



## Building Services Notice

**Attention:** Homebuilders and Designers

**Subject:** Updates To Application and Inspection Processes for New Home Construction

- Reverse Plans  
Reverse plans will no longer be accepted for building permit applications. Drawings submitted for, and issued with building permits must accurately represent what is being constructed.
- Building Permit Fees
  - Building Permit Fees will not be increasing on January 1, 2023.
  - Refundable Inspection Fee
    - As per Section 14 of the Building By-Law, a refundable inspection fee shall be payable prior to the issuance of a *permit to construct a house* in the amount as set out in **Schedule "A"** of the By-law. The fee will be collected as of January 1, 2023.
    - The current amount of the fee is \$588.62.
    - Upon successful completion of the final inspection, the refundable inspection fee shall be remitted to the person named on the fee receipt issued by the Chief Building Official upon payment of the fee, unless the person directs in writing that it be refunded to another person, less any additional re-inspection fees incurred.
    - The refundable inspection fee shall be forfeited where:
      - the final inspection has not been passed within three (3) years from the date of issuance of the permit;
      - the building has been occupied without an Occupancy Permit issued by the Chief Building Official; or
      - more than twelve inspections were required per house to enable the issuance of the final occupancy permit.



- A reminder that additional fees are chargeable for:
  - Revisions and re-examination of drawings.
  - Alternative solution applications.
  - Commencement of construction prior to receiving a permit.
  - Re-inspection- if the stage of construction that has been requested to be inspected is not substantially complete, is not ready for an inspection or where previous infractions have not been corrected.
- Report Submission Time Frames
  - Submission of P.eng report requiring review. Ensure that the report is submitted with sufficient time for review prior to the request of the next inspection, if that inspection is dependent on the acceptance of the report. Follow up with your inspector if you are unsure if reports have been reviewed.
- Development Charge Increase effective for permits issued after January 1, 2023
  - Town of Collingwood Charges can be found here:  
[https://www.collingwood.ca/sites/default/files/docs/dc\\_leaflet\\_jan\\_1\\_23\\_-\\_mq.pdf](https://www.collingwood.ca/sites/default/files/docs/dc_leaflet_jan_1_23_-_mq.pdf)
  - Simcoe County Charges can be found here:  
<https://www.simcoe.ca/Finance/PublishingImages/dpt/fin/charges/Development%20Charge%20Bulletin%20January%202023.pdf>
- Revisions
  - After the issuance of a permit under the Act, the applicant shall give written notice to the Chief Building Official in writing (via the portal) of any material change to a plan or specification, document or other information upon which a permit was issued, complete with the details of the changes. *Such changes shall not be made without obtaining written authorization of the Chief Building Official.* Ensure that any revisions have been reviewed and returned prior to calling for the associated inspections. Applicable fees will be charged for revisions as per the Building By-law.
- Booking Inspections
  - 48 hours notice required. Book through portal or email. Ensure reports and revisions are submitted via the portal with enough time for review prior to calling for inspections. Follow up with your inspector if you are unsure if reports have been reviewed.
- Occupancy Requirements
  - Temporary guards must meet all requirements of the OBC, ie: SB7 guard, pre-engineered product or P.eng design. An inspection must be called for upon installation of the permanent guards.
- Safe access to sites.
  - With winter weather upon us, please ensure that any site where an inspection requested is provided with safe access for the building inspector. If safe access is not provided the inspection will be deemed not ready and will need to be rescheduled re-inspection fees will apply.

We look forward to working with you in 2023 and beyond.

Wishing everyone a happy holiday season and a healthy and prosperous 2023!

Building Division staff: Tammy, Erin, Brian, Corey, Leah, Jen and Dave.