

# Township of Zorra



## Building By-law Office Consolidation

Amending By-laws  
By-law No. 53-24

**Disclaimer:**

*The following consolidation is an electronic reproduction made available for information only. It is not an official version of the by-law. The format may be different, and plans, pictures, other graphics or text may be missing or altered. The Township of Zorra does not warrant the accuracy of this electronic version. This consolidation cannot be distributed or used for commercial purposes. It may be used for other purposes only if you repeat this disclaimer and the notice of copyright. Official versions of all by-laws can be obtained from the Clerk's Department by calling 519- 485-2490.*

THE CORPORATION OF THE  
TOWNSHIP OF ZORRA



BY-LAW NO. 01-24

BEING A BY-LAW TO PROVIDE FOR THE ISSUANCE OF  
VARIOUS PERMITS AND INSPECTIONS AND TO  
REPEAL BY-LAW 18-19, AS AMENDED.

**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, inspection and the setting and refunding of fees;

**AND WHEREAS** the Council of the Township of Zorra desires to repeal By-law 18-2019, 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 COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ZORRA ENACTS AS FOLLOWS:**

1. **DEFINITIONS**

For the purposes of this By-law:

- 1.1 Any word or term not defined in this by-law, that is defined in the Act or Building Code, shall have the meaning ascribed to it in the Act or the Building Code and any word or term not defined in this by-law, the Act or the Building Code, shall have the meaning that is normally associated with it.
- 1.2 **ACT** means the *Building Code Act*, 1992, S.O. 1992, c.23, as amended.
- 1.3 **ADDITIONAL RESIDENTIAL UNIT** means a dwelling until located within the principal dwelling on the lot or in a permanent detached accessory building on the lot, and which is secondary and subordinate to the principal dwelling on the lot. Additional residential unit(s) shall not include a trailer, a mobile home, a motor home, or recreational vehicle as defined in the Township of Zorra Zoning By-law.
- 1.4 **APPLICABLE LAW** means applicable law as identified by Division A, 1.4.1.3.(1) of the Ontario Building Code, as amended.
- 1.5 **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, 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.
- 1.6 **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.
- 1.7 **BUILDING** means a building as defined in Section 1(1) of the Act.
- 1.8 **BUILDING CODE** means the regulations made under section 34 of the Act.
- 1.9 **CHIEF BUILDING OFFICIAL** means a Chief Building Official appointed by by-law by the Corporation of the Township of Zorra for the purposes of enforcement

of the Act.

1.10 **CONSTRUCT** means construct as defined in subsection 1(1) of the Act.

1.11 **CORPORATION** means the Corporation of the Township of Zorra.

1.12 **DEMOLISH** means demolish as defined in subsection 1(1) of the Act.

1.13 **FARM BUILDING** means a farm building as defined in Division A, 1.4.1.2 of the Ontario Building Code.

1.14 **FIREWALL** means a Firewall as defined in Division A, 1.4.1.2 of the Ontario Building Code.

1.15 **INSPECTOR** means an inspector appointed by by-law by the Corporation of the Township of Zorra for the purposes of enforcement of the Act.

1.16 **LOT GRADING AND DRAINAGE PLAN** means a plan that details and specifies the design elevations, surface gradients, swale locations and other drainage information that are required for lot grading.

1.17 **OWNER** means the owner as defined by Division C, 1.3.1.2., "owner" of the Ontario Building Code

1.18 **PARTY WALL** means a Party wall as defined in Division A, 1.4.1.2 of the Ontario Building Code

1.19 **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 Building Code.

1.20 **PERMIT HOLDER** means the person to whom the permit has been issued and who assumes the primary responsibility for complying with the Act and the Building Code.

1.21 **PROFESSIONAL** engineer or engineer means a person who holds a licence or temporary licence under the Professional Engineers Act, R.S.O. 1990, c. P.28, as defined in the Building Code.

1.22 **SECONDARY SUIT** means a self-contained dwelling unit located in a building or portion of a building or only residential occupancy that contains only one other dwelling unit and common spaces, and where both dwelling units constitute a single real estate entity, as defined in Division A, 1.4.1.2 of the Ontario Building Code. *(Added by By-law 53-24)*

1.23 **SEWAGE SYSTEM** means a sewage system as defined in Division A, 1.4.1.2 of the Ontario Building Code.

1.24 **SURVEYORS REAL PROPERTY REPORT** means a survey and report that locates a building or structure in relation to the boundaries of a unit of land.

## 2. **CLASSES OF PERMITS**

2.1 The classes of permits set out in Schedule "A" of this By-law are hereby established.

## 3. **PERMITS**

3.1 File Application: To obtain a permit, the owner or an agent authorized in writing by the owner, shall file a complete application on [www.cloudpermit.com](http://www.cloudpermit.com) or in writing by using the prescribed form available at the Corporations office, or from the Building Code website [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca) , or the Township of Zorra website

[www.zorra.ca](http://www.zorra.ca)

3.1.1 Incomplete Application:

(a) Where the Chief Building Official determines that an application is incomplete, the Chief Building Official may commence to process the application if the applicant acknowledges that the application is incomplete and completes the form as set out in Schedule F.

(b) Where an application for permit remains incomplete or inactive for a period of not less than six months from the submittal, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant.

(c) If an application is deemed to be abandoned, the application may be dismissed based upon the Chief Building Official's discretion.

(d) A new application must be filed before any work proposed in the abandoned application is substantially commenced.

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

3.2.1 Building Permit:

Where application is made for a construction permit under subsection 8(1) the Act, the application shall:

(a) using the form, "Application for a Permit to Construct or Demolish" as prescribed by the Act, provide all information pertaining to the construction as required by the form;

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

(c) include a completed form as set out in Schedule "D" where Division C, Subsection 1.2.2. of the Building Code applies;

(d) include any other information necessary to, or required in accordance with the Code, the Act and applicable law, as required; and

(e) include the required fees and deposits as set out in Schedule "A" to this by-law.

