

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 Township of Smith-Ennismore-Lakefield 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 Township of Smith-Ennismore-Lakefield 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 Township of Smith-Ennismore-Lakefield.

Demolish – defined

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

Inspector - defined

"inspector" means an inspector appointed by by-law by the Corporation of the Township of Smith-Ennismore-Lakefield for the purposes of enforcement of the Act.

Owner - defined

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

Permit - defined

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

Permit holder - defined

"permit holder" means the owner to whom a permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred.

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.

Work - defined

“work” means construction 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.

**Part 2
CLASSES OF PERMITS**

2.1 Classes of Permits Set out - Schedule “A”

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

**Part 3
PERMITS**

3.1 File application - on forms – prescribed

To obtain a permit, the owner or an agent authorized in writing by the owner shall file an application in writing by completing a prescribed form available from the Chief Building Official or from the Building Code website www.obc.mah.gov.on.ca. Application forms prescribed by the Corporation under clause 7(f) of the Act are set out in Schedule “B” to this By-law.

3.2 Information - submitted - to Chief Building Official

Every application for a permit shall be submitted to the Chief Building Official, and shall contain the following information:

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

- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”;
- (b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code and as described in this By-law for the work to be covered by the permit;
- (c) include a completed form as set out in Schedule “D” where applicable, and
- (d) for new single detached, duplex or semi-detached dwellings be accompanied by,
 - (i) in the case of land in respect of which an accepted area or subdivision grading plan has been filed with the Township 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 Township Engineer;
 - (ii) in the case of land in respect of which no accepted area or subdivision grading plan has been filed with the Township Engineer, a lot grading plan complete with existing and proposed topographic and drainage pattern information sufficient to permit an accurate review of the proposal and to ensure compatibility with the existing drainage patterns.

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

- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”;
- (b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B and Sentence 2.4.1.1(2) of the Building Code and as described in this By-law for the work to be covered by the permit;
- (c) include a completed form as set out in Schedule “D” when Section 2.3 of the Building Code applies, and
- (d) include:
 - (i) proof satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the capping off and plugging of all services; and

- (ii) a security deposit in such an amount as prescribed by the Chief Building Official to ensure that the site will be backfilled and graded with clean fill material to his or her satisfaction and that all private drain connections will be excavated and properly sealed at the property line.
- (3) Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall:
 - (a) use the provincial application form, "Application for a Permit to Construct or Demolish";
 - (b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code and as described in this By-law for the work to be covered by the permit;
 - (c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
 - (e) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official.
- (4) Where application is made for a change of use permit issued under subsection 10(1) of the Act, the application shall:
 - (a) use the prescribed form in Schedule "B" of this By-law;
 - (b) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
 - (c) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made; and
 - (d) include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing sewage system, if any.
- (5) Applications for a sewage permit issued under subsection 8(1) of the Act shall be made with the Peterborough County City Health Unit.
- (6) Where application is made for a transfer of permit because of a change of ownership of the land, as permitted under clause 7(h) of the Act, the application shall:
 - (a) use the prescribed form in Schedule "B" of this By-law;
 - (b) provide the names and addresses of the previous and new owner;
 - (c) provide the date that the ownership change took place; and
 - (d) describe the permit that is being transferred.
- (7) Where application is made for occupancy of an unfinished building as provided for in Article 2.4.3.1 of the Building Code, the application shall:
 - (a) use the prescribed form in Schedule "B" of this By-law; and
 - (b) describe the part of the building for which occupancy is requested.

3.3 Incomplete application

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

3.4 Partial permit - requirements

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

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

Where a partial permit is requested the application is deemed to be incomplete as described in Section 3.3 of this By-law.

3.5 Partial permit - limitations

Where a permit is issued for part of a building or project this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.

3.6 Inactive Permit Application

Where an application for a permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant. If an application is deemed to be abandoned, a new application must be filed for any work proposed in the abandoned application.

Part 4 PLANS AND SPECIFICATIONS

4.1 Information - sufficient - to determine conformity

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

4.2 Two complete sets - required - unless specified

Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of the plans and specifications as described in this By-law and Schedule "C" of this By-law.

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

Plans shall be drawn to scale (min. 1:75 or 3/16"= 1') on paper, cloth, electronic media approved by the Corporation, or other durable material approved by the Corporation, and shall be legible.

4.4 Site plans - referenced - to plan of survey

Site plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall show, in addition to the requirements of Section 3.2.1 d):

- (1) Lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;
- (2) existing and finished ground levels or grades; and
- (3) existing rights-of-way, easements and municipal services, hydro lines gas and other utilities.
- (4) Proposed and or existing septic and well locations.

