

Report to: Development Services Committee

Report Date: October 30, 2017

SUBJECT: PREPARED BY:

Development Fee and Building Fee By-laws Update (2018) Chris Bird, Director of Building Standards, Ext. 4712

Biju Karumanchery, Director of Planning & Urban Design,

Ext. 4713

Loy Cheah, Acting Director of Engineering, Ext. 4838

Jonathan Tate, Senior Business Analyst, Finance Department,

Ext. 2432

RECOMMENDATION:

1) That the Report titled "Development Fee and Building Fee By-laws Update (2018)", dated October 30, 2017 be received, and

- 2) That the proposed amendments be referred to the Development Services Committee Public Meeting to be held on November 21, 2017, and
- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to explain proposed changes to fees that are applied to offset the projected costs associated with staff review and processing of applications for Building, Engineering and Planning and Urban Design Departments in 2018. The proposed fees will be enacted through amendments to the <u>Development Fee By-law 211-83</u> and to <u>Building By-law 2016-148</u>, as amended. These by-laws set fees to be paid by applicants for development applications requiring planning, urban design and engineering review and approval, and for building permits and their associated services. These by-laws are reviewed and updated annually.

The recommended increase in fees included in the Building By-law for 2018 is 5.0% for fixed fee categories. Within the Development Fee By-law, the recommended fee increase for Planning and Urban Design is 19% and for Engineering it is 19%. This report seeks authorization to refer the proposed amendments to a Development Services Committee Public Meeting to be held on November 21, 2017.

BACKGROUND:

The Development Fee By-law and the Building By-law are reviewed each year to recover the anticipated reasonable costs associated with the administration of *Planning Act* applications, the associated technical review and on-site inspection, and building permits and building code inspection and enforcement under the *Building Code Act*. The annual adjustments fall into one or more of the following categories:

- overall adjustments driven by a moving average of indirect and direct costs (5year volume of activity model)
- increases to provide opportunities to balance reserve accounts;
- refinements to existing fees to better reflect actual and anticipated costs of providing the related services; and
- new fees to capture new or previously underfunded services.

A fee model was established in 2005 in order to calculate the annual adjustments necessary to ensure the City's Building, Engineering and Planning and Urban Design Departments remain adequately funded by building permit fees and development fees, respectively. The model is designed to cover direct and indirect costs based on the past five year average level of activity. In addition, transfers to a reserve for Building and a combined reserve for Planning and Urban Design and Engineering (Development Reserve) are included, as well as yearly specific capital costs.

OPTIONS/ DISCUSSION:

Reserve Forecast

As part of the report approved at Development Services Committee November 7, 2016, Staff prepared an analysis, projecting the reserve balances for the next 5-years for both the Building Reserve and Development Reserve. Based on that analysis, Council approved a 5% increase for Building fees, 15% increase for Planning and Urban Design fees and a 15% increase for Engineering fees for 2017. The 2016 report also identified forecast fee adjustments through 2020.

Staff recommend the proposed increase for Building to remain at 5% for the years 2018-2020. However, for Planning and Engineering, Staff are recommending an increase of 19% for 2018 and then 15% from 2019 to 2020 as compared to 15% outlined in the 2016 report due to additional staffing to address workload associated with the Future Urban Area (FUA).

The following two tables have been updated based on the projected unit counts and outline the following:

- 2017 year end projection
- Revenues based on projected residential permits
- Expenses
- Projected year-end reserve balance

Building Permit Fees

BUILDING RESERVE FORECAST (\$ millions)				
Building	2017 YE Projection	2018	2019	2020
Revenues	7.821	10.181	9.963	11,595
Less: Expenditures	8.801	9.242	9.427	9.615
Transfer to/(from) Reserve	(0.980)	0.939	0.536	1.980
Capital investment and Interest	(0.057)	0.084	(0.350)	(0.350)
Building Reserve Beginning Balance	10.219	9.182	10.205	10.391
Building Reserve Ending Balance	9.182	10.205	10.391	12.021
2017 Approved/ 2018-2020 Proposed Building Fee Increase	5.00%	5.00%	5.00%	5.00%
Estimated Residential Permits/Vear		3 525	3 932	3 603

As outlined in the above table, the 2018 proposed Building Fee By-law fee increase is 5.0%. With this proposed increase it is anticipated that there will be a transfer to the reserve of \$1.023M (operating surplus of \$0.939M and capital investment and interest from Building Reserve of \$0.084M) for 2018. For 2019-2020, a 5% per year increase has been applied. At the end of the 3 year period the reserve is projected to be at \$12.021M.

Development Fees (Planning and Urban Design and Engineering)

DEVELOPMENT RESERVE FORECAST (\$ millions)				
Planning and Urban Design	2017 YE Projection	2018	2019	2020
Revenues	8.556	10.294	12.448	13.567
Less: Expenditures	7.990	9.396	8.584	8.756
Transfer to/(from) Reserve	0.566	0.898	3.864	4.811
2017 Approved/ 2018-2020 Proposed Planning Fee Increase	15.00%	19.00%	15.00%	15.00%
Engineering	2017 YE Projection	2018	2019	2020
Revenues	7.712	8.047	8.793	10.109
Less: Expenditures	7.015	7.916	8.074	8.235
Transfer to/(from) Reserve	0.697	0.131	0.719	1.873
2017 Approved/ 2018-2020 Proposed Engineering Fee Increase	15.00%	19.00%	15.00%	15.00%
Development Reserve Beginning Balance	(10.741)	(10.253)	(9.624)	(5.741)
Planning Transfer/Draw (from above)	0.566	0.898	3.864	4.811
Engineering Transfer/Draw (from above)	0.697	0.131	0.719	1.873
Capital investment and Interest	(0.775)	(0.400)	(0.700)	(0.700)
Development Reserve Ending Balance	(10.253)	(9.624)	(5.741)	0.243

Staff are recommending a 19% increase to Planning and Urban Design fees and a 19% increase to Engineering fees for 2018. For 2019-2020, staff are recommending the projected fee increases of 15% per year for Planning and Urban Design, and 15% per year for Engineering.

To meet increased application activity of the future urban area (FUA), seven (7) new staff in 2018 are to be added (2 – Engineering, 4 – Planning and Urban Design, and 1 – Operations). The addition of staffing has resulted in the fee increase to be adjusted from 15% to 19% for 2018. The seven (7) new positions will be funded from Development Fees. The one Operations position will be funded through an indirect cost recovery charged to the Planning and Urban Design and Engineering departments.

Based on these projected increases and activity levels, it is projected that the Development Reserve will have a \$0.243M surplus at the end of 2020, an improvement of \$10.984M from the 2017 opening balance of the reserve of (\$10.741M).

Possible Future Structural Changes to Development Fee By-Law

Staff will complete a comprehensive review of Planning and Engineering application processes to update the development activities and the time for each staff member for all activities to ensure fees are sufficient to cover actual costs. Staff will report back in 2018 on final recommendations.

Consultation with the Development Community

The *Building Code Act* requires the City to hold at least one public meeting with respect to any changes in Building permit application fees. Notice must be given to the general public and interested parties 21 days prior to the meeting. It is recommended that notice be placed on the City's website, in the Markham Economist and Sun and the Thornhill Liberal, and be mailed to the Urban Development Institute, the Greater Toronto Home Builders Association, and development industry representatives listed on the City's "Developers Round Table" distribution list. Staff are recommending that the changes to the Development Fee By-law and Building Fee By-law be referred to the Development Services Committee Public Meeting to be held on November 21, 2017.

