



## New Single-Family Dwelling Urban Information Guide

These are general guidelines only; more information may be required depending on the application. Below the following requirements are listed and explained.

### Required Documents for Building Permit Applications

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- Fully completed application form
- Designer Information
- Site plan
- Drawings:
  - Design
  - Structural
  - Mechanical/HVAC
- Energy Efficiency Design Summary form (SB-12)
- Heat loss/ heat gain calculations with duct layout
- Grading Plan completed by a professional Engineer or Ontario Land Surveyor
- 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 submit the existing septic information to ensure no modifications are required to the current sewage system. 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.

### Site Plan Requirements

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The site plan will need to include:

- Location and dimensions of:
  - Proposed new house construction
  - Existing structures/ buildings
  - Location of water and sanitary services, if applicable
- Setback distances to:
  - Property lines
  - Existing structures/buildings

## Constructions Drawings Requirements

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- Floor plans of all levels:
  - Fully dimensioned and noted
  - All rooms, spaces, and areas are to be labeled
  - Footings and foundation specification: Size and layout
  - Floor, wall, and roofs
  - Window and door sizes
  - Truss design and layout
- Structural Drawings:
  - Size and spans of beams, lintels, columns, and LVL's
- All exterior elevations view
  - Fully dimensioned and notes
  - Show all openings and exterior materials
  - Grade at building
- Cross section(s) on entire structure

## Additional Requirements

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If building is on vacant lot, you may be required to obtain a:

- Entrance Permit
- Civic addressing

If your property is located under a Conservation Authority you may need approval by:

- Grand River Conservation Authority (GRCA)
- Source Water Protection

## Building Permit Fees

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Please see [mapleton.ca/services/budget-and-finance/fees-and-charges](http://mapleton.ca/services/budget-and-finance/fees-and-charges) for applicable building permit fees.

## Lot Grading Deposit and Development Charges

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- A \$2,000 lot grading deposit is collected for the construction of a new single family dwelling.
- There are 3 different types of development charges that are payable on all New Single Family Dwellings at the time of issuance of a building permit:
  1. Township Development Charges
  2. County Development Charges
  3. Education Development Charges

For more information regarding Development Charges, why the fees are taken and how they are allocated, please ask for more information. If you are building a **replacement** Single Family Dwelling and the original house has been demolished, Development Charges become payable again after 4 years. Always ask building department staff if you have any questions.

## Where to apply?

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- Please submit your complete application and permit documents on our e-permitting software

**Cloudpermit** 

[ca.cloudpermit.com](https://ca.cloudpermit.com)

- Permit applications and supporting documents will still be accepted in person at 7275 Sideroad 16, Drayton Ontario

## More Information

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For more information, please contact the building department at:

- [building@mapleton.ca](mailto:building@mapleton.ca)
- (P) 519-638-3313 EXT 029
- (F) 519-638-5113
- 7275 Sideroad 16, Box 160, Drayton On, N0G 1P0