

This is an office consolidation of By-Law 140-05 and amendments thereto. For accurate reference you should consult the original by-laws that are retained by the Clerk.

**BY-LAW NUMBER 140-05 (As amended by By-Law 166-18)  
Updated January 2019**

**BY-LAW NUMBER 140-05**

- of -

**THE CORPORATION OF THE COUNTY OF BRANT**

To provide for the construction, demolition, change of use and transfer of permits, and inspections

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**WHEREAS** Section 7 of the Building Code Act, S.O. 1992, Chapter 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;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE COUNTY OF BRANT HEREBY 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, 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.

**As Constructed Plans – defined**

**As Constructed Plans** means as constructed plans as defined by 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 **County** for the purposes of enforcement of the **Act**.

**Construct – defined**

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

**County – defined**

**County** means the Corporation of the County of Brant

**Demolish – defined**

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

**Designated Structure – defined**

**Designated Structure** means a designated structure as described in the **Building Code**.

**Inspector - defined**

**Inspector** means an inspector appointed by by-law by the **County** for the purposes of enforcement of the **Act**.

**Owner - defined**

**Owner** means the registered owner of 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 a person to whom a **permit** has been issued or where a **permit** has been transferred, the new **owner** to whom the **permit** has been transferred.

**Prescribed Value – defined**

**Prescribed value** means the value established by the **Chief Building Official** for the **work** for which a **permit** is applied for.

**Professional Engineer - defined**

**Professional engineer** or **engineer** means a person who holds a license or temporary license under the Professional Engineers Act, as defined in the **Building Code**.

**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 **Set out**

Classes of permits with respect to construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule A of this by-law.

## 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](http://www.obc.mah.gov.on.ca). Additional application forms prescribed by the **County** under clause 7(f) of the **Act** are set out in Schedule C of this by-law.

#### 3.1.1 **Approved Drainage and Grading Plans**

Where drainage and grading plans are required with a Building Permit application, the applicant/owner shall obtain approval from the Development Engineering Review Division for such drainage and grading plans and submit this approval as part of the Building Permit application.

### 3.2 **Information - submitted - to Chief Building Official**

Every application for a **permit** shall be submitted to the **Chief Building Official**, and 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 Schedule D of this by-law for the **work** to be covered by the **permit** ;
- (c) include completed form as set out in Schedule E of this by-law where applicable; and
- (d) include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act, R.S.O 1990, c.0.31 as amended.

(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 of the **Building Code** and as described in Schedule D of this by-law for the **work** to be covered by the **permit**, and
- (c) include proof satisfactory to the **Chief Building Official**, that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric, telephone or other utilities and services.

(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 Schedule D of this by-law for the **work** to be covered by the **permit**, and additional information, including, but not limited to information supporting compliance with zoning and interim control by-laws, and the feasibility and cost of returning the site to its original condition;
- (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;
- (e) state the time in which plans and specifications of the complete building will be filed with the **Chief Building Official**, and
- (f) be accompanied with a completed Conditional Permit Agreement and security deposit as prescribed by 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 C of this by-law;
- (b) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- (c) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made; and
- (d) include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the **Building Code**, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, and details of the existing **sewage system**, if any.

(5) Where application is made for a **sewage system permit** issued under subsection 8(1) of the **Act**, the application shall:

- (a) use the provincial application form, "Application for a Permit to Construct or Demolish"; and
- (b) include complete plans and specifications, documents and other information as required under Article 2.4.1.1B of the **Building Code** and as described in Schedule D of this by-law for the **work** to be covered by the **permit**.

(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 C of this by-law;
- (b) provide the names and addresses of the previous and new **owner**;
- (c) provide the date that the land ownership change took place;
- (d) describe the **permit** that is being transferred.

### 3.3 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) an application shall be made and all applicable fees associated with the scope of the partial **permit** as well as for the complete project shall be paid;
- (b) complete plans and specifications covering the portion of the **work** for which immediate approval is desired shall be filed with the **Chief Building Official**; and
- (c) where a partial **permit** is requested the full building or project application is deemed to be incomplete.

