

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2012-004-BU

BEING A BY-LAW to provide for the administration and enforcement of the Building Code Act, 1992 within the Town of Whitchurch-Stouffville and for the repeal of the Building By-law 1993-193, as amended

WHEREAS Subsection 3(1) of the *Building Code Act, 1992*, S.O. 1992, chapter 23, provides that the Council of The Corporation of the Town of Whitchurch-Stouffville is responsible for the enforcement of the *Building Code Act, 1992* within the Town of Whitchurch-Stouffville;

AND WHEREAS Subsection 3(2) of the *Building Code Act, 1992* requires that the Council shall appoint a *Chief Building Official* and such *Inspectors* as are necessary for the enforcement of the *Building Code Act, 1992* within the Town of Whitchurch-Stouffville;

AND WHEREAS Section 7 of the *Building Code Act, 1992* authorizes the Council of a municipality to pass certain by-laws prescribing classes of permits, documents, fees, inspections and other related matters in respect to a change of use, construction, alteration or demolition of; structures occupying an area greater than ten square metres and systems appurtenant thereto, which may include a wall, a roof, a floor or any one of them, or a plumbing system, or a sewage system, or a designated structure, or a tent(s) occupying an area greater than sixty square metres.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. TITLE

This bylaw may be cited as the: **"BUILDING BY-LAW"**

2. DEFINITIONS

(1) In this By-law:

- (a) "*Act*" means the *Building Code Act, 1992*, S.O. 1992, chapter 23;
- (b) "*As Built*" means as constructed plans as defined in the building code;
- (c) "*Applicable Law*" means the list of applicable laws found in Division A, Part 1, Article 1.4.1.3 of the *Building Code Regulations* and other applicable approvals required for development;
- (d) "*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;
- (e) "*Architect*" means a holder of a license, a certificate of practice or a temporary license under the *Architect's Act* as defined in Division A, Part 1, Article 1.4.1.2 of the *Building Code Regulations*;
- (f) "*Building*" means a building as defined in Subsection 1(1) of the *Act*;
- (g) "*Building Code*" means the *Building Code Regulations* made under Section 34 of the *Act*;
- (h) "*Chief Building Official*" means the person appointed by the Council for the purpose of administering the enforcement of the *Act* and the *Building Code* through the exercising of powers and duties assigned.

Any references to the Chief Building Official shall also be considered to include designates;

- (i) "*Construction Value*" means the value declared by the Applicant to represent the total value of all work, services and material associated with the construction for which an application for permit is made;
- (j) "*Council*" means the Council of The Corporation of the Town of Whitchurch-Stouffville;
- (k) "*Designer*" means the individual who takes responsibility for the design. A designer may be an Architect, a Professional Engineer, a Designer with a 'Building Code Identification Number' or an Owner;
- (l) "*Equivalent*" means equivalent materials, systems or designs proposed by an applicant pursuant to Section 9 of the *Act*;
- (m) "*Fire Break*" means the absence of a combustible building, or part thereof, within a group of buildings under construction that would have the effect of limiting fire spread;
- (n) "*Fire Chief*" means the person appointed by the Council for the purpose of administering the enforcement of the *Fire Protection and Prevention Act* and the *Fire Code* through the exercising of powers and duties assigned. Any references to the Fire Chief shall also be considered to include designates;
- (o) "*Inspector*" means a Building Inspector or Plans Examiner appointed by *Council* in the most recent "Building Services Appointment By-law" for the purpose of reviewing permit applications and inspecting construction in accordance with the *Act* and the *Code*;
- (p) "*Town*" means The Corporation of the Town of Whitchurch-Stouffville;
- (q) "*Town Closure*" means days when the offices of the Town of Whitchurch-Stouffville are not open for transaction of business with the public;
- (r) "*Owner*" means the 'registered owner on title' of the land or a 'mortgagee in possession', upon which the *building* or part thereof is located, or will be located, and is deemed responsible for all construction activities occurring upon the property;
- (s) "*Professional Engineer*" means a person who holds a license or a temporary license under the *Professional Engineer's Act* as defined in Division A, Part 1, Article 1.4.1.2. of the Building Code regulations;
- (t) "*Permit*" means permission or authorization given, in writing, by the *Chief Building Official*:
 - (i) to construct a building or part of a *building* as regulated by the *Act* and the *Code*;
 - (ii) to change the use of a *building* or part of a *building* as regulated by the *Act* and the *Code*; and
 - (iii) to occupy a *building* or a part thereof of a *building* as regulated by the *Act* and the *Code*.
- (u) "*Surveyor*" means a registered and licensed Professional Land Surveyor under the *Surveyors Act*.

- (2) Any word or terms not defined in this Bylaw shall have the meaning ascribed to them in the *Act* or *Code*. Terms not defined in the *Act* or *Code* shall have the same meanings as ascribed in a standard Canadian dictionary;
- (3) Any word or terms used in this By-law having a singular meaning may be understood as being plural, and any word or terms used in this By-law having a plural meaning may be understood as being singular; and
- (4) Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

3. APPOINTMENTS

Each person whose name is set out in the most recent "Building Services Appointment By-law" shall be deemed as having such roles and responsibilities as authorized by Council and shall hereby form part of this By-law. The *Chief Building Official* may delegate certain responsibilities for the enforcement of any portion of the *Building Code* respecting fire safety matters to the Town's *Fire Chief* or assigns having the appropriate Ministry of Housing and Municipal Affairs qualifications as set out in the *Building Code*.

4. CODE OF CONDUCT FOR BUILDING OFFICIALS

Each person named in the "Building Services Appointment By-law" shall be governed by the 'Corporate Town Administrative Procedures and Policies', as may be amended from time to time, with respect to exercising powers and performing duties under the *Act* and shall hereby constitute the 'Code of Conduct' for the purposes as set out in the *Act*.

5. FEES IN RESPECT TO THE BUILDING CODE ACT

Every person who is regulated by the *Act* shall pay the prescribed fee for the administration and enforcement of the *Act*, including classes of *Permits* with respect to fees for the construction, demolition, change of use and occupancy of buildings as set out in the most recent corporate "Fees and Charges By-law" and shall hereby form part of this By-law.

