

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW 2026-017

Being a by-law respecting Building, Demolition, Conditional, Change of Use and Occupancy Permits, Payment of Fees, Inspections, Appointment of Chief Building Official and Inspectors and a Code of Conduct and to repeal By-law 99-39

WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992, c. 23 as amended, empowers a Council to pass certain by-laws respecting permits for construction, demolition, occupancy, change of use, sewage systems and conditional permits and respecting inspections and the charging of permit fees;

AND WHEREAS section 35 of the Building Code Act, 1992, S.O. 1992 c. 23, as amended, (*the "Act"*) provides that the Act and the Building Code, namely O. Reg 163/24, as amended (*the "Code"*), supersede all municipal by-laws respecting the construction or demolition of buildings;

AND WHEREAS subsection 3(1) of the Act provides that the Council of each municipality is responsible for the enforcement of the Act in the municipality, except as otherwise provided in the Act;

AND WHEREAS subsection 3(2) of the Act provides that the Council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the Act in the areas in which the municipality has jurisdiction;

AND WHEREAS subsection 7.1 (1) of the Act provides that the Council of each municipality shall establish and enforce a Code of Conduct for the Chief Building Official and Inspectors;

NOW THEREFORE the Council of the Corporation of the Township of Mapleton enacts as follows:

Part 1 CITATION AND DEFINITIONS

Short Title

1.1 This by-law shall be known as the "Building By-law".

Definitions

1.2 Words or terms not defined in this by-law shall have the meaning ascribed to them in the Act or the Code.

1.3 In this by-law:

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

"Applicable Law" means an applicable law listed in Division A, Article 1.4.1.3. of the Code;

"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 Construction or demolition of a Building or Buildings and anyone acting under the authority of such person or corporation;

"Architect" means the holder of a license, certificate of practice, or a temporary license issued under the Architects Act, (R.S.O. 1990, c. A.26);

"As Constructed Plans" means Construction plans and specifications that show the Building and the location of the Building on the property as the Building has been Constructed;

"Building" has the same definition as found in subsection 1(1) of the Act;

"Change of Use" means a change of use as referenced in section 10 of the Act;

"Chief Building Official" means the Chief Building Official appointed by a by-law of The Corporation of the Township of Mapleton for the purpose of enforcement of the Act, or their designate;

"Code" means regulations made under section 34 of the Act, as amended from time to time, or any successor thereof;

"Conditional Permit" means a permit issued under subsection 8(3) of the Act;

"Construct" has the same definition as found in subsection 1(1) of the Act;

"Demolish" has the same definition as found in subsection 1(1) of the Act;

"E-Permitting System" means a software system for the electronic management of permit applications, issuance of permits, and building permit documents that has been implemented and deemed in use by the Chief Building Official;

"Engineer" means a person who holds a license or temporary license under the Professional Engineers Act, (R.S.O. 1990, c. P.28);

"Farm Building" means a farm building as defined in Div. A, Section 1.4.1.2 of the Code;

"Fees and Charges By-Law" means the current in effect fees and charges by-law passed by the Council of the Municipality prescribing the amount of fees under Clauses 7(c), 7(c.1), and 7(d) of the Act;

"Inspector" means an inspector appointed for the purpose of enforcement of the Act;

"Material Change" means any change to approved plans, specifications or other permit documents that affect compliance with the Act or the Code, including (without limitation) changes to structural components, building envelope, fire protection, exiting, mechanical, plumbing, site grading, drainage or site servicing;

"Municipality" means The Corporation of the Township of Mapleton;

"Occupancy Permit" means a Permit authorizing occupation of a Building, or part of a Building, prior to its completion as set out in Div. C, Section 1.3.3. of the Code;

"Owner" means the registered owner of a property and includes a lessee, a mortgagee in possession, or any other person who proves to the satisfaction of the Chief Building Official that they are the authorized agent of the owner of the property;

"Permit" means written permission or written authorization from the Chief Building Official to perform work regulated by this by-law and the Act, or to change the use of a Building or part of it, or, in the case of an Occupancy Permit, to occupy any Building or part thereof;

"Permit Holder" means the Owner to whom a Permit has been issued or where a Permit has been transferred, the new Owner to whom the Permit has been transferred;

"Plumbing" has the same definition as found in subsection 1 (1) of the Act; and,

"Sewage System" means a sewage system as defined in Div. A, Section 1.4.1.2 of the Code.

