City of Burlington By-law XX-2018

Being a By-Law under the Building Code Act respecting construction, demolition, change of use, occupancy, transfer of permits and inspections. File: 565-01

Whereas pursuant to the Building Code Act, S.O. 1992 c.23 as amended, the Lieutenant Governor in Council has established a Building Code which is in force throughout Ontario; and

Whereas section 7 of the Building Code Act, S.O. 1992 c.23 as amended, empowers Council to pass by-laws respecting construction, demolition, change of use, transfer of permits, inspections, and the setting and refunding of fees;

Now therefore the Council of the Corporation of the City of Burlington enacts as follows:

SHORT TITLE

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

Part 1
DEFINITIONS

1.1 In this By-law;


“Applicant” means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner’s behalf including but not limited to the Architect, Professional Engineer, Contractor and/or builder.

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

“Building Code” or “OBC” means any regulation made under section 34 of the Act.

“Chief Building Official” means a Chief Building Official appointed by a By-law by the Corporation of the City of Burlington for the purposes of enforcement and administration of the Act.

"City” means the City of Burlington.

"Construct” or “construction” means construct as defined in subsection 1(1) of the Act.

"Corporation” means the Corporation of the City of Burlington.

“Demolish” or “demolition” means demolish as defined in subsection 1(1) of the Act.

“Director” means the Director of the Department of City Building – Planning, Building and Culture.
“Fast Track Service” means, when authorized by the Chief Building Official, an expedited plan examination service conducted outside the normal review process with no guarantee of earlier permit issuance.

“Inspector” means an inspector appointed by a By-law by the Corporation of the City of Burlington for the purposes of enforcement of the Act.

“Limiting Distance Agreement” is an agreement between abutting land owners and the municipality which allows the limiting distance to be measured to a point beyond the property line of a property as detailed in Div. B, sentences 3.2.3.1.(11) and 9.10.14.2.(4) of the OBC.

“Occupancy Permit” means a permit authorizing occupation of a building or part of a building prior to its completion as set out in Div. C, Subsection 1.3.3. of the OBC.

“Owner” means the registered owner of a property and includes a lessee, a mortgagee in possession, and any person who proves to the satisfaction of the Chief Building Official that they are the authorized agent of the owner of a property.

“Permit” means permission or authorization given in writing from the Chief Building Official to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and OBC.

“Permit Holder” means the owner to whom a permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred.

“Professional Engineer” means a person who holds a licence or temporary licence under the Professional Engineers Act, as defined in the OBC.

“Registered Code Agency” means a registered code agency, as defined in subsection 1(1) of the Act.

“Sewage System” means a sewage system, as defined in the OBC.

“Work” means construction or demolition of a building or part thereof, as the case may be.

“Zoning Certificate” means a Zoning Clearance Certificate issued by the Planning Section of the Department of City Building

1.2. Words or terms not defined in this By-law shall have the meaning ascribed to them in the Act or the OBC.

Part 2

CLASSES OF PERMITS

2.1. Set out – Schedule A

Classes of permits required for construction, demolition or change of use are set forth in Schedule “A” attached to this By-law.
Part 3

PERMITS

3.1. File application – on forms – prescribed

To obtain a permit, an applicant shall file an application electronically or in writing, on forms prescribed by the Province of Ontario and available from the Chief Building Official or from the Ministry of Municipal Affairs website, www.mah.gov.on.ca, and supply any other information relating to the application, as required by the Chief Building Official.

3.2. Information submitted – Chief Building Official

3.2.1. 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) of the Act, the applicant shall:

(a) use the provincial application form, “Application for a Permit to Construct or Demolish”;

(b) include complete plans and specifications, documents and other information as required by Div. C, 1.3.1.3.(5) of the Building Code and as described in this By-law for the work to be covered by the permit;

(c) provide a completed Commitment to General Reviews by Architect and Engineers form where a building is required to be designed by an Architect or a Professional Engineer [Div. C, subsection 1.2.1. of the OBC]; and

(d) provide all applicable documentation as set out in Part 4, Subsection 4.1 to 4.4 of this By-law, and Schedule “D” attached to this By-law.

(2) Where application is made for a demolition permit under subsection 8(1) of the Act, the applicant shall:

(a) use the provincial application form, “Application for a Permit to Construct or Demolish”;

(b) Where the demolition of a building is required to be reviewed by a Professional Engineer [Div. C, 1.2.2.3 of the OBC], include applicable plans and specifications, documents and other information as required by Div. C, 1.3.1.1.(3) and Div. C, 1.3.1.3.(5) of the OBC and as described in this By-law for the demolition to be covered by the permit;

(c) include a completed “Demolition Pre-Permit Clearance Form” available in the Building Section of the Department of City Building; and

(d) provide all applicable documentation as set out in Part 4, Subsection 4.1 to 4.4 of this By-law, and Schedule “D” attached to this By-law.
(3) Where application is made for a conditional *permit* under subsection 8(3) of the *Act*, the application shall:

(a) use the provincial application form, “Application for a Permit to Construct or Demolish”;  
(b) include complete plans and specifications, documents and other information as required by Div. C, 1.3.1.3.(5) of the *OBC* and as described in this By-law for the work to be covered by the permit;  
(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;  
(e) state the time in which plans and specifications of the complete building will be filed with the *Chief Building Official*;  
(f) be subject to the applicant entering into an agreement as provided for in subsection 8(3) of the *Act*; and  
(g) provide all applicable documentation as set out in Part 4, Subsection 4.1 to 4.4 of this By-law, and Schedule “D” attached to this By-law.

(4) Where application is made for a sewage *permit* issued under subsection 8(1) of the *Act*, the application shall:

(a) use the provincial application form, “Application for a Permit to Construct or Demolish”;  
(b) include complete plans and specifications, documents and other information as required under Div. C, 1.3.1.3.(5) of the *OBC* and as described in this By-law for the work to be covered by the *permit*;  
(c) include a site evaluation which shall include all of the following items, unless otherwise specified by the *Chief Building Official*:

(i) the date the evaluation was done;  
(ii) the name, address, telephone number and signature of the person who prepared the evaluation; and  
(iii) a scaled site plan showing:
  - the legal description, lot size, property dimensions, existing right-of-way, easements or municipal/utility corridors;  
  - the location and applicable clearances of items listed in Column 1 of Div. B, Tables 8.2.1.5., 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. of the *OBC*;  
  - the location of the proposed *sewage system*;
• the location of any unsuitable, disturbed or compacted areas;
• proposed access routes for system maintenance;
• depth to bedrock;
• depth to zones of soil saturation;
• soil properties, including soil permeability; and
• soil conditions, including the potential for flooding; and

(d) provide all applicable documentation as set out in Part 4, Subsection 4.1 to 4.4 of this By-law, and Schedule “D” attached to this By-law.

(5) Where application is made for a change of use permit issued under subsection 10(1) of the Act, the application shall:

(a) use the provincial application form, “Application for a Permit to Construct or Demolish”;

(b) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;

(c) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;

(d) include complete 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 OBC, 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;

(e) state the name, address and telephone number of the owner;

(f) be signed by the owner or their authorized agent who shall certify the truth of the contents of the application; and

(g) provide all applicable documentation as set out in Part 4, Subsection 4.1 to 4.4 of this By-law, and Schedule “D” attached to this By-law.

