

Development

Chapter 252 – Building – Permits – Inspections

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Article 1 – Short Title

252.1.1 Citation

This Chapter may be cited as the “Building By-law.”

Article 2 - Interpretation

252.2.1 Act – defined

“Act” means the *Building Code Act, 1992*, S.O. 1992, c.23, as amended.

252.2.2 As constructed plans - defined

“As constructed plans” means as constructed plans as defined in the Building Code.

252.2.3 Applicant – defined

“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 construction or demolition of a building and anyone acting under the authority of such person or corporation.

252.2.4 Architect – defined

“Architect” means the holder of a license, certificate of practice or a temporary licence issued under the Architect’s Act as defined in the Building Code.

252.2.5 Authorized agent – defined

“Authorized agent” means a person(s) who has been authorized in writing to act on the owners behalf for matters relating to an application for permit.

252.2.6 Building - defined

“Building” means a building as defined in subsection 1 (1) of the Act.

252.2.7 Building Code - defined

“Building Code” means the regulations made under section 34 of the Act.

252.2.8 Chief Building Official - defined

“Chief Building Official” means the Chief Building Official appointed by a by-law of The Corporation of the City of Woodstock for the purposes of enforcement of the Act.

252.2.9 Construct - defined

“Construct” means construct as defined in subsection 1 (1) of the Act.

252.2.10 Corporation - defined

"Corporation" means The Corporation of the City of Woodstock.

252.2.11 Demolish - defined

"Demolish" means demolish as defined in subsection 1 (1) of the Act.

252.2.12 Farm Building - defined

"Farm building" means a farm building as defined in the Building Code.

252.2.13 Floor area - defined

"Floor area" means the space on any storey of a building between exterior walls and required firewalls including the space occupied by interior walls and partitions, unless otherwise defined herein.

252.2.14 Inspector - defined

"Inspector" means an inspector appointed under subsection 3 (2) of the Act.

252.2.15 Owner - defined

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

252.2.16 Permit - defined

"Permit" means written permission or written authorization from the Chief Building Official or their appointed designates to perform work regulated by this Chapter and the Act, or to change the use of a building or part of a building or parts thereof as regulated by the Act.

252.2.17 Plumbing - defined

"Plumbing" means plumbing as defined in subsection 1 (1) of the Act.

252.2.18 Professional engineer - defined

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

252.2.19 Temporary building - defined

"Temporary building" means a building or structure that is intended to be occupied or otherwise used for a duration of not more than one calendar year.

252.2.20 Work - defined

"Work" means the construction or alteration, addition or demolition of a building or part thereof.

Any word, terms or phrases not defined in the By-Law, that is defined in the Act or Building Code shall have the meaning ascribed to it in the Act or the Building Code. Should a word or term not be defined in the Act or the Building Code, it shall have the meaning that is commonly assigned to it in the context in which it is used, taking into account the specialized use of terms by the various trades and professions to which the terminology applies.

Article 3 – Classes Permits Classes of Permits (The Act, Section 7(a))

252.3.1 Permit – fees – set out – Schedule “A”

The classes of permits and permit fees shall be as set out in Schedule “A”.

252.3.2 Application Requirements for a Permit

In writing - on prescribed forms

To apply for a permit, the owner, or an agent authorized in writing by the owner, shall file an application in writing by completing the prescribed forms available from the Chief Building Official or from the building code website www.mah.gov.on.ca Forms prescribed by the municipality under Clause 7(f) of the Act shall be those forms authorized by the Chief Building Official as further set out in Schedule “E” to this By-Law.

252.3.3 Building permit – where required Information - requirements

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

1. Where application is made for a construction permit under 8(1) of the Act the application shall;
 - a. Use the provincial application form “Application for a Permit to Construct or Demolish”;
 - b. Be accompanied by the plans and specifications prescribed under by this By-law, resolution or regulation made under clause 7(1)(b) of the Act, and any associated information or approvals required to demonstrate compliance with any applicable law as set out in Division A, Article 1.4.1.3. of the Building Code;
 - c. include complete plans and specifications, documents and other information as described by Division C, Sentence 1.3.1.3.(5) of the Building Code;
 - d. identify and describe in detail the work and occupancy to be

covered by the permit for which the application is made;

