



OFFICE CONSOLIDATION

BY-LAW 387-2006

**A by-law under the Building Code Act, 1992
respecting construction, demolition and
change of use permits and inspections, and
to repeal By-law 80-99
(as amended by By-law 199-2011)**

WHEREAS section 7 of the Building Code Act, 1992, S.O. 1992 c.23, as amended, authorizes a municipal council to pass by-laws concerning construction, demolition and change of use permits and inspections;

AND WHEREAS an amendment to the By-law is required to address housekeeping matters, revise certain fees and prescribed forms and to reflect amendments to the Building Code Act and Regulations; **(By-law 199-2011)**

THEREFORE, the Council of The Corporation of the City of Brampton ENACTS as follows:

1. SHORT TITLE

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

2. DEFINITIONS

(1) In this By-law,

- (a) "**Act**" means the Building Code Act, 1992, including amendments thereto;
- (b) "**applicant**" means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the demolition of a building or buildings and anyone acting under the authority of such person or corporation;
- (c) "**architect**" means an architect as defined in Division A, Article 1.4.1.2. of the Building Code; **(By-law 199-2011)**
- (d) "**as constructed plans**" means as constructed plans as defined in Division A, Article 1.4.1.2. of the Building Code; **(By-law 199-2011)**
- (e) "**building**" means a building as defined in section 1.- (1) of the Act;
- (f) "**Building Code**" means the regulations made under section 34 of the Act;
- (g) "**Chief Building Official**" means the chief building official appointed by Council under section 3 of the Act for the purposes of the enforcement of the Act;

- (h) “**construct**” and “construction” means construct as defined in section 1.- (1) of the Act;
 - (i) “**Corporation**” means the Corporation of the City Brampton;
 - (j) “**demolish**” and “demolition” means demolish as defined in section 1.- (1) of the Act;
 - (k) “**form**” includes the applicable provincial or municipal prescribed forms as set out in Schedule “C” to this By-law;
 - (l) “**owner**” means the registered owner of the land and includes a lessee, and mortgagee in possession;
 - (m) “**permit**” means permission or authorization given in writing by the chief building official to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and Building Code;
 - (n) “**permit holder**” means the owner to whom a permit has been issued or, where a permit has been transferred, the new owner to whom the permit has been transferred;
 - (o) “**professional engineer**” means a professional engineer as defined in Division A, Article 1.4.1.2. of the Building Code; **(By-law 199-2011)**
 - (p) “**work**” means construction or demolition or both of a building or part thereof, as the case may be.
 - (q) “**OAA**” means Ontario Association of Architects; **(By-law 199-2011)**
 - (r) “**PEO**” means Professional Engineers of Ontario; **(By-law 199-2011)**
 - (s) “**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; **(By-law 199-2011)**
- (2) Terms not defined in this By-law shall have the meaning ascribed to them in the Act or the Building Code.

3. CLASSES OF PERMITS

Classes of permits for the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule “A” of this By-law.

4. PERMITS

- (1) An applicant for a permit shall file an application in writing on forms prescribed by and available from the Chief Building Official, and shall supply any other information relating to the application as required by the chief building official.
- (2) Every permit application shall:
 - (a) identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;

- (b) identify and describe in detail the existing use(s) and the proposed use(s) for which the premises are intended;
 - (c) describe the land on which the work is to be done, by a description that will readily identify and locate the site on which the construction, demolition or change of use is to occur;
 - (d) be accompanied by plans, specifications, documents and other information required by this By-law;
 - (e) be accompanied by the required fees as set out in Schedule "A" to this By-law;
 - (f) be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the Chief Building Official to be unnecessary; **(By-law 199-2011)**
 - (g) 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; **(By-law 199-2011)**
 - (h) 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; **(By-law 199-2011)**
 - (i) 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; **(By-law 199-2011)**
 - (j) include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act. R.S.O. 1990, c. O.31, as may be amended or replaced from time to time;
 - (k) state estimated valuation of the proposed work including material, labour and related direct costs associated with the work exclusive of the cost of the land;
 - (l) state the removal date for all temporary buildings; and
 - (m) be signed by the applicant who shall certify as to the truth of the contents of the application.
- (3) In addition to the requirements of 4(2) of this By-law every construction permit application for part of a building or project shall:
- (a) 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; **(By-law 199-2011)**