### 3.4 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.

### 3.5 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 the proposed **work**.

## Part 4 PLANS AND SPECIFICATIONS

### 4.1 Information - sufficient - to determine conformity

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

#### 4.2 Two complete sets - required - unless specified

Each application shall, unless otherwise specified by the **Chief Building Official**, be accompanied by two complete sets of the plans and specifications as described in Schedule D 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, electronic media approved by the **County** or other durable material and shall be legible.

#### 4.4 Site plans - referenced - to plan of survey

Site plans shall be referenced to an up-to-date plan of 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**.

#### 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 Changes to Plans

After issuance of a **permit** under the **Act**, notice of any material change to a plan, specification, document or other information on the basis of which a **permit** was issued, must be given in writing, to the **Chief Building Official** together with the details of such change, which is not to be made without his or her written authorization.

#### 4.7 Equivalentents

Where an application for a **permit** or for authorization to make a material change to a plan, specification, document or other information on the basis of which a **permit** was issued, contains equivalent materials, techniques and systems for which authorization under Section 9 of the **Act** is requested, the following information shall be provided:

- (1) use of equivalent application form as described in this by-law listed in Schedule C, with all applicable fields completed;
- (2) a description of the proposed material, system or building design for which authorization under Section 9 of the **Act** is requested;
- (3) any applicable provisions of the **Building Code**;
- (4) evidence that the proposed material, system or building design will provide the level of performance required by the **Building Code**; and
- (5) include the required fee as set out in Schedule A of this by-law.

#### 4.8 Plans property of County

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



## Part 5 FEES AND REFUNDS

### 5.1 Due - payable - upon application

- (1) The **Chief Building Official** shall determine the required fees for the **work** proposed calculated in accordance with Schedule A of this by-law, and where the fees payable are based on the **prescribed value** of the proposed work, the **prescribed value** of the proposed work shall mean the total cost of all work regulated by the **permit** including the cost of all material, labour, equipment, overhead and professional and related services but does not include the cost of the land.
- (2) The applicant shall pay the required fees upon application and no **permit** shall be issued until the fees, therefore, have been paid in full.
- (3) Where the **Chief Building Official** has determined that the **prescribed value** to construct a building has been underestimated, the **Chief Building Official** will recalculate the permit fee to the revised **prescribed value** and the adjustment to the **permit** fee will be collected when the building **permit** is issued.

### 5.2 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 receiving a **permit**, shall in addition to any other penalty under the **Act, Building Code**, or this by-law pay an additional fee equal to 100% of the amount calculated as the regular **permit** fee but in no case shall the additional fee exceed \$5,000.00, in order to compensate the **County** for the additional work incurred by such early start of **work**.

### 5.3 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 B of this by-law.

### 5.4 Revocation of Permit

There shall be no refund of **permit** fees where a **permit** has been revoked under 8(10)(a) or 8(10)(f) of the **Act**.

## Part 6 TRANSFER OF PERMITS

### 6.1 Application - completed - by new owner

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

### 6.2 Fee for Transfer of Permit

A fee shall be payable on an application for a transfer of **permit** as provided in Schedule A of this by-law.

### 6.3 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 7 REVOCATION OF PERMITS

### 7.1 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 thirty (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 and all submitted plans and other information may be disposed of.

### 7.2 Deferral of Revocation

A *permit holder* may within thirty (30) days from the date of service of a notice under this Part, request in writing the *Chief Building Official* to 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.

### 7.3 Fee for Deferral of Revocation

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

### 7.4 Reduction of Refund

A request for deferral of revocation is subject to an additional 5% refund reduction in accordance with section (1)(e) of Schedule B of this by-law when a *permit* is subsequently revoked.

## Part 8 NOTICE REQUIREMENTS FOR INSPECTIONS

### 8.1 Notice prior - each stage - to Chief Building Official

The *permit holder* shall notify the *Chief Building Official* of each stage of construction for which a mandatory notice is required under Article 2.4.5.1 of the *Building Code* and for additional notices as permitted under 2.4.5.2 of the *Building Code* as set out in Schedule F of this by-law. In addition, the *permit holder* shall provide the notice of completion as prescribed by Section 11 of the *Act*, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the *Act* and subsection 2.4.3 of the *Building Code* are complied with.

