

Bill No. B-
2012

By-law No. B -

A **By**-law to provide for CONSTRUCTION, DEMOLITION, CHANGE OF USE, OCCUPANCY PERMITS, TRANSFER OF PERMITS AND INSPECTIONS.

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WHEREAS section 7 of the *Building Code Act, 1992*, S.O. 1992, c. 23 as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, transfer of permits, inspections and the setting and refunding of fees;

THEREFORE the Municipal Council of The Corporation of the ~~Corporation~~ City of London enacts as follows:

SHORT TITLE BUILDING BY-LAW

Part 1 DEFINITIONS

1.1 Definitions

In this By-law:

Act - defined

"*Act*" means the *Building Code Act, 1992*, S.O. 1992, c.23, as amended.

Applicant-defined

"*applicant*" means the *owner* of a building or property who applies for a *permit* or any person authorized by the *owner* to apply for a *permit* on the *owner's* behalf, or any person or *corporation* empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or *corporation*.

Architect - defined

"*architect*" means the holder of a licence, certificate of practice or a temporary licence issued under the Architects Act as defined in the *Building Code*.

Building Code - defined

"*Building Code*" means the regulations made under section 34 of the *Act*.

Chief Building Official - defined

"*Chief Building Official*" means a *Chief Building Official* appointed by by-law by the Corporation of the City of London for the purposes of enforcement of the *Act*.

Construct – defined

"construct" means construct as defined in subsection 1(1) of the Act.

Corporation – defined

"Corporation" means The Corporation of the City of London.

Corporation Engineer - defined

"*Corporation engineer*" means the ~~General Manager of Environmental and Engineering Services & Corporation Engineer~~ City Engineer for the *Corporation*;

~~Construct – defined~~

~~"construct" means construct as defined in subsection 1(1) of the Act.~~

~~Corporation – defined~~

~~"Corporation" means The Corporation of the Corporation of London.~~

Demolish – defined

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

Inspector - defined

"*inspector*" means an inspector appointed by by-law by the Corporation of the City of London for the purposes of enforcement of the *Act*.

Owner - defined

"*owner*" means the registered owner of the property and includes a lessee, mortgagee in possession, and the authorized agent in lawful control of the property.

Permit - defined

"*permit*" means permission or authorization given in writing from the *Chief Building Official* to perform work , to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the *Act* and *Building Code*.

Permit holder - defined

"*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.

Permit Issued based on Previously Approved Permit-defined

"Permit issued based on previously approved Permit" means a building permit that has been issued based on a previous building permit issued, for the construction of an identical building under the provisions of the same Building Code. This type of permit is strictly limited to the construction of new single detached and semi-detached dwelling unit buildings classified under Part 9 of the Building Code.

Professional Engineer - defined

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

Registered Code Agency - defined

"*registered code agency*" means a registered code agency as defined in subsection 1(1) of the *Act*.

Sewage system – defined

"*sewage system*" means a sewage system as defined in subsection 1(1) of the *Act*.

Temporary building – defined

"temporary building" means a building or structure that is intended to be occupied or otherwise used for a duration of not more than one calendar year.

Three day permit –defined

"three day permit" means a permit issued within three (3) business days from the date of submission of a complete application, for the construction, addition or alteration of a residential, commercial, industrial or institutional building not requiring site plan approval or a zero lot line housing with an approved site plan. Permits issued in association with an online application shall not be issued as a three day permit.

Work - defined

"*work*" means construction, alteration, addition, or demolition of a building or part thereof, as the case may be.

1.2 Word - term - not defined - meaning

Any word or term not defined in this By-law, that is defined in the *Act* or *Building Code* shall have the meaning ascribed to it in the *Act* or the *Building Code*. **Should a word or term not be defined in the Act or the Building Code, it shall have the meaning that is commonly assigned to it in the context in which it is used, taking into account the specialized use of terms by the various trades and professions to which the terminology applies.**

1.3 Words -italicized

Any word italicized in this By-law may refer to a definition as per subsection 1.1.

Part 2 CLASSES OF PERMITS

2.1 Classes of Permits Set out - Schedule "A"

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

Part 3 PERMITS

3.1 File application - on forms – prescribed

To obtain a *permit*, the *owner* or an agent authorized in writing by the *owner* shall file an application in writing, or where applicable, electronically in the case of an online application, by completing a prescribed form available from the *Chief Building Official* or from the *Building Code* website www.Building-Code.mah.gov.on.ca www.mah.gov.on.ca. The

Application forms prescribed by the Corporation under clause 7.(1),(f) of the Act ~~are~~ is set out in Schedule "B" or Schedule "C" to this By-law.

3.2 Information - submitted - to Chief Building Official

Every application for a permit shall be submitted to the Chief Building Official, and shall contain the following information, in order for said application to be considered as complete:

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

- (a) use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B" ;
 - (b) include complete plans and specifications, documents and other information as required by Article ~~2.4.1.1B~~ 1.3.1.3(5)-Division C of the *Building Code* and as described in this By-law for the work to be covered by the permit;
 - (c) include a-completed forms as set out in Schedules "E", and "G" where applicable, and
 - (d) for new single detached, duplex or semi-detached dwellings be accompanied by,
 - (i) in the case of land in respect of which an accepted area or subdivision grading plan has been filed with the Corporation engineer, 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 plan conforms with the accepted area or subdivision grading plan filed with the Corporation engineer;
 - (ii) in the case of land in respect of which no accepted area or subdivision grading plan has been filed with the Corporation engineer, 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 patterns.
- (iii) in the case of land to be developed and where Section 51 of the Planning Act applies, or where Site Plan approval would otherwise be required, a geotechnical report, signed and sealed by a Professional Engineer, confirming areas of imported (non-native) soils and the presence of methane, if any.
- (e) for single detached, duplex, triplex, semi-detached, or row townhouse buildings intended to be continuously occupied during the winter season, include a completed form as set out in Schedule "F".

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

- (a) use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B" ;
- (b) include complete plans and specifications, documents and other information as required by Articles ~~2.4.1.1B and Sentence 2.4.1.1(2)~~ 1.3.1.3(5) and 1.3.1.1(3) - Division C of the *Building Code* and as described in this By-law for the work to be covered by the permit;
- (c) include a completed form as set out in Schedule "E" when Subsection 1.2.2. - Division C Section 2.3 of the *Building Code* applies. ~~;~~ and
- (d) include (i) proof satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the disconnection cutting off and plugging of all services ; and utilities. submit a copy of the demolition clearances form "Required Clearances for Demolition Permit" form as set out in Schedule "I", completed by the applicant, Heritage Planner, and utility representatives for any applicable utilities servicing the building to be demolished.

(e) note that when an authorized agent of the owner has applied for a demolition permit, submission of the “Authorization to Demolish” form as set out in Schedule “M” shall be made to the Chief Building Official.

~~(ii) a security deposit in such an amount as prescribed by the Chief Building Official to ensure that the site will be backfilled and graded with clean fill material to his or her satisfaction and that all private drain connections will be excavated and properly sealed at the property line.~~

- (3) Where **application** a request is received for ~~is made~~ a **conditional permit** under subsection 8(3) of the Act, the **application applicant** shall:
- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”, **as set out in Schedule “B”** ;
 - (b) include complete plans and specifications, documents and other information as required by Article ~~2.4.1.1B~~ **1.3.1.3(5)-Division C** of the *Building Code* and as described in this By-law for the *work* to be covered by the *permit*;
 - (c) state, **in writing to the Chief Building Official, or to the Registered Code Agency where one is appointed**, the reasons why the *applicant* believes that unreasonable delays in construction would occur if a conditional *permit* is not granted;
 - (d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
 - (e) state the time in which plans and specifications of the complete building will be filed with the *Chief Building Official*, **if a complete permit application has not already been made.**
 - (f) shall enter into a conditional permit agreement with the Corporation utilizing the agreement as set out in Schedule “K” of this By-law. In the event that the conditions have not been satisfied beyond the date that is prescribed in said agreement, the agreement shall be considered as expired, and a request for an extension shall be made by the permit holder. In the event that an extension is required the conditional fee shall be paid at the time the extension request is made. No building inspections shall be conducted if there outstanding conditional permit fees.**
 - (g) shall pay the Conditional Permit fee as provided in Schedule “A”, in addition to any other fees.**
 - (h) in the case of conditional permit issuance for a Single Detached Dwelling unit, Semi-Detached Dwelling Unit, Duplex, or Row Townhouse, provide a \$10,000.00 security deposit in form of a certified cheque, money order, or letter of credit. The security shall be used in the event the building may need to be removed and the site restored to its original condition. The security amount shall be refunded upon the issuance of a full permit.**
 - (i) shall ensure that the documentation and items as listed on the “Model Home-Conditional Permits” checklist as provided in Schedule “L” have been submitted to the Chief Building Official, or a Registered Code Agency where one is appointed, prior to the issuance of a conditional permit request as per clause (h) has been requested.**
 - (j) the Chief Building Official is authorized to execute, on behalf of The Corporation of the City of London, conditional permits as provided for in the Building Code. The issuance of conditional permits is at the sole discretion of the Chief Building Official.**