- (b) be accompanied by an administrative fee in accordance with Schedule "A" to this By-law for site services only phased permit applications and all phased permit applications subsequent to the initial application on the project described in 4(3)(a) of this By-law;
 - (c) 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; **(By-law 199-2011)**
 - (d) not be construed to authorize construction beyond the plans for which approval is given nor that approval will necessarily be granted for the entire building or project where a permit is issued for part of a building or project.
- (4) In addition to the requirements of 4(2) of this By-law every permit application that includes demolition, shall:
- (a) 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; **(By-law 199-2011)**
 - (b) where the application includes the use of explosives during the course of demolition, be accompanied by, at the sole discretion of the Chief Building Official, an undertaking, proof of liability insurance, and a security, in a form satisfactory to the Chief Building Official, subject to the following requirements:
 - (i) The undertaking shall be in favour of the Corporation and the applicant, contractor and owner of the property containing the building to be demolished and indemnify and save harmless the Corporation, and each of its elected officials, employees, officers, servants and agents, from and against all actions, suits, claims, executions, proceedings and demands, which may be brought against or made upon it or the Corporation, in respect of any costs, expenses, (including, but not limited to, reasonable legal fees) loss, damages and injury, including death, arising out of any cause whatsoever (including, but not limited to, any negligence, acts or omissions of the applicant, contractor and/or owner of the property containing the building to be demolished or those for whom it is legally responsible), either direct or indirect, in connection with the subject demolition or demolition permit application;
 - (ii) 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: **(By-law 199-2011)**

- I. have provisions for cross liability and severability of interests as between the Corporation and the applicant
- II. not be terminated, cancelled or materially altered unless written notice of such termination, cancellation, or material alteration is given by the insurers to the Corporation, by registered mail, at least thirty (30) days before the effective date thereof,
- III. be with an insurer(s) that has a rating which meets the Corporation's policy on insurance, and
- IV. be submitted on a certificate of insurance form provided by the Corporation when the permit application is submitted or prior to the commencement of any work covered by this permit.

In addition, the applicant shall be responsible for any and all costs payable below the deductible noted under the subject liability policy and the corporation reserves the right to request such higher limits of insurance or other types of insurance policies appropriate to this permit application as the Corporation may reasonably require.

- (iii) In addition, the applicant for a demolition permit must provide security, which may be in the form of a performance bond, cash, letter of credit or certified cheque as follows:
 - I. \$2,000.00 for single and/or semi-detached dwellings;
 - II. \$10.00 for every square metre (or part thereof) of ground floor area, with a minimum of \$2,000.00 and a maximum of \$10,000.00 for townhouses, apartments, commercial, institutional and industrial type buildings.
 - III. All financial instruments, other than cash, are accepted on behalf of and must be in a form that is satisfactory to the City Treasurer.

The purpose of the security is to ensure that the demolition contractor or designated site personnel properly seals all private drain connections, properly backfills the foundation excavation and grades the site to the satisfaction of the Chief Building Official.

(c) **(deleted by By-law 199-2011)**

- (5) In addition to the requirements of subsection 4(2) of this By-law, every conditional permit application for the construction of a building shall:
 - (a) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (b) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
 - (c) 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; **(By-law 199-2011)**

- (d) 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; **(By-law 199-2011)**
 - (e) Not be construed to authorize construction beyond the plans for which approval is given nor that approval will necessarily be granted for the entire building or project where a conditional permit is issued.
- (6) Notwithstanding that no construction is proposed, no person shall change the use of a building or permit the change of use of a building or part thereof, which would result in an increase in hazard as determined by the Building Code, unless a permit has been issued by the Chief Building Official. In addition to the requirements of subsection 4(2) of this By-law, every change of use permit application shall:
- (a) describe the building or part thereof in which the occupancy is to be changed; and
 - (b) include plans and specifications which show the current and proposed occupancies of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including but not limited to, floor plans, details of wall, floor, ceiling and roof assemblies identifying existing, required and proposed fire resistance ratings and load bearing capacities and details of the sewage system, if any.
- (7) Notification of any material change to a plan, specification, document or other information on the basis of which the permit was issued may be, or may be required to be, in the form of an application for revision to a permit and the authorization may take, or may be required to take, the form of a revision permit being issued.
- (8) Where an application for a permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned without any further notice given to the applicant.
- (9) Where an application for a certified model remains incomplete or inactive for one year after it is made, the application may be deemed by the Chief Building Official to have been abandoned without any further notice given to the applicant.
- (10) Where an application has been deemed to be abandoned, a new application must be filed for the proposed work.

