



# Building Permit Guide for Homeowners

Township of Scugog  
Development Services

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Last Revised January 2026

## 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](http://www.obc.mah.gov.on.ca).

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

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

Under the Building Code Act, a building permit is required for the construction or alteration of any structure over 15m<sup>2</sup> (161 ft<sup>2</sup>) in area; for example, a structure with outside dimensions greater than 3.87m x 3.87m (13ft x 12ft). **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 story 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](mailto: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)

- Approved Entrance Permit 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

All Building permit fees, and additional information can be found in Schedule A of the Township of Scugog Building By-law 24-18.

1. All fees shall be adjusted annually on January 1st, without amendment to this By-law to account for the Consumer Price Index for the prior year.
2. All fees set out in Schedule A to Building By-law 24-18 shall come into effect on July 1, 2024.
3. All fees set out in Schedule A to Building By-law 24-18, that come into effect on July 1, 2024 shall not be adjusted to account for the Consumer Price Index until January 1, 2026.

Required Fees and By-law 24-18:

[Building Permits | Township of Scugog](#)

## 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 (Serviced Lot)**

Region	Township	Board of Ed	Total
\$74,078	\$32,635	\$6,935	\$113,648

### **Single Family Dwelling (Unserviced Lot)**

Region	Township	Board of Ed	Total
\$31,550	\$32,635	\$6,935	\$71,120

	<b>Commercial Development</b>	<b>Industrial Development</b>
Region	\$435.72 / sq. m	\$207.10 / sq. m
Township	\$230.45 / sq. m	\$96.76 / sq. m
Board of Ed	\$4.31 / sq. m	\$4.31 / sq. m

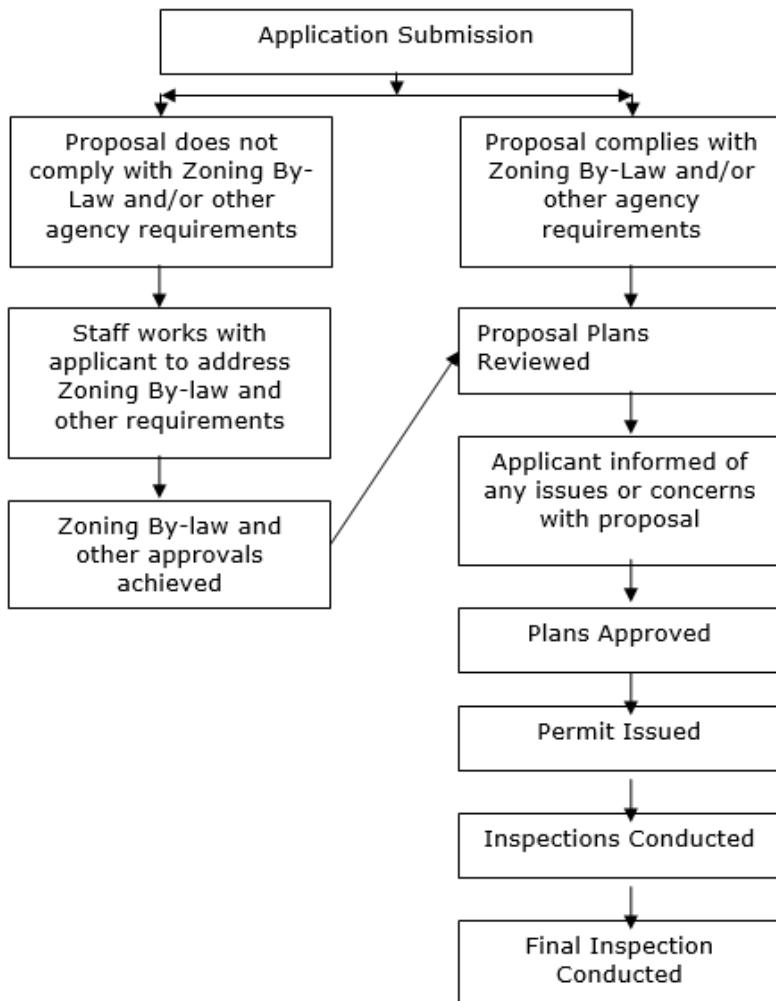
A Cash-in-Lieu of Parkland payment equal to 5% of the value of the land may apply.

## 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 draftsperson 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.

