

Corporation of the Municipality of Chatham-Kent

By-Law

being a By-Law under the Building Code Act, 1992, S.O. 1992, c. 23, respecting construction, demolition, change of use, occupancy permits, transfer of permits, on-site sewage system permits and inspections.

WHEREAS section 7 of the *Building Code Act, 1992*, authorizes a municipal council to pass By-Laws concerning the construction, demolition, change of use, occupancy permits, on-site sewage system permits, inspections and related matters.

NOW THEREFORE the Council of the Corporation of the Municipality of Chatham-Kent enacts as follows:

SHORT TITLE

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

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this By-Law:

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

"**Actual Value of Construction**" means the actual value of the work and materials incorporated into the work thereof and all costs necessarily incidental to the subject matter of construction, including all general construction, labour and equipment; plumbing, heating and air conditioning; elevators and other building services and systems; site services and landscaping inside the property line; contractor's overhead and profit; and provincial sales tax; but, does not include cost of land, professional design fees; soft costs, such as financing, marketing, legal, appraisal, surveying, soil testing or remediation, development charges; furnishing and process equipment housed in the building; and allowances.

"**Applicant**" means the owner of a building or property who applies for a permit or, a person authorized by the owner to apply for a permit on the owner's behalf, or any person or Corporation empowered by statute to cause the demolition of a building or buildings and anyone acting under the authority of such person or corporation.

"**Architect**" means the holder of a license, certificate of practice or a temporary license issued under the Architect Act as defined in the Building Code.

"**Building**" means a building as defined in Section 1(1) of the Act.

"Building Code" means the regulation made under Section 34 of the Act.

"Business Day" means any other day than a Holiday as defined in the *Legislation Act, 2006, S.O. 2006*, Saturday, and all other days when the offices of the Corporation are not open for the transaction of business with the public.

"Chief Building Official" means the person appointed as such by by-law by the Corporation for the purposes of enforcement of the Act.

"Construct" means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and "construction" has a corresponding meaning.

"Corporation" means The Corporation of the Municipality of Chatham-Kent.

"Demolish" means to do anything in the removal of a building or any material part thereof and "demolition" has a corresponding meaning.

"Electronic Submission" means the filing of an application for permit or alternative solution, including all required forms, documents, plans and drawings, submitted through an online application procedure approved by the Chief Building Official.

"Estimated Value of Construction" means the estimated value of the work and materials to be incorporated into the work thereof and all costs necessarily incidental to the subject matter of construction, including all general construction, labour and equipment; plumbing, heating and air conditioning; elevators and other building services and systems; site services and landscaping inside the property line; contractor's overhead and profit; and provincial sales tax; but, does not include cost of land, professional design fees; soft costs, such as financing, marketing, legal, appraisal, surveying, soil testing or remediation, development charges; furnishing and process equipment housed in the building; and allowances.

"Inspector" means the person appointed as such by by-law by the Corporation for the purposes of enforcement of the Act.

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

"Parking Lot" means an area which contains, and the main use of which is, a parking area, whether or not such parking area is located within a structure.

"Partial Permit" means a permit issued by the Chief Building Official to construct part of a building.

"Permit" means permission or authorization given in writing by the Chief Building Official to perform work regulated by this by-law, the Act and Building Code, or to occupy a building or part thereof.

"Permit Holder" means the person to whom the permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred.

“Plan Review” means the review of drawings which are submitted to the Building Department.

“Professional Engineer” or **“engineer”** means a person who holds a license or temporary license under the Professional Engineers Act, as defined in the Building Code.

“Registered Code Agency” means a Registered Code Agency defined in subsection 1(1) of the Act.

“Revised Submission” means the 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.

“Sewage System” means sewage system as defined in subsection 1(1) of the Act.

“Work” means construction or demolition of a building or part thereof, as the case may be.

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

1.2 Headings

Headings are inserted for convenience and reference purposes only, form no part of this by-law and shall not affect in any way the meaning or interpretation of the provisions of this by-law.

1.3 Interpretation

For the purposes of interpretation of this By-Law and subject to the Act and Building Code, the requirements herein are in addition to the requirements of the Act and the Building Code.