5. PLANS AND SPECIFICATIONS

- (1) Every applicant shall furnish,
 - (a) sufficient plans, specifications, documents and other information, as outlined in Schedule "C" to this By-law, 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; and

- (b) a site plan referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with the Corporation unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, the Building Code and any other applicable law.
- (2) Plans for new single detached, duplex, semi detached and freehold townhouse dwellings shall be accompanied by:

Unassumed Subdivision

- (a) 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; **(By-law 199-2011)**

Assumed Subdivision or In Fill Lot

- (b) in the case of land in respect of which no 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 a professional engineer, or a Landscape Architect (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan will be compatible with the existing drainage pattern which shall also be approved by the Corporation, Engineering and Development Services. The drawings submitted with the application shall also be approved by the Corporation, Community Designs, Parks Planning and Development , for architectural control; and **(By-law 199-2011)**
- (3) The site plan referred to in subsection 5(1) of this By-law shall contain sufficient information as prescribed by the Chief Building Official.
- (4) Plans submitted under subsection 5(1) of this By-law shall be legible and be drawn to a recognized scale upon paper or other suitable and durable material.
- (5) The Chief Building Official shall determine the number of plans, specifications, documents and other information required to be furnished with an application for permit having regard for the requirements of any act, regulation or by-law (including this By-law) respecting the examination or circulation of the application.
- (6) The Chief Building Official may require additional information to be provided at any time prior to the completion of the work.
- (7) The Chief Building Official may refuse to accept an application if any of the above is deemed to be incomplete or insufficient at time of application.

- (8) Where the Chief Building Official determines that an application is incomplete, the Chief Building Official may commence to process the application if, subject to the acceptance of the Chief Building Official, the applicant acknowledges that the application is incomplete and completes an "Acknowledgement by Applicant of an Incomplete Application" form.
- (9) 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: **(By-law 199-2011)**
 - (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;
- (10) On completion of the construction of a building, the Chief Building Official may require a set of as constructed plans, including a plan of survey showing the location of the building.
- (11) Plans and specifications furnished according to this By-law or otherwise required by the Act become the property of the Corporation and will be disposed of or retained in accordance with relevant legislation.

6. FEES

- (1) 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; **(By-law 199-2011)**
- (2) No permit shall be issued until full fees therefor have been paid.
- (3) Upon written request from the applicant or owner, the Chief Building Official shall determine the amount of fees, if any, that may be refunded in accordance with Schedule "A" of this By-law in the case of:
 - (a) withdrawal of an application;
 - (b) abandonment of an application pursuant to subsection 4(8) of this By-law;
 - (c) refusal to issue a permit; or
 - (d) request for revocation of a permit pursuant to clause 8.-(10)(e) of the Act.

- (4) 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; **(By-law 199-2011)**
- (5) 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; **(By-law 199-2011)**

7. REVOCATION OF PERMIT

- (1) Prior to revoking a permit under clause 8.- (10) of the Act, the Chief Building Official may serve the permit holder with or cause the permit holder to be served with written notice of the intention to revoke the permit.
- (2) Notice provided under subsection 7(1) of this By-law may be served either by personal service or by mailing the notice by registered mail addressed to the permit holder, at the last address the permit holder has communicated to the Chief Building Official in writing; and where notice is served by mailing, the permit holder shall be conclusively deemed for all purposes to have been served with the notice on the fifth day after the day of mailing.
- (3) If on the expiration of thirty (30) days from the date of service of the provided notice of intention to revoke a permit, the ground for revocation continues to exist, the Chief Building Official may revoke the permit without further notice to the permit holder.
- (4) Upon revocation of a permit the Chief Building Official has the sole discretion to dispose of any plans or any other information submitted with the permit application, or to return same to the permit holder.

