

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 non-serviced 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
- **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
- Septic system application (see Septic System Information Guide)
- If the lot is 2 acres or less, a grading plan completed by a Professional Engineer or Ontario Land Surveyor will be required.

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

** 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 from Township Engineer.

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 (
- 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. 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

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

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?

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!

Township of Guelph Eramosa

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