FINANCIAL CONSIDERATIONS AND TEMPLATE:

The Finance Department has been working closely with Development Services Commission staff to ensure proper direct and indirect cost recovery and to incorporate the results into the proposed 2018 operating budget. The fee adjustments recommended in this report for 2018, 5% for Building, 19% for Planning & Urban Design and 19% for Engineering will assist in providing increased funding for projected direct and indirect costs, including contributions to Building, and Development reserves. Finance and Development Services Staff will monitor financial performance against budget in 2018 and report back to Development Services Committee if any midyear adjustments to the Fee By-laws need to be contemplated along with a future year forecast.

Summary of Reserve Balances

Markham has experienced strong building activity over the past several years resulting in an appropriate reserve level for Building. This reserve has been utilized by the Building Department to invest in new processes and technologies, such as E-plan project and a comprehensive zoning by-law project, and to withstand cyclical downturns without abrupt changes to capacity and service levels. Unfortunately the combined reserve balance for Planning and Engineering does not reflect the level of activity and remains in a deficit position. The following table provides a history of the balances in Building and the Development reserves:

Reserve Balances Surplus/(Deficit) (\$ millions)		
Year End	Building	Development
2007	3.571	1.528
2008	2.412	(1.716)
2009	0.540	(5.632)
2010	(0.090)	(1.476)
2011	6.630	(2.455)
2012	11.887	(0.907)
2013	13.846	(3.959)
2014	11.890	(8.630)
2015	9.628	(10.668)
2016	10.219	(10.741)
2017 Forecast	9.182	(10.253)
2018 Forecast	10.205	(9.624)
2019 Forecast	10.391	(5.741)
2020 Forecast	12.021	0.243

HUMAN RESOURCES CONSIDERATIONS

Recoveries of direct and indirect costs are consistent with Provincial legislation.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Growth Management and Municipal Services delivery.

BUSINESS UNITS CONSULTED AND AFFECTED:

Development Services Commission departments and Finance Department were consulted.

RECOMMENDED BY:

Brian Lee, Acting Commissioner of

Development Services

cting Director of Engineering

ris Bird, Director Building

Standards

Biju Karumanchery, Director

of Planning and Urban Design

ATTACHMENTS:

Attachment "A" Draft of amendment to Development Fee By-law 211-83
Attachment "B" Draft of amendment to Building Fee By-law 2016-148



A by-law to amend By-law 211-83, as amended (A by-law to prescribe a Tariff of Fees for the Processing of Planning Applications)

THE COUNCIL OF THE CORPORATION OF THE CITY OF MARKHAM HEREBY ENACTS AS FOLLOWS:

1.	By-law	v 211-83, as amended, be and the same is hereby further amended as follows:
	1.1	By deleting Schedule 'A' to By-law 211-83, as amended, and substituting Schedule 'A' attached hereto.
2.		ner provisions of By-law 211-83, as amended, not inconsistent with the provisions of this by-law ontinue to apply.
3.	This B	y-law comes into force and takes effect on January 1, 2018.
		ST, SECOND, AND THIRD TIME AND PASSED THIS CEMBER, 2017.

MAYOR

CITY CLERK

SCHEDULE 'A' TO BY-LAW 2017-

TARIFF OF FEES FOR PROCESSING OF PLANNING APPLICATIONS GENERAL TERMS

1.0. Fee Acceptance

- 1.1. Fees shall only be accepted in conjunction with the filing of an application containing all submission requirements as determined by the Director of Planning and Urban Design or designate and/or Director of Engineering or designate.
- 1.2. Applicants shall not be permitted to "pre-pay" application fees upon submission of an incomplete application in order to lock in fees and avoid future fee increases.

2.0. Fee Calculation

- 2.1. For each development application type, fee shall be calculated, and may include Development Application Fees, Supplementary Fees, and Miscellaneous Fees as listed in this by-law.
- 2.2. Fees shall be calculated at the rate in effect on the date paid. Applications for which fees have been paid in part, prior to the effective date of this by-law, shall be required to pay any additional fees established by this by-law.

3.0. Fee Payable in stages

- 3.1. Unless otherwise noted, fees are payable at time of application.
- 3.2. Where the fee payable in respect of an application is payable in stages, the fee owing at each stage shall be the fee, for such stage, in effect on the date the payment is made. No additional fee or increase in fee is payable in respect of stages for which a fee has already been paid.
 - 3.2.1. Where payment in full of all fees applicable to an application has been made, no additional fee, where established by this by-law, shall be payable.
 - 3.2.2. Other City of Markham fees may be applicable.

4.0. Fee Adjustments

- 4.1. Adjustments are made to fees to reflect changes in the total number of Units/Lots/ Parcels/ GFA/ Land Area/Estimated Cost of Works, Consultants Review Fees, etc.,
- 4.2. Adjustments to the total fee payable will be required at each payment stage.

5.0. Reimbursement of fees:

- 5.1. Fees shall be reimbursed upon applicant withdrawing the application, as determined by the Director of Planning & Urban Design or designate and/or Director of Engineering or designate:
 - 5.1.1. Refund percentage is based on all fees received.
 - 5.1.2. HST refund is calculated based on percentage of fee to be refunded.
 - 5.1.3. Refund percentage (%) is based on the application stage as follows:
 - 5.1.3.1. Prior to circulation of application

75%

50%

- 5.1.3.2. From circulation to completion of preliminary report and/or holding of a public meeting, if required
- 5.1.3.3. Prior to Committee receiving recommendation report and/or prior to Site Plan Endorsement (*Not applicable to Committee of Adjustment Applications*)
- 5.1.3.4. After Site Plan Endorsement and/or after Recommendation No refund Report/ Memorandum received by Committee

Notes:

- a) For all application fees calculated, **add HST** as applicable.
- b) All cheques shall be payable to 'City of Markham'.
- c) For assistance contact City of Markham, Development Services Commission, 101 Town Centre Blvd., Markham, Ontario, L3R 9W3.

 Telephone: + (905) 475.4861 Fax: + (905) 479.7768 Email: dsc@markham.ca

DEVELOPMENT APPLICATION FEES

1.0. OFFICIAL PLAN/SECONDARY PLAN AMENDMENT (Additional Supplementary Study fees apply as identified in the Complete Application) 1.1. Minor amendment (see notes for definition)..... \$23,300 per application 1.2. Major amendment (see notes for definition)..... \$61,850 per application 2.0. ZONING BY-LAW AMENDMENT (Additional Supplementary Study fees apply as identified in the Complete Application) 2.1. Minor amendment (see notes for definition)..... \$21,600 per application 2.2. Major amendment (see notes for definition)..... \$43,450 per application 2.3. Removal of "H" (Holding) provision..... \$7,300 per application 3.0. PLAN OF SUBDIVISION 3.1. Draft Plan of Subdivision Fee shall include Planning, Urban Design and Engineering Review Fees as listed. (For draft plan of subdivision applications with unit counts over 1000 units, timing of payment of fees may be adjusted at the discretion of Council) **Planning** Review 3.1.1. \$33,300 per application Base Fee..... \$1,730 per unit (ii) Unit Fee..... Single Detached, Semi Detached and/or Freehold Townhouse units 40% collected at submission of application and 60% collected at execution of agreement (iii) Land Area Fee..... \$17,150 per hectare Applicable to blocks created for Residential, Mixed-Use, Institutional, Commercial or Industrial uses. (Excludes park blocks, valley lands, hazard lands, environmental buffer blocks, storm water management blocks, open space areas and public roads to be conveyed into public ownership). 40% collected at submission of application and 60% collected at execution of agreement Urban Design Review 3.1.2. 3.1.2.1. Community Planning Review Unit Fee..... (i) \$330 per unit Single Detached, Semi Detached and/or Freehold Townhouse units 40% collected at submission of application and 60% collected at execution of agreement Land Area Fee..... \$17,150 per hectare Applicable to blocks created for Residential, Mixed-Use, Institutional, Commercial or Industrial uses. (Excludes park blocks, valley lands, hazard lands, environmental buffer blocks, storm water management blocks, open space areas and public roads to be conveyed into public ownership). 40% collected at submission of application and 60% collected at execution of agreement 3.1.2.2. Landscape Review (i) Base Fee..... \$7,550 Payable at first submission of Landscape drawings for each phase of the draft plan of subdivision

