

**CORPORATION OF THE MUNICIPALITY OF THAMES CENTRE**

**BY-LAW NO. 22-2015**

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Being a By-law respecting Construction, Demolition and Change of Use Permits, and Inspections for the Municipality of Thames Centre and to Repeal By-law No. 13-2006.

**“BUILDING BY-LAW”**

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

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

**AND WHEREAS** notice of a Public Meeting was published in the local newspaper on February 25, 2015, for the consideration of an amendment to Building By-law No. 13-2006, being a By-law respecting construction, demolition and change of use permits, and inspections for the Municipality of Thames Centre (Building By-law);

**AND WHEREAS** a Public Meeting was held on March 23, 2015, in accordance with the *Building Code Act, 1992, S.O. 1992, c.23*, as amended, with regard to proposed amendments to Schedule “B” of By-law No. 13-2006 as it relates to establishing affordable fees for catastrophe rebuilds for required structures when there is an event causing great and sudden damage to a building, and also fees for large industrial buildings;

**AND WHEREAS** the Council of the Corporation of the Township of Thames Centre deems it necessary to repeal By-law 13-2006 and to enact a new Building By-law, including the proposed amendments to Schedule “B”;

**NOW THEREFORE** the Council of The Corporation of the Municipality of Thames Centre **HEREBY 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 Section 1(1) of the Act.

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

“Catastrophe Rebuild” means the fee charged to reconstruct a building after an event causing great and sudden damage, most often wind or fire, or in the case of a circumstance not listed, at the discretion of the Chief Building Official; also, where 100% of the building above the foundation has been demolished, provided that the land was improved by the occupied structures within two years prior to the issuance of the building permit, or the building permit has been issued for redevelopment within two years from the date the demolition permit has been issued.

“Chief Building Official” means the Chief Building Official of The Corporation of the Municipality of Thames Centre, as appointed by by-law, for the purposes of enforcement of the Act and also referred to as the “Official” in this By-law.

“Corporation” means The Corporation of the Municipality of Thames Centre.

“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 Section 1(1) of the Act.

“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 and permit fees shall be as set out in Schedule “A” to this By-law.

**3.1.2** Permits for work other than that referred to in this By-law, shall be obtained from the appropriate authority having jurisdiction in accordance with the by-law of the Corporation.

#### **3.2 Administrative Procedures Relating to Permits**

**3.2.1** No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefore by the Chief Building Official.

##### **3.2.2 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 Chief Building Official together with the details of such change, which is not to be made without his or her written authorization.

##### **3.2.3 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 Corporation or from the Building Code website [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca). Forms prescribed by the Corporation under clause 7(f) of the Act shall be set out in Schedule “F” to this By-law, and may be amended by the Province from time to time.

**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 Article 2.4.1.1B 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; and
    - (iv) state the names, addresses and telephone numbers of the owner, architect, engineer or other designer, and contractor.
- (2) Where application is made for a **demolition permit** under Subsection 8 (1) of the Act, the application shall:
- (a) use the provincial application form, "Application for a Permit to Construct or Demolish"; and
  - (b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code and as described in this By-law for the work to be covered by the permit.
- (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 by-law for the work to be covered by the permit;
    - (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; and
    - (iv) state the names, addresses and telephone numbers of the owner, architect, engineer or other designer, and contractor;
  - (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 Corporation.

- (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.
- (b) All conditions outlined in Section 5 "Site Plan" of this By-law must be completed.

**(6) Sewage Systems Permit**

The Corporation administers the Sewage Systems Permit process and inspects the same. The Chief Building Official for the Municipality of Thames Centre is responsible under the Ontario Building Code.

**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; and 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; and
- (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 Chief Building 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 Chief Building 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 'E' to this By-law unless otherwise specified by the Chief Building 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 Chief Building Official as follows:
  - (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; and
    - (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 Chief Building Official, when required, prior to the commencement of framing. The survey will show:
    - (a) All yard dimensions from the foundation wall to the lot lines; and
    - (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 extenuating circumstances an occupancy permit may be issued prior to final lot grading at the discretion of the Chief Building Official.

