

MUNICIPALITY OF CENTRAL ELGIN BY-LAW 2029

Being a by-law respecting the implementation of the *Building Code Act*, S.O. 1992, c. 23.

WHEREAS Section 7.(1) of the *Building Code Act*, S.O. 1992, c. 23, as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, transfer of permits, inspections and the setting and refunding of fees;

AND WHEREAS the Council of the Corporation of the Municipality of Central Elgin desires to repeal By-law No. 253 as amended, and enact a new by-law regulating the issuance of permits and related matters, including the establishment of a fee schedule;

NOW THEREFORE the Municipal Council of the Corporation of the Municipality of Central Elgin enacts as follows:

PART 1 SHORT TITLE

1.1 This by-law may be cited as the "Building Permit By-law".

PART 2 DEFINITIONS

2.1 In this By-law:

"Act" means the *Building Code Act*, S.O. 1992, c.23, including amendments made thereto.

"applicant" means the owner of a building or property who applies for a permit or any person or corporation 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" means the holder of a licence, a certificate of practice or a temporary licence issued under the *Architects Act* R.S.O. 1990, c. A.26.

"building" means a building as defined in subsection 1(1) of the Act.

"Chief Building Official" means the Chief Building Official appointed by the Corporation of the Municipality of Central Elgin for the purposes of enforcement of the Act.

"construct" means construct as defined in subsection 1(1) of the Act and the term "construction" shall have a similar meaning.

"Corporation" means The Corporation of the Municipality of Central Elgin.

"demolish" means demolish as defined in subsection 1(1) of the Act and the term "demolition" shall have a similar meaning.

"designer" means an Architect, an Engineer or a designer as defined in Division C, Section 3.2 of the OBC.

"Director of Physical Services" means the Director of Physical Services Engineer appointed by the Corporation of the Municipality of Central Elgin.

"Inspector" means an inspector appointed by the Corporation of the Municipality of Central Elgin for the purposes of enforcement of the Act.

"Ontario Building Code" or "OBC" means the regulations made under section 34 of the Act.

"owner" means the registered owner of a property and includes a lessee of, a mortgagee in possession of, or the authorized agent in lawful control of a property.

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

"professional engineer" or "engineer" means a person who holds a license or temporary license under the *Professional Engineers Act*, R.S.O. 1990, c. P.28.

"qualified person" means a person who has professional accreditation, a certificate of practice or who can provide other evidence of formal qualifications acceptable to the Chief Building Official to practice or provide advice in an area or discipline requiring special knowledge or expertise.

"work" means construction or demolition of a building or structure or part thereof, as the case may be.

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

PART 3 APPOINTMENT

- 3.1 Chief Building Official**
The Chief Building Official shall be as appointed by the Council of the Corporation for the purposes of enforcement of the Act.
- 3.2 Chief Building Official - acting**
In the absence of the Chief Building Official, the Building/Plumbing Inspector, as appointed by the Corporation, shall assume all duties and responsibilities of the Chief Building Official.
- 3.3 Inspectors**
The Inspectors of the Municipality shall be as appointed by the Council of the Corporation for the purposes of enforcement of the Act.

PART 4 APPLICATIONS AND FORMS

- 4.1** An applicant who applies for a building permit, partial permit, conditional permit, change of use permit, demolition permit, a permit to occupy a partially completed building, a completion certificate, a moving permit, a hoarding permit, or an enquiry response shall submit a complete application in the prescribed form to the Chief Building Official.
- 4.2** Any permit and/or certificate issued as described in this By-law by the Chief Building Official shall be in a form as prescribed by the Chief Building Official.
- 4.3** Any notices or orders issued by a Building Inspector or the Chief Building Official pursuant to their duties shall be in a form prescribed by the Chief Building Official.

PART 5 CLASSES OF PERMITS

- 5.1 Building permit**
A building permit is a permit to construct or renovate a building or structure, or portion thereof, as defined in the Act.
- 5.2 Partial permit**
A partial permit is a type of building permit to expedite work when approval of a portion of the building or project is desired prior to the issuance of a permit for the complete building or project. Prior to the issuance of a partial permit, application shall be made and fees paid for the complete building or project. Complete plans and specifications incorporating the portion of the work for which immediate approval is desired shall be filed with the Chief Building Official. The issuance of a partial permit pursuant to this section shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.
- 5.3 Foundation permit**
A foundation permit is a type of partial permit issued to allow the construction of only the foundations of a building, or portion of a building, for which an application for building permit has been simultaneously applied. A foundation includes the footing, foundation walls and/or piers or caissons or piles for a building or portion of a building.
- 5.4 Plumbing permit**
A plumbing permit is a type of building permit to construct, renovate or modify a plumbing system within a building, a portion of a building, or on a lot. This may include the installation of a backflow device.

5.5 Conditional permit

A conditional permit is a type of building permit to construct a building, or portion of a building, pursuant to subsection 8(3) of the Act and subject to a condition or conditions set forth in subsections 8(3) to 8(7) inclusive of the Act.

5.6 Change of Use permit

A change of use permit is a type of building permit which, even though no construction is proposed, authorizes a change in the use of a building or part of a building to a use which would result in an increase in hazard as defined in Division B, Part 10 of the OBC.

5.7 Sewage System permit

A sewage system permit is a type of plumbing permit to install or repair the sewage system of a building.

5.8 Demolition permit

A demolition permit is a type of building permit to demolish a building or any material part thereof as defined in the Act.

5.9 Permit to occupy partially completed building

A permit to occupy a partially completed building is a permit to allow a person or persons to occupy a building for which a building permit has been issued, but in respect of which construction of the building is not yet complete as permitted in Division C, Subsection 1.3.3 of the OBC.

5.10 Completion Certificate

A completion certificate is a certificate that, as a result of a final inspection, is issued to indicate the satisfactory completion of a construction project (building, foundation or demolition) for which a permit was issued. Where applicable, the completion certificate may also permit the occupancy of the building.

5.11 Sign permit

A sign permit is a type of building permit to install a sign within the Municipality in accordance with the Municipality's Sign By-law and the Act or including any successor thereto.

5.12 Tent permit

A tent permit is a type of building permit to erect a tent as a temporary structure for an event of special occasion. A tent permit is required in order to verify zoning and fire related issues.

5.13 Hoarding permit

A hoarding permit is a type of building permit to erect hoarding on Municipal property or a public street or laneway with respect to a construction and/or demolition project as required by the Occupational Health and Safety Act.

5.14 Enquiry response

An enquiry response is a written response from the Chief Building Official or designate to an enquiry or enquiries made by a person, including but not necessarily limited to an applicant, regarding the use and development of a property and/or the status of any work orders with respect to the property.

PART 6

PLANS AND SPECIFICATIONS

6.1 Information sufficient to determine conformity

Plans and Specifications submitted for a permit shall contain sufficient information as to enable the Chief Building Official to determine whether or not the proposed work, change of use or transfer of permit will conform to the Building Code Act, the Ontario Building Code and/or any other applicable law.

6.2 Plans drawn to scale and 2 complete sets

Plans shall be drawn to scale and shall be legible and be acceptable to the Chief Building Official. Every application shall, unless otherwise specified by the Chief Building Official, be accompanied by one (1) additional copy of the plans in portable document format ("pdf") on electronic media (i.e. Memory stick) approved by the Chief Building Official and specifications as described in this By-law.

6.3 Site plans referenced to plan of survey

Site plans shall be referenced to an up-to-date survey, where available, and when required to demonstrate compliance with the Building Code Act, the Ontario Building Code and/or any other applicable law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall show:

- 1) lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;
- 2) existing and proposed ground levels (elevations) and grades (slope), pattern of proposed drainage and swales;
- 3) existing rights-of-way, easements and municipal services;
- 4) existing and proposed entrances to the lot;
- 5) proposed dust and sediment control measures during construction;
- 6) existing and proposed elevations of underside of footings, finished basement slab, top of foundation wall and finished first floor level; and
- 7) the location and dimensions of all existing and proposed buildings and structures and their respective setbacks to property boundaries.
- 8) existing and/or proposed septic system with their respective setbacks to property boundaries, and setbacks to existing or proposed buildings where no municipal services are available.