### 8.2 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*.

### 8.3 Time Periods - Inspections

Upon receipt of proper notice, the inspector shall undertake a site inspection of the building to which the notices relates in accordance with the time periods stated in Article 2.4.5.3 of the *Building Code* and Section 11 of the *Act*.

## Part 9 CODE OF CONDUCT

### 9.1 Code of Conduct for Building Officials

The Code of Conduct and associated policies, as required under Section 7.1 of the *Act*, are set out in Schedule G of this by-law.

## Part 10 FENCING

### 10.1 Requirements for construction sites

- (1) In addition to the requirements pertaining to Public Way Protection as set out in the Construction Project regulations under the Occupational Health and Safety Act, the **permit holder** shall comply, and shall not cause or permit the builder or constructor under the **permit** to fail to comply with the provisions of this section.
- (2) Where a **permit** is issued on or after the date of enactment of this by-law, fencing sufficient to enclose the site of construction shall be maintained, or erected and maintained, in compliance with the requirements of this section.
- (3) Every fence required under this section shall be a minimum of 1.2 metres and a maximum of 1.8 metres in height, as measured from the highest adjacent grade.
- (4) Every fence required under this section shall be located on the perimeter of the construction site as determined by the **Chief Building Official** and constructed as follows:
  - (a) If of chain link construction, a minimum 38mm diamond mesh chain link securely fastened to at least 38mm diameter metal tube or pipe or the same thickness T-bar posts. Such metal posts shall not be more than 3.04m on center and emedded into the ground, providing a secure and rigid support.
  - (b) If of wood construction, the exterior face shall be at least 12.7mm thick exterior grade plywood, particle board or equivalent material constructed so as not to provide footholds for climbing. The fencing shall be supported by at least 38mm wide by 89mm thick posts spaced at not greater than 2.43m on center and embedded into the ground, providing a secure and rigid support.
  - (c) If the fence is of snow fence or heavy gage plastic mesh type, the fencing shall be securely fastened to T-bar posts at not greater than 2.43m on center and embedded into the ground, providing a secure and rigid support, and that a 38mm x 89mm top rail be secured to the posts and fencing secured to 38mm x 89mm rail.
  - (d) Other materials or methods may be substituted provided that there is an equivalent barrier between properties and an equivalent degree of safety and support provided.
  - (e) The use of barbed wire and razor wire are prohibited.
- (5) The fence may be provided with openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the construction site provided that these openings are closed off when no construction is being carried out on site including daily shut-downs.

## 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**

**12.1            Offence**

Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to any penalties provided for under section 36 of the **Act**.

**Part 13  
REPEAL - ENACTMENT**

**13.1            By-law previous**

By-law #235-02 and all of its amendments are hereby repealed.

**13.2            Applications prior to July 1, 2005**

Notwithstanding section 12.1 of this by-law, for any application received prior to July 1, 2005 the permit fee shall be calculated in accordance with Part 6 and Schedule A "Building Fees" of By-law #8-05 as amended.

**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 on July 1, 2005.

**READ** a first and second time, this 21<sup>st</sup> day of June, 2005.

**READ** a third time and finally passed in Council, this 21<sup>st</sup> day of June, 2005.

**THE CORPORATION OF THE COUNTY OF BRANT**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**SCHEDULE A****BY-LAW NUMBER 140-05****CLASSES OF PERMITS AND FEES**

1. A minimum fee of \$65.00 shall be charged for all work, unless otherwise indicated.
2. Classes of permits and fees shall be as follows:

<b>Type of Permit</b>	<b>Cost/Prescribed Value or Flat fee</b>
Residences – Single family and semi-detached, duplexes, Including attached or built-in garages	\$13.00/\$1000.00
Farms and Accessory buildings – Farm outbuildings, separate Garages, carports, residential repairs, additions and alterations	\$13.00/\$1000.00
Commercial, Industrial, Institutional, and Government	\$13.00/\$1000.00
Demolish a Building or Structure and/or Moving	\$65.00
Signs, Billboards and Advertising Devices	
Monster Signs	\$240.00/unit
Billboards	\$180.00/unit
Portable Signs/Mobile Signs	
Sandwich Board, Balloon/Airborne Sign, Wall, Roof, or Fascia Sign	\$90.00/unit
Solid Fuel Burning Appliance and/or Factory Manufactured chimney	\$65.00
Tents	\$65.00
Review of Building Plans	\$240.00
Plumbing Permit	\$65.00
Water Service Connection Inspection	\$65.00
Sanitary Sewer Connection Inspection	\$65.00
Building Permit Renewal (additional 12 months only)	\$65.00
Partial Occupancy Permits	\$65.00
Conditional Permit	\$240.00
Change of Use Permit	\$65.00
Research of Permits/Copies	\$65.00