6. BUILDING PERMITS AND PROCESSING THEREOF

Every person constructing, demolishing, extending, repairing or altering a *building*, and systems appurtenant thereto, as defined in the *Act*, must obtain a *Permit* from the *Chief Building Official*. Applications will be processed in sequential order from the date it is received with complete applications having priority over incomplete applications. The *Chief Building Official* may combine more than one class of *Permit* where it is deemed appropriate and may allow for partial or full electronic *Permit* application submissions. The issuance of a *Permit* does not relieve the *Owner* from complying with any and all laws.

7. CONSTRUCTION NOT REQUIRING PERMITS

Notwithstanding that the *Act* requires a *Permit* to be issued for certain construction, the *Chief Building Official* herein grants permission where determination is made by the *Chief Building Official* that the work is minor in nature and provided that the constructor agrees that all construction will comply with the technical aspects of the *Building Code*, all other relevant Acts and the Town's applicable Zoning Bylaws.

- (1) The following is a list of pre-determined minor construction works:

- (i) Light-weight re-roofing that does not exceed the structural capacity of the framing;
- (ii) Re-cladding with any material that improves the existing wall performance, provided the wall does not exceed three storey's;
- (iii) Residential wood decks with a surface that is equal to, or less than, two feet above any point of ground below the deck;
- (iv) Certified replacement furnaces with the same or better heat output as the original furnace;
- (v) Certified air-conditioners or heat-pumps added to an existing furnace system;
- (vi) Replacement of a legal existing residential kitchen cabinetry, provided that any plumbing piping is not relocated or replaced;
- (vii) Replacement of plumbing fixtures that are not relocated (sinks, toilets, taps, etc.);
- (viii) Residential window and door replacement within a single, semi-detached or townhome, provided that the size is not increased;
- (ix) Antennas and satellite equipment;
- (x) Repairs to leaking foundations;
- (xi) Adding insulation;
- (xii) New or replacement eave-troughs, fascias, downspouts and soffits;
- (xiii) Solar collectors not mounted on a building;
- (xiv) Solar collectors mounted on a building less than 5m.sq. in aggregate area; and
- (xv) Retaining walls not exceeding 1 metre in height and where drainage is not negatively impacted.

8. COMPLETE PERMIT APPLICATIONS

- (1) To obtain a *Permit*, an *applicant* shall first file a completed application on the prescribed form "Application for a Permit to Construct or Demolish", available from the *Town's* website, the *Town's* Municipal Offices or from the Province of Ontario's website, together with all the prescribed schedules and other applicable requirements as set out in this By-law;
- (2) Where an *Applicant* declares that an application is complete in all respects and complies with the *Act*, the *Building Code* and *Applicable Law*, the *Chief Building Official* must issue a *permit* within the time period prescribed in the *Building Code* only if the application is found to be complete in all respects and complies with the *Act*, the *Building Code* and *Applicable Law*;
- (3) Where an *Applicant* declares that an application is complete in all respects, but the application is subsequently determined to be incomplete or does not comply with the *Act*, the *Building Code* or any *Applicable Law*, the established review period will no longer apply. The *Chief Building Official* will provide in writing, the reason or reasons, why the *permit* is found to be incomplete within the set time limit. An additional fee as prescribed in the most current corporate "Fees and Charges By-law" shall be levied against the re-examination of documents required to be submitted or resubmitted by the *Applicant* of a falsely declared complete application. In addition to any fees levied, Applications found to be incomplete through the review process shall lose their priority standing in processing;
- (4) No application is complete until the applicable *permit* agreement is executed, unless the *Chief Building Official* waives this requirement and determines that prior to an executed agreement, only the *Town's* signatory's are missing. Types of Agreements include, but are not limited to Conditional, Site Plan Control, Subdivision, Condominium, Model Home, Sales Office, Development, Deferred Demolition, Temporary Use, Multiple Property Servicing and Spatial Separation;

- (5) Where applicable, no application is complete unless zoning compliance certification is obtained in conjunction with the *permit* application;
- (6) Where applicable, no application is complete unless grading compliance certification is obtained in conjunction with the *permit* application; and
- (7) The *Chief Building Official* shall be the final determiner of the plans, specifications, documents and other information required to be submitted with an application, for the purpose of deeming the submission complete in accordance with Sentence 1.3.1.3.(5) of Division 'C' of the *Building Code* having regard for:
 - (i) the scope of the proposed work;
 - (ii) the requirements of the *Building Code*, the *Act* and *Applicable Law*; and
 - (iii) the requirements of this Bylaw and Schedule 'A'.

9. INCOMPLETE PERMIT APPLICATIONS

- (1) Notwithstanding the previous subsection, the *Chief Building Official* may accept an incomplete application for partial [concurrent] processing provided the *Applicant* acknowledges which portions of the application are deficient in information, monies or approvals. All applicants submitting an incomplete application hereby waive the time period prescribed in the *Building Code* within which a *Permit* must be issued or refused. Acknowledgement of an incomplete application shall be done by marking any of the "No" choices in section 'H' of the prescribed Provincial form "Application for a Permit to Construct or Demolish". If neither the "Yes" nor the "No" is marked, then the Applicant shall be understood as giving a "No" response;
- (2) Any application shall be deemed to be incomplete (in accordance with sentence 1.3.1.3.(5) of Division C of the *Building Code*) where the applicable requirements in this By-law, other *Applicable Law*, the *Act* and the *Building Code* have not been fully met or are missing;
- (3) Any application deemed to be too incomplete and too insufficient may be refused by the Chief Building Official;
- (4) Except for Conditional Permits or Partial Permits, all applications must be fully complete prior to permit issuance.