- e. Describe the land on which the work is to be done by a description that will readily identify and locate the building lot;
- f. Be accompanied by all fees that are required, under Schedule "A" of this bylaw, resolution or regulation made under clause 7(1)(c) of the Act;
- g. State the name, addresses, telephone numbers, fax numbers and email address of the owner and of the architect, engineer, designer, contractor or constructor, where applicable;
- h. Include completed forms set out in Schedule "E" to this By-law and plans where deemed required by the Chief Building Official, for the work covered by the permit;
- i. Be accompanied by a signed acknowledgement of the owner that they have retained an Architect or Professional Engineer to carry out field review of the construction where required by the Building Code. This written acknowledgement shall be completed by filling out a "Commitment to General Review Form" and submitting it to the Chief Building Official as part of the permit application and prior to the issuance of a permit;
- j. Be accompanied by a signed acknowledgement of the Architect(s), Professional Engineer(s) and/or other professionals as appropriate that they have been retained by the owner to carry out field review of the construction where required by the Building Code. This written acknowledgement shall be completed by filling out a "Commitment to General Review Form" and submitting it to the Chief Building Official as part of the permit application and prior to the issuance of a permit;
- k. For new single detached, duplex or semi-detached dwelling or row housing, be accompanied by
 - i) in the case of land in respect of which an accepted area or subdivision grading plan has been filed with the City Engineer, a lot grading plan bearing the signature and seal of a Professional Engineer or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan conforms with the accepted area or subdivision grading plan filed with the City Engineer.
 - ii) in the case of land in respect of which no accepted area or

subdivision grading plan has been filed with the City Engineer, by a lot grading plan bearing the signature and seal of a Professional Engineer or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan will be compatible with the existing drainage patterns;

iii) in the case of land to be developed and where Section 51 of the Planning Act applies, or where Site Plan approval would otherwise be required, a geotechnical report, signed and sealed by a Professional Engineer, confirming areas of imported (non-native) soils and the presence of methane, if any;

I. Be signed by the owner or his/her agent who will certify the truth of the contents of the application

252.3.4 Demolition Permit – where required

Where an application is made for a demolition permit under 8(1) of the Act, the application shall;

- a. Use the provincial application form, "Application to Construct or Demolish";
- b. Include complete plans and specifications, documents and other information as required under Division C, Article 1.3.1.3.(5) of the Building Code and as described in this by-law for the work to be covered by this permit;
- c. be accompanied by proof satisfactory to the chief Building Official that arrangements have been made with the proper authorities for the disconnection and plugging of all water, sewer, gas, electric, telephone or other utilities and services, on the form authorized by the Chief Building Official;
- d. that arrangements have been made with the Chief Official to ensure that the site will be backfilled and graded with clean fill material to his or her satisfaction and that all private drain connections have been excavated and properly sealed at the property line;
- e. be accompanied by all fees that are required, under Schedule "A" of this By-law, resolution or regulation made under Clause 7(1)(c) of the Act.

252.3.5 Conditional Permit – where required

Where an application is made for a conditional permit under subsection 8(3) of the Act, the application shall also:

- a. use the provincial application form, "Application for a Permit to Construct or Demolish" include complete plans and specifications, documents and other information as required under Division C, Sentence 1.3.1.3.(5) of the Building Code and as described in this by-law for the work to be covered by this permit;
- b. contain such other information, plans and specifications concerning the complete as the Chief Building Official may require;
- c. state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- d. state the necessary approvals that must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
- e. state the time in which plans and specifications of the complete building will be filed with the Chief Building Official;
- f. if required by the Chief Building Official, include an agreement in writing between the applicant, such other persons as the Chief Building Official determines, and the Municipality dealing with the matters pursuant to clause 8(3)(c) of the Act;
- g. be accompanied by a security deposit as prescribed by the Chief Building Official. The security shall be used in the event the building may need to be removed and the site restored to its original condition. The security amount shall be refunded upon the issuance of a full permit;
- h. be accompanied by all fees and deposits that are required, under Schedule "A" of this by-law, resolution or regulation made under Clause 7(1)(c) of the Act;
- i. The Chief Building Official is authorized to execute, on behalf of The Corporation, conditional permits as provided for in the Act. The issuance of conditional permits is at the sole discretion of the Chief Building Official.

