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STAFF REPORT: Planning & Building Services Department



REPORT TO: Committee of the Whole
MEETING DATE: March 17, 2014
REPORT NO.: B.14.03
SUBJECT: Building By-law & Permit Fees
PREPARED BY: Greg Miller, Manager, Building & By-Law Services/Chief Building Official

A. Recommendations

THAT Council does hereby receive Staff Report B.14.03 entitled “Building By-Law & Permit Fees”;

AND THAT Council enact a By-law related to the Building Permit Fees and repeal By-law No. 2011-45.

B. Background

At the March 3, 2014 meeting of the Committee of the Whole, a Public Meeting was held with respect to Building Permit Fees wherein it was proposed that certain fees be changed or added and certain administrative changes included to reflect the 2012 Ontario Building Code.

With respect to public comments, none were received.

It is therefore recommended that Council enact a By-law related to Building Permit Fees and to repeal By-law No. 2011-45.

C. The Blue Mountains’ Strategic Plan

*Providing a strong, well managed municipal government.
 Managing growth to ensure the ongoing health and prosperity of the community.*

D. Environmental Impacts

N/A

E. Financial Impact

N/A

F. In Consultation With

Engineering & Public Works Department
 Town Solicitor

G. Attached

1. Building By-Law

Respectfully submitted,

Greg Miller, C.E.T., CBCO
Manager, Building & By-Law Services/CBO

David Finbow
Director, Planning & Building Services

**THE CORPORATION OF THE
TOWN OF THE BLUE MOUNTAINS**

By-Law No. 2014- _____

A by-law under the *Building Code Act*, S.O. 1992, c.23,
respecting Permits and Related Matters

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

NOW THEREFORE THE COUNCIL OF THE TOWN OF THE BLUE MOUNTAINS ENACTS AS FOLLOWS:

1. SHORT TITLE

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

2. DEFINITIONS

2.1. In this by-law:

- a) "*Act*" means the Building Code Act, 1992, 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 3(4) of the *Act*.
- e) "*complete application*" means an application that meets the minimum requirements set out in 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) "*construct*" means construct as defined in subsection 1(1) of the *Act*.
- h) "*demolish*" means demolish as defined in subsection 1(1) of the *Act*.
- i) "*owner*" means, in respect of the property on which construction is to take place, the registered owner of the land, save and except for conditional permits, may include a lessee, a mortgagee in possession and the person acting as the owner's authorized agent.
- j) "*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 thereof.
- k) "*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*.
- l) "*sewage system*" means a sewage system as defined in Sentence 1.4.1.2.(1) of the *Building Code*.
- m) "*Town*" means the Corporation of the Town of The Blue Mountains.

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

3. CLASSES OF PERMITS

- 3.1. Classes of permits required for construction, demolition or change of use of a building 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*; and
 - c) be accompanied by the required fees calculated in accordance to this by-law.
- 4.2. An *application* for a *permit* may be refused by the *Chief Building Official* where it is deemed not to be a *complete application*.
- 4.3. Additional prescribed forms shall be approved in writing by the *Chief Building Official* and shall be applicable to applications after such approval as authorized under the Act.
- 4.4. 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.
- 4.5. Notwithstanding subsection 4.4, completed forms generated electronically or submitted through the *Town's* website shall be subject to the endorsement of the *applicant*.

Applications for Permits to CONSTRUCT

- 4.6. Every application for a building *permit* to *construct* a building shall:
- a) identify and describe in detail the work to be completed, the proposed use and occupancy of the building, or part thereof, for which the application for a *permit* is made;
 - b) identify and describe in detail the existing use(s) and occupancy of the building or part thereof, for which the application for a *permit* is made;
 - 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 is to occur;
 - d) be accompanied by plans, specifications and documents as required in this by-law;
 - e) be accompanied by the required fees or partial payment as calculated in accordance with **Schedule "A"**;
 - f) be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the *Chief Building Official* to be unnecessary; and
 - g) be accompanied by a Land Use Permit or written exemption issued by the Director, Engineering & Public Works Department.

