The Corporation of the Township of Matachewan

By-law No. 2011-06

Being a By-law respecting Construction, Demolition and Change of Use Permits, And Inspections.

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

NOW THEREFORE the Council of the Corporation of the Township of Matachewan enacts as follows:

1. TITLE

1.1 This By-law shall be known as the 'Building By-law" of the Corporation of the Township of Matachewan.

2. DEFINITIONS

"Act" means the *Building Code Act*, 1992, S.O. 1992, Chapter 23, as mended.

'As constructed plans" means construction plans and specifications that show the building and the location of the building on the property as the building has been constructed.

'Architect' means a holder of a license, a certificate of practice, or a temporary license under the *Architect's Act* as defined in the *Building Code*.

"Building" means

a) A structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or structural system serving the function thereof including all plumbing, works, fixtures and services appurtenant thereto;
b) A structure occupying an area of ten square metres of less that contains plumbing, including the plumbing appurtenant thereto;
c) Plumbing not located in a structure;
d) A sewage system; or
e) Structures designated in the *Building Code*.

"Building Code" means the regulations made under the *Building Code Act*.

"Chief Building Official" means a person appointed by By-law of the Corporation of the Township of Matachewan pursuant to Section 3 of the Building Code Act, 1992, S.O. 1992, Chapter 23, as amended, for the purposes of the enforcement of the Act.

"Corporation" means the Corporation of the Township of Matachewan.

"Farm building" means a building or part thereof which does not contain a residential occupancy and which is associated with and located on land devoted to the practice of farming and essentially used for the housing of equipment or livestock, or the protection, storage or processing of agricultural and horticultural produce or feeds.

"Floor area, residential" with reference to a residential occupancy, shall mean the total usable or habitable floor space of all storeys's above grade (or below grade for an underground residence), measured as the horizontal distance between the exterior face of the exterior walls of the building or structure but shall not include:

a) Any porch, verandah or unenclosed walkway;
b) An unfinished basement, cellar or attic;
c) An unenclosed swimming pool;
d) Any stairs, handicapped ramp or fire escape located on the exterior of the residence; and
e) An accessory building.

"Floor area" with reference to a deck or a building or structure with no walls shall mean the total area of floor within the outer perimeter of the floor.

"Floor area, non residential" with reference to a non-residential occupancy shall mean the total useable floor space of all storey's above and below grade, measured as the horizontal distance between the exterior face of the exterior walls of the building or structure but shall not include:

a) Any roof-top mechanical features, roof-top exit, roof-top elevator enclosing assembly or vertical service space;
b) A cellar, crawl space or attic; and
c) Any exterior exist, stairs, handicapped ramp or fire escape.

"Occupancy" means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.

"Permit" means written permission or written authorization from chief building official to perform work regulated by this By-law and the Act, or to change the use of a building or part of a building or parts thereof as regulated by the Act.

"Plumbing" means a drainage system, a venting system and a water system or parts thereof.

"Professional Engineer" means a person who holds a license or a temporary license under the *Professional Engineer's Act*.

"Sewage system" means

a) A chemical toilet, an incinerating toilet, a recirculation toilet, a self-contained portable toilet and all forms of privy including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system,
b) A greywater system
c) A cesspool,
d) A leaching bed system, or

e) A system which requires or uses a holding tank for the retention of hauled sewage at the site where it is produced prior to its collection by a hauled sewage system, where these,
f) Have a design capacity of 10,000 litres per day or less,
g) Have, in total, a design capacity of 10,000 litres per day or less where more than one of these are located on a lot or parcel of land, and
h) Are located wholly within the boundaries of the lot or parcel of land on which is located the building or buildings they serve.

"Treasurer" shall mean the person appointed by the Corporation of the Township of Matachewan to administer the financial affairs of the Corporation.

3. CLASSES OF PERMITS

3.1 Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule 'A' attached to and forming part of this By-law.

3.2 Partial Permits: when, in order to expedite work, approval of a portion o the building or project is desired prior to the issuance of a permit for the complete building or project, applications shall be made and fees paid for the complete project. Complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the chief building official.

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

4. ADMINISTRATIVE PROCEDURES RELATING TO PERMITS

Permit Must be Obtained

4.1 No person shall construct or demolish a building or change the use of a building or cause a building to be constructed or demolished or a change of use be made to a building, unless a permit has been issued therefore by the chief building official. Building without permit could result in an administration charge for penalty, If construction begins without a permit, there will be an additional administration fee equal to 50%of full permit fee or $100.00, whichever is greater, to a maximum of 20,000.00 plus the cost of applying for a building permit.

Revision to a permit

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

Revocation of a Permit

4.3 The chief building official, subject to the provisions outlined in subsection 8(10) of the Act, has the authority to revoke a permit issued the Act.

4.4 **The Application**

4.4.1 To obtain a permit, the owner or agent authorized in writing by the owner, shall file an application in writing by completing a prescribed form available at the offices of the Corporation. Forms prescribed by the Corporation under clause 7(f) of the Act shall be as set out in Schedule 'C' to this By-law. An application shall no be deemed to be complete for the purposes of Section 2.4.1.1B of Ontario Regulation 304/03, as amended, unless:

a) All applicable fields on the specified application form and the required schedules are completed,
b) All attachments indicated as being attached to the application are submitted with the application,
c) The application is accompanied by the types and quantities of plans and specifications as prescribed in Section 4.5.6 of this By-law, and
d) The application is signed by the owner or an authorized agent of the owner.

4.4.2 Every application shall be accompanied by the required application fee (see Permit fees) and shall be signed by owner or an agent authorized by the owner (applicant), who shall certify the truth of the contents of the application.

Building Permits, Conditional Permits and Demolition Permits

4.5 Every application for a permit shall be submitted to the chief building official and shall contain the information as set out in the following subsections for various classes of permits.

Construction or Demolish Permit

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

a) Use the Corporation's application form, "Application for a Permit to Construct or Demolish", said form being attached hereto in Schedule "C", and

b) Include two (2) complete sets of plans, specifications, documents and other information as required by Article 2.4.1.1B of the *Building Code* and as described in this By-law, for the work covered by the permit.

