



## By-LAW 2013-225

Being a By-law respecting Construction, Demolition,  
Change of Use Permits and Inspections

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**WHEREAS** section 7 of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, authorizes municipal council to pass by-laws respecting construction, demolition and change of use permits, inspections and related matters;

**AND WHEREAS** the Council of The Corporation of the City of Markham desires to repeal By-law 2011-236 and to enact a new building by-law for the issuance of permits and related matters, including the establishment of a fee schedule;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF MARKHAM ENACTS AS FOLLOWS:**

### 1. SHORT TITLE

1.1. This By-law may be cited as the “Building By-law”.

### 2. DEFINITIONS

2.1. In this By-law:

“*Act*” means the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended;

“*applicant*” means the *owner* of a building or property who applies for a *permit* or any person authorized 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;

“*Building Code*” means the regulation made under Section 34 of the *Act*;

“*certified model*” means a unique building design for a detached or semi-detached unit that has been reviewed by the *chief building official* for compliance with the *Building Code* and is intended for construction pursuant to a *permit* issued under the *Act*. A *certified model* approval is not itself a *permit*;

“*chief building official*” means the *chief building official* appointed by by-law by Council for the purposes of enforcement of the *Act*, the *Building Code* and this By-law;

“*complete application*” means an application that meets the requirements set out in the building code for applications where the *chief building official* is required to make a decision within a prescribed time period, and section 4 and Schedule B of this By-law;

“*conditional permit*” means a *permit* issued under subsection 8(3) of the *Act*;

“*construct*” means construct as defined in subsection 1(1) of the *Act*;

“*demolish*” means demolish as defined in subsection 1(1) of the *Act*;

“*owner*” means, in respect of the property on which the construction is to take place, the registered owner of the land and, except for *conditional permits*, may include a lessee, mortgagee in possession and the person acting as the owner’s authorized agent;

“*partial permit*” means a *permit* issued by the *chief building official* to construct part of a building;

“*permit*” means permission or authorization given in writing by 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*” means the *owner* to whom the *permit* has been issued or where a *permit* has been transferred, the new *owner* to whom the *permit* has been transferred;

“*Registered Code Agency*” means a registered code agency as defined in subsection 1(1) of the *Act*;

“*revised submission*” means additional information filed with the *chief building official* which depicts one or more changes to the proposed or as-constructed design of a building or part of a building for which a *permit* has already been issued and for which approval by the *chief building official* is required;

“*sewage system*” means a sewage system as defined in subsection 1.1 of the *Building Code*;

“*supplementary submission*” means a resubmission of additional information in relation to building permit application documents previously filed and reviewed, that requires additional review to determine *Building Code* compliance;

“*City*” means The Corporation of the City of Markham.

2.2. 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*

3.1. Classes of *permits* required for the construction, demolition or change of use of a building shall be set out in Schedule “A” to this By-law.

### 4. REQUIREMENTS FOR *PERMIT APPLICATIONS*

#### General Requirements

4.1. Every *permit* application and *certified model* application must meet the requirements of this section and shall:

- 4.1.1. be made by an *applicant*;
- 4.1.2. be made in writing to the *chief building official* on forms prescribed by the Province of Ontario or when no form is prescribed, on a form prescribed by the *chief building official*; and
- 4.1.3. be accompanied by the required fees calculated in accordance with Schedule “A”.

4.2. To be considered a *complete application*, every *permit* application shall be accompanied by the approval documents issued by the agencies responsible for the applicable laws listed in the building code, where those agencies issue approval documents and the law applies to the construction or demolition being proposed.

4.3. An application for a *permit* may be refused by the *chief building official* where it is not a *complete application*.

4.4. The *chief building official* may, as the chief building official deems appropriate, provide prescribed forms in an electronic format and may allow for the electronic submission of completed *permit* application forms.

- 4.5. Notwithstanding subsection 4.4, completed forms generated electronically shall be accepted subject to the endorsement by the *applicant*.

#### **Applications for *Permits to Construct***

- 4.6. Every application for a *permit to construct* a building shall:

- 4.6.1. identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the building *permit* application is made;
- 4.6.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 and Schedule B of this by-law; and
- 4.6.3. be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the *chief building official* to be unnecessary.

#### **Applications for *Permits to Demolish***

- 4.7. Every application for a *permit to demolish* a building shall:

- 4.7.1. identify and describe in detail the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a *permit to demolish* is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
- 4.7.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 and Schedule B of this By-law; and
- 4.7.3. be accompanied by proof satisfactory to the *chief building official* 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.

