
RESIDENTIAL ADDITION

Residential Addition Building Permits Require:

- A completed permit application form** including name, address and phone number of owner and contractor, estimated project cost, signature and date. Under purpose of work please note the intended use of the addition.
- A completed Schedule 1: Designer Information form** including name, address, phone number, email and signature of individual taking responsibility of the design.
- A septic review** will be required if adding a bedroom, fixtures or more than 15% of the existing house.
- If the project involves Helical Piles**, contact the Building Department for information on submission requirements.
- A plot plan, site plan or survey** of your property indicating the location of the proposed addition in relation to existing structures, septic tank and bed, and property lines.
- Fully dimensioned and detailed construction drawings drawn to scale** that include the following:
 - Foundation Plan
 - Floor Plan(s)
 - Elevations
 - Building Section(s)
 - Heating (where applicable)
 - Plumbing (where applicable)

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

Once the permit has been issued it's the homeowners and/or contractors responsibility to ensure the work is inspected by a Township Building Official. Typically the following inspections are required; excavation, foundation, framing, insulation, plumbing/heating, and a final.

You may book an inspection by calling 519-846-9691 ext. 907 or by email at buildinginspection@centrewellington.ca at least 24 hours prior to requiring the inspection.



Township of Centre Wellington
Planning & Development - Building Division
1 MacDonald Square, Elora, ON NOB 1S0
T: 519-846-9691 F: 519-846-2039
Email: buildinginspection@centrewellington.ca