



THE CORPORATION OF THE CITY OF BRAMPTON

# BY-LAW

Number 199-2011

To amend By-law 387-2006

**WHEREAS** an amendment to the By-law is required to address housekeeping matters, revise prescribed forms and certain fees and to reflect amendments to the Building Code Act and Regulations;

**NOW THEREFORE** the Council of the Corporation of the City of Brampton ENACTS as follows:

1. By-law 387-2006 is hereby amended:

- 1) By changing therefrom Section 2 DEFINITIONS, Sentence (1) (c) to read

**“architect”** means an architect as defined in Division A, Article 1.4.1.2. of the Building Code;

- 2) By changing therefrom Section 2 DEFINITIONS, Sentence (1) (d) to read

**“as constructed plans”** means as constructed plans as defined in Division A, Article 1.4.1.2. of the Building Code;

- 3) By changing therefrom Section 2 DEFINITIONS, Sentence (1) (o) to read

**“professional engineer”** means a professional engineer as defined in Division A, Article 1.4.1.2. of the Building Code;

- 4) By adding to Section 2 DEFINITIONS, Sentence (1) (q) to read

**“OAA”** means Ontario Association of Architects;

- 5) By adding to Section 2 DEFINITIONS, Sentence (1) (r) to read

**“PEO”** means Professional Engineers of Ontario;

- 6) By adding to Section 2 DEFINITIONS, Sentence (1) (s) to read

**“certified model”** means plans for a detached, semi-detached, townhouse, row-house, duplex or live / work residential building that will be repeated in a subdivision and includes all optional features and floor layouts;

- 7) By changing therefrom Section 4 PERMITS, Sentence (2) (f) to read

be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the Chief Building Official to be unnecessary;

- 8) By changing therefrom Section 4 PERMITS, Sentence (2) (g) to read

state the names, addresses and telephone numbers of the owner, the applicant and where applicable, the qualified architect, professional engineer and designer and where the tender has been awarded or the information is known, the constructor or person who will carry out the work applied for;

- 9) By changing therefrom Section 4 PERMITS, Sentence (2) (h) to read

when Division C, Section 1.2 of the Building Code applies, be accompanied by a signed statement of the owner on a form prescribed by the Chief Building Official that an architect or a professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;

- 10) By changing therefrom Section 4 PERMITS, Sentence (2) (i) to read

when Division C, Section 1.2 of the Building Code applies, be accompanied by a signed acknowledgement of the architect or professional engineer, or both, on a form prescribed by the Chief Building Official or on a form prescribed by the PEO or OAA, undertaking to provide general review of the construction or demolition of the building;

- 11) By changing therefrom Section 4 PERMITS, Sentence (3) (a) to read

be accompanied by the required fee for the entire project with the initial permit application on the project, as calculated in accordance with Schedule "A" to this By-law, excluding 'phased site services' only permit applications;

- 12) By changing therefrom Section 4 PERMITS, Sentence (3) (c) to read

ensure that the required fee, including applicable administration fees in accordance with Schedule "A", for the entire project is paid in full prior to the issuance of a permit for any phase of construction of the project, excluding 'phased site services' only permit applications; and;

- 13) By changing therefrom Section 4 PERMITS, Sentence (4) (a) to read

when Division C, Section 1.2. of the Building Code applies, be accompanied by structural design characteristics of the building and the method and time schedule of the demolition; and;

- 14) By changing therefrom Section 4 PERMITS, Clause (4)(b)(ii) to read

The insurance coverage, at the sole cost and expense of the applicant, contractor or owner, shall be in the form of a Commercial General Liability Insurance policy, which shall include bodily injury liability and property damage liability, completed operations liability and contractual liability. Such policy shall be written in an amount approved by the Chief Building Official, but provide limits of not less than five million dollars (\$5,000,000.00) exclusive of interest or costs, per occurrence, and shall include as additional insureds the Corporation, its elected officials, officers, servants, agents and Chief Building Official. The policy shall;

- 15) By deleting therefrom Section 4 PERMITS, Sentence (4) (c);

- 16) By changing therefrom Section 4 PERMITS, Sentence (5) (c) to read

be subject to the applicant and such other persons as the Chief Building Official determines, entering into an agreement as provided for in subsection 8.-(3) of the Act;