Additional Definitions

- 1.4 Except as otherwise defined herein, any words or phrases used in this by-law defined by the Act or the Code shall be deemed to have an equivalent meaning.

Part 2 PERMITS

- 2.1 Classes of Permits with respect to the Construction, Demolition, Conditional, Change of Use, Sewage Systems, structural sign, after the fact, exterior heritage work and Occupancy Permits shall be set out in Schedule "A" of this by-law.

Application for Permit

- 2.2 To obtain a Permit, an Applicant shall file an application electronically or in writing on forms prescribed by the Province of Ontario and available from the Chief Building Official or from the Ministry of Municipal Affairs and Housing website, <https://www.ontario.ca/page/ministry-municipal-affairs-housing>, or the same information on that form entered into the E-Permitting System and supply any other information relating to the application, as required by the Chief Building Official.
- (a) Information submitted electronically by the applicant is deemed to be signed by the applicant when submitted through the E-Permitting System or by other approved digital signature consistent with the *Electronic Commerce Act, 2000*.
- 2.3 Every application for a Permit shall be submitted to the Chief Building Official and shall contain the information prescribed in this by-law.

Building Permits

- 2.4 Where an application is made for a Building Permit under subsection 8(1) of the Act, the Applicant shall:
- (a) use the provincial application form, "Application for a Permit to Construct or Demolish";
- (b) include complete plans and specifications, documents, and other information as required by Div. C, Section 1.3.1.3.(5) of the Code and as prescribed in this by-law for the work to be covered by the Permit;
- (c) identify and describe in detail the work and occupancy to be covered by the Permit for which the application is made;
- (d) describe the land on which the work is to be done by a description that will readily identify and locate the building lot;
- (e) include complete plans and where deemed required by the Chief Building Official, specifications as described in this by-law for the work to be covered by the Permit and show the occupancy of all parts of the Building;
- (f) ensure that the application is accompanied by the required fees or deposit where applicable as contained in The Township of Mapleton Fees and Charges By-law;
- (g) state the names, addresses, telephone numbers and email addresses of the Owner and of the architect, engineer, designer, contractor or constructor, where applicable;
- (h) ensure that the application is accompanied by a signed acknowledgment of the Owner that architect(s) and engineer(s) and/or other professionals as appropriate have been retained to carry out field reviews of the Construction where required by the Code. This written acknowledgment shall be completed

by filling out a "Commitment to General Review Form" and submitting it to the Chief Building Official as part of the Permit application and prior to the issuance of a Permit; and,

- (i) ensure that the application is signed by the Owner, or his or her authorized agent, who shall certify the truth of the contents of the application.

Demolition Permits

2.5 Where an application is made for a Demolition Permit under subsection 8(1) of the Act, the Applicant shall:

- (a) ensure that the information and items outlined in subsections 2.4(a) to 2.4(i) of this By-law, as applicable, are included in or with the application; and
- (b) ensure that the application is accompanied by proof satisfactory to the Chief Building Official that arrangements have been made with the proper authorities for the disconnection and plugging of all water, sewer, gas, electric, telephone or other utilities and services.

Conditional Permits

2.6 Where an application is made for a Conditional Permit under subsection 8(3) of the Act, the Applicant shall:

- (a) ensure that the information and items outlined in subsections 2.4(a) to 2.4(i) of this By-law, as applicable, are included in or with the application;
- (b) provide information, plans and specifications concerning the complete project as the Chief Building Official may require;
- (c) state the reason(s) why the Applicant believes that unreasonable delays in Construction would occur if a Conditional Permit is not granted;
- (d) state the necessary approvals which must be obtained in respect of the proposed Building and the date by which such approvals will be obtained;
- (e) include an agreement in writing between the Applicant, such other persons as the Chief Building Official determines and the Municipality dealing with the matters outlined in subsection 8(3)(c) of the Act;
- (f) state the date by which complete plans, specifications or applicable law approvals will be filed with the Chief Building Official; and
- (g) ensure that the application is accompanied by a security deposit, as prescribed by the Chief Building Official.

