



Unserviced (Rural) 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 **rural non-serviced lot** (not serviced by water and sewer). If the proposed construction is located in Drayton, please ensure you are using the Serviced (Urban) New Single Family Dwelling guide.

Required Documents for building permit application

- Fully completed application preferably via CloudPermit at 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)
- Comprehensive site plan **Note:** if the proposed building lot is an acre or less in size, a grading plan completed by an Ontario Land Surveyor (OLS) or Professional Engineer (P. Eng) will be required
- 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)
- **Septic system information or application

Be advised that if the lot being developed is vacant, an entrance permit from the applicable authority (Township of Mapleton Public Works Department, County of Wellington, or MTO) will be required, along with the assignment of a civic address for the property.

All documents to be submitted electronically in PDF format

** 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 or submit a new septic application. Building permits for new Single Family Dwellings will NOT be issued without Building Department approval of the sewage treatment system, whether existing or new.

Note: for a fee of \$250, the Building Department can review the information on file to ensure the existing septic daily design flow can handle the additional load. Be advised that staff do not provide design work should the system be inadequate.

Site Plan Requirements for lots larger than 1 acre

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

- Dimensions of property
- Location of proposed new construction and distances to property lines
- Location of well and septic system including setbacks to these features from the proposed construction

Site Plan Requirements for lots less than 1 acre

A comprehensive site and grading plan prepared by Ontario Land Surveyor (OLS) or Professional Engineer (P. Eng) will be required, showing the items noted above as well as the proposed grading for the site.

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

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. 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 for lots requiring a grading plan

A \$2,000 lot grading deposit is collected for the construction of a new home on lots less than an acre in size that required grading plan submission. Any costs associated with peer review/approval/inspections on the proposed grading plan will be subtracted from the grading deposit before the remainder of the deposit can be returned to the applicant. A lot grading certificate provided by the applicants OLS or P. Eng is to be submitted for approval 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 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.