

# THE CORPORATION OF THE TOWN OF SOUTH BRUCE PENINSULA

## BY-LAW NUMBER 65-2012

Being a By-Law Respecting Construction, Demolition, Change of Use,  
Occupancy Permits and Inspections.

WHEREAS Section 7 of the Building Code Act, S.O. 1992, c. 23, as amended, empowers municipal councils to pass by-laws respecting construction, demolition and change of use permits, inspections and related matters.

AND WHEREAS Section 35 of the Building Code Act, S.O. 1992, c. 23, as amended provides that the Act and the Building Code supersede all municipal by-laws respecting the construction or demolition of buildings;

AND WHEREAS Section 3(1) of the Building Code Act, S.O. 1992, c. 23 provides that the council of each municipality is responsible for the enforcement of this Act in the municipality;

AND WHEREAS Section 3(2) of the Building Code Act, S.O. 1992, c. 23 provides that the council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction;

AND WHEREAS all fees shall be in accordance with Schedule "D" of this By-law. The fees are calculated in accordance with the requirements of Section 7 and the Regulations under the Ontario Building Code/Act.

AND WHEREAS this By-Law shall repeal and supersede any By-Law not consistent with this By-Law.

AND WHEREAS all fees in this By-law supersede any by-law or fee in any other by-law not consistent with this by-law;

NOW THEREFORE the Council of the Corporation of the Town of South Bruce Peninsula enacts as follows:

### 1. SHORT TITLE

This by-law may be cited as the "Building By-law".

### 2. DEFINITIONS

(1) In this By-law:

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

“applicable law” means applicable law as described in Div. A Part 1, Sentence 1.4.1.3. of the Ontario Building Code, 2006.

“applicant” means the owner of a building or property who applies for a permit or, a person authorized by the owner to apply for a permit on the owners behalf, or any person or corporation empowered by statute to cause the demolition of a building or buildings and anyone acting under the authority of such person or corporation.

“architect” means a holder of a license, a certificate of practice, or a temporary license under the Architect’s Act as defined in the Building Code;

“as constructed plans” means as constructed plans as defined in the Building Code;

“building” means (as per the Building Code/Act)

- a) a structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
- b) a structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,
- c) plumbing not located in a structure,
- c.1) a sewage system; or
- d) structures designated in the Building Code.

"Building Code" means the regulation made under Section 34 of the Act.

"Chief Building Official" means the person appointed as such by the Council of the Corporation under Section 3 of the Act.

“code of conduct” means a code of conduct described in Section 7.1 of the Act. Refer to Schedule “C” for the code of conduct for Chief Building Officials.

“complete” means a building permit application in accordance with Div. C Part 1 Section 1.3. of the Building Code, 2006 submitted with all required approvals appended in order to comply with the building permit timelines as noted in Div. C. Part 1, Article 1.3.1.3. of the Building Code;

"construct" means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and “construction” has a corresponding meaning.

"Corporation" means The Corporation of the Town of South Bruce Peninsula.

“Inspector” means an Inspector appointed under section 3, 3.1, 4, 6.1 or 6.2 of the Ontario Building Code/Act.

"owner" means the registered owner of the land and includes a lessee, mortgagee in possession, and the person in charge of the property.

"permit" means permission or authorization given in writing by the Chief Building Official to perform work regulated by this by-law, the Building Code/Act, or to occupy a building or part thereof.

"Principal Authority" means,

- (a) the Crown,
- (b) the council of a municipality,
- (c) an upper-tier municipality that has entered into an agreement under subsection 3(5), 6.1(1) or 6.2(1) of the Building Code/Act,
- (d) a board of health that has been prescribed for the purposes of subsection 3.1(1) or has entered into an agreement under subsection 6.1(2) or (3) or 6.2(2) of the Building Code/Act,
- (e) a planning board that has been prescribed for the purposes of subsection 3.1(1) of the Building Code/Act, or
- (f) a conservation authority that has been prescribed for the purposes of subsection 3.1(1) or has entered into an agreement under subsection 6.2(2) of the Building Code/Act.

"permit holder" means the person to whom the permit has been issued and who assumes primary responsibility for complying with the Building Code/Act.

- (2) Terms not defined in this By-Law have the meaning ascribed to them in the Building Code.