Building Inspection to Confirm Property Standards Enquiry	\$65.00
Sewage System Permit (new)	\$630.00
Sewage System Repair/Alteration	\$300.00
Septic Tank Replacement	\$100.00
Swimming Pool Fence Permit	\$65.00
Re-Inspection and Certificate of Compliance	\$65.00
Transfer of Ownership of Permit	\$65.00
Evaluation of Equivalencies	\$300.00

**SCHEDULE B****BY-LAW NUMBER 140-05****REFUND OF PERMIT FEES**

1. The **Permit** Fees that may be refunded under section 6 of this by-law, are to be a percentage of the **permit** fees payable under this By-Law subject to section 2 of this Schedule, as follows:
  - (a) 80% if, in the opinion of the **Chief Building Official**, administrative functions only have been performed;
  - (b) 70% if, in the opinion of the **Chief Building Official**, administrative and zoning functions only have been performed;
  - (c) 45% if, in the opinion of the **Chief Building Official**, administrative, zoning and plan examination functions only have been performed;
  - (d) 35% if the **permit** has been issued and no inspections have been performed subsequent to **permit** issuance; and
  - (e) An additional 5% of the original **permit** fee shall be deducted for each field inspection that has been performed after the **permit** has been issued.
2. Notwithstanding Section 1 hereof, no refund is to be made of an amount less than \$65.00

**SCHEDULE C**

**BY-LAW NUMBER 140-05**

**SCHEDULE OF PRESCRIBED FORMS**

1. Application for Transfer of Ownership or Change of Use Permit
2. Incomplete Application Decision
3. Application, Evaluation and Record of Decision for the Use of Equivalent



**SCHEDULE D****BY-LAW NUMBER 140-05****SCHEDULE OF DRAWINGS, SPECIFICATIONS AND DOCUMENTS  
REQUIRED FOR CONSTRUCTION, DEMOLITION, AND CHANGE OF USE PERMITS**

- 1 Two sets/copies of the following list of drawings, specifications and documents are required to be submitted in order for the various types of Building Permit Applications listed to be considered a complete application pursuant to section 2.4 of the Building Code Act, 1992 as amended:
- a) Demolition (Full or partial)**
- i) Proof those arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric, telephone or other utilities and services.
  - ii) Description of the structural design characteristics of the building and a method of demolition prepared by a professional engineer where deemed necessary by the **Chief Building Official** (OBC Part 2).
  - iii) Site/grading plan prepared by a professional engineer (P.Eng.), certified engineering technologist(CET) or Ontario land surveyor (OLS)
  - iv) Where a building is designated under the Heritage Act, approval must be obtained from Council and Brant Heritage Committee, to de-designate the building and permit demolition.
- b) On-site Sewage System (new)**
- i) Site Evaluation Report prepared by a professional engineer including soil permeability and soil conditions, including the potential for flooding (Refer to section 2.6 for complete content of report)
  - ii) Site plan and grading/drainage plan(s)
  - iii) Sewage system design and drawings recommended to be prepared by a professional engineer or licensed Septic installer
  - iv) The name of the sewage system installer and their provincial installer's license number, date of issuance, and the name of the qualified person supervising the work to be done under the permit
- c) On-site Sewage System (Repair or alteration)**
- i) Report from professional engineer or licensed septic installer on scope of work to be carried out
  - ii) Site plan and grading/drainage plan, if applicable
  - iii) The name of the sewage system installer and their provincial installer's license number, date of issuance, and the name of the qualified person supervising the work to be done under the permit
- d) Residential Deck or Porch Permit**
- i) Site plan or survey
  - ii) Floor plan, foundation and framing plan
  - iii) Elevation(s)
  - iv) Section or detail of guard
  - v) Connection details

