

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 08-782

Being a By-law respecting Construction, Demolition and Change of Use Permits and Inspections. This By-law shall repeal By-law 08-777

WHEREAS Section 7 of the Building Code Act, S.O.1992 authorizes the municipality to establish By-laws respecting Construction, Demolition and Change of Use Permits and Inspections.

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. SHORT TITLE

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

2. DEFINITIONS AND WORD USAGE

2.1 In this By-law

- a) “Act” means the Ontario Building Code Act
- b) “Applicant” means the owner of a building or property who applies for a permit, or any person authorized by the owner to apply for a permit on the owners behalf, or any person or corporation empowered by statute to cause the demolition of a building or buildings and anyone acting under the authority of such person or corporation.
- c) “Building Code” means the regulations made under section 34 of the Act.
- d) “Chief Building Official” means the Chief Building Official appointed by Council under section 3 of the Act.
- e) “Corporation” means the Corporation of the Municipality of Temagami.
- f) “Owner” means the registered owner of the land and includes a lessee, mortgagee in possession, and the person in charge of the property.
- g) “Permit” means permission or authorization given in writing by the Chief Building Official to perform work regulated by the Act and the Building Code, or to occupy a building or part thereof.
- h) “Permit Holder,” means the person to whom the permit has been issued and who assumes the primary responsibility for complying with the Act and the Building Code.

2.2 Terms not defined in this By-law shall have the meaning ascribed to them in the Act or the Building Code.

3. CLASSES OF PERMITS

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

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4. PERMITS

1. To obtain a permit, an applicant shall file an application in writing on forms prescribed by the Act and supplied by the Chief Building Official, along with any other information related to the application as required by the Chief Building Official.
2. Every building permit application shall be completed in full and:
 - a. State the names, addresses and telephone numbers of the owner, applicant, architect, engineer or other designer, sewage system installer, constructor or person hired to carry out the demolition, as the case may be;
 - b. Describe the land on which the work is to be done, by description that will readily identify and locate the site on which the building or demolition is to occur;
 - c. State estimated valuation of the proposed work including material and labour; and
 - d. Identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
 - e. Identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended;
 - f. Be accompanied by plans as described in schedule “B” of this By-law;
 - g. Be accompanied by the required fee as set out in schedule “A” appended to and forming part of this By-law;
 - h. When Section 2.3 of the Building Code applies, be accompanied by a signed acknowledgement of the owner on a form prescribed by the Chief Building Official that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
 - i. When Section 2.3 of the Building Code applies, be accompanied by a signed statement of the architect or professional engineer, or both, on a form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building;
 - j. Include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act; the registration number of the sewage system installer or the registration number of the H.V.A.C. installer, as the case may be;
 - k. Be signed by the applicant who shall certify as to the truth of the contents of the application.
3. In addition to the requirements of subsection (2) above, every demolition permit application shall:
 - a. When Section 2.3 of the Building Code applies, be accompanied by structural design characteristics of the building and method and time schedule of the demolition; and
 - b. Be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services.
4. In addition to the requirements of subsection (2) above, every construction permit application for part of a building shall:
 - a. Include an application for the entire project; and

- b. Include plans and specifications covering the part of the work for which an expeditious approval is desired, together with such information pertaining to the remainder of the work as may be required by the Chief Building Official.
- 5. In addition to the requirements of subsection (2) above, every conditional permit application for the construction of a building shall:
 - a. State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted; and
 - b. State necessary approvals that must be obtained in respect of the proposed building and the time in which such approvals will be obtained.
- 6. In addition to the applicable requirements of subsection (2) above, every change of use permit application shall:
 - a. Describe the building or part thereof in which the occupancy is to be changed; and
 - b. Include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including floor plans, details of wall, floor and roof assemblies identifying required fire resistance rating and load bearing capacities.
- 7. The Chief Building Official shall, where conditions in subsection (4) above have been fulfilled, issue a permit for part of a building subject to compliance with the Act, the Building Code and any applicable law.
- 8. The Chief Building Official shall, where conditions in subsection 8(3) and 8(5) of the Act and subsection (5) above have been fulfilled, issue a conditional permit for a building subject to compliance with the Act, the Building Code and any other applicable law.
- 9. The Chief Building Official shall not, by reason of the issuance of a pennit or permits for a part or parts of the building issued under subsection (4) and (5) be under any obligation to grant any further permit or permits therefore.
- 10. Where an application for a permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant.

