

THE CITY OF TIMMINS

BY-LAW No. 2023-8821

Being a by-law to repeal by-law 2016-7789 and to authorize the Corporation of the City of Timmins to establish and regulate building and the appointment of a Chief Building Official, Deputy Chief Building Official, and Inspectors (including plumbing inspectors) and Inspectors in the City of Timmins

BEING A BY-LAW to repeal and replace Building By-law 2016-7789 and to the appointment of a Chief Building Official and Inspectors under the Ontario Building Code Act; and secondly being a by-law to regulate construction, demolition and change of use, inspections and related matters; and thirdly to appoint a Chief Building Official, Deputy Chief Building Official, and Inspectors (including plumbing inspectors) under the Ontario Building Code Act.

WHEREAS Section 7 of the ***Building Code Act, 1992, S.O. 1992, Chapter 23***, empowers Council to pass certain by-laws respecting construction, demolition, change of use, permits, inspections and related matters.

AND WHEREAS Section 3 (2) of the ***Building Code Act, 1992, S.O. 1992, Chapter 23***, provides that each municipality shall appoint a Chief Building Official and Inspectors for the purpose of enforcement of the Act.

NOW THEREFORE City of Timmins by its Council enacts as follows:

1. THAT By-law No. 2016-7789 be hereby repealed and replaced with this By-law No. 2023-8821.
2. This By-law may be cited as the "Building By-law."
3. **DEFINITIONS**

In this By-law,

- (i) "**Act**" means the Building Code Act, 1992, S.O. 1992, Chapter 23 including amendments thereto.
- (ii) "**Applicant**" means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation.
- (iii) "**Building Code**" means the regulations made under Section 34 of the Act.
- (iv) "**Chief Building Official**" means the Chief Building Official appointed by by-law of the City of Timmins for the purposes of enforcement of the Act.
- (v) "**City**" means The Corporation of the City of Timmins.
- (vi) "**Defective Plumbing**" means plumbing which at the time of inspection does not conform to the regulations
- (vii) "**Finishing**" means any plumbing performed after the roughing-in.
- (viii) "**Inspector**" means an inspector appointed by by-law by the Corporation of the City of Timmins for the purposes of enforcement of the Act.
- (ix) "**Maintenance**" means the repair of plumbing, including the repair of taps and valves by replacing worn parts but shall not mean or include the installation, construction, reconstruction, relocation of plumbing or additions thereto.
- (x) "**Owner**" means the registered owner of the property and includes a lessee, mortgagee in possession, and the authorized agent in lawful control of the property.

- (xi) **"Permit"** means written permission or authorization given in writing from the Chief Building Official to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and Building Code.
 - (xii) **"Permit Holder"** means the owner to whom a permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred.
 - (xiii) **"Plumbing"** means a drainage system, a venting system and a water system or parts thereof.
 - (xiv) **"Plumbing Contractor"** means any person performing or hired to perform for his or its own use or benefit, or for that of another, with or without remuneration or gain, any plumbing work within the limits of the City of Timmins.
 - (xv) **"Registered Code Agency"** means a person or entity that has the qualifications and meets the requirements described in Subsection 15.11(4).
 - (xvi) **"Valuation of the Proposed Work"** means the completed value of all construction or work related to the building, including finishes, roofing, electrical, plumbing, drains, heating, air-conditioning, fire extinguishing systems, elevators and any other equipment and all materials, overhead, professional and related services, current monetary worth of all contributed labour and an evaluation of work by own forces.
4. Any word or terms not defined in this by-law shall have the meaning ascribed to them in the Act or the Building Code.
5. **CLASSES OF PERMITS** - Classes of permits with respect to the construction, demolition and change of use of buildings shall be as set out below.

a) Building & Demolition Permits

No person shall construct or demolish a building or cause a building to be constructed or demolished within the geographic limits of the City of Timmins unless a permit has been issued therefore by the Chief Building Official. No person shall carry out plumbing unless a building permit has been issued by the Chief Building Official in accordance with Schedule F.

Exceptions to the above requirement for a building permit include structures required for the mining extraction purposes (e.g., head frames), underground structures including fuel tanks, sheds less than 160 ft² in area, residential shingling (to include metal roofs), residential windows and doors, residential swimming pools, all fences (except for fencing required for construction or demolition activity), residential siding and for the construction of residential decks less than 2 ft in height from grade level measured at any point.

b) Partial Permit

When in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the complete building or project, application shall be made and fees paid for the complete project as well as fees established in the User Fee By-law for each stage of construction. Complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the Chief Building Official.

Where a permit is issued for part of a building or project, this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project and such applications are at the risk of the applicant.

c) Change of Use Permit

As per subsection 10(1) of the Act, no person shall change the use of a building or part of a building (even though no construction is proposed) that would result in an increase in hazard as determined under the Building Code unless the Chief Building Official has issued a permit.

d) Occupancy Permit

The permit holder or authorized agent shall notify the Chief Building Official or his designate official of the completion of a building for which an occupancy permit is required as per Section 1.3.3. of Division C. of the Ontario Building Code.

e) Sign Permit

No person shall construct, repair, renew, and alter signage unless a permit has been issued by the Chief Building Official. Signage relating to home occupations and professions does not require a building permit.

f) Conditional Permit

Council authorizes the authority to issue conditional permits to the Chief Building Official. This class of permit may be issued at the discretion of the Chief Building Official to authorize any stage of construction, even though all of the requirements under subsection 8(2) of the Act have not been met. However before issuing such permits, the requirements of clauses 8(3)(a), (b), and (c) of the Act must be complied with.

6. REVISION TO PERMIT

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. Any such change is not to be made without the written authorization of the Chief Building Official.

7. REVOCATION OF PERMITS

Pursuant to subsection 8 (10) of the Act, the Chief Building Official has the authority to revoke a building permit. Generally, consideration will be given to revoking a permit, if in the opinion of the Chief Building Official:

- a) the permit was issued prematurely or in error;
- b) construction or demolition activity on the site has not commenced within a 6 month period from the date the permit was issued;
- c) construction activity has not proceeded in a meaningful way over a period of 12 months; and
- d) the project has been abandoned by the applicant who has advised so in writing to the City.

In the event that the Chief Building Official intends on revoking a permit under subsections b) or c) of this section, the applicant shall be advised in writing of the Chief Building Official's intention to revoke the permit and the applicant will be afforded an opportunity to respond in writing as to his/her intentions to continue with or abandon the permit. If in the opinion of the Chief Building Official, the response is not reasonable and/or is not reasonable from a timing perspective, the permit may be revoked.

8. APPLICATION FOR BUILDING PERMITS

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 from

the Chief Building Official at the Municipal Office, 220 Algonquin Boulevard East, Timmins, Ontario or from the City's website. Application forms prescribed by the City under Clause 7(f) of the Act shall be as set out in Schedule "A" to this by-law.

