

THE CORPORATION OF THE CITY OF PETERBOROUGH

BY-LAW NUMBER 10-048

**BEING A BY-LAW TO REGULATE CONSTRUCTION, DEMOLITION,
AND CHANGE OF USE PERMITS FOR BUILDINGS, STRUCTURES,
AND ALL OTHER RELATED SERVICES WITHIN THE CITY OF
PETERBOROUGH, AND TO REPEAL BY-LAW NUMBER 1968-150, AS
AMENDED**

BY-LAW NUMBER 10-048	3
1. SHORT TITLE	3
2. TERMS AND DEFINITIONS	3
3. ADMINISTRATIVE PROCEDURES RELATING TO PERMITS	5
3.1 General Requirement	5
3.2 Revision to Permit	5
3.3 Revocation of Permits	6
3.4 Deferral of Revocation	6
3.5 Transfer of Permits	6
3.6 Posting of Permits	6
3.7 Incomplete Applications	6
3.8 Abandoned Permits	6
4. CLASSES OF PERMITS	7
5. DOCUMENTATION REQUIREMENTS TO SUPPORT PERMIT APPLICATION	7
5.1 All Applications	7
5.2 Building and Demolition Permit Application	7
5.3 Conditional Permit Application	8
5.4 Change of Use Permit Application	8
5.5 Equivalent Materials Application	9
5.6 Sewage System Permit Application	9
5.7 Applications where work has commenced without a Building Permit	9
5.8 Ownership of Plans	9
5.9 The Site Development Plan	9
5.10 Payment of Fees	10
5.11 Refund of Fees	10
6. ISSUANCE OF PERMITS	10
6.1 Issuance of Permits	10
6.2 Issuance of Partial Permits	11
6.3 Issuance of Conditional Permits	11
6.4 Notwithstanding Clause	11
7. INSPECTIONS AND NOTICE REQUIREMENTS FOR INSPECTIONS	11
7.1 Prescribed Notices and Inspections	11
7.2 Time Frame for Prescribed Inspection after Notice is Given	11
7.3 Additional Notices and Inspections	11
8. AS CONSTRUCTED PLANS	11
9. FENCING AT CONSTRUCTION AND DEMOLITION SITES	11
9.1 Requirement	11
9.2 Design Considerations	12
10. Administrative Procedures Relating to Permit Fees	12
10.1 Collection of Permit Fees	12
10.2 Changing Permit Fees	12
10.3 Reporting of Permit Fees and Costs of Building Code Administration and Enforcement	12
10.4 Refunds	12

11. MISCELLANEOUS 13

12. PENALTIES 13

13 REPEAL 13

14. EFFECTIVE DATE..... Error! Bookmark not defined.

SCHEDULE “A” - CLASSES OF PERMITS Error! Bookmark not defined.

SCHEDULE “B” DOCUMENTATION REQUIREMENTS 15

Appendix 1 Single Dwellings and Small Buildings:..... 16

Appendix 2 ICI Structures:..... 19

SCHEDULE “C” CONDITIONAL PERMIT AGREEMENT21

SCHEDULE “D”ACKNOWLEDGEMENT OF INCOMPLETE PERMIT APPLICATION22

THE CORPORATION OF THE CITY OF PETERBOROUGH

BY-LAW NUMBER 10-048

BEING A BY-LAW TO REGULATE CONSTRUCTION, DEMOLITION, AND CHANGE OF USE PERMITS FOR BUILDINGS, STRUCTURES, AND ALL OTHER RELATED SERVICES WITHIN THE CITY OF PETERBOROUGH, AND TO REPEAL BY-LAW NUMBER 1968-150, AS AMENDED

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

AND WHEREAS in accordance with Sections 3(1) and 3(2) of the Building Code Act, 1992, the municipal council of the City of Peterborough has appointed a Chief Building Official and such inspectors as are necessary for the enforcement of the Building Code Act, 1992;

AND WHEREAS Section 8(1) of the Building Code Act, 1992, prohibits the construction or demolition of a building unless a permit has been issued by the Chief Building Official;

AND WHEREAS Section 8(1.1) of the Building Code Act, 1992, permits a person specified by regulation to use a prescribed form, or a form approved by the Minister, to apply for a permit to construct or demolish a building provided such permit is accompanied by the documents and information specified by regulation;

AND WHEREAS the Chief Building Official shall issue a permit referred to in subsection 8(1) of the Building Code Act, 1992 provided all the requirements Section 8(2) have been met, including, but not limited to, satisfying all the requirements of applicable law;

THEREFORE THE CORPORATION OF THE CITY OF PETERBOROUGH BY THE COUNCIL THEREOF HEREBY ENACTS AS FOLLOWS:

1. SHORT TITLE

1.1 This by-law may be cited as the “Building By-law.”

2. TERMS AND DEFINITIONS

2.1 Definitions

- a. In this By-law, the following words shall have the following meanings:

Act – means the **Building Code Act**, S.O. 1992, Ch. 23, as amended.