- 5.2 In lieu of separate specifications, the Corporation 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

- 6.1 Fees for a required permit shall be as set out in Schedule 'B' to this By-law and are due and payable upon submission of an application for a permit. These fees can be changed from time to time by Council approval and a new Schedule attached to this By-law.

- 6.2 Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total cost of all work regulated by the permit, including the cost of all material, labour, equipment, overhead, and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.

- 6.3 Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit issued under subsection 8(3) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys above grade (or below grade for an underground home) measured as the horizontal area between the exterior walls of the building provided that where application is made for a conditional permit, fees shall be paid for the complete project.

- 6.4 Where fees payable in respect of an application for a change of use permit issued under subsection 10(1) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys subject to the change of use.

### 6.5 Catastrophic Rebuild Fee

The Catastrophic Rebuild Fees listed in Schedule "B" shall be applicable to the types of buildings listed therein where all the following preconditions have been met:

- 1) An event (including, but not limited to wind or fire) has occurred which in the sole opinion and discretion of the Chief Building Official, has caused great and sudden damage to an occupied structure; and
- 2) Application for a permit to construct or demolish has been provided in writing to the Chief Building Official within 2 years following the event; and
- 3) In the sole opinion and discretion of the Chief Building Official, one hundred percent (100 %) of the building to the top of the foundation has been demolished; and
- 4) The land was improved by occupied structures within two years prior to issuance of a building permit for redevelopment or within two years from which a demolition permit was issued.

The fee shall be no less than the minimum for the class of permit as stated in Schedule "B" attached to this bylaw.

## **7.0 CHANGING OF PERMIT FEES**

**7.1** In accordance with article 2.23.1.2 of the Building Code, a municipality, prior to the passing of a by-law to introduce or change a fee imposed for an application for permits or for the issuance of permits shall:

- (1) Hold at least one (1) public meeting at which any person who attends has an opportunity to make representations with respect to the matter;
- (2) Provide a minimum of twenty-one (21) days notice of the public meeting and such notice shall be advertised in the local newspaper, placed on the Municipality's 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;
- (3) 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; and
- (4) 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 on the Municipality's website or at the office of the Chief Building Official. The Annual Report, as outlined in Article 2.23.1.1 of the Building Code, requires the annual report to contain the following information:

- (1) The total fees collected in the 12 month period, ending no earlier than three months before the release of the report;
- (2) The direct costs of administering and enforcing the Act, including the review of the applications for permits and inspections of buildings;
- (3) The indirect cost of administering and enforcing the Act, including support and overhead costs; and
- (4) The amount of a reserve and, if one has been established for any purpose relating to the administration or enforcement of the Act.

## **8.0 REFUNDS**

**8.1** In the case of withdrawal of an application or abandonment of all or a portion of the work or the non-commencement of any project, the Chief

Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule 'B' attached to and forming part of this By-law, less 20% for administrative fees.

**8.2** Notwithstanding subsection 8.1, no refund shall be made of an amount less than \$65.00.

## **9.0 NOTICE OF REQUIRED INSPECTIONS**

**9.1** Unless otherwise approved, notices required by the regulations shall be given to the Chief Building Official or an inspector at least 24 hours prior to the event.

**9.2** Inspections shall be called for in accordance with Section 2.45 of the Building Code or Schedule 'D' to this By-law.

**9.3** With respect to "additional notices" under 2.4.5.2 of the Building Code, the owner, or an authorized agent, shall notify the Chief Building Official or an inspector at least **twenty-four (24) hours and 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.

**10.0 PRESCRIBING FORMS**

**10.01** The forms prescribed for use as applications for permits, for orders, and for inspection reports shall be as set out in Schedule 'F' to this By-law.

