



## **RESIDENTIAL ADDITION AND RENOVATION**

### **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. Existing residence</li> <li>b. Proposed site of new construction</li> <li>c. Location of existing septic system</li> <li>d. Location of well</li> <li>e. Dimensions of property</li> <li>f. Any water courses or municipal drains in immediate area</li> <li>g. Hydro Lines – Show location, height and or depth of both overhead and underground lines</li> </ol> </li> <li>2. 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>3. Submit Septic Design when required:               <ul style="list-style-type: none"> <li>• Additions that increase floor area by 15%</li> <li>• Adding bedroom</li> <li>• Adding bathroom</li> <li>• Any one of the above can increase septic requirements</li> </ul> </li> <li>4. Where a Septic Design is required, provide:               <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 Showing:               <ol style="list-style-type: none"> <li>a. Existing residence</li> <li>b. Proposed site of new construction</li> <li>c. Setbacks to property lines</li> </ol> </li> <li>2. 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>3. 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.

### **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
- 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
- Building Permit By-Law 046-21
- Zoning By-Law 66-01
- Wellington County Mapping
- Building Permit Application
- Energy Efficiency Design Summary