

## The Corporation of The Township of Scugog

### By-law Number 18-24

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Being a by-law for the administration and enforcement of the building code act respecting construction, demolition, change of use permits and field inspections.

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**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 and other related matters;

**And Whereas** the Council of the Corporation of the Township of Scugog desires to repeal By-law 45-18 and to enact a new building by-law for the issuance of permits and related matters, including the establishment of a fee schedule;

**Now therefore the Council of the Corporation of the Township of Scugog**  
Enacts as follows:

**1. Title**

1.1 This By-law may be cited as the Building By-law

**2. Definitions**

2.1 In this By-law

- a. "Act" means the Building Code Act, 1992, S.O. 1992, chapter 23, as amended from time to time, and any successor thereto;
- b. "Alternative Solutions" means a substitute for an 'acceptable solution' as defined in the Building Code.
- c. "As Constructed Plans" means as constructed plans as defined in the Building Code;
- d. "Applicable Law" as defined in the Building Code;
- e. "Applicant" means a person or corporate entity who applies for a permit and includes any agent authorized by an owner to apply for a permit on the owner's behalf;
- f. "Area of Work" means the gross building area (not including an unfinished basement);
- g. "Architect" means a holder of a license, a certificate of practice, or a temporary license under the Architect's Act, R.S.O. 1990, chapter A.26 as defined in the Building Code;
- h. "Basement" means one or more storeys of a building located below the first storey, as defined by the Building Code and includes a partial basement.
- i. "Building" means a building as defined in Section 1(1) of the Act;
- j. "Building Code" means the regulations made under Section 34 of the Act;
- k. "Chief Building Official (CBO)" means the person appointed by the

Council as the “Chief Building Official” for the purpose of enforcement of the Building Code and the Building Code Act;

- l. “Conditional Permit” means a permit issued under subsection 8(3) of the Act;
- m. “Construction Value” means the value prescribed or accepted by the CBO to represent the total value of all work, services and material associated with the construction for which a permit is applied;
- n. “Council” means the Council of The Corporation of the Township of Scugog;
- o. “Deficient Permit” means a permit where:
  - i. an inspection notice or order has been issued by an inspector or,
  - ii. where an inspection required under the Building Code or this By-law has not been arranged for by the permit holder
- p. “Development Charge” means a charge imposed pursuant to the Development Charges Act, 1997 or a successor statute;
- q. “Foundation only permit” means the placement of a foundation for the relocation of a structure to a parcel or installation or replacement of foundation of an existing structure.
- r. “Holiday” means days when the offices of the Township are not open for transaction of business with the public;
- s. “Inspector” means an inspector listed in the Building Appointment By-law;
- t. “Lot Grading Security” means a refundable fee deposited with the Township to indemnify the Township against possible damage to property and incompleteness of road entrances, lot grading, sodding, seeding, servicing, retaining walls, and plans, specifications or documents and any other information on the basis of which a permit was issued;
- u. “Owner” means the registered owner of the land upon which is located, or will be located, the building or part thereof for which an application for a permit is, or has been made;
- v. “Partial Permit” means a permit issued by the CBO to construct part of a building;
- w. “Permit” means permission or authorization given, in writing, by the CBO,
  - i. to perform work regulated by the Act or the Building Code or both, or
  - ii. to change the use of a building or part of a building as regulated by the Act or the Building Code or both, or



- iii. to occupy a building or a part thereof;
- x. "Permit Holder" means the land owner to whom the permit was issued or where a permit has been transferred by the CBO, the new owner to whom the permit has been transferred;
- y. "Professional Engineer" means a person who holds a licence or a temporary licence under the Professional Engineers Act, R.S.O. 1990, chapter P.28;
- z. "Registered Code Agency," means a person or an entity that has the qualifications and meets the requirements set out in the Act;
- aa. "Revised Submission" means additional information filed with the CBO which depicts one or more changes to the proposed design of a building for which a permit application has been submitted; or the as-constructed design of a building or part of a building for which a permit has already been issued, and for which CBO approval is required;
- bb. "Road Entrance Permit" means a permit for any changes to a property entrance, which includes newly created, modified, movement or reclassification of existing entrance.
- cc. "Survey" means a legal land survey of the property record prepared by an Ontario Land Surveyor (O.L.S.);
- dd. "Township" means The Corporation of the Township of Scugog; and
- ee. "Zoning Certificate" means approval granted by the Planning section of the Township for the proposed construction prior to building permit application.

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

### **3. Classes of Permits**

Classes of permits with respect to the construction, demolition, change of use and occupancy of buildings and permit fees shall be as set out in Schedule A to this By-law.

### **4. Requirements for Filing Permit Applications**

#### **General Requirements:**

- 4.1 Every permit application must meet the requirements of this section and shall:
  - 4.1.1 be made by application;
  - 4.1.2 be made in writing to the CBO on forms prescribed by the Province of Ontario or when no form is prescribed, on a form prescribed by the CBO; and
  - 4.1.3 be accompanied by the required fees calculated in accordance with Schedule A.