10. PERMIT SUBMISSIONS

Every application form for a *Permit* prescribed under the *Building Code* shall also:

- (a) 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;
- (b) be coordinated and be consistent with the description of the proposed work;
- (c) be accompanied by the plans, specifications, documents and other information as prescribed elsewhere in this By-law and Schedule A;
- (d) be accompanied by a completed "*Applicable Law* Declaration" form (available from the Town's Municipal Offices building and website), as amended from time to time;
- (e) identify and describe in detail all encroachments onto other properties, including municipal and provincial lands, for the purposes of temporary

or permanent work (including hoarding and servicing). Access to the development site must also indicate new access points, expanded access points, existing and previously approved access points (driveways and walkways);

- (f) be accompanied by the appropriate fee calculated in accordance with the most current corporate "Fees and Charges By-law" along with a corresponding building area breakdown;
- (g) where serviced by a municipal potable water supply and where the proposed potable water supply is not already fully metered, be accompanied by a completed "Application for Water Meter" (available from the Town's Municipal Offices building);
- (h) where applicable, be accompanied by a "Plumbing and Drain Declaration" form (available from the Town's Municipal Offices building and website), as amended from time to time;
- (i) where applicable, be accompanied by a "Energy Efficiency Design Summary" form (available from the Town's Municipal Offices building and website), as amended from time to time;
- (j) where applicable, be accompanied by a "Commitment to General Reviews by *Architect* and *Engineers*" form (available from the Town's Municipal Offices building and website or the PEO and OAA) for all *buildings* requiring professional review or where requested by the *Chief Building Official*;
- (k) where applicable, be accompanied by a "Ontario Building Code Data Matrix" form (available from the Town's Municipal Offices building and website or OAA) for all *buildings* within the scope of Part 3 of Division 'B' of the *Code* or where requested by the *Chief Building Official*;
- (l) where applicable, be accompanied by a "Fire Route Application" form (available from the Town's Municipal Offices building and website) for all *buildings* within the scope of Part 3 of Division 'B' of the *Code* or where requested by the *Fire Chief*;
- (m) where applicable, be accompanied by any applicable development charges in accordance with the relevant By-laws authorized under the *Development Charges Act* and *Education Act*;
- (n) where applicable, temporary buildings shall indicate on the 'Application for a Permit to Construct or Demolish' the total duration of the structure to remain. All temporary *Permits* shall expire after one year from the date of issuance and may be renewed upon re-application and subsequent issuance of the *Permit*; and
- (o) where applicable, be accompanied by any other fee for which an agreement is made between the *Town* and a property *Owner*.

11. DEMOLITION PERMIT SUBMISSIONS

Every complete application form for a demolition *permit* prescribed under the *Building Code* shall also:

- (a) 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;

- (b) identify whether or not the building is included on the *Town's* heritage inventory list or is a designated building under the Ontario Heritage Act;
- (c) be accompanied by the plans, specifications, documents and other information prescribed in this By-law;
- (d) be accompanied by elevation photos of the entire building (minimum four photos);
- (e) be accompanied by the appropriate fee calculated in accordance with the most recent corporate "Fees and Charges By-law"; and
- (f) be accompanied by a statement (or proof) that:
 - (i) arrangements will be made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone, cable and other utilities;
 - (ii) the owner will comply with the *Town's* Property Standards By-law at the completion of demolition; and
 - (iii) the owner will comply with the *Town's* Traffic By-law during demolition.

12. CONDITIONAL BUILDING PERMIT SUBMISSIONS

The *Chief Building Official* may issue a Conditional Permit where applicable approvals have not been obtained. Every application for a Conditional Building Permit under Subsection 8(3) of the *Act* shall:

- (a) comply with the requirements of 'PERMIT SUBMISSIONS' found in Section 10 of this Bylaw and with 'PLANS, SPECIFICATIONS AND INFORMATION SUBMISSIONS' found in Section 15 of this Bylaw;
- (b) be additionally accompanied by:
 - (i) a written statement from the *applicant* explaining why the applicant believes that unreasonable delays in construction would occur if a 'Conditional *Building Permit*' is not granted;
 - (ii) a written acknowledgement from the *applicant* that an application made for a 'Conditional *Building Permit*' is no guarantee that a 'Full *Building Permit*' will be granted and that the appropriate measures will be taken to prevent damage to the authorized portion of the building from the effects of weather;
 - (iii) the 'Conditional *Building Permit* Agreement' fee and security paid in accordance with the most recent corporate "Fees and Charges By-law".
- (c) The *Chief Building Official* is herein delegated authority to grant a 'Conditional *Building Permit* Agreement', after consultation with the affected Departments, to be executed by the property Owner(s) and the *Town's* Mayor and Clerk (or authorized designates).

13. PARTIAL BUILDING PERMIT SUBMISSIONS

The *Chief Building Official* may issue a Partial Permit where the full Permit is not available or desired and where approvals have been obtained excluding the portion of the building not forming part of the Permit. Every application for a Partial Permit shall:

- (a) comply with the requirements of 'PERMIT SUBMISSIONS' found in Section 10 of this Bylaw and with 'PLANS, SPECIFICATIONS AND INFORMATION SUBMISSIONS' found in Section 15 of this Bylaw; and
- (b) be additionally accompanied by:
 - (i) a written statement from the applicant explaining the feasibility of why a *Partial Permit* is needed and the methods employed by the constructor to protect the partially constructed building from weather damage in the event that the Full Permit is delayed;
 - (ii) a written acknowledgement from the applicant of the necessary documents which must be submitted, if any, in respect of the proposed construction and the approximate time period in which such information is expected to be delivered to the Town;
 - (iii) either the Full *Permit* fee for the complete building construction or a *Partial Permit* fee proportional to the authorized construction, as determined appropriate by the *Chief Building Official*, paid in accordance with the most recent corporate "Fees and Charges By-law".

14. CHANGE OF USE BUILDING PERMIT SUBMISSIONS

- (a) 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;
- (b) 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 limited to, floor plans and details of wall, ceiling and roof assemblies identifying existing fire resistance ratings and load bearing capacities;
- (c) be accompanied by the appropriate fee in accordance with the most recent corporate "Fees and Charges By-law";
- (d) be accompanied by the completed documents prescribed in Schedule 'A' of this By-law;
- (e) where construction is required, comply with the requirements of 'PERMIT SUBMISSIONS' in Section 10 of this Bylaw & 'PLANS, SPECIFICATIONS AND INFORMATION SUBMISSIONS' in Section 15 of this Bylaw.

