

TO:	CHAIR AND MEMBERS PLANNING AND ENVIRONMENT COMMITTEE MEETING ON APRIL 15, 2019
FROM:	G. KOTSIFAS, P. ENG. MANAGING DIRECTOR, DEVELOPMENT & COMPLIANCE SERVICES AND CHIEF BUILDING OFFICIAL
SUBJECT:	REPEAL OF BUILDING BY-LAW B-6 AND PROPOSED BUILDING BY-LAW B-7

RECOMMENDATION

That on the recommendation of the Managing Director, Development & Compliance Services & Chief Building Official, the following actions be taken:

- (a) the attached report **BE RECEIVED** for information; and
- (b) that Civic Administration **BE REQUESTED** to hold a public participation meeting, with respect to the proposed Building By-law B-7 and repeal of Building By-law B-6, at a future meeting of the Planning and Environment Committee.

PREVIOUS REPORTS

Building By-law Amendments – August 20, 2012; Planning & Environment Committee

EXECUTIVE SUMMARY

The current Building By-law was enacted in November 2012. A recent comprehensive review of the By-law resulted in an opportunity to make revisions that will result in a more efficient service delivery. New definitions are proposed, new fee categories have been introduced and existing fee categories have been consolidated making the new By-law more simple to administer. A permit fee increase, as a result of a fee analysis, and annual permit fee indexing are also proposed. As a result, the current Building By-law (B-6) will be repealed and replaced by By-law B-7.

BACKGROUND

The Building By-law is passed by municipal council pursuant to section (7) of the *Building Code Act*, 1992 as amended. Historically, the Building By-law has been reviewed approximately every five years to ensure it properly reflects changes to the *Building Code Act* and the Ontario Building Code. The review has always included the permit fees charged as well.

The purpose of this report is to have municipal council receive the proposed Building By-law B-7 and to direct Civic Administration to hold a public participation meeting at a future meeting of the Planning & Environment Committee.

BUILDING DIVISION COSTS

The Building Division costs, are considered to be fixed costs that cannot be easily or immediately adjusted to reflect changes in the levels of construction activity. A significant portion is directly associated with employee salaries. The Building Division employs a total of 62 full time employees, including administration staff, customer service representatives, plans examiners, building and plumbing inspectors, and building support clerks. With respect to permit application reviews, the Division employs 15 full time plans examiners and in the permit inspection unit, 11 full time building inspectors and 6 plumbing inspectors. *The Building Code Act* requires municipal Council to appoint staff as necessary for the enforcement of the *Act*.

In the Fall of 2017, the Building Division assumed the responsibility of Building Code fire protection elements in buildings; something that was previously conducted by Fire Prevention Officers employed by London Fire Services. As a result, two professional engineers were hired for the related plan reviews and inspections.

Under current provincial legislation, building permit applications must be reviewed within prescribed timeframes. After establishing whether a permit application is complete, the Chief Building Official is given a prescribed number of business days to either issue a building permit or provide all reasons as to why the issuance of a permit has been refused. These legislated timeframes are shown in Appendix 'A'.

As mentioned, the majority of the Building Division's costs are attributed to staff salaries. It should be noted that the core staff complement has remained approximately the same for the past 20 years, in an effort to mitigate costs. This however, resulted in permit processing timeframes not being met. As reported by Deloitte¹ during their audit, approximately 20% of the permits sampled were not being processed within the prescribed timeframes in 2017. "*Not processed within the prescribed timeframes*" can also include permits issued one day up to five days or more after their due date. A chart depicting the total permits issued as well as staffing levels from 2008 to 2018 is provided in Figure 1 in Appendix 'C'

In 2016, 2017 and 2018 the Building Division processed a significant amount of permit applications with all-time record total construction values that consecutively exceeded \$1 billion each year.

The current staffing levels have been reviewed and it has been determined that additional staff hirings are required due to the increase in the review complexity of building designs and corresponding Building Code demands, as well as the inability to meet the provincially prescribed timeframes for the processing of permit applications.

As shown in the chart in Figure 3 in Appendix 'C', the legislated timeframes to process building permits are not being met.

The proposed building permit fee model contemplates for the hiring of two managers, one full-time Customer Service Representative, one full time Architectural Plans Examiner and two Plan/Building Inspectors. The costs incurred will be offset by the additional revenues generated as a result of the proposed permit fee increase. It is anticipated that the additional staff hiring will result in a significant improvement in service delivery ensuring compliance with the provincially legislated requirements.

It should also be noted that there is a significant backlog of dormant permits (issued prior to 2016) that require follow up in terms of both inspection and administration

1. Deloitte; Building Permit Review Internal Audit Report – Audit Committee February 7, 2018

processes. Of these, 5,959 are building permits while 1,036 are plumbing permits. These permits need to be closed, requiring additional staff efforts.

Despite ongoing changes to the Building Code regulations, requiring even more items to be reviewed during the plans examination process and inspected in the field, the provincially prescribed timeframes allotted have remained unchanged since the time they were first introduced in January 2006. This places further constraints on the ability to provide efficient service delivery.

The Building Division, despite a growth in building permits issued, combined with an increase in the complexity of reviews, in the last three years experienced significant challenges in the ability to recruit qualified candidates. This is not an issue pertaining to London and is experienced province-wide. Additional costs are anticipated for training as well, as the staff that are recent hires to fill vacancies are not fully qualified to conduct reviews and/or inspections related to all building types.

BUILDING DIVISION REVENUES

The source of revenues for the Building Division arises from the permit fees charged to review permit applications, issue building permits, inspect construction related to the permits issued and in general for the administration & enforcement of the Building Code.

It has been generally accepted, that the intent of the *Building Code Act* (BCA) is to require permit fees to be established in a manner so that they:

- reflect the benefit of service to the user;
- not exceed the operating cost of the service;
- are not be designed to create profit;
- do not act as a deterrent to use.

A historical overview with respect to Building Division Revenues associated with the administration and enforcement of the Building Code is provided in a chart in Figure 2 in Appendix 'C'. The costs are also shown on this chart for comparison purposes.

It should be noted that in London, building permit fees have remained unchanged since November 2012. Also, permit fees are currently not indexed, whereas this is the case for other municipalities such as Burlington, Clarington, Guelph, and Brampton, for example. The proposed By-law includes the annual indexing of permit fees moving forward.

The majority of permit fees are solely based on a service index that is applied on a per floor area basis of the proposed work (per m²). A permit fee rate comparison with the Large Municipalities Chief Building Officials (LMCBO) cities was conducted and is consistent with the approach other London municipal departments follow. Charts depicting 2018 permit fee rates amongst some LMCBO cities, based on building types are provided in Appendix 'B'.

A review of the current permit fee rates, clearly shows the rates for London are well below the average levels, when compared with other cities.

Since 2000, BMA Consulting Inc., on a yearly basis, surveys just over 100 municipalities and amongst other information, provides building permit fees for a typical 167 sq.m. single detached dwelling. Based on their 2017 data, in London, the permit fee for this dwelling was \$1,470; well below the average (\$2,248). The median permit fee for this type of dwelling was \$2,174. The proposed rate increase would result in a permit fee of \$1,920. The proposed permit fee would be less than what surrounding towns such as Ingersoll, Strathroy-Caradoc, Chatham-Kent, and Middlesex Centre charge. A

comparison chart, adapted from BMA consulting Inc., depicting the 2017 permit fees applicable to this dwelling, is provided in Appendix 'D' of this report.

In November 2012, permit fees were increased, on average, by 20%. Despite this increase, due to the decreasing volume of permits issued from 2012 to 2015, the additional revenues were not able to cover the costs incurred. The current permit fee analysis conducted indicated, that in order to allow for the anticipated costs, as stipulated by the *Building Code Act*, and to allow for sufficient building permit stabilization reserve fund balance, a permit fee increase is warranted.

The increased revenues will not be realised until Building By-law B-7 comes into force and effect (mid or late 2019). Additional staff will be hired in 2019 giving rise to an 'early' increase in costs as full cost recovery is not anticipated until 2020.

It should be noted that with respect to changes in permit fees, the *Building Code Act*, s.7(6) requires a public meeting be held.

"Change in fees

(6) If a principal authority proposes to change any fee imposed under clause (1) (c), the principal authority shall,

(a) give notice of the proposed changes in fees to such persons as may be prescribed; and

(b) hold a public meeting concerning the proposed changes. 2002, c. 9, s. 11 (2); 2006, c. 22, s. 112 (6)."

ANNUAL REPORT ON BUILDING PERMIT FES

The *Building Code Act* s.7(4) requires the principal authority to prepare a report related to fees and costs for its enforcement.

"Report on fees

(4) Every 12 months, each principal authority shall prepare a report that contains such information as may be prescribed about any fees authorized under clause (1) (c) and costs of the principal authority to administer and enforce this Act in its area of jurisdiction. 2002, c. 9, s. 11 (2)."

Each year, the Chief Building Official prepares and submits this report to municipal council through the Planning and Environment Committee.

The annual report, also addresses the status of the Building Permits Stabilization Reserve Fund (BPSRF). The purpose of this reserve, established by several other municipalities as well, is to account for both capital expenditures and to cover any deficits incurred during economic downturns where building permit activity is at a decline. It is also in place to account for the time lag between when revenues are collected and costs are incurred. An example of the latter would pertain to building permit applications received (revenues) towards the end of one year, whereas plans reviews and inspections (costs) would occur in the subsequent year.

There was a time when any building revenue surplus could be used on a corporate-wide basis. However, as of 2005, under the current *Building Code Act*, any revenues collected above the cost of providing the service, must be transferred to a reserve and be used for building permit administration and enforcement purposes only.

In 2006, the BPSRF target was set at 40% of costs to administer and enforce the *Building Code Act* and its regulations, following discussions with the London Home Builders' Association; one of our key industry stakeholders. A lower and upper limit of 30% and 50% respectively was also set.

Since inception in 2005, \$4,205,244 has been contributed to the BPSRF, \$1,651,281 has been withdrawn from the Fund to cover operating deficits and \$2,748,590 of operating deficits have been covered by corporate surpluses to mitigate draws from the BPSRF.

From 2012 to 2015, despite a 20% average increase of building permit fees in 2012, the revenues generated did not cover the costs incurred due to a decline in permit activity. During the period from 2016 to 2018 there was an increase in permit activity with a total construction value of all permits issued at all-time consecutive records of \$1.4, \$1.1, and \$1.08 billion respectively. At year end 2018, the BPSRF sits at \$2,503,963 (40.6% of 2018 operating costs). As previously stated however, this was based on permit activity that saw all-time records in terms of total construction value of all permits issued over the past three years.

In London, the BPSRF range of 30% to 50% of costs is the lowest in comparison with other municipalities that belong to the Large Municipalities Chief Building Officials group where the range of their reserve is set from 100% to 250% of costs, thus having a significant reserve balance available at year end.

Staff is recommending the BPSRF be set at 100% of the aforementioned costs to allow for situations due to economic downturns and to avoid future Corporate subsidies.

BUILDING PERMIT FEE INDEXING

Historically, the City of London's Building Division has not included annual indexed building permit fee adjustments. Permit fees were reviewed approximately every five years and increased accordingly.

Following discussion with industry stakeholders, the Building Division explored the possibility of annually indexing the building permit fees. Staff is recommending that effective January 1, 2020, all Building permit fees included in the Building By-law and in Schedule 'A' of the By-law, be subject to an annual adjustment in a similar manner with Development Charge rates and fees for Planning and Development Approval applications. Staff is proposing the use of the Statistics Canada Non-residential building construction price index (Toronto).

Staff surveyed other cities that index their building permit fees and found that various indices were used including a fixed 3% annual increase (Clarington), the property tax rate (Guelph), or the Consumer Price Index (Burlington).

PROPOSED BY-LAW SUMMARY

All proposed changes from the current By-law, that will be incorporated in the new By-law are tabulated and provided in Appendix 'E' of this report.

1. Definitions

A new 'Not Ready' definition is being proposed to address situations where a building or plumbing inspection has been requested and upon attendance the inspector determines that the worksite is not ready for inspection. In addition to the definition, a fee is proposed to be applied in this situation. Building inspectors have come across situations where sites are not ready to be inspected resulting in a reduced service level (lost time) and inefficient service delivery to permit holders whose sites are ready to be inspected. During meetings with stakeholders, industry is in agreement that an inspection

cancellation can be requested to avoid a 'Not Ready' status and the imposition of the fee. To facilitate a 'soft transition', the fee will not be imposed until 60 calendar days from the passing of the new By-law.

Cities such as Hamilton, Guelph, Whitby, Burlington, Brantford, Waterloo and others have provisions for a 'Not Ready' or re-inspection fee.

2. Construction Fences

The Building Division periodically receives complaints related to construction sites not fenced-in and unprotected open excavations.

It should be noted that municipalities such as, Waterloo, Guelph, Hamilton, Kingston, and Cambridge to name a few, have provisions in their By-laws related to construction fences.

It is proposed that this section be added to the Building By-law where the Chief Building Official can request the provision of construction fencing if he/she determines that the site warrants it. The proposal is geared towards sites where there is a significant amount of work carried out; primarily at Institutional, Commercial, Industrial and Row Townhouse /Apartment building construction sites.

The above proposal is also in alignment with s.7(1) of the *Building Code Act*, where municipal council may pass by-laws:

“(i) requiring the person to whom a permit is issued to erect and maintain fences to enclose the site of the construction or demolition within such areas of the municipality as may be prescribed;

(j) prescribing the height and description of the fences required under clause (i). 1992, c. 23, s. 7; 1997, c. 30, Sched. B, s. 6; 1999, c. 12, Sched. M, s. 3; 2002, c. 9, s. 11 (1); 2002, c. 17, Sched. F, Table; 2006, c. 19, Sched. O, s. 1 (5); 2006, c. 22, s. 112 (3-5); 2017, c. 34, Sched. 2, s. 4 (1).”

3. Containment of Construction or Demolition Debris

As a result of complaints received from adjacent land owners and the general public, it is being proposed to include a clause that would prohibit debris, resulting from either construction or demolition, to be deposited on adjacent lands. This is geared towards solid material and would not involve dust resulting from the aforementioned activities, as dust control is regulated by the the Ministry of the Environment, Conservation and Parks and the Ministry of Labour.

4. Administrative and housekeeping items

- **Fee class consolidation** – Various fees, related to individual and minor scope of work in existing buildings, are proposed to be consolidated under the 'alteration' fee category. For example, the "ceiling replacement" fee category will be eliminated and considered under the 'alteration' permit category. This will eliminate fee categories that were extremely underutilized.
- **Notices for cancellation in writing** – A housekeeping item to clarify that all permit application cancellation notices are to be received in written format.
- **Removal of forms from Schedules** – Provincially prescribed forms are updated periodically and in order to avoid amending the By-law each time this occurs, and ensuring the most current form is used, it is proposed to remove the actual forms from the By-law Schedules and instead simply

refer to them in terms of where they are available. This will reduce the overall size of the By-law as well.

- **Submission of permit applications at year-end** – A clause is proposed to clarify that permit applications submitted during the year-end holiday closure will be deemed as accepted in the new year. This will eliminate instances of confusion that existed in the past and is also consistent with a similar clause that exists in the Development Charges By-law.
- **Minimum fee changes** - The minimum fee category is proposed to be charged based on the two main categories of buildings as classified in the Building Code. Currently the minimum permit fee applies across all building types. Further review warranted an increase in minimum permit fees slightly higher for ‘commercial’ buildings that require more involved reviews, compared to smaller ‘residential’ buildings with a limited scope of work.

CONCLUSION

The Building By-law was enacted in November 2012. The proposed Building By-law (B-7) will repeal and replace the existing By-law B-6. The introduction of a new definition of ‘not ready’ is proposed in order to improve service delivery associated with building inspections. A requirement for construction fencing is also introduced. Fee categories have been consolidated to provide clarity with respect to the By-law’s administration. A permit fee analysis was conducted and a permit fee increase has been proposed. Annual increases are proposed using the StatCan building construction index, in alignment with other municipal By-laws.

A public participation meeting is proposed to be held at a future meeting of PEC, so that PEC can receive comments from the public and industry stakeholders on the proposed By-law.

PREPARED BY:	RECOMMENDED BY:
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- c.c. Aynsley Anderson, Solicitor II, Legal & Corporate Services
Laurie Green, Financial Business Administrator, Finance & Corporate Services

Bill No.
2019

By-law No. B - 7

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 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 **City Engineer** for the *Corporation*.

Demolish – defined

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

Holiday – defined

"*holiday*" means:

- (a) Any Saturday or Sunday;
- (b) Family Day;
- (c) Good Friday;
- (d) Easter Monday;
- (e) Victoria Day;
- (f) Canada Day;
- (g) Civic Holiday;
- (h) Labour Day;
- (i) Thanksgiving Day;

- (j) Christmas Day-New Year's Day: the period generally between December 24 and December 31 each year when City Hall is closed; and
- (k) where Canada Day or Remembrance Day falls on a Saturday or Sunday, the following Monday is a Holiday.

Statistics Canada Index – defined

“Statistics Canada Index” means the Statistics Canada Non-residential building construction price index (Toronto)

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*.

Not Ready - defined

“*not ready*” means a work site condition identified by an *inspector* upon attendance, as a result of receipt of written notice of readiness for inspection, unless written notice of cancellation of inspection is provided no later than 10:00 a.m. (EST) on the day the inspector is to physically attend, where the inspection is not able to be conducted, and includes inspection for any item related to a prior deficiency wherein the same deficiency remains outstanding and not remedied.

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 exact same building, including exact same drawings or other related documentation, 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 continuous 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 control 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 COMPUTATION OF TIME

2.1 Computation of Time - clarification

In the computation of time under this By-law,

- (a) where there is a reference to a number of days between two events, they shall be counted by excluding the day on which the first event happens and including the day on which the second event happens;
- (b) where a period of seven days or less is prescribed, holidays shall not be counted;
- (c) where the time for doing something expires on a Holiday, the act may be done on the next day that is not a Holiday;
- (d) service of a document, including an application made after 4:30 p.m. (EST) or at any time on a Holiday shall be deemed to have been made the next day that is not a Holiday.

2.2 Year-End closure

Where a building *permit* application is submitted to the *Chief Building Official* after the close of business prior to the holiday break being the period generally between December 24 and December 31 each year, then the *permit* application shall be deemed to be received in the new year.

2.3 Unsafe or emergency conditions

Nothing in 2.1 or 2.2 above shall prevent the *Chief Building Official* from providing notice and requiring action during a Holiday if the action is to address an unsafe or emergency condition.

Part 3 CLASSES OF PERMITS

3.1 Classes of Permits Set out - Schedule “A”

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

Part 4 PERMITS

4.1 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 the Provincially-prescribed form, as amended, available from the *Chief Building Official* or from the Ministry of Municipal Affairs website www.mah.gov.on.ca and supply any other information as required by the *Chief Building Official* related to the permit application.

