA): 905-579-0411
- Owners Authorization
- New Home Warranty Number or Declaration
- Development Charges
- Cash in-lieu of Parkland report and payment
- Site Plan Approval
- Municipal Addressing – 911 Number

BUILDING PERMIT FEES

Building Type	Fee Payable per(m²)
Group A – Assembly Occupancies	\$19.35
Group B – Institutional Occupancies	\$19.35
Group C – Residential Occupancies <ul style="list-style-type: none"> • Porches, Carports/Garages, and Storage Sheds • Other Residential Buildings 	\$4.84
	\$14.06
Group D – Business and Personal Service Occupancies	\$14.06
Group E – Mercantile Occupancies	\$14.06
Group F – Industrial Occupancies <ul style="list-style-type: none"> • Other Industrial Buildings • Farm Buildings and Pole Barns • Riding Arena 	\$8.59 \$2.69 to a max. of \$1,054
	\$3.12 to a max. of \$2,109



BUILDING PERMIT FEES (cont'd)

Building Type	Fee Payable
Minor Residential Structures, including: <ul style="list-style-type: none"> • Decks • Outdoor wood furnace/ wood boiler, water and / or sewer service connection(s) • Other Similar Minor Projects and Structures 	\$100.00 Flat Fee
Minor Non- Residential Structures, including: <ul style="list-style-type: none"> • School Portables (each) • Temporary Prefabricated Trailers (each) • Temporary Tent (each); monthly fee • Other Similar Minor Projects and Structures 	\$332.00 Flat Fee
Designated Structures <ul style="list-style-type: none"> • Retaining Walls • Telecommunications Towers • Solar for Family Dwelling • Solar for Other Occupancies <ul style="list-style-type: none"> • Each Panel 	<ul style="list-style-type: none"> • \$10.45/Linear Metre • \$538.00 flat fee • \$129.00 flat fee • \$129.00 flat rate • \$11.00 / Panel
Other Alterations and Renovations to Existing Buildings	0.93% of the Construction Value
Plumbing	\$161.00 Flat Fee

BUILDING PERMIT FEES (cont'd)

Class of Permit	Fee Payable
Building Permit	See Part C plus Security Deposit for Lot Grading
Demolition Permit	\$108 - Residential \$161 – Non-residential
Conditional Permit	10% of Applicable Building Permit fee payable to a maximum of \$2,500
Partial Permit	Applicable Building Permit fee payable plus 10% additional; min. of \$120, max. of \$500 (non-refundable)
Change of Use Permit	\$134 Flat Fee

Type of Fee	Fee Payable
Alternative Solution Examination Fee	\$123.55 / hr.
Resubmission of Application Found to be Incomplete	25% of Applicable Building Permit Fee
Renewal of Permit	12% of Applicable Building Permit Fee
Transfer of Permit	\$200.00 Flat Fee
Request for Deferral of Permit Revocation	\$200.00 Flat Fee



BUILDING PERMIT FEES (cont'd)

Site Servicing Permit for Plumbing	3.05% of the Construction Value
Re-examination of Plans	\$129.00 per hour
Certification of Model Homes	\$2,550
Additional Inspection	\$103.00 Flat Fee
Building without first obtaining a valid Permit	Permit fee increased by \$216 or 50% of the regular permit fee
Unsafe Order Investigation	\$269.00
Unsafe Order Respecting Occupancy	\$269.00
Changes to Model Homes	Applicable Building Permit Fee Payable plus \$432
Application made with Registered Code Agency	Application Building Permit Fee is reduced by 20%
Lot Grading Security	\$5,000 Deposit

Minimum Fees:

Except where a flat fee applies, the minimum fee for any permit application for work proposed in Group C residential occupancies in Schedule A shall be \$117.

Except where a flat fee applies, the minimum fee for any permit application for work proposed in Group A, B, D, E and F occupancies in Schedule A shall be \$240.

REFUND OF FEES

If requested, in writing, by an Applicant or Permit Holder, the Township may refund a percentage (to the nearest dollar) of the fees paid as follows:

- i) 75% if administrative functions only have been performed;
- ii) 50% if administrative, zoning and plan examination functions have been performed and the permit has not been issued;
- iii) 25% if the permit has been issued and construction or demolition has not commenced;
- iv) No refund shall be payable where the amount calculated is less than \$50.00;
- v) **Lot Grading Security** deposits may be refunded upon completion of the project to the satisfaction of the **Chief Building Official**.