**e) Residential Accessory Buildings**

- i) Site Plan or survey
- ii) Foundation plan / Eng. Floor Slab
- iii) Floor Plan (framing)
- iv) Building Elevations (four)
- v) Building Section (min. 1)

**f) Residential Addition or Renovation Permit**

- i) Site Plan or survey
- ii) Grading Plan prepared by a professional engineer (P.Eng.) if applicable
- iii) Foundation plan
- iv) Floor Plan (one per floor and include framing, all dimensions, room names and indicate any new plumbing facilities)
- v) Building Elevations
- vi) Building Section (min. 1)
- vii) Letter of verification from heating designer of the capacity of the existing heating system.
- viii) Private Sewage System Evaluation where applicable

**g) New Residential House, Semi-Detached, Townhouse or Duplex**

- i) Approved Site Development Plan and Agreement (for townhouses)
- ii) Site Plan
- iii) Grading Plan prepared by a professional engineer (P.Eng.), certified engineering technologist(CET) or Ontario land surveyor (OLS) as applicable
- iv) TARION (ONHWP) Registration Form
- v) Where applicable a complete Private Sewage System Permit Application
- v) Verification of potable water supply if applicable
- vi) Foundation Plan
- vii) Floor Plan (one per floor, and indicate all dimensions, room names and proposed plumbing fixtures)
- viii) Floor and Roof Framing Plans (include floor and roof truss drawings)
- ix) Building Elevations (4)
- x) Building Section (min. 1)
- xi) Details of construction of Masonry fireplaces (if applicable)
- xii) Mechanical Ventilation Form
- xiii) Heat Loss / Heat Gain Calculations and Furnace make/model
- xiv) Copy of deed (if applicable)

**h) New Residential Apartment Building**

- i) Approved Site Development Plan and Agreement
- ii) Geotechnical Investigation Report (2 copies) including verification of potable water supply if applicable
- iii) Site Plan
- iv) Grading and Site Servicing Plan (s) prepared by a professional engineer (P.Eng.), certified engineering technologist (CET) or Ontario land surveyor (OLS) as applicable
- v) Verification of on-site water supply for firefighting
- vi) Complete Private Sewage System Permit Application where applicable
- vii) Architectural Drawings
- viii) Structural Drawings
- ix) Mechanical Drawings
- x) Electrical Drawings
- xi) Sprinkler and Standpipe Drawings where applicable

**i) New Non-Residential Building or Addition (Part 3 or 9 Building)**

- i) Approved Site Development Plan and Agreement
- ii) Geotechnical Investigation Report (2 copies) including verification of potable water supply if applicable
- iii) Site Plan
- iv) Grading and Site Servicing Plan(s) prepared by a professional engineer (P.Eng.), certified engineering technologist (CET) or Ontario land surveyor (OLS) as applicable
- v) Verification of on-site water supply for firefighting
- vi) Complete Private Sewage System Permit Application or evaluation of existing private sewage system where applicable
- vii) Architectural Drawings
- viii) Structural Drawings
- ix) Mechanical Drawings
- x) Electrical Drawings
- xi) Sprinkler and Standpipe Drawings where applicable

**j) Non-Residential Alteration/Renovation (Part 3 or 9 Building)**

- i) Site Plan or Key Plan
  - ii) Architectural Drawings
- Where applicable**
- iii) Elevations, Sections and Details
  - iv) Structural Drawings
  - v) Mechanical Drawings
  - vi) Electrical Drawings
  - vii) Evaluation of existing private septic system.

**k) Designated Structures**

The following plans prepared and stamped by a Professional Engineer;

- i) Site Plan
- ii) Grading Plan where applicable
- iii) Architectural Drawings
- iv) Structural Drawings
- v) Elevations where applicable
- vi) Sections and Detail where applicable

**l) Farm Building**

- i) Site Plan
  - ii) Architectural Drawing
  - iii) Structural Drawing
- Where applicable:**
- iv) Mechanical Drawing
  - v) Electrical Drawing
  - vi) MDS calculations if applicable

2. Unless specified by the **Chief Building Official** the following Information shall be shown on plans or working drawings that accompany applications for **permits**:

2.1 The Site Plan shall show:

- a) Survey property boundaries and dimensions, all building lines, bearings of metes and bounds and compass orientation (legal description);

- b) The location, use, height and dimensions of any existing and proposed buildings including front, side, and rear yard dimensions and relationships to adjoining property lines and buildings, and the proposed lot coverage;
- c) Existing and finished ground levels or grades, and first floor elevations referenced to an established datum at or adjacent to the site in respect of which an application is made;
- d) Existing rights-of-way, easements and municipal services; and
- e) All existing and proposed parking layout, fire access routes, retaining walls, swimming pools, accessory buildings, septic systems, wells and any other such physical additions to the site.

