WELLINGTON NORTH
SEMPER PORRO

RESIDENTIAL ADDITION AND RENOVATION

Requirements for Building Permit Application

For Unserviced Properties	For Serviced Lots / Properties
1. Site Drawing displaying: a. Existing residence b. Proposed site of new construction c. Location of existing septic system d. Location of well e. Dimensions of property f. Any water courses or municipal drains in immediate area g. Hydro Lines – Show location, height and or depth of both overhead and underground lines	1. Site Drawing Showing: a. Existing residence b. Proposed site of new construction c. Setbacks to property lines
2. Construction Drawings showing: a. Foundation plans b. Floor plans (one per floor & including framing) c. Roof Framing Plan d. Elevation details e. Cross Section f. Lot grading, drainage and servicing plan, where applicable g. Gross floor area calculations	2. Construction Drawings showing: a. Foundation plans b. Floor plans (one per floor & including framing) c. Roof Framing Plan d. Elevation details e. Cross Section f. Lot grading, drainage and servicing plan, where applicable g. Gross floor area calculations
3. Submit Septic Design when required: • Additions that increase floor area by 15% • Adding bedroom • Adding bathroom • Any one of the above can increase septic requirements	3. Fully completed application form
4. Where a Septic Design is required, provide: a. tank location and size b. leaching bed location and size c. calculations for design including percolation rate of soil	
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.

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 142-22
- Zoning By-Law 66-01
- Wellington County Mapping
- Building Permit Application
- Energy Efficiency Design Summary