**11.0 AS CONSTRUCTED PLANS**

**11.01** 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 Chief Building Official on completion of construction under such conditions as may be prescribed in the Building Code.

**12.0 PENALTIES**

**12.01** Any person who contravenes any provision of this By-law is guilty of an offence and shall upon conviction be liable to a fine recoverable under the *Provincial Offenses Act* in accordance with the *Building Code Act*.

**12.02** Should any section of this By-law including any part of any section of the Schedules be declared by a court of competent jurisdiction to be ultravires, the remaining parts shall nevertheless remain valid and binding and shall be read as if the offending section had been struck out.

**13.0 REPEAL CLAUSE**

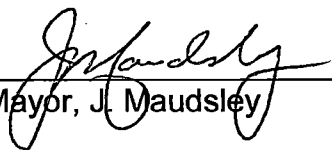
**13.01** That By-law No. 13-2006 and all amendments thereto not consistent with this By-law, be and they are hereby repealed.


**14.0 COMMENCEMENT**

**14.0** This By-law shall come into force and take effect upon the final reading thereof.

**READ a FIRST and SECOND** time this 27<sup>th</sup> day of April, 2015.

**READ a THIRD** time and **FINALLY PASSED** this 27<sup>th</sup> day of April, 2015.

  
\_\_\_\_\_  
Mayor, J. Maudsley

  
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Clerk, M. Lewis



**SCHEDULE 'A'**  
**TO**  
**BY-LAW NO. 22-2015**

**RESPECTING CLASSES OF PERMITS**

Class of Permits

"Building Permit"	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.
"Change of Use Permit"	This permit is used where a change in use would result in an increase in hazard (as determined under Sentence 2.4.1.2.(1) of the Building Code) even though no construction is proposed.
"Conditional Permit"	This permit may be issued at 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.
"Demolition Permit"	This permit governs both the type and method of demolition under the Building Code. If the building meets certain criteria as outlined in Article 2.3.2.3 of the Building Code, a professional engineer is to be retained to undertake a general review of the project during demolition.
"Occupancy Permit"	As required in Section 11 of the Building Code.
"Partial Permit"	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 a 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.
"Plumbing Permit"	This Class 1 permit means written permission or written authorization from the Chief Building Official to perform plumbing work regulated by this By-law or the Ontario Building Code.
"Sewage System Permit"	This permit is used to give permission or written authorization from the Chief Building Official to construct or repair a sewage system that has a design capacity of 10,000 litres per day or less.
"Sign Permit"	This class of permit is used in respect of structural requirements for signs contained in Section 3.14 of the Building Code. Smaller or other types of signs are controlled by Municipal By-law, known as the Sign By-law.
"Swimming Pool Fence"	This class of permit is used to give written authorization to excavate for and erect a privately-owned outdoor swimming pool complete with fencing as specified in the Municipal Swimming Pool Fence By-law, as amended.

**SCHEDULE 'B'  
TO  
BY-LAW NO. 22-2015**

**RESPECTING CLASSES OF PERMITS AND FEES**

**1. Calculation of Permit Fees**

Permit fees shall be calculated based on the formula given below, unless otherwise specified in this schedule.

Permit Fee (rounded to nearest dollar) = SI x A

where: SI = Service Index for Classification of the work proposed; and  
A = floor area in m<sup>2</sup> (ft<sup>2</sup>) of work involved.