8. DEFERRAL OF REVOCATION

- (1) A permit holder may, within thirty (30) days from the date of notice of intention to revoke a permit, if provided, request the Chief Building Official in writing to defer the revocation of the permit.
- (2) A request for deferral shall set out the reasons why the permit should not be revoked and the date by which the work will be commenced or resumed.
- (3) Having considered the circumstances of the request and having determined that there have been no changes to the Act and the Building Code and any other applicable law which would have prevented the issuance of the original permit, the Chief Building Official may allow a deferral to a date to be determined by the Chief Building Official and shall notify the permit holder of the decision.

- (4) A request for deferral of revocation shall be accompanied by the required fee as set out in Schedule "A" of this By-law.

9. TRANSFER OF PERMIT

- (1) Permits are transferable only upon the current permit holder and the new owner completing a permit application to the requirements of section 4 of this By-law.
- (2) The fee therefor set out in Schedule "A" of this By-law shall be payable on a transfer of permit to the new owner, who shall thenceforth be the permit holder for the purpose of the Act, the Building Code and this By-law.

10. NOTIFICATIONS

- (1) 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; **(By-law 199-2011)**
- (2) A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official.
- (3) 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; **(By-law 199-2011)**

11. FENCING – CONSTRUCTION FEES

- (1) Where a construction or demolition site presents a hazard to the public, the owner of the construction or demolition site shall ensure that the construction or demolition site is suitably fenced to prevent public access onto the construction or demolition site.
- (2) If fencing has not been provided in accordance with subsection 11(1) of this By-law and, if in the opinion of the Chief Building Official, the construction or demolition site presents a particular hazard to the public, the Chief Building Official may require the owner to erect such fencing as he or she deems appropriate to the circumstances such as described in the National Building Code, section 8.2.
- (3) In considering the hazard presented by a construction or demolition site and the necessary fencing, the Chief Building Official shall have regard for:
 - (a) the proximity of the construction or demolition site to occupied dwellings;
 - (b) the proximity of the construction or demolition site to lands accessible to the public, including but not limited to streets, parks and commercial and institutional activities;
 - (c) the hazards presented by the construction or demolition activities and materials;

- (d) the feasibility and effectiveness of site fencing; and
- (e) the duration of the hazard.

12. SEVERABILITY

Should any section, subsection, clause or provision of this By-Law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-Law as a whole or any part thereof, other than the part so declared to be invalid.

13. ADMINISTRATION

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

14. TRANSITION

- (1) This By-Law comes into force on the day after the day it is passed.
- (2) This By-Law governs all permit applications made before this By-Law came into force.

15. REPEAL

By-law 80-99, as amended is hereby repealed.

READ a first, second and third time and PASSED in OPEN COUNCIL, this 13th day of December 2006.

THE CORPORATION OF THE CITY OF BRAMPTON
Original signed by:
S. Fennell, Mayor
K. Zammit, Clerk

SCHEDULE "A"

**BY-LAW 387-2006
(amended by By-law 199-2011)**

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
Where SI	=	Service Index for the classification of the work proposed and,
A	=	floor area in m ² of the work involved

- (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 50m².
- (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.

2017 FEE SCHEDULE

2. MINIMUM FEE

<ul style="list-style-type: none"> detached, semi-detached, townhouse, rowhouse, duplex or live/work residential projects 	\$220.84
<ul style="list-style-type: none"> non-residential projects or residential greater than three storeys, unless otherwise stated 	\$331.27

