

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NUMBER 23-2006

Being a By-law pertaining to Construction, Demolition, Change of Use, Occupancy Permits, Transfer of Permits and Inspections;

WHEREAS Section 7 of the *Building Code Act* 1992, S.O. 1992, c. 23, as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, transfer of permits, inspections and the setting and refunding of fees in the area which the municipality has jurisdiction for the enforcement of such Act;

NOW THEREFORE, the Council of The Corporation of the Town of St. Marys enacts as follows:

1. CITATION AND DEFINITIONS

1.1 Short Title

1.1.1 This by-law may be referred to as the Building By-law.

1.2 Definitions

1.2.1 In this By-law:

“Act” means the *Building Code Act*, S.O. 1992, c. 23, as amended, and shall include any regulations passed pursuant to the Act.

“agent” includes a person representing the owner by designation or contract and includes a hired tradesman and contractor who may be granted permits for work within the limitations of his licence.

“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 or buildings and anyone acting under the authority of such person or corporation. Where applicable, the term “applicant” may include a Registered Code Agency, designer, architect, or engineer.

“Application” shall mean an Application to obtain permission to complete work under this By-law.

“as constructed plans” shall have the same meaning ascribed thereto in the Building Code.

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

“building” shall have the same meaning ascribed thereto in the Act.

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

“Building Inspector” means the person or persons appointed from time to time by the Council as Building Inspector and includes deputy and assistant Building Inspectors.

“Change Certificate” shall have the meaning ascribed thereto in the Act.

“Chief Building Official” means the person appointed from time to time by by-law of The Corporation of the Town of St Marys for the purpose of enforcement of the Act and any other persons falling within the definition of Chief Building Official in Section 1(1.3) of the Act.

“Code of Conduct” shall have the same meaning ascribed thereto in Section 7.1 of the Act.

“Council” means the Council of The Corporation of the Town of St Marys.

“construct” and “construction” shall have the meanings ascribed thereto in the Act. For clarity, construction includes: reconstruction, installation, repair, alteration, moving, and demolition.

“Demolition Permit” means a Demolition Permit issued pursuant to this By-law.

“designer” shall have the same meaning ascribed thereto in the Act and shall have the qualifications for designers outlined in Ontario Regulation 305/03.

“fee” means the fee prescribed in Schedule “A” to this By-Law.

“municipality” means The Corporation of the Town of St Marys.

“Occupancy Permit” means an Occupancy Permit issued pursuant to this By-Law.

“owner” means any person having any right, title or interest in the subject property including without limitation the registered owner, the beneficial owner, a joint tenant and tenant in common owner of the subject property, a lessee, mortgagee in possession and the authorized agent in lawful control of the property.

“permit” means written permission or authorization from the Chief Building Official to perform work, to change the use of a building or part thereof, or to occupy a building or a part thereof, as regulated by this By-Law, the Act and/or the Building Code.

“permit holder” means the owner to whom a permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred.

“plumbing” shall have the same meaning ascribed thereto in the Act.

“professional engineer” or “engineer” means a person who holds a licence or temporary licence under the *Professional Engineers Act*, R.S.O. 1990, c. P. 28, as defined in the Building Code.

“Registered Code Agency” shall have the same meaning ascribed thereto in the Act and shall have the same functions described in Section 15.15 of the Act.

“sewage system” means a sewage system referred to in Section 1(1) of the Act and means a sewage system as defined in section 1.1.3.2(1) of the Building Code.

“work” means construction, demolition or the moving of a building, swimming pool, fence, walkway, sewage system, plumbing system or any part thereof.