Site plans shall be prepared by a qualified person.

6.4 As constructed plans

Upon 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(s) and/or structure(s), and the owner shall provide such plans to the Chief Building Official within 30 days of written demand.

6.5 Plans property of Municipality

Plans and specifications furnished according to this By-law or otherwise required by the Act shall become the property of the Corporation and will be disposed of or retained in accordance with the policies of the Municipality.

PART 7

COMPLETE APPLICATIONS

- 7.1** To obtain a permit and/or certificate as listed in Part 5 of this By-law, the owner, or an agent authorized in writing by the owner, shall file an application in writing by completing an application form prescribed by the Chief Building Official and providing any additional information as outlined in this Part. Application forms prescribed by the Municipality are set out in Schedule "C" to this By-law or on the municipal website.

7.2 Application for a Building Permit

Where an application is made for a building permit, a plumbing permit, or a partial permit, the applicant shall submit, where applicable, the following to the Chief Building Official:

- 1) completed application form, "Application for a Permit to Construct or Demolish";
- 2) completed "Development Review Form";

- 3) a complete set of plans and specifications as prescribed in Part 6 of this By-law;
- 4) completed "Commitment to General Reviews by Architect and Engineers" form when the services of an architect and/or professional engineer are required;
- 5) completed "Schedule 1: Designer Information" when required by the Act;
- 6) roof truss drawings, heat loss calculations, ventilation design and "Energy Efficiency Design Summary" form as may be applicable;
- 7) lot grading and drainage plan, storm water management report, site servicing plan, site lighting plan and traffic impact study acceptable to the Director of Physical Services or designate;
- 8) any other information, drawing, specification, document, test or report as the Chief Building Official deems necessary to fully understand the proposed project and/or to ensure compliance with the Act and all other applicable law; and
- 9) appropriate fee as set out in Schedules "B-1", "B-2", "B-3", "E-1", "E-2", "E-3", "E-4", "E-5" hereto.

7.2.2 Application for a Demolition Permit

Where an application is made for a demolition permit, the applicant shall submit, where applicable, the following to the Chief Building Official:

- 1) completed application form, "Application for a Permit to Construct or Demolish" and completed "Utility Clearance Form";
- 2) a complete set of plans, and specifications as prescribed in Part 6 of this By-law;
- 3) completed "Commitment to General Reviews by Architect and Engineers" form when the services of an engineer are required;
- 4) a completed form, satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the cutting off and plugging of all services;
- 5) a security deposit payable to the Corporation as set out in Schedule "B" to ensure that all private drain connections are properly sealed at the property line, that the water service is properly sealed at the main, that the site is backfilled and graded with clean fill material, and that there is no damage to Municipal property such as sidewalks, boulevards, curbs, etc. Subject to an inspection conducted by the Chief Building Official or designate, that all conditions have been satisfactorily remediated, the security deposit shall be refunded to the applicant;
- 6) where the application includes the use of explosives during the course of demolition, the applicant shall include, at the sole discretion of the Chief Building Official, an undertaking, proof of liability insurance, and security in a form satisfactory to the Chief Building Official;
- 7) any other information, drawing, specification, document, test or report as the Chief Building Official deems necessary to fully understand the proposed project and/or to ensure compliance with the Act and all other applicable law; and
- 8) appropriate fee as set out in Schedules "B-1", "B-2" or "B-3" hereto.

7.2.3 Application for a Conditional Permit

Where an application is made for a conditional permit, the applicant shall submit, where applicable, the following to the Chief Building Official:

- 1) completed application form, "Application for a Permit to Construct or Demolish" and completed "Development Review Form";
- 2) a complete set of plans, and specifications as prescribed in Part 6 of this By-law;
- 3) completed "Commitment to General Reviews by Architect and Engineers" form when the services of an architect and/or professional engineer are required;
- 4) completed "Schedule 1: Designer Information" when required by the Act;
- 5) roof truss drawings, heat loss calculations, ventilation design and "Energy Efficiency Design Summary" form as may be applicable;
- 6) lot grading and drainage plan, storm water management report, site servicing plan, site lighting plan and traffic impact study acceptable to the Municipal Engineer;
- 7) any other information, drawing, specification, document, test or report as the Chief Building Official deems necessary to fully understand the proposed project and/or to ensure compliance with the Act and all other applicable law;
- 8) a written statement giving the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;

- 9) a written statement listing the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
- 10) a written statement giving the time in which plans and specifications of the complete building will be filed with the Chief Building Official;
- 11) a fully executed agreement with the Municipality pertaining to the application; and
- 12) appropriate fee as set out in Schedules "B-1", "B-2" or "B-3" hereto.

7.2.4 Application for a Change of Use Permit

Where an application is made for a change of use permit (no construction), the applicant shall submit, where applicable, the following to the Chief Building Official:

- 1) completed application form, "Application for a Permit to Construct or Demolish";
- 2) a complete set of plans, and specifications, as prescribed in Part 6 of this By-law, showing the current and proposed occupancy and use of all parts of the building, and which shall contain sufficient information to establish compliance with the requirements of the Ontario Building Code and as otherwise may be deemed necessary by the Chief Building Official;
- 3) details of the existing sewage system, if applicable, including sufficient information to establish compliance with the requirements of the Ontario Building Code;
- 4) completed "Commitment to General Reviews by Architect and Engineers" form when the services of an architect and/or professional engineer are required;
- 5) any other information, drawing, specification, document, test or report as the Chief Building Official deems necessary to fully understand the proposed project and/or to ensure compliance with the Act and all other applicable law; and
- 6) appropriate fee as set out in Schedules "B-1", "B-2" or "B-3" hereto.

7.2.5 Application for a Sewage System Permit

Where an application is made for a sewage system permit, the applicant shall submit, where applicable, the following to the Chief Building Official:

- 1) completed application form, "Application for a Permit to Construct or Demolish";
- 2) completed "Schedule 2 – Sewage System Installer Information" form;
- 3) a complete set of plans, and specifications, as prescribed in Part 6, of this By-law;
- 4) a site evaluation that shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - (a) the date the evaluation was done;
 - (b) the name, address, telephone number and signature of the person who prepared the evaluation and design and proof that the said person is qualified as a designer in accordance with the Act
 - (c) a scaled drawing of the site showing:
 - (i) the legal description, lot size, property dimensions, existing rights-of-way, easements or municipal / utility corridors;
 - (ii) the location of items listed in Column 1 of Tables 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. of the Building Code;
 - (iii) the location of the proposed sewage system and the separation distance measured as the shortest horizontal distance from any drilled or dug well;
 - (iv) the location of any unsuitable, disturbed or compacted areas;
 - (v) proposed access routes for system maintenance;
 - (vi) depth to bedrock;
 - (vii) depth to zones of soil saturation;
 - (viii) soil properties, including soil permeability; and
 - (ix) soil conditions, including the potential for flooding;
- 5) any other information, drawing, specification, document, test or report as the Chief Building Official deems necessary to fully understand the proposed project and/or to ensure compliance with the Act and all other applicable law; and
- 6) appropriate fee as set out in Schedules "B-1", "B-2" or "B-3" hereto.

7.2.6 Application for a Sign Permit

Where an application is made for a sign permit, the applicant shall submit, where applicable, the following to the Chief Building Official:

- 1) completed application form, "Application for a Permit to Construct or Demolish";
- 2) a complete set of plans as prescribed in Part 6 of this By-law showing all buildings and structures on the site, all sign locations and setbacks to property lines, section details and elevations detailing the size, weight and material of the proposed sign(s) and other information as otherwise may be deemed necessary by the Chief Building Official; and
- 3) appropriate fee as set out in Schedules "B-1", "B-2" or "B-3" hereto.

