

**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 a **rural unserviced lot** (not serviced by water and sewer). If the proposed construction is located in Rockwood, please ensure you are using the Urban (Serviced) New Single Family Dwelling guide.

## Required Documents for building permit application

- Fully completed application form, including all required schedules
- Owner Authorization form, if 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
- **\*\*Septic system application** (see Septic System Information Guide)

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

\*\* Permit applications for single family dwellings **must** be accompanied by a separate application for a septic system to ensure the daily design flow meets the requirements of the dwelling. If you are constructing a replacement single family dwelling, you are required to submit the existing septic information to ensure no modifications are required to the current sewage system. Building permits for New Single Family Dwellings will NOT be issued without Building Department approval of the existing septic system, or the issuance of a new septic permit.

## Additional requirements

If building on a vacant lot, you **may** require:

- Entrance permit through either the Township of Guelph-Eramosa, County of Wellington, or Ministry of Transportation (if property is located on a provincial road)
- Civic addressing (this request is made to the Municipal Public Works Department)
- Grand River Conservation Authority (GRCA) permission, if applicable
- Grading approval, if applicable

## 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
- d. Distance from proposed structure to property lines, septic system, well
- e. Hydro Lines – location, height or depth of overhead and underground lines

## **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. Locate grade to finish cladding
- iii. Exterior materials (siding, brick, roofing)

### **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**

If the building lot is 2 acres or less in area, a \$2,000 deposit may be taken to cover the cost of grading review by Township Engineer. The remainder of this deposit is returned after construction has been completed and final grading approval has been issued by the Township Engineer. **Note:** a different deposit amount may have been specified in the Development/Site Plan Agreement, if applicable.

## **Development Charges**

There are 3 different types of development charges that are payable on all New Single Family Dwellings at the time of issuance of a building permit:

1. Township Development Charges
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 more information. 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 **complete** building permit application is submitted, the permit will be reviewed within 10 business days.

### Questions?

Contact the Building Department for assistance:  
519.856.9596 X 114 - Email: [building@get.on.ca](mailto:building@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](http://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!

### Fees Related to New Single Family Detached Dwellings in Rural Areas (Unserviced)

Building Permit Fee	As per Schedule A of By-Law 13-2018
Grading Deposit	\$2,000.00 (applicable on lots less than 2 acres)
Municipal Development Charge	\$11,456.16 rural (unserviced) lots
Education Development Charge	\$2,484.00
County Development Charge	\$5,405.00 (for single family dwellings only)
Entrance Permit, if applicable	\$1000 deposit that will be cashed; \$850 will be returned providing the work is deemed acceptable through final inspection by Public Works Department staff

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

Township of Guelph Eramosa

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