

Consolidated Version – February 8, 2022

The Corporation of the Township of Selwyn

By-law Number 2021-087 & 2022-015

Building By-law

Being a By-law to Provide for the Administration and Enforcement of the Building Code Act, 1992 Within the Township of Selwyn

Whereas Subsection 3(1) of the Building Code Act, 1992, S.O. 1992, chapter 23, provides that the Council of The Corporation of the Township of Selwyn is responsible for the enforcement of the Building Code Act, 1992 within the Township of Selwyn; and

Whereas Section 7 of the Building Code Act, 1992 authorizes the Council of a municipality to pass certain By-laws prescribing classes of permits, permit application documents, fees, inspections and other related matters; and

Whereas pursuant to Section 425 of the Municipal Act, S.O. 2001, c.25, as amended provided that any person who contravenes any By-law of a municipality passed under the authority of the Municipal Act is guilty of an offence;

Now therefore the Council of The Corporation of the Township of Selwyn enacts as follows:

Section 1.00 - Definitions and Interpretation

1.01 This By-law may be cited as the Building By-law.

1.02 Definitions: In this By-law

- (a) “**Act**” means the *Building Code Act, 1992*, S.O. 1992, chapter 23 as amended;
- (b) “**Alternative Solution**” means a substitute for an acceptable solution, proposed by an applicant pursuant to Division A, article 1.2.1.1. of the Ontario Building Code;
- (c) “**As Constructed Plans**” means as constructed plans as defined in the Building Code
- (d) “**Applicant**” means a person who applies for a permit and includes any person authorized by an owner to apply for a permit on the owner’s behalf;
- (e) “**Architect**” means a holder of a licence, a certificate of practice, or a temporary licence under the *Architect’s Act* as defined in the Building Code;
- (f) “**Building**” means a building as defined in Subsection 1(1) of the Act;
- (g) “**Building Code**” means the regulations made under Section 34 of the Act;
- (h) “**Chief Building Official**” means the person appointed by the Council as the Chief Building Official for the purpose of enforcement of the Act or the Deputy Chief Building Official acting in the capacity of the Chief Building Official from time-to-time in respect to Section 1.1.(6)(c) of the Act;
- (i) “**Construction value**” means the value prescribed by the Chief Building Official to represent the total value of all work, services and material associated with the construction for which a permit is applied;
- (j) “**Council**” means the Council of the Corporation of the Township of Selwyn

- (k) “**Deficient Permit**” means a permit in respect of which:
 - (i) an inspection notice or order to comply has been issued by an inspector, or
 - (ii) an inspection required under the Building Code or this By-law that has not been arranged
and six months or more have elapsed after the date the notice was issued or the inspection was required;
- (l) “**Holiday**” means days when the offices of the Township of Selwyn are not open for transaction of business with the public;
- (m) “**Inspector**” means an inspector appointed by By-law by the Corporation of the Township of Selwyn for the purposes of enforcement of the Act;
- (n) “**Owner**” means the registered owner of the land upon which is located, or will be located, the building or part thereof for which an application for a permit is, or has been made;
- (o) “**Permit**” means permission or authorization given, in writing, by the Chief Building Official;
 - (i) to perform work regulated by the Act or the Building Code or both;
 - (ii) to change the use of a building or part of a building as regulated by the Act or the Building Code or both, or
 - (iii) to occupy a building or part thereof;
- (p) “**Permit Holder**” means an owner to whom a permit has been issued, or where a permit has been transferred, the transferee;
- (q) “**Professional Engineer**” means a person who holds a licence or a temporary licence under the *Professional Engineer’s Act*;
- (r) “**Registered Code Agency**” means a person or an entity that has the qualifications and meets the requirements set out in the Act; and
- (s) “**Restricted Access Lot**” means a parcel of land that does not have a municipally maintained road to any of its property lines and requires specialized transportation for inspection purposes.

1.03 Any word or term not defined in this By-law shall have the meaning ascribed to it in the Act or the Building Code.

1.04 The schedules attached to this By-law shall form part of this By-law and shall be enforceable as such.

1.05 **Statutes:** References to laws in this By-law are meant to refer to the Statutes, as amended from time to time, which are applicable within the Province of Ontario.

1.06 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law shall be considered to be severed from the balance of the By-law, which shall continue to operate in full force and effect.

Section 2.00 - Classes of Permits

2.01 Classes of permits with respect to the construction, demolition, building relocation, conditional permit, change of use, occupancy of buildings and the associated permit fees, shall be set out in Schedule “A” to this By-law.

Section 3.00 - Permit Applications and Issuance

3.01 **Classes of Permits:** An Applicant shall file a complete application on the form prescribed by the Act and available from the Chief Building Official or from the

Province of Ontario, together with the applicable requirements set out in 3.02 to 3.07.

3.02 **Building Permits:** Every application for a building permit under Subsection 8(1) of the Act shall,

- (a) identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;
- (b) be accompanied by the plans, specifications, documents and other information prescribed in Section 4.00 and Schedule B;
- (c) be accompanied by the appropriate fee calculated in accordance with Schedule A.