(6) Where 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:

(a) use the prescribed form in Schedule “C” attached to this By-law;

(b) provide the names and addresses of the previous and new land owner;

(c) provide the date that the land ownership change took place;

(d) describe the permit that is being transferred; and
(e) provide all applicable documentation as set out in Part 4 of this By-law, Subsection 4.1 to 4.4. of this By-law, and Schedule “D” attached to this By-law.

3.2.2. Zoning Certificate

(1) Except as set out in 3.2.2(4), a current zoning certificate shall be submitted with every application for building permit. An application for a zoning certificate shall include the following:

(a) Identify and describe in detail the work, use and occupancy to be covered for which the proposal is made;

(b) Identify in detail the existing use (where applicable) and proposed use for which the premises are intended; and

(c) Be accompanied by sufficient plans and specifications to the satisfaction of the Planning Section of the Department of City Building, including a site plan referenced to a current survey and complete architectural drawings and details to determine whether the proposal complies with the current Zoning By-law.

(2) Be accompanied by the fee as set out in the Development Applications Fee Schedule.

(3) Be accompanied by documents and information relating to applicable law as set out in Section 8.(2) of the Act and Div. A, Article 1.4.1.3. of the OBC.

(4) The zoning certificate described in 3.2.2(1) is not required where it meets the exemptions set out in the “Zoning Clearance Exemption Form” available in the Planning Section of the Department of City Building.

(5) Expiration of Zoning Certificates

A zoning certificate will be considered, by the Director, to have expired where no building permit application relating to the issued zoning certificate has been received by the Chief Building Official within one year from issuance of the zoning certificate.

3.3. Incomplete Applications

3.3.1. An application is deemed to be incomplete [Div. C, 1.3.1.3.(6)(a) OBC] if the application:

(1) Does not contain the plans and specifications prescribed by this By-law,

(2) Does not contain the information and documents prescribed by this By-law which enable the Chief Building Official to determine whether the proposed building, construction or demolition will contravene any Applicable Law; or

(3) The proposed building, construction or demolition will contravene any Applicable Law.

3.3.2. The Chief Building Official will provide reasons for the decision in writing to the applicant in accordance with Div. C, 1.3.1.3.(6)(b) of the OBC.
3.4. Partial permits – requirements

3.4.1. The Chief Building Official may consider approval of a portion of the building or project prior to the issuance of a permit for the entire building or project where,

(1) An application has been made and all applicable fees have been paid for the entire project; and

(2) Complete plans and specifications covering the portion of the work for which immediate approval is desired have been filed with the Chief Building Official.

3.4.2. Where a partial permit is requested the full building or project application is deemed to be incomplete.

3.5. Partial permits – limitations

Where a permit is issued for part of a building or project, this shall not be construed to authorize construction beyond the area or stage of work for which approval was given, nor that approval will necessarily be granted for the entire building or project.

3.6. Inactive permit application

Where an application for a permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant. If an application is deemed to be abandoned, a new application must be filed for the proposed work.

3.7. Alternative Solutions

Where a proposed material, system or building design differs from the “acceptable solution” in Division B of the OBC, then it is treated as an “alternative solution”. The following information shall be provided to the Chief Building Official in support of the alternative solution:

(1) A description of the proposed material, system or building design for which an alternative solution is requested.

(2) Documentation that the alternative solution will achieve the level of performance required by the applicable acceptable solutions in Division B of the OBC in respect to the objectives and the functional statements attributed to the applicable acceptable solutions in MMA Supplementary Standard SA-1, as stipulated in Div. A, 1.2.1.1(1)(b).

(3) Documentation described in Div. C, article 2.1.1.1. and such other information or documentation as may be required by the Chief Building Official.

(4) Each application for consideration of an alternative solution shall be accompanied by a non-refundable fee as stipulated in Section 3G of Schedule “A” attached to this By-law.
3.8. Occupancy Permits

3.8.1 Buildings described in Div. C, sentence 1.3.3.1. (1) of the OBC
An occupancy permit for buildings described in Div. C, sentence 1.3.3.1.(1) of the OBC, other than dwelling units, including additions and renovations to those buildings, shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, sentence 1.3.3.1.(2) of the OBC have been met and has authorized the occupancy of the building or part thereof.

3.8.2 New residential buildings described in Div. C, article 1.3.3.4. of the OBC
An occupancy permit for new residential buildings described in Div. C, article 1.3.3.4. of the OBC, [including detached, semi detached and most townhomes], shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, sentence 1.3.3.4.(3) of the OBC have been met and has authorized the occupancy of the building or part thereof.

3.8.3 Buildings described in Div. C, article 1.3.3.5. of the OBC
An occupancy permit for buildings described in Div. C, article 1.3.3.5. of the OBC shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, sentence 1.3.3.5.(3) of the OBC have been met and has authorized the occupancy of the building or part thereof.

3.8.4 Non-refundable fee
Each application for an occupancy permit shall be accompanied by a non-refundable fee as stipulated in Section 3G of Schedule “A” attached to this By-law.

Part 4
PLANS AND SPECIFICATIONS

4.1 Information sufficient to determine conformity
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, change of use or transfer of permit will conform with the Act, the OBC 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 the plans, documents and specifications as described in this By-law and Schedule “D” attached to this By-law.

4.3 Plans drawn to scale on durable material – legible
Plans shall be drawn to legible scale on paper, (maximum size of A1 or 594mm x 841mm, an ISO standard, for drawings submitted for building permits), electronic media approved by the Corporation or other durable material and shall be legible to scale.
4.4. Site plans referenced to plan of survey – certified
Site plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the OBC or other Applicable Law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall show:

(1) rights-of-way, easements and municipal services;

(2) lot size and the dimensions of property lines and setbacks to any existing or proposed buildings; and

(3) existing and proposed finished ground levels or grades.

4.5. Surveyor’s certificate – location of foundation
A surveyor’s certificate, prepared by a registered Ontario Land Surveyor, shall be submitted and approved prior to commencement of the framing or the above grade portion, and shall show the location of the foundation or foundations on the lot for any new dwelling, or addition to a dwelling: including: detached, semi-detached, duplex, triplex, four-plex, and row house. Elevations shall be given for the top of foundation(s).

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

4.7. Plans – property of Corporation
Plans and specifications furnished according to this By-law or otherwise required by the OBC and the Act become the property of the Corporation and will be dealt with accordingly.

Part 5
REGISTERED CODE AGENCIES

5.1. Registered Code Agency – hired by Chief Building Official
The Chief Building Official is authorized to enter into and sign contracts for service agreements with Registered Code Agencies and appoint them to perform specified functions from time to time in order to maintain the time periods for permits prescribed in subsection Div. C, 1.3.1.3. of the OBC.

5.2. Duties of Registered Code Agency
The registered code agency may be appointed to perform one or more of the specified functions described in section 15.15 of the Act.

Part 6
FEES AND REFUNDS

6.1. Fees – Schedule “A”

6.1.1. The Chief Building Official shall determine the required fees for the work proposed
calculated in accordance with Schedule “A” attached to this By-law and the applicant shall pay such fees.

6.1.2. If a fee cannot be calculated in accordance with Schedule “A” attached to this By-law, or where no new floor area is created, or where materials, systems or equipment regulated by the OBC render it impractical to determine the permit fee on the basis of the classifications noted in this Schedule, the permit fee payable shall be 1% of the projects construction value or as determined by the Chief Building Official.

