

Corporation of the Town of Petawawa

By-law 1410/21

Being a By-law Respecting Construction, Demolition, Change of Use Permits, Inspections, Fees and a Code of Conduct for Building Officials

Whereas Section 7 of the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended, authorizes municipal council to pass by-laws respecting construction, demolition and change of use permits, inspections, fees, code of conduct and related matters;

And Whereas the Council of the Corporation of the Town of Petawawa desires to repeal By-law 71/98 and 1311/19 to enact a new building by-law for the issuance of permits and related matters, including the establishment of a fee schedule and code of conduct;

Now Therefore the Council of the Corporation of the Town of Petawawa hereby enacts as follows:

1. Short Title

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

2. Definitions

2.1 In this By-law:

- 2.1.1 “*Act*” means the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended;
- 2.1.2 “*Alternative Solution*” means a substitute for an acceptable solution as set out in Parts 3 to 12 of Division B of the *Building Code*;
- 2.1.3 “*Applicant*” means the *owner* of a building or property who applies for a *permit* or any person authorized 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;
- 2.1.4 “*Building*” means ‘building’ as defined in Subsection 1 (1) of the *Act*;
- 2.1.5 “*Building Code*” means the regulation made under Section 34 of the *Act*;
- 2.1.6 “*Building Inspector*” means the *Chief Building Official* or an Inspector appointed by By-law by Council for the purposes of enforcement of the *Act*, the *Building Code* and this By-law;

- 2.1.7 “*Chief Building Official*” means the *Chief Building Official* or designate appointed by by-law by Council for the purposes of enforcement of the *Act*, the *Building Code* and this By-law;
- 2.1.8 “*Code of Conduct*” means Conduct for Chief Building Officials and Inspectors as set out in Schedule “C” of this By-law;
- 2.1.9 “*Complete Application*” means an application that meets the requirements set out in the *Building Code* for applications where the *Chief Building Official* is required to make a decision within a prescribed time period, and further that meets the requirements set out in Section 4 and Schedule “B” of this By-law;
- 2.1.10 “*Conditional Permit*” means a *permit* issued under Subsection 8 (3) of the *Act* where all conditions have not been met, but where unreasonable delays in construction may occur if a *permit* is not granted;
- 2.1.11 “*Construct*” means ‘construct’ as defined in Subsection 1 (1) of the *Act*;
- 2.1.12 “*Corporation*” means the Corporation of the Town of Petawawa;
- 2.1.13 “*Demolish*” means ‘demolish’ as defined in Subsection 1 (1) of the *Act*;
- 2.1.14 “*Owner*” means, in respect of the property on which the construction is to take place, the registered owner of the land and, except for *conditional permits*, may include a lessee, mortgage in possession and the person acting as the owner’s authorized agent;
- 2.1.15 “*Partial Permit*” means a *permit* issued by the *Chief Building Official* to construct part of a building;
- 2.1.16 “*Permit*” means permission or authorization given in writing by the *Chief Building Official* to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the *Act* and *Building Code*;
- 2.1.17 “*Permit Holder*” means the owner to whom the *permit* has been issued or where a *permit* has been transferred, the new *owner* to whom the *permit* has been transferred;
- 2.1.18 “*Registered Code Agency*” means a *Registered Code Agency* as defined in Subsection 1 (1) of the *Act*;
- 2.1.19 “*Revised Submission*” means additional information filed with the *Chief Building Official* which depicts one or more changes to the

proposed or as-constructed design of a building or part of a building for which a *permit* has already been issued and for which approval by the *Chief Building Official* is required;

2.1.20 “*Sewage System*” means a sewage system as defined in Subsection 1.4.1 of Division A of the *Building Code*;

2.1.21 “*Supplementary Submission*” means a resubmission of information in relation to building *permit* documents previously reviewed or issued, that requires additional review to determine *Building Code* compliance;

2.1.22 “*Zoning Preliminary Review*” means a review of plans and other documents to determine, prior to building *permit* or *Planning Act* applications, whether proposed designs comply with applicable zoning by-laws;

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

3. Classes of *Permits*

3.1 Classes of *permits* required for the construction, demolition or change of use of a building shall be set out in Schedule “A” to this By-law.