Every application for a building permit shall be submitted to the Chief Building Official, and contain the following information to be completed on the prescribed application form:

- (a) Where application is made for a building permit under Subsection 8.(1) of the Act, the application shall:
 - (i) identify and describe in detail the work and occupancy to be covered by the permit for which application is made,
 - (ii) describe the land on which the work is to be done by a description that will readily identify and locate the building lot,
 - (iii) 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,
 - (iv) state the value of the proposed work including materials and labour and be accompanied by the required fee,
 - (v) state the names, addresses and telephone numbers of the owner, architect or engineer, where applicable, or other designer or constructor,
 - (vi) be accompanied by a signed acknowledgment of the owner on a form prescribed by the Chief Building Official that an architect or professional engineer, or both, have been retained to carry out that general review of the construction or demolition of the building, as described in Division C, Section 1.2.2. of the Building Code,
 - (vii) be accompanied by a signed statement of the architect or professional engineer, or both, on a form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building, as described in Division C, Section 1.2.2. of the Building Code,
 - (viii) include, where applicable, the registration number of the builder or vender as provided in the Ontario New Home Warranties Plan Act, and
 - (vix) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.
- (b) Where application is made for a demolition permit under Subsection 8(1) of the Act, the application shall
 - (i) contain the information required by Clauses (a)(i) to (vix).
 - (ii) be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric, telephone or other utilities and services.
 - (iii) Retain a professional engineer to undertake a general review of the project during demolition if the building meets the criteria as outlined in the Building Code.
- (c) Where application is made for a change of use permit under 10(1) of the Act, the application shall
 - (i) contain the information required by Clauses (a)(i) to (vix),
 - (ii) (a) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building,

- (b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made,
 - (c) include plans and specification which show the current and proposed occupancy of all parts of the building and which contain sufficient information and establish compliance with the requirements of the Building Code, including floor plans, details of walls, ceilings and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing "sewage system", if any,
 - (d) be accompanied by the required fee, and
 - (e) state the name, address and telephone number of the owner.
- (d) Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall
- (i) contain the information required by Clauses (a)(i) to (vix),
 - (ii) include complete plans and specifications, documents, and other information as required by the Building Code and as described in this by-law for the work to be covered by the permit;
 - (iii) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (iv) 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
 - (v) state the time in which plans and specifications of the complete building will be filed with the Chief Building Officials.

9. **COMPLETE AND INCOMPLETE APPLICATIONS**

In order for an application to be considered complete, the applicant must satisfy the information requirements listed in Section 8 of this By-law. In addition, permit applications must be accompanied by the required fee under the City's User Fees By-law in order to be considered a complete application.

An application is deemed to be incomplete where the Chief Building Official determines within 2 working days that the proposed work or change of use will not comply with the Act, the Ontario Building Code, or any other applicable law. The Chief Building Official may refuse an application if anything required by this Section is omitted or submitted in an incomplete or unsatisfactory state at the time of application and written statement of reason for the refusal must be provided.

9.1 **EXISTING STRUCTURES ERECTED WITHOUT A BUILDING PERMIT**

The Chief Building Official (CBO) will not accept or consider building permit applications for any existing structures erected without a building permit and that would otherwise require an occupancy permit. Building permit applications will only be accepted in cases where the applicant meets all of the requirements of Section 8 and 9 of the Building By-law.

In cases where the City becomes aware of any existing structures built without a building permit and that otherwise would have required an occupancy permit, the City shall ensure that any outstanding structural and other life safety items are remedied under the City's Property Standards By-law.

Under such circumstances, the City will not undertake any inspections of the subject building. The City shall require the owner to retain a professional engineer and/or architect to inspect the subject building and to prepare a report assessing the structural soundness and safety of the subject building to ensure that the structure is in compliance with the Property Standards By-law.

The City may also require a third party peer review be completed for the subject report at the sole cost of the owner. The City may then undertake an inspection(s) of the subject building for the purposes of verifying that any remedial measures recommended in the report have been completed. In the event that Engineer or Architect report identifies remedial measures to be completed to ensure the safety of the building and its occupants, the owner shall be required to submit a complete building permit application and to secure any required building permits prior to any work being undertaken.

The CBO shall maintain an ongoing database of identified properties that accommodate existing structures erected without a building permit. The purpose of this database would be to serve public notice to prospective purchasers or their solicitors advising of the status of such properties through building code compliance requests and other property compliance requests and/or inquiries.

Building Code compliance relating to existing structures built without a building permit and that would otherwise require an occupancy permit will be the sole responsibility of the affected property owner and may be confirmed through completion of building reviews by qualified engineers or architects. To this end, the City shall not review, accept or offer any opinions with respect to such reviews and shall not consider or accept building permit applications in such instances.

10. **EQUIVALENTS**

Where an application for a permit or the 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 alternative solution, the following documentation shall be provided of the Chief Building Official:

- a) the solution must identify an applicable objective, functional statement and acceptable solutions;
- b) describing a basis for past performance, establish tests of the solutions or other evaluation of the solution; or
- c) any other tests standards that provide comparable results to the recognized standards in the Ontario Building Code

11. **PLANS AND SPECIFICATIONS**

Sufficient plans, specifications, documents and other information including a site plan, 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 any other applicable law.

Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this by-law. Plans shall be drawn to scale on paper, or other suitable and durable material, 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 specified by the Chief Building Official.

In addition, for larger scaled residential developments and for all non-residential developments, the Chief Building Official will require the submission of "final approved drawings as revised as well as "as built" drawings in a format that is compatible with the City's preferred software.

12. **THE SITE PLAN**

The site plan shall be referenced to an up-to-date survey and when required to demonstrate compliance with the Act, Building Code or other applicable law, a copy of the survey shall be submitted to the Chief Building Official. This requirement may be waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, the Building Code and other applicable law.

The Site plan shall show:

- 1. lot size and the dimensions of the property lines and setbacks to any existing or proposed buildings,
 - a. the direction of drainage flow,
- 2. existing right-of-way, easements and municipal services,
- 3. dimensions of setbacks of proposed buildings from buildings located on adjacent lots, and
 - a. proposed fire access routes and existing fire hydrant locations.

For larger scaled residential developments and for all non-residential developments, the Chief Building Official will require the submission of “final approved drawings as revised as well as “as built” drawings in a format that is compatible with the City’s preferred software.

13. **PAYMENT OF FEES**

Fees payable for a required permit shall be in accordance with the City’s User Fee By-law, as amended, that is in effect at the time and that are due and payable upon submission of an application for a permit when received by the Chief Building Official. Applications shall not be considered complete until associated fees are paid in full.

No permit shall be issued until the fees have been paid in full.

Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) and 8(3) of the Act are based on the valuation of the proposed work including the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services. The valuation of the proposed work shall mean as defined under Section 3(a)(xi) and shall not include provisions for site work not specifically relating to the building(s) (e.g., landscaping, walkways, driveways, curbing, and the like).

For residential development that is typically undertaken and/or managed by the owner of the proposed development, or in cases where reasonable costing is difficult to determine, the following table will be used to arrive at the value of construction. It is noted that these values may be adjusted annually based on a cost of living index at the discretion of the Chief Building Official.

A- Assembly (Group A) value of construction:

New Construction	\$350/ft ²
Renovations/Tenant Fit up	\$120/ft ²

B- Institutional (Group B) value of construction:

New Construction	\$350/ft ²
Renovations/Tenant Fit up	\$120/ft ²

C- Residential (Group C) value of construction:

Ground Floor	\$220/ft ²
Second Floor	\$145/ft ²
Attached Garage	\$100/ft ²
Finished Basement	\$50/ft ²
Garage	\$70/ft ²
New Mobile Home	\$ Cost + \$ 30/ft ²
Mobile Home Installation ONLY	\$ 30/ft ²
Shed/ Carport/ Accessory Structures	\$50/ft ²
Decks	\$30/ft ²
New Apartment Building	\$295/ft ²
Apartment Renovation/ Tennant fit up	\$75/ft ²

D- Office and Personal Services (Group D) value of construction:

New Construction	\$300/ft ²
Renovations/Tenant Fit up	\$120/ft ²

E- Mercantile (Group E) value of construction:

New Construction	\$230/ft ²
Renovations/Tenant Fit up	\$80/ft ²

F- Industrial (Group F) value of construction:

New Construction	\$150/ft ²
Renovations/Tenant Fit up	\$80/ft ²

G- Other Additional Structures:

Farm Buildings	\$80/ft ²
Tents and Air Support Structures	\$60/ft ²
Storage Buildings	\$70/ft ²
Storage or Sea Containers	\$ Cost + Installation
Demountable Stages	\$150 FF
Self Service Storage Buildings (Direct Access to Exterior, No Interior Corridor)	\$100/ft ²

14. **DISPUTES OVER FEES**

The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee or for the purposes of establishing the valuation for statistical purposes and where disputed by the applicant, the applicant shall pay the required fee under protest and within six months of completion of the project, shall submit an audited statement of the actual costs, and where the audited costs are determined to be less than the valuation, the Chief Building Official shall issue a refund and correct the application.

