

THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW NUMBER 2021-XXX

Being a By-law to provide for the administration and Enforcement of the Ontario Building Code Act Within the Township of Cramahe

WHEREAS, pursuant to the provision of Subsection 3(1) of the Building Code Act, 1992, S.O. 1992, Chapter 23 (as amended), The Council of the Township of Cramahe is responsible for the enforcement of the Act within the Township of Cramahe; and

WHEREAS, pursuant to the provisions of subsection 3(2) of the Act, the Council shall appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of the Act within the Township of Cramahe; and

WHEREAS the provisions of Section 7 of the Act authorize the Council to pass by-laws as follows:

- (a) prescribing classes of permits under the Act, including permits in respect of any stage of construction or demolition;
- (b) providing for applications for permits and requiring the applications to be accompanied by such plans, specifications, documents and other information as is prescribed;
- (c) requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;
- (d) providing for refunds of fees under such circumstances as are prescribed;
- (e) prescribing the time within which notices required by the regulations must be given to the Chief Building Official or an Inspector, other than the notices required by subsection 10.2(1) of the Act;
- (f) prescribing forms respecting permits and applications for permits and providing for their use;
- (g) enabling the Chief Building Official to require that a set of plans (Schedule E- Description of building plan requirements) of a building or any class of buildings as constructed be filed with the Chief Building Official on completion of the construction under such conditions as may be prescribed in the building code; and
- (h) providing for transfer of permits when land changes ownership;
- (i) requiring the person to whom a permit is issued to erect and maintain fences to enclose the site of the construction or demolition within such areas of the municipality as may be prescribed; and
- (j) prescribing the height and description of the fences required under subsection 7(i) of the Act.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF CRAMAHE ENACTS AS FOLLOWS:**

1.0 DEFINITIONS:

- 1.0 In this By-law:
- (a) “*Act*” means the Building Code Act, 1992, S.O., chapter 23, as amended from time to time, and any successor thereto;
 - (b) “*as constructed plans*” means as constructed plans as defined in the Building Code;
 - (c) “*applicant*” means a person who applied for a permit and includes any person authorized by an owner to apply for a permit on the owner’s behalf;
 - (d) “*architect*” means a holder of a licence, a certificate of practice, or a temporary licence under the Architect’s Act as defined in the Building Code;
 - (e) “*building*” means a building as defined in Section 1(1) of the Act;
 - (f) “*building code*” means the regulations made under section 34 of the Act;
 - (g) “*Chief Building Official*” means the person appointed by the Council for the purpose of the enforcement of the Act;
 - (h) “*Council*” means the Council of the Corporation of the Township of Cramahe;
 - (i) “*demolish*” means to do anything in the removal of a building, part of a building or any material part thereof as defined in Section 1(1) of the Act;
 - (j) “*forms*” means the applicable Provincial or municipal prescribed forms as set out in Schedule “C” to this By-law;
 - (k) “*holiday*” means New Year’s Day, Good Friday, Easter Monday, Christmas Day, the birthday of the day fixed by proclamation of the Governor General for the celebration of the reigning Sovereign, Victoria Day, Dominion Day, Labour Day, Family Day and any day appointed by proclamation of the Governor General or the Lieutenant Governor as a public holiday or for a general fast or thanksgiving and where any holiday falls on a Saturday or a Sunday, the Monday following is in lieu thereof a holiday (or as determined by Council).
 - (l) “*inspector*” means an inspector appointed under Section 3 of the Act;
 - (m) “*owner*” means the registered owner of the land upon which is located or will be located the building or part thereof for which an application for a permit is or has been made.
 - (n) “*permit*” means permission or authorization given in writing by the Chief Building Official,
 - (i) to perform work regulated by the Act or the building code or both, or
 - (ii) to change the use of a building or part of a building as regulated by the Act or the building code or both, or
 - (iii) to occupy a building or a part thereof; and

- (o) “*permit holder*” means an owner to whom a permit has been issued.
- (p) “*plumbing*” means plumbing as defined in Section 1(1) of the Act.
- (q) “*professional engineer*” means a person who holds a licence or a temporary licence under the Professional Engineer’s Act.
- (r) “*registered code agency*” means a person or entity that has the qualifications and meets the requirements described in subsection 15.11(4) of the Act.
- (s) “*regulations*” means regulations made under the Act.
- (t) “*sewage systems*” means a sewage system as defined in Section 1(1) of the Act.
- (u) “*work*” means construction or demolition of a building or part thereof.