4.2 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 accordance with Part 5 of this By-law, 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 *applicant* shall:
 - (a) use the Provincially-prescribed form, as amended, "Application for a Permit to Construct or Demolish", available from the *Chief Building Official* or from the Ministry of Municipal Affairs website www.mah.gov.on.ca;
 - (b) include complete plans and specifications, documents and other information as required by Article 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) for new single detached, duplex or semi-detached dwellings submit:
 - (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; or,
 - (iii) in the case of land to be developed and where Section 51 of the Planning Act applies, or where Site Plan Control 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;
 - (d) for single detached, duplex, triplex, semi-detached, or row townhouse buildings intended to be continuously occupied during the winter season, include a completed Energy Efficiency Design Summary form available from the *Chief Building Official*;
 - (e) include plans and specifications in compliance with the requirements as set out in Schedule "B" when the work involves water provisions for fire fighting purposes where a municipal supply of water is not available on site; and
 - (f) include any supporting documentation or approvals as may be required under applicable law as defined in the *Building Code*.
- (2) Where application is made for a *demolition permit* under subsection 8(1) of the Act, the *applicant* shall:
 - (a) use the Provincially-prescribed form, as amended, "Application for a Permit to Construct or Demolish", available from the *Chief Building Official* or from the Ministry of Municipal Affairs *Building Code* website www.mah.gov.on.ca;
 - (b) include complete plans and specifications, documents and other information as required by Articles 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 Commitment to General Reviews By Architect And Engineer form available from the *Chief Building Official*, when Subsection 1.2.2. –Division C of the *Building Code* applies;
 - (d) submit a copy of the “Required Clearances for Demolition Permit” form available from the *Chief Building Official*, completed by the *applicant*, Heritage Planner, and utility representatives for any applicable utilities servicing the building to be demolished;
 - (e) when applying as an authorized agent of the *owner* for a demolition *permit* , submit the “Authorization to Demolish” form.
 - (f) at the discretion of the *Chief Building Official*, in situations where adjacent structures or property may be compromised, submit a demolition control plan, prepared by a professional engineer, for the demolition work where existing conditions, including proximity to adjacent property or buildings, justify such a requirement; and
 - (g) include any supporting documentation or approvals as may be required under applicable law as defined in the *Building Code*.
- (3) Where a request is received for a *conditional permit* under subsection 8(3) of the Act, the *applicant* shall:
- (a) include complete plans and specifications, documents and other information as required by Article 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*;
 - (b) 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;
 - (c) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
 - (d) 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;
 - (e) shall enter into a *conditional permit* agreement with the *Corporation* utilizing the agreement available from the *Chief Building Official*. In the event that the conditions are not satisfied in accordance with the agreement, a *permit holder* may request an extension of time for completion of conditions, prior to the expiry of the compliance date as stipulated in the agreement.
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 are outstanding *conditional permit* fees;
 - (f) pay the *Conditional Permit* fee as provided in Schedule “A”, in addition to any other fees;
 - (g) 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*;
 - (h) shall ensure that the documentation and items as listed on the “Model Home-Conditional *Permits*” checklist as provided in Schedule “C” 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 (g); and

- (i) note 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 Act*. 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 *applicant* shall:
- (a) submit the form “change of use, transfer of permits and partial occupancy permits” available from the *Chief Building Official*;
 - (b) 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
 - (c) 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 elements, 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 *applicant* shall:
- (a) use the Provincially-prescribed form, as amended, “Application for a Permit to Construct or Demolish”, and the “Schedule 2: Sewage System Designer Information Form”, available from the *Chief Building Official* or from the Ministry of Municipal Affairs *Building Code* website www.mah.gov.on.ca;
 - (b) include complete plans and specifications, documents and other information as required under Article 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) the date the evaluation was done;
 - (ii) the name, address, telephone number and signature of the person who prepared the evaluation; and
 - (iii) 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) dimensional clearances of items listed in 8.2.1.5 and 8.2.1.6 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 *applicant* shall:

(a) submit the application form for “change of use, transfer of permits and partial occupancy permits” available from the *Chief Building Official*;

(b) provide the names and addresses of the previous and new *owner*;

(c) provide the date that the ownership change took place;

(d) provide a description of the *permit* that is being transferred ; and

(e) submit legal documentation confirming proof of new ownership, to the satisfaction of the *Chief Building Official*.

(7) Where application is made for *occupancy of an unfinished building* as provided for in Subsection 1.3.3 -Division C of the *Building Code*, the *applicant* shall:

(a) submit the application form for “change of use, transfer of permits and partial occupancy permits” available from the *Chief Building Official*;

(b) provide a description of the part of the building for which occupancy is requested ;
and

(c) submit plans showing portion(s) of the floor area(s) to be occupied complete with location(s) of temporary exits as applicable.

4.3 Incomplete application

The *Chief Building Official* may, in their discretion and at the request of the *applicant*, begin to process an application prior to it being deemed complete, however, incomplete applications shall not be subject to the processing timeframes as prescribed in 1.3.1.3-Division C of the *Building Code*.

4.4 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.

(c) file with the *Chief Building Official* professional consultants' field review letters pertaining to 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 4.3 of this By-law. Partial *permits* shall not be issued for single detached, semi-detached dwelling units, duplexes, triplexes, or row townhouses.

4.5 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 7.5 of this By-law shall be due.

4.6 Inactive Permit Application

Where, at the discretion of the *Chief Building Official*, any of the following conditions apply, an application is deemed to be abandoned, notice of same will be provided by the Corporation to the *applicant*, and any further construction/demolition will require the filing of a new application:

- six (6) months have elapsed from the time an application was received and the application remains incomplete; or,
- six (6) months have elapsed from the time of notification that additional information is required to be provided by the *applicant*, and such information has not been provided.

Prior notice may be served to the permit applicant advising of abandonment, and following a 30 day period from the prior notice, the permit application will be deemed to be abandoned, without any further notice.

4.7 Inactive Permit Application to occupy unfinished building

Notwithstanding section 4.6 above, where an application for a *permit* to occupy an unfinished building remains incomplete or inactive for twenty business days after it is made, the application, at the discretion of the *Chief Building Official*, may be deemed 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 to occupy an unfinished building. An inactive *permit* application may also include an application where information required to be submitted by the *applicant* is outstanding, twenty business days or more after it is made, in such a manner that the *permit* cannot be issued.

4.8 Request to cancel Permit Application

Where an *applicant* wishes to cancel a *Permit* Application, said request shall be made in writing, by the *applicant*, to the attention of the Chief Building Official, and acknowledgment of request to cancel shall be provided by the Corporation to the *applicant*. Notwithstanding the above, nothing in this section shall prevent the Chief Building Official from issuing or enforcing any orders in accordance with the Building Code Act.

Part 5 PLANS AND SPECIFICATIONS

5.1 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.

5.2 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 "B" of this By-law in order for an application to be deemed as complete.

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

Plans shall be drawn to a scale on paper (max. 24"x36"; D size), 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.

5.4 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:

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

5.5 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).

5.6 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.

5.7 Revisions on plans, documents

Revisions submitted to the Chief Building Official, either before or after a permit has been issued, shall be clearly delineated on all documents submitted.

Part 6 REGISTERED CODE AGENCIES

6.1 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 permit issuance as prescribed in Article 1.3.1.3-Division C of the Building Code.

6.2 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 7 FEES AND REFUNDS

7.1 Due - payable - 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 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 application has been accepted, 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.

Any fees applicable in accordance with this or other Municipal By-laws, related to the work proposed, must be paid prior to the issuance of the building permit.

7.2 Fees - indexing

On January 1, 2020 and the first day of January in each year thereafter, the fees indicated in Schedule 'A' and anywhere in this By-law, shall be adjusted using the following formula:

$$A \times \frac{C}{B} = D$$

Where:

- A = the fees shown in Schedule 'A', in effect for the preceding year;
- B = the Statistics Canada Index for the third quarter 2018;
- C = the Statistics Canada Index for the latest month for which the Index is available (likely the index for the quarter ending in September) in the year preceding the subject year; and
- D = the fees for the subject year, effective January 1.

Notwithstanding the above, the Chief Building Official may at any time, change the fees in accordance with the prescribed requirements in the *Act*, if the costs to administer and enforce the *Act* exceed fees charged.

7.3 Three day permits

Any person or *corporation* proposing to *construct*, add to or alter a residential, commercial, industrial or institutional building not requiring site plan control approval or a zero lot line housing with an approved site plan, may request a three-day fast track permit. Any such request must be accompanied by full and complete submission of all requirements for *permit* applications in accordance with Parts 4 and 5 of this By-law, and payment in full must be made of the *permit* fee as set out in Schedule "A" plus an additional fee of 50% of the regular *permit* fee, or the flat fee in Schedule "A", whichever is higher. Requests for three-day fast track permits will be granted at the sole discretion of the *Chief Building Official* and take into account available staff resources.

7.4 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 7.1, no building inspections associated with these revisions shall be carried out if outstanding fees are due.

7.5 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* unless the *permit* has already been issued, shall in addition to any other penalty imposed by a court of competent jurisdiction under the *Act*, *Building Code*, this By-law, or any other applicable legislation, 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 the amount shown in Schedule "A", in order to compensate the *Corporation* for the additional expenses incurred by such early start of *work*.

7.6 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.

- (a) At the discretion of the *Chief Building Official*, no refund shall be issued in the case where a request to cancel a *permit* application is made more than one year after the date it was received.
- (b) No refund shall be issued when an application for *occupancy of an unfinished building*, as provided for in Subsection 1.3.3 -Division C of the *Building Code*, is cancelled.
- (c) No refund shall be issued for any fees associated with the issuance of Orders under the *Act*.

7.7 Not Ready - fee

In the event that upon attendance by an *inspector* pursuant to Part 10 of this By-law, the *inspector* deems that an inspection is not able to be conducted due to a *not ready* condition, a fee as prescribed in Schedule 'A' shall be payable prior to the last mandatory inspection required, or the issuance of an occupancy permit, where applicable.

The fee, where applicable, shall not be imposed until 60 calendar days from the day this By-law comes into force and effect.

Part 8 TRANSFER OF PERMITS

8.1 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 4 of this By-law.

8.2 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.

8.3 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 9 REVOCATION OF PERMITS

9.1 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*.

9.2 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.

9.3 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. In the event where a *permit* was issued as a result of an Order issued under the *Building Code Act*, no deferral of revocation shall be granted.

9.4 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 10 NOTICE REQUIREMENTS FOR INSPECTIONS

10.1 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 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 4.2 (2)(d) of this By-law.

10.1a 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 in accordance with Articles 1.3.3.4 and 1.3.3.5 -Division C of the *Building Code*.

10.2 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*.

10.3 Time Periods - Inspection

Upon receipt of proper notice, the *inspector* or a *Registered Code Agency*, if one is appointed, 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.

10.4 Grading Certificates

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

- (a) prior to giving notice to inspect the 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 4.2 (1) (c) (i) and (ii) of this By-law ; and
- (b) provide to the *Chief Building Official*, or a *Registered Code Agency* where one is appointed, within seven (7) months 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 4.2 (1) (c) (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 4.2 (1) (c) (i) and (ii) of this By-law.

Part 11 CONSTRUCTION /DEMOLITION SITES

11.1 Fencing of Construction or Demolition Sites

- (a) Where, at the discretionary opinion of the *Chief Building Official*, a construction or demolition site presents a hazard to the public, the *Chief Building Official* may require the *owner* to erect such fence types as the *Chief Building Official* deems appropriate to the circumstances to prevent unauthorized entry to the site.
- (b) When required by the *Chief Building Official*, a fence shall be erected and maintained enclosing the construction/demolition in accordance with the provisions of this By-law until the hazards are eliminated to the satisfaction of the *Chief Building Official*.
- (c) Every fence required under this section shall be located on the perimeter of the construction/demolition site as determined by the *Chief Building Official* and shall be constructed as follows:

- (i) have a minimum height of 1.2 m and a maximum height of 2.4 m, measured from grade along any point along the fence's perimeter, unless directed otherwise by the *Chief Building Official*;
 - (ii) if the fence is of chain link construction, the chain link shall be securely fastened to a 25mm diameter metal bar which is securely fastened to metal posts spaced no more than 3.0 m on centre and embedded into the ground in such a manner as to provide a rigid support;
 - (iii) if the fence is of wood construction, the sheathing surface facing away from the construction or demolition shall be constructed of 16mm exterior grade plywood, particle board or equivalent material that will not provide footholds for climbing. The sheathing shall be supported by 89mm x 89mm wood posts spaced no more than 2.4 m on centre and embedded into the ground in such a manner as to provide a rigid support;
 - (iv) if the fence is of the snow fence or plastic mesh type, the fencing shall be securely fastened to metal T-bar posts spaced no more than 1.8 m on center and embedded into the ground in such a manner as to provide a rigid support.
 - (v) if the fence is constructed of any material other than that prescribed in sentences (i) through to (iv), it shall meet the intent of this section and may be approved at the discretion of the *Chief Building Official*.
 - (vi) the fence may provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the construction or demolition site provided that these openings are closed when the site is unattended.
- (d) Where the *Chief Building Official* has requested a fence be erected under this section, the *owner* shall request a site inspection for the confirmation of fence erection, within 24 hours from the time the fence installation request has been made; and
- (e) When the fence is erected on public lands, it shall be done so in accordance with the *Corporation's Streets By-law*.

11.2 Containment of Construction or Demolition Debris

Debris, such as but not limited to solid airborne particles resulting from construction or demolition work shall be contained within the limits of the property to which the building permit has been issued for.

Part 12 ALTERNATIVE SOLUTIONS

12.1 Alternative Solutions – Submissions

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

- (a) use the form prescribed by the *Chief Building Official*;
- (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 2.1 –Division C of the Building 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*.

(f) submit a separate form described in (a), for each item whereupon conformance with Division B of the *Building Code* cannot be achieved; and

(g) note that the fee paid for alternative solution review shall not be refundable.

Part 13 VALIDITY

13.1 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 14 CONTRAVENTION OF BY-LAW - ENFORCEMENT

14.1 Offence

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.

14.2 Enforcement

Where any person is directed or required by this By-law to do any matter or thing, such matter or thing may be done in default of its being done by the person directed or required to do it, at that person's expense, and such expense may be recovered by action or as municipal taxes in the manner prescribed by the Municipal Act and the *Building Code Act*.

Part 15 REPEAL - ENACTMENT

15.1 By-law previous

By-law B-6 and all of its amendments are hereby repealed.

15.2 Short Title

This By-law may be referred to as the Building By-law.

15.3 Effective date

This By-law comes into force and effect on XXXXX, XX, 2019.

Passed in Open Council on XXXX, XX, 2019.

Ed Holder
Mayor

Catherine Saunders
Corporation Clerk

First Reading -
Second Reading -
Third Reading -

SCHEDULE "A"

BY-LAW B-7

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. MINIMUM PERMIT FEE

A minimum fee of \$175.00, unless otherwise indicated, shall be charged for any work in buildings classified under the *Building Code* as a Part 9 building. For Part 3 buildings a minimum fee of \$375.00 shall be charged, unless otherwise indicated herein or listed as a flat fee.

3. CLASSES OF PERMITS AND FEES

3.1 CONSTRUCTION (new finished floor area unless noted otherwise)

BUILDING CLASSIFICATION (per *Building Code*) 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	18.75
Restaurants (Shell)	14.20
Outdoor Public Swimming Pools or Public Spas	10.00
All other Group A Buildings	21.00

Group B [Institutional Occupancies]

Institutional, Hospitals, Nursing Homes, and other Group B Buildings	24.30
-------------------------------------------------------------------------	-------

Group C [Residential Occupancies]

Single Detached Dwellings, Semis, Duplexes	11.50
• with private septic system (additional fee) fee	900.00 flat
• with geothermal system (additional fee) fee	420.00 flat
Live/Work Units, Previously approved (single detached, semis), Townhouses	9.40
• with private septic system (additional fee) fee	900.00 flat
• with geothermal system (additional fee)	420.00 flat fee
Apartment Buildings	7.50
• with geothermal system (additional fee)	\$540.00 flat fee

Motels (greater than 2 stories) and Hotels	18.00
All other residential Occupancies	14.00

Group D [Business and Personal Service Occupancies]

Group D Buildings (Shell)	14.00
Group D Buildings (Finished)	17.00

Group E [Mercantile Occupancies]

Group E Mercantile Occupancies (Shell)	8.80
Group E Mercantile Occupancies (Finished)	12.00

Group F [Industrial Occupancies]

Industrial Buildings, Warehouses(Shell)	7.00
Industrial Buildings, Warehouses(Finished)	8.50
Gas Stations, Car Washes	8.60
Parking Garages (Underground, Open Air)	4.60
All Other Group F Buildings including self storage buildings	9.10

3.2 ALTERATIONS, RENOVATIONS, and REPAIRS (to existing floor areas)

Group C - Dwelling units	2.80
Group A and B occupancies	5.75
All other Occupancies	4.60

Balcony Repairs or Guard Replacement	\$17.00/\$1,000 construction value
Parking Garage Repairs	\$17.00/\$1,000 construction value
Fire alarms	\$375.00 flat fee
Fire alarm annunciator panel replacement (stand alone)	\$300.00 flat fee

Electromagnetic Locks	\$35.00
each	(max. fee
\$420.00)	

Sprinklers (based on sprinkler coverage area)	0.50
-----------------------------------------------	------

3.3 DEMOLITION

Single Detached Dwellings, Semis, Duplexes	\$350.00 flat fee
All other buildings:	
• with gross floor area equal to or less than 600 m ²	0.45
• with gross floor area greater than 600 m ²	1.00

3.4 DESIGNATED STRUCTURES (OBC Div. A-1.3.1.1)

Communication Tower supported by a building,	\$380.00/Tower
Crane Runway	\$380.00 flat fee
Exterior Tank and Support (not on slab on grade)	\$380.00 /Tank
Pedestrian Bridge (when applied as a separate <i>permit</i>)	\$380.00 /Structure
Retaining Wall	\$11.20/linear m.
Stand alone structure supporting a wind turbine generator having a rated output of more than 3kW	\$380.00 flat fee

3.5 STAND ALONE AND MISCELLANEOUS WORK

Air Supported Structures	4.75
Canopy (with no signage/lettering)	\$175.00/canopy
Farm Buildings, Agricultural Greenhouses	3.50
Manure storage facility	\$450 flat fee
Portable Classrooms	\$200.00 each
Residential Decks, Porches,	
• uncovered	\$175.00 each
• covered (supporting roof loads)	\$300.00 each
Shoring of excavations (stand alone <i>permit</i> application)	\$ 11.00/lineal m.
Single Detached Dwelling Garages, Carports, Accessory structures:	
• equal to or less than 55 sq.m.	\$175.00 each
• over 55 sq.m.	\$275.00 each
• additional fee of \$175.00 if plumbing is involved	
Temporary Structures	
Tents (individual or each group)	
• from 60 sq.m to 225 sq.m.	\$175.00 each
• exceeding 225 sq.m.	\$250.00 each
<i>Temporary buildings</i>	\$175.00 each
Underpinning (stand alone permit)	\$15.00/lineal m.
Solar Panels installed on:	
• Single detached/semi-detached buildings	\$180.00 per building
• All other buildings	\$17.00 /\$1,000 of construction value of works excluding solar panel costs
Underground structures (excluding fuel tanks)	\$400.00/ structure
Rack storage systems	2.50 (minimum \$500.00)

3.6 STAND ALONE MECHANICAL WORK (HVAC & PLUMBING)

More than one fee category may apply per building/work proposed.

