

TOWN OF COLLINGWOOD

May 27, 2019

RES-189-2019

MOVED BY.....*Kathy Hill*.....

SECONDED BY.....*R. Hill*.....*Jm*.....

BE IT RESOLVED:

THAT By-law No. 2019-039, being a by-law respecting construction, demolition, change of use permits and inspections, be enacted and passed this 27th day of May, 2019.

- CARRIED
- DEFEATED
- TABLED

Moved by: _____

Seconded by: _____

Deferred Until: _____

[Signature]

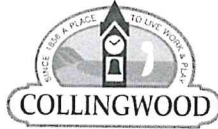
 MAYOR

[Signature]

 CLERK

| <input type="checkbox"/> RECORDED VOTE | | |
|--|-----|-----|
| COUNCIL | Yea | Nay |
| Saunderson | | |
| Hull | | |
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| Jeffery | | |
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BY-LAW No. 2019-039
OF THE
CORPORATION OF THE TOWN OF COLLINGWOOD



BEING A BY-LAW RESPECTING CONSTRUCTION, DEMOLITION, CHANGE
OF USE PERMITS AND INSPECTIONS

WHEREAS Section 7 of the *Building Code Act, 1992, S.O. 1992, c.23*, authorizes Council to pass By-laws concerning the issuance of permits and related matters;

AND WHEREAS Subsection 7.1(1) of the *Building Code Act, S.O. 1992, Chapter 23*, as amended, requires Council to establish and enforce a Code of Conduct for the *Chief Building Official* and Inspectors;

AND WHEREAS the Council of the Corporation Town of Collingwood desires to repeal By-law No. 2005-033, as amended and enact a new Building By-law for the issuance of permits and related matters, including a fee schedule for all applicable building permit fees:

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF COLLINGWOOD HEREBY ENACTS AS FOLLOWS:

1. SHORT TITLE

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, c.23*, as amended;
- (b) "applicant" means the *owner* of a building or property who applies for a *permit* or any person authorized by the *owner* to apply for a *permit* on the *owner's* behalf, or any person or corporation empowered by statute to cause the demolition of a building or buildings and anyone acting under the authority of such person or corporation;
- (c) "architect" means a holder of a licence, a certificate of practice, or a temporary licence under the *Architects Act*;
- (d) "as constructed plans" means *as constructed plans* as defined in the *Building Code*;
- (e) "building" means a Building as defined in Subsection 1.(1) of the *Act*;
- (f) "Building Code" means the regulation under Section 34 of the *Act*;
- (g) "change of use permit" means a *permit* issued under Subsection 10.(1) of the *Act*;
- (h) "Chief Building Official" means the *Chief Building Official* appointed by Council under Section 3(2) of the *Act*;
- (i) "complete application" means an application that meets the minimum requirements set out in the *Building Code* and the requirements of this By-law;
- (j) "conditional permit" means a building *permit* issued by the *Chief Building Official* under Subsection 8(3) of the *Act*;
- (k) "construct" means *construct* as defined in Subsection 1(1) of the *Act*;
- (l) "demolish" means to do anything in the removal of a building or any material part thereof as defined in Section 1(1) of the *Act*;
- (m) "electronic submission" means the filing of a pre-application review or an application for a *building permit*, certified model or an alternative solution, including all required

forms, documents, drawings and specifications, submitted through an electronic application procedure approved by the *Chief Building Official*;

- (n) "house" means a detached house, semi-detached house or row house containing not more than two dwelling units.
- (o) "Inspector" means an *inspector* appointed pursuant to Subsection 3(2) of the *Act* and appointed by By-law of the Corporation of the Town of Collingwood for the purposes of enforcement of the *Act*;
- (p) "owner" means, in respect of the property on which construction is to take place, the registered *owner* of the land, save and except for *conditional permits*, may include a lessee, a mortgagee in possession and the person acting as the *owner's* authorized agent;
- (q) "partial permit" means a *permit* issued by the *Chief Building Official* to *construct* part of a *building*;
- (r) "permit" means written permission or authorization from the *Chief Building Official* in either written or electronic form to perform *work* regulated by this By-law, the *Act* or to change the use of a building or part of a building or parts therefor, or to occupy a building or part thereof, as regulated by the *Act* and the *Building Code*;
- (s) "permit holder" means the person to whom the *permit* has been issued and who assumes the primary responsibility for complying with the *Act* and the *Building Code*;
- (t) "plans and specifications" means documentation in support of a *permit* application in either physical paper or electronically generated as further described in this By-law;
- (u) "plumbing" means *plumbing* as defined in Subsection 1.(1) of the *Act*;
- (v) "Professional Engineer" means a person who holds a licence or a temporary licence under the *Professional Engineers Act*;
- (w) "sewage system" means a *sewage system* as defined in Subsection 1.(1) of the *Act*;
- (x) "supplementary submission" means the submission of additional information in relation to a building *permit* application previously filed and under review, upon which is required by the *Chief Building Official* to determine *Building Code* compliance prior to the issuance of a *permit*;
- (y) "Town" means the Corporation of the Town of Collingwood;
- (z) "work" means construction or demolition of a building or part thereof, as the case may be.

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

3. LIST OF SCHEDULES

3.1. The following schedules are attached to and form a part of this By-law:

- 3.1.1. **Schedule "A", "Permit Fees"**, being the general formula for calculation of fees, minimum fees, classes of permits required for construction, demolition or change of use, refunds and administrative fees;
- 3.1.2. **Schedule "B", "Building Permit Submission Requirements"**, being the information required to submit a building *permit* application for various types of permit applications to be considered a complete application pursuant to section 2.4 of the *Act*;
- 3.1.3. **Schedule "C", "Documents and Forms"**, being the list of *permit* forms prescribed for use as applications for *permits*, orders, *permits*, inspection reports, and administrative matters; and
- 3.1.4. **Schedule "D", "Code of Conduct for Building Officials"**, being the code of conduct for the *Chief Building Official* and Building Inspectors in exercising their power and performing their duties under the *Act*.

4. CLASSES OF PERMITS

Classes of *permits* required for construction, demolition or change of use of a building are set forth in **Schedule "A"** appended to and forming part of this By-law and include the following:

4.1. Building Permit

This *permit* is required under Subsection 8(1) of the *Act* and may include *plumbing*, heating, ventilation and air conditioning systems, *sewage systems*, farm buildings and designated structures as set out in Division A, Sentence 1.3.1.1.(1) of the *Building Code* and signs as set out in Division B, Section 3.15. of the *Building Code*.

4.2. Demolition Permit

This *permit* is required under Subsection 8(1) of the *Act*.

4.3. Change of Use Permit

This *permit* is required under Subsection 10.(1) of the *Act* when a change in use of a *building* or parts thereof will result in an increase in hazard as determined under the *Building Code* even though no construction is proposed.

4.4. Conditional Permit

This *permit* may be issued by the *Chief Building Official* in accordance with Subsection 8.(3) of the *Act* to authorize any stage of construction, even though all of the requirements under Subsection 8.(2) of the *Act* have not been met.

4.5. Occupancy Permit

This *permit* is required under Division C, Subsection 1.3.3. of the *Building Code* where all or part of a building will be occupied.