6.1.3. The Chief Building Official shall calculate the fee and the applicant shall pay such fee upon application except that where the permit fee is in excess of $50,000 an applicant may elect to pay 50% of the full permit fee at the time of building permit application and the balance at time of permit issuance.

6.1.4. No permit shall be issued until the fees therefore have been paid in full.

6.2. Revisions to permits – fee
Where the applicant for a building permit or other permit makes material changes to plans, specifications or calculations after submission to the Building Section for approval, the Chief Building Official may increase the required permit fee or fees by applying the rates in Schedule “A” attached to this By-law to these changes and require payment of such increased fee or fees before the applications for permit, permits or approvals are issued.

6.3. Work prior to permit issuance at any stage of construction – fee
Any person or Corporation who commences construction, demolition or changes the use of a building before a building permit has been issued by the Chief Building Official, shall in addition to any other penalty under the Act, OBC, or this By-law, pay an additional fee as detailed in Schedule “A” attached to this By-law in order to compensate the Corporation for the cost of the additional administrative and regulatory actions incurred by such early start of work without a permit. Where a project receives phased permits, the additional fee shall be based on the overall permit fee.

6.4. Additional fee and penalty
Payment of the additional fee in section 6.3 shall not relieve any person or other corporate entity from complying with the OBC and other Applicable Law or from any penalty prescribed by the Act for commencing construction prior to obtaining a building permit.

6.5. Fast Track Service – fee
Where the applicant for a building permit requests a Fast Track Service, additional fees as detailed in Schedule “A” attached to this By-law shall apply.

6.6. Conditional permit – fee
Where the applicant for a building permit requests and is granted a conditional permit, additional fees as detailed in Schedule “A” attached to this By-law shall apply.
6.7. Limiting distance – fee
Where the applicant for a building permit enters into a limiting distance agreement, additional fees as detailed in Schedule “A” attached to this By-law shall apply.

6.8. Administrative fees
Fees collected under this Section are not refundable unless specifically stated in this By-law.

6.9. Refunds
6.9.1. Where there is a written request for a refund of permit fees paid, the Chief Building Official shall determine the amount of the fees to be refunded in accordance with Schedule “B” attached to this By-law.

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

6.10. Minimum permit fee – not refundable
Notwithstanding 6.9, no refund will be made which shall result in the retention by the City of a sum less than the minimum permit fee payable.

6.11. Changing Permit Fees
6.11.1. Compliance with Div. C, 1.9.1.2. of the OBC
Prior to passing a By-law to change any fees listed under Schedule “A” attached to this By-law, the City shall comply with the requirements set under Div. C, 1.9.1.2. of the OBC.

6.11.2. Indexing of permit fees
Upon passing of a By-law as set out in 6.11.1 above, the fee rates within Schedule “A” attached to this By-law are to be indexed to the Consumer Price Index (CPI) of Ontario as of December 31, and are to be adjusted annually on February 1. Flat fee rates shall be rounded to the nearest dollar amount (increments of half dollar shall be rounded up). All other fees shall be rounded to the nearest cent.

Part 7
TRANSFER OF PERMITS

7.1. Application – completed by new owner
Where the ownership of the land is transferred after a permit is issued, the ownership of that permit may be transferred if the new land owner completes the permit application form in accordance with the requirements of Part 3 of this By-law and the form in Schedule “C” attached to this By-law.

7.2. Fee – Schedule “A”
A fee shall be payable on an application for a transfer of permit as provided in Schedule “A” attached to this By-law.
7.3. New owner – permit holder – upon transfer
The new owner shall, upon a transfer of a permit, be the permit holder for the purpose of the Act and the OBC.

Part 8
REVOCATION OF PERMITS

8.1. Notice of revocation
Prior to revoking a permit under sub-section 8(10) of the Act, the Chief Building Official may serve a notice by personal service, electronic service or registered mail at the last known address to the permit holder.

8.2. Deferral of revocation
A permit holder may, within ten (10) business days from the date of service of a notice under this Part, request in writing that the Chief Building Official 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, OBC or other Applicable Law may allow the deferral, in writing.

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

Part 9
LIMITING DISTANCE AGREEMENT

9.1. Entering into an agreement
An applicant may enter into a limiting distance agreement with the City as provided for in Div. B, 3.2.3.1.(11) or in Div. B, 9.10.14.2.(4) of the OBC.

Part 10
NOTICE REQUIREMENTS FOR INSPECTION

10.1. Notice prior to each stage – Chief Building Official

10.1.1. The permit holder shall notify the Chief Building Official of each stage of construction for which a mandatory notice is required under Div. C, 1.3.5.1. of the OBC. The permit holder shall provide the notice of completion as prescribed by Section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and Div. C, 1.3.3.1, 1.3.3.2, 1.3.3.3.,1.3.3.4 and 1.3.3.5. of the OBC are complied with.

10.1.2. In addition, the permit holder shall notify the Chief Building Official of the stages of construction as required under Div. C, sentence 1.3.5.2.(1) of the OBC (excluding clause (i)).
10.2. Effective when received – Chief Building Official
A notice pursuant to this part of the By-law is not effective until received by the Chief Building Official.

10.3. Time periods – inspections
Upon receipt of proper notice, the inspector shall undertake a site inspection of the building to which the notice relates in accordance with the time periods stated in Div. C 1.3.5.3. of the OBC and Section 11 of the Act.

Part 11
MODIFIED REQUIREMENTS

11.1. Discretion of Chief Building Official
The Chief Building Official may waive the requirements of Part 4 of this By-law or Schedule “D” attached to this By-law with respect to any particular applications. Where the Chief Building Official exercises his/her discretion as set out in this section, the requirements of this By-law are deemed to be modified accordingly.

11.2. Fences at Construction and Demolition Sites

11.2.1. In addition to the requirements pertaining to Public Way Protection as set out in the regulations for Construction Projects made pursuant to the Occupational Health and Safety Act, the permit holder shall comply, and shall not cause or permit any builder or constructor under the permit to fail to comply with the provisions of this section.

11.2.2. Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, the Chief Building Official may require the owner to erect such fences as the Chief Building Official deems appropriate to the circumstances.

11.2.3. In considering the hazard presented by the construction or demolition site, the necessity for fences and the height and characteristics of such fences, the Chief Building Official and/or Inspector shall have regard for:

(1) the proximity of the building site to other buildings;
(2) the proximity of the construction or demolition to the lands accessible to the public;
(3) the hazards presented by the construction or demolition activities and materials;
(4) the feasibility and effectiveness of the site fences; and
(5) the duration of the hazard.

11.2.4. Every fence required by this Section shall:

(1) be erected so as to fully enclose all areas of the site which represent a hazard;
(2) create a continuous barrier and be sufficient to deter unauthorized entry;
(3) have a height of not less than 1.2m above grade at any point, unless the Chief Building Official or Inspector determines that a greater minimum height is necessary;

(4) if of chain link construction, the chain link shall be securely fastened to at least 38mm diameter metal tube or pipe or the same thickness T-bar posts. Such metal posts shall not be more than 3m on centre and embedded into the ground, providing a secure and rigid support;

(5) if of wood construction, the exterior face shall be at least 12.7mm thick exterior grade plywood, particle board or equivalent material constructed so as not to provide footholds for climbing. The fencing shall be supported by at least 38mm wide by 89mm thick posts spaced at not greater than 2.5m on centre and embedded into the ground, providing a secure and rigid support;

(6) if constructed of plastic mesh, snow fencing or other similar materials, be securely fastened to T-bar posts at not greater than 2m on centre and embedded into the ground providing a secure and rigid support; and

(7) be maintained in a vertical plane, and in good repair.