2.2 The Grading Plan and Site Servicing Plan (s) shall show:

- a) The property lines, building location, sidewalks, driveways, curb cuts, swales, all utility services and new / existing service connections;
- b) Pre and post spot elevations for this project and adjacent properties, slopes of driveways, sidewalks and swales, direction of drainage flow;
- c) Location of storm water catchment area, catch basins, below grade and above grade utilities and connections into services at property line;
- d) Location of existing and proposed fire hydrants or on site supply of water for fire fighting; and
- e) In rural areas, identify flood areas, wells, open water and wetlands.

2.3 The Architectural Drawings shall show:

- a) OBC Matrix, Foundation and grade details;
- b) Each floor plan with exact dimensions of the layout of all proposed areas and identify each with room names;
- c) All wall thicknesses and type of construction , window and door openings and schedules, elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information.
- d) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness etc.; and
- e) Specifications where applicable.

2.4 The Structural Drawings shall show:

- a) All foundation, floor, roof and wall structural elements indicating sizes shapes and proper location and all dead and live design loads and condition of loading;
- b) All reinforced concrete work indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel;
- c) All lintels, column and beam locations and their size and snow drift loading; and
- d) Where applicable de-watering report and shoring or pile driving.

2.5 The Mechanical and Electrical Drawings shall show:

- a) Mechanical drawings are to show the plumbing, heating, ventilation and air conditioning including legends and schedules for compliance with the OBC. For Part 9 buildings, if room allows this information can be shown on the same plan as the architectural;
- b) Electrical drawings are to show lighting, emergency lighting, exit signs, fire alarm systems and their legends and schedules for compliance with the OBC. For Part 9 buildings, if room allows this information can be shown on the same plan as the architectural; and

- c) Sprinkler and Standpipe drawings are to include floor plans and riser diagrams to locate the entire system including connections, sprinkler heads.
- 2.6 The On-Site Sewage System Report shall include the following;
- a) The name, mailing address and telephone/fax numbers of the person who prepared the report;
  - b) The date the evaluation was completed;
  - c) A scaled map of the site showing;
    - i) legal description, lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors
    - ii) the locations of items listed in Column 1 of Tables 8.2.1.6.A, 8.2.1.6.B and 8.2.1.6.C of the Building Code
    - iii) the location of the proposed sewage system
    - iv) the location of any unsuitable, disturbed or compacted areas, and
    - v) the proposed access routes for system maintenance
  - d) soil investigation including;
    - i) depth to bedrock
    - ii) depth to zones of soil saturation
    - iii) soil properties and permeability; and
  - e) potential for flooding
- 2.7 The following supporting documentation shall accompany applications for a **permit** unless otherwise waived by the **Chief Building Official**:
- a) Real Property Report (Survey Plan) prepared by an Ontario Land Surveyor;
  - b) Driveway access permit approved by the authority having jurisdiction as may be applicable;
  - c) Copy of deed if applicable;
  - e) Where applicable approvals by the Ontario Ministries of Labour, Energy & Natural Resources, Industry & Tourism, Environment, the Ontario Liquor Control Board, Ontario Fire Marshall's Office, and Conservation Authorities; and
  - f) Such other approvals as may be required to demonstrate compliance with applicable law.

SCHEDULE E

BY-LAW NUMBER 140-05

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

Permit Application No.

