

**BY-LAW NUMBER 015 – 2012  
OF THE  
CORPORATION OF THE MUNICIPALITY OF MEAFORD**

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**BEING A BY-LAW TO REGULATE CONSTRUCTION,  
DEMOLITION AND CHANGE OF USE PERMITS AND  
INSPECTIONS**

**WHEREAS** Section 7 of the *Building Code Act*, S.O. 1992, c.23, empowers municipal councils to pass by-laws concerning the issuance of permits and related matters; and

**WHEREAS** all fees as per this By-law shall be in accordance with the Municipalities' Fees and Charges By-law, as amended from time to time, being a by-law to establish the rates, fees and charges for various services provided by the Municipality;

**NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY OF MEAFORD ENACTS AS FOLLOWS:**

**1. SHORT TITLE**

This By-law may be cited as the "Building Permits By-law".

**2. DEFINITIONS**

In this By-law:

- (a) "**Act**" means the *Building Code Act*, S.O. 1992, c.23, as amended.
- (b) "**Applicant**" means the *owner* of a building or property who applies 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 demolition of a building or buildings and anyone acting under the authority of such person or corporation.
- (c) "**Building Code**" means the regulation under Section 34 of the *Act*.
- (d) "**Chief Building Official**" means the Chief Building Official appointed by Council under Section 8(3) of the *Act*.
- (e) "**Complete building permit application**" means an application that meets the minimum requirements for applications set out in Article 1.3.1.3., Division C of the *Building Code* and the requirements of this by-law.
- (f) "**Conditional permit**" means a building permit issued by the *Chief Building Official* under subsection 8(3) of the *Act*.
- (g) "**Corporation**" means the Corporation of the Municipality of Meaford;
- (h) "**Demolish**" means demolish as defined in subsection 1(1) of the *Act*.
- (i) "**Farm Building**" as defined in the *Building Code*, 1.4.1.2., Division A.
- (j) "**Fees and Charges By-law**" means By-law No. 092-2011 as

amended or replaced from time to time to establishes the rates, fees and charges for various services provided by the Municipality.

- (k) **“Municipality”** means the Corporation of the Municipality of Meaford.
- (l) **"Owner"** means the registered owner of the land and includes a lessee, mortgagee in possession and the person in charge of the property.
- (m) **"Permit"** means permission or authorization given in writing by the *Chief Building Official* to perform work regulated by the *Act* and *Building Code*, or to occupy a building or part of a building or parts thereof.
- (n) **"Permit holder"** means the person to whom the *permit* has been issued and who assumes the primary responsibility for complying with the *Act* and the *Building Code*.
- (o) **“Sewage system”** means a sewage system as defined in Sentence 1.4.1.2.(1), Division A of the *Building Code*.

Terms not defined in this By-law shall have the meaning as described to them in the *Act* or the *Building Code*.

### 3. CLASSES OF PERMITS

Classes of permits required for construction, demolition or change of use are set forth in **Schedule "A"** appended to and forming part of this By-law.

### 4. REQUIREMENTS FOR PERMIT APPLICATIONS

#### General Requirements

- 4.1 Every *permit* application shall meet the minimum requirements of this section and shall:
  - (a) be submitted by the *applicant*;
  - (b) file an application in writing by completing the prescribed form as required by Regulation or where no forms are available, on a form prescribed by the *Chief Building Official* permitted under Clause 7(f) of the *Act*; and
  - (c) be accompanied by the required fees calculated in accordance to this by-law.
- 4.2 Additional prescribed forms permitted under Clause 7(f) of the *Act* is delegated to the *Chief Building Official* pursuant to Section 23.1(1) and (4) of the *Municipal Act, 2001*. Any prescribed forms shall be approved in writing by the *Chief Building Official* and shall be applicable to applications after such approval.
- 4.3 The *Chief Building Official* may provide prescribed forms in electronic format and may allow for the electronic submission of completed application forms and related documents.
- 4.4 Notwithstanding subsection 4.3, completed forms generated electronically or submitted through the *Municipality's* website shall be subject to the endorsement of the *applicant*.

#### Applications for Permits to CONSTRUCT

- 4.5 Every application for a building permit shall be submitted to the

*Chief Building Official* and shall contain the following information:

Where application is made for a construction permit under subsection 8(1) of the *Act*, the application shall:

- (a) Include and identify and describe in detail the work, use and occupancy to be covered by the *permit* for which the application is made;
- (b) identify and describe in detail the existing occupancy and uses and the proposed uses(s) for which the premises are intended;
- (c) describe the land on which the work is to be done, by a description that will readily identify and locate the site on which the building or demolition is to occur;
- (d) be accompanied by plans and specifications as described in this by-law or as required by the *Chief Building Official* as necessary to determine the scope of construction or change proposed under the permit application for determination of compliance with the *Act*, *Building Code*, any applicable law and this by-law;
- (e) be accompanied by the required fees or partial payment as calculated in accordance with the Fees and Charges By-law;
- (f) state the names, addresses and telephone numbers of the owner, applicant, architect, engineer or other designer, and the constructor or person hired to carry out the demolition, as the case may be;
- (g) when Section 1.2, Division C of the *Building Code* applies, or as required by the *Chief Building Official*, be accompanied by a signed acknowledgement of the owner on a form prescribed by the *Chief Building Official* that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
- (h) include, where applicable, the registration number of the builder or vendor as provided in the *Ontario New Home Warranties Plan Act*, as may be amended or replaced from time to time;
- (i) state the estimated valuation of the proposed work including material and labour; and
- (j) be signed by the *applicant* who shall certify as to the truth of the contents of the application.