11.2.5. All fencing shall be maintained in a structurally secure manner and painted or otherwise treated to inhibit deterioration.

11.2.6. A fence may be provided with openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the site provided that these openings are closed off when no construction or demolition is being carried out on site including daily shut-downs.

11.3. Environmental Impacts

11.3.1. The applicant and/or contractor shall make every effort to minimize the amount of dust generated during demolition. A method of dust control can be, but is not limited to, wetting-down the construction debris during the actual demolition.

11.3.2. Consideration for neighbouring properties shall be given when construction processes generate dust. The Ministry of Environment and/or Ministry of Health will be contacted when complaints occur.

11.3.3. Where the applicant and/or contractor believes that hazardous materials exist in a building, the Halton Region Health Department and/or the Ministry of the Environment & the Ministry of Labour shall be contacted and an assessment shall be made prior to the start of demolition. Hazardous materials shall be safely removed as required by the respective authority(ies).

11.3.4. If required by the Chief Building Official, a report from a Professional Engineer with respect to the impacts of vibration from the proposed construction methods and the measures to be employed to mitigate such impacts may be submitted as part of an application for construction and/ or demolition.
11.3.5. If required by the Chief Building Official, a demolition control plan may be required for buildings where existing conditions, including proximity to adjacent property, justify such a requirement.

11.3.6. If required by the Chief Building Official, full or partial draping of a building under construction, particularly high-rise projects, may be required in order to mitigate potential impact of flying debris on neighbouring properties and pedestrians.

11.3.7. Construction noise to be limited to hours specified in Noise By-law 19-2003 as amended.

11.4. Code of Conduct

The Chief Building Official and inspectors shall be governed by the Code of Conduct set out in Schedule" E “attached to this By-law with respect to exercising powers and performing duties under the Act.

Part 12
REPEAL – ENACTMENT

12.1. Previous By-law
By-Law 36-2016 and all of its amendments are hereby repealed.

12.2. Short title
This By-law may be referred to as the Building Permit By-law.

12.3. Schedules
The Schedules attached to this By-law are a part of this By-law.

12.4. Effective date
This By-law comes into force on April 1, 2018.

Enacted and passed this March 19, 2018.

Mayor Rick Goldring ______________________

City Clerk Angela Morgan ______________________

Online version of this document does not contain signatures. Please contact City Clerk to obtain a copy of the signed original.
SCHEDULE “A”

CLASSES OF PERMITS AND PERMIT FEES

1. CALCULATION OF PERMIT FEES FOR CONSTRUCTION: (6)

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

\[
\text{Permit Fee (rounded to the nearest dollar) = SI x A}
\]

Where: SI = Service Index for Classification of the work proposed and, A = floor area in m\(^2\) of work involved.

2. MINIMUM PERMIT FEE

Notwithstanding the fees indicated below, a minimum fee of $237.00 shall be charged for all work, unless otherwise indicated.

3. CLASSES OF PERMITS AND FEES

<table>
<thead>
<tr>
<th>A. CONSTRUCTION – NEW BUILDINGS, ADDITIONS, MEZZANINES</th>
<th>Service Index (SI) $/SM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A (Assembly Occupancies)</td>
<td></td>
</tr>
<tr>
<td>Recreational Facilities – arenas(1),/gymnasiums/pools, theatres</td>
<td>23.45 “</td>
</tr>
<tr>
<td>Schools/libraries</td>
<td>“</td>
</tr>
<tr>
<td>Places of Worship</td>
<td>“</td>
</tr>
<tr>
<td>Restaurants</td>
<td>“</td>
</tr>
<tr>
<td>Interior finishes to unfinished areas</td>
<td>10.28</td>
</tr>
<tr>
<td>Alterations/renovations to existing finished areas(8)</td>
<td>5.70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group B (Detention Occupancies)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional</td>
<td>26.64</td>
</tr>
<tr>
<td>Hospital/Nursing Home</td>
<td>“</td>
</tr>
<tr>
<td>Interior Finishes to unfinished areas</td>
<td>11.61</td>
</tr>
<tr>
<td>Alterations/renovations to existing finished areas(8)</td>
<td>5.70</td>
</tr>
</tbody>
</table>
### A. CONSTRUCTION – NEW BUILDINGS, ADDITIONS, MEZZANINES

<table>
<thead>
<tr>
<th>Service Index (SI)</th>
<th>$/SM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unless otherwise indicated</td>
<td>(7)</td>
</tr>
</tbody>
</table>

#### Group C (Residential Occupancies)

<table>
<thead>
<tr>
<th>Description</th>
<th>Service Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detached, semi, townhouse, additions (up to 300 SM – total area)</td>
<td>12.85</td>
</tr>
<tr>
<td>Detached, semi, townhouse, additions (over 300 SM – total area)</td>
<td>16.57</td>
</tr>
<tr>
<td>Detached, semi, townhouse</td>
<td></td>
</tr>
<tr>
<td>Interior finishes to unfinished areas</td>
<td>5.70</td>
</tr>
<tr>
<td>Alterations/renovations to existing finished areas</td>
<td>2.62</td>
</tr>
<tr>
<td>Attached/detached garage, carport, covered deck/patio</td>
<td>5.70</td>
</tr>
<tr>
<td>Excavating basement or crawl space</td>
<td>5.70</td>
</tr>
<tr>
<td>Basement walkout/exterior stairs/accessory building (shed)</td>
<td>237.00</td>
</tr>
<tr>
<td>Attached or detached deck</td>
<td>2.74</td>
</tr>
</tbody>
</table>

#### Apartments/Hotels

<table>
<thead>
<tr>
<th>Description</th>
<th>Service Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment buildings or hotels (more than 4 storeys)</td>
<td>17.34</td>
</tr>
<tr>
<td>Apartment buildings or hotels (less than or equal to 4 storeys)</td>
<td>12.23</td>
</tr>
<tr>
<td>Interior finishes to unfinished areas</td>
<td>5.70</td>
</tr>
<tr>
<td>Alterations/renovations to existing finished areas</td>
<td>2.76</td>
</tr>
</tbody>
</table>

#### Group D (Business and Personal Services Occupancies)

<table>
<thead>
<tr>
<th>Description</th>
<th>Service Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office buildings (up to 2 storeys) –shell only</td>
<td>17.29</td>
</tr>
<tr>
<td>Office buildings (up to 2 storeys) finished</td>
<td>22.98</td>
</tr>
<tr>
<td>Office buildings (up to 10 storeys) –shell only</td>
<td>17.29</td>
</tr>
<tr>
<td>Office buildings (up to 10 storeys) finished</td>
<td>22.98</td>
</tr>
<tr>
<td>Office buildings (more than 10 storeys) –shell only</td>
<td>18.95</td>
</tr>
<tr>
<td>Office buildings (more than 10 storeys) finished</td>
<td>24.64</td>
</tr>
<tr>
<td>Other business and personal services</td>
<td>23.25</td>
</tr>
<tr>
<td>Interior finishes to unfinished areas</td>
<td>8.73</td>
</tr>
<tr>
<td>Alterations/renovations to existing finished areas</td>
<td>5.70</td>
</tr>
</tbody>
</table>