ARTICLE 2 CLASSES OF PERMITS

2.1 Classes of permits set out in Schedule “A” of this By-Law are hereby established.

ARTICLE 3 PERMITS

3.1 Requirements for Permit Applications

To obtain a permit, the applicant shall file an application in writing by completing a prescribed form available from the Chief Building Official, the Corporation’s website, the offices of the Corporation or from the Ministry of Municipal Affairs and Housing Website.

3.2 Information Submitted to Chief Building Official

Every application for a permit shall be submitted to the Chief Building Official either in writing or online (when available), and:

- (1) Where application is made for a building permit under subsection 8(1) of the Act, the application shall:
 - a) use the provincial application form entitled, “Application for a Permit to Construct or Demolish”;
 - b) include complete plans and specifications, documents and other information as required by Article 1.3.1.3.(5), Division C, of the Building Code and as described in Schedule “B” of this By-law;
 - c) include building permit application deposit as set out in Schedule “A”.
 - d) for new single detached, duplex, semi-detached or multiple dwellings include,
 - (i) in the case of land in respect of which an accepted area or subdivision grading plan has been filed with the Corporation, a lot grading plan bearing the signature and seal of the subdivision owner’s professional engineer, who is responsible for the overall subdivision grading, certifying thereon that the lot grading plan conforms with the accepted area or subdivision grading plan filed with the Corporation; or
 - (ii) in the case of land in respect of which no accepted area or subdivision grading plan has been filed with the Corporation, a lot grading plan bearing the signature and seal of a professional engineer, a landscape architect (a member of the Ontario Association of Landscape Architects), or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the lot grading plan will be compatible with the existing drainage patterns.
 - e) provide at time of application for permit, along with all other drawings and documentation as required by this By-law, a typical wall section showing the finished grade elevations of the accepted grading plan filed with the Corporation and the proposed elevation for the top of the footing;
 - f) provide prior to constructing the foundation wall, an interim grading certificate bearing the signature and seal of a professional engineer,

landscape architect (a member of the Ontario Association of Landscape Architects), an Ontario Land Surveyor, or a qualified person approved by the Chief Building Official certifying that the elevation of the top of the footing conforms with the lot grading plan specified in clauses 3.2 (d) (i) and (ii) of this By-Law; and

- g) grading consultant to complete the “Lot Grading Certificate Declaration” form, as set out in Schedule “D”
 - (i) where no accepted area or subdivision grading plan exists, bearing the signature and seal of a professional engineer, landscape architect (a member of the Association of Landscape Architects) an Ontario Land Surveyor or a qualified person approved certifying that the finished elevations and grading of land generally conforms to the lot grading plan specified in clauses 3.2(1)(d) (i) and (ii) of this By-Law.
- (2) Where application is made for a demolition permit under subsection 8(1) of the Act, the application shall:
- a) use the provincial application form entitled, “Application for a Permit to Construct or Demolish”;
 - b) include complete plans and specifications, documents and other information as required by 1.3.1.3(5) Division C of the Building Code and as described in Schedule “B” of this By-Law for the work to be covered by the permit;
 - c) provide proof satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the termination and capping of all services and utilities on forms described in Schedule “C” of this By-Law; and
 - d) include building permit application deposit as set out in Schedule “A”.
 - e) provide 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 material to the satisfaction of the Chief building Official and that all private drain connections will be excavated and properly sealed at the property line.
- (3) Where application is made for a conditional permit under Section 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 1.3.1.3(5), Division C of the Building Code and as described in Schedule “B” of this By-Law for the work to be covered by the permit;
 - 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 which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
 - e) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official.
 - f) provide a written statement regarding:
 - (i) The reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (ii) The necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and,
 - (iii) The date on which complete plans, specifications and documentation of the building will be filed with the Chief Building Official;
 - g) include building permit application deposit as set out in Schedule “A”.
- (4) Where application is made for a change of use permit issued under subsection 10(1) of the Act, the application shall:
- a) use the form available from the Chief Building Official, Corporation’s website and at the offices of the Corporation;
 - b) provide plans and specifications that show the current and proposed use of all parts of the building, and that contain sufficient information to establish compliance with the requirements of the Ontario Building Code

including floor plans, details of wall, floor and roof assemblies identifying required fire resistance ratings and load bearing capacities;

c) include building permit application deposit as set out in Schedule "A".