		(ii)	Calculated Fee (whichever is hi Payable at execution of agreem	•	
			a. Percentage of estimated c of construction of landsca		12.0%
			up to 100 units/lots on pla		\$570 per unit or lot
	3.1.3. E	ngine	ring Review		
	(i)	60 % and	ated Fee (whichever is higher) collected at submission of engin 19% collected at execution of a pable) or a subdivision agreeme	re-servicing (if	
		a.	Percentage of estimated construction of internal and external works we subdivision, as prepared by the Engineer. Includes erosion and sediment conderground and above-ground extreetlights, etc. plus a 10% conche estimate	vithin the Plan of Consulting controls, works,	10.0%
		b.	Lot or Unit Fee		\$1,700 per lot or unit
3.2.	Extension	of D	t Plan Approval		\$7,300 per application
3.3.	Revision of request of		Approved Plan and/or Draft Pl	an Conditions, at	
	3.3.1. N	linor (oes not require report to Comm	ittee)	\$4,520 per application
	3.3.2. N	Iajor (quires report to Committee)		\$14,300 per application
3.4.	Request for	or Sub	vision Agreement		
	3.4.1. F	irst pl	se of subdivision		\$47,900 per agreement
	3.4.2. S	ubseq	ent phases		\$33,650 per agreement
PLA	N OF CO	NDON	NIUM		
4.1.	Standard	Cond	minium or Vacant Land Cond	lominium	\$36,450 per application
4.2.			Typesard or Vacant Land Condomination		\$31,250 per application
4.3.	Extension	of Co	dominium Draft Approval		\$7,300 per application
4.4.	and/or Dra	ıft Pla	ominium Draft Approved Plan Conditions and/or Amalgamatic then requested by the owner		\$9,850 per application

5.0. SITE PLAN CONTROL – NEW DEVELOPMENT/S

"New development" means the construction, erection or placing of one or more buildings or structures on land or associated parking area.

Fee shall be calculated as applicable, and shall include Planning, Urban Design **and** Engineering as listed: (including but not limited to new building(s) in a Heritage Conservation District)

5.1. **Residential**

4.0.

5.1.1. Lots/ Blocks of 10 units or less

Single Detached, Semi-Detached, Townhouse and/or Apartment Unit(s)

(i)	Planning Review Unit Fee	\$2,210 per unit
(ii)	Urban Design Review Unit Fee	\$750 per unit
(iii)	Engineering Review Unit Fee	\$740 per unit

5.1.2. **Blocks of 11 units or more** and/or **Mixed Use development**

5.1.2.1.	Planning Review	
(i)	Base Fee	\$10,150 per application
(ii)	Unit Fee	\$1,730 per unit
(iii)	Calculated GFA Fee Applicable to building(s) with common areas (GFA of building(s) minus GFA of Units) 40% collected at submission of application and 60% collected at execution of agreement	\$4.37 per m ² of GFA
5.1.2.2.	Urban Design Review	
(i)	Base Fee	\$4,150 per application
(ii)	Percentage Fee	12.0%
(iii)	Calculated GFA Fee	\$4.37 per m ² of GFA
5.1.2.3.	Engineering Review Includes Site Plan Works (see notes for definition)	
(i)	Base Fee	\$7,400 per application
(ii)	Percentage Fee	11.0%
(iii)	Calculated GFA Fee	\$4.29 per m ² of GFA
5.2. Institutional, Co	ommercial or Industrial (ICI)	
5.2.1. Plannir	ng Review	
5.2.1.1.	ICI development without units accommodating over	ernight or longer stay
(i)	Base Fee.	\$10,150 per application
(ii)	GFA Fee(Total GFA of the development) 40% collected at submission of application and 60% collected at execution of agreement	\$4.37 per m ² of GFA
5.2.1.2.	ICI development having units accommodating over (e.g. Hotels, Senior Homes, etc.)	rnight or longer stay
(i)	Base Fee	\$10,150 per application
(ii)	Unit Fee 40% collected at submission of application and 60% collected at execution of agreement	\$1,730 per unit
(iii)	Calculated GFA Fee	\$4.37 per m ² of GFA

5.2.2. **Urban Design** Review

(i)	Base Fee	\$4,150 per application
(ii)	Percentage Fee	12.0%
(iv)	Calculated GFA Fee	\$4.37 per m ² of GFA

5.2.3. **Engineering** Review

Includes Site Plan Works (see notes for definition)

(i)	Base Fee.	\$7,400 per application
(ii)	Percentage Fee	11.0%

5.3. Parking Lot or Outdoor Patio to existing ICI development

	I di Kiliz	Eot of Outdoor Futto to existing 101 development	
	5.3.1.	Planning Review	\$3,690 per application
	5.3.2.	Urban Design Review	\$750 per application
	5.3.3.	Engineering Review	\$740 per application
Extension of Site Plan Endorsement			\$1,840 per application

6.0. SITE PLAN CONTROL – ADDITIONS OR ALTERATIONS

"Additions or Alterations" means the making of an addition or alteration to a building or structure or associated parking areas that has the effect of substantially increasing the size or usability thereof. Fee shall be calculated as applicable, and includes Planning **and/or** Urban Design **and/or** Engineering as listed: (including but not limited to additions/alterations to a building(s) in a Heritage Conservation District)

6.1. **Residential**

5.4.

6.1.1. Lots / Blocks of 10 units or less

Single Detached, Semi-Detached, Townhouse and/or Apartment Unit(s)

Less than 50m².....

6.1.1.2.	50m ² or large	т	\$750 per unit
6.1.1.3.	If over 100 m	2	
	6.1.1.3.1.	Planning Review	\$750 per unit
	6.1.1.3.2.	Urban Design Review	\$670 per unit
	6.1.1.3.3.	Engineering Review	\$670 per unit

6.1.2. **Blocks of 11 units or more** and/or

	Mixed Use development				
6.1.2.1.	Planning Review(New Development(s) Fees are applicable)	Item 5.1.2.1. is applicable			
6.1.2.2.	Urban Design Review(New Development(s) Fees are applicable)	Item 5.1.2.2. is applicable			
6.1.2.3.	Engineering Review(New Development(s) Fees are applicable)	Item 5.1.2.3. is applicable			