3.6.1 Heating, Ventilating and Air Conditioning (HVAC)

Group A, B, D, E, F	2.00
Group C – single/detached/semi-detached dwelling units	\$175.00 flat fee
– other Group C Buildings	2.00

Plus an additional flat fee of \$175.00 if work proposed includes Make-up Air Units, or Rooftop Units.

Commercial Kitchen Exhausts, Spray Booths, \$350.00 flat fee
Dust Collectors, etc. (applies to installations on existing buildings when no other mechanical/plumbing work is proposed)

3.6.2 Plumbing and Drainage Systems-Fixtures-Equipment-Systems

Piping Single Detached or Semi Detached Dwellings: \$175.00 flat fee

- Water services, Sanitary and Storm buried piping, repairs, replacements and additions of buried plumbing and drainage piping, pool drains

Piping (All Other Buildings) \$3.00 /lineal m.

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

Manholes, Catchbasins, Interceptors, and Sumps complete with pumps, roof drains	\$ 12.10 each
Backflow prevention devices (requiring testing)	\$175.00 each
Backwater valves (sanitary) including weeping tile disconnection	\$175.00 each
Private Sewage system (new or replace):	
• Holding Tank	\$620.00 flat fee
• Septic System (complete)	\$850.00 flat fee
• Septic Bed	\$620.00 flat fee
• Septic System Tank only	\$360.00 flat fee
Geothermal system for single/semi-detached/duplex	\$420.00 flat fee
Geothermal system for all other buildings	\$620.00 flat fee

4. ADMINISTRATIVE FEES

- a) Additional Plan 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) After all reviews have been completed prior to *permit* issuance or after the *permit* has been issued (excludes new model submission for single detached dwellings, duplexes, semi-detached dwellings, or row townhouses, review of proprietary products/systems/equipment/components) \$130.00 per hour (min. fee \$175.00)
- (ii) New Model submission (single detached dwellings, semi-detached dwellings, duplexes, or row townhouses) made more than five business days after original *permit* application was submitted or post *permit* issuance 50% of the original permit fee
- b) Partial Occupancy *permit* \$560.00 flat fee
- c) Conditional *Permit* (as per Section 8.(3) of *Building Code Act*) in addition to fee in section 3 above,
- (i) single detached dwellings, duplexes, semi-detached dwellings, or row townhouses \$275.00 per *permit*
- (ii) all other uses \$600.00 per *permit*
- d) Inspection to Clear Deficient *Permit* \$500.00 flat fee
- e) Inspection conducted after Order issued under the *Building Code Act* where Order has not been complied with \$175.00 per visit
- f) Permission to defer permit revocation \$300.00 per *permit*
- g) *Permit* for Change of Use (no construction) \$175.00 flat fee
- h) Special Inspection, excluding fire protection inspection (outside office hours-max. 3 hours-upon request-based on staff availability) \$400.00 flat fee

- i) Special inspection for fire protection items (outside office fee hours-max. 3 hours-upon request-based on staff availability) \$500.00 flat fee
- j) Special inspection on holidays and weekends (max. 3 hours-upon request-based on staff availability) Special inspection fee plus 50% of the special inspection fee
- k) Transfer of *Permit* (Ownership) \$175.00 flat fee
- l) Special Research Requests of Building Division \$175.00 per hour or part thereof
- m) Certification of an additional set of drawings on the basis of which a *permit* was issued by the *Chief Building Official* \$175.00 per set
- n) Spatial separation (Limiting distance) agreements \$400.00 per agreement
- o) Alternative solutions review \$400.00 per alternative solution form submission
- p) *Three day permit*
- Residential use (excluding apartment buildings) additional fee equal to 50% of the original *permit* fee (min. \$275.00)
 - All other uses additional fee equal to 50% of the original *permit* fee (min. \$550.00)
- q) Occupancy *permit* (in accordance with Ontario *Building Code* Div. C -1.3.3.4 & 1.3.3.5) (included in *permit* fee)
- Additional copy of occupancy *permit* \$150.00 flat fee
- r) Liquor Licence Clearance Letter
- Not Associated with a Building *Permit* or Business License \$480.00 flat fee
 - Associated with a Building *Permit* or Business License \$275.00 flat fee
- s) Drainlayers' Examination Fee \$150.00 flat fee
- t) Review of proprietary systems/equipment/ components for Ontario *Building Code* conformance (including Compliance letter issuance) \$300.00 flat fee per item reviewed
- u) Review of proprietary systems/equipment/ components for Ontario *Building Code* conformance associated with a specific building permit or permit application \$200.00 flat fee per item reviewed
- v) 'Not Ready' re-inspection \$175.00 flat fee
- w) Construction Fence inspection \$175.00 flat fee per inspection
- x) Order issued pursuant to the *Act*, except for Stop Work Order \$200.00 flat fee
(Payment of these fees does not relieve any person or corporation from complying with the *Act*, the Building Code or any applicable law.)
- y) Stop Work Order issued pursuant to \$275.00 flat fee

section 14 of the *Act*.

(Payment of these fees does not relieve any person or corporation from complying with the *Act*, the Building Code or any applicable law.)

- | | | |
|----|---------------------|--------------------------------------------------|
| z) | Work without permit | 100% of original permit fee
(max. \$7,500.00) |
|----|---------------------|--------------------------------------------------|

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 7 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 commenced;
- (b) 80 percent if administrative and zoning functions only have commenced;
- (c) 60 percent if administrative, zoning and plan examination functions have commenced;
- (d) 50 percent if the *permit* has been issued and no field inspections have been conducted subsequent to *permit* issuance;
- (e) a \$175.00 fee for each field inspection that has been 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.
- (i) no refund shall be payable in the case where a *permit* has been revoked.
- (j) any fee paid for alternative solution review shall not be refundable.

7. 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 attached residential garages).
- In the case of interior alterations or renovations, area of proposed *work* is the actual space receiving the *work* (i.e. 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 are included in the *permit* fee for single detached dwellings and semi-detached dwellings.
- Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
- Where new construction or extensive interior alterations also include the addition of items identified under Stand Alone Mechanical Work (HVAC & Plumbing) the *permit* fee shall be solely based on the service index applicable to the building's classification.
- Where demolition of partitions or alteration to existing ceilings is a part of an alteration or renovation *permit*, no additional *permit* fee 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.
- Fees and charges imposed by the Corporation constitute a debt to the municipality and may be added to the tax roll in accordance with s. 398 of the Municipal Act.

SCHEDULE "B"

BY-LAW 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 4 and 5 of this By-law.	

SCHEDULE "C"

BY-LAW B-

Model Home-Conditional Permits Checklist

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 firefighting within 300' of each requested lot; b) Services are available for each lot; c) Access roads for firefighting 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. f) Sediment and erosion control measures	_____
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. \$10,000 security for each dwelling unit (letter of credit or certified cheque) by owner or contractor.	_____
10. Conditional permit fee paid for each permit application.	
11. Applicant to indicate on application under 'Description' : "Model Home".	

SCHEDULE "D"

BY-LAW B-

City of London

Requirements for Drafting Port Connections

The information provided is for buildings without sprinkler or standpipe systems, unless other provisions have been designed.

- 1) An engineer registered with the Professional Engineers Ontario (PEO) shall design and certify all drafting systems used for water supply in areas where municipal water is not available.
- 2) Drafting systems, as described in Section 1 above, shall:
 - a) for Firefighter safety, ideally locate drafting port(s) on north or northwest side of structure, if possible, to account for the prevailing winds;
 - b) be designed so that drafting ports are a minimum of 120 feet (36.5 m) and a maximum of 300 feet (91.5 m) away from the structure on the property (see Appendix A);
 - c) include a number of drafting ports to meet the flow rates as required by Division B, Part 3, Article 3.2.5.7* of the Ontario Building Code (OBC);
Note: The OBC required on site water supply may only be sufficient enough to allow for evacuation and be inadequate to extinguish the fire.
 - d) where more than one (1) drafting outlet/port is required to achieve the required flow, provide an individual drafting pipe for each outlet/port (not on a manifold system);
 - e) be designed and constructed so that each individual drafting port can maintain a minimum draft flow of 1,000 imp. gpm (4,546 lpm); and
Note: Consider the impact of the design of strainers installed on the intake(s) as they can significantly reduce the flow
 - f) where more than one (1) drafting port is required to achieve the OBC required flow rates, provide a minimum of spacing between the drafting ports of 60 feet (18.3 m) to allow fire engines sufficient space to hook up to the other drafting connection (see Appendix A).
- 3) Each drafting port area (see Figure 4) provided shall:
 - a) because of varying ground conditions associated seasonal changes, include a hard all-weather surface, preferably asphalt or concrete, immediately beside the drafting port from which the fire engine will draft, noting that the fire trucks that will operate from this location are two (2) axle vehicles weighing 40,000 lbs (18,143 kg) or three (3) axle vehicles weighing 60,000 lbs (27,216 kgs);
 - b) be demarcated with a sign with reflective material indicating the location;
 - c) incorporate bollards to protect the drafting port and vent assembly;
 - d) noting that each London Fire Department's drafting hoses are 10 feet (3 m) long, be so located such that the drafting port is not more than 10 feet (3 m) from location where fire engine will be positioned during drafting operations; and
 - e) designed such that the grade of the asphalt or concrete surface on which the fire engine is positioned (on a fire access route as defined by Division B, Article 3.2.5.6 of the OBC) is at same height as the point where drafting port piping comes out of ground.
 - f) Consider the drafting port design as follows (see Figures 1 through Figure 4 for examples):
 - i) the drafting piping from the water source shall:
 - (1) be a minimum of 6 inches (152 mm) in diameter;
 - (2) use a piping sized to provide the required OBC flow and account for friction losses and/or flow losses attributable to the pipe size, pipe fittings, strainers, etc.; and
 - (3) piping shall meet OBC Division C, Part 7 requirements (Article 7.2.11.) for water service pipes and fire service mains.
 - ii) the design of the drafting pipe assembly (including the elbow) shall be as follows:

- (1) the distance from the end of the intake pickup to the centreline of the drafting port outlet shall be ideally 10 feet (3 m) to a maximum of 12 feet (3.7 m); and
- (2) the centreline of the outlet shall be approximately 24 inches (0.6 m) above grade.

iii) the drafting pipe outlet design shall be as follows:

- (1) the pipe coming from the ground shall have a 90 degree elbow attached to the end (see Figure 1);

Figure 1: Drafting Port Side View - 90 Deg Elbow



- (2) the terminating end of the 90 degree elbow shall be equipped with a 5 inch (127 mm) NH female swivel (see Figure 2);

Figure 2: Swivel Fitting w/ 5" NH Female Swivel



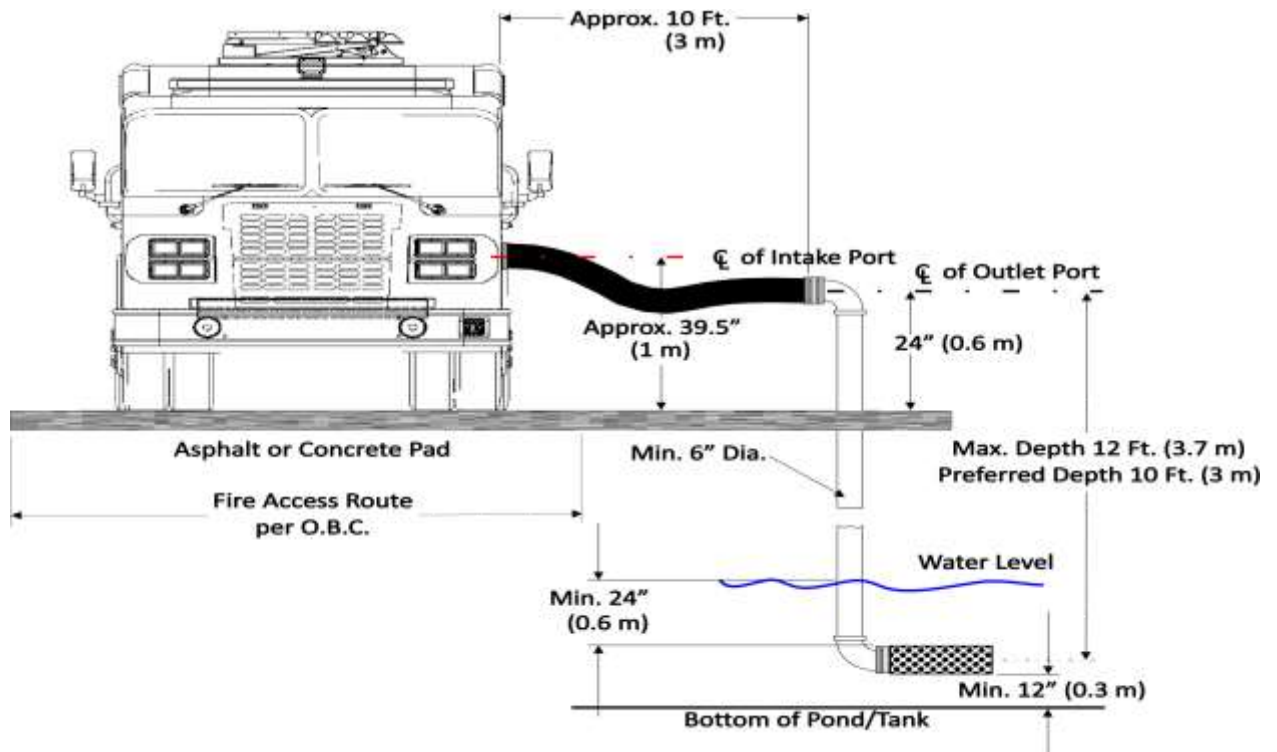
- (3) to prevent debris being thrown into the drafting port, the 5 inch (127mm)NH female swivel shall be closed with a 5 inch(127 mm) NH thread male cap or plug (see Figure 3); and

Figure 3: 5" NH Male Cap



- (4) the aforementioned threaded connection must be perpendicular to the side of the fire truck when positioned (see Figure 4).

Figure 4: Drafting Port Setup



- g) 4 inch (100 mm) STORZ connections are only designed for high pressure connections by the London Fire Department, like connecting to a hydrant, etc. and are not to be used for drafting ports, etc.
 - h) 5 inch (127 mm) NH female connections are used for ALL drafting connections by the London Fire Department, like drafting port connections, etc.
- 4) The provided water supply(ies) shall:
- a) include an easily identifiable mechanism to confirm minimum water level (the total volume required by OBC);
 - b) be designed so that freezing temperatures or the 50 year anticipated lowest water level will not affect total OBC required volume or ability to draft from the connections provided;
 - c) be designed based on *OBC water supply requirements and Ontario Fire Marshal Guidelines (OFM-TG-03-1999) for rural water supply;
 - d) If underground tanks are used, include vent pipes and internal access for maintenance (see Figure 5);

Figure 5: Underground Tank with Vent and Access

Note: permanent water storage containers should be the preferred water supply since ponds and streams are subject to environmental conditions such as freezing and drought.



- e) where the water supply is an external pond, ensure the following is incorporated into the design:
 - i) the intake should NOT be located closer than 12 inches (0.3 m) from the bottom of the pond to prevent sediment being drawn into the intake; and
 - ii) for OBC* requirements, the overall volume of the same shall take into consideration that the lowest level cannot drop below 24 inches (0.6 m) during the drafting operation (see Figure 4) or a vortex may result in pump cavitation;

Example: An asphalt or concrete pad enabling water trucks to backup and dump directly into the pond or into the underground tanks (may require a chute).

- f) Establish a means to replenish required water supply by way of contracted supplier, keeping in mind off loading capabilities;
 - g) A permanent water level marker, which indicates the minimum water level per design, is to be installed adjacent to the intake.
- 5) Prior to obtaining final approval from the Chief Building Official, an engineer registered with the Professional Engineers Ontario shall certify the drafting pipe assembly showing:
- a) the drafting pipe assembly(ies) is free of vacuum leaks; and
 - b) the actual water flow achieved at each drafting port meets or exceeds the *OBC design requirements.
- 6) An approved (by the Fire Department) fire safety plan will be required for any occupancy that has a private water supply and beyond the standard requirements shall include the following:
- a) detailed information concerning the water supply design;
 - b) documented process describing general maintenance;
 - c) where the water supply is a pond, what actions will be taken to prevent sludge from clogging the intake, as well as the prevention of the growth of seaweed like growth that may clog the intake;
 - d) where the water supply is a pond that is not fed by a water source, outline the contingency plan describing actions to be taken should the water supply fall below *OBC required levels. Variable environmental condition such as drought shall be taken into consideration;
 - e) The approved plan shall be readily available on site; and
 - f) Access to the drafting ports shall be maintained at all times.