3.03 **Demolition Permits:** Every application for a demolition permit under Subsection 8(1) of the Act shall,

- (a) identify and describe in detail the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a permit is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
- (b) be accompanied by the plans, specifications, documents and other information prescribed in Section 4.00 and Schedule B;
- (c) be accompanied by the appropriate fee calculated in accordance with Schedule A; and
- (d) be accompanied by confirmation that,
 - (i) arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and
 - (ii) the owner will comply with the Township's property standards By-law at the completion of the demolition.

3.04 **Partial Building Permits:** Every application for a partial building permit shall,

- (a) Include an application for the entire project;
- (b) Include plans and specifications covering the part of the work for which more expeditious approval is desired, together with such information, plans and specifications pertaining to the remainder of the work as may be required by the Chief Building Official; and
- (c) be accompanied by the appropriate fee calculated in accordance with Schedule A.

3.05 **Conditional Building Permits:** Every application for a conditional building permit under Subsection 8(3) of the Act shall,

- (a) comply with the requirements set out in Section 3.02 in this By-law; and
- (b) be accompanied by,
 - (i) a written statement from the applicant explaining why the applicant believes that unreasonable delays in construction would occur if a conditional building permit is not issued;
 - (ii) a written acknowledgement from the applicant of the necessary approvals which must be obtained in respect of the proposed construction and the time period in which such approvals shall be obtained by the applicant;
 - (iii) a written agreement, in a form provided by the Chief Building Official, executed by the applicant, the owner and such other necessary persons

the Chief Building Official determines for the purposes set out in clause 8(3)(c) of the Act; and

(iv) the conditional permit fee in accordance with Schedule A.

- 3.06 The Chief Building Official is hereby authorized to execute on behalf of The Corporation of the Township of Selwyn the written agreement referred to in clause 3.05(b)(iii) as part of the conditional building permit application.
- 3.07 **Change of Use Permits:** Every application for a change of use permit under Subsection 10(1) of the Act shall,
- (a) identify and describe in detail the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;
 - (b) be accompanied by plans and specifications which show the current and proposed occupancy of all parts of the building and which contain sufficient information to establish compliance with the Building Code, including, but not necessarily limited to, floor plans and details of wall, ceiling and roof assemblies identifying existing fire resistance ratings and load bearing capacities;
 - (c) be accompanied by the appropriate fee in accordance with Schedule A; and
 - (d) be accompanied by the completed documents prescribed in Schedule B.
- 3.08 **Occupancy Permits for Unfinished Buildings:** Every request for authorization to occupy an unfinished building under Division C, Article 1.3.3.1. of the Building Code shall,
- (a) identify and describe in detail the occupancy, the date of such occupancy, and the building or part thereof for which the request for a permit is made;
 - (b) be accompanied by plans which show the areas of the proposed occupancy; and
 - (c) if request is made after occupancy occurs, be accompanied by the administration fee in accordance with Schedule A.
- 3.09 Every request for authorization to occupy an unfinished building under Division C, article 1.3.3.4. of the Building Code shall,
- (a) identify the building or part thereof for which the request for a permit is made; and
 - (b) if request is made after occupancy occurs, be accompanied by the administration fee in accordance with Schedule A.
- 3.10 **No Implied Future Permits:** The Chief Building Official shall not, by reason of the issuance of a Conditional Permit or a Partial Permit, be under any obligation to grant any further Permits.
- 3.11 **Revision to Issued Permit:** Should a permit holder wish to make any material change to any plan, specification, document or other information on the basis of which the permit was issued, the permit holder shall file an application for a revision to the permit which describes the material changes, and shall pay the fee set out in Schedule A.
- 3.12 **Incomplete Permit Applications:** An application shall be deemed not to be complete according to Division C, Sentence 1.3.1.3.(5) of the Building Code, where any of the applicable requirements of Sections 3.01 to 3.07 have not been complied with.
- 3.13 **Abandoned Permit Applications:** An application for a permit shall be deemed to have been abandoned by the applicant where,
- (a) the application is incomplete according to Section 3.12 and remains incomplete six months after it was submitted;

- (b) six months have elapsed after the applicant was notified that the proposed building, construction, demolition or change of use will not comply with the Act or the Building Code or will contravene any other applicable law; or
 - (c) the application is determined to comply with the Building Code and all applicable law, and six months have elapsed from the date upon which the applicant was notified that a permit was available to be issued.
- 3.14 Where an application is deemed abandoned, all submitted plans, specifications and documents shall be disposed of, or upon written request from the applicant, returned to the applicant.
- 3.15 **Transfer of Permits:** If the owner of the land changes after a permit has been issued, the permit may be transferred to the new owner (the “transferee”) of the lands where an application is filed with the Township in writing, in accordance with this section and shall include,
- (a) proof of ownership of the lands by the transferee satisfactory to the Chief Building Official;
 - (b) confirmation that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified and described on the application of the permit;
 - (c) the name, address, telephone number, facsimile number and email address of the proposed designer, architect and/or professional engineer, and their Building Code qualifications, where they are different from those identified in the application for the permit, or a written confirmation from the designer, architect and/or professional engineer(s), that they have been retained to continue to provide design services in respect to the project;
 - (d) where the proposed transferee is a builder as defined in the *Ontario New Home Warranties Plan Act*, the proposed transferee’s registration number under that Act; and
 - (e) the appropriate fee in accordance with Schedule A.
- 3.16 Upon the issuance of transfer of a permit to the transferee, the transferee shall be deemed to be the permit holder and the original permit holder shall have no further rights or obligations under the permit save and except for any obligations set out in any agreements entered into for the purposes of clause 8(3)(c) of the Act.