3.2.2 Demolition Permit:

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

(a) using the form, "Application for a Permit to Construct or Demolish" as prescribed by the Act, provide all information pertaining to the construction as required by the form;

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

(c) include a completed form as set out in Schedule "D" where Division C, Subsection 1.2.2. of the Building Code applies;

(d) include proof satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the cutting off and plugging of all services;

(e) include information concerning the rehabilitation of the site to a graded, level and landscaped condition upon completion of the demolition; and

(f) include the required fees and deposits as set out in Schedule "A" to this by-law.

**3.2.3 Conditional Permit:**

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

(a) using the form, "Application for a Permit to Construct or Demolish" as prescribed by the Act, provide all information pertaining to the construction as required by the form;

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

(c) include the required fees as set out in Schedule "A" to this by-law; and

(d) enter into an agreement and provide securities as prescribed by 8.(3)(c) of the Act.

**3.2.4 Change of Use Permit**

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

(a) using the form, "Application for a Permit to Construct or Demolish" as prescribed by the Act, provide all information pertaining to the construction as required by the form;

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

(c) 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 Building Code, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing sewage system, if any; and

(d) include the required fees as set out in Schedule "A" to this by-law.

**3.2.5 Sewage System Permit:**

Where application is made for a permit to construct a private sanitary sewage system under subsection 8(1) the Act, the application shall:

(a) use the provincial application form, "Application for a Permit to Construct or Demolish", including schedules 1 and 2 to the form;

(b) include complete plans, specifications, documents and all other information as required by Division C, 1.3.5.4. of the Building Code, and as described in this By-law for the construction;

(c) include a completed form as set out in Schedule "D" where Division C, Subsection 1.2.2. of the Building Code applies;

(d) include a Site Evaluation report, completed in conformance with the provisions of Division B, 8.2.1.2., of the Building Code; and

(e) include any information necessary to, or required in accordance with, the

applicable law as required.

(f) include the required fees as set out in Schedule “A” to this by-law.

**3.2.6 Partial Permit:**

**Partial Permit Requirements**

(a) 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 whole project, application shall be made for the complete project and complete plans and specifications covering the portion of the overall work for which immediate approval is desired, shall be filed with the Chief Building Official;

(b) Where a partial permit is requested the application to construct the entirety of the building is deemed to be incomplete as described in Section 3.1 of this By-law; and

(c) Should a permit be issued for part of a building or project, the holder of such permit may proceed without assurances that the permit for the entire building or project will be granted.

**3.2.7 Occupancy Permit:**

(a) No person shall occupy, or permit to be occupied, any building which was constructed under building permit except in conformance with the Act, the Code, and the provisions of this by-law.

(b) Notice of intent to establish residential occupancy of a building constructed under a building permit must be given in writing to the Chief Building Official prior to establishing occupancy of any portion, in part or whole of the building under permit.

(c) Where notice of intent to occupy an unfinished Building is provided to the Chief Building Official, such notice shall be given in accordance with Section 11. of the Act, and Subsection 1.3.3. – Division C of the Building Code.

(d) The information to be provided to the Chief Building Official pertaining to the notice of intent to occupy described in 3.2.7. shall include:

(i) The name of the person giving notice,

(ii) The date upon which occupancy is proposed to commence,

(iii) A description of the part, portion, or whole of the building which is to be occupied, and

(iv) Where 3.2.1.(d) of this by-law applies to require general review by an Architect or Professional Engineer, a written report from the Architect or Professional Engineer, or both when applicable, stating their opinion as to the general conformity of the construction in accordance with the approved permit drawings and specifications as issued.

(e) Not foregoing the provisions of 3.2.7(d), an occupancy permit can be issued when all inspections required under Div. C, 1.3.5.3. of the Building Code have been completed.

(f) An Occupancy Permit may only be issued by the Chief Building Official, or designate of the Chief Building Official, as appointed under by-law of the Corporation.

**4. PLANS AND SPECIFICATIONS**

**4.1 Plans & Specifications**

4.1.1 Information shall be submitted sufficient so as to enable the Chief Building Official in determination of whether or not the proposed construction,

demolition or change of use will conform with the Act, the Building Code, or any applicable law thereto.

4.1.2 Each application shall, be accompanied by two (2) complete sets of the plans and specifications required under this by-law as set out in Schedule "E" to this By-law, unless otherwise specified by the Chief Building Official.

4.1.3 Plans shall be drawn to scale on paper, or other durable material, or by electronic media approved by the Chief Building Official and, without limiting the generality of the foregoing, shall:

- (a) be drawn in accordance with architectural drawing convention;
- (b) be legible at the scale used to produce the drawings; and

(c) include such working drawings as are set out in Schedule "E" to this By-law unless otherwise specified by the Chief Building Official.

4.1.4 In lieu of separate specifications, the Chief Building Official may allow the essential information to be shown on the plans, but in no case shall such terms as "in accordance with this By-Law", "legal" or similar terms be used as substitutes for specific information.

#### 4.2 Site Plan

4.2.1 Where applicable, a Site Plan shall be submitted and approved by the Clerk of the Corporation in accordance with the provisions and requirements of the Township Site Plan Control By-law.

4.2.2 All Site Plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of the survey shall be submitted, unless otherwise specified by the Chief Building Official.

4.2.3 Two (2) sets of Site Plans shall be submitted with the Building Permit Application documentation and shall include the following information:

- (a) the proposed location of the building with dimensions shown to all lot lines;
- (b) Location and disposition of all potable water, storm, and sanitary sewer services, where located so as to provide such services to the lot, and immediately abutting lots;
- (c) dimensional location of any existing building(s) on the property; and
- (d) existing right of ways, easements and services.

