

**The Corporation of the Township of
Otonabee-South Monaghan**

By-law Number 2019-31

Being a By-law regulate permits and inspections for construction,
Demolition and change of use under the Building Code Act, 1992, S.O.
1992, Chapter 23 and to set out fees that will be charged for permits

Whereas Section 7 of the *Building Code Act, 1992, S.O. 2001, Chapter 23*, authorizes Council to pass certain by-laws respecting construction, demolition, change of use, transfer of permits, inspections and the setting and refunding fees;

And Whereas Section 446 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that if a municipality has the authority under the Municipal Act or any other Act or under a by-law under the Municipal Act or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense.

Now Therefore the Council of the Township of Otonabee-South Monaghan **ENACTS AS FOLLOWS:**

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Part 1 – Definitions

1.1 Definitions

In this By-law:

Act	The Ontario Building Code Act, 1992 S.O. 1992 Chapter 23, as amended
Applicable Law	The list of applicable law found in Division A, Part 1, Article 1.4.1.3 of the Building Code
Applicant	The owner of a building property or property who applied 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 construction or demolition of a building or buildings and anyone acting under the authority of such person or Corporation.
Architect	The holder of a licence, certificate of practice or a temporary licence issued under the Architects Act as defined in the Building Code.
As Constructed Plans	As built (constructed plans) to reflect all changes made at time of constructions with the approval of the CBO.
Applicant	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 their behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building and anyone acting under the authority of such person or corporation.
Building	A building as defined in Section 1(1) of the Act.
Building Code	Regulations made under Section 34 of the Ontario Building Code Act, 1992, S.O. 1992, Chapter 23, as amended.
Chief Building Official	The person appointed by the Township of Otonabee-South Monaghan Council to enforce the Act in the Township of Otonabee-South Monaghan.
Construct	Construct as defined in subsection 1(1) of the Act.
Council	The Council of the Corporation of the Township of Otonabee-South Monaghan.
Demolish	Demolish as defined in Subsection 1(1) of the Act.
Farm Building	A farm building as defined in Section 1.3 of the Building Code.
Forms	The applicable Provincial or municipal prescribed forms as set out in Schedule "C " to this by-law.
Inspector	The person(s) appointed by the Township of Otonabee-South Monaghan for the purposes of enforcement of the Act.

Owner	The registered owner of the property and includes a lessee, mortgagee in possession, and the authorized agent in lawful control of the property.
Permit	Permission or authorization given in writing by the Chief Building Official to perform work, to change the use of a building or part of it or to occupy a building or part of it, as regulated by the Act and Building Code.
Permit Holder	The owner to whom a permit has been issued or where a permit has been transferred, the owner to whom the permit has been transferred.
Plumbing	Plumbing as defined in Section 1(1) of the Act.
Professional Engineer	A person who holds a licence or temporary licence under the Professional Engineers Act, as defined in the Building Code.
Registered Code Agency	A person or entity that has the qualifications and meets the requirements as defined in subsection 1(1) of the Act
Regulations	A regulation made under the Act.
Sewage System	A sewage system as defined in Sentence 1.4.2(1) Division A, Part 1 of the Building Code.
Township	The Corporation of the Township of Otonabee-South Monaghan
Work	Construction or demolition of a building or part thereof, as the case may be and has the same meaning as construct as defined in Subsection 1(1) of the Act.

1.2 Word/Term Not Defined

Any word or term, not defined in this By-law, that is defined in the Act or Building Code shall have the same meaning ascribed to it in the Act or The Building Code or the dictionary.

Part 2 – Classes of Permits

2.1 Set Out

The classes of permits and corresponding permit fees for construction, demolition and change of use of buildings are set out in Schedule “A” of this by-law.

Part 3 – Permits

3.1 File Application – Provincial Form

Every application for permit to construct or demolish a building under Section 8 of the Act, shall be made by the owner of the property or the authorized agent of the owner of the property and shall be on a form prescribed by the Minister, available from the Chief

Building Official, or Ministry of Municipal Affairs and Housing, Ontario Building Code website.

3.2 Information Submitted to the Chief Building Official

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

- (1) Where an application is made for a construction permit under Subsection 8(1) of the Act, the application shall:
 - (a) be submitted using the provincial application form described in Section 3.1 of this By-law and completed forms in accordance with Schedule “C” of this By-law;
 - (b) two (2) hard copy sets of architectural/structural plans and one digital file as per Division C 1.3.1.3 of the Ontario Building Code and as set out in this by-law;
 - (c) one (1) set of HVAC designs completed by a qualified BCIN designer including HRV designs.
 - (d) septic permit or approval from the municipality to hook into the municipal sewer system and sewage disposal system together with the installer information (Schedule 2).
 - (e) truss drawings, engineered beam and product designs.
 - (f) include where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act, R.S.O. 1990, c.031 as amended.
 - (g) MDS information if applicable including number of animals and type of animals on the farm. Barn dimensions of existing and proposed buildings.
 - (h) applicable law as required (ORCA, MTO, Trent-Severn Waterway, Tarion, County of Peterborough).
 - (i) energy efficiency form (EEDS) – prescriptive or performance.
 - (j) schedule / designer information
 - (k) entrance permit, township form or approval from MTO or County of Peterborough

Process of Application

Application will be processed once deemed complete. Notice of incomplete application will be provided to the owner in the form of an email or letter advising the outstanding items or issues.