#### **Applications for *Permits to Construct Part of a Building***

- 4.8. In addition to the requirements of subsection 4.6, every application for a *partial permit* shall:

- 4.8.1. require a *permit* application for the entire project; and
- 4.8.2. be accompanied by plans, specifications, documents, forms and other information covering that part of the work for which application for a *partial permit* is made, together with such information pertaining to the remainder of the work as may be required by the *chief building official*.

- 4.9. The *chief building official* may issue a *partial permit* when the *chief building official* determines it is appropriate to expedite substantial construction before a *permit* for the entire building is available and where the relevant provisions of this By-law and the *Act* are met.

- 4.9.1. When determining whether to issue a *partial permit*, the *chief building official* shall have regard for the likelihood of subsequent approvals being available in a timely fashion such that a project is not interrupted and exposed to potential damage from the elements while awaiting subsequent approvals.

- 4.10. The *chief building official* shall not, by reason of the issuance of a *partial permit* pursuant to this By-law, be under any obligation to grant any additional *permits*.

### **Applications for *Conditional Permits***

4.11. In addition to the requirements of subsection 4.6, every application for a *conditional permit* shall:

- 4.11.1. include a written statement of the reasons why the chief building official believes unreasonable delays in construction would occur if a *conditional permit* is not granted; and
- 4.11.2. include a written statement of the necessary approvals which must be obtained in respect of the proposed building in order for the permit to be issued and the time in which such approvals will be obtained.

4.12. The *chief building official* may, at his or her discretion, issue a *conditional permit* where unreasonable delays are anticipated in obtaining all necessary approvals and where the relevant provisions of this By-law and the *Act* are met.

### **Applications for *Permits for Change of Use***

4.13. Every application for a *permit* for a change of use shall;

- 4.13.1. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 and Schedule B of this By-law;

### **Application for a *Certified Model***

4.14. An *applicant* may file an application for a *certified model*.

4.15. Every application for a *certified model* shall;

- 4.15.1. be made on an application form prescribed by the *chief building official*; and
- 4.15.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 of this By-law.

4.16. Plans and specifications forming part of each *certified model* application shall be deemed to form part of the *permit* documents of each *permit* subsequently issued under the *Act*.

### **Abandoned *Permit Applications***

4.17. Where an application for a *permit* remains incomplete and inactive for six months after the *applicant* has been advised in writing of all the reasons for refusal, the application may be deemed by the *chief building official* to have been abandoned and written notice of the cancellation thereof shall be given to the *applicant*.

### **Revisions to *Permits***

4.18. After the issuance of a *permit* under the *Act*, the *applicant* shall give notice to the *chief building official* in writing of any material change to a plan, specification, document or other information upon which a *permit* was issued, together with the details of such change, which change shall not be made without the prior written authorization of the *chief building official*.

4.19. Application for authorization of any substantial change shall constitute a *revised submission* or a *supplementary submission*.

## 5. PLANS AND SPECIFICATIONS

- 5.1. As part of the application for a *permit* and in addition to the requirements of section 4 of this by-law, every *applicant* shall submit to the *chief building official* the following:
- 5.1.1. sufficient plans, specifications, documents, forms and such other information as may be deemed necessary by the *chief building official* to determine whether the proposed construction, demolition, or change of use conforms to the *Act*, the *Building Code*, and any other applicable law;
  - 5.1.2. Where a site plan is required to satisfy section 5.1.1, the site plan shall reference a current plan of survey certified by a registered Ontario Land Surveyor and shall include:
    - 5.1.2.1. lot size and dimensions of the property;
    - 5.1.2.2. setbacks from existing and proposed buildings to property boundaries and to each other;
    - 5.1.2.3. existing and finished ground levels or grades; and
    - 5.1.2.4. existing rights of way, easements and municipal services; and
    - 5.1.2.5. a copy of a current plan of survey, unless the *chief building official* waives this requirement.
- 5.2. As part of an application for a *certified model*, every applicant shall submit to the *chief building official* sufficient plans, specifications, documents, forms and such other information as may be deemed necessary by the *chief building official* to determine whether the proposed construction conforms to the *Building Code*.
- 5.3. Plans, specifications and other documents submitted by an *applicant* shall:
- 5.3.1. be fully coordinated among design disciplines and intended for construction, demolition or change of use;
  - 5.3.2. be fully dimensioned and drawn to a suitable scale that clearly depicts the proposed construction, demolition or change of use;
  - 5.3.3. be submitted on paper or other suitable and durable material; and
  - 5.3.4. contain information and text that is clear and legible.
- 5.4. Unless otherwise deemed necessary by the *chief building official*, every application shall be accompanied by two sets of plans, specifications, forms, documents and other information required to facilitate the administration and enforcement of the *Building Code*.
- 5.5. On completion of the construction of a building, the *chief building official* may require the *applicant* to submit a set of as constructed plans, including a plan of survey showing the location of the building.
- 5.6. Plans and specifications submitted in accordance with this By-law or otherwise required by the *Act* become the property of the *Town* and will be disposed of or retained in accordance with relevant legislation or by-law.

