

THE CORPORATION OF THE TOWNSHIP OF RAMARA

BYLAW NO. 2023.22

**BEING A BYLAW TO PROVIDE FOR THE
ADMINISTRATION AND ENFORCEMENT OF THE
BUILDING CODE ACT AND WITH RESPECT TO THE
ESTABLISHMENT AND REQUIREMENT OF THE
PAYMENT OF FEES FOR INFORMATION AND
SERVICES**

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

AND WHEREAS Subsection 8(3.1) of the *Building Code Act*, 1992, S.O. 1992, Chapter 23, as amended, provides that Council may, in writing, delegate to the Chief Building Official the power to enter into agreements described in clause 8(3)(c) of the Act;

AND WHEREAS Section 7 of the *Building Code Act*, 1992, S.O. 1992, Chapter 23, as amended, authorizes Council to pass certain bylaws respecting construction, demolition, change of use, transfer of permits, permit application documents, forms, setting and refunding of fees, penalties, inspections, governing prescribed inspection programs, and other related matters;

AND WHEREAS Section 442 of the *Municipal Act*, 1991, as amended to authorize the enforcement of agreements by the Municipality;

AND WHEREAS the *Township* has an existing Building Bylaw, Bylaw 2011.20 as amended which will be repealed.

NOW THEREFORE, the Council of the Corporation of the Township of Ramara hereby enacts as follows:

CONTENTS

1. Citation
2. Definitions
3. Classes of Permits
4. Requirements for Applications
5. Plans and Specifications – General
6. Plans and Specifications – Certified House Models
7. Revocation of Permit

8. Revisions to Application and Permit
9. As Constructed Plans and Documents
10. Transfer of Permit
11. Alternative Solutions Proposals
12. Sewage System Maintenance Inspection Program
13. Fees
14. Refunds
15. Recovery of Fees
16. Notice of Inspections
17. Fences at Construction and Demolition Sites
18. Delegated Authority to Chief Building Official
19. Offences and Penalties
20. Date and Effect

Schedule A – Permit Fees

Schedule B - Refunds

Schedule C - Plans, Documents and Specifications

Schedule D - Design of On-Site Sewage System Forms

1. CITATION

- 1.1. This Bylaw may be cited as the “Building Bylaw”.
- 1.2. All references made within this Bylaw shall be found within this Bylaw unless otherwise noted.

2. DEFINITIONS

2.1. The following words in this Bylaw shall have the meaning as follows;

- a. *Act* means the *Building Code Act*, S.O. 1992, chapter 23, as amended;
- b. *Alternative solution* means a substitute for an acceptable solution as set out in Parts 3 to 12 of Division B of the *Building Code*;
- c. *Applicable law* means the list of applicable laws as prescribed by the *Building Code*;
- d. *Applicant* means the owner of a *building* or property who applies for a *permit* or any *authorized agent* who applies 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 that person or corporation;
- e. *Authorized agent* means a person who has been authorized in writing to act on the owner's behalf for matters relating to an application for a *permit*;

- f. *As constructed plans* means construction plans and specifications that show the *building* and the location of the *building* on the property as the *building* has been constructed;
- g. *Building* means that as defined in Section 1(1) of the *Act*;
- h. *Building Code* means any regulations made under Section 34 of the *Act* and any amendments thereto;
- i. *Certified House Model* means a unique *building* design for a detached house containing not more than one dwelling in each house that is intended to be constructed on separate properties by the same person or company;
- j. *Change of Use Permit* means a *permit* issued under Subsection 10(1) of the *Act*;
- k. *Chief Building Official* means the person appointed by a Bylaw of The Corporation of the Township of Ramara for the purpose of enforcement of the *Act*;
- l. *Complete application* means an application that meets the minimum requirements set out in the *Building Code* and the requirements of this Bylaw;
- m. *Conditional Permit* means a *building permit* issued by the *Chief Building Official* under Subsection 8(3) of the *Act*;
- n. *Development Agreement* means an agreement between the *Chief Building Official* and a *permit holder* to defer revocation or restate a revoked permit. This agreement can include strict timeframes for development and *inspections*, it shall be subject to additional fees and may also include a deposit.
- o. *Electronic Submission* means filing of an application for the *building permit*, *certified house model* or an *alternative solution*, including all required forms, documents, drawings, specification, submitted through the electronic application procedure approved by the *Chief Building Official*;
- p. *Inspector* means a person appointed by Bylaw of The Corporation of the Township of Ramara for the purpose of enforcement of the *Act*;
- q. *Inspection(s)* means an inspection preformed at a property of a particular element or assembly of a *building* as mandated to be inspected by either the *Building Code*, and/or the current edition of the Township of Ramara Building Bylaw.
- r. *Owner* means the registered owner of the land or property for which a *permit* application is submitted, a *permit* has been

issued, or that contains an on-site sewage system for the purposes of the *Sewage System Maintenance Inspection Program* and includes the registered owner, and/or a lessee and/or a mortgagee in possession;