Section 4.00 - Plans and Specifications

- 4.01 Every applicant shall submit sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed building, construction, demolition or change of use will contravene the Act, the Building Code or any other applicable law.
- 4.02 The Chief Building Official shall determine the plans, specifications, documents and other information required to be submitted with an application in order to deem it complete according to Division C, Section 1.3. of the Building Code, having regard for the scope of the proposed work and the requirements of the Building Code, the Act and other applicable law, the requirements of this Section and Schedule B.
- 4.03 Plans, specifications, documents and other information shall be submitted electronically in a suitable format or in a permanent medium upon paper or other suitable and durable material and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale.
- 4.04 Site plans submitted by an applicant shall be referenced to a current plan of survey prepared and certified by an Ontario Land Surveyor, and a copy of the survey shall accompany the site plan submission, except where the Chief Building Official waives the requirement to do so.

- 4.05 The Chief Building Official may require that, upon the completion of the foundation for a detached, semi-detached, triplex, fourplex or townhouse dwelling, the applicant submit confirmation from an Ontario Land Surveyor or Professional Engineer certifying the location and elevation of the top of the foundation wall and confirming general conformity with the approved site grading plan, prior to a framing inspection being undertaken.
- 4.06 On the completion of the construction of a building, or part of a building, the Chief Building Official may require submission of a set of plans of the building or part of a building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building.

Section 5.00 - Authorization of Alternative Solutions

- 5.01 Where the prescriptive requirements or acceptable solutions of Division B of the Building Code are not met, the Chief Building Official may approve an alternative solution under Division C, Part 2 of the Building Code. An alternative solution proposal may be requested for a system or building design at the time of permit application, or if a material change is necessary to a plan, specification, document or other information on the basis of which a permit is issued. The applicant, with or without their approved representative, shall submit,
 - (a) a completed “Application for an Alternative Solution” on the form available from the Chief Building Official;
 - (b) a description of the applicable objectives, functional statements and acceptable solutions;
 - (c) a description of the proposed material, system or building design for which authorization is sought;
 - (d) supporting documentation demonstrating that the proposed material, system or building design will provide the level of performance required by the Building Code; and
 - (e) payment of the required fee as set out in Schedule A.
- 5.02 The Chief Building Official or registered code agency may accept or reject any proposed alternative solutions and may impose conditions or limitations on their use.
- 5.03 Alternative solutions that are accepted under this section shall be applicable only to the location described in the application, and are not transferable to any other permit.

Section 6.00 - Fees and Refunds

- 6.01 The Chief Building Official, or designate, shall determine the fee to be paid with every permit application, calculated in accordance with Schedule A and the fee shall be due and payable, in full, upon the submission of the application for a permit.
- 6.02 Administrative fees imposed after issuance of a permit are due at the time the service is requested or required, in accordance with Schedule A.
- 6.03 Where an application for a permit is subject to additional fees prescribed by the Township, the fees so prescribed shall be paid in addition to the fees set out in Schedule A.
- 6.04 **Work without benefit of permits at any stage of construction – fee:** Any person or Corporation who commences construction, demolition or changes the use of a building before submitting an application for a permit or receiving a permit, shall in addition to any other penalty under the Act, Building Code or this By-law, pay an additional fee equal to 100% of the amount calculated as the full permit fee for the entire project.
- 6.05 **Fee Refunds:** Where an application for a permit is withdrawn, in writing, abandoned or where a permit is denied or revoked by the Chief Building

Official, upon written request of the applicant the Chief Building Official shall determine what proportion of the permit fees, if any, may be refunded in accordance with this Section, based upon the functions undertaken by the Township, as follows:

- (a) Eighty-five (85%) percent of the permit fee paid if the application is withdrawn or abandoned after the permit is entered on the Township's permit control system;
- (b) Seventy-five (75%) percent of the permit fee paid if the application is withdrawn or abandoned after internal departmental circulation (i.e. zoning, site plan control, grading, etc.);
- (c) Sixty-five (65%) percent of the permit fee paid if the application is withdrawn or abandoned after preliminary plans review has been performed;
- (d) Fifty-five (55%) percent of the permit fee paid if the application is withdrawn or abandoned after final plans review has been completed; and
- (e) Forty-five (45%) percent of the permit fee paid if the application is withdrawn or abandoned after the permit has been issued.

