

## Residential Home - Information Guide and Process



### **When is a building permit required for a residential home?**

The construction of all buildings and structures greater than 10m<sup>2</sup> (108ft<sup>2</sup>) in area and all buildings that contain plumbing require a permit. A permit is also required for any addition to an existing structure. Buildings smaller than 10m<sup>2</sup> (108ft<sup>2</sup>) do not require a permit however, zoning requirements such as setbacks and lot coverage still apply. Certain renovations and alterations to existing buildings also require a permit. Some examples are:

- New window and door openings
- Installation of new plumbing
- Installation or alteration of wood burning appliances
- Finishing basements
- Creation of new suites (duplex/apartment)

If you are uncertain if you require a permit, please contact the Building Department.

### **Zoning**

The Town of Aylmer Zoning By-Law contains regulations governing the size, height, location and use of residential buildings. The zoning by-law is available online on the Town's website. If your proposed design does not meet the zoning by-law, you will be required to apply for a minor variance. The minor variance process is a method to seek relief through a Committee of Adjustment when certain circumstances do not allow you to meet the requirements of the zoning by-law.

### **Approvals**

Aside from complying with the Town Zoning By-Law, other restrictions may apply to your property. The following are examples of approvals that may be required before a permit can be issued.

- Cattfish Creek Conservation Authority (CCCA Regulatory Zone)
- Ministry of Transportation (Highway 3)
- Elgin County (Country Rd 73)

## **Drawing requirements for a building permit application (please submit 2 copies)**

A Schedule 1 form must be filled out with every permit application that does not involve an engineer or architect. This form indicates that the drawings were prepared by a qualified and/or registered designer. However, homeowners are exempt from the required qualifications and may prepare their own drawings for residential dwellings and accessory buildings. A Schedule 1 form must also accompany all HVAC designs.

1. Site plan indicating:
  - a) Setback dimensions
  - b) Existing structures on property
  - c) Proposed lot grading elevations (new home construction only)
  
2. Foundation plan indicating:
  - a) Footings, piers & foundation wall sizes
  - b) Slab design & building anchorage
  
3. Floor plan indicating:
  - a) General dimensions
  - b) Structural framing
  - c) Door and window locations
  
4. Roof plan indicating:
  - a) Truss layout or roof framing
  
5. Building cross section indicating:
  - a) Building height
  - b) Wall construction
  - c) Foundation details
  
6. Exterior elevations indicating:
  - a) Building heights
  - b) Cladding/finish materials
  - c) Door and window locations
  
7. HVAC design including:
  - a) Duct layout
  - b) Heat gain/loss calculations
  - c) Ventilation summary
  - d) Completed EEDS (Energy Efficiency Design Summary) form

## **Where to apply for a building permit**

For properties located within the Town of Aylmer boundaries, please make application to:  
Town of Aylmer Municipal Office, 46 Talbot St. W. Town Hall hours are Monday to Friday from 8:30 a.m. to 4:30 p.m. Application forms are available online at [www.aylmer.ca](http://www.aylmer.ca) or at Town Hall.

## **Cost of Building Permit**

The cost of the permit varies depending on the type of building and work being done. Please refer to the Town's Building By-Law 72-12 for details. We accept cash, cheque and debit as methods of payment. This includes the review of drawings, the building permit and building inspections

## **Time Frame**

Maximum of 10 business days once a complete permit application is made and the permit is reviewed.

## **Required Building Inspections**

Building inspections are available Monday through Friday between 8:30 a.m. and 4:30 p.m.

\*Please Book in Advance

- Connection of site services (water/storm/sanitary)
- Excavation/Footing inspection – once the holes have been dug, but prior to concrete being poured
- Foundation – once the foundation has been poured, prior to backfilling
- Underground plumbing – with air or water test
- Above grade plumbing – with air or water test
- HVAC rough in
- Structural framing inspection
- Insulation air/vapour barrier
- Occupancy inspection – before occupying the building

## **Important Numbers to Know**

- ON1CALL - Ontario One Call (natural gas, sewer/water lines, hydro) 1-800-400-2255  
or directly to:
- EARTH Power (hydro) 1-877-850-3128
- Eastlink (telephone internet/cable) 1-888-345-1111
- EPCOR (gas) 519-773-5321
- Town of Aylmer (water/sewer) 519-773-4949