- s. *Permit* means permission or authorization in writing issued by the *Chief Building Official* to perform *work* or to occupy a *building* or part thereof, as regulated by the *Act* and the *Building Code*;
- t. *Permit holder* means the *owner* to whom the *permit* has been issued or, where the *permit* has been transferred, the transferee, and shall be the person who assumes the primary responsibility for compliance with the *Act* and the *Building Code*;
- u. *Sewage System Maintenance Inspection Program* means that as defined by the *Building Code Act*, and that is implemented by the *Township* to govern *inspections* and related matters of existing on-site sewage systems;
- v. *Township* means The Corporation of the Township of Ramara;
- w. *Work* means the construction, demolition or change of use of a *building* or part thereof as regulated by the *Building Code* and includes remedial efforts respecting the *Sewage System Maintenance Inspection Program*.

2.2. Terms not defined in this Bylaw shall have the meaning as ascribed to them in the *Act* or the *Building Code*.

3. CLASSES OF PERMITS

3.1. Building Permit

This *permit* is required under Subsection 8(1) of the *Act* and may include plumbing, heating, ventilation and air conditioning system, on-site sewage systems, farm buildings and designated structures as set out in Division A, Sentence 1.3.1.1.(1) of the *Building Code* and signs as set out in Division A, Sentence 1.3.1.1.(1) of the *Building Code*.

3.2. Demolition Permit

This *permit* is required under Subsection 8(1) of the *Act*.

3.3. Change of Use Permit

This *permit* is required under Subsection 10(1) of the *Act* when a change in use of the *building* or parts thereof will result in an increase in hazard as determined under the *Building Code* even though no construction is proposed.

3.4. Conditional Permit

This *permit* may be issued by the *Chief Building Official* in accordance with Subsection 8(3) of the *Act* to authorize any stage of construction, even though all of the requirements under Subsection 8(2) of the *Act* have not been met.

3.5. Occupancy Permit

This *permit* is required under Division C, Subsection 1.3.3. of the *Building Code* where all or part of a *building* will be occupied.

4. REQUIREMENTS FOR APPLICATIONS

- 4.1. To obtain a *permit*, the *owner* or an *authorized agent* shall submit the applicable prescribed *permit* application form to the *Chief Building Official*.
- 4.2. If the property is owned by a corporation or business a copy of a certificate of incorporation is required to accompany the application.
- 4.3. All forms prescribed by the *Building Code* and the *Chief Building Official* are available at the *Township* office, *Township* website or *building permit* software.
- 4.4. Where an application is made for a *Building Permit* under Subsection 8.(1) of the *Act*, the application shall:
 - a. Include the completed *permit* application and schedule forms as prescribed by the *Building Code*;
 - b. Be accompanied by the plans and specifications prescribed by this Bylaw and any associated information or approvals required to demonstrate compliance with any *applicable law*;
 - c. Identify and describe the *work* and use to be covered by the *permit* for which the application is made;
 - d. Be accompanied by all appropriate fees that are set out in Schedule A to this Bylaw;
 - e. State the names, addresses, telephone numbers, fax numbers and email addresses of the *owner*, *applicant*, architect, professional engineer, designer, contractor, installer or constructor, where applicable;
 - f. Be accompanied by a completed Commitment to General Reviews form as prescribed by the *Chief Building Official* when the *Architects Act*, as amended, and/or the *Professional Engineers Act*, as amended, and/or the *Building Code*, as amended, requires the designer be an architect and/or a professional engineer;

- g. Include all necessary completed forms as deemed required and prescribed by the *Chief Building Official*.