5. INFORMATION REQUIRED FOR ALL PERMIT APPLICATIONS

5.1. General Requirements for Permit Applications

- 5.1.1. In addition to the general requirements above To obtain a permit, the owner or an agent authorized in writing by the owner shall file with the Chief Building Official:
 - (a) an *application* on the prescribed form entitled "Application for a Permit to Construct or Demolish";
 - (b) be accompanied by the required fees as set out in **Schedule "A"**; and
 - (c) complete plans and specifications, documents and other information as required in this By-law and **Schedule "B"**.
- 5.1.2. An application shall, unless otherwise determined by the *Chief Building Official*, be submitted electronically.
- 5.1.3. All applications for a *permit* to be submitted shall not constitute an acceptance of the application by the *Chief Building Official* until a pre-screening has been completed as determined by the *Chief Building Official*.
- 5.1.4. Notwithstanding any other provision in this By-law, for electronically submitted *permit* applications, all requirements as set out in this By-law shall be submitted electronically unless otherwise authorized by the *Chief Building Official*.
- 5.1.5. The *Chief Building Official* may provide prescribed forms in electronic format and may allow for the *electronic submission* of completed application forms and related documents.
- 5.1.6. When filing an application, the *owner* and the *applicant* shall provide an email address for the purpose of receiving communications from the *Chief Building Official* regarding the construction, demolition or change of use associated with the *permit* application or *permit*. The *owner* or authorized agent of the *owner*

shall inform the *Chief Building Official* immediately in writing when the email address provided change or become not functional.

- 5.1.7. Notwithstanding the requirements of this Subsection, completed forms generated electronically or submitted through the *Town* website shall be subject to the endorsement of the *applicant*.
- 5.1.8. 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.
- 5.1.9. An application for a permit may be refused by the Chief Building Official where it is deemed not to be a complete application.

5.2. Application for Permit to Construct

- 5.2.1. In addition to the general requirements above, where an application is made for a *permit to construct* under Subsection 8(1) of the *Act*, the *owner* shall file the following information:
 - (a) 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;
 - (b) be accompanied by the *plans and specifications*, documents, forms and other information prescribed in section 7 and **Schedule B** of this by-law; and
 - (c) be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the *Chief Building Official* to be unnecessary.

5.3. Application for Permit to Demolish

- 5.3.1. In addition to the general requirements above, where an application is made for a *permit to demolish* under Subsection 8(1) of the *Act*, the *owner* shall file the following information:
 - (a) 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;
 - (b) be accompanied by written proof satisfactory to the *Chief Building Official* that arrangements have been made with the proper authorities for termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services; the completed "Demolition Clearance Form" as prescribed by the Chief Building Official; and
 - (c) evidence satisfactory to the *Chief Building Official* that the building or structure that is the subject of the *permit* application is not affected by Section(s) 30, 33,34 or 42 of the *Ontario Heritage Act*.

5.4. Application for a Change of Use Permit

- 5.4.1. In addition to the general requirements above, where an application is made for a *change of use permit* issued under Subsection 10(1) of the *Act*, the *owner* shall file the following information:
 - (a) show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the *Building Code* including, floor plans, details of wall, floor and roof assemblies identifying required fire resistance ratings and load bearing capacities;
 - (b) a completed OBC Data Matrix Form;
 - (c) a report from a qualified person as prescribed by the *Building Code* confirming that the change of use will safely occur within the existing

building or portion thereof without the need to upgrade any construction, as permitted under Part 10 of the *Building Code*.

5.5. Application for a Private On-Site Sewage System Permit

5.5.1. In addition to the general requirements above, where an application is made for a *permit to construct* a Private On-site Sewage System under Subsection 8(1) of the *Act*, the *owner* shall file the following information:

- (a) a completed "Private On-Site Sewage System Design Criteria Form"; and
- (b) a site evaluation report as required by **Schedule "B"**.

5.6. Application for a Conditional Permit

5.6.1. In addition to the general requirements above, a request provided to the *Chief Building Official* to consider the issuance of a *conditional permit* in association with a pending application for a *permit to construct* under Subsection 8(3) of the *Act*, shall include:

- (a) a written statement of the reasons why the *applicant* believes that unreasonable delays in construction would occur if a *conditional permit* is not granted;
- (b) a statement of the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
- (c) a copy of the executed *conditional permit* agreement signed by the *owner* and *Chief Building Official*.
- (d) for residential model homes that are authorized by a Town agreement, the required certifications as required by the said agreement;
- (e) for new construction and additions to existing buildings for Industrial, Commercial, Institutional, and Multi-Residential properties; a copy of the draft Site Plan Control Agreement or Undertaking with the *Town*, where applicable; and
- (f) be accompanied by the required fees or partial payment calculated in accordance with **Schedule "A"**.

5.7. Application for a Certified Model

5.7.1. In addition to the general requirements above, an applicant may file an application for a certified model and shall be made on an application form prescribed by the Chief Building Official.

5.7.2. Plans and specifications forming part of each certified model application shall be deemed to form part of the permit documents for each permit subsequently issued under the *Act*.

5.8. Additional Information

5.8.1. The acceptance or processing of an *application* under this By-law shall not be deemed to prohibit the *Chief Building Official* from requiring the *applicant* to supply further information, *plans and specifications* or details as may be necessary to:

- (a) determine compliance with the *Act*, *Building Code*, this By-law or other applicable law, or
- (b) determine the fees required to be calculated under this By-law.

5.8.2. Without the *applicant* supplying such information as requested by the *Chief Building Official*, the application may be determined to be incomplete or denied.

6. INCOMPLETE APPLICATIONS

6.1. Where a proposed application does not contain enough information to enable the *Chief Building Official* to determine whether the proposed construction, demolition, change of use or transfer of *permit* will conform to the *Act*, the *Building Code* and any other applicable law, the application will be considered to be incomplete and may not be accepted.

- 6.2. Where an application is determined to be incomplete in accordance with the *Building Code* or this By-law, the *Chief Building Official* may accept and process the application where the applicant acknowledges that the application is incomplete by completing the prescribed acknowledgment form, "Acknowledgement of An Incomplete Application Form".
- 6.3. Incomplete applications, where accepted, will be reviewed as time and staff resources allow and shall not be subject to applicable *complete application* timeframes prescribed by the *Building Code* for permit issuance.

7. INACTIVE PERMIT APPLICATIONS

- 7.1. Where an application for a *permit* remains incomplete or inactive for six (6) months from the date the application was received, the application may be deemed by the *Chief Building Official* to have been abandoned and notice of cancellation shall be given to the *applicant*.
- 7.2. Prior to cancelling an application, the *Chief Building Official* may serve a notice to the *applicant* by regular mail or electronic service to the address indicated on the *permit* application form and following a thirty (30) day period from the date of service, the *Chief Building Official* may cancel the application without any further notice.
- 7.3. Where notice is served by electronic or mail service, the *permit holder* shall be conclusively deemed for all purposes to have been served with the notice on the fifth day after the day of delivery.
- 7.4. An *owner* may within thirty (30) days from the date of service of a notice under this Part, request in writing that the *Chief Building Official* defer the cancellation by stating in writing the reasons why the application should not be cancelled.
- 7.5. The *Chief Building Official* having regard to any changes to the *Act*, *Building Code* or other applicable law may allow the deferral, applicable to a period of no later than six (6) months from the date of the deferral.
- 7.6. The *owner* may by written notice to the *Chief Building Official* withdraw his or her application.
- 7.7. Upon cancellation of the application or in the event of withdrawal of the application by the *owner*, the *Chief Building Official* shall, determine the amount of fees, if any, that may be refunded in accordance with **Schedule "A"**.