2.7 The Council of the Municipality hereby delegates to the Chief Building Official the authority to enter into agreements with respect to Conditional Permits pursuant to subsection 8(3.1) of the Act, subject to those agreements being signed by both the Chief Building Official and the Clerk of the Municipality.

Change of Use Permits

2.8 Where an application is made for a Change of Use Permit under subsection 10(1) of the Act, the Applicant shall:

- (a) ensure that the information and items outlined in subsections 2.4(a) to 2.4(i) of this By-law, as applicable, are included in or with the application;
- (b) describe the Building in which the occupancy is to be changed, by a description that will readily identify and locate the Building;

- (c) identify and describe in detail the current and proposed occupancies of the Building or part of the Building for which the application is made; and,
- (d) identify on the plans and specifications the current and proposed occupancy of all parts of the Building, and which contain sufficient information to establish compliance with the requirements of the Code, including floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities and details of the existing Sewage System, if any.

Occupancy Permits

- 2.9 An Occupancy Permit for Buildings described in Div. C, section 1.3.3.1.(1) of the Code, other than dwelling units, including additions and renovations to those Buildings, shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, section 1.3.3.1.(2) of the Code have been met and has authorized the occupancy of the Building or part thereof.
- (a) An Occupancy Permit for new residential Buildings described in Div. C, article 1.3.3.4. of the Code, including detached, semidetached and most town homes, shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, section 1.3.3.4.(3) of the Code have been met and has authorized the occupancy of the Building or part thereof.
 - (b) An Occupancy Permit for Buildings described in Div. C, article 1.3.3.5. of the Code shall be issued where the Chief Building Official has determined that the requirements for occupancy in Div. C, section 1.3.3.5.(3) of the Code have been met and has authorized the occupancy of the Building or part thereof.
 - (c) All applicable fees shall be paid in full prior to issuance of an occupancy permit.
 - (d) Where the project requires an occupancy permit, the fee for the occupancy permit is deemed to be included with the original permit fee

Sewage System Permits

- 2.10 Where an application is made for a Sewage System Permit under subsection 8(1) of the Act, the Applicant shall:
- (a) ensure that the information and items outlined in subsections 2.4(a) to 2.4(i) of this by-law, as applicable, are included in or with the application;
 - (b) contain the name, address, telephone number, and email address of the person installing the Sewage System;
 - (c) where required, provide the installer's licence number, date of issuance and supervising qualified person; and
 - (d) contain a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - i. the date the evaluation was done;
 - ii. the name, address, telephone number and signature of the person who prepared the evaluation;
 - iii. a scaled map of the site showing:
 - 1. the legal description, lot size, property dimensions existing rights-of-way, easements, or municipal/utility corridors;
 - 2. the location and clearance of items listed in Article 8.2.1.5 and 8.2.1.6 of the Code;

3. the location of the proposed Sewage System;
 4. the location of any unsuitable, disturbed, or compacted areas;
 5. proposed access routes for system maintenance;
- iv. include documentation that identifies:
1. depth of bedrock;
 2. depths to zones of soil saturation;
 3. soil properties, including soil permeability; and,
 4. soil conditions, including the potential for flooding.

Revisions to Permit

- 2.11 No person shall make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a Permit was issued without notifying, filing details with and obtaining the authorization of the Chief Building Official. Substantial changes may constitute a revised submission and additional fees may be charged as per The Township of Mapleton Fees and Charges By-law.

Revocation of Permit

- 2.12 In accordance with subsection 8(10) of the Act, the Chief Building Official may revoke a Permit that has been issued.