#### **Applications for Permits to DEMOLISH**

4.6 In addition to the requirements of subsection 4.1 to 4.5 above, every demolition *permit* application shall:

- (a) when Section 1.2, Division C of the *Building Code* applies, be accompanied by structural design characteristics of the building and the method and time schedule of the demolition; and
- (b) be accompanied by satisfactory written proof on a form prescribed by *the Chief Building Official* that arrangements have been made with the proper authorities for termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services;
- (c) describe the method of demolition, including the methods of discarding waste material and location of where waste material is to be taken.
- (d) Include a lot restoration plan acceptable to the Chief Building Official

### **Applications for Conditional Permits**

- 4.7 In addition to the requirements of subsection 4.1 to 4.5 above, every conditional *permit* application shall, on a form prescribed by the *Chief Building Official*:
- (a) state the reasons why the *applicant* believes that unreasonable delays in construction would occur if a *conditional permit* is not granted;
  - (b) state the outstanding necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and,
  - (c) be subject to the applicant entering into an agreement provided by the *Chief Building Official* who is authorized to enter into agreements pursuant to Section 8(3.1) of the *Building Code Act* and that the registration of the Conditional Building Permit Agreement on title to the lands shall be the responsibility of the applicant.

### **Applications for a Model Home Permit**

- 4.8 In addition to the requirements of subsection 4.1 to 4.5 and 4.7 above, every model home *permit* application shall:
- (a) include payment in accordance with the Fees and Charges By-law;
  - (b) be accompanied by the execution of a Model Home Agreement/Sales Office Agreement and/or Site Plan, together with the applicable securities, as required by the Director of Planning and Building.

### **Applications for a Change of Use Permit**

- 4.9 In addition to the applicable requirements of subsection 4.1 to 4.5 above, every change of use *permit* application under subsection 10(1) of the *Act* shall:
- (a) describe the building or part thereof in which the occupancy is to be changed; and,
  - (b) include plans and specifications which show 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, floor and roof assemblies identifying required fire resistance rating and load bearing capacities and details of the existing sewage system, if any.

### **Applications for a Sewage System Permit**

- 4.10 In addition to the requirements of subsection 4.1 to 4.5 above, every sewage system *permit* application shall:
- (a) include a completed On-Site Sewage System Design Criteria form; and
  - (b) include a completed Sewage Specifications Form.

### **Issuance of Permits**

- 4.11 The *Chief Building Official* shall, where conditions in section 4 and section 6 of this by-law have been fulfilled, issue a *permit* for part of a building subject to compliance with the *Act*, the *Building Code* and any applicable law.

- 4.12 The *Chief Building Official* may, where conditions in Subsection 8(3) to 8(5) of the *Act* and subsection 4.7 above have been fulfilled, issue a conditional permit for a building subject to compliance with the *Act*, the *Building Code* and any applicable law.
- 4.13 The *Chief Building Official* shall not, by reason of the issuance of a *permit* or *permits* for a part or parts of the building issued under subsections (4) and (5) herein be under any obligation to grant any further *permit* or *permits* therefore.
- 4.14 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*, pursuant to Subsection 4.17 of this by-law.

#### **Additional Information**

- 4.15 The acceptance or processing of an application under this by-law by the *Chief Building Official* shall not be deemed to prohibit the *Chief Building Official* from providing the applicant to supply further information, plans, specifications or details as may be necessary to:
- (a) determine compliance with the *Act*, *Building Code*, this by-law or other applicable law, or
  - (b) determine the fees required to be calculated under this by-law.

Without the *applicant* supplying such information as requested by the *Chief Building Official*, the application may be determined to be incomplete or denied for issuance, pursuant to Subsection 8(2.2) of the *Building Code Act*.

#### **Incomplete Application**

- 4.16 Where an application is determined to be incomplete in accordance to Sentence 1.3.1.3.(5), Division C of the *Building Code* or this by-law, the *Chief Building Official* may accept and process the application where the applicant acknowledges that the application is incomplete by completing a prescribed acknowledgment form.

#### **Inactive Permit Application**

- 4.17 (a) where an application for a *permit* remains incomplete or inactive for six months from the date the application was received, the *Chief Building Official* may refuse to process the application by deeming it to have been abandoned, and shall give written notice to the applicant via regular mail or by electronic email at the address indicated on the application.
- (b) where a *permit* has been deemed to be abandoned, a new application and corresponding fees must be submitted for any work proposed in the abandoned application.
- (c) permit fees may be refunded in accordance to Schedule "A" of this by-law where applicable.

