

Urban (**Serviced**) New Single Family Dwelling: Guide for Building Permit Applications

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

This guide is for new single family dwellings on an **urban serviced lot** (serviced by water and sewer). If the proposed construction is located outside of Rockwood, please ensure you are using the Rural (Unserviced) New Single Family Dwelling guide.

Required Documents for building permit application

- Fully completed application form, including all required schedules
- Owner Authorization form, if the applicant is not the property owner
- 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)
- Energy Efficiency Design Summary form (SB-12)
- Heat loss/heat gain calculations with duct layout
- **Approved** Lot Grading plan (approved by Township engineer)

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

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. Distance from proposed structure to property lines and any other existing structures, if applicable
- d. Location of water and sanitary service, if applicable

Construction Drawings showing:

Plan views

- i. Footing and foundation
- ii. Floor, wall, and roof construction (truss layout)
- iii. Direction of joists and trusses
- iv. Beam sizes & spans
- v. Window/door sizes (lintel sizing, LVL specifications)
- vi. Insulation values
- vii. Room labels
- viii. Truss design and layout

Elevation views (front and side)

- i. Height of structure
- ii. Area of Window and Door Openings

- iii. Exterior materials / Type of Cladding (Siding or Brick)

Sections

- i. Cross Section of entire house
- ii. Wall sections (as needed)
- iii. Provide clarification on any items that are not typical

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.

Lot Grading Deposit

A \$2,000 deposit is taken to cover the cost of grading review by township engineer. The remainder of this deposit is returned once construction is complete and final grading approval has been issued by Township Engineer. **Note:** a different deposit amount may have been specified in the Development/Site Plan Agreement, if applicable.

Development Charges

The following types of development charges are payable on all New Single Family Dwellings at the time of issuance of the building permit:

1. Township Development Charges (Rockwood specific)
2. County Development Charges
3. Education Development Charges

For more information regarding Development Charges, why the fees are taken and how they are allocated, please ask for an information leaflet. Be aware if you are building a replacement Single Family Dwelling and the original house has been demolished, Development Charges become payable again after 4 years. Always ask building department staff if you have any questions.

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

Questions?

Contact the Building Department Administrative Assistant any time for assistance:

Jenni Spies

Phone: 519.856.9596 X 114 - Email: jspies@get.on.ca



Fees Related to New Single Family Detached Dwelling Rockwood Specific (**Serviced**)

Building Permit Fee	As per Schedule A of By-Law 13-2018
Water Meter Fee	\$300.00
Water Connection Fee	\$200.00
Waste Water Connection Fee	\$200.00
Grading Deposit	\$2,000.00 (Note: a different amount may have been specified in the Development/Site Plan Agreement)
Entrance Permit, if applicable	\$1000 deposit that will be cashed; \$850 will be returned after public works have inspected and approved the final work of the entrance
Municipal Development Charge	\$37,964.57 urban (serviced) lots
Education Development Charge	\$1,884.00
County Development Charge	\$5,232.00 (for single family dwellings only)

Please Note: These figures and details are supplied as a convenience to you and are subject to change. Before commencing with any projects please verify costs and conditions with the Building Department.