

These are general guidelines only; more information may be required

Required Documents for Building Permit Application

- Fully completed application form, including required schedules
- **2 sets** of construction drawings** produced to a recognizable standard scale, **1 set** of which is required to be an **electronic copy** (PDF only) with the **required designer stamp** (BCIN, Architect, Engineer as applicable)
- Owner Authorization form, if applicant is not property owner

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

Construction Drawings Requirements

Plan view (for the floor level where the wall is being removed)

- Indicate direction of the existing floor joists span
- New beam sizes and supports
- Distance measured from the new beam to the next wall or beam that is supporting the floor joists (for each side of the beam)

Plan view (for all floor levels above and below the floor where the wall is being removed)

- Indicate direction of the existing floor joists span
- Show all existing beams below the new posts from above including sizes and post locations
- Distance measured from the existing beam to the next wall or beam that is supporting the floor joists (for each side of the beam)

Timeline for Applications

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

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.

Cost of building permit

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.

Questions?

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