2.0 APPOINTMENTS

- 2.1 Each person whose name is set out in *Schedule “A”* herein is hereby appointed to the position set out beside the person’s name in Column 1 thereof.

3.0 CODE OF CONDUCT

- 3.1 Each person listed in Schedule “A” herein shall be governed by the Code of Conduct set out in *Schedule “D”* herein, with respect to exercising powers and performing duties under the Building Code Act.

4.0 CLASSES OF PERMITS

- 4.1 “Classes of permits” with respect to the construction, demolition, change of use and occupancy of buildings and permit fees shall be as set out in *Schedule “B”* to this By-law.

5.0 FILING PERMIT APPLICATIONS

- 5.1 To obtain a permit, an applicant shall file an application in writing on the forms available from the Chief Building Official, or from the Province of Ontario.

Building Permits

- 5.2 Every application for a building permit shall:
 - (a) be accompanied by the completed forms prescribed in *Schedule “C”* to this by-law;
 - (b) 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 application for a permit is made;
 - (c) describe the land on which the work is to be done by both legal description and municipal address;
 - (d) be accompanied by the plans, specifications, documents, and other information prescribed in section 7 and Schedule D herein;

- (e) building permit fees will be calculated by the Chief Building Official and fees will be payable at time of permit issuance. Permit will not be released until all fees have been paid for.
- (f) state the name, address, telephone number, email address and facsimile number of each owner, applicant, architect, engineer or "other" designer and the constructor or person hired to carry out the work.
- (g) include, where the applicant is a building as defined in the Ontario New Home Warranties Plan Act, R.S.O. 1990, chapter o.31, as amended from time to time, or any successor thereto, the applicant's registration number there under, and
- (h) be signed by the applicant who shall certify as to the truth of the contents of the application.

Demolition Permits

5.3 Every application for a demolition permit shall,

- (a) be accompanied by the completed forms prescribed in Schedule "C" to this By-law;
- (b) 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 is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
- (c) describe the land on which the work is to be done by both legal description and municipal address;
- (d) be accompanied by the plans, specifications, documents and other information prescribed in section 7 herein;
- (e) be accompanied by the appropriate fee calculated in accordance with Schedule "B" herein;
- (f) state the name, address, telephone number and facsimile number of each owner, applicant and engineer, and the person hired to carry out the work;
- (g) be accompanied by evidence satisfactory to the Chief Building Official that arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and
- (h) be signed by the applicant who shall certify as to the truth of the contents of the application.

Partial Building Permits

5.4 Where the issuance of a partial building permit respecting the partial construction of a building or part of a building is sought, an application for a building permit respecting the complete construction of the building or part of a building shall be submitted, which application shall be complete in all respects, except that the plans, specifications, documents and other information required under clause 5(2)(c) herein may be limited to;

- (a) be accompanied by the completed forms prescribed in Schedule "C" to this By-law;

- (b) plans, specifications, documents and other information relating to the building or part of a building for which the partial building permit is sought; and
- (c) such plans, specifications, documents and other information relating to the remainder of the building as may be required by the Chief Building Official.

Conditional Building Permits

5.5 Where the issuance of a conditional building permit respecting the partial construction of a building or part of a building is sought, an application for a building permit respecting the complete construction of the building or part of a building shall be submitted, which application shall be complete in all respects, except that the plans, specifications, documents and other information required under clause 5(2)(c) and section 7 herein, shall be supplemented by,

- (a) a written statement from the applicant explaining why the applicant believes that unreasonable delays in construction would occur if a conditional building permit were not issued,
- (b) a written acknowledgement from the applicant of the necessary approvals which must be obtained in respect of the proposed construction and the time-period in which such approvals shall be obtained by the applicant; and
- (c) a written agreement, in a form provided by the Chief Building Official, executed by the applicant, the owner and such other necessary persons the Chief Building Official determines for the purposes set out in clause 8(3)(c) of the Act.

5.6 Where a conditional building permit is sought, the applicant has complied with subsection 5(5) herein, the chief building official is satisfied that the compliance required under clause 8(3)(a) of the Act has been achieved, and the chief building official is of the opinion that unreasonable delays in construction would result if a conditional building permit were not issued, the chief building official is hereby authorized to execute on behalf of the Township of Cramahe the written agreement referred to in clause 5(5)(c) herein as part of the conditional building permit application.