I age	,			
	6.2	Institut	ional, Commercial or Industrial (ICI)	
		6.2.1.	Planning Review(New Development(s) Fees are applicable)	Item 5.2.1. is applicable
		6.2.2.	Urban Design Review	Item 5.2.2. is applicable
		6.2.3.	Engineering Review	Item 5.2.3. is applicable
	6.3.	Heritag	ge ICI	
		6.3.1.	Less than 50m ²	\$1,050 per application
	6.4.	•	gade – Major or Minor as determined by the Director of g & Urban Design or designate	
		6.4.1.	Minor	\$750 per application
		6.4.2.	Major	\$3,690 per application
	6.5.	Resider	ntial driveway or parking area	\$150 per application
	6.6.	ICI par	king area or outdoor patio	
		6.6.1.	Planning Review	\$1,840 per application
		6.6.2.	Urban Design Review	\$750 per application
		6.6.3.	Engineering Review	\$740 per application
	6.7.	of Plani	changes to approved plans as determined by the Director ning & Urban Design or designate and/or Director of ering or designate	
		6.7.1.	Planning Review	\$3,690 per application
		6.7.2.	Urban Design Review	\$750 per application
		6.7.3.	Engineering Review	\$740 per application
7.0.		Minor	EE OF ADJUSTMENT Variance With respect to Development Standards	
			1.1.1. Residential – New construction less than 50 m²	\$2.110 per application
		7.	(Single Detached, Semi-Detached, Townhouses and Accessory Buildings and Structures)	\$2,110 per application
		7.	1.1.2. Residential - New construction 50 m² or larger (Single Detached, Semi-Detached, Townhouses, Apartments, Condominiums and Mixed Use Building(s))	\$4,970 per application
		7.	1.1.3. ICI	\$4,970 per application
		7.1.2.	With respect to Use Residential & ICI	\$11,450 per application
		7.1.3.	With respect to both (Development Standards and Use) Residential & ICI	\$11,450 per application
		7.1.4.	Technical Variances to rectify existing site conditions requiring minor review by staff, at the discretion of the Director of Planning and Urban Design or designate	\$1,730 per application
		7.1.5.	Multiple variances related to Draft Plan of Subdivision	
			(i) Base Fee	\$8,300 per application
			(ii) Unit Fee	\$1,730 per unit/lot
		7.1.6.	By-law variance in Heritage District	\$0 per application (No Fee applicable)

7.2. Consent to Sever

7.2.1. Consent for **creation of one** or **more lots**

(i)	Base Fee	\$11,450 per application
(ii)	Unit/ Lot Fee	\$1,730 per unit/lot
	Consent creating a new Residential lot	_

(excluding Apartments, Condominiums and Mixed Use Building(s))

payable prior to finalization of consent

(iii) Land Area Fee..... \$17,150 per hectare Consent creating a parcel for ICI, Residential (Apartment, Condominium and Mixed Use

Building(s)), and **all other**, where the land area of the newly created parcel is considered Payable prior to finalization of consent

7.2.2. Consent for partial discharge of mortgage, easement or \$6,000 per application lease of 21 years or more, and validation of title

7.2.3. Change of condition prior to final consent..... \$1,510 per application

SUPPLEMENTARY FEES

The following are supplementary fees associated with all development applications:

1.	Additional Public Meeting	\$7,000 per meeting
	Due to revisions by owner/applicant	
	Payable before meeting	
2.	Additional Report to Committee or Council	\$7,000 per report
	Due to revisions by owner/applicant	
	Payable before Committee meeting	
3.	Re-Circulation of Drawings	

Payable at circulation

3.1 For Consent to Sever, and Minor Variance Applications: Due to revisions by owner and/or after 1 year from the date of original application submission due to inaction by owner, or request for deferral by owner.....

\$450 per circulation

3.2 For all other application types: Due to revisions by owner......

\$4,550 per circulation \$5,550 per submission

Four or more submissions of Drawings/Plans/Reports/Studies 4. (Planning or Urban Design & Landscape Plans or Engineering due to revisions by the owner or the owner's failure to revise drawings/plans/reports as requested by the City

Payable at submission stage More than two inspections are required \$1,430 per inspection

Due to unaddressed deficiencies identified during earlier inspections Payable before inspection

Studies 6.

5.

Payable at submission of studies

Planning and Urban Design Studies

Review and approval of large scale major studies (Example: Community Design Plan, Precinct Plan etc., associated with a new Secondary Plan, major Official Plan Amendment /Secondary Plan Amendment, major Zoning or major Site Plan application on a large scale complex site)

6.1.1. Update or Amendment to an existing Study..... \$22,650 per study 6.1.2. New Study..... \$56,550 per study

6.2. Engineering Studies

Review and approval of large scale major studies (Example: Master Transportation Study, Master Environmental Servicing Plan, Noise Study, Geotechnical Study, etc., associated with a new Secondary Plan, major Official Plan Amendment

/Secondary Plan Amendment, major Zoning or major Site Plan application on a large scale complex site)

6.2.1.	Update or Amendment to an existing Study	\$9,900 per Study
6.2.2.	New Study	\$29,550 per Study

7. **Hire/ Retain a Consultant/ Vendor**Fees for the City to retain a consultant /vendor for the review, implementation or monitoring related to an application, as determined by the Director of Planning & Urban Design or designate and/or Director of Engineering or designate

Actual cost of consultant/vendor, plus an administration fee in the amount of 25% of the actual cost of consultant/vendor

8. **Third Party Appeal** of an Approved Development Application to the Ontario Municipal Board: City's cost to retain outside Legal Counsel and Planning, Urban Design, Engineering, and other external consultants/experts determined to be necessary by the City Solicitor and Commissioner of Development Services.

Actual cost of legal counsel and consultant, plus an administration fee in the amount of 26% of the actual cost of legal counsel and consultants

\$30 per sign

Fee shall be payable in accordance with a Cost Acknowledgement Agreement between the City and the Applicant.

9. Request for **Development Agreement**

Major or Minor as determined by the Director of Planning & Urban Design or designate and/or Director of Engineering or designate *Payable at execution of agreement*

9.1. Planning

9.1.1.	Major	\$7,550 per agreement
9.1.2.	Minor	\$1.510 per agreement

9.2. Urban Design

9.2.1.	Major	\$7,550 per agreement
9.2.2.	Minor	\$1,510 per agreement

9.3. Engineering

allowance)

9.3.1.	Major	\$7,400 per agreement
9.3.2.	Minor	\$1, 480 per agreement

MISCELLANEOUS FEES

The following fees are in addition to or independent of development application fees and supplementary fees:

1.	Review and comment on Minister's Zoning Orders	\$6,750 per application
2.	Deeming By-law	\$7,300 per application
3.	Exemption from Part Lot Control Where unit fees have not been received through a draft plan of subdivision application, they will apply through this application	\$7,300 per M-plan
4.	Telecommunication Tower	\$17,600 per application
5.	Model Home/Sales trailer agreement	\$4,700 per agreement
6.	Heritage Permit for unauthorized work	\$480 per application
7.	Townhouse Siting – Unit Fee.	\$530 per unit
8.	Fence Variance	
	8.1. Residential	\$2,110 per application
	8.2. Industrial or Commercial	\$7,000 per application
9.	Residential Service Connection - Percentage fee	26.0%

10. Site Alteration Permit

(i)	Base Fee.	\$4,890 per application
(ii)	Area Fee	\$1,010 per hectare

10.2. Engineering

(i) Base Fee.....\$4,800 per application

11. Construction Management Plan and/or Traffic Management Plan \$4,240 per application

Review and/or **Public Communication Plan/ Report**Payable at submission of Plans

Miscellaneous submissions not identified under a fee category as determined by the Director of Planning & Urban Design or designate and/or Director of Engineering or designate.

13.1. Percentage Fee (Estimate based on the cost of works)............ 12.0%

NOTES/DEFINITIONS

OFFICIAL PLAN/SECONDARY PLAN AMENDMENT

Minor: An application for a minor, site specific and small scale amendment or exception to Official Plan policies and designations, having limited impact or policy implications beyond the subject lands as determined by the Director of Planning and Urban Design.

Major: An application to amend the Official Plan that is more significant in scale and scope than a minor official plan amendment, and which may have greater impact or policy implications beyond the subject lands as determined by the Director of Planning and Urban Design. Applications relating to more than one property would normally be in this category. A site specific application could also fall in this category, if considered to represent large scale redevelopment or significant change in use. An application involving significant changes to the text or policies of the Official Plan would also fall in this category.