7.2.7 Application for a Tent Permit

Where an application is made for a tent permit, the applicant shall submit the following to the Chief Building Official:

- 1) completed application form, "Application for a Temporary Tent Permit";
- 2) a complete set of plans as prescribed in Part 6 of this By-law showing all buildings and structures on the site, all temporary tent locations and setbacks to property lines and structures, all parking spaces, any portable toilet or toilets, a floor plan for each tent and other information as otherwise may be deemed necessary by the Chief Building Official;
- 3) a certificate of Flame Resistance of the tent material; and
- 4) appropriate fee as set out in Schedules "B-1", "B-2" or "B-3" hereto.

7.2.8 Application for a Hoarding Permit

Where an application is made for a hoarding permit, the applicant shall submit, where applicable, the following to the Chief Building Official:

- 1) completed application form, "Application for a Permit to Construct or Demolish";
- 2) a complete set of plans as prescribed in Part 6 of this By-law detailing the proposed area to be hoarded and other information as otherwise may be deemed necessary by the Chief Building Official;
- 3) where required by the Act, structural drawings shall bear the stamp of an engineer and shall be accompanied by a completed "Commitment to General Review" form; and
- 4) appropriate fee as set out in Schedules "B-1", "B-2" or "B-3" hereto.

7.2.9 Application for a Change of Ownership of a Permit

Where an application is made for a transfer of permit because of a change of ownership of the land, the applicant shall submit, where applicable, the following to the Chief Building Official:

- 1) a completed form as set out in Schedule "C"; and
- 2) appropriate fee as set out in Schedules "B-1", "B-2" or "B-3" hereto.

The new owner shall, upon a transfer of a permit, be the permit holder for the purpose of this By-law, the Act and the Ontario Building Code and subject to all duties and obligations associated with such permit.

7.3 Where the Chief Building Official determines that an application is incomplete, the Chief Building Official may accept the application if the applicant acknowledges that the application is incomplete and completes the form as set out in Schedule "C" of this By-law.

7.4 When, in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the complete building or project, a partial permit may be requested and the applicant shall:

- 1) pay all applicable fees for the complete project; and
- 2) file an application with the Chief Building Official along with complete plans and specifications as prescribed in Part 6 of this By-law, incorporating the portion of the work for which immediate approval is desired. Where a partial permit is requested, the application for the complete project shall be deemed to be incomplete for purposes of Section 7.3 of this By-law.

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

- 7.6** Subject to the requirements of the Act, 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. Where an application is deemed to be abandoned, a new application shall be filed for any work proposed in the abandoned application.

PART 8 REGISTERED CODE AGENCIES

- 8.1** The Chief Building Official is authorized to appoint Registered Code Agencies to perform specified functions in respect of the construction of a building or a class of buildings from time to time in order to maintain the time periods for permits prescribed in Division C, Section 3.7 of the Ontario Building Code and is further authorised to enter into an agreement with such Registered Code Agency for provision of those services.
- 8.2** 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 9 FEES, CHARGES AND REFUNDS

9.1 Permit Fees

Save and except for that required for construction of new residential homes and for the periods commencing July 1, 2016, January 1, 2017, and January 1, 2018, the Municipality shall charge fees for permits as provided for in Schedules "B-1", "B-2" or "B-3" hereto. For construction of new residential homes and for the periods commencing July 1, 2016, January 1, 2017, January 1, 2018, January 1, 2019, January 1, 2020, the Municipality shall charge fees for permits as provided for in Schedules "E-1", "E-2", "E-3", "E-4" or "E-5" hereto. The applicant shall pay such applicable fees upon submission of an application for a permit as contemplated by this By-law.

9.2 Permit Fee Indexing

After December 31, 2018 the fees set out in Schedule "B-3", "E-4" and "E-5" to this By-law shall be adjusted annually as of January 1 of each calendar year, commencing January 1, 2019, such adjustment to be made without amendment to this By-law and calculated in accordance with the most recent twelve month change in the Statistics Canada Quarterly, "Construction Price Statistics".

9.3 Fee Calculation - Building Permit

For the purposes of calculation of applicable fee for a Building Permit, the Chief Building Official shall either verify the applicant's valuation of construction cost as detailed on the application or, in the alternative and at his or her option, determine a prescribed construction value in accordance with Schedule "A" hereto. Should the CBO determine that a higher estimate of construction cost shall be utilized, the applicant shall pay the fee based on higher valuation before the Building Permit is issued.

9.4 Fee Dispute

Where there is a disagreement with the fee calculation by the Chief Building Official, the applicant shall pay the amount determined by the Chief Building Official and, not later than six (6) months following the issuance of an occupancy permit or substantial completion certificate of the construction, file audited financial statements setting out the actual cost of the construction. Where the fee determination based upon actual cost of construction is less than the fee paid, the Municipality shall make full refund of the difference without interest.

9.5 Insufficient Funds

In the event that a cheque delivered by an applicant in payment of any fee prescribed hereunder is returned for reason for no-sufficient funds ("NSF"), then the applicant shall deliver replacement payment, plus an additional administration charge set by the Clerk's office, in the form of either cash, certified cheque, or bank draft to the Chief Building Official within seven (7) days of written notification of return of such NSF cheque, failing which the relevant application and any permit issued thereunder shall be cancelled and all documents associated therewith destroyed without further notice.

9.6 Construct Without Permits

Where the Chief Building Official determines that any person or corporation who has commenced construction or demolition or changes the use of a building before submitting an application for a permit, or after submitting the application for a permit but before the permit has been issued by the Corporation, that person or corporation, including but not limited to an applicant, shall, in addition to any other penalty under the Building Code Act, Ontario Building Code, or elsewhere in this By-law, pay an additional administration fee equal to 100% of the amount calculated as the regular permit fee in order to compensate the Corporation for the additional expenses incurred by such conduct or activity.

9.7 Plan Revisions

Where an applicant revises the plans for a proposed building or part thereof after the plans examination of a previous submission has already been undertaken such that the revision or changes require a re-examination of the revised plans, then an additional fee equal to 50% of the original permit fee shall be due and payable prior to the commencement of re-examination of the revised plans.

9.8 Refunds

In the event of any of a withdrawal of an application, the abandonment of all or a portion of the work for which the permit has been issued, a refusal of a permit, the non-commencement of any project, or a request for revocation of a permit under section 8(10) of the Act, the Chief Building Official shall determine, with reference to Schedule "A" hereto, if a refund is payable and, if a refund is payable, the amount of paid permit fees that is to be refunded to the applicant, which decision of the Chief Building Official shall be final.

9.9 Lot Grading Security Deposit

With respect to the issuance of a building permit, a refundable security deposit will be paid to the Municipality to ensure that Lot Grading Plans are certified as complete by a professional engineer, a Landscape Architect or an Ontario Land Surveyor who certifies thereon that the plan generally conforms with the accepted grading plan filed with the Director of Physical Services or his designate. The amount shall not exceed \$2,000.00 as determined by the Director of Physical Services or his designate. The deposit will be held without interest until such certification has been accepted by the Director of Physical Services or his designate. If an extension for completion of the permitted work is not requested in writing and granted, then the deposit will be forfeited at the end of a one year period after the date of issuance of the permit.

9.10 Lot Grading Security Deposit Waived

Notwithstanding section 9.9, the payment of the lot grading security deposit shall be waived if the building permit application is for a structure on a lot within a plan of subdivision if the owner of said lot is the developer of the plan of subdivision and the owner of the lot has entered into a development agreement for the plan of subdivision including the provision of security guaranteeing performance of the owner's obligations under that development agreement.

9.11 Building Permit Security Deposit

With respect to the issuance of a building permit, a refundable security deposit will be paid to the Municipality to assure total completion of work authorized by the permit. The amount will be based on five (5) percent of the permit value to a maximum of \$1,000.00. The deposit will be held without interest until the completion certificate is issued. The deposit will be returned in full, less any additional required inspection fees. If an extension for completion of the permitted work is not requested in writing and granted, then the deposit will be forfeited at the end of one year after the date of issuance of the permit. The fee contemplated by this section shall be forfeited in full if the building for which the permit was issued has been occupied prior to the issuance of a completion certificate.

