

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
- **1 set** of drawings - **electronic** (PDF only)
- Energy Efficiency Design Summary (EEDS) form (SB-12) or EEDS chart provided on the construction drawings
- Heat loss/heat gain calculations with duct layout
- If the lot is 2 Acres or less, grading plan completed by a Professional Engineer or Ontario Land Surveyor.

All forms, permit documents and construction drawings, to be submitted electronically in PDF Format Only

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 (
- vi. Lintel sizing – “Passed” LVL specifications. If LVL beams contain point loads, either specification sheets or LVL’s on construction plans must be stamped by a professional engineer.
- vii. Insulation values

- viii. Room labels
- ix. Floor and Roof Truss 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 \$5,000 lot grading deposit is collected for the construction of a new single family dwelling on a lot that has an area of 2 acres or less. Grading plan is required to be prepared by an Ontario Land Surveyor or Professional Engineer, as per Building By-law 46/2005, as amended.

Any costs associated with peer reviewing the submitted grading plan, will be subtracted from the submitted grading deposit before being returned to the applicant, as per building by-law 46/2005, as amended. A lot grading certificate provided by the applicants OLS or engineer is to be submitted prior to returning the outstanding amount of the deposit.

(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?

Please submit your complete application and permit documents on our e-Permitting software,



For more information please visit:

<https://www.get.on.ca/living-here/building-permits-and-inspections>

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 for assistance at building@get.on.ca

(Note: Once a Building Permit application has been submitted into Cloudpermit, question can be asked directly to The Building Department through the 'workspace' within Cloudpermit.)

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!

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