1.2.2 Any word or term not defined in this By-Law shall have the meaning ascribed to it in the Act or the Building Code.

2. PERMITS

2.1 Classes of Permits

“Building Permit”	This permit is used for all types of construction governed by the Building Code, including renovation work (Part 11), heating, ventilation and air conditioning, plumbing, and swimming pools.
“Change of Use Permit”	This permit is used where a change in use would result in an increase in hazard (as determined under Sentence 2.4.1.2.(1) of the Building Code) even though no construction is proposed.
“Conditional Permit”	This permit may be issued in the discretion of the Chief Building Official to authorize any stage of construction, even

though all of the requirements under subsection 8(2) of the Act have not been met. The requirements of clauses 8 (3) (a), (b) and (c) of the Act must, however, be complied with before a conditional permit may be issued.

“Demolition Permit”	This permit governs both the type and method of demolition under the Building Code. If the building meets certain criteria as outlined in Article 2.3.2.3 of the Building Code, a professional engineer shall be retained to undertake a general review of the project during demolition.
“Occupancy Permit”	This permit may be issued as required in Section 11 of the Act and Article 2.4.3.1 of the Building Code.
“Sewage System Permit”	This permit is required for all classes of systems as defined in Article 8.1.2.1. of the Building Code
“Sign Permit”	This class of permit is used in respect of structural requirements for signs contained in Section 3.14 of the Building Code. Smaller or other types of signs are controlled by by-law under the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25, as amended.
“Transfer of Permit”	A permit may be transferred when there is a change of ownership of the land, as permitted under clause 7(h) of the Act.

- 2.1.1 When, in order to expedite work, approval of a portion of the building or project is desired prior to issuance of the permit for the complete building or project, application shall be made, wavier signed and fees paid for the complete project including a deposit in the amount equal to the cost of the work. Complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the Chief Building Official.
- 2.1.2 Where a permit is issued for part of a building or project this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.
- 2.1.3 Permits for work other than that referred to in this by-law, including, but not limited to, road cuts, curb cuts, sewer and water connections, shall be obtained from the Town of St Marys Department of Engineering in accordance with the by-laws and policies of the municipality.

3. ADMINISTRATIVE PROCEDURES RELATING TO PERMITS

3.1 Revision to Permits

- 3.1.1 After the issuance of a permit under the Act, notice of any material change to a plan, specifications, documents or other information on the basis of which the permit was issued, must be given in writing by the designer taking responsibility for the design to the Chief Building Official together with the details of such change which is not to be made without written authorization by the Chief Building Official. A flat fee in such an amount as prescribed by the Chief Building Official shall be paid for the examination of revised plans.

3.2 Permit Must Be Obtained

- 3.2.1 No person shall construct or demolish a building or cause a building to be constructed or demolished or make any change to a building, before a permit is issued by the Chief Building Official.

4. REQUIREMENTS FOR APPLICATIONS

4.1 The Application

- 4.1.1 To obtain 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 at the offices of the municipality or from the Building Code website www.obc.mah.gov.on.ca.
- 4.1.2 Every application made for a permit shall be submitted to the Chief Building Official, and shall contain the following information:
- i) Where application is made for a building permit under Subsection 8(1) of the Act, the application shall:
 - (a) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
 - (b) describe the land on which the work is to be done, by a description that will readily identify and locate the building lot;
 - (c) include complete plans and specifications to include a site plan, floor plan, elevations, cross-sections, details, heat loss calculations and duct layout as described in this by-law for the work to be covered by the permit and show the occupancy of all parts of the building; and,
 - (d) be accompanied by a written acknowledgement of the owner that he has retained an architect or professional engineer to carry out the field review of the construction where required by the Building Code. The written acknowledgement shall be signed by the owner or his/her authorized agent who shall certify the truth of the contents of the application.
 - ii) Where application is made for a demolition permit under Subsection 8(1) of the Act, the application shall:
 - (a) use the provincial application form, "Application for a Permit to Construct or Demolish";
 - (b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code and as described in this by-law for the work to be covered by the permit;
 - (c) when section 2.3 of the Building Code applies, be accompanied by a written acknowledgement of the owner that he has retained an architect or professional engineer to carry out the general review of the project during demolition. The written acknowledgement shall be signed by the owner or his/her authorized agent who shall certify the truth of the contents of the application; and,
 - (d) include:
 - (i) proof satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the cutting off and plugging of all services; and,
 - (ii) a security deposit in such an amount as prescribed by the Chief Building Official to ensure that the site will be backfilled and graded with clean fill materials to his or her satisfaction and that all private drain connections will be excavated and properly sealed at the property line.