9.12 Required Road Occupancy Permit

When work authorized by a permit issued hereunder necessitates further work to be undertaken and completed within a Municipal Road allowance under the jurisdiction of the Corporation, the applicant will be required to obtain a Road Occupancy Permit from the Physical Services Department. As a condition of the Road Occupancy Permit, the applicant may be required to post a security deposit in the amount 100% of the costs to complete the work within the Road Allowance. Upon completion and acceptance of the work within the Road Allowance by the Director of Physical Services or his designate, the deposit will be refunded to the applicant with the exception of \$500.00 which will be held for a period of 12 months from the date of acceptance to ensure adequate workmanship. After 12 months from the date of acceptance of the work within the Road Allowance and if such work is approved, the remaining \$500.00 will be refunded.

PART 10

REVOCATION OF PERMITS

- 10.1** Prior to revoking a permit under subsection 8(10) of the Act, the Chief Building Official shall attempt to serve a notice by personal service or registered mail at the last known address of the permit holder, and, following a 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.
- 10.2** A permit holder may, within 30 days of the date of service of the notice referred to section 10.1 above, request in writing that the Chief Building Official defer the revocation of the permit by stating reasons why the permit should not be revoked. The Chief Building Official, having regard to any provisions of the Act, Ontario Building Code or any other applicable law, may allow the permit to continue in effect and attach any conditions thereto, which continued permission and conditions, if any, shall be communicated in writing to the permit holder.

PART 11

NOTICE REQUIREMENTS FOR INSPECTIONS – BUILDING PERMITS

- 11.1** In accordance with Section 10.2(1) of the Act, a building permit holder shall notify the Chief Building Official, or a Registered Code Agency where one is appointed, at least 24 hours prior to completion of each stage of construction for which a mandatory inspection is required under Division C, Sentence 1.3.5.1(2) of the Ontario Building Code.
- 11.2** In accordance with Section 11 of the Act, a demolition permit holder shall provide notice after each sewer service has been excavated and sealed at the property line prior to backfilling, after the water service has been excavated and sealed at the main prior to backfilling, and again at the completion of demolition work to ensure that the site has been backfilled and graded with clean fill material to the satisfaction of the Chief Building Official.
- 11.3** A notice pursuant to this Part of the By-law is not effective until notice is actually received by the Chief Building Official or the Registered Code Agency where one is appointed.
- 11.4** Upon receipt of proper notice as contemplated by this Part, the Chief Building Official, or a Registered Code Agency if one is appointed, shall undertake a site inspection of the building within two (2) business days for notices to which Section 11.1 of this Part applies; within ten (10) business days for the notice to which Section 11.2 of this Part applies; and within five (5) business days for a sewage system.
- 11.5** For the purposes of this By-law notice shall be given to the Corporation using one or more of the following:
- 1) Written notice by email;
 - 2) Verbal notice in person to the building clerk or by phone or voice mail;
 - 3) Other means as approved by the Chief Building Official.
- 11.6** For new single detached, duplex or semi-detached dwellings, the permit holder shall:
- 1) provide to the Chief Building Official upon completion of the building's foundation, a building survey to confirm compliance with the Ontario Building Code, the Municipality's Zoning By-law and the overall grading plan.
 - 2) provide to the Chief Building Official within six (6) months of occupancy, a final grading certificate:
 - a) bearing the signature and seal of the sub-divider's professional engineer certifying that the finished elevations and grading of the land generally conforms with the accepted area or subdivision grading plans and the lot grading plan that is acceptable to the Municipal Engineer; or
 - b) where no accepted area or subdivision grading plan exists, bearing the signature and seal of a Professional Engineer, or a Landscape Architect (a member of the Ontario Association of Landscape Architects), or an Ontario Land Surveyor certifying that the finished elevations and grading of the land generally conforms to the lot grading plan that is acceptable to the Municipal Engineer.

PART 12 FLOOD PROOFING

- 12.1** In the event the description of the land to be provided pursuant to Part 6 indicates that the land upon which the work is to be done is located within the Lake Erie Flood Uprush Area as shown on Schedule "D", the applicant shall, in addition to the other requirements hereunder, file with the Chief Building Official the following:
- 1) plans and specifications for flood proofing measures prepared by a qualified professional engineer in accordance the Port Stanley Beach Management Study, Shoreplan Engineering Limited, March 1996; and
 - 2) evidence that Kettle Creek Conservation Authority has received and reviewed the said plans and specifications.
- 12.2** The provisions of 12.1 above shall not apply to work to be undertaken upon an existing foundation unless the foundation itself is being altered in the course of construction.

PART 13 SCHEDULES

- 13.1** Schedules A, B-1, B-2, B-3, C, and D as detailed below, shall form part of this By-law.

Schedule A	Permit Fee Calculation
Schedule B-1	Permit Fees – Effective July 1, 2016
Schedule B-2	Permit Fees – Effective January 1, 2017
Schedule B-3	Permit Fees – Effective January 1, 2018
Schedule C	Forms
Schedule D	Lake Erie Flood Uprush Area
Schedule E-1	Permit Fees – Effective July 1, 2016
Schedule E-2	Permit Fees – Effective January 1, 2017
Schedule E-3	Permit Fees – Effective January 1, 2018
Schedule E-4	Permit Fees – Effective January 1, 2019
Schedule E-5	Permit Fees – Effective January 1, 2020

PART 14 VALIDITY

- 14.1** 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 15 ENFORCEMENT

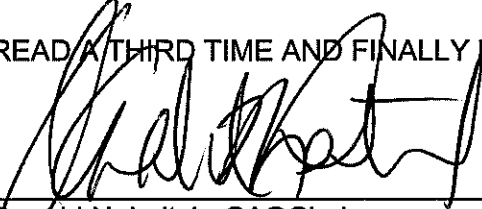
- 15.1** Any person found to be in contravention of any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as prescribed in Section 36 of the Act.

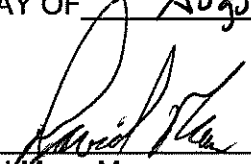
PART 16 REPEAL – ENACTMENT

- 16.1** By-law No. 253 of The Corporation of the Municipality of Central Elgin and all amendments are hereby repealed upon the date this By-law comes into force.
- 16.2** This By-law shall come into full force and effect on the day of passing of the enabling by-law.

READ A FIRST TIME AND SECOND TIME THIS 22nd DAY OF August,
2016.

READ A THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF August, 2016


Donald N. Leitch, CAO Clerk


David Marr, Mayor

SCHEDULE "A"

PERMIT FEE CALCULATION

- a) Permit fees that are not flat rate fees shall be calculated by the formula given below, unless otherwise specified in this schedule:

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

Where: SI = Service Index for the classification of the work proposed ("the rate"); and
A = floor area of the work involved, expressed in square meters (where based on area);
OR
A = the value of construction (rounded up to the next even thousand) divided by one thousand (where based on value).

- b) When calculating fees based on floor areas, floor area is measured to the outer face of exterior walls, to the centre of party walls or demising walls, and to the outer face of walls of attached garages adjacent to floor areas of new single detached dwellings. Floor area shall include all levels of the building. Unfinished basements and attached garages for new single detached dwellings, including semis, duplexes, and townhouses, are not included in the floor area calculation.
- c) When finishing basements for single detached dwellings, the applicable Service Index charge shall be applied and the floor area is measured to the finished face of the interior walls.
- d) Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and interior balconies are to be included in all floor area calculations.
- e) In calculating floor area for interior partitioning, corridors, lobbies, washrooms, lounges, etc., are to be included and classified according to the major occupancy classification for the floor area for which they are associated. Where any of these areas are constructed in a shell only building, fees shall be calculated at the finished rate.
- f) Where interior alterations or renovations require relocation of sprinkler heads or fire alarm components, no additional fee is applicable.
- g) No deductions shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from the calculated floor area.
- h) An additional fee is required for plumbing and drainage systems and other plumbing work proposed and constructed at the same time as the construction they serve.
- i) No additional fee applies for sprinklers, fire alarms, electromagnetic locks, emergency lighting, standpipe and hose system, special ventilation systems, and mechanical HVAC systems proposed and constructed at the same time as the construction they serve.
- j) No additional fee applies to a roof-like structure projecting from the exterior face of the building proposed and constructed at the same time as the building.
- k) No additional fee applies to a deck, fireplace, or woodstove proposed and constructed at the same time as the construction they serve.
- l) For interior partitioning, floor areas used for the calculation of fees shall be the lesser of:
i. the area contained within a rectangle encompassing the partitions being erected, or,
ii. the area intended to be leased to a tenant.
- m) The occupancy classifications used in this bylaw are based on the Ontario Building Code major occupancy classifications. For multiple occupancy floor areas, the Service Index of each applicable occupancy category shall be applied except where an occupancy is less than 10% of the floor area.
- n) Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.
- o) For rack storage use, apply the Service Index charge for the applicable industrial occupancy.
- p) For classes of permits not described in this schedule, the Chief Building Official shall determine the permit fee.

