

# **The Township of Woolwich By-law Number 27-2017**

## **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 – Registered Code Agencies**

- 5.1 Agreement with Registered Code Agency
- 5.2 Appointment of Registered Code Agency

**Part 6 – Fees and Refunds**

- 6.1 Due and payable upon permit issuance
- 6.2 Work without permit
- 6.3 Refunds
- 6.4 Revocation of permit

**Part 7 – Transfer of Permits**

- 7.1 Application by new owner
- 7.2 Fee for Transfer of Permit
- 7.3 New owner permit holder upon transfer

**Part 8 - Revocation of Permits**

- 8.1 Notice of Revocation
- 8.2 Deferral of Revocation
- 8.3 Fee for Deferral
- 8.4 Reduction of Refund

**Part 9 – Notice Requirements for Inspections**

- 9.1 Notice prior to each stage
- 9.2 Effective when received by Chief Building Official
- 9.3 Time periods for inspections

**Part 10 – Code of Conduct**

- 10.1 Code of Conduct for Building Officials

**Part 11 – Fencing**

- 11.1 Requirements for Construction Sites

**Part 12 – Validity**

- 12.1 Severability

**Part 13 – Contravention of By-law**

- 13.1 Offence

**Part 14 – Repeal/Enactment**

- 14.1 Previous By-law
- 14.2 Short Title
- 14.3 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

## Part 1 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.

**Architect** means the holder of a license, certificate of practice or a temporary license issued under the Architects Act as defined in the Building Code.

**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.

**Building Official** means a Chief Building Official, Deputy Building Official or Inspector appointed by the Municipality.

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

**Construct** means construct as defined in subsection 1(1) 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.

**Farm building** means a farm building as defined in Section 1.3 of 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.

**Permit Holder** means the owner to whom a permit has been issued or where a permit has been transferred, the owner to whom the permit has been transferred.

**Person** includes a corporation and a partnership and the heirs, executors, administrators and other legal representatives of a person to whom the context can apply according to law.

**Professional engineer or engineer** means a person who holds a license or temporary license under the Professional Engineers Act, as defined in the Building Code.

**Registered Code Agency** means a registered code agency as defined in subsection 1(1) if the Act.

**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.

## **1.2 Word/Term Not Defined**

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 Township or Ministry's website. 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:

- a. Where an application is made for a construction permit under Subsection 8(1) of the Act, the application shall:
  - i. Use the Provincial application form, "Application for a Permit to Construct or Demolish";
  - ii. 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;
  - iii. Include completed forms as set out in Schedule C of this By-Law, where applicable; and
  - iv. 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.

- b. Where an application is made for a demolition permit under subsection 8(1) of the Act, the application shall:
  - i. Use the Provincial application form “Application for a Permit to Construct or Demolish”;
  - ii. 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;
  - iii. 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.
- c. Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall:
  - i. Use the Provincial application, “Application for a Permit to Construct or Demolish”;
  - ii. 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;
  - iii. State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
  - iv. State the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
  - v. State the time in which an application, plans and specifications of the complete building will be filed with the Chief Building official; and
  - vi. Be accompanied with a completed Conditional Permit Agreement and security deposit as prescribed by the Chief Building Official.
  - vii. Include completed forms as set out in Schedule C of this By-Law, where applicable
- d. Where application is made for a change of use permit issued under subsection 10.(1) of the Act, the application shall:
  - i. Use the Provincial application, “Application for a Permit to Construct or Demolish”;
  - ii. Include completed forms as set out in Schedule C of this By-Law, where applicable;
  - iii. Describe the building in which the occupancy is to be changed, with a description that will readily identify and locate the building;
  - iv. 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
  - v. 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.