- iii) Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall:
- (a) use the provincial application form, "Application for a Permit to Construct or Demolish";
 - (b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code and as described in this by-law for the work to be covered by the permit;
 - (c) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
 - (d) describe the land on which the work is to be done, by a description that will readily identify and locate the building lot;
 - (e) state the valuation of the proposed work and be accompanied by the required fee;
 - (f) state the names, addresses and telephone numbers of the owner, architect, engineer or other designer and contractor;
 - (g) state the reasons in writing why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (h) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and,
 - (i) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official.
- iv) Where application is made for a Sewage Systems Permit issued under subsection 8(1) of the Act, the application shall:
- (a) be submitted to the Chief Building Official using the provincial application form, "Application for a Permit to Construct or Demolish";
 - (b) include complete plans and specifications, documents and other information as required under Article 2.4.1.1B of the Building Code and as described in this By-law for the work to be covered by the permit;
 - (c) contain the following information:
 - i) the name, address, telephone number and license number of the person installing the sewage system;
 - ii) where the person installing the sewage system requires a licence under the Act and/or the Building Code, the number and date of issuance of the licence, and the name of the qualified person supervising the work to be done under the sewage system permit shall be provided; and,
 - iii) a site evaluation prepared by a qualified designer, which shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - a) the date the evaluation was done;
 - b) the name, address, telephone number and signature of the person who prepared the evaluation; and,

- c) a scaled map of the site showing:
 - i) the legal description, lot size, property dimensions, existing rights-of-way, easements of municipal/utility corridors;
 - ii) the location of any existing or proposed buildings;
 - iii) the location of the proposed sewage system and contingency area; and,
 - iv) the location of any unsuitable, disturbed or compacted areas proposed access routes for system maintenance;
 - v) depth of bedrock;
 - vi) depth to zones of soil saturation;
 - vii) soil properties, including soil permeability; and,
 - viii) soil conditions, including the potential for flooding.

- v) Where an application is made for a change of use permit issued under subsection 10(1) of the Act, the application shall:
 - (a) be submitted to the Chief Building Official;
 - (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 complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building code, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing "sewage system", if any;
 - (e) be accompanied by a required fee;
 - (f) state the name, address and telephone number of the owner; and,
 - (g) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

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

- vi) Where application is made for a transfer of permit because of a change of ownership of the land, as permitted under clause 7(h) of the Act, the application shall:
 - a) provide the names and addresses of the previous and new owner;
 - b) provide the date that the ownership change took place;

- c) describe the permit that is being transferred; and,
 - d) include a signed declaration by the owner or the authorized agent of the owner, stating that the information contained in the application and any attached schedules, plans and specifications are true to the best of his or her knowledge.
- vii) Where application is made for occupancy of an unfinished building as provided for in Article 2.4.3.1 of the Building Code, the application shall:
- a) provide the name, address and telephone number of the owner;
 - b) if the application is being filed by the authorized agent of the owner, provide the name, address and telephone number of the authorized agent of the owner;
 - c) describe the area to be occupied and the part of the building for which occupancy is requested; and,
 - d) include a signed declaration by the owner or the authorized agent of the owner, stating that the information contained in the application and any attached schedules, plans and specifications are true to the best of his or her knowledge.
- viii) Equivalents
- a) Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued contains an equivalent material, system or of the Act is requested, the following information shall be provided:
 - i) a description of the proposed material, system or building design for which authorization under Section 9 of the Act is requested;
 - ii) any applicable provisions of the Building Code; and,
 - iii) a proof that the proposed material, system or building design will provide the level of performance required by the Building Code.

