

**THE CORPORATION OF THE MUNICIPALITY OF
TEMAGAMI BY-LAW NO. 21-1544**

Being a By-law respecting Construction, Demolition and Change of Use Permits
and Inspections. This By-law shall repeal By-law 08-782

WHEREAS Section 7 of the Building Code Act, 1992, S. O. 1992 c.23 as amended, empowers Council to pass certain by -laws respecting construction, demolition, change of use, conditional permits, sewage systems 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 owner’s 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 Definition of words and phrases used in this By-Law that are not included in the list of definitions and are not defined in the Ontario Building Code or Act shall have the meanings that are commonly assigned to them in the context in which they are used, taking into account the specialized use of terms by the various trades and professions to which the terminology applies.

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.

4. PERMITS

1. To obtain a permit, an applicant shall file an application in writing on forms approved by the Minister, 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, 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;
 - 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 1.2 Div. C 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 1.2 Div. C of the Building Code applies, be accompanied by a signed Commitment Certificate from the architect or professional engineer, or both, on the prescribed form, 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.
 - k. Be signed by the applicant who shall certify as to the truth of the contents of the application.
 - l. The applicant shall complete an Acknowledgment of Notice of Mandatory Inspections. See Schedule “E”
 - m. Where the applicant is not the owner, the applicant shall provide a Letter of Authorization signed by the owner authorizing the applicant to act as an Agent to apply for the Building permit.
 - n. The Chief Building Official may at any time where a building permit remains open, re-evaluate building costs that were submitted by the applicant for calculation of building fees in the building permit application and may subsequently re-assess said fees, recalculate Building permit fees and should the reassessment be greater than the initial submitted costs, the Chief Building Official may make an Order to collect differences in building permit fees.
3. In addition to the requirements of subsection (2) above, every demolition permit application shall:
 - a. When Section 1.2 Div. C 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 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.
- 5. 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.
- 6. 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. Plans provided by persons other than the owner shall be by a Professional Engineer, Architect or Registered Designer and be listed on the Schedule 1 Designer Information form with the required information.

6. FEES

1. The Chief Building Official shall determine the required fees calculated in accordance with the fees as prescribed in the User Fee By-law #20-1512, as amended, Schedule “K” 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

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”.

8. NOTIFICATIONS

1. The permit holder shall notify the Chief Building Official at least 2 business days prior to each stage of construction as listed in the Building Permit. In addition, the permit holder shall provide the notice of completion as prescribed by Section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and Subsection 1.3.3., Division C of the Building Code are complied with.
2. A notice pursuant to this Part of this By-law is not effective until notice is actually received by the Chief Building Official.
3. Upon receipt of proper notice, the inspector shall undertake a site inspection of the building to which the notices relate in accordance with the time periods stated in Article 1.3.5.3., Division C of the Building Code and Section 11 of the Act.
4. Due to seasonal freeze-up and ice-out conditions on water based properties, if a permit holder requires an inspection and conditions are not supportive for safe travel for the CBO or other Building Officials, the permit holder shall provide photos of all work related to the notice of completion, to the satisfaction of the Building Official. The permit holder shall ensure that the Building Official has granted approval before commencing with the next stage of construction or covering the work.

9. ENFORCEMENT

1. No person shall:
 - a) Construct a building without a permit contrary to subsection 8(1) of the Act;
 - b) Cause construction of building without a permit contrary to subsection 8(1) of the Act;
 - c) Demolish a building without a permit contrary to subsection 8(1) of the Act;
 - d) Cause demolition of a building without a permit contrary to subsection 8(1) of the Act;
 - e) Make a material change without authorization contrary to subsection 8(12) of the Act;
 - f) Construct a building not in accordance with plans contrary to subsection 8(13) of the Act;
 - g) Change the use of a building without a permit contrary to subsection 10(1) of the Act;
 - h) Occupy a building newly erected without notice or inspection contrary to section 11 (1) of the Act;
 - i) Obstruct or remove a posted order without authorization contrary to section 20 of the Act;
 - j) Furnish false information on an application for a permit contrary to clause 36(1)(a) of the Act;
 - k) Commence demolition before a building has been vacated contrary to Div. C sentence 1.3. 1. 1.(4) of the Building Code;
 - l) Fail to post a permit on the construction site contrary to Div. C article 1.3.2. 1 of the Building Code;
 - m) Fail to post a permit on the demolition site contrary to Div. C article 1. 3. 2. 1 of