**2. Classes of Permits and Fees**

<u>Class of Permit or Type of Fee</u>	<u>Service Index SI m<sup>2</sup> (ft<sup>2</sup>)</u>
<b><u>Group A, B, D, E, F</u></b> new construction	minimum fee \$1,700.00 up to 2,500ft <sup>2</sup> (232.3m <sup>2</sup> ) 0.68 /ft <sup>2</sup> or 7.32/m <sup>2</sup>
	0.68/ft <sup>2</sup> or 7.32/m <sup>2</sup> 0 to 15,000 ft <sup>2</sup>
	0.51/ft <sup>2</sup> or 5.49/m <sup>2</sup> 15,001 ft <sup>2</sup> to 50,000 ft <sup>2</sup>
Catastrophe rebuilds	0.34/ft <sup>2</sup> or 3.66/m <sup>2</sup> 50,001 ft <sup>2</sup> and larger 0.34/ft <sup>2</sup> or 3.66/m <sup>2</sup>
<b><u>Group A, B, D, E, F</u></b> major additions or alterations (> \$50,000 construction value)	minimum fee \$1,400.00 up to 2,500ft <sup>2</sup> (232.3m <sup>2</sup> ) 0.56/ ft <sup>2</sup> or 6.03/m <sup>2</sup> over 2,500ft <sup>2</sup>
<b><u>Group A, B, D, E, F</u></b> minor additions, alterations, interior finishes, mechanical stand alone	min. fee \$500.00 up to 2,500 ft <sup>2</sup> (232.3 m <sup>2</sup> ) 0.20/ft <sup>2</sup> or 2.15/m <sup>2</sup> for floor area over 2,500 ft <sup>2</sup> (232.3 m <sup>2</sup> )
<b><u>Group C</u></b> Low Density Residential Catastrophe rebuilds	minimum fee \$1,400.00 0.74/ ft <sup>2</sup> or 7.96/m <sup>2</sup> over 1,900ft <sup>2</sup> (176.6 m <sup>2</sup> ) 0.37/ft <sup>2</sup> or 3.98/m <sup>2</sup>
<b><u>Group C</u></b> Multiple Residential Catastrophe rebuilds	minimum fee \$1,400.00 0.74/ ft <sup>2</sup> or 7.96/m <sup>2</sup> over 1,900ft <sup>2</sup> (176.6 m <sup>2</sup> ) 0.37/ft <sup>2</sup> or 3.98/m <sup>2</sup>
<b><u>Group C</u></b> Residential major alterations, additions (> \$50,000 construction value)	minimum fee \$1,400.00 0.74/ ft <sup>2</sup> or 7.96/m <sup>2</sup> over 1,900ft <sup>2</sup> (176.6 m <sup>2</sup> )
<b><u>Group C</u></b> garage, carport, accessory buildings, decks, minor alterations, additions, wood stoves, swimming pools, temporary buildings, stand alone plumbing and other permits ie. change of use, replacement of Class 2, 3, or 5 septic system	minimum fee \$150.00 up to 300 ft <sup>2</sup> (28m <sup>2</sup> ); 0.42/ft <sup>2</sup> or 4.52/m <sup>2</sup> over 300 ft <sup>2</sup> (28 m <sup>2</sup> )
<b><u>Farm Buildings</u></b> new construction Catastrophe rebuilds	min. fee \$1,100.00 up to 2,500ft <sup>2</sup> (232.3m <sup>2</sup> ) 0.44/ft <sup>2</sup> or 4.73/m <sup>2</sup> structures over 2,500 ft <sup>2</sup> (232.3m <sup>2</sup> ) 0.22/ft <sup>2</sup> or 2.37/m <sup>2</sup>
<b><u>Farm Buildings</u></b> additions, alterations, accessory buildings, hobby farms	minimum fee \$150.00 0.06/ft <sup>2</sup> or 0.65/m <sup>2</sup> buildings over 2,500 ft <sup>2</sup> (232.3 m <sup>2</sup> )
<b><u>Designated Structures (OBC 2.1.2)</u></b> Communication Tower/Facility Silo, Wind turbine	minimum fee \$800.00
<b><u>Sewage Disposal System</u></b> new systems repair to existing system	\$400.00 flat fee \$200.00 flat fee
<b><u>Demolition</u></b> Residential Non residential	\$200.00 flat fee \$400.00 flat fee

**SCHEDULE 'C'**  
**TO**  
**BY-LAW NO. 22-2015**

**RESPECTING REFUND OF PERMIT FEES**

- (1) The fees that may be refunded under this By-law shall be the total fee less 20% upon application to the Chief Building Official.
- (2) Notwithstanding paragraph 1 above, no refund shall be made of an amount less than \$65.00.