#### Group E (Mercantile Occupancies)

<table>
<thead>
<tr>
<th>Description</th>
<th>Service Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail stores: Shell</td>
<td>16.15</td>
</tr>
<tr>
<td>Retail stores: Finished</td>
<td>23.04</td>
</tr>
<tr>
<td>Interior finishes to unfinished areas</td>
<td>8.73</td>
</tr>
<tr>
<td>Alterations/renovations to existing finished areas</td>
<td>5.70</td>
</tr>
</tbody>
</table>
### A. CONSTRUCTION – NEW BUILDINGS, ADDITIONS, MEZZANINES

<table>
<thead>
<tr>
<th>Service Index (SI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$/SM</td>
</tr>
<tr>
<td>Unless otherwise indicated(7)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group F (Industrial Occupancies)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse/factory:</td>
<td></td>
</tr>
<tr>
<td>First 4650 SM</td>
<td>9.55</td>
</tr>
<tr>
<td>Additional area over 4650 SM</td>
<td>6.52</td>
</tr>
<tr>
<td>Parking Garages</td>
<td></td>
</tr>
<tr>
<td>New</td>
<td>5.67</td>
</tr>
<tr>
<td>Repairs</td>
<td>2.84</td>
</tr>
<tr>
<td>Interior finishes to unfinished areas</td>
<td>6.33</td>
</tr>
<tr>
<td>Alterations/renovations to existing finished areas(8)</td>
<td>5.70</td>
</tr>
<tr>
<td>Miscellaneous (other)</td>
<td></td>
</tr>
<tr>
<td>Farm building/accessory building/greenhouse</td>
<td>3.70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mezzanines</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Open storage</td>
<td>6.52</td>
</tr>
<tr>
<td>Enclosed office mezzanine</td>
<td>See Group D</td>
</tr>
<tr>
<td>Shelf and rack storage systems</td>
<td>3.70</td>
</tr>
<tr>
<td>(518 minimum)</td>
<td></td>
</tr>
<tr>
<td>Rack storage systems</td>
<td>1.77</td>
</tr>
<tr>
<td>(518 minimum)</td>
<td></td>
</tr>
<tr>
<td>Repairs or re-cladding of walls (wall area)</td>
<td>0.78</td>
</tr>
<tr>
<td>Shoring and/or building excavation</td>
<td>3.70</td>
</tr>
</tbody>
</table>

### B. STAND ALONE & MISCELLANEOUS WORK

<table>
<thead>
<tr>
<th>Service Index (SI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$/SM</td>
</tr>
<tr>
<td>Unless otherwise indicated(7)</td>
</tr>
</tbody>
</table>

| Balcony/chimney repairs | 91.00/balcony/chimney |
| Moving/relocation of a building | 466.00(7) |
| Temporary tents and stages (2) (>60 SM) | 237.00(7) |
| Temporary tents and stages (2) (>225 SM) | 391.00(7) |
| Demolition (up to 600 SM) | 237.00(7) |
| Demolition (>600 SM) | 766.00(7) |
| All designated structures listed per Div. A. 1.3.1.1. | 466.00(7) |
### C. Mechanical

<table>
<thead>
<tr>
<th>Service Index (SI) $/SM</th>
<th>Unless otherwise indicated(7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/alterations to HVAC(9)</td>
<td>0.89</td>
</tr>
<tr>
<td>New/alterations to sprinkler system or standpipe &amp; hose system (if applicable, added to the base permit fee)</td>
<td>0.89 (518 minimum)</td>
</tr>
<tr>
<td>New/alterations to fire alarm</td>
<td>603.00(7)</td>
</tr>
<tr>
<td>Electromagnetic locking device</td>
<td>237.00(7)</td>
</tr>
<tr>
<td>Furnace replacement(9)</td>
<td>237.00(7)</td>
</tr>
<tr>
<td>Fireplace/wood stove(9)</td>
<td>237.00(7)</td>
</tr>
<tr>
<td>New air-conditioning unit/roof top unit(9)</td>
<td>237.00(7)</td>
</tr>
<tr>
<td>New ductwork</td>
<td>237.00(7)</td>
</tr>
<tr>
<td>Dust collectors</td>
<td>537.00(7)</td>
</tr>
<tr>
<td>Commercial kitchen exhaust hood and/or fire suppression systems</td>
<td>537.00(7)</td>
</tr>
<tr>
<td>Spray booth</td>
<td>537.00(7)</td>
</tr>
</tbody>
</table>

### D. MINOR CONSTRUCTION

<table>
<thead>
<tr>
<th>Service Index (SI) $/SM</th>
<th>Unless otherwise indicated(7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A (Assembly Occupancies)</td>
<td></td>
</tr>
<tr>
<td>Outdoor patio</td>
<td>237.00(7)</td>
</tr>
<tr>
<td>Portable classroom</td>
<td>237.00(7)</td>
</tr>
<tr>
<td>Group C (Residential Occupancies)</td>
<td></td>
</tr>
<tr>
<td>Detached garage shed/carport (&lt;60SM) (accessory building)</td>
<td>237.00(7)</td>
</tr>
</tbody>
</table>

### E. PLUMBING

<table>
<thead>
<tr>
<th>Service Index (SI) $/SM</th>
<th>Unless otherwise indicated(7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Servicing/private water lines</td>
<td>1.13/M</td>
</tr>
<tr>
<td>Plumbing – new/replacement fixtures</td>
<td>237.00(7)</td>
</tr>
<tr>
<td>Backflow prevention devices and/or backwater valves</td>
<td>313.00(7) (127.00 for each additional device)</td>
</tr>
<tr>
<td>Storm sewage and/or grey water systems</td>
<td>237.00(7)</td>
</tr>
</tbody>
</table>
### F. ON-SITE SEWAGE SYSTEM

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Service Index (SI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$/SM</td>
<td>unless otherwise indicated (7)</td>
<td></td>
</tr>
<tr>
<td>New septic system</td>
<td></td>
<td>766.00 (7)</td>
</tr>
<tr>
<td>Septic system assessment</td>
<td></td>
<td>237.00 (7)</td>
</tr>
<tr>
<td>Septic system repair</td>
<td></td>
<td>391.00 (7)</td>
</tr>
<tr>
<td>Sewer conversions</td>
<td></td>
<td>237.00 (7)</td>
</tr>
</tbody>
</table>

### G. OTHER FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Service Index (SI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$/SM</td>
<td>unless otherwise indicated (7)</td>
<td></td>
</tr>
<tr>
<td>H.O.M.E.S Program (Halton Original Model Express Service)</td>
<td>1133.00/model</td>
<td></td>
</tr>
<tr>
<td>Fast Track Service (3)</td>
<td>In addition to the regular <em>permit</em> fee payable for the entire project. A required premium fee equal to the greater of 50% of the regular <em>permit</em> fee or the min/max of:</td>
<td></td>
</tr>
<tr>
<td>Commercial Projects</td>
<td>min. 750 – max. 10000</td>
<td></td>
</tr>
<tr>
<td>Detached &amp; Semi Detached Residential Dwellings</td>
<td>min 541.00/unit</td>
<td></td>
</tr>
<tr>
<td>Residential – Other than detached and semi detached residential dwellings</td>
<td>min. 250/unit – max. 10000</td>
<td></td>
</tr>
<tr>
<td>Alternative solution application</td>
<td>1150.00 (plus any additional fees incurred in the evaluation process such as third party testing/independent consulting review)</td>
<td></td>
</tr>
<tr>
<td>Work prior to <em>permit</em> issuance at any stage of construction (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permit Value 5000 or less</td>
<td>100% of full <em>permit</em> fee</td>
<td></td>
</tr>
<tr>
<td>Permit Value greater than 5000</td>
<td>5000 plus an additional fee equal to 10% of the permit fee in excess of 5000</td>
<td></td>
</tr>
<tr>
<td>Change of use <em>permit</em></td>
<td>466.00 (7)</td>
<td></td>
</tr>
<tr>
<td>Transfer of <em>permit</em></td>
<td>237.00 (7)</td>
<td></td>
</tr>
<tr>
<td>Deferral of revocation of <em>permit</em></td>
<td>237.00 (7)</td>
<td></td>
</tr>
</tbody>
</table>
### G. OTHER FEES (continued)