This shall not be deemed to limit the authority of the chief building official to vary the number of plans, specifications and other documents or information required depending on the need for review, approval or requirements of any department of the Corporation or other outside agency (see Schedule 'B' for required number of copies).

Conditional Permit

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

a) Use the Corporation's application form, "Application for a Permit to Construct or Demolish", said form being attached hereto in Schedule "C";

b) Include two (2) complete sets of plans, specifications, documents and other information as required by Article 2.4.1.1B of the *Building Code* and as described in this By-law, for the work covered by the permit;

c) State the reasons why the applicant or authorized agent believes that unreasonable delays in construction would occur in a conditional permit is not issued;

d) State the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and

e) State the time in which plans and specifications of the complete building will be filed with the chief building official.

The submission of an application for a conditional permit shall not be deemed to impose any obligation on the chief building official to issue such a permit.

Change of Use Permits

4.5.3 Every application for a change of use permit issued under subsection 10(1) of the Act shall be submitted to the chief building official, and shall:

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

b) Identify and describe in detail the current and proposed occupancies of the building or part of the building for which the application is met;

c) Include two (2) complete sets of plans, specifications, documents or other information showing the current and proposed occupancy (use) of all parts of the building, and which contains sufficient information to establish compliance with requirements of the Building Code including, but not limited to: floor plans, details of the wall, ceiling and roof assemblies identifying the required fire resistance ratings and load bearing capacities and details of the existing sewage system, if any.

Equivalents

4.5.4 Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis for which a permit was issued, contains an equivalent material, system or building design for which authorization under Section 9 of the Act is requested, the following information shall be provided:

a) A description of the proposed material, system or building design for which authorization under Section 9 of the Act is requested;
b) Any applicable provisions of the *Building Code*;
c) Technical evidence or justification that the proposed material, system or building design will provide or meet the level of performance required by the *Building Code* to the satisfaction of the chief building official.

Sewage System Permits

4.5.5 All construction applications which the property consists of a private sewage system and is a new building or an addition to the building with a plumbing system. The application shall be accompanied by a certificate of approval for the Temiskaming Health Unit.

Plans and Specifications

4.5.6 Sufficient information shall be submitted with each application for a permit to enable the chief building official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the *Building Code* and any other applicable law.

Every application for any required permit shall be accompanied by two (2) complete sets of plans, except as otherwise specified in Schedule 'B' or by the chief building official. Plans shall be drawn to scale, on paper, or other durable material, shall be legible, and where required to be prepared under the *Architect's Act* or *Professional Engineer's Act*, shall be professionally prepared.

Without limiting the foregoing, the plans shall include working drawings, a site plan and information to identify the precise location of the lands affected by the permit as identified in Schedule 'B' to this By-law unless otherwise specified by the chief building official. The site plan referred to above shall include the information set out in Schedule 'B' to this by-law.

4.5.7 An application for a building permit shall be deemed to be abandoned and may revoked six (6) months after date of filing, unless such application is being seriously proceeded with.

5. APPLICATION AND PERMIT FEES

5.1 Fees for filing an application, fees for any class of permit and fees for maintenance inspections shall be as set out in Schedule 'A' attached to and forming part of this By-law and are due and payable upon submission of a complete application for a construction, demolition or change of use permit, unless otherwise specified by the chief building official. Where fees are due and are unpaid, the chief building official may refuse to issue the permit. For a conditional permit, the permit may be paid for the complete project or for the actual component or part of the building for which the permit is issued.

5.2 Fees for an application, fees for any required permits and fees for maintenance inspections shall be deemed to have been calculated on the basis of full cost recovery for the building service and shall include both the direct and indirect costs of the administration and enforcement of the Act.

Without limiting the foregoing this shall include plan review, field inspections, clerical support and overhead costs of the building department and other building department related support services.

Section 5.2 shall not be deemed to limit the authority set out in Section 7.2 of this by-law should additional cost be incurred by the Corporation.

5.3 Fees as set out in Schedule 'A' are calculated as either a flat fee or combination of a minimum flat fee based on a specified floor area plus a graduated fee for a building whose size exceeds the specified floor area.

5.4 Fees shall be calculated by the chief building official.

5.5 Where the fees payable in respect of an application for a construction, demolition or conditional permit are based on the floor area of the building and the type of occupancy. For a change of use permit, the fees shall be based on the floor area of all storey's or floor space that is subject to the change of use.

5.6 Fees that are due and unpaid may be added to the tax roll at the discretion of the treasurer and may be collected in like manner to taxes pursuant to the provisions of Section 398 of the *Municipal Act*, 2001.

6. REFUNDS

6.1 In the case of the withdrawal of an application or abandonment of all or a portion of the work, or the non-commencement of any project, and upon request, the chief building official shall determine the amount of the paid permit fees that may be refunded to the owner, if any, in accordance with Schedule 'A' to this By-law. The calculation of the amount of the refund by the chief building official shall be final.

7. NOTICE REQUIREMENTS FOR INSPECTIONS

7.1 A person to whom a permit is issued shall give notice of readiness for inspection to the chief building official or appointed designated at least 48 hours or two business days prior to a mandatory inspection or ay other inspection that may be requested by the chief building official as set out in Schedule 'D' attached to and forming part of this By-law.

7.2 At the sole discretion of the chief building official, where the owner or authorized agent gives notice for a specific inspection for any building, lot or parcel of land and the inspection cannot be properly carried out due to unfinished work, or the inspection is broken down into multiple inspections due to the phasing or complexity of the building, or the inspection is requested to be performed outside of the regular office hours of the Corporation, the owner shall be responsible for the Corporation's additional costs, as specified in Schedule 'A' attached to and forming part of this By-law. Such additional fees shall be termed 'Inspection Fees' and shall be due and payable to the Treasurer of the Corporation upon demand.

7.3 Upon completion of each inspection a copy of the prescribed form will be sent to the office of the corporation for the applicant to receive. Same system will be used for the certificate or completion. See Schedule "C" for proper forms.

