

A building permit is required in the Township of Puslinch for constructing a **new house**. If you are new to the process or are uncertain of the permit application process/requirements, please consult the [Building Permit Process](#) webpage or contact building@puslinch.ca directly. This guide explains the requirements for submitting a building permit application for a new house in greater detail.

Building Permit Requirements:

Site plan and/or survey (to scale & dimensioned) of your lot including the following:

- **Site plans** are required to include:
 - Location of the proposed pool, fence, gates & pool equipment
 - All existing structures and property lines
 - New or existing sewage system (tank & leaching field) and well
- **Grading plan** prepared by Ontario Land Surveyor or Professional Engineer **is required** for all residential structures (excluding decks) located within a plan of **subdivision**.

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

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

Other items:

- **Complete permit application for an On-site sewage servicing the home**
- **Entrance permit** – if applicable
- **Proof of Title** – Registered Deed

Additional permits may be required from the below contacts:

If your property is located within a regulated conservation area, or source water protection area, approval from the authorities having jurisdiction may also be required.

- Source Water Protection: wellingtonwater.ca
- Conservation Authority:
 - GRCA: 519-621-2763 or grandriver.ca
 - Halton: 905-336-1158 or conservationhalton.ca
 - Hamilton: 905-525-2181 or conservationhamilton.ca

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, ESA and septic maintenance agreement required
 - xi. Final inspection – when your building is complete
- All mandatory inspections will be listed on the permit.

****Required Septic inspections must be completed and passed prior to an occupancy inspection****

Booking Inspections

Please make your inspection request through **Cloudpermit**. If you have questions, you can email building@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).

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

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