Applications for Permits to DEMOLISH

- 4.7. In addition to the requirements of subsection 4.1 to 4.6 above, every demolition *permit* application shall:
- a) identify and describe in detail the work to be completed, the proposed use and occupancy of the building, or part thereof, for which the application for a *permit* to *demolish* is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
 - b) where applicable, be accompanied by a signed acknowledgement of the *owner* on the required prescribed form that a professional engineer has been retained to carry out the general review of the demolition;

- c) be accompanied by satisfactory written proof on the required prescribed form 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;
- d) be accompanied by a Property Status Form; and
- e) be accompanied by a Land Use Permit or written exemption issued by the Director, Engineering & Public Works Department.

Applications for Conditional Permits

- 4.8. In addition to the requirements of subsection 4.1 to 4.6 above, every application for a *conditional permit* application shall:
- a) state the reasons why the *applicant* believes that unreasonable delays in construction would occur if a *conditional permit* is not granted; and
 - 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) require the owner and such other persons as determined by the *Chief Building Official* to enter into an agreement required by the *Act*.

Applications for a Change of Use Permit

- 4.9. In addition to the applicable requirements of subsection 4.1 to 4.6 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;
 - 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 ratings and load bearing capacities; and
 - c) be accompanied by an OBC Data Matrix Form.

Applications for a Sewage System Permit

- 4.10. In addition to the requirements of subsection 4.1 to 4.6 above, every sewage system *permit* application shall:
- a) include a completed On-Site Sewage System Design Criteria form; and,
 - b) include a completed Sewage System Specifications Form.

Additional Information

- 4.11. The acceptance or processing of an *application* under this by-law shall not be deemed to prohibit the *Chief Building Official* from requiring 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.

Incomplete Application

- 4.12. Where an application is determined to be incomplete in accordance with 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.

Abandoned Permit Applications

- 4.13. 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.

5. PLANS AND SPECIFICATIONS

- 5.1. Every *applicant* shall furnish,
- a) sufficient plans, specifications, documents and other information as outlined in **Schedule “B”** of this by-law 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*;
 - b) where required, a site plan referenced to a current plan of survey certified by a registered Ontario Land Surveyor 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; and
 - c) where required, a drainage and grading plan as outlined in **Schedule “B”** shall be prepared by a Professional Engineer, a Certified Engineering Technologist or an Ontario Land Surveyor and shall conform with the Town Engineering Standards.
- 5.2. Plans, specifications and other documents submitted by the applicant shall:
- a) be fully coordinated among design professionals and intended for construction, demolition or change of use;
 - b) be fully dimensioned and drawn to a suitable scale that clearly depicts the proposed construction, demolition or change of use;
 - c) be submitted upon paper or other suitable and durable material; and
 - d) contain information and text that is clear and legible.
- 5.3. 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*.
- 5.4. 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.
- 5.5. Plans and specifications furnished according to this by-law or otherwise required by the *Act* become the property of the Town and will be disposed of or retained in accordance with relevant legislation.

6. AUTHORIZATION OF ALTERNATIVE SOLUTIONS

- 6.1. 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, documents 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 as prescribed in **Schedule “A”**.

7. FEES

- 7.1. The *Chief Building Official* shall determine the required fees calculated in accordance with **Schedule “A”** of this by-law.
- 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 with **Schedule “A”** of this 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 4.13 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. REVOCATION OF PERMITS

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/her 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*; and
 - c) a request for deferral of revocation is subject to a fee in accordance with **Schedule "A"**.

9. TRANSFER OF PERMITS

- 9.1. *Permits* shall not be transferred to a new owner without the approval of the *Chief Building Official*.
- 9.2. *Permits* are transferrable only upon the new owner:
- a) completing a permit application form as prescribed by Section 4 of this by-law; and
 - b) payment of the required fee, as prescribed in **Schedule "A"**, 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*.

10. NOTIFICATIONS

- 10.1. Notices respecting stages of construction required by 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.
- 10.2. 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.
- 10.3. 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.

- 10.4. In addition to the notices prescribed pursuant to Subsection 1.3.5.1., Division C of the Building Code, notice shall be given by the *permit holder* to the *Chief Building Official* of the readiness for inspection for the following stages of construction, where applicable:
- 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 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.
- 10.5. A notice pursuant to this section is not effective until notification is received by the *Chief Building Official* by:
- a) written notice by email at build@thebluemountains.ca, or
 - b) from the Town's website at www.thebluemountains.ca where available, or
 - c) verbal notice via the inspection request line at (519) 599-3131, extension 239 or toll free at 1-888-258-6867, extension 239.