### 3. CLASSES OF PERMITS - Ontario Building Code Act, Section 7(a)

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

### 4. APPLICATION FOR PERMIT - Ontario Building Code Act, Section 7(b)

- (1) To obtain a permit an applicant shall file a "complete" application in writing on forms regulated by the Province of Ontario and those required by the Chief Building Official.
- (2) Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:
  - (a) Where application is made for a construction permit under Subsection 8(1) of the Act, the application shall:
    - (i) use the provincial application form, "Application for a Permit to Construct or Demolish";
    - (ii) include two complete sets of plans, specifications, forms, documents and other information required by Div. C Part 1, Article 1.3.1.3. of the Building Code and as prescribed in this by-law for the work to be covered by the permit;

- (iii) include the proposed or existing occupancy of all parts of the building; and
  - (iv) include the required fee as prescribed by Schedule “D” to this By-law.
- (b) Where application is made for a demolition permit under Subsection 8(1) of the Act, the application shall:
  - (i) use the provincial application form, “Application for a Permit to Construct or Demolish”;
  - (ii) include two complete sets of plans, specifications, forms, documents and other information required by Div. C Part 1, Article 1.3.1.3. of the Building Code and as prescribed in this by-law for the work to be covered by the permit;
  - (iii) include the existing occupancy of all parts of the building;
  - (iv) include the required fee as prescribed by Schedule “D” to this By-law.
- (c) Where application is made for a conditional permit under Subsection 8(3) of the Act, the application shall:
  - (i) use the provincial application form, “Application for a Permit to Construct or Demolish”;
  - (ii) include two complete sets of plans, specifications, forms, documents and other information required by Div. C Part 1, Article 1.3.1.3. of the Building Code and as prescribed in this by-law for the work to be covered by the permit;
  - (iii) include the proposed or existing occupancy of all parts of the building;
  - (iv) include the required fee as prescribed by Schedule “D” to this By-law;
  - (v) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
  - (vi) state the necessary approvals, which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
  - (vii) include an agreement in writing by the applicant and such other persons as the Chief Building Official determines with the Corporation dealing with the matters required pursuant to Section 8(3)(c) of the Building Code Act; and
  - (viii) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official.
- (d) Where application is made for a Change of Use permit issued under Subsection 10(1) of the Act, the application shall be submitted to the Chief Building Official and shall:

- (i) use the provincial application form, "Application for a Permit to Construct or Demolish";
  - (ii) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
  - (iii) identify and describe, as required by the Chief Building Official, the current and proposed occupancies of the building or part of a building for which the application is made;
  - (iv) include, as required by the Chief Building Official, 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 requirements of the Building Code, including floor plans, details of walls, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities and details of the existing sewage system, if any;
  - (v) include the required fee as prescribed by Schedule "D" to this By-law;
  - (vi) state the name, address and telephone number of the owner; and
  - (vii) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.
- (e) Where application is made for a plumbing permit under Subsection (8)(1) of the Act, the application shall:
- (i) use the provincial application form, "Application for a Permit to Construct or Demolish";
  - (ii) include the required fee as prescribed by Schedule "D" to this By-law;
  - (iii) include such other information, methods and specifications concerning the complete project as the Chief Building Official may require.

## 5. REVISION TO PERMITS

After 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 a 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 authorization.

6. PLANS AND SPECIFICATIONS

- 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 with the Act, the Building Code and any other applicable law.
- 2) Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of the plans and specifications required under this by-law.
- 3) Plans shall be drawn to scale on paper or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "A" to this By-law unless otherwise specified by the Chief Building Official.
- 4) 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. Site plans shall show:
  - (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;
  - (c) existing rights-of-way, easements, municipal services and fencing; and
  - (d) proposed fire access routes and existing fire hydrant locations.
- 5) The granting of a permit, the review of the drawings and specifications or inspections made by the Chief Building Official or an inspector shall not in any way relieve the owner of a building from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of this by-law, the Act and the Building Code, including ensuring that the occupancy of the building, or any part thereof, is in accordance with the terms of this by-law and the Building Code.
- 6) The Chief Building Official may require that a set of plans of a building or any class of buildings as constructed be filed with the Chief Building Official on completion of the construction under such conditions as may be prescribed in the Building Code.
- 7) Equivalents

The Chief Building Official may allow the use of materials, systems and building designs that are not authorized in the Building Code in accordance with Section 9 (1) of the Ontario Building Code Act.

7. FEES - Ontario Building Code Act, Section 7(c)

- 1) Fees for a required permit shall be as prescribed by Schedule "D" to this By-law.
- 2) Where application is made for a conditional permit, fees shall be paid for the complete project.
- 3) Where the fees payable in respect of an application for construction, demolition, and Change of Use permit under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on the cost of construction of the proposed work, the cost of construction of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services.
- 4) The Chief Building Official may place a valuation on the cost of any proposed work for the purpose of establishing the required permit fee. Where disputed by the applicant, the applicant shall pay the required fee under protest and within six months after completion of the project, shall submit an audited statement of the actual costs. Where the audited costs are determined to be less than the valuation, the Chief Building Official shall issue a refund for the difference.
- 5) Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit issued under Subsection 8(3) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys including storeys below the first storey measured as the horizontal area between the outside surface of all exterior walls of the building.
- 6) With respect to an application for a change of use permit issued under Subsection 10(1) of the Act the change of use permit fee as prescribed by Schedule "D" to this By-law shall be utilized when no construction is proposed or required. When construction is proposed or required and will result in a change of use the appropriate construction permit fee as set out in Schedule "D" to this By-law shall be utilized.
- 7) There will be no refund of permit fees where a permit has been revoked except in accordance with subsection 8(1).
- 8) A Building Department Cost Stabilization Reserve Fund will be established for purposes relating to the administration and enforcement of the Ontario Building Code/Act.