15. **DOUBLING OF PERMIT FEES**

The Chief Building Official has the discretion to double the value of building permit fees for any class of permits if construction has commenced prior to the issuance of permit in order to recover the City's additional costs for such matters. Generally, this provision will be used in cases where individuals have been known to commence construction without a building permit in the past and not for first time offenders.

16. **REFUNDS**

In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project for which the permit fee is greater than One Hundred (\$100.00), the Chief Building Official shall determine

the percentage of fee eligible for a refund, if any, in accordance with Schedule "C" attached to and forming part of this by-law.

17. **CHANGING PERMIT FEES**

The requirements for holding a public meeting and the justification for a fee change shall be completed in compliance with the Act and Building Code prior to any adjustments occurring to a building permit fee.

18. **PRESCRIBED AND ADDITIONAL NOTICE REQUIREMENTS FOR INSPECTIONS**

The owner or an authorized agent shall notify the Chief Building Official or an inspector at least forty-eight (48) hours prior to each stage of construction for which notice in advance is required under Division C, Section 1.3.5 of the Building Code for prescribed notices and for additional notices as set out in Schedule "D", back of owners building permit application.

19. **PRESCRIBED APPLICATION AND OTHER FORMS**

The forms prescribed for use as permit applications, permits, orders and inspection reports shall be as set out in Schedule "A" to this by-law.

20. **AS CONSTRUCTED PLANS**

The Chief Building Official may require that a set of "as constructed" plans of a building or any class of buildings in hard copy and digital format compatible with the City's preferred software be filed with the Chief Building Official on completion of construction under such conditions as may be prescribed in the Building Code.

21. **TRANSFER OF PERMIT**

- (a) If the registered owner of the land to which the permit applies changes, the permit is transferable only upon the new owner completing a permit application, to the requirements of Section 8 of this By-law. The new owner shall then be the permit holder for purposes of the Act and the Building Code and assume all responsibilities for compliance with the permit documents.
- (b) The fee for transferring a permit shall be as set out in the City's User Fee By-law, as amended.

22. **APPOINTMENT OF CHIEF BUILDING OFFICIAL AND INSPECTORS**

The Corporation of the City of Timmins considers it desirable to appoint a Chief Building Official, Acting Chief Building Official, and Inspectors for the purposes of administration and enforcement of the Act. The following positions are appointed as Chief Building Official, Acting Chief Building Official and Inspectors:

Name	Appointment
Manager of Building Services	Chief Building Official
Senior Building Inspector	Acting Chief Building Official, in the absence of the Chief Building Official
Building Inspectors	Inspector

23. **CODE OF CONDUCT & CONFLICT OF INTEREST**

The Chief Building Official, Inspectors and Administrative supportive staff shall adhere to the City of Timmins' Code of Conduct and Conflict of Interest policies for Employees. Furthermore, the Chief Building Official, Senior Building

Inspector and Building Inspectors shall adhere to the Building Division's Conflict of Interest Policy as set out in Schedule "E".

24. **CONSTRUCTION/DEMOLITION FENCES**

A person issued a construction or demolition permit under the Act for any work in the City of Timmins shall submit fencing details (extent of fencing, height, description of fencing materials, location of openings and gates, etc.) and erect and maintain a temporary fence to enclose the construction or demolition site, including any areas where equipment is operated or equipment or material is stored. The Chief Building Official may grant an exemption from the requirement to erect and maintain a fence if satisfied that conditions at a site would not present a particular hazard to the public after having regard for the following parameters:

- a) The proximity of the site to occupied dwellings;
- b) The proximity of the site to places frequented by the public, including streets, parks, businesses and workplaces;
- c) The effectiveness of any existing fencing adjacent to the site;
- d) The feasibility and effectiveness of fencing the site;
- e) Any proposed security measures to deter entry to the site;
- f) The hazard presented by the activity occurring and materials used on the site;
- g) The expected duration of the hazard; and
- h) Any other safety considerations.

Where work on a construction or demolition site is substantially suspended or abandoned, the Chief Building Official may revoke an exemption granted under this subsection by serving written notice of the revocation on the permit holder.

25. **MINE HAZARDS**

In cases where a building permit application has been submitted involving a property where mining operations may have affected the structural stability of the ground, a comprehensive report must be completed and stamped by a professional engineer (to be secured by the applicant) competent in the mining/geotechnical/rock mechanics field will be required as part of satisfying a complete application.

The purpose of the study is to demonstrate whether or not the rock mass conditions are appropriate and stable to accommodate the intended development over the long term. Applicants will be directed to the Ministry of Northern Development and Mines (MNDM) for review and approval of such reports. MNDM's approval must be submitted to the Building Division as part of a complete building permit application.

In addition, prior to a building permit being issued and the commencement of construction, the Chief Building Official will require a stamped letter by the said professional engineer retained by the applicant certifying that the any remedial work has been completed, inspected and is in compliance with the said engineering report.

26. **DRAINAGE & LOT GRADING**

A final inspection may not be conducted until such time as the applicant has demonstrated, to the satisfaction of the City's Engineer that their property meets the approved lot drainage and grading plan that has been completed in conjunction with the registered subdivision.

In cases where an approved and registered lot drainage and grading plan does not exist for a lot (e.g., infill lots), the applicant will be required to complete a lot drainage and grading plan to the satisfaction of the City's Engineer before the building permit is issued. A final inspection may not be conducted until such time

as the applicant has demonstrated, to the satisfaction of the Chief Building Official or Inspector, that their property meets the approved lot drainage and grading plan that has been approved by the City's Engineer.

27. **ANNUAL REPORTS & PERFORMANCE MEASURES**

The Chief Building Official shall complete annual reports concerning building permit activity, revenues and the reasonable costs associated with the administration of the Act and Building Code. Annual reports shall also include a summary of performance measures to ensure that services are being delivered in accordance with the requirements of the Act and Building Code.

28. **ISSUING ORDERS**

The Chief Building Official and Inspectors shall apply "people skills" in dealing with situations that may require an order to be issued. As such, each situation must be approached with a degree of caution, calm, fairness, firmness and reasonableness. Generally, orders should be issued in more serious cases. Wherever possible, the issuance of orders relating to more minor infractions should be avoided. Generally, the following progressive approach will be adopted by the Chief Building Official and Inspectors in dealing with situations that may result in the issuance of an order:

- a) **Verbal Persuasion** – depending upon the severity of the matter, persuasion in person or by telephone should be used before an order is made and served. In cases where verbal persuasion is used, staff shall document this communication.
- b) **Correspondence** – a letter is forwarded to the offender, encouraging and requesting compliance and demanding a written reply and compliance before a given date. An inspection report should also be provided to the offender documenting the nature of the offence.
- c) **Issuance of the Order** – used as a last resort for minor offences and may be the first line of action for more serious infractions.

Despite the above, there may be circumstances where even minor infractions are dealt with immediately by the issuance of an order, such as, in cases where an individual or company has a history of repeated infractions. In cases involving unsafe conditions or emergency situations, the immediate issuance of an order would also be considered appropriate action.

