

The Corporation of the Town of Aurora

By-law Number 6096-18

Being a By-law respecting construction, demolition, change of use, and other building permits.

Whereas section 7 of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, authorizes a municipal council to pass by-laws concerning the issuance of permits and related matters;

And whereas the Council of the Town of Aurora desires to repeal By-law Number 5904-16, as amended, and enact a new building by-law for the issuance of permits and related matters, including a fee schedule for all applicable building permit fees;

Now therefore the Council of The Corporation of the Town of Aurora hereby enacts as follows:

1. Definitions

1.1 For the purposes of this By-law, the following definitions and interpretations shall govern:

- (a) **“Act”** means the *Building Code Act, 1992*, as amended;
- (b) **“applicant”** means the owner of a building or property who applies for a permit or the 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;
- (c) **“architect”** means a holder of a license, a certificate of practice, or a temporary license under *the Architects Act*;
- (d) **“as constructed plans”** means as constructed plans as defined in Division A, Article 1.4.1.2. of the Building Code;
- (e) **“building”** means a building as defined in subsection 1.(1) of the Act;
- (f) **“Building Code”** means the regulations made under section 34 of the Act;
- (g) **“Chief Building Official”** means the chief building official appointed by Council under section 3 of the Act for the purposes of enforcement of the Act, the Building Code and this By-law;
- (h) **“construct”** means construct as defined in subsection 1.(1) of the Act;
- (i) **“construction value”** means the value prescribed by the Chief Building Official to represent the total value of all work, services, and materials associated with the construction for which a permit is applied;
- (j) **“demolish”** means demolish as defined in subsection 1.(1) of the Act;

- (k) **“form”** means an applicable form approved by the Minister of Municipal Affairs and Housing or a prescribed form listed in Schedule “B” of this By-law or as may be prescribed from time to time by the Chief Building Official;
 - (l) **“inspector”** means an inspector appointed under section 3 of the Act for the purpose of enforcement of the Act, the Building Code and this By-law;
 - (m) **“owner”** includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee and a mortgagee in possession;
 - (n) **“partial permit”** means a permit issued at the discretion of the Chief Building Official to construct part of a building;
 - (o) **“permit”** means permission or authorization in writing from the Chief Building Official to perform work, to change the use of a building or part thereof or to occupy a building or part thereof, as regulated by the Act and the Building Code;
 - (p) **“permit holder”** means an owner to whom a permit has been issued, or where a permit has been transferred, the transferee;
 - (q) **“plumbing”** means plumbing as defined in subsection 1.(1) of the Act;
 - (r) **“professional engineer”** means a person who holds a license or a temporary license under the *Professional Engineers Act*;
 - (s) **“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;
 - (t) **“sewage system”** means a sewage system as defined in Division A, Article 1.4.1.2. of the Building Code;
 - (u) **“Town”** means The Corporation of the Town of Aurora; and
 - (v) **“work”** means construction, demolition or change of use, or any combination thereof, of a building or part thereof, as the case may be.
- 1.2 Terms not defined in this By-law shall have the meaning ascribed to them in the Act or the Building Code.
- 2. Code of Conduct**
- 2.1 The Chief Building Official and inspectors as appointed under the Act shall be governed by the Code of Conduct as set out in Schedule “F” to this By-law, with respect to exercising their power and performing their duties under the Act.
- 3. Class of Permit**
- 3.1 Classes of permits with respect to the construction, demolition, change of use and occupancy of buildings or parts thereof and permit fees shall be as set out in Schedule “A” to this By-law.

4. Requirements for Permit Applications

- 4.1 An application for permit under section 8 of the Act to construct or demolish shall be made by the owner or authorized agent of the owner to the Chief Building Official on the form approved by the Minister.
- 4.2 Applications, other than an application to construct or demolish under section 8 of the Act, shall be submitted on a form prescribed by the Chief Building Official.
- 4.3 The Chief Building Official is authorized to prescribe the forms listed in Schedule "B" to this By-law and as deemed necessary from time to time for the administration of this By-law, the Building Code and the Act.
- 4.4 All documents and drawings accompanying an application shall be coordinated with each other and shall be consistent with the description of the proposed work.

