



SINGLE DETACHED DWELLING INFORMATION GUIDE

What documentation is required for a building permit?

- **Complete application form for a permit to Construct or Demolish.**
- **Complete Schedule 1 – Designer form**
- **Complete building permit application and design form for On-site sewage servicing the home**
- **Entrance permit – Issued by County at time of lot creation**
- **Proof of Title – Registered Deed**
- **Source Water Protection Screening Form (if applicable)**
- **Approval from Conservation having jurisdiction (if applicable)**
- **Other Applicable Law as defined in 1.4.1.2. of Division A of the OBC**

1) An accurate site plan (to scale & dimensioned) or survey of your lot including the following:

- i) Location of proposed building and driveway
- ii) Sewage system (tank & leaching field)
- iii) Property lines
- iv) Abutting roads or streets

2) Construction drawings (to scale & dimensioned) including the following:

- i) **Plan view** – Foundation plan, basement plan, main and second floor plans, roof plans. Spacing, sizing and direction of supporting structure.
- ii) **Elevations** – Indicate building height, finish grade, cladding material, location and size of openings, window wells, attached deck, spatial separation calculations.
- iii) **Cross Section** – Specific to your project indicating footing, foundation, floor/wall/roof assemblies, joist size and spacing, beam sizes, ceiling height.
- iv) **Details** – Flashing, guards, connections
- v) Duct design with heat loss/gain calculations – supplied by HVAC contractor.
- vi) Energy efficiency design summery (EEDS)
- vii) Roof truss complete package (sealed by Professional Engineer)
- viii) Engineered floor package (stamped by qualified designer)
- ix) Ministers Ruling or BMEC approvals for innovative materials

All drawings must be stamped by a qualified designer corresponding with the submitted Schedule 1 – designer form.



What is included in the cost of my building permit?

The cost of your permit includes the review of your proposed project to ensure building and zoning compliance, issuing of your building permit and the necessary building inspections.

- Please visit the Township website for the current building permit fees. All permit application fees are paid at time of application; we accept cheque and online payment by credit card, a convenience fee of 1.75% will be added to online payments.

****Note:** Development charges also apply for newly created lots. Please refer to the Township website at www.puslinch.ca for applicable fees.

How long does it take before I get my permit?

- Once a complete application is made, the permit will be reviewed within a maximum of 10 business days. During that time period, your permit will be issued, or more information regarding your project may be requested by the building department. You will be notified when your permit is ready for pick-up.

What inspections will be done?

- The following are the necessary inspections for your project:
 - i. Excavation/footing inspection – prior to the pouring of concrete
 - ii. Foundation – Prior to backfill
 - iii. Underground plumbing – prior to pouring basement slab
 - iv. Rough-in plumbing
 - v. Rough-in HVAC
 - vi. Framing inspection – once all framing and all rough-ins are complete
 - vii. Air barrier
 - viii. Insulation
 - ix. Final Plumbing – rim test required
 - x. Occupancy – potable water and septic maintenance agreement required
 - xi. Final inspection – when your building is complete
- All mandatory inspections will be listed on the permit.

****Necessary Septic inspections must also be complete and passed prior to an occupancy inspection****



Booking Inspections

Please make your inspection request through **Cloudpermit**. If you have questions, you can email services@puslinch.ca or call the office at 519-763-1226 ext 181.

Inspections are conducted every Monday, Wednesday and Friday. Inspection requests must be received no later than 3:00pm the business day before the requested date. (Example: Friday inspection must be requested before 3:00pm Thursday afternoon).

Reminders

- Respect your neighbor's privacy and property
- Use power tools with caution
- Wear your personal protective equipment (PPE)

Any questions

- Township of Puslinch: 519-763-1226
- Email: services@puslinch.ca
- Web: www.puslinch.ca
- Source Protection: www.wellingtonwater.ca
- Conservation Authority: GRCA – 519-621-2763, Halton – 905-336-1158, Hamilton – 905-525-2181
- Electrical Safety Authority (ESA) for electrical permits and Inspections: 1-(877)-372-7233
- Ministry of Transportation & communication: 905-637-6525
- Ministry of Transportation Permit Control Process: 519-873-4597
- Ministry of Natural Resources and Forestry (MNRF) – www.ontario.ca/page/crown-land-work-permits.
- Ontario One Call - call before you dig. Includes 360 Networks: 1-(800)-400-2255
- Ministers Ruling: www.obc.mah.gov.on.ca/Page66.aspx
- BMEC (Building Materials Evaluation Commission): www.obc.mah.gov.on.ca/Page50.aspx
- CCMC (Canadian Construction Materials Center): http://www.nrc-cnrc.gc.ca/eng/solutions/advisory/ccmc_index.html
- MNRF: www.ontario.ca/page/crown-land-work-permits

Permit applications are accepted online through CLOUDPERMIT, accessible through our website.

<https://puslinch.ca/for-residents/home-property/building-renovation/>