WELLINGTON NORTH
SEMPER PORRO

# NEW RESIDENTIAL DETACHED OR SEMI-DETACHED HOUSE

## Drawing Requirements for Building Permit Application

| For Unserviced Properties | For Serviced Lots / Properties |
|---|---|
| 1. Site Drawing displaying:<br>a. Proposed site of new construction<br>b. Proposed location of septic system<br>c. Proposed location of well<br>d. Dimensions of property<br>e. Any water courses or municipal drains in immediate area<br>f. Hydro Lines – Show location, height and or depth of both overhead and underground lines | 1. Site Drawing displaying:<br>a. Proposed site of new construction<br>b. Dimensions of property<br>c. Any water courses or municipal drains in immediate area<br>d. Hydro Lines – Show location, height and or depth of both overhead and underground lines |
| 2. Lot Grading Proposal (by surveyor) if lot is less than 1 ac. and within the urban boundary. | 2. Lot Grading Proposal by surveyor. |
| 3. Construction Drawings showing:<br>a. Foundation plans<br>b. Floor plans (one per floor & including framing)<br>c. Roof Framing Plan<br>d. Elevation details<br>e. Cross Section<br>f. Lot grading, drainage and servicing plan, where applicable<br>g. Gross floor area calculations | 3. Construction Drawings showing:<br>a. Foundation plans<br>b. Floor plans (one per floor & including framing)<br>c. Roof Framing Plan<br>d. Elevation details<br>e. Cross Section<br>f. Lot grading, drainage and servicing plan where applicable<br>g. Gross floor area calculations |
| 4. Submit Septic Design showing:<br>a. tank location and size<br>b. leaching bed location and size<br>c. calculations for design including percolation rate of soil | 4. Fully completed application form |
| 5. Fully completed application form | |

**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 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 142-22
- Energy Efficiency Design Summary