8. PLANS AND SPECIFICATIONS

- 8.1. Every *applicant* shall submit sufficient information, including *plans and specifications*, documents and other information with each application for a *permit* to enable the *Chief Building Official* to determine whether or not the proposed construction, demolition or change of use will conform to the *Act*, the *Building Code* and any other applicable law.
- 8.2. Each application shall, unless otherwise determined by the *Chief Building Official*, be accompanied by electronic copy of *plans and specifications* required under this By-law.
- 8.3. Plans shall be drawn to scale, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in **Schedule "B"** attached to this By-law.
- 8.4. Site Plans submitted shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such survey shall be filed with the *Town* unless this requirement is waived by the *Chief Building Official* because he or she is able, without having a current plan of survey, to determine whether the proposed *work* is in compliance with the *Act*, the *Building Code*, and any other applicable law.
- 8.5. Where required, a grading plan as required in this By-law shall be prepared by a *Professional Engineer*, a Licensed Engineering Technologist, a Certified Engineering Technologist, or an Ontario Land Surveyor in accordance to the Lot

Grading and Drainage requirements of *Chief Building Official* in addition to good engineering practice.

- 8.6. A grading plan for a new *house* within a plan of subdivision shall bear the certification stamp of the subdivision developer's consultant engineer requiring the grading plan to comply with an approved general grading plan for the subdivision.
- 8.7. The *Chief Building Official* may require, where deemed appropriate, that a Professional Engineer and/or *Architect* conduct a peer review for all or part of the *work* with the expense to be borne by the *applicant*.

9. AS CONSTRUCTED PLANS

- 9.1. The *Chief Building Official* may require that a set of *as constructed plans* of a *building* be filed with the *Chief Building Official* up on completion of construction under such conditions as may be prescribed in the *Building Code*.

9.2. Top of Foundation Wall Certification

- 9.2.1. Upon completion of construction of the foundation for a *house*, a certificate from an Ontario Land Surveyor, *Professional Engineer*, *Architect* or a Certified Engineering Technologist shall be submitted to the *Chief Building Official* confirming that the elevation(s) of the foundation conforms to the *Building Code* and to the applicable subdivision grading plan or lot grading plan approved by the *Town*.
- 9.2.2. Framing of a *house* shall not commence until the elevation(s) of the foundation wall have been certified unless otherwise approved by the Chief Building Official

10. REVISIONS TO APPLICATIONS AND PERMITS

- 10.1. After the issuance of a *permit* under the *Act*, the *applicant* shall give written notice to the *Chief Building Official* in writing of any material change to a plan and 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*.
- 10.2. Where in the opinion of the *Chief Building Official* a proposed building design of a permit application has substantially changed after the examinations of the plans and specifications have been completed, a re-examination fee as set out in **Schedule "A"** in this By-law shall apply to the revised plans and specifications.
- 10.3. Where a *permit holder* has deviated from the plans, specifications or other documents filed and in respect of which a *permit* has been issued, and either has been directed by the *Inspector* to submit an "Application for Revision to Permit" of the as-built construction, or the *permit holder* seeks to obtain approval for proposed revision, for consideration and authorization by the *Chief Building Official*, the *permit holder* shall file the following information:
 - (a) the prescribed application form entitled Application for a Permit to Construct or Demolish;
 - (b) revised *plans and specifications*, documents and other information as required in this By-law; and
 - (c) the additional non-refundable fee for "Revision to Permit" as set out in **Schedule "A"**.

11. ALTERNATIVE SOLUTIONS

- 11.1. Where an approval for an equivalent material, system or *building* under Section 9 of the *Act* is proposed for either the application for a *permit* or a material change to a plan, specification, documents or other information on the basis for which a *permit* was issued, the *applicant* shall submit:
 - (a) an application on a form prescribed by the *Chief Building Official*;
 - (b) all supporting documentation and calculations demonstrating that the proposed equivalent or alternative solution will provide the level of performance required by the *Building Code*; and
 - (c) payment of the required fee as prescribed in **Schedule "A"**.

- 11.2. The *Chief Building Official* may accept or reject a proposed equivalent or an alternative solution and may impose conditions and/or limitations on their approved use.
- 11.3. Equivalents or alternative solutions that are accepted by the *Chief Building Official* shall be applicable only to the location described in the *permit* application and are not transferrable to any other *building permit* unless authorized by the *Chief Building Official*.

12. FEES

- 12.1. The *Chief Building Official* shall determine the required fees calculated in accordance with **Schedule "A"** of this By-law.
- 12.2. No permit shall be issued or any service provided until the fees therefore have been paid in full by the *applicant*.
- 12.3. In addition to the fees paid at the time of *building permit* application, when an *applicant* makes *supplementary submissions* and *revised submissions*, the *applicant* shall pay the prescribed fee which shall be calculated in accordance with **Schedule "A"** of this By-law.
- 12.4. Any person who commences construction, demolition or changes the use of a *building* before having submitted an application for a *permit* or before having received a *building permit*, and in addition to any other penalty under the *Act*, *Building Code*, or this By-law, the *permit* fee shall be increased to 200% of the regular *permit* fee. The increase to the *permit* fee is to allow the *Town* to recover costs or portions thereof incurred by additional *work* and enforcement caused by the commencement of the unlawful construction.
- 12.5. Notwithstanding Section 12.4 above, the *permit* fee shall in no case be increased by more than \$5,000 above the regular *permit* fee.

13. REFUND OF FEES

- 13.1. In the case of withdrawal or abandonment of an application for a *permit* or abandonment of all or a portion of the work or the non-commencement of any project, the *Chief Building Official* shall, upon written request of the Owner or Applicant, determine the amount of paid Permit fees that may be refunded to the Owner or Applicant, if any, in accordance with **Schedule "A"** of this By-law.
- 13.2. Subject to Subsection 7(1) of the *Act*, there shall be no refund of *permit* fees where a *permit* has been revoked, except where the *permit* was issued in error or where the *applicant* requests revocation no more than six months after the *permit* is issued. In such cases the amount of refund shall be calculated in accordance with **Schedule "A"** of this By-law.

14. REFUNDABLE INSPECTION FEE

- 14.1. In addition to the fees paid at the time of application, 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 this By-law.
- 14.2. 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.
- 14.3. The refundable inspection fee shall be forfeited where:
 - (a) the final inspection has not been passed within three (3) years from the date of issuance of the *permit*;
 - (b) the *building* has been occupied without an Occupancy Permit issued by the *Chief Building Official*; or
 - (c) more than twelve inspections were required per *house* to enable the issuance of the final occupancy permit.

- 14.4. The amount of the refundable inspection fee that may be refunded shall be 100% of the fee less any additional re-inspection fees incurred by the Town.

15. REVOCATION OF PERMITS

- 15.1. Prior to revoking a *permit* under Subsection 8(10) of the *Act*, the *Chief Building Official* may serve a written notice at the last known address to the *permit holder* of intention to revoke and if on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, the *permit* may be revoked without further notice.
- 15.2. The person, to whom the *permit* was issued, may within thirty (30) days from the date of service of a notice under this Part, 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.
- 15.3. A request for deferral of revocation is subject to a fee in accordance with **Schedule "A"**.