4.5. Where an application is made for a Demolition Permit under Subsection 8(1) of the *Act*, the application shall:

- h. Include a completed *permit* application form as prescribed by the *Building Code*;
- i. Be accompanied by the plans and specifications prescribed by this Bylaw and any associated information or approvals required to demonstrate compliance with any *applicable law*;
- j. Be accompanied by all appropriate fees that are set out in Schedule A to this Bylaw;
- k. State the names, addresses, telephone numbers, fax numbers and email addresses of the *owner* and of the architect, professional engineer, designer, contractor or constructor, where applicable;
- l. Be accompanied by a completed Commitment to General Reviews form as prescribed by the *Chief Building Official* when the *Building Code* requires a professional engineer to undertake the general review of the demolition; and
- m. Be accompanied by proof satisfactory to the *Chief Building Official* that arrangements have been made with the proper authorities, where applicable, for the disconnection and capping of all water, sewer, gas, electric, telephone or other utilities and services.

4.6. Where application is made for a *Change of Use Permit* issued under Subsection 10(1) of the *Act*, the application shall:

- n. Include a completed *permit* application form as prescribed by the *Chief Building Official*;
- o. Be accompanied by the plans and specifications prescribed by this Bylaw and any associated information or approvals required to demonstrate compliance with the *Building Code* and any *applicable law*;
- p. Describe the *building* in which the occupancy is to be changed by a description that will readily identify and locate the *building*;
- q. Identify and describe in detail the current and proposed occupancies of the *building* or part of a *building* for which the application is made;

- r. Include plans and specifications which show the current and proposed occupancy of all parts of the *building* and which contain sufficient information to establish compliance with the requirements of the *Building Code*, including, but not limited to, floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities and details of the existing on-site sewage system, if any;
- s. Be accompanied by a report from a qualified person as prescribed by the *Building Code* confirming that the *change of use* will not result in an increase in hazard;
- t. Be accompanied by all appropriate fees that are set out in Schedule A to this Bylaw; and
- u. State the name, address, telephone number and email address of the *owner*.

4.7. Receipt of a submission for an application for a *Conditional Permit* shall be at the sole discretion of the *Chief Building Official*, and the receipt of such application shall not guarantee its consideration.

4.8. Consideration of, or declining to consider an application for a *Conditional Permit* shall be at the sole discretion of the *Chief Building Official* and, if a *Conditional Permit* is issued, it shall not be construed to authorize construction beyond the scope for which conditional approval is given.

4.9. Where application is accepted at the discretion of the *Chief Building Official* for a *Conditional Permit* under Subsection 8(3) of the *Act*, the application shall:

- v. Be preceded by an application for a *Building Permit* set out in subsection 4.3 and filed with the *Chief Building Official*;
- w. Be accompanied by the plans and specifications prescribed by this Bylaw and any associated information or approvals required to demonstrate compliance with any *applicable law*;
- x. Include a completed *Conditional Permit* application form as prescribed by the *Chief Building Official*;
- y. State in writing to the *Chief Building Official* the reasons why the *applicant* believes that unreasonable delays in construction would occur if a *Conditional Permit* is not granted;
- z. State the necessary approvals which must be obtained in respect of the proposed *building* and the date or time by which such approvals will be obtained;

- aa. Be accompanied by the *Township's Conditional Permit Agreement* form, authorized by Clause 8(3)(c) of the *Act*, which must be signed by the *owner* or an *authorized agent* who has the authority to bind the *owner*;
- bb. In the event that the conditions have not been satisfied beyond the date that is prescribed in a *Conditional Permit Agreement*, the agreement shall be considered as expired, all *work* shall stop and a request for an extension shall be made by the *permit holder*;
- cc. Be accompanied by a security deposit determined by the *Chief Building Official* and;
- dd. In addition to fees prescribed for the *Building Permit* application, be accompanied by all *Conditional Permit* fee as set out in Schedule A to this Bylaw.

4.10. To obtain an Occupancy Permit as required by Division C, Subsection 1.3.3. of the *Building Code*, the *owner* or *authorized agent* shall:

- ee. Notify the *Chief Building Official* of the completion of construction required to occupy or permit the occupancy of a *building*;
- ff. Describe the part of the *building* for which occupancy is requested;
- gg. Submit plans showing portion(s) of the floor area(s) to be occupied complete with location(s) of temporary exits if applicable;
- hh. Submit all general review reports where the *Building Code* requires the construction to be reviewed by an architect and/or a professional engineer; and
- ii. Ensure a potable water supply where the *building* utilizes an on-site private water system.
- jj. Submit a copy of Electrical Safety Authority (ESA) final completion certificate.

4.11. A *building* shall not be occupied, permitted to be occupied or commissioned into service without the written authorization from the *Chief Building Official* or *Inspector*.

