

# **The Township of Woolwich**

## **By-law Number 72-2013**

A By-law to provide for the construction, demolition, change of use and transfer of permit and inspections.

Whereas Section 7 of the Building Code Act, S.O. 1992, c.23 as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, transfer of permits, inspections and the setting and refunding of fees;

Now therefore the Council of the Corporation of the Township of Woolwich hereby enacts as follows:

### **Index**

#### **Part 1 – Definitions**

- 1.1 Definitions
- 1.2 Word/Term not defined

#### **Part 2 – Classes of Permits**

- 2.1 Set out

#### **Part 3 – Permits**

- 3.1 File application
- 3.2 Information submitted to Chief Building Official
- 3.3 Conditional Permits
- 3.4 Inactive permit application

#### **Part 4 – Plans and Specifications**

- 4.1 Information – to determine conformity
- 4.2 Two complete sets required unless specified
- 4.3 Plans drawn to scale on durable material
- 4.4 Site Plans referenced to plan of survey
- 4.5 As Constructed plans
- 4.6 Changes to plans
- 4.7 Alternative Solutions
- 4.8 Plans property of Township

#### **Part 5 – Fees and Refunds**

- 5.1 Due and payable upon permit issuance
- 5.2 Work without permit

5.3 Refunds

5.4 Revocation of permit

## **Part 6 – Transfer of Permits**

6.1 Application by new owner

6.2 Fee for Transfer of Permit

6.3 New owner permit holder upon transfer

## **Part 7 - Revocation of Permits**

7.1 Notice of Revocation

7.2 Deferral of Revocation

7.3 Fee for Deferral

7.4 Reduction of Refund

## **Part 8 – Notice Requirements for Inspections**

8.1 Notice prior to each stage

8.2 Effective when received by Chief Building Official

8.3 Time periods for inspections

## **Part 9 – Code of Conduct**

9.1 Code of Conduct for Building Officials

## **Part 10 – Fencing**

10.1 Requirements for Construction Sites

## **Part 11 – Validity**

11.1 Severability

## **Part 12 – Contravention of By-law**

12.1 Offence

## **Part 13 – Repeal/Enactment**

13.1 Previous By-law

13.2 Short Title

13.3 Effective Date

## **List of Schedules:**

Schedule A Permits and Fees

Schedule B Refund of Permit Fees

Schedule C Schedule of Forms

Schedule D Schedule of Drawings, Specifications and Documents Required for Construction, Demolition, and Change of Use Permits

Schedule E Code of Conduct

Schedule F Building Inspection Staff Appointments

## Part 1 DEFINITIONS

### Definitions

1.1 In this By-law:

**Act** means *The Building Code Act*, S.O. 1992, c.23, as amended.

**Applicant** means the owner of a building or property who applied for a permit or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or Corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or Corporation.

**As Constructed Plans** means as-built (construction plans) as defined by Sentence 1.4.1.2.(1) Division A, Part 1 The Building Code.

**The Building Code** means the regulation made under Section 34 of the Act.

**Chief Building Official** means the CBO appointed by the Township for the purposes of enforcement of the Act.

**Demolish** means demolish as defined in Subsection 1.(1) of the Act.

**Designated Structure** means a designated structure as described in Article 1.3.1.1. Division A, Part 1 The Building Code.

**Inspector** means an inspector appointed by the Township for the purposes of enforcement of the Act.

**Owner** means the registered owner of the property and includes a lessee, mortgagee in possession, and the authorized agent in lawful control of the property.

**Permit** means permission or authorization given in writing from the Chief Building Official to perform work, demolish, change the use of a building or *part* thereof, or to occupy a building or part thereof, as regulated by the Act and The Building Code.

**Sewage System** means a sewage system as defined in Sentence 1.4.1.2.(1) Division A, Part 1, The Building Code.

**Township** means the Corporation of the Township of Woolwich.

**Work** means construction or demolition of a building or part thereof, as the case may be and has the same meaning as *construct* as defined in Subsection 1.(1) of the Act.

### Word/Term Not Defined

1.2 Any word or term, not defined in this By-law, that is defined in the Act or Building Code shall have the meaning ascribed to it in the Act or The Building Code.

## Part 2

### Classes of Permits

#### 2.1 Set out

Classes of permits, with respect to construction, demolition and change of use of buildings and permit fees shall be set out in Schedule A of this By-Law.