- 17) By changing therefrom Section 4 PERMITS, Sentence (5) (d) to read

mean that, once accepted and reviewed, the Chief Building Official may, where conditions in subsections 8.-(3) to 8.-(5) of the Act and subsection 4(5) of this By-law have been fulfilled, issue a conditional permit for a building subject to compliance with the Act, the Building Code and any other applicable law; and;

- 18) By changing therefrom Section 5 PLANS and SPECIFICATIONS Sentence (2) (a) to read

Unassumed Subdivisions

In the case of land in respect of which an accepted area or subdivision grading plan has been filed with the Corporation, Engineering and Development Services, a lot grading plan bearing the signature and seal of the subdivider's professional engineer, who is responsible for the overall subdivision grading, certifying thereon that the lot grading conforms with the accepted area or subdivision grading filed with the Corporation, Engineering and Development Services. The drawings submitted with the application shall also bear the stamp of approval from the subdivider's control architect responsible for the overall subdivision architectural control certifying thereon that the design of the building on the lot conforms with the community design guidelines approved by the Corporation, Community Designs, Parks Planning and Development, for architectural control; and;

- 19) By changing therefrom Section 5 PLANS and SPECIFICATIONS Sentence (2) (b) the reference Planning and Land Development Services to read Community Design, Parks Planning and Development;

- 20) By changing therefrom Section 5 PLANS and SPECIFICATIONS Sentence (9) to read

Where an application for a permit or for authorization to make a material change to the plan, specification,

document or other information on the basis of which a permit was issued, proposes an equivalent material, system or building design referred to in the Building Code as an Alternative Solution is requested, the following information shall be provided on the form as prescribed by the Chief Building Official:

- (a) a description of the proposed material, system or building design for which an Alternative Solution is requested;
- (b) any applicable provisions of the Building Code, including the prescriptive requirement, functional and objective statements; and
- (c) evidence that the proposed material, system or building design will provide the level of performance required by the Building Code;

21) By changing therefrom Section 6 FEES, Sentence (1) to read

The Chief Building Official shall determine the required fees for work proposed or for administration fees calculated in accordance with Schedule "A" of this By-law and the applicant shall pay such fees;

22) By adding to Section 6 FEES, Sentence (4) to read

For all applications made on or after January 1, 2012, the required fees shall be the fee calculated under Schedule "A" together with an annual increase based upon a rate equal to the annual wage adjustment increase, effective January 1, 2012, provided that if the wage adjustment is not known on the first day of January then the rate of increase shall be the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) for the Province of Ontario, published by Statistics Canada during the twelve-month period ending on October 1 in the year immediately preceding the rate increase, and the fees shall be so adjusted on the first day of January each successive year thereafter;

23) By adding to Section 6 FEES, Sentence (5) to read

Where construction has commenced prior to the issuance of a building permit and an order to comply has been issued, an additional 50% of the permit fee, in accordance with Schedule "A", to a maximum of ten thousand dollars (\$10,000.00) shall apply and shall be payable upon the issuance of the permit authorizing the construction;

24) By changing therefrom Section 10 NOTIFICATION, Sentence (1) to read

The permit holder or an authorized agent shall notify the Chief Building Official of the prescribed notices under Division C, Article 1.3.5.1. of the Building Code and every additional notice under Division C, Article 1.3.5.2. of the Building Code, with the exception of Division C, Clause 1.3.5.1.(1)(g), at least two business days prior to each stage of construction;

25) By changing therefrom Section 10 NOTIFICATION, Sentence (3) to read

Upon completion of construction of the foundation for single detached, duplex, semi-detached and townhouses, a survey prepared by an Ontario Land Surveyor shall be submitted to the Chief Building Official;

26) By deleting therefrom Schedule "A", CLASSES OF PERMITS, PERMIT FEES AND REFUNDS and replacing it with the revised Schedule "A", CLASSES OF PERMITS, PERMIT FEES AND REFUNDS attached hereto;

27) By deleting therefrom Schedule "B", PLAN REPRODUCTION AND REPORT PRICE LIST and replacing it with the revised Schedule "B", PLAN REPRODUCTION AND REPORT PRICE LIST attached hereto;

28) By deleting therefrom Schedule "C", PLANS, SPECIFICATIONS, DOCUMENTS AND FORMS and replacing it with the revised Schedule "C", PLANS, SPECIFICATIONS, DOCUMENTS AND FORMS attached hereto;

READ a FIRST, SECOND and THIRD TIME, and PASSED, in OPEN COUNCIL, this 22<sup>nd</sup> day of June, 2011.

