

# THE CORPORATION OF THE TOWNSHIP OF ADELAIDE METCALFE

## BY-LAW #69-2011

Being a by-law respecting Construction, Demolition and Change of Use Permits and Inspections for the Township of Adelaide Metcalfe

**WHEREAS** Section 3(1) of the *Building Code Act, 1992, S. O. 1992, Chapter 23, as amended* empowers Council to be responsible for the enforcement of the Act in the municipality, excepted where otherwise provided by this Act, 2002;

**AND WHEREAS** By-Law No. 65-2004 appoints a Chief Building Official and By-Law Enforcement and Property Standards Officer for the Township of Adelaide Metcalfe as per Section 3 (2) of the *Building Code Act, 1992, S. O. 1992, Chapter 23, as amended*.

**AND WHEREAS** Section 7 of the *Building Code Act, 1992, S.O. 1992, Chapter 23, as amended*, empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections.

**NOW THEREFORE**, the Corporation of the Township of Adelaide Metcalfe enacts as follows:

### 1.0 SHORT TITLE

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

### 2.0 DEFINITIONS

In this by-law,

“Act” means the *Building Code Act, 1992, S.O. 1992, Chapter 23 as amended*

“as constructed plans” means as constructed plans as defined in the Building Code.

“Architect” means a holder of a license, a certificate of practice, or a temporary license under the Architect’s Act as defined in the Building Code.

“building” means a building as defined in Div. A Part 1 O.B.C.

“Building Code” means the regulations made under Section 34 of the Act.

“Chief Building Official” means the Chief Building Official appointed by the by-law to the Corporation of the Township of Adelaide Metcalfe for the purposes of enforcement of the Act and also referred to as the “Official” in the by-law.

“Corporation” means the Corporation of the Township of Adelaide Metcalfe.

“farm building” means a farm building as defined in the Building Code.

“permit” means written permission or written authorization from the Chief Building Official to perform work regulated by this by-law and the Act, or to change the use of a building or part of a building or parts thereof as regulated by the Act.

“plumbing” means plumbing as defined in Div. A Part 1 O.B.C.

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

### 3.0 PERMITS

#### 3.1 Classes of Permits

- 3.1.1 Classes of permits with respect to the construction, demolition and change of use of buildings in Schedule “A” and permit fees shall be as set out in Schedule “B” to this by-law.
- 3.1.2 Permits for work other than that referred to in this by-law, such as road cuts, etc., shall be obtained from the appropriate authority having jurisdiction in accordance with the by-law of the Township.

#### 3.2 Administrative Procedures Relating to Permits

##### 3.2.1 **Revision to Permit**

After the issuance of a permit under the Act, notice of any material Change to a plan, specification, document or other information on the basis of which the permit was issued, must be given in writing, to the Official together with the details of such change, which is not to be made without his or her written authorization.

##### 3.2.2 **Revocation of Permits**

The Chief Building Official, subject to provisions outlined in Subsection 8(10) has the authority to revoke a permit issued under the Act.

#### 3.3 Application for a Permit

##### 3.3.1 **Application**

To obtain a permit, the owner or an agent authorized in writing by the owner shall file an application in writing by completing a prescribed form available at the offices of the municipality or from the Building Code website [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca) . Forms prescribed by the municipality under clause 7(f) of the Act shall be set out in Schedule “E” to this By-Law.

##### 3.3.2 Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) Where application is made for a **construction permit** under Subsection 8 (1) the Act, the application shall:
  - (a) use the provincial application form, “Application for a Permit to Construct or Demolish”; and
  - (b) include complete plans and specifications, documents and other information as required by Div. C Part 1 1.3.1.3 of the Building Code and as described in this by-law for the work to be covered by the permit including:
    - (i) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
    - (ii) describe the land on which the work is to be done, by a description that will readily identify and locate the building lot;
    - (iii) state the valuation of the proposed work and be accompanied by the required fee;
    - (iv) state the names, addresses and telephone numbers of the owner, architect, engineer or other designer and contractor, and