## Part 3

### Permits

#### 3.1 File application

To obtain a permit, the owner or an agent authorized in writing by the owner shall file an application in writing by completing a prescribed form available from the Chief Building Official or from The Building Code web site (<http://www.obc.mah.gov.on.ca>). Additional application forms prescribed by the Township under clause 7.(1)(f) of the Act are set out in Schedule C of this by-law.

#### 3.2 Information submitted to Chief Building Official

Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) Where an application is made for a construction permit under Subsection 8(1) of the Act, the application shall:
  - a. Use the Provincial application form, "Application for a Permit to Construct or Demolish";
  - b. Include complete plans and specifications, documents and other information as required by and as described in Schedule D of this by-law and Article 1.3.1.3. Division C, Part 1, The Building Code for the work to be covered by the permit;
  - c. Include completed forms as set out in Schedule C of this By-Law, where applicable; and
  - d. Include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act, R.S.O. 1990, c.0.31 as amended.
- (2) Where an application is made for a demolition permit under subsection 8(1) of the Act, the application shall:
  - a. Use the Provincial application form "Application for a Permit to Construct or Demolish";
  - b. Include complete plans and specifications, documents and other information as required by Articles 1.2.2.3. & 1.3.1.1. and 1.3.1.3. Division C, Part 1, The Building Code and as described in Schedule D of this By-Law for the work to be covered by the permit;
  - c. Include completed forms as set out in Schedule C of this by-law, where applicable and include proof satisfactory to the Chief Building Official that arrangements have been made with the proper authorities for the cutting off and capping of all water, sewer, gas, electric, telephone or other utilities and services.

- (3) Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall:
- a. Use the Provincial application, “Application for a Permit to Construct or Demolish”;
  - b. Include complete plans and specifications, documents and other information as required by Article 1.3.1.5. Division C, Part 1, the Building Code and as described in Schedule D of this By-Law for the work to be covered by the permit; and additional information, including but not limited to, information supporting compliance with zoning and interim control by-laws, and the feasibility and cost of returning the site to its original condition;
  - c. State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
  - d. State the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
  - e. State the time in which an application, plans and specifications of the complete building will be filed with the Chief Building official; and
  - f. Be accompanied with a completed Conditional Permit Agreement and security deposit as prescribed by the Chief Building Official.
  - g. Include completed forms as set out in Schedule C of this By-Law, where applicable
- (4) Where application is made for a change of use permit issued under subsection 10.(1) of the Act, the application shall:
- a. Use the Provincial application, “Application for a Permit to Construct or Demolish”;
  - b. Include completed forms as set out in Schedule C of this By-Law, where applicable;
  - c. Describe the building in which the occupancy is to be changed, with a description that will readily identify and locate the building;
  - d. Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made; and
  - e. Using Part 10 of The Building Code, include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of The Building Code, including floor plans, details of wall, ceiling and roof assemblies, identifying required fire separations/fire resistance ratings and load bearing capacities, and details of the existing sewage system, if any.
- (5) Where application is made for a sewage system permit issued under subsection 8(1) of the Act, the application shall:
- a. Use the Provincial application, “Application for a Permit to Construct or Demolish”, and
  - b. Include complete plans and specifications, documents and other information as required under Article 1.3.5.5. Division C, Part 1, the Building Code and as described in Schedule D of this by-law for the work to be covered by the permit.

- c. Include completed forms as set out in Schedule C of this By-Law, where applicable.
- (6) Where application is made for a transfer of permit because of a change of ownership of the land, as permitted under clause 7.(1)(h) of the Act, the application shall:
- a. Provide the names and addresses of the previous and new owner,
  - b. Provide the date that the land ownership change took place;
  - c. Describe the permit that is being transferred.

### **Conditional Permit**

- 3.3 When, in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the complete building or project,
- a. an application shall be made and all applicable fees associated with the scope of the partial permit, as well as for the complete project, shall be paid;
  - b. complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the Chief Building Official; and
  - c. where a partial permit is requested the full building or project application is deemed to be incomplete.

Where a permit is issued for part of a building or project, this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.

### **Inactive Permit Application**

Where an application for a permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant. If an application is deemed to be abandoned, a new application must be filed and new drawings submitted for the proposed work.

## **Part 4**

### **Plans and Specifications**

#### **4.1 Information Sufficient to Determine Conformity**

Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will conform with the Act, The Building Code and any other Applicable Law.