5. General Requirements

- 5.1 Applicants filing an application for a permit, in addition to any other requirements set out in this By-law, shall:
 - (a) ensure that all applicable fields on the approved application form and required schedules are fully complete;
 - (b) identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
 - (c) identify and describe in detail the existing use(s) and the proposed use(s) for which the premises are intended;
 - (d) include the legal description, the municipal address and where appropriate the unit number of the land on which the work is to be done;
 - (e) include complete plans and specifications, documents and other information, as described in section 15 of this by-law and set out in Schedule "C" to this By-law, for the work covered by the permit;
 - (f) pay the required fees as calculated in accordance with Schedule "A" to this By-law when the application is made;
 - (g) state the name, address and telephone number of the owner, and where the owner is not the applicant, the authorized agent;
 - (h) include the construction value for the work covered by the application for a permit, exclusive of the value of the land;
 - (i) state the erection and removal date of all temporary buildings and structures;
 - (j) be signed by the owner or authorized agent who shall certify as to the truth of the contents of the application;

- (k) when section 1.2, Division C of the Building Code applies, attach a signed acknowledgement of the owner, on the prescribed form, that an architect and/or professional engineer(s) have been retained to carry out the general review of the construction of the building;
 - (l) when section 1.2, Division C of the Building Code applies, attach a signed statement of the architect and/or professional engineer(s), on the prescribed form, undertaking to provide general review of the construction of the building;
 - (m) include, where applicable, the applicant's registration number where an applicant is a builder or vendor as defined in the *Ontario New Home Warranties Plan Act*;
 - (n) ensure, where a "Schedule 1: Designer Information" form is attached, that the plans and specification include designer information outlining the person's name and signature, BCIN number and an acknowledgment of responsibilities for the associated design activities;
 - (o) include, for buildings within the scope of Building Code Division B, Part 3 or non-residential Part 9 where designed by an architect, a Building Code Data Matrix;
 - (p) include, if required by the Chief Building Official, for buildings requiring design and review by a professional engineer, a Structural Design Information Sheet;
 - (q) include, if required by a site plan and/or subdivision agreement, a seal of the Control Architect;
 - (r) include, if applicable, information and documents demonstrating compliance with energy efficiency requirements for new buildings;
 - (s) include, if applicable, a Builder/Developer construction approval letter; and
 - (t) include, if applicable, a condominium construction approval letter.
- 5.2 The Chief Building Official may, at his/her discretion, accept or refuse a permit application that is incomplete. Should the Chief Building Official be willing to accept an incomplete application, the applicant must complete the "Acknowledgement of Incomplete Application" form. An application is deemed to be complete if it satisfies all the applicable requirements of this By-law, the Building Code and the Act.
- 6. Construction Permits**
- 6.1 In addition to the general requirements set out in section 5 of this By-law, an application for a construction permit shall:
- (a) use the provincial application form, "Application for a Permit to Construct or Demolish".

7. Partial Permits

- 7.1 In addition to the general requirements set out in section 5 of this By-law, an application for a partial permit to construct part of a building shall:
- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (b) describe in detail the part of the building for which a partial permit is being requested;
 - (c) include a construction application for the entire project for which a partial permit is being requested;
 - (d) include plans and specifications covering the work for which a more expeditious approval is desired;
 - (e) be accompanied by the required fee for the entire project and required administrative fee for the partial permit as calculated in accordance with Schedule “A” to this By-law; and
 - (f) be accompanied by “An Acknowledgement of Incomplete Application” as partial permit requests are deemed incomplete applications for the purpose of this By-law.
- 7.2 The issuance of a partial permit shall not be construed to authorize construction beyond for which approval was given nor obligate the Chief Building Official to grant any further permits for the building.