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Mayor Susan Fennell

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City Clerk Peter Fay

Approved  
as to form.  
*Mand 29/11*  
*JS*

Approved as to content

*B Campbell*  
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Brenda Campbell  
Director of Building and  
Chief Building Official

**SCHEDULE "A"****BY-LAW 387-2006****CLASSES OF PERMITS, PERMIT FEES AND REFUNDS****1. Calculation of Permit Fees**

- (a) Permit fees shall be calculated based on the formula given below, unless otherwise specified in the schedule:

Permit Fee	=	SI x A
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Where SI	=	Service Index for the classification of the work proposed and,
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A	=	floor area in m <sup>2</sup> of the work involved
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- (b) Floor area is measured to the outer face of exterior walls and to the centre of party walls or demising walls, except when calculating interior partition work, and shall include all levels of the building.
- (c) In calculating floor area for interior finishes, partitioning, corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where any of these areas are constructed in a shell only building, fees shall be calculated at the finished rate in 3(A).
- (d) No deductions shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from the calculated floor area.
- (e) Where they serve single dwelling units, no additional fee applies for decks, fireplaces, unfinished basements and attached garages proposed and constructed at the same time as the single dwelling they serve.
- (f) 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.
- (g) No additional fee applies to a roof-like structure projecting from the exterior face of the building proposed and constructed at the same time as the building.
- (h) For interior partitioning, floor areas used for the calculation of fees shall be the lesser of:
- (i) the area contained within a rectangle encompassing the partitions being erected; or

(ii) the actual area of the tenant space;

but in no case shall be less than 50m<sup>2</sup>.

- (i) The occupancy classifications used in this bylaw are based on the Building Code major occupancy classifications. For mixed occupancy floor areas, the fee multiplier for the major occupancy of the floor area applies.
- (j) Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.
- (k) For classes of permits not described in this Schedule, the chief building official shall determine a reasonable permit fee.

**2. Minimum Fee**

A minimum fee for a permit shall be as follows:

- \$200.00 for detached, semi-detached, townhouse, row-house, duplex or live/work residential projects, and
- \$300.00 for non-residential projects or residential greater than three storeys, unless otherwise stated.

**3. Permit Fees**

CLASS OF PERMIT, OCCUPANCY CLASSIFICATION	Fee Multiplier (\$ per m <sup>2</sup> or as otherwise specified)
<b>A. CONSTRUCTION: NEW BUILDINGS; ADDITIONS TO EXISTING BUILDINGS; ALTERATION OR UNIT FINISH</b>	
<b>GROUP "A": ASSEMBLY</b>	
• Transit Station, Subway, Bus Terminal	\$12.50
• All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums	\$15.00
• Portable Classrooms - New	flat fee \$350.00
- Relocated	flat fee \$200.00
Alteration, Renovation, Interior Finish, Unit Finish	\$4.00
<b>GROUP "B": INSTITUTIONAL</b>	
New	\$19.00
Alteration, Renovation, Interior Finish, Unit Finish	\$4.00
<b>GROUP "C": RESIDENTIAL</b>	
• Custom Detached Dwellings, Semi-Detached Dwellings, Townhouses, Row-houses, Duplexes, Live/Work Units	\$12.50 (min. \$1,500.00)
• Certified Model	\$12.50
• Detached Dwellings, Semi-Detached Dwellings, Townhouses, Row-houses, Duplexes, Live/Work Units Sited from a Certified Model	\$10.50 (min. \$1,500.00)
• Residential Addition – heated	\$9.00
• Residential Addition - unheated	\$7.00
Motels, Hotels and all other Residential Occupancies	\$15.00

CLASS OF PERMIT, OCCUPANCY CLASSIFICATION	Fee Multiplier (\$ per m <sup>2</sup> or as otherwise specified)
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**A. CONSTRUCTION: NEW BUILDINGS; ADDITIONS  
TO EXISTING BUILDINGS (continued, Group C)**