#### **4.2 Two Complete Sets Required Unless Specified**

Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of plans and specifications as described in Schedule D of this By-Law.

#### **4.3 Plans Drawn to Scale on Durable Material**

Plans shall be drawn to scale on paper, electronic media approved by the Township or other durable material and shall be legible.

#### **4.4 Site Plans Referenced to Plan of Survey**

Site plans shall be referenced to an up-to-date plan of survey and, when required to demonstrate compliance with the Act, The Building Code or other Applicable Law, a copy of the survey shall be submitted to the Chief Building Official.

#### **4.5 As Constructed Plans**

On completion of the construction of a building, the Chief Building Official may require a set of as constructed plans, including a plan of survey showing the location of the building.

#### **4.6 Changes to Plans**

After issuance of a permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which a permit was issued, must be given in writing to the Chief Building Official together with the details of such change which is not to be made without the Chief Buildings Official written authorization.

#### **4.7 Alternative Solutions**

Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains equivalent materials, techniques and systems for which authorization under Clause 1.2.1.1.(1)(b) Division A, Part 1, The Building Code is requested, the following information shall be provided:

- (1) a description of the proposed material, system or building design for which authorization under Clause 1.2.1.1.(1)(b) Division A, Part 1, The Building Code is requested including drawings and written description;
- (2) any applicable provisions and functional & objective statements of The Building Code;
- (3) Evidence that the proposed material, system or building design will provide the level of performance required by The Building Code; and

#### **4.8 Plans – Property of Township**



Plans and specifications furnished according to this By-Law or otherwise required by the Act become the property of the Township and will be disposed of or retained in accordance with the Municipal File Retention By-Law as amended.

## **Part 5**

### **Fees and Refunds**

#### **5.1 Due and Payable Upon Permit Issuance**

- 1) The Chief Building Official shall determine the required fees for the work proposed calculated in accordance with Schedule A of this By-Law, and where the fees payable are based on the prescribed value of the proposed work, the prescribed value of the proposed work shall mean the total cost of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services, but does not include the cost of the land.
- 2) The applicant shall pay the required fees at time of issuance of the permit and no permit shall be issued until the fees, therefore, have been paid in full.
- 3) Where the Chief Building Official has determined that the prescribed value to construct a building has been underestimated, the Chief Building Official will recalculate the permit fee to the revised prescribed value and the adjustment to the permit fee will be collected when the building permit is issued.

#### **5.2 Work Without Permit**

Any person or Corporation who commences construction, demolition or changes the use of a building before submitting an application for a permit or receiving a permit, may, at the discretion of the Chief Building Official, be subject to all fines and penalties imposed under the Act.

#### **5.3 Refunds**

In the case of withdrawal of an application, the abandonment of all or a portion of the work, refusal of a permit, or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule B of this by-law.

#### **5.4 Revocation of Permit**

There shall be no refund of permit fees where a permit has been revoked under 8(10)(a) or 8(10)(f) of the Act.

## **Part 6**

### **Transfer of Permits**

#### **6.1 Application Completed by New Owner**

A permit may be transferred if the new land owner provides the information in accordance with the requirements of Part 3 of this By-Law.

#### **6.2 Fee for Transfer of Permit**

A fee shall be payable on an application for a transfer of permit as provided in Schedule A of this By-Law.

#### **6.3 New Owner Permit Holder Upon Transfer**

The new owner shall, upon a transfer of a permit, be the permit holder for the purpose of the Act and The Building Code.

## **Part 7**

### **Revocation of Permits**

#### **7.1 Notice of Revocation**

Prior to revoking a permit under subsection 8(10) of the Act, the Chief Building Official may serve a notice by personal service or registered mail at the last known address to the permit holder, and following a thirty (30) day period from the date of service the Chief Building Official may revoke the permit if grounds to revoke still exist without any further notice and all submitted plans and other information may be disposed of.

#### **7.2 Deferral of Revocation**

A permit holder may within thirty (30) days from the date of service of a notice under this Part, request in writing the Chief Building Official to defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regard to any changes to the Act, Building Code or other Applicable Law may allow the deferral, in writing.

#### **7.3 Fee for Deferral of Revocation**

A request for deferral shall be accompanied by the non-refundable fee therefore set out in Schedule A of this By-Law.