#### 4.3 Lot Grading and Drainage Plans

4.3.1 Lot Grading and Drainage Plans shall be submitted as follows:

(a) in the case of land in respect of which an accepted area or subdivision grading plan has been filed with the Corporation, a lot grading and drainage plan bearing the signature and seal of the subdivider's professional engineer who is responsible for the overall subdivision grading certifying thereon that the lot grading and drainage plan conforms with the accepted area or subdivision grading plan filed with the Corporation; or

(b) in the case of land in respect of which no accepted subdivision grading plan has been filed with the Corporation, a lot grading and drainage plan may be required at the discretion of the Chief Building Official bearing the signature and seal of a Professional Engineer, a Landscape Architect (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan will be compatible with the existing drainage patterns.

4.3.2 The information required to be provided upon the Site Plan may be

merged with the information provided in a Lot Grading and Drainage Plan, unless otherwise required by the Chief Building Official.

4.3.3 Two (2) sets of the Lot Grading and Drainage Plan which show the following details:

- (a) Existing elevations at lot corners;
- (b) Proposed elevations at lot corners;
- (c) Proposed elevations for top of footings and top of foundation walls;
- (d) All drainage swales, swale slopes, embankments, retaining walls, catch basins and related infrastructure proposed;
- (e) Location, disposition and design details pertaining to an on-site sanitary sewage disposal system where required by the Building Code;
- (f) Existing elevation of curb and/or street along the frontage of the proposed building lot;
- (g) Existing elevation of lot corners on the abutting lots as well as the existing elevation of the finished grades around the structures located on these lots;
- (h) An existing approved Subdivision Grading Plan will be accepted for the above list requirements.

#### 4.4 As Constructed Plans

4.4.1 Upon completion of the construction of a building, or part of a building, the Chief Building Official may require a set of as-constructed plans, including a plan of survey and Real Property Report showing the location of the building and any such details of the construction that have been significantly altered from the plans as they may have been approved for issuance of a building permit.

4.4.2 A Surveyor's Real Property Report prepared and sealed by an Ontario Land Surveyor may be required to be submitted to the Chief Building Official prior to the return of a deposit.

4.4.3 The Surveyor's Real Property Report will show:

- (a) All yard dimensions from the foundation wall to the lot lines; and
- (b) The elevation of the top of the foundation wall.

4.4.4 In addition to the provisions of 4.4.3., if the lot is located outside of a Settlement Area or Rural Cluster as defined by the Township of Zorra's Zoning By-law, the Surveyor's Real Property Report will show:

- (a) Distances separating a Settlement Area or Rural Cluster from Livestock housing or nutrient storage structures; and,
- (b) Distances separating Livestock housing or nutrient storage structures from municipal drains or wells, if applicable.

#### 4.5 Plans Property of Corporation

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

### 5. REGISTERED CODE AGENCIES

#### 5.1 Registered Code Agency:

5.1.1 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 4.1. of the Building Code Act.

#### 5.2 Functions of Registered Code Agency:



5.2.1 The Registered Code Agency may be appointed by the Chief Building Official to perform one or more of the specified functions described in section 15.15 of the Act.

## 6. CONSTRUCTION SITE SAFETY

### 6.1 Fences at Construction and Demolition Sites

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

6.1.2 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 or Inspector shall have regard for:

- (a) the proximity of the building site to other buildings;
- (b) the proximity of the construction or demolition site to lands accessible to the public;
- (c) the hazards presented by the construction or demolition activities and materials;
- (d) the feasibility and effectiveness of site fences; and the duration of the hazard.

6.1.3 Every fence required by this section shall:

- (a) be erected so as to fully enclose all areas of the site which present a hazard;
- (b) create a continuous barrier and be sufficient to deter unauthorized entry;
- (c) have a height not less than 1.2 meters above grade at any point, unless the Chief Building Official or Inspector determines that a greater minimum height is necessary;
- (d) if constructed of plastic mesh, snow fencing, or other similar materials, be securely fastened at 200mm on centre to vertical posts not more than 1.2 metres apart, and horizontal members or a minimum 11-gauge cable at the top and bottom; and
- (e) be maintained in a vertical plane and in good repair.

## 7. FEES AND REFUNDS

### 7.1 Determination of Fees

7.1.1 The Chief Building Official shall determine the required fees for the work proposed calculated in accordance with Schedule "A" of this By-law, and the applicant shall pay the required fees prior to the issuance of a building permit, or as directed by the Chief Building Official.

\*The Chief Building Official shall determine permit fees not listed or described in Schedule 'A'.

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

7.1.3 The Chief Building Official may place a valuation on the cost of the

proposed work for the purposes of establishing the permit fee, and where disputed by the applicant, the applicant shall pay the required fee under protest and, within six months of completion of the project, shall submit an audited cost statement indicating the lesser valuation, at which time the Chief Building Official shall issue a refund.

7.1.4 Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit issued under subsection 8(3) of the Act are based on building, the terms:

(a) "building area" shall mean the greatest horizontal area of a building above grade, within the outside surface of exterior walls, or within the outside surface of exterior walls and the centre line of Firewall or Party wall; and

(b) "Occupied/Finished Floor Area" shall mean the greatest horizontal area of every floor level above or below grade which is finished for the purposes of residential occupancy as a dwelling unit, but excluding unfinished areas of a basement floor level, a crawlspace or an attic floor level, as measured within the outside surface of exterior walls, or within the outside surface of exterior walls and the centre line of a suite Firewall or Party wall.