(5) Where application is made for the transfer of a permit, the applicant shall;

a) use the form available from the Chief Building Official, Corporation's website and at the offices of the Corporation;

b) provide the names and addresses of the previous and new land owner;

c) provide the date that the land ownership took place; and

d) describe the permit that is being transferred.

(6) Where application is made occupancy of an unfinished building as provided for in Article 2.4.3.1 of the Building Code, the application shall:

a) Use the form available from the Chief Building Official, Corporation's website and at the offices of the Corporation; and

b) Describe the part of the building for which occupancy is requested.

c) include building permit application deposit as set out in Schedule "A".

(7) Where application is made under an on-site sewer application under subsection 8(1) of the Act, the application shall:

a) use the provincial application form entitled, "Application for a Permit to Construct or Demolish";

b) include complete plans and specifications, documents and other information as required by 1.3.1.3(5) Division C of the Building Code, and

c) in addition to the requirements of clause 3.2(7)(b), provide a scaled drawing of the site indicating: the legal description, lot size, location of all buildings and structures, driveways, proposed system, wells, municipal drains and watercourses.

d) include building permit application deposit as set out in Schedule "A".

3.3 Incomplete Application

Where an application is found to be incomplete and does not comply with 1.3.1.3(5) of the Building Code, the application may be accepted for processing if the applicant acknowledges the non-compliance.

3.4 Partial Permit – Requirements

When, in order to expedite work, a permit for a portion of the building or project is desired prior to the issuance of a permit for the complete building or project, the applicant shall:

- (a) submit an application for the complete project and pay all allocable fees in accordance with the applicable sections of this by-law;
- (b) submit complete plans and specifications covering the portion of the work for which immediate approval is desired to the Chief Building Official; and
- (c) acknowledge that the application is incomplete as described in Section 3.3 above.

3.5 Partial Permit – Limitations

- (1) The issuance of a partial permit under section 3.4, above, shall not be constructed as authorized to construction beyond the plans for which the partial permit was given.
- (2) The issuance of a partial permit in no way guarantees that a permit will be issued for the entire building or project.

3.6 Inactive Permit Application

Where an application for a permit remains incomplete or inactive for six (6) months after it is submitted, 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 applicant is deemed to be abandoned, a new application must be filed for the proposed work.

ARTICLE 4

ALTERNATIVE SOLUTIONS

4.1 Information Required

Where an application for a permit or authorization to make a material change to the plan, specification, document or other information on the basis of which a permit was issued, contains an alternative solution for which approval in accordance with Part 2,

Section 2.1, Division C of the Building Code is required, the application shall include documentation in accordance with Part 2, Article 2.1.1.1., Division C of the Building Code.

ARTICLE 5 PLANS AND SPECIFICATIONS

5.1 Information Required

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, change of use or transfer of permit will conform with the Act, the Building Code and any other applicable law.

5.2 Number of Documents

Each applicant shall, unless otherwise specified by the Chief Building Official, be accompanied by two (2) complete sets of plans and specifications as described in this By-Law and Schedule "B" of this By-Law.

5.3 Scale of Drawings

- (1) Plans shall be drawn to scale on paper, cloth, electronic media approved by the Corporation or other durable material and shall be legible.
- (2) Any Electronic Submission is to be made in a Portable Document Format (PDF) or other document type accepted by the Chief Building Official, or designate, at his or her sole discretion. Plans, specifications, documents and other information are to be legible when printed to scale.

5.4 Site Plans Referenced to Plan of Survey

Site plans shall be referenced to a plan of survey unless this requirement is waived where the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, Building Code and any other applicable law. Site plans shall indicate:

- (a) lot size and dimensions of the property lines and setbacks to any existing or proposed buildings; and
- (b) existing and unfinished ground levels or grades;
- (c) existing rights-of-way, easements and municipal services.; and
- (d) overhead electrical conductors, watercourses and railways.

5.6 As Constructed Drawings

Upon completion of the construction of a building, or any phase thereof, the Chief Building Official may require a set of "as constructed plans", including a plan of survey indicating the location and elevation of the building.