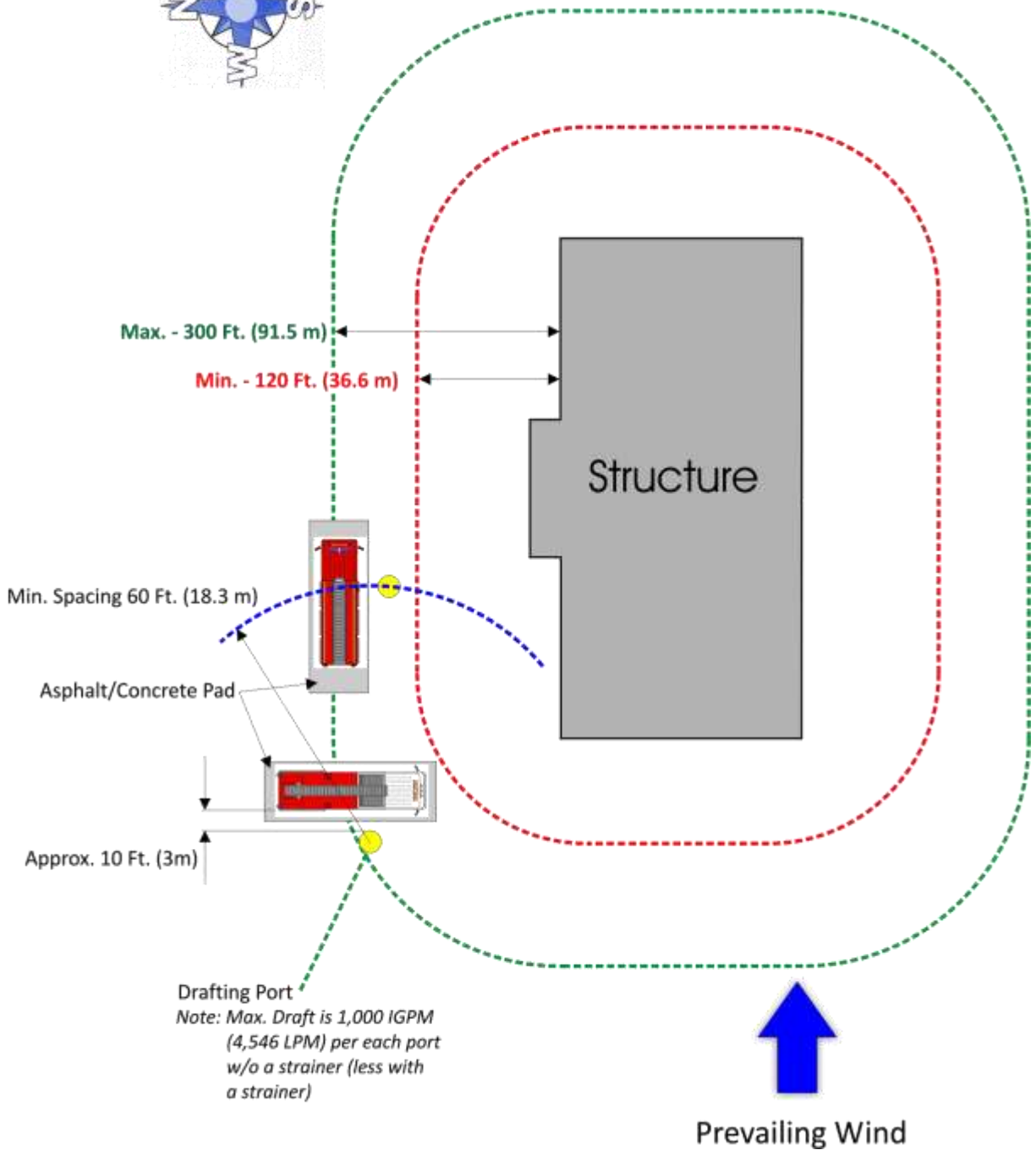
* An "adequate water supply" as reference in Division B, Part 3, Article 3.2.5.7 of the Ontario Building Code (OBC) shall be determined by good engineering practice. (See OBC Volume 2, Appendix A, A-3.2.5.7 and NFPA 1142- *Standard on Water Supply for Suburban and Rural Firefighting*)

References:

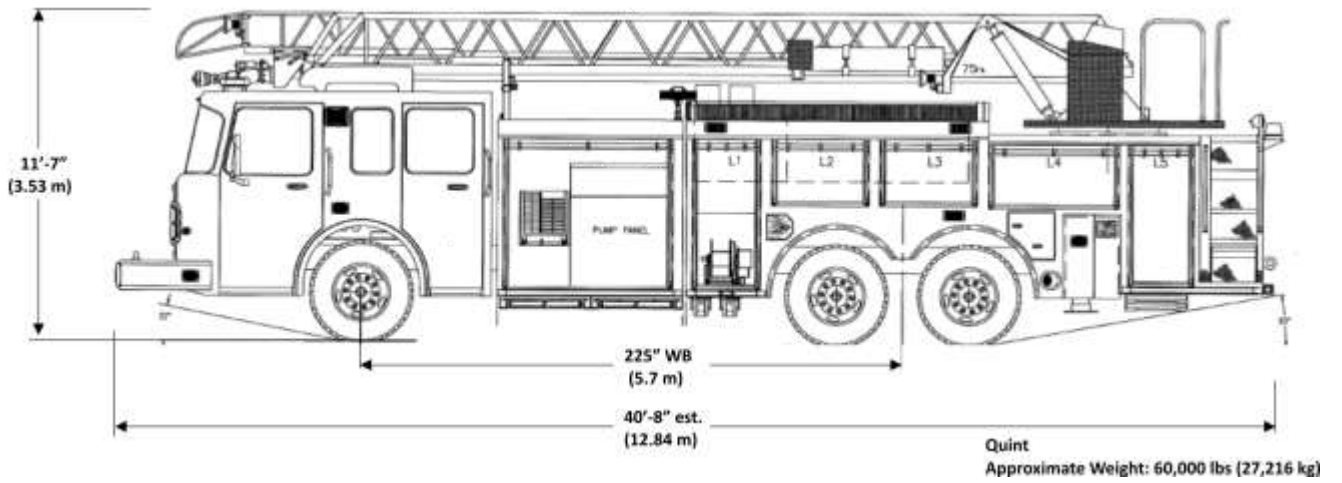
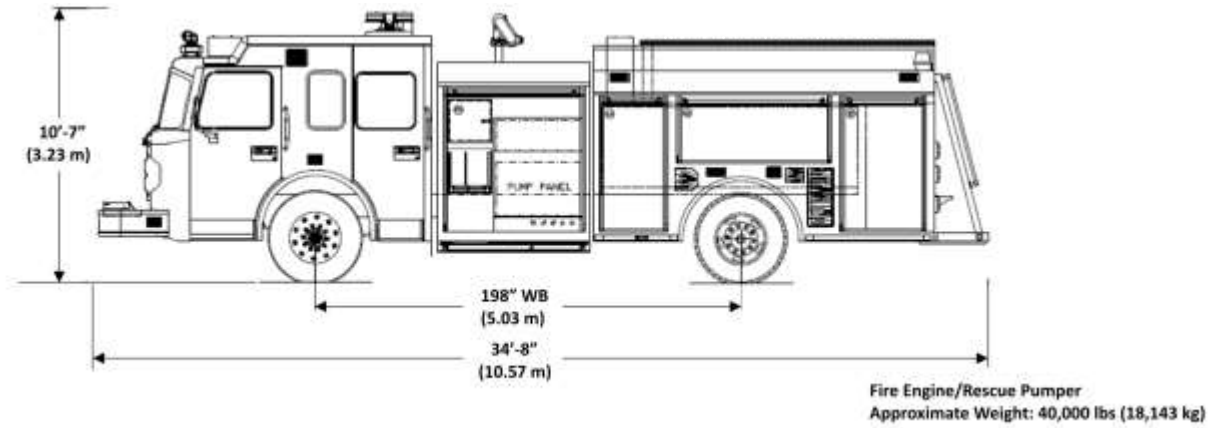
- *NFPA 1142 – Standard on Water Supply for Suburban and Rural Firefighting*
- *NFPA 22 – Standard for Water Tanks for Private Fire Protection*
- *OFM TG-03-1999 – Fire Protection Supply Guideline for Part 3 in the Ontario Building Code*

APPENDIX "A"

Drafting Ports Standards



APPENDIX "B"
2012 London Fire Department
Vehicle Configuration (Drafting Only)

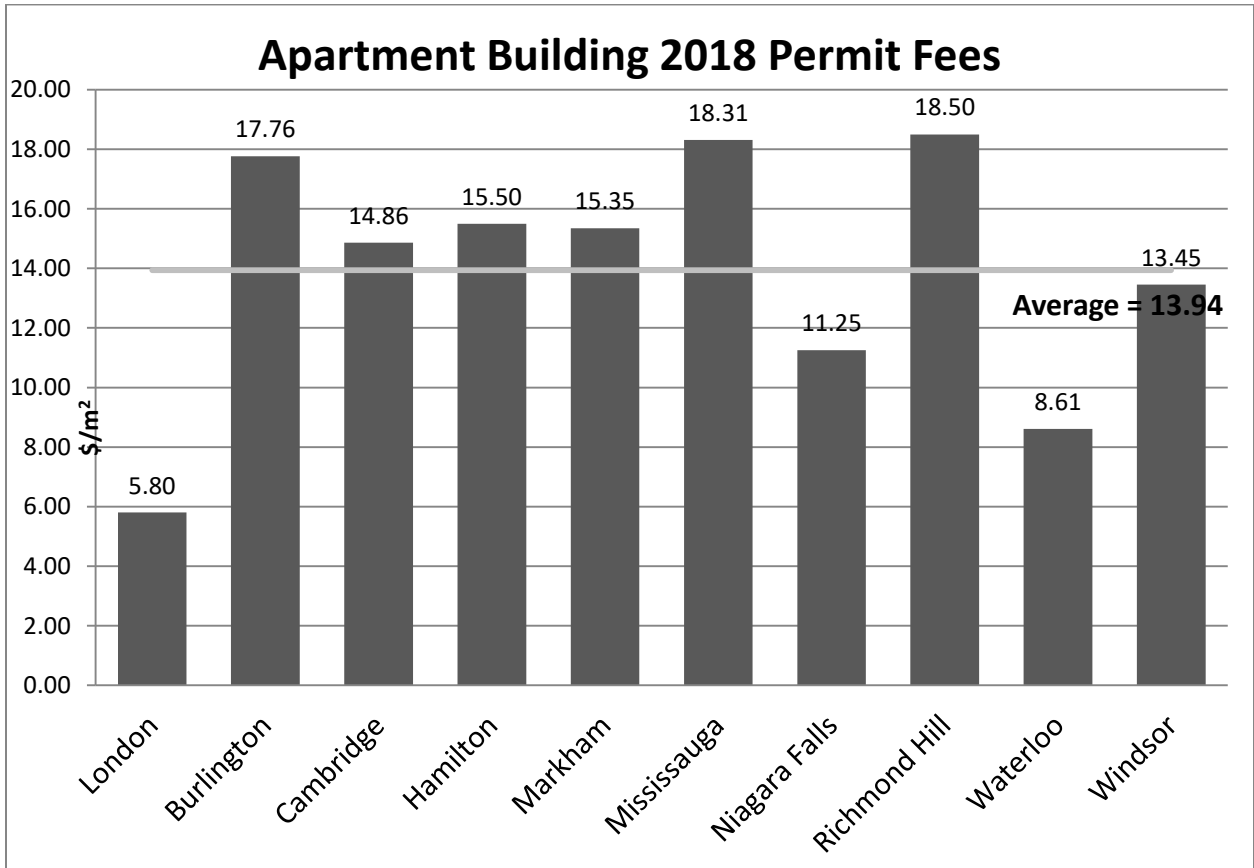
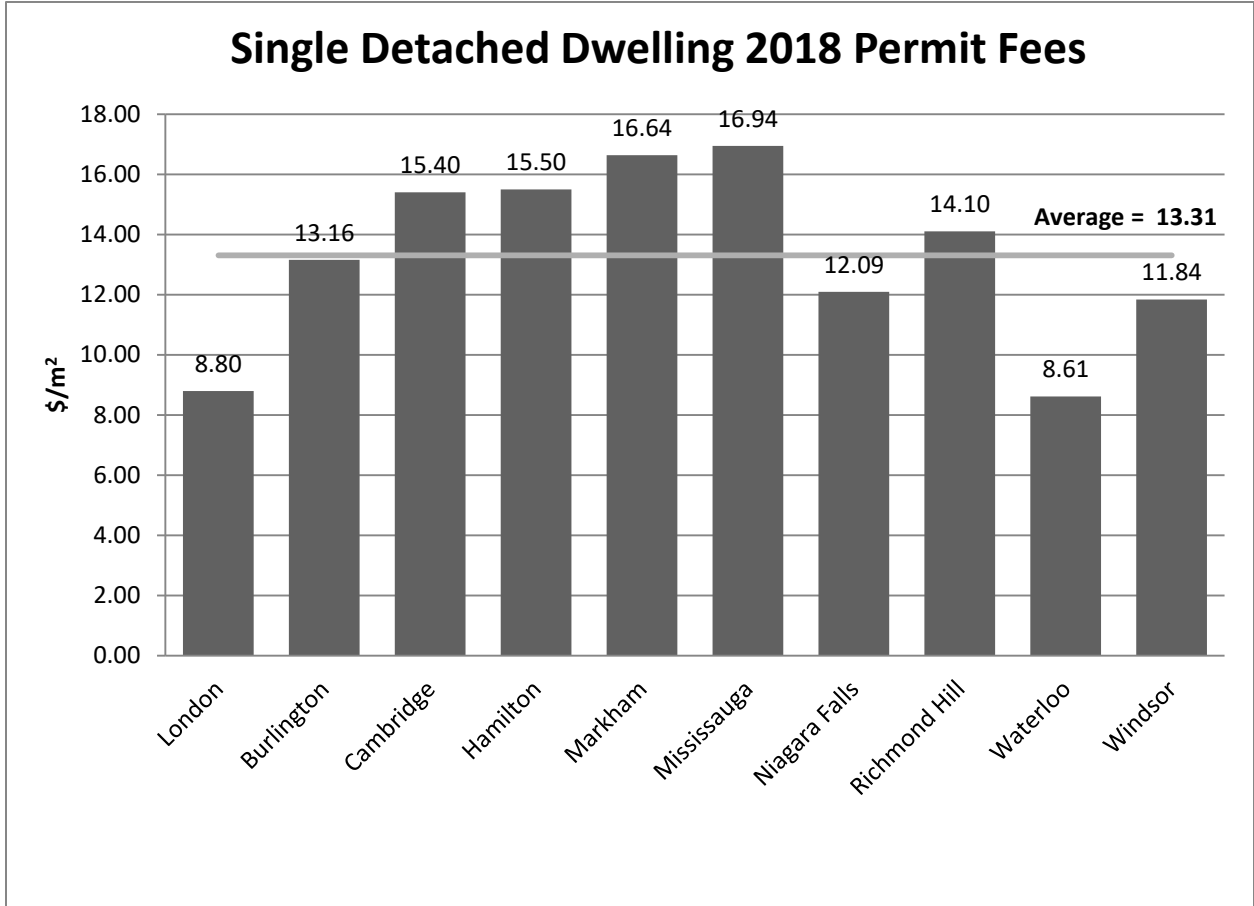


APPENDIX 'A' Permit Application Processing Timeframes

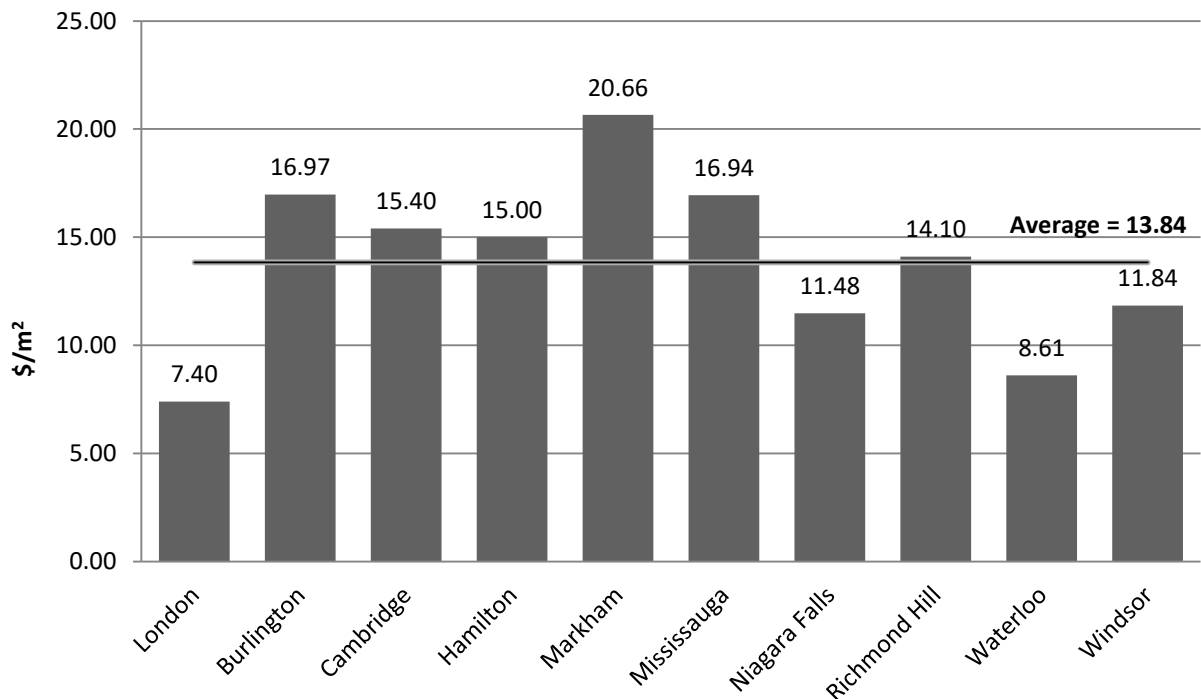
Building Type Examples		Days* to Issue permit
<ul style="list-style-type: none"> a) A detached house, semi-detached house, where no dwelling unit is located above another dwelling unit, except for a retirement home. b) A detached structure (i.e. garage, shed, carport, deck e.t.c.) that serves a building described in Clause (a) and does not exceed 55 m² in building area. c) A tent in excess of 60 m² in area. d) "Designated Structures" such as: Retaining walls, Communication towers, Pedestrian bridge appurtenant to a building, Crane runways, Exterior storage tanks, Dish antennae or solar collectors, Outdoor pools, Public pools, Public spas 	10 days	
<u>Part 9 Buildings (Small Buildings)</u>		15 days
<ul style="list-style-type: none"> a) Office, Residential, Mercantile, Low or Medium Hazard Industrial b) Where the building area is greater than 10 m² but not greater than 600 m² in building area, and 3 storeys or less in building height. c) Farm buildings equal to or less than 600 m² in building area. 	15 days	
<u>Part 3 Buildings (Large Buildings)</u>		20 days
<ul style="list-style-type: none"> a) Assembly, Office, Residential, Mercantile, Institutional, High Hazard Industrial Where the building is greater than 600 m² in building area, and more than 3 storeys in building height. b) Farm buildings exceeding 600 m² in building area c) Retirement Homes 	20 days	
<ul style="list-style-type: none"> a) Hospitals, Emergency treatment facilities and Blood banks, b) Telephone Exchanges, c) Power generating stations and Electrical substations, d) Control centres for land transportation, e) Public water treatment and storage facilities, f) Water and sewage pumping stations, g) Emergency response facilities, h) Fire, rescue and police stations, i) Storage facilities for vehicles or boats used for fire, rescue and police purposes, and j) Communications' facilities, including radio and television stations 	30 days	

*Denotes business days or days when the Building Division is operating under regular office hours