## 6. AUTHORIZATION OF ALTERNATIVE SOLUTIONS

- 6.1. Where approval for an alternative solution under the *Building Code* is proposed in either the application for a *permit*, or in a material change to a plan, specification, document or other information on the basis of which a *permit* was issued, the *applicant* shall submit:

- 6.1.1. an application on a form prescribed by the *chief building official*;
- 6.1.2. supporting documentation demonstrating that the proposed alternative solution will provide the level of performance required by the *Building Code*; and
- 6.1.3. payment of the required fee prescribed by Schedule A.

## **7. FEES AND REFUNDS**

- 7.1. The *chief building official* shall determine the required application fees in accordance with Schedule "A" to this By-law.
- 7.2. The *chief building official* shall not issue a *permit* until fees required by this By-law have been paid in full by the *applicant*.
- 7.3. In addition to the fees paid at the time of building *permit* application, when an *applicant* makes *supplementary submissions* and *revised submissions*, the *applicant* shall pay the prescribed fee which shall be calculated in accordance with Schedule "A".
- 7.4. In the case of withdrawal or abandonment of an application, or refusal or revocation of a *permit*, and upon written request by the *applicant*, the *chief building official* may refund any unearned fees which shall be calculated in accordance with section 3 of Schedule "A".

## **8. TRANSFER OF PERMITS**

- 8.1. *Permits* may not be transferred without the approval of the *chief building official*.
- 8.2. To transfer a *permit*, the new *owner* shall complete and submit an application form in accordance with the requirements of Section 4 of this by-law and pay the required fee as prescribed by Schedule "A".
- 8.3. Upon the transfer of the *permit* by the *chief building official*, the new *owner* shall be the *permit holder* for the purpose of this By-law, the *Act* and the *Building Code*.

## **9. NOTICES FOR INSPECTIONS**

- 9.1. Inspection notices required by the building code and this By-law shall be made in writing or by telephone using the Town's permit inspection request line which has been prescribed for this purpose.
- 9.2. Inspection notices are required a minimum of two business days prior to the stages of construction specified therein and shall be given in accordance with the requirements of Subsection 1.3.5 of Division C of the *Building Code*.
- 9.3. The person to whom the *permit* has been issued shall notify the *chief building official* or a *Registered Code Agency* where one is appointed, of each stage of construction for which a notice is prescribed by the *Building Code*.
- 9.4. Notwithstanding section 10 of this By-law, the person to whom the *permit* has been issued shall notify the *chief building official* of the date of completion of the building or demolition work no more than two days after that date.
- 9.5. In addition to the notices prescribed in Article 1.3.5.1 of Division C of the *Building Code*, the person to whom a *permit* has been issued shall give the *chief building official* notice of the readiness for inspection for the following stages of construction, where applicable:

- 9.5.1. commencement of construction of the building
- 9.5.2. commencement of construction of:
  - 9.5.2.1. masonry fireplaces and masonry chimneys,
  - 9.5.2.2. factory-built fireplaces and allied chimneys,
  - 9.5.2.3. stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys
- 9.5.3. substantial completion of interior finishes

## **10. REGISTERED CODE AGENCIES**

- 10.1. The *chief building official* is authorized to enter into and sign contracts for service agreements with *Registered Code Agencies* and appoint them to perform specified functions from time to time in order to maintain the time periods for *permits* prescribed in Article 1.3.1.3. of Division C of the *Building Code*.
- 10.2. A *Registered Code Agency* may be appointed to perform one or more of the specified functions described in section 15.15 of the *Act*.