- e. Where application is made for a sewage system permit issued under subsection 8(1) of the Act, the application shall:
  - i. Use the Provincial application, "Application for a Permit to Construct or Demolish", and
  - ii. Include complete plans and specifications, documents and other information as required under Article 1.3.5.4. 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.
  - iii. Include completed forms as set out in Schedule C of this By-Law, where applicable.
- f. 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:
  - i. Provide the names and addresses of the previous and new owner,
  - ii. Provide the date that the land ownership change took place;
  - iii. Describe the permit that is being transferred.
- g. Where an application is found to be incomplete and does not comply with Article 1.3.1.3. Division C, Part 1, the application may be accepted for processing at the discretion of the Building Official, if the applicant acknowledges that the application is incomplete and therefore is not entitled to the time periods prescribed in Column 3 of Table 1.3.1.3. Division C, Part 1.

### **3.3 Conditional Permits**

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.

### **3.4 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.

When requested by the Municipality, plans shall be submitted by electronic media approved by the Township.

### **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:

- a. 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;
- b. any applicable provisions and functional & objective statements of The Building Code;
- c. Evidence that the proposed material, system or building design will provide the level of performance required by The Building Code; and
- d. Include completed forms set out in Schedule C of this By-law, where applicable.



#### **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 Registered Code Agencies**

#### **5.1 Agreement with Registered Code Agency**

Where the Township enters into an agreement with the registered code agency, the Township may appoint the agency to perform specified functions in respect of the construction of a building or class of buildings.

#### **5.2 Appointment of Registered Code Agency**

The registered Code Agency may be appointed to perform one or more of the specified functions described in Section 15.15 of the Act.

### **Part 6 Fees and Refunds**

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

- a. 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.
- b. 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.
- c. 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.

#### **6.2 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.

#### **6.3 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.

#### **6.4 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 7**

### **Transfer of Permits**

#### **7.1 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.

#### **7.2 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.

#### **7.3 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 8**

### **Revocation of Permits**

#### **8.1 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.

#### **8.2 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.

#### **8.3 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.

#### **8.4 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 9**

### **Notice Requirements for Inspections**

#### **9.1 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.

#### **9.2 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.

#### **9.3 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 10**

### **Code of Conduct**

#### **10.1 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 11**

### **Fencing**

#### **11.1 Requirements for Construction Sites**

- a. 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.
- b. 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.
- c. 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.
- d. 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:
  - i. 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.

- ii. 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.
  - iii. 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.
  - iv. 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.
  - v. The use of barbed wire and razor wire are prohibited.
- e. 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 12**

### **Validity**

#### **12.1 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 13**

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

#### **13.1 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 14**

### **Repeal - Enactment**

#### **14.1 By-law Previous**

By-law #72-2013 and #70-2016 and all of its amendments are hereby repealed.

#### **14.2 Short Title**

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

#### **14.3 Effective Date**

PASSED THIS 25<sup>th</sup> day of April, 2017.

Signed by the Mayor and Clerk.

## Schedule A – Permits and Fees

### Schedule A – Permit and Fess of this by-law was repealed by By-law 93-2019

<b>Building By Classification</b>	<b>Fee per Square Foot</b>
Group A – Assembly Occupancies	\$2.08
Group B – Institutional Occupancies	\$2.26
Group C – Residential Occupancies	\$1.17
Group C – Residential Occupancies (Apartment, Triplex)	\$1.24
Group C – Residential Occupancies (Hotel/Motel)	\$1.90
Group D – Business and Personal Service Occupancies (shell)	\$1.50
Group D – Business and Personal Service Occupancies (finished)	\$1.57
Group E – Mercantile Occupancies (shell)	\$1.09
Group E – Mercantile Occupancies (finished)	\$1.57
Group F – Industrial Occupancies (shell)	\$0.63
Group F – industrial Occupancies (finished)	\$0.82

<b>Agricultural Permits</b>	<b>Fee per Square Foot</b>
Farm Building	\$0.35
Grain Bins, Corn Cribs (flat fee)	\$102.00 (minimum fee)
Manure Tank, Manure Yard (flat fee)	\$128.00
Tower Silo, Trench Silo (flat fee)	\$128.00
Greenhouse/Hoop House	\$0.06

<b>Interior Finishing</b>	<b>Fee per Square Foot</b>
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## **Interpretation**

### **Final Inspection Deposit:**

A refundable deposit of \$500.00 shall be collected for the following buildings; Single Family dwelling, Duplex, Semi-Detached, Townhouse and Triplex dwelling units, and shall be refunded upon completion of the final inspection clearing off any outstanding items, within 12 months of the Municipality issuing occupancy. Final inspection fee is in regards to the structure only.