5.7 Where deemed necessary by the Chief Building Official, the agreement referred to in clause 5(5)(c) herein may be registered on title to lands upon which is located or will be located the building or part thereof for which the application for permit has been made, and the Chief Building Official may require financial securities be provided to the Township of Cramahe.

Change of Use Permits

5.8 Every application for a change of use permit shall:

- (a) be accompanied by the completed forms prescribed in Schedule "C" to this By-law,
- (b) identify and describe in detail the existing and proposed use and occupancy of the building or part thereof for which the application for a permit is made,

- (c) describe the land on which the change of use is to occur by both legal description and municipal address,
- (d) be accompanied by 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 building code, including, but not necessarily limited to, floor plans and details of wall, ceiling and roof assemblies identifying existing fire resistance ratings and load bearing capacities. (See-Schedule "E"),
- (e) be accompanied by the appropriate fee calculated in accordance with Schedule "B" herein,
- (f) state the name, address, telephone number and facsimile number of each owner and applicant; and
- (g) be signed by the applicant who shall certify as to the truth of the contents of the application.

Authority to Occupy- Permits

- 5.9 Every application for an authority to occupy permit shall complete the prescribed forms as set out in *Schedule "C"*:
- (a) identify and describe in detail the occupancy, the date of such occupancy, and the building or part thereof for which the application for a permit is made;
 - (b) describe the land on which the building is located by both legal description and municipal address;
 - (c) be accompanied by plans which show the areas of the proposed occupancy;
 - (d) be accompanied by the appropriate fee calculated in accordance with Schedule "B" herein:
 - (e) state the name, address, telephone number and facsimile number of each owner and applicant; and
 - (f) be signed by the applicant who shall certify as to the truth of the contents of the application.

6.0 Fences at Construction and Demolition Sites

- 6.1 Where, 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 owner to erect such fences, as the Chief Building Official deems appropriate to the circumstances.
- 6.2 In considering the hazard presented by the construction or demolition site, the necessity for fences and the height and characteristics of such fences, the Chief Building Official shall have regard for:
- (a) the proximity of the building site to other building,
 - (b) the proximity of the construction or demolition site to lands accessible to the public,
 - (c) the hazards presented by the construction or demolition activities and materials,
 - (d) the feasibility and effectiveness of site fences; and

(e) the duration of the hazard.

6.3 Every fence required by this section shall:

- (a) be erected so as to fully enclose all areas of the site which present a hazard,
- (b) create a continuous barrier and be sufficient to deter unauthorized entry,
- (c) have a height not less than 1.2 metres above grade and any point, unless the chief building official determines that a greater minimum height is necessary,
- (d) if constructed of plastic mesh, snow fencing or other similar materials, be securely fastened at 200mm o.c. to vertical posts not more than 1.2 metres apart, and to horizontal members or a minimum 11-gauge cable at the top and bottom, and
- (e) be maintained in a vertical plane and in good repair.

7.0 Plans and Specifications

7.1 Every applicant shall submit sufficient plans, specifications, documents, and other information to enable the Chief Building Official to determine whether the proposed building, construction, demolition, or change of use will contravene the Act, the building code or any other applicable law. (See Schedule "E"),

7.2 The Chief Building Official shall determine the number of copies of plans, specifications, documents and other information required to be submitted with an application,

7.3 Plans, specifications, documents, and other information shall be submitted in a permanent medium upon paper or other suitable and durable material and shall contain text that is legible and drawings that are legible and to scale. Plans shall be submitted in hard copy and digital format with each application,

7.4 Site Plans submitted by an applicant shall:

- (a) Submitted through the planning review intake application and process,
- (b) Be approved and certified by the Building Department of the Township of Cramahe as being in conformity with by-laws passed under Section 34 and 41 of the Planning Act and with the Township's site grading and storm drainage standards applicable to the lot, and
- (c) be referenced to a current plan of survey prepared as certified by an Ontario Land Surveyor, and a copy of the survey shall accompany the site plan submission, except where the Chief Building Official waives the requirement to do so.

8.0 As- constructed plans

8.1 On the completion of the construction of a building or part of a building, the Chief Building Official may require a set of plans of the building or part of a building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building, to be deposited with the Township of Cramahe

9.0 Incomplete or Abandoned Permit Applications

- 9.1 An application shall be deemed to be incomplete where any of the applicable requirements of section 5 herein have not been complied with; or
- (a) the Chief Building Official determines that the proposed building, construction, demolition or change of use will not comply with the Act or the building code or will contravene any other applicable law.
- 9.2 An application for a permit shall be deemed to have been abandoned by the applicant where,
- (a) the application is incomplete and remains incomplete six months after it was submitted; or
 - (b) the application is complete, a permit is available to be issued, and six months have elapsed from the date upon which the Township mailed or emailed notification thereof to the applicant at the applicant's address shown on the application.

