



# Residential Additions: Guide for Building Permit Applications

**These are general guidelines only; more information may be required on a case-by-case basis**

## Required Documents for building permit application:

- Fully completed application preferably via CloudPermit at [ca.cloudpermit.com](http://ca.cloudpermit.com), or a fully completed hardcopy application form completed at the Municipal Office
- Owner Authorization form, if applicant is not the property owner
- Completed Schedule 1: Designer Information form for the individual taking design responsibility for the project
- **1 set of electronic** construction drawings (PDF only)
- Site Plan **or** lot grading plan, at the discretion of the Chief Building Official (CBO)
- Energy Efficiency Design Summary (EEDS) form (SB-12) if the proposed addition is greater than 15% of the existing floor area of the dwelling
- Truss layout and design (preliminary set is acceptable)
- \*\*Septic System information or application for a new septic system

### **All documents to be submitted electronically in PDF format**

\*\* Additions that increase the gross floor area of a dwelling by 15% (not including basements) or that add a bedroom, bathroom, or additional fixture units will prompt review of the existing septic system. If the existing system and its components are determined to have a reduction in performance due to the proposed addition, the existing septic system or its components may be required to be replaced or upgraded.

## Site Plan Requirements

A comprehensive site plan or copy of the property survey showing:

- a. Dimensions of property and proposed location of new construction
- b. Location of well and septic system, if applicable
- c. Distances from proposed structure to property lines, septic system, well as applicable
- d. Hydro Lines – location, height or depth of overhead and underground lines

At the discretion of the CBO, a grading plan completed by an Ontario Land Surveyor (OLS) or Professional Engineer (P. Eng) may be required for residential additions in urban areas or if setbacks are minimal and boundary determination is necessary to identify potential encroachments.

If a lot grading plan is required, a deposit of \$2,000.00 will be obtained at the time of permit issuance. Any costs associated with peer review review/approval/inspections on the proposed grading plan will be subtracted from the grading deposit before being returned to the applicant. A lot grading certificate provided by the applicants OLS or P. Eng is to be submitted prior to returning the outstanding amount of the deposit.

**Township of Mapleton**

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## **Construction Drawings showing:**

### **Plan views**

- Existing structure and room labels for both existing building and proposed construction
- Footing and foundation
- Floor, wall, and roof construction (truss layout)
- Direction of joists and trusses
- Beam sizes & spans
- Window/door sizes (lintel sizing, LVL specifications)
- Connections from proposed structure to existing
- Insulation values

### **Elevation views (front and side)**

- Height of structure
- Exterior materials (siding, roofing)

### **Sections**

- Cross Section
- Wall sections
- Provide clarification on any items that are not typical

Adding a storey to an existing house? Provide detailed notes on what is being removed from the existing structure and what new structure is being added to support an additional storey.

### **Building Permit Fees**

Please refer to the Township of Mapleton's [Fees & Charges By-law](#) in effect at the time of application for current rates. Applicable fees are payable upon collection of the Building Permit, and cover all plans review, building permit, and resulting inspections.

### **Need Assistance?**

Reach out for assistance any time at [building@mapleton.ca](mailto:building@mapleton.ca) or 519-638-3313 X029. Application forms, schedules, and other documents are available on the Building Department webpage under [Building Permit Guides and Documents](#) – Additional Application Forms and Schedules.

**Note:** Once a Building Permit application has been submitted, questions can be asked directly to Building Department staff through the permit workspace within Cloudpermit.