Abandoned Permit Application

- 2.13 Where an application for Permit remains incomplete or inactive for six (6) months after it is made, the application may be deemed by the Chief Building Official to have been abandoned. Once the Chief Building Official deems an application to be abandoned, it may be cancelled, and a new application will be required for the proposed work.

Transfer of Permit Application and Permits

- 2.14 Where the ownership of land changes after a Permit application has been submitted and the fees paid or where a Permit has been issued, the Applicant for the Permit or the person to whom the Permit was issued, may submit a request to the Chief Building Official requesting a transfer of the Permit application and fees or the Permit by submitting the following:
- (a) the name and address of the person to whom the Permit application and fees or the Permit are to be transferred;
 - (b) the name and address of any contractors that have changed from those listed on the Permit application or Permit;
 - (c) the name and address of architect(s) and professional engineer(s) responsible for the design and field review of Construction that have changed from those listed on the Permit application or Permit;
 - (d) the names and addresses of the previous and new Owner and the date the change in ownership took place; and
 - (e) the fee stipulated in in The Township of Mapleton Fees and Charges By-law.
- 2.15 The new Owner shall, upon transfer of a Permit, be the Permit Holder for the purpose of the Act and the Code.

Permit Expiry, Extensions, and Renewals

- 2.16 A permit shall lapse if the work authorized has not:
- (a) been substantially started within six (6) months of issuance; or
 - (b) been actively carried on such that no inspection has been requested within twenty-four (24) consecutive months; or
 - (c) been completed within three (3) years of issuance, unless otherwise stated in the permit or extended in writing by the Chief Building Official.
- 2.17 Upon written request before a permit lapses, the Chief Building Official may extend the permit for such time and on such conditions as deemed appropriate; renewal fees may apply per the Fees and Charges By-law.
- 2.18 Where a permit has lapsed, a permit renewal fee, as prescribed in the Township of Mapleton Fees and Charges By-law, shall be required before work may resume.

Part 3 PLANS AND SPECIFICATIONS

Plans and Specifications

- 3.1 Sufficient information shall be submitted with each application for a Permit to enable the Chief Building Official to determine whether or not the proposed Construction, Demolition, Change of Use, etc. will conform with the Act, the Code and any other applicable law.
- 3.2 Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by a complete electronic set of plans, drawings and specifications in a format as prescribed by this by-law and the Chief Building Official. A complete set of printed plans may be requested at the discretion of the Chief Building Official.
- (a) all electronically submitted files to be in the PDF file format
- 3.3 Plans shall be drawn to scale, shall be legible and, without limiting the generality of the foregoing, shall include such plans and drawings as set out in Schedule "B" to this by-law, unless otherwise specified by the Chief Building Official.
- 3.4 The granting of a Permit, the review of the drawings and specifications or inspections made by the Chief Building Official shall not, in any way, relieve the Owner of a Building from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of this by-law and the Code, including ensuring that the occupancy of the Building, or any part thereof, is in accordance with the terms of this by-law and the Code.
- 3.5 The Chief Building Official may require a digital set of As Constructed Plans of a building or any class of buildings be filed with the Chief Building Official on completion of the Construction under such conditions as may be prescribed in the Code, pursuant to subsection 7(1)(g) of the Act.
- 3.6 When required by the Chief Building Official, a surveyor's certificate, prepared by a registered Ontario Land Surveyor, shall be submitted and approved prior to commencement of the framing or above grade portion of construction, and shall show the location of the foundation or foundations on the lot. Elevations for the top of foundation(s) may be required.
- 3.7 On completion of the Construction of a Building, part of a Building, or lot grading and drainage the Chief Building Official may require a set of As Constructed Plans including a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the Building.