- (2) Where an application is made for a **demolition permit** under Subsection 8(1) of the Act, the application shall:
- (a) be submitted using the provincial form described in Section 3.1 of this By-law;
 - (b) include the fee paid upon permit issuance and pick-up of permit;
 - (c) include complete plans and specifications and other information as set out in Division C 1.3.1.1(3) of the Building Code and as set out in this By-law.
 - (d) include the site plan showing structure to be demolished including size of structure, setbacks of structure and service locations.
- (3) Where an application is made for a **change of use permit** under Subsection 10(1) of the Act, the application shall:
- (a) be submitted using the application form described in Section 3.1 of this By-law;
 - (b) include the fee paid upon permit issuance and pick-up of permit;
 - (c) include complete plans and specifications showing the current and proposed occupancy of all parts of the building and containing sufficient information for the determination of compliance with the Building Code, including floor plans, details of wall, ceiling and roof assemblies, identifying fire resistance ratings and load bearing capabilities and details of the existing sewage system; and
 - (d) include completed forms in accordance with Schedule “C” of this By-law.
 - (e) include the site plan showing building and service locations.
- (4) Where an application is made for a **partial permit** for a portion of a building or project prior to the issuance of a permit for the entire building or project, the application shall:
- (a) be submitted using the application form described in Section 3.1 of this By-law;
 - (b) include the fee paid upon permit issuance and pick-up of permit;
 - (c) include complete plans and specifications and Division C 1.3.1.3 of the Building Code and as set out in this By-law, for the portion of the Building which is the subject of the partial permit application as required by the CBO.

- (5) Where an application is made for an **occupancy permit** as set out in Division C 1.3.3.1 of the Building Code, the application shall:
- (a) be submitted using the application form described in Section 3.1 of this By-law;
 - (b) describe the building, or part thereof, for which an occupancy permit is requested.
 - (c) provide potential move in date.
- (6) Where the application for an occupancy permit referenced in section 6 above relates to the partial occupancy of a building prior to its completion, a separate application is required for each stage of occupancy.
- (7) Where an application is made for a transfer of permit because of a change of ownership of the land, as permitted under clause 7(1)(h) of the Act, the application shall:
- Provide the names and addresses of the previous and new owner,
 - Provide the date that the land ownership change took place;
 - Describe the permit that is being transferred
 - Fee to be paid upon permit issuance and pick up of permit.
- (8) Where an application is found to be incomplete and does not comply with Article 1.3.1.1, Division C, Part 1, the application may be accepted for processing at the discretion of the Building Official, if the applicant acknowledges that the application is incomplete and therefore is not entitled to the time periods prescribed in Column 3 of Table 1.3.1.3 Division C, Part 1.

3.3 Conditional Permits

Where an application is made for a **conditional permit** under Subsection 8(3) of the Act, the application shall:

- (a) be submitted using the provincial application form described in Section 3.1 of this By-law;
- (b) include the fees to be paid upon permit issuance and pick up of permit;
- (c) include complete plans and specifications and other information as required by the Building Code and as set out in this By-law.
- (d) include completed forms in accordance with Schedule “C”
- (e) be accompanied by:
 - (i) In the case of residential model homes:
 - A copy of the model home agreement; or
 - Where the model homes are authorized by the subdivision agreement, the required certifications as set out in the

subdivision agreement securing the issuances of the model home building permits;

- (ii) in the case of new construction and additions to existing buildings for industrial, commercial, institutional and residential high-rise properties:
 - A copy of the draft site plan agreement or undertaking and a copy of the executed conditional permit agreement signed by the owner and Chief Building Official;
- (f) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted.
- (g) state any outstanding approvals which must be obtained in respect of a building permit under Subsection 8(1) of the Act for the proposed building, and the time in which such approvals will be obtained;
- (h) state the time in which plans and specifications of the building will be filed for a building permit under Subsection 8(1) of the Act, and
- (i) be subject to the owner entering into an agreement with the Township, as provided in Subsection 8(3) of the Act.

3.4 Inactive, Incomplete or Abandoned Permit Applications

- (1) An application shall be deemed to be incomplete where, any of the applicable requirements of Part 3 herein have not been complied with; or
 - (a) the chief building official determines that the proposed building, construction, demolition or change of use will contravene any other applicable law.
- (2) An application for a permit shall be deemed to have been abandoned by the applicant where:
 - (a) the application is incomplete and remains incomplete for six (6) months after it was submitted, or
 - (b) the application is complete, a permit is available to be issued, and six (6) months have elapsed from the date upon which the Township mailed notification thereof to the applicant at the applicant's address shown on the application

If an application is deemed to be abandoned, a new application must be filed and new drawings submitted for the proposed work.

Part 4 – Plans and Specifications

4.1 Information: to determine conformity

Every applicant for permit shall furnish sufficient plans, specifications and documents as set out in the Building Code and this By-law to enable the Chief Building Official to determine if the proposed construction, demolition or change of use will contravene the Act, Building Code and any other applicable law.

4.2 Two Complete Sets Required Unless Specified

Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of plans and specifications as described in Schedule “D” of this by-law and one (1) digital file.

4.3 Plans Drawn to Scale on Durable Material

Plans shall be drawn to scale and legible, on paper or other durable material conforming to the guidelines prescribed by the Chief Building Official.

4.4 Site Plans Referenced to Plan of Survey

Site plans shall reference a current plan of survey, certified by an Ontario Land Surveyor, and, when, required to determine compliance with the Act, Building Code or any other applicable law, a copy of the survey shall be submitted to the Chief Building Official. Site Plans shall include:

- Lot size and dimensions of the property and setbacks to any existing or proposed buildings,
- Existing and finished ground elevations or grades of the property,
- Existing rights of way, easements and municipal services
- Overhead service locations (hydro)
- Septic & well locations
- Service locations underground
- Driveway location(s)
- Surface drainage (swales, director of surface water)
- North Apron
- Any other requirements of the CBO based on case by case basis

4.5 As Constructed Plans

On completion of the construction of the building, the Chief Building Official may require a set of “as constructed” plans, including a plan of survey showing the location of the building.

4.6 Changes to Plans

After 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 the Chief Building.

4.7 Alternative Solutions

Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains equivalent materials, techniques and systems for which authorization under Clause 1.2.1.1(1)(b) Division A, Part 1, The Building Code is requested, the following information shall be provided:

- (a) a description of the proposed material, system or building design for which authorization under Clause 1.2.1.1(1)(b) Division A, Part 1, The Building Code is requested including drawings and written description.
- (b) any applicable provisions and functional & objective statements of The Building Code.
- (c) Evidence that the proposed material, system or building design will provide the level of performance required by the Building Code; and
- (d) Include completed forms set out in Schedule C of this By-law, where applicable.