Applicable Law – means the enumerated list of applicable law contained in the Building Code, as amended from time-to-time.

Applicant – means the Owner of a Building or property, or an Authorized Agent, who applies for a Permit, or any Person empowered by statute to cause the Demolition of a Building or Buildings and anyone acting under the authority of such Person.

Architect –means a holder of a license, a certificate of practice, or a temporary license under the **Architects Act**, R.S.O. 1990, c. A.26.

Authorized Agent – means a person, authorized in writing by an Owner to act on the Owner’s behalf for matters relating to a Permit application.

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

Change of Use – whether Work is performed or not, means:

- i. The change of use of a Building or part of a Building; or
- ii. Permitting a change of use of a Building or part of a Building

if such change of use results in an increase in hazard, as determined in accordance with the **Building Code**.

Chief Building Official – means the Chief Building Official appointed by by-law of the Corporation of the City of Peterborough for the purposes of enforcement of the Act, and shall include such designates as may be appointed to act in the absence of the Chief Building Official.

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 or structure fabricated or moved from elsewhere and “Construction” has a corresponding meaning.

Demolish – means to do anything in the removal of a Building or any material part thereof and “Demolition” has a corresponding meaning.

Floor Area – for the purposes of this bylaw, floor area shall have the same meaning as “gross floor area” as defined in the Building Code.

Foundation Pinning – means the process of controlling, to a high degree of accuracy, the location of a new building foundation by setting steel rods or pins within a foundation’s footing prior to pouring the concrete for the footing.

Minister – means the Minister of Municipal Affairs and Housing, or such other minister of the Provincial Crown who has responsibility for administering the **Building Code Act**;

Municipality – means the City of Peterborough.

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

Permit – means written permission or written authorization from the Chief Building Official to perform work regulated by this by-law and the Act, or to change the use of a Building or part of a Building or parts thereof as regulated by the Act.

Permit Holder – means the person to whom the Permit has been issued and who assumes the primary responsibility for complying with the Act and the **Building Code**.

Person – as the context requires, means a person or a corporation.

Professional Engineer – means a Person who holds a license or a temporary license under the **Professional Engineers Act**, R.S.O. 1990. c. P.28.

Sewage System – means a sewage system as defined in the **Building Code**.

Single Dwelling – means:

- i. A structure containing only one dwelling unit; or
- ii. A structure containing two or more attached dwelling units which are separated vertically, and with each dwelling unit having an independent entrance directly to the exterior.

Temporary Structure – means, tents, greenhouses, fabric covered structures and other such structures not to be erected for more than 6 months on a property and not to be re-erected on a property within 1 year of the previous installation.

Work – means Construction or Demolition of a Building, or part thereof, as the case may be.

- b. In this By-law the following terms shall have the same meaning as contained in the Act and/or the **Building Code**, as the case may be:

As Constructed Plans
Building
Farm Building
Plumbing

3. ADMINISTRATIVE PROCEDURES RELATING TO PERMITS

3.1 General Requirement

No person shall:

- a. Construct or Demolish or cause to be Constructed or Demolished a Building;
- b. Occupy or use a Building for which a Permit is required; or
- c. Change the use of a Building;

unless a Permit has been issued by the Chief Building Official.

3.2 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 upon which basis the permit was issued, shall be given in writing, to the Chief Building Official together with the details of such change and no such change to the Work shall be made without the Chief Building Official's written authorization and without the payment of all applicable fees, as may be required.

3.3 Revocation of Permits

- a. The Chief Building Official, subject to subsection 8(10) of the Act, may revoke a Permit.
- b. Prior to revoking a permit under subsections 8(10)(b) and (c) of the Act, the Chief Building Official shall give written notice of intention to revoke the Permit to the Permit Holder at his last known address and if on the expiration of thirty (30) days from the date of the such notice, the grounds for revocation continues to exist, the permit may be revoked without further notice and all submitted plans and other information may be disposed of.