- (4) Where application is made for a **change of use permit** issued under subsection 10(1) of the Act, the ~~application~~ **applicant** shall:
- (a) use the prescribed form in Schedule “C” of this By-law;
 - (b) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
 - (c) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made; and
 - (d) include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the *Building Code*, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, **and** details of the existing *sewage system*, if any.
- (5) Where application is made for a **sewage permit** issued under subsection 8(1) of the Act, the ~~application~~ **applicant** shall:
- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”, **as set out in Schedule ‘B’ and the “Schedule 2: Sewage System Designer Information Form” as set out in Schedule “H”.**
 - (b) include complete plans and specifications, documents and other information as required under Article ~~2.4.1.1B~~ **1.3.1.3(5)-Division C** of the *Building Code* and as described in this By-law for the *work* to be covered by the *permit*; and
 - (c) include a site evaluation **report , prepared by a qualified person as identified in Section 3.3 Division C of the Building Code.** which shall include all of the following items, unless otherwise specified by the *Chief Building Official*:
 - (i) ~~include~~ the date the evaluation was done;
 - (ii) ~~include the~~ name, address, telephone number and signature of the person who prepared the evaluation; and
 - (iii) ~~include~~ a scaled map of the site showing:
 - (I) the legal description, lot size, property dimensions, existing rights-of-way, easements or municipal / utility corridors;
 - (II) the location of items listed in Column 1 of Tables 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. , **Division B** of the *Building Code*;
 - (III) the location of the proposed *sewage system*;
 - (IV) the location of any unsuitable, disturbed or compacted areas;
 - (V) proposed access routes for system maintenance;
 - (VI) depth to bedrock;
 - (VII) depth to zones of soil saturation;
 - (VIII) soil properties, including soil permeability; and
 - (IX) soil conditions, including the potential for flooding.
- (6) Where application is made for a **transfer of permit** because of a change of ownership of the land, as permitted under clause **7.(1)** (h) of the Act, the application shall **include** :
- (a) ~~use~~ the prescribed form in Schedule “C” of this By-law;

- (b) ~~provide~~ the names and addresses of the previous and new *owner*;
 - (c) ~~provide~~ the date that the ownership change took place; ~~and~~ ;
 - (d) a ~~describe~~ description of the *permit* that is being transferred ; ~~and~~
 - (e) legal documentation confirming proof of new ownership
- (7) Where application is made for ***occupancy of an unfinished building*** as provided for in ~~Article 2.4.3.1~~ Subsection 1.3.3 Division C of the *Building Code*, the application shall include :
- (a) ~~use~~ the prescribed form in Schedule "~~B C~~" of this By-law; ~~and~~
 - (b) a ~~describe~~ description of the part of the building for which occupancy is requested ;~~and~~
 - (c) provide plans showing portion(s) of the floor area(s) to be occupied complete with location(s) of temporary exits as applicable.

3.3 Incomplete application

Where the *Chief Building Official* determines that an application is incomplete, the *Chief Building Official* may commence to process the application if the *applicant* acknowledges that the application is incomplete. ~~and completes the form as set out in Schedule "E" of this By-law.~~

3.4 Partial permit - requirements

When, in order to expedite *work*, approval of a portion of the building or project is desired prior to the issuance of a *permit* for the complete building or project, a partial *permit* may be requested and the *applicant* shall:

- (a) pay all applicable fees for the complete project; and
- (b) file with the *Chief Building Official* complete plans and specifications covering the portion of the *work* for which immediate approval is desired.

Where a partial *permit* is requested the application is deemed to be incomplete as described in Section 3.3 of this By-law. Partial permits shall not be issued for single detached, semi-detached dwelling units, duplexes, triplexes, or row townhouses.

3.5 Partial permit - limitations

Where a *permit* is issued for part of a building or project this shall not be construed to authorize construction beyond the plans for which approval was given nor shall this indicate that approval will necessarily be granted for the entire building or project. Construction beyond the partial permit limitations shall be considered commencement of construction without a permit and an additional fee, in accordance with Section 6.4 of this By-law shall be due.

3.6 Inactive Permit Application

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 and notice thereof shall be given to the *applicant*. If an application is deemed to be abandoned, a new application must be filed for any *work* proposed in the abandoned application. An inactive permit application may also include an application where information is outstanding, six months or more after it is made, in such a manner that a full or partial permit cannot be issued.

Part 4 PLANS AND SPECIFICATIONS

4.1 Information - sufficient - to determine conformity

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

4.2 Two complete sets - required - unless specified

Each application shall, unless otherwise specified by the *Chief Building Official*, be accompanied by two complete sets of the plans and specifications as described in this By-law and Schedule "D" of this By-law **in order for an application to be deemed as complete.**

4.3 Plans - drawn to scale - on durable material - legible

Plans shall be drawn to scale (min. 1:75 or 3/16"=1'-0") on paper, ~~cloth~~, electronic media approved by the *Corporation*, or other durable material approved by the *Corporation*, and shall be legible. **Free hand drawings are not permitted to be submitted.**

4.4 Site plans - referenced - to plan of survey

Site plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the *Building Code* or other applicable law, a copy of the survey shall be submitted to the *Chief Building Official*. Site plans shall show:

- ~~(1)~~ **(a)** Lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;
- ~~(2)~~ **(b)** existing and finished ground levels or grades; and
- ~~(3)~~ **(c)** existing rights-of-way, easements and municipal services.

4.5 As-constructed plans

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(s).

4.6 Plans property of Corporation

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 **the Corporation's Record Retention By-law , or other applicable legislation.**

**Part 5
Registered Code Agencies**

5.1 Registered Code Agency - hired - by Chief Building Official

Where the *Corporation* enters into an agreement with a Registered Code Agency, the *Chief Building Official* is authorized to appoint Registered Code Agencies to perform specified functions in respect of the construction of a building or a class of buildings from time to time in order to maintain the **prescribed** time periods for **permits issuance as** prescribed in ~~subsection 2.4.1~~ **Article 1.3.1.3-Division C** of the *Building Code*.

5.2 Functions of Registered Code Agency

The *Registered Code Agency* may be appointed to perform one or more of the specified functions described in section 15.15 of the Act.

**Part 6
FEES AND REFUNDS**

6.1 Due - payable - ~~upon application~~ - Schedule "A"

The *Chief Building Official* shall determine the required fees for the *work* proposed calculated in accordance with Schedule "A" of this By-law, and the *applicant* shall pay such fees upon submission of an application for a *permit*, except for applications submitted electronically through the *Corporation's* e- services ~~website~~ at www.london.ca for online applications to erect single detached, semi-detached dwellings and townhouse dwellings for which the required *permit* fee must be paid within 5 business days from the date the *applicant* is notified by the *Chief Building Official* by way of email that the *permit* is ready for issuance, failing which the electronically submitted application shall be cancelled **without further notice.**

In the event where fees are due as a result of revisions, after a permit has been issued, no building inspections associated with said revisions shall be carried out until such time the outstanding fees have been paid in full.

6.2 Three day permits

Any person or corporation ~~who proposes~~ **proposing** to construct, add to or alter a residential, commercial, industrial or institutional building not requiring site plan approval or a zero lot line housing with an approved site plan, may, subject to staff resources, upon payment of an additional fee equal to **the greater of 50%** of the regular permit fee **or the flat fee** as set out in Schedule "A", request a three day fast track permit. Any **such** request ~~for three working day fast track permit~~ must be supported by full and complete submission of all the requirements for **permits applications** as set out in Part 3 of this By-law.

6.3 Permit Issued based on Previously Approved Permit-Revisions Should design revisions be submitted with respect to a permit issued based on a previously approved permit, additional permit fees, shall be due as follows:

- (a) **fees based on a fee rate applicable to a regular permit (not the reduced rate for a permit to be issued based on a previously approved permit), for any additional floor area(s), in addition to,**
- (b) **fees as set out in 4 (a)(i) of Schedule "A", unless the design revisions entail a model change or changes to over 50% of the original floor areas, in the case of single detached dwellings, duplexes, semi-detached dwellings, or row townhouses, whereas in such case the additional fee shall be assessed based on the regular permit fee rate (not the reduced rate for a permit to be issued based on a previously approved permit) for the entire revised floor area.**

Pursuant to subsection 6.1, no building inspections associated with these revisions shall be carried out if outstanding fees are due.

~~6.3~~ 6.4 Work without permit

Any person or corporation who commences construction, demolition or changes the use of a building before submitting an application for a permit **or commences any work that would otherwise require a building permit in accordance with the Act** ~~or before 14 calendar days have elapsed from the date on which an application for a permit has been accepted by the Corporation~~ unless the permit has already been issued, shall in addition to any other penalty under the Act, Building Code, or this By-law pay an additional fee equal to 100% of the amount calculated as the regular permit fee but in no case shall the additional fee exceed **\$5,000 \$7,500**, in order to compensate the Corporation for the additional expenses incurred by such early start of work.