### **5. PLANS AND SPECIFICATIONS**

- 5.1 Every applicant shall furnish,

- (a) Two (2) complete sets of sufficient plans for residential projects and three (3) complete sets for new commercial or multi residential buildings with specifications, documents and other information to enable the *Chief Building Official* to determine whether the proposed construction, demolition, sewage system or change of use conforms to the *Act* and the *Building Code*. Sufficient plans, at the discretion of the *Chief Building Official*, shall be as listed in **Schedule “B”** of this by-law.
  - (b) A site plan referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with the municipality unless this requirement is waived because the *Chief Building Official* is able, without having a current plan of survey, to determine whether the proposed work conforms to the *Act*, the *Building Code*, and any other applicable law. The site plan shall include:
    - (i) lot size and dimensions of property;
    - (ii) setbacks from existing and proposed buildings to property boundaries and to each other;
    - (iii) existing and finished ground levels, including grades, pattern of drainage and swale and sloped grading details;
    - (iv) existing and proposed elevations or underside of footings, finished basement slab, top of foundation wall and finished first floor level; and
    - (v) existing rights of way, easements, municipal services and/or well and septic locations, where applicable.
  - (c) Where required, a drainage and grading plan in accordance with the Drainage and Grading By-law of the Municipality shall be prepared.
  - (d) In addition to the above requirements, residential grading shall conform with the Municipal Engineering Standards.
- 5.2 Plans submitted shall be legible and be drawn to scale:
- (a) upon paper or other durable material; or
  - (b) in an electronic format as prescribed by the *Chief Building Official*.
- 5.3 The *Chief Building Official* shall determine the number of plans, specifications, documents and other information required to be furnished with an application for permit having regard for the requirements of any *Act*, regulation or by-law respecting the examination or circulation of the application.
- 5.4 The *Chief Building Official* may require, where deemed appropriate, that a professional engineer and/or architect conduct a peer review for all or part of the work with the expense to be borne by the *applicant*.
- 5.5 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.
- 5.6 Plans and specifications furnished according to this by-law or otherwise required by the *Act* become the property of the municipality and will be disposed of or retained in accordance with relevant legislation.

5.7 On completion of the construction of a building, the *Chief Building Official* may require a report prepared by an Energuide® rating system energy advisor, certified by Natural Resources of Canada or an equivalent rating system as determined by Regulation or the *Chief Building Official*; for the confirmation of a minimum energy efficiency rating. Such rating shall be displayed with the rating label affixed to the furnace or electrical panel or other appropriate location as determined by the *Chief Building Official*.

## 6. ALTERNATIVE SOLUTIONS

Where approval for an alternative solution under the *Building Code* is proposed for either the application for a *permit* or a material change to a plan, specification, document or other information on the basis for which a permit was issued, the *applicant* shall submit:

- (a) an application on a form prescribed by the *Chief Building Official*;
- (b) all supporting documentation and calculations demonstrating that the proposed alternative solution will provide the level of performance required by the *Building Code*; and
- (c) payment of the required fee in accordance with the Fees and Charges By-law.

## 7. FEES

7.1 The *Chief Building Official* shall determine the required fees calculated in accordance with the Fees and Charges By-law and the *applicant* shall pay such fees.

7.2 No *permit* shall be issued or any service provided until the fees therefore have been paid in full by the *applicant*.

7.3 In addition to the fees paid at the time of building *permit* application, when an applicant makes supplementary submissions and revised submissions, the applicant shall pay the prescribed fee which shall be calculated in accordance the Fees and Charges By-law.

7.4 Upon written request, the *Chief Building Official* shall determine the amount of fees, if any, that may be refunded in accordance with **Schedule "A"** in the case of:

- (a) withdrawal of an application;
- (b) abandonment of an application pursuant to subsection 4.17 above;
- (c) refusal to issue a permit; or
- (d) request for revocation of a *permit* pursuant to Clause 8(10)(e) of the *Act*.

7.5 Subject to subsection 7(1) of the *Act*, there shall be no refund of *permit* fees where a *permit* has been revoked, except where the *permit* was issued in error or where the *applicant* requests revocation no more than six months after the *permit* is issued. In such cases the amount of refund shall be calculated in accordance with Schedule "A" of this by-law.

## 8. PERMIT REVOCATION, DEFERRAL OR REVOCATION AND TRANSFER

### Revocation of Permit

8.1 Prior to revoking a permit under Clauses 8(10)(b) and (c) of the *Act*, the *Chief Building Official* shall give written notice of

intention to revoke to the *permit holder* at his last known address and if on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, the *permit* may be revoked without further notice and all submitted plans and other information may be disposed of.

### **Deferral of Revocation**

- 8.2 On receipt of a notice of intention to revoke a *permit*, a *permit holder* may request in writing within thirty (30) days from the date thereof the *Chief Building Official* to defer the revocation of such *permit*.
- (a) A request for deferral shall set out the reasons why the *permit* should not be revoked and the date by which the work will be commenced or resumed.
  - (b) Having considered the circumstances of the request and having determined that there have been no changes to the *Act* and the *Building Code* and any other applicable law which would have prevented the issuance of the original permit, the *Chief Building Official* may allow a deferral to a prescribed date and shall notify the *permit holder*.

### **Transfer of Permit**

- 8.3
- (a) *Permits* shall not be transferred to new owners without the approval of the *Chief Building Official*.
  - (b) *Permits* are transferrable only upon the new owner completing a permit application form as prescribed by Section 4 of this by-law.
  - (c) A fee, in accordance with the Fees and Charges By-law, shall be payable on a transfer of *permit* by the new owner who shall thenceforth be the *permit holder* for the purpose of the *Act* and the *Building Code*.