4.8 Plans Property of the Township

Plans, specifications and documents furnished in accordance with the Act, Building Code or this By-law become the property of the Township and will be disposed of or retained in accordance with the relevant legislation.

4.9 Additional Requirements

In addition to the requirements listed elsewhere in this By-law, every application for permit prescribed under the Building Code shall also:

- (a) include a detailed description of the work proposed, as well as the current and proposed use and occupancy of the building,
- (b) Describe any encroachments onto other properties, including municipal, regional, and provincial lands, including encroachments for temporary work (including hoarding, excavation, shoring and site servicing),
- (c) Describe all access points to the development site, including temporary access, and include existing, expanded and new access points (driveway and walkway),
- (d) include a breakdown of the area of the building corresponding to the occupancy classification or type of construction in *Schedule A* of this by-law.
- (e) the cost of construction based on the cost of a contractor completing the work.

Part 5 – Registered Code Agencies

5.1 Agreement with Registered Code Agency

Where the Township enters in an agreement with the registered code agency, the Township may appoint the agency to perform specified functions in respect of the construction of a building or class of buildings.

5.2 Appointment of Registered Code Agency

The registered Code Agency may be appointed to perform one (1) or more of the specified functions described in Section 15.15 of the Act.

Part 6 – Fees and Refunds

6.1 Due and Payable at the time when Permit is obtained

- (a) The Chief Building Official shall determine the required fees for the work proposed calculated in accordance with Schedule “A” of this By-law and where the fees payable are based on the prescribed value of the proposed work, the prescribed value 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, but does not include the cost of the land.
- (b) The applicant shall pay the required fees at time of issuance of the permit and no permit shall be released until the fees, therefore, have been paid in full.
- (c) Where the Chief Building Official has determined that the prescribed value to construct a building permit has been underestimated, the Chief Building Official will recalculate the permit fee to the revised prescribed value and the adjustment to the permit fee will be collected when the building permit is issued.
- (d) Where the amount of a fee to be paid as part of a permit application, as calculated in accordance with Schedule “A” herein exceeds Ten thousand dollars (\$10,000), a deposit may be required to be paid with the permit application and the balance of the amount of the fee shall be due and payable in full prior to the issuance of the permit.
- (e) Despite the provisions of subsection 6.1(a), the minimum fee payable on any application shall be **\$250.00**

6.2 Work without Permit

Any person or Corporation who commences construction, demolition or change the use of a building before submitting an application for a permit or receiving a permit shall, in addition to any other penalty under the Act, Building Code or this By-law, pay an additional fee in accordance with Schedule A of this By-law, so that the Township can recover the additional administrative and enforcement costs.

6.3 Refunds

In the case of withdrawal of an application, the abandonment of all or a portion of the work, refusal of a permit, 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”* of this by-law.

6.4 Revocation of a Permit

There shall be no refund of permit fees where a permit has been revoked under 8(10)(a) or 8(10)(f) of the Act.

Part 7 – Transfer of Permits

7.1 Application Completed by New Owner

A permit may be transferred if the new land owner provides the information in accordance with the requirements of Part 3 of this By-law.

7.2 Fee for Transfer of Permit

A fee shall be payable on the application for a transfer of permit as provided for in *Schedule “A”* of this By-law. The new owner shall be responsible for posting any securities.

7.3 New Owner Permit Holder Transfer

The new owner shall, upon transfer of the permit, be the person to whom the permit was issued for the purpose of the Act and Building Code.

Part 8 – Revocation of Permits

8.1 Notice of Revocation

Prior to revoking a permit under subsection 8(10) of the Act, the Chief Building Official may serve a notice by personal service or registered mail at the last known address to the permit holder, and following thirty (30) day period from the date of service the Chief Building Official may revoke the permit if grounds to revoke still exist without any further notice and all submitted plans and other information may be disposed of.

8.2 Deferral of Revocation

A permit holder 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. The Chief Building Official may grant an extension for a period of upto six (6) months. No more than two (2) deferral requests may be granted to extend the permit for a maximum of eighteen (18) months from the date of issuance.

8.3 Fee for Deferral of Revocation

A request for deferral shall be accompanied by the non-refundable fee therefore set out in *Schedule “A”* of this By-law.

8.4 Reduction of Refund

A request for deferral or revocation is subject to an addition 5% refund reduction in accordance with section (1) of *Schedule” B”* of this By-law when a permit is subsequently revoked.

Part 9 – Notice Requirements for Inspections

9.1 Notice at Completion of Each Stage

The person to whom the permit was issued shall notify the Chief Building Official at the completion of each stage of construction set out in Division C 1.3.5.1 and 1.3.5.2 of the Building Code and listed in *Schedule “E”* of this By-law.

9.2 Notice of Completion before Occupancy

The person to whom the permit was issued shall notify the Chief Building Official of the date completion of the building or part thereof, prior to occupancy.

9.3 Notice Effective When Received by the Chief Building Official

The notice under this section is not effective until it is actually received by the Chief Building Official.

9.4 Time Period – Inspections

Upon receipt of proper notice, the Inspector shall undertake an inspection of the building to which the notice relates, in time frame set out in Division C, 1.3.5.3 of the Building Code or Subsection 11(4) of the Act.

9.5 Requirements During Construction and Inspections

Requirements during the construction process and inspections are found on *Schedule “G”*

Part 10 – Code of Conduct

10.1 Code of Conduct for Building Officials

The Code of Conduct and associated policies, as required under Section 7.1 of the Act, are set out in *Schedule “F”* of this by-law.

Part 11 – Fencing – Construction and Demolition Sites

11.1 Fencing Required

Unless granted an exemption under Subsection 11.2, every person issued a permit for construction or demolition, under the Act, shall erect and maintain a fence to enclose the construction or demolition site, including areas where equipment is operated or equipment or materials is stored.