29. **RESCINDING ORDERS**

The Chief Building Official has the authority to rescind any order made by the Chief Building Official or by any Inspector. Orders may be rescinded at the discretion of the Chief Building Official and will be provided in writing. The following will be considered by the Chief Building Official before rescinding an order:

- a) In cases where the Chief Building Official is of the opinion that the intent and spirit of the policy for issuance of an order outlined Section 27 of this By-law was not met; and
- b) In cases where an order was made in error or based on incomplete information and/or knowledge of the situation.

30. **LEGAL ENFORCEMENT PROCEEDINGS**

In enforcing the Act, the Chief Building Official and Inspectors shall generally follow the spirit and intent of the principles and progressive procedure for the issuing of orders established in Section 27 of this By-law. These steps include:

- a) **Verbal Persuasion** – depending upon the severity of the matter, persuasion in person or by telephone should be used before formal legal proceedings are

considered. In cases where verbal persuasion is used, staff shall document this communication.

- b) Correspondence** a letter is forwarded to the offender, encouraging and requesting compliance and demanding a written reply and compliance before a given date.
- c) Commencement of Legal Proceedings** – Will include either the issuance of tickets under the Provincial Offences Act for more minor infractions or through the Provincial Court System for more significant offences.

Despite the above, there may be circumstances where even minor infractions are dealt with immediately through the commencement of legal proceedings, such as, in cases where an individual or company has a history of repeated infractions.

31. **USE OF REGISTERED CODE AGENCIES**

The Chief Building Official is authorized to enter into and sign contracts for service agreements with Registered Code Agencies and appoint them to perform specified functions from time to time in order to maintain the time periods for permits prescribed in Division C, Section 1.3.1.3 of the Building Code.

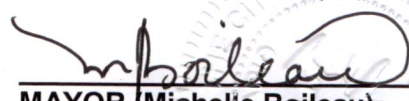
The Registered Code Agency may be appointed to perform one or more of the specified functions described in Section 15.15 of the Act.

32. **SEVERABILITY**

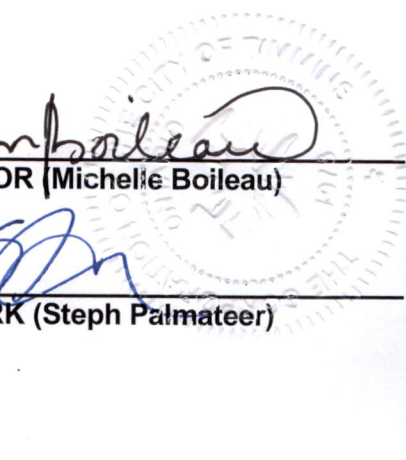
Should any section, subsection, clause or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the part so declared to be invalid.

READ a first and second time on this 11th day of April, 2023.

READ a third and final time and enacted and passed this 11th day of April, 2023.



MAYOR (Michelle Boileau)


CLERK (Steph Palmateer)


SCHEDULE “A”

CITY OF TIMMINS BY-LAW 2023-8821

Respecting Forms

FORM 1	Application for Building Permit (to also include Demolition, Partial, Sign, Change of Use, Conditional, Plumbing)
FORM 2	Permit for Building, Demolition, Partial, Sign, Change of Use, Conditional, Plumbing
FORM 3	Occupancy Permit
FORM 4	Site Inspection Report
FORM 5	General Review Commitment Certificate
FORM 6	Certification Status, Structural Steel - Welding Information
FORM 7	Energy Efficiency Design Summary (Part 9 Residential)
FORM 8	Residential Occupancy Permit Checklist
FORM 9	Order to Comply with Act or Building Code
FORM 10	Stop Work Order
FORM 11	Order to Remedy Unsafe Building
FORM 12	Order Prohibiting Use or Occupancy of Unsafe Building
FORM 13	Order to Uncover
FORM 14	Order Not To Cover or Enclose
FORM 15	Order Requiring Tests and Samples
FORM 16	Emergency Order

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority

Application number	0	Permit number (if different)	
Date received	2012/09/21	Roll Number	

Application submitted to:

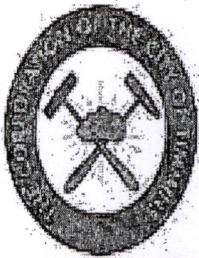
Corporation of the City of Timmins

(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (2)	
B. Purpose of application			
☐ New construction	☐ Addition to an existing building	☐ Alteration/repair	☐ Demolition ☐ Conditional Permit
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant Applicant is: ☒ Owner or ☐ Authorized agent of owner			
Last name	First Name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
D. Owner (if different from applicant)			
Last name	First Name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	

E. Builder (optional)				
Last name		First Name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act? If no, go to section G.			☐ Yes	☒ No
ii. Is registration required under the Ontario New Home Warranties Plan Act?			☐ Yes	☒ No
iii. If yes to (ii) provide registration number(s):				
G. Required Schedules				
i. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i. This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the Building Code Act, 1992, to be paid when the application is made.			☐ Yes	☐ No
ii. This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the Building Code Act, 1992.			☐ Yes	☐ No
iii. This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the Building Code Act, 1992 which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			☐ Yes	☐ No
iv. The proposed building, construction or demolition will not contravene any applicable law.			☐ Yes	☐ No
H. Declaration of applicant				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation, I have authority to bind the corporation or partnership.				
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



CITY OF TIMMINS

Building Division
220 Algonquin Blvd E.
Timmins, ON, P4N 1B3

- ☐ Eligible for CIP Grant
☐ E911 Address Plate

A. Documents and approvals required

Plan ☐ Drainage Plan ☐ Specs ☐ Prof. Arc/Eng ☐ M.R.C.A. ☐ Health Unit ☐ M.T.O. ☐ Re-Zoning ☐ C/A ☐ Pre-Start Health/Safety ☐ E911 Plate ☐ Fire Marshal ☐ C.W.B. ☐ L.L.C.B.O. ☐

B. Building

No. of Rooms _____ No. of Dwelling Units _____ Heating _____
Type of Construction: Wood ☐ Masonry ☐ Concrete ☐ Steel ☐ Number of Stories _____ Height _____

C. Plumbing

Plumbing: New ☐ Repair ☐ Alter ☐ Extension ☐ Plumbing System: Sewer ☐ Septic ☐ Water Service: Public ☐ Private ☐
Size of sewer _____ No. of stacks _____ F.D.'s _____ R.D.'s _____ L.T.'s _____ W.C.'s _____
Bath _____ Shower _____ Basins _____ Sinks _____ H.W. Tanks _____ Urinals _____
Bldg sewer _____ Washing machine _____ Grease/Oil interceptor _____ Drinking fountain _____
Address _____
Owner/Plumbing Contractor/Master Plumber _____

D. Zoning

Front Yard _____ Lot Size _____ Planning Area _____
Interior Side Yard _____ Lot Area _____ By-Law No _____
Exterior Side Yard _____ Total Lot Coverage _____ C / A No. _____
Rear Yard _____ Accessory Bldg. Set Back _____ As per attached Site Plan _____
Remarks _____
Development Charge _____
Zoning Approval _____ Date _____

E. Engineering Application approval

Services Required To Be Paid For By Owner: Yes ☐ No ☐ Services Fee _____ Water Meter Yes ☐ No ☐
Remarks _____
Engineering Approval _____ Date _____

F. Application approval

Building Permit Fee _____ Receipt No. _____
Application Approval _____ Date _____
for CHIEF BUILDING OFFICIAL

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

G. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
H. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
I. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
☐ House	☐ HVAC - House	☐ Building Structural	
☐ Small Buildings	☐ Building Services	☐ Plumbing - House	
☐ Large Buildings	☐ Detection, Lightning and Power	☐ Plumbing - All Buildings	
☐ Complex Buildings	☐ Fire Protection	☐ On-Site Sewage Systems	
Description of designer's work			
J. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
☐ I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4 of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
☐ I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
☐ The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have authority to bind the corporation or partnership (if applicable).			
Date		Signature of designer	

NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1)(d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practice, a limited license to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



Form 2

22-216

BUILDING PERMIT

4599 AIRPORT RD

**New Building Construction - Building
Group F-3 - Balloon Base**

ISSUED - Aug 29, 2022

Chief Building Official

THIS PERMIT MUST BE POSTED CONTINUOUSLY FROM THE DATE ISSUED UNTIL FINAL INSPECTION PASSED.