16. TRANSFER OF PERMITS AND APPLICATIONS

- 16.1. *Permits* shall not be transferred to a new *owner* without the approval of the *Chief Building Official*.
- 16.2. Where the ownership changes after a *permit application* has been submitted and fees paid or where a *permit* has been issued, the *applicant* for the *permit* or the person to whom the *permit* was issued, may submit a request to the *Chief Building Official* requesting a transfer of the *permit application* and fees or the *permit* as identified in Clause 7.(1)(h) of the *Act* by submitting the following information:
- (a) the prescribed application form entitled "Application for a Permit to Construct or Demolish";
 - (b) the name and address of the person to whom the *permit application* and fees or the *permit* are to be transferred;
 - (c) the name and address of any contractors that have changed from those listed on the *permit application* or the *permit*; and
 - (d) the name and address of *architect(s)* and *Professional Engineer(s)* responsible for the design and field review of the construction that have changed from those listed on the *permit application* or the *permit*; and, name and address of the person who paid the permit fees.
- 16.3. Payment of the required fee, as prescribed in **Schedule "A"**, shall be payable on a transfer of *permit* by the new *owner* who shall thenceforth be the *permit holder* for the purpose of the *Act* and the *Building Code*.

17. NOTIFICATION FOR INSPECTIONS

- 17.1. Every *permit holder* shall notify the Chief Building Official of each stage of construction for which a notice is required under this By-law and Articles 1.3.5.1. and 1.3.5.2., Division C of the *Building Code*.
- 17.2. Inspection notices are required a minimum of two (2) business days prior to the stages of construction specified herein and shall be given in accordance with the requirements of Article 1.3.5.3. Division C of the *Building Code*.
- 17.3. Notices respecting stages of construction required by the *Building Code* and this By-law shall be given by the *permit holder* to the *Chief Building Official* by:
- (a) written notice through email at inspections@collingwood.ca ; or
 - (b) the *Town* website at www.collingwood.ca where available, or by
 - (c) verbal notice via the inspection request line at (705) 445-1030, extension 3243.
- 17.4. A notice is not effective until such notice is actually received by the *Chief Building Official*.

- 17.5. Upon receipt of proper notice, the *Chief Building Official* shall undertake a site inspection of the *building* to which the notice relates in accordance with the prescribed time periods set out in Section 11 of the *Act* and Article 1.3.5.3. Division C of the *Building Code*.

18. FENCING OF CONSTRUCTION AND DEMOLITION SITES

- 18.1. Where a construction site may present a hazard to the public, the *owner* of the construction site shall ensure that the construction site is suitably fenced to prevent public access onto the construction site prior to the commencement of any construction or demolition or placement of any materials or equipment.
- 18.2. The height of every fence shall be a minimum of 4 feet (1.2 meters) and a maximum of 6 feet (1.8 meters), to be measured from the highest adjacent grade and, shall be of a description as determined by the *Chief Building Official*.
- 18.3. Where fencing has not been provided in accordance with this By-law and in the opinion of the *Chief Building Official*, the construction site presents a particular hazard to the public, the *Chief Building Official* may direct the *owner* and the *permit holder* to erect such fencing as he/she deems appropriate.
- 18.4. In considering the hazard presented by a construction site and the necessary fencing, the *Chief Building Official* shall have regard for the:
- (a) proximity of the construction site to occupied dwellings;
 - (b) proximity of the construction site to lands accessible to the public including but not limited to streets, parks and commercial and institutional activities;
 - (c) hazards presented by the construction activities and materials;
 - (d) feasibility and effectiveness of site fencing; and
 - (e) duration of the hazard.

19. REGISTERED CODE AGENCIES

- 19.1. *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 permit prescribed in subsection Div. C, 1.3.1.3. of the *Building Code*.
- 19.2. A Registered Code Agency may be appointed to perform one or more of the specified functions in section 15.15. of the *Act*.

20. OTHER BY-LAWS, LICENCES, PERMITS AND REGULATIONS

Nothing in this By-law shall exempt any person from complying with the requirements of any other By-law in force within the limits of the Corporation, or from applying for and obtaining any *permit*, licence, permission, authority or approval required by this or any other By-law or regulation of the Corporation or any other law in force from time to time.

21. PLANS PROPERTY OF TOWN

Plans and specifications furnished in accordance with the requirements of this By-law or otherwise required by the *Act* become the property of the *Town* and shall be retained or disposed of in accordance with the relevant legislation and the *Town's* Records Retention By-law.

22. USE OF ELECTRONIC TECHNOLOGIES

Nothing in this By-law shall be deemed to limit the authority of the *Chief Building Official* make use of on-line services for the display, use and submission of application forms, other forms used in the processing of applications, educational handouts, referrals, and nothing in this By-law shall limit the use of electronic technologies for data and information storage and file management integral to *building* permit and inspection services.

23. PRESCRIBED FORMS

The forms prescribed for use as applications for *permits*, for orders, for *permits*, for inspection reports and for administrative matters shall be as set out in **Schedule D** attached to and forming part of this By-law. This By-law shall not be deemed to limit the

use of any form which is prescribed by the *Chief Building Official* or provincial regulation notwithstanding that the form it is not listed, revised or updated from time to time as set out in **Schedule "D"** to this By-law.

24. INDEXING OF PERMIT FEES

All fees described in this By-law and those listed in **Schedule "A"** attached to this By-law shall be adjusted annually on January 1st in accordance with the most recent twelve month change in the Statistics Canada Quarterly, Construction Price Statistics.

25. APPOINTED DESIGNATE

This By-law shall not be deemed to limit the appointment of a designate who may perform or execute any authority of the *Chief Building Official* where authorized by the *Act*, provided such designate, where required, is duly appointed by By-law under the *Act*.

26. CODE OF CONDUCT FOR BUILDING OFFICIALS

Building Officials appointed by the *Town* for the enforcement of the *Act* and the *Building Code* shall be governed in accordance to the Code of Conduct for Building Officials as described in **Schedule "E"** of this By-law.

27. SEVERABILITY

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 or any part thereof, other than the part so declared to be invalid.

28. CONTRAVENTION

Every person who contravenes any provision of this By-law is guilty of an offense and on conviction is liable to a fine as provided for in the *Act*.

29. REPEAL

By-law Number 2005-033 is hereby repealed.

30. ENACTMENT

This By-law shall come into full force and effect on the date of final passage hereof at which time all By-laws and/or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

ENACTED AND PASSED this 27th day of May, 2019.



MAYOR



CLERK

By-law No. 2019-039

Schedule A

Permit Fees

1. Rule for Determining Permit Fees

- 1.1. The minimum fee for a *permit* shall be \$150.00, unless otherwise stated in this By-law.
- 1.2. Permit fees shall be rounded up to the nearest full dollar amount.
- 1.3. Fees for a required permit are set out in this Schedule and are due and payable upon submission of an application for a permit.
- 1.4. For new buildings and additions, fees for sprinkler and fire alarm systems, finished basement areas in a *house* and any balconies, decks, patio and porch structures are in addition to the applicable Service Index permit fee.
- 1.5. For the purpose of this Schedule the occupancy classification and floor area shall be determined on the following basis:
 - (a) The occupancy classification shall be established in accordance with the occupancy definitions of the *Ontario Building Code*. For multiple occupancy floor areas, the permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
 - (b) The floor area calculation is the sum of the areas of all floors including finished basement areas, balconies, lofts, mezzanines, habitable attic spaces, mechanical penthouses and shall be measured to the outer face of the exterior walls and to the centre line of party walls, firewalls or demising walls.
 - (c) For interior finishes, alterations or renovations, the area of proposed *work* is the actual space receiving the *work*, e.g. tenant suite and measurements are taken to the inner face of walls.
 - (d) Except for interconnected floor spaces, no deductions shall be made for openings within the floor area, i.e. stairs, elevators, ducts.
 - (e) Unfinished basements for a *house* are not included in calculating the floor area. A future basement finish is subject to a *building permit* and fees in accordance with this By-law.
 - (f) A garage serving a *house* to which it is attached or built-in shall not be included in the floor area calculations.
 - (g) Decks and wood burning fireplaces shall be charged the *permit* fee in accordance with this By-law in addition to the applicable floor area calculations.
 - (h) Horizontal projection of sloping and stepped floors shall be used in lieu of actual surface area.
 - (i) Where interior alterations and renovations require relocation of not more than 9 sprinkler heads, standpipe components or fire alarm components, no additional charge is applicable.
 - (j) Where Demolition of partitions or alterations to existing ceilings are part of an alteration or renovation *permit*, no additional charge is applicable.
- 1.6. A temporary *building* is considered to be a *building* that will be erected for not more than three years.
- 1.7. Permit fees for temporary tents and stages shall be charged for each property and for each event on a single property.
- 1.8. Permit fees for multiple decks, tents or stages constructed simultaneously on a single property shall be 50% of the applicable permit fee listed in **Schedule "A"**.