3.4 Deferral of Revocation

A Permit Holder may, within thirty (30) days from the date of service of a notice under subsection 3.3 of this By-law, request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked by the Chief Building Official. The written request shall have regard to the Act, **Building Code** or other applicable law.

3.5 Transfer of Permits

When the lands upon which a Permit has been issued changes ownership, the Permit is transferable only after the new owner has completed a Permit application satisfying the requirements of Section 5 of this By-law and paid the non-refundable fee as applicable.

3.6 Posting of Permits

Every Permit Holder shall post, conspicuously on the work site, the Permit placard issued with the Permit and, until the Work is complete, shall be responsible for maintaining the Permit placard in a legible condition.

3.7 Incomplete Applications

If the Chief Building Official determines that a Permit application is incomplete, or otherwise does not comply with the **Building Code**, the Chief Building Official may elect to process the Permit application provided the Applicant completes the form set out in Schedule "D".

3.8 Abandoned Permits

A Permit application shall be deemed to have been abandoned by the Applicant if:

- a. The Permit application is incomplete, as determined by the Chief Building Official, and remains incomplete three (3) months after it was submitted; or
- b. The Permit application is complete, a Permit is available to be issued, and six (6) months has elapsed from the date upon which the Owner was notified that the Permit was available.

All incomplete and abandoned Permit applications shall be considered void and all submitted plans and documents may be destroyed by the Municipality.

4. CLASSES OF PERMITS

The classes of Permits, with respect to the Construction, Demolition and Change of Use of Buildings, shall be as set out in Schedule “A”.

5. DOCUMENTATION REQUIREMENTS TO SUPPORT PERMIT APPLICATIONS

5.1 All Applications

To obtain a Permit, the Owner, or Authorized Agent, shall file a Permit application in writing by completing the prescribed Provincial form available at the offices of the Municipality or from the **Building Code** website (www.obc.mah.gov.on.ca) and by:

- a. Completing any additional forms prescribed by the Municipality under subsection 7 (1)(f) of the Act as contained within the schedules to this bylaw;
- b. Submitting all approvals required so that the proposed work shall not contravene any Applicable Law; and
- c. Submitting the required fee(s); and
- d. If applicable, submitting the following, for new single detached, duplex or semi-detached dwellings:
 - i. In the case of land in respect of which an accepted area or subdivision grading plan has been filed with the Director of Planning and Development, a lot grading plan bearing the signature and seal of the subdivision owner’s professional engineer who is responsible for the overall subdivision grading certifying thereon that the lot grading plan conforms with the accepted area or subdivision grading plan filed with the Director of Planning and Development; or
 - ii. In the case of land in respect of which no accepted area or subdivision grading plan has been filed with the Director of Planning and Development, a lot grading plan bearing the signature and seal of a professional engineer, or a Landscape Architect (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor who certifies that the drainage scheme depicted by the plan will be compatible with the existing drainage pattern unless this requirement is waived by the Chief Building Official.

5.2 Building and Demolition Permit Application

Every Permit application, as described in section 5.1 of this By-law, for a Building or Demolition Permit shall be submitted to the Chief Building Official, and shall include:

- a. Complete plans and specifications, documents and other information as required by the **Building Code** and as described in Schedule “B” for the Work to be covered by the Permit; or

- b. Where application is made for a Demolition permit under subsection 8(1) of the Act, in addition to subsection 5.2(a) of this By-law, include proof, satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the disconnection, cutting off and capping of all services and/or utilities.

5.3 Conditional Permit Application

Every application, as described in section 5.1 of this By-law, for a conditional Permit under subsection 8(3) of the Act, shall be submitted to the Chief Building Official, and shall include:

- a. Complete plans and specifications, documents and other information as required by the **Building Code** and as described in Schedule “B” for the work to be covered by the Permit;
- b. A statement in writing of the reasons why the applicant believes that unreasonable delays in Construction would occur if a conditional Permit is not granted;
- c. A statement in writing of the necessary approvals which must be obtained in respect of the proposed Building and the time by which such approvals shall be obtained;
- d. A statement in writing of the time by which plans and specifications of the complete Building shall be filed with the Chief Building Official; and
- e. A written agreement, in the form attached in Schedule “C” and provided by the Chief Building Official, executed by the applicant, the owner and such other necessary persons the Chief Building Official determines for the purposes set out in the Act.