4.5 As constructed plans

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

4.6 Plans property of Corporation

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

Part 5 Registered Code Agencies

5.1 Registered Code Agency - hired - by Chief Building Official

Where the Corporation enters into an agreement with a Registered Code Agency, the Chief Building Official is authorized to appoint Registered Code Agencies to perform specified functions in respect of the construction of a building or a class of buildings from time to time.

5.2 Functions of Registered Code Agency

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

Part 6 FEES AND REFUNDS

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

The Chief Building Official shall determine the required fees for the work proposed calculated in accordance with Schedule "A" of this By-law, and the applicant shall pay such fees upon submission of an application for a permit.

6.2 Three day permits

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

6.3 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 before 14 calendar days have elapsed from the date on which an application for a permit has been accepted by the Corporation unless the permit has already been issued, shall in addition to any other penalty under the Act, Building Code, or this By-law pay an additional fee equal to 50% of the amount calculated as the regular permit fee but in no case shall the additional fee exceed \$5,000.00, in order to compensate the Corporation for the additional expenses incurred by such early start of work.

6.4 Refunds

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

Part 7 TRANSFER OF PERMITS

7.1 Application - completed - by new owner

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

7.2 Fee - Schedule "A"

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

7.3 New owner - permit holder - upon transfer

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

Part 8 REVOCATION OF PERMITS

8.1 Notice of Revocation

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

8.2 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 deferral, in writing.

8.3 Fee for Deferral

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

Part 9

NOTICE REQUIREMENTS FOR INSPECTIONS

9.1 Notice prior - each stage - to Chief Building Official

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

9.2 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.

9.3 Time Periods - Inspections

Upon receipt of proper notice, the inspector or a Registered Code Agency, if one is appointed, shall undertake a site inspection of the building within 2 days for notices to which articles 2.4.5.1 and 2 apply and within 10 days for the notice to which section 11 of the Act applies.

9.4 Grading Certificates

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

- (1) prior to giving notice to inspect the constructing the foundations, provide an interim grading certificate bearing the signature and seal of a professional engineer, or a Landscape Architect (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor certifying that the elevation of the top of the foundations will conform with the lot grading plan specified in clauses 3.2 (1) (d)(i) and (ii) of this By-law, and
- (2) provide within seven (7) months of occupancy, a final grading certificate:
 - (i) bearing the signature and seal of the subdivider's professional engineer certifying that the finished elevations and grading of the land generally conforms with the accepted area or subdivision grading plans and the lot grading plan specified in clauses 3.2 (1)(d)(i) of this By-law; or

Part 10 CODE OF CONDUCT

10.1 Code of Conduct

The Code of Conduct as required under Section 7.1 of the Act, is set out in Schedule "F" of this By-law.

Part 11 VALIDITY

11.1 Severability

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

Part 12 CONTRAVENTION OF BY-LAW - OFFENCE

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

Part 13 REPEAL - ENACTMENT

13.1 By-law previous

By-law 2001-23 and all of its amendments are hereby repealed.

13.3 Short Title

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

13.4 Effective date

This By-law comes into force and effect on January 1, 2006.

READ A FIRST, SECOND AND THIRD TIME and finally passed this 13th day of December, 2005.

REEVE

CLERK

SCHEDULE "A"
BY-LAW 2005-127
CLASSES OF PERMITS AND FEES

1. CALCULATION OF PERMIT FEES
 Permit fees shall be calculated based on the value of construction as provided by the applicant. In no case shall the value of construction be lower than the value calculated using the construction valuation figures defined in Section 5 of this Schedule.
2. CLASS OF PERMIT AND ASSOCIATED FEES

COLUMN 1 CLASS OF PERMIT	COLUMN 2 PERMIT FEE
BUILDING PERMIT	- \$12.50 per \$1,000.00 or part thereof of the estimated valuation of the work with a minimum fee of \$75.00 and
- New Construction	
- Garages	
- Additions/Alterations	
- where work includes plumbing	- Plus \$44.00 per inspection with a minimum of \$75.00.
BUILDING PERMIT	- \$12.50 per \$1,000.00 or part thereof of the estimated valuation of
- Decks	the work with a minimum fee of \$75.00 and
- Porches	
- Carports	
- Sheds	
- Finish Basement	
- Fire Place	
- Wood Stove	
- where work includes plumbing	- Plus \$44.00 per inspection with a minimum of \$75.00.
DEMOLITION PERMIT	- \$75.00 for the first 5,000 square feet (464.5 square meters) of
	- gross floor area or portion thereof, plus \$10.00 for each additional
	- 1,000 square feet (92.9 square meters) of gross floor area or part
	- thereof.
OCCUPANCY PERMIT (PARTIAL)	- \$150.00 per application
OCCUPANCY PERMIT (FINAL)	- No charge
REVISIONS TO BUILDING PERMIT	- Same as Building Permit, with a minimum fee of \$75.00
RENEWAL OF PERMIT	- \$100.00 per application if no revision required
TRANSFER OF PERMIT	- \$50.00 per application
CHANGE OF USE PERMIT	- Same as Building Permit, with a minimum fee of \$75.00
DISCHARGE OF ORDER	- \$50.00 per occurrence
BUILDING WITHOUT A PERMIT	- Permit fees will be doubled if construction is started without the benefit of a building permit to a maximum of \$1,000.00.