Part 4 ALTERNATIVE SOLUTIONS

Alternative Solutions

- 4.1 Where a proposed material, system or building design differs from the "acceptable solution" in Division B of the Code, an application for an "alternative solution" may be made. The following information shall be provided to the Chief Building Official in support of the alternative solution:
- (a) a description of the proposed material, system or building design for which an alternative solution is requested;
 - (b) documentation that the alternative solution will achieve the level of performance required by the applicable acceptable solutions in Division B of the Code in respect to the objectives and the functional statements attributed to the applicable acceptable solutions in MMA Supplementary Standard SA-1, as stipulated in Div. A, section 1.2.1.1 (1)(b) of the Code;
 - (c) documentation described in Div. C, article 2.1.1 of the Code and such other information or documentation as may be required by the Chief Building Official; and,
 - (d) each application for consideration of an alternative solution shall be accompanied by the non-refundable fee(s) as stipulated in The Township of Mapleton Fees and Charges By-law.
- 4.2 The Chief Building Official may, at their discretion, refer an alternative solution proposal to a third party for review. The cost of the third party review will be the responsibility of the Applicant and/or Owner, and all fees paid are non-refundable.
- 4.3 Where required by the Chief Building Official due to the complexity of the proposal, the Applicant shall, in consultation with and to the satisfaction of the Chief Building Official, retain a qualified code consultant to prepare or validate the required performance analysis

Part 5 FEES AND REFUNDS

Fees

- 5.1 Unless otherwise provided for in this by-law, all fees shall be set out in The Township of Mapleton Fees and Charges By-law and are due and payable upon the submission of an application for a Permit or when otherwise requested by the Chief Building Official.
- 5.2 Where an application is made for a conditional permit, fees may be required for the complete project, and/or security deposits may be required as a condition of the permit agreement
- 5.3 Where a Building contains multiple dwelling units, the fees shall be based on a per-unit price.
- 5.4 If there are changes to plans, contractors, or professional services, a new plans review may, at the discretion of the Chief Building Official, be required and the Chief Building Official may require the issuance of a further Permit and/or payment of applicable fees as set out in The Township of Mapleton Fees and Charges By-law.
- 5.5 Where the scope of the proposed construction is such that the inspections applicable to the project exceed the permit cost when calculating each of the inspections at the rate of additional inspections as per the Fees and Charges By-law, the Chief Building Official may add additional inspection fees as applicable.

Deposits and Securities

- 5.6 Where required by the Chief Building Official or Council policy, deposits or securities may be collected to ensure compliance (e.g., conditional permits, grading completion, damage to municipal infrastructure). Conditions for collection, drawdown and release shall be as set out in the Fees and Charges By-law or applicable municipal policy.

Refunds

- 5.7 Where the Chief Building Official receives a written request for a refund of Permit fees paid, the Chief Building Official shall determine the amount of fees, if any, to be refunded in accordance with The Township of Mapleton Fees and Charges By-law.
- 5.8 Notwithstanding section 5.6 of this by-law, no refund shall be given where the amount is less than \$100.00.

Part 6 NOTICE REQUIREMENTS FOR INSPECTION

General Requirements

- 6.1 The Permit Holder shall notify the Chief Building Official of each stage of Construction for which a mandatory notice is required under Div. C, article 1.3.5.1. of the Code.
- 6.2 In addition to the prescribed inspections under Div. C, article 1.3.5.1. of the Code. The Permit Holder shall notify the Township of readiness for inspection for:
- (a) Substantial completion of soil gas control system
 - (b) Installation of under slab insulation for hydronic heating systems
- 6.3 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 Div. C, article 1.3.3. of the Code are complied with.
- 6.4 A notice pursuant to this part of the by-law is not effective until received by the Chief Building Official.
- 6.5 Upon receipt of proper notice, the Inspector shall undertake a site inspection of the Building to which the notice relates in accordance with the time periods stated in Div. C, article 1.3.5.3. of the Code and Section 11 of the Act.

Part 7 REGISTERED CODE AGENCIES

- 7.1 The Chief Building Official is authorized to enter into and sign contracts and service agreements with Registered Code Agencies, as defined in the Act, and appoint them to perform one or more of the specified functions described in section 15.15 of the Act.
- 7.2 Registered Code Agencies shall be used only during work overloads and for specialized projects.

Part 8 FENCING

- 8.1 Where, in the opinion of the Chief Building Official, a Construction or Demolition site presents a hazard to the public, the Chief Building Official may require the Owner to erect such fences as the Chief Building Official deems appropriate to the circumstances to prevent unauthorized entry to the site.