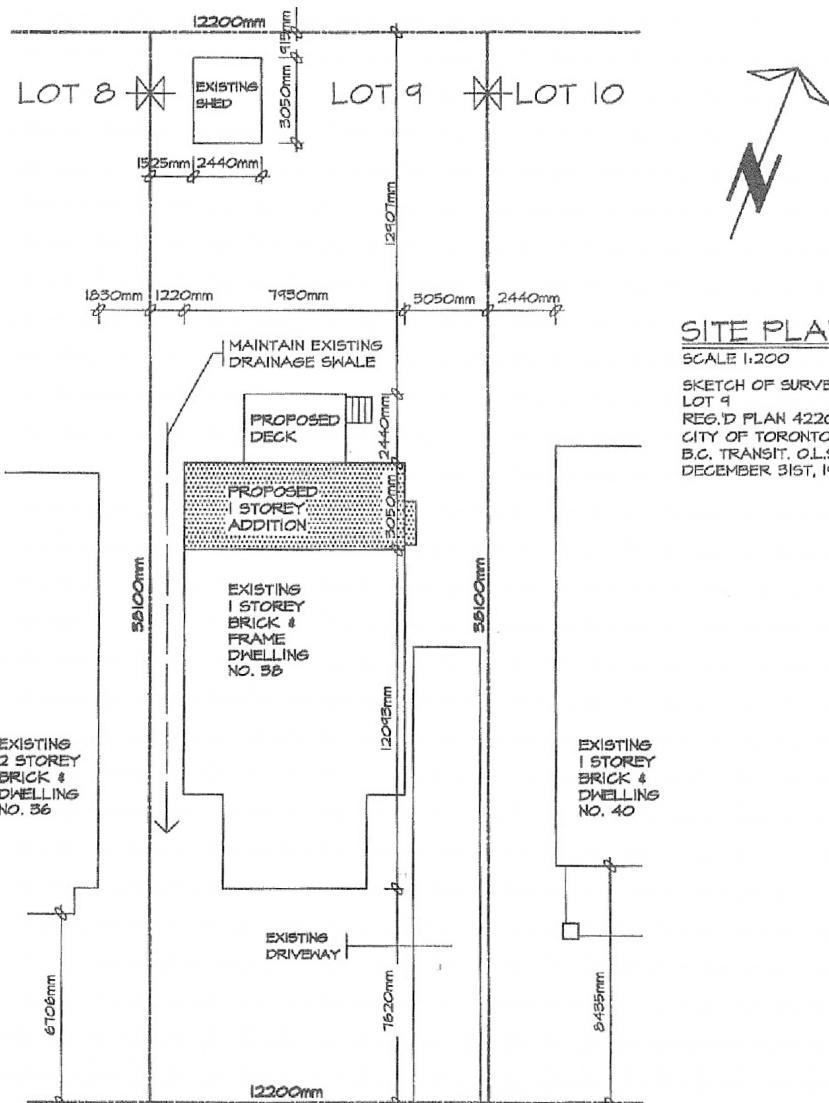
You can contact the Association of Ontario Land Surveyors at 1-800-268-0718 or [www.aols.org/home.asp](http://www.aols.org/home.asp) if you need further assistance.

## 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

# SAMPLE OF A SITE PLAN



KHALMUR CRESCENT

## FLOOR PLANS

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

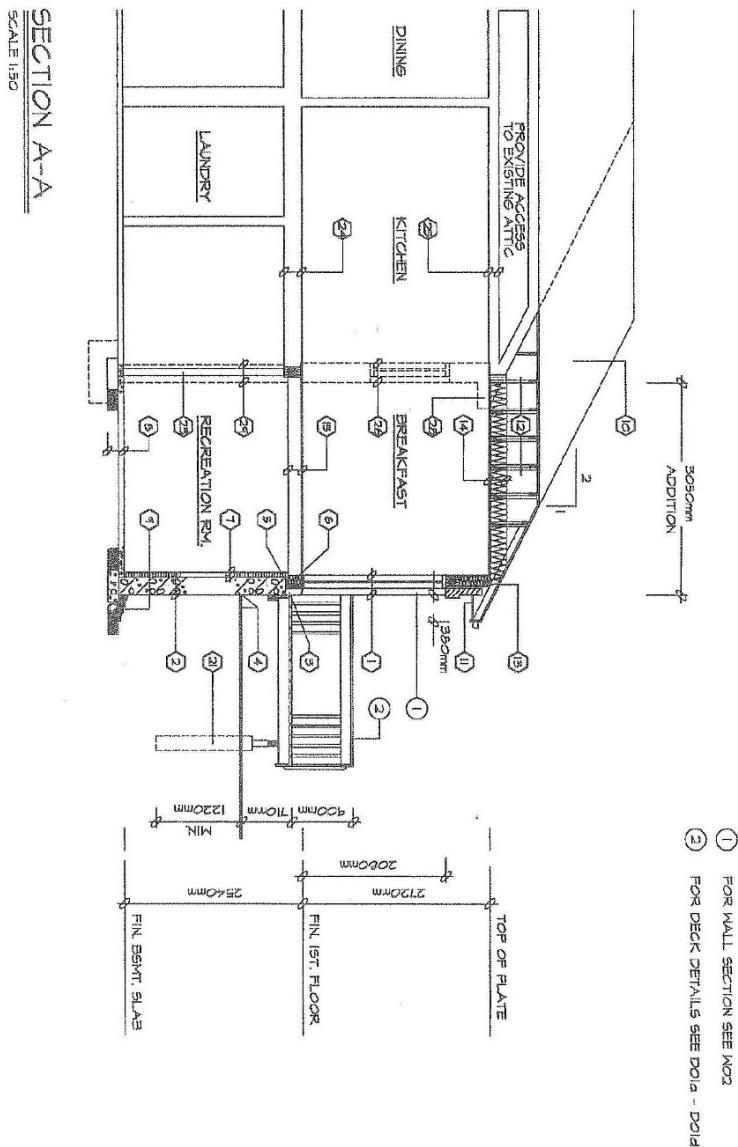
## CROSS SECTIONS

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

# SAMPLE OF A CROSS SECTION DRAWING



Source: Toronto Area Chief Building Officials Committee – Standard Detail Drawings

## 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 93m<sup>2</sup> (1001ft<sup>2</sup>) or an application to construct or expand an accessory building over 56m<sup>2</sup> (603ft<sup>2</sup>) 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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