- 1.9. For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the *Chief Building Official*.

2. Calculating Permit Fees

- 2.1. Permit fees shall be calculated using the following formula unless otherwise specified in this Schedule:

$$\text{Permit Fee} = \text{SI} \times \text{A}$$

Where: SI = the fee multiplier based on the service index for the type/classification of the *work* proposed; and
A = total floor area of the *work* involved.

3. Rules for Determining the Refund of Fees

- 3.1. Fees that may be refunded shall be a percentage of the permit fees payable under this By-law, calculated as follows:
- 75 percent if administrative functions only have been performed.
 - 70 percent if administrative and zoning functions only have been performed.
 - 50 percent if administrative, zoning and plans examination functions have been performed.
 - 45 percent if the *permit* has been issued and no field inspections have been performed subsequent to *permit* issuance.
 - 5 percent shall additionally be deducted for each field inspection that has been performed after the *permit* has been issued.
- 3.2. Where the *Chief Building Official* deems it appropriate, a refund of other than specified in section 3.1. may be granted.
- 3.3. No refunds shall be payable where the calculated refund is less than the minimum fee.
- 3.4. The following fees shall not be refundable:
- application for transfer of application or *permit*,
 - request for *conditional permit*,
 - revision to *permit*,
 - authorization of alternative solution, and
 - request for deferral.
- 3.5. The refund shall be returned to the person named on the fee receipt, unless such person advises the *Chief Building Official*, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.
- 3.6. Refund provisions are not applicable where the *permit* has been signed off and the occupancy inspection completed.
- 3.7. No refund of *building permit* fees on any application or *permit* after 2 years from the date the application was submitted, deemed to be abandoned, refused to be issued or request to be withdrawn.

4. Administration Fees

4.1. Authorization of an Alternative Solution

Where an application is submitted to the *Chief Building Official* for the authorization of an alternative solution, the application shall be accompanied by the required fee as set out in **Schedule "A"** in addition to the required *building permit* fees.

4.2. Building Code Act Orders

- To offset additional investigative and administrative costs where an Order has been issued pursuant to the *Act* a fee as set out in **Schedule "A"** shall be paid and an additional \$250.00 shall be paid. Payment of these fees does not relieve any person or corporation from complying with the *Act* or the *Building*

Code or any other applicable law.

- (b) To offset additional costs associated with the investigation, inspection, administration and rectification of an unsafe *building* where an Unsafe Order has been issued pursuant to the *Act*, a fee as set out in **Schedule "A"** shall be paid. Payment of these fees does not relieve any person or corporation from complying with the *Act* or the *Building Code* or any other applicable law.

4.3. Change of Ownership and Transfer of Permit

To transfer a *permit* from a *permit holder* to another, a minimum fee of \$50.00 shall be payable in addition to other applicable fees.

4.4. Change of Use (No Construction)

For the change of use of a major occupancy where no construction is proposed or required, a minimum fee of \$100 shall be payable.

4.5. Compliance and Agency Letters

- (a) For written requests on information for status of active *building permits* and *Building Code Act* orders, the fee as set out in **Schedule "A"** shall be paid.
- (b) *Sewage system* review related to planning applications such as minor variances, consents and setbacks, the fee as set out in **Schedule "A"** shall be paid.
- (c) For written requests in support of provincial license applications such as an AGCO liquor licence, the fee as set out in **Schedule "A"** shall be paid.

4.6. Conditional Building Permits

- (a) For conditional *building permits*, the fee shall be the normal *building permit* fee for the proposed construction plus the fee as set out in **Schedule "A"**.
- (b) The minimum fee for a *conditional permit* application shall be \$125.00.
- (c) The maximum fee for each *permit* application shall be \$3,000.00. (The proponent is responsible for the registration of the *conditional permit* agreement on title to the lands.).

4.7. Constructing without a Permit

Where *work* or construction has commenced prior to the issuance of a *building permit*, an administrative surcharge for the unlawful *work* of 200% of the required *permit* fee shall be paid. The minimum surcharge fee shall be \$100.00. The maximum surcharge fee shall be \$5,000.00.

4.8. Dormant Permit Files and Deferred Inspections

Where a *permit* has been dormant for a period of more than 12 months, the fee as set out in **Schedule "A"** shall be payable in addition to other applicable fees.

4.9. Permit File Maintenance

To offset additional administrative costs where a request has been received to view or require information or reports from a *permit* file that has been closed or deemed dormant, the fee as set out in **Schedule "A"** shall be payable in addition to other applicable fees.

4.10. Re-Inspection Fees

Where an *Inspector* determines that *work* for 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, the fee as set out in **Schedule "A"** shall be payable prior to subsequent inspections related to that stage of construction being scheduled.

4.11. Revision to a Permit and Reviewed Drawings

- (a) Where a *supplementary submission* or a *revised submission* related to a *building permit application* is required or unauthorized modifications from the reviewed *permit drawings* occur on site, the fee as set out in **Schedule "A"** shall be payable.
- (b) Where an increase in floor area has been constructed, additional *building permit* fees at the applicable service index and administrative fees noted above may be payable.

4.12. Scanning/Conversion of Paper Documents Service Charge

Where paper drawings, *plans and specifications* exceed 11"x17" (Ledger, B or A3 size) a scanning conversion and filing fee as set out in **Schedule "A"** shall be payable to recover the administrative costs associated with handling, scanning and storing the paper documents.