4. Requirements for *Permit Applications*

General Requirements

4.1 Every *permit* application must meet the requirements of this Section and Section 10 and shall:

4.1.1 Be made by an Applicant;

4.1.2 Be submitted to the *Chief Building Official* or *designate* on forms prescribed by the Province of Ontario or when no form is prescribed, on a form prescribed by the *Chief Building Official*;

4.1.3 Unless otherwise determined by the *Chief Building Official*, shall not be accepted until a pre-application review has been completed to the satisfaction of the *Chief Building Official* or *designate*.

4.2 To be considered a complete application, every *permit* application shall be accompanied by the approval documents issued by the agencies responsible for the applicable laws listed in the *Building Code*, where those agencies issue approval documents and the law applies to the construction or demolition being proposed.

- 4.3 An application for a *permit* may be refused by the *Chief Building Official* where it is not a complete application.
- 4.4 The *Chief Building Official* may, as the *Chief Building Official* deems appropriate, provide prescribed forms in an electronic format and may allow for the electronic submission of completed *permit* application forms.
- 4.5 Notwithstanding Subsection 4.4, completed forms generated electronically shall be accepted subject to the endorsement by the Applicant.
- 4.6 When filing an application, the Owner and the Applicant shall provide an electronic address(s) for the purpose of receiving communications from the *Chief Building Official* regarding the construction, demolition or change of use associated with a *permit* application or issued *permit*. The Owner or authorized agent of the Owner shall inform the *Chief Building Official* immediately in writing when the electronic address(s) provided change or become not functional.

Application for *Permit* to Construct

- 4.7 Every application for a *permit* to construct a building shall:
 - 4.7.1 Identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the building *permit* application is made;
 - 4.7.2 Be accompanied by the plans, specifications, documents, forms and other information prescribed in Section 5 and Schedule “B” of this By-law; and
 - 4.7.3 Be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the *Chief Building Official* to be unnecessary.

Application for *Permit* to Demolish

- 4.8 Every application for a *permit* to demolish a building shall:
 - 4.8.1 Identify and describe in detail the work to be done and the existing 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;
 - 4.8.2 Be accompanied by the plans, specifications, documents, forms and other information prescribed in Section 5 and Schedule “B” of this By-law; and

- 4.8.3 Be accompanied by proof satisfactory to the *Chief Building Official* that arrangements have been made with the proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services.

Application for Partial *Permit*

- 4.9 In addition to the requirements of Subsection 4.7, every application for a partial *permit* shall:
 - 4.9.1 Require a *permit* application for the entire project; and
 - 4.9.2 Be accompanied by plans, specifications, documents, forms and other information covering that part of the work for which application for a partial *permit* is made, together with such information pertaining to the remainder of the work as may be required by the *Chief Building Official*.
- 4.10 The *Chief Building Official* may issue a partial *permit* when the *Chief Building Official* determines it is appropriate to expedite substantial construction before a *permit* for the entire building is available and where the relevant provisions of this By-law and the *Act* are met.
 - 4.10.1 When determining whether to issue a partial *permit*, the *Chief Building Official* shall have regard for the likelihood of subsequent approvals being available in a timely fashion such that a project is not interrupted and exposed to potential damage from the elements while awaiting subsequent approvals.
- 4.11 The *Chief Building Official* shall not, by reason of the issuance of a partial *permit* pursuant to this By-law, be under any obligation to grant any additional *permits*.