Alteration, Renovation, Interior Finish, Unit Finish for Residential Greater than 3 Storeys \$4.00

Stand Alone Miscellaneous for Detached, Semi-Detached, Townhouse, Row-house, Duplex or Live/work Residential:

• Accessory Structure, Shed	flat fee	\$200.00
• Balcony Repair / Balcony Guard Replacement	per lin. m	\$1.50
• Basement Finish	flat fee	\$200.00
• Below Grade Entrance	flat fee	\$250.00
• Carport	flat fee	\$200.00
• Deck	flat fee	\$200.00
• Door, New Opening	each	\$100.00
• Fire Code Retrofit (OFC S. 9.8)	flat fee	\$200.00
• Fire Damage Repair	flat fee	\$200.00
• Fireplace, wood-burning	flat fee	\$200.00
• Foundation for relocated building	flat fee	\$300.00
• Garage	flat fee	\$200.00
• Porch	flat fee	\$200.00
• Porch Enclosure	flat fee	\$200.00
• Re-roof (Except Shingle Replacement Only)		\$1.20
• Window, New Opening	each	\$100.00

**GROUP "D": BUSINESS AND PERSONAL SERVICES**

• Shell		\$11.00
• Finished		\$14.50
• Temporary Structure (pre-fabricated / constructed on site)		\$5.00 / 10.00

Alteration, Renovation, Interior Finish, Unit Finish \$3.50

**GROUP "E": MERCANTILE**

• Shell		\$11.00
• Finished		\$14.50

Alteration, Renovation, Interior Finish, Unit Finish \$3.50

**GROUP "F": INDUSTRIAL**

• Shell		
○ Major Occupancy Warehouse or Distribution		\$6.50
○ Major Occupancy Manufacturing / Processing / Repair or High Hazard		\$6.50
• Finished		
○ Major Occupancy Warehouse or Distribution		\$9.50
○ Major Occupancy Manufacturing / Processing / Repair or High Hazard		\$9.75
• Gas Station, Car Wash		\$9.00
• Canopies		\$4.50
• Parking Garage		\$4.50
• Mezzanine, open area, no new mechanical services		\$4.50

Alteration, Renovation, Interior Finish, Unit Finish

○ Major Occupancy Warehouse or Distribution		\$3.00
○ Major Occupancy Manufacturing / Processing / Repair or High Hazard		\$3.50



**CLASS OF PERMIT, OCCUPANCY CLASSIFICATION****Fee Multiplier**  
(\$ per m<sup>2</sup> or as  
otherwise specified)**B. CHANGE OF USE:**

Change of Use (to an occupancy of higher hazard, including any proposed construction and/or upgrading required thereto)

All classifications  
\$90.00 per hour,  
minimum 4 hours  
(\$360.00)**C. DEMOLITION:**

Residential:

- Detached, Semi-detached, Townhouse, Row-house, Duplex Dwellings, Subject to Demolition Control By-law each \$1500.00
- Accessory Building, Including Farm Building flat fee \$200.00

Non-residential or multi-unit residential other than described above  
Implosionflat fee \$500.00  
flat fee \$1500.00**D. STAND ALONE MISCELLANEOUS:**

- Air Supported Structure flat fee \$300.00
- Ceiling – new, replacement \$0.35
- Demising Wall each \$200.00
- Door – new, man door or overhead loading each \$100.00
- Electromagnetic Locks each \$40.00
- Emergency Lighting each \$40.00
- Emergency Power flat fee \$300.00
- Farm Building \$3.00 ( minimum \$300.00)
- Fire Alarm flat fee \$300.00
- Fire Code Retrofit (other than residential) flat fee \$300.00
- Fire Damage Repair flat fee \$300.00
- Fire Suppression (Other than Sprinkler System) flat fee \$300.00
- Foundation for Relocated Building, each flat fee \$300.00
- Mechanical Penthouse \$6.00
- Parking Garage Repair \$1.20
- Racking System flat fee \$500.00
- Re-Roofing (except shingle replacement only) \$1.20
- Solar Collector Panels Supported by Building (Other than Designated Structure) flat fee \$500.00
- Shoring flat fee \$300.00
- Sprinkler(s) flat fee \$300.00
- Standpipe and Hose System flat fee \$300.00
- Tent, permanent (Including sprung structures) \$3.50
- Tent, temporary flat fee \$200.00
- Underpinning \$9.00 / lin.m.
- Wall - demising, each flat fee \$200.00
- Wall - repair or re-clad \$0.50
- Window – new each \$100.00
- **Designated Structures**
  - Communication Tower( > 16.6m), Wind Turbine (output >3kW) flat fee \$300.00
  - Outdoor Pool , Outdoor Spa flat fee \$300.00
  - Pedestrian Bridge flat fee \$300.00
  - Retaining Wall \$8.00 / lin.m.
  - Tank, (Exterior) and Supports (not regulated by TSSA) flat fee \$300.00
  - Solar Collector, Dish Antenna (equal to or greater than 5m<sup>2</sup>) flat fee \$300.00
  - Crane Runway flat fee \$300.00
  - Other Designated Structures not listed above flat fee \$300.00