6.06 Administrative fees are non-refundable.

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

6.08 **Where Refunds Not Available:** No refund of any portion of the permit fee paid shall be made in the following circumstances:

- (a) Where any construction or demolition has commenced;
- (b) Where at least one (1) field inspection has been made;
- (c) Where the calculation in accordance with Section 6.05 yields a payment of less than one hundred (\$100.00) dollars;
- (d) Where a permit was revoked (except where the revocation is due to an error by the Township); and
- (e) In circumstances where the application has been deemed to have been abandoned in accordance with Section 3.12 of this By-law, and the applicant has not contacted the Township for a period of longer than twelve (12) months.

6.09 **Changing Permit Fees:** Upon passing of a By-law in accordance with Division C, 1.9.1.2 of the Building Code, the building fees will be structured in accordance with Schedule "A" of this By-law. Fees will be established in the Township's Tariff of Fees By-law and commencing in 2023, will be indexed to the Consumer Price Index (CPI) of Ontario – all items, as of December, and are to be adjusted annually on March 1, subject to public notice, and the holding of a public meeting and Council endorsement.

Section 7.00 - Inspection Notices

7.01 A notice required to be given by a permit holder to the Chief Building Official or registered code agency pursuant to Division C, Subsection 1.3.5. of the Building Code shall be given to the Chief Building Official or registered code agency at least two days in advance of the construction stage in which notice is being given. For the purpose of inspection notices, the term day means any Monday, Tuesday, Wednesday, Thursday or Friday other than a holiday.

7.02 A notice given to the Chief Building Official, inspector, or registered code agency pursuant to Division C, Subsection 1.3.5 of the Building Code and this

Section shall not be effective until actually received by the Chief Building Official, inspector or registered code agency as the case may be.

7.03 In addition to the notices prescribed by the Building Code, the permit holder shall also give notice to the Chief Building Official or registered code agency of the following stages of construction:

- (a) commencement of construction of,
 - (i) masonry fireplaces and masonry chimneys;
 - (ii) factory-built fireplaces and allied chimneys; or
 - (iii) stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys.

Section 8.00 - Revocation of Permits

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

8.02 Deferral of revocation: A permit holder may, within thirty (30) days from the date of service of the notice under this part, request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regard to changes in the Act, Building Code, or other applicable law may allow the deferral, in writing subject to the payment of fees as detailed within Schedule "A" of this By-law.

Section 9.00 - Code of Conduct

9.01 The Code of Conduct as required under Section 7.1 of the Act is set out in Schedule C of this By-law.

Section 10.00 - Enforcement and Penalties

10.01 No person shall:

- (a) Construct a building without a permit contrary to subsection 8(1) of the Act;
- (b) Cause construction of building without a permit contrary to subsection 8(1) of the Act;
- (c) Demolish a building without a permit contrary to subsection 8(1) of the Act;
- (d) Cause demolition of a building without a permit contrary to subsection 8(1) of the Act;
- (e) Change plans without authorization contrary to subsection 8(12) of the Act;
- (f) Construct a building not in accordance with plans contrary to subsection 8(13) of the Act;
- (g) Change the use of a building without a permit contrary to subsection 10(1) of the Act;
- (h) Occupy a building newly erected without notice or inspection contrary to subsection 11(1) of the Act;
- (i) Obstruct or remove a posted order without authorization contrary to section 20 of the Act;
- (j) Furnish false information on an application for a permit contrary to clause 36(1)(a) of the Act;
- (k) Commence demolition before a building has been vacated contrary to Division C sentence 1.3.1.1.(4) of the Building Code;
- (l) Fail to post a permit on the construction site contrary to Division C article 1.3.2.1. of the Building Code;
- (m) Fail to post a permit on the demolition site contrary to Division C article 1.3.2.1. of the Building Code;

- (n) Occupy an unfinished building without a permit contrary to Division C sentence 1.3.3.1.(1) of the Building Code;
 - (o) Fail to provide notification of construction phase contrary to Division C sentence 1.3.5.1.(2) of the Building Code;
 - (p) No person shall hinder or obstruct or attempt to hinder or obstruct a chief building official or an inspector contrary to section 19(1) of the Building Code Act.
- 10.02 No person shall fail to comply with:
- (a) An order to comply made by an Inspector under Subsection 12(2) of the Act;
 - (b) An order not to cover made by an inspector under subsection 13(1) of the Act;
 - (c) An order to uncover made by an inspector under section 13(6) of the Act;
 - (d) A stop work order made by the Chief Building Official under subsection 14(4) of the Act;
 - (e) An order to remedy an unsafe building made by an inspector under subsection 15.9(4) of the Act;
 - (f) An order prohibiting use or occupancy of an unsafe building made by the Chief Building Official under subsection 15.9(6) of the Act; and
 - (g) An order to repair a dangerous building made by the Chief Building Official under subsection 15.10(1) of the Act.
- 10.03 Every person who contravenes any provision of this By-law or the Act or is party to such contravention is guilty of an offence and upon conviction is liable to a fine, in accordance with section 36 of the Act with respect to offences arising from section 9.01 and 9.02 of this By-law; or otherwise as provided for in the Provincial Offences Act R.S.O. 1990, c. P.33.
- 10.04 Every person who hinders or obstructs a person lawfully carrying out the enforcement of the By-law is guilty of an offence.
- 10.05 Every person who is guilty of an offence under this By-law may, if permitted under the Provincial Offences Act, R.S.O. 1990, c. P.33 as amended, pay a set fine, and the Chief Judge of the Ontario Court of Justice shall be requested to establish set fines as set out in Schedule D of this By-law.
- 10.06 In addition to the penalties prescribed in section 10.01 and 10.02 of this By-law, the Chief Building Official may apply under subsection 36(1) and or 38(1) of the Act for additional penalties and/or fine up to Five Thousand Dollars (\$5,000.00) or the maximum fine applicable pursuant to the provisions of the Provincial Offences Act, R.S.O.1990 c.P33.