7.4 Any orders or letters to be sent out as a result for an inspection will be sent via registered mail to the applicant and a copy to the office of the corporation.

8. PRESCRIBED FORMS

The forms prescribed for use as applications for permits, for orders, for permits, for inspection reports and administrative matters shall be as set out in Schedule 'C' attached to and forming part of this By-law.

This by-law shall not be deemed to limit the use of any form which is prescribed by provincial regulation not with standing that the form it is not listed or is revised or update form from the forms set out in Schedule 'C' to this by-law.

9. AS CONSTRUCTED PLANS

9.1 The chief building official may require that a set of plans of a building or project or any class of buildings be filed with the chief building official or appointed designate upon completion of construction under such conditions as may be prescribed in the *Building Code*.

10. ANNUAL REPORT AND RESERVE FUND

10.1 The Treasurer is hereby directed to prepare directed to prepare an Annual Report which shall enumerate the direct and indirect costs of delivering building services related to the administration and enforcement of the Building Code Act for the previous fiscal year (12 month period). The said report shall also set out the amount of the reserve fund at the end of the previous fiscal year. The Annual Report shall be submitted to Council no later than three months after the end of the previous fiscal year.

10.2 For the purpose of this By-law, the fiscal year of the municipality shall be as prescribed by the *Municipal Act*.

10.3 A cost stabilization reserve fund is hereby established for the purposes of setting aside surplus revenues from building permit fees. The reserve fund shall be used exclusively for the operation of the building department of the Corporation for any subsequent fiscal year or fiscal years. The Treasurer is hereby directed to maintain all records related to the reserve fund.

11. TRANSFER OF PERMIT

11.1 The transfer of a permit shall be permitted when there is a change of ownership of the lands affected by the permit provided that the new owner informs the chief building official in writing that he/she has assumed responsibility for engaging the services of any contractor, design professional or other service required to complete work authorized under a permit or permits.

11.2 Where a transfer of a permit has occurred and a refund is requested, it may only be requested by the current owner and any such funds will be returned to the current owner. Where a transfer of a permit has not occurred and a refund is requested, it may only be requested by the owner of the permit and such funds will be returned to the person identified on the permit.

12. APPOINTED DESIGNATE

12.1 This by-law shall not be deemed to limit the appointment of a designate who may perform or execute any authority of the chief building official where authorized by the *Building Code Act*, provided such designate, where required, is duly appointed by by-law under *Building Code Act*.

13. VALIDITY

13.1 Should any Section or part of a Section of this By-law or schedules hereto be declared by a court of competent jurisdiction to be invalid, the same shall not affect the provisions of this By-law as a whole or any part other than the part declared to be invalid.

14. OTHER BY-LAWS, LICENSES, PERMITS AND REGULATIONS

14.1 Nothing in the By-law shall exempt any person from complying with the requirements of any other By-law in force within the limits of the Corporation, or form applying for and obtaining any permit, license, permission, authority or approval required by this or any other By-law or regulation of the Corporation or any other law in force from time to time.

15. CONFLICT

15.1 In the event of a conflict between this By-law and any amendments thereto, and any general or special By-law, legislation or regulation, the most restrictive legislation, regulation or other By-law shall prevail. Also see Section 4.1 of this By-law.

16. PENALTY

16.1 Every person or corporation who contravenes any provision of this By-law is guilty of an offence and upon conviction under the provisions of the *Provincial Offences Act* is liable to a fine and/or other penalty imposed under Section 36 of the Act.

16.2 Penalties outlined in brochures.

17. REPEAL

17.1 Any By-laws, or amendments thereto passed under Section 7 of the Act, or its predecessor, are hereby repealed.

18. EFFECTIVE DATE

18.1 This By-law shall take effect from the date of passage by Council, subject to the provisions of the Act.

READ a first, second and third time, and finally enacted and passed in open Council this 16th day of May 2011. Signed, sealed and numbered 2011-06.

Beverley Hine
Reeve

Andrew Van Oosten
CAO-Clerk-Treasurer

SCHEDULE 'A' TO BY-LAW NO. 2011-06
BUILDING PERMIT FEES

The fees payable by the applicant or authorized agent for a construction, demolition, change of use of conditional permit or inspection fees shall be as follows:

Permit fees shall be $6.00 per thousand based on a value of contract price. If there is no contract price in a written agreement, the permit fee will be calculated by Building Department as follows:

Residential (single family dwelling including prefabricated homes	$1.05 per sq ft
Residential Retrofit	$0.52 per sq ft
Seasonal Building no interior finish (insulation, sheeting, etc.)	$0.75 per sq ft
Commercial/Industrial/Assembly/Institutional	$2.05 per sq ft
Commercial/Industrial/Assembly/Institutional Retrofit	$1.05 per sq ft

Accessory Building – Residential

	Flat fee
Woodshed	$50.00
Carport	$75.00

Any other acc. buildings would be calculated at $0.45 per sq ft.
Any deck or balcony will be calculated at $0.38 per sq ft

Residential Alterations	**Flat Fee**
Interior Renovations	$75.00
New foundations	$200.00
Foundation repairs	$50.00
New roof (structural changes)	$150.00
New doors and windows (structural changes)	$50.00
Deck Repairs	$50.00
Plumbing modification (additions or relocations)	$50.00
Fire alarm system	$50.00

Farming	**Flat Fee**	**+**	**Rate per sq ft**
Farm buildings	$150.00		$0.07
Prefabricated storage silos	$75.00		-
Additions to farm building	$100.00		$0.07
Pole barn	$100.00		$0.05
Coverall building	$100.00		$0.05
Restoration			$0.07

Commercial/Industrial/Assembly/Institutional Alterations:

	Flat Fee
New Doors or Windows (structural changes)	$150.00
Interior Alteration (plumbing, other structural change)	$150.00
Re-roofing – Metal/Shingle (structural change)	$150.00
Re-roofing – Membrane – Flat Roof (structural change)	$300.00
Fire Alarm System	$100.00

Bunkhouse/work camp/trailer	$800.00 + $1.00/sq ft

Demolitions:

	Flat Fee
Residential dwelling	$ 75.00
Accessory building	$ 50.00
Farming	$ 50.00
Commercial/Industrial/Assembly/Institutional	$100.00

Other:

	Flat Fee
Change of use permit	$50.00
Change of use if construction is required	$50.00 + fee formula
Permit renewal	$50.00
Moving permit (relocation of structure over 108 sq ft to or from a property)	$150.00
Inspection request by owner	$50.00 each visit
Admin charge	$50.00

Example of amount for permit fee:

New home. 1200 sq. ft with contract value of $210,000.00

At $6.00 per thousand.

