

# THE CORPORATION OF THE TOWN OF PETROLIA

## BY-LAW NUMBER 53 OF 2011

Being a by-law respecting building permits and related matters

WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992, Chapter 23, as amended, authorizes the council of a municipality to pass by-laws applicable in the area in which the municipality has jurisdiction for the enforcement of the Building Code Act, 1992, S.O. 1992, Chapter 23;

NOW THEREFORE the Council of the Corporation of the Town of Petrolia enacts as follows:

### 1. SHORT TITLE

This By-Law may be cited as the "Building Permit By-Law".

### 2. DEFINITIONS AND WORD USAGE

In this By-law:

- (1) (a) "Act" means the Building Code Act, 1992, S.O. 1992, Chapter 23, as amended.
- (b) "applicant" means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the demolition of a building or buildings and anyone acting under the authority of such person or corporation.
- (c) "Building Code" means the regulation made under Section 34(1) of the Act.
- (d) "Chief Building Official" means the Chief Building Official appointed by Council under Section 3(2) of the Act.
- (e) "Form" means any applicable form prescribed by the Province of Ontario or the Corporation of the Town of Petrolia.
- (f) "Owner" means the registered owner of the land and includes a lessee, mortgagee in possession, and the person in charge of the property.
- (g) "Permit" means permission or authorization given in writing by the Chief Building Official to perform work regulated by the Act and Building Code and this By-Law, or to occupy a building or part thereof prior to its completion as regulated by the Act.
- (h) "Permit Holder" means the person to whom the permit has been issued and who assumes the primary responsibility for complying with the Act and the Building Code.
- (2) Terms not defined in this By-Law shall have the meaning ascribed to them in the Act or the Building Code.

### 3. CLASSES OF PERMITS

Classes of permits required for construction, demolition or change of use are set forth in Schedule "A" appended to and forming part of this By-Law.

### 4. PERMITS

- (1) To obtain a permit, an applicant shall file an application in writing on forms prescribed by the Province of Ontario and available from the Town of Petrolia and shall supply any other information relating to the application as required by the Chief Building Official.

(2) Every construction permit application shall:

- (a) identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
- (b) identify and describe in detail the existing use(s) and the proposed use(s) for which the premises are intended;
- (c) describe the land on which the work is to be done, by a description that will readily identify and locate the site on which the building or demolition is to occur;
- (d) be accompanied by plans and specifications as described in the By-law;
- (e) be accompanied by the required fees as calculated in accordance with Schedule "A";
- (f) state the names, addresses and telephone numbers of the owner, applicant, architect, engineer or other designer, and the constructor or person hired to carry out the demolition, as the case may be;
- (g) when Section 2.3 of the Building Code applies, be accompanied by a signed acknowledgement of the owner on a form prescribed by the Province of Ontario that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
- (h) when Section 2.3 of the Building Code applies, be accompanied by a signed statement of the architect or professional engineer, or both, on a form prescribed by the Province of Ontario, undertaking to provide general review of the construction or demolition of the building;
- (i) include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act;
- (j) state estimated valuation of the proposed work including material and labour; and
- (k) be signed by the applicant who shall certify as to the truth of the contents of the application.

(3) In addition to the requirements of subsection (2) above, every demolition permit application under Subsection 8(1) of the Act shall:

- (a) when Section 2.3 of the Building Code applies, be accompanied by structural design characteristics of building and the method and time schedule of the demolition; and
- (b) be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services.

(4) In addition to the requirements of subsection (2) above, every construction permit application for part of a building shall:

- (a) include an application for the entire project; and
- (b) include plans and specifications covering the part of the work for which more expeditious approval is desired, together with such information pertaining to the remainder of the work as may be required by the Chief Building Official.

(5) In addition to the requirements of subsection (2) above, every conditional permit application under Subsection 8(3) of the Act for the construction of a building shall:

- (a) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- (b) state necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
- (c) contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require.

(6) In addition to the applicable requirements of subsection (2) above, every change of use permit application under Subsection 10(1) of the Act shall:

- (a) describe the building or part thereof in which the occupancy is to be changed;
- (b) include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including, floor plans, details of wall, floor and roof assemblies identifying required fire resistance rating and load bearing capacities; and
- (c) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made.