<table>
<thead>
<tr>
<th>Model Changes:</th>
<th>Service Index (SI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before <em>permit</em> is issued</td>
<td>$/SM</td>
</tr>
<tr>
<td>After <em>permit</em> is issued</td>
<td>Unless otherwise indicated</td>
</tr>
<tr>
<td>237.00</td>
<td>(7)</td>
</tr>
<tr>
<td>466.00</td>
<td>(7)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revisions to <em>permits</em>:</th>
<th>Service Index (SI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before <em>permit</em> is issued</td>
<td>$/SM</td>
</tr>
<tr>
<td>After <em>permit</em> is issued</td>
<td>Unless otherwise indicated</td>
</tr>
<tr>
<td>237.00</td>
<td>(7)</td>
</tr>
<tr>
<td>466.00</td>
<td>(7)</td>
</tr>
</tbody>
</table>

### Limiting Distance Agreement

<table>
<thead>
<tr>
<th>Re-inspection fee:</th>
<th>Service Index (SI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where an inspection is premature or requires re-inspection due to an infraction identified at a previous inspection which was not remedied, and requires the <em>inspector</em> to re-visit the site to complete the necessary inspection, upon notice to the <em>owner</em> an additional fee will be required, payable prior to re-inspection.</td>
<td>466.00</td>
</tr>
<tr>
<td>237.00</td>
<td>/inspection</td>
</tr>
</tbody>
</table>

### Residential Occupancy Permit for dwelling units

<table>
<thead>
<tr>
<th>Residential <em>Occupancy Permit</em> for dwelling units [Div. C, 1.3.3.4.(4)] detached, semi detached &amp; most townhomes,etc.]</th>
<th>Service Index (SI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>109.00/dwelling unit</td>
<td></td>
</tr>
</tbody>
</table>

### Occupancy Permit for residential buildings [other than Div. C,1.3.3.4.(4) detached, semi-detached or most townhomes,] & Care Facilities (B3)

<table>
<thead>
<tr>
<th>Occupancy Permit for new buildings, additions and renovations [other than residential buildings &amp; Care Facilities (B3) listed above]</th>
<th>Service Index (SI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>237.00</td>
<td>(7)</td>
</tr>
</tbody>
</table>

### Conditional Permit

<table>
<thead>
<tr>
<th>Conditional <em>Permit</em></th>
<th>Service Index (SI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% of full <em>permit</em> fee</td>
<td></td>
</tr>
</tbody>
</table>

### H. Signs

### Fascia and Pylon/Ground Signs

<table>
<thead>
<tr>
<th>Fascia and Pylon/Ground Signs</th>
<th>Service Index (SI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 2.5 sq. m.</td>
<td>181.00</td>
</tr>
<tr>
<td>2.5 sq. m. to 8.0 sq. m.</td>
<td>362.00</td>
</tr>
<tr>
<td>over 8 sq. m.</td>
<td>544.00</td>
</tr>
<tr>
<td>Billboard</td>
<td>570.00</td>
</tr>
</tbody>
</table>
4. MISCELLANEOUS CHARGES

For classes of permits not described or included in this schedule, a reasonable permit fee shall be determined by the Chief Building Official\(^6\).

5.a) INTERPRETATIONS

The following explanatory notes are to be observed in the calculation of permit fees:

- Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls (excluding residential garages).
- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work (i.e. tenant space).
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and interior balconies are to be included in all floor area calculations.
- Except for interconnected floor spaces, no deductions are made for openings within the floor area (i.e. stairs, elevators, escalators, shafts, ducts, etc.).
- Unfinished basements for single detached dwellings (including semis, duplexes, and townhouses, etc.) are not included in the floor area.
- Attached garages and fireplaces are included in the permit fee for single detached dwellings and attached dwellings.
- Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
- Ceilings are included in both new shell and finished (partitioned) buildings. The Service Index for ceiling applies only when alterations occur in existing buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- Where demolition of partitions or alteration to existing ceilings is a part of an alteration or renovations permit, no additional charge is applicable.
- 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.
- The occupancy categories in the Schedule correspond with the major occupancy classifications in the OBC. For mixed occupancy floor areas, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.

b) REFERENCES

(1) Include air supported structures and structures with removable roofs.

(2) As defined in Zoning By-law and does not include facilities described in (1) above or Group “A” structures as defined in OBC and/or requiring the professional services of an Architect and/or Professional Engineer.

(3) As defined in 1.1.10 of the Building Permit By-law.
(4) As outlined in 6.3 of the Building Permit By-law.

(5) In addition to Flat Rate fee, *permit* fee will be adjusted should there be an increase in floor area.

(6) Fee could be determined as per *Chief Building Official* as per 6.1 of the Building Permit By-Law.

(7) Fees are flat fees.

(8) Minor alterations where existing walls, ceilings, floors, mechanical system or life safety systems remain substantially unchanged

(9) Stand alone work only.
SCHEDULE “B”

REFUND OF PERMIT FEES

1. The *permit* fees that may be refunded under subsection 6.9 of this By-law will be a percentage of the *permit* fees payable under this By-law subject to the minimum *permit* fee set out in sentence 2 of this Schedule.

<table>
<thead>
<tr>
<th>Work Performed</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Administration where no plans examination has commenced</td>
<td>90%</td>
</tr>
<tr>
<td>(b) Administration and Plans examination only has commenced</td>
<td>45%</td>
</tr>
<tr>
<td>(c) The <em>permit</em> has been issued and no field inspections have taken place</td>
<td>35%</td>
</tr>
<tr>
<td>(d) The <em>permit</em> has been issued and field inspections have been performed subsequent to the <em>permit</em> issuance</td>
<td>35% reduced by 5% for each field inspection performed</td>
</tr>
</tbody>
</table>

2. Notwithstanding sentence 1 above, no refund is to be made which shall result in the retention by the City of a sum less than the minimum *permit* fee.
SCHEDULE "C"

Application for a Permit:
Partial Occupancy – Unfinished Building
Transfer of Permit – New Ownership

For use by Municipal Authority

<table>
<thead>
<tr>
<th>Application number:</th>
<th>Permit number (if different):</th>
<th>Date received (month, day, year):</th>
</tr>
</thead>
</table>

A. Project information

<table>
<thead>
<tr>
<th>Building Number, Street Name</th>
<th>Unit number</th>
<th>Municipality</th>
<th>Postal Code</th>
</tr>
</thead>
</table>

B. Purpose of application

| ☐ Partial Occupancy – Unfinished Building | ☐ Transfer of Permit – New Ownership |