Application for Conditional *Permit*

- 4.12 Where an application is made for a Conditional *Permit* under Subsection 8(3) of the *Act* and in addition to the requirements of Subsection 4.7, the application shall contain:
 - 4.12.1 A written statement from the Applicant explaining the reasons why the Applicant believes that unreasonable delays in construction would occur if a Conditional *Permit* is not granted;
 - 4.12.2 A written acknowledgement from the Applicant of the necessary approvals which must be obtained in respect of the proposed construction and the time-period in which such approvals are proposed to be obtained by the Applicant; and

- 4.12.3 A written agreement, in the form provided by the *Chief Building Official*, executed by the Applicant, the Owner and all other persons that the *Chief Building Official* considers appropriate for the purposes set out in clause 8(3)(c) of the *Act*; and
- 4.12.4 The *Chief Building Official* is authorized to execute the written agreement referred to in Subsection 4.12.3 of this By-law on behalf of the Corporation where:
- i. The Applicant has complied with Section 4.12; and
 - ii. The *Chief Building Official* is satisfied that the compliance required under Section 8 of the *Act* has been achieved.
- 4.12.5 The *Chief Building Official* may require financial securities be provided to the Corporation as a condition for issuance of a Conditional *Permit*.
- 4.12.6 Where deemed necessary by the *Chief Building Official*, the agreement referred to in Subsection 4.12.3 of this By-law may be registered on title to the lands upon which the building or part thereof is located or will be located for which the application for *Permit* has been made. All registration costs are the responsibility of the Owner of the property where the construction will be taking place.
- 4.12.7 The *Chief Building Official* shall not, due to the issuance of a Conditional *Permit* or Partial *Permit*, be under any obligation to grant any further *permits*.

Application for Change of Use *Permit*

- 4.13 Every application for a change of use *permit* shall:
- 4.13.1 Be accompanied by the plans, specifications, documents, forms and other information prescribed in Section 5 and Schedule “B” of this By-law.

Abandoned *Permit* Application

- 4.14 Where an application for a *permit* remains incomplete and inactive for six months after the Applicant has been advised in writing of all the reasons for refusal, the application may be deemed by the *Chief Building Official* to have been abandoned and written notice of the cancellation thereof shall be given to the Applicant.

Revisions to *Permit*

- 4.15 After the issuance of a *permit* under the *Act*, the Applicant shall give notice to the *Chief Building Official* in writing of any material change to a plan, specification, document or other information upon which a *permit* was issued,

together with details of such change, which change shall not be made without the prior written authorization of the *Chief Building Official*.

- 4.16 Application for authorization of any substantial change shall constitute a revised submission or a supplementary submission.

5. Plans and Specifications

- 5.1 As part of the application for a *permit* and in addition to the requirements of Section 4 of this By-law, every Applicant shall submit to the *Chief Building Official* the following:

5.1.1 Sufficient plans, specifications, documents, forms and such other information as may be deemed necessary by the *Chief Building Official* to determine whether the proposed construction, demolition, or change of use conforms to the *Act*, the *Building Code*, and any other applicable law.

5.1.2 A site plan is required to satisfy Section 5.1.1 and the site plan shall include:

5.1.2.1 Lot size and dimensions of the property;

5.1.2.2 The location of the proposed building with setbacks from existing and proposed buildings to property boundaries and to each other;

5.1.2.3 Existing and finished ground levels or grades; and

5.1.2.4 Existing rights of way, easements and municipal services;

5.1.2.5 A copy of a current plan of survey, unless the *Chief Building Official* or designate waives this requirement;

5.1.2.6 The dimensions of the proposed building; and

5.1.2.7 The proposed use of each room in said building;

5.1.2.8 The location and dimensions of all existing and proposed driveways, parking areas and loading spaces on the Subject Lands; and

5.1.2.9 The location of existing sewage system, if applicable.

- 5.2 Plans, specifications and other documents submitted by an Applicant shall:

5.2.1 Be fully coordinated among design disciplines and intended for construction, demolition or change of use;

5.2.2 Be fully dimensioned and drawn to a suitable scale that clearly depicts the proposed construction, demolition or change of use;