SCHEDULE A

Classes of Permits and Fees

Table 1: Service Index Fees by Major Occupancy

| A. | New Buildings, Additions and Mezzanines | Permit Fee (\$/ft ²) |
|----|--|----------------------------------|
| | Group A: Assembly Buildings | |
| 01 | Finished | \$0.90 |
| 02 | Shell | \$0.85 |
| 03 | Interior Alterations, Renovations and Tenancy Work | \$0.50 |
| | Group B: Detention, Care & Treatment and Care Buildings | |
| 04 | Finished | \$1.00 |
| 05 | Shell | \$0.85 |
| 06 | Interior Alterations, Renovations and Tenancy Work | \$0.50 |
| | Group C: Residential | |
| 07 | Detached, Semi-detached, Row Houses | \$1.00 |
| 08 | Pre-fabricated Detached Dwelling | \$0.75 |
| 09 | Multi-Unit Buildings, Motels, Hotels | \$1.00 |
| 10 | Interior Alterations, Renovations | \$0.50 |
| | Group D: Business & Personal Service Buildings | |
| 11 | Finished | \$1.00 |
| 12 | Shell | \$0.85 |
| 13 | Interior Alterations, Renovations and Tenancy Work | \$0.50 |
| | Group E: Mercantile Buildings | |
| 14 | Finished | \$1.00 |
| 15 | Shell | \$0.85 |
| 16 | Interior Alterations, Renovations and Tenancy Work | \$0.50 |
| | Group F: Industrial Buildings | |
| 17 | Finished | \$0.75 |
| 18 | Shell | \$0.65 |
| 19 | Interior Alterations, Renovations and Tenancy Work | \$0.40 |
| 20 | Specialized Industrial Buildings | \$0.75 |
| 21 | Warehouses | \$0.75 |
| 22 | Underground Parking Garages | \$1.25 |

SCHEDULE A

Classes of Permits and Fees

Table 2: Fees for Miscellaneous Permit Types

| | Class of Permit | Fee (\$) |
|-----------|---|--|
| B. | Miscellaneous Work – Stand Alone Permits | |
| 23 | Accessory Apartment Unit | \$500.00 |
| 24 | Accessory Building - Residential (Garage, Shed, etc.) | \$125.00 |
| 25 | Decks/Porches (unenclosed) - Residential | \$125.00 |
| 26 | Fire Code Retrofit (9.3. OFC) | \$500.00 |
| 27 | Fire Code Retrofit (9.8. OFC) | \$500.00 |
| 28 | Fire Code Retrofit/Repair - all other | \$500.00 |
| 29 | Finished Basement - Residential | \$300.00 |
| 30 | Fireplaces, Wood Burning Stoves | \$125.00 |
| 31 | Move or Relocate a Building | \$125.00 |
| 32 | Portable Classrooms | \$250.00 |
| C. | Demolition | |
| 33 | Residential House | \$150.00 |
| 34 | All Other Buildings 1.2.2.3.(1) OBC | \$300.00 |
| 35 | Building located on property subject to the <i>Heritage Act</i> | \$2,000.00 |
| D. | Mechanical and Fire Protection Systems | |
| 36 | Heating, Ventilation, Air Conditioning (non- <i>House</i> category) | \$350.00 |
| 37 | Fire Alarm System (New or Replacement) | \$350.00 |
| 38 | Fire Sprinkler System (New or Replacement) | \$500.00 |
| 39 | Commercial Cooking Exhaust and Ventilation System | \$400.00 |
| 40 | Spray Booth, Dust Collector System | \$350.00 |
| E. | Plumbing | |
| 41 | Backflow Preventer | \$100.00 |
| 42 | Interceptors (Grease or Oil) | \$150.00 |
| 43 | New or Repair Sanitary Service: Residential | \$150.00 |
| 44 | New or Repair Water Service: Residential | \$150.00 |
| 45 | Plumbing - Internal | \$125.00 |
| 46 | Rain Water Harvesting System | \$50.00 |
| 47 | Site Servicing: Private Property | \$8 for each \$1,000 of construction value |
| F. | Private On-Site Sewage Systems | |
| 48 | New or Replacement Sewage System | \$500.00 |
| 49 | Part 11 Performance Level Review for Building Expansion | \$350.00 |
| 50 | Septic Repair | \$250.00 |
| 51 | Septic Tank Decommissioning | \$50.00 |
| 52 | Septic Tank Replacement | \$150.00 |
| 53 | Class 5 Sewage System and Agreement | \$500.00 |
| G. | Designated Structures | |
| 54 | Public Pool/Spa | \$400.00 |

| | Class of Permit | Fee (\$) |
|-----------|--|---|
| 55 | Retaining Wall | \$300.00 |
| 56 | Signs Regulated by the <i>Building Code</i> | \$300.00 |
| 57 | Solar Collector - Residential | \$50.00 |
| 58 | Solar Collector - Non -Residential | \$300.00 |
| 59 | A Structure Supporting A Wind Turbine(Output greater than 3kW) | \$500.00 |
| H. | Temporary Buildings | |
| 60 | Tents and Stages up to 225m ² (2,242ft ²) | \$125.00 |
| 61 | Tents and Stages greater than 225m ² (2,242ft ²) | \$200.00 |
| I. | Other Construction | |
| 62 | Balcony guard replacements, balcony repairs, canopies, parking garage repairs or other repairs and other construction not set out in items A through H | \$12 for each \$1,000 of construction value |

SCHEDULE "A"

Classes of Permits and Fees

Table 3: Administration Fees in Addition to Permit Fees

| J. | Administration: Miscellaneous | Fee |
|-----------|---|------------------------|
| 63 | Building Code Act - Order | \$300.00 |
| 64 | Building Code Act - Stop Work Order | \$500.00 |
| 65 | Building Code Act - Unsafe Building Order | \$500.00 |
| 66 | Deferral of Revocation fee | \$100.00 |
| 67 | Dormant Building Permit | \$100.00 |
| 68 | Permit File Retrieval Fee | \$100.00 |
| 69 | Transfer of Permit Application or Building Permit | \$100.00 |
| 70 | Scanning and conversion of paper documents to electronic format | \$5.00 per page |
| K. | Agreements | |
| 71 | Class 5 Sewage System (Holding Tank) Agreement | \$500.00 |
| 72 | Class 5 Sewage System (Holding Tank) Extension | \$150.00 |
| 73 | Limiting Distance Agreement | \$500.00 |
| L. | Alternative Solutions | |
| 74 | All Buildings/systems under Part 9 of the Building Code | \$750.00 |
| 75 | All other Buildings/systems | \$1,000.00 |
| 76 | Building located on property subject to the Heritage Act | \$150.00 |
| M. | Compliance Letters | |
| 77 | AGCO Agency Letter - Active Building Permit | \$100.00 |
| 78 | AGCO Agency Letter - No Active Building Permit | \$125.00 |
| 79 | Building Permit Compliance Letter | \$100.00 |
| 80 | Private On-Site Sewage System Compliance Letter | \$200.00 |
| N. | Conditional Building Permits | |
| 81 | New House | \$300.00 |
| 82 | All Buildings | 10% of full permit fee |
| 83 | An Amendment to Conditional Building Permit Agreement | \$100.00 |
| O. | Inspection Fees | |
| 84 | Additional Occupancy Inspection | \$100.00 |
| 85 | Refundable Inspection Fee | \$500.00 |
| 86 | Re-Inspection Fee | \$100.00 |
| P. | Lot Grading | |
| 87 | Grading Deposit – New House or House addition greater than 400ft ² | \$3,000.00 |
| Q. | Revision to a Reviewed Permit Drawing | |
| 88 | Major Revision up to 3 hours review time | \$250.00 |
| 89 | Major Revision for each hour after 3 hours review time | \$125 per hour |
| 90 | Minor Revision | \$50.00 |

SCHEDULE B

Building Submission Requirements for Plans and Specifications

1. Plans and Specifications

Unless otherwise specified by the *Chief Building Official* the following list of drawings, specifications and documents are required to be submitted in order for the various types of Building Permit Applications listed to be considered a complete application pursuant to Clause 7(1)(b) of the *Act, 1992* as amended

1.1. Accessory Apartment Unit

- (a) Site Plan (property survey)
- (b) Floor Plan (one per floor)
- (c) Floor and Roof Framing Plans
- (d) Building Elevations (min. 2)
- (e) Building Section (min. 1)
- (f) Mechanical Ventilation Form

1.2. Accessory Buildings

- (a) Site plan (property survey)
- (b) Foundation plan / engineered floor slab
- (c) Floor plan (one per floor & include framing)
- (d) Building elevations (min. 4)
- (e) Building section (min. 1)

1.3. Addition or Renovation Permit

- (a) Site plan (property survey)
- (b) Grading Plan where the addition is greater than 400ft²
- (c) Foundation plan
- (d) Floor plan (one per floor & include framing)
- (e) Building elevations (min. 3)
- (f) Building section (min. 1)
- (g) Private sewage system evaluation where applicable
- (h) Energy Efficiency Design Summary where applicable
- (i) Heat loss / heat gain calculations and furnace make/model and duct design layout (where applicable)

1.4. Backflow Prevention Device

- (a) Floor plan/Plumbing layout
- (b) Backflow Prevention device specifications: manufacturer, model name and details
- (c) A copy of the Notification Letter from Water Services Division.