252.3.6 Change of use Permit – where required

Where application is made for a change of use permit issued under Subsection 10(1) of the Act, the application shall be submitted to the Chief Building Official and shall;

- a. use the provincial application form, "Application for a Permit to

Construct or Demolish”

- b. describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- c. identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
- d. include plans and specifications that show the current and proposed occupancy of all parts of the building, and that contain sufficient information to establish compliance with the requirements of the Building Code, including floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance ratings and locate bearing capacities and details of the existing sewage system, if any.
- e. Be accompanied by the required fees as contained in Schedule “A” of this By-law;
- f. State the name, address, telephone number, fax number and email address of the owner, and
- g. Be signed by the owner or his or her authorized agent (who produces written authorization) and who shall certify the truth of the contents of the application.

252.3.7 Plans and specifications

- a. Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition, or change of use will conform with the Act, the Building Code and any other applicable law.
- b. Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of the plans and specifications and information as set out in Schedule “C” of this By-law.
- c. Plans shall be drawn to scale (minimum 3/16” = 1”-0” or 1:75 metric) on paper, shall be legible and shall include such working drawings as set out in Schedule “C” of this By-law. Free hand drawings are not permitted to be submitted.
- d. A plan of survey certified by a licensed Ontario Land surveyor shall be submitted to the Chief Building Official when required to demonstrate compliance with the Act, Building Code and applicable law.

- e. Site plans submitted shall be 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 and retained by the municipality unless this requirement is waived in a circumstance where the Chief Building Official is able, without having a current plan of survey, to determine that the proposed work conforms to the Act, the Building Code, and any other applicable law. Site plans shall show;
 - (a) Lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;
 - (b) Natural features including water courses, streams and topographic features;
 - (c) Public utilities and existing streets and street names;
 - (d) Existing and finished ground levels or grades;
 - (e) Existing right-of-way, easements and municipal services;
 - (f) Scale bar, and
 - (g) North marker indicated.

252.3.8 As constructed plans

On completion of the construction of the building(s), the Chief Building Official may require a set of as constructed plans of the work be submitted to the Chief Building Official, including a plan of survey certified by a licensed Ontario Land Surveyor showing the location of the building(s). The owner shall submit as constructed plans of the work if required by the Chief Building Official.

252.3.9 Plans Property of the Corporation

Plans and specifications submitted in accordance with the requirements of this by-law or otherwise required by the Act become the property of the Corporation and shall be retained or disposed of in accordance with the relevant legislation and the Corporation's by-laws.

252.3.10 Alternative Solution and Equivalent Materials Submission

Where an application is made for a permit that contains materials, system or building designs which authorization is required under Division C, Section 2.1 of the Building Code, the applicant shall;

- a. Use the alternative solution submission form authorized by the chief building Official.
- b. Submit the supporting documentation describing the proposed location(s) where the alternative solution is proposed and demonstrating that the proposed alternative solution will provide a level of safety and performance required by the Building Code;

- c. Submit a description of the proposed material, system or building design for which authorization is sought;
- d. A description of all applicable provisions of the Building Code in contravention;
- e. Submit payment of the required fees as set out in Schedule "A" to this by-law;
- f. The Chief Building Official may accept or reject any proposed alternative solution and/or may impose conditions or limitations on their use, and
- g. Note that any alternative solutions or equivalents which are accepted under this By-law shall be applicable only to the location to which the approval is given and are not transferable to any other permit.

Article 4 – Administrative Procedure Relating to Permits

252.4.1 Revision to permits

No person shall make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a permit was issued without notifying, filing details with and obtaining the authorization of the Chief Building Official. Substantial changes may constitute a revised submission and additional fees would be charged as per Schedule "A" of this by-law.

252.4.2 Revocation of permits

- a. Prior to revoking a permit under subsection 8(10) of the Act, the Chief Building Official may serve a notice by personal service or electronic service or by mail at the last known address to the permit holder, and following a 30 day period from the date of service, the Chief Building Official may revoke the permit if grounds to revoke still exist, without any further notice and all submitted plans, specifications, documents and other information may be disposed of or, or upon the written request of the applicant, returned to the applicant.
- b. Where notice is served by electronic or mail service, the permit holder shall be conclusively deemed for all purposes to have been served with notice on the fifth day of posting.
- c. A permit holder may within 30 days from the date of service of a notice under this Part, request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regard to any changes to the Act, Building Code or other applicable law may allow the one-time

deferral, applicable to a period of no later than twelve (12) months from the date the deferral is granted by the Chief Building Official.