7.1.5 Permit fees shall be paid within 30 days of the building permit invoice issuance. Failure to complete payment may result in the permit being revoked and resubmission required. Resubmitted applications will be subject to the current fees in place at the time of resubmission. **(Added by By-law 53-24)**

## 7.2 Work Without A Permit:

7.2.1 Any person or corporation who commences construction or demolition or changes the use of a building before submitting an application for a permit or before 14 calendar days have elapsed from the date on which an application for a permit has been accepted by the Corporation, unless the permit has already been issued, shall in addition to any other penalty under the Act, Building Code, the Township's Set Fine By-law or this By-law pay an additional fee equal to 100% of the amount calculated as the regular permit fee but in no case shall the additional fee exceed \$5,000.00.

## 7.3 Refunds:

7.3.1 In the case of withdrawal of an application or the abandonment of all or a portion of the work, or refusal of a permit, or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "C" of this By-law.

## 8. DEPOSITS

### 8.1 Taking, Use and Refunding of Funds Deposited for Building Department Services

8.1.1 In addition to the provisions of Section 7, the Chief Building Official shall interpret Schedule "B" of this By-law in order to determine the required deposits for the work proposed.

8.1.2 Prior to issuance of a building permit, the applicant shall submit the required deposit as security to the fulfilment of the applicant's statutory obligations to request inspections and give notice of intent under the Act and the Building Code.

8.1.3 The deposit will be released when the Chief Building Official deems that the applicant has fulfilled the statutory obligations to request

inspections and provided adequate notice of intent as prescribed by the Act and the Building Code and in accordance with Schedule "B" to this by-law.

8.1.4 Deposits will be refunded to the original payee of the deposit submitted, unless otherwise directed in writing by the original payee.

## 9. CHANGING OF PERMIT FEES

### 9.1 Changing of Permit Fees

9.1.1 In accordance with Article 1.9.1.2. – Division C of the Building Code, a Municipality, prior to the passing of a by-law to introduce or change a fee imposed for application for permits or for the issuance of permits shall:

(a) Hold at least one (1) public meeting at which any person who attends has an opportunity to make representations with respect to the matter;

(b) Provide a minimum of twenty-one (21) day notice of the public meeting by Notice being placed on the Township website and also given to every person and organization that has, within five (5) years before the day of the meeting, requested such a notice;

(c) Ensure that the notice includes all requirements outlined in Article 1.9.1.2 – Division C of the Building Code.

(d) The Building Department is responsible for maintaining the list of persons or organizations requesting notice of amended permit fees.

## 10. ADMINISTRATIVE PROCEDURES RELATING TO PERMITS

### 10.1 Revision and Revocation

#### 10.1.1 Revision to Permit

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

#### 10.1.2 Revocation of Permits

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

## 11. NOTICE REQUIREMENTS FOR INSPECTIONS

### 11.1 Notice of Required Inspections

11.1.1 Every permit holder shall notify the Chief Building Official at least two (2) business day prior to each stage of construction for which notice is required under Article 1.3.5.1. – Division C of the Building Code.

11.1.2 With respect to "additional notices" under Article 1.3.5.2. – Division C of the Building Code, every permit holder shall notify the Chief Building Official or an inspector at least two (2) business day prior to each stage of construction for which notice in advance is required under the Building Code.

11.1.3 The time periods referred to in 11.1.1 & 11.1.2 shall begin upon the day following the day which the notice is given, and shall not include Saturdays, Sundays, and all other days, including civic or statutory holidays, when the offices of the Corporation are not open for the transaction of business with the public.

11.1.4 Every 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 Section 11 of the Act and Subsection 1.3.3 – Division C of the Building Code are met.

11.1.5 Notice may be given in any one of the following ways:

- (a) within the permit workspace on [www.cloudpermit.com](http://www.cloudpermit.com)
- (b) by phoning 519-485-2490 and speaking with the Building Department;
- (c) by e-mailing the Building Department at [inspections@zorra.ca](mailto:inspections@zorra.ca)
- (d) In person by consultation with the Building Department, at the Corporation's office, located at 163 Brock Street, Thamesford. (**Amended by By-law 53-24**)

## 12. PRESCRIBING FORMS

### 12.1 Prescribing Forms

12.1.1 The forms prescribed for use as applications for permits, for orders and for inspection reports shall be as set out in Schedule "G" to this By-law.

## 13. CONTRAVENTION OF BY-LAW - OFFENCE

### 13.1 Contravention

13.1.1 Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the Building Code Act, 1992, S.O. 1992, c.23, as amended.

## 14. CODE OF CONDUCT

### 14.1 The Code of Conduct

14.1.1 The Code of Conduct and the associated policy, as required under Section 7.1 of the Act, are set out in Township Policy #800-01.