INSPECTIONS REQUIRED

ALL CONSTRUCTION STAGES & SYSTEMS PRIOR TO COVERING
48 HRS NOTICE



Form 3

Department
Address
Phone #

OCCUPANCY PERMIT

OCCUPANCY PERMIT NO:
BUILDING PERMIT NO:
PROPERTY ADDRESS:
LEGAL DESCRIPTION:

OWNER:
APPLICANT:
TO CONSTRUCT:

An occupancy inspection(s) of the dwelling unit were completed on _____.

At the time of the inspection(s), the dwelling unit met the minimum requirements for residential occupancy set out in Division C, Article 1.3.3.2. of the Building Code.

Any incomplete item(s) that do not prevent occupancy, but require further inspection(s) subject to additional notices in accordance to the municipal Building By-law, are identified in the box below.

COMMENTS:

OUTSTANDING ORDER TO COMPLY

☐ YES (See Attached)

☐ NO

Permission to occupy is hereby granted.

Print Name _____

Signature _____

Issued by: The Chief Building Official, CBO
or a person designated by the CBO

Date _____

NOTE: Other approvals and inspections may be necessary from Utility Companies and/or other Agencies or Departments.



INSPECTION REPORT

Permit # 22-216

Building Division

220 Algonquin Blvd E. Timmins, ON, P4N 1B3

Site Address: 4599 AIRPORT RD Timmins

Roll Number: 562701015004700

Contact: TIMMINS CITY

Inspection #:

Inspection Type: Ins. & V.B. Walls

Inspection Status: Complete Passed

Inspector: Esa Saarela (BCIN: 13946)

Inspection Request Received: March 2, 2023

Date/Time of Inspection: March 2, 2023 11:00 AM

Date of Notification:

Comments/Remarks:

Present on site: With Steve Mongeon met
walls at 95% completion.

on site. Inspected insulation/v.b. on

Conditions:

Inspector Signature

**OWNER COMMITMENT TO HAVE GENERAL REVIEW UNDERTAKEN
BY ARCHITECTS AND/OR PROFESSIONAL ENGINEERS**

PART A – TO BE COMPLETED BY OWNER

Project Description:

Permit Application No.

Address of Project:

Municipality:

WHEREAS the Building Code Act prohibits the construction or demolition of a building if a permit authorizing the construction or demolition has not been issued, and

WHEREAS the Building Code requires that the construction or demolition of the project indicated have general review undertaken by architects and/or professional engineers that are licensed to practice in Ontario, and

WHEREAS general review shall not commence until a permit is issued.

NOW THEREFORE the Owner, who intends to construct or demolish or have the project indicated constructed or demolished, hereby confirms that:

1. The undersigned architect(s) and/or professional engineer(s) have been retained to undertake general review of the construction or demolition of the project indicated to determine whether construction or demolition of the project indicated is in general conformity with the plans and other documents that form the basis for the issuance of a permit, with general review undertaken in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect(s) and/or professional engineer(s) will be forwarded promptly to the Chief Building Official;
3. Should any retained architect or professional engineer cease to provide general review for any reason during construction or demolition, the Chief Building Official will be notified in writing immediately, and another architect or professional engineer will be retained so that general review continues without interruption;
4. Construction or demolition of the project indicated will only be undertaken if architect(s) and/or professional engineer(s) are retained to undertake general review and a permit authorizing the construction or demolition has been issued; and
5. The architect(s) and/or professional engineer(s) listed below will be notified in writing of the start date of the construction or demolition of the project indicated and that no construction or demolition will commence before the start date given in the notification.

The undersigned hereby certifies that he or she has read and agrees to the above.

Owner's Company Name:

First and Last Name:

Signature:

Date:

Owner's Address:

Telephone:

Fax:

Email:

Company name of the coordinator of the work of all architects and professional engineers:

First and Last Name:

Address:

Telephone:

Fax:

Email:

PART B – TO BE COMPLETED BY ARCHITECTS AND PROFESSIONAL ENGINEERS

The undersigned architect(s) and/or professional engineer(s) hereby declare that they are licensed to practice in Ontario and have been retained to undertake general review of the parts of construction or demolition of the project indicated to determine whether the construction or demolition is in general conformity with the plans and other documents that form the basis for the issuance of a permit, with general review completed in accordance with the performance standards of the OAA and/or PEO.

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER: _____

Company Name:

First and Last Name:

Signature:

Date:

Address:

Telephone:

Fax:

Email:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER: _____

Company Name:

First and Last Name:

Signature:

Date:

Address:

Telephone:

Fax:

Email:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER: _____

Company Name:

First and Last Name:

Signature:

Date:

Address:

Telephone:

Fax:

Email:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER: _____

Company Name:

First and Last Name:

Signature:

Date:

Address:

Telephone:

Fax:

Email:

CERTIFICATION STATUS

FORM: STRUCTURAL STEEL - WELDING INFORMATION

CODE REQUIREMENTS:

The Ontario Building Code and CAN3-S16.1-M (Steel Structures for Buildings – Limit States Design) require Steel Fabricators and Erectors to be certified by the Canadian Welding Bureau to CSA W47.1 in Division 1 or 2. (Welders must have valid CWB tickets but only companies can be certified) Part of the work may be sublet to a Division 3 Fabricator or Erector, however, full responsibility remains with the Division 1 or 2 company.

This form is to be completed by the applicant for the building permit, and submitted as part of the building permit application.

PROJECT: _____

LOCATION: _____

GENERAL CONTRACTOR: NAME _____

NAME _____

ADDRESS _____

STEEL
FABRICATOR: NAME _____

NAME _____

ADDRESS _____

TELEPHONE _____

CONTACT PERSON _____

CERTIFIED: DIV. 1 _____ DIV. 2 _____ DIV. 3 _____ NOT CERTIFIED _____

DIV. 1 _____ DIV. 2 _____ DIV. 3 _____ NOT CERTIFIED _____

STEEL
ERECTOR: NAME _____

NAME _____

ADDRESS _____

TELEPHONE _____

CONTACT PERSON _____

CERTIFIED: DIV. 1 _____ DIV. 2 _____ DIV. 3 _____ NOT CERTIFIED _____

DIV. 1 _____ DIV. 2 _____ DIV. 3 _____ NOT CERTIFIED _____

STEEL DECK
INSTALLATION: NAME _____

NAME _____

ADDRESS _____

TELEPHONE _____

CONTACT PERSON _____

CERTIFIED: DIV. 1____ DIV.2____ DIV.3____ NOT CERTIFIED _____

DIV. 1 _____ DIV. 2 _____ DIV. 3 _____ NOT CERTIFIED _____

NAME OF WELDING SUPERVISOR _____

WELDER'S NAME

EXPIRY DATE OF TICKET

1. _____

2. _____

3. _____

4. _____

5. _____

(SIGNATURE)

(DATE)

PLANS EXAMINER REVIEW AND ASSIGN BUILDING PERMIT NUMBER:

PER: _____ DATE: _____ PERMIT NO.: _____

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

☐ 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)
☐ SB-12 Performance* [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
☐ Energy Star®* [SB-12 - 2.1.3.]	* Attach BOP form
☐ 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	
☐ Zone 1 (< 5000 degree days)	☐ ≥ 90% AFUE	☐ Gas	☐ Propane	☐ Solid Fuel	
☐ Zone 2 (≥ 5000 degree days)	☐ ≥ 78% < 90% AFUE	☐ Oil	☐ Electric	☐ Earth Energy	
Windows+Skylights+Glass Doors		Other Building Conditions			
Gross Wall Area = m²	% Windows+ %	☐ ICF Basement	☐ Walkout Basement	☐ Log/Post&Beam	
Gross Window+ Area = m²		☐ ICF Above Grade	☐ 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	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip.²	
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/m2.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, 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.