4.2 Plans and Specifications

- 4.2.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use will conform to the Act, the Building Code and any other applicable law.
- 4.2.2 Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of the plans and specifications as described in this by-law. The Chief Building Official may specify that not all the above-mentioned plans be required to accompany an application for a permit.
- 4.2.3 Plans shall be drawn to scale (min. 1:75 or 3/16" = 1) on paper, cloth, electronic media approved by the municipality, or other durable material approved by the municipality and shall be legible. Without limiting the generality of the foregoing, plans shall include such working drawings as set in Schedule "B" to this by-law unless otherwise specified by the Chief Building Official.

4.3 Site Plans

- 4.3.1 Site Plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of the survey shall be submitted to the Chief Building Official.

4.3.2 Site Plans shall show:

- a) lot size and the dimensions of property lines and setback to any existing or proposed buildings; and,
- b) existing and finished ground levels or grades; and
- c) existing rights-of-way, easements and municipal services.

4.4 Site Plan Agreement

- 4.4.1 Where properties are under the Site Plan Control By-law a permit will not be issued for the construction of building until the Council approves the site plan.

4.5 As Constructed Plans

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

4.6 Property of Plans

- 4.4.1 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 applicable legislation.

5. PAYMENT OF FEES

- 5.1 Fees for a required permit are set out in Schedule "A" to this by-law and are due and payable upon submission of an application for a permit. These fees can be changed from time to time by Council approval and a new schedule attached to this By-law.
- 5.2 Where the 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 under subsection 8(3) of the Act are based on the cost of valuation of the proposed work, 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, provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- 5.3 Where the 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 floor area, floor area shall mean the total floor space of all storeys above grade, including the garage but does not include the unfinished basement (or below grade for an underground home) measured as the horizontal area between the exterior walls of the building provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- 5.4 Where fees payable in respect of an application for a change of use permit issued under subsection 10(1) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys subject to the change of use.
- 5.5 The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where 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 cost which determines the cost of work to be less than the valuation, in which case, the Chief Building Official shall issue a refund.
- 5.6 Fees for required permits shall be deemed to have been calculated on the basis of full cost recovery for the building service and shall include both the direct and indirect costs of the administration and enforcement of the Act. Without limiting the

foregoing this shall include plan review, field inspections, clerical support and overhead costs of the building department and other building department related support services.

- 5.7 Fees shall be calculated by the chief building official or appointed designate.
- 5.8 Where a person commences construction or demolition or changes the use of a building without first having obtained a permit, the fees due and payable to the municipality shall be doubled and this shall be in addition to any other penalty under the Act, Building Code, or this By-law. In no case shall the additional fee exceed \$5000.00, in order to compensate the municipality for the additional expenses incurred as a result of commencing work prior to permit issuance. Upon payment of a penalty and permit fee, the building permit will be issued provided the completed work complies with all the applicable codes and by-laws. In certain cases, a certificate from an architect or engineer may be required.
- 5.9 A fee shall be payable as set out in Schedule "A" of this By-law if any extra inspections are required because the applicant has called for an inspection, but is not ready for it.
- 5.10 The minimum cost of a building permit shall be set out in Schedule "A" of this By-law.
- 5.11 A fee shall be payable as set out in Schedule "A" of this By-law if the final inspections are not completed within the prescribed time frame after the occupancy permit is issued.
- 5.12 A refundable security deposit will be paid to the Town to assure total completion of work required under the permit taken. The amount will be based on five (5) percent of the permit value to a maximum of one thousand dollars. The deposit will be held without interest until final inspection and the permit is closed. The deposit will be returned in full, less the required inspection fees. If an extension is not requested in writing and granted then the deposit will be forfeited at the end of a one year period or the after issuing the permit. This applies to all permits.
- 5.13 The fee in 5.12 shall be forfeited in full if the building the permit that the building was applied for has been occupied prior to issuance of a occupancy permit.