## 15. REPEAL

15.1 By-Law 18-2019 and all amendments thereto are hereby repealed.

## 16. EFFECTIVE DATE

16.1 This By-Law shall come into full force and effect on February 1, 2024 and may be cited as the "Building By-Law".

**READ A FIRST AND SECOND TIME THIS 17<sup>th</sup> DAY OF JANUARY, 2024.**

**READ A THIRD TIME AND FINALLY PASSED THIS 17<sup>th</sup> DAY OF JANUARY, 2024.**

---

**MAYOR  
MARCUS RYAN**

---

**CLERK  
KAREN MARTIN**

**SCHEDULE "A"**  
**TO BY-LAW NO. 01-24**  
*Amended by By-law 53-24*

<b>Category</b>	<b>Fee</b>
<b>Residential</b>	
New Residence/Additional Residential Unit	\$318.00 + \$1.48/ sq. ft.
Addition/Additional Residential Unit	
Carport/Garage	\$158.00 + \$0.74/ sq. ft.
Structural/Renovation/Material Change/Additional Residential Unit	\$318.00 + \$0.74/ sq. ft.
Uncovered Porch/Deck/Ramp under 150 sq. ft	\$158.00
Uncovered Porch/Deck/Ramp over 150 sq. ft	\$318.00
Covered Porch/Deck under 150 sq. ft	\$158.00 + \$0.74/ sq. ft.
Covered Porch/Deck over 150 sq. ft	\$318.00 + \$0.74/ sq. ft.
Swimming Pool	\$158.00
Woodstove/Fireplace	
Water and Sewer Connections (if at same time)	
Water and Sewer Connections (per connection if not concurrent)	
Partial Occupancy	\$106.00
<b>Agricultural</b>	
Animal Housing – new or additional	\$318.00 + \$0.31/ sq. ft.
Implement & Storage Shed	
Horizontal Silo	\$793.00
Manure Pit	\$1058.00
Vertical Silo, Grain Bin, Corn Cribs	\$793.00
<b>Commercial / Industrial / Institutional</b>	
Commercial/Industrial/Institutional	\$318.00 + 1.48/ sq. ft.
Wind Turbine	\$2644.00
Wind Tower	\$2433.00
Roof Mounted Solar Panels (face area > 5 sq. m.)	\$635.00
<b>Miscellaneous</b>	
Demolition	\$158.00
Tent under 2400 sq. ft	\$158.00
Tent over 2400 sq. ft	\$318.00
Sign	\$318.00
Mobile Home / School Portable	\$582.00
Shed	\$158.00
Sea Container	\$158.00
Retaining Walls	\$158.00 + \$5.10 / sq. ft.
Conditional Permit	\$158.00
Permit Renewal or Revision	

Alternate Solution Application	\$582.00
Additional Inspection	\$211.00
Reinspection Fees called in but not ready	\$158.00
Enforcement Inspection	\$318.00
Change of Use	\$582.00
Plumbing	\$106.00 + \$21.00/Fixture
<b>Mechanical</b>	
HVAC – not associated with an existing permit	\$318.00
Fire Suppression System	\$582.00
Commercial Kitchen Hood Range	

<b>SEWAGE SYSTEMS</b>	
<b>CLASS OF PERMIT</b>	<b>FEE</b> <i>(payable upon receipt of application)</i>
Classes IV and V - Small System (New or Replacement), Serving Building(s) not exceeding 10,000 Litres per day	\$841.00
Existing Class IV and V Systems – Repair, Alteration, Extension - includes tank replacement / repairs	\$264.00
Class II and III System - New, Replacement, Alteration/Repair	\$264.00
Site Review Assessment	\$106.00
Performance Level Review	\$240.00
Change of Use	\$359.00
Septic Certificate	\$54.00
File Search	\$180.00
Urgent File Search – (Law Firm requested less than 14 working days)	\$233.00

**Class Definitions:**

<b>Class Specification</b>	<b>Definition</b>
Class I	Chemical toilet, outhouse, composting toilet etc.
Class II	A leaching pit – grey water – no human waste
Class III	A cesspool – used for the disposal of Class I contents
Class IV	Septic tank system
Class V	Holding tank for the storage or retention of sewage

Schedule "B"  
 To  
 By-law No. 01-24

<b>DEPOSITS</b>	
<b>MUNICIPAL INFRASTRUCTURE WITHIN URBAN AND VILLAGE AREAS</b>	<p>Damage Deposit shall be \$500 and shall be required at the time of permit issuance for all new construction or renovations in areas where asphalt, curb and gutter, sidewalks, sewer, water &amp; boulevard damage may occur.</p> <p>Damage Deposits will be returned upon verification by the Township Director of Public Works or Chief Building Official, subsequent to the completion of any work done on entrance culverts, curbs, gutters, or ditches that is deemed necessary and performed by the Corporation, less any amount that is expended by the municipality to make repairs or for cleanup.</p> <p>Where work has been done within the municipal lands, roads, etc., <b>the deposit will be held for the period of one calendar year</b>, after which the deposit becomes subject to the provisions below for extensions.</p> <p>Notwithstanding such an extension granted by the Township Roads Superintendent, a remaining balance of the deposit will become forfeit to the Corporation.</p> <p><b>NOTE:</b> The Damage Deposit provisions are not applicable where the Corporation and applicant have entered into a subdivision agreement, severance agreement or site plan agreement that specifies the terms and conditions of a deposit for work done by the Corporation on lot grading, entrance culverts or ditches.</p>
<b>LOT GRADING AND DRAINAGE DEPOSIT</b>	<p><b>When an Engineered Lot Grading and Drainage Plan is required by the Chief Building Official, a deposit of \$1000 dollars shall be required at the time of permit issuance.</b></p> <p>Use of the Deposit may be deemed necessary when, in the opinion of the Chief Building Official;</p> <ul style="list-style-type: none"> <li>• The lot grading (including topsoil) has not been completed in accordance with the approved Engineered Grading and Drainage plan and where the Chief Building Official receives confirmation of such non-conformance by the Engineer of record, or</li> <li>• Grass sodding has not been placed, or there is no established growth from seeding over the distribution area of a septic system within one year from the last date of inspection, or completion of construction of the system, whichever is the lesser.</li> </ul> <p>The deposit may be used when the depositor does not complete the grading and drainage work in compliance with the Engineered Grading and Drainage plan, as approved in accordance with the issuance of a Building Permit. In such a case, the deposit shall be used in balance against the cost of any work to grade, drain, seed or sod the lot as necessary to conform to the approved plan, and the requirements of Building Code.</p> <p><b>REFUND OF DEPOSITS</b></p> <p>This deposit less any portion expended by the municipality to obtain compliance will be refunded upon receipt of verification of compliance with the plan from the Professional Engineer or Ontario Land Surveyor who developed the plan. The Township requires a Lot Grading Certificate and a Real Surveyor Report.</p> <p>The balance of the deposit remaining, if any, is refundable, without interest, when the construction is substantially completed and a final inspection of the construction has been completed in</p>