10.0 Permit Issuance

- 10.1 Where the applicable requirements of section 5 herein have been complied with, and the Chief Building Official determines that the proposed building, construction, demolition or change of use **will not contravene the Act, the building code or any other applicable law**, the Chief Building Official shall issue a permit.
- 10.2 Where the issuance of a partial building permit respecting the partial construction of a building or part of a building is sought, and the requirements of subsection 5(4) herein have been complied with and the Chief Building Official determines that the proposed building or construction **will not contravene the Act, the building code or any other applicable law**, the Chief Building Official may issue a partial building permit, but the Chief Building Official shall not, by the reason of the issuance of such a permit, be under any obligation to issue any further permit or permits relating to other parts of the building or to the entire building.
- 10.3 Where the issuance of a conditional building permit respecting the partial construction of a building or part of a building is sought, and the requirements of subsection 5(5) herein have been complied with, an agreement under subsections 5(6) and, where applicable 5(7) herein has been executed, and the Chief Building Official determines that the proposed building or construction **will not contravene the Act, the building code or any other applicable law**, the Chief Building Official may issue a conditional building permit, but the chief building official shall not be under any obligation, by reasons of the issuance of such a permit, to issue any further permit or permits relating to other parts of the building or to the entire building.

Issuance of a conditional building permit will be looked at on a case by case basis and will be at the discretion of the Chief Building Official if a conditional building permit will be issued.

If a conditional permit is approved by the Chief Building Official, the applicant will enter into an agreement with the Corporation with the approval of Council. Security deposits will be determined as part of the agreement based on the value of the project.

11.0 Permit Revision

- 11.1 Should a permit holder wish to make any material change to any plan, specification, document, or other information on the basis of which the permit was issued, the permit holder shall file an application for a revision to the permit, and the provisions of section 5 and 7 herein shall apply to such application.

12.0 Permit Transfer

- 12.1 A permit may be transferred by a permit holder to another person being the current registered owner of the lands only upon the proposed transferee submitting an application therefore to the Township in writing in accordance with the requirements of section 5 herein and upon providing proof of ownership of the lands satisfactory to the chief building official.
- 12.2 Every application for the transfer of permit shall:
- (a) confirm that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified and described on the application of the permit,
 - (b) state the name, address, telephone number and facsimile number of the proposed architect, engineer or other designer, and constructor or person hired to carry out the work, where they are different from those identified in the application for the permit,
 - (c) include a written statement from the architect, engineer, or both, that he or she has been retained to provide a general review of the construction or demolition where required under the building code,
 - (d) include, where the proposed transferee is a builder as defined in the Ontario new Home Warranties Plan Act, or any successor thereto, the proposed transferee's registration number there under; and
 - (e) be signed by the permit holder and by the proposed transferee each of whom shall certify as to the truth of the contents of the application.
- 12.3 The provisions of section 9 herein shall apply to an application for the transfer of a permit, as if the application for the transfer of a permit were an application for a permit.
- 12.4 Upon the issuance of transfer of a permit to the transferee, the transferee shall be deemed to be the permit holder and the original permit holder shall have no further rights or obligations under the permit save and except for any obligations set out in any agreements entered into for the purposes of clause 8(3)(c) of the Act.

13.0 Permit Revocation

- 13.1 Prior to revoking a permit in accordance with Section 8 (10) of the Act, the Chief Building Official shall give written notice of his or her intention to revoke the permit to the permit holder at the permit holder's address shown on the permit application or to such other address as the permit holder may provide to the Township for that purpose, and the permit may be revoked without further notice and all submitted plans,

specifications, documents, and other information may be disposed of or, upon written request therefore, returned to the permit holder.

- 13.2 Notice under subsection 13(1) herein shall be given either personally or by registered mail and where notice is by registered mail, it shall be deemed to have been given on the third day after the day of mailing.

14.0 Fees and Refunds of Fees

- 14.1 Where a fee is to be paid as part of a permit application under any provision of this by-law, the amount of the fee shall be calculated in accordance with Schedule "B" herein and, except as provided in subsection 14.2 herein, the fee shall be due and payable in full upon submission of the application in respect of which it is to be paid.