5.4 Change of Use Permit Application

Every Permit application, as described in section 5.1 of this By-law, for a Change of Use Permit issued under subsection 10(1) of the Act, shall be submitted to the Chief Building Official, and shall include:

- a. Complete plans and specifications, documents and other information as required by the **Building Code** and as described in Schedule “B” for the work to be covered by the Permit;
- b. A statement describing the Building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- c. A detailed statement identifying the current and proposed occupancies of the Building or part of a Building for which the applications is made;
- d. Plans and specifications showing the current and proposed occupancy of all parts of the Building, and which contain sufficient information to establish compliance with the requirements of the **Building Code**, including floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing Sewage System, if any;
- e. The name, address and telephone of the Owner; and
- f. The signature of the Owner, or the Authorized Agent, who shall certify the truth of the contents of the Permit application.

5.5 Equivalent Materials Application

A Permit application, as described in section 5.1 of this By-law, for a Permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a Permit was issued, contains an equivalent material, system or building design for which authorization under section 9 of the Act is requested, shall include:

- a. A description of the proposed material, system or building design for which authorization under section 9 of the Act is requested;
- b. Reference to all applicable provisions of the ***Building Code***;
- c. Sufficient evidence that the proposed material, system or building design will provide the level of performance required by the ***Building Code***.

This information must either accompany a Permit application, or be incorporated into the request for authorization to make a material change to plans, specifications, document or other information on which basis a Permit has been issued.

5.6 Sewage System Permit Application

Application for Sewage Systems permits for items including, but not limited to, septic tanks, tile beds and area beds shall be made to the Peterborough County/City Health Unit.

5.7 Applications where work has commenced without a Building Permit

In every instance where construction has commenced without the required building permit having been obtained from the Chief Building Official, an administrative fee as approved by City Council will be applied to the required permit fee.

5.8 Ownership of Plans

Plans and specifications furnished according to this By-law, or otherwise required by the Act, shall become the property of the Municipality and shall be disposed of or retained in accordance with applicable municipal by-law(s) and/or provincial legislation.

5.9 The Site Development Plan

A site plan development, made with reference to a current plan of survey certified by an Ontario Land Surveyor or a legal copy of such a survey, shall be filed with the Municipality. The Chief Building Official may waive this requirement provided he has determined that the proposed Work conforms to the Act, the ***Building Code***, and to all other Applicable Law without the need to review a current plan of survey.

For a new Building (except an accessory building as defined in the City of Peterborough zoning by-law), and where the proposed setback for the Building is less than 0.3048 metres (or one (1.00) foot) greater than the applicable minimum setback required under the Municipality's ***Zoning By-law***, or as otherwise directed by the Chief Building Official, the Building's foundation shall be pinned by an Ontario Land Surveyor. The Chief Building Official may waive this requirement.

All site development plans shall show all information as set out in the applicable appendix of Schedule "B".

5.10 Payment of Fees

- a. The fees for a Permit, as approved by City Council shall be due and payable upon the submission of a Permit application.
- b. Where a Permit has been issued and a final inspection verifying completion of the Work has not been requested within four (4) years from the date of issuance, a File Maintenance fee shall be imposed in accordance with approved fees. If the File Maintenance fee is not received by the Municipality within thirty (30) days of mailing of an invoice, the Municipality shall add all outstanding fees and charges imposed by this By-law to the tax roll upon the real property for which the initial Permit was issued. The said fees and charges shall be collected in the same manner as Municipal Taxes.

5.11 Refund of Fees

- a. The fees that may be refunded, should construction not proceed, shall be a percentage of the fees payable under this by-law as follows:
 - i. 80% if building administrative functions have been performed (i.e. content review, completeness verification, logging of application and creation of a digital record)
 - ii. 70% if building administrative and zoning review functions have been performed
 - iii. 45% if building administrative, zoning review and plans examination functions have been performed
 - iv. 30% if the permit has been issued and no field inspections have been performed subsequent to permit issuance
 - v. 5 % shall be additionally deducted from the refund above for each field inspection that has been performed after the permit has been issued
- b. Notwithstanding paragraph 5.11(a) above, no refund shall be made of an amount less than \$60.00.
- c. All requests for refunds shall be made in writing and must be submitted to the Building Division within 6 months of the date of application.

6. ISSUANCE OF PERMITS

6.1 Issuance of Permits

The Chief Building Official, subject to provisions outlined in subsection 8(2) of the Act, has the authority to issue a:

Building Permit;
Demolition Permit;
Change of Use Permit;
Conditional Permit;
Occupancy Permit
Partial Permit; and/or
Temporary Structure Permit

As each is described in Schedule "A".

