

---

# 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 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](mailto: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](mailto:buildinginspection@centrewellington.ca)