11.2 Conditions for Exemptions

The Chief Building Official may grant an exemption from the requirements in Subsection 11.1 where he or she is satisfied that site conditions would not present a particular hazard, having regard for;

- (a) the proximity of the site to occupied dwellings;
- (b) the proximity of the site to lands accessible to the public, including but not limited to streets, parks and commercial and institutional activities;
- (c) the hazards presented by the construction activities and materials;
- (d) the feasibility and effectiveness of the site fencing; and,
- (e) the duration of the hazard

11.3 Fencing Requirements

Every fence required by this section shall:

- (a) be erected to fully enclose the site;
- (b) be a minimum of 1.2 metres high, measured from grade to outside the fence, and have no gaps larger than 100 millimetres below the fence;
- (c) be constructed to deter entry by unauthorized persons or vehicles;
- (d) have no rails or other horizontal or diagonal bracing, attachments or pattern of openings on the outside that would facilitate climbing;
- (e) contain no opening more than 150 millimetres wide or less than 900 millimetres above the bottom of the fence except where required to facilitate access to and from the site;
- (f) at any access opening, be equipped with gates that shall:
 - Contain wire mesh or similar material to provide visibility for traffic entering and exiting the site;
 - Be constructed to specifications that provide performance and safety equivalent to the fence; and,
 - Deter entry by unauthorized persons;
- (g) be maintained:
 - In good repair with no gaps larger than 100 millimetres below the fencing;
 - Free from health, fire and accident hazards; and,
 - So that access openings are closed and locked or securely reinstalled when the site is unattended; and
- (h) be removed no later than 30 days after completion of the construction or demolition work.

11.4 Fence Construction Standards

A fence required by Subsection 11.1 shall be constructed to the following standards:

- (1) If constructed of wood, the outside face shall be smooth exterior grade plywood if wafer board which is a minimum of 12.5 millimetres thick, securely fastened to 89 millimetre by 89 millimetre vertical posts spaced at 2.4 metre centres and embedded sufficiently deep to provide rigid support and securely nailed to 39 millimetre horizontal rails secured to the vertical posts at the top and bottom.
- (2) If constructed using plastic mesh, the fencing shall be fastened securely at 200 millimetre centres to steel "I" posts or similar, spaced at not more than 1.2 metre centres and embedded at least 600 millimetres into the ground with the top and bottom of the plastic mesh secured horizontally by 11 gauge cable threaded through or otherwise attached to the mesh and each post.
- (3) If constructed with chain link, the mesh shall have openings no larger than 50 millimetres and shall be fastened securely to vertical steel posts spaced not more than 2.4 metre centres and to top and bottom horizontal steel rails or 9-gauge steel wire.
- (4) the fence may be a combination of fence types specified in this section or may be constructed of other materials that provide performance and safety equivalent to the fence types specified and the Chief Building Official authorizes its use.

11.5 Municipal Authority to Construct Site Fence

Where the person to whom a permit is issued fails to erect a site fence required under this section, and where the Chief Building Official has not granted an exemption, the Chief Building Official may cause a fence to be erected and recover the costs by adding to the tax rolls and collections them in the same manner as property taxes.

Part 12 – Validity

12. Severability

In the event that any provision of this By-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this By-law.

Part 13 – Contravention of the By-law

13.1 Offence

Every person or corporation that contravenes any provision of this By-law is guilty of an offence and, on conviction, is liable to a penalty as set out in Section 36 of the Act.

Part 14 – Repeal – Enactment

14.1 Previous By-law

On the date this By-law comes into force. The previous By-law 2008-23 and its amending by-laws are hereby repealed.

14.2 Effective Date

This By-law shall come into force and take effect on June 1, 2019

Read a First time this _____ day of _____, 2019

Read a Second time this ____ day of _____, 2019

Read a Third time and finally passed this ____ day _____ A.D. 2019.

Mayor – Joe Taylor

Clerk – Heather Scott

Schedule "A" to By-law 2019-

Permits and Fees

Building Permit Fee Schedule (last updated May 6, 2019)	
New Dwelling Unit	\$1.46 / sq ft
New Residential Additions	\$1.46 / sq ft
Residential Renovations	\$19.53 / \$1000
Mobile Homes/Park Model	\$1.46 / sq ft
Accessory Building	\$1.33 / sq ft
Building Re-location	\$1.46 sq ft
New Foundation under Existing Structure	\$19.53 / \$1000
Finish Basement	\$19.53 / \$1000
Plumbing Permits	\$175.00 + \$19 per fixture
Decks/Carports/Porches/Sheds	\$1.33 sq ft
Outdoor Solid Fuel Furnace	\$300.00
Solar	\$500.00 < 20kw \$750.00 > 20kw
Wood Stove/Chimney	\$300.00
Occupancy Permit	\$240.00
Non Residential	
Commercial / Industrial / New Construction & Additions	\$1.46 sq ft.
Commercial / Industrial / Institutional Renovations	\$19.53 / \$1000
Agricultural Buildings New Construction & Additions	\$19.53 / \$1000
Soft Cover / Coverall / Tent Type Structures	\$0.42 / sq ft
Other Permits	
Demolition Permit	\$240.00
Minimum Permit Fee	\$250.00
Entrance Permit Fee	\$100.00
Temporary Use (Wedding Tent) (One-time Use)	\$250.00
Temporary Use up to One Year	\$500.00
911 Sign Fee	\$ 50.00
Yearly Permit Renewal	\$250.00
Change of Use Permit	\$19.53 /\$1,000
Swimming Pools-Above Ground	\$190.00
Swimming Pools – In Ground	\$19.53 /\$1,000
Swimming Pools – Sur Charge	\$100.00
Commercial Sign Permit	\$1,500
Discharge of an Order	\$200.00
Repeat Inspection Beyond 2	\$150.00
Request for an Inspection Years before 2003	\$150.00
Transfer of Permit	\$250.00
Building Without a Permit	Fees Doubled

**** Dwellings with an unfinished walkout basement – 50% of walkout basement floor area is counted as part of the finished floor area and all relevant permit fees apply to this area.**

- ****In the case of Change of Use Permits they may be charged at \$1.43 / if determined by Chief Building Official based on case by case basis.**

Infill Grading Deposit:

An Infill Grading Deposit shall be collected in the amount of \$1,500 for each building permit application for a Single Dwelling Unit, Duplex, Semi-Detached, Townhouse and Triplex dwelling units except when said permit application is subject to a Grading Deposit as required in a Subdivision Agreement under the Planning Act.