11. FENCING - CONSTRUCTION SITES

- 11.1. Where a construction site may present a hazard to the public, the *owner* of the construction site shall ensure that the construction site is suitably fenced to prevent public access onto the construction site.
- 11.2. If fencing has not been provided in accordance with Section 11.1 and, if in the opinion of the *Chief Building Official*, the construction 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/she deems appropriate to the circumstances such as described in the National Building Code, Section 8.2.
- 11.3. In considering the hazard presented by a construction site and the necessary fencing, the *Chief Building Official* shall have regard for:
- a) the proximity of the construction site to occupied dwellings;
 - b) the proximity of the construction 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 activities and materials;
 - e) the feasibility and effectiveness of site fencing; and
 - f) the duration of the hazard.

12. 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 Corporation, 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 Corporation or any other law in force from time to time.

13. USE OF ELECTRONIC TECHNOLOGIES

Nothing in this by-law shall be deemed to limit the authority of the Town 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.

14. PRESCRIBED FORMS

- 14.1. 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.
- 14.2. 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.

15. 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*.

16. CODE OF CONDUCT FOR BUILDING OFFICIALS

Building Officials appointed by the Town 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.

17. 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.

18. 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.

19. 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.

20. REPEAL

By-law Number 2011-45 is hereby repealed.

21. SCHEDULES

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

ENCATED AND PASSED THIS _____ DAY OF _____, 2014.

Ellen Anderson, Mayor

C. Giles, Town Clerk

SCHEDULE A

CLASSES OF PERMITS, PAYMENTS AND FEES

1. MINIMUM PARTIAL PAYMENT REQUIRED TO BE MADE AT TIME OF APPLICATION FOR PERMIT:

New detached, semi-detached, townhouse, duplex and triplex dwelling unit buildings	\$2,000.00 Per Unit
New commercial, industrial, institutional and multi-residential buildings	\$5,000.00 or the full fee, whichever is the lesser
All other construction/work	The full permit fee or a minimum \$100.00

2. CALCULATION OF PERMIT FEES:

a) Permit fees shall be calculated using the following formula given below, unless otherwise specified in this schedule:

$$\text{Permit Fee} = \text{SI} \times \text{A}$$

where;

SI = the fee multiplier based on the service index for the type/classification of the work proposed and;

A = floor area (m²) of the work involved.

b) Permit fees shall be rounded up to the nearest full dollar amount.

3. 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) No additional fees apply to decks and attached garages proposed and constructed at the same time as the dwelling they serve.
- d) No additional fees apply to plumbing within a building, sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction of the building they serve.
- e) Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.
- f) A temporary building is considered to be a building that will be erected or put into service for not more than one year.
- g) The occupancy classifications used in this by-law are as defined in the *Building Code*, as amended.

4. MINIMUM FEE:

Unless otherwise noted, a minimum fee of \$100.00 shall be charged for all work.

5. REFUND OF FEES:

- a) Fees that may be refunded shall be a percentage of the permit fees payable under this by-law, 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. 5 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.
 - d) No refund shall be issued where a minimum fee has been charged.
 - e) The refund 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.
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, deemed to be abandoned, refused to be issued or request to be withdrawn.

6. ADMINISTRATIVE FEES:

6.1. Authorization of an Alternative Solution

Where a written request is submitted to the *Chief Building Official* for the authorization of an alternative solution, a minimum fee of \$750.00 shall be payable in addition to the required building permit fees.

6.2. Building Code Act Orders

- a) To offset additional investigative and administrative costs where an Order to Comply has been issued pursuant to the *Act*, a minimum fee of \$250.00 shall be paid and an additional \$250.00 shall be paid where a Stop Work Order has been issued. 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.
- b) To offset additional costs associated with the investigation, inspection, administration and rectification of an unsafe building where an Unsafe Order has been issued pursuant to the *Act*, a minimum fee of \$500.00 shall be paid and an additional \$500.00 shall be paid where an Order respecting occupancy has been issued. 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.

