

Infill house building permit application checklist

If you are planning to construct a new house within an existing built-up area of the City – otherwise known as infill housing – this checklist will provide you with a list of submission requirements.

Mandatory requirements

The following items are required when submitting your building permit application through the [Guelph Permit and Application System](#). Please note that your application will **not** be accepted if any of these items are missing.

A site plan showing the proposed building(s), distances to property lines (setbacks), grading and drainage, etc.

- For questions about required setbacks, please contact Zoning Services at 519-837-5615 extension 4271 or zoning@guelph.ca.
- For questions about grading and drainage, please contact Engineering Services at 519-837-5604 or engineering@guelph.ca.

A complete set of detailed drawings in pdf format, drawn to a recognizable scale (e.g. ¼" = 1'-0") and stamped by a [Qualified Designer](#). The drawings shall include:

- all floor plans (including square footages)
- all elevations (including spatial separation calculations)
- building & wall section(s)
- engineered roof truss and floor system layouts signed by the designer (if applicable)
- Site servicing (water, sanitary and storm plan)
- [Cost estimate](#) for work proposed in the City's right of way (ROW) (if applicable)
- Grading and drainage plan

For questions about permit drawing requirements, please contact Building Services at 519-837-5615 or building@guelph.ca.

A completed [Energy Efficiency Design Summary](#) (EEDS) form.

A completed [Schedule 1: Designer Information form](#) filled and signed by the BCIN designer.

Permit fees of up to \$5,000 must be paid online by credit card once the application has been accepted, prior to commencing our review. Please refer to the latest [fee schedule](#), or contact Building Services at 519-837-5615 or building@guelph.ca.

Additional items that may be required

This checklist also includes items that are often applicable to infill house permit applications, but that are not necessarily required to be submitted or resolved before submitting a building permit application.

Some of the items listed below often take longer than the typical 10 days it takes to review building permit applications for new houses. It is recommended that you investigate these items in advance of submitting a building permit application.

All conditions noted in any Committee of Adjustment (CofA) decisions or development agreements must be resolved/satisfied. If the subject property has any associated CofA decisions or development agreements, typical conditions often include:

- Having the site plan and elevations approved by the General Manager of Planning and Building Services. Please contact Planning Services at 519-837-5616 or planning@guelph.ca for additional information.
- A property that is larger than 0.2 hectares with trees at least 10 centimeters in diameter, and all properties with trees that are 30 centimeters and larger in diameter, may require a [tree injury or removal permit](#). Please contact Parks at 519-837-5626 or parks@guelph.ca for more information.
- Preparing an erosion and sediment control plan for approval by Engineering Services. Please contact Engineering Services at 519-837-5604 or engineering@guelph.ca for additional information.
- Obtaining estimates and paying deposits for new sanitary and water service laterals and for a new driveway entrance. Please contact Engineering Services at 519-837-5604 or engineering@guelph.ca.
- Obtaining approval from Alectra (Guelph Hydro). Please contact Alectra directly or contact Engineering Services at 519-837-5604 or engineering@guelph.ca.
- Obtaining approval from Union Gas. Please contact Union Gas directly or contact Engineering Services at 519-837-5604 or engineering@guelph.ca.

In more rare cases, CofA decision or development agreement conditions can also include:

- Preparing an Environmental Impact Assessment (EIA) for approval by Planning Services. Please contact Planning Services at 519-837-5616 or planning@guelph.ca for additional information.
- Ensuring that telephone and cable TV service is available to the lands. Please contact Engineering Services at 519-837-5604 or engineering@guelph.ca.
- Preparing a noise and vibration study for approval by Engineering Services. Please contact Engineering Services at 519-837-5604 or engineering@guelph.ca.

If there is an existing house on the property, a building permit for construction of the new house can't be issued until a demolition permit has been issued for the existing building/house. Please contact Building Services at 519-837-5615 or building@guelph.ca for additional information.

If the existing building or property is of any heritage significance, approval from [Heritage Planning](#) may be required. Please contact Heritage Planning at 519-822-1260 extension 3872 or heritageplanning@guelph.ca for additional information.

Depending on the location of the property, approval from the [Ministry of Transportation](#) (MTO) may be required. If MTO approval is applicable to the subject property, please contact the MTO at 519-873-4209 to obtain an MTO permit or written verification that an MTO permit is not required.

Depending on the location of the property, approval from the [Grand River Conservation Authority](#) (GRCA) may be required. If GRCA is applicable to the subject property, please contact planning@grandriver.ca or 519-621-2761 to obtain approval or written verification that GRCA approval is not required.

[Development Charges](#) (DC's) may be required for the construction of a new dwelling unit on a vacant or severed parcel of land. Please contact developmentfinance@guelph.ca for more information

[Cash in Lieu](#) (CIL) of parkland dedication may be required. Please contact Parks Planning at 519-837-5626 or parks@guelph.ca.

Home Construction Regulatory Authority (HCRA)

In Ontario, all new home builders and sellers are required by law to be licensed by the [Home Construction Regulatory Authority \(HCRA\)](#). The HCRA is a not-for-profit corporation designated by the provincial government to administer and enforce the [New Home Construction Licensing Act, 2017](#) and associated regulations.

The license number of the builder/contractor must be provided when submitting a building permit application for the construction of a new home.

Owners building their own home

A person building a home for their own use on land they own may not require a builder's license, provided they do not sell the home after construction. An owner-built home is not eligible for warranty coverage under the Ontario New Home Warranties Plan Act (ONHWPA) and will not have statutory warranty coverage.

If you are building your own home, please submit the [owner-built home acknowledgment form](#) signed by all registered property owners stating the following:

- You are the owner of the property.
- You acknowledge that your owner-built home is not eligible for warranty coverage and will not have statutory warranty.

- You are assuming the role of the builder and are responsible for managing the entire project.
- You are going to live at the residence or rent it (not building to sell).

For more information about builder licensing requirements, please visit the [Home Construction Regulatory Authority \(HCRA\)](#) website or contact Permit Services at 519-837-5615 extension 4255 or permits@guelph.ca.

Accessible formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or email building@guelph.ca.