Schedule “B-1”

Implementation September 1, 2016

CLASSESS OF PERMITS AND FEES

Commonly Known As:	Type of Fee	Base Fee	Adjusted Fee	Minimum
Larger additions to Homes and other buildings	- Major alteration and Additions (\geq \$50,000)	\$133.00	\$0.79/ft ² for buildings (finished living space) \$7.74/\$1,000. value of construction where ft ² cannot be determined.	\$133.00
Garages, Carports Decks, sheds Small additions to Homes and other buildings	Group “C” - Accessory buildings and structures - Finished basements, - minor alterations or Additions (\leq \$50,000)	\$133.00	\$0.45/ft ² for buildings greater than 300 ft ² \$13.61/\$1,000. value of construction where ft ² cannot be determined.	\$133.00
Theaters, Offices, Arenas, Business services, Mercantile and Factories	Group “A”, “D”, “E”, “F” - New structures	\$2,239.00	\$0.77/ft ² for buildings greater than 2,500 ft ² \$4.60/\$1,000. value of construction where ft ² cannot be determined.	\$2,239.00
Theaters, Offices, Arenas, Business services, Mercantile and Factories	Group “A”, “D”, “E”, “F” - Major additions or alterations (\geq \$50,000.)	\$1,900.00	\$0.63/ft ² for buildings greater than 2,500 ft ² \$3.53/\$1,000. value of construction where ft ² cannot be determined.	\$1,900.00
Theaters, Offices, Arenas, Business services, Mercantile and Factories	Group “A”, “D”, “E”, “F” - Minor additions or alterations (\leq \$50,000.)	\$1,494.00	\$0.37/ft ² for buildings greater than 2,500 ft ² \$8.00/\$1,000. value of construction where ft ² cannot be determined.	\$1,494.00
Hospitals and Care facilities'	Group “B” - New structures	\$3,013.00	\$1.10/ft ² for buildings greater than 2,500 ft ² \$7.90/\$1,000. value of construction where ft ² cannot be determined.	\$3,013.00
Hospitals and Care facilities'	Group “B” - Major additions or alterations (\geq \$50,000.)	\$2,240.00	\$0.84/ft ² for buildings greater than 2,500 ft ² \$10.00/\$1,000. value of construction where ft ² cannot be determined.	\$2,240.00
Hospitals and Care facilities'	Group “B” - Minor additions or Alterations (\leq \$50,000.)	\$1,330.00	\$0.72/ft ² for buildings greater than 2,500 ft ² \$12.00/\$1,000. value of construction where ft ² cannot be determined.	\$1,330.00
All types of barns storage buildings, drive sheds excluding grain	Farm Buildings	\$911.00	\$0.19/ft ² for buildings greater than 2,500 ft ²	\$911.00

sheds excluding grain storage facilities etc.	- New construction (non-residential)		\$4.47/\$1,000. value of construction where ft² cannot be determined.	
Grain Storage Facility	Grain bins, silos, or buildings for the storage of grain - New construction (non-residential)	\$433.00	\$0.19/ft² for buildings greater than 2,500 ft² \$3.47/\$1,000. value of construction where ft² cannot be determined.	\$433.00
All types of barns storage buildings, drive sheds etc.	Farm Buildings - Additions, alterations (non-residential)	\$777.00	\$0.19/ft² for buildings greater than 2,500 ft² \$3.47/\$1,000. value of construction where ft² cannot be determined.	\$777.00
Wind Turbine or Roof-mounted Solar Panel		\$250.00	\$10.00/\$1,000 value of construction	\$250.00
Tents			\$50.00 \$25.00 – non-profit organizations	
Conditional Permits		\$500.00		\$500.00
Wood Stoves		\$250.00		\$250.00
Demolition Permits		\$150.00	Part 9 - Small Buildings	\$150.00
		\$850.00	Part 3 – Large Buildings	\$850.00
Transfer of Permit		\$50.00	N/A	\$50.00
Other permits not noted		\$150.00	N/A	\$150.00
Other inspections not noted		\$75.00/hr	N/A	\$150.00
File Search, document retrieval		\$50.00	N/A	\$50.00
Review of Alternative Solution (reviewable by staff)		\$75.00/hr	N/A	\$150.00
Review of Alternative Solution (complex)		Direct Costs	Direct costs incurred by Municipality for peer review by independent Professional Engineer and/or Architect	\$1,500.00
Septic System (new)		\$526.00		\$526.00
Septic alteration/repair		\$334.00		\$334.00
Percolation Test		\$75.00/hr		\$275.00

Schedule "B-2"

Implementation January 1, 2017

CLASSESS OF PERMITS AND FEES

Commonly Known As:	Type of Fee	Base Fee	Adjusted Fee	Minimum
Larger additions to Homes and other buildings	- Major alteration and Additions (\geq \$50,000)	\$141.40	\$0.90/ft ² for buildings (finished living space greater than 1,470 ft ²) \$7.87/\$1,000. value of construction where ft ² cannot be determined.	\$141.40
Garages, Carports Decks, sheds Small additions to Homes and other buildings	Group "C" - Accessory buildings and structures - <u>Finished basements,</u> - minor alterations or Additions (\leq \$50,000)	\$141.40	\$0.48/ft ² for buildings greater than 300 ft ² \$13.81/\$1,000. value of construction where ft ² cannot be determined.	\$141.40
Theaters, Offices, Arenas, Business services, Mercantile and Factories	Group "A", "D", "E", "F" - New structures	\$2,978.00	\$0.92/ft ² for buildings greater than 2,500 ft ² \$4.80/\$1,000. value of construction where ft ² cannot be determined.	\$2,978.00
Theaters, Offices, Arenas, Business services, Mercantile and Factories	Group "A", "D", "E", "F" - Major additions or alterations (\geq \$50,000.)	\$2,800.00	\$0.85/ft ² for buildings greater than 2,500 ft ² \$3.77/\$1,000. value of construction where ft ² cannot be determined.	\$2,800.00
Theaters, Offices, Arenas, Business services, Mercantile and Factories	Group "A", "D", "E", "F" - Minor additions or alterations (\leq \$50,000.)	\$1,987.00	\$0.44/ft ² for buildings greater than 2,500 ft ² \$9.00/\$1,000. value of construction where ft ² cannot be determined.	\$1,987.00
Hospitals and Care facilities'	Group "B" - New structures	\$3,364.46	\$1.10/ft ² for buildings greater than 2,500 ft ² \$7.95/\$1,000. value of construction where ft ² cannot be determined.	\$3,364.46
Hospitals and Care facilities'	Group "B" - Major additions or alterations (\geq \$50,000.)	\$3,060.00	\$0.95/ft ² for buildings greater than 2,500 ft ² \$11.00/\$1,000. value of construction where ft ² cannot be determined.	\$3,060.00
Hospitals and Care facilities'	Group "B" - Minor additions or Alterations (\leq \$50,000.)	\$1,905.00	\$0.89/ft ² for buildings greater than 2,500 ft ² \$13.00/\$1,000. value of construction where ft ² cannot be determined.	\$1,905.00

