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# GUIDE TO BUILDING PERMITS FOR HOME OWNERS & RENOVATORS

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Township of Centre Wellington  
Planning & Development - Building Division

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# Township of Centre Wellington

## Planning & Development - Building Division

### Guide to Building Permits

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Committee of Adjustment:	519-846-9691
Zoning:	519-846-9691
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Internet:	<a href="http://www.centrewellington.ca">www.centrewellington.ca</a>
Office Hours:	Monday to Friday (except holidays) 8:30 a.m. to 4:30 p.m.
Planning & Development:	519-846-9691
Infrastructure Department:	519-846-9691
Corporate Services:	519-846-9691
▪ Finance	
▪ Taxation	
▪ Clerks/Legislative Services	
Public Works:	519-846-9801
Community Services:	519-843-2800
Fire & Emergency Services:	519-843-1950
Call Before You Dig:	1-800-400-2255 (Ontario One Call) 519-843-2900 (CW Hydro) 1-888-664-9376 (Hydro One)
Electrical Safety Authority:	1-887-421-2228
Grand River Conservation Authority:	519-621-2763 1-866-900-4722
Ministry of Transportation:	519-873-4200
Ontario Building Code (to order a copy):	1-888-361-0003
Ontario Property Assessment Corporation:	1-866-296-6722
Tarion Corporation (New Home Warranty):	1-877-982-7466



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As a home owner, you may find that you have outgrown your present home. Renovation is today's answer to moving and can include everything from adding a room, fixing up the basement, building a garage, to remodeling the interior of your house. You may wish to create an accessory apartment for a family member or for rental income. If you are planning home improvements, this guide will provide you with the information required to apply for a building permit.

Building permits are necessary to ensure that zoning requirements, fire and structural safety standards and other building standards are met, primarily for safety reasons. Obtaining a permit is beneficial because you will receive assistance from Building Services staff as well as ensure that you or the person you have hired produces a product that meets the minimum standards as set out in the Ontario Building Code and other relevant Codes and By-laws. Whether you do the work yourself or hire a contractor, it is the homeowner's responsibility to ensure that; a building permit is obtained (when required), the inspections are called for, and any infractions are corrected.

If you are unsure whether or not a building permit is required, visit our website at <https://www.centrewellington.ca/en/doing-business/building-permits.aspx> and check out the list to see what does and what does not require a permit. The Building Department does not issue electrical permits or carry out electrical inspections. Please contact the Electrical Safety Authority for information at 1-877-372-7233.

#### Plan Your Project

If you have good working knowledge of home construction you can consider designing your own project. Many publications are available in book shops, libraries and at lumber dealers that may assist you. If you feel that your project is too complicated to handle yourself, we recommend that you retain the services of a qualified person such as a draftsman to prepare your plans and specifications. Some unique features or structures may need to be designed by an Architect or Professional Engineer. All work indicated on your drawings must conform to the Ontario Building Code, Township of Centre Wellington By-law and all other applicable law. If your proposal does not comply with the Zoning By-law, you may seek special permissions from the Committee of Adjustment for a minor variance or revise your plans so that they do comply.





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#### Visit Our Office for Preliminary Information

To determine if a permit is required or if other approvals may be required, please visit our office. We suggest that you bring:

- A site plan drawn to a recognized scale or survey of your property showing the location of all existing structures and indicating the location of your proposed addition, garage, shed, pool, deck, septic system, hot tub, etc. and the dimension from property lines.
- A floor plan of your proposed basement renovation, addition, new bathroom, etc. drawn to scale
- The specifications for your woodstove, fence, etc.

During the preliminary visit we can advise what further information is required in order for us to accept an application for a building permit. It may be determined that approvals from other agencies are required to permit issuance. Some examples are Committee of Adjustment, Electrical Safety Authority, Site Plan Control, Ministry of Transportation and Grand River Conservation Authority. Should approvals be required, please contact the appropriate approval authority concerning timing, application forms, fees and procedures. Depending on the nature of your proposal and the information and drawings you provide during this preliminary visit, it may be possible to submit your application at this time.

#### Submit Your Application

The following items are required in order to submit your proposal for review:

- A fully completed permit application form
- Two sets of building plans drawn to a recognized scale (single line drawings are NOT acceptable)
- Two copies of a site plan drawn to a recognized scale or survey of your property showing the location of all existing structures and indicating the location of your proposed addition, garage, shed, pool, deck, hot tub, septic system, etc. and the dimensions from property lines
- A damage/lot grading deposit may be required depending on your project

**\*\*\*INCOMPLETE OR INSUFFICIENT APPLICATIONS OR PLANS WILL NOT BE ACCEPTED\*\*\***



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#### The Approval Process

Your application will be reviewed in order of submission. During the review process a Plans Examiner may identify deficiencies on the drawings or determine that additional information is required in which case the designer and/or applicant will be notified. Please ensure that this requested information is submitted promptly as no further processing will occur until the information is received. Any delays on your part will affect our permit processing time. When the review is complete the building permit will be issued and we will call to notify the applicant.

**\*\*\*IN ORDER FOR US TO PROVIDE QUICKER PROCESSING OF PERMITS, WE ENCOURAGE YOU TO AVOID UNNECESSARY PHONE CALLS OR UNSCHEDULED MEETINGS\*\*\***

#### Permit Issued

Construction may commence upon issuance of the building permit. Please review the conditions which have been noted on your permit and drawings. The permit and attachments must be available on site and the permit card must be posted and visible. Construction must be in compliance with the approved plans and documents issued with your permit. Any deviation from the approved drawings must be reported to the Building Division and revised drawings may be required. Several mandatory inspections are required to ensure that all the work is completed according to the approved plans, including changes noted by the Plans Examiner. Your permit will include a list of mandatory inspections specific to your project.

#### Inspections

Inspections do not happen automatically. It is the homeowner's responsibility to ensure that you or your contractor contacts the Building Department to book an inspection. Failure to have inspections performed may result in having to uncover and expose work for inspection.

To book your inspection, please call 519-846-9691. A 24 hour notice is required. An inspector will perform an inspection and a field report will be filled out. If infractions are noted, these items must be corrected and a re-inspection must be booked to ensure that the infractions have been remedied. Once all mandatory inspections have been passed, the permit will be considered complete.





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#### Frequently Asked Questions

**1. How much does a permit cost? What does the fee include?**

Permit fees vary depending on the type of construction proposed. Some fees are a flat rate while others are based on the floor area of construction. These fees include plans review and required inspections and are not subject to GST or PST. If you need assistance in calculating the permit fee please call 519-846-9691 ext. 907.

**2. Will my taxes go up?**

Taxes are based on the assessed value of the property. For more information, please contact the Ontario Property Assessment Corporation at 1-866-296-6722.

**3. Do you notify my neighbours about the building permit?**

Your neighbours are not notified about your building permit if your proposed work meets all current zoning regulations.

**4. Who is responsible for getting a building permit and calling to have the required inspections done?**

While many contractors include these items as part of the job the ultimate responsibility rests with the homeowner. If a permit is required for the work being undertaken no work is to commence and no inspections will be carried out until the permit is issued.

**5. How long does it take to get a permit?**

The approximate time to process your building permit application is 10 business days.

**6. How much time do I have to finish the work before the permit expires?**

Once your permit is issued, construction must start within 6 months and be continuous and on-going.

**7. What happens if construction is carried out without a permit?**

Construction without a permit is illegal and subject to legal action under the Ontario Building Code Act.