DEVELOPMENT CHARGES

Certain building projects will require the payment of development charges at the time of application. This summary is provided for general information only and is not a guarantee of the total development charges which will be applied by all agencies on any building. Final calculations and confirmation of amounts will be determined following review of plans in support of a building permit application.

Single Family Dwelling (Served Lot)

Region	Township	Board of Ed	Total
\$41,528	\$21,018	\$5,135	\$67,681

Single Family Dwelling (Unserved Lot)

Region	Township	Board of Ed	Total
\$17,334	\$21,018	\$5,135	\$43,487

	Commercial Development	Industrial Development
Region	\$24.45/ft ²	\$13.30/ft ²
Township	\$11.55/ft ²	\$6.08/ft ²
Board of Ed	n/a	n/a

A Cash-in-Lieu of Parkland payment equal to 5% of the value of the land may apply.

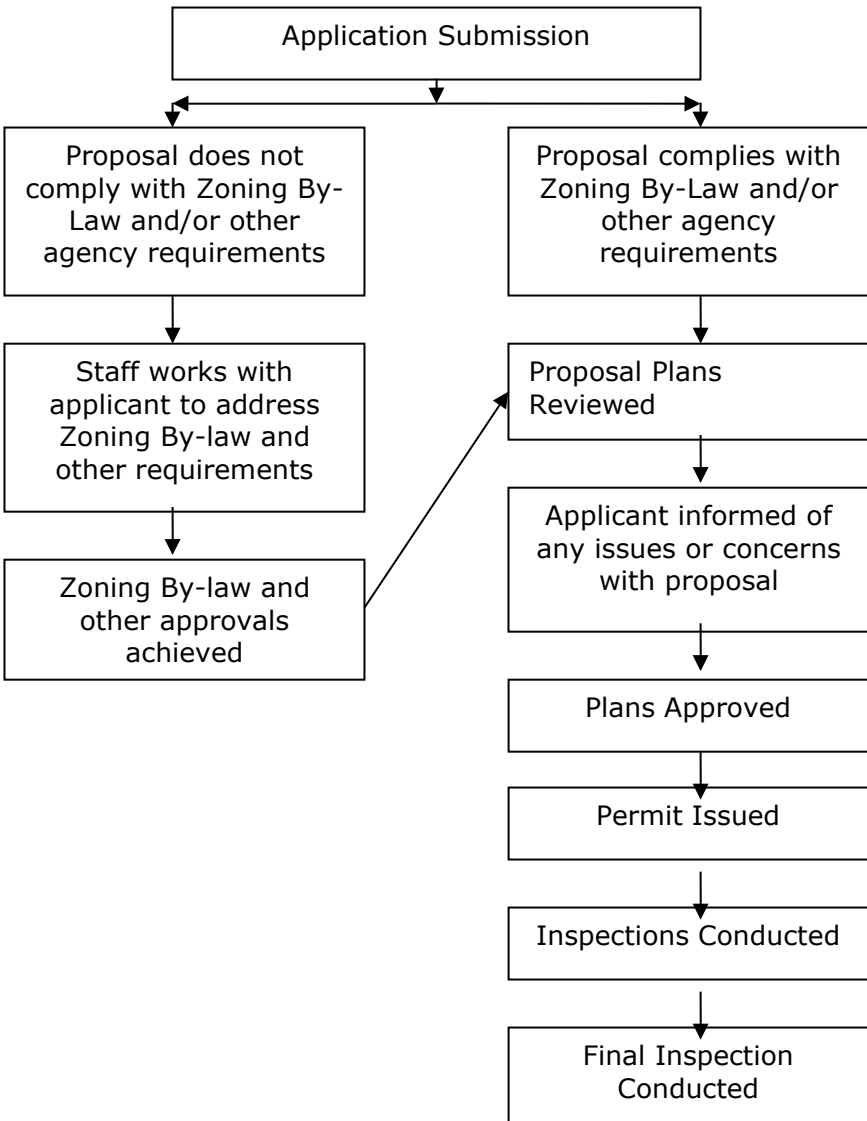


PREPARING YOUR APPLICATION

Prepare drawings that accurately describe the construction you propose. Develop your ideas on paper with “to scale” rough floor plans and specifications and/or have a draftsman or knowledgeable person transform your sketches into proper plans. If you have a person complete your plans they must be certified and registered with the Ministry of Municipal Affairs and Housing. Attached are some examples of site plan, floor plan, cross-section and elevation drawings.