~~6.4~~ 6.5 Refunds

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

Part 7 TRANSFER OF PERMITS

7.1 Application - completed - by new owner

A permit may be transferred **in the name of a new owner**, if the new owner completes the permit application form in accordance with the requirements of Part 3 of this By-law.

7.2 Fee - Schedule "A"

A fee shall be payable on an application for a transfer of permit as set out in Schedule "A" of this By-law.

7.3 New owner - permit holder - upon transfer

The new owner shall, upon a transfer of a permit, be the permit holder for the purpose of the Act and the Building Code.

**Part 8
REVOCATION OF PERMITS**

8.1 Revocation- Powers of Chief Building Official

Pursuant to subsection 8(10) of the Act, the Chief Building Official may revoke a permit if after six months after its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the Chief Building Official, been seriously commenced. The Chief Building Official may also revoke a permit due to additional reasons as stipulated in subsection 8(10) of the Act.

8.2 8.2 Notice of Revocation

Prior to revoking a *permit* under subsection 8(10) of the Act, the *Chief Building Official* may serve a notice by personal service or registered mail at the last known address to the *permit holder*, and, following a 30 day period from the date of service, the *Chief Building Official* may revoke the *permit* if grounds to revoke still exist, without any further notice.

8.2 8.3 Deferral of Revocation

A *permit holder* may within 30 days from the date of service of a 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 any changes to the Act, *Building Code* or other applicable law may allow the one-time deferral, **applicable to a period of no later than twelve (12) months from the date the permit was issued**, in writing.

8.3 8.4 Fee for Deferral

A request for deferral shall be accompanied by the non-refundable fee set out in Schedule "A" of this By-law.

**Part 9
NOTICE REQUIREMENTS FOR INSPECTIONS**

9.1 Notice prior - each stage - to Chief Building Official

The *permit holder* shall notify the *Chief Building Official* or a *Registered Code Agency* where one is appointed, of each stage of construction for which a mandatory notice is required under Article ~~2.4.5.1~~ **1.3.5.1 -Division C** of the *Building Code*. In addition to the notice of completion as prescribed by Section 11 of the Act, the *permit holder* shall provide another mandatory notice after the completion of demolition *work* to ensure the completion of site grading and other *works* described in Section 3.2.(2)(d) of this By-law.

9.1.a Notice prior – occupancy permit request - to Chief Building Official
The permit holder shall notify the Chief Building Official or a Registered Code Agency where one is appointed, requesting an occupancy permit be issued, for certain buildings of residential occupancy in accordance with Article 1.3.3.4-Division C of the Building Code.

9.2 Effective - when received - by Chief Building Official

A notice pursuant to this Part of the By-law is not effective until notice is actually received by the *Chief Building Official* or the *Registered Code Agency* and the *permit holder* receives a confirmation number issued by the *Corporation* or the *Registered Code Agency*.

9.3 Time Periods - Inspections

Upon receipt of proper notice, the *inspector* or a *Registered Code Agency*, if one is appointed, shall undertake a site inspection of the building within 2 days for notices to which articles 2.4.5.1 and 2 apply and within 10 days for the notice to which section 11 of the Act applies. **shall, no later than two days as per article 1.3.5.3-Division C of the Building Code, after receipt of the notice, undertake a site inspection for notices to which articles 1.3.5.1. and 1.3.5.2. – Division C of the Building Code apply, except where the notice relates to matters described in clauses 1.3.5.1.(2)(k) or (l), the site inspection shall be conducted no later than 5 days after the receipt of notice.**

9.4 Grading Certificates

For new single detached, duplex or semi-detached dwellings, the *permit holder* shall:

~~(1)~~ **(a)** prior to giving notice to inspect the ~~constructing~~ **construction of** the foundations, provide **to the Chief Building Official, or a Registered Code Agency where one is appointed**, an interim grading certificate 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 certifying that the elevation of the top of the foundations will conform with the lot grading plan specified in clauses 3.2 (1) (d)(i) and (ii) of this By-law; and

~~(2)~~ **(b)** provide **to the Chief Building Official, or a Registered Code Agency where one is appointed**, within seven (7) months ~~of occupancy~~ **from the date an occupancy permit has been issued**, a final grading certificate:

(i) bearing the signature and seal of the subdivider's *Professional Engineer* certifying that the finished elevations and grading of the land generally conforms with the accepted area or subdivision grading plans and the lot grading plan specified in clauses 3.2 (1)(d)(i) and (ii) of this By-law; or

(ii) where no accepted area or subdivision grading plan exists, 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 certifying that the finished elevations and grading of the land generally conforms to the lot grading plan specified in clauses 3.2 (1) (d)(i) and (ii) of this By-law.

Part 10 ALTERNATIVE SOLUTIONS

10.1 Alternative Solutions – Submissions

Where application is made for a permit that contains materials, systems or building designs which authorization is required under Division C- 2.1 of the Code, the applicant shall :

- (a) use the prescribed form in Schedule “B J” of this By-law;**
- (b) submit supporting documentation demonstrating that the proposed materials, systems or building designs will provide the required level of performance according to Article 1.2.1.1. Division A of the Building Code;**
- (c) submit supporting documentation and test methods providing information according to Section Division C- 2.1 of the Code;**
- (d) note that the Chief Building Official or Registered Code Agency may accept or reject any proposed equivalents or may impose conditions or limitations on their use; and**
- (e) note that any equivalents which are accepted under this Section shall be applicable only to the location to which the approval is given and are not transferable to any other construction permit.**

~~Part 10~~ Part 11 VALIDITY

~~10.4~~ 11.1 Severability

In the event that any provision of this By-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this By-law.

~~Part 11~~ **Part 12**
CONTRAVENTION OF BY-LAW - OFFENCE

~~11.1~~ **12.1** Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the *Building Code Act, 1992*, S.O. 1992, c.23, as amended.

~~Part 12~~ **Part 13**
REPEAL - ENACTMENT

~~12.1~~ **13.1** **By-law previous**
By-law ~~B-4~~ **B-5** and all of its amendments are hereby repealed.

~~12.2~~ **Applications prior to July 1, 2005**
~~Notwithstanding section 12.1 of this By-law, for any application received prior to July 1, 2005 the permit fee shall be calculated in accordance with Part 6 and Schedule "A" of By-law B-4.~~

~~12.3~~ **13.2** **Short Title**
This By-law may be referred to as the Building By-law.

~~12.4~~ **13.3** **Effective date**
This By-law comes into force and effect on **November 01, 2012.**

Passed in Open Council on .2012.

Joe Fontana
Mayor

~~Linda Rowe~~ **Catherine Saunders**
Deputy **Corporation** Clerk

First Reading -
Second Reading -
Third Reading -

SCHEDULE "A"

BY-LAW ~~B-5~~ B-

CLASSES OF PERMITS AND FEES

1. Calculation of Permit Fees

Permit fees shall be calculated based on the formula given below, unless otherwise specified in this schedule:

$$\text{Permit Fee (rounded to the nearest dollar)} = \text{SI} \times \text{A}$$

where SI = Service Index for Classification of the work proposed and,
A = floor area in m² of work involved

In all cases, more than one fee category may apply unless noted otherwise.

2. a) Minimum Permit Fee

A minimum fee of ~~\$ 90.00~~ **\$110.00** shall be charged for all work, unless otherwise indicated.

3. Classes of Permits and Fees

a) 3.1 CONSTRUCTION

BUILDING CLASSIFICATION

SERVICE INDEX (SI)
\$/m², unless otherwise indicated

Group A [Assembly Occupancies]

All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants (Finished), Theatres, Arenas, Gymnasiums, Indoor Pools	12.20 14.60
Restaurants (Shell)	9.80 11.80
Outdoor Public Swimming Pools <u>or Public Spas</u>	6.50 7.80
All other Group A Buildings	14.60 17.50

Group B [Institutional Occupancies]

Institutional, Hospitals, Nursing Homes, and other Group B Buildings	16.80 20.20
---	-------------------------------

Group C [Residential Occupancies]

Single Detached Dwellings, Semis, <u>Duplexes</u>	7.30 8.80
---	-----------------------------

Of

- with private septic system \$750
- with geothermal system \$350

~~6.60~~ (online applications)

<u>Duplexes</u> , Live/Work Units, Previously approved (single detached, semis),	6.20 7.40
--	-----------------------------

Townhouses

- with private septic system \$750
- with geothermal system \$350

~~5.60~~ (online applications)

Townhouses

~~6.20~~

or

~~5.60~~ (online applications)

Apartment <u>s Buildings</u>	4.80 5.80
------------------------------	-----------------------------

- with geothermal system \$450

additional fee

Motels (above greater than 2 stories) and Hotels	12.20 <u>14.60</u>
All other residential Occupancies	9.20 <u>11.00</u>

Group D [Business and Personal Service Occupancies]

Office Buildings (Shell), all other Group D Buildings (Shell)	9.20 <u>11.00</u>
--	------------------------------

Office Buildings (Finished), Banks, Medical Clinics	11.60 <u>13.90</u>
--	-------------------------------

Fire halls and all other Group D Buildings (Finished)	
--	--

Group E [Mercantile Occupancies]

Group E Mercantile Occupancies, Retail Stores (Shell)	5.80 <u>7.00</u>
--	-----------------------------

Retail Stores (Finished), Department Stores, Supermarkets and All Other Group E Mercantile Occupancies Buildings (Finished)	8.00 <u>9.60</u>
--	-----------------------------

Group F [Industrial Occupancies]

Industrial Buildings, Warehouses (Shell)	4.60 <u>5.50</u>
--	-----------------------------

Industrial Buildings, Warehouses (Finished)	5.80 <u>7.00</u>
---	-----------------------------

Gas Stations, Car Washes	6.00 <u>7.20</u>
--------------------------	-----------------------------

Parking Garages (U/G, Open Air)	3.20 <u>3.80</u>
---------------------------------	-----------------------------

All Other Group F Buildings <u>including self storage buildings</u>	5.80 <u>7.00</u>
---	-----------------------------

b) 3.2 ALTERATIONS AND, RENOVATIONS, and REPAIRS

Interior alterations (Partitions, Finishings etc.)