Section 11.00 - Administration and Effective Date

- 11.01 **Administration of the By-law:** The Chief Building Official is responsible for the administration of this By-law.
- 11.02 **Review of By-law:** The Chief Building Official shall review the By-law as required and coinciding with the Building Code cycle to ensure compliance with legislation.
- 11.03 **Repeal of Existing By-law:** That By-law 2014-008 is hereby repealed effective January 1, 2022.
- 11.04 **Effective Date:** This By-law shall come into force on January 1, 2022.

By-law read a first, second and third time, and finally passed, this 23rd day of November, 2021.

Mayor Andy Mitchell

Angela Chittick, Clerk

Corporate Seal

Schedule A Administration Fees

Class of Permits		Permit Fee Fee Details Established on the Township of Selwyn's Tariff of Fees By-law Amended		
		Fee (per square foot)	Fee (per square metre)	Fee (per unit)
Group A - Assembly	All Assembly Classifications Portable Classroom	✓	✓	✓
Group B - Institutional	All Institutional Classifications	✓	✓	
Group C - Residential	Dwelling (SDD, Semi, Row, Duplex, Triplex, etc.)			
	Finished	✓	✓	
	Unfinished	✓	✓	
	Creation of New Dwelling Unit within an Existing Building	✓	✓	
Group D - Business and Personal Service	Garage, Carport, Shed, Deck	✓	✓	
	Shell	✓	✓	
	Finished	✓	✓	
	Finishing of Existing Shell	✓	✓	
Group E - Mercantile	Shell	✓	✓	
	Finished	✓	✓	
	Finishing of Existing Shell	✓	✓	
Group F - Industrial	Shell	✓	✓	
	Finished	✓	✓	
	Finishing of Existing Shell	✓	✓	
Agricultural	Farm Building	✓	✓	
	Silo, Manure Tank or Pit, etc.			✓
Miscellaneous	Fireplace / Wood Stove			✓
	Retaining Wall	✓	✓	
	Temporary Event Tent			✓
Alterations / Renovations	Minor	✓	✓	
	Major	✓	✓	
Change of use	No Construction Proposed			✓
Alternative Solution	All Classifications			✓
Plumbing	Each Fixture			✓
	Each Service			✓
Minimum fee for all classes of permits listed above				✓
Demolition	Demolition of a Building or Part Thereof			✓
	Demolition of a Building or Part Thereof which requires a Professional Engineer			✓
Construction without a permit	Normal Fee will be doubled.	Fee x 2		
Revision to examined plans (All permit classifications)	Minor Revision			✓
	Major Revision (Minimum Fee \$250.00)	✓	✓	
Building permit transfer	All Classifications			✓
Building permit renewal fee	All Classifications			✓
Additional inspections	Fee per inspection deemed necessary by the Chief Building Official or for call-back inspections where the work was not complete/failed inspection (applicable to existing buildings or defective/deficient new/altered buildings)			✓
Public swimming pools / spas	As defined in the O.B.C. section 3.11 and 3.12 respectively			✓
Conditional Building Permit	10% of applicable fee to a maximum of \$1000.00			
Deferral of a revocation (Section 8)				✓
Discharge of posted Order				✓
Occupancy Permit for an unfinished building where occupancy occurred without an occupancy permit				✓

Notes:

1. In order to determine the applicable occupancy, recourse shall be had to the Building Code and its appendices.
2. Floor area shall be measured to the outer face of exterior walls and to the centerline of party walls or demising walls. No deductions shall be made for openings within the floor area (eg. stairs and stair openings, ducts, elevators, escalators). Floor area shall include all habitable areas, including mezzanines, basements, finished attics and enclosed balconies.
 - (a) **Assembly Occupancies:** The "Assembly Occupancies" rate shall apply to the total floor area of floors, which are principally of assembly use. Other rates shall be applied to other floors based on the principal use of the total floor area.
 - (b) **Institutional Occupancies:** The "Institutional Occupancies" rate shall apply to the floor areas of floors, which are principally of institutional use. Other rates shall be applied to other floors based on the principal use of the total floor area.
 - (c) **Residential Occupancies:** For detached, semi-detached and townhouse dwellings, the finished floor areas, unfinished basements, porches and decks and attached garages shall be calculated at their respective rates.