- 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 issued 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 CBO where it is not deemed to be a complete application in accordance with the Building Code.
- 4.4 The CBO may accept an application for permit that is not deemed a complete application where, the applicant acknowledges in writing, that the application is incomplete and waives the time period prescribed in the Building Code within which a permit must be issued or refused.
- 4.5 The CBO may, as deemed appropriate, provide prescribed forms in an electronic format and may allow for the electronic submission of completed permit application forms.
- 4.6 Notwithstanding subsection 4.5, completed forms generated electronically shall be accepted for processing subject to the endorsement by the applicant, applicable fees are paid and the application is deemed to be a complete application.

#### **Building Permits**

- 4.7 Every application for a building permit under Section 8(1) of the Act 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, and, for which the application for a permit is made;
  - 4.7.2 be accompanied by plans, specifications, documents and other information prescribed in Schedule B to this By-law; and
  - 4.7.3 be accompanied by the appropriate fee calculated in accordance with Schedule A to this By-law

#### **Foundation Only permits.**

- 4.8 In addition to the requirements of subsection 4.7, every application for a foundation only permit shall:
  - 4.8.1 be used for purposes of lifting an existing structure to build a new foundation or repair an existing foundation. This includes moving a structure to a new location.
  - 4.8.2 be accompanied by plans, specifications, documents, forms, and other information covering that part of the work for which application for a foundation only permit is made, together with such information pertaining to the remainder of the work as may be required by the CBO; and
  - 4.8.3 be accompanied by the appropriate fee calculated in accordance with Schedule A to this By-law;

#### **Demolition Permits**

- 4.9 Every application for a demolition Permit under Section 8(1) of the Act shall,



- 4.9.1 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 is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
- 4.9.2 be accompanied by the plans, specifications, documents and other information prescribed in Section 5 and Schedule B to this By-law;
- 4.9.3 be accompanied by the appropriate fee calculated in accordance with Schedule A to this By-law; and
- 4.9.4 be accompanied by confirmation that arrangements have been made with the authorities having jurisdiction for the disconnection of all existing water, sewer, septic, gas, electric, telephone and other utilities.

### **Partial Permits**

- 4.10 In addition to the requirements of subsection 4.7, every application for a partial permit shall:
  - 4.10.1 require a permit application for the entire project;
  - 4.10.2 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 CBO; and
  - 4.10.3 be accompanied by the appropriate fee calculated in accordance with Schedule A to this By-law;
- 4.11 The CBO may issue a partial permit when 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.
  - 4.11.1 When determining whether to issue a partial permit, the CBO 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.
- 4.12 The CBO 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.

### **Conditional Building Permits**

- 4.13 Every application for a conditional building permit under Section 8(3) of the Act shall:
  - 4.13.1 comply with the requirements set out in subsection 4(7) of this By-law; and
  - 4.13.2 be accompanied by:
    - 4.13.2.1 a written statement from the applicant explaining why the applicant believes that unreasonable delays in construction would occur if a conditional building permit is not issued;

- 4.13.2.2 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 shall be obtained by the applicant;
- 4.13.2.3 a written agreement, in a form provided by the CBO, executed by the applicant, the owner and such other necessary persons the CBO determines for the purposes set out in subsection 8(3)(c) of the Act; and
- 4.13.2.4 be accompanied by the appropriate fees in accordance with Schedule A to this By-law.

4.14 The CBO is hereby authorized to execute on behalf of the Township the written agreement referred to in Subsection 4(12)(2)(3) of this By-law as part of the conditional building permit application.

### **Change of Use Permits**

- 4.15 Every application for a change of use permit under Section 10(1) of the Act shall,
- 4.15.1 identify and describe in detail the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;
  - 4.15.2 be accompanied by plans and specifications which show the current and proposed occupancy of all parts of the building and which contain sufficient information to establish compliance with the Building Code, including, but not necessarily limited to, floor plans and details of wall, ceiling and roof assemblies identifying existing fire resistance ratings and load bearing capacities;
  - 4.15.3 be accompanied by the appropriate fee calculated in accordance with Schedule A to this By-law; and
  - 4.15.4 be accompanied by the completed documents prescribed in Schedule B to this By-Law.

### **Site Service Permits**

- 4.16 Every application for a permit for site servicing shall:
- 4.16.1 be accompanied by the plans, specifications, documents, forms and other information prescribed in Section 5 and Schedule B of this By-law.

### **Sign Permits**

- 4.17 Every application for a permit for signs shall:
- 4.17.1 be accompanied by the plans, specifications, documents, forms and other information prescribed in Section 5, and to Schedules A and B of this By-law.

### **Lot Grading and Drainage Plan Exemption**

- 4.18 Where an application to construct a residential dwelling type, as listed in 4.7, relates to a property with an area greater than 0.4 hectare (1 Acre), the requirement to submit a Lot Grading



and Drainage Plan prepared by an Ontario Land Surveyor may be waived by the CBO provided the dwelling is located such that the minimum setbacks are equal to five times the required setback, as regulated by the applicable zoning by-law, save and except an exterior/flankage side yard is a minimum two times the required setback. Further, where the above factors result in a setback requirement greater than 30m, this will be deemed sufficient.