- 8.2 When required by the Chief Building Official a fence shall be erected and maintained enclosing the Construction/Demolition in accordance with the provisions of this by-law until the hazards are eliminated to the satisfaction of the Chief Building Official.
- 8.3 Notwithstanding any other by-law, the height of every fence erected in accordance with section 8.1 of this by-law shall be a minimum of 1.8 m and a maximum of 2.4 m, measured from the highest adjacent grade.
- 8.4 Every fence required under this by-law shall be located on the perimeter of the Construction/Demolition site as determined by the Chief Building Official and shall be constructed as follows:
- (a) If the fence is of chain link construction, the chain link shall be fastened to 25 mm diameter metal bars at the top and bottom which are securely fastened to metal posts at not over 3.0 metres on centre and embedded into the ground to provide a rigid support; or,
 - (c) If the fence is of wood construction, the exterior face shall be 15.5mm suitably weatherproofed plywood, particle board or equivalent material that will not provide footholds for climbing. The facing shall be supported by 89 x 89 posts spaced at not more than 2.4 metres on centre and embedded into the ground to provide a rigid support.
- 8.5 Notwithstanding any other by-law, other types of fencing that meets the intent of this section may be approved at the discretion of the Chief Building Official.
- 8.6 The fence may provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the Construction/Demolition site provided that these openings are closed when the site is unattended.
- 8.7 Where fencing is required, the owner shall ensure:
- (a) gates capable of being locked are provided and secured when unattended;
 - (b) signage is posted at each entrance stating, "Construction Site – No Unauthorized Entry" and the municipal contact number.
- 8.8 Where an immediate danger to the public exists, the Chief Building Official may, at the owner's expense, authorize an independent contractor to install fencing or other necessary safety measures.

Part 9

CODE OF CONDUCT FOR BUILDING OFFICIALS

- 9.1 The Chief Building Official and each Inspector appointed by the Chief Building Official under this by-law shall be governed by the Code of Conduct as set out in Schedule "C" of this by-law.

Part 10

DELEGATION OF AUTHORITY

- 10.1 Council hereby delegates its authority which is established under subsection 3(2) of the Act to the Chief Building Official with respect to the appointment of Inspectors.
- 10.2 The Chief Building Official shall maintain a current list, which shall be provided to the Municipality's Clerk, of all Inspectors appointed under section 3 of the Act for the purposes of enforcing the Act.

**Part 11
ENFORCEMENT**

- 11.1 Every person who contravenes any provision of this by-law, or is a party to such a contravention, is guilty of an offence and, upon conviction, is liable to a penalty in accordance with section 36 of the Act.
- 11.2 The permit card issued by the municipality shall be posted conspicuously on the site and protected from the weather. A complete approved set of permit drawings and documents shall be kept on site and made available to the inspector at all times during construction.
- 11.3 Where, in the opinion of the Chief Building Official or an inspector, work is being carried out in contravention of the Act, the Code or this by-law, or an unsafe condition exists, the Municipality may take action authorized under the Act, including issuance of orders. Compliance with orders shall be at the owner's cost

**Part 12
ENTRY FOR INSPECTION**

- 12.1 Entry and inspection powers shall be exercised in accordance with the Act, including section 12 (inspection of Buildings and sites) and section 16 (entry into dwellings requiring consent or warrant). Where entry into a dwelling is refused, the municipality may seek an inspection/search warrant.

**Part 13
CONFLICT, SEVERABILITY AND INTERPRETATION**

- 13.1 In the event of a conflict between this by-law and the Act or the Code, the Act or the Code shall prevail.
- 13.2 Should a court of competent jurisdiction declare any section, subsection, clause or provision of this by-law 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.
- 13.3 Headings are for convenience only and do not form part of this by-law or affect its interpretation.

**Part 14
SCHEDULES**

- 14.1 The Schedules attached to this by-law are a part of this by-law.