6. REFUNDS

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

7. TRANSFER OF PERMITS

- 7.1 A permit may be transferred if the new owner completes the permit application form in accordance with the requirement of Part 4 of this By-law.
- 7.2 A fee shall be payable on an application for a transfer of permit as set out in Schedule "A" of this By-law.
- 7.3 Upon a transfer of permit, the new owner shall be the permit holder for the purpose of the Act, Building Code and this by-law.

8. REVOCATION OF PERMITS

- 8.1 Prior to revoking a permit under subsection 8(10) of the Act, the Chief Building Official may serve a notice to the permit holder by personal service or registered mail at the last known address, and, following a 30 day period from the date that the notice is served, the Chief Building Official may, without any further notice, revoke the permit if grounds to revoke still exist.

- 8.2 A permit holder may, within 30 days from the date of service of a revocation notice, 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 may provide in writing allowance of the deferral, having regard to any changes to the Act, Building Code or other applicable law.
- 8.3 A request for deferral shall be accompanied by the non-refundable fee set out in Schedule "A" of this By-law.

9. NOTICE REQUIREMENTS FOR INSPECTIONS

- 9.1 Inspections shall be called for in accordance with Section 2.4.5 of the Building Code.
- 9.2 With respect to "additional notices" under 2.4.5.2 of the Building Code, the owner or an authorized agent shall notify the Official or an inspector at least twenty-four (24) hours and up to a maximum of forty-eight (48) hours prior to each stage of construction for which notice in advance is required under the Building Code.
- 9.3 A notice pursuant to this Part of the By-law is not effective until notice is actually received by the Chief Building Official or the Registered Code Agency and the permit holder receives written confirmation issued by the municipality or the Registered Code Agency.
- 9.4 Upon receipt of proper notice, the inspector or a Registered Code Agency, if one is appointed, shall undertake a site inspection within 5 days for notices which articles 2.4.5.1 and 2.4.5.2 apply and within 10 days for the notice to which section 11 of the Act applies.

10. OFFENCES & FINES

- 10.1 Any person who contravenes any provisions of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in Section 36 of the Act.

11. VALIDITY

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

12. EXISTING BY-LAWS

- 12.1 All existing building by-laws and plumbing by-laws passed prior to this by-law are, hereby, repealed effective April 11, 2006.

13. EFFECTIVE DATE

- 13.1 This By-law comes into force and effect on May 1, 2006.

Read a first time this 28th day of March 2006

Read a second and third time and finally passed this 11th day of April 2006.



Tony Winter, Mayor



Bruce Grant, CAO/Clerk

SCHEDULE "A"

This is Schedule "A" to By-law No. 23-2006
Respecting FEES
"Table One"