Group C - Detached Dwelling units	1.90 <u>2.30</u>
Group A and B occupancies	4.00 <u>4.80</u>
All other Classifications <u>Occupancies</u>	2.90 <u>3.50</u>

Facade alterations (only)	0.25 <u>0.30</u>
----------------------------------	-----------------------------

Balcony Repairs or Guard Replacement	\$13.20/\$1000.00 construction value
---	---

Emergency lighting, Fire alarms, Standpipes (retrofit)	(max. fee \$600.00)
	\$50.00/storey

Parking Garage Repairs	\$13.20 / \$1,000 construction value
-------------------------------	---

Fire alarms	\$ 60.00/ storey (Max \$ 600.00)
--------------------	---

Ceilings (Added or Replacement)	\$110.00
--	-----------------

Demising Walls (no other construction)	\$150.00
---	-----------------

Electromagnetic Locks (max. fee \$360.00)	\$ 30.00 each
--	----------------------

Sprinklers (based on sprinkler coverage area)	0.30
--	-------------

Storefront (complete replacements)	\$110.00
---	-----------------

c) 3.3 DEMOLITION

All Buildings and Occupancies	0.25
--	-----------------

Single Detached Dwellings, Semis, Duplexes	\$250.00
---	---------------------

All other buildings:

- with gross floor area equal to or less than 600 m² 0.30
- with gross floor area greater than 600 m² 0.50

d) 3.4 DESIGNATED STRUCTURES (OBC 2.1.2) (OBC Div. A-1.3.1.1)

Communication Tower <u>supported by a building</u>	\$ 240 <u>\$290.00/Tower</u>
--	---

Crane Runway <u>Set</u>	\$ 240 <u>\$290.00/Set</u>
-------------------------	---------------------------------------

Exterior Tank and Support (<u>not slab on grade</u>)	\$ 240 <u>\$290.00/Tank</u>
--	--

Pedestrian Bridge (<u>when applied as a separate permit</u>)	\$ 240 <u>\$290.00/Structure</u>
Retaining Wall	\$ 7.20 <u>\$8.60/linear m.</u>
Satellite Dish, Dish Antenna, Solar Collector	\$ 120/Structure

Wind turbine generator, (more than 3 kW) supported by a building \$275/Generator

e) 3.5 STAND ALONE AND MISCELLANEOUS WORK

a)	Air Supported Structures	2.90 <u>3.50</u>
b)	Balcony Guards (Replacements)	<u>\$ 1.40 /lineal m</u>
c)	Balcony Repairs	<u>\$ 12.00/Balcony</u>

d) Canopy ~~w/o enclosure (not a sign)~~ (with no signage/lettering) \$ 4.20/m
60.00/canopy

e) **Ceilings (Added or Replacement)** \$ 0.40

f) **Demising Walls (no other construction)** \$ 3.60 /lineal m

g) **Electromagnetic Locks** \$ 30.00 each
Max \$ 360.00

h) **Emergency lighting, Standpipes (retrofit)** \$ 42.00/story
Max \$ 420.00

i) **Farm Buildings, Greenhouses** 2.50
Pole Barns 1.20
Other 1.80

j) **Fire alarms** \$ 60.00/story
Max \$ 600.00

k) **Fire doors retrofit** \$ 24.00 each
Max \$ 360.00

l) **Fireplaces, Wood Stoves** \$ 90.00 each

m) **Mechanical Service Spaces and Penthouses** 6.00 7.20

n) **Parking Garage Repairs**
i) **Slab Reconstruction** \$ 4.80 All other repairs \$ 1.80

o) **Portable Classrooms** \$ 90.00 110.00 each

p) **Re-roofing with structural work/ raise roof structure** \$ 1.90\$

q) **Residential Decks, Porches, Carports:**
• **uncovered** \$ 90.00 110.00 each
• **covered (supporting roof loads)** \$ 250.00 each

r) **Shoring (stand alone permit application)** \$ 9.60/lineal m

s) **Single Family Detached Garages, Carports, Accessory structures:**
• **equal to or less than 55 m²** \$ 90.00 110.00 each
• **over 55 m²** \$ 200.00 each
• **additional fee of \$140 if plumbing is involved**

t) **Sprinklers** 0.25

u) **Standpipes (Retrofit)** \$ 42.00
Max \$ 420.00

v) **Temporary Structures**
• **Individual Tents** \$ 90.00 110.00 each
• **Temporary buildings** \$ 90.00 110.00 each

w) **Underpinning** \$ 9.60 11.00/lineal m

x) **Storefront (replacements)** \$ 90.00 flat fee

Solar Panels installed on:

- **Single detached/semi detached buildings** \$120.00
- **All other buildings** \$13.20 /\$1,000 of construction value

Underground structures (excluding fuel tanks) \$300 / structure

Rack storage systems 1.50 (minimum \$350)

f. 3.6 STAND ALONE MECHANICAL WORK (HVAC & PLUMBING) Min Fee \$ 60.00 110.00 unless noted in this subsection (when applied for as a separate permit). More than one fee category may apply per building/work proposed.

i) 3.6.1 Permit for Heating, Ventilating and Air Conditioning (HVAC)

<u>Group A ,B,D&E</u>	0.60 1.00
<u>Group C - dwelling units</u>	\$ 90.00 110.00
• Other Group C Buildings	-0.60 1.00
<u>Group F</u>	
• Laboratories	0.60 1.00
• Parking Garages	-0.30 0.50
• Other Group F Buildings	-0.50 0.90

ii) HVAC Alterations

Add on System, (Unit Heaters \$ ~~60.00~~ **110.00** flat fee
 Make-up Air Unit, Exhaust Fan
 And/or Ductwork Alternations

Plus:

Structural work for HVAC replacement or new \$13.20 / \$1,000
construction value

iii) Special Ventilation Systems

Commercial Kitchen Exhaust, Spray Booth, ~~\$ 120.00~~ **200.00**
 Dust Collector, etc. **(applies to installations on existing building)**

iv) 3.6.2 Plumbing and Drainage Systems-Fixtures-Equipment-Systems

Roof Drains \$ ~~9.60~~ **11.00** each

FIXTURES/EQUIPMENT/ROOF DRAINS

All Buildings

PIPING

Piping Single Detached or Semi Detached Dwellings:
 (Water services, Sanitary and Storm buried piping \$ ~~60.00~~ **110.00**
 Repairs, Replacement and Additions of buried
 plumbing and drainage piping, pool drains)

Piping (All Other Buildings) : \$ ~~1.60~~ **2.00/lineal m**

Inside Sanitary and Storm Piping
 Outside Water Services, Sanitary and Storm Piping

v) Other Plumbing Work

Manholes, Catchbasins, Interceptors , ~~\$ 9.60~~ **11.00** each
~~a~~ And Sumps complete with pumps

Backflow prevention devices **(requiring testing)** \$ ~~36.00~~ **110.00**
 (devices requiring testing)

vi) Private Sewage system : (new or replace)

- Holding Tank \$ ~~300.00~~ **500.00**
- Septic Tank **System (complete)** \$ ~~600.00~~ **750.00**
- ~~Repair~~ Septic System **Bed** \$ ~~180.00~~ **500.00**
- **Septic System Tank** \$ **300.00**

Geothermal system for single detached/duplex \$ **350.00**

Geothermal system for all other buildings \$ **500.00**

4. Other Charges Administrative Fees

- a) Additional Plan ~~examination~~ **review** fees **(in addition to permit fees charged due to any increase in floor area) as a result of changes made to the original permit application submission.**

(i) ~~a~~ After ~~permit issued~~ all reviews ~~\$ 72.00~~ \$90.00 per hour or part
(min. fee \$110.00)

have been completed prior to permit issuance thereof
or after the permit has been issued
(excludes new model submission for single detached
dwelling, duplexes, semi-detached dwellings, or row townhouses)