Refund of Infill Grading Deposit:

Upon the completion of a final inspection including final inspection of the individual lot grading by the Inspector and confirmation of final grading approval in writing by the Professional Engineer (P.Eng.), Certified Engineering Technologist (CET) or Ontario Land Surveyor (OLS), the construction deposit without interest (or such portion as remains unused) for that lot shall be returned by the Municipality to the party that paid the construction deposit.

The following guidelines are to be applied in the calculation of permit fees:

1. Floor area of the proposed work is to be measured to the outer face of exterior walls and to the center line of party walls or demising walls.
2. In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
3. Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
4. Except for interconnected floor spaces, no deduction is made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc)
5. Unfinished basements for single detached dwellings (including semis, duplexes and townhouses, etc.) are not included in the floor area unless the basement is a walkout basement and fifty per cent (50%) of the floor area will be counted towards the area calculations.
6. Finished basements for single detached dwellings (including semis, duplexes and townhouses, etc.) are not included in the floor area. This is not applicable to secondary units if permitted by zoning.
7. Fireplaces, HVAC, electrical, woodstoves, site services are included in the permit fee for single family dwellings.
8. Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
9. Ceilings are included in both new and finished (portioned) buildings. The permit fees for ceilings apply only when alterations occur in existing buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable fees.

10. Where demolitions of partitions or alterations to existing ceilings are part of an alteration or renovation permit, no additional fee is applicable.
11. Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.
12. The classes of building permits and occupancy categories in the schedule correspond with the definitions of major occupancy classifications in the Ontario Building Code. For mixed occupancies, the permit fee for each of the applicable occupancy categories may be used.
13. The Chief Building Official shall determine fees for classifications of permits not described or included in the schedule.

Schedule "B"

Refund of Permit Fees

1. The Permit Fees that may be refunded under Part 6 of this By-law are to be a percentage of the permit fees payable under this By-law subject to Sections 1 & 2 of this Schedule.
 - a. Eighty-five per cent (85%) of the fee paid shall be refunded if only the application administrative functions have been performed.
 - b. Seventy-five per cent (75%) of the fee paid shall be refunded if only the following have been performed:
 - The functions described in 1(a) herein, and;
 - Zoning review functions
 - c. Fifty-five per cent (55%) of the fee paid shall be refunded if only the following have been performed:
 - The functions described in 1(b) herein and;
 - Building code compliance review functions
 - d. Forty-five per cent (45%) of the fee shall be refunded if only the following have been performed:
 - The functions described in subsection 1(c) herein have been performed, and
 - The permit has been issued
 - e. An additional 5% of the original permit fee shall be deducted for each field inspection that has not been performed after the permit has been issued.
 - f. No refund of any portion of the fee shall be made if any construction or demolition has commenced.
2. Notwithstanding Section 1, hereof, no refund is to be made of an amount less than \$250.00

Note: Any amount authorized by the Chief Building Official to be refunded herein shall be refunded to the person named on the fee receipt issued by the Township upon original payment of the fee, unless that person directs in writing that it be refunded to another person.

Schedule “C”
Schedule of Forms, Applications, Order, Certificates & Agreements

1.	Application for a Permit to Construct or Demolish
2.	Commitment to General Reviews by Architect and Engineers
3.	Energy Efficiency Design Summary (Part 9 Residential) (EEDS)
4.	Energy Efficiency Certification Form (Other than Part 9 Residential) (EEDS)
5.	Ontario Building Code Data Matrix
6.	Residential Ventilation and Heating/Cooling Design Summary (HVAC)
7.	Alternative Solution Form
8.	Flow Control Roof Drainage Declaration
9.	Schedule 1: Designer Information
10.	Schedule 2: Sewage System Installer Information
11.	Order Not to Cover or Uncover
12.	Order to Uncover
13.	Order Requiring Tests and Samples
14.	Stop Work Order / Emergency Work Order
15.	Order to Comply
16.	Change of Use Application
17.	Certificate for Occupancy of a Building not Fully Completed
18.	Plans Review Certificate
19.	Final Certificate
20.	Conditional Permit Agreement

21.	Demolish of 2 nd Home on Property Agreement
22.	Sewage System Installer Information Sheet (Schedule 2)

Schedule “D”

Schedule of Drawings, Specifications and Documents require for Construction, Demolition and Change of Use Permits

1. Two sets/copies of 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 Section 1.3, Division C, Part 1, The Building Code.
 - a. **Demolition (Full or Partial)**
 - i. Proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric, telephone or other utilities and services.
 - ii. Description of the structural design characteristics of the building and a method of demolition prepared by a Professional Engineer where deemed necessary by the Chief Building Official – Article 1.2.2.3 Division C, Part 1, The Building Code.
 - iii. Site/grading plan prepared by a Professional Engineer (P.Eng.), Certified Engineering Technologist (CET), or Ontario Land Surveyor (OLS).
 - iv. Site plan must locate all existing building(s) and delineate the building(s) to be demolished including the last known use of the building and list the floor area for each floor including all mezzanine(s) and basement.
 - v. Complete Demolition Utility Sign Off Form
 - vi. Other requirements as required by the Chief Building Official
 - b. **Residential Deck or Porch Permit**
 - i. Site plan or survey (must show septic tank & bed locations)
 - ii. Floor plan, footing/foundation and framing plan
 - iii. Elevation(s)
 - iv. Section or detail of guard
 - v. Connection details
 - vi. Engineering for connection through brick or rigid insulation
 - vii. Other requirements as required by the Chief Building Official
 - c. **Residential Accessory Buildings**
 - i. Site Plan or survey (must show septic tank & bed locations)
 - ii. Footing/foundation plan/Engineered Floor Slab
 - iii. Floor Plan (framing)
 - iv. Building Elevations (4)
 - v. Building Section (min. 1)
 - vi. Other requirements as required by the Chief Building Official