Column A: Category	Column B: Fee
Group 'C' - Low Density Residential	\$1,760/dwelling unit up to 2,000 ft. ² . \$0.88/ft. ² for buildings with a floor area over 2,000 ft. ² . For projects based on construction value only, fees are \$8.00/\$1,000 value of construction with a minimum fee of \$1760.00
Group 'C' - Multiple Residential	\$1,760/dwelling unit up to 2,000 ft. ² . \$.88/ft. ² for buildings with a floor area over 2,000 ft. ² . For projects based on construction value only, fees are \$8.00/\$1,000 value of construction with a minimum fee of \$1760.00
Group 'C' - Residential - Major alterations, additions, demolitions (≥\$25,000 construction value)	\$1760.00/dwelling unit up to 2,000 ft. ² . \$.88/ft. ² for buildings with a floor area over 2,000 ft. ² . Minimum fee \$1760.00 For projects based on construction value only, fees are \$8.00/\$1,000 value of construction with a minimum fee of \$1760.00
Group 'C' - garage, carport, accessory building, deck, minor alterations, additions, retrofits, demolitions, wood stoves and appliances, temporary buildings, sewage disposal systems and other permits i.e. change of use, conditional	\$138.00 up to 300 ft. ² or \$138/permit flat fee for other types of permits. \$0.46/ft. ² for buildings or structures with a floor area over 300 ft. ² . Minimum Fee \$138.00. For projects based on construction value only, fees are \$10.00/\$1,000 value of construction with a minimum fee of \$138.00.
Group 'A', 'B', 'D', 'E' 'F'- new construction	\$2640 up to 2,500 ft. ² . \$1.00/ft. ² for buildings with a floor area over 2,500 ft. ² . Minimum fee \$2640.00. For projects based on construction value only, fees are \$8.57/\$1,000 value of construction with a minimum fee of \$2640.00.
Group 'A', 'B', 'D', 'E' 'F' - major additions or alterations (≥\$50,000 construction value)	\$2640.00/dwelling unit up to 2,500 ft. ² . \$1.00/ft. ² for buildings with a floor area over 2,500 ft. ² . Minimum fee \$2640.00. For projects based on construction value only, fees are \$8.57/\$1,000 value of construction with a minimum fee of \$2640.00.
Group 'A', 'B', 'D', 'E' 'F' - minor additions, alterations, retrofit, interior finishes, mechanical stand alone	\$1760.00 up to 2,500 ft. ² . \$0.70/ft. ² for buildings with a floor area over 2,500 ft. ² . Minimum fee \$1760.00. For projects based on construction value only, fees are \$5.71/\$1,000 value of construction with a minimum fee of \$1760.00.
Communication Tower/facility, silo, wind turbine	\$800.00 flat fee
Non-Residential demolitions	\$1,100.00 flat fee
Group 'C' - Low Density Residential CSA approved	\$1,320/dwelling unit up to 1,500 ft. ² . \$0.88/ft. ² for buildings with a floor area over 1,500 ft. ² . For projects based on construction value only, fees are \$8.00/\$1,000 value of construction with a minimum fee of \$1320.00

1. REVOCATION Fee - \$65.00
2. If any extra inspections are required because the applicant has called for an inspection, but is not ready for it, the applicant shall pay a fee of \$65.00 per inspection.

3. The minimum cost of a building permit shall be \$65.00 or \$10.00 per \$1,000 value of construction if the category is not outlined in Table 1.
4. If the final inspections are not completed within the prescribed time frame after the occupancy permit is issued, the applicant shall pay a fee of \$65.00 per inspection.

SCHEDULE "B"

This is Schedule "B" to By-law No. 23-2006
respecting

List of Plans or Working Drawing to
accompany applications for permits

LIST OF PLANS, DRAWINGS AND OTHER INFORMATION TO ACCOMPANY APPLICATIONS FOR PERMITS

1.SITE PLAN

A site plan is a drawing which shows the entire property and identifies the location of all structures (new and existing) in relation to property boundaries and to each other. This drawing must be drawn at a scale that will clearly depict these features and those listed below and must be accompanied by a current survey or be referenced to a survey that has been certified by a registered Ontario Land Surveyor which shall include the following:

- Title block (including title, scale, street address)
- Site data (including lot area, total area of lot covered by buildings)
- North arrow
- Lot lines and dimensions of the property
- Street
- Existing and proposed construction and dimensions
- Setbacks from existing and proposed buildings to property boundaries and to each other
- Existing and finished ground levels or grades
- Existing rights of way, easements and municipal services.