## **11. FENCING CONSTRUCTION SITES**

- 11.1. Where, in the opinion of the *chief building official*, a construction or demolition site presents a hazard to the public, the *chief building official* may require the *permit holder* to erect such fencing to the standards and specifications that the *chief building official* deems to be appropriate in the circumstances.
- 11.2. When determining if a construction or demolition site presents a hazard to the public and requires the erection of fencing and the type of fencing required, the *chief building official* shall have regard to:
  - 11.2.1. the proximity of the construction site to occupied dwellings;
  - 11.2.2. the proximity of the construction site to lands accessible to the public, including but not limited to streets, parks, and commercial and institutional activities;
  - 11.2.3. the hazards presented by the construction activities and materials;
  - 11.2.4. the feasibility and effectiveness of site fencing; and
  - 11.2.5. the duration of the hazard.
- 11.3. When the *chief building official* is of the opinion that fencing is required, the *permit holder* shall, prior to the commencement of any construction, demolition, or placement of materials or equipment on site, erect or cause to be erected fencing to the standards required by the *chief building official* to enclose the construction or demolition site for the purpose of preventing unauthorized entry on the site. For the purposes of this section, construction or demolition site shall include the area of the proposed construction or demolition and any area where materials or equipment are stored or operated.

## **12. OFFENCES AND PENALTIES**

- 12.1. Any person who contravenes any provision of this by-law is guilty of an offence and is liable upon conviction to a fine as provided for in the *Act*.

## **13. SEVERABILITY**

- 13.1. 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.

## **14. MISCELLANEOUS**

14.1. All Schedules shall be and form part of this By-law.

14.2. A reference to the singular or to the masculine shall be deemed to refer to the plural or feminine as the context may require.

**15. REPEAL AND TRANSITION**

15.1. By-law Number 2011-236, is hereby repealed upon the date that this by-law comes into force.


15.2. Notwithstanding sections 15.1 and 16.1 of this by-law, for any complete application received prior to the effective date of this by-law, the provisions of By-law Number 2011-236 shall remain in force and effect for the purpose of that application.

**16. EFFECTIVE DATE**

16.1. This by-law shall come into force on the 1st day of January 2014.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS  
10<sup>TH</sup> DAY OF DECEMBER, 2013.

  
\_\_\_\_\_  
KIMBERLEY KITTERINGHAM  
CITY CLERK

  
\_\_\_\_\_  
FRANK SCARPITTI  
MAYOR



## SCHEDULE “A”

### CLASSES OF *PERMITS*, FEES AND REFUNDS

#### 1. CALCULATION OF *PERMIT* FEES

- 1.1 *Permit* fees shall be calculated using:
  - 1.1.1 The flat rate where indicated in Column 5 of Table 1 of this Schedule;
  - 1.1.2 the product of the applicable fee multiplier in Column 4 of Table 1 of this Schedule and the related floor area or other measure specified in Column 3, or
  - 1.1.3 where a fee is not listed in Table 1, a fee shall be paid in the amount of \$12 for each \$1000 or part thereof of the construction value prescribed by the chief building official.
- 1.2 Except for classes of *permits* subject to flat rates, fees shall be based on the appropriate measure of the floor area of the project.
- 1.3 Except where otherwise exempt, in addition to the fees calculated according to subsections 1.1 and 1.2 fees shall also be assessed according to the number of plumbing fixtures and the size of supply piping and drainage piping as applicable.
- 1.4 Fees charged for the review of *certified models* shall be calculated using a fee multiplier equivalent to that applicable to Single or Semi Detached Dwellings determined in accordance with subsections 1.8 to 1.10 of this Schedule.
- 1.5 In addition to the fees calculated in accordance with Table 1 paid at the time of building *permit* application, fees for *supplementary submissions* and *revised submissions* shall be calculated at \$80.00/hour spent determining compliance.
- 1.6 Where *supplementary submissions* or *revised submissions* include certification of applicable law compliance, which compliance or applicability was incorrectly declared at the time of *permit* application, a fee of \$250.00 for each applicable law certification shall apply.
- 1.7 In addition to the fees calculated in accordance with Table 1, each application for consideration of an alternative solution shall be accompanied by a non-refundable fee of \$1000 or 10% of the permit fee, whichever is lesser.

