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Build in Brockton

Growth and Development

Brockton is open for business with a vibrant downtown community and the East Ridge Business Park which features available land for new businesses and business expansion. Our rural areas and small villages are welcoming to business both large and small.

Growth and Development in Brockton is managed in part by the County of Bruce as the County is the approval authority for the Municipality of Brockton. The Bruce County Planning Department carries out certain planning activities on behalf of the Municipality.



What is Planning?

The Canadian Institute of Planners defines planning as "the scientific, aesthetic, and orderly disposition of land, resources, facilities, and services with a view to securing the physical, economic and social efficiency, health, and well-being of urban and rural communities."



Land Use Planning

The Ontario Ministry of Municipal Affairs and Housing defines land use planning as "managing our land and resources. It helps each community to set goals about how it will grow and develop and to work out ways of reaching those goals while keeping important social, economic, and environmental concerns in mind. It balances the interests of individual property owners with the wider interests and objectives of the whole community."

Official Plans, Zoning By-Laws, and similar documents are tools of the land use planning system in Ontario.

Find land use planning and development related information and learn about the process for completing applications at the following links:



Site Selection

Have a development project in mind and need the perfect location?

Find resources for selecting the ideal location for your next industrial, commercial, or residential development

[More on Site Selection in Walkerton >](#)

[More on Site Selection in the Rural Area >](#)



Applications

Developing a property and need access to information on the applications and/or municipal process?

Find the ideal site and access information on the next steps in the [process](#)

[More on Application Selection >](#)



Current Development

Looking for information on a known, ongoing development within your community?

Find a map-based database on concurrent development projects here

[More on Current Development >](#)

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Site Selection

You will find a variety of land and buildings in Brockton to meet your needs - from boutique retail space to shovel ready lands in our [East Ridge Business Park](#). Developers interested in locating in Brockton can learn more about available Land and Buildings in the Municipality by visiting the following pages on our website:

- [Business and Development Opportunities Map](#) featuring available lands and buildings in Brockton
 - [East Ridge Business Park](#) home page, featuring shovel ready land in Brockton
 - Commercial and agricultural listings on [Realtor.ca](#)
-

Applications

There are various land use planning and development processes within the Municipality that help guide the future growth of Brockton. Prior to partaking in any type of building or development project within the Municipality, land-owners should review the following application sections to determine what applications are required for their proposed project:



Official Plan Amendment

An official plan outlines how land in a municipality should be used. It is prepared with input from the community and helps to ensure that future planning and development will meet the specific needs of the community.

An official plan amendment is a formal document that changes a municipality's official plan. Changes may be needed because of new circumstances in the community or because of requests made by property owners.

Amendments to the Official Plan may be obtained from time to time by submitting an application to the Bruce County Planning Department as the County of Bruce is the approval authority for Official Plan Amendment Applications.



When is an Official Plan Amendment Required?

If you want to use your property or develop it in a way that conflicts with the County and/or Walkerton Official Plan, you will need an Official Plan amendment.

The Provincial Policy Statement (2020) requires that municipal official plans be consistent with provincial policies for the wise management of land in the Province. Official Plan Amendments allow the municipality to ensure that the use of local properties align with provincial policies and regulations.

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+ What is the process for an Official Plan Amendment?

An Official Plan Amendment application process described here applies to most applications and takes approximately four (4) to six (6) months. The timeframe will vary for complicated applications and is affected by Council's schedule and the number of applications processed at any given time. Review the below flowchart to get a better understanding of each stage of the Official Plan Amendment Process.

[OPA Flow Chart Here](#)

+ Where can I find more information?

To find out more information about the Official Plan Amendment application process, please visit [the County of Bruce Land Use Planning Site](#). Here you can find the following:

- Form One – Application 2020, which is the Official Plan Amendment Application Form
- Form Five - Information to Applicants - Official Plan Amendment 2020, which is the County's guide for Official Plan Amendments.
- Site Plan (Sketch) Requirements 2020, which provides guidance on what details need to be included on the sketch or plan submitted as part of the application
- Application Fees - Effective March 5, 2020, which details the Official Plan Amendment Application Fee

The application form and guide can be found on the County's Land Use Planning page under Application Forms, at the following link: [Land Use Planning | Bruce County Welcomes You](#)