### Temporary Use Dwellings

4.19 Temporary dwellings or trailers used during construction of a new dwelling shall be permitted for the duration of construction or up to 9 months from the date of issuance of a building permit if all conditions below have been met:

4.19.1 Any trailer being used as a temporary dwelling shall have an approved sewage pump contract from a licensed sewage hauler and shall cease being used as a dwelling 30 days after occupancy has been granted for the new dwelling.

4.19.2 Any existing dwelling being proposed to be used during construction of a new dwelling shall have an issued building permit for demolition and, the existing dwelling shall be removed no later than 30 days after occupancy has been granted for the new dwelling.

4.19.3 All sites requesting to have a temporary use dwelling are subject to the discretion of the Chief Building Official as it relates to lot size.

## 5. Requirements For 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 *CBO* the following:

5.1.1 sufficient plans, specifications, documents, forms and such other information as outlined by Schedule 'B' and as may otherwise be deemed necessary by the CBO 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 where a site plan is required to satisfy Subsection 5(1)(1), it shall be approved by Township Planning staff and shall reference a current plan of survey certified by a registered Ontario Land Surveyor or professional engineer and shall include:

5.1.2.1 lot size and dimensions of the property;

5.1.2.2 setbacks from existing and proposed buildings to property boundaries, including to any body of water and to each other;

5.1.2.3 existing and proposed finished ground levels or grades;

5.1.2.4 existing rights of way, easements, utilities (including proximity to nearest electrical power

lines, above and below ground) and all other building site services;

5.1.2.5 location of any existing or proposed private sewage system (septic tank), private well(s) and/or water/sewer services, if applicable;

5.1.2.6 a copy of a current plan of survey, unless the CBO waives this requirement.

5.1.2.7 an approved road entrance permit number issued by the authority having jurisdiction. See schedule B.

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 electronically through the Township Portal or on paper or other suitable durable material; and

5.2.4 contain information and text that is clear and legible.

5.3 Unless otherwise deemed necessary by the CBO, every application shall be accompanied by two sets of plans, specifications, forms, documents and other information required to facilitate the administration and enforcement of the Building Code. An additional set of plans is required for all non-residential permit applications.

5.4 Unless otherwise deemed necessary by the CBO, every application shall be accompanied by two sets of plans, specifications, forms, documents and other information required to facilitate the administration and enforcement of the Building Code. An additional set of plans is required for all non-residential permit applications.

5.5 On completion of the construction of a building, the CBO may require the applicant to submit a set of as constructed plans, including a plan of survey showing the location of the building.

5.6 Plans and specifications submitted in accordance with this By-law or otherwise required by the Act become the property of the Corporation of the Township of Scugog and will be disposed of or retained in accordance with relevant legislation .

## **6. Authorization of Alternative Solutions**

6.1 Where approval for an alternative solution under the Building Code is proposed in either the application for a permit, or in a material change to a plan, specification, document or other information on the basis of which a permit was issued, the Applicant shall submit:

6.1.1 an application on a form prescribed by the CBO;



- 6.1.2 supporting documentation demonstrating that the proposed alternative solution will provide the level of performance required by the Building Code; and
- 6.1.3 payment of the required fee prescribed by Schedule A.
- 6.2 The CBO or Registered Code Agency may accept or reject any proposed alternative solutions and/or may impose conditions or limitation on their use.
- 6.3 Alternative solutions which are accepted under this section shall be applicable only to the location as described in the application, and are not transferable to any other building permit.

## **7. Abandoned Permit Applications**

- 7.1 Any application for a Permit shall be deemed to have been abandoned by the Applicant where:
  - 7.1.1 the application is incomplete according to Section 4 of this By-law and remains incomplete for six months after it was submitted;
  - 7.1.2 six months have elapsed after the Applicant was notified in writing, that the proposed building, construction, demolition or change of use will not comply with the Act or the Building Code, or will contravene any other applicable law; or
  - 7.1.3 the application is substantially complete, and six months have elapsed from the date upon which the Applicant was notified that a Permit was available to be issued.
- 7.2 The Applicant may renew the Permit within thirty (30) days upon payment of the fee set out in Schedule A to this By-Law. Upon payment of the fee, the time provisions of Subsection 7.1 will restart.
- 7.3 Where an application is deemed abandoned, all submitted plans, specifications and documents shall be disposed of, or upon written request from the Applicant, returned to the Applicant.

## **8. Revision to Permits**

Should a Permit Holder wish to make any material change to any plan, specification, document or other information on the basis of which the Permit was issued, the Permit Holder shall file revisions to the existing application for a revision to the Permit which describes the material changes, and shall pay the fee set out in Schedule A to this By-Law.

## **9. Transfer of Permit**

- 9.1 Permits may not be transferred without a copy of ownership or land title and the approval of the CBO.
- 9.2 To transfer a 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" to this By-law.
- 9.3 Upon the transfer of the permit, the new Owner shall be deemed the new Permit Holder for the purpose of this By-law, the Act and

the Building Code.