210 * $6.00 = $1260.00
Permit fee for a 1200 sq / ft home would be $1260.00

No permit shall be less than $50.00 minimum.

To the extent that any individual, corporation or other entity is guilty of an offence under the *Building Code Act* (the "Act"), as amended from time to time, the Corporation shall seek to recover from such person or other entity, as part of the fine to which such person or other entity is liable under the Act, all costs, legal and otherwise, that the Corporation may incur or have incurred in relation to the enforcement of the Act in respect of such offence and the prosecution of such person or other entity under the Act.

REFUNDS

1. No refund shall be given for an application fee, or fees for a conditional, change of use or partial permit.

2. No refund shall be given for permits or inspections valued at $100 or less.

3. Where a permit fee has been paid pursuant to this By-law, fees may be refunded based on the following formula and to Section 6.1 of this By-law:

   a) Construction or Demolition Permit

      I) 80% where the application is withdrawn or only administrative functions have been performed;
      ii) 70% if administration and zoning review functions have been performed;
      iii) 45% if administrative, applicable law compliance and plans examination functions have been performed;
      iv) 35% if the permit has been issued and the application is withdrawn or construction does not commence, or no field inspections have been carried out
      v) 5% shall additionally be deducted for each field inspection that has been performed after the permit has been issued.

SCHEDULE 'B' TO BY-LAW NO. 2011-06

PLANS, DRAWINGS AND SITE PLAN

Except as otherwise authorized by chief building official, the following list of plans, working drawings and site plan information, shall be submitted with an application:

1. Site plan showing the true dimensions and/or legal description (referenced to an up-to-date survey) of the lot to be built upon or otherwise used, all lot boundaries and survey monuments and stakes, the proposed or existing location and dimensions of all buildings, structures and setbacks from all property lines and the shoreline of a water body, where applicable, the height (or number of storey's) of all buildings, the illustration of all major topographic or other features on or abutting the lot such as water bodies, slopes, roads, utility corridors and easements, landscaping (natural vegetation cover or planted), loading and parking spaces, lot area and building coverage, existing contours of the land and proposed new contours or grading, if alterations to the grade are proposed, the proposed final lot grading plan, showing the geodetic elevation (where available) of the final grade at lot corners and adjacent to any buildings and structures. The lot grading plan shall comply with any applicable site plan and subdivider's lot grading plan required under Sections 41 or 51 of the *Planning Act* or as may be required under the *Drainage Act* a north arrow, scale, civic address and lot and block, plan or concession number.
2. Floor Plans
3. Foundation plans
4. Framing plans
5. Reflected ceilings plans
6. Sections and details
7. Building elevations
8. Electrical drawings
9. Heating, Ventilation and Air Conditioning Drawings
10. Plumbing Drawings
11. Fire Alarm and Sprinkler Plan

12. The number of copies of plans to be submitted with an application shall be as follows:

    a) Two (2) copies of site plans for buildings regulated under Part 9;
    b) Three (3) copies of site plans for buildings regulated under Part 3;
    c) Two (2) copies of architectural drawings for buildings regulated under Part 9;
    d) Three (3) copies of architectural drawings for buildings regulated under Part 3;
    e) Two (2) copies of structural plans for buildings regulated under Part 9;
    f) Three (3) copies of structural plans for buildings regulated under part 4;
    g) Two (2) copies of mechanical and electrical drawings for buildings regulated under Part 6 or Part 9;
    h) One (1) copy of specifications and soils reports, if required.

SCHEDULE 'C' TO BY-LAW NO. 2011-06

PRESCRIBED FORMS

The following forms constitute the forms used by the Corporation of the Township of Matachewan in the administration of the Building Code Act:

Form 1	Application Form
Form 2	Construction Permit
Form 3	Demolition Permit
Form 4	Change of Use Application
Form 5	Change of Use Permit
Form 6	Stop Work Order
Form 7	Order to Uncover
Form 8	Order to Comply
Form 9	Order Not to Cover of Enclose
Form 10	Inspections Report
Form 11	Completion Notice Re: Readiness for Occupancy

R.R. #1
937907 Marsh Bay Rd.
Coleman Township, ON

Temiskaming Municipal Building Association

Tel.: 1-705-679-8833 ext. 224 Fax 1-705-679-8300

Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

A. Project information

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

B. Applicant is: ☐ Owner or ☐ Authorized agent of owner (attach Authorization letter)

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

C. Owner (if different from applicant)

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

D. Builder (optional)

Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

E. Purpose of application

☐ New construction	☐ Addition to an existing building	☐ Alteration/repair	☐ Demolition
☐ Conditional Permit	☐ Fence	☐ Plumbing	☐ Sign

Proposed use of building	Current use of building
Description of proposed work	

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G. ☐ Yes ☐ No

ii. Is registration required under the *Ontario New Home Warranties Plan Act*? ☐ Yes ☐ No

iii. If yes to (ii) provide registration number(s): _____

G. Attachments

i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3.

ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.

iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

H. Declaration of applicant

I _____ certify 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. I have authority to bind the corporation or partnership (if applicable).