8. Demolition Permits

- 8.1 In addition to the general requirements set out in section 5 of this By-law, an application for a demolition permit shall:
- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (b) include a description of the structural design characteristics of the building and the method of demolition;
 - (c) notwithstanding paragraph 5.1(k) of this By-law, when section 1.2, Division C of the Building Code applies, be accompanied by a signed acknowledgement of the owner, on the prescribed form, that a professional engineer has been retained to carry out the general review of the demolition of the building;
 - (d) notwithstanding paragraph 5.1(l) of this By-law, when section 1.2, Division C of the Building Code applies, be accompanied by a signed statement of the professional engineer, on the prescribed form, undertaking to provide general review of the demolition of the building;
 - (e) include a completed demolition checklist on the prescribed form;
 - (f) be accompanied by a confirmation that arrangements have been made with the proper authorities for the safe and complete disconnection of all water, sewer, gas, electric, telephone and other utilities and services; and

- (g) include a photograph of the existing building to be demolished.

9. Conditional Permits

9.1 In addition to the general requirements set out in section 5 of this By-law, an application for a conditional permit pursuant to subsection 8.(3) of the Act, shall:

- (a) use the provincial application form, "Application for a Permit to Construct or Demolish";
- (b) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- (c) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
- (d) be subject to the owner, and such other person as the Chief Building Official determines, entering into an agreement with the Town as provided in subsection 8.(3) of the Act; and
- (e) be accompanied by the required fees for work covered by the permit and the required administrative fee for the conditional permit as calculated in accordance with Schedule "A" to this By-law and any other fees and securities as set out in the agreement.

9.2 The Chief Building Official may, at his discretion, issue a conditional permit where unreasonable delays are anticipated to obtain all the necessary approvals and where the relevant provisions of this By-law, the Act and the Building Code have been met.

9.3 The Chief Building Official is hereby authorized to execute, on behalf of the Corporation, the written agreement referred to in subsection 9.1 of this By-law as part of the conditional building permit application.

9.4 The issuance of a conditional permit shall not be construed to authorize construction beyond for which approval was given nor obligate the Chief Building Official to grant any further permits for the building.

10. Change of Use Permits

10.1 An application for a change of use permit shall:

- (a) use the application form prescribed by the Chief Building Official that is completely filled out and accompanied by any applicable schedules;
- (b) describe the building in which the use 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 uses of the building or part of a building for which the application is made;
- (d) include plans and specifications as set out in section 15 of this By-law and Schedule "C" to this By-law showing the current and proposed use 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, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, and details of the existing sewage system, if any;

- (e) be accompanied by the required fees as calculated in accordance with Schedule "A" to this By-law when the application is made;
- (f) state the name, address and telephone number of the owner, and where the owner is not the applicant, the authorized agent; and
- (g) be signed by the owner or authorized agent who shall certify as to the truth of the contents of the application.

11. Sewage System Permits

11.1 In addition to the general requirements set out in section 5 of this By-law, an application for a sewage system permit shall:

- (a) use the provincial application form, "Application for a Permit to Construct or Demolish";
- (b) include 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:
 - A. the legal description, lot size, property dimensions, existing right-of-ways, easements or municipal/utility corridors;
 - B. the location of items listed in Column 1 of Tables 8.2.1.5, 8.2.1.6.A., 8.2.1.6.B and 8.2.1.6.C, Division B of the Building Code;
 - C. the location of the proposed sewage system;
 - D. the location of any unsuitable, disturbed or compacted areas;
 - E. proposed access routes for system maintenance;
 - F. depth to bedrock;
 - G. depth to zones of soil saturation;
 - H. soil properties, including soil permeability; and
 - I. soil conditions, including potential for flooding.