- 9.4 Where the new permit holder is a registered builder, as defined in the Ontario New Home Warranties Plan Act, their registration and number identification are to be provided.

## **10. Revocation of Permits**

- 10.1 Prior to revoking a Permit, the CBO shall give written notice of an intention to revoke the Permit to the Permit Holder at the Permit Holder's address shown on the application or to such other address as the Permit Holder has provided to the Township for that purpose.
- 10.2 The CBO may defer revocation of the Permit upon receiving a written request from the Permit Holder and payment of the fee set out in Schedule A to this By-Law.
- 10.3 Following issuance of the notice described in subsection 10.1 of this By-law, the Permit may be revoked immediately or after a six (6) month period prescribed by the CBO and all submitted plans, specifications, documents and other information may be disposed of within six (6) months, unless a written request from the Permit Holder is made prior to expiry.
- 10.4 Notice under subsection 10.1 of this By-law shall be given either personally or by registered mail, and where notice is by registered mail, it shall be deemed to have been given on the fifth day after the day of mailing.

## **11. Fees and Refunds**

- 11.1 A fee is to be paid with every Permit application, calculated in accordance with Schedule A to this By-law and the fee shall be due and payable, in full upon the submission of the application for a Permit.
- 11.2 Where the calculation in accordance with the provisions of Schedule A to this By-law of the amount of a fee to be paid as part of a Permit application is based, upon the building category, Area of Work and/or Project value estimate, the CBO, or , shall determine the appropriate building category, area of work and/or project value estimate, and that determination shall be final.
- 11.3 Where an application for a Permit is subject to additional user fees prescribed by the Township, the fees so prescribed shall be paid in addition to the fees set out in Schedule A to this By-law, before a Permit will be released to the Applicant.
- 11.4 The fees set out in Schedule A to this By-law shall be adjusted annually on January 1st, without amendment to this By-law to account for the Consumer Price Index for the prior year.



## **12. Registered Code Agencies**

- 12.1 The CBO 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 prescribed in Article 1.3.1.3. of Division C of the Building Code.
- 12.2 A Registered Code Agency may be appointed to perform one or more of the specified functions described in section 15.15 of the Act.

## **13. Fences and Construction and Demolition Sites**

- 13.1 Where, in the opinion of the CBO or Inspector, a construction or demolition site presents a hazard to the public, the CBO or Inspector may require the Owner to erect such fences as the CBO or Inspector deems appropriate to the circumstances.
- 13.2 In considering the hazard presented by the construction or demolition site, the necessity for fences and the height and characteristics of such fences, the CBO or Inspector shall have regard for,
  - 13.2.1 the proximity of the building site to other Buildings;
  - 13.2.2 the proximity of the construction or demolition site to lands accessible to the public;
  - 13.2.3 the hazards presented by the construction or demolition activities and materials;
  - 13.2.4 the feasibility and effectiveness of site fences; and,
  - 13.2.5 the duration of the hazard.
- 13.3 Every fence required by this section shall,
  - 13.3.1 be erected so as to fully enclose all areas of the site which present a hazard;
  - 13.3.2 create a continuous barrier and be sufficient to deter unauthorized entry;
  - 13.3.3 have a height not less than 1.2 metres above grade at any point, unless the CBO or Inspector determines that a greater minimum height is necessary;
  - 13.3.4 if constructed of plastic mesh, snow fencing or other similar materials, be securely fastened at 200mm o.c. to vertical posts not more than 2.4 metres apart, and to horizontal members or a minimum 11 gauge cable at the top and bottom; and
  - 13.3.5 be maintained in a vertical plane and in good repair.

**14. Inspection Notices**

- 14.1 Inspection notices required by the Building Code and this By-law shall be made electronically through the Township portal, in writing, email or by telephone.
- 14.2 Inspection notices are required a minimum of two business days prior to the stages of construction specified therein and shall be given in accordance with the requirements of Subsection 1.3.5 of Division C of the Building Code.
- 14.3 The person to whom the permit has been issued shall notify the CBO or Registered Code Agency where one is appointed, of each stage of construction for which a notice is prescribed by the Building Code.
- 14.4 Notwithstanding Section 12 of this By-law, the person to whom the permit has been issued shall notify the CBO of the date of completion of the building or demolition work in accordance with the Act.
- 14.5 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 CBO notice of the readiness for inspection for the following stages of construction, where applicable:
  - 14.5.1 commencement of construction of the building,
  - 14.5.2 commencement of construction of:
    - 14.5.2.1 masonry fireplaces and masonry chimneys,
    - 14.5.2.2 factory-built fireplaces and allied chimneys,
    - 14.5.2.3 stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys, and
  - 14.5.3 substantial completion of interior finishes.

**15. Severability**


Should any provision of this By-law be declared by a court of competent jurisdiction to be invalid it shall not affect the validity of this By-law as a whole or any other part thereof, other than the provision declared to be invalid.