6.2 Issuance of Partial Permits

The Chief Building Official, subject to provisions outlined in sections 7 and 8(2) of the Act, has the authority to issue a Partial Permit, as described in Schedule "A".

6.3 Issuance of Conditional Permits

The Chief Building Official, subject to provisions outlined in subsections 8(3) and 8(5) of the Act, has the authority to issue a Conditional Permit, as described in Schedule "A".

6.4 Notwithstanding Clause

The Chief Building Official shall not, by reason of the issuance of a Permit or Permits, for a part or parts of the Building, issued under Section 6 of this By-law, be under any obligation to grant any further Permit or Permits thereof.

7. INSPECTIONS AND NOTICE REQUIREMENTS FOR INSPECTIONS

7.1 Prescribed Notices and Inspections

A Permit Holder or Authorized Agent shall notify the Building Department of the Municipality at least two (2) business days in advance of the stages of Construction as specified in the ***Building Code***.

7.2 Time Frame for Prescribed Inspection after Notice is Given

After notice has been given under the ***Building Code***, an inspector shall undertake a site inspection not later than two (2) business days after the notice is given. A business day excludes Saturdays, Sundays, holidays and all other days when the offices of the Municipality are closed.

7.3 Additional Notices and Inspections

To arrange an inspection, a Permit Holder or Authorized Agent shall notify the Building Department of the Municipality at least two (2) business days in advance of each stage of Construction as specified in the ***Building Code***.

8. AS CONSTRUCTED PLANS

The Chief Building Official, at his or her discretion, may require, under such conditions as may be prescribed in the ***Building Code***, that a set of As Constructed Plans for a Building, or any class of Buildings, be filed with the Chief Building Official upon the completion of the Construction.

9. FENCING AT CONSTRUCTION AND DEMOLITION SITES

9.1 Requirement

Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, the Chief Building Official may require the erection of such fencing, as he or she deems appropriate to the circumstances.

9.2 Design Considerations

In considering the hazard presented by the construction or demolition site, the necessity for fencing and the height and characteristics such fencing, the Chief Building Official shall have regard for:

- a. The proximity of the Building site to other buildings;
- b. The proximity of the Construction or Demolition site to lands accessible to the public;
- c. The hazards presented by the Construction or Demolition and materials;
- d. The feasibility and effectiveness of such fences; and
- e. The duration of the hazard.

10. Administrative Procedures Relating to Permit Fees

10.1 Collection of Permit Fees

The Chief Building Official, subject to provisions outlined in subsections 7(1)(c) and 7(2) of the Act, and in the ***Building Code***, has the authority to collect and administer permit fees, in accordance with the Annual Budget By-law, for the purpose of:

- a. Recovering direct and indirect costs of the administration and enforcement of the Act; and/or
- b. Establishing a reserve fund for any purpose relating to the administration or enforcement of the Act.

10.2 Changing Permit Fees

Notice to the public, as outlined in the ***Building Code***, shall be undertaken by the Municipality before passing a By-law under subsection 7(c) of the Act to introduce or change a fee imposed for Permit applications or for the issuance of Permits. Permit fees may be amended by Council from time to time, and the amended fees schedule will be available in the Building Division offices or on the City of Peterborough website.

10.3 Reporting of Permit Fees and Costs of Building Code Administration and Enforcement

An annual report, as outlined in the ***Building Code***, shall be prepared by the Chief Building Official and the Senior Director of Corporate Services, or their designates.

10.4 Refunds

- a. Upon written request from the Owner, in the case of withdrawal of a Permit application or abandonment of all, or a portion of, the Work or the non-commencement of any project, the Chief Building Official shall determine, in accordance with Section 5.11, the amount of Permit fees paid that may be refunded to the Applicant, if any.
- b. There shall be no refund of Permit fees where a Permit has been revoked under subsection 8(10) of the Act.

11. MISCELLANEOUS

- 11.1** If any court of competent jurisdiction determines that any provision of this By-law is unlawful, or that the jurisdiction of the Council is invalid for any other reason, such provisions shall be deemed to be severable and shall not invalidate any of the other provisions of the By-law which shall remain in full force and effect.
- 11.2** This By-law is to be read in conjunction with all the statutes referred to in the preamble hereto and in the event that there is a conflict between the provisions of this By-law and the provisions of the Act, or its regulations, then the provisions of the Act, prevail to the extent of the conflict.
- 11.3** The Council of the Municipality shall appoint a Chief Building Official and such inspectors as are necessary for the carrying out of this By-law
- 11.4** Schedules "A", "B", "C" & "D" attached hereto shall form part of this By-law.
- 11.5** A Code of Conduct for the Chief Building Official, the Deputy Chief Building Official and inspectors shall be maintained by the Municipality, in accordance with the provisions of the Act.