(ii) New Model submission (single detached 50% of the original
dwelling, semi-detached dwellings, or row townhouses) permit fee
made more than five business days after original permit
application was submitted or post permit issuance

b) ~~Authority to Occupy~~ Partial Occupancy ~~\$ 360.00~~ \$430.00
before completion for any examination
and inspection time over 5 hours
~~\$ 72.00~~ per hour

c) Conditional *Permit* (as per Section 8(3) of *Building Code Act*)

~~\$ 120.00~~ flat fee in addition to fee in section 3 above,

(i) single detached dwelling, duplexes, semi-detached
dwelling, or row townhouses \$200.00

(ii) all other uses \$400.00

d) Inspection to Clear \$ 120.00 \$250.00
Deficient *Permit*

e) Permission to Defer \$ 90.00 200.00 per permit plus
Revocation \$ 72.00 per hour or part
thereof for any review time over 1 hour

f) *Permit* for Change of Use \$ 90.00 110.00 flat fee

g) Special Inspection Fee \$ 72.00 per hour of inspection
time or part thereof
\$300.00

h) Transfer of *Permit* (Ownership) \$ 90.00 110.00 flat fee

i) Special Research Requests \$ 60.00 110.00 per hour or part
thereof
of Building Division, Microfilm and Plans Records

j) Certification of an additional \$ 60.00 110.00 per set
set of drawings on the basis
of which a *permit* was issued
by the *Chief Building Official*

k) Spatial separation (Limiting distance) agreements \$300.00

l) Alternative solutions review \$300.00

m) Three day permit

- Residential use (excluding apartment buildings) additional
fee equal to 50%
of the original
permit fee (min.
\$150.00)

- All other uses additional fee equal to 50% of the original permit fee (min. \$300.00)

n) Occupancy permit (in accordance with Ontario Building Code Div. C -1.3.3.4) (included in permit fee)
Additional copy of occupancy permit \$100.00

o) Liquor Licence Clearance Letter

- Not Associated with a Building Permit or Business License
\$360.00 flat fee
- Associated with a Building Permit or Business License
\$150.00

p) Drainlayer's Examination Fee \$100.00

g) Review of proprietary systems/equipment/ components for Ontario Building Code conformance (including Compliance letter issuance) \$200.00

5. MISCELLANEOUS - CHARGES

For classes of *permits* not described or included in this schedule, a reasonable *permit* fee shall be determined by the *Chief Building Official*.

6. REFUNDS

Pursuant to Part 5 of this By-law, the fees that may be refunded shall be a percentage of the fees payable under this By-law, calculated by the *Chief Building Official* as follows:

- (a) 90 percent if administrative functions only have ~~been performed~~ commenced;
- (b) 80 percent if administrative and zoning functions only have ~~been performed~~ commenced;
- (c) 60 percent if administrative, zoning and plan examination functions have ~~been performed~~ commenced;
- (d) 50 percent if the *permit* has been issued and no field inspections have been ~~performed~~ conducted subsequent to *permit* issuance;
- (e) a ~~\$72.00~~ 110.00 fee for each field inspection that has been ~~performed~~ conducted after the *permit* has been issued will be deducted from all refunds.
- (f) If the calculated refund is equal to or less than the minimum fee applicable to the *work*, no refund shall be made of the fees paid.
- (g) The additional 50% fee paid in the case of a permit application for a three day permit shall not be refunded in any case.
- (h) The additional fee equal to 100% of the amount calculated as the regular permit fee but not more than \$7,500 paid in the case of work without a permit pursuant to Section 6.4 of this By-law, shall not be refundable in any case.

7. INTERPRETATION NOTES:

The following explanatory notes are to be observed in the calculation of *permit* fees:

- The Building Classification above shall be the classification for the use as determined by the Building Code and Appendix A of the Building Code.

- 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 (excluding residential garages).
- In the case of interior alterations or renovations, area of proposed *work* is the actual space receiving the *work* e.g. tenant space.
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and interior balconies are to be included in all floor area calculations.
- Except for interconnected floor spaces, no deductions are made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).
- Unfinished basements for single detached dwellings (including semis, duplexes, and townhouses) are not included in the floor area.
- Attached garages ~~and fireplaces~~ are included in the *permit* fee for single detached dwellings and attached **semi-detached** dwellings.
- Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
- Ceilings are included in both new shell and finished (partitioned) buildings. The Service Index for ceiling applies only when alterations occur in existing buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- Where demolition of partitions or alteration to existing ceilings is a part of an alteration or renovation *permit*, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.
- The occupancy categories in the Schedule correspond with the major occupancy classifications in the Ontario *Building Code*. For mixed occupancy floor areas, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- For Rack Storage use ~~apply~~, the square metre charge for industrial uses **shall apply**.

SCHEDULE "B" BY-LAW B- APPLICATION FOR A PERMIT TO CONSTRUCT OR DEMOLISH

Application for a Permit to Construct or Demolish

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

This form is authorized under subsection 8(1.1) of the Building Code.

Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
E. Builder (optional)			
Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)			
i. Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act? If no, go to			<input type="checkbox"/> Yes
ii. Is registration required under the Ontario New Home Warranties Plan Act?			<input type="checkbox"/> Yes
G. Attachments			
i. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.			
ii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.			
H. Completeness and compliance with applicable law			
i. This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the Building Code Act, 1992, to be paid when the application is made.			<input type="checkbox"/> Yes
ii. This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or			<input type="checkbox"/> Yes
iii. This application is accompanied by the information and documents prescribed by the applicable bylaw, resolution or determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes
iv. The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes
I. Declaration of applicant			

I _____ declare that:
(print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G

2E5 (416) 585-6666

City of London form no. 0839 (rev.2011.01)

www.london.ca

SCHEDULE "B C"

BY-LAW ~~B-5~~ B-

APPLICATION FOR CHANGE OF USE, TRANSFER OF PERMITS AND PARTIAL OCCUPANCY PERMITS



PO Box 5035
7th Floor, City Hall
London ON N6A 4L9
BCIN: 18458

Application for a Permit

- Partial Occupancy - Unfinished Building
- Transfer of Permit - Ownership
- Change of Use - No Construction

For use of Municipality			
Application number	Permit number (if different)	Date received (YYYY-MM-DD)	Roll number

A) Purpose of Application	
<input type="checkbox"/> Partial occupancy - unfinished building <input type="checkbox"/> Transfer of permit - ownership <input type="checkbox"/> Change of use - no construction	
Proposed use of building	Current use of building (if applicable)
Description of work	

B) Applicant information			
Applicant is			
<input type="checkbox"/> the owner; or <input type="checkbox"/> the authorized agent of the owner <i>If corporation or partnership, name of person applying on its behalf.</i>			
Last name	First name	Middle initial	
Corporation or partnership (if applicable)			
Full address			
Building number	Street name	Unit number	Lot/con.
Municipality	Province	Postal code	Country
London	ON		Canada
Telephone (including area code)	Fax number (optional)	Cell number (optional)	

C) Owner information (if different from applicant)			
Applicant is			
<input type="checkbox"/> the owner; or <input type="checkbox"/> the authorized agent of the owner <i>If corporation or partnership, name of person applying on its behalf.</i>			
Last name	First name	Middle initial	
Corporation or partnership (if applicable)			
Full address			
Building number	Street name	Unit number	Lot/con.
Municipality	Province	Postal code	Country
London	ON		Canada
Telephone (including area code)	Fax number (optional)	Cell number (optional)	

D) Former owner (transfer of permit)			
Last name	First name	Middle initial	
Corporation or partnership (if applicable)			
Full address			
Building number	Street name	Unit number	Lot/con.
Municipality	Province	Postal code	Country
London	ON		Canada
Telephone (including area code)	Fax number (optional)	Cell number (optional)	

E) Project information (full address of project)			
Building number	Street name	Unit number	Lot/con.
Municipality	Province	Postal code	Country
London	ON		Canada
Plan number	Lot/Parcel number		
Other location information - describe area to be occupied			

F) Permit via	
Via	
<input type="checkbox"/> Mail	<input type="checkbox"/> Pick-up
Send to	
<input type="checkbox"/> Applicant	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized agent

G) Building designer/architect/engineer	
Name	
Telephone number (including area code)	Fax number

H) Declaration of applicant

I, _____ certify that:

Print name.

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- I have authority to bind the corporation or partnership (if applicable).

Date _____ Signature of applicant _____

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to the Chief Building Official of the municipality of the City of London.