#### **7.4 Reduction of Refund**

A request for deferral of revocation is subject to an additional 5% refund reduction in accordance with section 1) of Schedule B of this By-Law when a permit is subsequently revoked.

## **Part 8**

### **Notice Requirements for Inspections**

#### **8.1 Notice Prior to Each Stage**

The permit holder shall notify the Chief Building Official of each stage of construction for which a mandatory notice is required under Article 1.3.5.1. Division C, Part 1, The Building Code and for additional notices as permitted under Article 1.3.5.2. Division C, Part 1, The Building Code. In addition, the permit holder shall provide the notice of completion as prescribed by Section 11 of the Act and 1.3.3.3. Division C, Part 1, The Building Code, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and Articles 1.3.3.1. & 1.3.3.2. Divisions C, Part 1, The Building Code are complied with.

#### **8.2 Effective When Received by Chief Building Official**

A notice pursuant to this Part of the By-Law is not effective until notice is actually received by the Chief Building Official.

#### **8.3 Time Period – Inspections**

Upon receipt of proper notice, the Inspector shall undertake a site inspection of the building to which the notice relates in accordance with the time periods stated in Article 1.3.5.3. Division C, Part 1, The Building Code and Section 11 of the Act.

## **Part 9**

### **Code of Conduct**

#### **9.1 Code of Conduct for Building Officials**

The Code of Conduct and associated policies, as required under Section 7.1 of the Act, are set out in Schedule E of this By-Law.

## **Part 10**

### **Fencing**

#### **10.1 Requirements for Construction Sites**

- 1) In addition to the requirements pertaining to Public Way Protection as set out in the Construction Project Regulations under the Occupational Health and Safety Act, the permit holder shall comply, and shall not cause or permit the builder or constructor under the permit to fail to comply with the provisions of this section.
- 2) Where a permit is issued on or after the date of enactment of this By-Law, fencing sufficient to enclose the site of construction shall be maintained or erected and maintained, in compliance with the requirements of this section.
- 3) Every fence required under this section shall be a minimum 1.2 metres and a maximum of 1.8 metres in height, as measured from the highest adjacent grade.
- 4) Every fence required under this section shall be located on the perimeter of the construction site as determined by the Chief Building Official and constructed as follows:
  - a. If of chain link construction, a minimum 38mm diamond mesh chain link securely fastened to at least 38mm diameter metal tube or pipe or the same thickness T-bar posts. Such metal posts shall not be more than 3.04m on centre and embedded into the ground, providing a secure and rigid support.

- b. If of wood construction, the exterior face shall be at least 12.7mm thick exterior-grade plywood, particle board or equivalent material constructed so as not to provide footholds for climbing. The fencing shall be supported by at least 38mm wide by 89mm thick posts spaced at not greater than 2.43m on centre and embedded into the ground, providing a secure and rigid support.
  - c. If the fence is of snow fence or heavy gage plastic mesh type, the fencing shall be securely fastened to T-bar posts at not greater than 2.43m on centre and embedded into the ground, providing a secure and rigid support, and that a 38mm x 89mm top rail be secured to the posts and fencing secured to 38mm x 89mm rail.
  - d. Other materials or methods may be substituted, provided that there is an equivalent barrier between properties and an equivalent degree of safety and support provided.
  - e. The use of barbed wire and razor wire are prohibited.
- 5) The fence may be provided with openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the construction site provided that these openings are closed off when no construction is being carried out on site, including daily shut-downs.

## **Part 11**

### **Validity**

#### **11.1 Severability**

In the event that any provision of this By-Law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this By-Law.

## **Part 12**

### **Contravention of By-law**

#### **12.1 Offence**

Every person who contravenes any provision of this By-Law is guilty of an offence and on conviction is liable to any penalties provided for under Section 36 of the Act.

## **Part 13**

### **Repeal - Enactment**

#### **13.1 By-law Previous**

By-law #39-1999 and #83-2005 and all of its amendments are hereby repealed.

#### **13.2 Short Title**

This By-Law may be referred to as The Building By-law.

#### **13.3 Effective Date**

PASSED THIS 4<sup>th</sup> day of November, 2013

Signed by the Mayor and Clerk.

