

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.
- 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 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.

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.

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 for additional information.
- Preparing a Tree Inventory and Protection Plan (TIPP) for approval by Planning Services. Please contact Rory Templeton at 519-837-5616 extension 2436 or 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 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.

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 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 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) 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 Vithiya Suthagar in Finance at 519-822-1260 extension 3816 or vithiya.suthagar@guelph.ca.

[Cash in Lieu](#) (CIL) of parkland dedication may be required to be paid. Questions regarding CIL should be directed to Parks Planning at 519-837-5626 or parks@guelph.ca.

If the property is within close proximity to transit corridor land, approval from [Metrolinx](#) may be required. If Metrolinx is applicable to the subject property, please contact development.coordinator@metrolinx.com to obtain approval or written verification that Metrolinx approval is not required.

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.