To review the County Official Plan, follow this link: [Bruce County Official Plan | Bruce County Welcomes You](#)

To review the Walkerton Official Plan, follow this link: [Official Plan - Municipality of Brockton](#)

Or

Contact the County of Bruce Planning Department below to begin the Official Plan Amendment Process:

Julie Steeper

Brockton Planner

County of Bruce, Planning & Development

30 Park St, Walkerton ON N0G 2V0,

Phone: 226-909-1601

Email: jsteeper@brucecounty.on.ca

[Map this Location](#)

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Zoning By-law Amendment

The Municipality of Brockton Comprehensive Zoning By-Law is a legal document, which is used to control the use and development of properties and buildings.

A Zoning By-law Amendment is used for major revisions to the By-law such as land use changes or significant increases in permitted building heights and development densities.

Amendments to the Zoning By-law may be obtained from time to time by submitting an application to the Bruce County Planning Department as the County of Bruce is the approval authority for Zoning By-law Amendment Applications.

When is an Zoning By-law Amendment Required?

If you want to use or build something your property in a way that is not permitted by the provisions of the Zoning By-law, you may be required to apply for a Zoning by-law amendment (also called a Re-zoning).

A Zoning By-law amendment is required to ensure significant property changes align with the overlying Zoning By-law and aligns with permitted uses within the Official Plan.

What is the process for an Zoning By-law Amendment?

An Zoning By-law Amendment application process described here applies to most applications and takes approximately three (3) months. The timeframe will vary for complicated applications and is affected by Council's schedule and the number of applications processed at any given time. Review the below flowchart to get a better understanding of each stage of the Zoning By-law Amendment Process.

[ZBA Flow Chart Here](#)

Where can I find more information?

To find out more information about the Zoning By-law Amendment application process, please visit [the County of Bruce Land Use Planning Site](#). Here you can find the following:

- Form One – Application 2020, which is the Zoning By-law Amendment Application Form
- Form Five - Information to Applicants – Zoning By-law Amendment 2020, which is the County's guide for Zoning By-law Amendments.
- Site Plan (Sketch) Requirements 2020, which provides guidance on what details need to be included on the sketch or plan submitted as part of the application
- Application Fees - Effective March 5, 2020, which details the Zoning By-law Amendment Application Fee

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The application form and guide can be found on the County's Land Use Planning page under Application Forms, at the following link: [Land Use Planning | Bruce County Welcomes You](#)

To review the Brockton Zoning By-law, follow this link: [Severances and Zoning - Municipality of Brockton](#)

Or

Contact the Brockton Building and Planning Manager below to begin the Zoning By-law Amendment Process:

Dieter Wultz

Building and Planning Manager

Municipality of Brockton, Box 68, 100 Scott Street, Walkerton, ON N0G 2V0

Phone: [519-881-2223](tel:519-881-2223) Ext.127

Toll Free:: [1-877-885-8084](tel:1-877-885-8084)

Fax: [519-881-2991](tel:519-881-2991)

Email: dwultz@brockton.ca

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Minor Variance

The Municipality of Brockton Comprehensive Zoning By-Law is a legal document, which is used to control the use and development of properties and buildings.

A Minor Variance is a minor change to a performance or policy standard under the Zoning By-law. A Minor Variance does not often change the underlying zone of the property or the applicable permitted uses. Rather, a Minor Variance is a certificate of permission, because it allows a property owner to obtain a building permit even though their property does not comply precisely with the Municipal Zoning By-law.

Under Section 45(1) of the Planning Act there are four tests a Minor Variance must meet:

- Is the application minor?
- Is the application desirable for the appropriate development of the lands in question?
- Does the application conform to the general intent of the Zoning By-law?
- Does the application conform to the general intent of the Official Plan?

An application must meet all four (4) tests to be considered for a Minor Variance.

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+ When is a Minor Variance Required?

A Minor Variance is required to ensure minor property changes are in compliance with the Municipal Zoning By-law. A Minor Variance might be required when:

- provisions of the zoning by-law can't be met by new construction
- an addition is proposed for a legal non-complying building
- creating new undersized lots through Consent
- legalizing the property prior to sale

+ What is the process for a Minor Variance?