All types of barns storage buildings, drive sheds excluding grain storage facilities etc.	Farm Buildings - New construction (non-residential)	\$1,422.00	\$0.22/ft² for buildings greater than 2,500 ft² \$3.74/\$1,000. value of construction where ft² cannot be determined.	\$1,422.00
Grain Storage Facility	Grain bins, silos, or buildings for the storage of grain - New construction (non-residential)	\$466.50	\$0.22/ft² for buildings greater than 2,500 ft² \$3.74/\$1,000. value of construction where ft² cannot be determined.	\$466.50
All types of barns storage buildings, drive sheds etc.	Farm Buildings - Additions, alterations (non-residential)	\$1,355.00	\$0.22/ft² for buildings greater than 2,500 ft² \$3.74/\$1,000. value of construction where ft² cannot be determined.	\$1,355.00
Wind Turbine or Roof-mounted Solar Panel		\$250.00	\$10.00/\$1,000 value of construction	\$250.00
Tents			\$50.00 \$25.00 – non-profit organizations	
Conditional Permits		\$500.00		\$500.00
Wood Stoves		\$250.00		\$250.00
Demolition Permits		\$150.00	Part 9 - Small Buildings	\$150.00
		\$850.00	Part 3 – Large Buildings	\$850.00
Transfer of Permit		\$50.00	N/A	\$50.00
Other permits not noted		\$150.00	N/A	\$150.00
Other inspections not noted		\$75.00/hr	N/A	\$150.00
File Search, document retrieval		\$50.00	N/A	\$50.00
Review of Alternative Solution (reviewable by staff)		\$75.00/hr	N/A	\$150.00
Review of Alternative Solution (complex)		Direct Costs	Direct costs incurred by Municipality for peer review by independent Professional Engineer and/or Architect	\$1,500.00
Septic System (new)		\$538.00		\$538.00
Septic alteration/repair		\$334.00		\$334.00
Percolation Test		\$75.00/hr		\$275.00

Schedule "B-3"

Implementation January 1, 2018

CLASSESS OF PERMITS AND FEES

Commonly Known As:	Type of Fee	Base Fee	Adjusted Fee	Minimum
Larger additions to Homes and other buildings	- Major alteration and Additions (\geq \$50,000)	\$150.00	\$1.00/ft ² for buildings (finished living space greater than 1,470 ft ²) \$8.00/\$1,000. value of construction where ft ² cannot be determined.	\$150.00
Garages, Carports Decks, sheds Small additions to Homes and other buildings	Group "C" - Accessory buildings and structures - <u>Finished basements</u> , - minor alterations or Additions (\leq \$50,000)	\$150.00	\$0.50/ft ² for buildings greater than 300 ft ² \$14.00/\$1,000. value of construction where ft ² cannot be determined.	\$150.00
Theaters, Offices, Arenas, Business services, Mercantile and Factories	Group "A", "D", "E", "F" - New structures	\$3,716.19	\$1.06/ft ² for buildings greater than 2,500 ft ² \$5.00/\$1,000. value of construction where ft ² cannot be determined.	\$3,716.19
Theaters, Offices, Arenas, Business services, Mercantile and Factories	Group "A", "D", "E", "F" - Major additions or alterations (\geq \$50,000.)	\$3,699.61	\$1.06/ft ² for buildings greater than 2,500 ft ² \$4.00/\$1,000. value of construction where ft ² cannot be determined.	\$3,699.61
Theaters, Offices, Arenas, Business services, Mercantile and Factories	Group "A", "D", "E", "F" - Minor additions or alterations (\leq \$50,000.)	\$2,480.01	\$0.50/ft ² for buildings greater than 2,500 ft ² \$10.00/\$1,000. value of construction where ft ² cannot be determined.	\$2,480.01
Hospitals and Care facilities'	Group "B" - New structures	\$3,716.19	\$1.06/ft ² for buildings greater than 2,500 ft ² \$8.00/\$1,000. value of construction where ft ² cannot be determined.	\$3,716.19
Hospitals and Care facilities'	Group "B" - Major additions or alterations (\geq \$50,000.)	\$3,699.61	\$1.06/ft ² for buildings greater than 2,500 ft ² \$12.00/\$1,000. value of construction where ft ² cannot be determined.	\$3,699.61
Hospitals and Care facilities'	Group "B" - Minor additions or Alterations (\leq \$50,000.)	\$2,480.01	\$1.06/ft ² for buildings greater than 2,500 ft ² \$14.00/\$1,000. value of construction where ft ² cannot be determined.	\$2,480.01

All types of barns storage buildings, drive sheds excluding grain storage facilities etc.	Farm Buildings - New construction (non-residential)	\$1,932.43	\$0.25/ft² for buildings greater than 2,500 ft² \$4.00/\$1,000. value of construction where ft² cannot be determined.	\$1,932.43
Grain Storage Facility	Grain bins, silos, or buildings for the storage of grain - New construction (non-residential)	\$500.00	\$0.42/ft² for buildings greater than 2,500 ft² \$4.00/\$1,000. value of construction where ft² cannot be determined.	\$500.00
All types of barns storage buildings, drive sheds etc.	Farm Buildings - Additions, alterations (non-residential)	\$1,932.43	\$0.42/ft² for buildings greater than 2,500 ft² \$4.00/\$1,000. value of construction where ft² cannot be determined.	\$1,932.43
Wind Turbine or Roof-mounted Solar Panel		\$250.00	\$10.00/\$1,000 value of construction	\$250.00
Tents			\$50.00 \$25.00 – nonprofit organizations	
Conditional Permits		\$500.00		\$500.00
Wood Stoves		\$250.00		\$250.00
Demolition Permits		\$150.00	Part 9 - Small Buildings	\$150.00
		\$850.00	Part 3 – Large Buildings	\$850.00
Transfer of Permit		\$50.00	N/A	\$50.00
Other permits not noted		\$150.00	N/A	\$150.00
Other inspections not noted		\$75.00/hr	N/A	\$150.00
File Search, document retrieval		\$50.00	N/A	\$50.00
Review of Alternative Solution (reviewable by staff)		\$75.00/hr	N/A	\$150.00
Review of Alternative Solution (complex)		Direct Costs	Direct costs incurred by Municipality for peer review by independent Professional Engineer and/or Architect	\$1,500.00
Septic System (new)		\$550.00		\$550.00
Septic alteration/repair		\$345.00		\$345.00
Percolation Test		\$75.00/hr		\$275.00

SCHEDULE “C”

PRESCRIBED FORMS

The forms listed below are provided as follows:

- 1) Application for a Permit to Construct or Demolish
- 2) Commitment to General Reviews by Architect and Engineers
- 3) Schedule 1: Designer Information
- 4) Schedule 2: Sewage System Installer Information
- 5) Demolition Utility Clearance
- 6) Application for a Temporary Tent Permit
- 7) Application for Transfer of Permit Ownership
- 8) SB-10 Energy Efficiency Design Summary
- 9) SB-12 Energy Efficiency Design Summary

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information

Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	

B. Purpose of application

<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building		

Description of proposed work

C. Applicant

Applicant is: ☐ Owner or ☐ Authorized agent of owner

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	Cell number ()
Telephone number ()	Email	Fax ()	

D. Owner (if different from applicant)

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	Cell number ()
Telephone number ()	Email	Fax ()	

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	Cell number ()	
Telephone number ()	Email		Fax ()	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <ol style="list-style-type: none"> 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. <p>Date: _____ Signature of applicant: _____</p>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(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: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the Inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6866.

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Part A - Owner's Undertaking

Project Description:

Permit Application No.

Address of Project:

Municipality:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read and agrees to the above

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	Date:
Consultant Name:	Signature:		Print Name:			
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	Date:
Consultant Name:	Signature:		Print Name:			
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	Date:
Consultant Name:	Signature:		Print Name:			
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	Date:
Consultant Name:	Signature:		Print Name:			
Telephone:	Fax:	Address:				

EABO Standard form/Endorsed by OAA, PEO and Ontario Building Officials Association

Please contact the Brantford Building Department concerning plans to be submitted for review. All plans to be available for on-site inspections. Any revisions must be resubmitted to this office for review. All deficiencies noted upon final inspection must be corrected prior to occupancy.