_____ _____
Date Signature of applicant

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 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 ma or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Building Design Information

A. Planning

Zoning designation:		Minor variance (if applicable)	
Set Backs :	Side Yard :	Rear Yard:	Front Yard:
	Min:	Min:	Min:

B. Services details

Water	☐ Municipal	☐ Private	Sewers	☐ Municipal	☐ Private	
Heating	☐ Gas	☐ Oil	☐ Electric	☐ Other		

C. Design Criteria

Classification of Building	Group A, B, C, D, E or F	Division 1, 2 or 3	Building sprinkler	☐ yes	☐ no
☐ Non-Combustible	☐ Combustible	# of storeys	Mezzanine as storey?	Mezzanine area	
Building Dimensions	Length	Width	Area	Height	
Facing # of streets?	Occupant Load	Alarm system & type	☐ yes	☐ no	
Required FRR (fire resistance rating)	Floors	Roof	Mezzanine		

2 (TWO) SETS OF PLANS TO BE SUMMITED, Plans may include

Site Plan	Structural Plan	Landscaping Plan	Foundation Plan	Floor Plan
HVAC Plan	Plumbing	Sections	Specifications	Elevations

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	E-mail
Telephone number ( )	Fax number ( )		Cell number ( )

C. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]

❑ House	❑ HVAC – House	❑ Building Structural
❑ Small Buildings	❑ Building Services	❑ Plumbing – House
❑ Large Buildings	❑ Detection, Lighting and Power	❑ Plumbing – All Buildings
❑ Complex Buildings	❑ Fire Protection	❑ On-site Sewage Systems

Description of designer's work

D. Declaration of Designer

I _____ declare that (choose one as appropriate):

(print name)

❑ I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.

Individual BCIN: _____

Firm BCIN: _____

❑ I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code.

Individual BCIN: _____

Basis for exemption from registration: _____

❑ 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 authority to bind the corporation or partnership (if applicable).

_____ _____

Date Signature of Designer

*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

NOTE:

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*

Demolition Information

A. Site Plan

❑ Showing neighbouring homes ❑ Water and sewer ❑ Power lines ❑ All services

B. Size of Structure

❑ Square Footage _____ ❑ Number of Floors _____

C. Method of Demolition

❑ By Hand ❑ Explosion ❑ Mechanical ❑ Demo under 2.3.2.3 OBC

Temiskaming Municipal Building Association

CONSTRUCTION PERMIT

Building Code Act. 1992 c.23, S 8(2)

R.R. #1
937907 Marsh Bay Rd.
Coleman Township, ON

Permit No.

Roll No.

Date Issued
yyyy/mm/dd

Issued By: Phone No. 705-679-8833

Issued to (owner's name)	Address	
Contractor's Name	Address	
Area of building to be constructed	**PROJECT VALUE $**	
Main permitted use of building	Zone	
Street & No.	on the , side between	
Lot No.	Plan No.	Lot Size
Bldg. Width	Bldg. Length	**PERMIT FEE $**
Set Backs Side Yard: Side Yard:	Front Yard:	Rear Yard:
Remarks: **PLEASE CALL FOR REQUIRED INSPECTIONS.** Issued by: Gaetan Rivest 32588		

The personal information on this permit was collected pursuant to the Building Code Act, 1992 and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the Municipal Freedom of information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s 14(1)(c)

Notice of Inspections prescribed under OBC Article 2.4.5.1 and 2.4.5.2

- ☐ Readiness to construct footings.
- ☐ Substantial completion of footings and foundations prior to commencement of backfill.
- ☐ Substantial completion of structural framing and ductwork and piping for heating and air conditioning systems – if the building is within the scope of Part 9.
- ☐ Substantial completion of structural framing and rough-in of heating, ventilation and air condition extraction equipment, if the building is not a building within the scope of Part 9.
- ☐ Substantial Completion of insulation, vapor barriers and air barriers.
- ☐ Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems.
- ☐ Substantial completion of fire access routes.
- ☐ Readiness for inspection and testing of:
  - ☐ Building sewers and building drains.
  - ☐ Water service pipes.
  - ☐ Fire service mains.
  - ☐ Drainage systems and venting systems.
  - ☐ The water distribution systems.
  - ☐ Plumbing fixtures and plumbing appliances.
- ☐ Readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Class 2.1.2.1(1)(h), a public pool or a public spa.
- ☐ Substantial completion of circulation / recirculation system of an outdoor pool described in Clause 2.1.2.1.(1)(h), a public pool or public spa and substantial completion of the pool before it is filled with water.
- ☐ Substantial completion of plumbing not located in a structure, before the commencement of backfilling, and
- Commencement of construction of:
  - ☐ Masonry fireplaces and masonry chimneys.
  - ☐ Factory built fireplaces and allied chimneys.
  - ☐ Stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys.
- ☐ Substantial completion and availability of drawings of the building as constructed.
- ☐ Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 2.4.3.1.(2) or to permit occupancy of under Sentence 2.4.3.2.(1), if the building or part of the building to be occupied is not fully completed.

R.R. #1
937907 Marsh Bay Rd.
Coleman Township, ON

Temiskaming Municipal Building Association

DEMOLITION PERMIT

Building Code Act, 1992
c. 23, s. 8 (2)

Permit Number	☐ PART OF BUILDING	☐ ENTIRE BUILDING	Roll Number

Name of Principal Authority	Telephone

Issued To	Address

Contractor	Address

Project Site
Number and Street ____ on the ____ side, between

Lot Number	Plan Number / Other Description	Area of Work (m^2)

Area of building to be demolished	Method of demolition

Main permitted use of building	Zoning

Remarks	Permit Fee$

Date: _____ Permit Issued by: _____

The personal information on this permit was collected pursuant to the *Building Code Act, 1992* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act,* R.S.O. 1990, c. M.56, s. 14 (1) (c).