12. Occupancy Permits for Unfinished Buildings

12.1 An application for an occupancy permit of an unfinished building pursuant to section 1.3.3, Division C of the Building Code, shall:

- (a) use the application form prescribed by the Chief Building Official that is completely filled out and accompanied by any applicable schedules;
- (b) identify in detail the occupancy, the proposed date of occupancy and the part of the building for which the application for permit is made;
- (c) indicate the total number and location of units proposed for occupancy;
- (d) provide detailed information demonstrating compliance with Article 1.3.3.1, Division C of the Building Code;
- (e) be accompanied by the required fees as calculated in accordance with Schedule "A" to this By-law when the application is made;
- (f) state the name, address and telephone number of the owner, and where the owner is not the applicant, the authorized agent; and
- (g) be signed by the owner or authorized agent who shall certify the truth of the contents of the application.

13. Revisions to Permits

13.1 If a permit holder makes any material change to a plan, specification, document or other information on the basis of which the permit was issued, the permit holder shall notify the Chief Building Official of the change and provide details of such change.

13.2 The Chief Building Official may require the permit holder to make an application for revision to a permit where changes are major and the authorization of the change may take, or may be required to take, the form of a revision permit being issued.

13.3 Where an application for a revision permit is required by the Chief Building Official, in addition to the general requirements set out in section 5 of this By-law, the application shall:

- (a) use the applicable permit application form; and
- (b) describe and highlight the details of the change to the plans on which the permit was originally issued.

14. Abandoned Permit Applications

14.1 Where an application for a permit remains inactive (as per policy of the Corporation) 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.

- 14.2 Where an application has been deemed to be abandoned, a new application must be filed for the proposed work.

15. Plans and Specifications

- 15.1 Every applicant shall submit sufficient information, including plans, specifications, documents and other information, with each application for a permit to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use will conform to the Act, the Building Code and any other applicable law.
- 15.2 The Chief Building Official shall determine the plans, specifications, documents and other information required to be submitted in order to deem the application complete according to sentence 1.3.1.3.(5), Division C of the Building Code, having regard for:
- (a) the scope of proposed work;
 - (b) the requirements of the Act, the Building Code and other applicable law; and
 - (c) the requirements of sections 5 and 15 of this By-law.
- 15.3 Plans, specifications, documents and other information shall be submitted, drawn to scale, and fully dimensioned on paper or other durable material containing legible text and drawings.
- 15.4 All applications for permits shall include 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 Corporation, 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 is in compliance with the Act, the Building Code, and any other applicable law. The site plan shall indicate:
- (a) lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;
 - (b) existing and finished ground levels or grades; and
 - (c) existing right-of-way, easements and municipal services.
- 15.5 All applications to construct a new building, or where required by the Chief Building Official, shall be accompanied by a geotechnical report prepared by a professional engineer.
- 15.6 The Chief Building Official may require as part of an application to construct or demolish a report from a professional engineer with respect to the impact of vibration from the proposed construction or demolition methods and the measures to be employed to mitigate such impacts.
- 15.7 Upon completion of the foundation, the Chief Building Official may require submission of a survey prepared by an Ontario Land Surveyor indicating the location and elevation of the top of the foundation wall, prior to a framing inspection being undertaken.

- 15.8 On completion of the construction, the Chief Building Official may require that an as constructed set of plans of the building or any class of buildings, including a plan of survey showing the location, be filed with the Chief Building Official.

16. Alternative Solutions

- 16.1 Where a person proposes the use of an alternative solution, an application for authorization shall be made to the Chief Building Official and the application shall:
- (a) use the application form prescribed by the Chief Building Official;
 - (b) include documentation that identifies applicable objectives, functional statements and acceptable solutions as set out in the Building Code;
 - (c) include documentation that establishes that the proposed alternative solution will achieve the level of performance required under Article 1.2.1.1 of Division A of the Building Code; and
 - (d) be accompanied by the required fees for work covered by the permit and the required administrative fee for the alternative solution as calculated in accordance with Schedule "A" to this By-law.
- 16.2 The Chief Building Official may refuse to authorize the use of an alternative solution if he is not satisfied that the level of performance required under Article 1.2.1.1 of Division A of the Building Code will be achieved by the proposed alternative solution.