- the Building Code;
- n) Occupy an unfinished building without a permit contrary to Div. C sentence 1.3. 3. 1.(1) of the Building Code;
- o) Fail to provide notification of construction phase contrary to Div. C sentence 1.3. 5. 1 (2) of the Building Code;
- p) No person shall hinder or obstruct or attempt to hinder or obstruct, a chief building official or an inspector contrary to section 19(1) of the Building Code Act.

2. No Person Shall Fail to Comply With:

- a) An order to comply made by an inspector under subsection 12(2) of the Act;
- b) An order not to cover made by an inspector under subsection 13(1) of the Act;
- c) An order to uncover made by the Chief Building Official under section 13(6) of the Act;
- d) A stop work order made by the Chief Building Official under subsection 14(4) of the Act;
- e) An order to remedy an unsafe building made by an inspector under subsection 15. 9(4) of the Act;
- f) An order prohibiting use or occupancy of an unsafe building made by the Chief Building Official under subsection 15. 9(6) of the Act; and
- g) An Emergency order to repair a dangerous building made by the Chief Building Official under subsection 15.10(1) of the Act

10. PENALTIES

1. Every person who contravenes any provision of this by-law or the Act or is party to such contravention is guilty of an offence and conviction is liable to a fine, in accordance with section 36 of the Act with respect to offences arising from section 8.01 and 8. 02 of this by-law; or otherwise as provided for in the Provincial Offences Act R. S. O. 1990, c. P. 33.
2. Every person who hinders or obstructs a person lawfully carrying out the enforcement of this by-law is guilty of an offence;
3. Every person who is guilty of an offence under this by-law shall, if permitted under the Provincial Offences Act, R. S.O. c 1990, c. P33 as amended, pay a set fine, and the Chief Judge of the Ontario Court of Justice shall be requested to establish set fines as set out in Schedule “D” of this By-law;
4. No part of the provisions of the Provincial Offences Act, R. S.O. 1990, shall come into force and take effect until the set fines are approved and filed by the Chief Judge of the Ontario Court of Justice, pursuant to Provincial Offences Act Part 1.

11. CODE OF CONDUCT

Municipal Building Officials shall adhere to the Code of Conduct set out in schedule “C” of this By-law

12. VALIDITY

If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-law to be invalid, or to be of no force and effect, it is the intention of the Council in enacting this by-law, that each and every other provision of this By-law authorized by law, be applied and enforced in accordance with its terms to the extent possible according to law.

13. REPEAL

- 1) That By-law No. 08-782, as amended, is hereby repealed.
- 2) That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

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 4th day of March, 2021.

READ a second time on this 4th day of March, 2021.

READ a third and final time on this 4th day of March, 2021.



Mayor



CAO/Clerk

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

Schedule "A" to By-law # 21-1544, as amended, respecting: Building Permit Classes