A Minor Variance application process described here takes approximately thirty (30) days. The timeframe will vary for complicated applications. Review the below flowchart to get a better understanding of each stage of the Minor Variance Process.

[Minor Variance Flow Chart Here](#)

+ Where can I find more information?

To find out more information about the Minor Variance application process, please visit [the County of Bruce Land Use Planning Site](#). Here you can find the following:

- Form One – Application 2020, which is the Minor Variance Application Form
- Form Four - Information to Applicants - Minor Variance or Alteration to Legal Non-Conforming Use 2020, which is the County's guide for Minor Variance Applications
- Site Plan (Sketch) Requirements 2020, which provides guidance on what details need to be included on the sketch or plan submitted as part of the application
- Application Fees - Effective March 5, 2020, which details the Minor Variance Application Fee

The application form and guide can be found on the County's Land Use Planning page under Application Forms, at the following link: [Land Use Planning | Bruce County Welcomes You](#)

To review the Brockton Zoning By-law, follow this link: [Severances and Zoning - Municipality of Brockton](#)

Or

Contact the Brockton Building and Planning Manager below to begin the Minor Variance Process:

Dieter Weltz

Building and Planning Manager

Municipality of Brockton, Box 68, 100 Scott Street, Walkerton, ON N0G 2V0

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Phone: [519-881-2223 Ext.127](tel:519-881-2223)

Toll Free:: [1-877-885-8084](tel:1-877-885-8084)

Fax: [519-881-2991](tel:519-881-2991)

Email: dweltz@brockton.ca

[Map this Location](#)



Severance / Consent

A Land Severance (consent) is the authorized separation of a piece of land to form a new lot or a new parcel of land. This is typically permitted through the consent application process.

Section 50 of the Planning Act prevents the division of land into smaller parcels unless the division of land is subject to a public process ensuring that provincial interests and local planning concerns (as expressed in the official plan) are both satisfied.

When is a Land Severance (Consent) application Required?

A Land Severance (consent) application is required to:

- Divide land (sever) into new lots, and/or;
- Add land to an abutting lot (lot additions, lot adjustments, lot extensions, corrections to deeds or property descriptions), and/or;
- Establish easements or rights-of-way, and/or;
- Lease land or register a mortgage in excess of 21 years

What is the process for a Land Severance (Consent) Application?

A Land Severance (consent) application process described here takes approximately thirty (30) days. The timeframe will vary for complicated applications. Land Severances are the responsibility of the County of Bruce and the Municipality of Brockton provides comments to the County regarding Land Severance (consent) applications. Review the below flowchart to get a better understanding of each stage of the Land Severance (consent) application Process.

[Land Severance \(consent\) Flow Chart Here](#)

Where can I find more information?

To find out more information about the Land Severance (consent) application process, please visit [the County of Bruce Land Use Planning Site](#). Here you can find the following:

- Form One – Application 2020, which is the Land Severance (consent) Application Form

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- Form Two – Information to Applicants – Consent (Severance) 2020, which is the County’s guide for Land Severances (Consents).
- Site Plan (Sketch) Requirements 2020, which provides guidance on what details need to be included on the sketch or plan submitted as part of the application
- Application Fees - Effective March 5, 2020, which details the Land Severance (Consent) Application Fee

The application form and guide can be found on the County’s Land Use Planning page under Application Forms, at the following link: [Land Use Planning | Bruce County Welcomes You](#)

Contact the County of Bruce Planning Department below to begin the Land Severance (consent) Process:

Julie Steeper

Brockton Planner

County of Bruce, Planning & Development

30 Park St, Walkerton ON N0G 2V0,

Phone: 226-909-1601

Email: jsteeper@brucecounty.on.ca

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Site Plan Control

Site plan control is a tool to make sure that land development is designed appropriately, safe, functional and minimizes potential impacts on neighbouring properties. It also makes sure that the County and Municipal standards for developing land are respected.

The Municipality of Brockton feels that it is important that the details of any new development should be clearly understood by both the individual(s) initiating the development and the Municipality prior to any building permit(s) being issued. Specifics of the development such as surface drainage, connections to municipal services, property line setbacks and exterior lighting should be reviewed by the Municipality prior to the initiation of the development. This process benefits the developer; the Municipality and the owners of adjacent properties.