- 1.8 When calculating fees based on floor areas, floor area is measured to the outer face of exterior walls and to the centreline of party walls or demising walls, except when calculating interior partition work. When measuring floor area for interior partitioning, corridors, lobbies, washrooms, lounges, and other similar facilities are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where these areas are constructed in a shell-only building, fees shall be calculated at the applicable partitioned rate in Table 1.
- 1.9 When measuring floor area, no deductions shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from measured floor area.
- 1.10 Where incorporated with an application for a class of dwelling described in Rows 6 or 7 of Table 1, no additional fee is required for decks, fireplaces, unfinished basements, attached garages, heating or plumbing systems.
- 1.11 Where incorporated with an application for a class of permit described under Section A and B of Table 1, no additional fee shall be levied for mechanical, fire protection or green technology systems that form part of the work proposed under the application.
- 1.12 For any permit application for a class of permit described under Section B of Table 1, floor area used for the calculation of fees shall be the lesser of :
  - 1.12.1 the area contained within a single rectangle encompassing all of the proposed work, or
  - 1.12.2 the actual area of the tenant space;
- 1.13 The occupancy classifications used in this By-law are based on the *Building Code* major occupancy classifications. For mixed occupancy classifications, the total payable fee shall be calculated by applying the fee multiplier for each occupancy prescribed in Table 1 to the floor area measured for each individual occupancy and taking the sum of the fees calculated for each occupancy.
- 1.14 For *permits* for change of use, the fee multiplier for the proposed occupancy applies.
- 1.15 Where a change of use *permit* is denied, the fees paid may be credited to an alteration *permit* which incorporates the construction required to accommodate the change of use.
- 1.16 Except for temporary buildings on construction sites for office or sales purposes, fees for temporary buildings, including tents, apply to buildings erected for less than 30 days.

## 2. MINIMUM FEE

- 2.1 Except where a flat fee applies, the minimum fee for any permit application for work proposed in Group C residential occupancies in Sections A, B, D and E of Table 1 shall be \$100;
- 2.2 Except where a flat fee applies, the minimum fee for any permit application for work proposed in Group A, B, D, E and F occupancies in Sections A, B, D and E of Table 1 shall be \$500.

## 3 CALCULATION OF REFUNDS

- 3.1 Pursuant to section 7 of this By-law, refunds shall be calculated as follows:

Refund = [*Permit Fee Paid*] – [Total *Permit Fees Payable* x % *Permit Fee Earned*]

- 3.2 The proportion of the total *permit* fee payable is earned according to the following schedule:

- 3.2.1 10% if administrative functions only have been performed;
- 3.2.2 20% if administrative functions and zoning review have been performed;
- 3.2.3 50% if administrative functions, zoning review and all or part of the *Building Code* review have been performed; and
- 3.2.4 60% if all administrative functions and reviews have been completed and the building permit has been issued or is available to be issued.

- 3.3 No refund is available for:

- 3.3.1 Flat fees prescribed in Column 5 of Table 1;
- 3.3.2 minimum fees prescribed in subsections 2.1 and 2.2 of this Schedule;
- 3.3.3 fees in the amount of \$500 or less;
- 3.3.4 where a permit is revoked, except where a permit is issued in error, or the applicant requests revocation no more than six months after the permit is issued, or,
- 3.3.5 applications or permits where construction or demolition has commenced

- 3.4 Pursuant to section 10 of this by-law, 20% of the applicable permit fee paid shall be refunded where an application was made using a Registered Code Agency appointed under a service agreement with the Chief Building Official, those services are fully paid for by the applicant and have been completed in accordance with the building code, and the Final Certificate as defined by the *Building Code Act* has been submitted to the Chief Building Official.

#### 4 ADMINISTRATIVE FEES

- 4.1 To offset additional investigative and administrative costs, a fee of \$200 shall be paid where any Order to Comply is issued pursuant to section 12 or section 13 of the *Act* and an additional fee of \$300 shall be paid where any Stop Work Order is issued pursuant to section 14 of the *Act*. Payment of these fees does not relieve any person or corporation from complying with the *Act*, the *Building Code* or any applicable law.
- 4.2 To offset additional costs associated with the investigation, inspection, administration and rectification of unsafe buildings pursuant to section 15.9 of the *Act*, a fee of \$500 shall be paid where any Unsafe Order is issued, and an additional fee of \$500 shall be paid where any Order respecting Occupancy is issued. Payment of these fees does not relieve any person or corporation from complying with the *Act*, the *Building Code* or any applicable law.
- 4.3 To transfer a *permit* from one *permit holder* to another, an additional fee of \$100.00 shall be payable.
- 4.4 Except as provided in 4.5, for written requests for information concerning a property's compliance with the *Building Code* and applicable law, the fee shall be \$80.00.
- 4.5 For written requests for information to support Provincial license applications unrelated to a current *permit* or *permit* application, the fee shall be \$200.00  
Where there is a current *permit* or *permit* application, the fee shall be \$80.00
- 4.6 For the reproduction of documents, the fee shall be \$10.00 plus 110% of the cost of reproduction, plus a fee for *Town* staff preparation time at \$80.00/hour.
- 4.7 Where a requested inspection reveals an infraction which was identified at a previous inspection and not remedied, an additional fee of \$100.00 shall be payable prior to subsequent inspections being scheduled.
- 4.8 Where an inspector determines that work for which an inspection has been requested is not sufficiently complete to allow proper inspection, an additional fee of \$100.00 shall be payable prior to subsequent inspections being scheduled.
- 4.9 For phased projects, in addition to the *permit* fee for the complete building, an additional fee of \$500.00 for each phase shall be payable.
- 4.10 For *conditional permits*, the fee shall be the *permit* fee for the proposed construction plus an additional 10% of that fee. A minimum additional fee of \$100.00 and a maximum of \$2000.00 applies to *conditional permits*.  
Conditional *permit* fees are not refundable.