12. PENALTIES

- 12.1** In addition to any other penalties prescribed by law, every person who:
- a. Knowingly furnishes false information in any application under this By-law; or
 - b. Contravenes any provision of this By-law
- is guilty of any offence and is subject to a penalty pursuant to the **Provincial Offences Act**, R.S.O. 1990, c. P.33 in accordance with Section 36 of the **Building Code**, as amended.
- 12.2** The conviction of a person for breaching any provisions of this By-law or the **Building Code** shall not operate as a bar to a further prosecution against the same person for any continued or subsequent breach of any provision of this By-law or the **Building Code**. A judge or justice of the peace may convict any person repeatedly for any continued or subsequent breaches of this By-law or the **Building Code** and the provisions of the **Building Code**, shall further apply to any continued or repeated breach of this By-law

13 REPEAL

- 13.1** By-law No. 1968-150, as amended, is hereby repealed.

14. EFFECTIVE DATE

14.1 This By-law shall take effect on the day it receives third reading.

By-law read a first, second and third time this 22nd day of March, 2010.

D. Paul Ayotte, Mayor

John Kennedy, Deputy Clerk

SCHEDULE “A” - CLASSES OF PERMITS	
BUILDING PERMITS	To be issued to authorize all types of Construction governed by the Act and the <i>Building Code</i> , including, but not limited to, a Building, Farm Building, park model trailers, plumbing and HVAC (Stand-alone), public pools, public spas, structure, sign, tents, and the following Designated Structures, as defined in the <i>Building Code</i> , communication towers, crane runway, dish antenna, outdoor pool (public), pedestrian bridge, retaining walls, solar collector, and storage tanks.
CHANGE OF USE PERMIT	Issued where required to ensure compliance with Section 10(1) of the Act
CONDITIONAL PERMIT:	Issued in accordance with Section 8(3) of the Act. The Chief Building Official is hereby authorized to execute the written agreement referred to in subsection 5.3 herein on behalf of the Municipality where: i. The applicant has complied with subsection 5.3 herein; and ii. The Chief Building Official is satisfied that the compliance required under Section 8 of the Act had been achieved.
DEMOLITION PERMIT	Issued to authorize the Demolition of all or part of a Building or a Designated Structure.
OCCUPANCY PERMIT	Issued upon the completion of all building systems required for occupancy as outlined in the Ontario Building Code.
PARTIAL PERMIT	Issued when, a Permit is applied for in accordance with subsections 5.1, 5.2, 5.3, and 5.5, and 5.6 of this By-law 10-048, and the Chief Building Official desires to expedite Construction of a portion of a Building or project prior to the issuance of a Permit for the remainder of the building or project. Such a permit shall be called a “phase (<u>no.#</u>) Permit” Where a Partial Permit is issued for part of Building or project, no Construction beyond that authorized shall occur. Nor does the issuance of a Partial Permit mean that approval will be given for the remainder of Building or project.

SCHEDULE “B” DOCUMENTATION REQUIREMENTS

Appendix 1 Single Dwellings and Small Buildings:

Appendix 1 of Schedule “B” sets out the requirements for plans and documents for single dwellings and small buildings (New Construction, Additions and Accessory Structures) which must be submitted along with a Permit application. Permit applications will not be accepted where any of the information required by the Chief Building Official is not submitted.

1. Two (2) sets of site development and grading plans must be submitted and show the following:

- a. Lot size and the dimensions of property, and location/dimensions of all existing and proposed Buildings (setback to property lines & distance to other Buildings);
- b. Location and dimensions of all proposed and existing roads, rights-of-way, easements and municipal services;
- c. Elevations of proposed and existing grades and the proposed finished first floor elevations of all Buildings;
- d. Location and dimensions of any on-site Sewage System, (tank, tile field, and mantle);
- e. Location and depth of the municipal sewer lateral;
- f. Location of municipal water services connection, or of a private well;
- g. Location, dimensions, and slopes of grading features, (i.e. swales, drywells, retaining walls); and
- h. Slope of driveways and top elevation of finished garage floor slab.