1.5. Commercial Exhaust Hood (NFPA 96)

- (a) Floor plan
- (b) Mechanical drawings, details, sections and calculations
- (c) Make up air calculations
- (d) All cooking equipment type and specifications

1.6. Deck or Porch Permit

- (a) Site plan (property survey)
- (b) Foundation plan
- (c) Floor plan (framing)
- (d) Elevation(s)
- (e) Cross-section and detail of guards

1.7. Detached Garage

- (a) Site plan (property survey)
- (b) Foundation plan / engineered floor slab

- (c) Floor plan (one per floor & include framing)
- (d) Building elevations (min. 4)
- (e) Building section (min. 1)
- (f) Foundation plan
- (g) Floor plan (framing)
- (h) Elevation(s)

1.8. Designated Structures

- (a) Drawings and details prepared and stamped by a Professional Engineer
- (b) Lot grading and drainage plan
- (c) Site plan (property survey)
- (d) Elevations (where applicable)
- (e) Sections and details

1.9. Electro-Magnetic Locking Devices

- (a) Floor plan
- (b) Electrical Drawings, details of inter-face with fire alarm system

1.10. New House and Multi-Unit Dwellings Under 600m²

- (a) Site Plan (property survey)
- (b) Lot Grading and Drainage Plan
- (c) TARION Registration Form
- (d) TARION Letter of Confirmation Application Form
- (e) Where applicable a complete On-Site Sewage System Permit Application
- (f) Floor Plan (one per floor)
- (g) Floor and Roof Framing Plans
- (h) Building Elevations (4)
- (i) Building Section (min. 1)
- (j) Energy Efficiency Design Summary
- (k) Mechanical Ventilation Form
- (l) Heat Loss / Heat Gain Calculations and Furnace make /model
- (m) Deed; when lot is created via severance

1.11. New Multi Residential Unit Building

- (a) Approved Site Development Plan (as approved under Site Plan Control process)
- (b) Site and Key Plan
- (c) Geotechnical Investigation Report
- (d) Site Servicing Drawings
- (e) Architectural Drawings
- (f) Structural Drawings
- (g) Mechanical Drawings (plumbing & HVAC)
- (h) Energy Efficiency Design Summary
- (i) Electrical Drawings (general lighting, emergency/exit lighting, and fire alarm system)
- (j) Automatic Sprinkler and Standpipe Drawings where applicable

1.12. New Non-Residential Building or Addition (Part 3 or 9 Building)

- (a) Approved Site Development Plan (as approved under Site Plan Control process)
- (b) Site and Key Plan
- (c) Geotechnical Investigation Report
- (d) Site Servicing Drawings where applicable
- (e) Architectural Drawings
- (f) Structural Drawings
- (g) Mechanical Drawings (plumbing & HVAC)
- (h) Energy Efficiency Design Summary
- (i) Electrical Drawings (general lighting, emergency/exit lighting, and fire alarm system)
- (j) Automatic Sprinkler and Standpipe Drawings where applicable
- (k) On-Site Sewage System Evaluation where applicable

1.13. Non-Residential Renovation (Part 3 or 9 Building)

- (a) Site and Key Plan
- (b) Floor Plan(s)

- (c) Door and Hardware Schedule
- (d) Building Elevations if exterior work proposed
- (e) Building Section if exterior work proposed;
- (f) Architectural Drawings where applicable
- (g) Structural Drawings where applicable
- (h) Mechanical Drawings (plumbing & HVAC)
- (i) Electrical Drawings (general lighting, emergency/exit lighting, and fire alarm system)
- (j) Automatic Sprinkler and Standpipe Drawings where applicable

1.14. Private Water & Service Systems Permits (Site Services)

- (a) The approved Site Plan or Partial Site Plan Control Approval (Agreement and drawings)
- (b) The approved Pre-Servicing Agreement where applicable
- (c) Property Survey (Architectural Site Plan)
- (d) Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes and connection to municipal system
- (e) Fire service mains and all specifications and details sealed by a Professional Engineer
- (f) Cross sections & profiles sealed by a Professional Engineer
- (g) Details and general notes sealed by a Professional Engineer
- (h) Water and drain layout at each floor level and plumbing risers
- (i) Material, equipment and fixture specifications

2. Required Information for Plans and Working Drawings

Unless otherwise specified by the Chief Building Official plans or working drawings showing and detailing the following information shall accompany all building permit applications.; a building permit application is not complete until such plans are attached to it:

2.1. The Site and Key Plan shall include:

- (a) Property lines and lot area referenced to a current survey
- (b) Location of all existing and proposed buildings including setbacks to property boundary lines, parking spaces, distance to other buildings, and other features in relation to property boundaries
- (c) Overall dimensions of all buildings
- (d) Summary of permitted and proposed zoning provisions
- (e) Location of easements and/or rights-of-way
- (f) Location of septic bed, connection to existing system, septic tank and other equipment
- (g) Key plan showing location of existing and proposed construction
- (h) Barrier free information including depressed curbs, ramps, parking and associated details
- (i) Fire route, fire department connections and fire hydrants

2.2. The Grading and Drainage Plan shall include:

- (a) The legal description of the property
- (b) The location and orientation of all relevant property lines
- (c) The location and elevations of controlling benchmark or survey monument.
- (d) The compass orientation of the property
- (e) The location and names of adjacent streets
- (f) The outline of all existing and proposed buildings and structures on the property, the distances between the buildings and the distanced from the buildings to the property lines
- (g) All existing right-of-way and easements
- (h) Existing and proposed grade elevations at all lot corners, midpoints, points of grade change, driveways and drainage structures
- (i) Existing and proposed slope and surface direction runoff, culvert conditions
- (j) Existing and proposed finished floor, top of foundation, underside of footing and basement slab elevations
- (k) Location and elevation of a septic bed where applicable

2.3. The Private On-Site Sewage System Site Evaluation and Report shall include:

- (a) The name, address, telephone number and signature of the person who prepared the evaluation
- (b) The date the evaluation was completed

- (c) A scaled site plan showing:
 - i. The legal description, lot size, property dimensions, existing rights-of-way,
 - ii. Easements, municipal utility corridors, water service location, water wells;
 - iii. The location of items listed in Column 1 of Tables 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. of the *Building Code*;
 - iv. The location of the proposed *sewage system*;
 - v. The location of any unsuitable, disturbed, compacted areas, or slopes greater than 4:1;
 - vi. Proposed access routes for system maintenance;
- (d) Soil investigation including:
 - i. Depth to bedrock;
 - ii. Depth to zones of soil saturation;
 - iii. Soil properties, including soil permeability;
 - iv. Grade conditions; and
 - v. The potential for flooding; and