8. PERMIT REVOCATION AND TRANSFER

Revocation of Permit

- 1) Prior to revoking a permit under Clause 8(10)(b)(c) of the Act, the Chief Building Official shall give written notice of intention to revoke a permit to the permit holder at his last known address. If on the expiration of thirty (30) days from the date of such notice, the grounds for revocation continue to exist, the permit may be revoked

without further notice, and all submitted plans and all other information may be disposed of and a refund for permit fees paid back in accordance with Schedule "B" to this By-law.

- 2) Transfer of Permit - Ontario Building Code Act, Section 7(h)  
Permits are non-transferable without written consent of the Chief Building Official and transferable only upon the new owner completing a permit application to the requirements of Section (4) of this by-law.

9. NOTIFICATIONS - Ontario Building Code Act, Section 7(e)

1. With respect to "Notices & Inspections" under Div. C Part 1, Subsection 1.3.5. of the Building Code, the owner or an authorized agent shall notify the Chief Building Official or an inspector at least two business days (48 hours) prior to the applicable stages of construction.
2. A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official.

10. SEVERABILITY

It is hereby declared that each and every part of the foregoing provisions of this By-law is severable. If any provision of this By-law should for any reason be declared invalid by a Court of competent jurisdiction, it is the intention and desire of this Council that the remaining provisions remain in full force and effect.

11. PRESCRIBED FORMS - Ontario Building Code Act, Section 7(f)

The forms prescribed for use shall be regulated by the Province of Ontario and the Chief Building Official.

12. ADDITIONAL FORMS

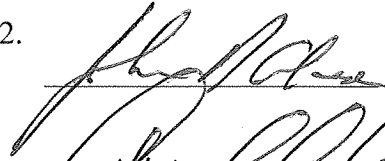
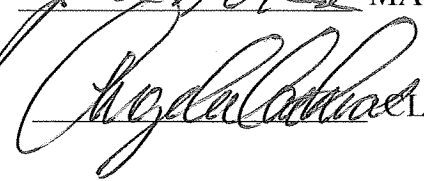
Listed and attached as Schedule "E".

13. PENALTY CLAUSE

Section 36 of the Building Code Act provides that a person is guilty of an offence under the Building Code Act if a person contravenes the Building Code Act, the regulations or this by-law.

14. This by-law shall repeal and supersede any by-law not consistent with this by-law.
15. This by-law shall become effective on the date of the final passing thereof.

READ a FIRST and SECOND this 15<sup>th</sup> day of May, 2012.

 MAYOR  
 CLERK

READ a THIRD time and FINALLY PASSED this 15<sup>th</sup> day of May, 2012.

 MAYOR  
 CLERK

## SCHEDULE "A"

This is Schedule "A" to By-Law Number 65-2012 respecting

### LIST OF PLANS, SPECIFICATIONS, DOCUMENTS AND OTHER INFORMATION TO ACCOMPANY APPLICATIONS FOR PERMITS

#### Plans

- Ontario Land Surveyors Plans
- Site Plan
- Contour of  
Grade Plans
- Drainage Plans
- Floor Plans
- Foundation Plans
- Framing Plans
- Mechanical and Electrical Plans
- Reinforced Concrete Plans
- Chimney and Fireplace Plans
- Renovation and Alteration
- As Constructed Plans
- Fire Alarms or Evacuation Plans (within buildings)
- Fire Protection Plans – showing the type of fire assemblies, fire separations, fire compartments, and fire resistance ratings within buildings
- Schematic Plans – showing the type, location and operation of all building fire emergency systems
- On-Site Sewage System Plans
- Truss System Layout Drawings
- Engineered Truss Drawings
- Engineered Floor/Roof System Layout Drawings
- Roof Plans
- Reflected Ceiling Plans
- Sections and Details
- Building Elevations
- Heating, Ventilation and Air Conditioning Drawings and calculations
- Sprinkler System Drawings
- Plumbing Drawings
- Mechanical Drawings
- Site Service Drawings
- Food Premise Layout Drawings
- Structural Drawings
- Structural Design Load Summary
- All Related Engineering and Architectural Reports/Plans/Drawings/Documents/Schedules/Tests
- Building Code Matrix/Summary

#### Specifications

- Specification on entrances to the property with necessary approvals in writing.
- Specifications on sewer system and water supply whether Municipal or private, with necessary written approvals.

- Specifications on the proposed occupancies.
- Specifications on building materials or a method of construction, and may require to be submitted by a registered professional engineer.
- Specifications on soils investigations.
- Specifications on any other applicable law as set out in Section 8(2)(a) of the Building Code Act, as amended.

Documents

- Trade Certificates and Certification of Qualification.

Other

- Any other information to prove compliance with the Ontario Building Code/Act.

The Chief Building Official may specify that not all of the above-mentioned plans, documents and/or other information are required to accompany an application for a permit.