**SCHEDULE 'D'**  
**TO**  
**BY-LAW NO. 22-2015**

**RESPECTING NOTICE AND INSPECTIONS**

The person to whom a permit under Section 8 of the Act is issued shall notify the Chief Building Official at least twenty-four (24) hours and up to a maximum of forty-eight (48) hours prior to the readiness to inspect the following:

- (1) after excavation and before constructing the footings;
- (2) after the foundation walls are adequately supported, drainage tiles installed with stone, and damp proofing completed, but prior to commencement of backfilling;
- (3) readiness for inspection or testing of:
  - (a) water service connection - prior to backfilling;
  - (b) storm drain connection - prior to backfilling;
  - (c) sanitary sewer connection - prior to backfilling;
  - (d) drainage systems and venting systems;
  - (e) water distribution system;
  - (f) fire services mains; and
  - (g) plumbing fixtures and plumbing appliances;
- (4) substantial completion of structural framing and rough-in of heating, ventilation, and air-conditioning, but before work is concealed by insulation or other means;
- (5) substantial completion of insulation, vapour barriers, and air barriers, but before boarding;
- (6) substantial completion of fire separation and closures;
- (7) substantial completion of fire access routes;
- (8) readiness to construct the private sewage disposal system;
- (9) after substantial completion of the installation of the sewage system, but before commencement of backfilling; and
- (10) completion of construction and installation of components required to permit the issuance of an occupancy permit under Section 2.4.3.

**SCHEDULE 'E'**  
**TO**  
**BY-LAW NO.22-2015**

**RESPECTING LIST OF PLANS OR WORKING DRAWINGS  
OR REPORTS TO ACCOMPANY APPLICATIONS FOR PERMITS**

1. Site Plans

Site plans shall illustrate:

- (a) lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;
- (b) existing and finished ground levels or grades, and if required by the Chief Building Official, a foundation and lot grading plan shall be prepared by a Professional Engineer or Ontario Land Surveyor and certified by a Professional Engineer or Ontario Land Surveyor; and
- (c) existing rights-of way, easements, and municipal services.

2. Two (2) sets of working drawings that include:

- (a) Foundation Plans;
- (b) Floor Plans;
- (c) Wall Sections and Details;
- (d) Framing Plans;
- (e) Roof Plan;
- (f) Building Elevations;
- (g) Heating and Ventilation calculations and drawings; and
- (h) Plumbing Drawings.

3. Soil's Consultant Report for septic system.

4. Miscellaneous engineered drawings for septic system, building components or assemblies, as required.

5. Letters of reference that address other applicable laws.

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

**SCHEDULE 'F'**  
**TO**  
**BY-LAW NO. 22-2015**  
**PRESCRIBED FORMS**

[www.obc.mah.gov.on.ca/userfiles/html/nts\\_4\\_24327\\_1.html](http://www.obc.mah.gov.on.ca/userfiles/html/nts_4_24327_1.html)

- (1) Application for a Permit to Construct or Demolish [Ontario Building Code (OBC), Article 2.4.1A(2)]
- (2) Schedule 1 - Designer Information
- (3) Schedule 1a & 1b – Sewage System Installer Information [Permit Application (07/03)]
- (4) Order to Comply [Pursuant to Subsection 12(2) of the *Building Code Act, 1992*]
- (5) Stop Work Order [Pursuant to Subsection 14(1) of the *Building Code Act, 1992*]
- (6) Order Not to Cover or Enclose [Pursuant to Subsection 13(1) of the *Building Code Act, 1992*]
- (7) Order to Uncover [Pursuant to Subsection 13(6) of the *Building Code Act, 1992*]
- (8) Order Requiring Tests and Samples [Pursuant to Subsection 18(1)(f) of the *Building Code Act, 1992*]