- 4.11 Notwithstanding subsection 1.5 of this Schedule, for changes of house models, an additional fee of \$300.00 plus the fee in Table 1 corresponding to new home construction for any resulting increase in floor area shall be payable. Where the floor area is reduced, no refund applies.
- 4.12 When a *permit* is suspended or is deemed incomplete and an inspection is subsequently requested, an additional fee of \$200.00 shall be paid for each such inspection.
- 4.13 Pursuant to section 10 of this by-law, where an application is made using a Registered Code Agency appointed under a service agreement with the Chief Building Official, and those services are fully paid for by the applicant, the applicable fee shall be reduced by 20% at the time a complete application is filed with a Plan Review Certificate as defined by the *Building Code Act*.

TABLE 1 - Calculation of Permit Fees				
1	2	3	4	5
Class of Permit, Occupancy Classification and Work Description			\$/m <sup>2</sup>	Flat Fee
<b>Section A: CONSTRUCTION of new buildings, additions to existing buildings, including Mezzanines or new intermediate floors</b>				
1	Group A Assembly	Transportation Terminals	\$14.26	
2		Single, detached portable classrooms		\$420
3		Outdoor Pool	\$9.95	
4		All Other Assembly Occupancies	\$17.14	
5	Group B: Institutional		\$18.55	
6	Group C: Residential	Single Detached Dwelling (SDD)	\$12.96	
7		Multiple Unit buildings less than 4 stories high	\$15.29	
8		Repeat of Previously approved SDD design	\$10.62	
9		Hotel/Motel	\$17.14	
10		Apartment buildings	\$10.28	
11		Unfinished Basement/Foundations	\$4.42	
12		Detached or semi-detached carport/garage		\$300
13		Garage incorporating a dwelling unit (GDU)		\$925
14		Repeat of previously approved GDU		\$800
15		Accessory utility building (ie. Garden shed, Gazebo)		\$105
16		Unenclosed deck/porch		\$105
17	Group D: Business and Personal Services	Shell Only (including unfinished basement)	\$11.06	
18		Partitioned/Finished/Mezzanine	\$14.26	
19		Temporary Real Estate Sales Office		\$750
20	Group E: Mercantile	Shell Only (including unfinished basement)	\$9.26	
21		Partitioned/Finished/Mezzanine	\$12.16	
22	Group F: Industrial	Shell Only (including unfinished basement)	\$7.18	
23		Partitioned/Finished/Mezzanine	\$9.94	
24		Gas Station/Canopy, Car Wash	\$9.18	
25		Repair garage	\$9.94	
26		Parking Garage (underground, open air)	\$4.54	
27		Farm Building	\$3.93	
28		Rack Storage Systems	\$7.18	
29	All Occupancies	Permanent Tent/Air supported structure	\$5.13	
30		Repair or recast wall	\$0.24	
31		Ceiling (new or replacement)	\$0.36	
32		Mechanical Penthouse	\$7.18	
33		Temporary Building		\$150
34		Shoring (1m of length)	\$11.06	
35		Underpinning (1m of length)	\$11.06	
36	Designated Structures	Communication Tower		\$300
37		Crane Runway		\$450
38		Exterior Storage Tank		\$300
39		Pedestrian Bridge (1m of length)	\$30.62	