## Schedule A – Permits and Fees

<b>Building By Classification</b>	<b>Cost per square foot</b>	<b>Plus HST</b>
Group A – Assembly Occupancies	\$2.04	No
Group B – Institutional Occupancies	\$2.22	No
Group C – Residential Occupancies	\$1.15	No
Group D – Business and Personal Service Occupancies (shell)	\$1.47	No
Group D Business and Personal Service Occupancies (finished)	\$1.54	No
Group E – Mercantile Occupancies (shell)	\$1.07	No
Group E – Mercantile Occupancies (finished)	\$1.54	No
Group F – Industrial Occupancies (shell)	\$0.62	No
Group F – industrial Occupancies (finished)	\$0.80	No

<b>Interior Finishing</b>	<b>Cost per square foot</b>	<b>Plus HST</b>
Interior Finishing to previously unfinished areas including of residential basements and major renovations	\$0.30	No

<b>Alteration/Renovations (All Classifications)</b>	<b>Cost per square foot</b>	<b>Plus HST</b>
Alterations and renovations to existing finished areas	\$0.20	No

<b>Manufactured Structures</b>	<b>Cost per square foot</b>	<b>Plus HST</b>
Air Supported Structure	\$0.25	No
Designated Structures as per Ontario Building Code	\$200.00	No
Greenhouse	\$0.05	No
Hoop House	\$0.02	No
Mobile Home	\$0.45	No
Portable Classroom/Temporary Buildings	\$120.00	No
Retaining Wall (per linear foot)	\$2.00	No
Signs – Ground, Roof or Wall Mounted	\$100.00	No
Signs - Temporary	\$75.00	No
Solar Collector – Agricultural/Residential	\$250.00	No
Solar Collector – Commercial, Industrial, Institutional	\$400.00	No
Temporary Tents	\$100.00	No

<b>Other Structures</b>	<b>Cost per square foot</b>	<b>Plus HST</b>
Accessory Buildings (detached garage, shed, etc.)	\$0.40	No
Attached Garage – Addition Permits Only	\$0.58	No
Decks, Porch, Gazebo	\$100.00	No
Demolition	\$0.01	No
Elevator, Lift	\$200.00	No
Farm Building	\$0.10	No
Fireplace, Wood Stove,	\$100.00	No

<b>Other Structures</b>	<b>Cost per square foot</b>	<b>Plus HST</b>
Chimney		
Grain Bins, Corn Cribs	\$60.00	No
Manure Tank, Manure Yard	\$125.00	No
Swimming Pool, Hot Tub (Residential)	\$100.00	No
Tower Silo, Trench Silo	\$125.00	No
Underground Fire Reservoir	\$250.00	No

<b>On-site Sewage System</b>	<b>Cost per square foot</b>	<b>Plus HST</b>
Installation of a new Septic System	\$450.00	No
Septic System major repair	\$300.00	No
Septic System minor repair/new tank	\$150.00	No

<b>Change of Use</b>	<b>Cost per square foot</b>	<b>Plus HST</b>
Change of Use Permit – no construction required	\$100.00	No

<b>Plumbing, Mechanical and Electrical</b>	<b>Cost per square foot</b>	<b>Plus HST</b>
Backflow prevention device (per device)	\$60.00	No
Commercial Kitchen, spray booth, dust collector	\$120.00	No
Connect to municipal water and/or sewer	\$120.00	No
Fire Alarm System (minimum \$120.00)	\$0.05	No



<b>Plumbing, Mechanical and Electrical</b>	<b>Cost per square foot</b>	<b>Plus HST</b>
HVAC permit (not SFD)	\$0.07	No
Plumbing fixture – all buildings (per fixture)	\$8.00	No
Sprinkler System (minimum \$120.00)	\$0.03	No
Standpipe and hose systems (minimum \$120.00)	\$0.05	No

<b>Item</b>	<b>Cost</b>	<b>Plus HST</b>
Footing, foundation	100% of the total building permit fee including development charges to be collected at time of municipality issuing the footing, foundation permit.	
All other structures	A building permit rate of \$10.00 per \$1,000.00 of declared construction value (CV) will apply to all construction not contained in the above schedule.	
Final or Additional Inspection Fee	\$50.00 final inspection fee collected for each new inspection performed after 12 months of the municipality issuing occupancy.	
Liquor License Fee	\$50.00 Liquor Licence Inspection	No
Minimum Fee	\$100.00 (for building permits based on square footage)	No
Fee for transfer of permit	\$100.00	No
Fee for deferral of revocation	\$100.00	No