- (2) Where application is made for a **demolition permit** under Subsection 8 (1) of the Act, the application shall use the provincial application form, "Application for a Permit to Construct or Demolish"; and
- (3) Where application is made for a **conditional permit** under subsection 8(3) of the Act, the application shall:
  - (a) use the provincial application form, "Application for a Permit to Construct or Demolish";
  - (b) include complete plans and specifications, documents and other information as required by Div. C Part 1 1.3.1.3 of the Building Code and as described in this by-law for the work to be covered by the permit including:
    - (i) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
    - (ii) describe the land on which the work is to be done, by a description that will readily identify and locate the building lot;
    - (iii) state the valuation of the proposed work and be accompanied by the required fee;
    - (iv) state the names, addresses and telephone numbers of the owner, architect, engineer or other designer and contractor, and
  - (c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted,
  - (d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
  - (e) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official.

**(4) Partial Permit**

- (a) When, in order to expedite work, approval of a portion of the building is desired prior to the issuance of a permit for the whole project, application shall be made for the complete project and complete plans and specifications covering the portion of work for which immediate approval is desired shall be filed with the Township.
- (b) Should a permit be issued for part of a building, the holder of such permit may proceed without assurances that the permit for the entire building will be granted.
- (c) After issuance of the permit, application may be made for revision of the permit and such application shall be made in the same manner as for the original permit.

**(5) Occupancy Permit**

- (a) An Occupancy Permit will be issued in accordance with Section 11 of the Building Code Act.
- (b) All conditions outlined in Section 5 "Site Plan" of this by-law must be completed.

**(6) Sewage Systems Permit**

- (a) All new development within the Township of Adelaide Metcalfe shall have sewage disposal systems designed by a professional engineer.

**3.3.3** An application for a permit shall be deemed to have been abandoned six months (6) after the date of filing, unless such application has been proceeded with by the applicant.

### **3.4 Change of Use Permits**

- 3.4.1** Every application for a change of use permit issued under subsection 10(1) of the Act shall be submitted to the Chief Building Official, and shall:
- (1) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building.
  - (2) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made,
  - (3) include plans and specifications showing 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, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing "sewage system", if any,
  - (4) be accompanied by a required fee,
  - (5) state the name, address and telephone number of the owner,
  - (6) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

### **4.0 PLANS & SPECIFICATIONS**

- 4.1** Sufficient information shall be submitted with each application for a permit to enable the Official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Building code and any other applicable law and whether or not it may affect adjacent property.
- 4.2** Each application shall, unless otherwise specified by the Official, be accompanied by two (2) complete sets of the plans and specifications required under this by-law.
- 4.3** Plans shall be drawn to scale on paper, or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule 'D' to this By-law unless otherwise specified by the Official.

### **5.0 SITE PLAN**

- 5.1** Site Plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of the survey shall be submitted to the Official.
- (1) Two (2) sets of a Site and Lot Grading Plan be submitted with the Building Permit Application for a new residential, commercial and industrial buildings.
  - (2) That the Site Plan shall show:
    - (a) the proposed location of the building with dimensions shown to all lot lines, and
    - (b) dimensional location of any existing building(s) on the property.
  - (3) That the Lot Grading Plan will be prepared by a registered Engineer, Architect or Ontario Land Surveyor and will show the following details:
    - (a) Existing elevations at lot corners;
    - (b) Proposed elevations at lot corners and at each side of the proposed building;
    - (c) Proposed elevations for top of footings and top of foundation walls;
    - (d) All drainage swales, embankments, retaining walls and catch basins;
    - (e) Existing elevation of curb and/or street along the frontage of the proposed building lot;
    - (f) Existing elevation of the lot corners on the abutting lots as well as the existing elevation of the finished grades around the structures located on these lots;
    - (g) An existing approved Subdivision Grading Plan will be accepted for the above list requirements.