## **9. NOTIFICATIONS**

- 9.1 Notices respecting stages of construction required by Subsection 1.3.5., Division C of the Building Code and Schedule "C" of this by-law shall be given by the *permit holder* to the *Chief Building Official* of the readiness to inspect at least 2 business days in advance of the stages of construction specified therein.
- 9.2 Except for 8.3 of this by-law, upon the receipt of notification by the *Chief Building Official* as specified in this by-law; an inspector shall, no later than 2 business days, undertake a site inspection of the building to which the notice relates.
- 9.3 In the instance of sewage systems, an inspector shall, no later than 5 business days, undertake a site inspection of the sewage system of which the notice relates.
- 9.4 In addition to the Notices prescribed pursuant to Subsection 1.3.5., Division C of the Building Code, Notice shall be given by the *permit holder* to the *Chief Building Official* of the stages of construction as noted in Clauses 1.3.5.2. (1)(c), (g), (h) and (i) for the:
- (a) commencement of construction of:
    - (i) masonry fireplaces and masonry chimneys,
    - (ii) factory-built fireplaces and allied chimneys,
    - (iii) stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys.



- (b) substantial completion of site grading,
- (c) substantial completion of the pool deck and dressing rooms for a public pool or public spa and readiness for inspection of the emergency stop system for a public pool or public spa, and
- (d) completion and availability of drawings of the building as constructed.

9.5 A notice pursuant to this section is not effective until notification is received by the *Chief Building Official* by:

- (a) written notice by mail or email to the *Chief Building Official*.
- (b) verbal notice via (519) 538-1060, extension 1113 or 1114.

## 10. FENCING - CONSTRUCTION SITES

10.1 Where a construction or demolition site may present a hazard to the public, the *owner* of the construction or demolition site shall ensure that the site is suitably fenced to prevent public access onto the site.

10.2 If fencing has not been provided in accordance with Section 10.1 and, if in the opinion of the *Chief Building Official*, the site presents a particular hazard to the public, the *Chief Building Official* may in writing require the *owner* and the *permit holder* to erect such fencing as he deems appropriate to the circumstances such as described in the National Building Code, Section 8.2.

10.3 In considering the hazard presented by a site and the necessary fencing, the *Chief Building Official* shall have regard for:

- (a) the proximity of the site to occupied dwellings;
- (b) the proximity of the site to lands accessible to the public;
- (c) including but not limited to streets, parks and commercial and institutional activities;
- (d) the hazards presented by the construction or demolition activities and materials;
- (e) the feasibility and effectiveness of site fencing; and
- (f) the duration of the hazard.

## 11. OTHER BY-LAWS, LICENCES, PERMITS AND REGULATIONS

Nothing in the by-law shall exempt any person from complying with the requirements of any other by-law in force within the limits of the Municipality, or from applying for and obtaining any *permit*, license, permission, authority or approval required by this or any other by-law or regulation of the Municipality or any other law in force from time to time.

## 12. USE OF ELECTRONIC TECHNOLOGIES

Nothing in this by-law shall be deemed to limit the authority of the Municipality to make use of on-line services for the display, use and submission of application forms, other forms used in the processing of applications, educational handouts, referrals, and nothing in this by-law shall limit the use of electronic technologies for data and information storage and file management integral to the building inspection service.

**13. PRESCRIBED FORMS**

The forms prescribed for use as applications for *permits*, for orders, for *permits*, for inspection reports and administrative matters shall be as set out in Schedule “D” attached to and forming part of this by-law.

This by-law shall not be deemed to limit the use of any form which is prescribed by provincial regulation notwithstanding that the form it is not listed or is a revised or updated form from the forms set out in Schedule “D” to this by-law.

**14. APPOINTED DESIGNATE**

This by-law shall not be deemed to limit the appointment of a designate who may perform or execute any authority of the *Chief Building Official* where authorized by the *Act*, provided such designate, where required, is duly appointed by by-law under the *Act*.

**15. CODE OF CONDUCT FOR BUILDING OFFICIALS**

Building Officials appointed by the Municipality for the enforcement of the *Act* and the *Building Code* shall be governed in accordance to the Code of Conduct for Building Officials as described in Schedule “E” of this by-law.

**16. SEVERABILITY**

Should any section, subsection, clause or provision of this by-law be declared by a court of competent jurisdiction to be invalid the same shall not affect the validity of this by-law as a whole or any part thereof, other than the part so declared to be invalid.

**17. TRANSITION**

This by-law shall apply to any application for a *permit* or request concerning compliance with the *Building Code* and applicable law that is accepted by the *Chief Building Official* on or after the date of the coming into force of this by-law.

**18. CONTRAVENTION**

Every person who contravenes any provision of this by-law is guilty of an offense and on conviction is liable to a fine as provided in Section 36 of the *Act*, as amended.

**19. REPEAL**

By-law Numbers 63-2005, 72-2005 and 73-2005 are hereby repealed.

**20. SCHEDULES**

Schedules A, B, C, D and E form part of this by-law.