## **Schedule B – By- Law Number 72-2013**

### **Refund of Permit Fees**

- 1) The Permit Fees that may be refunded under Part 5 of this By-Law are to be a percentage of the permit fees payable under this By-Law subject to Sections 1 & 2 of this Schedule, as follows:
  - (a) 85% if, in the opinion of the Chief building Official, administrative functions only have been performed;
  - (b) 75% if, in the opinion of the Chief Building Official, administrative and zoning functions only have been performed;
  - (c) 55% if, in the opinion of the Chief Building official, administrative, zoning and plan examination functions only have been performed;
  - (d) 45% if the permit has been issued and no inspections have been performed subsequent to permit issuance; and
  - (e) An additional 5% of the original permit fee shall be deducted for each field inspection that has been performed after the permit has been issued.
- 2) Notwithstanding Section 1, hereof, no refund is to be made of an amount less than \$100.00.

## **Schedule C – By-law Number 72-2013**

### **Schedule of Forms**

1. Application for a Permit to Construct or Demolish
2. Schedule 1: Designer Information
3. Schedule 2: Sewage System Installer Information
4. Demolition – Utility Sign off Form
5. Commitment to General Reviews by Architect and Engineers
6. Energy Efficiency Design Summary (Part 9 Residential)
7. Energy Efficiency Certification Form (Other than Part 9 Residential)
8. Ontario Building Code Data Matrix
9. Residential Mechanical Ventilation and Heating/Cooling Design Summary (HVAC)

## **Schedule D – By-law Number 72-2013**

### **Schedule of drawings, specifications and documents required for construction, demolition and change of use permits**

1. Two sets/copies of the following list of drawings, specifications and documents are required to be submitted in order for the various types of Building Permit Applications listed to be considered a complete application pursuant to Section 1.3 Division C, Part 1, The Building Code.
  - a. Demolition (Full or Partial)
    - i. Proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric, telephone or other utilities and services.
    - ii. Description of the structural design characteristics of the building and a method of demolition prepared by a Professional Engineer where deemed necessary by the Chief Building Official - Article 1.2.2.3. Division C, Part 1, The Building Code.
    - iii. Site/grading plan prepared by a Professional Engineer (P.Eng), Certified Engineering Technologist (CET) or Ontario Land Surveyor (OLS).
  - b. Residential Deck or Porch Permit
    - i. Site plan or survey
    - ii. Floor plan, footing/foundation and framing plan
    - iii. Elevation(s)
    - iv. Section or detail of guard
    - v. Connection details
  - c. Residential Accessory Buildings
    - i. Site Plan or survey
    - ii. Footing/Foundation plan/Engineered Floor Slab
    - iii. Floor Plan (framing)
    - iv. Building Elevations (4)
    - v. Building Section (min. 1)
  - d. Residential Addition or Renovation Permit
    - i. Site Plan or survey
    - ii. Grading Plan prepared by a Professional Engineer (P.Eng.), Certified Engineering Technologist (CET) or Ontario Land Surveyor (OLS) as applicable
    - iii. Footing/Foundation Plan
    - iv. Floor Plan (1 per floor and include framing, all dimensions, room names and indicate any new plumbing facilities)
    - v. Building Elevations (4)

- vi. Building Section (min. 1)
- vii. Letter of verification from heating designer of the capacity of the existing heating system
- viii. Engineered Sewage System Evaluation where applicable.
- ix. Energy Efficiency Summary
- e. New Residential House, Semi-Detached, Townhouse or Duplex
  - i. Approved Site Development Plan and Agreement
  - ii. Site Plan
  - iii. Grading Plan prepared by a Professional Engineer (P.Eng.), Certified Engineering Technologist (CET) or Ontario Land Surveyor (OLS) as applicable
  - iv. TARION (ONHWP) Registration Form
  - v. Where applicable, an Engineered Sewage System Permit application/design
  - vi. Verification of potable water supply if applicable
  - vii. Footing/Foundation Plan
  - viii. Floor Plan (1 per floor, and indicate all dimensions, room names and proposed plumbing fixtures)
  - ix. Floor and Roof Framing Plans (include floor and roof truss drawings)
  - x. Building Elevations (4)
  - xi. Building Section (min. 2)
  - xii. Details of construction of masonry fireplaces (if applicable)
  - xiii. Mechanical Ventilation form
  - xiv. Heat Loss/ Heat Gain Calculations and Furnace make/model
  - xv. Energy Efficiency Summary
  - xvi. Copy of Deed (if applicable)
- f. New Residential apartment building
  - i. Approved Site Development Plan and Agreement
  - ii. Geotechnical Investigation Report (2 copies) including verification of potable water supply, if applicable
  - iii. Site Plan
  - iv. Grading and Site Servicing Plan(s) prepared by a Professional Engineer (P.Eng.), Certified Engineering Technologies (CET) or Ontario Land Surveyor (OLS) as applicable
  - v. Verification of on-site water supply for firefighting
  - vi. Complete Engineered Sewage System Permit application/design, where applicable
  - vii. Architectural Drawings