	<p>accordance with the Building Code requirements, and all entrance culverts approved by the Township Director of Public Works.</p> <p><b>NOTE:</b> The Lot Grading and Damage deposit provisions are not applicable where the Corporation and applicant have entered into a subdivision agreement, severance agreement or site plan agreement that specifies the terms and conditions of a deposit for work done by the Corporation on lot grading, entrance culverts or ditches.</p>
<p><b>BUILDING CONSTRUCTION AND INSPECTION DEPOSIT</b></p>	<p>The Building Construction and Inspection deposit is secured to ensure that all construction or demolition work commenced under a building or demolition permit is completed, inspected, and finalized in conformance with the provisions of this by-law, the Building Code, and the Act.</p> <p>All deposits are to be held to secure compliance with the provisions of the Building Code which describe the prescribed inspections, notice of intent to occupy, conditions to the issuance of an occupancy permit, and requirement to request final inspections.</p> <p><b>VALUE OF DEPOSITS REQUIRED (BY TYPE OF USE)</b></p> <p><b>Where a notice of intent and permit to occupy a building for the purposes of a new residential dwelling unit is required, a deposit of \$500 dollars per building permit will be made.</b></p> <p><b>Where an occupancy or use permit is required for the purposes of establishing a new Industrial, Commercial or Institutional suite of occupancy, a deposit of \$500 dollars per suite will be made.</b></p> <p><b>Where an occupancy or use permit is required for the purposes of establishing a new Agricultural livestock housing unit or the use of a new nutrient storage facility, a deposit of \$500 dollars per building will be made.</b></p> <p><b>Where a single-family dwelling is going to be demolished after a new single-family dwelling is built on the same property, a deposit of \$10,000 dollars will be made.</b></p> <p><b>REFUND OF DEPOSITS</b></p> <p>This deposit, less any portion expended by the municipality in enforcement of compliance, will be refunded without interest upon:</p> <ul style="list-style-type: none"> <li>• issuance of an Occupancy or Use Permit for the building under permit where applicable; and</li> <li>• confirmation of completion of a final inspection by a building inspector, noting that construction has been fully completed in compliance with the Act, the Building Code, and in accordance with the application documentation.</li> </ul> <p><b>FORFEITURE OF DEPOSIT</b></p> <p>In the event that a building permit is revoked in accordance with Subsection 8.(10) of the Building Code Act, or where construction or demolition occurs in contravention of Subsection 8.(13) of the Building Code Act, the deposit shall be forfeited to the Corporation. The balance of the deposit shall be retained by the Corporation and dispensed to the Building Department Cost Stabilization Reserve Fund.</p>



<b>REQUEST FOR EXTENSION</b>	<p>The applicants shall have the right to request an extension to any of the time periods prescribed under the DEPOSITS section of Schedule "B" as described above, provided such requests are received in writing no later than thirty days prior to the set time period.</p> <p>The Chief Building Official will consider such requests made upon the merits of the explanation and may, upon his or her discretion, allow a refund of the deposit in part or in full, without interest.</p>
----------------------------------	--

Schedule "C"  
To  
By-Law No. 01-24

**REFUND OF PERMIT FEES**

A. REFUND OF PERMIT FEES:

The fees that may be refunded shall be a percentage of the fees payable, and having already been paid, under this By-Law as follows:

80%	If in the opinion of the Chief Building Official, <u>administrative functions only</u> have been performed.
70%	If in the opinion of the Chief Building Official, <u>administrative and zoning functions only</u> have been performed.
45%	If in the opinion of the Chief Building Official, <u>administrative, zoning, and plan examination functions only</u> have been performed.
35%	If the permit has been issued and no field inspections have been performed after permit issuance.
5%	Shall additionally be deducted for each field inspection that has been performed after the permit has been issued.

Schedule "D"  
To  
By-Law No. 01-24

**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**

Permit Application No.

Project Description:

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:		Date:
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:		Date:
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:		Date:
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:		Date:
Telephone:	Fax:	Address:				

Schedule "E"  
To  
By-Law No. 01-24

**LIST OF DRAWINGS, SPECIFICATIONS AND INFORMATION TO ACCOMPANY  
APPLICATION FOR PERMITS:**

In further to Section 4.1 of the Building By-law, and in order an application to construct or demolish to be considered a complete application pursuant to section 1.3. of Division C of the Ontario Building Code, not less than\* the following drawings, specifications and documents are required to be submitted in accordance with the correlating type of Building proposed as categorized and referenced below.

**NOTE:**

\*Upon request, the Chief Building Official may specify that not all the below-mentioned plans are required to accompany an application for a permit. Conversely, the Chief Building Official may also determine that additional drawings specifications, or documentation may be needed were the minimum submittal is insufficient in order to determine compliance with the Code, the Act, or applicable law thereto.

\* If applicable, a Fire Inspection may be required to obtain an Occupancy Certificate.

\* Addressing is to be determined at the time of building permit issuance.

- 1) Demolition (Full or partial)
  - a) A complete and signed permit application
  - b) Demolition Declaration Form
  - c) Commitment to General Review by a professional engineer where Division C, 1.2 applies
  - d) Site/grading plan prepared by a professional engineer (P.Eng.), and an Ontario land surveyor (OLS)
  - e) Where a building is designated under the Heritage Act, approval of the demolition work under permit must be obtained from Council and the Heritage Committee
- 2) On-site Sewage System (New, Repair/Alteration, or Change of Use)
  - a) A complete and signed permit application
  - b) Site Evaluation Report/ test pit information
  - c) Where Subsection 4.2 and 4.3 of the by-law applies a Grading and Drainage Plan prepared or verified by a professional engineer (P.Eng.) and/or an Ontario land surveyor (OLS)
  - d) Sewage system design and construction drawings including;
  - e) Plan view
  - f) Cross section (longitudinal and bilateral to the bed)
  - g) The completed ADDENDUM TO APPLICATION TO PERMIT SEWAGE SYSTEM CONSTRUCTION OR REPAIR Form
- 3) Residential Deck or Porch Permit
  - a) A complete and signed permit application
  - b) Site plan
  - c) Floor plan, foundation and framing plan
  - d) Elevation(s)
  - e) Section or detail of guard
  - f) Detail Section (through deck view)
- 4) Residential Accessory Buildings
  - a) A complete and signed permit application
  - b) Site Plan or survey
  - c) Foundation plan
  - d) Floor Plan (framing)
  - e) Building Elevations (two sides minimum)
  - f) Detail or Building Section
- 5) Residential Addition
  - a) A complete and signed permit application
  - b) Site Plan
  - c) Grading and Drainage Plan prepared by a professional engineer (P.Eng.), if