252.4.3 Transfer of permit applications and permits

A permit is transferable only after the new owner completes a permit application in accordance with the requirements of Article 5. The new owner shall, upon transfer of a permit, be the permit holder for the purpose of the Act and the Building Code.

252.4.4 Code of conduct

The Code of Conduct and associated policies, as required under section 7.1 of the Act, are set out in Schedule "D" of this By-law.

252.4.5 Inactive or Abandoned Permit Application

- a. Where an application for a permit remains 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.
- b. Prior to cancelling an application, the Chief building Official may serve a notice by personal or electronic service or by mail at the address the applicant has communicated to the Chief Building Official in writing, and following a thirty (30) day period from the date of service, the chief Building Official may cancel the application without further notice.
- c. Where notice is served by electronic or mail service, the permit holder shall be conclusively deemed for all purposes to have been served with notice on the fifth day after the day of posting.
- d. An application may within thirty (30) days from the date of service of a notice under this section, request in writing that the Chief Building Official defer the cancellation by stating the reasons why the application should not be cancelled.
- e. The applicant may by written notice to the Chief Building Official withdraw his or her application.
- f. If an application is deemed to be abandoned, a new application must be filed for any work proposed in the abandoned application and the fees as set out in Schedule "A" shall be paid. An inactive permit application may also include an application where information is outstanding, six (6) months or more after it is made, in such a manner that a full or partial permit cannot be issued.
- g. Where an application is deemed abandoned, all submitted plans,

specifications and documents shall be disposed of, or upon the written request of the applicant, returned to the applicant.

Article 5 – Payment of Fees

252.5.1 Fees

- a. The Chief Building Official shall calculate the required fees for the work proposed in accordance with Schedule "A" of this by-law and the owner shall pay such fees upon submission of the application for a permit. Applications are not complete until all permit fees have been paid.
- b. Where fees payable in respect of an application for a construction or demolition permit issued under subsection 8 (1) of the Act or a conditional permit issued under subsection 8 (3) of the Act are based on a gross floor area, gross floor area shall mean the total floor area of all stories including stories below the first storey measured as the horizontal area between the outside surfaces of exterior walls.
- c. Any person who commences construction, demolition, or changes the use of a building or part thereof prior to the issuance of a permit to construct, demolish or change the use of a building or part thereof shall, in addition to any other penalty imposed under the Act or building code, pay a non-refundable Construction without a Permit Fee as set out in Schedule "A" of this by-law prior to the issuance of the permit.
- d. Where an application for a permit is subject to additional user fees prescribed by the Corporation, including but not limited to development charges, the fees so prescribed shall be paid in addition to the fees set out in Schedule "A" of this by-law prior to the issuance of the permit.
- e. An additional inspection fee as set out in Schedule "A" of this By-law shall be payable prior to a repeat inspection where notice was given to the Chief Building Official to inspect and the construction was not ready and a cancellation notice was not received by the Chief Building Official.
- f. Where in the opinion of the Chief building Official a proposed building design of a permit application has substantially changed or where the contractor or other person providing professional services changes after the examination of the plans, specifications, documents or other information filed has been completed, a plan re-examination fee as set out in Schedule "A" of this by-law shall apply to examine revised plans, specifications, documents or other information.
- g. Where fees are payable based on construction cost, the Chief Building

Official shall place a valuation on the cost of the proposed work for the purposes of establishing the permit fee when such fee is based on the cost of construction. Where the permit fee is disputed by the applicant, the applicant shall pay the required fee under protest and, within six months of completion of the project, shall submit an audited statement of the actual costs, and where the audited costs are determined to be less than the valuation, the Chief Building Official shall issue a refund. The cost of valuation of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services.

- h. Council may adjust the building permit fees for any or all classes of permit in this by-law once annually in accordance with the "Consumer Price Index" as published by statistics Canada. Such adjustment to the fees shall not require an amendment to the By-Law nor require a public meeting.
- i. The Chief Building Official shall determine permit fees not described or included in Schedule "A".