17. Required Notices and Inspections

- 17.1 The permit holder shall give notice to the Chief Building Official or a Registered Code Agency of the readiness for inspection in accordance with the prescribed notices described in subsection 1.3.5 of Division C of the Building Code and Schedule "E" to this By-law.
- 17.2 In addition to the prescribed notices set out in the Building Code and in accordance with 1.3.5 of Division C of the Building Code, the Chief Building Official may require the permit holder to give notice to the Chief Building Official or a Registered Code Agency of additional stages of construction or demolition set out in Schedule "E" to this By-law.

18. Registered Code Agencies

- 18.1 Where the Town has entered into agreements with registered code agencies, the Chief Building Official is authorized to enter into service agreements with registered code agencies and appoint them to perform specified functions from time to time pursuant to s. 4.1 of the Act.

19. Fees

- 19.1 The Chief Building Official shall determine the required fees for the work proposed in accordance with Schedule "A" to this By-law and the fee shall be payable in full upon the submission of an application for permit.

- 19.2 Where the Chief Building Official determines, upon a full review of permit drawings submitted, that additional fees are applicable in accordance with Schedule "A" based on the scope of work and floor area for the class of permit, the amount of outstanding fees shall be payable prior to permit issuance.

20. Changing Permit Fees

- 20.1 Prior to passing a By-law to change the permit fees, the Town shall consult with the public and provide notice as required under Article 1.9.1.2. of Division C of the Building Code and the Town's Notice By-law.
- 20.2 Any person or organization wishing to receive notice under Article 1.9.1.2. of Division C of the Building Code should make such request in writing to the Chief Building Official.
- 20.3 The permits fees, as set out in Schedule "A" to this By-law, shall be adjusted annually, using the twelve (12) month Construction Price Index – Toronto published by Statistics Canada, and as computed by the Town's Treasurer.
- 20.4 Each subsequent year, the Town Clerk be directed to attach the annually adjusted fees which Schedules shall form part of this By-law.

21. Refunds

- 21.1 In the case of withdrawal of an application, abandonment of all or a portion of the work, the non-commencement of the work, or the refusal or revocation of a permit, the Chief Building Official, upon written request by the applicant, shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "D" to this By-law.

22. Fencing at Construction and Demolition Sites

- 22.1 The owner of all construction and demolition sites shall ensure that the site is secure and that suitable fencing is erected to protect the public from any potential hazard unless the Chief Building Official is of the opinion that it is not required.
- 22.2 Every fence required by this section shall:
- (a) be erected to create a continuous barrier and be sufficient to deter unauthorized entry;
 - (b) be a minimum of 1.2 meters above grade at any height or higher as determined by the Chief Building Official from time to time;
 - (c) if constructed of plastic mesh, snow fencing or other similar materials, be securely fastened to vertical posts not more than 2.4 metres apart with a minimum 11 gauge thickness cable at top and bottom; and
 - (d) be maintained in the vertical plane and in good repair.

23. Transfer of Permits

- 23.1 Every person who acquires land for which a permit has been issued under this By-law shall apply to transfer the permit.
- 23.2 Every application for a transfer of permit shall be submitted to the Chief Building Official and shall:
- (a) use the applicable permit application form;
 - (b) include such information as may be determined by the Chief Building Official to determine the transfer of ownership of land; and
 - (c) be accompanied by the required fee as set out in Schedule "A" to this By-law.

24. Penalty

- 24.1 Every person who contravenes any provision of this By-law is guilty of an offence and liable:
- (a) on a first conviction to a fine of not more than \$50,000; and
 - (b) on any subsequent conviction, to a fine of not more than \$100,000.
- 24.2 Where the person convicted is a corporation, the maximum fines are \$100,000 on a first offence and \$200,000 for any subsequent conviction.