(7) The Chief Building Official shall, where conditions in subsection (4) above have been fulfilled, issue a permit for part of a building subject to compliance with the Act, the Building Code and any applicable law.

(8) The Chief Building Official may, where conditions in Subsection 8(3) to 8(5) of the Act and subsection (5) above have been fulfilled, issue a conditional permit for a building subject to compliance with the Act, the Building Code and any applicable law.

(9) The Chief Building Official shall not, by reason of the issuance of a permit or permits for part or parts of the building issued under subsections (4) and (5) be under any obligation to grant any further permit or permits therefore.

(10) Where an application for a permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant.

## 5. REVISIONS TO PERMITS

Under Section 8(12) of the Act, no person shall make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a permit was issued without notifying, filing details with and obtaining the authorization of the Chief Building Official. Notification of such changes and applications for revisions to issued permits shall be submitted in writing to the Chief Building Official.

## 6. PLANS AND SPECIFICATIONS

(1) Every applicant shall furnish,

- (a) sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed

construction, demolition, or change of use conforms to the Act and the Building Code; and

- (b) a site plan referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with the municipality unless this requirement is waived because the Chief Building Official is able without having a current plan or survey, to determine whether the proposed work conforms to the Act, the Building Code and any other applicable law. The site plan will include:

- i) lot size and dimensions of property;
- ii) setbacks from existing and proposed buildings to property boundaries and to each other;
- iii) existing and finished ground levels or grades; and
- iv) existing rights of way, easements and municipal services.
- v) where applicable, method of site drainage

- (2) Plans submitted shall be legible and be drawn to scale upon paper or other suitable and durable material.

- (3) The Chief Building Official shall determine the number of plans, specifications, documents and other information required to be furnished with an application for permit having regard for the requirements of any Act, regulation or By-law respecting the examination or circulation of the application.

- (4) On completion of the construction of a building, the Chief Building Official may require a set of as built constructed plans, including a plan of survey showing the location of the building.

- (5) Plans and specifications furnished according to this By-law or otherwise required by the Act become the property of the municipality and will be disposed of or retained in accordance with relevant legislation.

#### 7. FEES

- (1) The Chief Building Official shall determine the required fees calculated in accordance with Schedule "A" for the work proposed and the applicant shall pay such fees. No permit shall be issued until such fees have been paid in full.

- (2) Where application is made for a conditional permit, the Chief building Official may require that fees be paid for the complete project.

- (3) Upon written request, the Town shall determine the amount of fees, if any, that may be refunded in accordance with the following:

- |     |   |                     |
|-----|---|---------------------|
| (a) | Application filed. No processing or review of submitted plans.    | 90% of fee refunded |
| (b) | Application filed. Plans reviewed and permit issued.              | 60% of fee refunded |
| (c) | Additional deduction for each inspection that has been performed. | 10% of fee deducted |
| (d) | Permits valued less than \$156.34                                 | 0% refunded         |

#### 8. PERMIT REVOCATION, DEFERRAL OR REVOCATION AND TRANSFER

##### (1) Revocation of Permit

- (a) Prior to revoking a permit under Section 8(10) of the Act, the Chief Building Official shall give written notice of intention to revoke to the permit holder at his last known address and, if on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, subject to Section 11(2) of this By-law, their permit shall be revoked

without further notice and all submitted plans and other information may be disposed of or, at the request of the permit holder, returned as directed.

- (b) Notification under paragraph (a) above shall be served either personally or by registered mail. Where notification is by registered mail, it shall be deemed to have been served on the third business day after the day of mailing or via Courier Service.

## 2) Deferral of Revocation

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

## 3) Transfer of Permit

Permits are transferable only upon the new owner completing a permit application form in accordance with the requirements of Section 4(2) of this by-law and paying the required fee.