**16. Interpretation and Implementation**

- 1) Schedules A and B attached shall form part of this By-law.
- 2) This By-law shall come into effect on the date of passing, save and except, the building fees which shall be effective July 1, 2024.
- 3) By-law 45-18, as amended, is hereby repealed, save and except the building fees which shall be repealed July 1, 2024.



This By-law Read and Passed by Council on the 29<sup>th</sup> day of April, 2024.

  
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MAYOR, Wilma Wotten

  
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CLERK, Ralph Walton

## Schedule A

### SCHEDULE A TO BY-LAW 45-18

#### CLASSES OF PERMITS AND PERMIT FEES

##### 1. Calculation of Permit Fees

- 1.1 Permit fees shall be calculated using:
  - 1.1.1 the flat rate where indicated in Table 1 of Schedule A
  - 1.1.2 the product of the applicable fee multiplier in Table 1 of Schedule A and the related area of work or other measure specified; or
  - 1.1.3 where a fee is not listed in Table 1 of Schedule A, a fee shall be paid in the amount of \$15 for each \$1,000 of the project value estimate or part thereof of the construction value prescribed by the CBO.
- 1.2 Except for classes of permits subject to flat rates, fees shall be based on the appropriate measure of the entire or partial floor area of the project value estimate
- 1.3 In addition to the fees calculated in accordance with Schedule A, each application for consideration of an alternative solution shall be \$176.22 per hour, accompanied by a non-refundable fee of \$500 or 10% of the permit fee, whichever is less.
- 1.4 Where an independent third party review is required, the Township may require all or part of the associated costs be added to the building permit fee and be collected prior to issuance of a building permit.
- 1.5 When calculating fees based on the area of work, floor area is measured to the outer face of exterior walls and to the centerline of party walls or demising walls, except when calculating interior partition work. When measuring floor areas for interior partitioning, corridors, lobbies, washrooms, lounges, and all other similar facilities are to be included and classified according to the major occupancy classification for the floor area with which they are associated.
- 1.6 When measuring for the extent of area of work and/or project value estimate for floor area, no deduction shall be allowed for floor openings required for facility spaces as stairs, elevators, escalators, shafts and ducts. Any interconnected floor spaces and atriums open to below the lowest level may be deducted from measured floor area.
- 1.7 Where incorporated with an application for Group C Residential Occupancies described in Schedule A, no additional fee is required for woodstoves or fireplaces, or unfinished basements.



- 1.8 Where incorporated with an application for Group C Residential Occupancies described in Schedule A; additional fees are required for open decks, any porch as a covered deck, attached garages, solar roof system and/or a basement finished, and plumbing systems.
- 1.9 Where incorporated with an application for a class permit in Schedule A, no additional fee shall be levied for mechanical, fire protection or green technology systems that form part of the work proposed under the application.
- 1.10 For any permit application for a class of permit subject to alterations or repair by renovation, floor area used for the total area of work calculation of fees by project value estimate shall be the lesser of:
  - 1.10.1 the area contained within a single rectangle encompassing all of the proposed work, or
  - 1.10.2 the overall actual area of the unit space(s).
- 1.11 The occupancy classifications used in this By-law are based on Building Code major 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 of work measured for each individual occupancy and taking the sum of the fees calculated for each occupancy.
- 1.12 Where a change of use permit is denied, the fees paid may be credited to an alteration permit which incorporates the construction required to accommodate the change of use.
- 1.13 Except for temporary buildings on construction sites for office or sales purposes, fees for temporary buildings, including tents, apply to buildings erected for 30 days or less. Additional fees apply for each month thereafter up to 120 days.
- 1.14 Notwithstanding anything to the contrary in this By-law, the construction or alteration of all buildings and structures on lands owned by the Corporation which is funded, in part or in whole, by the Corporation shall not be subject to permit fees.

## **2. Minimum Fees**

- 2.1 Except where a flat fee applies, the minimum fee for any permit application for work proposed in Group C residential occupancies in Schedule A shall be \$176.22.
- 2.2 Except where a flat fee applies, the minimum fee for any permit application for work proposed in Group A, B, D, E and F occupancies in Schedule A shall be \$359.53.

**3. Plan Re-examination Fees**

3.1 Where an Applicant substantially revises proposed materials, systems or a building design after examination of a previous submission has already been undertaken, a re-examination fee shall apply as set out in Schedule A to this By-law.

**4. Certification of House Models**

4.1 Where an applicant proposes to construct a subdivision based on a pre-determined number of house models, a certification process is available to pre-approve the plans for each house model in advance of filing building permit applications. Every application for the certification of a house model shall:

4.1.1 be accompanied by the plans, specifications, documents and other information prescribed in Section 4(7) or as agreed by the CBO; and

4.1.2 be accompanied by the appropriate fee in accordance with Schedule A.

**5. Additional Inspection Fees**

5.1 An additional inspection fee as set out in Schedule A to this By-law shall apply and shall be paid prior to each inspection being undertaken on any Building, where,

5.1.1 any of the prescribed notice requirements under the Building Code or the additional notices required under this By-law have not been complied with by a Permit Holder;

5.1.2 more than two inspections are required due to construction being incomplete or not in compliance with the Building Code;

5.1.3 a Building is occupied before the notice required under Section 11 of the Act was given to the Chief Building Official; or

5.1.4 an inspection is requested to confirm that outstanding items have been completed or corrected in respect of a Deficient Permit.