ZONING BY-LAW AMENDMENT

Minor: An application for minor and small scale zoning amendment having no significant impact on adjoining lands as determined by the Director of Planning and Urban Design. Minor applications must be site specific and include:

- Request for additional permitted use, within an existing building with no significant impact on existing development standards;
- Changes in development standards to accommodate a residential severance to create one single family lot within an existing subdivision
- Application for Temporary Use

Major: An application for a Zoning By-law Amendment that is more significant in scale and scope than a minor zoning amendment, and which may have greater impact beyond the subject lands as determined by the Director of Planning and Urban Design. Major applications include:

- Applications relating to more than one property
- A site specific application, if considered to represent large scale redevelopment
- Any change in use and/or zone category
- An application involving significant changes to the development standards or general provisions of the by-law

COMMITTEE OF ADJUSTMENT

Technical Variance: A minor variance related to an existing building or structure, but requires variance approval due to one or more minor siting errors. Determination of whether or not a variance is a Technical Variance is at the discretion of the Director of Planning and Urban Design, or designate.

Development Standards: Any requirement of a zoning by-law other than permitted use (i.e. yard setbacks, building height, lot coverage).

Use: Any requirement of a zoning by-law related to the types of uses permitted on a property.

PLAN OF CONDOMINIUM

Standard Condominium: A plan of condominium that consists of both individually owned units and common elements. Note that all condominiums that existed at the time that the Condominium Act, 1998 came into effect are deemed Standard Condominiums.

Phased Condominium: A form of Standard Condominium (*see above*) that permits individually owned units and common elements to be added to a condominium corporation in phases, over a maximum of ten (10) years.

Common Element Condominium: A plan of condominium that consist only of common elements (e.g. a laneway or a golf course), with no individually owned units. The owners of the common elements are owners of freehold parcels of tied land (POTLs) which are not part of the condominium property.

Vacant Land Condominium: A plan of condominium where individually owned units are effectively vacant lots upon which buildings will be located after the condominium is registered.

Amalgamated Condominium: A plan of condominium where two or more condominium corporations merge into one corporation.

Leasehold Condominium: A plan of condominium where individually owned units and common elements are leased by the landowner to purchasers who will never own the land. The purchasers buy a leasehold interest in the units and common elements for a fixed number of years.

ENGINEERING

Definitions of internal and external works for site plan applications:

<u>Internal works</u> - Include but are not limited to curbs, pavement, retaining walls, grading, water mains, sanitary sewers, storm sewers, manholes, catch basins and their leads, erosion and sediment controls and on site storm water management facilities (e.g., Oil Grit Separators (OGS), storage facilities, chambers, infiltration trenches/chambers, soakaway pits and bioretention systems).

<u>External works</u> - Include but are not limited to sanitary and storm sewer connections, manholes, water service, driveways, sidewalks, boulevard treatment and other road works (Pavement, curbs, catch basins and their leads, hydrants, streetlighting, hydro poles, traffic controls).

Site Alteration: Includes but not limited to, the removal of topsoil from land, placement or dumping of fill on land, the alteration of the grade of land or excavation by any means including the removal of vegetative cover, the compaction of soil or the creation of impervious surfaces, or any combination of these activities that would change the landform and natural vegetative characteristics of the land.

Residential Service Connection: A watermain, sanitary sewer or storm sewer that connects from a residential house/unit to a municipal watermain, sanitary sewer or storm sewer.

Engineering Plans: Technical plans that show sanitary, water and stormwater servicing schemes, grading, utilities location, erosion and sediment controls, shoring and construction details of the proposed development.

Water Supply Analysis Report: Provides detailed design for a water supply distribution system including mitigation measures to ensure adequate water supply flow and pressure for the proposed development.

Construction Management Plan: Technical plan that shows how construction works for a proposed development will be managed. The plan shows surface encroachment (e.g. vehicular lane, sidewalk, signage, utilities, trees and municipal easements), storage/loading areas, dewatering equipment, aerial/crane encroachment, vehicular and material access points, hoarding, traffic management, and possible impacts on properties (noise/vibration mitigation and construction condition surveys).

Traffic Management Plan: Shows how the alterations and disruptions to traffic caused by the construction activities of the proposed development, servicing infrastructure, or road shall be mitigated and managed.

Shoring Encroachment and Hoarding Plan: Technical plan that shows the design and installation of a shoring system consisting of piles and tie-back system, location of the utilities/services and hoarding, and any significant features pertinent to the municipal right-of-way encroachment, to facilitate the construction of underground and aboveground structures that are close to or within the municipal right-of-way. This plan helps ensure construction works do not impede pedestrian and vehicular traffic in any significant manner and do not impact any underground and aboveground utilities or infrastructures.

Public Communication Plan/ Report: Outlines the planned public communication process and actions to inform the travelling public, project stakeholders, emergency response agencies, and directly impacted businesses and local residents about the planned construction activities and changes to traffic operations due to proposed temporary road closure and alterations and disruptions to traffic necessary to safely complete construction of proposed development, municipal services and roads. The Plan/Report may consist of any of the following elements: notices to the impacted residents, businesses and travelling public placed in print media, project road signs including detour routes, changeable message signage, notices to the public placed on Internet web pages, brochures, direct mail outs to impacted businesses and local residents, and public meetings. The Plan is modified throughout the project life cycle to address issues as they arise.

GENERAL

City: The Corporation of the City of Markham

Committee: Committee is a group of individuals appointed by Council, such as the Development Services Committee (DSC), Markham Heritage Committee, Committee of Adjustment or any other sub-committee; with a specific function to review, comment and/or approve the related development applications.

Heritage: Heritage designated building (Part IV designation) or any building located within the boundary of a Heritage Conservation District (Part V designation).

ICI: Institutional, Commercial, Industrial

Townhouse Siting: Review of the design aspects of townhouse blocks and ensures appropriate building placement and elevation treatments for specific townhouse blocks.

Gross Floor Area (GFA) of Building(s): Defined as the total floor area (inside the building envelope, including the external walls, and excluding the roof) above and below grade less area dedicated to underground parking.

Parking Structure: A multi-level parking structure located above or below ground, either within a building envelope or within a stand-alone building dedicated to parking.

Gross Floor Area (GFA) of Parking Structure(s): Defined as the total floor area (inside the building envelope or within a stand-alone building, including the external walls, and excluding the roof) above and below grade dedicated to parking.

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 $\textbf{Doc Ref}: Q: \label{eq:decomposition} \\ \textbf{Pees By-laws} \\ \textbf{2018} \\ \textbf{Fee By law} \\$



BY-LAW 2017-XXX

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

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 2016-148 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 semidetached 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;

"electronic submission" means the filing of a pre-application review or an application for a building permit, certified model or alternative solution, including all required forms, documents and drawings, submitted through an online application procedure approved by the chief building official.

"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;

"pre-application review" means the review of forms, documents and drawings which precedes the acceptance of a permit application to determine if it qualifies for an electronic submission for a permit;

"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 1.4.1.of Division A 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;

"zoning preliminary review" means a review of plans and other documents to determine, prior to building permit or *Planning Act* applications, whether proposed designs comply with applicable zoning by-laws;

"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, *certified model* application and application for an alternative solution must meet the requirements of this section and section 6 and shall:
 - 4.1.1. be made by an *applicant*;
 - 4.1.2. be submitted 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*;
 - 4.1.3. be accompanied by the required fees calculated in accordance with Schedule "A";

- 4.1.4. unless otherwise determined by the *chief building official*, be in the form of an *electronic submission*.
- 4.1.5. unless otherwise determined by the *chief building official*, shall not be accepted until a *pre-application review* has been completed to the satisfaction of the *chief building official*; and
- 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*.
- 4.6. When filing an application, the *owner* and the *applicant* shall provide an electronic address(s) for the purpose of receiving communications from the *chief building official* regarding the construction, demolition or change of use associated with a permit application or issued *permit*. The owner or authorized agent of the owner shall inform the *chief building official* immediately in writing when the electronic address(s) provided change or become not functional.