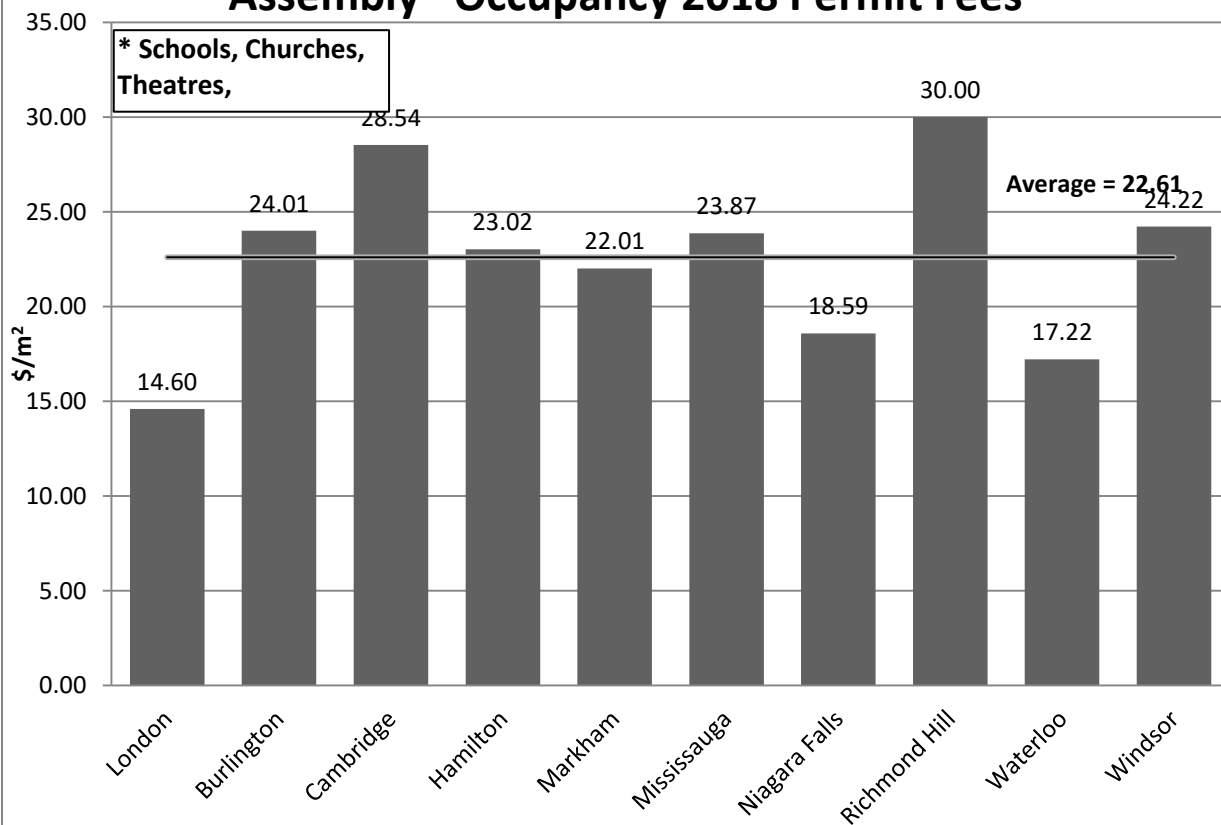
APPENDIX 'B' 2018 Permit Fee Rate Comparisons



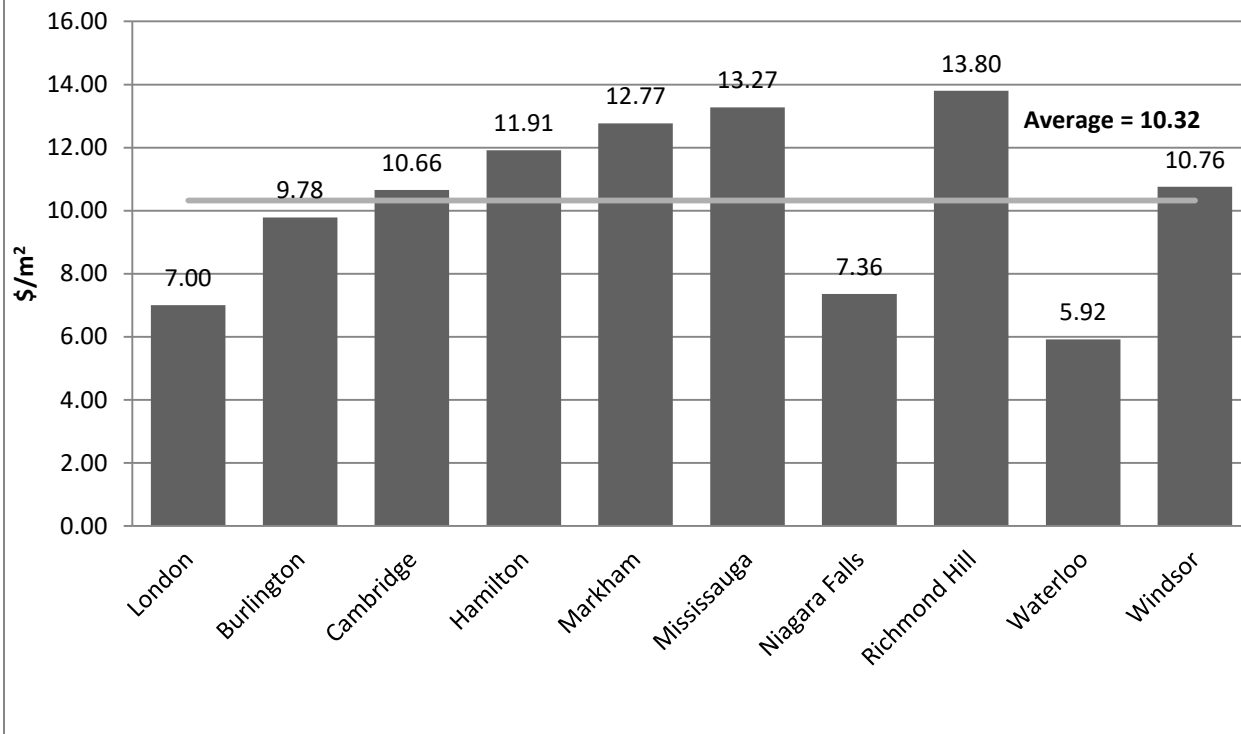
Townhouse Dwelling 2018 Permit Fees



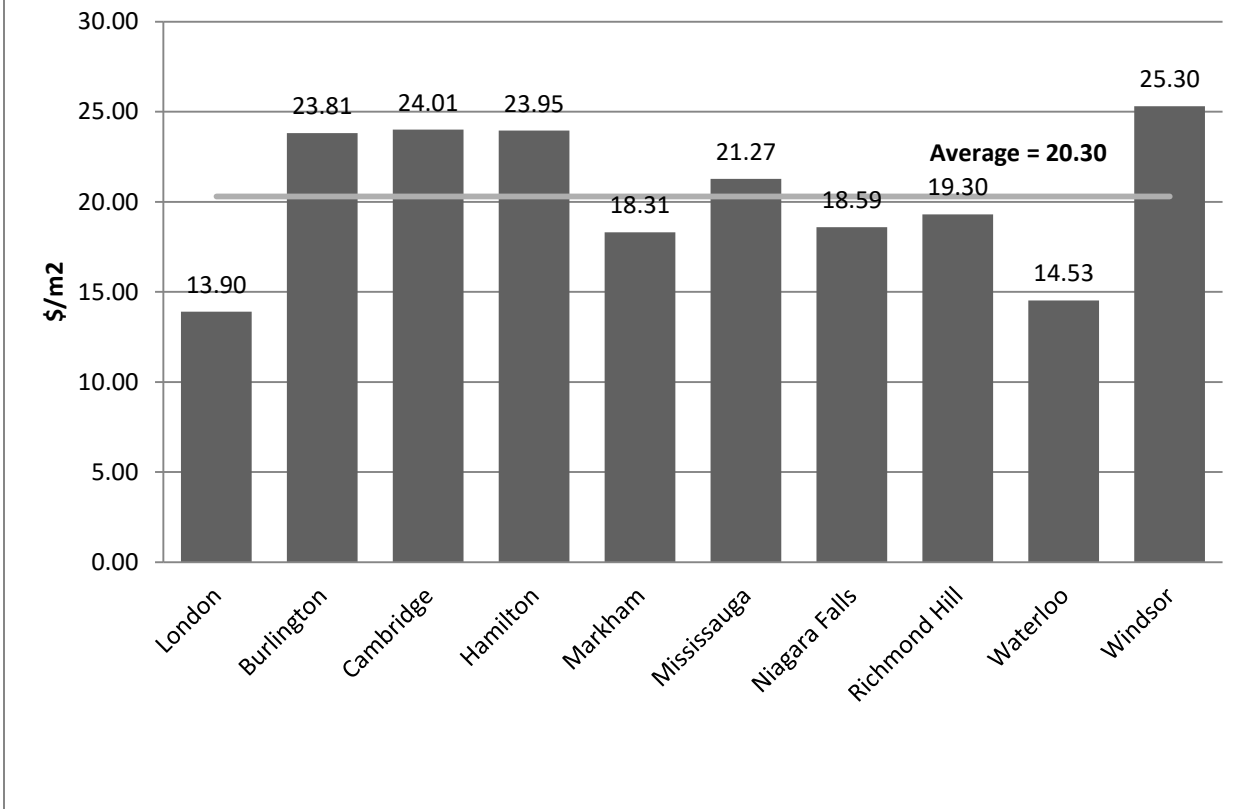
Assembly* Occupancy 2018 Permit Fees



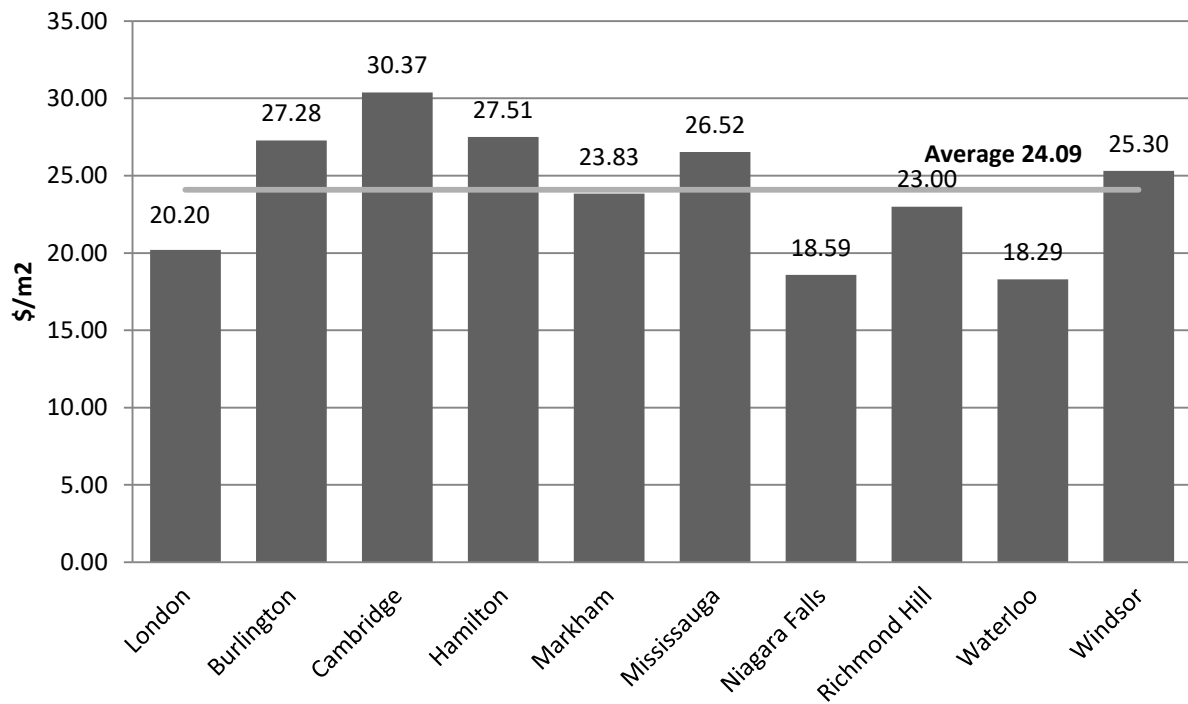
Industrial (Finished) 2018 Permit Fees



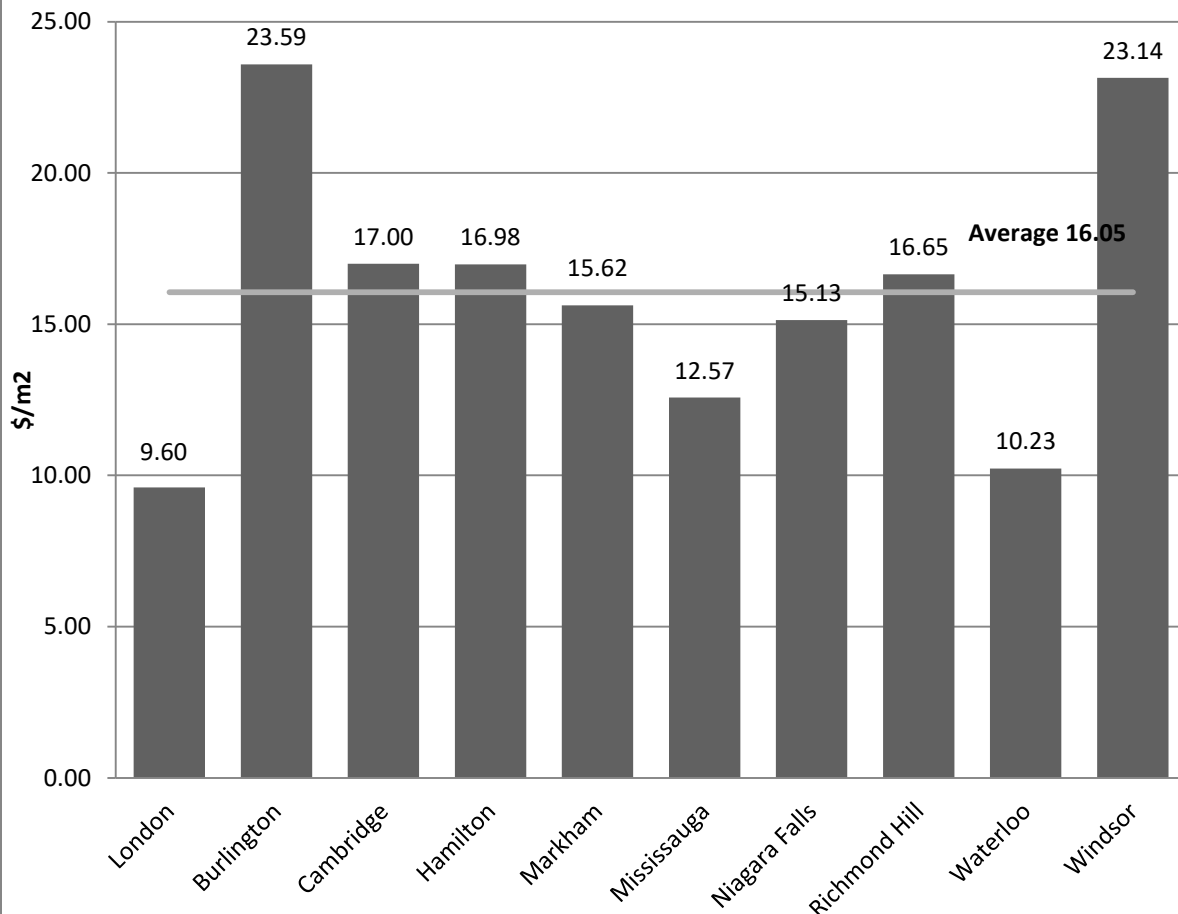
Business/ Office (Finished) 2018 Permit Fees



Institutional (Finished) 2018 Permit Fees



Mercantile (Finished) 2018 Permit Fees



APPENDIX 'C' Building Permit Activity

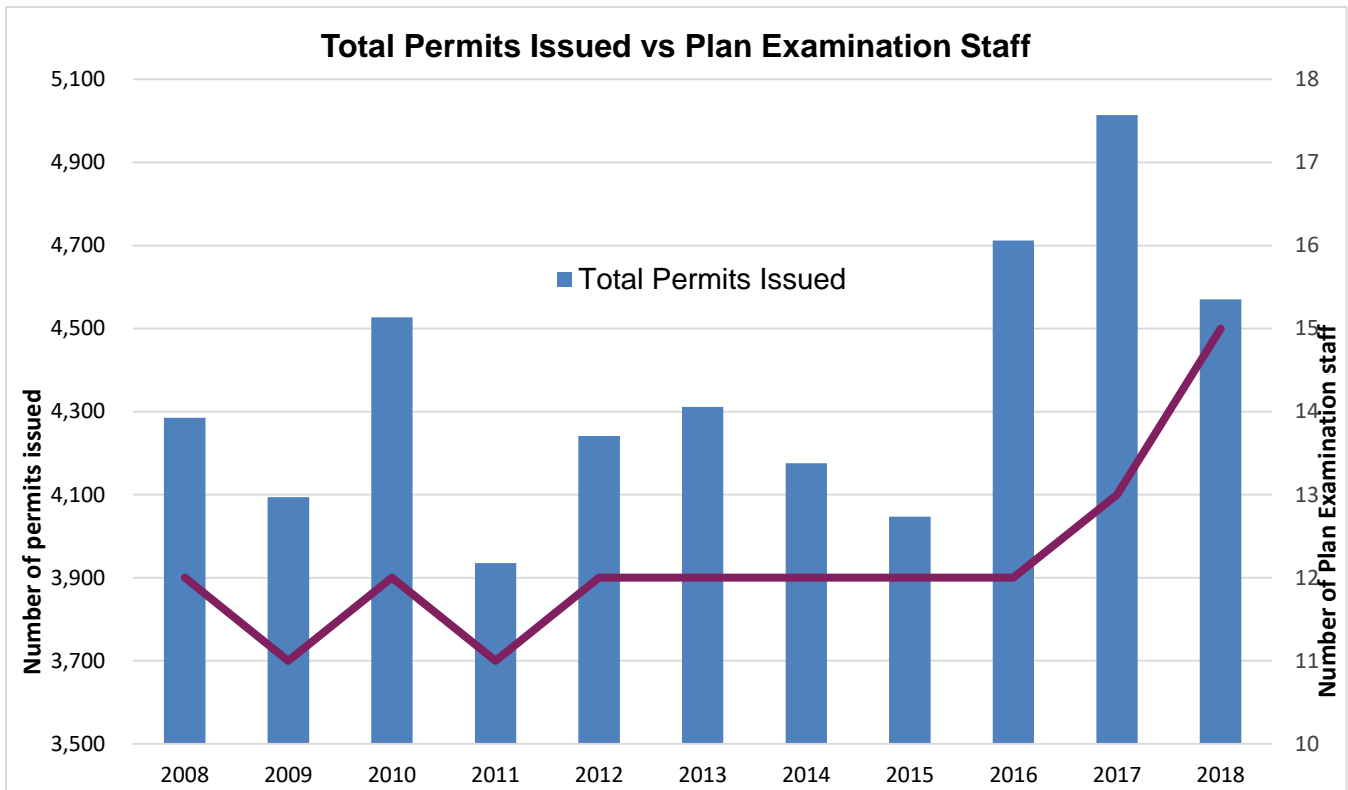


Figure 1.