2.4. Floor and Roof Plans shall include:

- (a) Basement floor plan including foundation information and use of space
- (b) Floor plan of every upper level showing use of all spaces
- (c) Floor plan of every upper level showing structural framing above
- (d) Roof truss engineered drawings stamped by a Professional Engineer
- (e) Proprietary engineer floor system layout
- (f) Location of all plumbing fixtures
- (g) Location of all solid fuel burning appliances
- (h) Location of smoke alarms and carbon monoxide detectors

2.5. Building Sections shall include:

- (a) Floor to floor and floor to ceiling heights
- (b) Footing and foundation wall details including height of grade above basement floor
- (c) Specifications of all floor, wall and roof assemblies, tall wall details
- (d) Shoring and underpinning details
- (e) Stairs, landings, guards and handrails

2.6. Architectural Drawings shall include:

- (a) Ontario Building Code Data Matrix
- (b) Floor plans identifying rooms including use of all spaces, wall construction and fire separations
- (c) Reflected ceiling plans and associated details
- (d) Roof plan and associated details including any screening requirements for mechanical roof top equipment
- (e) Building elevations
- (f) Building cross sections
- (g) Wall sections and details. Stair sections, plan and details
- (h) Enlarged detail plans and associated details
- (i) Door, window and room finish schedules if not in specifications
- (j) Specifications where applicable

2.7. Structural Drawings shall include:

- (a) Design information including loading, deflection, wind uplift, earthquake analysis and control flow drainage design on roof
- (b) Shoring and underpinning plans and details
- (c) Foundation plan and associated details
- (d) Floor and roof framing plans including beam and column schedule
- (e) Exterior canopy or other structural framing information
- (f) Specifications where applicable

2.8. Mechanical and Electrical Drawings shall include:

- (a) Mechanical drawings are to show the plumbing, heating, ventilation and air conditioning including legends and schedules for compliance with the *Building Code*. For Part 9 buildings, if room allows this information can be shown on the same plan as the architectural;
- (b) Electrical drawings are to show lighting, emergency lighting, exit signs, fire alarm systems and their legends and schedules for compliance with the *Building Code*. For Part 9 buildings, if room allows this information can be

- shown on the same plan as the architectural;
- (c) Sprinkler and Standpipe drawings are to include floor plans and riser diagrams to locate the entire system including connections, sprinkler heads and water entry schematic
 - (d) Specifications where applicable

SCHEDULE C

Documents and Forms

The following are forms prescribed for use as applications for permits, orders, permits, inspection reports, and administrative matters:

1. Application for a Permit to Construct or Demolish
2. Application for an Alternative Solution
3. Applicable Law Checklist
4. ASHRAE 90.1 & SB-10 – Project Information
5. Building Inspection Report
6. Building Permit
7. Certificate of Non-Residential Occupancy
8. Certificate of Residential Occupancy
9. Commitment to General Reviews by Architects and Engineers
10. Conditional Building Permit
11. Construction Value Standard
12. Contractor's Material and Test Certificate for Aboveground Piping (NFPA13)
13. Contractor's Material and Test Certificate for Underground Piping (NFPA 24)
14. Demolition – Supplementary Information Form
15. Demolition Clearance Form
16. Demolition Permit
17. Emergency Order
18. Energy Efficiency Design Summary Form (Part 9 Residential)
19. Fireplace/Wood Stove Installers Form (WETT Certification)
20. HRAI Ventilation Form
21. Ontario Building Code Data Matrix
22. Order to Comply
23. Order to Remedy an Unsafe Building
24. Order to Uncover
25. Order Not to Cover or Enclose
26. Order Prohibiting Use or Occupancy
27. Order Requiring Test and Samples
28. Readiness for Occupancy Report
29. Request for Information Form
30. Request For Occupancy – Non Residential
31. Stop Work Order
32. Class 5 Sewage System (Holding Tank) Agreement
33. Sewage System Specifications
34. Sign Permit Application Form

NOTE: Forms are prescribed by the *Chief Building Official* and are not attached and may be amended from time to time to reflect changes to provincial legislation and operational requirements of Building Services. Forms are available at Building Services, 3rd Floor, 55 Ste. Marie Street, Collingwood or on the *Town* website at [Town of Collingwood website](#).

SCHEDULE D

Code of Conduct for Building Inspectors

1. Purpose

The purpose of this Code of Conduct is to:

1. Promote appropriate standards of behavior and enforcement actions by all Building Services staff in the exercise of a power or the performance of a duty.
2. Prevent practices which may constitute an abuse of power, including unethical or illegal practices, by all Building Services staff in the exercise of a power or the performance of a duty; and to
3. Promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty by all Building Services staff.

2. Scope

This Code of Conduct applies to all Building Services staff and must provide for its enforcement and include policies or guidelines to be used when responding to allegations that the Code of Conduct has been breached and disciplinary actions that may be taken if the Code of Conduct is breached.

3. Code of Conduct

Building Officials in exercising their power and performing their duties under the *Act*, shall at all times:

1. Promote the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier-free accessibility;
2. Take all reasonable precautions to ensure the safety of the public, *Town* staff and themselves;
3. Apply the *Building Code Act* and the *Building Code* impartially, without influence and in accordance with all applicable legislation;
4. Perform duties with due diligence, honesty, and integrity and with the highest professional standards in a fair and consistent manner that maintains and promotes public safety at all times.
5. Only act within their area of qualifications obtained under the *Building Code Act* and to obtain qualifications as required to be appointed and to remain appointed under the *Building Code Act*.
6. Maintain their specialized knowledge and understanding of the current and evolving building practices, building laws and regulations through continuous professional development;
7. Comply with the *Chief Building Official's* Conflict of Interest Policy, and
8. Manage confidential and sensitive information according to the *Town's* guidelines and relevant legislation and ensure that no information collected, produced or obtained in the course of their duties, whether reports, memos, verbal/written/electronic communication is disclosed without proper approval.

4. Complaints

1. A complaint from a member of the public must be in writing and must be signed by the person making the complaint. The complaint may be a letter, e-mail, facsimile or submitted via a prescribed form authorized by the *Chief Building Official*.
2. A complainant may withdraw his/her complaint at any time; although the *Town* may continue to investigate the complaint if deemed appropriate to do so.
3. The entire investigation process will be handled in as confidential a manner as possible by all parties involved. All records are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and may be subject to disclosure under the *Act* or by a court of law.

5. Investigating Allegations

1. Upon the receipt of a complaint, the *Chief Building Official* will review any allegations of breaches of this Code of Conduct made against a Building Services staff member.
2. Where the allegations are against the *Chief Building Official*, the Director of Building & Planning, will review the allegations.
3. Disciplinary action arising from violations of this Code of Conduct is the

responsibility of the *Town* and will be based on the severity and frequency of the violation in accordance with relevant employment standards.

4. The *Chief Building Official* or Director, as the case may be, will provide a written response to the complainant within 30 calendar days of receipt of the written complaint.

6. Review of Decision

Where, the complainant is not satisfied of the review and response, he/she may forward his/her concerns to the *Town's* Chief Administrative Officer.

7. Disciplinary Action

Disciplinary action arising from violations of the Code is the responsibility of the *Town* of Collingwood and the *Chief Building Official*, and will be based on the severity and frequency of the violation in accordance with employment laws and standards, and relevant collective agreements.

8. Public Notice for the Code of Conduct

The *Building Code Act* states that the Code must be brought to the attention of the public. Building Services will advertise the Code on an ongoing basis via the *Town* website and will be posted in a conspicuous location at the Building Services front service counter.