15. PLANS, SPECIFICATIONS AND INFORMATION SESSIONS

- (a) 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*. All applications for construction must also contain sufficient information, such that any competent constructor can construct a complete *building* (or part thereof, as the case may be) from the plans and documents submitted thereto;
- (b) Except for application forms, all plans, specifications and supporting documentation shall be submitted in duplicate for detached, semi-detached, row style residential and farm construction, and submitted in triplicate for all other construction types where it involves fire suppression systems, emergency access/egress and/or other fire safety systems. Where an *applicant* has decided on the concurrent *permit* review process [Incomplete], *building* siting plans shall be submitted in

quadruplicate to enable concurrent architectural, grading and zoning review;

- (c) Plans, specifications, documents and other information shall be submitted on quality paper or in an electronic format acceptable to the *Chief Building Official* and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale;
- (d) Plans shall be fully dimensioned, noting all sizes and types of construction materials to be used and their respective locations, noting all finishes to all walls, ceilings and floors and all existing and proposed fire separations. Alterations, renovations and additions must differentiate between the existing *building* and portions of the new proposed *building*;
- (e) All *permit* submissions shall include a gross floor area breakdown summary of the building indicating each potentially usable floor and/or roofed area bounded by the exterior faces of the structure including stairways, elevator shafts, mechanical areas, atriums, basements and garages. A separate area calculation shall be provided for all porches and decks;
- (f) Building siting plans, where applicable, submitted by an *applicant* shall:
 - (i) be in conformity with by-laws passed under Sections 34, 38 and 41 of the Planning Act; and
 - (ii) be referenced to a current plan of survey prepared and certified by a *Surveyor*, and a copy of the survey shall accompany the siting plan submission, except where the *Chief Building Official* waives the requirement to do so.
- (g) Every *building* and every area within a *building* shall have its specific uses indicated on a plan;
- (h) All submissions given to the *Town* shall be declared property of the *Town*. Any submission may be disclosed to any person through a routine Freedom of Information request in accordance with the 'Municipal Freedom of Information and Protection of Privacy Act';
- (i) All submissions must include a summary of compliance with the *Town's* Zoning Bylaws which shall contain the *building's* allowable uses, height, setbacks, coverage and parking requirements. All legal non-conforming and all illegal non-conforming *building* aspects (subject to minor variance or rezoning) shall be fully disclosed in writing;
- (j) Applications that include new septic systems and/or new wells shall locate and identify all existing neighbouring properties septic systems and/or wells on a siting plan to ensure adequate spatial separation;
- (k) All *permit* submissions requiring a new water service connected to a municipal water supply shall be accompanied by an "Application for a Water Meter" together with the appropriate fees in accordance with the most recent corporate "Fees and Charges By-law";
- (l) Except where the *Chief Building Official* waives the requirement to do so, all applications for new buildings and additions shall be accompanied by a soil bearing report from a *Professional Engineer* indicating the maximum allowable bearing capacity, removal of organic inclusions and any recommended practices to minimize the effect of ground water and/or fill conditions;

- (m) All *buildings* founded on engineered fill shall be adequately designed to accommodate minor differential *building* settlement by a method acceptable to the *Chief Building Official*. An acceptable method is installing two continuously lapped 15M bars in the footing and in the upper-most portion of the foundation wall. This reinforcement shall establish the minimum differential building settlement prevention measures, notwithstanding any more stringent measures that may be requested by the *Professional Engineer* involved;
- (n) All foundations having a basement that are to be backfilled without bracing or capping shall be designed to withstand the horizontal soil pressures by embedding horizontal steel reinforcing bars or by another method acceptable to the *Chief Building Official*;
- (o) All *buildings* designed with block foundations (that do not incorporate a drainage layer) shall have an exterior slip joint to prevent ad-freezing of soil to the foundation. An acceptable method is; tacking a folded layer of 6 mil polyethylene to the foundation wall, from rough grade level to 1.2m below ground;
- (p) All structural designs incorporating temporary shoring or temporary support of existing *buildings* shall be indicated in the plans if the existing *building* portion is to be occupied during the construction period. These temporary structural measures shall be continuously monitored by a *Professional Engineer* until they are no longer required;
- (q) All alteration designs that affect the egress, structural integrity or life safety system of occupied existing *buildings* shall include any interim measures to mitigate these hazards;
- (r) All applications for *buildings* and additions designed under Part 4, Division 'B' of the *Building Code*, shall be accompanied by design briefs stating the applicable code references, loads, design assumptions and criteria;
- (s) Except where the work is minor in nature, and the *Chief Building Official* waives the requirement to do so, all *buildings* designed with field or shop welded components shall submit the name(s) of the Canadian Welding Bureau company certifications designated to perform the work, and if the welding company is not known at the time of application, the *applicant* shall include a promissory statement agreeing to supply the information prior to installation of the welded components;
- (t) All flat roofed *buildings* designed to retain or detain rainwater shall submit loading calculations supplied by a *Professional Engineer*. Emergency overflow scuppers shall be provided to limit the maximum retention of rainwater as per the specified roof design criteria;
- (u) All *buildings* that are constructed with sloped asphalt shingled roofs shall be designed in accordance with the *Building Code* to prevent water due to ice damming from entering the *building* by a method acceptable to the *Chief Building Official*. An acceptable method is installing a self sealing water impervious membrane [underlayment] within 6 feet (1.8m) of any valley from a point intersecting with the edge of the roof, and in the case of a roof without an attic space, from the edge of the roof. All valleys within 6 feet (1.8m) of wall shall have the continuous membrane [underlayment] extend a minimum distance of 6 inches (150mm) up the wall. This membrane [underlayment] shall be in addition to any other prescribed roof construction practices;

- (v) All *permit* submissions requiring a designated fire route shall make an application with the Fire Department for the signage posting and inspections of the proposed designated fire route;
- (w) All combustible multi-unit developments and subdivisions, shall have an approved fire break design, which may be modified and enforced by the *Fire Chief*;
- (x) All conventionally wood framed (low rise) housing incorporating a heated space above an unheated space shall be designed with foamed plastic insulation to meet the minimum air barrier requirements as established by the *Building Code* or by another method acceptable to the *Chief Building Official*;
- (y) All subdivision model dwelling designs that are repeated shall include detailed 'model height' calculations indicating the vertical measurement from finished floor height to the average roof height (as defined in the Town's Zoning By-law). Measurements shall be derived through analysis of the truss design coupled with the framing dimensions. Measurements derived by scaling drawings will not be accepted;
- (z) No temporary tent or building shall be erected during a time of year where it may be subject to a snow load unless it has been specifically designed for that purpose.