**READ a FIRST, SECOND and THIRD time and finally passed this 27th day of February, 2012.**

*Original signed by*

\_\_\_\_\_  
Francis Richardson, Mayor

*Original signed by*

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Pamela Fettes, Clerk

## SCHEDULE A

### PAYMENTS AND REFUNDS

#### 1. AREA CALCULATION AND INTERPRETATION:

- (a) Floor area is to be measured from the outside face of exterior walls and to the centre line of party walls or demising walls.
- (b) No deductions for floor openings for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor areas and atriums above their lowest level may be deducted.
- (c) Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.
- (d) A temporary building is considered to be a building that will be erected or put into service for not more than one year.
- (e) The occupancy classifications used in this by-law are defined in the *Building Code*, as amended.

#### 2. REFUND OF FEES:

- (a) Pursuant to Section 6 of this By-law, the fees that may be refunded shall be a percentage of the permit fees payable under the Fees and Charges By-law and calculated as follows:
  - (i) 75 percent if administrative functions only have been performed
  - (ii) 70 percent if administrative and zoning functions only have been performed
  - (iii) 50 percent if administrative, zoning and plans examination functions have been performed
  - (iv) 45 percent if the *permit* has been issued and no field inspections have been performed subsequent to permit issuance
  - (v) 10 percent shall additionally be deducted for each field inspection that has been performed after the *permit* has been issued
- (b) Where the *Chief Building Official* deems it appropriate, a refund of other than specified in (a) may be granted.
- (c) If the calculated refund is less than the minimum fee applicable, no refund shall be made of the fees paid. No refund shall be issued where a minimum fee has been charged.
- (d) All refunds and deposits shall be returned to the person named on the fee receipt, unless such person advises the *Chief Building Official*, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.
- (e) Refund provisions are not applicable where the *permit* has been signed off and the occupancy inspection completed.
- (f) No refund of building permit fees on any application or permit after 3 years from the date the application was submitted, the

permit is deemed to be abandoned, refused to be issued or when a request to be withdrawn.

### **3. ADMINISTRATIVE FEES:**

#### **3.1 Alternative Solution**

Where a written request is submitted to the *Chief Building Official* for the authorization of an alternative solution, a fee contained in the Fees and Charges By-law shall be payable in addition to the required building permit fees.

#### **3.2 Building Code Act Orders**

Where an Order has been issued pursuant to the *Act*, a fee of identified in the Fees and Charges By-law shall be paid. Payment of these fees does not relieve any person or corporation from complying with the *Act* or the *Building Code* or any other applicable law.

#### **3.3 Change of Ownership**

To transfer a permit from a permit holder to another, the Revision to Permit (minor) fee under the Fees and Charges By-law shall be payable in addition to other applicable fees.

#### **3.4 Change of Use (No Construction)**

For the change of use of a major occupancy where no construction is proposed or required, a fee noted in the Fees and Charges By-law shall be payable.

#### **3.5 Compliance Letters**

- (a) For written requests on information for property compliance including Zoning By-law, work orders, active building permits, and survey review; a fee in accordance with the Fees and Charges By-law shall be payable per property.
- (b) Sewage system review related to planning applications such as minor variances, consents and setbacks, a minimum fee of \$175.00 per property or system shall be payable.
- (c) For written requests in support of provincial license applications such as AGCO liquor licenses, a minimum fee of \$200 shall be payable where the request is not related to an active building permit. A minimum fee of \$100 shall be payable relating to an active building permit.

#### **3.6 Conditional Building Permits**

For conditional building permits, the fee shall be in accordance with the Fees and Charges By-law. The proponent is responsible for the registration of the Conditional Permit Agreement on title to the lands when required by the CBO.

#### **3.7 Constructing without a Permit**

Where work or construction has commenced prior to the issuance of a building permit, an administrative surcharge for the unlawful work as noted in the Fees and Charges By-law shall be paid.

### 3.8 **Deferred Inspections**

Where a permit has been dormant for a period of more than 12 months, a minimum fee as per the Fees and Charges By-law shall be payable in addition to other applicable fees.

### 3.9 **Model Home Agreement**

For the preparation of a Model Home Agreement approved by the Director of Planning and Building, a fee in accordance the Fees and Charges By-law shall be payable

### 3.10 **Re-Inspection Fees**

- (a) Where a requested inspection reveals that a deficiency from a previous inspection has not been remedied, a fee in accordance with the Fees and Charges By-law shall be payable prior to subsequent inspections related to that stage of construction.
- (b) Where an inspector determines that work for the stage of construction that has been requested to be inspected is not substantially completed, a fee identified in the Fees and Charges By-law shall be payable prior to subsequent inspections related to that stage of construction.

### 3.11 **Revision to a Permit and Reviewed Drawings**

- (a) Where a supplementary submission or a revised submission relating to a building permit application is required or unauthorized modifications from the reviewed permit drawings occur on site, a fee shall be payable as per the Fees and Charges By-law.
- (b) Where an increase in floor area has been constructed, additional building permit fees at the applicable service index, development charges and administrative fees noted above will be payable.

### 3.12 **Scanning/Conversion of Paper Documents Service Charge**

Where drawings, plans and specifications exceed 11"x17" (Ledger, B or A3 size) or an electronic submission does not meet the format prescribed by the *Chief Building Official*, a scanning, conversion and filing fee as per the Fees and Charges By-law will be charged to recover the costs associated with handling and storing the paper documents.