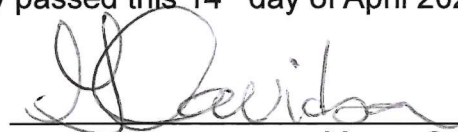
**Part 15
REPEAL**

- 15.1 By-law 99-39 is hereby repeal in its entirety.

**Part 16
EFFECTIVE DATE**

- 16.1 This by-law shall come into force and effect on the day of passage by Council.

READ a first, second and third time, and finally passed this 14th day of April 2026.



Mayor Gregg Davidson



Clerk Larry Wheeler

SCHEDULE 'A'

CLASSES OF PERMITS

The various classes of Permits are as follows:

1. **Building Permit** (subsection 8(1) of the Act): This permit is for Construction, alteration or structural repair of Buildings and parts of Buildings including but not limited to Plumbing, heating, ventilation, air conditioning, Farm Buildings, designated structures and signs.
2. **Demolition Permit** (subsection 8(1) of the Act): A Demolition Permit is a permit to specifically Demolish a Building or part thereof.
3. **Conditional Permit** (subsection 8(3) of the Act): A Conditional Permit may be issued, at the sole discretion of the Chief Building Official.
4. **Change of Use Permit** (subsection 10(1) of the Act): A Change of Use Permit is required where a Change in Use of a Building or part of a Building would result in an increase in hazard as determined under Division C Article 1.3.1.4. of the Code and subsection 10(1) of the Act even though no Construction is proposed.
5. **Occupancy Permit**: An Occupancy Permit is required to occupy any Building in accordance with the requirements of Division C, Subsection 1.3.3. of the Code.
6. **Sewage System Permit**: A Sewage System Permit is required for all classes of Sewage Systems as defined in Classification of Systems in Division B, Sentence 8.1.2.1.(1) of the Code.

SCHEDULE 'B'

LIST OF PLANS OR DRAWINGS TO ACCOMPANY APPLICATIONS FOR PERMITS

The following list of plans and drawings may be required to be submitted by the Chief Building Official:

1. Site Plan (include fire route design with required signage);
2. Grading and Drainage Plans;
3. Floor Plans;
4. Foundation Plans;
5. Framing Plans;
6. Roof Plans; including truss packages;
7. Reflected Ceiling Plans;
8. Sections and Details;
9. Building Elevations;
10. Truss Design Drawings;
11. Electrical Drawings (including Fire Alarm riser diagram);
12. Sprinkler Drawings (architectural plan of sprinkler layout, sprinkler room and sprinkler riser diagram);
13. Heating, Ventilation and Air Conditioning Drawings and calculations (SB-10 and/or SB-12 design as per building type);
14. Energy Efficiency Design Summary (EEDS) forms for applicable SB-12/SB-10 projects;
15. Plumbing Drawings (including riser diagrams);
16. Architectural Drawings (including specific fire separation plan showing vertical and horizontal penetrations);
17. Structural Drawings;
18. Lot grading certification and final site servicing certification where required;
19. Specifications and all related Soil, Engineering and Architectural Reports; and,
20. Building Code Matrix/Summary.

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

Completeness of Plans and Drawings

Unless otherwise specified by the Chief Building Official, plans or working drawings showing and detailing the following information shall accompany all Applications. Depending upon the nature, scope and scale of a project, other additional information may be required to demonstrate Code compliance at the discretion of the Chief Building Official.

Site Plans

A site plan drawing shall show:

1. Property boundaries and dimensions;
2. The location, use, height, and dimensions of any existing and proposed Building(s) including, but not limited to front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and Buildings, common element lines, where applicable;
3. The location of electrical, water and gas utilities, where applicable
4. Relation of Buildings and finished grade to existing elevations and storm water drainage control plan on site, where applicable; and
5. All existing and proposed parking layouts, retaining walls, swimming pools, accessory Buildings and any other such physical additions necessary to the site.

When required by the Chief Building Official, site plans shall be referenced to an up-to-date survey to demonstrate compliance with the Act, the Code, or other applicable law and a copy of the survey shall be submitted to the Chief Building Official. The site plan in question shall show:

1. Rights-of-way, easements, and municipal services;
2. Lot size and the dimension of property lines and setbacks to any existing or proposed Buildings; and
3. Existing and proposed finished ground levels.