16. EQUIVALENCY SUBMISSION (ALTERNATIVE SOLUTION)

- (1) Where approval for an equivalent material, system or *building* design under Section 9 of the *Act* is proposed in either an application for a *permit*, or in a revision to a plan, specification, document or other information on the basis of which a *permit* is issued, the *applicant* shall submit:
 - (a) a description of the proposed equivalents or alternative solutions
 - (b) the *designer's* contact information;
 - (c) the qualifications of the *designer* who is responsible for the proposed equivalents or alternative solutions;
 - (d) the identification of all the prescriptive applicable Division 'B' provisions of the *Building Code* for all the proposed equivalents or alternative solutions;
 - (e) the identification of any assumptions, limiting or restricting factors, special maintenance and operational requirements of the applicable Division 'C' provisions of the *Building Code*;
 - (f) the identification of the applicable links to objectives and functional statements found in Division 'A' of the *Building Code*;
 - (g) comparison and evaluation of the prescriptive requirements versus the proposed equivalents or alternative solutions;
 - (h) any supporting documentation demonstrating that the proposed material, system or building design will provide the same level of performance required by Division 'B' of the *Building Code*;
 - (i) payment of the required fee as set out in the most current corporate "Fees and Charges By-law".

- (2) The *Chief Building Official* may accept or reject any proposed equivalents or alternative solutions and may impose conditions or limitations on their use;
- (3) Equivalents or alternative solutions that are accepted under this section shall be applicable only to the location described in the application, and are not transferable to any other *building permit*;
- (4) The *Chief Building Official* may require the alternative solution to be on a specified form and be prepared by a designer with certain qualifications and insurance.

17. REVISION TO PERMITS AND APPLICATIONS

- (1) Should an owner wish to make any change to any plan, specification, document or other information on the basis of which the permit was issued, the owner shall file a new application for a revision to the issued permit which describes the material changes, or may be permitted to amend the permit documents, as may be appropriate, and shall pay the fee set out in the most recent corporate "Fees and Charges By-law";
- (2) Should an owner wish to make any change to any plan, specification, document or other information on the basis of which an application was made, the owner shall file a completely updated set of plans, specifications, documents or other information or may be permitted to amend part of the application documents, as may be appropriate, and shall pay the fee set out in the most recent corporate "Fees and Charges By-law";
- (3) Any revision made to an application after it has been initially submitted for review shall be deemed to be an incomplete *permit* regardless of its completeness, and the *Town* shall not be bound by any further turnaround times established by the Province for this application. Plan re-examination fees shall be in accordance with the most recent corporate "Fees and Charges By-law".

18. TRANSFER OF PERMITS

- (1) If the owner of the land changes after a *Permit* has been substantially completed and the use or occupancy permission has been granted, the *Permit* associated with the work will automatically become the new owner's responsibility. No charge or fee will be levied for this transfer of ownership;
- (2) If the owner of the land changes after a *Permit* or application has been issued or received, the *Permit* associated with uncommenced work may be transferred to the new owner of the lands where an application is filed with the *Town*, in writing, in accordance with this section and accompanied by the appropriate fee. Every application for the transfer of permit shall:
 - (a) include a written statement from the original owner authorizing the transfer of the *Permit* or application to the new owner;
 - (b) include a written statement from the designer authorizing the transfer of design responsibilities of the permit or application to the new owner;
 - (c) include, where applicable, a resubmission of the "Commitment to General Reviews by *Architect* and *Engineers*" responsibilities to the new owner for the permit or application;
 - (d) include proof of ownership of the lands by the new owner satisfactory to the *Chief Building Official*;

- (e) 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 is made, is the same as that identified and described on the original application for permit;
 - (f) state the name, address, telephone number of the proposed new owner;
 - (g) include, where required by the *Ontario New Home Warranties Plan Act*, the proposed new builder's registration number or a statement of exemption;
 - (h) be accompanied by the appropriate fee in accordance with the most recent corporate "Fees and Charges By-law"; and
 - (i) be signed by the proposed new owner who shall certify as to the truth of the contents of the application.
- (3) If the owner of the land changes after a permit has been issued, and where the permit is also associated with incomplete work for which no use or occupancy permission has been granted, the new owner must file a Transfer Application with the Town, in writing, in accordance with this section and be accompanied by the appropriate fee. Every application for the transfer of permit shall:
- (a) include an acknowledgement by the new owner for responsibility of previous and new work;
 - (b) include proof of ownership of the lands by the new owner satisfactory to the *Chief Building Official*;
 - (c) 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 for the permit;
 - (d) state the name, address, telephone number of the proposed new owner;
 - (e) state the name, address, telephone number and facsimile number of the proposed architect and/or professional engineer, and their building code qualifications, where they are different from those identified in the application for the permit, and a written confirmation from the *Architect* and/or *Professional Engineer(s)*, that they have been retained to undertake general review of the construction or demolition where required under the *Code*;
 - (f) include, where the proposed new owner is a builder as defined in the *Ontario New Home Warranties Plan Act*, the proposed new builder's registration number;
 - (g) be accompanied by the appropriate fee in accordance with the most recent corporate "Fees and Charges By-law"; and
 - (h) be signed by the proposed new owner who shall certify as to the truth of the contents of the application.
- (4) Upon approval of transfer of a *permit* to the new owner, the new owner shall be deemed to be responsible for the permit and the original owner shall have no further rights or obligations under the *permit*, save and except for any obligations set out in any executed agreements that have not been superseded by an acceptable replacement agreement.

- (5) No transfer of an application will be allowed if work has commenced and the permit has not yet been issued. A new application will be required and the old application will be cancelled;
- (6) The *Chief Building Official* may require the 'Transfer of *Permit*' to be on a specified form.

19. ABANDONED PERMIT APPLICATIONS

- (1) An application for any type of *permit* may be deemed to have been abandoned where:
 - (a) the application is incomplete according to Section 8 of this Bylaw and remains incomplete six months after it was submitted; or
 - (b) six months have elapsed after the applicant was notified that the submitted plans and/or documents of 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*; or
 - (c) the application is substantially complete, and six months have elapsed from the date upon which the *applicant* was notified that a *permit* was available to be issued but failed to pick up the *permit* or pay the remaining fees.
- (2) The owner shall be sent notification of any impending application cancellation and be given 30 days to respond from the date that the notification was sent via registered mail to the owner's address listed on the application. The *Chief Building Official* shall determine at the legitimacy of any reasons given, if any, why the application shall not be cancelled forthwith. The final decision shall be at the sole discretion of the *Chief Building Official*.
- (3) Where an application is deemed abandoned, all submitted plans, specifications and documents shall be disposed of without further notice to the applicant.