CITY OF TIMMINS RESIDENTIAL OCCUPANCY

PERMIT CHECKLIST

OBC, ARTICLE 1.3.3.4, DIVISION C

Form 8

Address: _____

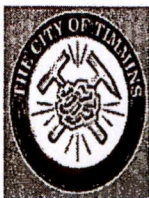
Roll No.: _____

Inspector: _____

General Requirements	Y	N	Comments
Structure of the building or part, is substantially complete • structural members for dwelling unit: footings, foundations, framing (including exterior decks, porches, balconies)			
Building envelope with respect to dwelling unit is substantially complete • Roofing (including flashing) • Doors and windows			
Insulation, vapour barriers and air barriers complete • Insulation (locations, RSI Value) • Air barriers (locations, continuity) • Vapour barriers (locations, materials)			
Walls enclosing dwelling unit to be protected • Batt insulation and vapour barrier to be protected from mechanical damage) • Foam type insulation (rigid, spray) to be covered			
Grading substantially complete • Site graded so water will not accumulate near the building • No adverse affect to adjacent properties			
Required electrical supply provided for the dwelling unit • Where services available, electrical facilities shall be provided			
Required Interconnected Smoke Alarm/ Carbon Monoxide Detector • Smoke alarm/co detector within 16'-5" of bedroom doors • Smoke alarm required on non-bedroom floors			
Exits complete and operational for dwelling unit • One exit required (sliding door permitted; Exit through garage acceptable if man door to the exterior provided)			
Floor access and egress systems complete and operational for dwelling unit • Clear path required from any point in the dwelling unit to an exit • Stairs (width, run, rise, tread depth, headroom)			
Handrails and Guards complete and operational for dwelling unit • Substitute guards must comply with OBC requirements • Exterior doors without deck only allowed to be open maximum 4" (required to be permanently secured			
Exhaust fume barrier & safety complete and operational between attached garage and dwelling unit (self closing device, weatherstripping, deadbolt lock)			
Water supply and sewage disposal complete and operational • Connection to a municipal drinking-water system or to a drinking-water system • Connection to a public sanitary sewer, combined sewer or a private sewage disposal system			
Lighting system complete and operational • Exterior lights at entrances with switches in dwelling unit • Lighting outlets with fixture controlled by a wall switch required for kitchens, bedrooms, living rooms, utility & storage rooms, laundry rooms, dining rooms, bathrooms, water closet rooms, vestibules, hallways, stairways and garages			
Heating system complete and operational (ensure fuel supply)			
Water system, building drain & building sewer and drainage & venting system complete, operational and tested • Hot and cold water functional • Dye testing to confirm proper sewer connections			
Required plumbing fixtures substantially complete and operational • Kitchen sink, lavatory, bath tub or shower & water closet shall be provided • Laundry facilities or a space for laundry facilities provided • Floor drain to be installed in basement (including Preserved Wood Foundations)			

Received By: _____

Date Issued: _____



CITY OF TIMMINS

Building Division
220 Algonquin Blvd E.
Timmins, ON, P4N1B3

Form 9

Order to Comply

Pursuant to Subsection 12(2) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies: _____

Application/Permit Number: _____

Order issued to (name and address):

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

The inspection on or about _____ at the above-referenced address found the following contravention(s) of the Building Code or the *Building Code Act, 1992*.

You are hereby ordered to correct the contraventions itemized below immediately, by the dates listed below, or by _____

Item	Reference	Description and location	Required action and compliance date
#1			
#2			

Order issued by:

Name

BCIN

Signature _____

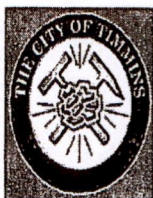
Telephone no. _____

Contact name (optional) _____

Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992* s. 20]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992* s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992* s. 24]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992* s. 14]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992* s.36]
- No construction affected by this Order is to be covered until inspected and approved. [*Building Code Act, 1992* s.13]



CITY OF TIMMINS

Building Division
220 Algonquin Blvd E.
Timmins, ON, P4N1B3

Form 10

Stop Work Order

Pursuant to Subsection 14(1) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1.

3.

2.

4.

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code have not been rectified as required by the Order(s) indicated below:

- ☐ Order to Comply number _____, dated _____
- ☐ Order Not to Cover number _____, dated _____
- ☐ Order to Uncover number _____, dated _____

You are hereby ordered to immediately cease construction and/or demolition as specified below:

Item	Details

Order issued by:

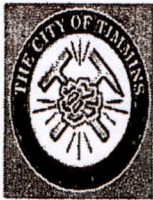
Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]
- When a Stop Work Order is issued, no person shall perform any act in the construction or demolition of the building in respect of which the Order is made other than work necessary to carry out an Order to Comply, the Order Not to Cover, or an Order to Uncover. [*Building Code Act, 1992 s. 14*]



CITY OF TIMMINS

Building Division
220 Algonquin Blvd E.
Timmins, ON, P4N1B3

Order to Remedy Unsafe Building

Pursuant to Subsection 15.9-(4) of the Building Code Act, 1992

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1. _____
2. _____
3. _____
4. _____

The inspection on or about _____ (date) at the above-referenced address found an unsafe condition, as defined in subsection 15.9-(2) of the Building Code Act, by reason of the following:

Item	Reference	Description and location of unsafe condition	Required remedial steps and compliance date

You are hereby ordered to take remedial steps set out above to render the building safe by the dates listed above or by _____ (date).

Order issued by:

Name _____

BCIN

Signature _____

Telephone no.

Contact name (optional) _____

Contact tel. number
(optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [Building Code Act, 1992 s. 20]
- An Order may be appealed to the Superior Court of Justice. [Building Code Act, 1992 s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [Building Code Act, 1992 s. 24]
- Failure to comply with this Order could result in the Chief Building Official, by order, prohibiting the use or occupancy of the building and causing the building to be renovated, repaired or demolished to remove the unsafe condition. [Building Code Act, 1992 s. 15.9-(6) to (9)]
- Failure to comply with an Order is an offence, which could result in a fine. [Building Code Act, 1992 s.36]



CITY OF TIMMINS

Building Division
220 Algonquin Blvd E.
Timmins, ON, P4N1B3

Order Prohibiting Use or
Occupancy of Unsafe Building

Pursuant to Subsection 15.9-(6) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1.
3.
2.
4.

TAKE NOTICE that whereas the action required in the ORDER TO REMEDY UNSAFE BUILDING issued on the _____ (date) with respect to the above-mentioned building has not been complied with within the time specified in it, or where no time was specified, within reasonable time, it is hereby ordered that use or occupancy immediately cease as specified below.

All Occupancy ☐ Partial Occupancy ☐ (specify)	All Use ☐ Partial Use ☐ (specify)

Order issued by:

Name _____

BCIN

Signature _____

Telephone no.