3. PERMIT FEES

CLASS OF PERMIT, OCCUPANCY CLASSIFICATION	Fee Multiplier (\$ per m ² or as otherwise specified)
A. CONSTRUCTION: NEW BUILDINGS; ADDITIONS TO EXISTING BUILDINGS; ALTERATION OR UNIT FINISH	
GROUP "A" ASSEMBLY	
<ul style="list-style-type: none"> Transit Station, Subway, Bus Terminal 	\$13.80
<ul style="list-style-type: none"> All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums 	\$16.55
<ul style="list-style-type: none"> Portable Classrooms - New 	flat fee \$386.48
<ul style="list-style-type: none"> - Relocated 	flat fee \$220.84
<ul style="list-style-type: none"> Alteration, Renovation, Interior Finish, Unit Finish 	\$4.41
GROUP "B" INSTITUTIONAL	
<ul style="list-style-type: none"> New 	\$20.98
<ul style="list-style-type: none"> Alteration, Renovation, Interior Finish, Unit Finish 	\$4.41
GROUP "C" RESIDENTIAL	
<ul style="list-style-type: none"> Custom Detached Dwellings, Semi-Detached Dwellings, Townhouses, Row-houses, Duplexes, Live/Work Units 	(min. \$1656.32) \$13.80
<ul style="list-style-type: none"> Certified Model 	\$13.80
<ul style="list-style-type: none"> Detached Dwellings, Semi-Detached Dwellings, Townhouses, Row-houses, Duplexes, Live/Work Units Sited from a Certified Model 	(min. \$1656.32) \$11.60
<ul style="list-style-type: none"> Residential Addition - heated 	\$9.94
<ul style="list-style-type: none"> Residential Addition - unheated 	\$7.73
<ul style="list-style-type: none"> Motels, Hotels and all other Residential Occupancies 	\$16.55
<ul style="list-style-type: none"> Alteration, Renovation, Interior Finish, Unit Finish 	\$4.41
Stand Alone Miscellaneous for Detached, Semi-Detached, Townhouse, Row-House, Duplex or Live/Work Residential:	
<ul style="list-style-type: none"> Accessory Structure, Shed 	flat fee \$220.84
<ul style="list-style-type: none"> Balcony Repair/Balcony Guard Replacement 	flat fee \$220.84
<ul style="list-style-type: none"> Basement Finish 	flat fee \$220.84
<ul style="list-style-type: none"> Below Grade Entrance 	flat fee \$276.06
<ul style="list-style-type: none"> Carport 	flat fee \$220.84
<ul style="list-style-type: none"> Deck 	flat fee \$220.84
<ul style="list-style-type: none"> Door, New Opening 	each \$110.43
<ul style="list-style-type: none"> Fire Code Retrofit (OFC S. 9.8) 	flat fee \$220.84
<ul style="list-style-type: none"> Fire Damage Repair 	flat fee \$220.84
<ul style="list-style-type: none"> Fireplace, wood-burning 	flat fee \$220.84
<ul style="list-style-type: none"> Foundation for relocated building 	flat fee \$331.27
<ul style="list-style-type: none"> Garage 	flat fee \$220.84
<ul style="list-style-type: none"> Porch 	flat fee \$220.84
<ul style="list-style-type: none"> Porch Enclosure 	flat fee \$220.84
<ul style="list-style-type: none"> Re-roof (Except Shingle Replacement Only) 	\$1.32
<ul style="list-style-type: none"> Solar Panels (Domestic Hot Water or Photovoltaic, any area) 	flat fee \$220.84
<ul style="list-style-type: none"> Window, New Opening 	each \$110.43
GROUP "D" BUSINESS AND PERSONAL SERVICES	
<ul style="list-style-type: none"> Shell 	\$12.15
<ul style="list-style-type: none"> Finished 	\$16.00
<ul style="list-style-type: none"> Temporary Structure (pre-fabricated/constructed on site) 	\$5.53 /\$11.04
<ul style="list-style-type: none"> Alteration, Renovation, Interior Finish, Unit Finish 	\$3.87