R.R. #1
937907 Marsh Bay Rd.
Coleman Township, ON

Temiskaming Municipal Building Association

Form 301
Template Created 2007 by Mikrolink Computers

APPLICATION TO PERMIT CHANGE OF USE

Building Code Act, 1992 c. 23, s. 10 (1)

WHERE CHANGE WOULD RESULT IN AN INCREASE IN HAZARD

☐ **Part of Building** ☐ **Entire Building**

FOR USE BY PRINCIPAL AUTHORITY	
Application Number	Permit Number (if different)
Date Received	Roll Number

Application submitted to: *(insert name of municipality, board of health or conservation authority)*

A PROJECT INFORMATION

Municipal Address	Unit Number	Loc/Concession
		Postal Code
Area of Work (m^2)	Plan Number/Other Description	

B APPLICANT INFORMATION
Include full contact details and mailing address

Applicant is: ☐ **owner or** ☐ **authorized agent of owner**

Last Name	First Name	Corporation or Partnership
Street Address	Unit Number	Lot/Concession Number
Municipality	Province	Postal Code / E-mail
Telephone Number	Fax Number	Cell Number

C OWNER INFORMATION (if different from applicant)
Include full contact details and mailing address

Last Name	First Name	Corporation or Partnership
Street Address	Unit Number	Lot/Concession Number
Municipality	Province	Postal Code / E-mail
Telephone Number	Fax Number	Cell Number

The personal information on this notice was collected pursuant to the *Building Code Act, 1992* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act,* R.S.O. 1990, c. M.56, s. 14 (1) (c).

ORIGINAL – Principal Authority COPY - Applicant

R.R. #1
937907 Marsh Bay Rd.
Coleman Township, ON

Temiskaming Municipal Building Association

Form 305
Template Created 2007 by Mikrolink Computers

CHANGE IN USE PERMIT

Building Code Act, 1992 c. 23, s.10 (1)

WHERE CHANGE WOULD RESULT IN AN INCREASE IN HAZARD

Permit Number	☐ PART OF BUILDING	☐ ENTIRE BUILDING	Roll Number

Name of Principal Authority	Telephone

Issued To	Address

Project Site

Number and Street ____ on the ____ side, between

Lot Number	Plan Number / Other Description	Area of Work (m^2)

Building or part of building where change

Former permitted use of building	New Permitted use of building

Remarks

Permit Fee$

Date: _____ Permit Issued by: _____

The personal information on this permit was collected pursuant to the *Building Code Act, 1992* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act,* R.S.O. 1990, c. M.56, s. 14 (1) (a)

BUILDING CODE ACT, 1992, c.23, s.10

(1) Even though no construction is proposed, no person shall change the use of a building or part of a building which would result in an increase in hazard as determined under the Building Code unless a permit has been issued by the Chief Building Official.

(2) The Chief Building Official shall issue a permit under subsection (1), unless,
- (a) the building if used as proposed would result in a contravention of this Act or the Building Code or any other applicable lay;
- (b) the application for it is incomplete; or
- (c) any fees due are unpaid.

NOTICE

Unless otherwise specifically so provided for and approved in writing by the appropriate inspector, full compliance is required with all the provisions of the Building Code made under the *Building Code Act, 1992* and of any by-law of the municipality, which in whole or in part regulates structural requirements, erection, alteration, location, *-use, etc. of buildings. This permit is subject to revocation in accordance with the *Building Code Act, 1992.*

If the municipality gives notice of intention to designate a property as property of cultural heritage value or interest under section 29 of the *Ontario Heritage Act,* any permit that allowed for the alteration or demolition of the property and that was issued by the municipality under any Act, before the day the notice was served on the owner of the property and on the Ontario Heritage Trust and published in a newspaper is void as of the day the notice of intention is given in accordance with subsection 29 (3) of that Act.

BUILDING CODE, 1997, Article 2.4.1.2

(1) Except as provided in Sentence (2), the following changes in use of a building or part of a building constitute an increase in hazard for the purposes of section 10 of the Act and require a permit under section 10 of the Act:
- (a) a change of the major occupancy of all or part of a building that is designated with a "Y" in Table 2.4.1.2 takes place,
- (b) a suite of a Group C major occupancy is converted into more than one suite of Group C major occupancy,
- (b) a suite or part of a suite of a Group A, Division 2 or a Group A, Division 4 major occupancy is converted to a gaming premise,
- (c) a farm building or part of a farm building is changed to a major occupancy, or
- (d) the use of a building or part of a building is changed and the previous major occupancy of the building or part of the building cannot be determined.

(2) A person is exempt from the requirement to obtain a permit under section 10 of the Act where the change in use of the building or part of the building will result from proposed construction and a permit under section 8 of the Act has been issued in respect of such construction.

(3) A person is exempt from the requirement to obtain a permit under section 10 of the Act for the change of use of a building in unorganized territory.

THIS CARD SHALL BE POSTED AT ALL TIMES DURING THE CHANGE IN USE IN A CONSPICUOUS PLACE ON THE PROPERTY

R.R. #1
937907 Marsh Bay Rd.
Coleman Township, ON

Temiskaming Municipal Building Association

Stop Work Order

Pursuant to Subsection 14(1) of the *Building Code Act, 1992*

Order Number: (optional) _____ **Date Order issued:** _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1.

2.

3.

4.

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code have not been rectified as required by the Order(s) indicated below:

- ☐ Order to Comply number _____, dated _____
- ☐ Order Not to Cover number _____, dated _____
- ☐ Order to Uncover number _____, dated _____

You are hereby ordered to immediately cease construction and/or demolition as specified below:

Item	Details

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992* s. 20]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992* s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992* s. 24]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992* s.36]
- When a Stop Work Order is issued, no person shall perform any act in the construction or demolition of the building in respect of which the Order is made other than work necessary to carry out an Order to Comply, the Order Not to Cover, or an Order to Uncover. [*Building Code Act, 1992* s. 14]

R.R. #1
937907 Marsh Bay Rd.
Coleman Township, ON

Temiskaming Municipal Building Association

Order to Uncover

Pursuant to Subsection 13(6) of the *Building Code Act, 1992*

Order Number: (optional) _____ **Date Order issued:** _____

Address to which Order applies:

Application/Permit Number:

E. Order issued to (name and address):

1. 3.

2. 4.

The inspection on or about _____(date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code.

- ❑ The part was covered or enclosed contrary to an Order Not to Cover number _____ dated _____;
- ❑ The notice was not given in the time prescribed by local by-law or regulation made under clause 7.(e) of the *Building Code Act, 1992;*
- ❑ A reasonable time was not allowed after the notice was given for an inspection to be carried out; or
- ❑ The part has been constructed without a permit being issued.

You are hereby ordered to uncover or have uncovered, at your own expense, and make available for inspection the parts of the building described below immediately, or by _____ (date).