40		Retaining Wall (1m of length)	\$15.31	
41		Sign regulated by the Building Code		\$300
<b>Section B: ALTERATION or repair to existing construction and CHANGE OF USE(as defined by the Ontario Building Code)</b>				
42	Group A: Assembly	Restaurant	\$7.15	
43		All other assembly occupancies	\$4.95	
44	Group B: Institutional		\$4.95	
45	Group C: Residential	Accessory Apartment	\$9.37	
46		All other Residential occupancies	\$4.95	
47		Door leading to a basement from exterior or from garage		\$300
48		Below grade stair		\$300
49	Group D: Business and Personal Service		\$4.94	
50	Group E: Mercantile	Restaurant	\$7.15	
51		All other mercantile occupancies	\$4.61	
52	Group F: Industrial		\$4.50	
53	All Occupancies	Electromagnetic Locking Device (each)	\$210.00	
54		Parking Structure Repair	\$1.32	
55		Balcony Guard Replacement (1m of length)	\$1.61	
56		Window Replacement (each)	\$5.52	
57		Remediation of premises used for production of illicit drugs		\$6,895
<b>Section C: DEMOLITION</b>				
58	Group C: Residential	Single/Semi-detached/accessory		\$250
59		All Other Buildings		\$650
<b>Section D: MECHANICAL and FIRE PROTECTION WORK (Proposed as stand alone work)</b>				
60	All Occupancies	Heating, ventilation, air conditioning	\$0.83	
61		Fire Alarm System (per storey)	\$286.87	
62		Replacement Annunciator/Control Panel only (per storey served)	\$286.87	
63		Sprinkler System	\$0.80	
64		In-rack sprinkler System	\$0.80	
65		Standpipe System (per riser)	\$110.53	
66		Emergency Power		\$600
67		Emergency Lighting (per storey)	\$146.44	
68		Fireplace/Woodstove		\$105
69		Heating plant replacement		\$150
70		Special Ventilation Systems (each)		\$430
<b>Section E: PLUMBING</b>				
71	Residential Service Connections	Service Connection (per lot)		\$105
72	All Occupancies	Each fixture	\$14.34	
73		Each Appliance	\$14.34	
74		Each Rain Water Hopper	\$14.34	
75		Conversion from Septic System to sewer		\$130
76		Each Backflow preventer		\$130
77		Water service (length in m)	\$14.34	
78		Building storm drain, building storm sewer (length in m)	\$14.34	
79		Each Manhole	\$30.62	
80		Each Catchbasin	\$30.62	
81		Each Area Drain	\$30.62	
<b>Section F: ON-SITE SEWAGE SYSTEMS (Proposed separately or in conjunction with other construction)</b>				
82		New System		\$1,150
83		Replacement of Leaching Bed		\$720
84		Replacement of Septic Tank or Minor Repair of Part of a System		\$450
85		Evaluation of System (no alterations required)		\$150
86		Review of Clearances Only		\$100
<b>Section G: GREEN ENERGY SYSTEMS (Proposed as stand alone work)</b>				
87		Solar domestic hot water systems (serving individual dwellings)		\$105
88		Solar domestic hot water systems (serving all other buildings)		\$525
89		Solar photovoltaic systems (serving individual dwellings)		\$105
90		Solar photovoltaic systems (serving all other buildings)		\$525
91		Geothermal Systems		\$315
92		Wind Turbines (per turbine)		\$210