(Information in this form is collected under the authority of the Municipal Act, R.S.O. 1990, c.M.45 as amended; Building Code Act, R.S.O. 1992 and amendments, and is used to control and record the issuance of this application. Direct inquiries to the Building Department.)

Name (Please Print): _____ Owner: _____ Authorized Agent: _____

Signature: _____ Date: _____

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	Cell number ()
Telephone number ()	Email	Fax number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
Date:		Signature of Designer:	

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.
3. Personal information contained in this form is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	
		<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)	
C. Registered Installer Information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	Cell number ()
Telephone number ()	Email	Fax ()	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p>OR</p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <p>1. The information contained in this schedule is true to the best of my knowledge.</p> <p>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p>			
Date		Signature of applicant	

Personal information contained in this form is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.

Central Elgin

UTILITY CLEARANCE FORM

DEMOLITION PERMIT

Building Department
 450 Sunset Drive, 1st Floor,
 St. Thomas, ON N5R 5V1
 Telephone: 519-631-4860
 Fax: 519-631-4036

website: www.centralelgin.org

Prior to application and issuance of a permit for the demolition of buildings in the Municipality of Central Elgin, this form must be completed and filed in support of the demolition application.

APPLICANT TO COMPLETE THE FOLLOWING INFORMATION:

Property Location:	Date of Application:		
Type of Building:	Is this a corner lot?	Yes	No
OWNER		CONTRACTOR	
Name:	Name:		
Address:	Address:		
City:	City:		
Postal:	Postal:		
Phone:	Phone:		
Email:	Email:		

Applicant to obtain clearance from the following listed offices for the demolition:

AGENCY	APPROVAL SIGNATURE	APPROVAL DATE
Fire Department 450 Sunset Drive, 1 st Floor St. Thomas. ON N5R 5V1 T: 519-631-4860 ext 249 F: 519-631-4036	Name:	
Physical Services 450 Sunset Drive, L/Level St. Thomas. ON N5R 5V1 T: 519-631-4860 F: 519-631-4036	Name:	
Bell Canada T: 519-663-6140 F: 519-663-1188	Name:	
Rogers Cable T: 519-660-7527 F: 519-672-0199	Name:	
Union Gas Ltd. 109 Commissioners Road W London. ON N6A 4P1 T: 519-667-4100 F: 519-667-4170	Name:	
NRG 39 Beech Street Aylmer, ON N5H 3J6 T: 519-773-5321 F: 519-773-5335	Name:	
Erie Thames Power Lines P.O. Box 157 143 Bell Street Ingersoll, ON N5C 2N9 T: 519-485-1820 F: 519-485-5838	Name:	
Hydro One Beachville F.B.C. T: 1-800-957-7756 F: 1-888-281-4589	Name:	



Application for a Temporary Tent Permit

For use by Principal Authority			
Permit number:		Date issued:	
Date received:	Roll number:		
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		No. of tents:	
B. Purpose of application			
Event:		<input type="checkbox"/> Alcohol served <input type="checkbox"/> Food served <input type="checkbox"/> Chairs and tables	<input type="checkbox"/> Sides open <input type="checkbox"/> Sides enclosed <input type="checkbox"/> Site plan provided
Date of tent installation:		Date of tent removal:	
C. Applicant Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	Cell number ()
Telephone number ()	Email	Fax ()	
D. Declaration of applicant			
I _____ declare that: (print name)			
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.			
Date:		Signature of applicant:	

ADDITIONAL INFORMATION REQUIRED for TENT PERMITS

- Site Plan:** A site plan shall include the property lines and all buildings and structures located on the property. All proposed tents shall be located on the plan with setback dimensions to property lines, structures and other tents. The site plan should include the location of all parking spaces, any proposed privies and any temporary fencing for any assembly area.
- Floor Plan:** If a tent is to utilize sides or be provided with table and chairs, a floor plan shall be provided showing aisles and exits.
- Covering:** A certificate of flame resistance of the tent covering material, as provided by the tent supplier, in conformance with CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or NFPA 701 "Fire Tests for Flame-Resistant Textiles and Films" shall be provided.

Personal information contained in this form is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.

Site Plan

GENERAL NOTES for TENT INSTALLATIONS

3.14.1.2 General

- (1) Except as provided in Sentence (2), the requirements of this Subsection shall apply to all tents.
- (2) Articles 3.14.1.4, 3.14.1.5, 3.14.1.6 and 3.14.1.9 apply to tents that,
 - (a) do not exceed 225 m² in ground area,
 - (b) do not exceed 225 m² in aggregate ground area and are closer than 3 m apart,
 - (c) do not contain bleachers, and
 - (d) are not enclosed with sidewalls.

3.14.1.3 Means of Egress

- (1) Except as provided in Sentences (2) and (3), tents shall conform to Section 3.3 and 3.4.
- (2) A tent need not conform to Article 3.4.6.44 except where swing type doors are provided.
- (3) Where the area between adjacent tents or a tent and the property line is used as a *means of egress*, the minimum width between stake lines shall be the width necessary for *means of egress*, but not less than 3m.

3.14.1.4 Clearance to Other Structures

- (1) Tents shall not be erected closer than 3 m to the property line.
- (2) Except as provided in Sentences (3), (4) and (5), tents shall not be erected closer than 3 m to other tents or structures on the same property.
- (3) A *walkway* between a *building* and a tent occupied by the public is permitted provided,
 - (a) the tent is not closer than 3 m from the *building*, and
 - (b) the *walkway* conforms to Article 3.2.3.19.
- (4) Tents not occupied by the public need not be separated from one another, and are permitted to be erected less than 3 m from other structures on the same property, where such closer spacing does not create a hazard to the public.
- (5) Tents located on fair grounds or similar open spaces, need not be separated from one another provided such closer spacing does not create a hazard to the public.

3.14.1.5 Clearances to Flammable Material

- (1) The ground enclosed by a tent and for not less than 3 m outside of such structure shall be cleared of all flammable or *combustible* material or vegetation that will carry fire.

3.14.1.6 Flame Resistance

- (1) Every tent, and tarpaulins, decorative materials, fabrics and films used in connection with tents, shall be certified to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or NFPA 701 "Fire Tests for Flame-Resistant Textiles and Films".

3.14.1.7 Bleachers

- (1) Where bleachers are provided in tents, they shall be designed in conformance with Articles 3.3.2.8, 3.3.2.10 and Subsection 4.1.5.

3.14.1.8 Sanitary Facilities

- (1) Except as provided in Sentence (3), the minimum number of water closets for tents shall be determined in accordance with Table 3.7.4.3.E.
- (2) Article 3.7.4.16 applies to sanitary facilities in Sentence (1).
- (3) Sanitary privies, chemical closets or other means for the disposal of human waste may be provided in lieu of toilet fixtures.

3.14.1.9 Provisions for Fire Fighting

- (1) Access shall be provided to all tents for the purpose of fire fighting.

Application for Transfer of Permit Ownership

For use by Principal Authority

Permit number:

Date received:

Roll number:

A. Project Information

Building number, street name

Unit number

Lot/con.

Municipality

Postal code

Plan number/other description

B. Applicant

Applicant is:

☐

Owner or

☐

Authorized agent of owner

Last name

First name

Corporation or partnership

Street address

Unit number

Lot/con.

Municipality

Postal code

Province

Cell number

()

Telephone number

()

Email

Fax

()

D. Declaration of Applicant

I _____ declare that:

(print name)

1. The information contained in this application 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.

Date

Signature of applicant

C. Permit Owner

Last name

First name

Corporation or partnership

Street address

Unit number

Lot/con.

Municipality

Postal code

Province

Telephone

()

D. Declaration of Permit Owner

I _____ declare that:

(print name)

1. I agree to the transfer of ownership of the above mentioned permit.
2. The information contained in this application is true to the best of my knowledge.
3. If the permit owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date:

Signature of applicant:

Personal information contained in this form is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.