## SCHEDULE "B"

This is Schedule "B" to By-Law Number 65-2012 respecting

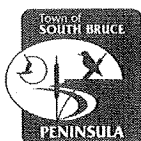
### REFUNDS

Requests for refunds are subject to review by the Chief Building Official; and in accordance with the policy set out below:

1. Where the owner(s) and/or authorized agent/applicant requests a refund of a building permit fee, including but not limiting to such reasons as a withdrawal of the application, cancellation of the project or change in construction; the refund of such permit fee shall be calculated as follows:
  - a) 10% of the permit fee or a minimum charge of \$50.00, whichever is greater, is non-refundable where only administrative functions have been performed
  - b) 15% of the permit fee or a minimum charge of \$75.00, whichever is greater, is non-refundable where only administrative functions and zoning review functions have been performed
  - c) 20% of the permit fee or a minimum charge of \$100.00, whichever is greater, is non-refundable if the permit has been issued and/or where all plans examination has been completed.
2. Where a permit is revoked on the grounds that it was issued in error, 100% of the permit fee shall be refunded.
3. The refund shall be made to the person who paid the fee and who is named on the receipt, unless such person advises the Chief Building Official in writing to issue a refund to another person so named.

## SCHEDULE "C"

This is Schedule "C" to By-Law Number 65-2012 respecting



### CODE OF CONDUCT FOR BUILDING OFFICIALS

#### Introduction

The Code of Conduct applies to the Chief Building Official and Inspectors appointed under the Building Code Act in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code. The purpose of this Code is to promote appropriate standards of behaviour and enforcement actions to ensure Building Officials apply standards of honesty and integrity, and to prevent practices constituting an abuse of power including unethical or illegal practices.

#### Standards of Conduct

Building Officials to undertake to:

1. Act in the public interest, particularly with regard to the safety of building works and structures;
2. Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their inspection and plan examination function;
3. Comply with the provisions of the Building Code Act, the Building Code and any other Act or Law that regulates or governs Building Officials or their functions;
4. Not to act where there may be, or where there may reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;
5. Not to act beyond their personal level of competence or outside their area of expertise;
6. Apply all relevant building laws, regulations and standards appropriately and without favour;
7. Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards;
8. At all times abide by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring Building Officials into disrepute;
9. Extend professional courtesy to all;
10. Maintain current accreditation to perform the functions assigned to them; and

#### Breaches of the Code of Conduct

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

# SCHEDULE "D"

This is Schedule "D" to By-Law Number 65-2012 respecting fees.

| Row # | Category or Type of Fee                                                      | Fee                                                   |
|-------|------------------------------------------------------------------------------|-------------------------------------------------------|
| 1     | Group 'C' New Residential, Additions & Alterations/Repairs                   | \$1.35 per ft <sup>2</sup><br>Minimum fee of \$200.00 |
| 2     | Group 'C' Residential accessory structures, carports, decks, retrofits, pool | \$0.80 per ft <sup>2</sup><br>Minimum fee of \$150.00 |
| 3     | Group A, B, D, E, F (All Industrial, Commercial, Institutional Buildings)    | \$1.40 per ft <sup>2</sup><br>Minimum fee of \$250.00 |
| 4     | Farm Buildings (excluding dwelling units)                                    | \$0.25 per ft <sup>2</sup><br>Minimum fee of \$100.00 |
| 5     | Demolitions                                                                  | \$125.00 flat fee                                     |
| 6     | Change of Use, Renewal Permits, Other                                        | \$150.00 flat fee                                     |
| 7     | Wood Burning Systems                                                         | \$100.00 flat fee                                     |
| 8     | Plumbing (Newly constructed, repaired or altered)                            | \$150.00 flat fee                                     |
| 9     | School Portables                                                             | \$150.00 flat fee                                     |
| 10    | Tents                                                                        | \$75.00 flat fee                                      |
| 11    | Pre-engineered Fabric Buildings                                              | \$500.00 flat fee                                     |
| 12    | Designated Structures                                                        | \$2,000.00 flat fee                                   |

| Group | Type of Occupancy            |
|-------|------------------------------|
| A     | Assembly                     |
| B     | Care or detention            |
| C     | Residential                  |
| D     | Business & Personal Services |
| E     | Mercantile                   |
| F     | Industrial                   |

- A \$500.00 deposit is required at the time of issuing a building permit for a new residential dwelling. The deposit will be refunded when the final inspection on the residence has been completed by the Chief Building Official or Building Inspector; the drainage is proper, and all other requirements are complete. After three years from the issuance of a building permit, the deposit is not refundable and will be credited to the Municipality to cover administration costs, additional inspections and record keeping costs incurred over the three years.
- Where an inspection is requested and the issuance of a permit is not required, an inspection fee of \$75.00 per hour shall be charged. The minimum inspection fee is \$75.00.