25. Schedules

- 25.1 The following list of schedules form part of this By-law:
- (a) Schedule "A" – Classes of Permits and Fees Payable;
 - (b) Schedule "B" – List of Prescribed Forms;
 - (c) Schedule "C" – Plans to Accompany Applications for Permits;
 - (d) Schedule "D" – Refunds;
 - (e) Schedule "E" – List of Required Inspection Notices; and
 - (f) Schedule "F" – Code of Conduct.

26. Transition

- 26.1 Subject to subsection 26.2 of this By-law, By-law Number 5402-12, as amended, as it read on the day of its repeal, is deemed to continue in force with respect to complete applications submitted pursuant to By-law Number 5402-12, as amended, before the day of this By-law coming into force.
- 26.2 This By-law shall apply to any application submitted on or after the day of this By-law coming into force, despite any such application being related to a previous application or to a subject matter dealt with under a previous application under By-law Number 5402-12, as amended.

27. Repeal

27.1 By-law Numbers 5402-12, 5602-14 and 5904-16 be and are hereby repealed on the day of this By-law coming into full force and effect.

28. Short Title

28.1 This By-law shall be known and may be cited as the "Building By-law".

29. Effective Date

29.1 This By-law shall come into full force and effect on July 1, 2018.

Enacted by Town of Aurora Council this 25th day of June, 2018.

Schedule “B” – List of Prescribed Forms

1. Application for a Permit to Construct or Demolish (approved by the Minister)
2. Acknowledgement of Incomplete Application
3. Plumbing & Drain Permit Application
4. Energy Efficiency Design Summary
5. Commitment to General Reviews By Architect and Engineers
6. Flow Control Roof Drainage Declaration
7. Ontario Building Code Data Matrix
8. Structural Design Information Sheet
9. Demolition Checklist
10. Application for Occupancy of an Unfinished Building
11. Application for a Proposed Alternative Solution
12. Application for Registration of a Two-Unit House
13. Submission of Revised/Additional Plans Prior to Permit Issuance
14. Application for a Change of Use
15. Other forms as prescribed by the Chief Building Official from time to time

Schedule “C” – Plans to Accompany Applications for Permits

The following is a list of plans, working drawings, specifications, documents and other information that may be required to accompany applications for permits according to the scope of work and type of application:

1. Site Plan (2-4 sets of plans)
2. Detailed Lot Grading Plans (5 sets of plans)
3. Floor Plans (2-4 sets of plans)
4. Foundation Plans (2-4 sets of plans)
5. Structural Plans, including applicable engineering documents if proposing a pre-engineered system (2-4 sets of plans)
6. Roof Plans, including applicable engineering documents if proposing a pre-engineered system (2-4 sets of plans)
7. Reflected Ceiling Plans (2-4 sets of plans)
8. Sections and Details Plans (2-4 sets of plans)
9. Building Elevations (2-4 sets of plans)
10. Electrical Drawings (3 sets of plans)
11. Heating, Ventilation and Air Conditioning Drawings with heat loss/heat gain calculations (3 sets of plans)
12. Plumbing Drawings (3 sets of plans)
13. Fire Alarm and Sprinkler Plans (3 sets of plans)

Schedule “D” – Refunds

Where the Chief Building Official deems it appropriate, a refund other than specified in this Schedule “D” may be granted.

If the calculated refund is less than the minimum fee applicable, no refund shall be made of the fees paid. No fee shall be issued where a minimum fee has been charged.

The refund shall be returned to the person named on the fee receipt, unless such person advises the Chief Building Official in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then so authorized.

Refund provisions are not applicable where the permit has been closed or when the occupancy inspection has been carried out.

The refund shall be made in the manner in which the fees were received.