Contact name (optional) _____

Contact tel. number
(optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- If an order of an inspector under subsection 15.9-(4) is not complied with within the time specified in it, or where no time is specified, within a reasonable time, the Chief Building Official may cause the building to be renovated, repaired or demolished to remove the unsafe condition. For this purpose, the Chief Building Official, an inspector and their agents may enter upon the land and into buildings at any reasonable time without a warrant. [*Building Code Act, 1992 s. 15.9-(6)(b) and (7)*]
- Failure to comply with an Order is an offence, which could result in a fine. [*Building Code Act, 1992 s.36*]



CITY OF TIMMINS

Building Division
220 Algonquin Blvd E.
Timmins, ON, P4N1B3

Form 13

Order to Uncover

Pursuant to Subsection 13(6) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies: _____

Application/Permit Number: _____

Order issued to (name and address):

1. _____
2. _____
3. _____
4. _____

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code.

- ☐ The part was covered or enclosed contrary to an Order Not to Cover number _____ dated _____;
- ☐ The notice required to be given to the Chief Building Official, registered code agent or inspector before the part was covered or enclosed under a by-law, resolution or regulation made under clause 7(1)(e) of the *Building Code Act, 1992*, was not given or a notice required under section 10.2 was not received;
- ☐ In cases where a notice required under section 10.2 is received, the period prescribed under subsection 10.2 (2) did not elapse before the part was covered or enclosed;
- ☐ In cases where a notice required by a by-law, resolution or regulation made under clause 7(1)(e) is given,
 - (i) the inspection period prescribed under clause 7 (1)(e) did not elapse before the part was covered or enclosed
 - (ii) if an inspection period is not prescribed under clause 7 (1)(e) a reasonable period of time after the notice was given did not elapse before the part was covered or enclosed; or
- ☐ The part has been constructed without a permit being issued.

You are hereby ordered to uncover or have uncovered, at your own expense, and make available for inspection the parts of the building described below immediately, or by _____ (date).

Description of area to uncover: _____

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992* s. 20]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992* s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992* s. 24]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992* s. 14]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992* s.36]



CITY OF TIMMINS

Building Division
220 Algonquin Blvd E.
Timmins, ON, P4N1B3

Form 14

Order Not to Cover or Enclose

Pursuant to Subsection 13(1) of the Building Code Act, 1992

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1. _____
2. _____
3. _____
4. _____

The above-referenced building was inspected on or about _____ (date).

You are hereby prohibited from covering or enclosing the parts of the building described below, pending an inspection. Please arrange for an inspection when the part of the building identified below is ready for inspection.

Item	Description of area not to cover or enclose

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [Building Code Act, 1992 s. 20]
- An Order may be appealed to the Superior Court of Justice. [Building Code Act, 1992 s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [Building Code Act, 1992 s. 24]
- Failure to comply with this Order could result in an Order to Uncover and/or a Stop Work Order. [Building Code Act, 1992 s. 14]
- Failure to comply with an Order is an offence which could result in a fine. [Building Code Act, 1992 s.36]



CITY OF TIMMINS

Building Division
220 Algonquin Blvd E.
Timmins, ON, P4N1B3

Form 15

Order Requiring Tests and Samples

Pursuant to Subsection 18(1)(f) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1.

3.

2.

4.

Description of required tests and samples

The inspection on or about _____ (date) at the above-referenced address found the need for the following tests and samples.

You are hereby ordered at your expense to take and supply to the undersigned the tests and samples described below by _____ (date).

Item	Reference	Test and sample required

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]



CITY OF TIMMINS

Building Division
220 Algonquin Blvd E.
Timmins, ON, P4N1B3

Form 16

Emergency Order

Pursuant to Subsection 15.10 of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1.

3.

2.

4.

The inspection on or about _____ (date) at the above-referenced address found that the building poses an immediate danger to the health and safety of any person. The particulars of the dangerous conditions include:

In order to terminate the danger, the following remedial repairs, or other work, is required:

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone no. _____

Contact name (optional) _____

Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- The chief building official may, before or after the order is served, take measures necessary to terminate the danger, and the chief building official, or an inspector, may, at any time, enter upon the land and into the building in respect of which the order was made without a warrant. [*Building Code Act, 1992 s.15*]
- The Crown, municipality, or a person acting on behalf of either of them is not liable to compensate the owner, occupant, or any other person by reason of anything done by or on behalf of the chief building official or an inspector in the reasonable exercise of his or her powers. [*Building Code Act, 1992 s.15*]
- Failure to comply with an Order is an offence which may result in a fine. [*Building Code Act, 1992 s. 36*]

SCHEDULE “B”

CITY OF TIMMINS BY-LAW 2023-8821

Respecting List of Plans or Working Drawings to Accompany Application for Permits

* Below is a list of plans or working drawings that may be required, but are not limited to the following:

1. Site Plan **(including lot drainage and grading plans)**
2. Floor Plans
3. Foundation Plans
4. Framing Plans **(including pre-engineered floor systems)**
5. Roof Plans **(including pre-engineered truss systems)**
6. Reflected Ceiling Plans
7. Section and Details
8. Building Elevations
9. Electrical Drawings
10. Mechanical Drawings (Heating, Ventilation and Air Conditioning Drawings)
11. Plumbing Drawings
12. Specifications
13. Property Survey
14. Room Schedules
15. Door and Window Schedules
16. Fire Alarm Sprinkler and Stand Pipe Plans

SCHEDULE “C”

**CITY OF TIMMINS
BY-LAW 2023-8821**

Respecting Refunds

<u>Status of Permit Application</u>	<u>Percentage of Fee Eligible for Refund</u>
1. Application filed. Administrative function only has been performed.	80%
2. Application filed. Administrative and zoning functions only have been performed.	70%
3. Application filed. Administrative, zoning and plans examination functions have been performed.	50%
4. Application filed. Permit has been issued and no field inspection performed.	40%
5. Application filed. Permit has been issued and field inspection(s) performed.	30%
6. Permit fee valued at less than \$100.00.	0%
7. Refund of fees for revoked permits.	0%

SCHEDULE "D"

CITY OF TIMMINS BY-LAW 2023-8821

Division C 1.3.5 Notices and Inspections Division C 1.3.5.1. Prescribed Notices

A minimum of 24 hours advanced notice must be provided by the applicant for the following inspections:

- (a) readiness to *construct* footings,
 - (b) substantial completion of footing and *foundations* prior to commencement of backfilling,
 - (c) substantial completion of structural framing and ductwork and piping for heating and *air-conditioning* systems, if the *building* is within the scope of Part 9,
 - (d) substantial completion of structural framing and roughing-in of heating, ventilation, *air-conditioning* and air-contaminant extraction equipment, if the *building* is not a *building* to which Clause (c) applies,
 - (e) substantial completion of insulation, vapour barriers,
 - (f) substantial completion of *air barrier systems*,
 - (g) substantial completion of all required *fire separations* and *closures* and all fire protection systems including standpipe, sprinkler, fire alarm and emergency light systems,
 - (h) substantial completion of fire access routes,
 - (i) readiness for inspection and testing of:
 - (i) *building sewers* and *building drains*,
 - (ii) *water service pipes*,
 - (iii) *fire service mains*,
 - (iv) *drainage systems* and *venting systems*,
 - (v) the *water distribution system*, and
 - (vi) *plumbing fixtures* and *plumbing appliances*,
 - (j) readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an *outdoor pool* described in Clause 1.3.1.1.(1)(j) of Division A, a *public pool* or a *public spa*,
 - (k) substantial completion of the circulation/*recirculation system* of an *outdoor pool* described in Clause 1.3.1.1.(1)(j) of Division A, a *public pool* or *public spa* and substantial completion of the pool before it is first filled with water,
 - (l) substantial completion of installation of *plumbing* not located in a structure, before the commencement of backfilling, and
- NOTE: IMPORTANT**
- (m) completion of *construction* and installation of components REQUIRED TO PERMIT the issue of an occupancy permit under Sentence Div. C 1.3.3.1. (3) or to PERMIT OCCUPANCY under Sentence Div. C 1.3.3.2. if the *building* or part of the *building* to be occupied is not fully completed.
 - (n) completion of *construction* and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.