CLASS OF PERMIT, OCCUPANCY CLASSIFICATION	Fee Multiplier (\$ per m ²)
GROUP "E" MERCANTILE	
• Shell	\$12.15
• Finished	\$16.00
• Alteration, Renovation, Interior Finish, Unit Finish	\$3.87
GROUP "F" INDUSTRIAL	
• Shell	
• Major Occupancy Warehouse or Distribution	\$7.18
• Major Occupancy Manufacturing/Processing/Repair or High Hazard	\$7.18
• Finished	
• Major Occupancy Warehouse or Distribution	\$10.50
• Major Occupancy Manufacturing/Processing/Repair or High Hazard	\$11.04
• Gas Station, Car Wash	\$9.94
• Canopies	\$4.97
• Parking Garage	\$4.97
• Mezzanine, open area, no new mechanical services	\$4.97
Alteration, Renovation, Interior Finish, Unit Finish	
• Major Occupancy Warehouse or Distribution	\$3.31
• Major Occupancy Manufacturing/Processing/Repair or High Hazard	\$3.86
B. CHANGE OF USE	
Change of Use (to an occupancy of higher hazard, including any proposed construction and/or upgrading required thereto)	All classifications \$99.39 per hour, minimum 4 hours (397.56)
C. DEMOLITION	
Residential:	
• Detached, Semi-Detached, Townhouse, Row-House, Duplex Dwellings, Subject to Demolition Control By-Law	each \$1,656.32
• Accessory Building, Including Farm Building	flat fee \$220.84
• Non-residential or multi-unit residential other than described above	flat fee \$552.11
• Implosion	each \$1,656.32
D. STAND ALONE MISCELLANEOUS	
• Air Supported Structure	flat fee \$331.27
• Balcony Repair	each \$331.27
• Ceiling - new, replacement	\$0.40
• Door - new, man door or overhead loading	each \$110.43
• Electromagnetic Locks	each \$44.17
• Emergency Lighting	each \$44.17
• Emergency Power	flat fee \$331.27
• Farm Building	min \$331.27 \$3.31
• Fire Alarm	flat fee \$331.27
• Fire Code Retrofit (other than residential)	flat fee \$331.27
• Fire Damage Repair	flat fee \$331.27
• Fire Suppression (Other than Sprinkler System)	flat fee \$331.27
• Foundation for Relocated Building, each	flat fee \$331.27
• Mechanical Penthouse	\$6.61
• Parking Garage Repair	\$1.32
• Racking System	flat fee \$552.11
• Re-Roofing (except shingle replacement only)	\$1.09
• Solar Collector Panels Supported by Building (other than Designated Structure)	flat fee \$552.11
• Shoring	flat fee \$331.27
• Sprinklers	flat fee \$331.27
• Standpipe and Hose System	flat fee \$331.27
• Tent, permanent (including sprung structures)	\$3.87
• Tent, temporary	flat fee \$220.84
• Underpinning	\$9.94/lin.m.

CLASS OF PERMIT, OCCUPANCY CLASSIFICATION	Fee Multiplier (\$ per m ²)
• Wall - demising, each	flat fee \$220.84
• Wall - repair or re-clad	\$0.56
• Window - new	each \$110.43
• Designated Structures	
• Communication Tower (>16.6m), Wind Turbine (output >3kW)	flat fee \$331.27
• Outdoor Pool, Outdoor Spa	flat fee \$331.27
• Pedestrian Bridge	flat fee \$331.27
• Retaining Wall	\$8.84/lin.m.
• Tank, (Exterior) and Supports (not regulated by TSSA)	flat fee \$331.27
• Solar Collector, Dish Antenna (equal to or greater than 5m ²)	flat fee \$331.27
• Crane Runway	flat fee \$331.27
• Other Designated Structures not listed above	flat fee \$331.27
E. STAND ALONE MECHANICAL	
STAND ALONE MECHANICAL - HVAC	
• Group A	\$0.83
• Group B	\$0.83
• Group C	\$0.83
• Group D	\$0.83
• Group E	\$0.83
• Group F	\$0.83
• Alterations/Add-ons, per unit - Unit Heater; Make-up Unit; Exhaust Fan; Duct Alterations; Boiler/Furnace replacement etc. -	each \$165.64
• Special Ventilation Systems, per unit Commercial Cooking Exhaust; Spray Booth: Dust Collector, etc.	each \$331.27
STAND ALONE MECHANICAL - PLUMBING	
Fixtures, Equipment, Drains:	
• Any fixtures, equipment, appliances, vented traps not otherwise covered in the schedule	each \$14.57
• Roof drains	each \$14.57
• Floor drains	each \$14.57
• Oil and Grease Interceptors	each \$60.73
• Sewage pumps or ejector serving one or more fixtures	each \$60.73
• Backflow prevention device (requiring testing)	each \$60.73
• Catch Basin/Manhole	each \$24.28
Piping:	
Detached, Semi-detached, Townhouse, Row-House, Duplex, Live/Work Residential:	
• New Service-Water services, sanitary and storm buried piping	flat fee \$220.84
• Repairs, replacement of an addition of buried plumbing and and drainage piping	flat fee \$220.84
• Site Services for Mechanical Services that serve more than one building (per building or townhouse block)	\$220.84
• Conversion-septic to municipal sanitary sewer; well to municipal water service	per service \$220.84
Non-residential and Residential Greater than Three Storeys:	
• Inside sanitary and storm piping	\$2.43/lin.m.
• Outside water service, sanitary and storm piping	\$2.43/lin.m.
• Site Services for Mechanical Services that serve more than one building (per building)	\$331.27
Private Sewage System:	
• Sewage system - Class 2, 3, 4, new or replacement	\$552.11
• Sewage system - Class 2, 3, 4, assessment of independent evaluation, repair or alteration	\$552.11
• Sewage system - Class 5 Holding Tank, new or replacement	\$552.11