Lot Grading, Drainage and Servicing Plans

Lot grading, drainage and servicing plan(s) shall show:

1. The property lines, Building location, sidewalks, driveways, curb cuts, swales, all utility services, and new/existing service connections;
2. Existing and proposed spot elevations for this project and adjacent properties, slopes of driveways, sidewalks and swales, direction of drainage flow; and
3. Location of storm water catchment area, catch basins, below grade and above grade utilities and connections into services at property line.

Architectural Drawings

Architectural drawings shall show, where applicable:

1. Code matrix, where applicable;
2. Foundation plan and grade details;
3. Each floor plan with exact dimensions of the layout of all proposed areas and identify each with room names;
4. All wall thickness and type of construction, window and door openings and schedules, elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information;
5. Building elevations, cross sections and wall sections showing all floor-to-floor heights, materials, and thickness, etc.; and
6. Specifications.

Structural Drawings

Structural drawings shall show, where applicable:

1. All foundation, floor, roof, and wall structural elements indicating sizes, shapes and proper locations, and all dead and live design loads and conditions of loading;
2. All reinforced concrete work indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel;
3. All lintel, column and beam locations and their size;
4. Engineered roof and floor truss designs, where applicable; and
5. Specifications.

Mechanical and Electrical Drawings

Mechanical and electrical drawings shall show, where applicable:

1. Mechanical drawings are to show the Plumbing, heating, ventilation, and air conditioning including legends and schedules for compliance with the Code. For Part 9 Buildings, this information can be shown on the same plan as the architectural.
2. Electrical drawings are to show lighting, emergency lighting, exit signs, fire alarm systems and their legends and schedules for compliance with the Code. For Part 9 Buildings, this information can be shown on the same plan as the architectural.
3. The location of all fire protection equipment such as early warning, detection, and suppression systems; and
4. Specifications.

Private Sewage System Plans

Private sewage system plans shall show:

1. A site evaluation identifying the soil percolation time and anticipated high ground water level elevation;
2. Design and construction drawing includes all components and a calculation of the total daily design sanitary sewage flow of the system;
3. The location, use, height, and dimensions of any existing and proposed Buildings including front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and Buildings;
4. Existing and proposed elevation contours of the building site and adjacent properties;
5. Relation of Buildings and finished grade to existing elevations and storm water drainage control plan on site where applicable; and,
6. All existing and proposed site services, parking layout, retaining walls, swimming pools accessory Buildings and any other such physical additions necessary to the site.

SCHEDULE 'C'

CODE OF CONDUCT FOR BUILDING OFFICIALS

Purpose:

The purpose of this code is to promote appropriate standards of behavior, enforcement actions, honesty, and integrity among Building Officials and to prevent practices which may constitute an abuse of power including unethical or illegal practices, by Building Officials, in the exercise of their power or performance of their duties under the Act or the Code.

CODE OF CONDUCT:

In exercising powers and performing duties under the Act, all Building Officials shall:

1. Always act in the public interest, particularly with regard to the safety of Building works and structures.
2. Apply all relevant building laws, regulations and standards in an impartial, consistent, fair and professional manner, independent of any external influence by interested parties and without regard to any personal interests.
3. Abide with the provisions of the Act, the Code and other legislation, regulation or laws which regulate or govern Building Officials or their functions.
4. Not accept any personal benefit which may create a conflict with their duties or perform duties where a personal interest may create a conflict.
5. Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
6. Act honestly, reasonably and professionally in the discharge of their duties.

ENFORCEMENT GUIDELINES:

All allegations concerning a breach of this Code of Conduct shall be made in writing. The Chief Building Official will review any allegation of breaches of this Code of Conduct made against Building Officials. Where the allegations are against the Chief Building Official, the Chief Administrative Officer of the Municipality will review the allegations. Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Municipality and is subject to relevant collective agreements, employment laws and standards.