Building Permits Required

1. Residential fee formula (New Homes, sleep cabins, additions, carports, garages, boat houses, accessory buildings greater than 220 square feet in size and major renovations with a value of \$ 10,000 or higher)
 2. Commercial/industrial fee formula (include additions and major renovations)
 3. Other classes of Building Permits;
 - a) Installation of Solid Fuel Burning Appliance/Chimney
 - b) Retaining Wall
 - c) Factory built Solariums / sunrooms
 - d) Deck/Porch and accessory building up to 220 sq. ft in size.
 - e) Fence
 - f) Window Replacement (if changing size or structure)
 - g) Minor Residential Alterations or Repairs Under \$ 10,000
 - h) Demolition Permits
 - i) File Search Fee
 - j) Change of Use
 - k) Deferral of Revocation of Permit
 - l) Conditional Permit
 - m) Partial occupancy permit
 - n) Revision to Permit
 - o) Plumbing Permits : (no permit required if only changing fixtures)
 - p) Basic Plumbing 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
 - q) HVAC- New or Replacement/Alterations, Special Ventilation Systems, commercial cooking exhausts, dust collectors, spray booth, etc...
 4. Administrative fees;
 - a) An area based fees where applicable will be added to the above permits as per the attached map.
 - b) 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.
 - c) Hourly rate for water based properties.
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- d) Hourly rate for road based properties.
 - e) There will be an annual renewal fee for all permits.
5. Refunds or Withdrawal of Application or Abandoned Application
- a) 90% of the permit fee will be refunded if no review has occurred.
 - b) Permit refunds of less than \$50.00 shall not be issued.
 - c) There will be no refund if a permit is revoked under Section 8(10) of BCA.
 - d) Refunds will be paid to the owner named on the permit or to the person named on the receipt for payment.
6. Double Building Permit Fees will apply to all applications received after the work has started.

The required fees are calculated in accordance with the fees as prescribed in the User Fee By-law #20-1512, as amended, Schedule "K" 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.

**Schedule “B” to By-law # 21-1544, as amended, respecting:
Building Permit Application Checklist for Approval process
(where applicable)**

1. Completed and signed application to construct or demolish
2. Signed Acknowledgment of Notice of Mandatory Inspections
3. Proof of ownership of property
4. Letter of Authorization (If other than owner is undertaking)
5. PEO/Architect Commitment Certificate (where applicable)
6. Site Plan with dimensions to all lot lines, easements, location of proposed building, location to wells, septic tank and field beds, shoreline, (two sets of plans)
7. 2 sets of scaled Building Plans showing, footing/foundation plan, floor plans, 4 elevations, cross section details, specifications.
8. Engineered Truss layout plan/ Engineered floor layout plan (two sets)
9. Heating, Ventilation and Air conditioning Drawings (2 sets)
10. HVAC Heat loss/gain calculations
11. Energy Efficiency Design Summary (E.E.D.S)
12. Schedule 1 Designer Information
13. Schedule IB Sewage Installer Information
14. Health Unit Septic system permit (from Timiskaming Health Unit)
15. Plumbing Drawings (two sets)
16. Fire Alarm and Sprinkler Plan (two sets)
17. Incomplete application waiver (2 day deadline)
18. Applicable Law
19. Fees to be paid

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 21-1544, as amended,
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;
- io. 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.

**Schedule “D” to By-law # 21-1544, as amended, respecting:
Short Form Wordings and Set Fines**

By Law No.	Short Form Wording	Provision Creating / Defining Offence	Set Fine
1	Property owner - Construct building without permit	s- 8(1)	250
2	Property owner - Cause construction of building without a permit	s- 8(1)	250
3	Property owner - Demolish building without permit	s. 8(1)	150
4	Property owner - Cause demolition of building without permit	s.8(l)	150
5	Property owner - Make material change to plans without authorization	s. 8(12)	150
6	Property owner - Construct building not in accordance with plans	s. 8(13)	150
7	Property owner - Change the use of building without permit	sIO(l)	250
8	Property owner - Occupy newly erected building without notices or inspections.	sll(1)	250
9	Property owner - Obstruct or remove posted order without authorization	s. 20	250
10	Property owner - Furnish false information on permit application	s. 36(1)(a)	300
11	Property owner - Commence demolition before building vacated	Div. C sentence 1. 3.1.l.(4) of the Building Code	300
12	Property owner - Fail to post permit on construction site	Div. C article 1. 3. 2.1. of the Building Code	150
13	Property owner - Fail to post permit on demolition site	Div. C article 1. 3. 2.1. of the Building Code	150
14	Property owner - Occupy unfinished building without permit	Div. C sentence 1. 3. 3. l.(1) of the Building Code	300
15	Property owner - Fail to provide notification of construction phase	Div. C sentence 1. 3. 5.1 2) of the Building Code	150
16	Property owner- Fail to comply with order to comply	s. 12(2)	400
17	Property owner - Fail to comply with order not to cover	s. 13(1)	400
18	Property owner- Fail to comply with order to uncover	s. 13(6)	400
19	Property owner - Fail to comply with stop work order	s. 14(4)	400
20	Property owner - Fail to comply with order to remedy unsafe building	s. 15. 9(4)	400
21	Property owner - Fail to comply with an order prohibiting use or occupancy of unsafe building	s. 15.9(6)	400
22	Property owner - Fail to comply with emergency order to repair dangerous building	s. 15.10(1)	400
23	Property owner - Hinder or obstruct person lawfully carrying out enforcement duties	s. 19(1)	400