**6. Administration Fees**

6.1 To offset additional investigation and administrative costs, where any person has commenced construction, demolition or changes to the use of a building prior to having submitted an application for a permit, or before having received a permit, in addition to any other penalty under the Act, Building Code, or this By-law, the permit fee shall be increased by the greater of \$1,500 or 150% of the regular permit fee, and \$2,500 or 200% after first offence OR if a minor variance is required. Payment of these fees does not relieve any person or corporation from complying with the Act, the



Building Code or any applicable law.

- 6.2 To offset additional costs associated with the investigation, inspection, administration and rectification of unsafe buildings pursuant to section 15.9 of the Act, a fee of \$382.96 shall be paid where any Unsafe Order is issued, and an additional fee of \$382.96 shall be paid where any Order respecting occupancy is issued. Payment of these fees does not relieve any person or corporation from complying with the Act, the Building Code or any applicable law.
- 6.3 To transfer a permit from one permit holder to another, an additional fee of \$284.22 shall be payable.
- 6.4 For phased projects for which a partial permit has been issued, the fee shall be the permit fee for the proposed construction plus an additional 10% of that fee for each phase of construction. A minimum additional fee of \$167.04 and a maximum of \$710.54 applies to partial permits. Partial permit fees are not refundable.
- 6.5 For conditional permits, the fee shall be the permit fee for the proposed construction plus an additional 10% of that fee to a maximum of \$3,223.38 applies to conditional permits. Conditional permit fees are not refundable.
- 6.6 Notwithstanding Section 5 of this By-law, for changes of house models, an additional fee of \$613.91 plus the fee in Schedule A corresponding to new home construction for any resulting increase in floor area shall be payable. Where the floor area is reduced, no refund applies.
- 6.7 Pursuant to Section 12 of this By-law, where an application is made using a Registered Code Agency appointed under a service agreement with the CBO, and those services are fully paid for by the applicant, the application fee shall be reduced by 20% at the time of a complete application is filed with a Plan Review Certificate as defined by the Act.

## **7. Fee Refunds**

- 7.1 If requested, in writing, by an Applicant or Permit Holder, where,
  - 7.1.1 an Applicant withdraws, in writing, an application for a Permit;
  - 7.1.2 an application is deemed to have been abandoned in accordance with Section 7 of this By-law;
  - 7.1.3 the CBO refuses in writing, to issue a Permit and provides the reason why, for which an application has been made; or
  - 7.1.4 the CBO revokes a Permit after giving written notice of such intent, after it has been issued,

The CBO or designate shall calculate the portion of any fee paid that may be refunded and authorize the payment thereof, based upon the functions undertaken by the Township, in accordance with subsections 8.2 to 8.8 of this By-law.

- 7.2 Seventy-five per cent (75%) of the Permit fee paid in accordance with Schedule A to this By-law shall be refunded if only application administrative functions have been performed.
- 7.3 Fifty per cent (50%) of the Permit fee paid in accordance with Schedule A to this By-law shall be refunded if the following have been performed,
- 7.3.1 all or part of technical plan review functions; and
- 7.3.2 the Permit has not been issued.
- 7.4 Twenty-five per cent (25%) of the fee paid in accordance with Schedule A to this By-law shall be refunded if the Permit has been issued and construction or demolition has not commenced.
- 7.5 Notwithstanding subsections 8.2 to 8.8 of this By-law, no refund of any portion of the Permit fee paid in accordance with Schedule A to this By-law shall be made if any construction or demolition has commenced.
- 7.6 No refund shall be payable where the amount calculated in accordance with this section is less than \$150.00.
- 7.7 Any Lot Grading Security deposit as per Table 1 of Schedule A may be refunded upon completion of the project to the satisfaction of the CBO. Said security deposits shall be refunded (without interest) to the permit holder provided the construction or demolition for which the Permit was issued is complete within two (2) years of the permit issue date. After two years, or if the permit holder does not complete all the work and close the file, the Township may transfer the security deposit to the Building Reserve Fund.
- 7.8 Any amount authorized by the CBO to be refunded shall be paid to the person named on the fee receipt issued by the Township upon original payment of the fee, unless that person directs, in writing, that it be refunded to another person.