Permit Number									
---------------	--	--	--	--	--	--	--	--	--

FOR OFFICE USE ONLY

1. General Information

<input type="checkbox"/> Partial Occupancy	Area code	Plan Examiner
Original Building Permit no. _____		

2. Zoning

Permitted Use	Park Dedication Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount	Account
Compliance Status	Examined by		Year Month Day
<input type="checkbox"/> Not required <input type="checkbox"/> Not in compliance <input type="checkbox"/> C of A number: _____			
<input type="checkbox"/> Complies <input type="checkbox"/> C of A required _____			

3. Site Plan

Site Plan	Development Agreement	Examined by	Year Month Day
<input type="checkbox"/> Not required <input type="checkbox"/> Complies	<input type="checkbox"/> Not required <input type="checkbox"/> Required		
<input type="checkbox"/> Required			

4. Plan Examiners

Type	Not Required	Required	Foundation	Date Released Year Mon Day	Shell/No Connect	Date Released Year Mon Day	Full	Date Released Year Mon Day
Structural								
Mechanical								
Plumbing								
Storm/Sanitary services								
Water services								
Sewage system								
Fire Prevention Office								
Architectural								

Remarks Conditions Conditional permit

5. Fees

Verified construction value:	Fee Description	Amount	Date Paid			Receipt Number
			Year	Month	Day	
Permit						
Additional permit						
Water						
3 Day						
Conditional permit						
Early start						
Park dedication						
Other (ie Sewage System)						

Development Charges

	City/Urban Works	Secondary School Board
Amount applicable		
Exempt amount		
Amount paid		
Balance owing		

6. Development Agreements/Securities

	Required	Yes	No	Received	Yes	No
Securities D/A						
Conditional Permit						
WM - 4						
Demo						
Road Widening						
Other						

Received but not complied with Complies

Examined by _____ Year Month Day _____

7. Final Check

Cancelled by	Year Month Day
<input type="checkbox"/> Fees owing <input type="checkbox"/> Other (specify)	
Released for	Final Check by Year Month Day
Foundation	
Shell/No connect	
Full	

8. Permit Issuance

<input type="checkbox"/> Foundation	Year Month Day	<input type="checkbox"/> Shell/No connect	Year Month Day	<input type="checkbox"/> Full	Year Month Day
Issued by		Issued by		Issued by	

SCHEDULE "C D"

BY-LAW B-5 B-

PLANS AND SPECIFICATIONS

<u>Type of Building</u>	<u>*Required Plans and Specifications</u>
Detached house, semi detached house, townhouse or row house containing not more than two dwelling units in each house and the building systems, works, fixtures and service systems appurtenant to these buildings including ancillary buildings that serve the main building.	Architectural, structural, HVAC, site services and electrical as determined by the scope of the work involved, noting that for alterations or repairs the Chief Building Official may accept less.
All other buildings including their ancillary buildings.	Architectural, structural, mechanical (including HVAC and plumbing), site services and electrical as determined by the scope of the work involved noting that for alterations and repairs the Chief Building Official may accept less.
*This required information is in addition to any information specified in Parts 3 and 4 of this By-law.	

SCHEDULE "D E"

BY-LAW B-5 B-

GENERAL REVIEW FORM

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Part A - Owner's Undertaking

Project Description:

Permit Application No.

Address of Project:

Municipality:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read and agrees to the above

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

EABO Standard form/Endorsed by OAA, PEO and Ontario Building Officials Association

Note: All final review reports are to be submitted to the Chief Building Official by:

Mail: Building Division, Corporation of the City of London, PO Box 5035, London, ON N6A 4L9 or

Fax: Building Division, City of London - 519 661-5184

SCHEDULE "E"

BY-LAW B-5

ACKNOWLEDGEMENT BY APPLICANT OF INCOMPLETE APPLICATION

Pursuant to Sentence 2.4.1.1. 1B (5) of the Building Code

Part A

A prescreening of the application to _____
(describe work)

at _____ reveals that the application is incomplete in that the following items are missing:
(location of work)

~~As such, the processing time periods prescribed in Column 3 of Table 2.4.1.1B of the Building Code are not applicable.~~

~~The Corporation of London, however, will commence processing the incomplete application if the Acknowledgement below is completed.~~

Part B

I _____
(print name of applicant)

acknowledge that my application to _____ at _____
(describe work) *(location of work)*

~~does not meet the requirements of 2.4.1.1B (5) of the Building Code and therefore the processing time periods prescribed in Table 2.4.1.1B of the Building Code are not applicable. Notwithstanding the above, I request that the Corporation commence processing the incomplete application. I understand that a permit cannot be issued until all the required information is submitted, reviewed for compliance and all fees paid.~~

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

(Date) *(Signature of Applicant)*

SCHEDULE "F"

BY-LAW B-

Energy Efficiency Design Summary Form

Energy Efficiency Design Summary (Part 9 Residential)

This form is used to summarize the energy efficiency design of the project. Information on completing this form is on the reverse

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

B. Compliance Option

<input type="checkbox"/> SB-12 Prescriptive [SB-12 - 2.1.1.]	Table: Package: A B C D E F G H I J K L M (circle one)
<input type="checkbox"/> SB-12 Performance* [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> Energy Star®* [SB-12 - 2.1.3.]	* Attach Builder Option Package form
<input type="checkbox"/> EnerGuide 80®*	* House must be evaluated by NRCan advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy

Windows+Skylights &Glass Doors	Other Building Conditions
Gross Wall Area = _____ m ²	<input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam
Gross Window+ Area = _____ m ²	
% Windows+ _____	<input type="checkbox"/> ICF Above Grade <input type="checkbox"/> Slab-on-ground

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach Energy Star BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors¹	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip. ²	
Basement Walls		HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES 1. Provide U-Value in W/m ² .K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	
Slab (all ≤600mm below grade, or heated)			

E. Performance Design Verification [complete applicable sections if SB-12 Performance, Energy Star or EnerGuide80 options used]

SB-12 Performance:
 The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ GJ (1 GJ =1000MJ)
 The annual energy consumption of this house as designed is _____ GJ
 The software used to simulate the annual energy use of the building is: _____
 The building is being designed using an air leakage of _____ air changes per hour @50Pa.

Energy Star: Submit the BOP form with Energy Advisor's certification on completion.

Energy Star and EnerGuide80:
 Evaluator/Advisor/Rater Name: _____ Evaluator/Advisor/Rater Licence #: _____

F. Designers [names of designers who are responsible for the building code design and whose plans accompany the permit application]

Architectural	Mechanical
---------------	------------

Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form must accompany the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit may be refused. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website at www.mah.gov.on.ca, or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the *SB-12 Prescriptive* design tables,
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star* standards, or
4. Evaluate the design according to *EnerGuide* technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- *SB-12 Prescriptive* requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- *SB-12 Performance* refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- *Energy Star* houses must be designed to *Energy Star* requirements and be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- *EnerGuide80* houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1 *Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the *SB-12 Prescriptive* option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which *SB-12 Prescriptive* compliance package table applies.

Other Building Conditions: These construction conditions affect *SB-12 Prescriptive* compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the *SB-12 Prescriptive* option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the *SB-12 Prescriptive* option is being used.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the *SB-12 Performance* option is used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard. A blower door test must also be conducted if the *EnerGuide 80* option is used.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.

SCHEDULE "G"

BY-LAW B-

Schedule 1: Designer Information Form



PO Box 5035
7th Floor, City Hall
London ON N6A 4L9

London BCIN: 18458

Schedule 1: Designer Information

Reset form.

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1 of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4 of Division C. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 3.2.5 of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
Date		Signature of Designer	

NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7.(1) d). of Division C, Article 3.2.5.1 of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.4 of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Schedule "H"

BY-LAW B-

Schedule 2 : Sewage System Designer Information Form



PO Box 5035
7th Floor, City Hall
London ON N6A 4L9

London
CANADA

BCIN: 18458

Schedule 2: Sewage System Installer Information

Reset form.

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C) <input type="checkbox"/> No (Continue to Section E) <input type="checkbox"/> Installer unknown at time of application (Continue to Section E)			
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
I _____ declare that: (print name)			
<input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;			
OR			
<input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2 now that the installer is known.			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. If the owner is a corporation or partnership, I have authority to bind the corporation or partnership.			
_____		_____	
Date		Signature of applicant	

Schedule "I"

BY-LAW B-

Required Clearances for Demolition Permit Form



Required Clearances for Demolition Permit
 The Corporation of the City of London
 Planning, Environmental & Engineering Services,
 Building Division

Contact name	
Telephone number	
Fax number	Cell number
E-mail address	

Step 1 This form must be completed by Applicant PRIOR TO application for a permit to demolish buildings in the City of London.

Property location		Service information <input type="checkbox"/> City sewer <input type="checkbox"/> Septic system <input type="checkbox"/> Well		Date of application (YMD)	
Type of building		Is well to be abandoned? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a corner lot? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ground floor area	Gross floor area above grade	Gross floor area including basement	No. of storeys	Non-residential floor area above grade	No. of units with less than 2 bedrooms
Structural design characteristics of the building				Method of demolition	
OWNER Name			CONTRACTOR Name		
Street address			Street address		
City	Province	Postal code	City	Province	Postal code

Step 2 AFTER completing Step 1, Applicant to submit this form to City of London, Land Use Planning Division, 206 Dundas Street, 519-661-4980. This section to be completed by the Heritage Planner.