# 9. NOTIFICATIONS WITH RESPECT TO INSPECTIONS

- (1) The person to whom a permit has been issued under Section 8 of the Act shall give notice to the Chief Building Official of the readiness for inspection at the various stages of construction set out in Section 2.4.5.1 of the Building Code.
- (2) After a mandatory inspection notice has been received under Section 2.4.5.1 of the Building Code, an inspector shall undertake a site inspection in accordance with the time frames prescribed in Section 2.4.5.3, of the Building Code being:
- Two (2) business days after the receipt of the notice.
- (3) In addition to the mandatory inspection notices prescribed in Section 2.4.5.1 of the Building Code, the owner or authorized agent shall provide the Chief Building Official with "additional notices" as set out in Section 2.4.5.2 of the Building Code by notifying the Chief Building Official or an inspector at least two (2) businesses days prior to each stage of construction listed in Section 2.4.5.2 of the Building Code.
- (4) A notice pursuant to this section is not effective until written or oral notice is actually received by the Chief Building Official.

# 10. PRESCRIBED FORMS

- (1) The provincially prescribed forms and those prepared by the municipality under Section 7(f) of the Act prescribed for use as applications for permits are set out in Schedule "B" to this By-Law.
- (2) The provincially mandated forms under Section 7(f) of the Act prescribed for use as orders are set out in Schedule "C" to this By-Law.

# 11. SEVERABILITY

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

12. SCHEDULES


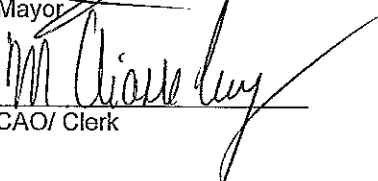
The following Schedules are attached to and form part of this By-Law:

- Schedule A Classes of permits and fees
- Schedule B Application forms
- Schedule C Order forms

13. EFFECTIVE DATE

This by-law shall come into force and take effect on September 6, 2011 at which all by-laws and / or provisions of by-laws found to be inconsistent with the provisions of this by-law shall be and are hereby repealed.

Read a first, second and third time and finally passed this 6<sup>th</sup> day of September, 2011.

  
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
CAO/ Clerk

**SCHEDULE "A"**  
**TOWN OF PETROLIA BY-LAW NUMBER 53 OF 2011**  
**Building Permit and Related Matters Fees**

TYPE	Rates
New Residential Homes	\$895.00
Attached Garage (separate from New Residential Construction)	\$555.00
Detached Accessory Building (Residential)	
Under 250 sq. ft.	\$100.00
250 - 720 sq. ft.	\$205.00
over 720 sq. ft.	\$775.00
Multiple Housing (up to 4 units) per unit	\$775.00
Multiple Housing (over 4 units) See Note 1 ***Billed on Actual Cost	\$5,000 Deposit
Additions	\$775.00
Residential Structural changes, alterations or repairs	\$200.00
Fireplaces and other wood burning appliances	\$300.00
Decks (Minimum Charge) up to 200 sq ft	\$100.00
Decks over 200 sq ft	\$300.00
Commercial/Industrial/Institutional *** See Note 1 - Billed on Actual Costs	\$5,000 Deposit
Demolition of Dwelling where New Dwelling Building Permit is Issued	\$100.00
Demolition of Dwelling where New Dwelling Building Permit is NOT Issued	\$255.00
All Other Demolitions	\$100.00
Building Relocations *** See Note 2 and Agreement Required	\$1,000 Deposit
Transfer of an Approved Permit	\$100.00
In ground and above ground swimming and/or pool fencing	\$220.00
Change of Use	\$220.00
Minimum charge of any permit is \$100.00 unless otherwise stated	\$100.00
Sign Permit (if required in Sign By-Law)	\$60.00
Sign/Structure - if Building Permit is required	\$150.00
<b>**Note 1 - Commercial/Industrial/Institutional and Multiple Housing Inspection charge estimates:</b>	
16 Level 1 Inspection (estimated at 1 hour per Inspection)	\$1,485.00
16 Level 2 Inspection (estimated at 1.5 hours per Inspection)	\$2,045.00
16 Level 3 Inspection (estimated at 2 hours per Inspection)	\$2,605.00
16 Level 4 Inspection (estimated at 3 hours per Inspection)	\$3,725.00
16 Level 5 Inspection	
All Commercial/Industrial/Institutional and Multiple Housing Inspection Accounts shall be reconciled prior to final inspection/approval being issued by the County. Inspection charges will include plan review by the Building Inspector before the permit is issued.	
<b>**Note 2 - Building Relocations Inspection costs shall be reconciled prior to final inspection/approval being issued by the County.</b>	

## **Building, & Plumbing Permit Application**

### **A. Time Frame for Building Permit Issuance**

This table is for information only to explain the time allowed for review of a building permit application for a permit to be issued or refused.