5.7 Plans Property of Corporation

Plans and specifications furnished according to this By-Law or otherwise required by the Act become the property of the Corporation and will be disposed of or retained in accordance with the relevant legislation and the Municipality of Chatham-Kent's Records Retention Policy or By-Law Number 5-2018, as may be amended or replaced.

5.8 Protection from Backflow

A backwater valve shall be installed in every building drain of a dwelling unit.

- (a) It is a "normally open" design conforming to,
 - (i) CAN/CSA-B70, "Cast Iron Soil Pipe, Fittings, and Means of Joining",
 - (ii) CAN/CSA-B181.1, "ABS Drain, Waste, and Vent Pipe and Pipe Fittings",
 - (iii) CAN/CSA-B 181.2, "PVC Drain, Waste, and Vent Pipe and Pipe Fittings", or
 - (iv) CAN/CSA-B182.1, "Plastic Drain and Sewer Pipe and Pipe Fittings"
- (b) A backwater valve shall be installed on every fixture drain connected to a building drain or branch when the fixture is located below the level of the adjoining street.
- (c) Where more than one fixture is located on a storey and all are connected to the same branch, the backwater valve shall be installed on the branch.

ARTICLE 6 REGISTERED CODE AGENCIES

6.1 Registered Code Agency Appointed by Chief Building Official

Where the Corporation enters into an agreement with a Registered Code Agency, the Chief Building Official is authorized to appoint Registered Code Agencies to perform specific functions in respect to the construction of a building class or buildings from time to time in order to maintain time periods prescribed in subsection 1.3.1 of Division C of the Building Code.

6.2 Functions of Registered Code Agencies

The registered code agency may be appointed to perform one or more of the specified functions described in Section 15.15 of the Act.

ARTICLE 7 FEES AND REFUNDS

7.1 Determination of Fees

- (1) The Chief Building Official shall determine the required fees for the work proposed calculated in accordance with Schedule "A" of this By-Law and the applicant shall pay such fees. Deposits are due and payable upon submission of an application for a permit. No permit shall be issued until such fees are paid in full. Where application is made for a conditional permit, fees shall be paid for the complete project.
- (2) Where the fees payable in respect of an application for construction, demolition, change of use and on-site sewage system permit 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 shall be the Actual Value of Construction.
- (3) The Chief Building Official may place a valuation on the cost of any proposed work for the purpose of establishing the required permit fee as an Estimated Value of the Work. Where disputed by the applicant, the applicant shall pay the required fee under protest and within six months after completion of the project, shall submit an audited statement of the actual costs. Where the audited costs are determined to be less than the Estimated Value of the Work, the Chief Building Official shall issue a refund for the difference.
- (4) Fees shall be indexed annually based on the CPI as approved by the Council of the Corporation.

7.2 Building Permit Application Deposit

Every person who applies for a building permit shall pay a deposit in accordance with Schedule "A". The deposit will be applied to the building permit fee once the building permit is issued.

7.3 Damage and Security Completion Deposit

Where it is anticipated that heavy vehicles will be involved in the work for which the permit is issued, the Chief Building Official shall determine the required Damage and Security Completion Deposit calculated in accordance with Schedule "A" and the applicant shall pay such deposit. No permit shall be issued until the required deposit has been paid in full. Upon completion of all work authorized by the permit and provided that such work has passed a final inspection, the Damage and Completion Security

Deposit may be refunded. The Corporation reserves the right to use such deposit or any other portion thereof to repair any damage to its infrastructure or to complete any required work.

7.4 Construct Without Permit

Every person who commences construction, demolition or changes the use of a building either before submitting an application for a permit or, where an application for a permit has been submitted but no permit been issued, before ten (10) working days have elapsed from the date of which the application for a permit was accepted by the Corporation, shall in addition to any other penalty imposed under the Act, Building Code or By-Law pay an additional fee equal to 100% of the amount calculated as the regular permit fee but in no case shall the additional fee exceed \$5000.00.

7.5 Refunds

In the case of withdrawal of a building permit application, refusal of issuing a permit, or the revoking of a permit, the building permit application deposit that was paid at time of application shall not be refunded to the applicant. In the case where a building permit has been issued and construction has commenced, and the permit holder has abandoned all or a portion of the work, and an inspection(s) have been completed, the refund will be less the building permit application deposit and less \$101.80 for each inspection performed.