DOCUMENTS & DRAWINGS REQUIRED FOR A *COMPLETE APPLICATION*

Row	Class of <i>Permit</i>	Documents and Drawings Required
1 (a)	<b><i>Permit to Construct</i></b> <ul style="list-style-type: none"> <li><b>New Buildings</b></li> </ul> <b>Residential</b> <ul style="list-style-type: none"> <li>Detached Houses</li> <li>Semi-detached Houses</li> <li>Duplex/Triplex/Fourplex</li> <li>Townhouse Blocks</li> </ul>	<b>Documents</b> <ol style="list-style-type: none"> <li>Approval documents required by an applicable law</li> <li>TARION 'Declaration of Applicant for Building Permit'</li> <li>Heat loss/heat gain/duct calculations (per dwelling unit)</li> <li>Residential Mechanical Ventilation Summary *</li> </ol> <b>Drawings</b> <ol style="list-style-type: none"> <li>Site Plan</li> <li>Site Grading Plan</li> <li>Architectural Drawings (including block floor plans for each floor, block roof plans and block elevations for townhouse blocks)</li> <li>Structural Drawings</li> <li>Roof truss / Pre-engineered floor system shop drawings (including block plans for townhouse blocks)</li> <li>HVAC Drawings (per dwelling unit)</li> <li>On-site <i>Sewage System</i> Drawings (including On-site <i>Sewage System</i> Statement of Design)</li> </ol>
1 (b)	<b><i>Permit to Construct</i></b> <ul style="list-style-type: none"> <li><b>Additions/Alterations</b></li> <li><b>Accessory Buildings</b></li> </ul> <b>Residential as in Row 1(a)</b>	<b>Documents</b> <ol style="list-style-type: none"> <li>Approval documents required by an applicable law</li> <li>Heat loss/heat gain/duct calculations</li> <li>Residential Mechanical Ventilation Summary *</li> </ol> <b>Drawings</b> <ol style="list-style-type: none"> <li>Site Plan</li> <li>Site Grading Plan</li> <li>Architectural Drawings</li> <li>Structural Drawings</li> <li>HVAC Drawings</li> <li>On-site <i>Sewage System</i> Drawings (including On-site <i>Sewage System</i> Statement of Design)</li> </ol>
2(a)	<b><i>Permit to Construct</i></b> <ul style="list-style-type: none"> <li><b>New Buildings</b></li> <li><b>Additions</b></li> </ul> <b>Non-residential buildings</b> <b>Residential apartment buildings</b> <b>Mixed use buildings</b> <b>Other residential buildings not described in Row 1(a)</b>	<b>Documents</b> <ol style="list-style-type: none"> <li>Approval documents required by an applicable law</li> <li>Commitment to General Reviews by Architects and Engineers *</li> <li>Subsurface investigation report</li> <li>Heat loss/heat gain/duct calculations</li> <li>Plumbing Data Form *</li> <li>Energy Efficiency Certification Form *</li> </ol> <b>Drawings</b> <ol style="list-style-type: none"> <li>Site Plan</li> <li>Site Servicing / Site Grading Plan</li> <li>Architectural Drawings</li> <li>Structural Drawings</li> <li>HVAC Drawings</li> <li>Plumbing Drawings</li> <li>Electrical Drawings</li> <li>Fire Protection System Drawings</li> <li>On-site <i>Sewage System</i> Drawings (including On-site <i>Sewage System</i> Statement of Design)</li> </ol>

2(b)	<p><b>Permit to Construct</b></p> <ul style="list-style-type: none"> <li>• Alterations</li> <li>• Tenant Improvements</li> </ul> <p><b>Non-residential buildings and other residential buildings not described in Row 1(a)</b></p>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to General Reviews by Architects and Engineers</li> <li>c. Heat loss/heat gain/duct calculations</li> <li>d. Plumbing Data Form *</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Key Plan</li> <li>c. Architectural Drawings</li> <li>d. Structural Drawings</li> <li>e. HVAC Drawings</li> <li>f. Plumbing Drawings</li> <li>g. Electrical Drawings</li> <li>h. Fire Protection System Drawings</li> <li>i. On-site <i>Sewage System</i> Drawings (including On-site <i>Sewage System</i> Statement of Design)</li> </ul>
3	<p><b>Permit to Construct</b></p> <ul style="list-style-type: none"> <li>• Tents/Air Supported Structures</li> <li>• Mechanical Only <i>Permits</i></li> <li>• Plumbing Only <i>Permits</i></li> <li>• Designated Structures</li> <li>• Farm Buildings</li> <li>• Green energy projects (solar, wind, geothermal etc.)</li> <li>• Other than Rows 1, 2 and 4</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Documents from Rows 1(a) to 2(b) or other documents which are applicable to the scope of work proposed and required by the <i>chief building official</i> to determine compliance with the <i>Building Code</i> and other applicable law</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>a. Drawings from Rows 1(a) to 2(b) which are applicable to the scope of work proposed and required by the <i>chief building official</i> to determine compliance with the <i>Building Code</i> and other applicable law</li> </ul>
4	<p><b>Permit for Change of Use</b></p>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to General Reviews by Architects and Engineers</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Key Plan</li> <li>c. Architectural Drawings</li> <li>d. HVAC Drawings</li> </ul>
5	<p><b>Permit to Demolish</b></p>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to General Reviews by Architects and Engineers</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Demolition Plan (where required)</li> </ul>

**Notes:**

1. Documents marked with an asterisk (\*) are available from the chief building official.
2. The chief building official may waive the requirement for any specified documents or drawings where the scope of work, applicable law or building code does not, in the opinion of the chief building official, necessitate its submission.