### **B. Checklist for Building Permit Applications**

Please ensure that the Checklist For Building Permit Applications is reviewed, completed & signed.

### **C. Application for a Permit to Construct or Demolish**

The Application for a Permit to Construct or Demolish must be completed. Also required is a site plan, lot grading plan & two copies of blueprints and/or plans.

### **D. Schedule 1: Designer Information**

Schedule 1 – Designer Information must be completed by every person engaged in the business of providing design activities unless exempt from the requirement under Section. 2.17.4.1 (3).

### **E. Schedule A: Plumbing Permit Application**

This schedule, as well as the Application for a Permit to Construct or Demolish, must be completed to obtain a plumbing permit.



Schedule "B"

By-Law Number 53 of 2011

## TIME FRAME FOR THE ISSUANCE OF BUILDING PERMITS

A building permit shall be issued in accordance with Table 2.4.1.1B of the Building Code unless:

- (a). the proposed building, construction or demolition will contravene the Building Code Act, the Building Code, or any other applicable law;
- (b). the applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act and is not registered under that Act;
- (c). a person who prepared drawings, plans, specifications or other documents or gave an opinion concerning the compliance of the proposed building or construction with the building code does not have the applicable qualifications, if any, set out in the building code or does not have the insurance, if any, required by the building code;
- (d). the plans review certificate, if any, required for the application does not contain the prescribed information;
- (e). the application for the permit is not complete; or
- (f). any fees due have not been paid.

**Table 2.4.1.1B**

The period within which a building permit shall be issued or refused.

Row Number	Class of Building	Time Period
1	(a). A detached house, semi-detached house, townhouse or row house where no dwelling unit is located above another dwelling unit. (b). A detached structure that serves a building described in Clause (a) and does not exceed 50 m <sup>2</sup> in building area. (c). A tent to which Section 3.13 of the building code applies. (d). A sign to which Section 3.14 of the building code applies.	10 days
2	(a). Buildings described in Clauses 2.1.1.3.(1)(a),(b) and (c) (Part 9 buildings) other than buildings described in Column 2 of any of Rows 1 and 4 of this table. (b). Farm buildings that do not exceed 600 m <sup>2</sup> in building area.	15 days
3	(a). Buildings described in Clause 2.1.1.2.(1)(a) or (b) (Part 3 buildings), other than buildings in Column 2 of any of Rows 1 and 4 of this table. (b). Farm buildings exceeding 600 m <sup>2</sup> in building area.	20 days
4	(a). Post-disaster buildings. (b). Buildings to which Subsection 3.2.6. (high buildings and Group B buildings) or any provision in articles 3.2.8.2 to 3.2.8.11 applies.	30 days
Column 1	Column 2	Column 3

The time period above begins on the day on which a permit for the construction of a sewage system serving the building (if required) is issued as per 2.4.1.1B. (9)(c). The period within which a permit for a septic system shall be issued or refused is based on the class of building in the above table as per 2.4.1.1B. (8)(b).

Schedule "B"

By-Law Number 53 of 2011

## CHECKLIST FOR BUILDING PERMIT APPLICATIONS

(for Single and Semi-detached Dwellings, Additions, Renovations, Accessory Buildings, Garages, Pools, Wood Stoves)

The Applicant must check the following items:

- ☐ Is the application for the building permit completed fully and signed?
- ☐ Is a plumbing permit required and is Schedule A completed fully and signed?
- ☐ For buildings served by existing septic systems, is a septic assessment required? Is a copy of the assessment attached?
- ☐ Is a septic permit required and has the Septic Application been submitted?
- ☐ Are 2 copies of a site plan attached showing lot number, address, building location, setbacks, lot dimensions, septic system, water well, easements and right-of-ways, driveway entrance, utilities, topographical features, etc?
- ☐ Are 2 copies of a lot grading plan attached?
- ☐ Are 2 copies of the architectural drawings attached showing the following?
  - foundation plan (showing type and height)
  - elevations
  - floor plan of each floor
  - finished basement plan if applicable
  - typical wall cross section
  - longitudinal cross section, if applicable
  - beam and lintel sizes
  - joist sizes and spans
  - manufactured floor joist systems, layout and design - roof truss, layout and design
  - mechanical design, HVAC heat/loss calculations, duct and ventilation design, if applicable
- ☐ Is designer information, Schedule 1, attached?
- ☐ External approvals attached?
  - ☐ Minor variance approval, if applicable
  - ☐ Conservation Authority approval, if applicable
  - ☐ Entrance permit/curb cut permit, if applicable
  - ☐ Community Health Services Department approval, if applicable