20. REVOCATION OF PERMITS

- (1) Any *Permit* may be revoked for reasons stated under Section 8(10) of the *Act*. Prior to revoking a *Permit*, the *Chief Building Official*, shall send by registered mail, a written notice of an intention to revoke the *Permit* issued to the owner, at the owner's address, as shown on the application or the most recent address provided by the Municipal Property Assessment Corporation;
- (2) After 30 days have elapsed following mailing of the notice to revoke the *permit*, the *permit* may be revoked without further notice by the *Chief Building Official*, and where construction has not commenced, all submitted plans, specifications, documents and other information will be destroyed;
- (3) If in the event that construction has commenced, and if the *building* is unsafe, the *Chief Building Official* may order the *Owner* to remove the unauthorized *building* from the property and restore the land to be in compliance with the *Town's Property Standards Bylaw*. If the *building permit* is revoked due to a protracted suspension of work, the *Chief Building Official* may refer the file to the *Town's Bylaw Enforcement Division* for removal in accordance with the *Town's Property Standards Bylaw*. All submitted plans, specifications, documents and other information will be destroyed after the unauthorized building, or part thereof, is removed from the property;
- (4) All revoked *building permits* shall lose their non-conforming status in law and

any re-application for a *building permit* shall meet all the standards and requirements applicable on the date of re-application.

21. CANCELLATION OF PERMITS AND APPLICATIONS

- (1) If a property owner wishes to cancel a *permit* or application, a notice shall be filed with the *Chief Building Official*, in writing, in accordance with this section;
- (2) Every notice for the cancellation of *permit* shall:
 - (a) include a written statement from a property providing the name(s), address(es), telephone number(s) of all the legal owner(s) authorizing the cancellation of the *permit* or application;
 - (b) include proof of ownership of the lands satisfactory to the *Chief Building Official*;
 - (c) confirm that no construction, demolition or change of use was done in connection with the *permit* or application that was made; and
 - (d) be signed by an owner who shall certify as to the truth of the contents of the notice.
- (3) Upon inspection to determine that no construction, demolition or change of use was done in connection with the original *permit* or application that was made, the *permit* or application shall be deemed to be cancelled and refunds made, if any, to the original payee. The *owner(s)* or their agent(s) shall have no further rights or obligations under the cancelled *permit* or application. As authorized by the *Chief Building Official*, all submitted plans, specifications, documents and other information will be destroyed.

22. REFUNDS

- (1) Refunds of fees shall be in accordance with the most recent corporate "Fees and Charges By-law". No refunds shall be given for revoked or abandoned *permits* and applications. Monies collected on behalf of other governmental organizations shall only be refunded by that governing body.

23. AS CONSTRUCTED PLANS

- (1) The *Chief Building Official* or *Inspector*, prior to authorizing the completion of a *permit*, may require the submission of 'as constructed' plan(s), if the work differs from the *permit* plan(s) on file.

24. ADDITIONAL INSPECTIONS

- (1) Additional inspection fees may be charged where an inspection is requested and where the previously noted deficiencies have not been attempted to be rectified, resulting in wasted inspection resources. Fees shall be collected in accordance with the most recent corporate "Fees and Charges By-law".

25. FENCES AT CONSTRUCTION AND DEMOLITION SITES

- (1) Where, in the opinion of the *Chief Building Official* or an *Inspector*, a construction or demolition site presents a hazard to the public, the *Chief Building Official* or *Inspector* may require the *owner* to erect such fences as the *Chief Building Official* or *Inspector* deems appropriate to the circumstances;
- (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 or *Inspector* shall have regard for:

- (a) the proximity of the *building* site to other occupied *buildings*;
 - (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.
- (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 at any point, unless the *Chief Building Official* or *Inspector* determines that a greater height is necessary;
 - (d) be constructed with materials and designs that will serve as an appropriate temporary fence barrier, unless the *Chief Building Official* or *Inspector* determines that a specific design is warranted; and
 - (e) be maintained, for the duration of the hazard, in a vertical plane and in good repair.

26. CONSTRUCTION STANDARDS

- (1) All materials stored on site or used in construction shall be protected from environmental degradation that may result in reduced/impaired service life or promotion of fungal growth;
- (2) All *buildings* that are to be constructed without constant heat during times of freezing outside temperatures and having footings susceptible to ice lensing below the bearing surface, shall be constructed to withstand minimal freezing forces by a method acceptable to the *Chief Building Official*. An acceptable method is installing two horizontal continuously lapped 15M bars in the footing and two horizontal continuously lapped 15M bars in the upper-most portion of the foundation wall. This reinforcement procedure shall commence no later than October 1st and cease no earlier than April 1st. The reinforcement shall be in addition to any other common industry frost prevention measures;
- (3) Prior to backfilling any foundation with a basement, except where the foundations have been designed with horizontal steel reinforcement, the top of a foundation shall be suitably braced with a framed cap or other support, by a method acceptable to the *Chief Building Official*. All poured concrete foundations shall be sufficiently cured prior to backfilling;
- (4) All fill material imported from another property for the purpose of providing access to a *building* or to integrate a *building* onto a property, shall meet the minimum standards prescribed by the 'Ministry of Environment' for any current land use and any future land use for the land designated under the *Town's Official Plan*. No fill material shall be deposited on any land within the *Town* that does not meet the 'Ministry of Environments' minimum quality standards.

Except for material originating from a 'Ministry of Natural Resources' licensed aggregate supply quarry, all imported fill shall have a chemical analysis report completed by an acceptable geotechnical engineering firm and forwarded to the *Chief Building Official* prior to site delivery. All imported fill material not directly related to a *Building Permit* and unnecessary to achieve integration or access to a *building*, shall be regulated by the *Town's* 'Site Alteration Bylaw'. At the discretion of the Director of Public Work's, imported fill material exceeding 50 cubic metres shall require a *Town* access 'Encroachment Permit';