- applicable
  - d) Foundation plan
  - e) Floor Plan(s) (one per floor, including framing elements, all dimensions, room names or uses, and any new plumbing facilities)
  - f) Building Elevations
  - g) Building and Detail Section
  - h) Letter of verification from heating designer of the sufficiency of capacity of the existing heating
  - i) Additional information on Existing System Sewage System may be required (where applicable)
  - j) Completed EEDS form (OBC Part 12, SB 12)
- 6) Residential Renovation/Alteration, Change of Use
- a) A complete and signed permit application
  - b) A location plan or Site Plan where required
  - c) Approved Site Development Plan and Agreement (for townhouses, multi's and apartments)
  - d) Any of the following construction plans as applicable
    - 1. Foundation plan
    - 2. Floor Plan(s) (one per floor, including framing elements, all dimensions, room names or uses, and any new plumbing facilities)
    - 3. Building Elevations
    - 4. Building and Detail Section
  - e) Letter of verification from heating designer of the sufficiency of capacity of the existing heating
  - f) Additional information on Existing System Sewage System may be required (where applicable)
  - g) Where renovation is extensive or a Change of Use occurs a completed EEDS form may be required (OBC Part 12, SB 12)
- 7) New Residential House, Semi-Detached, Duplex, Townhouse, Multi-Unit or Apartment Buildings (Part 9 Building)
- a) A complete and signed permit application
  - b) Approved Site Development Plan and Agreement (for townhouses, multi's and apartments)
  - c) Site Plan, Grading and Drainage Plan prepared by a professional engineer (P.Eng.), or Ontario land surveyor (OLS) (see Subsection 4.2 and 4.3 of the by-law)
  - d) Completed EEDS form
  - e) TARION (ONHWP) Registration Form
  - f) Where applicable a complete Private Sewage System Permit Application (see 2., above)
  - g) Verification of potable water supply if applicable
  - h) Foundation Plan
  - i) Floor Plan (one per floor, including all structural framing elements, dimensions, room names and proposed plumbing fixtures)
  - j) Engineered Floor and Roof Framing Plans (include engineered floor and roof truss drawings)
  - k) Building Elevations (4 sides)
  - l) Building and Detail Section
  - m) Mechanical Ventilation Design Summary Form
  - n) Heat Loss / Heat Gain Calculations and Furnace make/model
  - o) "New Building Service Report" from the County of Oxford Water and Wastewater Service Department (if municipally serviced)
  - p) Energy Efficiency Design Summary form
  - q) Information sheet for MDS I calculation (if applicable)
  - r) Copy of deed or Record of Transfer may be required for newly created lots in Registered Plans (if applicable)
- 8) New Residential Townhouse, Multi-Unit and Apartment Building (Part 3 Building)
- a) A complete and signed permit application
  - b) Approved Site Development Plan and Agreement (see Township Site Plan Control by-law)
  - c) Geotechnical Investigation Report
  - d) Site Plan, Grading and Site Servicing Plan (s) prepared by a professional

- engineer (P.Eng.), and an Ontario land surveyor (OLS) (see Subsection 4.2 and 4.3 of the by-law)
  - e) Commitment to General Review by a professional engineer and Architect where Division C, 1.2 applies
  - f) Verification of on-site water supply for firefighting
  - g) Architectural Drawings (sealed)
  - h) Structural Drawings (sealed)
  - i) Mechanical Drawings (sealed)
  - j) Electrical Drawings (sealed)
  - k) Sprinkler and Standpipe Drawings (sealed) where applicable
  - l) Energy efficiency design compliance summary form (OBC Part 12; SB 10)
  - m) Copy of deed or Record of Transfer may be required for newly created lots in Registered Plans (if applicable)
- 9) New Non-Residential Building or Addition (Part 3 or 9 Building)
- a) A complete and signed permit application
  - b) Approved Site Development Plan and Agreement (see Township Site Plan Control by-law)
  - c) Geotechnical Investigation Report
  - d) Site Plan, Grading and Site Servicing Plan (s) prepared by a professional engineer (P.Eng) and an Ontario land surveyor (OLS) (see Subsection 4.2 and 4.3 of the by-law)
  - e) Commitment to General Review by a professional engineer and/or Architect, where Division C, 1.2 applies
  - f) Verification of on-site water supply for firefighting
  - g) Where applicable, a complete Private Sewage System Permit Application (see 2., above)
  - h) Architectural Drawings (sealed)
  - i) Structural Drawings (sealed)
  - j) Mechanical Drawings (sealed)
  - k) Electrical Drawings (sealed)
  - l) Sprinkler and Standpipe Drawings where applicable (sealed)
- 10) Non-Residential Alteration/Renovation/Change of Use (Part 3 or 9 Building)
- a) A complete and signed permit application
  - b) Approved Site Development Plan and Agreement (see Township Site Plan Control by-law)
  - c) Commitment to General Review by a professional engineer and/or architect, where Division C, 1.2 applies
  - d) Architectural Drawings (sealed), and includes applicable;
    - 1. Elevations, Sections and Details
    - 2. Structural Drawings (sealed)
    - 3. Mechanical Drawings (sealed)
    - 4. Electrical Drawings (sealed)
    - 5. Evaluation of the existing private septic system.
- 11) Farm Building (livestock housing facility, or nutrient storage facility and fixed transfer systems)
- a) A complete and signed permit application
  - b) Site Plan (confirmation of location of building by OLS for MDS II purpose may be required)
  - c) Commitment to General Review by professional engineers, where OBC Division C, 1.2 applies
  - d) Site Characterization Report and Commitment to General Review (where required by the Nutrient Management Regulations)
  - e) Foundation Plan (sealed)
  - f) Floor Plan including interior penning and room layouts and uses (sealed)
  - g) Structural Plans and Specifications (sealed)
  - h) Building Section (sealed)
  - i) Engineered Roof Framing Plans
  - j) Confirmation of Drain relocate/disconnection (by Municipal Drainage Superintendent, where applicable)
- 12) Farm Building (Accessory Uses)
- a) A complete and signed permit application