5. PLANS AND SPECIFICATIONS

- 1. Every applicant shall furnish,
 - a. Sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed construction, demolition, or change of use conforms to the Act and the Building Code; and
 - b. A site plan referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with the Municipality unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, the Building Code, and any other applicable law.

- c. Site plan will include:
 - i. lot size and dimensions of property;
 - ii. locations of existing and proposed buildings;
 - iii. setbacks from existing and proposed buildings to property boundaries and to each other;
 - iv. existing vegetation and areas to be cleared;
 - v. existing and finished ground levels or grades; and
 - vi. existing rights-of-way, easements and municipal services.
2. Plans submitted shall be legible and be drawn to scale upon paper or other suitable durable material.
3. The Chief Building Official shall determine the number of plans, specifications, documents and other information required to be furnished with an application for permit having regard for the requirements of any Act, regulation or By-law respecting the examination or circulation of the application.
4. On completion of the construction of a building, the Chief Building Official may require a set of constructed plans, including a plan of survey showing the location of the building.
5. Plans and specifications furnished according to the By-law or otherwise required by the Act become the property of the municipality and will be disposed or retained in accordance with relevant legislation.

6. FEES

1. The Chief Building Official shall determine the required fees calculated in accordance with Schedule "A" for the work proposed and the applicant shall pay such fees. No permit shall be issued until the fees therefore have been paid in full.
2. Upon written request, the Chief Building Official shall determine the fees, if any, that may be refunded in accordance with Schedule "A" in the case of:
 - a. Withdrawal of an application,
 - b. Abandonment of an application pursuant to subsection 4(10) above, or
 - c. Request for revocation of a permit pursuant to Clause 8(10)(e) of the Act.
3. Subject to subsection 7(1) of this Bylaw, there shall be no refund of permit fees where a permit has been revoked.

7. PERMIT REVOCATION, DEFERRAL OR REVOCATION OR TRANSFER

1. Revocation of Permit - Prior to revoking a permit under Clauses 8(10)(b) and (c) of the Act, the Chief Building Official shall give written notice of intention to revoke to the permit holder at his last known address and if on the expiration of thirty (30) days from the date of such notice, the grounds for revocation continues to exist, the permit may be revoked without further notice and all submitted plans and other information may be disposed of.
2. Deferral of Revocation
 - a. On receipt of a notice of intention to revoke a permit, a permit holder may request in writing within thirty (30) days from the date thereof the Chief Building Official to defer the revocation of such permit.
 - b. A request for deferral shall set out the reasons why the permit should not be revoked and the date by which the work will be commenced or resumed.
 - c. Having considered the circumstances of the request and having determined that there have been no changes to the Act and the Building Code and any other

applicable law which would have prevented the issuance of the original permit, the Chief Building Official may allow a deferral to a prescribed date, and shall notify the permit holder.

- d. A request for deferral of revocation is subject to a fee in accordance with Schedule "A".
3. Transfer of Permit
 - a. Permits are transferable only upon the new owner completing a permit application to the requirements of Section 4.
 - b. A fee, as prescribed in Schedule "A" shall be payable on a transfer of permit by the new owner who shall thenceforth be the permit holder for the purpose of the Act and the Building Code.

8. NOTIFICATIONS

1. Notices for inspections respecting stages of construction required by the Building Code Shall be given by the permit holder to the Chief Building Official at least two business days in advance of each stage of construction specified therein.
2. A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official.