### **Revision to Permit Fee:**

A fee of \$0.03 per square foot of the revised floor area shall be paid for examination of revised plans. A minimum fee shall be paid.

### **Infill Grading Deposit:**

An Infill Grading Deposit shall be collected in the amount of \$3,000.00 for each building permit application for a Single Family dwelling, Duplex, Semi-Detached, Townhouse and Triplex dwelling units except when said permit application is subject to a Grading Deposit as required in a Subdivision Agreement under the Planning Act.

### **Refund of Infill Grading Deposit:**

Upon the completion of a final inspection including final inspection of the individual lot grading by the inspector and confirmation of final grading approval in writing by the Professional Engineer (P.Eng), Certified Engineering Technologist (CET) or Ontario Land Surveyor (OLS), the construction deposit without interest (or such portion as remains unused) for that lot shall be returned by the Municipality to the party that paid the construction deposit.

### **The following guidelines are to be applied in the calculation of permit fees:**

- 1. Floor area of the proposed work is to be measured to the outer face of exterior walls and to the center line of party walls or demising walls.**
2. In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- 3. Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.**
4. Except for interconnected floor spaces, no deduction is made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc).
- 5. Unfinished basements for single detached dwellings (including semis, duplexes and townhouses, etc.) are not included in the floor area.**
6. Finished basements for single detached dwellings (including semis, duplexes and townhouses, etc.) are to be charged the interior finishing fee in Schedule 'A'.
- 7. Fireplaces, HVAC, electrical, woodstoves, site services are included in the permit fee for single family dwellings.**

8. Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
9. **Ceilings are included in both new and finished (partitioned) buildings. The permit fees for ceilings apply only when alterations occur in existing buildings. Minor alterations to existing ceilings to accommodate lighting of HVAC improvements are not chargeable fees.**
10. Where demolitions of partitions or alterations to existing ceilings are part of an alteration or renovation permit, no additional fee is applicable.
11. **Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.**
12. The classes of building permits and occupancy categories in the schedule correspond with the definitions of major occupancy classifications in the Ontario Building Code. For mixed occupancies, the permit fees for each of the applicable occupancy categories may be used.
13. The Chief Building Official shall determine fees for classifications of permits not described or included in the schedule.

## **Schedule B - Refund of Permit Fees**

1. The Permit Fees that may be refunded under Part 6 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 tha



## **Schedule C - Schedule of Forms**

1. Application for a Permit to Construct or Demolish
2. Demolition – Utility Sign off Form
3. Commitment to General Reviews by Architect and Engineers
4. Energy Efficiency Design Summary (Part 9 Residential)
5. Energy Efficiency Certification Form (Other than Part 9 Residential)
6. Ontario Building Code Data Matrix
7. Residential Mechanical Ventilation and Heating/Cooling Design Summary (HVAC)
8. Alternative Solution Form
9. Ontario Building Code Matrix - Part 10/Part 11
10. Flow Control Roof Drainage Declaration