### 3.13 **Sewage Holding Tank Agreement**

- (a) For the preparation of a Holding Tank Agreement upon the restricted approval for the temporary use of a holding tank (Class 5 System) for not more than one year, a fee identified in the Fees and Charges By-law shall be payable.
- (b) For the extension of an approved Holding Tank Agreement of up to one year, a fee identified in the Fees and Charges By-law shall be payable.

**SCHEDULE B**  
**SUBMISSION REQUIREMENTS**

**CATEGORY: HOUSE**  
(As Defined by the Ontario Building Code Section 2.20)

INFORMATION REQUIRED	NEW BUILDING	ADDITION	INTERIOR ALTERATIONS
<b>General</b>			
All drawings to be drawn on durable material, drawn to scale, and fully dimensioned and in electronic PDF format.	●	●	●
Applicable Law Checklist	●	●	
<b>Site and Key Plan</b>			
Property lines and lot area	●	●	
Location of all existing and proposed buildings including setbacks to property lines, parking spaces, distance to other buildings, and other features in relation to property boundaries	●	●	
Overall dimensions of all buildings	●	●	
Summary of permitted and proposed zoning provisions	●	○	○
Location of easements and/or rights-of-way	●	●	
Location of septic bed, connection to existing system, septic tank and other equipment	○	○	○
Key plan showing location of existing and proposed construction		○	○
<b>Grading Plan</b>			
Existing and proposed grade elevations at all lot corners, midpoints, points of grade change, driveways and drainage structures	●	○	
Proposed finished floor, top of foundation and u/s footing elevations	●	○	
Slope and surface direction runoff, culvert conditions	●	○	
<b>Floor and Roof Plans</b>			
Basement floor plan including foundation information and use of space	●	○	○
Floor plan of every upper level showing use of all spaces	●	●	●
Floor plan of every upper level showing structural framing above	●	○	
Roof truss layout and engineered drawings stamped by a P. Eng.	●	○	

Proprietary floor system layout (“I-Joists”)	<input type="radio"/>	<input type="radio"/>	
Location of all plumbing fixtures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Location of all solid fuel burning appliances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Location of smoke alarms and carbon monoxide detectors	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Elevations</b>			
Area of exposed building face. Area and percentage of unprotected openings. Required limiting distance	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Exterior Finishes	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Window/door type, locations and sizes including height of sills above floor	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Roof slope and finish	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Exterior stairs, landings, guards and handrails	<input checked="" type="radio"/>	<input type="radio"/>	
<b>Building Sections</b>			
Floor to floor and floor to ceiling heights	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Footing and foundation wall details including height of grade above basement floor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Specifications of all floor, wall and roof assemblies, tall wall details	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Shoring and underpinning details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stairs, landings, guards and handrails	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Construction Details and Notes</b>			
Typical wall section	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wall and floor fire separation details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Typical roof details	<input checked="" type="radio"/>	<input type="radio"/>	
Guard details including connection detail	<input checked="" type="radio"/>	<input type="radio"/>	
Building materials and specifications of all wall, floor and roof assemblies	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mechanical Ventilation Design Summary	<input checked="" type="radio"/>	<input type="radio"/>	
Footing design for sensitive soils	<input type="radio"/>	<input type="radio"/>	

Additional Information may be required on a case by case basis  
 = required     = required where applicable

## CATEGORY: SMALL BUILDINGS, RESIDENTIAL

(As Defined by the Ontario Building Code Section 2.20)

INFORMATION REQUIRED	NEW BUILDING	ADDITION	INTERIOR ALTERATIONS
<b>General</b>			
All drawings to be drawn on durable material, drawn to scale, and fully dimensioned and in electronic PDF format.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
ASHRAE 90.1 Energy Certification Form	<input checked="" type="radio"/>	<input type="radio"/>	
Applicable Law Checklist	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Site and Key Plan</b>			
Property lines and lot area	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Overall dimensions of all buildings	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Summary of permitted and proposed zoning provisions	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Location of easements and/or rights-of-way	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Location of septic bed, connection to existing system, septic tank and other equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Key plan showing location of existing and proposed construction		<input type="radio"/>	<input type="radio"/>
<b>Floor and Roof Plans</b>			
Basement floor plan including foundation information and use of space	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Floor plan of every upper level showing use of all spaces	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Floor plan of every upper level showing structural framing above	<input checked="" type="radio"/>	<input type="radio"/>	
Roof truss layout and engineered drawings stamped by a P. Eng.	<input checked="" type="radio"/>	<input type="radio"/>	
Proprietary floor system layout	<input type="radio"/>	<input type="radio"/>	
Location of all plumbing fixtures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Location of all solid fuel burning appliances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Location of smoke alarms and carbon monoxide detectors	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Elevations</b>			
Area of exposed building face. Area and percentage of unprotected openings. Required limiting distance	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Exterior Finishes	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Window/door type, locations and sizes including height of sills above floor	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Roof slope and finish	<input checked="" type="radio"/>	<input checked="" type="radio"/>	



