

# Township of Centre Wellington



## PLANNING & DEVELOPMENT

### Building Division

1 MacDonald Square, • Elora, Ontario N0B 1S0

Tel: (519) 846-9691 • Fax: (519) 846-2039

Email: [buildinginspection@centrewellington.ca](mailto:buildinginspection@centrewellington.ca)

**Unity is Strength**

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## APPLYING FOR A NEW URBAN/RURAL HOUSE PERMIT

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When applying for a new urban/rural residence permit, please provide the Building Department with the following:

**Two sets of detailed construction plans** for the dwelling including the drawings listed below prepared by:

- A Provincially Qualified Designer; or,
- A Homebuilder registered with the Tarion Warranty Corporation; or,
- The homeowner; or,
- Prepared by a Professional Engineer or Architect.

Foundation Plan

Floor Plans

Building Elevations

Building/Wall Sections

Floor & Roof Framing Plans

Energy Efficiency Design Summary Matrix

**A completed Permit Application** including name, address and phone number of owner and contractors, Tarion #, signature and date.

**A plot plan, site plan or survey** of your property indicating the location of the proposed dwelling in relation to property lines and municipal streets.

**Grading Plan approved by Township Engineer**, if property is part of a subdivision/development agreement.

**Completed Schedule 1:** Designer Information.

The following items are also required for **Rural** dwellings or those requiring a Private Septic Disposal System:

**Completed Schedule 2:** Sewage System Installer Information

**Septic Disposal System Design** including:

- Site Evaluation Report prepared by a Professional Engineer including soil permeability and height of water table;
- Plot/Site Plan and or Approved Lot Grading and Drainage Plan showing location of septic system;
- Septic system design and drawings (prepared by a Professional Engineer where the lot is less than 2 acres in area and/or located within a plan of subdivision);
- A copy of the required annual service and maintenance agreement for systems with treatment units.

**Grand River Conservation Authority Approval**, if required.

**Minimum Distance Separation (MDS I) Calculations**, if required

Permits are completed in the order which they are received and will take approximately 10 working days to process. You will be notified if any questions arise and/or when the permit is issued and available for pick-up.

Once your permit has been issued it is the **homeowners/contractors** responsibility to ensure the work is inspected by a Township Building Official.

**You can book an inspection by calling (519) 846-9691 ext. 907 or email at**  
**[buildinginspection@centrewellington.ca](mailto:buildinginspection@centrewellington.ca)**

*Please call at least 24 hours prior to requiring the inspection.*

**FEES RELATED TO NEW RESIDENTIAL PERMITS**

**Permit Fees:** \$1.22 per sq. ft. on outside measurements  
\$81.00 per bay for attached garages  
\$0.52 per sq. ft. for finished basement space  
\$120.00 per deck  
\$0.40 per sq. ft. for roof structures covering decks

**Septic Application:** \$685.00 covers application and inspection but not engineering of the system.

**Entrance Application:** Contact Public Works Dept., 519-846-9691 X 363

**Development Charges:** Township wide - \$23,816.00 for **serviced** Urban Lots  
- \$14,756.00 for **unserviced** Rural Lots

**Education Development Charge:** \$2,484.00

**County Development Charge:** \$5,405.00

**Occupancy Fee:** \$86.00 covers final occupancy inspection

**Damage/Grading Deposit:** Amount specified in Development/Site Plan Agreement.  
For lots of record, which are not part of a Development Agreement, the deposit shall be \$4,000.00. In addition to this deposit the applicant is required to apply for site plan approval through the Planning Department and pay the applicable fees and deposits.

**Lot Grading Approval & Grading Inspection Fee:** \$500.00

**Tarion Deposit:** If the Builder is not a “Tarion” (Ontario New Home Warranty) registrant, a \$500.00 deposit applies. This is refunded once a Final Inspection Report has been issued and the permit file closed.

Please Note: These figures and details are supplied as a convenience to you and are subject to change. Before commencing with any projects please verify costs and conditions with the Building Department.