d. **Residential Addition or Renovation Permit**

- viii. Site Plan and Survey (must show septic tank & bed locations)
 - i. Grading Plan prepared by a Professional Engineer (P.Eng.), Certified Engineering Technologist (CET), or Ontario Land Surveyor (OLS) as applicable
 - ii. Footing/Foundation Plan
 - iii. Floor plan (1 per floor and include framing, all dimensions, room names and indicate any new plumbing facilities)
 - iv. Building Elevations (4)
 - v. Building Section
 - vi. Letter of verification from heating designer of the capacity of the existing heating system
 - vii. Complete On-site sewage system permit application or evaluation of existing private sewage where applicable from Public Health Department
- viii. Energy Efficiency Summary
- ix. Other requirements as required by the Chief Building Official

e. **New Residential House, Semi-Detached, Townhouse or Duplex**

- i. Approved site development plan and agreement
- ii. Site plan
- iii. Grading Plan prepared by a Professional Engineer (P.Eng.), Certified Engineering Technologist (CET) or Ontario Land Surveyor (OLS) as applicable
- iv. TARION (ONHWP) – information filled out on permit application
- v. Complete On-Site Sewage System Permit application or evaluation of existing private sewage system were applicable
- vi. Verification of potable water supply if applicable
- vii. Footing/Foundation Plan
- viii. Floor Plan (1 per floor, and indicate all dimensions, room names and proposed plumbing fixtures)
- ix. Floor and Roof Framing Plans (include floor and roof truss drawings)
- x. Building Elevations (4)
- xi. Building Section
- xii. Details of construction masonry fireplaces (if applicable)
- xiii. Mechanical Ventilation Form
- xiv. Heat Loss / Heat Gain Calculations and Furnace make/model
- xv. Energy Efficiency Summary
- xvi. Copy of Deed (if applicable)
- xvii. HVAC & HRN Deskins – Truss Drawings
- xviii. Other requirements as required by the Chief Building Official

f. **New Residential Apartment Building**

- i. Approved site development plan and agreement

- ii. Geotechnical investigation Report (2 copies) including verification of potable water supply, if applicable
- iii. Site plan
- iv. Grading and site serving plan(s) prepared by a Professional Engineer (P.Eng.), Certified Engineering Technologist (CET) or Ontario Land Surveyor (OLS) as applicable
- v. Ventilation of on-site water supply for firefighting
- vi. Complete On-Site Sewage System Permit application or evaluation of existing private sewage system where applicable
- vii. Architectural Drawings
- viii. Floor Plan (one per floor)
- ix. Foundation Plan & Details
- x. Floor, Framing and Roof Structural Plan
- xi. Building Elevations
- xii. Building Sections
- xiii. Window & Door Hardware Schedules
- xiv. Room Finish Schedules
- xv. Structural Drawings
- xvi. Mechanical Drawings
- xvii. Electrical Drawings
- xviii. Sprinkler and Standpipe Drawings, where applicable
- xix. Energy Efficiency Summary
- xx. HVAC & HRN Deskins – Truss Drawings
- xxi. Other requirements as required by the Chief Building Official

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

- i. Approved Site Development Plan and Agreement
- ii. Geotechnical Investigation Report (2 copies) including verification of potable water supply, if applicable
- iii. Site Plan
- iv. Grading and site servicing plan(s) prepared by a Professional Engineer (P.Eng.), Certified Engineering Technologist (CET) or Ontario Land Surveyor (OLS) as applicable
- v. Verification of on-site water supply for firefighting
- vi. Complete on-site sewage system permit application or evaluation of existing private sewage system where applicable
- vii. Architectural Drawings
- viii. Structural Drawings
- ix. Mechanical Drawings
- x. Electrical Drawings
- xi. Sprinkler and Standpipe Drawings, where applicable
- xii. Energy Efficiency Summary
- xiii. Other requirements as required by the Chief Building Official

h. **Non-Residential Alteration/Renovation (Part 3 or 9 Building)**

- i. Site Plan
- ii. Architectural Drawings

Where Applicable:

- iii. Structural Drawings
- iv. Mechanical Drawings

- v. Electrical Drawings
- vi. HVAC Drawings
- vii. Complete On-Site Sewage System Permit application or evaluation of existing private sewage system where applicable
- viii. Energy Efficiency Summary (EEDS form)
- ix. Other requirements as required by the Chief Building Official

i. **Designated Structures**

The following plans prepared and stamped by a Professional Engineer:

- i. Site Plan
- ii. Grading Plan, where applicable
- iii. Architectural / Engineering Drawings
- iv. Elevations, where applicable
- v. Sections and Detail, where applicable
- vi. Other requirements as required by the Chief Building Official

j. **Farm Buildings**

- i. Site Plan
- ii. Architectural, Structural, Mechanical & Electrical Drawings
- iii. Engineering if applicable
- iv. Commitment to review form
- v. MDS calculations, if applicable
- vi. Nutrient Management Strategy or Plan, if applicable
- vii. Complete On-Site Sewage System Permit or evaluation of existing private sewage system where applicable
- viii. Other requirements as required by the Chief Building Official

k. **On-Site Sewage Systems**

- i. On-Site Sewage System Permit or letter from Public Health authorizing the use of the existing system following an evaluation of the existing private system.
- ii. Site plan and grading/drainage plan(s)

l. **Swimming Pools**

- i. Site plan (note on the plan: the fence type and location; pool size; height of pool walls; all setbacks from property lines; septic & well locations)
- ii. Septic location and distance from pool to septic bed
- iii. Pool size

m. **Commercial Exhaust Hood (NFPA 96)**

- i. Floor Plan
- ii. Mechanical plan, details and section
- iii. Engineered stamped drawings by PENG
- iv. Other requirements as required by the Chief Building Official

n. **Electro-Magnetic Locking Devices / Fire Protection**

- i. Floor plan
- ii. Electrical plan, details of connection with fire alarm system
- iii. Annunciator panel location
- iv. All building code required fire safety elements

o. **Plumbing or Backflow Prevention Device**

- i. Plumbing floor plan
- ii. Back flow device locations
- iii. Where applicable, a company letter describing proposed work