**Schedule A**

**Classes of Permits and Fees Payable**

**Part A – Fees Payable for Specific Classes of Permits**

<b>Class of Permit</b>	<b>By-Law Reference</b>	<b>Fee Payable</b>
Building Permit	4.7	See Part C plus Security Deposit for Lot Grading (if required)
Demolition Permit	4.9	\$153.48 – Residential \$228.80 Non-Residential
Conditional Building Permit	4.12	10% of Applicable Building Permit Fee Payable to a maximum of. \$3,223.38
Change of Use Permit	4.14	\$146.69 Flat Fee

**Part B – Other Fees Payable**

Type of Fee	By-Law Reference	Fee Payable
Partial Permit	4.9	Applicable Building Permit Fee Payable plus 10% additional - min. \$167.04 - max. \$710.54
Site Servicing Permit for Plumbing	4.15	26.22 per m2
Alternative Solution Examination Fee	6 Schedule A – 1.4	\$176.22 per hour and \$500 or 10% of Permit Fee
Resubmission of Application found to be Incomplete	7.1	25% of Applicable Building Permit Fee
Renewal of Permit (from Deficient permit)	7.2	12% of Applicable Building Permit Fee
Transfer of Permit	9	\$284.22 Flat Fee
Request for Deferral of Permit Revocation	10.2	\$284.22 Flat Fee
Re-examination of Plans with significant change	Schedule A - 3	\$185.98 per hour
Certification of Model Homes	Schedule A - 4	\$3623.74
Additional Inspection	Schedule A - 5	\$146.37 Flat Fee
Building without first obtaining a valid Permit	Schedule A - 6.1	<ul style="list-style-type: none"> <li>• Building Permit Fee Increased by \$1,500 or 150% of the Applicable Building Permit Fee for first offence.</li> <li>• Building Permit Fee Increased by \$2,500 or 200% of the Applicable Building Permit Fee after first offence</li> </ul>
Unsafe Order Investigation	<b>Schedule A - 6.2</b>	<b>\$386.26</b>
Unsafe Order Respecting Occupancy	Schedule A - 6.2	\$386.26
Changes to Model Homes	Schedule A - 6.6	Applicable Building Permit Fee Payable plus \$613.91
Application Made by Registered Code Agency	Schedule A - 6.7	Applicable Building Permit Fee Reduced by 20%
Lot Grading Security	Schedule - A 7.7	\$10,000



**Part C – Fees Payable for Building Permits**

**New Construction and Additions (for each m2 of GFA or part thereof)**

<b>Building Type</b>	<b>Fee Payable (Effective July 1, 2024)</b>
Group A – Assembly Occupancies	\$27.50
Group B – Institutional Occupancies	\$27.50
Group C – Residential Occupancies	
• Porches, Carport/Garages, and Storage Sheds	\$6.87
• Other Residential Buildings	\$19.99
Group D – Business and Personal Service Occupancy	\$19.99
Group E – Mercantile Occupancy	\$19.99
Group F – Industrial Occupancy	
• Farm Buildings and Pole Barns not exceeding 600m2	\$3.83 to a maximum of \$2,000
• Riding Arena and agricultural structures exceeding 600 m2	\$4.44
• Other Industrial Building types	\$12.20

## Alterations, Renovations, Repairs and Other Structures

Building Type	Fee Payable (Effective July 1, 2024)
<b>Minor Residential Structures, including:</b>	
<ul style="list-style-type: none"> <li>• Decks</li> <li>• Outdoor wood furnace/wood boiler Water and/or Sewer service Connection(s)</li> <li>• Other Similar Minor Projects and Structures</li> </ul>	<b>\$142.00</b> <b>Flat Fee</b>
<b>Minor Non-Residential Structures, including:</b>	
<ul style="list-style-type: none"> <li>• School Portables (each)</li> <li>• Temporary Prefabricated Trailers (each)</li> <li>• Temporary Tent (each); monthly fee</li> <li>• Other Similar Minor Projects and Structures</li> </ul>	<b>\$471.80</b> <b>Flat Fee</b>
<b>Designated Structures</b>	
<ul style="list-style-type: none"> <li>• Retaining Walls</li> </ul>	<b>\$14.85/Linear Metre</b>
<ul style="list-style-type: none"> <li>• Telecommunications Towers</li> </ul>	<b>\$764.54 Flat Fee</b>
<ul style="list-style-type: none"> <li>• Solar for Family Dwelling</li> </ul>	<b>\$183.81 Flat Fee</b>
<ul style="list-style-type: none"> <li>• Solar for Other Occupancies:</li> </ul>	<b>\$183.81 Flat Fee</b>
<ul style="list-style-type: none"> <li>• Each Panel</li> </ul>	<b>\$15.63 / Panel</b>
Other Alterations and Renovations to Existing Buildings Not Provided for in Items 7 to 9	<b>\$8.07 / m2</b>
Plumbing	<b>\$221.92 Flat Fee</b>
Records Search & Release of Building Permit Information to Property Owner or Authorized Agent	<ul style="list-style-type: none"> <li>• <b>\$7.50 to request information</b></li> <li>• <b>\$7.50/15 min for records search</b></li> <li>• <b>\$0.65/page up to 11x17 copying costs; \$1.29/page for large scale drawing, \$10 to provide files on thumb drive</b></li> </ul>

### Notes:

1. All fees shall be adjusted annually on January 1st, without amendment to this By-law to account for the Consumer Price Index for the prior year.
2. All fees set out in Schedule A to this By-law shall come into effect on July 1, 2024
3. All fees set out in Schedule A to this by-law, that come into effect on July 1, 2024 shall not be adjusted to account for the Consumer Price Index until January 1, 2026.
4. Minimum Fees
  - a. Except where a flat fee applies, the minimum permit fee for any permit application for work proposed in Group C residential occupancies in Schedule A shall be \$176.22.