1. Designated under Heritage Act or in Heritage District? <input type="checkbox"/> No <input type="checkbox"/> Yes (Council approval required)		2. On LACH inventory? <input type="checkbox"/> No <input type="checkbox"/> Yes (Council approval required)	
3a. Heritage Review not required (Only if "No" to number 1 and 2.) Reviewed by (Please print name.)		Signature	
3b. Heritage Review required (Only if "Yes" to number 1 and 2.) Council approval date (if required) Reviewed by (Please print name.)		Date notice issued (YYYY-MM-DD) Signature	
Notice in Writing/Letter of Intent received		Applicable time frame for decision	
Building Condition Report received		60 days 90 days	
		Year Month Day	

Step 3 AFTER Step 2 is completed, Applicant will make arrangements with the following offices for required clearance approvals.

BELL TELEPHONE COMPANY Fax number: 519 663-1188 Follow-up calls: North - 519 663-6130 West - 519 663-6105 South - 519 663-6140	Name of contact Date of approval	Signature of acknowledgement
Fort Chicago District Energy Ltd. d/b/a London District Energy Phone no: 519 432-5066 Fax no: 519 432-0491 (Not required for single detached dwelling units or residential garages and sheds)	Name of contact Date of approval	Signature of acknowledgement
LONDON HYDRO Phone no: 519 661-5555 Fax no: 519 661-5689	Name of contact Date of approval	Signature of acknowledgement
ROGERS COMMUNICATIONS Fax no: 519-672-0199 Follow-up call: 519 660-7527	Name of contact Date of approval	Signature of acknowledgement
UNION GAS LIMITED Phone no: 519 667-4245 Fax no: 519 667-4170	Name of contact Date of approval	Signature of acknowledgement
ENVIRONMENTAL PROGRAMS & CUSTOMER RELATIONS 300 Dufferin Avenue 8th Floor, Room 807, City Hall Phone no: 519 661-2500, ext. 8413 Fax no: 519 661-2354	Name of contact Date of approval	Signature of acknowledgement
WATER OPERATIONS Water Meter Shop Phone no: 519 661-4739 Fax no: 519 661-4630	Name of contact Date of approval	Signature of acknowledgement

Step 4 AFTER Step 3 is completed, Applicant to bring completed clearance approval forms to the City of London, Building Division, City Hall, 300 Dufferin Avenue, 7th floor.

OFFICE USE ONLY		
PLAN EXAMINER Building Division 7th Floor, Room 706, City Hall Phone no: 519 661-4555	Name	Signature
<input type="checkbox"/> Structural characteristics of building and method of demolition <input type="checkbox"/> General review of demolition <input type="checkbox"/> Securities	Date of approval	



London
CANADA

Demolition Permit Application Policies

The following policy shall apply to all applications for demolition permits:

1. In accordance with the Ontario Building Code Article 1.2.2.3 of Division C. Demolition of a Building, the applicant for a permit respecting the demolition of a building shall retain a professional engineer to undertake the general review of the project during demolition where:
 - a. the building exceeds 3 storeys in building height or 600 m² (6460 ft²) in building area,
 - b. the building structure includes pre-tensioned or post-tensioned members,
 - c. it is proposed that the demolition will extend below the level of the footings of any adjacent building and occur within the angle of repose of the soil, drawn from the bottom of such footings, or
 - d. explosives or a laser are to be used during the course of demolition.
 2. If the building is serviced by a septic tank, the tank shall be pumped out by a licenced operator and capped until approved for future use by the City of London, Building Division, or the septic tank shall be pumped out by a licenced operator, broken and filled with sand or gravel, or the entire tank shall be removed and backfilled.
 3. Wells to be abandoned must be done in accordance with Ministry of Environment regulations.
 4. The applicant for a demolition permit must provide security as follows:
 - a. \$2,000 for single and/or semi-detached dwellings;
 - b. \$10.00 for every square metre (or part thereof) of ground floor area, with a minimum of \$2,000 and a maximum of \$10,000 for townhouses, apartments, commercial, institutional and industrial type buildings.
 - c. The security may be in the form of cash, certified cheque or letter of credit. All financial instruments, other than cash, are accepted on behalf of and, must be in a form that is satisfactory to the City Treasurer.
 5. The purpose of the security is to ensure that, the demolition contractor or designated site personnel;
 - a. properly seal all private drain connections (PDC's), and
 - b. properly backfills the foundation excavation and grades the site to the satisfaction of the Chief Building Official. Grading will be enforced under the Ontario Building Code.
- NB: The contractor is responsible for calling the Building Division at 519-661-5284 and arranging to have the work inspected.
6. When all items in #5 above have been completed, and inspected by the Building Division, the security will be released to the person who submitted same.

Schedule “J”

BY-LAW B-

Alternative Solution Submission Form

ALTERNATIVE SOLUTION SUBMISSION

Alternative solutions are very similar to what equivalents were under the 1997 Code. The 1997 Code allowed the use of equivalents for Parts 3, 5, 6, 7, 8 and 9, while the 2006 Code allows alternative solutions for all Parts of Division B.

Division A, Section 1.2 indicates you can achieve compliance with Division B by complying with the applicable *acceptable solutions* in Division B or by using *alternative solutions* in respect of the *objectives* and *functional statements* attributed to the applicable *acceptable solutions* in Supplementary Standard SA-1.

Clause 1.1 – (6)a of the Building Code Act states that it is the role of the *Chief Building Official* to establish operational policies for the enforcement of the Building Code within the applicable jurisdiction. This policy is hereby established for evaluating *alternate solutions* and the *Chief Building Official* may designate officials who are to conduct such evaluations.

Division C, Part 2, Section 2.1 “Alternative Solutions” indicates that the person proposing the use of an *alternative solution* provide documentation to the *Chief Building Official* that:

(a) identifies *applicable objectives, functional statements* and *acceptable solutions*, and

(b) establishes on the basis of past performance, tests described in Article 2.1.1.2. or other evaluation that the proposed *alternative solution* will achieve the level of performance required under Article 1.2.1.1. of Division A.

In order to assess compliance of the *alternative solutions* the attached forms must be completed in their entirety for review.

**CHECKLIST FOR SUBMISSION INFORMATION
FOR USE BY A PRINCIPAL AUTHORITY/RCA
(based on Division C, Section 2.1)**

PROJECT LOCATION:		PERMIT APPLICATION #:	
-------------------	--	-----------------------	--

Required for Submission of a Proposed Alternative Solution		Submitted (yes/no)
1	A description of the proposed <i>alternative solution</i> [Div. A, 1.2.1.1.(1)(b)]	
2	Proponent(s) name, company, address, contact information	
3	Designer's qualification appear on Schedule 1 When proponent is an Architect, indicate BCDS qualifications under the <i>Architect's Act</i>	
4	Code Analysis (documentation under Div. C. Article 2.1.1.1.) Establish on the basis of past performance, tests described in Div. C Article 2.1.1.2., or other evaluation that the proposed <i>alternative solution</i> will achieve the level of performance required under Div. B, by way of Div. A, Article 1.2.1.1.	
A	Identification of applicable Division B provisions (acceptable solutions)	
B	Identification of applicable linked pairs of <i>objectives and functional statements</i>	
C	An evaluation of the level of performance of applicable Division B provisions	
D	An evaluation of the level of performance of the proposed <i>alternative solution</i>	
E	Identification of any assumptions, limiting or restricting factors	
F	Identification of testing procedures, engineering studies, building performance parameters etc...to support the assessment for compliance	
5	Information concerning any special maintenance or operation requirements, including commissioning, necessary for the integrity of the alternative solution after construction is complete	
Optional Items That Would be Helpful in the Review		
6	A list of submitted documents: These could include a concept report, calculations, fire modeling, test reports, precedents, fire scenario evaluation, alternate Codes and standards, drawings, etc...	
7	A reason for the proposed alternative solution.	
8	A list of applicable sections of referenced documents (standards)	
9	Resume of designer with details of qualifications	
10	Other: (specify)	

WORKSHEET FOR THE EVALUATION OF ALTERNATIVE SOLUTIONS

PROJECT LOCATION:		PERMIT APPLICATION #:	
PROJECT INFORMATION AND CONTACTS:			
Owner/Designer/Agent:			
Qualifications:			
SUMMARY OF PROPOSAL:			
ACCEPTABLE DIVISION B SOLUTIONS:			
Numeric OBC Reference	Summary Of Code Provision	Objectives & Functional Statements (Supplementary Standard SA-1)	
OBJECTIVES/FUNCTIONAL STATEMENTS: (Linked Pairs)			
Objectives Sec. Div. A-2.2		Functional Statement Div. A-3.2	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
PROJECT LOCATION:		PERMIT APPLICATION #:	