2.FLOOR PLAN

A floor plan is a view of the structure as might be seen from just below the ceiling. One floor plan is necessary for every floor of the house which is affected by the new construction. Each plan shows the interior layout of the level in consideration, as well as providing the structural framing information for the floor above. In the case of the top floor plan, the roof framing is shown. Each plan should include the following information:

- Title of elevation (i.e. North or front elevation)
- Scale
- Extent of new and existing construction
- Location and vertical dimension of walls, windows and doors
- Grade level and height of first floor above grade
- Roof overhang dimensions
- Roof shape, slope and finish
- Rain water leader and eavestrough
- Location of decks, balconies, porches, landings and height and type of guards and handrails

3.ELEVATIONS

Elevations show the exterior view of each side of the house. Each elevation is identified by the direction it is facing. It should contain the following:

- Title of elevation (i.e. North or front elevation)
- Scale
- Extent of new and existing construction
- Location and vertical dimension of walls, windows and doors
- Grade level and height of first floor above grade

- Exterior wall cladding, finishes and flashing
- Roof overhang dimensions
- Roof shape, slope and finish
- Rain water leader and eavestrough
- Location of decks, balconies, porches, landings and height and type of guards and handrails.

4.CROSS-SECTION

A cross-section presents a view of the structure as if cut like a cake. It illustrates the relationship between various building components which are hidden in walls, floors and ceilings. Additional sections may be necessary at other locations to provide further detail. The location and perspective of each cross-section should be shown on the plans. A cross-section should include:

- Title of section
- Scale
- Size and type of footings and foundation walls
- Exterior and interior wall construction, including all components and finishes
- Roof, floor and ceiling construction, including all components and finishes
- Exterior ground levels
- Distance from grade to floor and to underside of footing
- Attic and crawl space ventilation

5.DETAILS

Certain building elements and systems may need clarification. This is achieved through the use of detailed drawings. Detailed drawings are often drawn to a larger scale and should always be referenced in previous plans or cross-sections.

6.HEATING PLANS

Each heating plan should show the following information:

- Title of plan
- Scale
- Use of rooms and spaces
- Overall dimensions
- Extent of new construction including new work within the existing
- Capacity and location of electric heating facilities (when used)
- Make, Model, capacity and location of existing and/or proposed furnace
- Location and size of existing ductwork if new ductwork is connected
- Location and size of new ductwork and warm air outlets

7.DRAWINGS HVAC GROUND FLOOR

Each heating system floor plan is a floor plan of the structure, as described previously, showing the type of heating system and associated ductwork (for forced air systems) being used to maintain indoor temperatures at an acceptable level in winter. A heat loss calculation must be provided showing the amount of heat necessary to maintain 72°F (22°C) inside the addition at the outside winter design temperature.

When the existing warm air heating system is used to heat the addition, then a "whole house" heat loss calculation will be required when the size of the addition exceeds 25% of the existing dwelling. When new ductwork is proposed, duct design calculations are

mandatory. In new homes and large additions, the mechanical ventilation system must be also known in order that Code compliance will be achieved.

8. Foundation Plans;
9. Framing Plans;
10. Truss System Layout Drawings;
11. Engineered Truss Drawings;
12. Engineered Floor/Roof System Layout Drawings;
13. Roof Plans;
14. Reflected Ceiling Plans;
15. Building Elevations;
16. Electrical Drawings;
17. Sprinkler System Drawings;
18. Plumbing Drawings;
19. Mechanical Drawings;
20. Site Service Drawings;
21. Architectural Drawings;
22. Structural Drawings;
23. Specifications;
24. Structural Design Load Summary
25. All Related Engineering and Architectural Reports/Documents/Schedules/Tests.
26. Building Code Matrix/Summary
27. Ventaltion plan/ layout

Note: The Chief Building Official may specify that not all the above-mentioned plans be required to accompany an application for a permit.

SCHEDULE "C"

This is Schedule "C" to By-law No 23-2006
respecting

REFUNDS

<u>Status of Permit Application</u>	<u>Percentage of Fee Eligible for Refund</u>
1) Application filed but plans are not reviewed	90 %
2) Application filed and plans have been reviewed	80 %
3) Permit has been issued	70 %
4) Permits valued at less than \$10,000.00.	0 %