1.3.5.2. Additional Notices: Inspection

- (a) commencement of *construction* of the *building*,
- (b) *substantial completion of structural framing for each storey, if the building is a type of building that is within the scope of Division B, other than Part 9,*
- (c) commencement of *construction* of:
 - (i) masonry fireplaces and *masonry chimneys*,
 - (ii) *factory-built fireplaces and allied chimneys*,
 - (iii) *stoves, ranges, space heaters* and add-on *furnaces* using solid fuels and allied *chimneys*,

- (d) substantial completion of interior finishes,
- (f) substantial completion of exterior cladding,
- (g) substantial completion of site grading,
- (h) substantial completion of the pool deck and dressing rooms for a *public pool* or *public spa* and readiness for inspection of the emergency stop system for a *public pool* or *public spa*,
- (i) completion and availability of drawings of the *building* as constructed, and
- (j) completion of a *building* for which an occupancy permit is required under Article 1.3.3.4.

SCHEDULE "E"

CITY OF TIMMINS BY-LAW 2023-8821

BUILDING DIVISION CONFLICT OF INTEREST POLICY

The purpose of this policy is to recognize an appropriate balance between employees who are involved with supplementary employment and the corresponding potential for conflict of interest, including perceived conflict of interest. In doing so, the intent of this policy is to make a clearer distinction between perceived and direct conflict of interest. The intent is to proactively avoid the potential for a direct conflict of interest situation and to minimize the potential for a perceived conflict of interest.

Outside Design and Outside Inspection Services: For the purposes of this policy, design and inspection services are those building related services that are provided by Building Department staff on their own personal time and are not affiliated with City working hours or services.

Direct Conflict of Interest: For the purposes of this policy, a direct conflict of interest involves any of the following scenarios:

- Where an employee provides Corporate plans review and/or inspection services involving a property where the same employee has provided outside design and/or inspection services and/or related services;
- Where an employee offers and/or provides outside design and/or inspection and/or other related services during normal City working hours;
- Where an employee receives payment for outside design and/or inspection and/or other related services from a contractor, engineering, architectural, or other firm; and
- Where an employee, in providing outside design and/or inspection and/or other related services, utilizes corporate vehicles, equipment, computers, software, supplies or other services (telephone, fax, and email).

This policy applies to all union and non-union employees of the Building Division who provide services under the authority of the Ontario Building Code Act, as amended.

Employees shall not be prohibited from engaging in supplementary employment, including self-employment, unless it interferes with their ability to carry out their employment with the City; involves the use of the City's premises, equipment, or supplies; or places the employee in a direct conflict of interest with the City.

It is the responsibility of Building Division employees to immediately declare any and all potential conflict of interest situations to their Supervisors/Managers prior to taking on any outside work described in this policy.

Building Division employees are expected to carry out their municipal duties in a consistent and professional manner and will follow the intent of the City of Timmins' Code of Conduct for Employees. In doing so, Division staff shall not give preferential treatment, of any sort, in the review of plans or the completion of inspections that involved outside design, inspection or

other related work that has been completed and/or declared by Division employees on their own time.

The Supervisor/Manager will be responsible for conducting periodic reviews of designs and inspection reports completed by Division staff to ensure that municipal duties have been carried-out in a consistent and professional manner and that no preferential treatment, of any sort, is given to any outside design, inspections, or other related work completed by staff for their client on their own time.

It is the responsibility of the Supervisors/Managers to proactively avoid any potential conflict of interest situations by ensuring that a transparent process is established and by ensuring that their respective employees are familiar with the provisions of this policy. Supervisors/Managers shall disclose any potential conflict of interest to their respective Department Head.

Should it be determined that an employee has purposely contravened this policy, the Supervisor/Manager and Department Head will take appropriate correction action to discipline the offending employee, which may include the termination of that employee.



Building Division employees shall not engage in any business or transaction of a financial or personal nature that would compromise the fair and honest discharge of their official duties with the Corporation of the City of Timmins.

Where it is believed that a potential direct, or perceived, conflict of interest may exist, the employee shall fully disclose any potential conflict of interest to the Department Head of the City. In doing so, the employee shall:

- Prior to agreeing to provide any outside design and/or inspection services and/or other related outside services, immediately disclose the potential direct or perceived conflict of interest to the Department Head.
- Disclosure of the potential direct or perceived conflict of interest shall be made through the prompt completion of a Conflict of Interest Disclosure Form, available on the Intranet and at the Human Resources Department.
- In cases where a potential direct conflict of interest is determined by the Department Head in consultation with the Human Resources Department, the employee, with the assistance of the Department Head, shall remove himself/herself from the direct conflict of interest situation.
- In removing himself/herself from the potential direct conflict of interest situation, the affected employee shall not engage in any Building Division plans review and/or inspection services that affect the subject property in which outside design and/or inspection services and/or other related services have been provided.



As per Conflict of Interest Policy No. COT-HR-005-v01



Conflict of Interest Disclosure Form

SCHEDULE "F"

CITY OF TIMMINS BY-LAW 2023-8821

1. PERMITS AND FEES

- a. No person shall construct, repair, renew or alter plumbing, and no person shall cause plumbing to be constructed, repaired, renewed or altered, without first having obtained a building permit.
 - i. Notwithstanding Subsection 2.1, no permit shall be required for the following work:
 1. maintenance as herein defined,
 2. the doing of plumbing work or drain laying by a commercial, institutional, educational or industrial establishment in its own premises or by a municipality or a local board thereof (as defined by the Municipal Affairs Act, Section 1, Chapter M.46 RSO 1990, and all amendments thereto) which work is respectfully performed by licensed Journeyman Plumbers and Drain layers who are employees of such establishment, municipality or local board.
 3. replacing or repairing a valve, faucet or fixture.
 - ii. No permit shall be issued by the Chief Building Official until the following have been filed with the Building Department of the Corporation.
 1. An application for a building permit in the form provided by the Corporation completed by the, Plumber, Designer, Building Contractor, or Owner pursuant to the provisions of the Building by-law.
 2. Two (2) complete sets of plans and specifications prepared electronically or drawn in ink, to scale, and on suitable paper describing all aspects of the plumbing.
 - iii. Notwithstanding sub-section (1) plans and specifications shall not be required for plumbing in detached houses, semi-detached houses, townhouses or row houses containing not more than two dwelling units in each house as per Div. C. 3.2.4.1 of the Ontario Building Code.
- b. Where required under the Ontario Water Resources Act, an application for a permit for a private sewer shall be submitted to the Ministry of the Environment for an Approval Certificate under Section 53 of the Ontario Water Resources Act, R.S.O 1990, Chapter O.40 R.S.O. 1990.

2. Inspections and Testing

- a. Where the property is serviced by a building sewer and building storm sewer, the Plumbing Contractor or Owner who installed the plumbing shall upon completion of all plumbing to such sewers conduct a dye test to ensure there is not cross connection between the sanitary and storm drainage systems and shall submit written documentation to the Chief Building Official that such test was carried out and that there is no cross connection between the systems.