- 5.2.3 Be submitted on paper or other suitable and durable material; and
- 5.2.4 Contain information and text that is clear and legible.
- 5.3 Unless otherwise deemed necessary by the *Chief Building Official*, every application shall be accompanied by two sets of plans, specification, forms, documents and other information required to facilitate the administration and enforcement of the *Building Code*.
- 5.4 On completion of the construction of a building, the *Chief Building Official* may require the Applicant to submit a set of as constructed plans, including a plan of survey showing the location of the building.
- 5.5 Plans and specifications submitted in accordance with this By-law or otherwise required by the *Act* become the property of the Town of Petawawa and will be disposed of or retained in accordance with relevant legislation or By-law.

6. Transfer of *Permits*

- 6.1 Upon change of ownership, *permit* applications and *permits* must be transferred to the new Owner with the approval of the *Chief Building Official*.
- 6.2 To transfer a *permit* application or *permit*, the new Owner shall complete and submit an application form in accordance with the requirements of Section 4 of this By-law and pay the required fee as prescribed by Schedule "A".
- 6.3 Upon the transfer of the *permit* by the *Chief Building Official*, the new Owner shall be the *permit* holder for the purpose of this By-law, the *Act* and the *Building Code*.

7. Notices for Inspections

- 7.1 Inspection notices shall be received a minimum of two business days prior to the stages of construction specified therein; as Subsection 1.3.5 of Division C of the *Building Code permits* Inspectors and *Registered Code Agencies* 48 hours to complete required inspections.
- 7.2 The person to whom the *permit* has been issued shall notify the *Chief Building Official* or a *Registered Code Agency* where one is appointed, of each stage of construction for which a notice is prescribed by the *Building Code*.
- 7.3 Notwithstanding Section 8 of this By-law, the person to whom the *permit* has been issued shall notify the *Chief Building Official* of the date of completion of the building or demolition work no more than two days after that date.

7.4 In addition to the notices prescribed in Article 1.3.5.1 of Division C of the *Building Code*, the person to whom a *permit* has been issued shall give the *Chief Building Official* notice of the readiness for inspection for the following stages of construction, where applicable:

7.4.1 Commencement of construction of the building;

7.4.2 Commencement of construction of:

7.4.2.1 Masonry fireplaces and masonry chimneys; and

7.4.3 Substantial completion of interior finishes.

8. Registered Code Agencies

8.1 The *Chief Building Official* is authorized to enter into and sign contracts for service agreements with *Registered Code Agencies* and appoint them to perform specified functions from time to time in order to maintain the time periods for *permits* prescribed in Article 1.3.1.3 of Division C of the *Building Code*.

8.2 A *Registered Code Agency* may be appointed to perform one or more of the specified functions described in Section 15.15 of the *Act*.

9. Fencing Construction Sites

9.1 Where, in the opinion of the *Chief Building Official*, a construction or demolition site presents a hazard to the public, the *Chief Building Official* may require the *permit* holder to erect such fencing to the standards and specifications that the *Chief Building Official* deems to be appropriate in the circumstances.

9.2 When determining if a construction or demolition site presents a hazard to the public and requires the erection of fencing and the type of fencing required, the *Chief Building Official* shall have regard to:

9.2.1 The proximity of the construction site to occupied dwellings;

9.2.2 The proximity of the construction site to lands accessible to the public, including but not limited to streets, parks, and commercial/institutional activities;

9.2.3 The hazards presented by the construction activities and materials;

9.2.4 The feasibility and effectiveness of site fencing; and

9.2.5 The duration of the hazard.

9.3 When the *Chief Building Official* is of the opinion that fencing is required, the *permit* holder shall, prior to the issuance of any construction or demolition

permit, erect or cause to be erected fencing to the following minimum standards:

9.3.1 Minimum of 1.80 m in height;

9.3.2 Maximum of 2.30 m in height; and

9.3.3 Fencing must be located entirely on the subject property lines unless otherwise authorized.

9.4 For the purposes of this Section, construction or demolition site shall include the area of the proposed construction or demolition and any area where materials or equipment are stored or operated.