4. ADMINISTRATION FEES

1) Change of Municipal Address - upon written request and the requested change conforms with municipal addressing policies		\$331.27	
2) Compliance Letter		\$220.84	
3) Conditional Permit - 10% of the full permit fee Amendment to Conditional Permit Agreement	min.	\$331.27	
	max.	\$3,312.66	
4) Site Plan Approval and One Temporary Structure Agreement		\$1,104.22	
Each Additional Temporary Structure Agreement or Amendment to a Temporary Structure Agreement		\$552.11	
5) Document Reproduction	In accordance with Schedule "B"		
6) Overtime Services/Expedited Review, Special Inspections	Per hour min 3 hours	\$99.39	
7) Phased Permits	Per permit	\$220.84	
8) Revisions to an application or an issued permit, elective changes requiring the repetition of processes already completed. Adjusted up to the nearest hour.	Regular Service	\$83.14	
	Overtime/Expedited Service	\$99.39	
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	Where construction has not started	\$331.27	
	Where construction has started	\$662.53	
10) Request to defer revocation	per building	\$220.84	
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	\$220.84
	• Non-residential and Residential greater than three storeys	flat fee	\$331.27
12) Transfer of Permit to a new Owner		\$220.84	
13) Liquor Licence Inspection		\$331.27	
14) Building Permit Replacement		\$110.43	
15) Alternative Solution Proposal Review	Deposit at time of application	\$331.27	
	Plus regular Service per hour	\$83.14	
	Overtime Service (rounded up to next hour) for review exceeding 4 hours	\$99.39	
16) Limiting Distance Agreement		\$331.27	
17) Administrative Fee Construction Start Prior to Permit Issue	50% of total permit fee to a maximum of	\$11,042.20	
18) Concierge Permit Service		\$110.43	
19) Approval for Transfer of Previously Approved Certified Models:			
	• Abutting Registered Plan, Shared Construction, Office, Same Block Plan	Per model	\$110.43
	• Separate Construction Office, Same Block Plan	Per model	\$220.84
• Separate Block Plan	Per model	\$331.27	
20) Production and Review of Electronic Submissions Greater than 10 Pages in Length	Per submission	\$12.00	

5. 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.
 - a) 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.

6. 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"

PLAN REPRODUCTION AND REPORT PRICE LIST

ITEM	COST	APPLICABLE TAXES
Reports		
All Permits Issued	\$220.84 / year \$22.08 / month	HST HST
Monthly Permit Activity	\$220.84 / year \$22.08 / month	HST HST
New and Changed Municipal Address Notification	\$331.27 / year	HST
Municipal Address Listing	\$27.61 / plan	HST
Custom Report (Report Content Subject to Freedom of Information Guidelines)	\$99.39 / hr and minimum 3 hours plus administration fee of \$27.61	HST
Photocopies (8½X11, 8½X14) (Pick Up Only)		
• Drain Plans	\$11.04	HST
• Key Plans	\$11.04	HST
• Site Plans / Surveys	\$11.04	HST
• Certificates Of Final Inspections	\$11.04	HST
• Occupancy Permits	\$11.04	HST
Microfiche Prints and Plan Reproduction		
• House Plans	\$27.61 / set \$ 5.53 / plan	HST HST
• Ind., Com., Inst. Plans	\$ 5.53 / plan	HST
Large Format Prints and Plan Reproduction from Microfiche		
• 24 inches	\$11.04 / plan	HST
• 36 inches	\$13.24 / plan	HST
Colour Copies Of Documents	\$ 5.53 / page	HST
Additional Plans Or Documents Required To Process A Permit Application - Added To Permit Fee		
• Plan	\$ 5.53 / page	N/A
• Photocopy	\$ 1.11 / page	N/A
Compliance Letters for Septic System or Other	\$220.84	N/A

Schedule "C"

**BY-LAW 387-2006 (amended
by By-law 199-2011)**

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