



MUNICIPALITY OF
ARRAN-ELDERSLIE

Building Permit Application Guide

Residential

Guide to Residential Permit Applications

This guide is to help navigate residential permits, what documentation to submit for a permit application, what inspections may be required, and who to contact if you have any questions. Please submit all permit documents through Cloudpermit or in person at the Arran-Elderslie Municipal Office. Please note that this is not all-encompassing guide, additional documents or approvals may be required.

1. Before You Apply

Before submitting your residential building permit application, please ensure all required information and supporting documents are complete and accurate. Incomplete applications may result in permit issuance delays. Applicants are responsible for complying with all applicable building codes, zoning regulations, and municipal requirements. Reviewing the submission requirements before applying will help ensure a more efficient review process.

Quick Pre-Application Checklist:

- ☐ Confirm lot lines and property dimensions.
- ☐ Review zoning setbacks, lot coverage and height restrictions.
- ☐ Identify septic tank/bed, wells, easements and drainage areas.
- ☐ Check if GSCA, SVCA, Bruce County, MTO, or other approvals may be applicable to your project by using Bruce County Maps.

3. Approvals, Fees & Inspections

Items that may Apply:

- Entrance permit for new access on a Municipal or County Road (if proposed on the Site Plan).
- New civic address or municipal water/sewer review (if proposed).
- SVCA, GSCA, MTO, SON or Bruce County approval, (if located within their regulated area).

After Permit Issuance:

- ☐ Pay applicable permit fees.
- ☐ Keep approved drawings and permit information available on site.
- ☐ Book inspections through Cloudpermit as work proceeds. Inspections shall also be booked with the reviewing Engineer or Architect if General Review is required.
- ☐ Do not cover footings, framing, structural connections or other work that may need inspection.
- ☐ Address inspection deficiencies before proceeding.

2. Complete Application Checklist

A complete application generally includes the items below. Requirements may vary depending on project size, location and design. Please note this is not an exhaustive list. All required forms can be found at www.arran-elderslie.ca.

- ☐ Building permit application.
- ☐ Owner authorization
- ☐ Schedule 1 - Designer Form.
- ☐ Site plan in PDF format (drawn to a recognizable scale).
- ☐ Construction package in PDF format (drawn to recognizable scale).
- ☐ LVL member specifications (where shown on the construction drawings).
- ☐ Engineered Truss Drawings and Engineered Floor System Drawings (where shown on the construction drawings).
- ☐ HVAC Package (EEDS, Heat loss/Heat Gain Calculation and HVAC Schedule 1)
- ☐ Outside agency approvals, if applicable

Make the Drawing Package Clear

Site plan should show:

- Property boundaries and nearby streets.
- Existing and proposed buildings/structures and building areas.
- Setbacks to all property lines.
- Distance to adjacent buildings, including septic tank and bed.
- Easements and driveway/access changes, where applicable.

Construction package should show:

- Foundation plan, floor plan(s), roof plan and elevations.
- Building/wall sections and construction details.
- Designer/BCIN information or Professional Engineer information (where required).
- Engineered truss layout/specifications and LVL details (where specified on construction drawings).

After You Apply

Application review, plans review, permit issuance and inspections

1 Application Review	2 Plans Review	3 Permit Issued	4 Inspections
Staff check that required documents are included, review zoning matters and identify whether additional approvals may be required. Initial review is generally completed within two business days.	Once a <i>complete application</i> is submitted, staff check that drawings and supporting documents are in conformance with the Ontario Building Code and municipal by-laws	When requirements are satisfied and applicable fees are paid, the building permit may be issued and picked up at the Arran-Elderslie Municipal Office or Downloaded from Cloudpermit.	Book required inspections through Cloudpermit or over the phone as work proceeds and before covering/concealing work that may need review. Please note that inspections cannot be booked the same day you call.

Ontario Building Code timeline: A residential permit is to be issued or refused within 10 business days of a *complete application* or 20 days if the dwelling exceeds 600m² in building area or 3 storeys in height. Missing information, outside approvals or resubmissions will affect the overall permit timeline.

If Staff Request More Information

If drawings, forms or approvals are missing, staff will identify what is required before the application can move forward.

Resubmission checklist:

- ☐ Read all staff comments before revising drawings.
- ☐ Upload revised drawings and supporting documents.
- ☐ Respond to all comments together where possible. (contractor, designer & owner)
- ☐ Confirm outside approvals have been submitted.
- ☐ Watch for additional review comments in Cloudpermit.

Resubmissions are reviewed in the order they are received.

Inspection Checklist

Once a permit is issued, inspections may be required before the project is complete. Work shall be available for inspection before it is covered or concealed. It is the applicant's responsibility to book required inspections. Required inspections are outlined in the reviewed permit package.

- ☐ Book inspections through Cloudpermit or over the phone. Please leave detailed voicemail if staff are unavailable.
- ☐ Have approved drawings available on site.
- ☐ Correct any inspection deficiencies.
- ☐ Update Building Department of any changes to the project.

Contact the Building Department if you are unsure what inspection is required next or if you have any questions about outstanding deficiencies.

Common Questions

Will I need a new septic system? A new septic system may be required if additional bedrooms, fixtures or square footage is added.	Can someone apply for me? Yes! If the applicant is not the property owner, include an Owner Authorization form.
Can I prepare my own drawings? A homeowner may sign the Schedule 1 form for projects under 3 storeys and 600 m ² , if taking responsibility for the design.	Do I need engineered drawings? Some projects require LVL Specifications, Truss Drawings or additional components that may require engineered drawings.
Can outside approvals delay my permit? Yes. Required outside approvals must be addressed before the municipal permit can be finalized. This may affect the timeframe in which the permit is issued.	Where do I apply? Apply through Cloudpermit or contact the Building Department at 519-363-3039, Option 3 or building@arran-elderslie.ca.
Need help? Contact the Building Department Phone: 519-363-3039 (Option 3) Email: building@arran-elderslie.ca	Municipality of Arran-Elderslie 1925 Bruce Road 10, Box 70 Chesley, ON N0G 1L0