24	Builder - Construct building without permit	s. 8(1)	500
25	Builder - Cause construction of building without permit	s. 8(1)	500
26	Builder - Demolish building without permit	s. 8(1)	300
27	Builder - Cause demolition of building without permit	s.8(1)	300
28	Builder - Make material change to plans without authorization	s. 8(12)	300
29	Builder - Construct building not in accordance with plans	s. 8(13)	300
30	Builder - Change the use of building without permit	s.10(l)	500
31	Builder - Occupy newly erected building without notice or inspection	s.11(l)	500
32	Builder - Obstruct or remove posted order without authorization	s.20	500
33	Builder - Furnish false information on permit application	s.36(l)(a)	500
34	Builder - Commence demolition before building vacated	Div. C sentence 1. 3.1.1.(4) of the Building Code	600
35	Builder - Fail to post permit on construction site	Div. C article 1. 3. 2. 1of the Building Code	300
36	Builder - Fail to post permit on demolition site	Div. C article 1. 3. 2. 1of the Building Code	300
37	Builder - Occupy unfinished building without permit	Div. C sentence 1. 3. 3. 1.(1) of the Building Code	500
38	Builder - Fail to provide notification of construction phase	Div. C sentence 1. 3. 5. 1.(2) of the Building Code	400
39	Builder - Fail to comply with order to comply	s.12(2)	600
40	Builder - Fail to comply with order not to cover	s.13(1)	600
41	Builder - Fail to comply with order to uncover	S.13(6)	600
42	Builder - Fail to comply with stop work order	S.14(4)	600
43	Builder - Fail to comply with order to remedy unsafe building	s.15.9(4)	600
44	Builder - Fail to comply with an order prohibiting use or occupancy of unsafe building	S.15.9(6)	600
45	Builder - Fail to comply with order to repair a dangerous building	s.15.10(1)	600
46	Builder - Hinder or obstruct person lawfully carrying out enforcement duties	S.19(l)	600

Note: "the penalty provisions for the offences listed above are section 36 of the Building Code Act, S. O. 1992, Ch.23, and s.61 of the Provincial Offences Act, R, S. O, c. P. 33".

Building Permit # Date

1. Readiness to construct **footings**,
2. Substantial completion of **footings** and **foundations** prior to commencement of backfilling,
3. Substantial completion of **framing** and **ductwork** and piping for **heating** and **air conditioning**, systems, if within the scope of part 9,
4. Substantial completion of **structural framing** and rough-in of **heating, ventilation, air-conditioning, air contamination extraction** equipment, if the building is not part 9,
5. Substantial completion of **insulation** and **vapour barriers**,
6. Substantial completion of **air barrier systems**,
7. Substantial completion of all required **fire separations** and **closures** and all **fire protection** systems including **standpipe, sprinkler, fire alarm**, and **emergency lighting** systems,
8. Substantial completion of **fire access routes**,
9. Readiness for inspection and testing of,
 - a) Building sewers and building drains,
 - b) Water service pipes,
 - c) Fire service mains,
 - d) Drainage systems and venting systems,
 - e) The water distribution systems, and
 - f) Plumbing fixtures and plumbing appliances,
10. Completion of construction and installation of components required to permit the issue of an **Occupancy Permit**
11. Additional notices may be required as per By-Laws, resolutions or regulations imposed by the principal authorities having jurisdiction.

Signature: _____