6.3. Change of Ownership and Transfer of Permit

To transfer a permit from a permit holder to another, a minimum fee of \$50.00 shall be payable in addition to other applicable fees.

6.4. Change of Use (No Construction)

For the change of use of a major occupancy where no construction is proposed or required, a minimum fee of \$100 shall be payable.

6.5. Compliance Letters

- a) For written requests on information for property compliance including Zoning By-law, work orders, active building permits, official plan designation and survey review; a minimum fee of \$100.00 per property shall be payable.
- b) For a written response to a request for commentary on Agreement Compliance, including items noted in (i) above; a minimum fee of \$125.00 per property shall be payable.
- c) 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.
- d) 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.

6.6. Conditional Building Permits

For conditional building permits, the fee shall be the normal building permit fee for the proposed construction plus an additional 10 percent of that fee. The minimum fee per application shall be \$150.00. The maximum fee per application shall be \$1,000.00. (The proponent is responsible for the registration of the Conditional Permit Agreement on title to the lands.)

6.7. 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 of 50% of the required permit fee shall be paid. The minimum surcharge fee shall be \$100.00. The maximum surcharge fee shall be \$1,000.00.

6.8. Dormant Permit Files and Deferred Inspections

Where a permit has been dormant for a period of more than 12 months, a minimum fee of \$100.00 shall be payable in addition to other applicable fees.

6.9. Model Home Agreement

For the preparation of a Model Home Agreement approved by the Director of Planning and Building, a minimum fee of \$500.00 shall be payable.

6.10. Permit File Maintenance

To offset additional administrative costs where a request has been received to view or require information or reports from a permit file that has been closed or deemed dormant, a minimum fee of \$50/permit file shall be paid in addition to other applicable fees.

6.11. Re-Inspection Fees

Where an Inspector determines that work for the stage of construction that has been requested to be inspected is not substantially complete, is not ready for an inspection or where previous infractions have not been corrected, a minimum fee of \$100 shall be payable prior to subsequent inspections related to that stage of construction being scheduled.

6.12. 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 of \$125/hour or a minimum of \$50.00 shall be payable.
- b) Where an increase in floor area has been constructed, additional building permit fees at the applicable service index and administrative fees noted above may be payable.

6.13. Scanning/Conversion of Paper Documents Service Charge

Where drawings, plans and specifications exceed 11"x17" (Ledger, B or A3 size) a scanning conversion and filing fee of a minimum \$1.75 per page will be charged to recover the administrative costs associated with handling, scanning and storing the paper documents.

6.14. 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 minimum fee of \$500 shall be payable.
- b) For the extension of an approved Holding Tank Agreement of up to one year, a minimum fee of \$100.00 shall be payable.