- 14.2 Despite the provisions of subsection 14.1 herein, where the amount of a fee to be paid as part of a permit application, as calculated in accordance with the provisions of Schedule "B" herein, exceeds \$10,000, a deposit may be paid with the permit application, and the balance of the amount of the fee shall be due and payable in full prior to the issuance of the permit.

- 14.3 Despite the provisions of subsection 14.1, the minimum fee payable on any application shall be \$250.00.

- 14.4 Where the calculation in accordance with the provisions of Schedule "B" herein of the amount of a fee to be paid at the time of permit issuance, is to be based in whole or in part upon the building category, floor area and/or value, of the proposed construction, the Chief Building Official, or a person designated by the Chief Building Official to do so, shall determine the appropriate building category, floor area and/or value and that determination shall be final.

- 14.5 Refund of permit fees: If requested in writing by an applicant or permit holder, where,
- (a) an applicant withdraws in writing an application for a permit,
 - (b) an application is deemed to have been abandoned as provided in subsection 9(2) herein,
 - (c) the Chief Building Official refuses to issue a permit for which an application has been made, or
 - (d) the Chief Building Official revokes a permit after it has been issued.
 - (d) the Chief Building Official shall calculate the portion of any fee paid that may be refunded and authorize the payment thereof, based upon the functions undertaken by the Township, in accordance with subsection 15.2, 15.3, 15.4, 15.5, 15.6 and 15.7 herein.

Eighty-five per cent (85%) of the fee paid shall be refunded if only application administrative functions have been performed.

Seventy-five per cent (75%) of the fee paid shall be refunded if only the following have been performed:

- (a) the functions described in subsection 15(2) herein, and
- (b) zoning review functions

Fifty-five per cent (55%) of the fee paid shall be refunded if only the following have performed:

- (a) the functions described in subsection 15(3) herein, and
- (b) building code compliance review functions

Forty-five per cent (45%) of the fee paid shall be refunded if only the following have been performed.

- (a) the functions described in subsection 15(4) herein have been performed, and
- (b) the permit has been issued.

No refund or any portion of the fee shall be made if any construction or demolition has commenced.

Any amount authorized by the Chief Building Official to be refunded pursuant to subsection 15.1 herein shall be refunded to the person named on the fee receipt issued by the Township upon original payment of the fee, unless that person directs in writing that it be refunded to another person.

15.0 Notices to Chief Building Official

15.1 The permit holder shall give notice of the following stages of construction in addition to the notices prescribed by the Ontario Building Code.

- (a) commencement of construction of:
 - (i) masonry fireplaces and masonry chimneys,
 - (ii) factory-built fireplaces and allied chimneys,
 - (iii) stove, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys
- (b) substantial completion of interior finishes,
- (c) substantial completion of heating, ventilating, air-conditioning, and air-contaminant extraction equipment
- (d) final completion of heating, ventilating, air-conditioning, and air-contaminant extraction equipment
- (e) completion of air barrier installation
- (d) substantial completion of exterior cladding and site grading

15.2 A notice required to be given by a permit holder to the Chief Building Official pursuant to Division C- Part 1, subsection 1.3.5.3 (1) of the building code shall be given to the Chief Building Official at least two days in advance of the construction stage or which notice is being given.

15.3 For the purpose of subsection 16.2 herein, the term “day” means any Monday, Tuesday, Wednesday, Thursday, Friday other than a holiday as defined in clause 1(g) herein.

15.4 A notice given to the Chief Building Official pursuant to Division C- Part 1, subsection 1.3.5.3 (1) of the building code may be given orally or in writing either to the Chief Building Official or to an inspector, and if given to an inspector in accordance with this section, shall be deemed to have been given to the Chief Building Official.

- 15.5 A notice given to the Chief Building Official pursuant to Division C- Part 1, subsection 1.3.5.3 (1) of the building code and this section shall not be effective until received by the Chief Building Official or inspector.

16.0 Requirements for Surveys

- 16.1 All ***new dwelling units*** as well as all ***additions to existing dwelling units including covered porches, attached garages and any other additions to the existing dwelling unit*** require a survey prepared by an Ontario Land Surveyor to reflect that the dwelling unit complies with all applicable setbacks as outlined in the Zoning By-law. Any exception will be reviewed by the Chief Building Official and any documentation and / or evidence supporting clear compliance with the applicable setbacks.