- If any person within the Town of South Bruce Peninsula builds without the required permit, the applicable permit fee shall be doubled.
- In the event that an application has been received and then the application is subsequently withdrawn by the homeowner and no fees were collected at the time of the application, the homeowner will be invoiced for the work completed. If this invoice is not paid for within 90 days, it will be added to the homeowner's taxes.
  - 10% of the permit fee or a minimum charge of \$50.00, whichever is greater, where only administrative functions have been performed
  - 15% of the permit fee or a minimum charge of \$75.00, whichever is greater, where administrative functions and zoning review functions have been performed
  - 20% of the permit fee or a minimum charge of \$100.00, whichever is greater, where the permit has been issued and/or where all plans examination has been completed.

## Septic System Permits / Review / Assessments

| Row # | Type of Fee                                                                 | Flat Fee |
|-------|-----------------------------------------------------------------------------|----------|
| 1     | Class 2 or 3 new or replacement system                                      | \$250.00 |
| 2     | Class 4 or 5 new or replacement system                                      | \$500.00 |
| 3     | Class 4 or 5 tank replacement only or<br>Class 4 leaching bed repair        | \$200.00 |
| 4     | Change of Use Permit                                                        | \$100.00 |
| 5     | Demolition                                                                  | \$100.00 |
| 6     | Renewal                                                                     | \$100.00 |
| 7     | Building Assessment Application/Change of Use<br>Basic Review (minimum fee) | \$100.00 |

|         |                                                                                                                                                                                                                                        |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Class 1 | A chemical toilet, an incinerating toilet, a recirculating toilet, a self-contained portable toilet and all forms of privy including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system. |
| Class 2 | A greywater system                                                                                                                                                                                                                     |
| Class 3 | A cesspool                                                                                                                                                                                                                             |
| Class 4 | A leaching bed system                                                                                                                                                                                                                  |
| Class 5 | A holding tank                                                                                                                                                                                                                         |

## SCHEDULE "E"

This is Schedule "E" to By-Law Number 65-2012 respecting

### ADDITIONAL FORMS

Listed below and attached are additional forms:

- Building Assessment Application/Change of Use
- Sewage System Specifications (Town of South Bruce Peninsula)
- Use Permit – Sewage System As Constructed
- Energy Efficiency Design Summary



**Town of South Bruce Peninsula**  
P.O. Box 310, 315 George St. Wiarton, ON N0H 2T0  
Ph. 519-534-1400 Fax. 519-534-4862  
[www.southbrucepeninsula.com](http://www.southbrucepeninsula.com)

## BUILDING ASSESSMENT APPLICATION / CHANGE OF USE

PLEASE ANSWER EACH QUESTION COMPLETELY

### Owner Information:

Name(s):

Mailing Address:

Telephone #:

### Applicant Information: (If different than owner)

Name:

Mailing Address:

Telephone #:

### Contractor Information:

Name(s):

Mailing Address:

Telephone #:

### PROPERTY INFORMATION:

Municipal Address: \_\_\_\_\_ Legal Address: \_\_\_\_\_  
(Street # and Name) (Plan/Con, Lot etc.)

Property Roll Number: \_\_\_\_\_ Former Township/Town: \_\_\_\_\_

Details of Proposed alteration/change of use (include total number of bedrooms, number of existing/proposed/additional plumbing fixtures:

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Existing Use: \_\_\_\_\_ Existing Floor Area: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Proposed Floor Area (total): \_\_\_\_\_

Year Structure was built: \_\_\_\_\_

Details of proposed alteration/change of use (include total number of bedrooms, number of existing/proposed/additional plumbing fixtures:

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Water Supply: ☐ Existing or ☐ Proposed

☐ Dug or Bored Well ☐ Drilled Well ☐ Municipal ☐ Communal ☐ Spring ☐ Lake ☐ Other

Is the property currently subject to a minor variance, zoning official plan amendment, Niagara Escarpment Development Permit or Grey Sauble Conservation Authority approval? ☐ Yes ☐ No

If yes, please provide details:

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I certify the above information to be correct

Signature of Owner/Applicant \_\_\_\_\_

Date \_\_\_\_\_

Please note that an incomplete application or site plan/sketch can not be accepted and can delay review of your application or result in your application being returned.

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are approximately 20 columns and 20 rows of squares across the entire page. The background is white, and there are no markings, text, or drawings on the grid itself.

Signature of Owner/Applicant

Date \_\_\_\_\_

☐ Recommended for approval    ☐ Not recommended for approval    ☐ See comments

Comments:

Signature of Inspector

Date \_\_\_\_\_

- ☐ Murray Leppard, Chief Building Official  
☐ Kelly McCorkell, Building Inspector



## Sewage System Specifications (Town of South Bruce Peninsula)

**Site and Design Information-** see Ontario Building Code Part 7, 8 and Guideline pages 4 to 7

|                          |  |                           |  |                                     |  |
|--------------------------|--|---------------------------|--|-------------------------------------|--|
| State Number of:         |  | Tank Flush Toilets _____  |  | Kitchen & Bathroom Sinks _____      |  |
| Bidets _____             |  | Dishwashers _____         |  | Clothes Washers _____               |  |
| Bathtubs & Showers _____ |  | Urinals _____             |  | Single or Double Laundry Tubs _____ |  |
| Bedrooms _____           |  | Finished Floor Area _____ |  | Total Fixture Units _____           |  |
| Water Softener yes / no  |  |                           |  |                                     |  |

(A test hole to a depth of 1.5m in the bed must be available for the Inspector to view.)