When is Site Plan Control Required?

The Municipality has adopted Site Plan Control requirements for any new development in the community of Walkerton and, on site specific locations, in other areas of Brockton. All commercial, institutional, industrial and residential developments (except single and semi-detached dwelling units) within the former Town of Walkerton may be subject to site plan approval, along with commercial parking lots and mobile home developments. The following standard Site Control Agreement will apply to these lands:

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[Site Plan Agreement](#) (Outside ERBP)

Development being proposed within the [East Ridge Business Park](#) also has specific site plan requirements. The following Site Plan Agreement applies specifically to land within the municipally owned East Ridge Business Park.

[Site Plan Agreement \(ERBP\)](#)

What is the process for Site Plan Control?

There is no timeframe for Site Plan Control Approval. Municipal staff will work as diligently as possible with the developer/applicant and consultants to ensure the necessary approvals are achieved in a timely manner. Approval from Municipal Council and potentially Bruce County Council are required. Review the below flowchart to get a better understanding of each stage of the Land Severance (consent) application Process.

[Site Plan Control Flow Chart Here](#)

Where can I find more information?

To find out more information about the Site Plan Control process, please visit [Site Plan Control - Municipality of Brockton](#).

Contact the Brockton Building and Planning Manager below to begin the Minor Variance Process:

Dieter Weltz

Building and Planning Manager

Municipality of Brockton, Box 68, 100 Scott Street, Walkerton, ON NOG 2VO

Phone: [519-881-2223](tel:519-881-2223) Ext.127

Toll Free: [1-877-885-8084](tel:1-877-885-8084)

Fax: [519-881-2991](tel:519-881-2991)

Email: dweltz@brockton.ca

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Plans of Subdivision/Plans of Condominium

A Plan of Subdivision or Plan of Condominium is land that has been divided into multiple lots for the purpose of development. These lots may be developed individually, or as a group. They may be used for a range of uses such as residential, commercial or institutional depending on the designation of the land in the Official Plan and Zoning By-law. Plans of Subdivision also usually include information on new municipal infrastructure (i.e., water and sewer servicing and new roads), lot and block patterns and any park and/or school sites. Plans of subdivision are also typically used to create public rights-of-way for municipal services.

When is a Plan of Subdivision or Plan of Condominium Required?

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A Plan of Subdivision or Plan of Condominium is required when a proposal involves dividing land into more than 3 lots.

The Plan of Subdivision or Plan of Condominium process ensures that:

- The land is suitable for its proposed new use;
- The proposal conforms to the official plan and zoning by-law, as well as to provincial legislation and policies; and,
- The proposed development will not put an undue strain on community facilities, services or finances.

What is the process for a Plan of Subdivision or Plan of Condominium?

The application process is a 2-Phase process – Draft Plan Approval and Registration of the Plan of Subdivision or Plan of Condominium. A Plan of Subdivision or Plan of Condominium process described here takes approximately six (6) to ten (10) months. The timeframe will vary for complicated applications and is affected by Council's schedule and the number of applications processed at any given time. Review the below flowchart to get a better understanding of each stage of the Plan of Subdivision or Plan of Condominium Process.

[Subdivision/Condominium Flow Chart Here](#)

Where can I find more information?

To find out more information about the Plan of Subdivision or Plan of Condominium process, please visit **the County of Bruce Land Use Planning Site**. Here you can find the following:

- Subdivision or Condominium Development - Information to Applicants and Application 2020, which is the County's application for Plan of Subdivisions and Plan of Condominium
- Form Six - Information to Applicants - Subdivision or Condominium Draft Plan Approval 2020, which is the County's guide for Land Severances (Consents).
- Subdivision and Condominium Approval Procedures 2020, which details the County's Subdivision and Condominium approval process
- Final or Phase Approval of a Plan of Subdivision or Condominium - Information to Applicants and Application 2020, which details Phase 2 of the Plan of Subdivision or Plan of Condominium process related to Registration
- Site Plan (Sketch) Requirements 2020, which provides guidance on what details need to be included on the plan submitted as part of the application
- Application Fees - Effective March 5, 2020, which details the Plan of Subdivision or Plan of Condominium Application Fee, as well as other related fees associated with the development of a subdivision or condominium