- viii. Structural Drawings
- ix. Mechanical Drawings
- x. Electrical Drawings
- xi. Sprinkler and Standpipe Drawings, where applicable
- xii. Energy Efficiency Summary
- g. New Non-Residential Building or Addition (Part 3 or 9 Building)
  - i. Approved Site Development Plan and Agreement
  - ii. Geotechnical Investigation Report (2 copies) including verification of potable water supply, if applicable
  - iii. Site Plan
  - iv. Grading and site Servicing Plan(s) prepared by a Professional Engineer (P.Eng.), Certified Engineering Technologies(CET) or Ontario Land Surveyor (OLS) as applicable
  - v. Verification of on-site water supply for firefighting
  - vi. Complete Engineered Sewage System Permit application or evaluation of existing private sewage system where applicable
  - vii. Architectural Drawings
  - viii. Structural Drawings
  - ix. Mechanical Drawings
  - x. Electrical Drawings
  - xi. Sprinkler and Standpipe Drawings, where applicable
  - xii. Energy Efficiency Summary
- h. Non-Residential Alteration/Renovation (Part 3 or 9 Building)
  - i. Site Plan or Key Plan
  - ii. Architectural Drawings

**Where Applicable:**

- iii. Structural Drawings
- iv. Mechanical Drawings
- v. Electrical Drawings
- vi. Evaluation of existing private septic system
- vii. Energy Efficiency Summary
- i. Designated Structures
  - The following plans prepared and stamped by a Professional Engineer:
    - i. Site Plan
    - ii. Grading Plan, where applicable
    - iii. Architectural Drawings

- iv. Elevations, where applicable
  - v. Sections and Detail, where applicable
  - j. Farm Building
    - i. Site Plan
    - ii. Architectural, Structural, Mechanical & Electrical Drawings
    - iii. MDS calculations, if applicable
    - iv. Nutrient Management Strategy or Plan, if applicable
  - k. Septic Systems
    - i. Complete engineered sewage system permit application/design where applicable
2. Unless specified by the Chief Building Official, the following information shall be shown on plans or working drawings that accompany applications for permits:
- 2.1 The Site Plan shall show:
- a) Survey property boundaries and dimensions, all building lines, bearings of metes and bounds and compass orientation (legal description);
  - b) The location, use, height and dimensions of any existing and proposed buildings including front, side and rear yard dimensions and relationships to adjoining property lines and buildings and the proposed lot coverage;
  - c) Existing and finished ground levels or grades, and first floor elevations referenced to an established datum at or adjacent to the site in respect of which an application is made;
  - d) Existing rights-of-way, easements and municipal services; and
  - e) All existing and proposed parking layout, fire access routes, retaining walls, swimming pools, accessory buildings, septic systems, wells and any other such physical additions to the site.
- 2.2 Grading Plan and Site Servicing Plan(s) shall show:
- a) The property lines, building location, sidewalks, driveways, curb cuts, swales, all utility services and new/existing service connections;
  - b) Pre and post spot elevations for this project and adjacent properties, slopes of driveways, sidewalks and swales, direction of drainage flow;
  - c) Location of storm water catchment area, catch basins, below grade and above grade utilities and connections into services at property line;
  - d) Location of existing and proposed fire hydrants or on-site supply of water for fire fighting; and
  - e) In rural areas, identify flood areas, wells, open water and wetlands.