2. Unless specified by the Chief Building Official, the following information shall be shown on plans or working drawings that accompany applications for permits.

a. **The Site Plan shall show:**

- i. Survey property boundaries and dimensions, all building lines, bearings of metes and bounds and compass orientation (legal description);
- ii. The location, use, height and dimensions of any existing and proposed buildings including front, side and rear yard dimensions and relationships to adjoining property lines and buildings and the proposed lot coverage;
- iii. Existing and finished ground levels or grades and first floor elevations referenced to an established datum at or adjacent to the site in respect of which an application is made;
- iv. Existing rights-of-way, easements and municipal services; and
- v. All existing and proposed parking layout, fire access routes, retaining walls, swimming pools, accessory buildings, septic systems, wells and any other such physical additions to the site.
- vi. Overhead hydro wires
- vii. North arrow
- viii. Street name

b. **Grading Plan and Site Servicing Plan(s) shall show:**

- i. The property lines, building location, sidewalks, driveways, curb cuts, swales, all utility services and new/existing service connections
- ii. Pre and post spot elevations for this project and adjacent properties, slopes and driveways, sidewalks and swales, direction of drainage flow;
- iii. Location of storm water catchment area, catch basins, below grade and above grade utilities and connections into services at property line;
- iv. Location of existing and proposed fire hydrants or on-site supply of water for firefighting; and
- v. Identify flood areas, wells, open water and wetlands.

c. **The Architectural Drawings shall show:**

- i. OBC Matrix;
- ii. Each floor plan with exact dimensions of the layout of all proposed areas and identify each with room names;
- iii. All wall thicknesses and type of construction, window and door openings and schedules, elevator, sections and details of all walls, stairs and exits,

fire walls, fire separations, shaft and duct openings and other related pertinent information.

- iv. Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness etc.; and
- v. Specifications where applicable
- vi. Energy Efficiency Requirements.

d. The Structural Drawings shall show:

- i. All foundation, floor, roof and wall structural elements indicating sizes, shapes and proper location and all dead and live design loads and condition of loading;
- ii. All reinforced concrete work, indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel;
- iii. All lintels, column and beam locations and their size and snow drift loading; and
- iv. Where applicable de-watering report and shoring or pile driving.

e. The Mechanical and Electrical Drawings shall show:

- i. Mechanical drawings are to show the plumbing, heating, ventilation and air conditioning, including legends and schedules for compliance with OBC. For Part 9 buildings, if room allows this information can be shown on the same plan as the architectural;
- ii. Electrical drawings are to show lighting, emergency lighting, exit signs, fire alarm systems and their legends and schedules for compliance with the OBC. For Part 9 buildings, if room allows, this information can be shown on the same plan as the architectural; and
- iii. Sprinkler and stand pipe drawings are to include floor plans and riser diagrams to locate the entire system including connections, sprinkler heads.

f. The On-Site Sewage System Report shall include the following:

- i. The name, mailing address and telephone numbers of the person who prepared the report;
- ii. The date the evaluation was completed;
- iii. A scaled map of the site showing:
 - Legal description, lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors
 - The locations of items listed in Tables 8.2.1.6.A; 8.2.1.6.B and 8.2.1.6.C Division B – Part 8 The Building Code
 - The location of the proposed sewage system
 - The location of any unsuitable, disturbed or compacted areas, and,
- iv. Soil investigation including:
 - Depth of bedrock
 - Depth to zones of soil saturation
 - Soil properties and permeability
 - Potential for flooding

- g. **The following supporting documentation shall accompany applications for a permit, unless otherwise waived by the Chief Building Official:**
- i. Real Property Report (Survey Plan) prepared by an Ontario Land Surveyor (OLS);
 - ii. Driveway access permit approved by the authority having jurisdiction as may be applicable;
 - iii. Copy of Deed, if applicable
 - iv. Where applicable, approvals by the Ontario Ministries of Labour, Energy & Natural Resources, Industry & Tourism, Environment, The Ontario Liquor Control Board, Ontario Fire Marshall's Office, Conservation Authorities; and
 - v. Such other approvals as may be required to demonstrate with applicable law.

Schedule “E”

Required Notices for Inspection (Mandatory Stages)

In accordance with Section 10.2 of the Act, the person to whom a permit is issued shall notify the Chief Building Official at each stage of construction as specified in the Building Code, and this By-law, that the construction is ready for inspection.

After the notice is received by the Chief Building Official, an Inspector shall, not later than two (2) days after receipt of a notice, undertake a site inspection of the building to which the notice relates.

Where a notice relates to matters described in Division C 1.3.5.1(2)(l) or (m) of the Building Code, an Inspector shall not take later than five (5) days after receipt of the notice, undertake a site inspection of the sewage system to which the notice relates.

In accordance with Subsection 11(2) of the Act, the Chief Building Official shall be notified of the date of completion of a building or part of a building. An inspection for occupancy will be conducted within 10 days after notice of completion is served on the Chief Building Official.

The time periods referred to above shall begin on the day following the day on which the notice is given and shall not include Saturdays, holidays and all other days when the offices of the Township are closed. When undertaking an inspection required above, the Inspector may consider reports concerning whether the building or a part of the building complies with the Act, the Building Code or any other applicable law.