Existing/proposed water supply (drilled/dug/shore well/sand point/municipal/communal): \_\_\_\_\_

Unified Soil Classification soil type in sewage system area: \_\_\_\_\_

Percolation rate of native soil: T = \_\_\_\_\_ min/cm. Circle one: Estimated Tested on site Lab Test

| Sub-Surface Soil Conditions |           |           |
|-----------------------------|-----------|-----------|
| Rock                        | Depth (m) | Soil Type |
| &<br>Ground Water           | -0-       |           |
|                             | -.25-     |           |
|                             | -.5-      |           |
| Table                       | -1.0-     |           |
|                             | -1.5-     |           |

Describe soil mantle (down gradient from sewage system):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Depth to bedrock/T > 50 min./cm. \_\_\_\_\_

Depth to High Groundwater Table: \_\_\_\_\_

**Proposed sewage system design-** see Ontario Building Code Part 8 and Guidelines pages 7 to 12

Complete the following as required for in-ground, fill-based, filter bed or alternate system:

Daily sewage flow: \_\_\_\_\_ litres/day      Size of tank: \_\_\_\_\_ litres

Alternate Treatment Unit \_\_\_\_\_

Length of distribution pipe \_\_\_\_\_ metres      Depth of imported fill \_\_\_\_\_ metres, T= \_\_\_\_\_ min/cm

Imported mantle: Yes \_\_\_\_\_ No \_\_\_\_\_      Pump required Yes \_\_\_\_\_ No \_\_\_\_\_

Leaching bed fill area \_\_\_\_\_ m<sup>2</sup>      Filter medium surface \_\_\_\_\_ m<sup>2</sup>      Filter medium base \_\_\_\_\_ m<sup>2</sup>

**Travel Directions:**

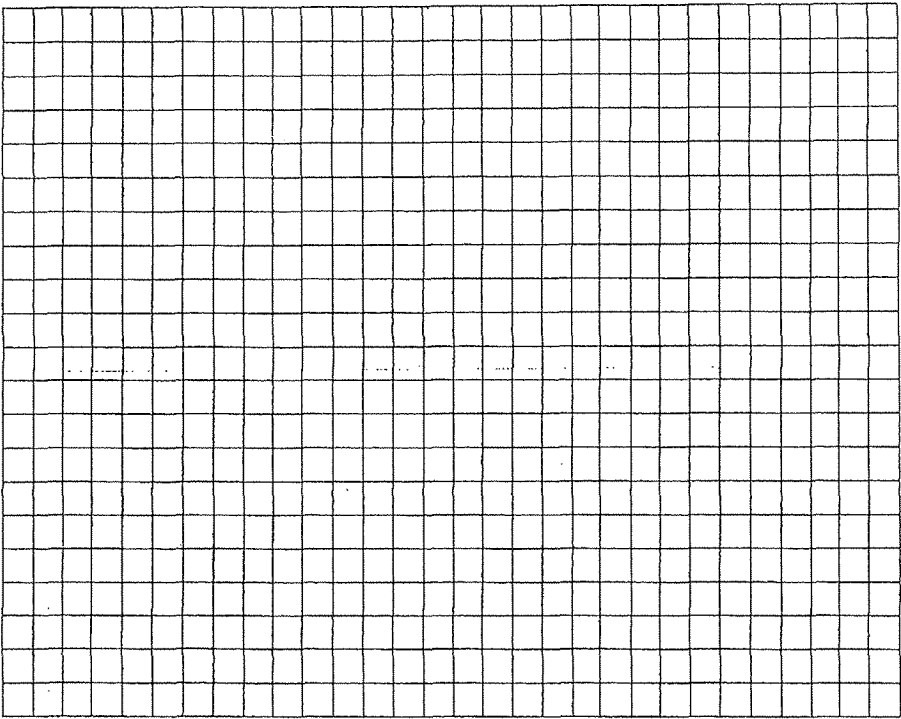
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Lot and Sewage System Site Plan-** see Ontario Building Code Part 8 and Guideline pages 12 to 14