16.2 New Dwelling Units

New dwelling units will require the footings to be pinned by an Ontario Land Surveyor to confirm compliance with the required setbacks. Certification from an OLS must be provided prior to the walls being poured or blocked confirming compliance with setback requirements for the zone at the discretion of the Chief Building Official. This requirement will be applicable to all subdivisions.

16.3 Additions

Additions will require a survey prior to the building permit being issued to prove that the intended addition will comply with the required setbacks at the discretion of the Chief Building Official.

Surveys may be required to confirm confirmation with an approved reduced yard setback through a planning application at the discretion of the Chief Building Official.

- 16.4 Additional policies and procedures for survey requirements
- (i) For clarification “at the discretion of the Chief Building Official” refers to the Chief Building official treating each application on its own merits to determine if a survey is required based on the amount of land that the proposed addition or new home will be constructed upon. (eg. 10 acre parcel versus a 1 acre parcel)
 - (ii) All surveys will be provided to the building department.
 - (iii) Decks (open decks) will not be considered for purposes of this policy.

17.0 Requests to reside in the existing home while construction of a new home is being completed.

17.1 Where the applicant has requested to remain living in the existing house located on the property until the new house construction is complete, the following conditions will apply:

- (i) The applicant will enter into an agreement with the Township of Cramahe through approval by Council.
- (ii) The agreement will state that the applicant will apply for a demolition permit to demolish the existing home at the same time as making application to construct the new replacement home.
- (iii) The applicant will demolish the home within 30 days of receiving occupancy to the new dwelling
- (iv) The applicant will deposit with the Township as part of the agreement an amount of \$10,000. The deposit will be returned to the applicant once the house has been demolished and the Chief Building Official has signed off.

18.0 Interpretation and Implementation

- 18.1 All schedules to this By-law shall form part of this by-law.
- 18.2. A reference to the singular or the masculine shall be deemed to refer to the plural or feminine as the context may require.
- 18.3 Should any section, subsection, clause or provision in 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.

19.0 Repeal of Building By-law

- 19.1 By-law number XXXXXX, as amended are repealed effective XXXXXXXXXXXXXXXX

20.0 Full Force and Effect

- 20.1. This by-law shall come into force and effect immediately on the final passing thereof.

This By-law read a first time this ____ day of _____, 2021

This By-law read a second time this ____ day of _____, 2021.

This By-law read a Third time and finally passed this _____ day of _____ A.D. 2021.

Head of Council –

Clerk –

THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

SCHEDULE "A"

To By-law Number **2021-XXX**

APPOINTMENTS
(Section 2)

Chief Building Official: Barbara Waldron, BCIN # 20952

Deputy Chief Building Official: Dave Wellman, BCIN # 13979

THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

SCHEDULE "B"
To By-law Number **2021-XXX**

FEE PAYABLE
(Sections 4 and 14)

Building Permit Fee Schedule	
Permit Type	Permit Fee
RESIDENTIAL	
New Dwelling Units	\$1.65 / sf
Multi-Residential	\$1.65 / sf
Additional Residential Units (ARU)	\$1.65 / sf
New Residential Additions	<1300 sf = \$2000
	>1300 sf = \$2000 + \$1.65 / sf
Interior Renovations (Major)	<1200 sf = \$2300
	>1200sf = \$2300 + \$1.65 / sf
Interior Renovations (Minor)	<50k value = \$1000
	>50k = \$19 / \$1000
Accessory Buildings (Garage, Shed, Storage Building, Attached Garage)	\$1.35 / sf
Building Relocation	\$1.65 / sf
New Foundation:	\$1.65 / sf
Plumbing Administration Fee	\$100 (+ County Plumbing Fee)
Decks / Porches / Car ports	<150 sf = \$250
	>150 sf = \$1.35 / sf
Outdoor Solid Wood Furnace	\$500 flat fee
Solar (Roof Mount)	<20 kw = \$500
	>20kw = \$750
Wood Stove / Chimney Install	\$400 flat fee
Occupancy- Residential	\$200 flat fee

NON-RESIDENTIAL	
Commerical / Industrial / Institutional	\$1.65 / sq
Commercial / Industrial / Institutional additions	\$1.65 / sq
Non-residential Occupancy Permit	\$400 flat fee
Non residential renovations	<50k = \$1000
	>50k = \$19 / \$1000
Non-Residential Plumbing Admin Fee	\$500 (+ County Plumbing Fee)
Agricultural - Pole barns	\$800 + \$0.15 / sf
Agricultural - Tarp buildings	\$800 + \$0.15 / sf
Agricultural- Enclosed buildings	<500 sf = \$1500
	>500 sf = \$1500 + \$0.15 / sf
Temporary Use Permits (Eg. Tents)	\$200 flat fee
Occupancy- Non- residential	\$400