Refunds are to be calculated as follows:

- 80% - if only administrative functions have been performed
- 50% - if administrative functions and plans examination functions have been performed
- 40% - if the permit has been issued and no field inspections have been performed subsequent to permit issuance

5% shall be additionally deducted for each field inspection that has been performed after the permit has been issued.

Requests for refunds must be submitted in writing to the Chief Building Official who will determine the amount of fees, if any, that may be refunded, provided that the request is received no later than six (6) months after:

- withdrawal of the application;
- abandonment of the application;
- refusal to issue a permit; or
- a request for revocation of a permit under subsection 8(10)(e) of the Act.

Schedule “E” – List of Required Inspection Notices**Prescribed Notices:**

1. Readiness to construct footings.
2. Substantial completion of footings and foundations prior to commencement of backfilling.
3. Substantial completion of structural framing and ductwork and piping for heating and air conditioning systems, if the building is within the scope of Part 9 of Division B.
4. Substantial completion of structural framing and roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment if the building is not a building to which clause 3 applies.
5. Substantial completion of insulation, vapour barriers and air barriers.
6. Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems.
7. Substantial completion of fire access routes.
8. 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 system, and
 - (f) plumbing fixtures and plumbing appliances.
9. Readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A of the Building Code, a public pool or a public spa.
10. Substantial completion of the circulation/recirculation system of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A of the Building Code, a public pool or public spa and substantial completion of the pool before it is first filled with water.
11. Readiness to construct a sewage system.
12. Substantial completion of the installation of a sewage system before the commencement of backfilling.
13. Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling.
14. Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(2) of Division C of the

Building Code or to permit occupancy under Sentence 1.3.3.2.(1), if the building or part of the building to be occupied is not fully completed.

15. Completion of construction and installation of components required to permit the issuance of an occupancy permit under Sentence 1.3.3.4.(5) of Division C of the Building Code.

Additional Required Notices:

1. Substantial completion of interior finishes.
2. Substantial completion of heating, ventilation, air-conditioning and air-contaminant extraction equipment.
3. Substantial completion of exterior cladding.
4. Substantial completion of the pool deck and dressing rooms for a public pool or public spa and readiness for inspection of the emergency stop system for a public pool or public spa.
5. Substantial completion of grading.
6. Substantial completion of a building or part thereof, for which an occupancy permit is required under Article 1.3.3.4. of Division C of the Building Code.

Schedule “F” – Code of Conduct

The Town has established this Code of Conduct in accordance with the Act and maintains standards and principles outlined in this Code of Conduct.

Standards of Conduct

Building Officials in exercising their power and performing their duties shall at all times:

1. Promote public safety and safety of buildings with reference to public health, fire protection, structural sufficiency, barrier free accessibility, energy conservation and environmental integrity.
2. Apply the Act, Building Code and all applicable legislation uniformly and impartially without influence from anyone.
3. Act only within the category or categories of qualifications obtained under the Act.
4. Commit to a continuous education program to keep apprised of developments in the building regulatory framework, building practices and designs.
5. Conduct themselves in a professional manner with honesty and integrity.
6. Manage confidential and sensitive information in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, [R.S.O. 1990, c. M.56, as amended](#).
7. Report any conflict of interests that may arise in which private interests or personal consideration may affect their judgment in carrying out their role and responsibilities.

Guidelines for Responding to Allegations of Breaches of the Code

The Act prescribes that the conduct of the Chief Building Official and the inspectors will be measured against this Code of Conduct. Any allegations of a breach of conduct will be kept confidential.

The Chief Building Official will review any allegations of a breach in the Code of Conduct by an inspector. If justified, the Chief Building Official will conduct an investigation and recommend disciplinary action, if any, to be taken against the inspector who fails to comply with this code.

Where allegations are made against the Chief Building Official, the Chief Administrative Officer, shall review and if justified, investigate any allegations and recommend to Council appropriate action.

Disciplinary Action

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Town and will be based on the severity of the violation in accordance with employment laws and standards.