Description of area to uncover:

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone no. _____

Contact name (optional)_____

Contact tel. number (optional)_____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992* s. 20]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act,1992* s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act,1992* s. 24]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act,1992* s. 14]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act,1992* s.36]

R.R. #1
937907 Marsh Bay Rd.
Coleman Township, ON

Temiskaming Municipal Building Association

Order to Comply

Pursuant to Subsection 12(2) of the *Building Code Act, 1992*

Order Number: **Date Order issued:**

Address to which Order applies: **Application/Permit Number:**

Order issued to (name and address):

1. 3.

2. 4.

The inspection on or about _____ at the above-referenced address found the following contravention(s) of the Building Code or the *Building Code Act, 1992.*

You are hereby ordered to correct the contraventions itemized below **immediately upon being served.**

Item	Reference	Description and location	Required action and compliance date

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act,1992* s. 20]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992* s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992* s. 24]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992* s. 14]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992* s.36]
- No construction affected by this Order is to be covered until inspected and approved. [*Building Code Act, 1992* s.13]

R.R. #1
937907 Marsh Bay Rd.
Coleman Township, ON

Temiskaming Municipal Building Association

Order Not to Cover or Enclose

Pursuant to Subsection 13(1) of the *Building Code Act, 1992*

Order Number: (optional) _____ **Date Order issued:** _____

Address to which Order applies: **Application/Permit Number:**

Order issued to (name and address):

1. 2.

3. 4.

The above-referenced building was inspected on or about _____ (date).

You are hereby prohibited from covering or enclosing the parts of the building described below, pending an inspection. Please arrange for an inspection when the part of the building identified below is ready for inspection.

Item	Description of area not to cover or enclose

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional)_____ Contact tel. number (optional)_____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992* s. 20]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992* s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992* s. 24]
- Failure to comply with this Order could result in an Order to Uncover and/or a Stop Work Order. [*Building Code Act, 1992* s. 14]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992* s.36]

R.R. #1
937907 Marsh Bay Rd.
Coleman Township, ON

Temiskaming Municipal Building Association

Form 314

INSPECTION REPORT

Building Code Act, 1992 c. 23, Building Code, O.Reg. 403/97, s. 2.4.5.1

Name of Municipality ..... Phone .....

Date of Inspection	Time	Permit No.
Location of Building (municipal address)		
Owner		
Contractor		

STAGES OF CONSTRUCTION / DEMOLITION INSPECTED – CHECK BELOW

BUILDING / PLUMBING

a. Commencement of the *construction* of the *building.* ☐

b. Readiness to *construct* the footings. ☐

c. Substantial completion of the footings and foundations. ☐

d. Where the *building* is within the scope of Part 9, of the substantial completion of: ☐
   i. structural framing,
   ii. insulation and vapour barriers, and
   iii. duct work and piping for heating and *air-conditioning* systems

e. Where the *building* is within the scope of parts of the Code other than Part 9, of the substantial completion of: ☐
   i. Structural framing of each storey,
   ii. Insulation and vapour barriers, and
   iii. roughing-in of heating, ventilation, *air-conditioning* and air-contaminant extraction equipment

f. Commencement of the *construction* of: ☐
   i. Masonry fireplaces and *masonry chimneys,*
   ii. Factory-built fireplaces and allied *chimneys,*
   iii. *Stoves, ranges, spaceheaters* and add-on *furnaces* using solid fuels and allied *chimneys*

g. *Substantial completion of all required fire separations* and *closures* and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems ☐

h. Substantial completion of interior finishes and heating, ventilating, air-conditioning and air-contaminant extraction equipment ☐

i. Substantial completion of exterior cladding, fire access routes and site grading ☐

j. Completion of construction and installation of components required to permit occupancy by Sentences 2.4.3.1. (2) and 2.4.3.2. (1) ☐

k. Readiness for inspection and testing of: ☐
   i. *building sewers* and *building drains,*
   ii. *water service pipes,*
   iii. *drainage systems* and *venting systems,*
   iv. *water distribution system,* and
   v. *plumbing fixtures* and *plumbing appliances*

l. Completion and availability of drawings of the building as constructed ☐

SEWAGE SYSTEM

b. 1 Readiness to *construct* the *sewage system* ☐

c. 1 Substantial completion of the installation of the *sewage system* before the commencement of backfilling ☐

k. 1 Completion of the *sewage system.* ☐

DEMOLITION

a Services cut-off ☐

b Building vacant ☐

c Other ☐

Remarks regarding stages inspected:

..... Signature of Inspector

The personal information on this form was collected pursuant to the *Building Code Act* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act,* R.S.O. 1990, c. M.56, s. 14 (1) (c).

Original – OWNER/CONTRACTOR Copy – INSPECTOR/OFFICE

R.R. #1
937907 Marsh Bay Rd.
Coleman Township, ON

Temiskaming Municipal Building Association

Form 306

COMPLETION NOTICE RE: READINESS FOR OCCUPANCY

Building Code Act, 1992
c. 23, s. 11

☐ **Building** ☐ **Part of a Building**

FOR USE BY PRINCIPAL AUTHORITY	
Application Number	Permit Number (if different)
Date Received	Roll Number

Notice submitted to: *(insert name of Chief Building Official or Registered Code Agency, as applicable)*

PERSON GIVING NOTICE

Include full contact details and mailing address

Name			
Street Address		Unit Number	Lot/Concession
Municipality	Province	Postal Code	E-mail
Telephone Number	Fax Number	Cell Number	
Location of building site (municipal address)			
Type of building	Zoning		

NOTICE

TAKE NOTICE THAT:

(a) The above-noted building or part of a building newly erected or installed is / will be:

☐ Fully completed and ready for occupancy in accordance with Article 2.4.3.1. (2) of the Building Code

☐ Partially completed and ready for non-residential occupancy in accordance with Article 2.4.3.1. (1) of the Building Code

☐ Partially completed and ready for residential occupancy in accordance with Article 2.4.3.2. of the Building Code

by _____
Date of Completion

AND THAT:

(b) Full compliance has been made with any order made by the inspector under section 12 of the *Building Code Act*, 1992, and that it is our intention that the building be occupied on _____
Proposed date of occupancy

_____ _____
Date Signature of Applicant

CONDITIONS FOR OCCUPANCY

Building Code Act, 1992, c. 23, s. 11

Occupancy or use after completion – Except as authorized by the building code, a person shall not occupy or use a building or part of a building that is newly erected or installed or permit it to be occupied or used until the requirements set out in this section are met. *Subsection 11 (1)*

Notice of date of completion – Notice of the date of completion of the building or part must be given to the chief building official or the registered code agency, if any. *Subsection 11 (2)*

Final certificate – If a registered code agency has been appointed for the building or part of the building by a principal authority to perform the functions described in clause 4.1 (4) (b) or (c) or has been appointed under section 4.2, a final certificate that contains the prescribed information must be issued. *Subsection 11 (3)*

Inspection, etc. – If subsection 11 (3) does not apply,

(a) either the building or part must be inspected or 10 days must elapse after notice of the date of completion is served on the chief building official; and

(b) any order made under section 12 must be complied with. *Subsection 11 (4)*

Where a person has occupied or permitted the occupancy of a building under Article 2.4.3. of the Building Code, such person shall notify the chief building official forthwith upon completion of the building. Building Code, Article 2.4.3.3.

CERTIFICATE OF INSPECTION RE: READINESS FOR OCCUPANCY

(to be completed by Inspector following inspection)

I, _____ certify that an inspection has been made of the above-noted building, or part of a building, pursuant to a notice under Section 11 of the *Building Code Act, 1992* and I have determined that _____ outstanding order(s) exist.

Additional comments: _____

_____

_____

_____ _____

Date Signature of Inspector

The personal information on this notice was collected pursuant to the *Building Code Act, 1992* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act,* R.S.O. 1990, c. M.56, s. 14 (1) (c).

ORIGINAL and COPY 1 – CBO or RCA (Copy 1 to be returned to person giving notice **after** inspection) COPY 2 – to be retained by person giving notice

SCHEDULE 'D' TO BY-LAW NO. 2008-06

REQUIRED INSPECTIONS

1.3.5.1. Prescribed Notices

(1) This Article sets out the notices that are required under section 10.2 of the Act.

(2) The person to whom a permit under section 8 of the Act is issued shall notify the *chief building official* or, where a *registered code agency* is appointed under the Act in respect of the *construction* to which the notice relates, the *registered code agency* of,

- ❑ Readiness to construct footings
- ❑ Substantial completion of footings and foundations prior to commencement of backfill.
- ❑ Substantial completion of structural framing and ductwork and piping for heating and air conditioning system – if the building is within the scope of Part 9.
- ❑ Substantial completion of structural framing and rough-in of heating, ventilation and air condition extraction equipment, if the building is not a building within the scope of Part 9.
- ❑ Substantial Completion of insulation, vapour barriers and air barriers.
- ❑ Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems.
- ❑ Substantial completion of fire access routes.
- ❑ Readiness for inspection and testing of:
  - ❑ Building sewers and building drains;
  - ❑ Water service pipes;
  - ❑ Fire service mains;
  - ❑ Drainage systems and venting systems;
  - ❑ The water distribution systems;
  - ❑ Plumbing fixture and plumbing systems.
- ❑ Readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Clause 2.1.2.1.(1)(h), a public pool or a public spa.
- ❑ Substantial completion of circulation / recirculation system of an outdoor pool described in Clause 2.1.2.1.(1)(h), a public pool or public spa and substantial completion of the pool before it is filled with water.
- ❑ Substantial completion of plumbing not located in a structure, before the commencement of backfilling, and Commencement of construction of:
  - ❑ Masonry fireplaces and masonry chimneys.
  - ❑ Factory built fireplaces and allied chimneys
  - ❑ Stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys.
- ❑ Substantial completion and availability of drawings of the building as constructed.
- ❑ Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 2.4.3.1.(2) or to permit occupancy of under Sentence 2.4.3.2.(1), if the building or part of the building to be occupied is not fully completed.

❑ 1.3.5.3. Prescribed Inspections

(1) Except as provided in Sentence (2), an *inspector* or *registered code agency*, as the case may be, shall, not later than two days after receipt of a notice given under Sentence 1.3.5.1.(2), undertake a site inspection of the *building* to which the notice relates.

(2) Where a notice given under Sentence 1.3.5.1.(2) relates to matters described in Clause 1.3.5.1.(2)(k) or (l), an *inspector* or *registered code agency*, as the case may be, shall, not later than five days after receipt of the notice, undertake a site inspection of the *sewage system* to which the notice relates.

(3) When undertaking an inspection required under Sentence (1) or (2), the *inspector* or *registered code agency*, as the case may be, may consider reports concerning whether the *building* or a part of the *building* complies with the Act or this Code.

(4) The time periods referred to in Sentences (1) and (2) shall begin on the day following the day on which the notice is given.

(5) The time periods referred to in Sentences (1) and (2) shall not include Saturdays, holidays and all other days when the offices of the *principal authority* are not open for the transaction of business with the public.

Corporation of the Township of Matachewan

Annual Report – Building Permit Fees

Total Fees (Revenues) collected for the period_____ to _____ under

By-law No.____, of the Township of _____ ..... $_____

Cost of Delivering Services:

Indirect Costs:

Indirect Costs are deemed to include the costs for support and overhead services to the Building department of the TMBA:

Total Administration Cost ..... $_____

Total Enforcement ..... $_____

Sub-Total – Indirect Costs ..... $_____

Direct Costs:

Direct Costs are deemed to include the costs of the Building Department of the TMBA for the processing of building permit applications, the review of building plans conducting inspections and building related enforcement duties.

Total Administration Costs ..... $_____

Total Enforcement Costs ..... $_____

Sub-Total – Direct Costs ..... $_____

Grand Total Indirect and Direct Costs ..... $_____

Revenues over costs as of December 31, 200__ ..... $_____

Statement of Reserves:

Building Department Reserve Fund (to December 31, 200_) ..... $ _____