ARTICLE 8 TRANSFER OF PERMITS

8.1 Application

A permit may be transferred if the new land owner completes the permit application for in accordance with the requirements of Part 3 of this By-Law.

8.2 Fee For Transfer

A fee shall be payable on an application for a transfer of permit as provided in Schedule "A" of this By-Law.

ARTICLE 9 REVISED SUBMISSION

9.1 Where additional information filed with the Chief Building Official which depicts one or more changes to the design of a building or part of a building and the permit has been issued, the applicant shall pay the revised submission fee as set out in Schedule "A" or an amount as determined by the Chief Building Official.

ARTICLE 10 REVOCATION OF PERMITS

10.1 Notice of Revocation

Prior to revoking a permit under subsection 8(10) of the Act, the Chief Building Official may serve a notice by personal services or registered mail at the last known address of the permit holder. If on the expiration of thirty (30) days from the date of such notice, the grounds for revocation continue to exist, the permit may be revoked without further notice, and all submitted plans and all other information may be disposed of and a refund for permit fees paid back in accordance with section 6.4 above.

10.2 Deferral of Revocation

A permit holder may within thirty (30) days from the date of service of a notice under this Article, request in writing, the Chief Building Official to 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 deferral, in writing.

ARTICLE 11 NOTICE REQUIREMENTS FOR INSPECTIONS

11.1 Notice

The permit holder shall notify the Chief Building Official or a Registered Code Agency where one is appointed, of each stage of construction for which a mandatory notice is required under Article 2.4.5.1 of the Building Code. In addition to the notice of completion as prescribed by Section 11 of the Act, the permit holder shall provide another mandatory notice after the completion of demolition work to ensure the completion of site grading and other and other works described in Section 3.2 of this By-Law.

11.2 Effective

A notice pursuant to this Part of the By-Law is not effective until such notice (whether written, electronic or oral) is actually received by the Chief Building Official or Registered Code Agency, as the case may be.

11.3 Time Periods

Upon receipt of proper notice, the inspector or a Registered Code Agency, if one is appointed, shall undertake a site inspection of the building to which the notices relates in accordance with the time periods stated in Article 2.4.5.3 of the Building Code and section 11 of the Act.

**ARTICLE 12
LIMITING DISTANCE AGREEMENTS**

12.1 Conditions for Limiting Distance Agreements

The Chief Building Official is authorized to enter into and sign limiting distance agreements under the Building Code when the following conditions are met:

- (1) No land owned by the Corporation is affected by the agreement; and
- (2) The agreement does not impose any obligations on the Corporation;

**ARTICLE 13
VALIDITY**

13.1 Severability

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.

**ARTICLE 14
REPEAL**

14.1 By-Laws

By-Law 89-2020 and all of its amendments are hereby repealed.

14.2 Effective Date

This by-law shall become effective on the date of final passing thereof.

Read a First, Second and Third time and finally passed this day of , 2024.