- (5) At any stage of the construction of a *building*, or part of a *building*, the *Chief Building Official* may require submission of a set of plans of the *building* or part of a *building*, as constructed, together with a plan of survey prepared and certified by a *Surveyor* showing the relative location and height of the *building*;
- (6) All sewers and drains shall be constructed in accordance with the *Building Code*. Any sewers and drains may be subject to a video pipe scan. All improperly joined, sagged, obstructively deformed and cracked pipe shall be corrected. The *Chief Building Official* shall be the sole determiner of the extent of videoing/re-inspection of sewers and drains. All costs of such examinations shall be at the expense of the property owner or assigns;
- (7) For the purposes of ensuring that the existing public services will not be undermined, and so that worker safety will be enhanced, an *Owner* in a proposed subdivision development may extend the sewers and water service into the proposed private property portion, up to 2 metres horizontally, if a letter of undertaking is delivered and accepted by the *Chief Building Official* in conjunction with a Professional Engineer's commitment to review the work prior to backfilling. Notwithstanding that neither permit nor fee shall be required for this work, all plumbing work shall conform to the *Building Code*. All extended sewers shall be appropriately colour coded (green for sanitary sewage & white for storm sewage) and terminate with a temporary cap. A 'straight or sanitary T' fitting for testing purposes shall be installed onto the stub sewer extensions. The 'straight or sanitary T' test hole cap shall be permanently glued shut after the sewers are connected to the drains and the *Town* has inspected and approved the installation. Water lines that are extended must form part of a continuous non-jointed roll which must be stored in a heavy gauge plastic bag and protected from mechanical damage by a temporary 20mm (3/4") exterior grade plywood cover located directly over the roll to be backfilled;
- (8) For the purposes of preventing accidental crushing of sewers by heavy machinery during construction and the prevention of future obstructive vandalism of the pipe, any single, semi or town style housing sewers located within the private property portion of freehold subdivisions may delete the exterior cleanouts as an acceptable alternative solution to the 15m (50 foot) maximum spacing as stipulated in the *Building Code*, provided that a determination is made that a cleanout snake can reach the public main from the interior cleanouts as installed;
- (9) All ductwork subject to site applied sprayed foam insulation shall have all joints taped/sealed against liquid product from entering the duct;
- (10) No water meter bypass piping shall be installed which serves one or two dwelling units. Where water meter bypass piping is permitted, it shall contain a valve that can be sealed, by an authorized representative of the *Town*, in the closed position.
- (11) All new toilets installed in a building shall possess the necessary characteristics to perform their intended function. Any newly installed toilet

must meet a minimum standard 'MaP' rating of 1000; and

- (12) Any new principal building on any property shall not be considered substantially complete, and ready for occupancy, unless a permanent numerical municipal address has been affixed to the new building, to the satisfaction of the *Chief Building Official*.

27. CONSTRUCTION REPORTS

- (1) Unless exempted by the *Chief Building Official*, all new housing units constructed with loose blown insulation shall submit an insulation certificate copy to the Town Building Official stating: the lot and plan number (or municipal address) of the unit, the material used, the name, address and contact phone number of the builder, the minimum thermal resistance and the minimum average thickness of the product as laid (deducting any product settlement which may occur thereafter). A second copy of this certificate is to be stapled to the inside baffle of the attic hatch;
- (2) Unless exempted by the *Chief Building Official*, every building Owner that has not had every mandatory required inspection, for which any aspect of the construction has also been concealed, shall obtain the services of an *Architect*, *Professional Engineer* or a Registered *Designer* to review the existing construction for *Building Code* compliance. The *Chief Building Official* shall be the sole determiner of the type of professional required according to the circumstances;
- (3) Unless exempted by the *Chief Building Official*, every new building must obtain a satisfactory energy audit report, from an *Architect*, *Professional Engineer*, Registered *Designer* or other acceptable practitioner, prior to occupancy, stating that the requirements of the *Building Code* have been met for energy efficiency.
- (4) Unless exempted by the *Chief Building Official*, every building that is mandated by the *Building Code* to have a professional site review conducted of the construction by an *Architect* and/or *Professional Engineers*, shall forward original reports or copies in an acceptable electronic format, to the *Chief Building Official* or *Inspector* or assigns. Reports shall identify the construction's compliance with the *Building Code*, contain the applicable *Permit* number, address of the construction and bear the signature and seal of the professional.

28. INSPECTION NOTICES

- (1) Prior to concealing any work required to be inspected under the *Building Code*, the owner or the owner's designate responsible for the construction shall give notice to the *Chief Building Official* or *Inspector* or assigns of their readiness for inspection;
- (2) Prior to occupying or using an unfinished building or part thereof, the owner or the owner's designate responsible for the construction shall give notice to the *Chief Building Official* or *Inspector* or assigns of their readiness for inspection;
- (3) Prior to occupying or using a completed building, the owner or the owner's designate responsible for the construction shall give notice to the *Chief Building Official* or *Inspector* or assigns of their readiness for inspection;
- (4) The notice required to be given pursuant to the *Building Code* shall be given, in writing or by fax or by e-mail, at least two business days in advance of the construction stage for all *permit* work (notwithstanding sewage systems), not including the day of notification, for which an inspection is being sought;

- (5) The notice required to be given pursuant to the *Building Code* shall be given, in writing or by fax or by e-mail, at least two business days in advance of the construction stage for all *permit* work (notwithstanding sewage systems), not including the day of notification, for which an inspection is being sought; and
- (6) It is the responsibility of owner or the owner's designate to ensure that the notice sent is properly delivered, therefore it is required that the owner or the owner's designate receives confirmation that delivery was made to a listed person who is also in attendance. Notice given shall not be effective until actually received by the *Chief Building Official* or *Inspectors* or assigns.

29. COST RECOVERY

- (1) Where a building investigation results in the issuance of an Order under the *Act*, the property owner shall pay fees in accordance with the most recent corporate "Fees and Charges By-law". Where an Order is issued under the *Act*, and where the named has achieved eventual compliance with the Order, the *Town* may choose not to prosecute the named, if a satisfactory settlement is reached.

30. RETENTION OF SUBMITTED DOCUMENTS

- (1) All documents shall be retained for period of time stipulated in the Town's Retention By-law. Documents that are no longer retained shall be destroyed. The Chief Building Official may make exception to retain certain professional reports and basic permit data.
- (2) Except for application forms, all *Applicants* submitting documents for *Permit* are responsible to maintain a copy of their submitted documents. *Applicants* are discouraged from submitting originals except where specifically requested. In the event that the submitted documents are lost, misfiled or accidentally destroyed by the Town, the applicant for Permit shall be responsible for the reproduction of any requested information and refile of any forms. In this situation, reproduction costs will be reimbursed by the Town provided that applicant furnishes the department with a valid receipt.