For the other residential occupancies, the "Residential Occupancies" rate shall apply to the floor areas of the floors, which are principally of residential

use. Other rates shall be applied to other floors based on the principal use of the total floor area.

(d) **Business and personal Services & Mercantile Occupancies:** The “Business and Personal Services & Mercantile Occupancies” rate shall apply to the floor areas of floors, which are principally of business and personal service or mercantile use. Other rates shall be applied to other floors based on the principal use of the total floor area.

(e) **Industrial Occupancies:** Each “Industrial Occupancies” rate includes incidental finished office space to a maximum of 10% of the total floor area. The “Interior Partitioning and Finishing” rate shall be applied where additional finished space is provided. Other rates shall be applied to other floors based on the principal use of the total floor area.

3. No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve.
4. A minimum permit fee of \$125.00 shall be charged for all work.
5. Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls.

Schedule B
Documents & Drawings Required For Permit Applications
Table 1

Item	Class of Permit	Documents and Drawings Required
1(a)	Building Permit – Residential – New Buildings - Detached houses - Semi-detached houses - Triplexes - Fourplexes - Townhouses	Documents a. Applicable Law Checklist b. Mechanical Ventilation Design Summary including heat loss/gain calculations and duct design. c. Permit for Sewage System (Peterborough County City Health Unit PCCHU) or d. Municipal Water and Wastewater connection approval e. Entrance Permit Application* f. Tario Registration Number Drawings a. Approved Site Plan b. Approved Grading Plan c. Plan of Survey (as required) d. Architectural Drawings e. Structural Drawings f. HVAC Duct Layout
1(b)	Building Permit – Residential Related to Existing as in 1(a) - Alterations - Additions - Accessory Buildings	Documents a. Applicable Law Checklist b. Permit/Approval for Sewage System * c. HVAC* Drawings a. Site Plan b. Approved Grading Plan (as required) c. Architectural Drawings d. Structural Drawings
(a)	Building Permit - Non-residential and other residential not provided for in Row No 1(a) or 1(b). - New Buildings - Additions	Documents a. Applicable Law Checklist b. Permit for Sewage System (PCCHU) or c. Municipal Water and Wastewater connection approval. d. Commitment to General Reviews by Architect & Engineers e. Ontario Building Code Design Information Form f. Confirmation of Energy Efficient Design* g. Mechanical Ventilation Design Summary including heat gain/loss calculations and duct design.* Drawings a. Approved Site Plan b. Approved Grading Plan (as required) c. Architectural Drawings d. Structural Drawings e. HVAC Drawings f. Plumbing Drawings g. On Site Sewage System* h. Electrical Drawings i. Fire Protection Drawings j. Site Specific Reports k. Specifications
2(b)	Building Permit - Non-residential and other residential as in 2(a)	Documents a. Applicable Law Checklist b. Permit for Sewage System *

	<ul style="list-style-type: none"> - Alterations - Renovations - Tenant Occupancies 	<ul style="list-style-type: none"> c. Municipal Water and Wastewater approval d. Commitment to General Reviews by Architect & Engineers e. Ontario Building Code Design Information Form. <p>Drawings</p> <ul style="list-style-type: none"> a. Site Plan b. Architectural Drawings c. Structural Drawings d. HVAC Drawings e. Plumbing Drawings f. On Site Sewage g. Electrical Drawings h. Fire Protection Drawings i. Specifications
3.	<p>Building Permits -Other than Items 1(a) to 2(b) above</p>	<p>Documents</p> <ul style="list-style-type: none"> a. Applicable Law Checklist b. Documents from Items 1(a) to 2(b), or other documents which are applicable to the scope of work proposed <p>Drawings</p> <ul style="list-style-type: none"> a. Drawings from Items 1(a) to 2(b) which are applicable to the scope of work proposed
4.	<p>Change of use Permit</p>	<p>Documents</p> <ul style="list-style-type: none"> a. Applicable Law Checklist b. Documents from Items 1(a) to 2(b), or other documents which are applicable to the scope of work proposed <p>Drawings</p> <ul style="list-style-type: none"> a. Site Plan b. Existing and Proposed Floor Plan c. Architectural Drawings d. HVAC Drawings e. Plumbing f. Electrical g. Fire protection
5.	<p>Demolition Permit</p>	<p>Documents</p> <ul style="list-style-type: none"> a. Applicable Law Checklist b. Demolition Plan Prepared by Professional Engineer * c. Commitment to General Reviews by Architect & Engineers * d. Completed Utility Disconnect Forms <p>Drawings</p> <ul style="list-style-type: none"> a. Site Plan

*where applicable

Notes:

1. The documents described in this Schedule are available at any Township of Selwyn Municipal Office or on the website.
2. All drawings to be submitted in duplicate
3. A description of the information required on drawings is contained in Schedule B Table 2.
4. The Chief Building Official may waive the requirements for any specified documents or drawings where the scope of the work, applicable law or Building Code requirements does not necessitate its submission.