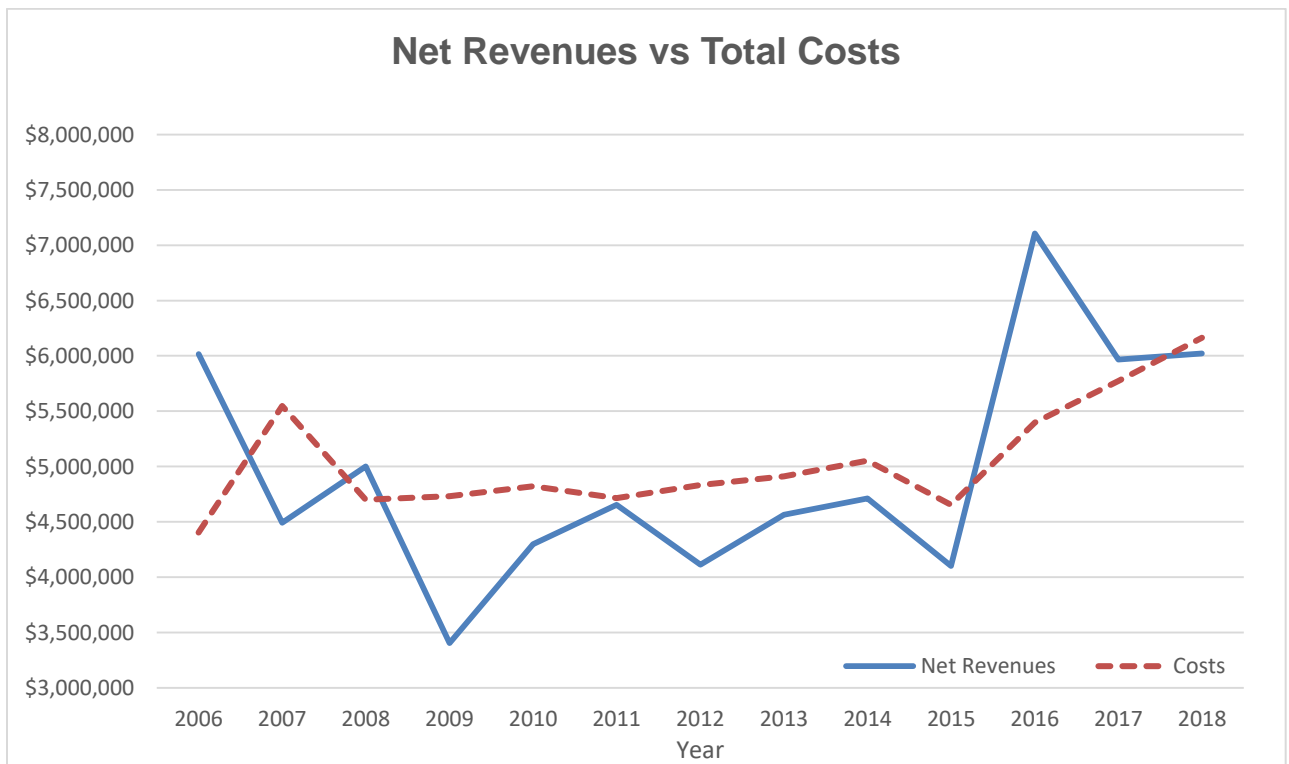


Figure 2

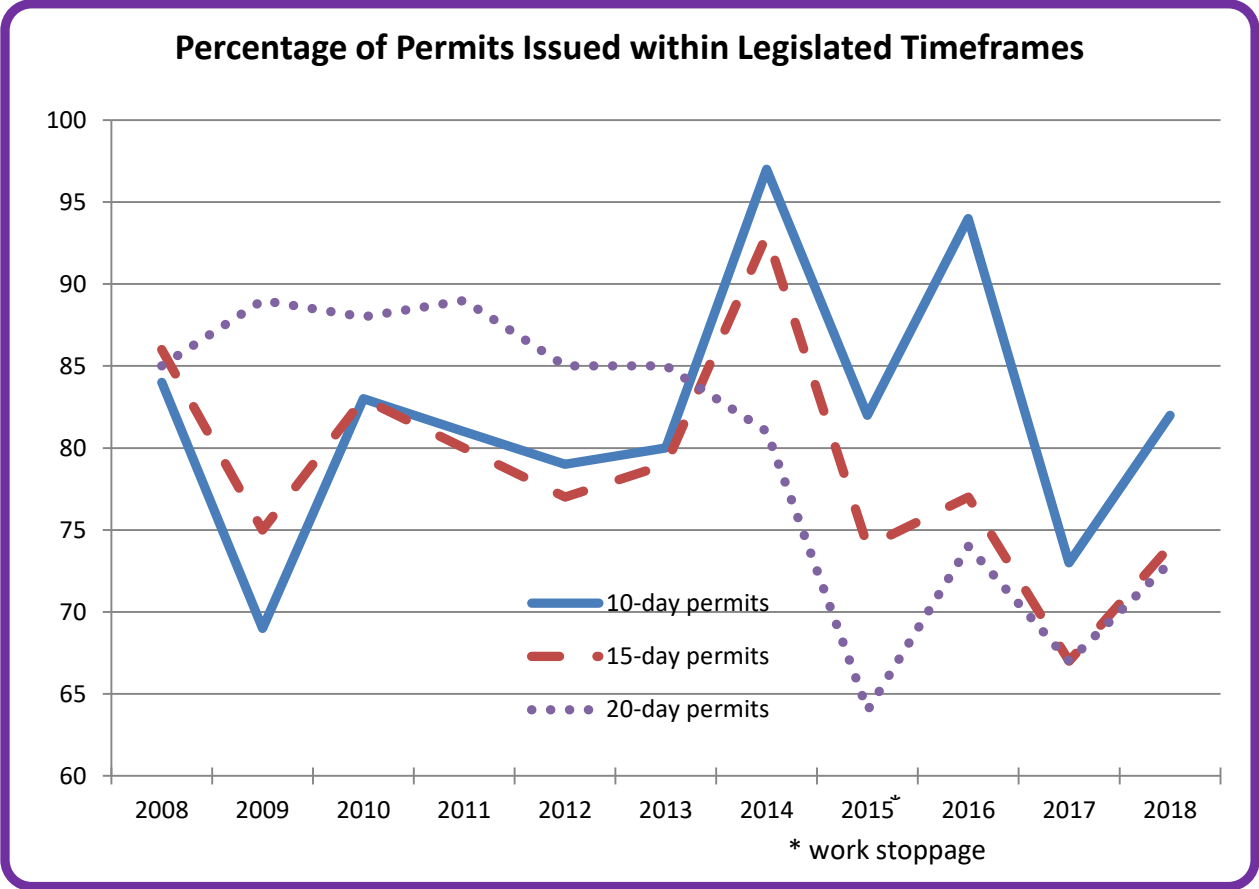


Figure 3

APPENDIX 'D' SDD Building Permit Fee Comparison

*2017 Residential Building Permit Fees-Single Detached Dwelling (sorted lowest to highest)
(adapted from the BMA Management Consulting Inc. report)*

Municipality	Residential (\$/ m ²)	Residential (\$/\$1000)	Permit Fee (167m ² , \$270,000)
Kenora	\$5.38		\$ 898
Greenstone		\$10, 1st \$1,000 + \$3.00/\$1,000	\$ 1,120
Grey Highlands	\$7.00		\$ 1,168
North Perth	\$100 + \$7.21/m ²		\$ 1,304
Kincardine	\$8.07		\$ 1,348
Prince Edward County	\$100 + \$7.50/m ²		\$ 1,353
Leamington	\$8.61		\$ 1,438
Waterloo	\$8.61		\$ 1,438
London	\$8.80		\$ 1,470
Lambton Shores	\$9.00		\$ 1,503
Ottawa	\$9.10		\$ 1,520
Owen Sound	\$9.10		\$ 1,520
Saugeen Shores	\$9.25		\$ 1,545
Mapleton	\$325 + \$6.99 m ²		\$ 1,585
Central Elgin	\$9.68		\$ 1,617
Sarnia	\$9.75		\$ 1,628
St. Marys	\$1,700 up to 186 m ²		\$ 1,700
Quinte West	\$10.20		\$ 1,703
Minto	\$300 + \$8.61/m ²		\$ 1,738
Springwater	\$10.55		\$ 1,762
Kingsville	\$10.76		\$ 1,798
Vaughan	\$10.80		\$ 1,804
Orillia	\$11.09		\$ 1,852
Wellington North	\$255 + \$9.58 m ²		\$ 1,855
Brock	\$11.30		\$ 1,887
Port Colborne	\$11.30		\$ 1,887
St. Thomas		\$25 first \$1,000, plus \$7/ \$1,000	\$ 1,908
Brockville	\$1,925 + \$8.07 m ² if > 186 m ²		\$ 1,925
Milton	\$11.60		\$ 1,937
Wellesley	\$11.73		\$ 1,959
North Middlesex	\$75 + \$11.30/m ²		\$ 1,962
Whitby	\$11.76		\$ 1,964
Thorold	\$11.84		\$ 1,977
West Lincoln	\$11.92		\$ 1,991
Ingersoll	\$2,000 + \$6.67 m ² > 186 m ²		\$ 2,000

2017 Residential Building Permit Fees (sorted lowest to highest) (cont'd)

Municipality	Residential (m ²)	Residential (\$/\$1000)	Residential Fee 167m ² , \$270,000
North Dumfries	\$12.06		\$ 2,013
Stratford	\$12.06		\$ 2,013
Niagara Falls	\$12.09		\$ 2,019
Oshawa	\$12.36		\$ 2,064
Grimsby	\$12.37		\$ 2,066
Woolwich	\$12.38		\$ 2,067
Strathroy-Caradoc	\$1,736 1st 139 m ² + \$12.38/m ² there after		\$ 2,081
Fort Erie	\$12.49		\$ 2,085
Pickering	\$12.50		\$ 2,088
Burlington	over 300 m ²		\$ 2,111
Clarington	\$12.68		\$ 2,118
Kitchener	\$12.81		\$ 2,139
Lincoln	\$12.81		\$ 2,139
Wilmot	\$12.92		\$ 2,157
Barrie	\$13.00		\$ 2,171
Thunder Bay	\$13.00		\$ 2,171
Orangeville	\$13.03		\$ 2,176
Centre Wellington	\$13.13		\$ 2,193
Chatham-Kent	\$11.84 m ² above ground, \$1.61 m ² unfinished below, \$2.15 m ² garage		\$ 2,195
Erin	\$2,200 + \$9.47 m ² if > 236 m ²		\$ 2,200
Caledon	\$13.20		\$ 2,204
Wainfleet	\$1,533.16, + \$13.07 m ² > 115 m ²		\$ 2,213
Meaford	\$13.35		\$ 2,229
St. Catharines	\$13.45		\$ 2,247
Welland	\$13.45		\$ 2,247
Georgina	\$13.77		\$ 2,300
Guelph	\$13.77		\$ 2,300
Brampton	\$13.80		\$ 2,305
Richmond Hill	\$14.10		\$ 2,355
Pelham	\$14.21		\$ 2,373
Windsor	\$11.73 m ² + \$450		\$ 2,409
North Bay	\$14.64		\$ 2,445
Newmarket	\$14.65		\$ 2,447
Hamilton	\$14.72		\$ 2,458
Cambridge	\$14.75		\$ 2,463

2017 Residential Building Permit Fees (sorted lowest to highest) (cont'd)

Municipality	Residential (m 2)	Residential (\$/\$1000)	Residential Fee 167m 2, \$270,000
Markham	\$14.79		\$ 2,470
Parry Sound		\$50 + \$9/\$1,000	\$ 2,480
Niagara-on-the-Lake	\$14.85		\$ 2,481
Aurora	\$15.50		\$ 2,589
East Gwillimbury	\$15.61		\$ 2,606
Gravenhurst	\$15.61		\$ 2,606
Whitchurch-Stouffville	\$15.61		\$ 2,606
Puslinch	\$15.72		\$ 2,625
Middlesex Centre	\$2,638 up to 186 m ² + \$9.90/m ²		\$ 2,638
Elliot Lake	\$2,200 + \$15.71 m ² if > 139 m ²		\$ 2,640
Mississauga	\$15.97		\$ 2,667
The Blue Mountains	\$16.00		\$ 2,672
Belleville		\$10.00	\$ 2,700
Huntsville		\$10.00	\$ 2,700
Oakville	\$16.30		\$ 2,722
Oro-Medonte	\$16.68		\$ 2,786
Halton Hills	\$16.91		\$ 2,824
Greater Sudbury		\$10.70	\$ 2,889
Peterborough	\$17.32		\$ 2,892
Toronto	\$52.08 + \$17.16 /m ²		\$ 2,918
Timmins		\$55 + \$11/\$1,000	\$ 3,025
Bracebridge		\$11.30	\$ 3,051
Guelph-Eramosa		\$11.46	\$ 3,094
Tillsonburg		\$125 + \$11/\$1,000	\$ 3,095
Kingston		\$12.00	\$ 3,240
Collingwood		\$125 for first \$1,000, \$12.00/\$1,000 thereafter	\$ 3,353
Cornwall		\$12.50	\$ 3,375
Innisfil	\$20.24		\$ 3,380
King	\$3,500 up to 511 m ²		\$ 3,500
Haldimand		\$75 for the 1st \$3,000; \$13/\$1,000 thereafter	\$ 3,546
Brant		\$14.00	\$ 3,780
Sault Ste. Marie	\$24.03		\$ 4,013
Average			\$ 2,248
Median			\$ 2,174

APPENDIX ‘E’ Table of Changes with respect to the current By-law

Change Description	Part/Section/Subsection/clause
NEW definition ‘Holiday’	<p>ADD</p> <p align="center">Holiday – defined</p> <p>“holiday” means:</p> <ul style="list-style-type: none"> (l) Any Saturday or Sunday; (m) Family Day; (n) Good Friday; (o) Easter Monday; (p) Victoria Day; (q) Canada Day; (r) Civic Holiday; (s) Labour Day; (t) Thanksgiving Day; (u) Christmas Day-New Year’s Day: the period generally between December 24 and December 31 each year when City Hall is closed; and (l) where Canada Day or Remembrance Day falls on a Saturday or Sunday, the following Monday is a Holiday.
NEW definition ‘Statistics Canada Index’	<p>ADD</p> <p align="center">Statistics Canada Index – defined</p> <p>“Statistics Canada Index” means the Statistics Canada Non-residential building construction price index (Toronto)</p>
NEW definition ‘Not Ready’	<p>ADD</p> <p>Not Ready - defined</p> <p>“not ready” means a work site condition identified by an <i>inspector</i> upon attendance, as a result of receipt of written notice of readiness for inspection, unless written notice of cancellation of inspection is provided no later than 10:00 a.m. (EST) on the day the inspector is to physically attend, where the inspection is not able to be conducted, and includes inspection for any item related to a prior deficiency wherein the same deficiency remains outstanding and not remedied.</p>
REVISED ‘ Permit Issued based on Previously Approved Permit-defined’	<p>DELETE</p> <p>“permit issued based on previously approved permit” means a building <i>permit</i> that has been issued based on a previous building <i>permit</i> issued, for the construction of an identical building, under the provisions of the same <i>Building Code</i>. This type of <i>permit</i> is strictly limited to the construction of new single detached and semi-detached dwelling unit buildings classified under Part 9 of the <i>Building Code</i>.</p> <p>REPLACE WITH</p> <p>“permit issued based on previously approved permit” means a building <i>permit</i> that has been issued based on a previous building <i>permit</i> issued, for the construction of an exact same building, including exact same drawings or other related documentation, under the provisions of the same <i>Building Code</i>. This type of <i>permit</i> is strictly limited to the construction of new single detached and semi-detached dwelling unit buildings classified under Part 9 of the <i>Building Code</i>.</p>

REVISED 'Temporary building – defined'	<p>DELETE</p> <p>Temporary building – defined “<i>temporary building</i>” means a building or structure that is intended to be occupied or otherwise used for a duration of not more than one calendar year.</p> <p>REPLACE WITH</p> <p>Temporary building – defined “<i>temporary building</i>” means a building or structure that is intended to be occupied or otherwise used for a duration of not more than one continuous calendar year.</p>
NEW 'Part 2 – Computation of Time' and renumbering of subsequent Parts.	<p>NEW</p> <p style="text-align: center;">Part 2 COMPUTATION OF TIME</p> <p>2.1 Computation of Time - clarification In the computation of time under this By-law, (a) where there is a reference to a number of days between two events, they shall be counted by excluding the day on which the first event happens and including the day on which the second event happens; (b) where a period of seven days or less is prescribed, holidays shall not be counted; (c) where the time for doing something expires on a Holiday, the act may be done on the next day that is not a Holiday; (d) service of a document, including an application made after 4:30 p.m. or at any time on a Holiday shall be deemed to have been made the next day that is not a Holiday.</p> <p>2.2 Year-End closure Where a building <i>permit</i> application is submitted to the <i>Chief Building Official</i> after the close of business prior to the holiday break being the period generally between December 24 and December 31 each year, then the <i>permit</i> application shall be deemed to be received in the new year.</p> <p>2.3 Unsafe or emergency conditions Nothing in 2.1 or 2.2 above shall prevent the <i>Chief Building Official</i> from providing notice and requiring action during a Holiday if the action is to address an unsafe or emergency condition.</p>
REVISED Section 3.1 'File application - on forms – prescribed', renumbered to 4.1	<p>DELETE</p> <p>3.1 File application - on forms – prescribed To obtain a <i>permit</i>, the <i>owner</i> or an agent authorized in writing by the <i>owner</i> 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 <i>Chief Building Official</i> or from the <i>Building Code</i> website www.mah.gov.on.ca. The application form prescribed by the <i>Corporation</i> under clause 7.(1),(f) of the Act is set out in Schedule “B” or Schedule “C” to this By-law</p> <p>REPLACE WITH</p> <p>4.1 File application - on forms – prescribed To obtain a <i>permit</i>, the <i>owner</i> or an agent authorized in writing by the <i>owner</i> shall file an application in writing, or where applicable, electronically in the case of an online application, by completing the Provincially-prescribed form, as amended, available from the <i>Chief Building Official</i> or from the Ministry of Municipal Affairs website www.mah.gov.on.ca and supply any other information as required by the <i>Chief Building Official</i> related to the permit application.</p>

<p>REVISED Section 3.2 'Information - submitted - to <i>Chief Building Official</i>', renumbered to 4.2</p>	<p>DELETE 3.2 Information - submitted - to <i>Chief Building Official</i> Every application for a <i>permit</i> shall be submitted to the <i>Chief Building Official</i>, and shall contain the following information, in order for said application to be considered as complete:</p> <p>REPLACE WITH</p> <p>4.2 Information - submitted - to <i>Chief Building Official</i> Every application for a <i>permit</i> shall be submitted to the <i>Chief Building Official</i>, and shall contain the following information, in accordance with Part 5 of this By-law, in order for said application to be considered as complete:</p>
<p>REVISED 3.2 (1)(a), renumbered to 4.2 (1) (a)</p>	<p>DELETE (a) use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B";</p> <p>REPLACE WITH</p> <p>(a) use the Provincially-prescribed form, as amended, "Application for a Permit to Construct or Demolish", available from the <i>Chief Building Official</i> or from the Ministry of Municipal Affairs website www.mah.gov.on.ca;</p>
<p>DELETED 3.2 (1) (c), renumbered to 4.2(1) (c)</p>	<p>DELETE (c) include completed forms as set out in Schedules "E" and "G" where applicable;</p>
<p>REVISED 3.2(1)(e), renumbered to 4.2(1)(d)</p>	<p>DELETE (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" ; and</p> <p>REPLACE WITH</p> <p>(d) for single detached, duplex, triplex, semi-detached, or row townhouse buildings intended to be continuously occupied during the winter season, include a completed Energy Efficiency Design Summary form available from the <i>Chief Building Official</i>;</p>
<p>NEW clause 4.2(1)(f)</p>	<p>ADD (f) include any supporting documentation or approvals as may be required under applicable law as defined in the <i>Building Code</i>.</p>
<p>REVISED 3.2(2)(a), renumbered to 4.2(2)(a)</p>	<p>DELETE (a) use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B";</p> <p>REPLACE WITH</p> <p>(a) use the Provincially-prescribed form, as amended, "Application for a Permit to Construct or Demolish", available from the <i>Chief Building Official</i> or from the Ministry of Municipal Affairs <i>Building Code</i> website www.mah.gov.on.ca;</p>
<p>REVISED 3.2(2)(c) , renumbered to 4.2(2)(c)</p>	<p>DELETE (c) include a completed form as set out in Schedule "E" when Subsection 1.2.2. – Division C of the <i>Building Code</i> applies;</p> <p>REPLACE WITH</p>