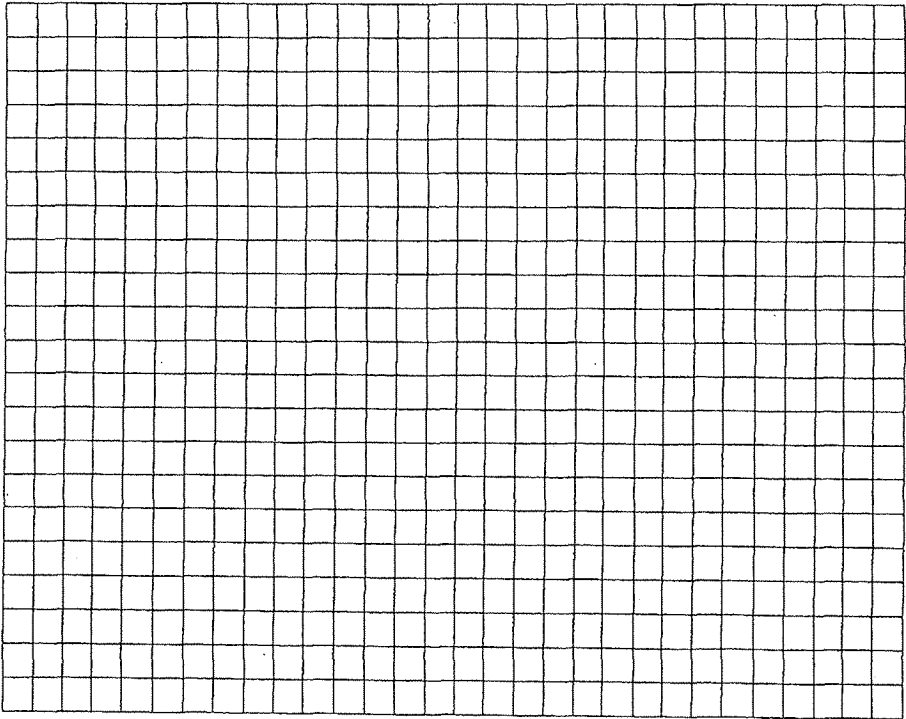
**Include the following on a scaled or proportional drawing:**

1. Outline of property with all dimensions. On large parcels include area around building site only.
2. Location and dimensions of proposed & existing buildings, swimming pools, lakes, rivers, areas subject to flooding and any other pertinent topographical features.
3. Details of sewage system including size, design and location of tank and leaching bed. Include "development site plan" if contained in a subdivision agreement or registered on title.
4. Any areas of disturbed, compacted, imported or altered soils.
5. Location of any sub-surface drainage, culverts or other structural features.
6. Location and type of all existing (including neighbouring) and proposed water supplies.

**Sewage System Site Plan:**



**Sewage System Cross Section:** (house, tank and tile bed elevations with existing and proposed grades)





**TOWN OF SOUTH BRUCE PENINSULA**  
P.O. Box 310, 315 George St. Wiarton, ON N0H 2T0  
Phone: 519-534-1400 Fax: 519-534-4862  
[www.southbrucepeninsula.com](http://www.southbrucepeninsula.com)

**USE PERMIT – SEWAGE SYSTEM AS CONSTRUCTED**

**Permit No.:**

1. Name of Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
2. Property Information: (location of construction)  
Municipal Address: (Street # and Name) \_\_\_\_\_  
Legal Address: (Plan/Con, Lot etc.) \_\_\_\_\_  
Property Roll Number: \_\_\_\_\_
3. Use / Type of Building \_\_\_\_\_
4. Installed by: \_\_\_\_\_  
Address: \_\_\_\_\_
5. Capacity of Treatment Unit: \_\_\_\_\_ litres
6. ☐ Leaching Bed Pipe/Trench \_\_\_\_\_ metres/feet  
☐ Filter Bed \_\_\_\_\_ metres/feet  
☐ Other \_\_\_\_\_ metres/feet

**At the time of inspection the following work remains to be completed, but does not require an additional inspection (applicable if checked):**

- ☐ Backfill trenched or absorption area to finished grade with a permeable material.
- ☐ Grade surface of bed to shed precipitation.
- ☐ Improve banks around raised tile bed (Minimum slope 4 to 1).
- ☐ Add topsoil and seed or sod.

Other:

Comments:

.....  
Inspected By

.....  
Inspection Date

- ☐ Murray Leppard, Chief Building Official
- ☐ Kelly McCorkell, Building Inspector

# Energy Efficiency Design Summary

(Part 9 Residential)

This form is used to summarize the energy efficiency design of the project. Information on completing this form is on the reverse

For use by Principal Authority

Application No:

Model/Certification Number

## A. Project Information

|                              |             |                                      |         |
|------------------------------|-------------|--------------------------------------|---------|
| Building number, Street name |             | Unit number                          | Lot/Con |
| Municipality                 | Postal code | Reg. Plan number / other description |         |

## B. Compliance Option

|                                                              |                                                                     |
|--------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> SB-12 Prescriptive [SB-12 - 2.1.1.] | Table: Package: A B C D E F G H I J K L M (circle one)              |
| <input type="checkbox"/> SB-12 Performance* [SB-12 - 2.1.2.] | * Attach energy performance calculations using an approved software |
| <input type="checkbox"/> Energy Star®* [SB-12 - 2.1.3.]      | * Attach BOP form                                                   |
| <input type="checkbox"/> EnerGuide 80® *                     | * House must be evaluated by NRCan advisor and meet a rating of 80  |