- (4) A foundation survey prepared and sealed by an Ontario Land Surveyor will be submitted to the Official prior to the commencement of framing. The survey will show:
  - (a) All yard dimensions from the foundation wall to the lot lines;
  - (b) The elevation of the top of the foundation wall.
- (5) Prior to an Occupancy Permit being issued, a written certificate accompanied by a plan showing finished grades from a registered Engineer, Architect or Ontario Land Surveyor confirming the lot grading complies with the approved Grading Plan will be submitted to the Chief Building Official.
- (6) Due to weather conditions, such as during the winter months, a temporary occupancy permit can be issued prior to final lot grading at the discretion of the Chief Building Official.

**5.2** In lieu of separate specifications, the Township may allow the essential information to be shown on the plans, but in no case shall such terms as “in accordance with this By-law”, “legal” or similar terms be used as substitutes for specific information.

## **6.0 FEES AND REFUNDS**

- 1) The Chief Building Official shall determine the required fees for the proposed work which shall be calculated in accordance with Schedule “B” attached hereto and the applicant shall pay such fees prior to the issuance of the permit.
- 2) Any person or corporation who commences construction or changes the use of a building before a building permit has been issued, shall pay an additional fee equal to 100% of the amount calculated as regular permit fee, but in no case shall the additional fee exceed Two Thousand Dollars (\$2,000.00).
- 3) Refunds of permit fees shall be made in accordance with the provisions of Schedule “B” attached hereto where an application has been withdrawn, or there has been an abandonment of all or a portion of the work, or refusal of a permit, or the non-commencement of any project.

## **7.0 CHANGING OF PERMIT FEES**

- 7.1** In accordance with Div. C 1.9.1.2 of the Building code, a municipality, prior to the passing of a by-law to introduce or change a fee imposed for application for permits or for the issuance of permits shall:
  - (a) Hold at least one (1) public meeting at which any person who attends has an opportunity to make representations with respect to the matter;
  - (b) Provide a minimum of twenty-one (21) days notice of the public meeting is advertised in the local newspaper, placed on the Township of Adelaide Metcalfe website and also given to every person and organization that has, within five (5) years before the day of the meeting, requested such a notice.
  - (c) Ensure that the notice includes an estimate of the costs for administering and enforcing the Act, the amount of the fee or any change to the existing fee and the rationale for imposing or changing the fee.
  - (d) The Building Department is responsible for maintaining the list of persons or organizations requesting notice of amended permit fees.
- 7.2** In accordance with subsection 7(4) of the Act, an annual report outlining the fees and costs of Building Code enforcement shall be prepared for publication of the Township’s website or at the office of the Official. The Annual Report, as outlined in Div. C 1.9.1.1 of the Building Code, requires the annual report to contain the following information:
  - (a) The total fees collected in the 12 month period, ending no earlier than three months before the release of the report;
  - (b) The direct costs of administering and enforcing the Act including the review of the applications for permits and inspections of buildings;
  - (c) The indirect cost of administering and enforcing the Act, including support and overhead costs; and,

- (d) The amount of a reserve fund, if one has been established for any purpose relating to the administration or enforcement of the Act.

## **8.0 NOTICE OF REQUIRED INSPECTIONS**

- 8.1 Unless otherwise approved, notices required by the regulations shall be given to the Official or an inspector at least 24 hours prior to the event.
- 8.2 Inspections shall be called for in accordance with Section 2.45 of the Building Code or Schedule 'C' to this By-law.
- 8.3 With respect to "additional notices" under Div. C. 1.3.5.1 of the Building Code, the owner or an authorized agent shall notify the Official or an inspector at least **twenty-four (24) hours up to a maximum of forty-eight (48) hours** prior to each stage of construction for which notice in advance is required under the Building Code.

## **9.0 PRESCRIBING FORMS**

- 9.01 The forms prescribed for use as applications for permits, for orders and for inspection reports shall be as set out in Schedule 'E' to this By-law #69-2011.

## **10.0 AS CONSTRUCTED PLANS**

- 10.01 The Chief Building Official may require that a set of plans of a building or any class of buildings as constructed be filed with the Official on completion of construction under such conditions as may be prescribed in the Building Code.

