



# Serviced (Urban) New Single-Family Dwelling: Guide for Building Permit Applications

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

This guide is for new single-family dwellings on a **serviced lot** (serviced by water and sewer). If the proposed construction is located outside of Drayton, please ensure you are using the Unserviced (Rural) New Single Family Dwelling guide.

## 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)
- Lot grading plan completed by an Ontario Land Surveyor (OLS) or Professional Engineer (P. Eng)
- Energy Efficiency Design Summary (EEDS) form (SB-12)
- Heat loss/heat gain calculations with duct layout and Schedule 1 of HVAC Designer
- Residential Mechanical Ventilation Design Summary form
- Truss layout and design (preliminary set is acceptable)

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

## Construction Drawings showing:

### Plan views

- Room labels
- Footing and foundation
- Floor, wall, and roof construction (truss layout)
- Direction of joists and trusses
- Beam sizes & spans
- Window/door sizes
- Lintel sizing – “Passed” LVL specifications. If LVL beams contain point loads, either specification sheets or LVL’s on construction plans must be stamped by a P. Eng
- Insulation values
- Floor and Roof Truss layout

**Township of Mapleton**

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

- Height of structure
- Locate grade to finish cladding
- Exterior materials (siding, brick, roofing)

### **Sections**

- Cross Section of entire house
- Wall sections (as needed)
- Provide clarification on any items that are not typical

### **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. The applicable fees and charges are payable upon collection of the Building Permit, and cover all plans review, building permit, and resulting inspections.

### **Lot Grading Deposits**

A \$2,000 lot grading deposit is collected for the construction of a new home within an urban boundary. 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 produced by the applicants OLS or P. Eng is to be submitted prior to returning the outstanding amount of the deposit.

### **Development Charges**

There are 3 different 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](#)

If you are building a **replacement** Single Family Dwelling and the original house has been demolished, Development Charges will not be applied providing the construction of the replacement dwelling occurs within 3 years of the demolition of the original dwelling.

### **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.