**CLASS OF PERMIT, OCCUPANCY CLASSIFICATION****Fee Multiplier**  
(\$ per m<sup>2</sup> or as  
otherwise specified)**E. STAND ALONE MECHANICAL:**

Group A	\$0.75
Group B	\$0.75
Group C	\$0.75
Group D	\$0.75
Group E	\$0.75
Group F	\$0.75

## Alterations / Add-ons, per unit

- Unit Heater; Make-up Air Unit; Exhaust fan;  
Duct Alterations; Boiler / Furnace Replacement, etc. each \$150.00

## Special Ventilation Systems, per unit

- Commercial Cooking Exhaust; Spray Booth; Dust Collector, etc. each \$300.00

**Plumbing System**

## Fixtures. Equipment, Drains:

- Any fixtures, equipment, appliances, vented traps not otherwise covered in the schedule \$13.20 per (min. \$300.00 per permit)
- Roof drains \$13.20 per (min. \$300.00 per permit)
- Floor drains \$13.20 each (min. \$300.00 per permit)
- Oil and Grease Interceptors \$55.00 ea. (min. \$300.00 per permit)
- Sewage pumps or ejector serving one or more fixtures \$55.00 ea. (min. \$300.00 per permit)
- Backflow prevention device (requiring testing) \$55.00 ea. (min. \$300.00 per permit)
- Catchbasin / Manhole \$22.00 ea. (min. \$300.00 per permit)

## Piping:

Detached, Semi-detached, Townhouse, Row-house, Duplex,  
Live/work Residential :

- New Service – Water services, sanitary and storm buried piping flat fee \$200.00
- Repairs, replacement of an addition of buried plumbing and drainage piping flat fee \$200.00
- Site Services for Mechanical Services that serve more than one building (per building or townhouse block) \$200.00
- Conversion-septic to sanitary sewer; well to water service \$200.00 (per service)

## Non-residential and Residential Greater Than Three Storey:

- Inside sanitary and storm piping \$2.20 /lin. m (min. \$300.00)
- Outside water services, sanitary and storm piping \$2.20 / lin. m (min. \$300.00)
- Site Services for Mechanical Services that serve more than one building (per building) \$300.00

## Private Sewage System:

- Sewage system – class 2, 3, 4, new or replacement \$500.00
- Sewage system – class 2, 3, 4, assessment of independent evaluation, repair or alteration \$500.00
- Sewage system – class 5 Holding Tank, new or replacement \$500.00