Applications for Permits to Construct

- 4.7. Every application for a *permit* to *construct* a building shall:
 - 4.7.1. 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;
 - 4.7.2. 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 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*

- 4.8. Every application for a *permit* to *demolish* a building shall:
 - 4.8.1. 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;
 - 4.8.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 and Schedule B of this By-law; and
 - 4.8.3. 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

- 4.9. In addition to the requirements of subsection 4.6, every application for a *partial permit* shall:
 - 4.9.1. require a *permit* application for the entire project; and
 - 4.9.2. 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*.
- 4.10. 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.
 - 4.10.1. 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.
- 4.11. 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*

- 4.12. In addition to the requirements of subsection 4.6, where a *conditional permit* is requested, the *applicant* shall:
 - 4.12.1. complete an application on a form prescribed by the *chief building official*; and
 - 4.12.2. submit documents and drawings prescribed in Schedule B of this By-law.
- 4.13. 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

- 4.14. Every application for a *permit* for a change of use shall;
 - 4.14.1. 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

- 4.15. An *applicant* may file an application for a *certified model*.
- 4.16. Every application for a *certified model* shall;
 - 4.16.1. be made on an application form prescribed by the *chief building official*; and
 - 4.16.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 of this By-law.
- 4.17. 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

4.18. 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*

- 4.19. 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*.
- 4.20. 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 *City* 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 being sought, 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. Upon change of ownership, *permit* applications and *permits* must be transferred to the new *owner* with 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 City'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.

REPEAL AND TRANSITION **15.**

- 15.1. By-law Number 2016-148 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 2016-148 shall remain in force and effect for

the purpose of that application.	
16. EFFECTIVE DATE	
16.1. This by-law shall come into for	rce on the 1st day of January 2018.
READ A FIRST, SECOND, AND THIF XX th DAY OF MONTH, 2017.	RD TIME AND PASSED THIS
KIMBERLEY KITTERINGHAM	FRANK SCARPITTI
CITY CLERK	MAYOR

SCHEDULE "A"

CLASSES OF PERMITS, FEES AND REFUNDS

1. FEES

- 1.1 For applications submitted in person, all fees shall be paid in full at the time of application.
- 1.2 The fee for the *pre-application review* of applications shall be \$100. This fee is non-refundable and a credit for this fee will be applied to the total building *permit* fee.

2. CALCULATION OF PERMIT FEES

- 2.1 *Permit* fees shall be calculated on the basis of:
 - 2.1.1 the flat rate where indicated in Column 5 of Table 1 of this Schedule;
 - 2.1.2 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
 - 2.1.3 where a fee is not listed in Table 1, \$20 for each \$1,000 or part thereof of the construction value prescribed by the chief building official.
- 2.2 Except for classes of *permits* subject to flat rates, fees shall be based on the appropriate measure of the floor area of the project.
- 2.3 Except where otherwise exempt, in addition to the fees calculated according to subsections 2.1 and 2.2 fees shall also be assessed according to the number of plumbing fixtures and the size of supply piping and drainage piping as applicable.
- 2.4 Section B of Table 1 of this Schedule applies where the scope of work does not affect any exterior wall or exterior roof assembly in existing construction.
- 2.5 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 2.8 to 2.10 of this Schedule.
- 2.6 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 \$100/hour spent determining compliance.
- 2.7 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 for each applicable law certification shall apply. Where an application form other than an applicable law checklist is required to be revised to reflect incorrectly declared information, a fee of \$250 applies.
- 2.8 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 \$2,000 for 7 hrs of review time. Each additional hour of review time will be billed at a rate of \$150/hour. Additional fees for outside consultants are due when applicable.
- 2.9 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.
- 2.10 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.
- 2.11 Where incorporated with an application for a class of dwelling described in Rows A6 or A7 of Table 1, no additional fee is required for decks, fireplaces, unfinished basements, attached garages, heating or plumbing systems.
- 2.12 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 the scope of work described in Sections D and G of Table 1 that form part of the work proposed under the application.
- 2.13 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 :
 - 2.13.1 the area contained within a single rectangle encompassing all of the proposed work, or
 - 2.13.2 the actual area of the tenant space;
- 2.14 The occupancy classifications used in this By-law are based on the *Building Code* 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.
- 2.15 For *permits* for change of use, the fee multiplier for the proposed occupancy applies.
- 2.16 Where a change of use *permit* is denied, the fees paid may be credited to a building *permit* which incorporates the construction required to accommodate the change of use.
- 2.17 Except for temporary buildings on construction sites for offices, fees for temporary buildings, including tents and stages, apply to buildings erected for less than 12 weeks.

3. MINIMUM FEE

- 3.1 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;
- 3.2 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.
- 3.3 Except where a flat fee applies, the minimum fee for any permit application for work proposed in Section C of Table 1 shall be \$900.

4. CALCULATION OF REFUNDS

4.1 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]

- 4.2 The proportion of the total *permit* fee payable is earned according to the following schedule:
 - 4.2.1 10% if administrative functions only have been performed;

- 4.2.2 20% if administrative functions and zoning review have been performed;
- 4.2.3 50% if administrative functions, zoning review and all or part of the *Building Code* review have been performed; and
- 4.2.4 60% if all administrative functions and reviews have been completed and the building permit has been issued or is available to be issued.
- 4.3 No refund is available for:
 - 4.3.1 Flat fees prescribed in Column 5 of Table 1;
 - 4.3.2 minimum fees prescribed in subsections 3.1 and 3.2 of this Schedule;
 - 4.3.3 fees in the amount of \$500 or less;
 - 4.3.4 reduced area of work where the scope of work is reduced more than 2 business days after the application is filed;
 - 4.3.5 incorrect work area declaration at the time of application;
 - 4.3.6 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;
 - 4.3.7 applications or permits where construction or demolition has commenced; or
 - 4.3.8 applications cancelled more than 2 years after the *permit* application date.
- 4.4 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.

5. ADMINISTRATIVE FEES

- 5.1 To offset additional investigative and administrative costs, a fee of \$300 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 \$1,000 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.
- 5.2 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 \$1,000 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.
- 5.3 To transfer a *permit* from one *permit holder* to another, an additional fee of \$150 shall be payable.
- 5.4 Except as provided in 4.6, for written requests for information concerning a property's compliance with the *Building Code* and applicable law, the fee shall be \$100.
- 5.5 For written requests for information to support Provincial license applications unrelated to a current *permit* or *permit* application, the fee shall be \$250. Where there is a current *permit* or *permit* application, the fee shall be \$100.
- 5.6 For the reproduction of documents, the fee shall be \$10 plus 110% of the cost of reproduction, plus a fee for *City* staff preparation time at \$100/hour.

- 5.7 Where a requested inspection reveals an infraction which was identified at a previous inspection and not remedied, an additional fee of \$100 shall be payable prior to subsequent inspections being scheduled.
- 5.8 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 shall be payable prior to subsequent inspections being scheduled.
- 5.9 For phased projects, in addition to the *permit* fee for the complete building, an additional fee of \$500 shall be payable for each phase not applied for at the time of the initial *permit* application.
- 5.10 For *conditional permits*, the conditional permit fee shall be the total *permit* fee for the proposed construction plus a non-refundable additional 10% of that fee.
 - 5.10.1 A minimum additional fee of \$2,000 and a maximum additional fee of \$5,000 applies to *conditional permits*.
 - 5.10.2 Where the *conditional permit* expiration date is extended at the request of the applicant, a non-refundable fee equal to the original conditional permit fee shall apply to each extension.
- 5.11 Notwithstanding subsection 2.5 of this Schedule, for changes of house models, an additional fee of \$300 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.
- 5.12 When a *permit* is suspended or is deemed incomplete and an inspection is subsequently requested, an additional fee of \$200 shall be paid for each such inspection.
- 5.13 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*.
- 5.14 For review and approval of spatial separation agreements required by Division B of the *Building Code* a fee of \$500 applies.
- 5.15 Fees for Zoning Preliminary Reviews will be as follows:
 - 5.15.1 \$250 for low rise residential (including singles, semis (per unit), townhouse (per unit), decks, porches, sheds, and driveways);
 - 5.15.2 \$350 for interior alterations (including parking calculation); and
 - 5.15.3 \$350 for multiple residential and non-residential projects.