## **Schedule D – 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).
    - iv. Site plan must locate all existing building(s) and delineate the building(s) to be demolished including the last known use of the building and list the floor area for each floor including all mezzanine(s) and basement.
    - v. Complete Demolition Utility Sign off Form.
  - 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. Complete On-Site Sewage System Permit application or evaluation of existing private sewage system 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. Complete On-Site Sewage System Permit application or evaluation of existing private sewage system where applicable
  - 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 On-Site Sewage System Permit application or evaluation of existing private sewage system where applicable
  - vii. Architectural Drawings
  - viii. Floor Plan (one per floor)
  - ix. Foundation Plan & Details
  - x. Floor, Framing and Roof Structural Plan
  - xi. Building Elevations
  - xii. Building Sections
  - xiii. Window & Door/Hardware Schedules
  - xiv. Room Finish Schedules
  - xv. Structural Drawings
  - xvi. Mechanical Drawings
  - xvii. Electrical Drawings
  - xviii. Sprinkler and Standpipe Drawings, where applicable
  - xix. 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 On-Site 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. Complete On-Site Sewage System Permit application or evaluation of existing private sewage system where applicable
  - 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
  - v. Complete On-Site Sewage System Permit application or evaluation of existing private sewage system where applicable
- k. On-Site Sewage Systems
- i. Site evaluation report prepared by a Professional Engineer including soil permeability and soils conditions.
  - ii. Site plan and grading/drainage plan(s)
  - iii. Sewage system design and drawings.
- l. Swimming Pools
- i. Site Plan (note on the plan, the fence type and location plus pool size and setback from property lines and private sewage system where applicable)
- m. Commercial Exhaust Hood (NFPA 96)
- i. Floor Plan
  - ii. Mechanical Plan, Details and Section
- n. Electro-Magnetic Locking Devices
- i. Floor Plan
  - ii. Electrical Plan, Details of connection with fire alarm system
- o. Plumbing or Backflow Prevention Device
- i. Plumbing Floor Plan
  - ii. Where applicable, a company letter describing proposed work

2. Unless specified by the Chief Building Official, the following information shall be shown on plans or working drawings that accompany applications for permits:
  - a. The Site Plan shall show:
    - i. Survey property boundaries and dimensions, all building lines, bearings of metes and bounds and compass orientation (legal description);
    - ii. 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;
    - iii. 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;
    - iv. Existing rights-of-way, easements and municipal services; and
    - v. 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.
  - b. Grading Plan and Site Servicing Plan(s) shall show:
    - i. The property lines, building location, sidewalks, driveways, curb cuts, swales, all utility services and new/existing service connections;
    - ii. Pre and post spot elevations for this project and adjacent properties, slopes of driveways, sidewalks and swales, direction of drainage flow;
    - iii. Location of storm water catchment area, catch basins, below grade and above grade utilities and connections into services at property line;
    - iv. Location of existing and proposed fire hydrants or on-site supply of water for fire fighting; and
    - v. In rural areas, identify flood areas, wells, open water and wetlands.
  - c. The Architectural Drawings shall show:
    - i. OBC Matrix
    - ii. Each floor plan with exact dimensions of the layout of all proposed areas and identify each with room names;
    - iii. 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.
    - iv. Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness etc.; and
    - v. Specifications where applicable.

- d. The Structural Drawings shall show:
  - i. 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;
  - ii. All reinforced concrete work, indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel;
  - iii. All lintels, column and beam locations and their size and snow drift loading; and
  - iv. Where applicable de-watering report and shoring or pile driving.
  
- e. The Mechanical and Electrical Drawings shall show:
  - i. 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;
  - ii. 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
  - iii. Sprinkler and Stand pipe drawings are to include floor plans and riser diagrams to locate the entire system including connections, sprinkler heads.
  
- f. The On-Site Sewage System Report shall include the following:
  - i. The name, mailing address and telephone numbers of the person who prepared the report.
  - ii. The date the evaluation was completed;
  - iii. A scaled map of the site showing;
    - 1. Legal description, lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors
    - 2. The locations of items listed in Tables 8.2.1.6.A, 8.2.1.6.B and 8.2.1.6.C Division B – Part 8 The Building Code
    - 3. The location of the proposed sewage system
    - 4. The location of any unsuitable, disturbed or compacted areas and,
  - iv. Soil investigation including:
    - 1. Depth of bedrock
    - 2. Depth to zones of soil saturation
    - 3. Soil properties and permeability
    - 4. Potential for flooding
  
- g. The following supporting documentation shall accompany applications for a permit, unless otherwise waived by the Chief building Official:

- iii. Real Property Report (Survey Plan) prepared by an Ontario Land Surveyor;
- iv. Driveway access permit approved by the authority having jurisdiction as may be applicable;
- v. Copy of Deed, if applicable;
- vi. 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
- vii. Such other approvals as may be required to demonstrate compliance with applicable Law.



## **Schedule E – 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.