3. 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.

4. REFUNDS

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

- (a) 80 percent if administrative functions only have been performed;
- (b) 70 percent if administrative and zoning functions only have been performed;
- (c) 45 percent if administrative, zoning and plan examination functions have been performed;
- (d) 35 percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
- (e) 5 percent additionally for each field inspection that has been performed after the permit has been issued will be deducted from all refunds.
- (f) If the calculated refund is less than the minimum fee applicable to the work, no refund shall be made of the fees paid.

5. INTERPRETATION

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

- 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.

CONSTRUCTION VALUATION

**COST SCHEDULE FOR PERMIT FEE CALCULATIONS, IN LIEU OF SIGNED CONTRACTS.
(MATERIAL & LABOUR COSTS)**

PROJECT DESCRIPTION	\$/SQ FT	NOTES
NEW RESIDENTIAL	\$90.	ON ALL LEVELS (EXCLUDING BASEMENTS)
NEW RESIDENTIAL ADDITIONS	\$90.	ON ALL LEVELS
RESIDENTIAL GARAGES ATTACHED	\$35.	
RESIDENTIAL GARAGES DETACHED & BOATHOUSES	\$30.	IF OVER 500 SQ. FT.
	\$35.	IF 499 SQ. FT. OR LESS.
CARPORTS AND POST FRAME BOATHOUSES	\$15.	
UTILITY SHEDS	\$7.	OR PRICE PAID FOR KIT
OPEN DECKS	\$12.	
SCREENED DECKS	\$25.	
ENCLOSED SUNROOMS	\$45.	
ENCLOSED POLE BARNS/SHEDS/STORAGE BLDGS	\$15.	
UNENCLOSED POLE BARNS/SHEDS/STORAGE BLDGS	\$10.	
SINGLE SUITE COMMERCIAL BUILDINGS	\$30.	
TENT OR SOFT TOP TYPE BARN STRUCTURES	\$5.	
PLUMBING INSTALLS	\$500.	PER FIXTURE

SCHEDULE "B"

BY-LAW 2005-127

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



P. O. Box 5035
7th Floor City Hall
London, ON N6A 4L9

Application for a Permit:
Partial Occupancy - Unfinished Building
Transfer of Permit - Ownership
Change of Use - No Construction

For use of Municipality Authority			
Application number:	Permit number (if different):	Date received (yyyy/mm/dd):	Roll number:

A) Purpose of Application	<input type="checkbox"/> Partial occupancy - Unfinished Building	<input type="checkbox"/> Change of Use - No construction
	<input type="checkbox"/> Transfer of Permit - Ownership	
Proposed use of building: _____ Current use of building (if applicable): _____		
Description of work: _____		

B) Applicant information - Applicant is: <input type="checkbox"/> the owner; or, <input type="checkbox"/> the authorized agent of the owner. (If corporation or partnership, name of person applying on its behalf)				C) Owner information - (if different from applicant) (If corporation or partnership, name of person applying on its behalf)			
Last Name	First Name	Middle Initial		Last Name	First Name	Middle Initial	
Corporation or Partnership (if applicable):				Corporation or Partnership (if applicable):			
Full Address				Full Address			
Building Number	Street Name	Unit Number	Lot/con.	Building Number	Street Name	Unit Number	Lot/con.
Municipality	Province	Postal Code	Country	Municipality	Province	Postal Code	Country
Telephone	Fax Number (optional)	Cell Number (optional)		Telephone	Fax Number (optional)	Cell Number (optional)	
{ }	{ }	{ }		{ }	{ }	{ }	

D) Former Owner (Transfer of Permit)				E) Project information (Full Address of Project)			
Last Name	First Name	Middle Initial		Building Number	Street Name	Unit Number	Lot/con.
Corporation or Partnership (if applicable):				Municipality	Province	Postal Code	
Full Address				Plan Number	Lot/Parcel Number		
Building Number	Street Name	Unit Number	Lot/con.	Other Location Information - describe area to be occupied			
Municipality	Province	Postal Code	Country				
Telephone	Fax Number (optional)	Cell Number (optional)					
{ }	{ }	{ }					

F) Permit Via	<input type="checkbox"/> Mail	<input type="checkbox"/> Pick up	TO:	<input type="checkbox"/> Applicant	<input type="checkbox"/> Owner	<input type="checkbox"/> Authorized Agent
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G) Building designer/architect/engineer		
Name	Telephone Number	Fax Number:

H) Declaration of applicant

I _____ certify 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. I have authority to bind the corporation or partnership (if applicable). _____
(Date) (Signature of Applicant)

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

SCHEDULE "C"**BY-LAW 2005-127****PLANS AND SPECIFICATIONS**

The following are lists of plans, working drawings, information and forms that may be required to accompany applications for Permits according to the scope of work:

1. Plans and Working Drawings

a) Site Plan	k) Engineered Product Design (ICF, Beams etc.)
b) Lot Grading Plan	l) Architectural Drawings
c) Floor Plans	m) Electrical Drawings
d) Foundation Plans	n) HVAC Drawings and Design Calculations.
e) Framing Plans	o) Plumbing Drawings
f) Roof Plans	p) Fire Alarm Drawings
g) Reflected Ceiling Plan	q) Sprinkler Drawings
h) Sections and Details	r) Travel Distance Plans
i) Building Elevations	s) Exit Capacity plans
j) Structural Drawings (Roof and Floor Truss)	

Two sets of drawings shall be submitted on paper or other durable material. Two full sized sets to a legible, recognized scale or one full sized set and one 11" x 17" reduced set. We may accept smaller sets if done to a legible and recognizable scale.

If applicable, drawings must be stamped by an Architect or professional Engineer or both.

All drawings shall be fully dimensioned, note all sizes and types of construction materials to be used and their respective locations, all finishes to all walls, ceilings and floors and all existing and proposed fire separations. Alterations and renovations and additions must differentiate between the existing building and new work being proposed.

2. Other Information

Additional information which may be required:

- a) A copy of the specification documents
- b) Spatial separation calculations
- c) Fire protection reports
- d) Building code related reports.

3. Forms

- a) Smith-Ennismore-Lakefield Building Code Analysis
- b) Utility Sign Off Sheet (Demolition)
- c) Declaration of Applicant for Building Permit (TARION)
- d) Smith-Ennismore-Lakefield Contractor Information sheet
- e) Designer information

SCHEDULE "D"
BY-LAW 2005-127
GENERAL REVIEW FORM

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

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

Part A – Owner's Undertaking

Project Description:

Permit Application No.

Address of Project:

Municipality:

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

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

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

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

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - Consultants

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

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	Date:
Consultant Name:	Signature:		Print Name:			
Telephone:	Fax:	Address:				
<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	Date:
Consultant Name:	Signature:		Print Name:			
Telephone:	Fax:	Address:				
<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	Date:
Consultant Name:	Signature:		Print Name:			
Telephone:	Fax:	Address:				
<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	Date:
Consultant Name:	Signature:		Print Name:			
Telephone:	Fax:	Address:				

Note: All final review reports are to be submitted to the Chief Building Official by:
 Mail-Building Division, Corporation of the City of London, P. O. Box 5035, London, ON N6A 4L9 or
 Fax-Building Division, City of London – (519) 661-5184 or Email - bidgdvdocs@london.ca

SCHEDULE "E"

BY-LAW 2005-127

ACKNOWLEDGEMENT BY APPLICANT OF INCOMPLETE APPLICATION

ACKNOWLEDGEMENT BY APPLICANT OF AN INCOMPLETE APPLICATION

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

Part A

A prescreening of the application to _____
(describe work)

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

As such, the processing time periods prescribed in Column 3 of Table 2.4.1.1B of the Building Code are not applicable. The Township of Smith-Ennismore-Lakefield, however, will commence processing the incomplete application if the Acknowledgement below is completed.

Part B

I _____
(print name of applicant)

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

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

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

(Date)

(Signature of Applicant)

SCHEDULE "F"
of By-Law Number 2005-127

Code of Conduct for the Chief Building Official and Inspectors

1. Purpose

- a) To promote appropriate standards of behavior and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Act or the Building Code.
- b) To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Act or the Building Code.
- c) To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Act or the Building Code by the Chief Building Official and Inspectors.

2. Scope

This policy applies to the Chief Building Official and all appointed Inspectors.

The Code of Conduct must provide for its enforcement and include policies or guidelines to be used when responding to allegations that the Code of Conduct has been breached and disciplinary actions that may be taken if the Code of Conduct is breached.

3. Contents

Conduct

- a) Always act in the public interest, particularly with regard to the safety and accessibility aspects of Building works and structures.
- b) Apply all relevant Building laws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests.
- c) Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
- d) Avoid activities which would create a conflict of interest or the perception thereof.
- e) Extend professional courtesy to all.

Breaches of Code of Conduct

The Chief Building Official will review any allegations of breaches of this Code of Conduct made against Inspectors. Where the allegations are against the Chief Building Official, senior management of the municipality will review the allegations.

Disciplinary action arising from violations of the Code of Conduct is the responsibility of the municipal employer and will be based on the severity and frequency of the violation in accordance with relevant employment standards.