1	2	TABLE 1 - Calculation of Permit Fees	A I	5
1		ancy Classification and Work Description	4 \$/m²	5 Flat Fee
A1	Section A: CONSTRUCTION of new building Group A Assembly	gs, additions to existing buildings, including Mezzanines or new inter Transportation Terminals	mediate floors \$17,44	
A2	oroug in boomary	Portable classrooms (each) (new or relocated)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$536
A3 A4		Outdoor Pool All Other Assembly Occupancies	\$12.18 \$20.96	
A5	Group B: Institutional		\$22.69	
A6 A7	Group C: Residential	Single Detached Dwelling (SDD) Multiple Unit buildings less than 4 storeys high	\$15.84 \$19.68	
A8 A9		Multiple Unit buildings greater than 3 storeys, less than 7 storeys Multiple Unit buildings greater than 6 storeys high	\$19.68 \$14.62	
A10		Repeat of Previously approved Certified Model	\$12.99	
A11 A12		Hotel / Motel Unfinished Basement / Foundations	\$20.96 \$5.41	
A13 A14		Detached or semi-detached garage/carport Garage incorporating a dwelling unit (GDU)		\$510 \$1,225
A14		Repeat of previously approved GDU		\$920
A16		Accessory utility building (le. Garden shed, Gazebo) less than 20 m ²		\$112
A17 A18		Accessory utility building (ie. Garden shed, Gazebo) 20 m ² or greater Deck / Balcony / Covered Porch (each)		\$510 \$112
A19 A20	Group D: Business and Personal Services	Shell Only (including unfinished basement) Partitioned / Finished / Mezzanine	\$13.52 \$17.44	
A21		Temporary Real Estate Sales Office		\$1,124
A22 A23	Group E: Mercantile	Shell Only (including unfinished basement) Partitioned / Finished / Mezzanine	\$11.36 \$14.88	
A24	Group F: Industrial	Shell Only (including unfinished basement)	\$8.78	
A25 A26		Partitioned / Finished / Mezzanine Gas Station / Canopy, Car Wash	\$12.16 \$11.23	
A27 A28		Repair garage Parking Garage (underground, open air)	\$12.16 \$5.55	
A29		Farm Building	\$4.81	
A30 A31	All Occupancies	Rack Storage Systems regulated by the Building Code Permanent Tent / Air supported structure	\$8.78 \$6.28	
A32		Repair / reclad wall or replace roof structure	\$1.62	
A33 A34		Ceiling (new or replacement) Mechanical Penthouse	\$0.44 \$8.78	75775
A35 A36		Temporary Building (Tent, Stages) Shoring (/m of length)	\$13.52	\$215
A37		Underpinning (/m of length)	\$13.52	
A38 A39	Designated Structures	Communication Tower Crane Runway		\$326 \$483
A40		Exterior Storage Tank	207.45	\$326
A41 A42		Pedestrian Bridge (/m of length) Retaining Wall (/m of length)	\$37.45 \$18.73	
A43	Section B: AI TERATION or repair to	Sign regulated by the Building Code existing construction and CHANGE OF USE(as defined by the Ontari	o Building Code	\$326
B1	Group A: Assembly	Restaurant	\$8.75	
B2 B3	Group B: Institutional	All other assembly occupancies	\$6.05 \$6.05	
B4	Group C: Residential	Accessory Apartment	\$11.45	
B5 B6		All other Residential occupancies Exterior door or door from garage into dwelling	\$6.05	\$360
B7 B8	Group D: Business and Personal Service	Below grade stair	\$6.05	\$360
B9	Group E: Mercantile	Restaurant	\$8.75	
B10 B11	Group F: Industrial	All other mercantile occupancies	\$6.05 \$5.51	
B12 B13	All Occupancies	Electromagnetic Locking Device (\$536 + \$110/additional device) Parking Structure Repair	\$110.00 \$1.62	\$536
B14		Balcony Guard Replacement (/m of length)	\$1.96	
B15		Window Replacement or Enlargement (each)	\$6.75	
B16	Section C: DEMOLITION	Remediation / demolition of premises used for production of illicit drugs		\$7,754
	Group C: Residential	Single / Semi-detached / accessory		\$500
C2	All Other Occupancies Section D: MECHANICAL and FIRE PROTEC	Complete / Partial / Interior Demolition (\$945 minimum fee) CTION WORK (Proposed as stand alone work)	\$0.16	
D1	All Occupancies	Heating, ventilation, air conditioning	\$1.05	
D2 D3		Fire Alarm System (per storey) Replacement Annunciator/Control Panel only (per storey served)	\$353.43 \$353.43	
D4 D5		Sprinkler System In-rack sprinkler System	\$1.05 \$1.05	
D6		Standpipe System (per riser)	\$139.23	
D7 D8		Emergency Power Emergency Lighting (per storey)	\$182.07	\$677
D9 D10		Fireplace / Woodstove Heating plant replacement		\$112 \$179
D10		Special Ventilation Systems (each)		\$179 \$536
E1	Section E: PLUMBING Residential Service Connections	Service Connection (per lot)		\$112
E2	All Occupancies	Each fixture	\$17.50	ΨΤΙΣ
E3 E4		Each Appliance Each Rain Water Hopper	\$17.50 \$17.50	
E5		Conversion from Septic System to sewer	# 110.00	\$215
E6 E7		Backflow preventer / Backwater valve (\$536 +\$110/additional device) Water service (/length in m)	\$110.00 \$17.50	\$536
E8 E9		Building storm drain, building storm sewer (/length in m) Replacement or re-lining of water distribution piping (/length in m)	\$17.50 \$17.50	
E10		Each Manhole	\$47.00	
E11		Each Catchbasin Each Area Drain	\$47.00 \$47.00	
	Section F: ON-SITE SEWAGE SYSTEMS (Pr	oposed separately or in conjunction with other construction)		#4 co
F1		New System Replacement of Leaching Bed		\$1,607 \$861
F2			-	\$536
F2 F3		Replacement of Septic Tank or Minor Repair of Part of a System Evaluation of System (no alterations required)		
F2		Evaluation of System (no alterations required) Review of Clearances Only		\$215 \$215
F2 F3 F4 F5	Section G: GREEN ENERGY SYSTEMS (Pro	Evaluation of System (no alterations required) Review of Clearances Only posed as stand alone work)		\$215
F2 F3 F4 F5 G1 G2	Section G: GREEN ENERGY SYSTEMS (Pro	Evaluation of System (no alterations required) Review of Clearances Only posed as stand alone work) Solar domestic hot water systems (serving individual dwellings) Solar domestic hot water systems (serving all other buildings)		\$215 \$215 \$112 \$588
F2 F3 F4 F5 G1 G2 G3 G4	Section G: GREEN ENERGY SYSTEMS (Pro	Evaluation of System (no alterations required) Review of Clearances Only posed as stand alone work) Solar domestic hot water systems (serving individual dwellings) Solar domestic hot water systems (serving all other buildings) Solar photovoltaic systems (serving individual dwellings) Solar photovoltaic systems (serving all other buildings)		\$215 \$215 \$112 \$588 \$112 \$588
F2 F3 F4 F5 G1 G2 G3	Section G: GREEN ENERGY SYSTEMS (Pro	Evaluation of System (no alterations required) Review of Clearances Only posed as stand alone work) Solar domestic hot water systems (serving individual dwellings) Solar domestic hot water systems (serving all other buildings) Solar photovoltaic systems (serving individual dwellings)		\$215 \$215 \$112 \$588 \$112

