



NEW DWELLING PERMIT GUIDE

Municipal Services

Building Services Division
 32 Mill Street
 Thornbury, ON N0H 2P0
 Tel.: (519) 599-3131,
 ext. 239
 Fax: (519) 599-7723
build@thebluemountains.ca
www.thebluemountains.ca

All Applications forms, drawings and related documents shall be submitted electronically in PDF format to build@thebluemountains.ca

Refer to “Electronic Documents: Submission Requirements” below.

Application Forms	
A	Building Permit Application Form-Municipal Services
B	Schedule 1 Designer Information Form
C	(EEDS-Performance or EEDS-Prescriptive) Energy Efficiency Design Summary Form
D	Town Water & Sewer Connection Forms, signed by Owner (Part of Application Form Item A above)
E	Owner’s Authorization Form (Required if Applicant is not the Owner)
Construction Drawings & Specifications	
F	Construction Drawings designed by a qualified person (BCIN, P. Eng., Arch., C.E.T.)
G	Site Plan and/or Grading Plan (Grading Plan designed & stamped by P. Eng., C.E.T., or L.E.T. This is required where the proposed lot is less than or equal to 2 acres) Site Plan to include proposed setbacks to all property lines, area & percentage of lot coverage
H	Heat Loss/ Heat Gain Summary
I	Engineered Roof Truss Design and Layout
J	Engineered Floor System Layout Including any Engineered Beams (LVL, PSL, Paralam)
K	Other related documents as applicable or as required by the Chief Building Official
Fees & Charges	
L	Building Permit Fee(s) \$16.00/m² (\$1.49/ft²)
M	Town Development Charges Current Town DC Pamphlet
N	County Development Charges Current County of Grey DC Pamphlet
O	Water & Sewer Connection Fees \$100.00
P	Wood-Burning Fireplace \$100.00
Q	Civic Addressing Fee \$100.00
R	Water Meter \$450.00
Common Agency Approvals (“Applicable Law”)	
S	Town Municipal Land Use Permit (519) 599-3131 ipwinfo@thebluemountains.ca
	Grey Sauble Conservation Authority (519) 376-3076 www.greysauble.on.ca
	Nottawasaga Conservation Authority (705) 424-1479 www.nvca.on.ca
	Niagara Escarpment Commission (519) 599-3340 www.escarpment.org
	Ministry of Transportation (519) 376-7350 www.mto.gov.on.ca

Incomplete building permit applications will delay permit processing time. If this application does not meet the requirements of Sentence 1.3.1.3.(5), Div C of the Ontario Building Code (OBC), or the requirements of the Building By-law currently in effect, any rights to this permit being issued within the timeframe prescribed by the OBC are hereby waived.



ELECTRONIC DOCUMENTS: SUBMISSION REQUIREMENTS

- **All building permit applications and related documents shall be submitted in a “Portable Document Format”, also known as Adobe Acrobat or PDF (version 7 or higher).**
- All documents within the entire building permit application package must open without a password, and be enabled to print in high resolution, enabled for searching contents, enabled to have notes and stamps provided; and be accessible for the visually impaired.
- All Building Services forms are available on the Permits page of the Town’s website in fillable PDF format. They shall be completed and signed (hand signature or electronic/digital signature accepted).
- Submissions with multiple pages or sets may be sent in individual files if file size is too large.
- Commercial projects shall have Mechanical (HVAC & Plumbing), Electrical/Emergency lighting/fire alarm, sprinkler and other fire safety systems to be submitted as part of the building permit set.
- Shoring and Foundation and other structural plans/drawings set to be also included as part of the building set.
- Fire Schematic Layout including floor plans and cross section(s) including all fire resistance rating and fire separations as required by the Ontario Building Code shall be included with the building set.

To maintain the quality of permit records, drawings shall not be submitted via fax. For security reasons, submissions by USB Drive ('Key'), flash media or file sharing services (such as “Dropbox”, “Google Drive” or “iCloud”, etc.) are not accepted. Building Services will provide a secure **ShareFile** link to upload your documents and files. [Click here](#) to submit permit applications and files using our secure ShareFile system.

Permit Submission:

When a permit submission is received by Building Services, a permit file name is created. Building Services Staff will review for a complete application. An email will be sent to the applicant acknowledging the submission and providing the building permit file number, which is to be used for all future correspondence. This will be followed by an email after permit review (see below) stating any outstanding documents if the submission is not deemed to be complete.

Permit Review:

Once the Plans Examiner has completed the review of the permit submission, building permit fees, any concerns or outstanding information required will be sent to the applicant via email.

Permit Issuance:

After approval and payment of fees for an electronically submitted application and issuance of the permit by Building Services, you will receive your Reviewed Drawing Set electronically via email. Please print a set of all approved drawings or specifications (in colour) and ensure this reviewed drawing set is available to the inspector on-site for every inspection.

Site Revisions:

Where a submission is being made to address a deficiency identified by a Building Inspector /Examiner, an electronic copy of the **revised plans** shall be submitted with the changes clearly labelled with revisions noted. A fee for revisions may be applicable as per Building By-Law #2014-18.