OTHER PERMITS	
Demolition Permit	\$300 flat fee
Entrance Permit Fee	\$1250 (\$1000 refund after completion)
Yearly Permit Fee Renewal	\$350 - Residential
	\$550- Non -residential
	\$100 Accessory Buildings
Change of Use Permit	\$200 + \$1.65 / sf > 500sf
	<50k value = \$1000
Swimming Pools - Above Ground	>50k = \$19 / \$1000
	\$250 flat fee
Swimming Pools - In-Ground	\$19 / \$1000
Commercial Sign Permit- Face Mount	\$800 flat fee
Commercial Sign Permit- Post Sign	\$1500 flat fee
Discharge of Order (OTC / SWO)	\$200 flat fee
Repeat Inspection Beyond 2	\$150 flat fee
Transfer of Permit (New Owner)	\$350 flat fee
Building Without Obtaining an Approved Permit	Permit Fee Shall Be Doubled
Minumum Permit Fee - all permit types	\$250 flat fee

THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

SCHEDULE "C"

To By-law Number 2021-XXX

FORMS

The following prescribed forms shall be used by the Township of Cramahe:

- Planning review form
- Application for a Permit to Construct or Demolish
- Schedule 1: Designer Information
- Schedule 2: Sewage System Installer Information
- Energy Efficiency Design Form (EEDS form)
- Order Not to Cover or Enclose
- Order to Uncover
- Order Requiring Tests and Samples
- Stop Work Order
- Order to Comply
- Emergency Order
- Certificate for the Occupancy of a Building not Fully Completed
- Plans Review Certificate
- Final Certificate
- Conditional Permit Agreement

THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

SCHEDULE "D"

To By-law Number 2021-XXX

CODE OF CONDUCT FOR ALL BUILDING OFFICIAL'S

The Township of Cramahe maintains this code of conduct in accordance with the provisions of The Building Code Act. Building Officials undertake building certification functions that ensure the 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 Township of Cramahe Building Official(s) reflects the Building Department's commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence.

Purpose:

The purposes of this code of conduct are:

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

Standards of Conduct:

Building Officials undertake to:

1. Always act in the public interest, particularly with regard to the safety of building works and structures.
2. Not to act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
3. Apply to relevant building by-laws, codes and standards appropriately and without favor.
4. Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards.
5. At all times abide by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring Building Officials into disrepute.
6. Comply with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws which regulate or govern Building Officials or their functions.
7. Not to act beyond their personal level of competence or outside their area of expertise.
8. Maintain current accreditation to act as an Ontario Building Official.
9. Maintain their knowledge and understanding of the best current building practices, the building laws and Codes relevant to their inspection and plan examination function.
10. Extend professional courtesy to all.

Standards of Conduct:

The Ontario Building Code Act provides that the performance of Building Officials will be measured against this Code of Conduct. The Municipal administration will review any allegations brought forward that the Code of Conduct has been breached. Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Municipal employer and will be based on the severity and frequency of the violation in accordance with relevant employment standards.

THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

SCHEDULE "E"

To By-law Number **2021-XXX**

BUILDING PLAN SUBMISSION REQUIREMENTS

New Dwelling Applications:

- Basement / foundation plan- detailed with all code requirements including structural and other information in compliance with the OBC
- Main floor plan- detailed with all code requirements including structural and other information in compliance with the OBC
- All deck and covered porch details to be included on both the main and basement plan- details include, sono tube sizes on concrete pads, beam sizes, joist sizes, roof framing details and guard details.
- Energy efficiency requirements identified on sections and floor plans
- Wall sections and details- all components of the wall sections and detail to be labelled.
- Any engineering required as part of the design for elements outside of the OBC.
- Exterior elevations
- Energy Efficiency Description Form (EEDS) completed by qualified designer.
- HVAC Design completed by qualified designer.
- Site plan completed as part of the planning review process.
- Septic permit issued from the County of Northumberland Plumbing and Septic Department.