The person to whom a permit is issued shall notify the Chief Building Official when ready for inspection of the following stages as set out in the Building Code:

- a. Commencement of construction of the building.
- b. Readiness to construct footings.
- c. Substantial completion of footings and foundations prior to commencement of backfilling.
- d. Substantial completion of structural framing and ductwork and piping for heating and air-conditioning systems, if the building is within the scope of Part 9 of Division B.
- e. Substantial completion of structural framing and roughing in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which (d) applies.
- f. Substantial completion of insulation, vapour barriers and air barriers.
- g. Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems.
- h. Substantial completion of access routes.
- i. Readiness for inspection and testing of:
 - I. Building sewers and building drains,
 - II. Water service pipes,
 - III. Fire service mains,
 - IV. Drainage systems and venting systems,

- V. The water distribution system, and
- VI. Plumbing fixtures and plumbing appliances
- j. Readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A, a public pool or a public spa,
- k. Substantial completion of the circulation / recirculation system of an outdoor pool described in Clause 1.3.1.1.(1)(j) Division A, a public pool or public spa and substantial completion of the pool before it is first filled with water,
- l. Substantial completion of the pool deck and dressing rooms for a public pool or public spa and readiness for inspection of the emergency stop system for a public pool or public spa,
- m. Readiness to construct the sewage system,
- n. Substantial completion of the installation of the sewage system before commencement of backfilling,
- o. Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling,
- p. Substantial completion of heating, ventilation, air-conditioning and air containment extraction equipment,
- q. Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(3) of Division C or to permit occupancy under Sentence 1.3.3.2.(1) of Division C.
- r. Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4(3) or 1.3.3.5(3) of Division C,
- s. Completion of a building for which an occupancy permit is required under 1.3.3.4 or 1.3.3.5 of Division C

Schedule “F”

Code of Conduct for Building Officials (to By-law Number 2008-23)

The Township of Otonabee-South Monaghan maintains this “Code of Conduct” in accordance with the provisions of The Building Code Act. Building Officials undertake building certification functions that ensure the quality, structural integrity and safety of buildings. Building Officials are exposed to potential conflicts interest because of the special powers conferred on them. The conduct and behavior of the Township of Otonabee-South Monaghan Building Official(s) reflects the Building Department’s commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence.

Purpose:

The purposes of this Code of Conduct are:

- To promote appropriate standards of behavior by Building Officials in the exercise of their power and performance of their duties;
- To prevent practices which may constitute an abuse of power; and
- To promote appropriate standards of honesty and integrity

Standards of Conduct:

Building Officials undertake to:

1. Always act in the public interest, particularly with regard to the safety of building works and structures.
2. Not to ac where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
3. Apply to relevant building by-laws, codes and standards appropriately and without favour.
4. Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards.
5. At all times abides by the highest moral and ethical standards and avoiding conduct, which could bring or tend to bring Building Officials into disrepute.
6. Comply with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws which regulate or govern Building Officials or their functions.
7. Not to act beyond their personal level of competence or outside their area of expertise.

8. Maintain current accreditation to act as an Ontario Building Official.

9. Maintain their knowledge and understanding of the best current building practices, the building laws and Codes relevant to their inspection and plan examination function.

10. Extend professional courtesy to all

Standards of Conduct:

The Ontario Building Code Act provides that the performance of Building Officials will be measured against this Code of Conduct. The Municipal administration will review any allegations brought forward that the Code of Conduct has been breached. Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Municipal Employer and will be based on the severity and frequency of the violation in accordance with relevant employment standards.

Schedule "G"
Expectations During Inspections

EXPECTATIONS DURING INSPECTIONS

Please ensure that **ALL** expectations are met **BEFORE** your inspection.

***** **PROVIDE THIS NOTICE TO YOUR CONTRACTOR BEFORE CONSTRUCTION!** *****

To ensure that inspections can be completed properly and to limit the safety risk to Inspectors, the Building Department requires that certain components be installed, uncovered/exposed, labeled, etc. prior to an inspection. These items include but are not limited to the following:

1. STAIRS AND LADDERS

Any inspections such as framing, plumbing, and insulation, that would require an inspector to ascend or descend multiple storeys or levels in order to access the areas to be inspected, **must be accessible by properly installed stairs.** Inspectors are not permitted to use ladders or gang planks or similar to access these areas as per Ministry of Labour guidelines and the Ontario Building Code.

2. BACK-FILL

Prior to back filling, the "O" pipe drain tile around the footing perimeter **must be exposed in at least one area along each wall face to allow for inspection** without the need to enter the trench. Cover stone should be moved to expose **a min. of 12" of pipe and sock.** In most circumstances, Inspectors are not permitted to enter an excavation trench.

3. INSULATION LABELS

For blown-in attic insulation, **the installer is required to affix a label to the attic hatch describing the type of insulation, depth of application, and R-value achieved.** This label should be clearly visible and accessible without the need for the inspector to enter the attic space. For spray foam installations, a job label is also required and typically is affixed to the electrical panel door. For BIB installations, density test must be completed to determine R-value. Documentation of these test results must also be clearly labeled and accessible for the inspector. **IMPORTANT NOTE ON SPRAY FOAM: Spraying foam insulation requires protective equipment to prevent harmful chemical exposure. For this reason, an inspection of this type of insulation CANNOT be conducted during the foam installation. 48hrs must elapse from the time of installation to the time of inspection.**

4. TRUSS DRAWINGS

A set of Truss drawings and truss layout plan are required on site during the framing inspection. We do ask for these drawings to be supplied at time of application however we understand that this is not always possible and an inspector may not have this information available to them at the time of inspection.

5. UNPROTECTED OPENINGS AND UNSUPPORTED ELEMENTS

Any openings that present as a potential risk of fall, etc., must be protected and clearly marked. Any vertical openings such as door and window must be protected by a firmly anchored temporary guard at the proper guard height relative to adjacent grade or other surfaces.

Any openings in floors for stair wells must be securely covered with ply-wood capable of bearing the weight of people and equipment. This extent of the covered opening, the full perimeter or area of the opening must be clearly marked. Any openings in floors or walls for such things as plumbing or HVAC that present a potential risk for injury from tripping or falling must be covered and/or clearly marked as above.

Any component of construction that requires bracing, supports, or mechanical fastener connections in order to prevent failure of those components must be properly secured either permanently as designed or temporarily.

6. CONSTRUCTION MATERIALS AND EQUIPMENT

Ensure that the area(s) to be inspected will be free of construction materials or equipment that may pose as a hazard for inspectors. This would include materials or off-cuts on the floor, improperly stored material that may become unstable, (stacked lumber or brick, etc..) Exposed cables, hoses, or wires from equipment, and any chemicals used or stored for use.

For more information regarding job-site safety requirements, please contact the Ministry of Labour