



## **Building Permit Process**

### **Step 1 – Zoning Information & Applicable Law:**

Visit the Town Planning Map to determine the zoning information for your property.

*Do not have an interactive map for zoning, but pages 177-187 of the Zoning By-law show a breakdown of zoning on each property*

OR

Contact the Town to determine the zoning information for your property.

[planning@shelburne.ca](mailto:planning@shelburne.ca) / 519.925.2600 ext. 252

Consult the Town's Official Plan and Zoning Bylaw to determine permitted uses, setbacks, and lot coverage information.

**Official Plan:** <https://www.shelburne.ca/en/doing-business-here/resources/Documents/consolidated-official-plan.pdf>

**Zoning Bylaw:** <https://www.shelburne.ca/en/doing-business-here/resources/Documents/consolidated-zoning-by-law-38-2007.pdf>

If the property is regulated by a Conservation Authority and/or the Niagara Escarpment Commission, either an approval or exemption is required for your project prior to receiving a building permit:

**Nottawasaga Valley Conservation Authority** – 705-424-1479 / <https://www.nvca.on.ca/>

### **Step 2 – Building Permit Requirements:**

The application requirements will vary based on the type of project being proposed. Please review the County checklists to ensure you are putting a complete application package together.

<https://www.dufferincounty.ca/services/building-services>

### **Step 3 – Register for a CityView Portal account:**

Please visit <https://cityviewcanada.harriscomputer.com/DufferinPortal/Account/Register> to register for an account. Once registered, you will receive an email to activate your account – please allow up to 30 minutes for this email and check your junk folder if you don't see it. The CityView Portal will allow you to upload your documents, submit your application, follow up on the progress, pay fees, and retrieve your permit documents.



#### **Step 4 – Apply for a permit through CityView:**

Upload all documents required for your building permit application based on the County's checklists noted above.

Include the following for the Town/Township review when applicable:

- Public Works Entrance/Road Occupancy Permit Application  
<https://forms.shelburne.ca/By-Law/Temporary-Road-Application>

The site plan should include:

- North arrow and address
- Property lines and distances to existing and proposed structures
- Dimensions, including height, and location of all existing and proposed structures
- Location of existing and proposed entrance/driveway/roadways
- Location of all existing and proposed utilities, including septic location
- Location of all existing and proposed landscape elements

**NOTE:** Incomplete permit applications will not be reviewed. An *Incomplete Application Notice* outlining missing details will be emailed to the applicant. If you have questions about any of the requirements, please contact the Town/Township or County prior to making your submission.

#### **Step 5 – Application Reviews:**

Both the Town and the County will review your application.

- The Town will ensure the proposed project complies with their Official Plan and Zoning Bylaw.
- The County is looking to ensure that the proposed construction meets the minimum standards of the Ontario Building Code.

**If there are details missing,** you will receive a deficiency notice outlining additional requirements once all reviews are complete. Users will not be able to upload corrected information until all reviews are completed and the deficiency letter is sent (application status will change to *Returned for Correction*). Users are encouraged to wait until they have all required documentation prior to re-submitting. Once new items are submitted, the system will enter back into a review cycle and will not accept any additional documents until the reviews are complete.

**If the reviews are approved,** the County admin team will verify that the system has brought in the correct fees. You will then receive an email indicating what fees that are owing.

**NOTE:** You can follow along with your application status through the Portal! When you log in, click on *My Items* and open up the permit application. Under the *Reviews* tab, you will see the status of each review. If a review has failed, you will see the corrections noted prior to receiving the deficiency notice.

<https://www.dufferincounty.ca/sites/default/files/building/Portal%20Review%20Walkthrough.pdf>

**Step 6 – Fees:**

Fees are collected by both the Town/Township and Dufferin County. Please review the chart below for more information, including payment methods.

| Paid via CityView Portal   | Paid directly to Town  | Paid directly to Dufferin County   |
|--|--|--|
| County Permit Fees can be found here:<br><a href="https://www.dufferincounty.ca/building-services/fees">https://www.dufferincounty.ca/building-services/fees</a><br><br>CityView Portal accepts either VISA or MasterCard. | Public Works Entrance Permit and/or Road Occupancy Permit:<br><br>Payment must be made by cheque payable to the Town of Shelburne. | County Development Charges:<br><a href="https://www.dufferincounty.ca/building-services/fees">https://www.dufferincounty.ca/building-services/fees</a><br><br>Payment must be made by cheque payable to Dufferin County. |
| Town Municipal Approval fee:<br><b>\$125.00</b><br><br>Cash or cheque made payable to the Town of Shelburne  | Town Development Charges:<br><a href="#">DC breakdown</a><br><br>Payment must be made by cheque payable to the Town of Shelburne.  | Education Development Charges:<br><b>\$1,732.00/dwelling unit</b><br>(through May 2022)<br><br>Payment must be made by cheque payable to Dufferin County.  |

**Step 7 – Permit Issuance:**

Once the reviews are approved and the fees are paid, The County admin team will issue your permit. You can then print your permit job card and approved drawings from the Portal.

**NOTE:** Printed copies of the approved drawings are required onsite throughout the construction project as per the Ontario Building Code. If the printed approved plans are not available onsite during an inspection, the inspection will be given a “failed” outcome and will need to be rescheduled.

<https://www.dufferincounty.ca/sites/default/files/building/Portal%20Documents%20Walkthrough.pdf>



### **WE ARE HERE TO HELP!**

Should you have questions at any time during this process, please reach out to the appropriate party:

**Zoning questions?** Town of Shelburne – 519-925-2600 / [planning@shelburne.ca](mailto:planning@shelburne.ca)

**Municipal Approval Review questions?** Town of Shelburne – 519-925-2600 / [planning@shelburne.ca](mailto:planning@shelburne.ca)

**Building Code questions?** Dufferin County - [building@dufferincounty.ca](mailto:building@dufferincounty.ca)

**CityView Portal questions?** Dufferin County - [building@dufferincounty.ca](mailto:building@dufferincounty.ca)

**Application Status questions?** Please first check your Portal account to check which reviews are still pending – this will indicate whether you need to contact the Town or Dufferin County

<https://www.dufferincounty.ca/sites/default/files/building/Portal%20Review%20Walkthrough.pdf>