

# 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), setbacks, grading, etc.
  - For questions about required setbacks, please contact Zoning Services at 519-837-5615 or [zoning@guelph.ca](mailto:zoning@guelph.ca).
  - For questions about grading and drainage, please contact Louis De Jong from Engineering Services at 519-822-1260 x2224 or [louis.dejong@guelph.ca](mailto:louis.dejong@guelph.ca).
- A complete set of detailed drawings in pdf format, drawn to a recognizable scale and stamped by a [Qualified Designer](#). The drawings shall include all floors plans (including square footages), all elevations (including spatial separation calculations), building & wall section(s) and engineered roof truss and floor system layouts (if applicable).
  - For questions about permit drawing requirements, please contact Building Services at 519-837-5615 or [building@guelph.ca](mailto:building@guelph.ca).
- A completed [Energy Efficiency Design Summary](#) (EEDS) form.
- A completed [Schedule 1: Designer Information](#) form.
  - Note: This form can be filled out electronically by the Qualified Designer during the building permit application process.
- Permit fees.
  - Permit fees of up to \$5,000 must be paid online by credit card once the application has been accepted, prior to commencing with our review.
  - For questions about permit fees, please refer to the latest [fee schedule](#), or contact Building Services at 519-837-5615 or [building@guelph.ca](mailto: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 as “prior to issuance of a building permit” 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](mailto:planning@guelph.ca) for additional information.
- Preparing a Tree Inventory and Protection Plan (TIPP) for approval by Planning Services. Please contact Rory Templeton at 519-837-5616 x2436 or [rory.templeton@guelph.ca](mailto:rory.templeton@guelph.ca) for additional 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](mailto: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 Jason Robinson at 519-837-5604 x2241 or [jason.robinson@guelph.ca](mailto:jason.robinson@guelph.ca) for additional information.
- Obtaining approval from Alectra (Guelph Hydro). Please contact Alectra directly or contact Shophan Daniel in Engineering Services at 519-822-1260 x2332 or [shophan.daniel@guelph.ca](mailto:shophan.daniel@guelph.ca) for additional information.
- Obtaining approval from Union Gas. Please contact Union Gas directly or contact Shophan Daniel in Engineering Services at 519-822-1260 x2332 or [shophan.daniel@guelph.ca](mailto:shophan.daniel@guelph.ca) for additional information.

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](mailto:planning@guelph.ca) for additional information.
- Ensuring that telephone and cable TV service is available to the lands. Please contact Shophan Daniel in Engineering Services at 519-822-1260 x2332 or [shophan.daniel@guelph.ca](mailto:shophan.daniel@guelph.ca) for additional information.
- Preparing a noise and vibration study for approval by Engineering Services. Please contact Shophan Daniel at 519-822-1260 x2332 or [shophan.daniel@guelph.ca](mailto:shophan.daniel@guelph.ca) for additional information.

- Provide the [Tarion](#) number for the individual or builder/contractor who is constructing the house. Alternatively, submit a letter signed by all registered property owners stating that:
  - they are aware that Tarion does not apply,
  - they are exercising significant control over the construction of the project, and
  - they are going to live at the residence or rent it. (e.g.: not building it to sell)

Owners constructing their own house may contact Building Services at 519-837-5615 or [building@guelph.ca](mailto:building@guelph.ca) for additional information.

- 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](mailto:building@guelph.ca) for additional information.
- If the existing building or property is of any heritage significance, heritage approval may be required. Please contact Stephen Robinson in Planning Services at 519-834-5616 x2496 or [stephen.robinson@guelph.ca](mailto:stephen.robinson@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 Ashley Rye at the GRCA at 519-621-2763 x2238 or [arye@grandriver.ca](mailto:arye@grandriver.ca) to obtain approval or written verification that GRCA approval is not required.
- [Development Charges](#) (DC's) are required for the construction of a new dwelling unit on a vacant or severed parcel of land. DC's are not applicable when an existing house is being demolished and a new house is being constructed within four years. Questions regarding DC's should be directed to Rajni Rao in Finance at 519-822-1260 x2307 or [rajni.rao@guelph.ca](mailto:rajni.rao@guelph.ca).
- [Cash in Lieu](#) (CIL) of parkland dedication may be required to be paid. Questions regarding CIL should be directed to Stefan Ilic in Parks at 519-822-1260 x3349 or [stefan.ilic@guelph.ca](mailto:stefan.ilic@guelph.ca).

Alternate 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](mailto:building@guelph.ca).