252.5.2 Refund of permit fees - Schedule "B"

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

Article 6 – Notice of Requirement for Inspections

252.6.1 Notice Requirements for Inspections

1. With respect to prescribed notices under Division C, Article 1.3.5.1 and Article 1.3.5.2 of the Building Code, the owner or an authorized agent shall notify the office of the Chief Building Official at least twenty-four hours prior to each stage of construction for which notice in advance is required under the Building Code.
2. When giving the relevant notice to the Chief Building Official required by the Building Code, the permit holder or the owner shall provide:
 - a) at any time between the readiness to construct the footings and the readiness to construct structural framing, a certificate bearing the signature and seal of either an Professional Engineer or an Ontario Land Surveyor that the elevations of the footings or foundation generally conform with the approved lot grading plan, and
 - b) prior to occupancy, in the case of a building substantially completed on or between June 1 and October 31, and by June 1,

in the case of a building substantially completed on or between November 1 in one year and May 31 of the next year, a final grading certificate bearing the signature and seal of a Professional Engineer or Ontario Land Surveyor that the actual finished elevation and grading of the land generally conforms with the accepted area, subdivision grading plan, or the approved lot grading plan as the case may be.

Article 7 – Validity

252.7.1 Validity

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

Article 8 – Contravention

252.8.1 Contravention of By-law

Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the Building Code Act, 1992, S.O. 1992, c.23, as amended.

Article 9 - Repeal

252.9.1 By-law - previous

By-law 8152-05 of The Corporation of the City of Woodstock is hereby repealed effective December 31, 2017.

Article 10 – Effective Date

252.10.1 This by-law comes into force and effect on January 1, 2018

SCHEDULE
Schedule "A" - Classes of
permits

	Permit Fees
Residential	
Construct a building as defined by subsection 1 (1) of the Building Code Act, 1992	\$0.56/sq.ft. of gross floor area Min. \$150.00
Sheds, Decks, Porches, Accessory Structures less than 108 square feet	\$65
Sheds, Decks greater than 23 5/8" above grade, Porches greater than 108square feet	\$100
Garages/Carports	\$200
Interior and/or exterior renovations (that includes H.V.A.C. work, plumbing work, drainage work) and Change of Use Permit	\$8/\$1000 ¹ , Min. \$80
Assembly/Commercial/Institutional	
Construct a building as defined by subsection 1 (1) of the <i>Building Code Act, 1992</i> (that includes H.V.A.C. work, plumbing work, drainage work) and Conditional Permits	\$1.17 sq.ft. of gross floor area Min. \$250.00
Shell Permits (conditional or non-conditional)	\$0.83/sq.ft. of gross floor area
Interior/exterior renovations (that includes H.V.A.C. work, plumbing work, drainage work) and Change of Use Permit	\$11/\$1,000 ¹ Min. \$115
Industrial	
Construct a building as defined by subsection 1(1) of the <i>Building Code Act, 1992</i> (that includes H.V.A.C. work, plumbing work, drainage work) and Conditional Permits	\$0.37/ sq.ft. of gross floor area up to 50,000 sq.ft. of gross floor area. \$0.19/sq.ft. of gross floor area. over 50,000 sq.ft. of gross floor area. Min. 250.00

¹ \$1000 refers to per thousand dollars of construction value

Interior/exterior renovations (that includes H.V.A.C. work, plumbing work, drainage work) and Change of Use Permit	\$11/\$1,000 ¹ Min. \$115
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Stand Alone and Miscellaneous Work	
Demolition Permit – residential	\$150.00
Demolition Permit – non residential	\$500.00
Partial Occupancy Permit for a building prior to its completion	\$80.00
Parking Lots constructed not forming part of a development for which a building permit has been issued	\$80.00
Foundation Permit	\$0.08/sq.ft of GFA
Tents and Temporary Building	\$100.00
Balcony Repairs or Guard Replacement	\$13.20/\$1000.00 ¹
Commercial Kitchen Exhaust, Spray Booth, Dust Collector, etc. (applies to installations on existing buildings)	\$200.00
Stand-alone work: HVAC, Plumbing, Sprinkler, Asbestos Removal, Rack Storage Systems	\$5/\$1000.00 ¹
Site Services: <ul style="list-style-type: none"> • Residential units • Multi Residential, Industrial, Commercial, Institutional 	. \$75 \$5/\$1000.00 ¹ , Min. \$150.00
Solar Panels – Single Detached Dwelling/Semi ICI	\$ 100.00 \$9/\$1000.00 ¹
Portable Port-a-pak	\$75.00 each \$300.00
Re-Inspection fee	\$100.00
Administrative Fees	
Conditional Permit	\$200.00
Conditional Permit Security	\$1000.00
Additional Plan review fee (after all reviews have been completed prior to issuance or after the permit has been issued).	\$50.00 /hour, Min. \$150.00
Construction without a permit	\$200.00

¹ \$1000 refers to per thousand dollars of construction value

Interpretation

The following guidelines are to be applied in the calculation of permit fees.

Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls.

In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work.

Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations

Except for interconnected floor spaces, no deduction is made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.)

Unfinished basements and garages for single detached dwellings (including semi-detached, duplexes and townhouses, etc.) are included in all floor area calculations.

If a foundation permit is issued for a single detached dwelling or semi-detached, the square footage charge may be subtracted, at the discretion of the Chief Building Official, from the square footage fee required to be paid for the complete permit.

When partial permits are issued, fees shall be charged according to the type of work proposed for each partial permit and shall have a cumulative effect.

When a partial permit is issued to construct a building shell a partial permit to construct an interior finish must also be issued.

In the case of an industrial permit, for a building over 50,000 ft² GFA, the fee of \$0.37/sq.ft of GFA is charged up to 50,000 sq.ft and the remaining GFA of the building has a fee of \$0.19/sq.ft.

Schedule "B" - Refund of permit fees

1. Pursuant to Article 5 of this Chapter, the fees that may be refunded shall be a percentage of the fees payable under this Chapter, calculated by the Chief Building Official as follows:
 - a. 80% if administrative functions only have been performed;
 - b. 70% if administrative and zoning functions only have been performed;
 - c. 45% if administrative, zoning and plans examination functions have been performed
 - d. 35% if the permit has been issued and no field inspection have been performed subsequent to permit issuance;
 - e. 100.00 shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
 - f. No refund shall be made for an amount less than \$100.00

Schedule "C" - List of plans - drawings - other

List of Plans, Drawings and Other Information to Accompany Applications for Permits

1. Site Plan;
2. Floor Plans;
3. Foundation Plans;
4. Framing Plans;
5. Roof Plans;
6. Reflected Ceiling Plans;
7. Sections and Details;
8. Building Elevations;
9. Electrical Drawings;
10. Heating, Ventilation and Air Conditioning Drawings and Calculations;
11. Sprinkler System Drawings;
12. Plumbing Drawings;
13. Mechanical Drawings;
14. Site Service Drawings;
15. Architectural Drawings;
16. Food Premise Layout Drawings;
17. Structural Drawings;
18. Specifications;
19. Structural Design Load Summary;
20. All related Engineering Architectural Reports/Documents/Schedules/Tests;
21. Building Code Matrix/Summary

NOTE: The Chief Building Official may specify that not all of the above mentioned plans or information is required to accompany an application for a permit.

Schedule "D" - Code of Conduct

Code of Conduct for the Chief Building Official and Inspectors

1. Purpose

To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power of the performance of a duty under the Act or the Building Code.

- a. To prevent practices that may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Act or the Building Code.
- b. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Act or the Building Code by the Chief Building Official and Inspectors.

2. Code of Conduct

In exercising powers and performing duties under the Building Code Act, the Chief Building Official and Inspectors shall:

- a. Always act in the public interest, particularly with regard to the safety and accessibility aspects of building works and structures.
- b. Apply all relevant building laws, codes, regulations and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests.
- c. Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
- d. Act honestly, reasonably and extend professional courtesy to all.

3. Breaches of the Code of Conduct

The Chief Building Official will review any allegations of breaches of this Code of Conduct made against municipal building officials. Where the allegations are against the Chief Building Official, senior management of the municipality will review the allegations.

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

Schedule "E" – Forms

Pursuant to Section _ of this By-law, the following forms shall be those used for the administration and enforcement of the Act and Building Code:

1. Application for a Permit to Construct or Demolish
2. Commitment to General Review Form by Architect and Engineer
3. Energy Efficiency Design Summary Form
4. Alternative Solution Submission Form
5. Flow Control Roof Drainage Declaration
6. Required Clearances for Demolition Permit