WELLINGTON NORTH
SEMPER PORRO

INDUSTRIAL / COMMERCIAL / INSTITUTIONAL BUILDING

Drawing Requirements for Building Permit Application

1. Approved Site Plan (agreement & drawings)
2. Approved lot grading, drainage and servicing plan
3. Construction Drawings showing:
   a. Foundation plans
   b. Floor plans (one per floor where applicable)
   c. Floor and Roof structural plans
   d. Elevation details
   e. Building Section(s)
   f. Window & door / hardware schedules, where applicable
   g. Room finish schedules, where applicable
   h. Wall sections and/or details, where applicable
   i. Mechanical drawings (plumbing and HVAC)
   j. Electrical drawings (lighting and fire alarm system)
   k. Sprinkler drawings, where applicable
   l. Standpipe drawings, where applicable
   m. Gross floor area calculations
4. Fully completed application form including Schedule 1 Designer Information
5. Commitment to General Reviews by Architect and Engineers, where applicable

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

Building permit applications along with supporting documents may be applied for Online through Cloudpermit or by email to building@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 and at 146 George St., Arthur, 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

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 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 20 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
- Final Building inspection – Completion of the project.

Additional Reference Material

- Planning Your Project
- Building Permit By-Law 142-22
- Zoning By-Law 66-01
- Wellington County Mapping
- Building Permit Application
- Municipal Servicing Standards
- Sewage Allocation Policy & Application
- Energy Efficiency Certification Form