Project Description:

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

ARCHITECTURAL CONSULTANT NAME: SIGNATURE: STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY): PRINT NAME: DATE:

TELEPHONE: FAX: ADDRESS:

ARCHITECTURAL CONSULTANT NAME: SIGNATURE: STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY): PRINT NAME: DATE:

TELEPHONE: FAX: ADDRESS:

ARCHITECTURAL CONSULTANT NAME: SIGNATURE: STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY): PRINT NAME: DATE:

TELEPHONE: FAX: ADDRESS:

ARCHITECTURAL CONSULTANT NAME: SIGNATURE: STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY): PRINT NAME: DATE:

TELEPHONE: FAX: ADDRESS:

## SCHEDULE F

### BY-LAW NUMBER 140-05

#### REQUIRED NOTICES AND INSPECTIONS FOR CONSTRUCTION, DEMOLITION AND CHANGE OF USE PERMITS

The person to whom a permit under Section 8 of the Act is issued shall notify the chief building official of the required prescribed notices as in Article 2.4.5.1 of the Regulations and the following additional notices as permitted by Article 2.4.5.2 of the Regulations (noted in italics):

1. *Commencement of construction, Part 3 buildings,*
2. Readiness to construct footings,
3. Substantial completion of footings and foundations prior to commencement of backfilling,
4. Substantial completion of structural framing and ductwork and piping for heating and air-conditioning systems, if the building is within the scope of Part 9,
5. Substantial completion of structural framing and roughing-in of HVAC and air-contaminant extraction equipment, if the building is not a building to which sentence 4 applies,
6. *Substantial completion of structural framing for each storey, if the building is a type of building that is within the scope of parts of the code other than Part 9,*
7. Substantial completion of insulation of insulation, vapour barriers and air barriers,
8. Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
9. Substantial completion of fire access routes,
10. Readiness for inspection and testing of:
  - (a) building sewers and building drains
  - (b) water service pipes
  - (c) fire service mains
  - (d) drainage systems and venting systems
  - (e) the water distribution system, and
  - (f) plumbing fixtures and plumbing appliances
11. *Commencement of construction of:*
  - (a) *masonry fireplaces and masonry chimneys*
  - (b) *factory-built fireplaces and chimneys*
  - (c) *stoves, ranges, space heaters and add-on furnaces using solid fuels and chimneys*
12. *Substantial completion of interior finishes,*
13. *Substantial completion of HVAC and air-contaminant extraction equipment,*
14. *Substantial completion of exterior cladding,*
15. *Substantial completion of site grading,*
16. Readiness for inspection suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in clause 2.1.2.1(1)(h) of the building code, a public pool or a public spa,
17. Substantial completion of the circulation/recirculation system of an outdoor pool described in clause 2.1.2.1(1)(h) of the building code, a public pool or public spa and substantial completion of the pool before it is first filled with water,

18. *Substantial completion of the pool deck and dressing rooms for a public pool or public spa and readiness for inspection of the emergency stop system for a public pool or public spa,*
19. Readiness to construct the sewage system
20. Substantial completion of the installation of the sewage system before the commencement of backfilling,
21. Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling,
22. Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 2.4.3.1(2) or to permit occupancy under Sentence 2.4.3.2(1), if the building or part of the building to be occupied is not fully completed, and
23. *Completion and availability of drawings of the building as constructed.*



**SCHEDULE G****BY-LAW NUMBER 140-05****CODE OF CONDUCT****The purpose of this Code of Conduct is:**

To promote appropriate standards of behaviour by Building Officials in the exercise of their powers and the performance of their duties,

To prevent practices which may constitute an abuse of power, and

To promote appropriate standards of honesty and integrity.

**Building Officials Shall:**

1. Act in the public interest, particularly with regard to the safety of buildings and structures.
2. Apply all relevant bylaws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests.
3. Abide with the provisions of the Building Code Act, the Building Code and other applicable Acts and Laws that regulate or govern Building Officials or their functions.
4. Not permit personal feelings, prejudices, animosities or friendships to influence decisions.
5. Perform their duties and responsibilities impartially and in accordance with the highest professional standards.
6. Extend Professional courtesy to all at all times.

**Breaches of the Code of Conduct:**

Allegations made against the Chief Building Official shall be reviewed by Senior Management Committee or designate.

Allegations made against a Building Official shall be reviewed by the Department Head and the Chief Building Official or designate.

**Disciplinary Action:**

Disciplinary Action arising from violations of this 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.