- b. Except where a flat fee applies, the minimum permit fee for any permit application for work proposed in Group A, B, D, E and F occupancies in Schedule A shall be \$359.53.

**Schedule B**

**Documents and Drawings Required for Permit Applications**

**1. Class of Permit: Permit to Construct**

**a. Residential New Buildings**

- Detached Houses
- Semi-detached houses
- Duplex/Triplexes
- Townhouses

<b>Documents Required</b>	<b>Drawings Required</b>
<ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. TARION 'Declaration of Applicant for Building Permit'</li> <li>c. Heat loss/heat gain/duct calculations (per dwelling unit)</li> <li>d. Residential Mechanical Ventilation Summary*</li> <li>e. Approved road entrance permit from the authority having jurisdiction (MTO, Region, OR Township)</li> <li>f. Site plan approved by Township Planning Section</li> <li>g. Grade plan or waiver approved by Township Building Section</li> </ul>	<ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Grading Plan</li> <li>c. Architectural Drawings (including block floor plans for each floor, block roof plans and block elevations for townhouse blocks)</li> <li>d. Structural Drawings (including pre-engineered beam shop drawings)</li> <li>e. Roof truss / Pre-engineered floor system shop drawings (including block pans for townhouse blocks)</li> <li>f. HVAC Drawings (per dwelling unit)</li> <li>g. On-site Sewage System approval</li> </ul>

**b. Residential Additions/Alterations and Accessory Buildings**

- Additions/Alterations
- Accessory Buildings
- Residential as in 1(a)

<b>Documents Required</b>	<b>Drawings Required</b>
<ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Heat loss / heat gain / duct calculations</li> <li>c. Residential Mechanical Ventilation Summary*</li> </ul>	<ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Site Grading Plan</li> <li>c. Architectural Drawings</li> <li>d. Structural Drawings (including pre-engineered beam shop drawings)</li> <li>e. Roof truss / Pre-engineered floor system shop drawings</li> <li>f. HVAC Drawings</li> <li>g. On-site Sewage System Approval</li> </ul>



**2. Class of Permit – Permit to Construct**

**a. Non Residential – New Buildings and Additions**

- Non Residential Buildings
- Residential Apartment Buildings
- Mixed Use Buildings
- Other Residential Buildings not described in Section 1(a)

Documents Required	Drawings Required
<ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to General reviews by Architects and Engineers*</li> <li>c. Subsurface investigation report</li> <li>d. Heat loss / heat gain / duct calculations</li> <li>e. Energy Efficiency Certificate Form*</li> </ul>	<ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Site Servicing / Site Grading Plan</li> <li>c. Architectural Drawings</li> <li>d. Structural Drawings</li> <li>e. HVAC Drawings</li> <li>f. Plumbing Drawings</li> <li>g. Electrical Drawings</li> <li>h. Fire Protection System Drawings</li> <li>i. On-site Sewage System approval</li> </ul>

**b. Permit to Construct – Alterations and Tenant Improvements**

- Non Residential Buildings
- Other Residential Buildings not described in Section 1(a)

Documents Required	Drawings Required
<ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to General reviews by Architects and Engineers*</li> <li>c. Heat loss / heat gain / duct calculations</li> </ul>	<ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Key Plan</li> <li>c. Architectural Drawings</li> <li>d. Structural Drawings</li> <li>e. HVAC Drawings</li> <li>f. Plumbing Drawings</li> <li>g. Electrical Drawings</li> <li>h. Fire Protection System Drawings</li> <li>i. On-site Sewage System approval</li> </ul>

**3. Class of Permit – Permit to Construct**

**a. Non Residential - Other**

- Tents/Air Supported Structures
- Mechanical Only Permits
- Plumbing Only Permits
- Designated Structures
- Farm Buildings
- Green Energy Projects
- Signs
- Site Servicing
- Other than Sections 1, 2 and 4

<b>Documents Required</b>	<b>Drawings Required</b>
<ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Documents from Sections 1(a) to 2(b) or other documents which are applicable to the scope of work proposed and required by the Chief Building Official to determine compliance with the Building Code and other applicable law.</li> </ul>	<ul style="list-style-type: none"> <li>a. Drawings from Sections 1(a) to 2(b) which are applicable to the scope of work proposed and required by the Chief Building Official to determine compliance with the Building Code and other applicable law.</li> </ul>

#### **4 – Class of Permit – Change of Use**

<b>Documents Required</b>	<b>Drawings Required</b>
<ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to General Reviews by Architects and Engineers*</li> </ul>	<ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Key Plan</li> <li>c. Architectural Drawings</li> <li>d. HVAC Drawings</li> </ul>

#### **5 – Class of Permit – Permit to Demolish**

<b>Documents Required</b>	<b>Drawings Required</b>
<ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to General Reviews by Architects and Engineers*</li> </ul>	<ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Demolition Plan (where required)</li> </ul>

**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.