Once you have submitted your application, the Application Process begins.

THE APPLICATION PROCESS



ZONING REQUIREMENTS

Zoning specifies the uses permitted within particular areas and contains regulations governing such matters as building setback, height and lot coverage. You should contact Development Services Staff to determine the requirements for your specific project. Department Staff needs your street address and/or lot and registered plan number to determine the zoning requirements.

SITE PLAN

A site plan identifies buildings and other features in relation to property boundaries. The site plan should identify your existing house and proposed changes.

Most or all the information required for a site plan can be found on your property survey. You may have received one when you bought your home. If not, you may need to hire a surveyor. You can contact the Association of Ontario Land Surveyors at 1-800-268-0718 or www.aols.org/home.asp if you need further assistance.

SITE PLAN (cont'd)

The following information should be shown on the site plan:

- North Arrow
- Overall building dimensions
- Property lines and dimensions
- Proposed construction location
- Right-of-way limits and any easements
- Setbacks to all property lines from existing and proposed structures
- Street name
- Title and Scale

A floor plan is a drawing of the structure as seen as if it is cut horizontally a few feet above the floor lines. One floor plan is required for every floor of the house which is affected by the new construction. Each plan shows the interior layout in question as well as providing the structural framing information for the floor or roof above.

The following information should be shown on a floor plan:

- Cross-section symbols
- Interior and exterior dimensions, including door and window sizes
- Location of plumbing fixtures
- Materials used and the extent and size of both the new and existing structure(s)
- Room names
- Structural members and lintels, including their sizes
- Title and scale

CROSS SECTIONS

A cross-section presents a view of a house along an imaginary cut, showing the structural elements of the building and exposing what is hidden behind the walls. Cross-sections through the proposed and existing structure(s) may be required to show building materials and how they relate to one another. The location of a cross-section is shown by the cross-section symbol on the floor plans.

The following information should be shown on a cross-section:

- Extent of existing house and proposed additions
- Finished floor level and grades
- Heights and dimensions of doors and windows
- Room names
- Size and type of materials and finishes
- Title and scale

ELEVATIONS

Elevations show all views of a building. Elevation drawings may be required for any project which would alter the exterior view of your house.

The following information should be shown on an elevation drawing:

- Extent of proposed addition and existing house
- Exterior finishes and materials
- Finished floor levels and grade
- Heights and dimensions of existing and new window and door openings
- Overall height of buildings
- Slope/pitch of new roofs
- Title and scale

OTHER APPROVALS

In addition to, or instead of a building permit, you may require other approvals. Building and Planning staff will advise you which approvals are necessary. Some examples are indicated below.

Demolition Permits

In addition to a building permit, you may be required to obtain a demolition permit.

Committee of Adjustment

If your proposal does not comply with the Zoning By-law No. 14-14, you may seek permission from the Committee of Adjustment for a minor variance. Please contact the Secretary of Committee of Adjustment at 905-985-7346 ext. 171.

Site Plan Control

If your property is in an area subject to site plan control, you may have to submit an application for site plan approval to Planning Staff.

OTHER APPROVALS (cont'd)

Oak Ridges Moraine

An Oak Ridges Moraine Conformity Assessment Form will need to be completed for any new construction of a building or structure proposed in the Oak Ridges Moraine.

An application to expand an existing dwelling over 93m² (1001 ft²) or an application to construct or expand an accessory building over 56m² (603ft²) may require site plan approval.

Conservation Authority

Conservation Authority approvals may be required if your property is located in a flood plain or is adjacent to any watercourse. For further information, contact:

- KRCA – 1-800-668-5722
- LSRCA – 905-895-1281
- CLOCA – 905-579-0411

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