	(c) include a completed Commitment to General Reviews By Architect And Engineer form available from the Chief Building Official , when Subsection 1.2.2. –Division C of the <i>Building Code</i> applies;
REVISED 3.2(2)(e)	DELETE (e) note that when an authorized agent of the <i>owner</i> has applied for a demolition <i>permit</i> , submission of the “Authorization to Demolish” form as set out in Schedule “M” shall be made to the <i>Chief Building Official</i> ; REPLACE WITH (e) when applying as an authorized agent of the <i>owner</i> for a demolition <i>permit</i> , submit the “Authorization to Demolish” form.
NEW clauses 4.2(2)(f) and (g)	NEW (f) at the discretion of the Chief Building Official, in situations where adjacent structures or property may be compromised, submit a demolition control plan, prepared by a professional engineer, for the demolition work where existing conditions, including proximity to adjacent property or buildings, justify such a requirement; and (g) include any supporting documentation or approvals as may be required under applicable law as defined in the Building Code.
DELETE 3.2(3)(a) and reletter clauses following	DELETE (a) use the provincial application form, “Application for a Permit to Construct or Demolish”, as set out in Schedule “B”;
REVISED 3.2(3)(f)	DELETE (f) shall enter into a conditional <i>permit</i> agreement with the <i>Corporation</i> 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 <i>permit holder</i> . 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 are outstanding conditional <i>permit</i> fees; REPLACE WITH (e) shall enter into a conditional <i>permit</i> agreement with the <i>Corporation</i> utilizing the agreement available from the <i>Chief Building Official</i> . In the event that the conditions are not satisfied in accordance with the agreement, a <i>permit holder</i> may request an extension of time for completion of conditions, prior to the expiry of the compliance date as stipulated in the agreement. 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 are outstanding conditional <i>permit</i> fees;
REVISED 3.2(4)(a)	DELETE (a) use the prescribed form in Schedule “C” of this By-law; REPLACE WITH (b) submit the form “change of use, transfer of permits and partial occupancy permits” available from the Chief Building Official;
DELETE 3.2(4)(b) and reletter clauses following	DELETE (b) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building ;

<p>REVISED 3.2(5)(a)</p>	<p>DELETE</p> <p>(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” of this By-law;</p> <p>REPLACE WITH</p> <p>(a) use the Provincially-prescribed form, as amended, “Application for a Permit to Construct or Demolish”, and the “Schedule 2: Sewage System Designer Information Form”, available from the Chief Building Official or from the Ministry of Municipal Affairs Building Code website www.mah.gov.on.ca;</p>
<p>REVISED 3.2(5)(c)(iii)(II)</p>	<p>DELETE</p> <p>(IV) 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 <i>Building Code</i>;</p> <p>REPLACE WITH</p> <p>(I) dimensional clearances of items listed in 8.2.1.5 and 8.2.1.6 Division B of the <i>Building Code</i>;</p>
<p>REVISED 3.2(6)(a)</p>	<p>DELETE</p> <p>(a) the prescribed form in Schedule “C” of this By-law;</p> <p>REPLACE WITH</p> <p>(a) submit the application form for “change of use, transfer of permits and partial occupancy permits” available from the Chief Building Official;</p>
<p>REVISED 3.2(6)(e)</p>	<p>DELETE</p> <p>(e) legal documentation confirming proof of new ownership,</p> <p>REPLACE WITH</p> <p>(e) legal documentation confirming proof of new ownership, to the satisfaction of the Chief Building Official.</p>
<p>REVISED 3.2(7)(a)</p>	<p>DELETE</p> <p>(a) the prescribed form in Schedule “C” of this By-law;</p> <p>REPLACE WITH</p> <p>(d) submit the application form for “change of use, transfer of permits and partial occupancy permits” available from the Chief Building Official;</p>
<p>REVISED 3.3</p>	<p>DELETE</p> <p>Incomplete application</p> <p>Where the <i>Chief Building Official</i> determines that an application is incomplete, the <i>Chief Building Official</i> may commence to process the application if the <i>applicant</i> acknowledges that the application is incomplete.</p> <p>REPLACE WITH</p> <p>Incomplete application</p> <p>The <i>Chief Building Official</i> may, in their discretion and at the request of the <i>applicant</i>, begin to process an application prior to it being deemed complete, however, incomplete applications shall not subject to the processing timeframes as prescribed in 1.3.1.3-Division C of the <i>Building Code</i>.</p>

<p>REVISED 3.6</p>	<p>DELETE</p> <p>Inactive <i>Permit</i> Application Where an application for a <i>permit</i> remains incomplete or inactive for six months after it is made, the application may be deemed by the <i>Chief Building Official</i> to have been abandoned and notice thereof shall be given to the <i>applicant</i>. If an application is deemed to be abandoned, a new application must be filed for any <i>work</i> proposed in the abandoned application. An inactive <i>permit</i> 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 <i>permit</i> cannot be issued.</p> <p>REPLACE WITH</p> <p>Where, at the discretion of the <i>Chief Building Official</i>, any of the following conditions apply, an application is deemed to be abandoned, notice of same will be provided by the Corporation to the <i>applicant</i>, and any further construction/ demolition will require the filing of a new application:</p> <ul style="list-style-type: none"> • six (6) months have elapsed from the time an application was received and the application remains incomplete; or, • six (6) months have elapsed from the time of notification that additional information is required to be provided by the <i>applicant</i>, and such information has not been provided. <p>Prior notice may be served to the permit applicant advising of abandonment, and following a 30 day period from the prior notice, the permit application will be deemed to be abandoned, without any further notice.</p>
<p>REVISED 3.5 –Renumbered to 4.4 and ADDED subclause (c)</p>	<p>(c) file with the <i>Chief Building Official</i> professional consultants' field review letters pertaining to the portion of the <i>work</i> for which immediate approval is desired</p>
<p>REVISED 4.3 – Renumbered to 5.3</p>	<p>DELETE</p> <p>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, electronic media approved by the <i>Corporation</i>, or other durable material approved by the <i>Corporation</i>, and shall be legible. Free hand drawings are not permitted to be submitted.</p> <p>REPLACE WITH</p> <p>5.3 Plans - drawn to scale - on durable material - legible Plans shall be drawn to a scale on paper (max. 24"x36"; D size), electronic media approved by the <i>Corporation</i>, or other durable material approved by the <i>Corporation</i>, and shall be legible. Free hand drawings are not permitted to be submitted.</p>
<p>New Section 4.7 ' Inactive Permit Application to occupy unfinished building'</p>	<p>NEW</p> <p>4.7 Inactive Permit Application to occupy unfinished building</p> <p>Notwithstanding section 4.6 above, where an application for a <i>permit</i> to occupy an unfinished building remains incomplete or inactive for twenty business days after it is made, the application, at the discretion of the <i>Chief Building Official</i> , may be deemed to have been abandoned and notice thereof shall be given to the <i>applicant</i>. If an application is deemed to be abandoned, a new application must be filed to occupy an unfinished building. An inactive <i>permit</i> application may also include an application where information required to be submitted by the <i>applicant</i> is outstanding, twenty business days or more after it is made, in such a manner that the <i>permit</i> cannot be issued.</p>
<p>New Section 4.8 ' Request to cancel</p>	<p>NEW</p> <p>4.8 Request to cancel <i>Permit</i> Application</p>

Permit Application'	Where an <i>applicant</i> wishes to cancel a <i>Permit Application</i> , said request shall be made in writing, by the <i>applicant</i> , to the attention of the Chief Building Official, and acknowledgment of request to cancel shall be provided by the Corporation to the <i>applicant</i> . Notwithstanding the above, nothing in this section shall prevent the Chief Building Official from issuing or enforcing any orders in accordance with the <i>Building Code Act</i> .
New Section 5.7 'Revisions on plans, documents'	NEW 5.7 Revisions on plans, documents Revisions submitted to the <i>Chief Building Official</i> , either before or after a <i>permit</i> has been issued, shall be clearly delineated on all documents submitted.
REVISED Section 7.1	DELETE 7.1 Due - payable - Schedule "A" The <i>Chief Building Official</i> shall determine the required fees for the <i>work</i> proposed calculated in accordance with Schedule "A" of this By-law, and the <i>applicant</i> shall pay such fees upon submission of an application for a <i>permit</i> , except for applications submitted electronically through the <i>Corporation's</i> e- services at www.london.ca for online applications to erect single detached, semi-detached dwellings and townhouse dwellings for which the required <i>permit</i> fee must be paid within 5 business days from the date the <i>applicant</i> is notified by the <i>Chief Building Official</i> by way of email that the <i>permit</i> is ready for issuance, failing which the electronically submitted application shall be cancelled without further notice. REPLACE WITH 7.1 Due - payable - Schedule "A" The <i>Chief Building Official</i> shall determine the required fees for the <i>work</i> proposed calculated in accordance with Schedule "A" of this By-law, and the <i>applicant</i> shall pay such fees upon submission of an application for a <i>permit</i> , except for applications submitted electronically through the <i>Corporation's</i> e- services at www.london.ca for online applications to erect single detached, semi-detached dwellings and townhouse dwellings for which the required <i>permit</i> fee must be paid within 5 business days from the date the <i>applicant</i> is notified by the <i>Chief Building Official</i> by way of email that the <i>permit application has been accepted</i> , failing which the electronically submitted application shall be cancelled without further notice. ADD Any fees applicable in accordance with this or other Municipal By-laws, related to the work proposed, must be paid prior to the issuance of the building permit.
New Section 7.2 'Fees-Indexing'	NEW 7.2 Fees - indexing On January 1, 2020 and the first day of January in each year thereafter, the fees indicated in Schedule 'A' and anywhere in this By-law shall be adjusted using the following formula: $A \times \frac{C}{B} = D$ Where: A = the fees shown in Schedule 'A', in effect for the preceding year; B = the <i>Statistics Canada Index</i> for the third quarter 2018; C = the <i>Statistics Canada Index</i> for the latest month for which the Index is available (likely the index for the quarter ending in September) in the year preceding the subject year; and D = the fees for the subject year, effective January 1. Notwithstanding the above, the Chief Building Official may at any time, change the fees in accordance with the prescribed requirements in the Act, if the costs to administer and enforce the Act exceed fees charged.

<p>REVISED Section 6.2, renumbered as 7.3</p>	<p>DELETE</p> <p><i>Three day permits</i></p> <p>Any person or <i>corporation</i> proposing to <i>construct</i>, 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 <i>permit</i> fee or the flat fee as set out in Schedule “A”, request a three day fast track <i>permit</i>. Any such request must be supported by full and complete submission of all the requirements for <i>permit</i> applications as set out in Part 3 of this By-law.</p> <p>REPLACE WITH</p> <p>Any person or <i>corporation</i> proposing to <i>construct</i>, add to or alter a residential, commercial, industrial or institutional building not requiring site plan control approval or a zero lot line housing with an approved site plan, may request a three-day fast track permit. Any such request must be accompanied by full and complete submission of all requirements for <i>permit</i> applications in accordance with Parts 4 and 5 of this By-law, and payment in full must be made of the <i>permit</i> fee as set out in Schedule “A” plus an additional fee of 50% of the regular <i>permit</i> fee, or the flat fee in Schedule “A”, whichever is higher. Requests for three-day fast track permits will be granted at the sole discretion of the <i>Chief Building Official</i> and take into account available staff resources.</p>
<p>REVISED 6.4, renumbered as 7.5</p>	<p>DELETE</p> <p><i>Work without permit</i></p> <p>Any person or <i>corporation</i> who commences construction, demolition or changes the use of a building before submitting an application for a <i>permit</i> or commences any <i>work</i> that would otherwise require a building <i>permit</i> in accordance with the <i>Act</i> unless the <i>permit</i> has already been issued, shall in addition to any other penalty under the <i>Act</i>, <i>Building Code</i>, or this By-law , pay an additional fee equal to 100% of the amount calculated as the regular <i>permit</i> fee but in no case shall the additional fee exceed \$7,500, in order to compensate the <i>Corporation</i> for the additional expenses incurred by such early start of <i>work</i>.</p> <p>REPLACE WITH</p> <p><i>Work without permit</i></p> <p>Any person or <i>corporation</i> who commences construction, demolition or changes the use of a building before submitting an application for a <i>permit</i> or commences any <i>work</i> that would otherwise require a building <i>permit</i> in accordance with the <i>Act</i> unless the <i>permit</i> has already been issued, shall in addition to any other penalty imposed by a court of competent jurisdiction under the <i>Act</i>, <i>Building Code</i>, this By-law , or any other applicable legislation, pay an additional fee equal to 100% of the amount calculated as the regular <i>permit</i> fee but in no case shall the additional fee exceed the amount shown in Schedule “A”, in order to compensate the <i>Corporation</i> for the additional expenses incurred by such early start of <i>work</i>.</p>
<p>REVISED 6.5, renumbered as 7.6</p>	<p>DELETE</p> <p>Refunds</p> <p>In the case of withdrawal of an application or the abandonment of all or a portion of the <i>work</i>, or refusal of a <i>permit</i>, or the non-commencement of any project, the <i>Chief Building Official</i> shall determine the amount of paid <i>permit</i> fees that may be refunded to the <i>applicant</i>, if any, in accordance with Schedule “A” of this By-law.</p> <p>REPLACE WITH</p> <p>Refunds</p> <p>In the case of withdrawal of an application or the abandonment of all or a portion of the <i>work</i>, or refusal of a <i>permit</i>, or the non-commencement of any project, the <i>Chief Building Official</i> shall determine the amount of paid <i>permit</i> fees that may be refunded to the <i>applicant</i>, if any, in accordance with Schedule “A” of this By-law.</p>

	<p>(a) At the discretion of the <i>Chief Building Official</i>, no refund shall be issued in the case where a request to cancel a <i>permit</i> application is made more than one year after the date it was received.</p> <p>(b) No refund shall be issued when an application for <i>occupancy of an unfinished building</i>, as provided for in Subsection 1.3.3 -Division C of the <i>Building Code</i>, is cancelled.</p> <p>(c) No refund shall be issued for any fees associated with the issuance of Orders under the Act.</p>
NEW Section 7.7 'Not Ready- fee'	<p>NEW</p> <p>Not Ready – fee</p> <p>In the event that upon attendance by an <i>inspector</i> pursuant to Part 10 of this By-law, the <i>inspector</i> deems that an inspection is not able to be conducted due to a <i>not ready</i> condition, a fee as prescribed in Schedule 'A' shall be payable prior to the last mandatory inspection required, or the issuance of an occupancy permit, where applicable.</p> <p>The fee, where applicable, shall not be imposed until 60 calendar days from the day this By-law comes into force and effect.</p>
REVISED 8.3, renumbered to 9.3	<p>DELETE</p> <p>Deferral of Revocation</p> <p>A <i>permit holder</i> may within 30 days from the date of service of a notice under this Part, request in writing that the <i>Chief Building Official</i> defer the revocation by stating reasons why the <i>permit</i> should not be revoked. The <i>Chief Building Official</i> having regard to any changes to the <i>Act</i>, <i>Building Code</i> 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 <i>permit</i> was issued, in writing.</p> <p>REPLACE WITH</p> <p>Deferral of Revocation</p> <p>A <i>permit holder</i> may within 30 days from the date of service of a notice under this Part, request in writing that the <i>Chief Building Official</i> defer the revocation by stating reasons why the <i>permit</i> should not be revoked. The <i>Chief Building Official</i> having regard to any changes to the <i>Act</i>, <i>Building Code</i> 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 <i>permit</i> was issued, in writing. In the event where a <i>permit</i> was issued as a result of an Order issued under the <i>Building Code Act</i>, no deferral of revocation shall be granted.</p>
REVISED Section 10.1a	<p>DELETE</p> <p>Notice prior – occupancy <i>permit</i> request - to <i>Chief Building Official</i></p> <p>The <i>permit holder</i> shall notify the <i>Chief Building Official</i> or a <i>Registered Code Agency</i> where one is appointed, requesting an occupancy <i>permit</i> be issued, for certain buildings of residential occupancy in accordance with Article 1.3.3.4-Division C of the <i>Building Code</i>.</p> <p>REPLACE WITH</p> <p>10.1a Notice prior – occupancy <i>permit</i> request - to <i>Chief Building Official</i></p> <p>The <i>permit holder</i> shall notify the <i>Chief Building Official</i> or a <i>Registered Code Agency</i> where one is appointed, requesting an occupancy <i>permit</i> be issued, for certain buildings in accordance with Articles 1.3.3.4 and 1.3.3.5 -Division C of the <i>Building Code</i>.</p>
NEW Section 11.1 'Fencing of Construction	<p>NEW</p> <p>Fencing of Construction or Demolition Sites</p>

or Demolition Sites'	<p>(a) Where, at the discretionary opinion of the <i>Chief Building Official</i>, a construction or demolition site presents a hazard to the public, the <i>Chief Building Official</i> may require the owner to erect such fence types as the <i>Chief Building Official</i> deems appropriate to the circumstances to prevent unauthorized entry to the site.</p> <p>(b) When required by the <i>Chief Building Official</i>, a fence shall be erected and maintained enclosing the construction/demolition in accordance with the provisions of this By-law until the hazards are eliminated to the satisfaction of the <i>Chief Building Official</i>.</p> <p>(c) Every fence required under this section shall be located on the perimeter of the construction/demolition site as determined by the <i>Chief Building Official</i> and shall be constructed as follows:</p> <ul style="list-style-type: none"> (i) have a minimum height of 1.2 m and a maximum height of 2.4 m, measured from grade along any point along the fence's perimeter, unless directed otherwise by the <i>Chief Building Official</i>; (ii) if the fence is of chain link construction, the chain link shall be securely fastened to a 25mm diameter metal bar which is securely fastened to metal posts spaced no more than 3.0 m on centre and embedded into the ground in such a manner as to provide a rigid support; (iii) if the fence is of wood construction, the sheathing surface facing away from the construction or demolition shall be constructed of 16mm exterior grade plywood, particle board or equivalent material that will not provide footholds for climbing. The sheathing shall be supported by 89mm x 89mm wood posts spaced no more than 2.4 m on centre and embedded into the ground in such a manner as to provide a rigid support; (iv) if the fence is of the snow fence or plastic mesh type, the fencing shall be securely fastened to metal T-bar posts spaced no more than 1.8 m on center and embedded into the ground in such a manner as to provide a rigid support. (v) if the fence is constructed of any material other than that prescribed in sentences (i) through to (iv), it shall meet the intent of this section and may be approved at the discretion of the <i>Chief Building Official</i>. (vi) the fence may provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the construction or demolition site provided that these openings are closed when the site is unattended. <p>(d) Where the <i>Chief Building Official</i> has requested a fence be erected under this section, the <i>owner</i> shall request a site inspection for the confirmation of fence erection, within 24 hours from the time the fence installation request has been made; and</p> <p>(e) When the fence is erected on public lands, it shall be done so in accordance with the <i>Corporation's</i> Streets By-law.</p>
New Section 11.2 'Containment of Construction or Demolition Debris'	<p>NEW</p> <p>Containment of Construction or Demolition Debris Debris, such as but not limited to solid airborne particles resulting from construction or demolition work shall be contained within the limits of the property to which the building permit has been issued for.</p>
REVISED 10.1, renumbered as 12.1	<p>DELETE</p> <p>10.1(a) use the prescribed form in Schedule "J" of this By-law;</p>