## **11.0 CONTRAVENTION OF BYLAW - OFFENCE**

- 11.01 Neither the granting of any permit nor the approval of the drawing or any specifications, nor any inspections made by the Chief Building Official, or his/her authorized agent, shall in anyway relieve the owner of such building, or the person responsible for the provision of service, labour or materials to the building from the full and sole responsibility for carrying out the work or satisfying the requirements of this bylaw, the *Building Code Act*, and any other applicable legislation.

Every person who contravenes any provision of this bylaw is guilty of an offence and on conviction is liable to a fine as provided in Sections 36 of the *Building Code Act* and any other applicable legislation.

## **12.0 REPEAL CLAUSE**

- 12.01 By-Law No. 65-2005 and all amendments thereto not consistent with this By-law are hereby repealed.

## **13.0 DATE & EFFECT**

This By-law shall come into force the 16<sup>th</sup> day of January, 2012.

Read a first, second and third time

**IN OPEN COUNCIL**

This 16<sup>th</sup> day of January, 2012.



David Bolton, Mayor



Fran Urbshott, Administrator/Clerk/Treasurer

**SCHEDULE 'A'**  
**TO BY-LAW NO. #69-2011**

**RESPECTING CLASSES OF PERMITS**

<b>"Building Permit"</b>	<b>This permit is used for all types of construction governed by the Building Code, including renovation work (Part 11), farm buildings, heating, ventilation and air conditioning.</b>
<b>"Change of Use Permit"</b>	<b>This permit is used where a change in use would result in an increase in hazard (as determined under Div. C 1.3.1.4 of the Building Code) even though no construction is proposed.</b>
<b>"Conditional Permit"</b>	<b>This permit may be issued in the discretion of the Chief Building Official to authorize any stage of construction, even though all of the requirements under subsection 8(2) of the Act have not been met (i.e. compliance with some applicable law). The requirement of clauses 8 (3) (a), (b) and (c) of the Act must, however, be complied with before a conditional permit may be issued.</b>
<b>"Demolition Permit"</b>	<b>This permit governs both the type and method of demolition under the Building Code. If the building meets certain criteria as outlined in Div. C 1.2.2.3 of the Building Code, a professional engineer is to be retained to undertake a general review of the project during demolition.</b>
<b>"Occupancy Permit"</b>	<b>As required in Section 11 of the Building Code</b>
<b>"Partial Permit"</b>	<b>When, in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the complete building or project, application shall be made and fees paid for the complete project. Complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the Chief Building Official. Where a permit is issued for part of a building or project, this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.</b>
<b>"Sewage System"</b>	<b>Div. C 1.3.1.3 of the Building Code.</b>
<b>"Sign Permit"</b>	<b>This class of permit is used in respect of structural requirements for signs contained in Div. B Section 3.15 the Building Code. Smaller or other types of signs are controlled by by-law under the Municipal Act, 2001, as amended.</b>
<b>"Swimming Pool Fence"</b>	<b>As per Township By-Law #12-2001</b>

**BY-LAW #69-2011  
SCHEDULE "B"**

1. Permit fees shall be calculated based on the formula below unless otherwise specified in this Schedule.
2. A minimum permit fee of \$75.00 shall be charged for all work unless otherwise indicated.