SB-10

ONTARIO BUILDING CODE AND SUPPLEMENTARY STANDARD SB-10 PROJECT INFORMATION

DETAILED FORMS

Project:	Location:
Building Permit Application No.:	Date:

Architectural Designer Information*	Mechanical Designer Information*	Electrical Designer Information*
Name	Name	Name
Address	Address	Address
City Province	City Province	City Province
Signature Date(YY/MM/DD)	Signature Date(YY/MM/DD)	Signature Date(YY/MM/DD)

*IF MORE DESIGNERS ARE INVOLVED, PROVIDE ADDITIONAL COPIES OF THIS FORM.

THIS CHECKLIST IS A CONVENIENCE DOCUMENT ONLY AND IS BASED ON THE ENERGY EFFICIENCY REQUIREMENTS DESCRIBED IN THE ONTARIO BUILDING CODE SUPPLEMENTARY STANDARD SB-10 DIVISION 2. THIS CHECKLIST IS NOT A SUBSTITUTE FOR COMPLYING WITH THE REQUIREMENTS OF THE ONTARIO BUILDING CODE. WHILE CARE HAS BEEN TAKEN TO ENSURE ACCURACY OF THIS CHECKLIST, DESIGNERS AND BUILDING OFFICIALS MUST REFER TO THE ACTUAL WORDING AND REQUIREMENTS OF THE ONTARIO BUILDING CODE (O. REG. 332/12 AND AMENDMENTS UP TO DECEMBER 23, 2013).

THIS CHECKLIST IS MADE AVAILABLE FOR CODE USERS BY THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING. USERS SHOULD ALWAYS CONSULT WITH THE AUTHORITY HAVING JURISDICTION, IF THE CHECKLIST IS GOING TO BE SUBMITTED TO THAT AUTHORITY. THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING DOES NOT ASSUME RESPONSIBILITY FOR ERRORS OR OVERSIGHTS RESULTING FROM THE INFORMATION CONTAINED HEREIN.

PLEASE FILL IN THE ACTUAL VALUES INSTALLED AND CHECK BOXES AS THEY APPLY.

OBC SB-10 COMPLIANCE SUMMARY

Energy Efficiency Design:

There are four energy compliance options to meet the requirements of OBC SB-10 Division 2. Please select the conformance option selected for this project. The energy efficiency of all buildings must be designed to:

Compliance Path		Forms to Complete
(A-1) Exceed by not less than 25% the energy efficiency levels attained by conforming to the CCBFC, "Model National Energy Code for Buildings (MNECB)." <i>Note that this compliance path requires that the proposed building is shown to consume at least 25% less energy than the MNECB reference building when modelled according to the procedures outlined in Part 8 of the MNECB.</i>	<input type="checkbox"/> YES	FORM A
(A-2) Exceed by not less than 5% the energy efficiency levels attained by conforming to the ANSI/ASHRAE/IESNA 90.1 - 2010 "Energy Standard for Buildings Except Low-Rise Residential Buildings." <i>Note that this compliance path requires that the proposed building is shown to consume at least 5% less energy than the ASHRAE 90.1-2010 reference building when modelled according to the procedures outlined in Chapter 11 of ASHRAE 90.1-2010.</i> <i>Note that this path cannot be used for a building with electric space heating. Refer to SB-10.</i>	<input type="checkbox"/> YES	FORM A
(B) Achieve the energy efficiency levels attained by conforming to the ASHRAE 90.1-2010, "Energy Standard for Buildings Except Low-Rise Residential Buildings" and Division 2 of SB-10. <i>This compliance path includes both prescriptive and performance path options. Please proceed to Form B.</i>	<input type="checkbox"/> YES	FORM B
(C) Achieve the energy efficiency levels attained by conforming to the NECB-2011 National Energy Code of Canada for Buildings and Division 2 of SB-10. <i>This compliance path includes both prescriptive and performance path options. Please proceed to NECB Forms</i>	<input type="checkbox"/> YES	NECB Forms

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

B. Compliance Option [indicate the building code compliance option being employed in this house design]

<input type="checkbox"/> SB-12 Prescriptive (circle one): A B C D E F G H I J K L M or <input type="checkbox"/> Table 2.1.1.10. (Additions)	
<input type="checkbox"/> prescriptive trade-offs used (Specify 2.1.1.2. or 2.1.1.3. sentences being employed):	
<input type="checkbox"/> SB-12 Performance* [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> Energy Star®* [SB-12 - 2.1.3.]	* Attach Builder Option Package [BOP] form
<input type="checkbox"/> EnerGuide 80®*	* House must be evaluated by NRCan advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days) <input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE <input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Conditions
Area of walls = _____ m ²	W, S & G % = _____	<input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> Slab-on-ground
Area of W, S & G = _____ m ²		

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach Energy Star BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors Provide U-Value in W/m ² .K, or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		Mechanicals	
Walls Above Grade		Heating Equip.(AFUE or condensing type)	
Basement Walls		HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		DWHR (CSA B55.1 Efficiency)	
Slab (all ≤600mm below grade, or heated)			

E. Performance Design Verification [complete applicable sections if SB-12 Performance, Energy Star or EnerGuide80 options used]

SB-12 Performance:	
The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ GJ (1 GJ =1000MJ)	
The annual energy consumption of this house as designed is _____ GJ	
The software used to simulate the annual energy use of the building is: _____	
The building is being designed using an air leakage of _____ air changes per hour @50Pa.	
Energy Star: Submit the BOP form with Energy Advisor's certification on completion.	
Energy Star and EnerGuide80:	
Evaluator/Advisor/Rater Name:	Evaluator/Advisor/Rater Licence #:

F. House Designer [name & BCIN, if applicable, of person providing information herein to substantiate that design meets the building code]

Name	BCIN	Signature

Guide to the Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables,
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star standards, or
4. Evaluate the design according to EnerGuide technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain trade-off options are permitted.
- SB-12 Performance refers to the method of compliance in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- Energy Star houses must be designed to Energy Star requirements and verified on completion by a licensed energy evaluator and/or service organization. The Energy Star BOP form must be submitted with the permit documents.
- EnerGuide80 houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

Other Building Conditions: These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the SB-12 Prescriptive option is being used.

F. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Performance option is used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard. A blower door test must also be conducted if the EnerGuide 80 option is used.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and EnerGuide may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labelling

Schedule "E-1"

Implementation July 1, 2016

CLASSESS OF PERMITS AND FEES

New Homes, Duplex Apartments, etc.	Group "C" - <u>New</u> Residential,	\$1,280.00	\$0.79/ft² for buildings (finished living space)	\$1,280.00 Minimum fee
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Schedule “E-2”

Implementation January 1, 2017

CLASSESS OF PERMITS AND FEES

New Homes, Duplex Apartments, etc.	Group “C” - <u>New</u> Residential,	\$1,560.00	\$0.84/ft² for buildings (finished living space)	\$1,560.00 Minimum fee
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Schedule “E-3”

Implementation January 1, 2018

CLASSESS OF PERMITS AND FEES

New Homes, Duplex Apartments, etc.	Group “C” - <u>New</u> Residential,	\$1,840.00	\$0.89/ft² for buildings (finished living space)	\$1,840.00 Minimum fee
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Schedule “E-4”

Implementation January 1, 2019

CLASSESS OF PERMITS AND FEES

New Homes, Duplex Apartments, etc.	Group “C” - <u>New</u> Residential,	\$2,120.00	\$0.95/ft² for buildings (finished living space)	\$2,120.00 Minimum fee
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- The permit fees will be adjusted beginning January 1, 2019 to include the annual Construction Price Standards increase.

Schedule “E-5”

Implementation January 1, 2020

CLASSES OF PERMITS AND FEES

New Homes, Duplex Apartments, etc.	Group “C” - <u>New</u> Residential,	\$2,400.00	\$1.00/ft² for buildings (finished living space)	\$2400.00 Minimum fee
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