**Administration Fees**

1) Change of Municipal Address - upon written request and the requested change conforms with municipal addressing policies		\$300.00
2) Compliance Letter		\$200.00
3) Conditional Permit	10% of the full permit fee, min. \$300.00 max. \$3,000.00	
Amendment to Conditional Permit Agreement		\$300.00
4) Temporary Structure Agreement		\$1000.00
5) Document Reproduction	In accordance with Schedule "B"	
6) Overtime Services / Expedited Review, Special Inspections	\$90.00 / hour (min. 3 hours)	
7) Phased Permits	\$200.00 (per permit)	
8) Revisions to an application or an issued permit, elective changes requiring the repetition of processes already completed. Adjusted up to the nearest hour.	\$75.00 / hour regular service or \$90.00 per hour overtime/expedited service	
9) Re-siting of an issued permit for a detached, semi-detached or a townhouse block (additional fee under 3(A) of this schedule will also apply if there is an increase in floor area.)	\$300.00 where no construction has started \$600.00 where construction has started	
10) Request to defer revocation		\$200.00 per building
11) Suspended or Incomplete Construction – request to determine compliance of the authorized construction where a building permit is suspended or deemed incomplete		
• Detached, Semi-detached, Townhouse, Row-house, Duplex, Live-work unit residential	flat fee	\$200.00
• Non-residential and Residential greater than three storeys	flat fee	\$300.00
12) Transfer of Permit to a new Owner		\$200.00
13) Liquor Licence Inspection		\$300.00
14) Building Permit Replacement		\$100.00
15) Alternative Solution Proposal Review	Deposit of \$300.00 at time of application, plus \$75.00 / hour regular service, \$90.00 / hour overtime service, (rounded up to next hour) for review exceeding 4 hours	
16) Limiting Distance Agreement		\$300.00
17) Construction Start Prior to Permit Issue	50% of total permit fee to a maximum of \$10,000.00	

**4. Payment of Permit Fees**

1. Applicants for building permits with a permit fee value of over five thousand dollars (\$5,000) may elect to either:
  - (a) Pay the full permit fee at the time of application; or
  - (b) Pay 50% of the full permit fee at the time of application to a maximum amount of ten thousand dollars (\$10,000.00) and the balance at the time of permit issuance.
2. Applicants for building permits for a new house shall pay one thousand five hundred dollars (\$1,500.00) per unit at the time of application and the balance upon issuance of the permit. The deposit shall be non-refundable.
3. Complete fees shall be paid at the time of application for all other classes of permits.
4. Permit fees will be calculated at the time of application based upon the information provided on the application form. Adjustments will be made, as required, during the review process. The balance of fees owing, where the applicant was eligible for the payment of a deposit and adjustments as a result of corrected information, shall be paid upon permit issuance.
5. The method of payment for permit fees may be cash, cheque, credit card or debit card. Cheques returned for non-sufficient funds shall be replaced by a certified cheque in the amount of the permit fee plus the administrative charges as determined by the Chief Building Official. Replacement fees not provided within the specified time will result in revocation of the permit.

**5. Refund of Fees**

Pursuant to subsection 6(3) of the By-Law, the amount of fees refundable shall be calculated as follows:

**(a) Cancellation of a Permit Application:**

Fees will be refunded in accordance with the following schedule only upon receipt of a written request for cancellation,

<i>If administrative functions only have been commenced</i>	90%
<i>If administrative and zoning review functions have been commenced</i>	70%
<i>If administrative, zoning and Building Code review functions have commenced</i>	40%
<i>If the review has been completed</i>	30%

- (b) Cancellation (revocation) of a permit at the request of the permit holder:

If within six (6) months of the issuance of a permit, no work has been commenced on the project for which the permit was issued, a refund of 30% of the total permit fee payable may be paid to the permit holder.

- (c) No refund is applicable after six (6) months has elapsed from the date of the issuance of the permit.

- (d) No refund of fees is applicable if the permit is revoked under section 8(10) of the Building Code Act, except that where a permit is issued at the error of the City and the permit is revoked, a refund for the total amount of the permit fee paid shall be issued.

- (e) No refund of fees is applicable for any administration fees paid under the Schedule "A".

- (f) The refund shall be paid to the owner named on the application for a building permit or the person or company named on the fee receipt, whichever, to be specified on the written request for cancellation.

- (g) Where an application for a certified model is cancelled at the request of an applicant or deemed abandoned pursuant to Subsection 4(9) of the By-law, no refund is applicable.

