

Building Permit Process

Step 1 – Zoning Information & Applicable Law:

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

Tel: 519-925-5525

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

Official Plan - <https://melancthontownship.ca/planning/official-plan/>

Zoning Bylaw - <https://melancthontownship.ca/planning/zoning-by-law-12-1979/>

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:

Grand River Conservation Authority – 1-866-900-4722

Nottawasaga Valley Conservation Authority – 705-424-1479

Saugeen Valley Conservation Authority – 519-367-3040

Niagara Escarpment Commission – 519-371-1001

Township Staff will advise if you require a permit from them.

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 Township review when applicable:

- Municipal Approval Application
<https://melancthontownship.ca/wp-content/uploads/2019/06/Application-for-a-Permit-to-Construct-or-Demolish.pdf>
- Public Works Entrance/Road Occupancy Permit Application
<https://melancthontownship.ca/wp-content/uploads/2021/06/Entrance-Permit-Amended-June-2021.pdf>

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 Township or County prior to making your submission.

Step 5 – Application Reviews:

Both the Township and the County will review your application.

- The Township 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 Township and Dufferin County. Please review the chart below for more information, including payment methods.

Paid via CityView Portal	Paid directly to Township	Paid directly to Dufferin County
County Permit Fees can be found here: https://www.dufferincounty.ca/building-services/fees CityView Portal accepts either VISA or MasterCard.	Public Works Entrance Permit and/or Road Occupancy Permit: [\$500 - \$300 fee plus \$200 refundable upon approved completion] Township accepts cash, cheque, debit or online payments.	County Development Charges: https://www.dufferincounty.ca/building-services/fees Payment must be made by cheque payable to Dufferin County.
Township Municipal Approval fee: [\$100 if greater than 1000 sq ft, \$50 if less than 1000 sq ft, agricultural buildings that require MDS, commercial and industrial buildings and on-farm uses \$100+ \$1,500 deposit] Township accepts cash, cheque, debit or online payments.	Township Development Charges: \$7,274/dwelling unit (2021) Payment must be made by cheque payable to The Township of Melancthon.	Education Development Charges: \$1,732.00/dwelling unit (through May 2022) 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? Township - 519-925-5525

Municipal Approval Review questions? Township – 519-925-5525

Building Code questions? Dufferin County – building@dufferincounty.ca

CityView Portal questions? Dufferin County – 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 Township or Dufferin County

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