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The County's **Land Use Planning Site** also includes guides related to Condominium Exemptions and Conditions of Draft Plan Approval. These specific guides include:

- Condominium Exemption - Information to Applicants and Application 2020
- Major Revision - Change of Conditions to Draft Plan of Subdivision or Condominium - Information to Applicants 2020
- Minor Revision - Change of Conditions (Extension) to a Draft Plan of Subdivision or Condominium - Application 2020
- Extension to the Approval of a Draft Plan of Subdivision or Condominium - Information to Applicants and Application 2020

The above listed documents can be found on the County's Land Use Planning page under Application Forms, at the following link: **Land Use Planning | Bruce County Welcomes You**

Contact the County of Bruce Planning Department below to begin the Plan of Subdivision or Plan of Condominium Process:

Julie Steeper

Brockton Planner

County of Bruce, Planning & Development

30 Park St, Walkerton ON N0G 2V0,

Phone: 226-909-1601

Email: jsteeper@brucecounty.on.ca

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Part Lot Control Exemption

After a plan of subdivision is registered, the County uses "Part Lot Control" to regulate further division of lots or blocks within that subdivision. The County must approve the transfer or sale of part of a lot within in a registered plan of subdivision.



When Part Lot Control Exemption Required?

The most common reason to apply for a Part Lot Control exemption is to allow semi-detached and townhouse lots once the buildings are under construction and unit-demising foundations or party walls are in place.

Property owners can also apply for a Part Lot Control exemption to:

- divide land into smaller parcels
- change lot lines;
- create part lots from whole lots for semi-detached or on-street townhouse units;

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- correct title;
- create an easement; or
- create industrial or commercial lots

+ What is the process for a Plan of Subdivision or Plan of Condominium?

A Part Lot Control process described here takes approximately Two (2) months. The timeframe will vary for complicated applications.

+ Where can I find more information?

To find out more information about the Land Severance (consent) application process, please visit **the County of Bruce Land Use Planning Site**. Here you can find the following:

- Form One – Application 2020, which is the Land Severance (consent) Application Form
- Form Two – Information to Applicants – Consent (Severance) 2020, which is the County’s guide for Land Severances (Consents).
- Site Plan (Sketch) Requirements 2020, which provides guidance on what details need to be included on the sketch or plan submitted as part of the application
- Application Fees - Effective March 5, 2020, which details the Land Severance (Consent) Application Fee

The application form and guide can be found on the County’s Land Use Planning page under Application Forms, at the following link: **Land Use Planning | Bruce County Welcomes You**

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Julie Steeper

Brockton Planner

County of Bruce, Planning & Development

30 Park St, Walkerton ON N0G 2V0,

Phone: 226-909-1601

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Application Help

Unsure of what applications are required to complete your project? Connect with the appropriate staff members below to assist you.

Dieter Weltz

Building and Planning Manager/Chief Building Official

Municipality of Brockton, Box 68, 100 Scott Street, Walkerton, ON N0G 2V0

Phone: [519-881-2223](tel:519-881-2223) Ext. [127](tel:519-881-2223)

Toll Free: [1-877-885-8084](tel:1-877-885-8084)

Fax: [519-881-2991](tel:519-881-2991)

Email: dweltz@brockton.ca

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Dominic Paquette

Building Inspector/Property Standards Officer

Municipality of Brockton, Box 68, 100 Scott Street, Walkerton, ON N0G 2V0

Phone: [519-881-2223](tel:519-881-2223) Ext. [130](tel:519-881-2223)

Toll Free: [1-877-885-8084](tel:1-877-885-8084)

Fax: [519-881-2991](tel:519-881-2991)

[E-Mail this contact](#)

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Current Development

Looking for information on a known, ongoing development within your community? The below map details the current and ongoing development projects in Brockton.

[Embed Current Development Map here – See Google MyMaps guide for How-to Steps](#)

The Current Development Map provides the following information on current development applications:

- Address
- Application file number, application type and description
- Link to documents such as background studies, public notices and Council reports

The map is updated as applications progress and we make every effort to ensure its accuracy.

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Building & Renovation

Are you a homeowner planning to renovate your home? Do you own a property and are you looking to build a new structure? If so, the information provide below will help you to meet Brockton's regulations and guidelines related to building and renovating and help you to understand if you need a building permit to complete your project. Some common projects have also been outlined below, which Brockton frequently receives questions about.