5. PLANS AND SPECIFICATION – GENERAL

5.1. Sufficient information shall be submitted with each application for a *permit* to enable the *Chief Building Official*, in his/her sole discretion, to determine whether or not the proposed construction, demolition or change of use will

conform to the *Act*, the *Building Code*, this Bylaw and any other *applicable law*.

- 5.2. Each application for a Construction, Demolition, *Change of Use* and *Conditional Permit* shall be accompanied with a complete sets of accurate and legible plans and specifications as set out in Schedule C to this Bylaw in order for an application to be deemed as complete.
- 5.3. Unless otherwise permitted by the *Chief Building Official*, a Site Grading Plan will be required to accompany a *permit* application. A Site Grading Plan shall be prepared by a land surveyor or professional engineer. Site Grading Plans shall follow the specifications as set out in Schedule C to this Bylaw.
- 5.4. Where a *building* greater than 15sqm is erected within 0.5m of a required yard as defined by the *Township's Zoning Bylaw*, the *permit holder* shall have the foundation located by an Ontario Land Surveyor after the site is excavated and provide written verification to the *Township* that the *building* complies with the required setbacks.
- 5.5. *Electronic submission of permit* applications including forms, drawings, specifications and supporting documents is preferred and shall be in a format that is suitable to the *Chief Building Official*.
- 5.6. Paper submissions will be charged a paper submission fee as outlined in Schedule A of this Bylaw, the maximum acceptable paper plan size is 24" x 36".

6. PLANS AND SPECIFICATIONS – CERTIFIED HOUSE MODELS

- 6.1. An *applicant* may submit an application for review of a *Certified House Model* design to confirm substantial compliance of said design with the technical provisions of the *Building Code* and the *Township's Zoning Bylaw*.
- 6.2. Approval of a *Certified House Model* design is only applicable to the subdivision for which it was submitted unless otherwise determined by the *Chief Building Official*.
- 6.3. Where an application is made for review of a *Certified House Model*, the application shall:
 - a. Comply with the requirements set out in Section 5;
 - b. Include a completed *Certified House Model* application form as prescribed by the *Chief Building Official*;
 - c. Except for a site plan and grading plan, be accompanied by the plans and specifications prescribed by this Bylaw for a *Building Permit*;
 - d. Include completed forms as deemed required and prescribed by the *Chief Building Official*; and

- e. Be accompanied by all fees that are set out in Schedule A to this Bylaw.

6.4. *Electronic submission of permit applications* including forms, drawings, specifications and supporting documents is preferred and shall be in a format that is suitable to the *Chief Building Official*. Paper forms and plans will be charged a paper submission fee as outlined in Schedule A of this Bylaw.

7. REVOCATION OF PERMITS

7.1. The *Chief Building Official* may revoke a *permit* where:

- a. *work* has not substantially commenced within 6 months of the date of issuance, or
- b. *work* has been suspended for more than 1 year.

7.2. The *Chief Building Official* may give written notice to a *permit holder* of an intention to revoke a *permit*.

7.3. Where written notice is provided prior to revoking a *permit*, the *Chief Building Official* may, in his/her sole discretion, consider a written request by the *permit holder* to defer revocation of a *permit*.

7.4. The *Chief Building Official*, having regard to any material changes to the *Act*, *Building Code* or other *applicable law*, may allow a deferral of revocation of a *permit*, subject to fees as outlined in Schedule A of this Bylaw.

7.5. The *Chief Building Official*, may require the *permit holder* to enter into a *development agreement* enforceable by Section 442 by the Municipal Act to defer the revocation of, or restatement of a revoked *permit*. This *development agreement* shall be subject to additional fees under Schedule A of this Bylaw and may also require a deposit.

7.6. Subject to Section 25 of the *Act*, the *Chief Building Official* is under no obligation to defer revocation of a *permit*.

8. REVISIONS TO APPLICATION OR PERMIT

8.1. Where the design or scope of *work* authorized by an issued *permit* changes, the *owner* shall submit sufficiently detailed and revised plans and specifications, as set out in Section 5, that describe the proposed *work* prior to carrying out the proposed *work*.

8.2. Sufficient material changes to the design or scope of *work* may constitute the need for a new application for *permit* as determined by the *Chief Building Official* in his/her sole discretion.

8.3. A revision to a *permit* application, an issued *permit* or an approved *Certified House Model* design shall be accompanied by all fees as set out in Schedule A of this Bylaw.