Confirmation of Level of Performance of:	
<p align="center">Division B Provisions</p> <p>What is the level of performance of Division B in the "areas of performance" defined by the <i>applicable objectives</i> and <i>functional statements</i>?</p>	<p align="center">Proposed Alternative Solution Justification</p> <p>(include supporting documentation for past performance, test described in Article 2.1.1.2 or other evaluation that the proposed <i>alternative solution</i> will achieve the level of performance required under Article 1.2.1.1 of Div. A.)</p>

--	--

Identify any Assumptions, Limiting or Restrictive Factors

--

List all Test Procedures, Engineering Studies, Building Performance Parameters, etc... supporting the Assessment for Compliance

--

Information concerning any Special Maintenance or Operation Requirements including Commissioning, necessary for the Integrity

--

PROJECT LOCATION:		PERMIT APPLICATION #:	
--------------------------	--	------------------------------	--

Building Official's Evaluation:

--

Conditions Of Approval, If Any

--

Circulation Of Accepted Alternative Solution

Proponent		Province		Other (specify)	
Chief Building Official		Central Registry			
Inspector		File			
Fire Department		Owner			

Accepted By:	BCIN:	Date:
Livelink Filing: Bldg. Code Regulations/Alternative Solutions <input data-bbox="773 284 846 352" type="checkbox"/> (Detailed description) (Legislated by Building Code)		
Municipal Address/Permit No.		(filed in Building Permits Correspondence 'Alternative Solution')

Schedule "K"

BY-LAW B-

Conditional Agreement Form

CONDITIONAL PERMIT AGREEMENT

THIS AGREEMENT made this _____ day of _____, 201__.

BETWEEN:

_____ (hereinafter called the "Contractor")
(Contractor's name)

-and-
The Corporation of the City of London (hereinafter called the "City")

WHEREAS the Contractor has requested, with authorization from the owner, a conditional permit from the City prior to meeting all requirements to obtain a building permit according to the Ontario Building Code Act s.8.(2);

AND WHEREAS the Chief Building Official is satisfied that meeting such requirements would unreasonably delay the subject construction;

AND WHEREAS the Chief Building Official considers the restoration of the site to be feasible in the event that all the necessary approvals are not obtained;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants hereinafter expressed and other good and valuable consideration, the Parties hereto agree one with the other as follows:

1. The lands affected by this agreement (hereinafter referred to as the "subject lands") are as follows:

ALL AND SINGULAR those certain parcels or tracts of land lying and being in the City of London, and being composed of:

_____ and also known as
(legal description of property)

_____ (municipal address)

2. The construction affected by this agreement (herein referred to as the "subject construction") is that construction proposed in a permit application filed with the City and identified as permit application number _____.
(permit application number)

3. The City agrees to issue a Conditional Permit for the subject construction to be erected on the subject lands provided that the Contractor agrees to assume all risks involved in commencing construction before every requirement for a building permit has been met, and to this end hereby will indemnify and save harmless the City from and against all claims arising from the issuance of the conditional permit.

4. The Contractor hereby agrees:

- (a) to obtain all approvals prerequisite to the issuance of a regular building permit as indicated below:
 - Compliance with the applicable subdivision agreement clauses
 - Registration of Plan of Subdivision
 - Site Plan Approval
 - Registration of Development Agreement
 - Committee of Adjustment Final Approval
 - Other

by: _____ (date)

Conditional Permit Agreement (Contractor) cont'd.

- (b) to file any required plans and specifications of the complete building by the date cited in 4.(a);
- (c) to stop the subject construction and secure the site to the satisfaction of the Chief Building Official if, in the opinion of the Chief Building Official, any impediment arises to prevent the lawful continuation of the subject construction or if an appeal is filed with the Ontario Municipal Board with respect to a minor variance that is required for the lawful erection of the subject construction;
- (d) to remove the building and restore the site if all necessary approvals have not been obtained;
- (e) to comply with all development standards that are applicable to the subject lands including but not limited to site servicing, grading, tree protection, fire protection, and storm water management;
- (f) to provide and maintain access for emergency vehicles and water supply to the satisfaction of the fire department;

- (g) without limiting the generality of the forgoing, to meet any specific conditions that are set out in Schedule "A" to this agreement; and
 - (h) to not occupy the building until such time a functional and fully operational sanitary sewer outlet is available to the satisfaction of the City Engineer.
5. The site restoration referred to in this agreement shall be to the conditions present at the time of permit application and shall include the removal of all construction, the replacement of all vegetative matter, the stabilization of slopes and the restoration of drainage patterns. Restoration must seriously commence within 30 days of the date cited in 4.(a) or at such later time as may be directed by the Chief Building Official.
 6. If the Chief Building Official determines that a building has not been removed or a site restored as required by this agreement, the Chief Building Official may cause the building to be removed and the site restored and for this purpose the Chief Building Official, an Inspector and their agents may enter upon the land and into the building governed by this agreement at any reasonable time without a warrant.
 7.
 - (a) The contractor agrees that the _____ security deposited may be drawn upon as set out in 7(b), 7(c), and 7(d).
 - (b) If the Chief Building Official determines that a building has not been removed or a site restored as required by this agreement the letter of credit may be drawn upon in full and the monies used to restore the site as provided for in paragraph 5.
 - (c) Should there be full compliance with this Agreement, the Letter of Credit will be returned to the owner at the address provided on the application for building permit.
 - (d) The City shall have a lien on the land for the amount spent on the removal of the building and restoration of the site under this agreement and/or subsection 8(6) of the *Building Code Act, 1992* and the amount shall have priority lien status as described in section 1 of the *Municipal Act, 2001* or any successor legislation.
 8. This agreement may be registered against the subject lands and the City is entitled to enforce its provisions against the owner and, subject to the Registry Act and the Land Titles Act, any and all subsequent owners of the subject lands. Upon the issuance of a building permit pursuant to the application referred to in paragraph 2, the City shall provide the owner with a registrable release of this agreement.

IN WITNESS WHEREOF the Parties hereto have hereunto affixed their signatures

SIGNED AND DELIVERED

CONTRACTOR

 Name:
 Title:
 I have the Authority to bind the Corporation.

 Name:
 Title:
 I have the Authority to bind the Corporation.

THE CORPORATION OF THE CITY OF LONDON

 Name: G. KOTSIFAS, P. ENG.
 Title: CHIEF BUILDING OFFICIAL

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SCHEDULE "A"

Being conditions and their particulars pursuant to 4(g) of this agreement on the basis of which a conditional building permit is issued to:

(Contractor's name)

for construction at:

(municipal address)

according to permit number:

(permit number)

	Conditions
1	No occupancy of the building
2	
3	
4	
5	
6	
7	

I _____ (Contractor's name) have read and have full understanding of the conditions noted above.

Contractor's initial _____

Schedule "L"

BY-LAW B-

Model Home-Conditional Permits Form

MODEL HOME CONDITIONAL PERMITS

SUBDIVISION: _____ **Lot(s):** _____

<u>Items Required to Comply with Council Policy</u>	<u>Date Rec'd.</u>
1. Copy of the executed subdivision agreement by owner.	_____
2. Letter from owner acknowledging items in agreement they are responsible for, example: a. Grading Engineer for subdivision; b. Pollution Plant Capacity restriction in agreement; c. Model Home No Occupancy; d. Plan indicating the lots model homes request is for and proposed lot numbers; e. Security; f. Roads are to be maintained; g. Street signs are installed.	_____
3. Letter from subdivision engineer confirming all prior to construction and "prior to" building permit items in subdivision agreement, if they affect requested lots, are complied with.	_____
4. Letter from subdivision engineer concerning: a. Water supply for fire fighting within 300' of each requested lot; b. Services are available for each lot; c. Access roads for fire fighting to each lot at least granular "B" condition; d. Estimate of construct of works remaining to completion for these lots (paving, sodding, etc.); e. Tree preservation requirements if applicable/noise vibration.	_____
5. Geotechnical report for building foundations from soils and methane consultant.	_____
6. Owner to provide security in amount indicted in 4d above (letter of credit or certified cheque).	_____
7. Conditional permit agreement by owner.	_____
8. Conditional permit agreement by contractor.	_____
9. \$2,000.00 security for each dwelling unit (letter of credit or certified cheque) by owner or contractor.	_____
10. \$120.00 conditional permit fee for each permit application.	_____
11. Applicant to indicate on application under description : "Model Home".	_____

Schedule "M"

BY-LAW B-

Owner Authorization to Demolish Form

DEMOLITION PERMIT APPLICANT INFO

NAME: _____

ADDRESS: _____

PHONE NUMBER/S: _____

EMAIL ADDRESS: _____

_____ (Date)

The Corporation of the City of London
Building Controls
300 Dufferin Avenue
London, ON N6A 4L9

RE: DEMOLITION PERMIT APPLICATION FOR _____
(address)

As owner of the above-mentioned building, I authorize _____
(name)

of _____ to submit a demolition permit
(demolition company)

application and obtain a demolition permit on my behalf. I hereby confirm that the building to be demolished is _____ storey(s) and has an above grade floor area of _____ sq.ft / m²
(circle one)

Yours truly,

_____ (signature)

_____ (printed name)