10. Classes of *Permits*, Fees and Refunds

Fees

10.1 The fees imposed pursuant to this by-law and outlined in Schedule “A” shall be adjusted annually on January 1, without amendment to this by-law, in accordance with the Statistics Canada Quarterly, *Construction Price Statistics*, catalogue number 62-007.

10.2 The *Chief Building Official* shall determine the required application fees in accordance with Schedule “A” to this By-law.

10.3 All fees calculated at the time of the pre-application review, shall be paid in full at time of acceptance of the *permit* application and the *Chief Building Official* shall not issue a *permit* until all fees required by this By-law have been paid in full by the Applicant.

10.4 Except where a flat fee applies, the minimum fee for any *permit* application for work proposed shall be \$100. This fee is non-refundable and a credit for this fee will be applied to the total building *permit* fee, if applicable.

Calculation of *Permit* Fees

10.5 *Permit* fees shall be calculated on the basis of:

10.5.1 The flat rate where indicated in, (e) Special Categories of Schedule “A”;

10.5.2 And except for classes of *permits* subject to flat rates, fees shall be based on the appropriate measure of the floor area of the project and multiplied by the appropriate rate(s) listed in Schedule “A”.

10.6 When calculating fees based on floor areas, floor area is measured to the outer face of exterior walls and to the centreline of party walls or demising walls, except when calculating interior partition work. When measuring floor

area for interior partitioning, corridors, lobbies, washrooms, lounges, and other similar facilities are to be included and classified according to the major occupancy classification for the floor area with which they are associated.

- 10.7 When measuring floor area, no deductions shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts.
- 10.8 Where incorporated with an application for a Single Family Dwelling, Semi, Row, Townhouse and Duplex Dwelling; no additional fee is required for decks, fireplaces, unfinished basements or attached garages.
- 10.9 For *permit* applications as described under Schedule “A”; Groups A, B, C, D, E and F, the floor area used for the calculation of fees shall be the lesser of:
 - 10.9.1 The area contained within a single rectangle encompassing all of the proposed work; or
 - 10.9.2 The actual area of the tenant space.
- 10.10 The occupancy classifications used in this By-law are based on the *Building Code* occupancy classifications. For mixed occupancy classifications, the total payable fee shall be calculated by applying the fee multiplier for each occupancy prescribed in Schedule “A” to the floor area measured for each individual occupancy and taking the sum of the fees calculated for each occupancy.
- 10.11 Except for temporary buildings on construction sites for offices; fees for temporary buildings including tents, stages and bleachers, apply to buildings erected for less than 12 weeks.

Calculation of Refunds

- 10.12 In case of withdrawal or abandonment of an application, or refusal or revocation of a *permit*, and upon written request by the Applicant, the *Chief Building Official* may refund any unearned fees which shall be calculated as follows:

Refund =

[Permit Fee Paid – Flat Rate Applied] – [Total Permit Fees Payable x% Permit Fee Earned]

- 10.13 The proportion of the total *permit* fee payable is earned according to the following schedule:
 - 10.13.1 10% if administrative functions only have been performed;
 - 10.13.2 20% if administrative functions and zoning review have been performed;

- 10.13.3 50% if administrative functions, zoning review and all or part of the *Building Code* review have been performed; and
- 10.13.4 60% if all administrative functions and reviews have been completed and the building *permit* has been issued or is available to be issued.
- 10.14 No refund is available for:
 - 10.14.1 Flat fees prescribed in Schedule “A”;
 - 10.14.2 Minimum fees prescribed in Schedule “A”;
 - 10.14.3 Incorrect work area declaration at the time of application;
 - 10.14.4 Where a *permit* is revoked, except where a *permit* is issued in error or the Applicant requests revocation no more than six months after the *permit* is issued;
 - 10.14.5 Applications or *permits* where construction or demolition has commenced; and
 - 10.14.6 Applications or *permits* cancelled more than two (2) years after the *permit* application date.

