



## Township of Centre Wellington

### PLANNING & DEVELOPMENT Building Division

1 MacDonald Square, Elora, Ontario N0B 1S0

Tel: (519) 846-9691 x 907

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

## **APPLYING FOR A NEW HOUSE PERMIT**

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

**Digital drawings must be fully dimensioned and drawn to scale.** All the drawings listed below must contain all sizes and types of construction materials to be used and their respective locations, finishes to all walls, ceilings and floors, and all proposed fire separations, prepared by a:

- 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 completed Schedule 1:** Designer Information form including name, address, phone number, email and signature of individual taking responsibility of the design.

**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.

**Lot Grading & Drainage Plan approved by Township Development Engineering**

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 (GRCA) Approval**, if required.

**Site Plan Approval (SPA)**, if required.

**Municipal Infrastructure Agreement (MIA) and/or a Driveway Entrance Permit**, if required.

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

**Source Water Screening Form**, 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. 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 [building@centrewellington.ca](mailto:building@centrewellington.ca).** Please call at least 24-48 hours prior to requiring the inspection.

## FEES RELATED TO NEW RESIDENTIAL PERMITS

<b><u>Permit Fees:</u></b>	<b>\$1.37/ft<sup>2</sup> (\$14.75/m<sup>2</sup>)</b> on outside measurements <b>\$81.00/bay</b> for attached garages <b>\$0.52/ft<sup>2</sup> (\$5.60/m<sup>2</sup>)</b> for finished basement space <b>\$120.00/deck</b> <b>\$0.40/ft<sup>2</sup> (\$4.31/m<sup>2</sup>)</b> for roof structures over decks
<b><u>Septic Application:</u></b>	<b>\$685.00</b>
<b><u>Entrance/MIA Application:</u></b>	Contact Public Works Dept., 519-846-9691 X 905
<b><u>Development Charges:</u></b>	Township wide - <b>\$37,518.00</b> for <b>Serviced Lots (Urban)</b> - <b>\$22,932.00</b> for <b>Un-Serviced Lots (Rural)</b>
<b><u>Education Development Charge:</u></b>	<b>\$4,321.00</b>
<b><u>County Development Charge:</u></b>	<b>\$11,916.00</b>
<b><u>Occupancy Fee:</u></b>	<b>\$86.00</b> covers final occupancy inspection
<b><u>Damage/Grading Deposit:</u></b>	<b>\$4,000.00</b>
<b><u>Lot Grading Approval &amp; Inspection Fee:</u></b>	<b>\$1,565.00</b>
<b><u>Tarion Deposit:</u></b>	If the Builder is not a "Tarion" (Ontario New Home Warranty) registrant, a <b>\$500.00</b> 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.