Schedule B
Documents & Drawings Required For Permit Applications
Table 2

Information Required on Drawings

Item	Drawing Type	Information Required	Class of Permit – Schedule D Item					
			1(a)	1(b)	2(a)	2(b)	3	4
1.	Site Plan	a. Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads	X	X	X	X	X	
		b. Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines.	X	X	X			
		c. Dimensions and location of parking and vehicle access, fire routes, rights of way and easements	X	X	X	X	X	
		d. Location of well, septic, municipal services, hydro service	X	X	X			
2.	Grading Plan	a. Prepared by Ontario Land Surveyor or Professional Engineer	X	X	X			
		b. Include all items listed in Item 1 (a) – (d)	X	X	X			
		c. Location of catch basins, curb cuts, retaining walls, sidewalks	X	X	X			
		d. Existing and proposed elevations within the site and property lines, retaining wall elevation, slopes of driveways, drainage flow and swales	X	X	X			
3.	Structural	a. Foundation, floor and roof framing plans, footing, column and beam schedules, details and material specifications	X	X	X	X		
		b. Design specifications, live and dead loading, wind and snow loading, earthquake loading			X	X		
		c. Structural drawings sealed by a professional engineer for all structural elements not within the scope of Part 9 of the Building Code	X	X	X	X		
		d. Roof and floor truss drawings sealed by a professional engineer	X	X	X	X		
4.	Architectural	a. Existing plans showing construction and room and space identification of all floors		X	X	X		X
		b. Plans of all floors including basements complete with all rooms and room names	X	X	X	X		X

Item	Drawing Type	Information Required	Class of Permit – Schedule D Item					
			1(a)	1(b)	2(a)	2(b)	3	4
		c. Roof plan showing roof slope, drainage, roof and roofing construction details	X	X	X	X		
		d. Building elevations showing grade, floor and ceiling heights, overall building height, exterior finish materials, window heights and sizes and spatial separation requirements	X	X	X	X		
		e. Construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications	X	X	X	X		
		f. Stairs, guards and handrail dimensions and details, window sizes and height above floor level; location and fuel type of all fireplaces	X	X	X	X		
		g. Mezzanine plan showing construction, guardrails, egress			X	X		
		h. Location and details of barrier free entrances and barrier free washrooms			X	X		
		i. Reflected ceiling plans, bulkhead details, horizontal service shaft details			X	X		
		j. Roof equipment screening anchorage for window washing, roof access			X			
		k. Building cross sections showing grade, floor and ceiling heights, horizontal and vertical fire separations	X	X	X	X		
		l. Enlarged sections and detailed plans of washrooms and exit stairs			X	X		
		m. Wall sections, plan and section construction details			X	X		
		n. Exit stair enclosure, wall construction details, fire separations and listed design numbers, door numbers referenced to a door schedule			X	X		
		o. Door and hardware schedule, door and frame details, window schedule, room finish schedule			X	X		
5.	HVAC	a. Heating, ventilating and air conditioning plans, service shafts, equipment layout and schedules			X	X		
		b. Ventilation design summary, duct design and layout	X	X				
					X	X		X

Item	Drawing Type	Information Required	Class of Permit – Schedule D Item						
			1(a)	1(b)	2(a)	2(b)	3	4	
		c. Fire damper locations, kitchen exhaust equipment							
6.	Plumbing	a. Plumbing and drainage plans, location and sizing of under and above ground storm, sanitary and water supply piping and appurtenances			X	X			
		b. Location of fire stopping, specifications of plumbing and fire stopping materials	X	X	X	X			
7.	Electrical	a. Electrical supply and distribution plans, location of power and lighting outlets, equipment schedules, transformer locations			X	X			
		b. Location and specification of emergency lighting, emergency generators and exit signage			X	X			
8.	Fire Protection	a. Fire hydrant locations, sprinkler and standpipe distribution plans and schedules; sprinkler head layout, fire hose cabinet locations			X	X			
		b. Location and specification of emergency lighting, emergency generators and exit signage, fire alarm system annunciator, diagrams and specifications			X	X			
		c. Location of smoke alarms and carbon monoxide detectors	X	X	X	X			

Notes:

1. Where indicated by an X, the information described is required to be included on the drawings for the class of permit specified.
2. Required information may be located or consolidated on other drawings rather than the drawing specified in the schedule.
3. The Chief Building Official may waive the requirement for any required information specified in this schedule due to limited scope of work, applicable law or Building Code requirements.

Schedule C
Code of Conduct for the Chief Building Official and Inspectors

1. Purpose

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

2. Scope

This policy applies to the Chief Building Official and all appointed Inspectors.

The Code of Conduct must provide for its enforcement and include policies or guidelines to be used when responding to allegations that the Code of Conduct has been breached and disciplinary actions that may be taken if the Code of Conduct is breached.