Schedule B
Documents & Drawings Required For A Complete Application (Paper or Digital Media)

Row	Class of Permit	Documents and Drawings Required
1 (a)	Permit to Construct	Documents
	 New Buildings Residential Detached Houses Semi-detached Houses Duplex/Triplex/Fourplex Townhouse Blocks 	a. Approval documents required by an applicable law b. TARION 'Declaration of Applicant for Building Permit' c. Heat loss/heat gain/duct calculations (per dwelling unit) d. Energy Efficiency Form * e. Residential Mechanical Ventilation Summary Drawings a. Site Plan b. Municipally Approved Site Grading Plan c. Architectural Drawings (including block floor plans for each floor, block roof plans and block elevations for townhouse blocks) d. Structural Drawings e. Roof truss / Pre-engineered floor system shop drawings (including block plans for townhouse blocks) f. HVAC Drawings g. On-site Sewage System Drawings (including On-site Sewage System Statement of Design)
1 (b)	Permit to Construct	Documents
1 (b)	Additions/Alterations	a. Approval documents required by an applicable law
	Accessory Buildings	b. Heat loss/heat gain/duct calculations
		c. Energy Efficiency Form *
	Residential as in Row 1(a)	d. Residential Mechanical Ventilation Summary
		Drawings a. Site Plan b. Municipally Approved Site Grading Plan c. Architectural Drawings d. Structural Drawings e. HVAC Drawings f. On-site Sewage System Drawings (including On-site Sewage System Statement of Design)
2(a)	Permit to Construct	Documents
	New Buildings	a. Approval documents required by an applicable law
	• Additions	b. Commitment to General Reviews by Architects and Engineers *
	Non-residential buildings	c. Subsurface investigation report
	Residential apartment	d. Heat loss/heat gain/duct calculations e. Plumbing Data Form *
	buildings Mixed use buildings	e. Plumbing Data Form * f. Energy Efficiency Form *
	Other residential buildings not	g. Construction Fire Safety Plan (mid-rise wood building
	described in Row 1(a)	construction)
		Drawings a. Site Plan b. Municipally Approved Site Servicing / Site Grading Plan c. Architectural Drawings d. Structural Drawings e. HVAC Drawings f. Plumbing Drawings g. Electrical Drawings h. Fire Protection System Drawings i. On-site Sewage System Drawings (including On-site Sewage System Statement of Design)

Row	Class of Permit	Documents and Drawings Required
2(b)	Permit to Construct	Documents
. ,	• Alterations	a. Approval documents required by an applicable law
	• Tenant Improvements	b. Commitment to General Reviews by
	_	Architects and Engineers
	Non-residential buildings and	c. Heat loss/heat gain/duct calculations
	other residential buildings not	d. Plumbing Data Form *
	described in Row 1(a)	
		Drawings
		a. Site Plan
		b. Key Plan c. Architectural Drawings
		c. Architectural Drawings d. Structural Drawings
		e. HVAC Drawings
		f. Plumbing Drawings
		g. Electrical Drawings
		h. Fire Protection System Drawings
		i. On-site Sewage System Drawings
		(including On-site Sewage System Statement of Design)
		-
3	Permit to Construct	Documents
	Tents/Air Supported	a. Approval documents required by an applicable law
	Structures	b. Documents from Rows 1(a) to 2(b) or other documents
	Mechanical Only <i>Permits</i>	which are applicable to the scope of work proposed and
	Plumbing Only Permits	required by the <i>chief building official</i> to determine
	Designated Structures	compliance with the <i>Building Code</i> and other applicable
	Farm Buildings	law
	Green energy projects	Drowings
	(solar, wind, geothermal	Drawings a. Drawings from Rows 1(a) to 2(b) which are applicable to
	etc.)	the scope of work proposed and required by the <i>chief</i>
	• Other than Rows 1, 2 and	building official to determine compliance with the Building
	4	Code and other applicable law
4	Permit for Change of Use	Documents
		a. Approval documents required by an applicable law
		b. Commitment to General Reviews by
		Architects and Engineers
		Description
		Drawings a. Site Plan
		b. Key Plan
		c. Architectural Drawings
		d. HVAC Drawings
	1	
5	Permit to Demolish	Documents
5	Permit to Demolish	-
5	Permit to Demolish	Documents
5	Permit to Demolish	Documents a. Approval documents required by an applicable law
5	Permit to Demolish	Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers
5	Permit to Demolish	Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings
5	Permit to Demolish	Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings a. Site Plan including existing building to be demolished,
5	Permit to Demolish	Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings a. Site Plan including existing building to be demolished, construction fencing and gate access locations.
5	Permit to Demolish	Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings a. Site Plan including existing building to be demolished, construction fencing and gate access locations. b. Demolition Plan (where required)
5	Permit to Demolish	Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings a. Site Plan including existing building to be demolished, construction fencing and gate access locations. b. Demolition Plan (where required) c. Temporary shoring design for residential infill projects
5	Permit to Demolish	Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings a. Site Plan including existing building to be demolished, construction fencing and gate access locations. b. Demolition Plan (where required) c. Temporary shoring design for residential infill projects where extent of excavation is within 1.2 m of the property
5	Permit to Demolish	Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings a. Site Plan including existing building to be demolished, construction fencing and gate access locations. b. Demolition Plan (where required) c. Temporary shoring design for residential infill projects where extent of excavation is within 1.2 m of the property line or where otherwise determined by the <i>chief building</i>
5	Permit to Demolish	Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings a. Site Plan including existing building to be demolished, construction fencing and gate access locations. b. Demolition Plan (where required) c. Temporary shoring design for residential infill projects where extent of excavation is within 1.2 m of the property
		Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings a. Site Plan including existing building to be demolished, construction fencing and gate access locations. b. Demolition Plan (where required) c. Temporary shoring design for residential infill projects where extent of excavation is within 1.2 m of the property line or where otherwise determined by the chief building official.
5	Permit to Demolish Conditional Permits	Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings a. Site Plan including existing building to be demolished, construction fencing and gate access locations. b. Demolition Plan (where required) c. Temporary shoring design for residential infill projects where extent of excavation is within 1.2 m of the property line or where otherwise determined by the chief building official. Documents
		Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings a. Site Plan including existing building to be demolished, construction fencing and gate access locations. b. Demolition Plan (where required) c. Temporary shoring design for residential infill projects where extent of excavation is within 1.2 m of the property line or where otherwise determined by the chief building official. Documents a. Applicable Law checklist
		Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings a. Site Plan including existing building to be demolished, construction fencing and gate access locations. b. Demolition Plan (where required) c. Temporary shoring design for residential infill projects where extent of excavation is within 1.2 m of the property line or where otherwise determined by the chief building official. Documents a. Applicable Law checklist b. Approval documents required by an applicable law
		Documents a. Approval documents required by an applicable law b. Commitment to General Reviews by Architects and Engineers Drawings a. Site Plan including existing building to be demolished, construction fencing and gate access locations. b. Demolition Plan (where required) c. Temporary shoring design for residential infill projects where extent of excavation is within 1.2 m of the property line or where otherwise determined by the chief building official. Documents a. Applicable Law checklist

Notes:

- Documents marked with an asterisk (*) are available from the chief building official.

 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 it's submission.