

These are general guidelines only and more information may be required on a case by case basis

Required Documents for building permit application:

- Fully completed application form, including all required schedules
- Energy Efficiency Design Summary form (SB-12)
- Comprehensive site plan
- ***2 sets** of construction drawings produced to a recognizable standard scale, of which **1 set** of drawings is required to be an **electronic copy** of drawings (PDF only)
- Owner Authorization form, if applicant is not the property owner
- **Septic System may need to be evaluated, if applicable

* If hand drawn, plans cannot be submitted on paper greater than 11"x17"

** Additions that increase the gross floor area of a dwelling by 15% (not including basements) or that add a bedroom, bathroom, or additional fixture units will prompt review of the existing septic. Please include any information on the Septic System.

Please note: If the existing septic system does not meet the daily design flow of the dwelling and proposed addition, a separate permit application will be required for alterations or replacement of the existing septic system. See the "*Installing a Septic System: Information Guide for Septic Permit Applications*".

Site Plan Requirements

A comprehensive site plan or copy of the property survey showing:

- a. Dimensions of property
- b. Proposed location of new construction
- c. Location of well and septic system, if applicable
- d. Distance from proposed structure to property lines, septic system, well as applicable
- e. Hydro Lines – location, height or depth of overhead and underground lines

Construction Drawings showing:

Plan views

- i. Existing structure and room labels for both existing and proposed
- ii. Footing and foundation
- iii. Floor, wall, and roof construction (truss layout)
- iv. Direction of joists and trusses
- v. Beam sizes & spans
- vi. Window/door sizes (lintel sizing, LVL specifications)
- vii. Connections from proposed structure to existing
- viii. Insulation values

Elevation views (front and side)

- i. Height of structure
- ii. Exterior materials (siding, roofing)

Sections

- i. Cross Section
- ii. Wall sections
- iii. Provide clarification on any items that are not typical

Adding a storey to an existing house? Provide detailed notes on what is being removed from the existing structure and what new structure is being added to support an additional storey.

Building permit fees

Please see Schedule "A" of By-Law 13-2018 for applicable building permit fees. These fees cover all plans review, building permit, and resulting inspections. Note: All fees and charges listed herein are payable upon collection of the Building Permit.

Where to apply for a building permit?

Bring your complete building permit application to the Guelph-Eramosa Township office located at 8348 Wellington Road 124, Monday – Friday, 8.30am – 4.30pm.

Response Time

Once a **complete** building permit application is submitted, the permit will be reviewed within 10 business days.

Questions?

Contact the Building Department Administrative Assistant Jenni Spies for assistance:
Phone: 519.856.9596 X 114 Email: jspies@get.on.ca

Zoning

All structures must meet the requirements for the zone in which it is located. If you are unsure of the zoning on your property, please call the Planning Department 519.856.9596 X 112

Grand River Conservation Authority

Is your property under the GRCA's regulated area? Property owners are encouraged to check their property at www.grandriver.ca before applying for a building permit; additional permission from the GRCA may be required for you proposed construction.

CALL BEFORE YOU DIG – IT'S THE LAW!

Planting a tree, building a deck or a fence? Contact ON1Call first to get a locate so you can dig safely. Remember, you are liable for any damage or injury caused by interfering with buried infrastructure. Request your free locate online or call 1-800-400-2255, open 24 hours a day, 7 days a week!

Township of Guelph Eramosa

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