2. Two (2) sets of a foundation plan drawn to scale and fully dimensioned showing:

- a. The use of every room, and space and finished or unfinished spaces;
- b. All structural framing (joists, beams columns and lintels etc.);
- c. Location, size and dimensions of all footings and spacing of footing pads;
- d. Foundation wall type and thickness;
- e. Manufacturer’s proprietary floor system layout bearing the seal of a Professional Engineer;
- f. Location of all plumbing fixtures;
- g. The identity of all building materials and/or a reference to a schedule or legend identifying same;
- h. Location of smoke alarms and carbon monoxide detectors; and
- i. Location of floor drain and sump pump.

- 3. Two (2) sets of floor plans drawn to scale and fully dimensioned showing:**
 - a. The use of every room or space;
 - b. All structural framing;
 - c. Manufacturer's proprietary floor system layout, if any, bearing the seal of a Professional Engineer;
 - d. Location of all plumbing fixtures;
 - e. Location of smoke alarms and carbon monoxide detectors; and
 - f. The identity of all building materials and/or reference to a schedule or legend identifying same.
- 4. Two (2) sets of roof plans drawn to scale and fully dimensioned showing:**
 - a. Manufacturer's roof truss layout bearing the seal of a Professional Engineer or
 - b. Rafter and ceiling joist layout and design, including but not limited to such items as collar ties, lintels, ridge beams etc.
- 5. Two (2) sets of elevation drawings showing:**
 - a. Area of exposed building face, area and % of glazed openings and required limiting distance;
 - b. Exterior finishes (for Exterior Insulation Finish Systems, include name of manufacturer);
 - c. Window/door type, locations and sizes including height of sills above floor;
 - d. Roof slope and finish; and
 - e. Stairs, landings, guards and handrails.
- 6. Two (2) sets of building section drawings showing:**
 - a. Floor to floor and floor to ceiling heights;
 - b. Footing and foundation wall details including height of grade above;
 - c. Basement floor;
 - d. Specifications of all floor, wall and roof assemblies;
 - e. Underpinning detail where required; and
 - f. Stairs, landings guards and handrails.

- 7. Two (2) sets of construction detail drawings showing:**
- a. Typical wall section from footings to roof;
 - b. Typical roof detail where cathedral ceilings are proposed;
 - c. Guard details (reference to SB-7 details or drawings complying with Part 4 Design); and
 - d. Specifications of all wall, floor and roof assemblies and building materials.
- 8. Two (2) sets of Heating, Ventilation and Air Conditioning Drawings showing:**
- a. Heat loss/heat gain design calculations and equipment summary;
 - b. Mechanical ventilation design summary; and
 - c. Duct layout drawings.
- 9. Two (2) sets of Plumbing drawings (where required) showing**
- a. Location of all plumbing fixtures;
 - b. Layout of all piping including drains, wastes and vents; and
 - c. Layout of all plumbing appliances
- 10. Two (2) sets of Solid Fuel Burning Appliances location drawings (where required) showing**
- a. a copy of installation manuals for certified appliances and chimneys;
 - b. location of appliance and setback distances to combustibles;
 - c. floor protection (if applicable); and
 - d. wall and ceiling heat shield designs (if applicable).

Note: 1) The Chief Building Official may determine that not all the above-mentioned plans are required to accompany a Permit application.

2) The maximum size of plan that will be accepted for permit application and review is 760mm x 1067 mm (30" x42")

SCHEDULE “B” DOCUMENTATION REQUIREMENTS

Appendix 2 ICI Structures:

Appendix 2 of Schedule “B” sets out the requirements for plans and documents for ICI Structures, including Multi unit-Dwellings (New construction, Additions and Accessory structures), which must be submitted along with a Permit application. Permit applications will not be accepted where any of the information required by the Chief Building Official is not submitted.