**Incomplete or missing items may cause delay in the processing of your permit.**

## Schedule "B"

By-Law Number 53 of 2011

**Application for a Permit to Construct or Demolish**

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

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)			
<b>A. Project information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	
<b>B. Purpose of application</b>			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
<b>C. Applicant</b> Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	
<b>D. Owner (if different from applicant)</b>			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	

## Schedule "B"

By-Law Number 53 of 2011

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ( )		Fax ( )	Cell number ( )	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
1. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. If yes to (2) provide registration number(s): _____				
<b>G. Required Schedules</b>				
1) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
2) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
1) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the <i>Building Code</i> (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
I, _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the Inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6660.

## Schedule "B"

By-Law Number 53 of 2011

**Schedule 1: Designer Information**

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

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

**NOTE:**

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

## Schedule "B"

By-Law Number 53 of 2011

## SCHEDULE 'A'

Plumbing Information

Owner Name:	Address of Proposed Work:
Plumber:	Municipality:

Please list the number of fixtures per floor on the following chart. (new or relocated)

FLOOR	Basement	1	2	3	4	Total Number
Toilet						
Bath tub						
Wash basin						
Kitchen sink						
Laundry tubs						
Floor drain						
Showers						
Urinal						
Clothes washer						
Dish washer - domestic						
Other sinks						
Drinking fountain						
Hot water heater						
Sewage Pump						
Grease Interceptor						
TOTAL						

No. of Dwelling Units	R.W.L.	Water Lines
Soil Vent Stacks	Sanitary Lateral	Oil Interceptor
Catch Basin	Storm Lateral	Backflow Preventer
Lawn Sprinkler System		

Signature

Date

Schedule C to By-law 53-2011

Principal Authority/Registered Code Agency Identification  
Name, Address, Telephone No, Building Code Identification Number

**Order Not to Cover or Enclose**

Pursuant to Subsection 13(1) of the *Building Code Act, 1992*

Order Number: (optional)

Date Order issued:

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1.  
2.

3.  
4.

The above-referenced building was inspected on or about \_\_\_\_\_ (date).

You are hereby prohibited from covering or enclosing the parts of the building described below, pending an inspection. Please arrange for an inspection when the part of the building identified below is ready for inspection.

Item	Description of area not to cover or enclose

Order issued by:

Name \_\_\_\_\_ BCIN: \_\_\_\_\_

Signature \_\_\_\_\_ Telephone no. \_\_\_\_\_

Contact name (optional) \_\_\_\_\_ Contact tel. number (optional) \_\_\_\_\_

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an Inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in an Order to Uncover and/or a Stop Work Order. [*Building Code Act, 1992 s. 14*]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]

Schedule C to By-law Number 53-2011

Principal Authority/Registered Code Agency Identification  
Name, Address, Telephone No, Building Code Identification Number

## Order Requiring Tests and Samples

Pursuant to Clause 18(1)(f) of the *Building Code Act, 1992*

Order Number: (optional)

Date Order issued:

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

2.

3.

2.

4.

### Description of required tests and samples

The inspection on or about \_\_\_\_\_ (date) at the above-referenced address found the need for the following tests and samples.

You are hereby ordered at your expense to take and supply to the undersigned the tests and samples described below by \_\_\_\_\_ (date).

Item	Reference	Test and sample required

Order issued by:

Name \_\_\_\_\_ BCIN \_\_\_\_\_

Signature \_\_\_\_\_ Telephone no. \_\_\_\_\_

Contact name (optional) \_\_\_\_\_ Contact tel. number (optional) \_\_\_\_\_

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an Inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice, [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]



Schedule C to By-law Number 53-2011

Principal Authority/Registered Code Agency Identification  
Name, Address, Telephone No, Building Code Identification Number

**Order to Comply**

Pursuant to Subsection 12(2) of the *Building Code Act, 1992*

Order Number: (optional)

Date Order issued:

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

3.