Proposed use of building | Current use of building

Description of proposed work/area to be occupied

C. Applicant

<table>
<thead>
<tr>
<th>Applicant is: ☐ Owner or ☐ Authorized agent of owner (if corporation or partnership, name of person applying on its behalf)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Corporation or partnership</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street address</th>
<th>Municipality</th>
<th>Province</th>
<th>Unit number</th>
<th>Postal Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone number</th>
<th>Fax</th>
<th>Cell number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>( )</td>
<td>( )</td>
<td>( )</td>
<td></td>
</tr>
</tbody>
</table>

D. Owner (if different from applicant)

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Corporation or partnership</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street address</th>
<th>Municipality</th>
<th>Province</th>
<th>Unit number</th>
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E. Permit via

| ☐ Mail to | ☐ Pick up | ☐ Applicant | ☐ Owner | ☐ Authorized Agent |

F. Declaration of Applicant

Applicant - print name Date (month, day, year) Signature of Applicant

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

G. Former Owner (To be completed for Transfer of Permit)

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Corporation or partnership</th>
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H. Declaration of Former Owner (To be completed for Transfer of Permit)

Former Owner (for Transfer of Permit only) - print name Date (month, day, year) Signature of Former Owner

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Personal information contained in this form and schedules is collected under the authority of subsection 31(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to the Chief Building Official of the municipality of Burlington.

January 2, 2018
SCHEDULE "D"

SCHEDULE OF DRAWINGS, SPECIFICATIONS AND DOCUMENTS REQUIRED FOR CONSTRUCTION, DEMOLITION, AND CHANGE OF USE PERMITS

1.0 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 Clause 7(1)(b) of the Act, 1992 as amended:

(a) Demolition (Full or partial)
   (i) Proof of those arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric and telephone or other utilities and services. [Pre-demolition Clearance Form]
   (ii) Description of the structural design characteristics of the building and method of demolition prepared by a Professional Engineer where deemed necessary by the Chief Building Official, Div. C, 1.3.1.1..
   (iii) Where a building is designated under the Heritage Act, approval must be obtained from Heritage Burlington LACAC.
   (iv) Where a building is required to be reviewed by a Professional Engineer [Div. C, 1.2.2.3. of the OBC], provide a completed Commitment to General Reviews by Architect and Engineers form.

(b) On-Site Sewage System
   (i) Requirements (ii) and (iv) below shall be prepared by a Qualified Designer (as defined in the OBC), except for the replacement of a septic tank of equal size or larger.
   (ii) Site Evaluation Report, including soil permeability, and soil conditions, including the potential for flooding.
   (iii) Site plan (property survey) and/or and lot grading/drainage and servicing plan.
   (iv) Sewage system design and drawings.

(c) Residential Deck or Porch Permit
   (i) Approved lot grading, drainage and servicing plan
   (ii) Approved zoning certificate (including approved drawings)
   (iii) Site plan (property survey)
   (iv) Foundation plan
   (v) Floor plan (framing)
   (vi) Elevation(s)
   (vii) Cross-section and detail of guards

(d) Residential Accessory Buildings
   (i) Approved lot grading, drainage and servicing plan
   (ii) Approved zoning certificate (including approved drawings)
   (iii) Site plan (property survey)
   (iv) Foundation plan / eng. floor slab
   (v) Floor plan (one per floor & include framing)
(vi) Building elevations (min. 4)
(vii) Building section (min. 1)

(e) Residential Addition or Renovation Permit
(i) Approved lot grading, drainage and servicing plan
(ii) Approved zoning certificate (including approved drawings)
(iii) Site plan (property survey)
(iv) Foundation plan
(v) Floor plan (one per floor & include framing)
(vi) Building elevations (min. 3)
(vii) Building section (min. 1)
(viii) Private sewage system evaluation where applicable
(ix) Heat loss / heat gain calculations and furnace make/model and duct design layout
   (where applicable)

(f) New Residential Detached or Semi-Detached House
(i) Approved lot grading, drainage and servicing plan
(ii) Approved zoning certificate (including approved drawings)
(iii) Where applicable, a complete on-line sewage system permit application
(iv) Site plan (property survey)
(v) Floor plan (one per floor)
(vi) Floor and roof framing plans / truss specifications sealed by Professional Engineer
(vii) Building elevations (min. 4)
(viii) Building section (min. 1)
(ix) Mechanical ventilation form
(x) Heat loss / heat gain calculations and furnace make/model and duct design layout
(xi) Energy Efficiency Design Summary

(g) New Residential Townhouse, Tri-plex or Four-plex
(i) Approved lot grading, drainage and servicing plan
(ii) Approved zoning certificate (including approved drawings)
(iii) Approved Site Plan (agreement and drawings)
(iv) Floor plan (one per floor)
(v) Floor and roof framing plans / truss specifications sealed by a Professional Engineer
(vi) Building elevations (min. 4)
(vii) Building section (min. 1)
(viii) Mechanical ventilation form
(ix) Heat loss / heat gain calculations and furnace make/model and duct design layout
(x) Energy Efficiency Design Summary
New Residential Apartment Building

(i) Approved lot grading, drainage and servicing plan
(ii) Approved zoning certificate (including approved drawings)
(iii) Approved Site Plan (agreement and drawings)
(iv) Geotechnical Investigation Report (2 copies)
(v) Site plan (property survey)
(vi) Floor plan (one per floor)
(vii) Foundation plan and details (include de-watering & shoring where applicable)
(viii) Floor and roof structural plans
(ix) Building elevations
(x) Building sections
(xi) Window & door / hardware schedules
(xii) Room finish schedules
(xiii) Mechanical drawings (plumbing and HVAC)
(xiv) Electrical drawings (lighting, fire alarm system)
(xv) Sprinkler shop drawings if applicable
(xvi) Standpipe shop drawings if applicable
(xvii) Energy Efficiency Design Summary

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

(i) Approved lot grading, drainage and servicing plan
(ii) Approved zoning certificate (including approved drawings)
(iii) Approved Site Plan (agreement and drawings)
(iv) Geotechnical Investigation Report (2 copies)
(v) Site plan (property survey)
(vi) Floor plan (one per floor)
(vii) Foundation, framing and roof plans
(viii) Building elevations
(ix) Building section (min. 1)
(x) Window schedule
(xi) Door & hardware schedule
(xii) Wall sections and/or details
(xiii) Mechanical plans (plumbing & HVAC)
(xiv) Electrical plans (general lighting, emergency/exit lighting, and fire alarm system)
(xv) Automatic sprinkler and standpipe drawings where applicable
(xvi) Private sewage system evaluation where applicable
(xvii) Energy Efficiency Design Summary
(j) Non-Residential Renovation (Part 3 or 9 Building)
   (i) Site plan (property survey), and/or key plan
   (ii) Floor plan(s)
   (iii) Door, hardware and partition schedule
   (iv) Building elevations if exterior work proposed
   (v) Building section if exterior work proposed
   (vi) Mechanical plans (plumbing & HVAC) where applicable
   (vii) Electrical plans (lighting, fire alarm system) where applicable
   (viii) Energy Efficiency Design Summary

(k) Designated Structures
   The following plans prepared and stamped by a registered Architect or Professional Engineer;
   (i) Approved lot grading, drainage and servicing plan
   (ii) Approved zoning certificate (including approved drawings)
   (iii) Site plan (property survey)
   (iv) Floor plan and roof plan (where applicable)
   (v) Elevations (where applicable)
   (vi) Sections and details (where applicable)