Forms/Documents

- Commitment to General Review signed by all project team disciplines
- Building Code Data Matrix or Statement of Design (alternatively include on Architectural Site Plan)
- Land and Building Use Declaration (including identification of any hazardous materials)
- ASHRAE 90.1 Energy Certification Form
- Flow Control Roof Drainage Form (to be filled out by Mechanical & Structural Engineer)
- Geotechnical Investigation Report

Architectural Site Development Plan (Two (2) copies)

- Property lines and lot area referenced to a current Survey
- Location of building in relation to property lines, streets, fire routes, parking areas and other buildings
- Overall dimensions (width/length) of all buildings, fire access routes, driveways and entrances
- Zoning summary (summary of applicable zoning provisions)
- Proposed and existing grades, landscaped areas, sidewalk elevations and proposed finished floor elevations of all buildings
- Barrier free curb cuts, parking and ramps and all associated details

Architectural Drawings (two (2) sets all to have Architect’s seal where required))

- Floor plans fully dimensioned, identifying rooms and spaces, wall construction and & fire separations
- Reflected ceiling plans and associated details (co-coordinate with Electrical consultant)
- Roof Plan & associated details including any screening requirements for mechanical roof top equipment
- Building Elevations
- Building cross sections
- Wall sections, Stair sections and plan and section construction details
- Enlarged detail plans (B/F washrooms, stair enclosures) and associated details, millwork details
- Door and Room Finish Schedules (if not in specification)

Structural Drawings (two (2) sets all to have Professional Engineer's seal where required))

- Design specifications c/w loading defllective, wind uplift and earthquake analysis & reference to Geotechnical Report
- Foundation plan and associated details (piles & caissons)
- Floor framing plans c/w beam & column schedule
- Roof framing plan (confirm control flow drainage design requirements)
- Details pertaining to structural connections framing or any exterior canopy structure

Mechanical Drawings (two (2) sets all to have Professional Engineer's seal where required)

- Site servicing drawing
- Flooring plans for both HVAC and Plumbing c/w equipment schedule
- Sprinkler System Design
- Roof plan showing drainage and equipment schedule for roof mounted equipment

Electrical Drawings (two (2) sets all to have Professional Engineer's seal where required))

- Electrical site servicing drawing where separate from Mechanical
- Floor plans showing lighting, power, emergency lighting, exit signage and electrical equipment
- Fire alarm system drawings (separate or combined with electrical drawings) including FA Riser/zoning

Other Submissions (where applicable)

- Complete Construction Specifications (Architectural, Structural, Mechanical and Electrical)
- Security Hardware including Electromagnetic locking/hold-open system drawings and details
- Industrial Rack Storage System drawings complete with BMEC authorization

Note: 1) The **Chief Building Official** may specify that not all the above-mentioned plans are required to accompany an application.

2) The maximum size of plan that will be accepted for permit application and review is 760mm x 1067 mm (30" x42")

SCHEDULE “C” CONDITIONAL PERMIT AGREEMENT

Conditional Permit Agreement

I, _____ am the declared applicant and owner/authorized agent of owner (proof of which is attached to this application) for a Conditional Permit as described in section 5.3 of the Building By-law with regard to the property known as _____, located within the Corporation of the City of Peterborough. I do hereby agree to the following matters with regard to this application,

- that the application contains true and current statements with regard to land ownership, development intent, built in-place works, described geological features and other such information and technical notation as submitted,
- that I will comply with any and all conditions attached to the Conditional Permit as may be specified by the Chief Building Official, and
- that I agree to pay all fees established by City Council in relation to the Building By-law, and
- that I will enter into such agreements with the Corporation of the City of Peterborough or any other authority having jurisdiction as may be required by the Chief Building Official, and
- that I understand that the failure to comply with any of the terms of this agreement, or any agreement or undertaking required by this agreement, may result in the revocation of the Conditional permit as authorized by the Building Code Act and the Ontario Building Code.

Applicant

Date

Chief Building Official

Date

Witness

Date

SCHEDULE “D”ACKNOWLEDGEMENT OF INCOMPLETE PERMIT APPLICATION

Part A

A pre-screening of the application to _____
(Describe work) at _____ (Location of Work) reveals
that the application is incomplete in that the following items are missing:

(The above list may not be complete. Further Permit processing may indicate additional outstanding items that are required)

As such, the application is not entitled to the processing time periods prescribed in Section 1.3.1.3 Division C of the Building Code.

The Municipality will however accept the incomplete application for processing if the Acknowledgement below is completed.

Part B

I _____ (Printed Name of Applicant) acknowledge
that my application to _____ (Description of Work) at
_____ (Location of Work) does not meet the
requirements of the Building Code and therefore is not entitled to the time periods
prescribed in the Building Code. Notwithstanding the foregoing, I wish to have the
Permit application accepted for processing and understand that a Permit cannot be
issued until all the information is submitted and reviewed to the satisfaction of the
Municipality’s Chief Building Official.

I have authority to bind the corporation or partnership (if applicable)

(Date)

(Signature of Applicant)