9. CODE OF CONDUCT

Municipal building officials shall adhere to the code of Conduct set out in schedule "C" of this By-law

10. SEVERABILITY

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

This by-law shall come into force and take effect on the day of the final passing thereof

READ a first and time on this 22nd day of May, 2008.

READ a second time on this 22nd day of May, 2008.

READ a third and final time on this 22nd day of May, 2008.



Mayor



CAO/Clerk

SCHEDULE "A"
This is schedule "A" to By-law # 08-782 respecting:
Building Permit Classes and fees

Building Permits

Construction Value Determination

Class of Building	Cost per square foot
Residential	
Single storey dwellings and additions	\$135.00
Cottage/sleep cabins on piers	\$100.00
Two storey dwellings or more	
First storey	\$140.00
Second and additional stories	\$ 90.00
Accessory buildings	\$0.50 per square foot
Commercial/Industrial	
Office, Showrooms, Restaurants, retail	\$ 110.00
Industrial	\$ 50.00
Accessory buildings	\$0.40 per square foot

1 - New Residential fee formula (New Homes, sleep cabins, additions and major renovations)

\$9.00 per \$1000.00 of construction valued.
Minimum Permit fee: \$300.00

2 - New Commercial/industrial fee formula (include additions and major renovations)

\$8.00 per \$ 1000.00 of construction valued up to \$ 150,000.00
\$4.00 per \$1000.00 of construction value above \$150,000.00
Minimum Permit fee: \$300.00

-A refundable final inspection fee of \$250.00 will be added to all class 1 and 2 permits and refunded if the final inspection is requested within 24 months of the date on the permit (* this fee also applies).

3 - Other Classes of permits and fees

(i)	Installation of Solid Fuel Burning Appliance/Chimney	\$100.00
(ii)	Carport	\$250.00
(iii)	Retaining Wall	\$200.00
(iv)	Factory built Solariums / sunrooms	\$200.00
(v)	Deck/Porch	\$150.00
(vi)	Fence	\$100.00
(vii)	Window Replacement (if changing size or structure)	\$100.00
(viii)	Minor Residential Alterations or Repairs Under \$10,000	\$100.00
(ix)	Demolition Permits	\$100.00
(x)	File Search Fee	\$55.00

(xi)	Change of Use	\$200.00
(xii)	Transfer of Permit	\$50.00
(xiii)	Deferral of Revocation of Permit	\$50.00
(xiv)	Conditional Permit	\$150.00
(xv)	Partial occupancy permit	\$100.00
(xvi)	Revision to Permit	\$75.00

4 - Plumbing Permit Fees shall be as follows: (no permit required if only changing fixtures)

(xvii)	Basic Plumbing Fee to system plus \$4.00 per fixture fixture includes: water closet, bathtubs, shower stalls, washbasins, kitchen sinks, slop sinks, urinals, automatic washers, laundry tubs, drinking fountains, floor drains, roof hoppers and rain water leaders	\$60.00
(xviii)	Repairs to a plumbing system	\$50.00

5 - HVAC Permit Fees shall be as follows:

(xix)	New or Replacement/Alterations	\$100.00
(xx)	Special Ventilation Systems Includes commercial cooking exhausts, dust collectors, spray booth, etc.	\$100.00

6 - Administrative fees

- (xxi) An area based fee where applicable will be added to the above permits as per the attached map.
- (xxii) The area based fee will be calculated at the time the permit is issued using the following formula: # of required Inspections x additional time required x Hourly rate.
- (xxiii) The area based fee for remote properties not covered by the attached map will be determined at the time of the permit application.
- (xxiv) Hourly rate for water based properties \$50.00 (calculated to nearest % hour)
- (xxv) Hourly rate for road based properties \$30.00 (calculated to nearest % hour)
- (xxvi) Additional inspection fees for remote properties will be calculated at the time the permit is issued on an individual basis using the above fees where possible.

