



## **NEW RESIDENTIAL DETACHED OR SEMI-DETACHED HOUSE**

### **Drawing Requirements for Building Permit Application**

<b>For Unserved Properties</b>	<b>For Served Lots / Properties</b>
<ol style="list-style-type: none"> <li>1. Site Drawing displaying:               <ol style="list-style-type: none"> <li>a. Proposed site of new construction</li> <li>b. Proposed location of septic system</li> <li>c. Proposed location of well</li> <li>d. Dimensions of property</li> <li>e. Any water courses or municipal drains in immediate area</li> <li>f. Hydro Lines – Show location, height and or depth of both overhead and underground lines</li> </ol> </li> <li>2. Lot Grading Proposal (by surveyor) if lot is less than 1 ac. and within the urban boundary.</li> <li>3. Construction Drawings showing:               <ol style="list-style-type: none"> <li>a. Foundation plans</li> <li>b. Floor plans (one per floor &amp; including framing)</li> <li>c. Roof Framing Plan</li> <li>d. Elevation details</li> <li>e. Cross Section</li> <li>f. Lot grading, drainage and servicing plan, where applicable</li> <li>g. Gross floor area calculations</li> </ol> </li> <li>4. Submit Septic Design showing:               <ol style="list-style-type: none"> <li>a. tank location and size</li> <li>b. leaching bed location and size</li> <li>c. calculations for design including percolation rate of soil</li> </ol> </li> <li>5. Fully completed application form</li> </ol>	<ol style="list-style-type: none"> <li>1. Site Drawing displaying:               <ol style="list-style-type: none"> <li>a. Proposed site of new construction</li> <li>b. Dimensions of property</li> <li>c. Any water courses or municipal drains in immediate area</li> <li>d. Hydro Lines – Show location, height and or depth of both overhead and underground lines</li> </ol> </li> <li>2. Lot Grading Proposal by surveyor.</li> <li>3. Construction Drawings showing:               <ol style="list-style-type: none"> <li>a. Foundation plans</li> <li>b. Floor plans (one per floor &amp; including framing)</li> <li>c. Roof Framing Plan</li> <li>d. Elevation details</li> <li>e. Cross Section</li> <li>f. Lot grading, drainage and servicing plan where applicable</li> <li>g. Gross floor area calculations</li> </ol> </li> <li>4. Fully completed application form</li> </ol>

**Note: One set of construction drawings are required if not submitting electronically.**

Electronic submissions are to be made in a Portable Document Format (PDF). Plans, specifications, documents, and other information are to be legible when printed to scale. Drawings to be a maximum size of 11” x 17” and shall be complete, fully dimensioned and to scale.

PDF submissions shall have layers unlocked to permit mark-ups and additional notes by the Chief Building Official or designate.

## Where to apply for building permit

All Building permit applications along with supporting documents may be submitted by email to [djones@wellington-north.com](mailto:djones@wellington-north.com). If you do not have access to a method of emailing building permit applications, there is a drop box at the Municipal Office at 7490 Sideroad 7 W, Kenilworth, ON.

### Office Hours:

Monday to Friday  
8:30 a.m. – 4:30 p.m.

### Any Questions?

Phone: 519-848-3620, Ext. 5  
Web: [www.wellington-north.com](http://www.wellington-north.com)

## Cost of building permit

Refer to [Fees & Charges: Various Services By-Law, Schedule "B"](#) for most recent fees. We accept cheque, cash, debit or electronic transfer to [accounting@wellington-north.com](mailto:accounting@wellington-north.com) as methods of payment. This includes the review of drawings, the building permit and building inspections.

### Development Charges:

- [Township of Wellington North Development Charges By-Law](#)
- [County of Wellington Development Charges](#)
- [Upper Grand District School Board Education Development Charges](#)
- [Wellington Catholic District School Board Education Development Charges](#)

## Processing Time Line

Once a **complete** permit application is received, the permit will be reviewed within a maximum of 10 business days.

## Required Building Inspections

Building inspections are booked a minimum of 24 hours in advance, by calling (519) 848-3620, Extension 5. YOU MUST QUOTE YOUR PERMIT NUMBER TO BOOK THE INSPECTION.

Required inspections may include:

- Excavation/footing inspection – Once the holes have been dug, but prior to concrete being poured
- Substantial completion of footings and foundation prior to commencement of backfilling
- Sewage connection prior to backfill
- Structural Framing inspection – Once the framing is complete (posts, beams, joists)
- Substantial completion of all fire separations and closures and all fire protection systems
- Drainage systems and venting systems
- Substantial completion of insulation, vapour barriers and air barriers
- Completion of construction and installation of components required to permit the issue of an occupancy permit
- Final Building inspection – Completion of the project.

## Additional Reference Material

- [Planning Your Project](#)
- [Wellington County Mapping](#)
- [Building Permit Application](#)
- [Zoning By-Law 66-01](#)
- [Building Permit By-Law 046-21](#)
- [Energy Efficiency Design Summary](#)