## C. Project Design Conditions

|                                                      |                                           |                                          |                                           |                                        |  |  |
|------------------------------------------------------|-------------------------------------------|------------------------------------------|-------------------------------------------|----------------------------------------|--|--|
| Climatic Zone (SB-1):                                |                                           | Heating Equipment Efficiency:            |                                           | Space Heating Fuel Source              |  |  |
| <input type="checkbox"/> Zone 1 (< 5000 degree days) | <input type="checkbox"/> ≥ 90% AFUE       | <input type="checkbox"/> Gas             | <input type="checkbox"/> Propane          | <input type="checkbox"/> Solid Fuel    |  |  |
| <input type="checkbox"/> Zone 2 (≥ 5000 degree days) | <input type="checkbox"/> ≥ 78% < 90% AFUE | <input type="checkbox"/> Oil             | <input type="checkbox"/> Electric         | <input type="checkbox"/> Earth Energy  |  |  |
| Windows+Skylights+Glass Doors                        |                                           | Other Building Conditions:               |                                           |                                        |  |  |
| Gross Wall Area = m <sup>2</sup>                     | % Windows+ %                              | <input type="checkbox"/> ICF Basement    | <input type="checkbox"/> Walkout Basement | <input type="checkbox"/> Log/Post&Beam |  |  |
| Gross Window+ Area = m <sup>2</sup>                  |                                           | <input type="checkbox"/> ICF Above Grade | <input type="checkbox"/> Slab-on-ground   |                                        |  |  |

## D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach Energy Star BOP form]

| Building Component                       | RSI / R values | Building Component                                                  | Efficiency Ratings |
|------------------------------------------|----------------|---------------------------------------------------------------------|--------------------|
| Thermal Insulation                       |                | Windows & Doors <sup>1</sup>                                        |                    |
| Ceiling with Attic Space                 |                | Windows/Sliding Glass Doors                                         |                    |
| Ceiling without Attic Space              |                | Skylights                                                           |                    |
| Exposed Floor                            |                | Mechanicals                                                         |                    |
| Walls Above Grade                        |                | Space Heating Equip. <sup>2</sup>                                   |                    |
| Basement Walls                           |                | HRV Efficiency (%)                                                  |                    |
| Slab (all >600mm below grade)            |                | DHW Heater (EF)                                                     |                    |
| Slab (edge only ≤600mm below grade)      |                | NOTES                                                               |                    |
| Slab (all ≤600mm below grade, or heated) |                | 1. Provide U-Value in W/m <sup>2</sup> .K, or ER rating             |                    |
|                                          |                | 2. Provide AFUE or indicate if condensing type combined system used |                    |

## E. Performance Design Verification [complete applicable sections if SB-12 Performance, Energy Star or EnerGuide80 options used]

SB-12 Performance:

The annual energy consumption using Subsection 2.1.1. SB-12 Package \_\_\_\_\_ is \_\_\_\_\_ Gj (1 Gj =1000Mj)

The annual energy consumption of this house as designed is \_\_\_\_\_ Gj

The software used to simulate the annual energy use of the building is: \_\_\_\_\_

The building is being designed using an air leakage of \_\_\_\_\_ air changes per hour @50Pa.

Energy Star: BOP form attached. The house will be labeled on completion by:

Energy Star and EnerGuide80:

Evaluator/Advisor/Rater Name: \_\_\_\_\_ Evaluator/Advisor/Rater Licence #: \_\_\_\_\_

## F. Designers [names of designers who are responsible for the building code design and whose plans accompany the permit application]

|               |            |
|---------------|------------|
| Architectural | Mechanical |
|---------------|------------|

# Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form must accompany the building permit application. The information on this form **MUST** reflect the drawings and specifications being submitted, or the building permit may be refused. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website at [www.mah.gov.on.ca](http://www.mah.gov.on.ca), or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the SB-12 Prescriptive design tables,
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star standards, or
4. Evaluate the design according to EnerGuide technical procedures and achieve a rating of 80 or more.

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- SB-12 Performance refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- Energy Star houses must be designed to *Energy Star* requirements and be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- EnerGuide80 houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with *EnerGuide* administrative and technical procedures.

### C. Project Design Conditions

*Climatic Zone:* The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

*Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

*Fuel Source and Heating Equipment Efficiency:* The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

*Other Building Conditions:* These construction conditions affect SB-12 Prescriptive compliance requirements.

### D. Building Specifications

*Thermal Insulation:* Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

### E. Performance Design Summary

This section is not required to be completed if the SB-12 Prescriptive option is being used.

## AIRTIGHTNESS REQUIREMENTS FOR NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. A blower door test to verify the air tightness of the house must be conducted during construction if the NRCan EnerGuide80 option is used, or if the SB-12 Performance or Energy Star options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

## ENERGY EFFICIENCY LABELING FOR NEW HOUSES

*Energy Star* and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.