

1. Local Municipality

- Resident submits complete building permit application package to their local Town/Township office
- Fees for *municipal approval* review are collected by each lower tier municipality
- The Planner at the local level will review the application for:
 - Site Plan Approval/Agreement
 - Entrance Requirements
 - Zoning
 - Setbacks & Lot Coverage
 - Grading
 - Source Water Protection
 - Niagara Escarpment Commission Regulations (**NEC**)
 - Conservation Authority Regulations:
 - Nottawasaga Valley Conservation Authority (**NVCA**)
 - Credit Valley Conservation (**CVC**)
 - Grand River Conservation Authority (**GRCA**)
 - Saugeen Valley Conservation Authority (**SVCA**)
 - Toronto & Region Conservation Authority (**TRCA**)
- If the proposed construction complies with all applicable law, the local Town/Township will issue *Municipal Approval*.

2. Dufferin County

- Resident picks up approved application package from the local Town/Township office and brings it to Dufferin County to apply for a building permit
- Resident pays a deposit when the application is submitted
- Dufferin County plans examiners review the drawings to ensure proposed construction meets Ontario Building Code (OBC) minimum requirements
- Building permit is issued
- Resident picks up the permit and pays any outstanding fees.
- All inspections are scheduled through Dufferin County by calling 519.941.2816 ext 2700

Dufferin County provides building services to 7 lower tier municipalities:

- Amaranth,
- East Garafraxa,
- Grand Valley,
- Melancton,
- Mono,
- Mulmur, and
- Shelburne