- b) Site Plan
  - c) Commitment to General Review by professional engineers, where OBC Division C, 1.2 applies
  - d) Foundation Plan (sealed)
  - e) Floor Plan including room layouts and uses (sealed)
  - f) Structural Plans and Specifications (sealed)
  - g) Building Section (sealed)
  - h) Engineered Roof Framing Plans
- 13) Designated Structures (including agricultural commodities storage bunkers and bins)
- a) A complete and signed permit application
  - b) Site Plan
  - c) Geotechnical review where new foundation system or ballasting is required
  - d) Structural Drawings or specifications
  - e) Elevations where applicable
  - f) Sections and Detail where applicable
  - g) MDS II calculations if applicable (nutrient storage facilities)
- 14) Additional Residential Units (ARUs)
- \* Document requirements may vary depending on the type of ARU.
  - \* Property owners may be subject to an annual registration fee at the time of permit issuance or at any time should an ARU Registration By-Law be put in effect.
  - a) A complete and signed permit application
    - 1. Include Designer Information 'Schedule 1' corresponding with the designer's name and BCIN on all drawings submitted with the application.
  - b) Site Plan
    - 1. A site plan needs to include the size and setbacks of the ARU, the location of wells and septic, and all other site services.
  - c) Grading and Drainage Plan
  - d) Foundation Plan
  - e) Floor Plan (one per floor, including all structural framing elements, dimensions, room names and proposed plumbing fixtures)
  - f) Engineered Floor and Roof Framing Plans (include engineered floor and roof truss drawings)
  - g) Building Elevations (4 sides)
  - h) Heat Loss/Gain Calculation, Mechanical Ventilation Design Summary/Layout, and Furnace make/model
  - i) Energy Efficiency Design Summary form
  - j) Truss Layout
  - k) Conservation Authority permit or written permission, if applicable
  - l) Minimum Distance Separation 1 Calculation for rural properties, if applicable
  - m) Where municipal water or sewer system is available, confirmation from the County that there is adequate system capacity for the addition of dwelling units on a lot. Please submit a completed and County approved F060 ARU Sewage and Water Capacity Confirmation Form.
  - n) Septic Review Report and/or Septic Permit Application, if applicable

Schedule "F"  
To  
By-Law No. 01-24

**Acknowledgement by Applicant of an Incomplete Application**  
Pursuant to Sentence 1.3.1.3.(6) of Division C of the Ontario Building Code

**PART A – Submittal of an Incomplete Application to Construct or Demolish**

A prescreening of the application to \_\_\_\_\_

\_\_\_\_\_  
(describe work)

at \_\_\_\_\_

\_\_\_\_\_  
(location of work)

has been completed, and has reveal that the application is incomplete, in that the following items are missing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As such, the processing time periods prescribed in Sentence 1.3.1.3.(1) of Division C of the Building Code are not applicable at the time of initial receipt of the above reference application.

The Corporation of the Township of Zorra will hold the submittal and continue processing the incomplete application if the Acknowledgement below is completed.

**PART B – Declaration of Incomplete Application**

I, \_\_\_\_\_  
(print name of applicant)

am the owner or am the person described by Sentence 1.3.1.2. of Division C of the Ontario Building Code, in reference to the property as Described in Part A, and have authority to bind the corporation or partnership as applicable.

I acknowledge that the application as describe in Part A to this Letter does not meet the requirements of Division C, 1.3.1.3.(6) of the Building Code, and as the below date the processing time periods prescribed in Table 1.3.1.3. of the Building Code are not applicable to the submittal of the application referenced in Part A.

Notwithstanding the above, I request that the Corporation commence processing of the incomplete application. I understand that a permit cannot be issued until such time as all the required information is submitted, reviewed for compliance and all applicable fees, charges and deposits are paid in full.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)



Schedule "G"  
To  
By-Law No. 01-24

**PRESCRIBED FORMS**

- A) Application to Construct or Demolish, Change the Use of a Building [Pursuant to Subsection 8.(1) of the Building Code Act, 1992]
- B) Order to Comply [Pursuant to Subsection 12.(2) of the Building Code Act, 1992]
- C) Stop Work Order [Pursuant to Subsection 14.(1) of the Building Code Act, 1992]
- D) Order Not to Cover or Enclose [Pursuant to Subsection 13.(1) of the Building Code Act, 1992]
- E) Order to Uncover [Pursuant to Subsection 13.(6) of the Building Code Act, 1992]
- F) Order Requiring Tests and Samples [Pursuant to Subsection 18.(1)(f) of the Building Code Act, 1992]
- G) Building Inspection Report
- H) Schedule 1 – Designer Information
- I) Energy Efficiency Design Summary
- J) Sewage System Installer Information
- K) Demolition Utility Clearance
- L) Application for a Temporary Tent Permit
- M) Application for Transfer of Permit Ownership
- N) SB-10 Energy Efficiency Design Summary
- O) SB-12 Energy Efficiency Design Summary
- P) Procedure to Obtain a Sewage System Building Permit