



City of Welland
Planning and Development Services
Building Division
60 East Main Street, Welland, ON L3B 3X4
Phone: 905-735-1700 Ext. 2257 | **Fax:** 905-735-8772
Email: devserv@welland.ca | www.welland.ca

Permit Application Checklist¹ – Residential Housing

Single Detached Dwelling / Semi / Duplex / Triplex / Fourplex / Townhouse(Street/Row)
Part 9 / Part 3 / Part 11 10 day permit/decision
New / Addition / Alteration
Drawings / Print Quality / Scale _____
Project Location (Address) _____
Completed by (Plan Examiner) _____ Initials _____ Date _____
Applic Accepted ___ Refused ___ Reason _____

NO.	DESCRIPTION	REQ'D	REC'D	NOTES
A	<u>Requirements for Permit Application²</u>			
1.	Application for a Permit Form – all fields completed	Yes		Standard Provincial Ministry Form
2.	Designer Schedule - all fields completed	Yes		BCIN / Designer Info. required
3.	Energy Efficiency Design Summary	Yes		Form available at City or on Website
4.	Applicable Law Checklist – check items that apply	Yes		Submit with Permit Form Application
5.	Agent Authorization Form			
6.	2 sets - scaled Arch. Floor Plan drawing(s)	Yes		All levels – All rooms identified
7.	2 sets - scaled Arch. Elevation drawing(s)	Yes		All views
8.	2 sets - scaled Arch. Cross Section(s) / Detail(s)	Yes		Incl. party wall / firewall
9.	2 sets - HVAC Drawings & Heat loss Calcs.	Yes		Duct design layout, Equipment Specs
10.	2 copies - Site Plan / Approved Lot Grading Plan	Yes		Signed and Dated, compass orient.
11.	2 copies – Engineered drawings	Yes		Truss or Engineered lumber
12.	Master Plumber Form / Signature	Yes		Licensed in Welland
13.	Mechanical Ventilation Form – completed	Yes		Design Summary
14.	Permit Application Fee – varies per sq ft	Yes		Singles \$1.71/sq ft
15.	Architect / Engineer Design _____ over 600 m ² _____ other			Underpinning of basement Cantilevered areas, etc.
B	<u>Requirements before Permit Issued³</u>			
16.	City Development Charges	Yes		Singles \$11,120.86 until Dec 31/25
17.	Regional Development Charges	Yes		Singles \$30,833.00 until Dec 31/25
18.	Catholic Education Development Charges	Yes		\$391/New Dwelling Unit – effective Dec. 20, 2020
19.	New Water Meter Construction Fee			By-law 2014-25 – New Water Service/water meter required
20.	Property Information / PIN sheet / Deed			If property or ownership is unclear
21.	Tree Fee (if applicable) \$300			Subdiv 59M-211 to 59M-336, others
22.	Pedestrian Crosswalk Fee (if applicable) \$100			Subdiv 59M-246 and 59M-328
23.	Subdivision Requirements - Special Conditions			
24.	Geotechnical/Soils Issues addressed where known			Subdiv 59M-249,269,326,332,others
25.	Additional Permits Required, Agreed or Noted			Demolition, Shed, Deck, etc.
C	<u>Requirements for Infill Housing^{3,4} before Permit Issued</u>			
26.	Permit Deposit – refundable (\$3000–see schedule)	Yes		Payable Sched “E” By-law 2020-140
27.	Road Occupancy Permit			Form available at City or on Website
28.	Municipal Address (if applicable)			
29.	Sewage / Septic System Permit			

Plan Examiner Comments: _____

Applicant's Name _____ Applicant's Signature _____

Notes:

1. Checklist is not guaranteed as all inclusive – for general assistance only. Checklist is intended for new main building only, but may be used as a guide with discretion for additions and alterations.
2. These items must be submitted at the time of application or application will not be accepted.
3. These items must be submitted prior to permit issuance. May be submitted at application if requirement is known, to eliminate return trip for later submission. Many times these items not known until application reviewed. A permit will not be issued until these requirements are met.
4. Infill Housing is generally property which is not within a subdivision under development. Generally includes older properties and severances.

JANUARY 1, 2025

Bridging the past, present and future