8.4. *Electronic submission of permit* applications including forms, drawings, specifications and supporting documents is preferred and shall be in a format that is suitable to the *Chief Building Official*. Paper forms and plans will be charged a paper submission fee as outlined in Schedule A of this Bylaw.

9. AS CONSTRUCTED PLANS AND DOCUMENTS

9.1. On completion of the construction, the *Chief Building Official* may require:

- a. A set of *as constructed plans* be filed with the *Chief Building Official*; and/or
- b. A plan of survey showing the location of the *building* or *buildings*.

9.2. As set out in Section 18 of the *Act*, an *Inspector* may require information, including plans, specifications, reports or documents, from any person in order to confirm compliance with any *Building Code* and/or *applicable law* requirement.

10. TRANSFER OF PERMIT

10.1. Where a property changes ownership, the new *owner* shall apply for a transfer of *permit*.

10.2. An issued *permit* may be transferred to a new *owner* by the *Chief Building Official* where the new *owner* provides:

- c. Payment of fees for transfer of *permit* as set out in Schedule A of this Bylaw.

11. ALTERNATIVE SOLUTION PROPOSALS

11.1. The *Chief Building Official* may authorize the use of an *alternative solution* where a designer provides, for each *alternative solution* that is proposed:

- d. A completed *alternative solution* application form as prescribed by the *Chief Building Official*;
- e. A description of the proposed material, system or *building* design;
- f. A description of the applicable objectives, functional statements and acceptable solutions as set out in the *Building Code*;
- g. Supporting documentation, past performance or tests described in Division C, Section 2.1. of the *Building Code* or other evaluation demonstrating that the proposed material, system or *building* design will provide the level of performance required by Division A, Article 1.2.1.1. of the *Building Code*; and

h. The appropriate fee as set out in Schedule A to this Bylaw.

11.2. Where an *alternative solution* has been authorized, the *Chief Building Official* may impose conditions and/or limitations.

11.3. *Alternative solutions* authorized by the *Chief Building Official* shall be applicable only to the location as described in the application and are not transferrable to any other *permit*.

12. SEWAGE SYSTEM MAINTENANCE INSPECTION PROGRAM

12.1. An on-site sewage system or *building* serviced by an on-site sewage system, that is located wholly or partly within an area set out in the *Building Code* shall be subject to the *Sewage System Maintenance Inspection Program*. Implementation and enforcement of this program is outlined in the *Township Building Services, Standard Operational Guideline SOG.22.09 – On-Site Sewage Maintenance Inspection Program*, as amended.

13. FEES

13.1. Fees and deposits shall be determined by the *Chief Building Official* as set out in Schedule A to this Bylaw and are due and payable by the *applicant*;

- i. upon submission of an application for *permit*,
- j. prior to approval of a revision to a *permit*, or
- k. upon request of a service.

13.2. For the purpose of calculating the cost of *permits*, the following method shall be used;

- l. Floor are a means all nominally horizontal surfaces, either within or around the exterior of a *building*, and is meant to include, but not limited to, balconies, decks, landings, ramps, levels, storeys, and mezzanines. This does not apply to service catwalks, exterior unenclosed patios or walks not elevated above the finished grade.
- m. No deductions shall be made for openings in floors such as stairwells, elevators shafts, service shafts or ducts.
- n. A basement or crawlspace contained in whole below grade and with no interior finishes or where no use is purposed shall not have a *permit* fee applied.
- o. All walkout basements in dwellings shall have half of their total area calculated for the applicable *permit* fee.