Additions and Renovations

- Basement / foundation plan- detailed with all code requirements including structural and other information in compliance with the OBC
- Main floor plan- detailed with all code requirements including structural and other information in compliance with the OBC.
- All deck and covered porch details to be included on both the main and basement plan- details include, sono tube sizes on concrete pads, beam sizes, joist sizes, roof framing details and guard details.
- Energy efficiency requirements identified on sections and floor plans.
- Wall sections and details- all components of the wall sections and detail to be labelled.
- Any engineering required as part of the design for elements outside of the OBC.
- Exterior elevations
- Energy Efficiency Description Form (EEDS) completed by qualified designer.
- HVAC Design completed by qualified designer.
- Site plan / grading plan completed as part of the planning review process.

- Septic permit for new system or approval letter for use of existing system from the County of Northumberland Plumbing and Septic Department (if applicable)

Decks and Covered Porches

- Foundation plan (sono tube layout dimensioned, size of sono tube, size of concrete pad.
- Beam size
- Joist size
- Ledger board attachment detail
- Guard detail (must comply with SB-7 of the OBC or is a pre-engineered aluminum rail system. Home made glass guards must be engineered)
- Site plan

Apartments and Multi Residential

- Basement / foundation plan- detailed with all code requirements including structural and other information in compliance with the OBC.
- Main floor plan- detailed with all code requirements including structural and other information in compliance with the OBC.
- Fire separations, fire resistant ratings and fire stopping details.
- Fire and sound resistance ratings in compliance with SB-3
- Exit details and separations.
- All deck and covered porch details to be included on both the main and basement plan- details include, sono tube sizes on concrete pads, beam sizes, joist sizes, roof framing details and guard details.
- Energy efficiency requirements identified on sections and floor plans.
- Wall sections and details- all components of the wall sections and detail to be labelled.
- Any engineering required as part of the design for elements outside of the OBC.
- Exterior elevations
- Energy Efficiency Description Form (EEDS) completed by qualified designer.
- HVAC Design completed by qualified designer.
- Site plan / grading plan completed as part of the planning review process.
- Septic permit issued from the County of Northumberland Plumbing and Septic Department. (if applicable)

Commercial / Industrial and Institutional

- Building matrix
- Basement / foundation plan- detailed with all code requirements including structural and other information in compliance with the OBC.
- Main floor plan- detailed with all code requirements including structural and other information in compliance with the OBC.
- Fire separations, fire resistant ratings and fire stopping details.
- Fire and sound resistance ratings in compliance with SB-3

- Exit details and fire separations.
- All deck and covered porch details to be included on both the main and basement plan- details include, sono tube sizes on concrete pads, beam sizes, joist sizes, roof framing details and guard details.
- Energy efficiency requirements identified on sections and floor plans.
- Wall sections and details- all components of the wall sections and detail to be labelled.
- Any engineering required as part of the design for elements outside of the OBC.
- Exterior elevations
- Energy Efficiency- compliance with SB-10
- Mechanical HVAC Design completed by qualified designer or engineer as required by the OBC.
- Commercial cooking equipment- Engineer design for hood system and fire suppression system
- Electrical designs completed by qualified designer or engineer as required by the OBC.
- Fire alarm system and fire protection as required by the OBC.
- Floor load requirements are being met.
- Site plan / grading plan completed as part of the planning review process.
Note: Site Plan control may be required as part of the approval process.
- Septic permit issued from the County of Northumberland Plumbing and Septic Department. (if applicable)

Solar Installations

Residential / commercial / industrial / institutional applications:

- New solar install on new roof trusses as part of construction- truss drawings to be provided to show the trusses have been designed to carry the point loads of the solar install.
- Solar install on existing roof: Engineer to provide sealed letter advising to the building department that the roof structure has been assessed and is capable of supporting the point loads of the solar install or a design to add structure to the roof to support loads.

Agricultural applications (new builds and additions)

Notes:

- (1) MDS calculations are required as part of the application for structures to house animals.
- (2) Nutrient Management plans approved by the Ministry will be required as part of the application for structures to house animals)

Pole Barns:

- Foundation plan- location of posts and size of pad supporting the post. Detail of post connection to the pad.
- Depth of concrete pad below grade
- Post size
- Beam size
- Section through building

- Truss roof additional bracing completed by designer (in addition to bracing required by truss design)
- Engineering if required based on size of buildings or for individual elements.

- Elevations
- Height of building
- Site plan

Enclosed barn or storage building

- Foundation plan
- Floor plan
- Structural framing details
- Wall sections
- Roof framing structure and bracing details (in addition to bracing required by truss design)
- Engineering if required based on size of buildings or for individual elements.
- Elevations
- Site plan