SCHEDULE A
TABLE 1: PERMIT FEES

1	2	3	4
	CLASS OF PERMIT OR BUILDING CLASSIFICATION	\$ per m²	Flat Fee
A. CONSTRUCTION: New Buildings; Additions to Existing Buildings			
Group A (Assembly) Schools, libraries, churches, theatres, arenas, restaurants, recreation centres, ski clubs			
1	Shell Buildings	\$ 13.64	-----
2	Finished Buildings	\$ 17.26	-----
Group B (Institutional) Hospitals, care centres, nursing homes			
3	Medical Care Facilities, Nursing Homes	\$ 18.83	-----
Group C (Residential) Detached dwelling, semi-detached dwelling, townhouses, multi-unit dwellings			
4	Detached, Semi-detached, Row Houses	\$ 16.00	-----
5	Pre-fabricated Detached Dwelling	\$ 11.10	-----
6	Multi-Unit Buildings, Motels, Hotels	\$ 13.64	-----
Group D (Business & Personal) Banks, barber and hairdressing shops, dental or medical offices, offices			
7	Shell Buildings	\$ 10.89	-----
8	Finished Buildings	\$ 14.00	-----
Group E (Mercantile) Department stores, markets, restaurants with occupant load ≤ 30, shops, stores			
9	Shell Buildings	\$ 9.16	-----
10	Finished Buildings	\$ 12.37	-----
Group F (Industrial & Farm) Warehouses, factories, repair garages, parking garages, farm buildings			
11	Heavy and Specialized Industrial Buildings	\$ 9.16	-----
12	Industrial Buildings, Warehouses, Underground Parking Garages	\$ 6.62	-----
13	Service Floors above or below grade, Mezzanines	\$ 6.62	-----
14	Aboveground Parking Garages, Lightly Serviced Storage Buildings	\$ 5.00	-----
15	Farm Buildings	\$ 3.16	-----
16	Pre-fabricated Farm Buildings	\$ 1.32	-----
All Occupancies			
17	Permanent Tent, Air Supported Structure	\$ 5.00	-----
18	Temporary Buildings or Structures: to be erected for a period not to exceed 14 days (Including tents ≥ 60m ²)	-----	\$ 100.00
19	Temporary Buildings or Structures: to be erected for a period in excess of 14 days	-----	\$ 350.00
20	Tents - Up to 10 per Calendar Year	-----	\$ 200.00
B. ALTERATIONS, RENOVATIONS & TENANCY WORK			
21	Groups A & B	\$ 6.36	-----
22	Group C	\$ 3.82	-----
23	Group D, E & F	\$ 5.00	-----
C. MISCELLANEOUS PERMITS - STAND ALONE			
24	Accessory Building - Residential (Garage, Shed, etc.)	-----	\$ 175.00
25	Decks/Porches (unenclosed) - Residential	-----	\$ 175.00
26	Fire Code Retrofit (9.3. OFC)	-----	\$ 300.00
27	Fire Code Retrofit (9.8. OFC)	-----	\$ 200.00
28	Fire Code Retrofit/Repair - all other	-----	\$ 150.00
29	Finished Basement - Residential	-----	\$ 250.00
30	Fireplaces, Wood Burning Stoves	-----	\$ 100.00
31	Move or Relocate a Building	-----	\$ 150.00
D. DEMOLITION			
32	Residential (Detached/Semi) Dwellings	-----	\$ 100.00
33	All Other Buildings 1.2.2.3.(1) OBC	-----	\$ 350.00
E. MECHANICAL & FIRE PROTECTION SYSTEMS			
34	Heating, Ventilation, Air Conditioning	-----	\$ 350.00
35	Fire Alarm System (New or Replacement)	-----	\$ 350.00
36	Fire Sprinkler System (New or Replacement)	-----	\$ 350.00
37	Ventilation Systems: Commercial Cooking Exhaust, Spray Booth, Dust Collector	-----	\$ 350.00

* Fees will be indexed in accordance with the Statistics Canada Consumer Price Index on January 1st of each year

**SCHEDULE A
TABLE 1: PERMIT FEES**

1	2	4	5
CLASS OF PERMIT OR BUILDING CLASSIFICATION		\$ per m²	Flat Fee
F. PLUMBING			
38	Backflow Preventer (each device)	-----	\$ 50.00
39	Interceptors (Grease or Oil)	-----	\$ 100.00
40	New or Repair Sanitary Service: Residential	-----	\$ 100.00
41	New or Repair Water Service: Residential	-----	\$ 100.00
42	Plumbing - Internal	-----	\$ 100.00
43	Rain Water Harvesting System	-----	\$ 50.00
44	Site Servicing: Private Property	\$5.00 per \$1,000 construction value	
G. PRIVATE ON-SITE SEWAGE SYSTEMS (Stand Alone or with a New Building)			
45	New or Replacement Sewage System	-----	\$ 625.00
46	Alteration or Assessment for Building Expansion (Additions, Additional fixtures)	-----	\$ 350.00
47	Leaching Bed Repair	-----	\$ 200.00
48	Septic Tank Decommissioning	-----	\$ 50.00
49	Septic Tank Replacement	-----	\$ 100.00
H. DESIGNATED STRUCTURES			
50	Public Pool/Spa	-----	\$ 475.00
51	Retaining Wall	-----	\$ 300.00
52	Signs (Regulated by OBC)	-----	\$ 300.00
53	Solar Collector - Residential	-----	\$ 50.00
54	Solar Collector - Non -Residential	-----	\$ 300.00
55	A Structure Supporting A Wind Turbine(Output > 3kW)	-----	\$ 500.00
56	An Exterior Storage Tank not Regulated by TSSA	-----	\$ 300.00
57	Permanent Solid Nutrient Storage Facility	-----	\$ 300.00
I. OTHER CONSTRUCTION			
58	Balcony guard replacements, balcony repairs, canopies, parking garage repairs, portable classrooms, underpinning, other repairs and other construction not set out in A through H	\$8.50 per \$1,000 construction value	

