



SAUGEEN LAND MANAGEMENT & LEASING BUILDING PERMIT PROCEDURES AND GUIDELINES

P.O. Box 640, Southampton ON, N0H 2L0, Ph: 519-797-3039 Fax: 519-797-3452

2018- APPLICATION FOR BUILDING PERMIT

LANDS SECTION - OFFICE USE ONLY

Date Received	
Recreational Lease	
Commercial Lease	
Locatee or Band	

(PERMITTEE SECTION)

LOT INFO

Legal Description	Lot #
Plan No.	RSO # CLSR#
Civic Address	

PERMITTEE GENERAL INFO

Permittee/Lessee	
Mailing Address	
Phone	Home:() - Cell:() -
Email:	

CONTRACTOR INFO

Name	
Mailing Address	
Phone	Home:() - Cell:() -
Email:	

BRIEF JOB DESCRIPTION

Start Date:	Finish Date:
Type of construction:	

I/We hereby apply for a Building Permit as described above:

Signature of Applicant

Issuing Officer

Date

Date



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PROCEDURES AND GUIDELINES - BCR No. 10-12-0053.

1. Apply for a Building Permit at the Saugeen Lands and Leasing Office @ 9 Indian Agency Road, Saugeen First Nation.
2. The applicant will submit a development plan along with a description and type of construction as listed in the different categories for construction attached. These plans and descriptions must be very detailed and illustrate the intended work to be done. The description should include timeframe, equipment required, excavation, measurements to lot lines, etc.
3. The height of the building should not exceed 33 feet from the ground level.
4. Any building/improvements should not be any closer than 5 feet from the property back and sidelines, with at least 25 feet setback if possible.
5. The exterior of the building should be aesthetically acceptable.
6. Full payment of the Building Permit will be required, as per attached schedule.
7. The Lessee/Applicant/ and Contractor are required to schedule inspections at the necessary construction phases with the proper Inspector (s). (Form attached must be completed and signed by the lessee or contractor).
8. The Lessee/Applicant must submit proper Inspection Forms to the Lands Office with the proper authority signatures. A qualified Inspector must conduct all inspections.
9. Absolutely no construction will commence until the Lands Officer has approved the Permit. If construction commences before approval of a Building Permit, the Building Permit will automatically revoked and all construction will be halted until the non-compliance is rectified.
10. No construction will commence until the Lands Department has approved & issued a Permit.
11. Building Permits are valid for one (1) year from the date of Approval.
12. Lessee(s) must obtain a Permit to Demolish or remove buildings on leased properties.
13. If an extension of up to one (1) of a Building Permit is required, you must re-apply at the Lands & Leasing Office at a cost of \$25.00.
14. These procedures and Guidelines may be amended from time to time by the Saugeen First Nation and communicated to the Saugeen Cottagers Association.
15. All construction to be completed in accordance with the standards as set out in the National Building Code of Canada. (NBCC) and the Saugeen First Nation Housing Administration Policy.
16. All construction to be completed in accordance with all Environmental Laws as mentioned in Schedule "A" of the Cottage Lease.



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ALL NOTIFICATIONS MUST BE DONE IN WRITTING. BCR No. 10-12-0053.

TYPES OF CONSTRUCTION	BUILDING PERMIT FEE	INSPECTION FEE	TOTAL COST	CHECK CATEGORY
-New construction, -New Cottage, -Additions exceeding 100 Sq. Ft. -Utility Sheds/Garage exceeding 100 sq. ft but not exceeding 720 sq. ft.	\$ 1.35 per sq. foot			
-Shingles -Replace roof			Notification only	
-Exterior renovations -Replace deck or new deck	\$85.00			
Addition to Building not exceeding 100 Sq. Ft.	\$85.00			
Utility building not exceeding 100 sq. ft. Pre-Package types	N/A		Notification only	
-Drilled Wells (as per OBC) Standards, Well Drillers/ Contractors must provide a Provincial Permit for our records.	\$85.00			
Driveways	\$85.00			
Extension of Building Permit	\$25.00			
Locate Property Lines – survey request	\$85.00 per hour			
Tree Removal	N/A		Notification only	
Demolish or Remove Buildings	\$100.00 Plus Dumping Fees			
Total Amount due: \$ _____				
PLEASE MAKE CHEQUE PAYABLE TO : SAUGEEN FIRST NATION #29				

<p>FOR OFFICE USE ONLY</p> <p>Method of Payment: Cash <input type="checkbox"/> Cheque No. _____ Money Order <input type="checkbox"/></p> <p>Amount Received \$ _____ Receipt No. _____</p>



SAUGEEN LAND MANAGEMENT & LEASING DEVELOPMENT PLAN

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- (1) Please indicate what dimensions are on the sketch above. Have these boundaries been verified? The Lessee/Contractor must clearly define all visible markers; the Lessee/Contractor can erect wooden stakes spray-painted for ease of visibility.
- (2) Please indicate the following on your Plan: North Arrow, Property Dimensions. (You may need to request for assistance to have your property dimensions located)
- (3) Indicate locations of all existing buildings, **wells & septic systems** or planned future locations of these structures.
- (4) The above plan must be reviewed and approved by a building inspector, or Lands Official before any work can begin. Have the inspector of lands Official place the "Approval Stamp" on the drawing. If reviewed by building inspector, have the inspector sign where indicated.
- (5) Please indicate on the plan where trees will be removed. Please indicate the number of trees to be removed _____.

DATE: _____

APPLICANT: _____



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SAUGEEN FIRST NATION PERMIT WAIVER

“Any individual or entity receiving Permits and/or Permission from the Saugeen First Nation for new or existing structures or related items does so entirely at their own risk and hereby now and forever releases Saugeen First Nation and all of its employees or representatives from any and all claims and demands that individual or others may hereafter have against Saugeen First Nation, or its successors or assigns, arising out of or in connection with any loss or injuries sustained. Any individual or entity receiving Permits and/or Permission from Saugeen First Nation hereby now and forever waives all rights of subrogation against Saugeen First Nation and all of its employees or representatives.”

Permittee

Date