Exterior stairs, landings, guards and handrails	<input checked="" type="radio"/>	<input type="radio"/>	
<b>Building Sections</b>			
Floor to floor and floor to ceiling heights	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Footing and foundation wall details including height of grade above basement floor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Specifications of all floor, wall and roof assemblies	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Shoring and underpinning details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stairs, landings, guards and handrails	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Construction Details and Notes</b>			
Typical wall section	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wall and floor fire separation details	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Typical roof details	<input checked="" type="radio"/>	<input type="radio"/>	
Guard details including connection detail	<input checked="" type="radio"/>	<input type="radio"/>	
Building materials and specifications of all wall, floor and roof assemblies	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mechanical Ventilation Design Summary	<input checked="" type="radio"/>	<input type="radio"/>	
Footing design for sensitive soils	<input type="radio"/>	<input type="radio"/>	

Additional Information may be required on a case by case basis  
 = required     = required where applicable

## SUBMISSION REQUIREMENTS

### CATEGORY: LARGE OR COMPLEX BUILDINGS

(As Defined by the Ontario Building Code Section 2.20)

INFORMATION REQUIRED	NEW BUILDING OR ADDITION	INTERIOR ALTERATIONS
<b>General</b>		
All drawings to be drawn on durable material, drawn to scale, and fully dimensioned and in PDF format	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Drawings to be sealed, signed and dated by each professional design discipline	<input checked="" type="radio"/>	
Commitment by Owner for general review form for each required professional discipline	<input checked="" type="radio"/>	<input type="radio"/>
Building Code Matrix Data	<input checked="" type="radio"/>	<input type="radio"/>
ASHRAE 90.1 Energy Certification Form	<input type="radio"/>	
Specifications for each design discipline	<input checked="" type="radio"/>	<input type="radio"/>
Geotechnical Investigation Report	<input checked="" type="radio"/>	
Applicable Law Checklist	<input checked="" type="radio"/>	<input type="radio"/>
<b>Site Plan</b>		
Property lines and lot area referenced to a current survey	<input checked="" type="radio"/>	<input type="radio"/>
Location of all existing and proposed buildings including setbacks to property lines, distance to other buildings. All parking spaces	<input checked="" type="radio"/>	<input type="radio"/>
Fire route, fire department connections and fire hydrant locations	<input checked="" type="radio"/>	
Existing and proposed grades. Proposed finished floor elevations of all buildings. Sidewalk elevations.	<input checked="" type="radio"/>	
Barrier free information including curb cuts, ramps, parking and associated details	<input checked="" type="radio"/>	<input type="radio"/>
Summary of permitted and proposed zoning provisions	<input checked="" type="radio"/>	<input type="radio"/>
Key plan showing location of existing and proposed construction	<input checked="" type="radio"/>	<input type="radio"/>
<b>Architectural Drawings</b>		
Floor plans identifying rooms including use of all spaces, wall construction and fire separations	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Reflected ceiling plans and associated details	<input checked="" type="radio"/>	<input type="radio"/>
Roof plan and associated details including any screening requirements for mechanical roof top equipment	<input checked="" type="radio"/>	<input type="radio"/>
Building elevations	<input checked="" type="radio"/>	
Building cross sections	<input checked="" type="radio"/>	<input type="radio"/>

Wall sections and details. Stair sections, plan and details	<input checked="" type="radio"/>	<input type="radio"/>
Enlarged detail plans and associated details	<input checked="" type="radio"/>	<input type="radio"/>
Door, window and room finish schedules if not in specifications	<input checked="" type="radio"/>	<input type="radio"/>
<b>Structural Drawings</b>		
Design information including loading, deflection, wind uplift, earthquake analysis and control flow drainage design on roof	<input checked="" type="radio"/>	
Shoring and underpinning plans and details	<input type="radio"/>	
Foundation plan and associated details	<input checked="" type="radio"/>	
Floor and roof framing plans including beam and column schedule	<input checked="" type="radio"/>	
Exterior canopy or other structural framing information	<input checked="" type="radio"/>	
Structural connection details	<input checked="" type="radio"/>	
<b>Heating, Ventilation and Air Conditioning</b>		
Layout and sizes of duct at each floor level	<input checked="" type="radio"/>	<input type="radio"/>
Type, location and size of equipment	<input checked="" type="radio"/>	<input type="radio"/>
Roof plan showing roof mounted equipment		
Details of specialized systems (Commercial Cooking Systems)		
<b>Plumbing</b>		
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes and connection to municipal system		
Water and drain layout at each floor level and plumbing risers		
Plumbing risers and stack loads		
Material, equipment and fixture specifications		
Backflow preventer specifications		
Grease interceptor specifications		
<b>Electrical Drawings</b>		
Electrical site servicing drawing where separate from Mechanical		
Lighting, power, emergency lighting, exit signage and electrical equipment		
Fire alarm system drawings including alarm riser detail together with specifications and sequence of operation		
<b>Other Submissions</b>		
Sprinkler Riser Diagram, including water entry schematic		
Drawings showing fire hose cabinets, standpipe risers and other standpipe information		

Additional Information may be required on a case by case basis  
● = required ○ = required where applicable

## SCHEDULE C

### REQUIRED NOTICES AND INSPECTIONS

In accordance with Article 1.3.5.1., Division C of the *Building Code*:

- a. Readiness to construct footings,
- b. Substantial completion of foundation reinforcement for insulated concrete form foundation walls or where required by design for poured foundation walls and for suspended cold room slabs.
- c. Substantial completion of footings and foundations prior to commencement of backfilling
- d. Substantial completion of structural framing and ductwork and piping for heating and air-conditioning systems, if the building is within the scope of Part 9 Division B,
- e. Substantial completion of structural framing and roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause (d) applies,
- f. Substantial completion of insulation and vapour barriers,
- g. Substantial completion of air barrier systems.
- h. Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
- i. Substantial completion of fire access routes,
- j. Readiness for inspection and testing of:
  - (i) Building sewers and building drains,
  - (ii) Water service pipes,
  - (iii) Fire service mains,
  - (iv) Drainage and venting systems,
  - (v) The water distribution systems, and
  - (vi) Plumbing fixtures and plumbing appliances,
- k. Readiness for inspection of suction gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A, a public pool or public spa,
- l. Substantial completion of the circulation/recirculation system of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A, a public pool or public spa and substantial completion of the pool before it is first filled with water,
- m. Readiness to construct the sewage system (excavation completed prior to fill),
- n. Substantial completion of the installation of the sewage system before the commencement of backfilling (stone exposed, graphs and weigh slips to be on site),
- o. Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling, and
- p. Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(2) or to permit occupancy under Sentence 1.3.3.2.(1) if the building or part of the building to be occupied is not fully completed.

- q. Completion of Construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4(5).

## **SCHEDULE D**

### **PRESCRIBED FORMS**

The following are forms prescribed for use as applications for permits, orders, permits, inspection reports, and administrative matters:

- 1) Acknowledgement of an Incomplete Application
- 2) Application for a Permit to Construct or Demolish
- 3) Applicable Law Checklist
- 4) ASHRAE 90.1 & SB-10 – Project Information
- 5) Building Inspection Report
- 6) Building Permit
- 7) Certificate of Non-Residential Occupancy
- 8) Certificate of Residential Occupancy
- 9) Commitment to General Reviews By Architects and Engineers
- 10) Conditional Building Permit
- 11) Construction Value Standard
- 12) Contractor's Material and Test Certificate for Aboveground Piping (NFPA13)
- 13) Contractor's Material and Test Certificate for Underground Piping (NFPA 24)
- 14) Demolition – Supplementary Information Form
- 15) Demolition – Permit Release Application
- 16) Demolition Permit
- 17) Emergency Order
- 18) Energy Efficiency Compliance Checklist Part 9 Non Residential Buildings
- 19) Fireplace/Wood Stove Installers Form (WETT Certification)
- 20) HRAI Ventilation Form
- 21) Ontario Building Code Data Matrix
- 22) Order to Comply
- 23) Order to Remedy an Unsafe Building
- 24) Order to Uncover
- 25) Order Not to Cover or Enclose
- 26) Order Prohibiting Use or Occupancy
- 27) Order Requiring Test and Samples
- 28) Readiness for Occupancy Report
- 29) Request for Information Form
- 30) Request For Occupancy – Non Residential
- 31) Stop Work Order
- 32) Class 5 Sewage System (Holding Tank) Agreement
- 33) Sewage System Specifications
- 34) Testing & Inspection Report – Backflow Preventer
- 35) Tree Preservation Memorandum of Understanding and Agreement

## SCHEDULE E

### CODE OF CONDUCT FOR BUILDING OFFICIALS

*Municipal Building Officials shall undertake at all times to:*

1. Act in the public interest, particularly with regard to the safety of buildings, designated structures and related works.
2. Not to act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
3. Administer and enforce all relevant building laws, codes and standards appropriately without favour and without influence of interested parties.
4. Comply with the provisions of the *Building Code Act*, the Ontario Building Code and any other *Act* or Law that regulates or governs Building Officials or their functions.
5. Perform their inspections and plan review duties impartially and in accordance with the highest professional standards.
6. Not to act beyond their level of competence or outside of their area of expertise or qualifications as a registered Building Official.
7. Maintain their knowledge and understanding of the best current building practices, the building laws and regulations relevant to their building certifying functions.
8. Maintain current accreditation to act as an Ontario Building Official and the related duties assigned to them.
9. Commit them to a process of continuous education so as to constantly be aware of developments in building design, practice and the law relevant to their duties.
10. Not to divulge any confidential or sensitive information or material, that they became privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy.
11. Extend professional courtesy at all times and conduct themselves with fairness and good faith towards customers, colleagues and their co-workers.
12. Accept responsibility for the conduct of their subordinate employees.
13. Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official.
14. Recognize the appointment under the *Building Code Act* as a symbol of good public faith.
15. To comply and maintain their knowledge of safe working practices in accordance to the requirements of the *Occupational Health and Safety Act* and established municipal health & safety policies.

The *Act* provides that the performance of Building Officials will be measured against this code of conduct. *Any complaint alleging a breach of the Code of Conduct shall be submitted in writing and filed with the Chief Administrative Officer.* In response to any allegation of a breach of this code, the *Chief*



*Building Official* shall direct an investigation and where appropriate, recommend disciplinary action against the Building Official who fails to comply with this code of conduct. Where the allegation is against the *Chief Building Official*, Council will direct the investigation and make such recommendations as are reasonable. In determining the appropriate discipline, the *Chief Building Official* or Council will have regard to the relevance of the conduct to the Building Official's powers and responsibilities as well as the severity of any misconduct.