Note: The Chief Building Official may assign fees other than noted in A through I provided s/he has regard to the costs associated with the service provided, the minimum fee(s) and similar Service Indexes/Rates identified in this By-law.

* Fees will be indexed in accordance with the Statistics Canada Consumer Price Index on January 1st of each year

SCHEDULE B

SUBMISSION REQUIREMENTS

CATEGORY: HOUSE

(As Defined by the Ontario Building Code Section 2.20)

Every permit application shall be accompanied by **two (2) copies** of the following:

INFORMATION REQUIRED	NEW BUILDING	ADDITION	INTERIOR ALTERATIONS
General			
Drawings drawn on durable material, drawn to scale and fully dimensioned.	●	●	●
Applicable Law Checklist	●	●	●
Energy Efficiency Design Summary Form	●	●	●
Land Use Permit (Engineering & Public Works Department Approval)	●	○	○
Site and Key Plan			
Property boundary lines and property area	●	●	○
Location of all existing and proposed buildings including setbacks to property boundary 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		○	○
Grading Plan <i>(combined or in addition to the requirements of a site plan)</i>			
Existing and proposed grade elevations at all lot corners, midpoints, points of grade change, driveways and drainage structures	●	○	
Existing and proposed slope and surface direction runoff, culvert conditions	●	○	
Existing and proposed finished floor, top of foundation, underside of footing and basement slab elevations	●	○	
Floor and Roof Plans			
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"/>	<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"/>
Elevations			
Area of exposed building face. Area and percentage of unprotected openings. Required limiting distance	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Exterior Finishes	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Window/door type, locations and sizes including height of sills above floor	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Roof slope and finish	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Exterior stairs, landings, guards and handrails	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building Sections			
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"/>
Construction Details and Notes			
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"/>	<input type="radio"/>
Guard details including connection detail	<input checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>
Energy Efficiency Design Summary (SB-12)	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Footing design for sensitive soils	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

SCHEDULE B**SUBMISSION REQUIREMENTS****CATEGORY: SMALL BUILDINGS, RESIDENTIAL**

(As Defined by the Ontario Building Code Section 2.20)

Every permit application shall be accompanied by **two (2) copies** of the following:

INFORMATION REQUIRED	NEW BUILDING	ADDITION	INTERIOR ALTERATIONS
General			
Drawings drawn on durable material, drawn to scale and fully dimensioned	●	●	●
Applicable Law Checklist	●	●	●
ASHRAE 90.1 Energy Certification Form	●	●	○
Land Use Permit (Engineering & Public Works Department Approval)	●	○	○
Site and Key Plan			
Property boundary lines and property area	●	●	○
Location of all existing and proposed buildings including setbacks to property boundary 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	○	○	○
Floor and Roof Plans			
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	○	○	
Location of all plumbing fixtures	●	○	○
Location of all solid fuel burning appliances	○	○	○
Location of smoke alarms and carbon monoxide detectors	●	○	○
Elevations			
Area of exposed building face. Area and percentage of unprotected openings. Required limiting distance	●	●	

Exterior Finishes	●	●	
Window/door type, locations and sizes including height of sills above floor	●	●	
Roof slope and finish	●	●	
Exterior stairs, landings, guards and handrails	●	○	
Building Sections			
Floor to floor and floor to ceiling heights	●	●	○
Footing and foundation wall details including height of grade above basement floor	●	○	○
Specifications of all floor, wall and roof assemblies	●	●	○
Shoring and underpinning details	○	○	○
Stairs, landings, guards and handrails	●	○	○
Construction Details and Notes			
Typical wall section	●	○	○
Wall and floor fire separation details	●	○	○
Typical roof details	●	○	
Guard details including connection detail	●	○	
Building materials and specifications of all wall, floor and roof assemblies	●	●	○
Mechanical Ventilation Design Summary	●	○	
Footing design for sensitive soils	○	○	

