



## **Building / Enforcement**

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### **New Single Family Dwelling (SFD) Guide – Urban (Serviced)**

These are general guidelines only; more information may be required depending on the application.

This guide is for new single family dwellings on an **urban serviced** lot (serviced by water and municipal sewer). If the proposed construction is located in a rural area, please ensure you are using the New Single Family Dwelling Guide - Rural (Unserviced).

#### **Required Documents for building permit application**

- Fully completed application form, including all required schedules
- Owner Authorization form, if applicant is not the property owner
- All applicable fees and deposits
- Comprehensive site plan
- Construction Drawings and Documents
- Energy Efficiency Design Summary form (SB-12)
- Heat loss/heat gain calculations with duct layout

#### **Septic System Special Note:**

Until municipal services become available, an on-site septic system is required.  
Proposed can be constructed as a Class 4 **or** Class 5 Sewage System

- Septic system application (separate permit application required)
  - Soil analysis report
  - Sewage system design summary
  - Site plan
  - Detail drawings
  - Fully completed Schedule 1 and Schedule 2 forms
  - Proof of maintenance contract for advanced treatment unit (if applicable)

**\*\* Permit applications for single family dwellings must be accompanied by a separate application for a septic system to ensure the daily design flow meets the requirements of the dwelling. If you are constructing a replacement single family dwelling, you are required to have your existing on-site sewage system reviewed by a qualified septic designer or engineer to determine if it is sufficient for the proposed design or is modifications and/or a new septic system is required.**

Building permits for New Single Family Dwellings will NOT be issued without Building Department approval of the existing septic system, or the issuance of a new septic permit.

#### **Additional Requirements**

If building on a vacant lot, you may require:

- Entrance permit
- Civic addressing (this request is made to the Town of Erin)

- Grand River Conservation Authority (GRCA) or Credit Valley Conservation Authority (CVC) permission, if applicable

### **Site Plan Requirements**

- Site plan to be designed by an Ontario Land Surveyor or professional engineer
- A comprehensive site and plan of the entire property showing:
  - Dimensions of property
  - Proposed location of all existing and new construction
  - Location of well and septic system (if applicable)
  - Location, size and specifications for water and sewer lines for municipal services
  - Distance from proposed structure to property lines, septic system, well
  - Hydro Lines – location, height or depth of overhead and underground lines
  - MDS calculations (if applicable)
  - Spot elevations around house
  - Existing, proposed and/or altered grades and topography and spot elevations
  - Elevations for bottom of footing, top of foundation and finished floor

### **Construction Drawings Requirements**

- Floor plans of all floor levels
  - Fully dimensioned and noted
  - All rooms, spaces and areas to be labeled
- Footings and foundations specifications, sizes and layout
- Floor, wall, and roof construction (truss layout)
- All structural components, sizes and spans – beams, lintels, columns, LVL's, etc.
- All window/door sizes
- Insulation values
- Truss design and layout. Designs must be sealed and signed by an engineer
- All exterior elevation views
  - Fully dimensioned and noted
  - Show all openings, exterior materials (siding, brick, roofing)
  - Grade at building
  - Line of average grade around the building
  - Height of structure from average grade as defined in the Zoning By-law
- Cross section(s) of entire house and wall sections and details (as needed)
- Provide details on all items that are not typical

### **Building Permit Fees**

Refer to Fees and Charges By-law 17-63 for applicable building permit fees. Upon receipt of the building permit application, an invoice will be created and sent to you based on the information and drawings provided. All fees and charges listed herein are payable prior to processing of the building permit application.

### **Lot Grading Deposit**

All new SFD construction is subject to a grading deposit of \$5,000.00 plus an administration fee of \$500 to cover the cost of grading review by the Town Engineer. The deposit is returned after construction has been completed and final grading approval has been issued by the Town Engineer.

## Development Charges

There are 3 different types of development charges that are payable on all new SFD at the time of issuance of a building permit:

- Town Development Charges
- County Development Charges
- Education Development Charges

Reduction of DC charges for redevelopment

- If you are proposing construction of a SFD and the original building has been demolished, you may be entitled to a reduction of DC's where redevelopment will occur within the following time frames:
  - Town of Erin DC By-law: 60 months
  - County of Wellington DC By-law: 60 months
  - Upper Grand District School Board: 48 months

## Where to apply for a building permit?

- All documents are to be emailed to us in unlocked pdf. Any pdf with restrictive permissions (security) will not be accepted.
- All documents to be sent to: [building@erin.ca](mailto:building@erin.ca)

## Response Time

- Once received by the Building Department, you will be provided with a checklist summarizing any missing items within 2 business days.
- Once a complete building permit application is submitted, the permit will be reviewed within 10 business days and the applicant will be informed of any additional requirements or required amendments.

Questions?

Contact the Building Department for assistance: Email: [building@erin.ca](mailto:building@erin.ca)

## Important Links

Call Before You Dig - Ontario One Call	<a href="http://www.on1call.com">www.on1call.com</a>
Credit Valley Conservation (CVC) Maps	<a href="http://www.cvc.ca/planning-permits/regulation-mapping/">www.cvc.ca/planning-permits/regulation-mapping/</a>
Electrical Safety Authority (ESA)	<a href="http://www.esasafe.com">www.esasafe.com</a>
Grand River Conservation Authority (GRCA) Maps	<a href="http://www.grandriver.ca/en/Planning-Development/Map-Your-Property.aspx">www.grandriver.ca/en/Planning-Development/Map-Your-Property.aspx</a>
Ministry of Agriculture, Food and Rural Affairs (OMAFRA)	<a href="http://www.omafra.gov.on.ca">www.omafra.gov.on.ca</a>
Ontario's Building Code	<a href="http://www.ontario.ca/page/ontarios-building-code">www.ontario.ca/page/ontarios-building-code</a>
Ontario Onsite Wastewater Association (OOWA)	<a href="http://www.oowa.org">www.oowa.org</a>
Source Water Protection	<a href="http://www.wellingtonwater.ca">www.wellingtonwater.ca</a>
TARION - Ontario New Home Warranties Plan	<a href="http://www.tarion.com">www.tarion.com</a>

Truss Installation Guide (BCSI Canada)	<a href="https://tpic.ca/wp-content/uploads/2018/06/canadabcsi.pdf">https://tpic.ca/wp-content/uploads/2018/06/canadabcsi.pdf</a>
Wellington County Public Mapping	<a href="https://sgis.wellington.ca/Maps/index.html?viewer=WellingtonCountyExternal">https://sgis.wellington.ca/Maps/index.html?viewer=WellingtonCountyExternal</a>