3. Contents

Conduct

- (a) Always act in the public interest, particularly with regard to the safety and accessibility aspects of Building works and structures.
- (b) Apply all relevant Building laws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests.
- (c) Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
- (d) Avoid activities which would create a conflict of interest or the perception thereof.
- (e) Extend professional courtesy to all.

Breaches of Code of Conduct

The Chief Building Official will review any allegations of breaches of this Code of Conduct made against Inspectors. Where the allegations are against the Chief Building Official, senior management of the municipality will review the allegations.

Disciplinary action arising from violations of the Code of Conduct is the responsibility of the municipal employer and will be based on the severity and frequency of the violation in accordance with the Township Organizational Policy, Section 5.2 Progressive Discipline.

**Schedule D
Set-Fines**

Item	Short Form Wording	Provision Creating or Defining Offence (OBC)	Set Fine
1.	Property Owner - Construct building without permit	s.8(1)	\$250.00
2.	Property Owner - Cause construction of building without permit	s.8(1)	\$250.00
3.	Property Owner - Demolish building without permit	s.8(1)	\$150.00
4.	Property Owner - Cause demolition of building without permit	s.8(1)	\$150.00
5.	Property Owner - Change plans without authorization	s.8(12)	\$150.00
6.	Property Owner - Construct building not in accordance with plans	s.8(13)	\$150.00
7.	Property Owner - Change the use of building without permit	s.10(1)	\$250.00
8.	Property Owner - Occupy newly erected building without notice or inspection	s.11(1)	\$250.00
9.	Property Owner - Obstruct or remove posted order without authorization	s.20	\$300.00
10.	Property Owner - Furnish false information on permit application	s.36(1)(a)	\$300.00
11.	Property Owner – Commence demolition before building vacated	Div C sentence 1.3.1.1.(4) of the Building Code	\$300.00
12.	Property Owner - Fail to post permit on construction site	Div C article 1.3.2.1. of the Building Code	\$150.00
13.	Property Owner - Fail to post permit on demolition site	Div C article 1.3.2.1. of the Building Code	\$150.00
14.	Property Owner - Fail to provide notification of construction phase	Div C sentence 1.3.5.1. (2) of the Building Code	\$150.00
15.	Property Owner - Fail to comply with order to comply	s.36(1)(b)	\$400.00
16.	Property Owner - Fail to comply with order not to cover	s.36(1)(b)	\$400.00
17.	Property Owner - Fail to comply with order to uncover	s.36(1)(b)	\$400.00
18.	Property Owner - Fail to comply with stop work order	s.14(4)	\$400.00
19.	Property Owner - Fail to comply with order to remedy unsafe building	s.36(1)(b)	\$400.00
20.	Property Owner - Fail to comply with an order prohibiting use or occupancy of unsafe building	s.36(1)(b)	\$400.00
21.	Property Owner - Hinder or obstruct person lawfully carrying out enforcement duties	s.19(1)	\$400.00
22.	Builder - Construct building without permit	s.8(1)	\$500.00
23.	Builder - Cause construction of building without permit	s.8(1)	\$500.00
24.	Builder - Demolish building without permit	s.8(1)	\$300.00
25.	Builder - Cause demolition of building without permit	s.8(1)	\$300.00
26.	Builder - Change plans without authorization	s.8(12)	\$300.00
27.	Builder - Construct building not in accordance with plans	s.8(13)	\$300.00
28.	Builder - Change the use of building without permit	s.10(1)	\$500.00

29.	Builder - Occupy newly erected building without notice or inspection	s.11(1)	\$500.00
30.	Builder - Obstruct or remove posted order without authorization	s.20	\$500.00
31.	Builder - Furnish false information on permit application	s.36(1)(a)	\$500.00
32.	Builder - Commence demolition before building vacated	Div C sentence 1.3.1.1.(4) of the Building Code	\$600.00
33.	Builder - Fail to post permit on construction site	Div C article 1.3.2.1. of the Building Code	\$300.00
34.	Builder - Fail to post permit on demolition site	Div C article 1.3.2.1. of the Building Code	\$300.00
35.	Builder - Fail to provide notification of construction phase	Div C sentence 1.3.5.1.(2) of the Building Code	\$400.00
36.	Builder - Fail to comply with order not to cover	s.36(1)(b)	\$600.00
37.	Builder - Fail to comply with order to uncover	s.36(1)(b)	\$600.00
38.	Builder - Fail to comply with stop work order	s.14(4)	\$600.00
39.	Builder - Fail to comply with order to remedy unsafe building	s.36(1)(b)	\$600.00
40.	Builder - Fail to comply with an order prohibiting use or occupancy of unsafe building	s.36(1)(b)	\$600.00
41.	Builder - Hinder or obstruct person lawfully carrying out enforcement duties	s.19(1)	\$600.00
<p>Note: "the penalty provisions for the offences listed above are section 36 of the Building Code Act, 5.0. 1992, Ch.23 and s.61 of the Provincial Offences Act, R.5.0. c.P.33."</p>			