The Corporation of the
Township of Carlow/ Mayo

By-Law 32-2024

Being a By-Law Respecting Construction, Demolition, Renovation and Change of Use Permits, Inspections and Fees

Whereas Section 7 of the Building Code Act, 1997 empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections.

Now Therefore the Corporation of the Township of Carlow/Mayo Enacts as Follows:

1.0 This by-law shall be known as the Building By-Law.

2.0 Definitions

Act – means the Building Code Act, 1992, including amendments thereto.

As Constructed Plans – means as constructed plans as defined in the Building Code.

Building – means a building as defined in Section I (1) of the Act.

Building Code- means the regulations made under Section 34 of the Act.

Chief Official- means the Chief Building Official appointed by the By-Law of the Corporation of the Township of Carlow/Mayo for the purpose of enforcement of the Act.

Corporation- means the Corporation of the Township of Carlow/Mayo.

Farm Building- means a farm building as defined in the Building Code.

Permit- means written permission or written authorization from the Chief Building Official to perform work regulated by this By-Law and the Act.

Sewage System- means a sewage system as defined in Section I (1) of the Act.

3.0 Classes of Permits

3.1 Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule "A" to this By-Law.

4.0 Administrative Procedures Relating to Permits

4.1 After the issuance of a permit under the Act notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued must be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without his or her written authorization.

5.0 Requirements for Applications

5.1 The Application

To obtain a permit, the owner or an agent authorized in writing by the owner shall file an application in writing by completing a prescribed form available at the Municipal Office.

5.2 Building, Farm, Agricultural and Demolition Permits
Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

(1) Where application is made for a building permit under subsection 8 (1) of the Act, the application shall:

a) Identify and describe in detail the work and occupancy to be covered by the permit for which application is made;

b) Describe where the work is to be done, by a description that will readily identify and locate the building lot;

c) Include complete plans and specifications as described in this by-law for the work to be covered by the permit and show the occupancy of all parts of the building and accurate site plan with proposed and existing structures indicated;

d) State the valuation of the proposed work including materials, labour and be accompanied by the required fee;

e) State the names, addresses and telephone numbers of the owner, qualified architect or engineer, where applicable, or other designer or constructor;

f) Have completed additional permits where required by applicable law;

g) Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

(2) Where application is made for a demolition permit under subsection 8 (1) of the Act, the application shall:

a) Contain the information required by clauses 5.2(1) (a) to (g), and;

b) Be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off of hydro, telephone and plugging of all water and sewer lines.

(3) Where application is made for a conditional permit under subsection 8 (3) of the Act, the application shall:

a) Contain the information required by clauses 5.2(1) (a) to (g);

b) Contain such other information, plans and specification concerning the complete project as the Chief Building Official may require;

c) State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;

d) State the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained, and be accompanied by the required fee;

e) State the time in which plans and specifications of the complete building will be filed with the Chief Building Official;

f) Enter into agreement with the Municipality and posting of bond (amount to be determined by the CBO and Council) providing for the removal of building and rehabilitation of site if permit cannot be issued.

5.3 Renovation Permit and Change of Use Permits

Every application for a renovation permit shall be submitted to the Chief Building Official.

Every application for a change of use permit issued under subsection 10 (1) of the Act shall be submitted to the Chief Building Official, and shall:

(1) Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;

(2) Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;

(3) Include plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including:

- Floor plans
- Details of wall
- Ceiling and roof assemblies identifying fire resistance ratings and load bearing capacities
- Details of the existing “sewage system”, if any.

(4) Be accompanied by the required fee;

(5) State the name, address, and telephone number of the owner;

(6) Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

5.4 Swimming Pool Permit

Swimming pools must comply with the Building Code Act. Applicant must contact the Chief Building Official as to the requirements to comply with the Act.

5.5 Equivalents

Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under section 9 of the Act is requested, the following information shall be provided:

(1) A description of the proposed material, system or building design for which authorization under section 9 of the Act is requested;

(2) Any applicable provisions of the Building Code;

(3) Evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

5.6 Sewage System Permits

Every application for a sewage permit shall be submitted to the Chief Building Official, and contain the following information:

(1) The information required by clauses 5.2(1) (a) to (g) in respect to building permits.

(2) The name, address, telephone number and license number of the person installing the sewage system;

(3) Where the person name in (2) above requires a license under the Act and the Building Code;

(a) The number and date of issuance of the license, and;

(b) The name of the qualified person supervising the work to be done under the sewage system permit.