Additional Information may be required on a case by case basis

● = required ○ = required where applicable

SCHEDULE B**SUBMISSION REQUIREMENTS****CATEGORY: LARGE OR COMPLEX BUILDINGS**

(As Defined by the Ontario Building Code Section 2.20)

Every permit application shall be accompanied by **three (3) copies** of the following:

INFORMATION REQUIRED	NEW BUILDING OR ADDITION	INTERIOR ALTERATIONS
General		
Drawings to be drawn on durable material, drawn to scale and fully dimensioned.	●	●
Drawings to be sealed, signed and dated by each professional design discipline	●	●
Commitment by Owner for general review form for each required professional discipline	●	●
Applicable Law Checklist	●	●
Building Code Matrix Data	●	●
ASHRAE 90.1 Energy Certification Form	●	○
Geotechnical Investigation Report	●	○
Land Use Permit (Engineering & Public Works Department Approval)	●	○
Site Plan		
Property boundary lines and property area	●	○
Location of all existing and proposed buildings including setbacks to property boundary lines, distance to other buildings and all parking spaces.	●	○
Fire route, fire department connections and fire hydrant locations	●	○
Existing and proposed grades. Proposed finished floor elevations of all buildings. Sidewalk elevations.	●	○
Barrier free information including curb cuts, ramps, parking and associated details	●	○
Summary of permitted and proposed zoning provisions	●	○
Key plan showing location of existing and proposed construction	●	○
Architectural Drawings		
Floor plans identifying rooms including use of all spaces, wall construction and fire separations	●	●
Reflected ceiling plans and associated details	●	○
Roof plan and associated details including any screening requirements for mechanical roof top equipment	●	○
Building elevations	●	○
Building cross sections	●	○
Wall sections and details. Stair sections, plan and details	●	○

Enlarged detail plans and associated details	●	○
Door, window and room finish schedules if not in specifications	●	○
Structural Drawings		
Design information including loading, deflection, wind uplift, earthquake analysis and control flow drainage design on roof	●	○
Shoring and underpinning plans and details	○	○
Foundation plan and associated details	●	○
Floor and roof framing plans including beam and column schedule	●	○
Exterior canopy or other structural framing information	●	○
Structural connection details	●	○
Heating, Ventilation and Air Conditioning		
Layout and sizes of duct at each floor level	●	○
Type, location and size of equipment	●	○
Roof plan showing roof mounted equipment	○	○
Details of specialized systems (Commercial Cooking Systems)	○	○
Plumbing		
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	●	○
Electrical Drawings		
Electrical site servicing drawing where separate from Mechanical Engineer	●	○
Lighting, power, emergency lighting, exit signage and electrical equipment	●	○
Fire alarm system drawings including alarm riser detail together with specifications and sequence of operation	●	○
Other Submissions		
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 (c) 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 route 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.

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 – Utility Sign Off Form
- 16) Demolition Permit
- 17) Emergency Order
- 18) Energy Efficiency Design Summary Form (Part 9 Residential)
- 19) Fireplace/Wood Stove Installers Form (WETT Certification)
- 20) HRAI Ventilation Form
- 21) Land Use Permit Application Form
- 22) Ontario Building Code Data Matrix
- 23) Order to Comply
- 24) Order to Remedy an Unsafe Building
- 25) Order to Uncover
- 26) Order Not to Cover or Enclose
- 27) Order Prohibiting Use or Occupancy
- 28) Order Requiring Test and Samples
- 29) Readiness for Occupancy Report
- 30) Request for Information Form
- 31) Request For Occupancy – Non Residential
- 32) Stop Work Order
- 33) Class 5 Sewage System (Holding Tank) Agreement
- 34) Sewage System Specifications
- 35) Testing & Inspection Report – Backflow Preventer
- 36) Tree Preservation Memorandum of Understanding and Agreement

SCHEDULE E

CODE OF CONDUCT FOR BUILDING OFFICIALS

Town 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 Town 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.