Residential Permits

Most construction, renovations, demolitions, additions as well as some repairs or plumbing work require a building permit. The following works typically require a building permit:

- Constructing a new building or structure (including an accessory structure such as a detached garage)
- Repairing, renovating, and adding to (e.g. increasing the floor area of) an existing building
- Installing a swimming pool
- Building a deck
- Erecting a sign
- Altering most buildings and structures on your property
- Installing a new septic system

Applications made to the Building Department will be assessed for compliance with the [Ontario Building Code](#) and the requirements of [Brockton's Zoning By-law](#).

Septic Permits

If you are planning to install a septic system on your property you must submit a Septic Permit Application prior to construction. Under most circumstances, a site visit from a member of the Building Department is required to obtain a septic permit. A septic permit allows the municipality to confirm that the proposed septic system will be in compliance with the [Ontario Building Code](#). For further information about sizing and location standards for septic systems, please contact the Chief Building Official.

Swimming Pool Enclosures

The Municipality of Brockton requires all privately owned outdoor swimming pools to be safely enclosed by a fence or other enclosure to prevent any unintentional injury and/or drowning. An application for must be submitted prior to construction to ensure the pool enclosure aligns with By-Law – 2008-31 - Swimming Pool Enclosures, which provides standards for:

- Minimum enclosure height;
- Permitted materials that can be used for enclosure;

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- Maximum ground clearance; and,
- Gate and enclosure location

Permits for swimming pool enclosures will be issued by the Chief Building Official after being assessed for compliance with the requirements of [Brockton's Zoning By-law](#) and By-Law – 2008-31. More information on Swimming Pool Enclosure Standards can be found through the 'Frequently Referenced' section of our [Municipality of Brockton Records Library](#).

Sign Permits

Prior to the construction and erection of signage for a commercial building or home business, a Sign permit is required to ensure the signage is in compliance with the [Ontario Building Code](#) and the requirements of [Brockton's Zoning By-law](#). The following signs typically require the owner to obtain a Sign Permit from the Building Department prior to construction:

- Awning
- Banner Sign
- Fascia Sign
- Marquee
- Painted Sign
- Portable Sign
- Projecting Sign
- Pylon / Pillar Sign
- Roof Sign
- Sandwich Sign, on municipal property

By-law number 2012-24 regulates the erection of signs and other advertising devices in the Municipality of Brockton. Definitions, as well as sign-specific standards, can be found within the Sign By-law found through the 'Frequently Referenced' section of our [Municipality of Brockton Records Library](#).

Compliance Check

Before you can apply for a Building Permit to construct, alter, or repair any buildings or structures on your property, your project needs to comply with the [Municipal Zoning By-law](#). The Zoning By-law will provide guidance on items such as allowable size of a property, location and size of buildings on the property, and number of parking spaces that must be provided. To confirm the zoning regulations that apply to your property, visit our [Zoning and Zoning By-Law Maps page](#) for more information about zoning in Brockton or contact:

Dieter Weltz

Building and Planning Manager/Chief Building Official

Municipality of Brockton, Box 68, 100 Scott Street, Walkerton, ON N0G 2V0

Phone: [519-881-2223](tel:519-881-2223) Ext.127

Toll Free:: [1-877-885-8084](tel:1-877-885-8084)

Fax: [519-881-2991](tel:519-881-2991)

[E-Mail this contact](#)

[Map this Location](#)

Dominic Paquette

Building Inspector/Property Standards Officer

Indicates a link to another page (only in specific circumstances would we link to PDFs – whenever a PDF changes, it would be a very tedious task to re-link each link – so, we advise to generally link to the [web pages](#) that discuss the document in question, and have that web page link to the PDF (eg. Form or flowchart)

Municipality of Brockton, Box 68, 100 Scott Street, Walkerton, ON N0G 2V0

Phone: [519-881-2223](tel:519-881-2223) Ext. [130](tel:519-881-2223)

Toll Free: [1-877-885-8084](tel:1-877-885-8084)

Fax: [519-881-2991](tel:519-881-2991)

[E-Mail this contact](#)

[Map this Location](#)