Administrative Fees

- 10.15 Where a *permit* is issued and construction has not seriously commenced within 12 months, the *permit* may be deemed by the *Chief Building Official* or designate to have been abandoned and written notice of the cancellation thereof shall be given to the Applicant. If applicable, refunds will be calculated pursuant to Section 10 of this By-law.
- 10.16 When a *permit* is suspended or is deemed incomplete and an inspection is subsequently requested, an additional fee shall be required to be paid to re-activate the *permit* prior to any such inspection. For residential *permits* the re-activation fee is \$100 and for non-residential *permits* the fee is \$200.
- 10.17 Where construction, demolition, building, or material alteration commences prior to the issuance of the required building *permit* an administrative fee, ‘Start without Permit Fee’, in the amount set forth in Schedule “A” will be applied in addition to the required application fees.

11. Offences and Penalties

- 11.1 Any person who contravenes any provision of this By-law is guilty of an offence and is liable upon conviction to a fine as provided for in the *Act*.

12. Administration

Duties

- 12.1 The *Chief Building Official* or designate shall administer and enforce the provisions of this By-law and the *Act*; and,
- 12.2 Keep proper records of all applications received, *permits* and orders issued, inspections and tests made and shall retain copies of all documentation in connection with the administration of this By-law which forms part of the public record, in perpetuity.

Inspection

- 12.3 The *Chief Building Official* or designate may, for the purposes of inspecting a building or site in respect of which a *permit* has been issued or an application for a *permit* has been made, enter in or upon any land or building at any reasonable time without a warrant pursuant to the *Act*.

13. Severability

- 13.1 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.

14. Miscellaneous

- 14.1 All Schedules shall be and form part of this By-law.
- 14.2 A reference to the singular or to the masculine shall be deemed to refer to the plural or feminine as the context may require.

15. Repeal and Transition

- 15.1 By-law 71/98 and By-law 1311/19 are hereby repealed upon the date that this by-law comes into force.
- 15.2 Notwithstanding Sections 15.1 and 16.1 of this By-law, for any complete application received prior to the effective date of this by-law, the provisions of By-law 71/98 shall remain in force and effect for the purpose of that application.
- 15.3 Applications that are not complete applications as defined in this By-law, shall be subject to the within By-law irrespective of the date the initial application was made.

16. Effective Date

16.1 This By-law shall come into full force and take effect following third reading.

By-law read a first and second time this 17th day of May, 2021.

By-law read a third time and passed this 17th day of May, 2021.

Signature of the Mayor (Original Signed)

Signature of the Clerk (Original Signed)

Schedule "A"
Class of Permits and Fees

Class of Permit	Fee
(a) Construction:	
New Building, Additions, Mezzanines	
Group A: Assembly	\$ 1.07/sq. ft.
Group B: Institutional	\$ 1.13/sq. ft.
Group C: Residential	
Single Family Dwelling, Semi, Row, Townhouse, Duplex Dwelling	\$ 1.03/sq. ft.
Garage/Carport/Shed	\$ 0.53/sq. ft.
Deck	\$ 0.53/sq. ft.
Pool	\$ 100.00 flat rate
Apartment Building	\$ 0.46/sq. ft.
Hotel/Motel	\$ 1.13 sq. ft.
Residential Care Facility	\$ 1.13 sq. ft.
Group D: Business and Personal Services	
Office Building	\$ 1.13 sq. ft.
Group E: Mercantile	
Retail Store	\$ 1.13/sq. ft.
Group F: Industrial	
Warehouse/Factory	\$ 1.13/sq. ft.
Farm Building	\$ 1.13/sq. ft.
Foundations:	\$ 1.13/sq. ft.
(b) Interior Finishes:	
Finishes to previously unfinished area (including finishing of residential basement and major renovations)	\$ 0.43/sq. ft.
(c) Alterations/Renovations:	
Alterations and renovations to existing finished areas	\$ 0.43/sq. ft.