7 - Refunds - Withdrawal of Application or Abandoned Application:

90% of the permit fee will be refunded if no review has occurred.
 50% of the permit fee will be refunded if the permit has been issued.
 Permit refunds of less than \$50.00 shall not be issued.
 There will be no refund after 6 months.
 There will be no refund if a permit is revoked under Section 8(10) of BCA.
 Refunds will be paid to the owner named on the permit or to the person named on the receipt for payment.

Surcharge: A 100% surcharge applies to the above fees if permit application is received after work has begun.

SCHEDULE “B”

**This is Schedule “B” to By-law # 08-782 respecting:
List of Plans or Working Drawing to accompany applications for permits**

1. Site Plan (two sets of plans)
2. Floor Plans (two sets)
3. Foundation Plans (two sets)
4. Framing Plans (two sets)
5. Roof Plans (two sets)
6. Sections and Details (two sets)
7. Building Elevations (two sets)
8. Electrical Drawings (two sets)
9. Heating, Ventilation and Air conditioning Drawings (three sets)
10. Plumbing Drawings (two sets)
11. Fire Alarm and Sprinkler Plan (two sets)

Note: The Chief Building Official may specify that not all the above-mentioned plans are required to accompany an application for a permit.

Schedule “C” to By-law 08-782

Code of Conduct for Building Officials

Introduction

The Municipality of Temagami maintains this Code of Conduct in accordance with the provisions of The Building Code Act. Building Officials undertake building certification functions that ensure quality, structural integrity and safety of buildings. Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The conduct and behaviour of the Municipalities Building Officials reflects the Temagami Building Department’s commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence. Building Officials observe both the letter and the spirit of this code of conduct as it pertains to situations that bear on their responsibilities.

Purpose

The purposes of this code of conduct are:

- To promote appropriate standards of behaviour by building officials in the exercise of their powers and performance of their duties.
- To prevent practices that may constitute an abuse of power, and
- To promote appropriate standards of honesty and integrity.

Standards of Conduct and Professionalism

The Municipality of Temagami Building Officials undertake at all times to:

1. Act in the public interest, particularly with regard to the safety of building works or structures;
2. Maintain their knowledge and understanding of the best building practice, the building laws and regulations relevant to their building certifying functions;
3. Commit themselves to a process of continuous education so as to constantly be aware of developments in building design, practice and law relevant to their duties;
4. Comply with the provisions of Building Code Act, the Building Code and any other Act or Law that regulates or governs Building Officials or their functions;
5. Avoid situations where there may be, or where there may reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;
6. Not act beyond their level of competence or outside their area of expertise
7. Apply all relevant building laws, regulations and standards strictly and without favour and independent of influence of interested parties;
8. Perform their inspections and certifying duties impartially and in accordance with the highest professional standards;
9. Not divulge any confidential or sensitive information or material, that they became privy to in the performance of their duties, except in accordance with the laws governing freedom of information and protection of privacy;
10. To avoid any conduct that could bring Building Officials or the Municipality of Temagami into disrepute;
11. Extend professional courtesy to all;
12. Accept responsibility for the conduct of their subordinate employees;
13. Maintain current accreditation to perform functions assigned to them;
14. Take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties;
15. Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official.

Guideline for responding to misconduct allegations

The Building Code Act provides that the performance of Building Officials will be measured against this code of conduct. In response to any allegation of a breach of this code, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this code of conduct. Where the allegation is against the Chief Building Official, Council will direct the investigation and make such recommendations as are reasonable.

In determining the appropriate discipline, the Chief Building Official or Council will have regard to the relevance of the conduct to the official’s powers and responsibilities as well as severity of any misconduct.

Disciplinary Action arising from the violations of this code of conduct is the responsibility of Temagami’s administration and is subject to relevant employee agreements, employment law and standards.