Mayor – Darrin Canniff

Clerk – Judy Smith

APPENDIX B - REVISED BUILDING BYLAW.DOCX

New Construction			
	Description	Unit	Fee
Group A & B- Assembly and Institutional	Assembly and Institutional	Each	\$12.67 per \$1000.00 construction value up to \$10,000,000.00 \$1.50 per \$1000.00 construction value thereafter
Group C- Residential	Floor area above grade	Per square foot	\$0.28
	Finished floor area (below grade)	Per square foot	\$0.00
	Unfinished floor area (below grade)	Per square foot	\$0.00
	Attached garage	Per square foot	\$0.00
	Apartment up to 20 Dwelling Units	Each	\$12.67 per \$1000.00 construction value (cap of \$20,000.00 permit Fee)
	Apartment greater than 20 Dwelling Units	Each	\$12.67 per \$1000.00 construction value (cap of \$50,000.00 permit Fee)
Group D & E- Office and Mercantile	Office and Mercantile	Each	\$12.67 per \$1000.00 construction value up to \$10,000,000.00 \$1.50 per \$1000.00 construction value thereafter
Group F-Industrial	Industrial	Each	\$12.67 per \$1000.00 construction value (cap of \$20,000.00 permit fee)
Agricultural	Agricultural Buildings (Livestock Operations, Farm Produce Storage etc.)	Each	\$12.67 per \$1000.00 construction value up to \$10,000,000.00 \$1.50 per \$1000.00 construction value thereafter
	Agricultural Accessory Buildings (Pole Barns)	Each	\$0.28 per sq. ft. or \$12.67 per \$1000.00 construction value whichever is the lessor
	Greenhouses	Per square foot	\$0.05
	Bunkhouse	Per square foot	\$0.28
	Grain Bins/Silos	Each	\$300.00
	Pre-Engineered Agricultural Accessory Buildings (i.e. Coverall Buildings)	Each	\$500.00
General Fees			
Minimum Permit Fee	Unless noted otherwise	Each	\$90.00
Additions or Renovations	All Buildings (unless otherwise specified)	Each	\$12.67 per \$1000.00 construction value up to \$10,000,000.00 \$1.50 per \$1000.00 construction value thereafter
	Residential, Agricultural Accessory Buildings (Pole Barns)	Each	\$0.28 per sq. ft. or \$12.67 per \$1000.00 construction value whichever is the lessor
Accessory Structure Plumbing Signs Change of Use	All Buildings (unless otherwise specified)	Each	\$12.67 per \$1000.00 construction value

Accessory Structure	Residential	Each	\$0.28 per sq. ft. or \$12.67 per \$1000.00 construction value whichever is the lessor
Demolition	All Buildings	Each	\$12.67 per \$1000.00 construction value up to \$10,000,000.00 \$1.50 per \$1000.00 construction value thereafter
On-Site Sewage System	New System	Each	\$797.50
General Fees Continued			
On-Site Sewage System Continued	Replacement Septic Tank or Bed	Each	\$401.05
	Repair Septic Bed (max 2 runs)	Each	\$131.90
New Service Connection	All Buildings (sanitary, water, storm)	Each	\$90.00
Conversion from Septic	All Buildings	Each	\$279.65
Water Meter Certificate	As per Public Utility Commission	Each	\$370.00
Alternative Solution	All Buildings	Each	\$210.00
Transfer of Building Permit	All Buildings	Each	\$90.00
Fast Track 1-3 Day Turnaround (if available)	Additional percentage added to building permit fee	25%	Permit Fee + (25% x Permit Fee) or \$90.00 whichever is greater
Reinspection Fee	All Buildings	Each	\$101.80
Revised Submission Fee	All Buildings	Each	5% x Permit Fee (Cap of \$500.00) or \$90.00 whichever is greater
Property Standards			
Appeal	Appeal from Order	Each	\$101.80
Reinspection Fee	All Buildings	Each	\$88.10
Fees/Deposits			
Deposit due with building permit application, will be applied to permit fee. Non-refundable if permit is cancelled	New Construction Commercial, Institutional, Industrial	Each	\$500.00
	New Construction Residential	Each	\$300.00
	All other Construction	Each	\$90.00
Damage and Final Inspection. Refundable provided no damage to municipal property and/or on final inspection	Building area greater than 538 square feet	Each	\$1000.00
	Building area less than 538 square feet	Each	\$500.00
	Agricultural buildings	Each	\$500.00
	Tents and pool enclosures, connection permits	Each	\$250.00
Orders on Title	Add or remove Orders associated with Building Code Act	Each	\$80.00
Administrative			
Zoning	Phone-in requests	Each	\$33.15
	Reports/Work order letters		\$107.65
Letters	Septic compliance	Each	\$107.65
	Property Standard compliance		
Right of Entry Permit	All properties	Each	\$90.00

The following explanatory notes are to be observed in calculation of fees.

Floor area is measured to the outer face of exterior walls and to the centre line of party walls (excluding attached garages).

No deductions are made for openings within the floor area (e.g., stairs, elevators, shafts etc).

The occupancy categories in the Schedule "A" correspond with the major occupancy classifications in the Ontario Building Code. For mixed occupancy floor areas, the fee for each of the occupancy categories shall be used except where the occupancy category is less than 10% of the floor area.