31. SCOPE

- (1) No part of this By-law shall be construed so that it may restrain the *Town* from exercising its full authority and powers granted under the *Act* or *Building Code*. No action or inaction by the *Town Staff* shall relieve any person from complying with this By-law, the *Act* or *Building Code* regardless of an approval of an inspection, a permit or any submission.

32. SEVERABILITY

- (1) Should any provision of this By-law be declared by a court of competent jurisdiction to be invalid, it shall not affect the validity of this By-law as a whole or any other part thereof, other than the provision declared to be invalid.

33. OFFENCES

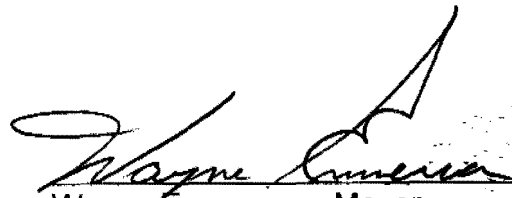
- (1) Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable for a fine as established under Section 36 of the *Act*.


34. INTERPRETATION AND IMPLEMENTATION


- (1) Schedule 'A' attached shall form part of this By-law;
- (2) Unless otherwise specified, references in this By-law to Sections, Subsections and Schedules are references to Sections, Subsections and Schedules in this By-law;
- (3) By-law 93-193, as amended, is hereby repealed;
- (4) Notwithstanding the repeal of By-law 93-193, the provisions of By-law 93-193 shall continue to apply to applications received before the effective date of this By-law; and
- (5) This By-law shall come into full force and effect January 18, 2012.

READ a first and second time this 17th day of January, 2012.

READ a third time and passed this 17th day of January, 2012.


Wayne Emmerson, Mayor




Michele Kennedy, Clerk

SCHEDULE A to Building By-law 2012-004-BU

Drawing Type	Minimum Information Required
Siting & Grading Plans	<p>Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads</p> <p>Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines</p> <p>Dimensions and location of parking and loading spaces, vehicle access and fire routes</p> <p>Dimensions and location of barrier-free parking, curb cuts, path of travel to building and pedestrian building access</p> <p>Dimensions and location of any on-site sewage disposal system and proximity to wells and <i>buildings</i></p> <p>Key elevation points; at the top of the foundation, adjacent grades, property boundaries, underside of footings, topside of basement floors, topside of all framed floors, maximum height of building in accordance zoning bylaws, storm and sanitary inverts at property line connections coupled with percentage of fall, percentage and direction of grade slopes</p> <p>Dimensions and location of easements, sidewalks, new and existing driveway entrances, curb cuts, retaining walls, ground signs</p> <p>Location of catch basins, above and below ground utilities, and connections to services complete with invert elevations</p> <p>Location and sizing of utilities including storm and sanitary sewers</p> <p>Existing and proposed elevations within the site and at property lines, top and bottom retaining wall elevations, slopes of driveways, drainage flow direction, percentage fall and swales</p> <p>Applicable zone provision comparison summary between proposed and zoning by-law</p>
Architectural	<p>Existing plans showing construction and room and space identification of all floors in the area of proposed work or occupancy</p> <p>Plans of all floors including basements complete with all rooms and room names</p> <p>Roof plan showing roof slope, drainage, roof and roofing construction details</p> <p>Building elevations showing grade, floor and ceiling heights, overall building height, exterior finish materials, window heights and sizes and spatial separation requirements</p> <p>Construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications</p> <p>Stairs, guards and handrail dimensions and details, window</p>

	<p>sizes and height above floor level; location and fuel type of all fireplaces</p> <p>Mezzanine plan showing construction, guardrails, egress</p> <p>Location and details of barrier free entrances and barrier free washrooms</p> <p>Reflected ceiling plans, bulkhead details, horizontal service shaft details</p> <p>Roof equipment screening, anchorage for window washing, roof access</p> <p>Building cross sections showing grade, floor and ceiling heights, horizontal and vertical fire separations</p> <p>Enlarged sections and detail plans of washrooms and exit stairs</p> <p>Wall sections, plan and section construction details</p> <p>Exit stair enclosure, wall construction details, fire separations and listed design numbers, door numbers referenced to a door schedule</p> <p>Door and hardware schedule, door and frame details, window schedule, room finish schedule</p> <p>Material flame spread and smoke development ratings</p> <p>Material combustibility category</p>
<p>Structural</p>	<p>Soil bearing capacity, height of water table relative to underside of footings and if any soil fill is present (engineered or otherwise)</p> <p>Foundation plans, floor and roof framing plans, footing, column and beam schedules, structural details and material specifications</p> <p>Design specifications, dead and live loading (including wind, rain and snow), earthquake loading, geotechnical report design basis</p> <p>Structural drawings sealed by a professional engineer for all structural elements not within the scope of Part 9, Division B, of the <i>Building Code</i></p> <p>On or off-site welded steel or aluminum products specifying the CWB authorizations</p> <p>Material strengths</p> <p>Roof and floor truss drawings sealed by a professional engineer</p>
<p>HVAC</p>	<p>Heating, ventilating and air conditioning plans, service shafts, equipment layout and schedules</p> <p>Heat loss and gain calculations, ventilation design summary</p> <p>Fire damper locations, kitchen exhaust equipment</p>

	Solid fuel burning appliance installation and venting
Plumbing	<p>Plumbing and drainage plans; location and sizing of under and above ground storm, sanitary and water supply piping and appurtenances</p> <p>Location of fire stopping; specifications of plumbing and fire-stopping materials</p>
Electrical	<p>Electrical supply and distribution plans; location of power outlets and lighting switches; equipment schedules; transformer locations</p> <p>Location and specification of emergency lighting, emergency power and exit signage</p> <p>Location of carbon monoxide detection systems and interconnection with venting systems where required</p>
Fire Detection, Protection and Suppression	<p>Location and specification of fire alarm systems, and devices thereto including smoke alarms</p> <p>Fire hydrant locations, sprinkler and standpipe distribution plans and schedules; sprinkler head layout; fire hose cabinet locations, etc.</p> <p>Chemical or oxygen deprivation fire suppression systems</p> <p>Fire separations, fire walls, party walls and fire resistance ratings</p> <p>Explosion prevention and venting</p>

Notes:

- (1) The *Chief Building Official* may waive the requirement for any required information specified in this schedule or require additional information due to the complexity of work.
- (2) This schedule shall be used as a guide only. Designers shall also ensure that all submissions meet the standards described elsewhere in the Building By-law.