**SCHEDULE "B"****BY-LAW 387-2006****PLAN REPRODUCTION AND REPORT PRICE LIST**

<b>ITEM</b>	<b>COST</b>	<b>APPLICABLE TAXES</b>
<b>Reports</b>		
All Permits Issued	\$200.00 / year \$20.00 / month	HST HST
Monthly Permit Activity	\$200.00 / year \$20.00 / month	HST HST
New and Changed Municipal Address Notification	\$300.00 / year	HST
Municipal Address Listing	\$25.00 / plan	HST
Custom Report (Report Content Subject to Freedom of Information Guidelines)	\$90.00 / hr and minimum 3 hours plus administration fee of \$25.00	HST
<b>Photocopies (8½X11, 8½X14) (Pick Up Only)</b>		
• Drain Plans	\$10.00	HST
• Key Plans	\$10.00	HST
• Site Plans / Surveys	\$10.00	HST
• Certificates Of Final Inspections	\$10.00	HST
• Occupancy Permits	\$10.00	HST
<b>Microfiche Prints and Plan Reproduction</b>		
• House Plans	\$25.00 / set \$ 5.00 / plan	HST HST
• Ind., Com., Inst. Plans	\$ 5.00 / plan	HST
<b>Large Format Prints and Plan Reproduction from Microfiche</b>		
• 24 inches	\$10.00 / plan	HST
• 36 inches	\$12.00 / plan	HST
<b>Colour Copies Of Documents</b>	\$ 5.00 / page	HST
<b>Additional Plans Or Documents Required To Process A Permit Application - Added To Permit Fee</b>		
• Plan	\$ 5.00 / page	N/A
• Photocopy	\$ 1.00 / page	N/A
<b>Compliance Letters for Septic System or Other</b>	\$200.00	N/A

**SCHEDULE "C"****BY-LAW 387-2006****PLANS, SPECIFICATIONS, DOCUMENTS AND FORMS**

The following are lists of plans, working drawings, specifications, information and forms that may be required to accompany applications for permits according to the scope of work and type of application;

**1. Plans and Working Drawings**

- |                            |   |
|----------------------------|---|
| a) Site plan               | k) Structural drawings                                |
| b) Key plan                | l) Architectural drawings                             |
| c) Lot grading plan        | m) Electrical drawings                                |
| d) Floor plans             | n) Heating, ventilation and air conditioning drawings |
| e) Foundation plans        | o) Plumbing drawings                                  |
| f) Framing plans           | p) Fire alarm drawings                                |
| g) Roof plans              | q) Sprinkler / Standpipe drawings                     |
| h) Reflected ceiling plans | r) Survey   |
| i) Sections and details    |   |
| j) Building elevations     |   |

Every application shall, unless otherwise determined by the Chief Building Official, be accompanied by two complete sets of working drawings, prepared in accordance with generally accepted architectural and engineering practices, on paper or other suitable and durable material and shall be drawn to a recognized scale.

All drawings shall be of sufficient detail and contain all information to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use conforms to the Act, the Building Code and any other applicable law. This includes, but is not limited to, all drawings being fully dimensioned, noting all sizes and types of construction materials to be used and their respective locations, noting all finishes to all walls, ceilings and floors and all existing and proposed fire separations. Alterations, renovations and additions must also differentiate between the existing building and new work proposed.

**2. Information**

- |   |  |
|---|--|
| a) Specifications                                     | l) HVAC calculations                                       |
| b) Spatial separation calculations                    | m) Sprinkler / Standpipe hydraulic calculations            |
| c) Fire protection report                             | n) ASHRAE 90.1 or Model National Energy Code for Buildings |
| d) Building Code related report                       | o) Confirmation of Record of Site Condition                |
| e) Letter of use                                      | p) Environmental Site Assessment Report                    |
| f) Occupant loads                                     | q) Proposal for Alternative Solution                       |
| g) Acoustical engineer certification                  |  |
| h) Geotechnical report                                |  |
| i) Confirmation of Payment of Financial Contributions |  |
| j) BMEC authorizations                                |  |
| k) Fire department inspection report                  |  |

**3. Forms**

- a) Application for a permit to construct or demolish and associated schedules
- b) Addendum to permit application (Production Residential Application Summary)
- c) Addendum to permit application, request for expedited review of building permit application
- d) Acknowledgement by applicant of an incomplete application
- e) Documents establishing compliance with applicable law
- f) General review commitment certificate
- g) Notice of permission to construct
- h) Proposal for alternative solution
- i) Conditional permit request
- j) Permit application (residential demolition pursuant to the Planning Act)
- k) Financial contribution form
- l) Statement of design for the installation of class 2 to 5 sewage systems
- m) Declaration of applicant for building permit regarding Ontario New Home Warranty Plan Act
- n) Certified model application form
- o) Notice of date of completion
- p) Letter of use for basement finish
- q) Letter of use for below grade entrance
- r) Letter of use for above grade entrance