SCHEDULE “B”

LIST OF PLANS REQUIRED TO BE SUBMITTED WITH APPLICATION

Site Plan
Grading Plan
Foundation Plan
Floor Plan (each floor)
Elevations
Framing Plans
Sections & Details
Roof Plan
Reflected Ceiling Plan
Plumbing Plans
HVAC Plans
Electrical Plans

EXCEPTION

- 1.1 The Chief Building Official may waive the requirement for multiple copies and any required information specified in this schedule due to limited scope of work, applicable law, Building Code requirements or the sufficiency of an Electronic Submission.
- 1.2 The Chief Building Official may also require additional documents, copies and drawings in addition to any required information specified in this schedule due to the scope of work, in order to ensure compliance with applicable law, the Act, the Building Code and this By-Law.

SCHEDULE "C"

Utility Notification Form

Tel. (519) 360-1998 Fax: (519) 436-3215

APPLICANT is: Owner **OR** Authorized Agent of Owner _____

OWNER (if different from above): _____ (Please print)

(Please print)

(Signature) _____ (Date)

Phone: _____ Fax: _____

LOCATION: (ADDRESS & CITY) _____

PROPOSED DATE OF DEMOLITION: _____

TYPE OF BUILDING TO BE DEMOLISHED: _____

1. The demolition contractor is responsible for ensuring that the building is vacated, and all services have been disconnected prior to the commencement of work (gas, water, hydro, etc.)
2. All sewers are to be adequately capped to ensure that deleterious material does not enter the Municipal sewage system when the building being demolished contains a plumbing system. **THE CONTRACTOR IS TO CALL FOR AN INSPECTION** when capping is complete and prior to continuing work.
3. Decommissioning of the septic tank is required, tank shall be pumped, and holes put in the bottom to provide drainage, filled with sand or approved material, and the lid shall be crushed. Failure to abandon sewage disposal systems will create a hazard to the health and safety of the homeowner and the public.
4. **CONTRACTOR IS ALSO TO CALL FOR AN INSPECTION** when work is complete to ensure adequate clean-up of the property. The site is to be leveled and clear of all demolition materials.
5. Demolition is to be in accordance with the Occupational Health & Safety Act and Regulations for Construction Projects.
6. The **MINISTRY OF LABOUR** requires property owners to provide an environmental survey if there is a belief of a designated substance on the premise i.e., Asbestos. If a survey is required, an environmental firm can do the assessment. The Ministry of Labour will require a Notice of Project. Call 519-256-8277 or 1-800-265-5140 for more information or refer to the Notice of Project form.

AGENCY	PHONE	EMAIL OR FAX	CONTACT	SIGNATURE	DATE
Bell Canada	519-352-9047	michael.crow@bell.ca 519-352-0879	Mike Crow		
Entegrus Hydro	519-352-6300	projectplanner.sw@entegrus.com	N/A		
Entegrus Water	519-352-6300	customerservice@entegrus.com	N/A		
Hydro One	1-800-957-7756	fbc.woodstock@hydroone.com	Paula		
Enbridge Gas Ltd.	1-877-362-7434	wmschedulingchat@enbridge.com	N/A		
Cogeco Cable TV	519-397-2959	neal.bannister@cogeco.com	Neal Bannister		
Union Energy/Reliance	1-866-735-4262	crs@reliancecomfort.com	N/A		

In addition to the above notifications, please ensure proper utility locates are obtained.

Also note utility locates obtained by the Ontario One Call # 1(800) 400-2255 **DO NOT** constitute notification for the purpose of this form, please use the numbers listed above. Please note that some utilities do not participate in the Ontario One Call Service.

If no Fax # is supplied - FAX back to the Building Department @ 519-436-3215

SCHEDULE "D"

Lot Grading Certificate Declaration

A. Project information			
Building number, street name	Unit number	Lot/con	
Municipality	Postal code	Plan number/other description	
Contractor/Owner Name	Phone number	Email address	

B. As Constructed Elevations – <i>(elevations are required for all corners of the lot, rear yard catch basin and grade next to house)</i>		
<i>Example – North/West Corner</i>	180.36	180.35

C. Grading Consultant Information and Declaration			
First name	Last name	Corporation or Partnership	
Building number, street name		Unit number	Lot/con
Municipality	Postal code	Phone number	Email Address