(4) A site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:

(a) The date the evaluation was done;

(b) Name, address, telephone number and signature of the person who prepared evaluation;

(c) A scaled map of the site showing:
i. The legal description, lot size, property dimensions, existing rights of way, easements or municipal/ utility corridors;
ii. The location of items in Column 1 of Tables 8.2.1.6.A., 8.2.1.6.B and 8.2.1.6.C;
iii. The location of the proposed sewage system;
iv. The location of any unsuitable, disturbed or compacted areas, and;
v. The proposed access routes for system maintenance.

(d) Depth to bedrock;

(e) Depth to zones of soil saturation;

(f) Soil properties, including soil permeability, and;

(g) Soil conditions, including the potential for flooding.

(5) A newly constructed residential building may be allowed to incorporate and existing sewage treatment system after the existing sewage treatment system after the existing system has been assessed and determined as adequate to meet the requirements of the current regulations governing On-Site Sanitary Sewage Systems with a flow of less than 10,000 litres per day.

6.0 Plans and Specifications

6.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform to the Act, the Building Code and any other applicable law.

6.2 Plans shall be drawn to scale on paper, shall be legible and without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule “B” to this By-Law unless otherwise specified by the Chief Building Official.

6.3 The Site Plan

Site Plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of the survey shall be submitted to the Chief Building Official.

6.4 Site Plans shall show:

(1) Lot size and dimensions of property lines and setbacks to any existing or proposed buildings;

(2) Existing and finished ground levels or grades, and;

(3) Existing rights-of-way, easements and municipal services.

7.0 Payment of Fees

7.1 Fees for a required permit shall be set out in Schedule "A" to this By-Law and are due and payable upon submission of an application for a permit.

8.0 Refunds

8.1 In the case of withdrawal of an application or abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "C" attached to and forming part of this By-Law.

9.0 Notice Requirements for Inspections-Section (7) (e)

9.1 The owner or an authorized agent shall notify the Chief Building Official as per Ontario Building Code at least 48 hours prior to each stage of construction for which notice in advance is required under the Building Code.

10. Schedules

10.1 All attached schedules shall form part of this By-Law.

11. Severability

11.1 Should any provisions, or any part of a provision, of this By-Law be declared invalid, or to be of no force or effect, by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-Law, and every other provision of this By-Law shall be applied and enforced in accordance with its terms to the extent possible according to law.

12.0 Date and Effect

12.1 That this By-Law repeals all previous By-Laws/ Resolutions/ Schedules pertaining to same.

12.2 That this By-Law shall come into force on the first day of August 2024.

Read a First, Second and Third Time and Finally Passed in Open Council this 9th Day of July, 2024.

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Randy Wallace **Jenny Snider**
Mayor **CAO/Clerk**

Schedule "A"

Classes of Permits and Permit Fees

Minimum Permit Fee for All Permits - $100.00

An Additional Administration Fee of $150.00 will be added to all Permit Fees except Demo Permits

Class of Permit	Fees
Residential Dwelling, Seasonal Dwelling, Hunt Camp	$1.00 per sq. ft. per floor $0.75 per sq. ft. of basement
Woodstove, Chimney, and Plumbing Permits	$150.00
Renovations	$100.00 + 1% of construction cost
Accessory Buildings, Garages, Deck Permits	$0.50 per sq. ft.
Farm Buildings	$0.50 per sq. ft.
Commercial, Industrial, Institutional Buildings	$0.50 per sq. ft.
Change of Use Permit	$50.00 + 1% of construction cost
Demolition Permit Fee	$100.00
Residential Sewage System Permit Class II, III Permit Fee Class IV, V Permit Fee Sewage System Repair Permit Fee	 $150.00 $450.00 $200.00
Swimming Pool Permit	$100.00
Work Started Without Obtaining a Permit	$300.00
Issuing Stop Work Order/Order to Comply	$50.00
Re-Inspections When Work Not Complete	$100.00
Other Structures (Towers, etc.)	$8.00 per $1000.00 construction value
Designated Structures (Retaining Walls)	$100.00
Bi-Annual Renewal Fee (All Open Permits)	$100.00

Schedule "B"

List of Plans or Working Drawings to Accompany Applications for Permits

1. The Site Plan
2. Floor Plans
3. Foundation Plans
4. Roof Plans
5. Building Elevations
6. Plumbing Elevations
7. Plumbing Schematic
8. HVAC Plans
9. Wall/ Cross Section Plans

Schedule “C”

Refunds

Status of Permit Application	Percentage of Fees Eligible for Refund
1. Application filed. No processing or review of plans submitted	90%
2. Application filed. Plans reviewed and permit issued.	60%
3. Additional deduction for each field inspection that has been performed.	10%
4. Permits valued at less than $25.00	0%