Class of Permit	Fee
(d) Minor Alterations:	
Single partitions, washrooms, new entry and Minor demolitions	\$ 0.43/sq. ft.
(e) Special Categories:	
Demolition	\$ 154.00
Change of Use	\$ 308.00
Masonry Fireplace/Masonry Chimney/Hearth (each)	\$ 100.00
Starting without a Permit – Administration Fee	\$ 308.00
(f) Sewage System Permit	\$ 359.00

Note: As per Subsection 10.4 the Minimum Fee is \$100.00

****Fees will be subject to review in 2023.**

Schedule “B”

Documents and Drawings required for a *Complete Application*

Class of Permit

1. *All Permits*

Documents Required:

- a. Building Permit Application Form
- b. Permit Applicant Authorization Form

2. *Permit to Construct*

Residential

Single Family Dwelling, Semi, Row Houses, Townhouse, Duplex/Triplex,
Accessory Buildings

- New Buildings
- Additions
- Alterations
- Accessory Buildings

Documents Required:

- a. Schedule 1*
- b. Schedule 2* (Sewage System)
- c. Energy Efficient Design Summary Form*
- d. Approval documents required by an applicable law
- e. Tarion
- f. Heat loss/heat gain/duct calculations (per dwelling unit)
- g. Residential Mechanical Ventilation Summary

Drawings Required:

- a. Site Plan
- b. Municipally approved site grading plan
- c. Architectural drawings (including block floor plans for each floor, block roof plans and block elevations for townhouse blocks)
- d. Fire Separation/Fire Resistance Rating drawings (plan and section, for all multi-unit buildings)
- e. Structural drawings
- f. Roof truss/Pre-engineered floor system shop drawings
- g. HVAC drawings
- h. On-Site Sewage System Drawings (including On-Site Sewage System Statement of Design)

3. ***Permit to Construct***

Non-Residential – New Construction

Non-Residential buildings, Apartment buildings, Mixed-use buildings

- New Buildings
- Additions
- Temporary Event Structures

Documents Required:

- a. Building and Land Use Declaration Form*
- b. Schedule 1*
- c. Schedule 2* (Sewage System)
- d. Commitment to General Review*
- e. Energy Efficient Design Summary Form*
- f. Approval documents required by an applicable law
- g. Heat loss/heat gain/duct calculations (per dwelling unit)
- h. Mechanical equipment and design specifications

Drawings Required:

- a. Site Plan
- b. Municipally approved site servicing plan
- c. Architectural drawings, including:
 - i. Building Code Compliance Matrix
 - ii. Fire Separation/Fire Resistance Rating Drawings (plan and section, for all multi-unit buildings)
- d. Structural drawings
- e. Mechanical Drawings (HVAC, plumbing, fire protection systems)
- f. On-Site Sewage System Drawings (including On-Site Sewage System Statement of Design)

4. ***Permit to Construct***

Non-Residential – Alterations

Non-Residential buildings, Apartment buildings, Mixed-use buildings

- Alterations
- Tenant Improvements

Documents Required:

- a. Building and Land Use Declaration Form*
- b. Schedule 1*
- c. Energy Efficiency Form*
- d. Approval documents required by an applicable law
- e. Heat loss/heat gain/duct calculations

Drawings Required:

- a. Site Plan
- b. Architectural drawings, including:
 - i. Building Code Compliance Matrix
 - ii. Fire Separation/Fire Resistance Rating Drawings (plan and section, for all multi-unit buildings)
- c. Structural Drawings
- d. Mechanical Drawings (HVAC, plumbing, fire protection)

5. Permit to Demolish**Documents Required:**

- a. Commitment to General Review*
- b. Approval documents required by an applicable law
- c. Environmental Building Audit (Non-Residential)

Drawings Required:

- a. Site Plan including existing building to be demolished, construction fencing and gate access locations
- b. Demolition Plan prepared in accordance with O. Reg. 260/08
- c. Temporary shoring design for residential infill projects where extent of excavation is within 1.2m of the property line or where otherwise determined by the *Chief Building Official*

6. Change of Use**Residential and/or Non-Residential**

Note: A Change of Use is **not** a *permit* to construct.