	REPLACE WITH 12.1(a) use the form prescribed by the <i>Chief Building Official</i>;												
REVISED 10.1, renumbered to 12.1	NEW (e) submit a separate form described in (a), for each item whereupon conformance with Division B of the <i>Building Code</i> cannot be achieved; and (f) note that the fee paid for alternative solution review shall not be refundable.												
New Section 14.2 'Enforcement'	NEW 14.2 Enforcement Where any person is directed or required by this By-law to do any matter or thing, such matter or thing may be done in default of its being done by the person directed or required to do it, at that person's expense, and such expense may be recovered by action or as municipal taxes in the manner prescribed by the Municipal Act and the <i>Building Code Act</i>.												
REVISED Schedule 'A' to reflect new permit fees and changes to existing fees.	<p style="text-align: center;">SCHEDULE "A"</p> <p style="text-align: center;">BY-LAW B-6 7</p> <p style="text-align: center;">CLASSES OF PERMITS AND FEES</p> <p>1. CALCULATION OF PERMIT FEES</p> <p><i>Permit</i> fees shall be calculated based on the formula given below, unless otherwise specified in this schedule:</p> <p style="text-align: center;"><i>Permit</i> Fee (rounded to the nearest dollar) = SI x A</p> <p>where SI = Service Index for Classification of the <i>work</i> proposed and, A = floor area in m² of <i>work</i> involved</p> <p>In all cases, more than one fee category may apply unless noted otherwise.</p> <p>2. MINIMUM PERMIT FEE</p> <p>A minimum fee of \$110.00 shall be charged for all <i>work</i>, unless otherwise indicated.</p> <p>A minimum fee of \$175.00, unless otherwise indicated, shall be charged for any work in buildings classified under the <i>Building Code</i> as a Part 9 building. For Part 3 buildings a minimum fee of \$375.00 shall be charged, unless otherwise indicated herein or listed as a flat fee.</p> <p>3. CLASSES OF PERMITS AND FEES</p> <p><u>3.1 CONSTRUCTION (new floor area unless noted otherwise)</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">BUILDING CLASSIFICATION (per <i>Building Code</i>)</th> <th style="text-align: right;">SERVICE INDEX (SI) \$/m², unless otherwise indicated</th> </tr> </thead> <tbody> <tr> <td colspan="2">Group A [Assembly Occupancies]</td> </tr> <tr> <td>All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants (Finished), Theatres, Arenas, Gymnasiums, Indoor Pools</td> <td style="text-align: right;">14.60 18.75</td> </tr> <tr> <td>Restaurants (Shell)</td> <td style="text-align: right;">11.80 14.20</td> </tr> <tr> <td>Outdoor Public Swimming Pools or Public Spas</td> <td style="text-align: right;">7.80 10.00</td> </tr> <tr> <td>All other Group A Buildings</td> <td style="text-align: right;">17.50 21.00</td> </tr> </tbody> </table>	BUILDING CLASSIFICATION (per <i>Building Code</i>)	SERVICE INDEX (SI) \$/m ² , unless otherwise indicated	Group A [Assembly Occupancies]		All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants (Finished), Theatres, Arenas, Gymnasiums, Indoor Pools	14.60 18.75	Restaurants (Shell)	11.80 14.20	Outdoor Public Swimming Pools or Public Spas	7.80 10.00	All other Group A Buildings	17.50 21.00
BUILDING CLASSIFICATION (per <i>Building Code</i>)	SERVICE INDEX (SI) \$/m ² , unless otherwise indicated												
Group A [Assembly Occupancies]													
All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants (Finished), Theatres, Arenas, Gymnasiums, Indoor Pools	14.60 18.75												
Restaurants (Shell)	11.80 14.20												
Outdoor Public Swimming Pools or Public Spas	7.80 10.00												
All other Group A Buildings	17.50 21.00												

Group B [Institutional Occupancies]

Institutional, Hospitals, Nursing Homes, and 24.30	20.20
other Group B Buildings	

Group C [Residential Occupancies]

Single Detached Dwellings, Semis, Duplexes	—8.80	11.50
• with private septic system (additional fee) fee	750	\$820.00 flat
• with geothermal system (additional fee) fee	350	\$390.00 flat
Live/Work Units, Previously approved (single detached, semis), Townhouses	7.40	9.40
• with private septic system (additional fee) flat fee	750.00	\$900.00
• with geothermal system (additional fee) flat fee	350.00	\$420.00
Apartment Buildings	5.80	7.50
• with geothermal system (additional fee) flat fee	\$450.00	\$540.00
Motels (greater than 2 stories) and Hotels	14.60	18.00
All other residential Occupancies	11.00	14.00

Group D [Business and Personal Service Occupancies]

Group D Buildings (Shell)	11.00	14.00
Group D Buildings (Finished)	13.90	17.00

Group E [Mercantile Occupancies]

Group E Mercantile Occupancies (Shell)	7.00	8.80
Group E Mercantile Occupancies (Finished)	9.60	12.00

Group F [Industrial Occupancies]

Industrial Buildings, Warehouses(Shell)	5.50	7.00
Industrial Buildings, Warehouses(Finished)	7.00	8.50
Gas Stations, Car Washes	7.20	8.60
Parking Garages (Underground, Open Air)	3.80	4.60
All Other Group F Buildings including self-storage buildings	7.00	9.10

3.2 ALTERATIONS, RENOVATIONS, and REPAIRS (existing floor areas)

Group C - Detached Dwelling units	2.30	3.00
Group A and B occupancies	4.80	6.00
All other Occupancies	3.50	4.60
Facade alterations (only)	—	0.30
Balcony Repairs or Guard Replacement	\$13.20	17.00 /\$1,000 construction value
Emergency lighting, Fire alarms, Standpipes (retrofit)	—	\$50.00/storey (max. fee \$600.00)
Parking Garage Repairs	\$13.20	17.00 /\$1,000 construction value
Fire alarms	—	\$375.00 flat fee \$60.00/storey (max. fee \$600.00)
Fire alarm annunciator panel replacement (stand alone)	—	\$300.00 flat fee
Ceilings (Added or Replacement)	—	\$110.00

Demising Walls (no other construction)	————	\$150.00
Electromagnetic Locks (max. fee \$360.00)	420.00)	\$ 30.00 35.00 each
Sprinklers (based on sprinkler coverage area)		0.30 0.50
Storefront (complete replacements)		\$110.00

3.3 DEMOLITION

Single Detached Dwellings, Semis, Duplexes		\$250.00 350.00 flat fee
All other buildings:		
• with gross floor area equal to or less than 600 m ²		0.30 0.45
• with gross floor area greater than 600 m ²		0.50 1.00

3.4 DESIGNATED STRUCTURES (OBC Div. A-1.3.1.1)

Communication Tower supported by a building,	\$290.00 380.00/Tower
Crane Runway Set	\$290.00 380.00/Set flat fee
Exterior Tank and Support (not on slab on grade)	\$290.00 380.00 /Tank
Pedestrian Bridge (when applied as a separate <i>permit</i>)	\$290.00 380.00 /Structure
Retaining Wall	\$8.60 11.20/linear m.

~~Wind turbine generator (more than 3 kW) supported by a building~~ ~~\$275/generator~~
Stand alone structure supporting a wind turbine generator **\$380 flat fee**
having a rated output of more than 3kW

3.5 STAND ALONE AND MISCELLANEOUS WORK

Air Supported Structures		3.50 4.75
Canopy (with no signage/lettering)		\$60.00 175.00/canopy
Farm Buildings, Agricultural Greenhouses		2.50 3.50
Mechanical Service Spaces and Penthouses		7.20
Manure storage facility		\$450.00 flat fee
Portable Classrooms		\$ 110.00 200.00 each
Residential Decks, Porches,		
• uncovered		\$ 110.00 175.00 each
• covered (supporting roof loads)		\$ 250.00 300.00 each
Shoring of excavations (stand alone <i>permit</i> application)		\$ 9.60 11.00/lineal m.
Single Family Detached Dwelling Garages, Carports, Accessory structures:		
• equal to or less than 55 sq.m. m ²		\$ 110.00 175.00 each
• over 55 sq.m. m ²		\$ 200.00 275.00 each
• additional fee of \$140 175.00 if plumbing is involved		
Temporary Structures		
Individual Tents (individual or each group)		
• from 60 sq.m to 225 sq.m.		\$ 110.00 175.00 each
• exceeding 225 sq.m.		\$ 350.00 each
<i>Temporary buildings</i>		\$ 110.00 175.00 each
Underpinning (stand alone permit)		\$ 11.00 15.00/lineal m.
Solar Panels installed on:		
• Single detached/semi detached buildings	\$120.00 180.00 per building	
• All other buildings	\$13.20 17.00/\$1,000 of construction value	
	of works excluding solar panel costs	
Underground structures (excluding fuel tanks)		\$300 400.00/ structure
Rack storage systems	1.50 2.50 (minimum \$350)	500.00)

3.6 STAND ALONE MECHANICAL WORK (HVAC & PLUMBING)

~~Min Fee \$ 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.

3.6.1 Heating, Ventilating and Air Conditioning (HVAC)

Group A,B,D & E, F	1.00 2.00
Group C – single/detached/semi-detached dwelling units	\$ 110.00
	175.00 flat fee
– other Group C Buildings	4.00 2.00
Group F	
– laboratories	1.00
– parking garages	0.50
– other Group F buildings	0.90

Plus an additional flat fee of \$175.00 if work proposed includes
~~Add on System,~~
~~\$ 110.00~~
Unit Heaters, Make-up Air Units or Rooftop Units. , or Exhaust Fan

And/or Ductwork Alternations
Plus:
~~Structural work for HVAC replacement or new~~ ~~\$13.20 / \$1,000~~
~~construction~~
~~value~~

Commercial Kitchen Exhausts, Spray Booths, ~~\$200.00~~ **350.00**
Dust Collectors, etc. (applies to installations on existing buildings
when no other mechanical/plumbing work is proposed)

3.6.2 Plumbing and Drainage Systems-Fixtures-Equipment-Systems

Roof Drains	_____ \$ 11.00
each	
Piping- Single Detached or Semi Detached Dwellings:	\$ 110.00
	175.00 flat fee
• Water services, Sanitary and Storm buried piping, repairs, replacements and additions of buried plumbing and drainage piping, pool drains	
Piping (All Other Buildings)	\$ 2.00 3.00 /lineal m
• Inside Sanitary and Storm Piping, Outside Water Services, Sanitary and Storm Piping	
Manholes, Catchbasins, Interceptors, and Sumps	\$ 11.00 12.10 each complete with pumps
Backflow prevention devices (requiring testing)	\$110.00 \$175.00 each
Backwater valves (sanitary) including weeping tile disconnection	\$175.00 each
Private Sewage system (new or replace):	
• Holding Tank	\$500.00 620.00 flat fee
• Septic System (complete)	\$750.00 850.00 flat fee
• Septic Bed	\$500.00 620.00 flat fee
• Septic System Tank only	\$300.00 360.00 flat fee
Geothermal system for single/ semi detached/duplex	\$350.00 420.00 flat fee
Geothermal system for all other buildings	\$500.00 620.00 flat fee

4. **ADMINISTRATIVE FEES**

	<p>b) Additional Plan review fees (in addition to <i>permit</i> fees charged due to any increase in floor area) as a result of changes made to the original <i>permit</i> application submission.</p> <p>(i) After all reviews have been completed prior to \$90.00 130.00 per hour <i>permit</i> issuance or after the <i>permit</i> has been issued (min. fee \$440.00 175.00) (excludes new model submission for single detached dwellings, duplexes, semi-detached dwellings, or row townhouses, review of proprietary products/systems/equipment/ components)</p> <p>(ii) New Model submission (single detached dwellings, semi-detached dwellings, duplexes, or row townhouses) made more than five business days after original <i>permit</i> application was submitted or post <i>permit</i> issuance 50% of the original <i>permit</i> fee</p> <p>b) Partial Occupancy <i>permit</i> (before completion) \$430.00 560.00 per <i>permit</i></p> <p>d) Conditional <i>Permit</i> (as per Section 8.(3) of <i>Building Code Act</i>) in addition to fee in section 3 above,</p> <p>(iii) single detached dwellings, duplexes, semi-detached dwellings, or row townhouses \$200.00 \$275.00 per <i>permit</i></p> <p>(iv) all other uses \$400.00 \$600.00 per <i>permit</i></p> <p>d) Inspection to Clear Deficient <i>Permit</i> \$250.00 500.00 flat fee</p> <p>f) Inspection conducted after Order issued under the <i>Building Code Act</i> where Order has not been complied with \$175.00 per visit</p> <p>e f) Permission to Defer Revocation \$ 200.00 300.00 per <i>permit</i></p> <p>g) <i>Permit</i> for Change of Use (no construction) \$440.00 175.00 flat fee</p> <p>h) Special Inspection, excluding fire protection inspection (outside office hours-max 3 hours-upon request-based on staff availability) \$300.00 400.00 flat fee</p> <p>i) Special inspection for fire protection items (outside office hours-max 3 hours-upon request-based on staff availability) \$ 500.00 flat fee</p> <p>j) Special inspection on holidays and weekends (max. 3 hours-upon request-based on staff availability) Special inspection fee plus 50% of the special inspection fee</p> <p>k) Transfer of <i>Permit</i> (Ownership) \$ 440.00 175.00 flat fee</p>
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- ð) l) Special Research Requests ~~\$440.00~~ **175.00** per hour or part thereof
 of Building Division, ~~Microfilm and Plans~~ Records
- ð) m) Certification of an additional set of drawings on the basis of which a *permit* was issued by the *Chief Building Official* ~~\$440.00~~ **175.00** per set
- ð) n) Spatial separation (Limiting distance) agreements ~~\$300.00~~ **400.00 per agreement**
- ð) o) Alternative solutions review ~~\$300.00~~ **400.00 per alternative solution form submission**
- ð) p) *Three day permit*
 - Residential use the (excluding apartment buildings) ~~\$450.00~~ **275.00** additional fee equal to 50% of original *permit* fee (min. ~~\$450.00~~ **275.00**)
 - All other uses additional fee equal to 50% of the original *permit* fee (min. ~~\$300.00~~ **550.00**)
- ð) q) Occupancy *permit* (in accordance with Ontario *Building Code* Div. C -1.3.3.4 and 1.3.3.5) (included in *permit*)

 Additional copy of occupancy *permit* ~~\$400.00~~ **150.00 flat fee**
- ð) r) Liquor Licence Clearance Letter
 - Not Associated with a Building *Permit* or Business License ~~\$360.00~~ **480.00 flat fee**
 - Associated with a Building *Permit* or Business License ~~\$150.00~~ **275.00 flat fee**
- ð) s) Drainlayer's Examination Fee ~~\$100.00~~ **150.00 flat fee**
- ð) t) Review of proprietary systems/equipment/components for Ontario *Building Code* conformance (including Compliance letter issuance) ~~\$200.00~~ **300.00 per item reviewed**
- u) **Review of proprietary systems/equipment/components for Ontario *Building Code* conformance associated with a specific building permit or permit application** ~~\$200.00~~ **flat fee per item reviewed**
- v) 'Not Ready' re-inspection **\$175.00 flat fee**
- w) Construction Fence inspection **\$175.00 flat fee per inspection**
- x) Order issued pursuant to the Act, except for Stop Work Order (Payment of these fees does not relieve any person or corporation from complying with the Act, the Building Code or any applicable law.) **\$200.00 flat fee**
- y) Stop Work Order issued pursuant to section 14 of the Act. (Payment of these fees does not relieve any person or corporation from complying with the Act, the Building Code or any applicable law.) **\$275.00 flat fee**

z) Work without permit

100% of original
permit fee
(max.
\$7,500.00)

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 7** 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 commenced;
- (b) 80 percent if administrative and zoning functions only have commenced;
- (c) 60 percent if administrative, zoning and plan examination functions have commenced;
- (d) 50 percent if the *permit* has been issued and no field inspections have been conducted subsequent to *permit* issuance;
- (e) a ~~\$110.00~~ **175.00** fee for each field inspection that has been 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.
- (ii) **no refund shall be payable in the case where a *permit* has been revoked.**
- (j) **any fee paid for alternative solution review shall not be refundable.**

7. **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 **attached** residential garages).
- In the case of interior alterations or renovations, area of proposed *work* is the actual space receiving the *work* (**i.e. 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.).

	<ul style="list-style-type: none"> • Unfinished basements for single detached dwellings (including semis, duplexes, and townhouses) are not included in the floor area. • Attached garages are included in the <i>permit</i> fee for single detached dwellings and semi-detached dwellings. • Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable. • Where new construction or extensive interior alterations also include the addition of items identified under Stand Alone Mechanical Work (HVAC & Plumbing) the <i>permit</i> fee shall be solely based on the service index applicable to the building's classification. • 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 <i>permit</i>, no additional charge permit fee 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 <i>Building Code</i>. 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, the square metre charge for industrial uses shall apply. • Fees and charges imposed by the Corporation constitute a debt to the municipality and may be added to the tax roll in accordance with s. 398 of the Municipal Act.
Deletion of Schedules 'B', 'C', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'M'	<p>DELETE</p> <p>Schedules B', 'C', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'M'</p>
REVISED 'Schedule N' (3), relettered as 'Schedule H' and add two new clauses	<p>ADD To 3),</p> <p>g) 4 inch (100 mm) STORZ connections are only designed for high pressure connections by the London Fire Department, like connecting to a hydrant, etc. and are not to be used for drafting ports, etc.</p> <p>h) 5 inch (127 mm) NH female connections are used for ALL drafting connections by the London Fire Department, like drafting port connections, etc."</p>
	<p>Note : Sections that were not altered and simply renumbered or relettered have not been listed in the above Table.</p>