(l) Commercial Exhaust Hood (NFPA 96)
   (i) Floor plan
   (ii) Mechanical plan, details and section

(m) Electro-Magnetic Locking Devices
   (i) Floor plan
   (ii) Electrical plan, details of inter-face with fire alarm system

(n) Plumbing or Backflow Prevention Devices ONLY Plumbing
   (i) Plumbing Layout – Floor Plan & Details

Backflow Prevention Devices
   (i) Schematic drawing of backflow preventer in system including expansion tank, strainer & existing equipment (water meter)
   (ii) Site plan or floor plan showing location of backflow preventer
   (iii) Specification for the backflow preventer & other parts
   (iv) Survey from Region of Halton or a letter stating the use of the water line being protected and hazard being designed for
   (v) For existing ICI buildings where the backflow is for a sprinkler system provide complete sprinkler system hydraulic calculations (including backflow) & a riser drawing showing the location of the backflow preventer. All drawings & calcs must be stamped by a Professional Engineer.
(o) Private Water & Sewer Systems Permits ONLY (Site Servicing)
   (i) Approved Site Plan or Partial Site Plan Approval (agreement and drawings)
   (ii) Regional Connection Permit (Region of Halton)
   (iii) Property Survey (Architectural Site Plan)
   (iv) Site Services plans (showing all sanitary, storm, domestic water and fire mains) sealed by a Professional Engineer
   (v) Cross sections & profiles sealed by a Professional Engineer
   (vi) Details and general notes sealed by a Professional Engineer

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

2.1 The site plan (property survey) drawing shall show:
   (a) Survey property boundaries and dimension, all building lines, bearing of meters and bounds and compass orientation (legal description),
   (b) The location, use, height and dimensions of any existing and proposed building(s) including, but not limited to front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings, common element lines (where applicable),
   (c) Relation of buildings and finished grade to existing elevations and storm water drainage control plan on site where applicable, and
   (d) All existing and proposed parking layouts, retaining walls, swimming pools, accessory buildings and any other such physical additions necessary to the site.

2.2 The lot grading, drainage and servicing plan(s) shall show:
   (a) The property lines, building location, sidewalks, driveways, curb cuts, swales, all utility services and new/existing service connections,
   (b) Existing and proposed spot elevations for this project and adjacent properties, slopes of driveways, sidewalks and swales, direction of drainage flow, and
   (c) Location of storm water catchment area, catch basins, below grade and above grade utilities and connections into services at property line.

2.3 The architectural drawings shall show:
   (a) OBC matrix, foundation and grade details,
   (b) Each floor plan with exact dimensions of the layout of all proposed areas and identify each with room names,
   (c) All wall thickness 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,
   (d) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness, etc., and
   (e) Specifications where applicable.
2.4 The structural drawings shall show:
(a) All foundation, floor, roof and wall structural elements indicating sizes, shapes and proper locations, and all dead and live design loads and conditions of loading,
(b) All reinforced concrete work indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel,
(c) All lintels, column and beam locations and their size and snowdrift loading,
(d) Where applicable de-watering report and shoring or pile driving,
(e) Flow Control Roof Drainage Declaration to be completed, and
(f) Specifications where applicable.

2.5 The mechanical and electrical drawings shall show:
(a) Mechanical drawings are to show the plumbing, heating, ventilation and air conditioning including 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,
(b) 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,
(c) Sprinkler and standpipe drawings are to include floor plans and riser diagrams to locate the entire system including connections, sprinkler heads, and
(d) Specifications where applicable.

2.6 The on-site sewage system report shall include the following:
(a) The name, mailing address and telephone/fax numbers of the person who prepared the report and the system installer,
(b) The date the evaluation was complete,
(c) The provincial sewage system installer’s registration number, date of issuance, and the name of the qualified person supervising the work to be done under the permit,
(d) A scaled map of the site showing;
   (i) Legal description, lot size, property dimension, existing rights-of-way, easements or municipal/utility corridors,
   (ii) The locations of items listed in Column 1 of Div.B, Tables 8.2.1.6.A, 8.2.1.6.B and 8.2.1.6.C of the OBC,
   (iii) The location of the proposed sewage system,
   (iv) The location of any unsuitable, disturbed or compacted areas, and
   (v) The proposed access routes for system maintenance, and
(e) Soil investigation including;
   (i) Depth to bedrock,
   (ii) Depth to zones of soil saturation,
   (iii) Soil properties and permeability,
   (iv) Potential for flooding
2.7 The following supporting documentation shall accompany applications for a permit unless otherwise waived by the Chief Building Official:

(a) Real property report (survey plan) prepared by an Ontario Land Surveyor,
(b) Driveway access permit approved by the authority having jurisdiction as may be applicable,
(c) Approval by the Ministry of the Environment for the design and construction of a private sewage disposal and water supply systems where applicable,
(d) 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 and Conservation Halton,
(e) Minister’s Rulings from the Ministry of Municipal Affairs, with respect to products not addressed in the OBC, and
(f) Such other approvals as may be required to demonstrate compliance with Applicable Law.
SCHEDULE "E"

Code of Conduct for Building Officials and Inspectors

1.0 Introduction

The City of Burlington maintains this Code of Conduct in accordance with the provisions of the Building Code Act. This Code of Conduct applies to the Chief Building Official and Inspectors as appointed and reflects the City of Burlington Building Section’s commitment to the highest standards of professionalism, technical competence, skill, honesty, and integrity.

2.0 Purpose

The purpose of this Code of Conduct is:

- To promote appropriate standards of behaviour and enforcement by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code;
- To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code; and
- To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Building Code Act or the Ontario Building Code by the Chief Building Official and Inspectors.

3.0 Standards of Conduct and Professionalism

In addition to The City of Burlington's Code of Conduct, the Chief Building Official and Inspectors for the City of Burlington undertake at all times to:

- Act in the public interest, particularly with regard to the safety of building works and structures;
- Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their building certifying functions;
- Maintain current accreditation to perform the functions assigned to them;
- Comply with the provisions of the Building Code Act, the Building Code and any other Act or Law that regulates or governs the Chief Building Official or Inspectors or their functions;
- Not act beyond their level of competence or outside their area of expertise in their capacity of performing their duties in accordance with the provisions of the Building Code Act;
- Apply all relevant building laws, regulations and standards impartially and independently and in accordance with the highest professional standards; and
- Extend professional courtesy during the performance of their duties.
4.0 Guideline for responding to misconduct allegations

The Building Code Act provides that the performance of the Chief Building Official and Inspectors will be measured against this Code of Conduct. In response to any allegation of a breach of this Code of Conduct, the Chief Building Official, in conjunction with the Human Resources Department, shall direct an investigation and where appropriate, recommend disciplinary action against any Inspector who fails to comply with this Code of Conduct. Where the allegation is against the Chief Building Official, the Director of City Building and the Director of Human Resources will direct the investigation and make such recommendations as are reasonable.

In determining the appropriate discipline, the Chief Building Official, the Director of City Building and the Director of Human Resources or designate will have regard to the relevance of the conduct to the official's powers and responsibilities as well as the severity of any misconduct.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the City of Burlington’s administration and will be based on the severity and frequency of the violation in accordance with relevant employment agreements, employment laws/standards and privacy requirements.