- 2.3 The Architectural Drawings shall show:
- a) OBC Matrix
  - b) Each floor plan with exact dimensions of the layout of all proposed areas and identify each with room names;
  - c) All wall thicknesses and type of construction, window and door openings and schedules, elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information.
  - d) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness etc.; and
  - e) Specifications where applicable.
- 2.4 The Structural Drawings shall show:
- a) All foundation, floor, roof and wall structural elements indicating sizes shapes and proper location and all dead and live design loads and condition of loading;
  - b) All reinforced concrete work, indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel;
  - c) All lintels, column and beam locations and their size and snow drift loading; and
  - d) Where applicable de-watering report and shoring or pile driving.
- 2.5 The Mechanical and Electrical Drawings shall show:
- a) Mechanical drawings are to show the plumbing, heating, ventilation and air conditioning, including legends and schedules for compliance with OBC. For Part 9 buildings, if room allows this information can be shown on the same plan as the architectural;
  - b) Electrical drawings are to show lighting, emergency lighting, exit signs, fire alarm systems and their legends and schedules for compliance with the OBC. For Part 9 buildings, if room allows, this information can be shown on the same plan as the architectural; and
  - c) Sprinkler and Stand pipe drawings are to include floor plans and riser diagrams to locate the entire system including connections, sprinkler heads.
- 2.6 The following supporting documentation shall accompany applications for a permit, unless otherwise waived by the Chief building Official:
- a) Real Property Report (Survey Plan) prepared by an Ontario Land Surveyor;
  - b) Driveway access permit approved by the authority having jurisdiction as may be applicable;
  - c) Copy of Deed, if applicable;



- d) Where applicable, approvals by the Ontario Ministries of Labour, Energy & Natural Resources, Industry & tourism, Environment, the Ontario Liquor Control Board, Ontario Fire Marshall's Office, Conservation Authorities; and
- e) Such other approvals as may be required to demonstrate compliance with applicable Law.

## **Schedule E – By-law Number 72-2013**

### **Code of Conduct**

#### **The Purpose of this Code of Conduct is:**

To promote appropriate standards of behaviour by Building Officials (Chief Building Official and Inspectors) in the exercise of their powers and the performance of their duties.

To prevent practices which may constitute an abuse of power, and

To promote appropriate standards of honesty and integrity.

#### **Building Officials Shall:**

1. Act in the public interest, particularly with regard to the safety of buildings and structures.
2. Apply all relevant By-Laws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests.
3. Abide with the provisions of the Building Code Act, The Building Code and other applicable Acts and Laws that regulate or govern Building Officials or their functions.
4. Not permit personal feelings, prejudices, animosities or friendships to influence decisions.
5. Perform their duties and responsibilities impartially and in accordance with the highest professional standards.
6. Extend professional courtesy to all at all times.

#### **Breaches of the Code of Conduct:**

Allegations made against the Chief Building Official shall be reviewed by the Senior Management Team or designate.

Allegations made against an Inspector shall be reviewed by the Chief Building Official and the Department Head or designate.

#### **Disciplinary Action:**

Disciplinary Action arising from violations of the Code of Conduct is the responsibility of the Municipal employer and will be based on the severity and frequency of the violation in accordance with relevant employment standards.

## **Schedule F – By-law Number 72-2013**

### **Building Inspections Staff Appointments**

The Building Code Act, S.O. 1992, c.23, as amended, requires the Council of a Municipality to appoint such inspectors as is necessary for the effective administration and enforcement of the Ontario Building Code Act and Ontario Building Code.

The Building Code Act requires and authorizes Municipalities to pass by-laws appointing staff for the purposes of ensuring effective administration and enforcement of the Ontario Building Code. In order to carry out the administration and enforcement of the Building Code Act, staff must be designated as inspectors through Municipal by-law. Below are those staff members that are appointed as inspectors and those authorized to act in the capacity of the Chief Building Official in his/her absence. These appointments conform to the mandated requirements of the Provincial legislation, as detailed in The Building Code Act.

1. In the absence and/or under the direction of the Chief Building Official, the following persons are hereby authorized to exercise all of the powers and perform all of the duties of the Chief Building Official, pursuant to the Building Code Act, S.O. 1992, c.23, as amended:

David Heuchert (Building Official)

2. The following persons are each appointed as an inspector, with the full powers of an inspector in accordance with sentence 18.(1) of the Building Code Act, S.O. 1992, c.23, as amended, for the purposes of enforcing said Act:

Ray Stranz (Building Official)

David Heuchert (Building Official)