3. **PERMIT CLASSIFICATIONS AND FEES**

Residential (new) (based on finished floor area)	\$75.00 +	\$1.06/sq.ft.
For attached garage add		\$0.81/sq.ft.
Residential Accessory Building (garage, carport, etc.)	\$75.00 +	\$0.32/sq.ft.
Industrial, Commercial, Institutional (new)	\$75.00 +	\$0.38/sq.ft.
Agricultural (ie. barn, driveshed) (new)	\$75.00 +	\$0.25/sq.ft.
Agricultural (bin & manure pit)	\$75.00 +	\$0.17/sq.ft.
Greenhouses	\$75.00 +	\$0.08/sq.ft.
Installation of new septic system (up to 10,000 litres/day)		\$500.00
Silo (horizontal/vertical)	\$75.00 +	\$7.50/\$1000 (value of construction)
Change of use of building (no construction)		\$125.00
Renewal of permit prior to expiry (no construction started within six months after permit is issued)		\$75.00
Designated Structures (1.3.1.1 of the Building Code)		
Retaining Wall (in excess of 1 metre in height)		\$500.00/structure
Pedestrian Bridge (attached to building)		\$500.00/structure
Crane Runway		\$500.00/structure
Exterior Tank & Support (not TSSA regulated)		\$500.00/structure
Signs (regulated by Section 3.15 of Division B)		\$500.00/structure
Solar panel with a face area in excess of 5 m <sup>2</sup>		\$500.00/structure
Dish antenna with a face area in excess of 5 m <sup>2</sup>		\$500.00/structure
Communication Tower		\$500.00/structure
Outdoor pool (water depth in excess of 3.5 m)		\$500.00/structure
Public pool		\$500.00/structure
Public spa		\$500.00/structure
Wind turbine generator (structure) (3 kW output or more)		\$500.00/structure
Industrial wind turbine generator (structure)		\$10,000.00/structure
Alterations and renovations (Residential, Industrial, Commercial, Institutional)	\$75.00 +	\$0.32/sq.ft.
Repair of existing septic system (tank, bed, or combination thereof)	\$350.00	
Demolition (all buildings)	\$150.00 +	\$1,000.00 (refundable deposit)
Stand alone miscellaneous work		
Air supported structure	(flat fee)	\$125.00
Fireplace/wood stove	(flat fee)	\$125.00
Portable Classrooms	(flat fee)	\$125.00
Residential decks, porches	(flat fee)	\$125.00
Stand alone work (PLUMBING)		
The greater of	(minimum \$125.00) or \$10.00/fixture	
Residential Sewer Connections		\$50.00
Commercial/Industrial Sewer Connections		\$125.00
Installation of Swimming Pool fence	(flat fee)	\$125.00
Signs as described in Section 3.14 of the Building Code	Minimum \$125.00 or \$1.50/sq.ft.	
Decks or Porches more than 2' above grade	(flat fee)	\$125.00



**ADDITIONAL FEES**

Requests for copies of permit information and copies of plans	\$50.00/set
Additional written responses to inquiries regarding septic	\$75.00
Special search requests of files for information regarding permits	\$40.00/hour
Photocopies of information under Municipal Freedom of Information Act	\$1.00/page

**REFUNDS**

Pursuant to Section 6 of this By-Law, fees may be refunded based on the following calculations:

- (a) 90%, if administration functions only have been performed (receive application and process payment).
- (b) 75%, if permit has been issued and no inspections have been done.
- (c) \$40.00 shall be deducted for each field inspection performed after the permit has been issued.

**NOTE: Fees are based on the floor area measured from the exterior face of walls or the centre line of a party wall.**

**Fees for permits not specifically described in this Schedule shall be determined by the Chief Building Official.**

## SCHEDULE "C"

### TO BY-LAW NO. #69-2011

#### INSPECTIONS

**The Chief Building Official shall be given twenty-four (24) hours notice for the following inspections:**

**Building:**

- Footing, prior to pouring
- Foundation, prior to backfilling
- Completion of structural framing
- Plumbing rough-in inspection (water and/or air test)
- Completion of duct work and piping for heating, ventilation and air conditioning systems
- Completion of insulation & vapour barrier prior to covering
- Commencement of construction re: solid-fuel fired appliances and associated chimneys
- Substantial completion of fire separations and fire protection equipment and emergency lighting
- Substantial completion of interior and exterior finishes
- Septic system
  - Subgrade inspection
  - System completed and ready to backfill
- Final for Occupancy Permit

**SCHEDULE "D"**

**TO BY-LAW NO. #69-2011**

**List of Plans or Working Drawings to accompany application for permits:**

- (a) Site Plan
- (b) Floor Plans
- (c) Foundation Plans
- (d) Framing Plans
- (e) Roof Plans
- (f) Reflected Ceiling Plans
- (g) Sections and Details
- (h) Building Elevations
- (i) Electrical Drawings
- (j) Heating, Ventilation and Air Conditioning Drawings

**NOTE:**        **The Chief Building Official may specify that not all the above mentioned plans are required to accompany and application for a permit.**