3.

2.

4

The inspection on or about \_\_\_\_\_ (date) at the above-referenced address found the following  
contravention(s) of the Building Code or the *Building Code Act, 1992*.

You are hereby ordered to correct the contraventions itemized below immediately, by the dates listed below, or by  
\_\_\_\_\_ (date).

Item	Reference	Description and location	Required action and compliance date

Order issued by:

Name \_\_\_\_\_ BCIN \_\_\_\_\_

Signature \_\_\_\_\_ Telephone no. \_\_\_\_\_

Contact name (optional) \_\_\_\_\_ Contact tel. number (optional) \_\_\_\_\_

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992 s. 14*]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]
- No construction affected by this Order is to be covered until inspected and approved. [*Building Code Act, 1992 s.13*]

Schedule C to By-law Number 53-2011

Principal Authority/Registered Code Agency Identification  
Name, Address, Telephone No, Building Code Identification Number

**Order to Uncover**

Pursuant to Subsection 13(6) of the *Building Code Act, 1992*

Order Number: (optional)

Date Order issued:

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

- 1.
- 2.
- 3.
- 4.

The inspection on or about \_\_\_\_\_ (date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code.

- ☐ The part was covered or enclosed contrary to an Order Not to Cover number \_\_\_\_\_ dated \_\_\_\_\_;
- ☐ The notice required to be given to the chief building official, registered code agent or inspector, before the part was covered or enclosed under a by-law, resolution or regulation made under clause 7(1)(e) of the *Building Code Act, 1992*, was not given or a notice required under section 10.2 was not received;
- ☐ In cases where a notice required under section 10.2 is received, the period prescribed under subsection 10.2 (2) did not elapse before the part was covered or enclosed;
- ☐ In cases where a notice required by a by-law, resolution or regulation made under clause 7(1)(e) is given,
  - (i) the inspection period prescribed under clause 7 (1)(e) did not elapse before the part was covered or enclosed
  - (ii) if an inspection period is not prescribed under clause 7(1)(e) a reasonable period of time after the notice was given did not elapse before the part was covered or enclosed; or
- ☐ The part has been constructed without a permit being issued.

You are hereby ordered to uncover or have uncovered, at your own expense, and make available for inspection the parts of the building described below immediately, or by \_\_\_\_\_ (date).

Description of area to uncover:

Order issued by:

Name \_\_\_\_\_ BCIN \_\_\_\_\_  
Signature \_\_\_\_\_ Telephone no. \_\_\_\_\_  
Contact name (optional) \_\_\_\_\_ Contact tel. number (optional) \_\_\_\_\_

**Note:**

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992 s. 14*]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]

Schedule C to By-law Number 53-2011

Principal Authority/Registered Code Agency Identification  
Name, Address, Telephone No, Building Code Identification Number

## Stop Work Order

Pursuant to Subsection 14(1) of the *Building Code Act, 1992*

Order Number: (optional)

Date Order issued:

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

4.

3.

2.

4.

The inspection on or about \_\_\_\_\_ (date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code have not been rectified as required by the Order(s) indicated below:

- ☐ Order to Comply number \_\_\_\_\_, dated \_\_\_\_\_
- ☐ Order Not to Cover number \_\_\_\_\_, dated \_\_\_\_\_
- ☐ Order to Uncover number \_\_\_\_\_, dated \_\_\_\_\_

You are hereby ordered to immediately cease construction and/or demolition as specified below:

Item	Details

Order issued by:

Name \_\_\_\_\_ BCIN \_\_\_\_\_  
Signature \_\_\_\_\_ Telephone no. \_\_\_\_\_  
Contact name (optional) \_\_\_\_\_ Contact tel. number (optional) \_\_\_\_\_

**Note:**

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an Inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s. 36*]
- When a Stop Work Order is issued, no person shall perform any act in the construction or demolition of the building in respect of which the Order is made other than work necessary to carry out an Order to Comply, the Order Not to Cover, or an Order to Uncover. [*Building Code Act, 1992 s. 14*]