Documents Required:

- a. Schedule 1*
- b. Energy Efficient Design Summary Form*
- c. Approval documents required by an applicable law
- d. Heat loss/heat gain/duct calculations (per dwelling unit)
- e. Residential Mechanical Ventilation Summary
- f. Mechanical equipment and design specifications

Drawings Required:

- a. Site Plan
- b. Municipally approved site grading plan
- c. Architectural drawings, including:
 - i. Block floor plans for each floor, block roof plans and block elevations for townhouse blocks
 - ii. Building Code Compliance Matrix

- d. Fire Separation/Fire Resistance Rating drawings (plan and section, for all multi-unit buildings)
- e. Structural Drawings
- f. Roof truss/pre-engineered floor system shop drawings
- g. Mechanical Drawings (HVAC, plumbing, fire protection systems)
- h. On-Site *Sewage System* Drawings (including On-Site *Sewage System* Statement of Design)

7. **Conditional Permit**

Residential and/or Non-Residential

Documents Required:

- a. Municipally approved agreement
- b. Schedule 1*
- c. Energy Efficient Design Summary Form*
- d. Approval documents required by applicable law
- e. Heat loss/heat gain/duct calculations (per dwelling unit)
- f. Residential Mechanical Ventilation Summary
- g. Mechanical equipment and design specifications

Drawings Required:

- a. Site Plan
- b. Municipally approved site grading plan
- c. Architectural drawings, including:
 - i. Block floor plans for each floor, block roof plans and block elevations for townhouse blocks
 - ii. Building Code Compliance Matrix
- d. Fire Separation/Fire Resistance Rating drawings (plan and section, for all multi-unit buildings)
- e. Structural drawings
- f. Roof truss/Pre-engineered floor system shop drawings
- g. Mechanical Drawings (HVAC, plumbing, fire protection systems)
- h. On-Site *Sewage System* Drawings (including On-Site *Sewage System* Statement of Design)

Notes:

1. Documents marked with an asterisk (*) are available from the *Chief Building Official*.
2. The *Chief Building Official* may waive the requirement for any specified documents or drawings where the scope of work, applicable law or building code does not, in the opinion of the *Chief Building Official*, necessitate its submission.

Schedule “C”

Respecting Code of Conduct for Building Officials

The Code of Conduct applies to the *Chief Building Official* and *Inspectors* appointed under the *Building Code Act* in the exercise of a power or the performance of a duty under the *Act* or the *Building Code*. The purpose of this *Code* is to promote appropriate standards of behaviour and enforcement actions to ensure building officials apply standards of honesty and integrity, and to prevent practices constituting an abuse of power including unethical or illegal practices.

Standards of Conduct

Building Officials undertake to:

1. Always act in the public interest, particularly with regard to the safety of building works and structures.
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. Apply all relevant building by-laws, codes and standards appropriately and without favour.
4. Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards.
5. At all times abide by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring building officials into disrepute.
6. Comply with provisions of the *Act*, the *Building Code* and other acts or law, which regulate or govern building officials or their functions.
7. Not to act beyond their personal level of competence or outside their area of expertise.
8. Maintain current accreditation to act as an Ontario Building Official.
9. Maintain their knowledge and understanding of the best current building practices, the building laws and Codes relevant to their inspection and plan examination function.

Breaches of the Code of Conduct

The *Ontario Building Code Act* provides that the performance of Building Officials will be measured against this Code of Conduct. The Municipal administration will review any allegations brought forward that the Code of Conduct has been breached. 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.