- p. A fee for heating shall only be charged when no other associated construction is proposed.
 - q. No *permit* fee shall be less than \$150.00.
 - r. A building of an unusual shape, or where the project is unique in nature, and where the application of Schedule A of the Bylaw is impractical, the *Chief Building Official* at his/her discretion, may determine the value of the *building permit* fee based on an hourly rate and/or inspection required to be performed.
- 13.3.** Any development charges, levies and fees that are deemed *applicable law* shall be calculated and payable to the *Township* prior to *permit* issuance.
- 13.4.** For classes of permits not described in Section 3 or where no fee exists in Schedule A to this Bylaw, a reasonable fee shall be determined by the *Chief Building Official* at his/her sole discretion by considering all administration, plan review and *inspection* costs.
- 13.5.** Where fees are due as a result of revisions after a *permit* has been issued, no *inspections* associated with the said revisions shall be passed until:
- s. The revisions are approved by the *Chief Building Official* or *Inspector*; and
 - t. Additional fees have been paid in full.
- 13.6.** Where *work* occurs prior to the issuance of a *permit*, an additional surcharge equalling 100% of the *permit* fee described in this Section, shall be payable by the *applicant*.
- 13.7.** The *permit* fees as set out in Schedule A to this Bylaw applies to a single submission of complete plans and specifications and a single *inspection* of each prescribed stage of construction as set out in the *Building Code* and this Bylaw. Additional service fees as set out in Schedule A to this Bylaw may be invoiced when additional resources are utilized to review additional drawings and/or to re-inspect *work*.
- 13.8.** Every *owner* of an on-site sewage system located in an area as set out in Section 12 shall pay the service fee as set out in the *Township's* Building Services, Standard Operational Guideline SOG.22.09 – On-Site Sewage Maintenance Inspection Program upon delivery of maintenance inspection services.

14. REFUNDS

- 14.1.** In the case of withdrawal of an application or the abandonment of all or portion of the *work*, or the non-commencement of any project, the *Chief*

Building Official shall determine the amount of the refund of paid *permit* fees that may be returned to the *applicant*, without interest, in accordance with Schedule B of this Bylaw.

- 14.2. All request for refunds must be made in writing, addressed to the *Chief Building Official* and must be received within six months of the date of issuance or last inspection.
- 14.3. Any authorized *permit* fee refund shall be returned to the person identified on the receipt.
- 14.4. Fees for *Conditional Permits* are non-refundable.
- 14.5. The deposit referred to in Section 7.5 of this Bylaw shall be refunded, less any outstanding chargers, only upon completion of a final inspection.
- 14.6. No refund shall be given equal to or less than the minimum fee of \$150.00.

15. RECOVERY OF FEES

- 15.1. In addition to every other remedy available by law, fees that are due and unpaid may be added to the tax roll of the property of the *owner*, and may be collected with municipal taxes.

16. NOTICE OF INSPECTIONS

- 16.1. The *permit holder* or an *authorized agent* shall notify the *Chief Building Official* of readiness to inspect the required stages of construction as prescribed by Division C, Sentence 1.3.5.1.(2) of the *Building Code*.
- 16.2. In addition to Subsection 16.1, the *permit holder* or an *authorized agent* shall notify the *Chief Building Official* of readiness to inspect the following stages of construction as prescribed by Division C, Sentence 1.3.5.2.(1) of the *Building Code*:
 - u. Commencement of construction of the *building*;
 - v. Substantial completion of structural framing for each storey, if the *building* is a type of *building* that is within the scope of parts of the *Building Code* other than Division B, Part 9;
 - w. Commencement of the construction of any:
 - i. masonry fireplaces and masonry chimneys;
 - ii. factory-built fireplaces and allied chimneys; or
 - iii. stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys;
 - x. Substantial completion of heating, ventilating, air-conditioning and air-contaminant extraction equipment;

- y. Substantial completion of exterior cladding;
- z. 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;
- aa. Completion and availability of drawings of the *building* as constructed;
- bb. Completion of a *building* for which an *occupancy permit* is required under Division C, Article 1.3.3.4. & 1.3.3.5. of the *Building Code*.
- cc. Completion of site grading with accordance with the approved Site Grading Plan.

16.3. Requests for *inspections* shall be;

- dd. Booked using the *building permit* software or
- ee. Requested through the *Township's* inspection line, providing the following information;
 - i. Civic address
 - ii. Type of *inspection*
 - iii. Requested date of *inspection*
 - iv. Contact details

16.4. Upon receipt of notice of readiness to inspect as set out in this Section, the *Chief Building Official* or an *Inspector* shall undertake a site *inspection*, no later than two (2) business days after receipt of the notice.

16.5. The time period referred to in Subsection 16.4 shall begin on the business day following the day on which the notice is received.

16.6. The *permit holder* shall facilitate safe access for *inspection* of the *work*.

16.7. The *permit holder* shall make available to the *Inspector* a legible paper copy of the reviewed plans and documents issued in support of a *permit* on site.

16.8. Re-*inspections* of deficient or incomplete *work* shall be subject to an additional service fee as set out in Schedule A to this Bylaw, these shall be paid prior to any further *inspections* being undertaken.

17. FENCES AT CONSTRUCTION AND DEMOLITION SITES

17.1. Where, in the opinion of the *Chief Building Official* or *Inspector*, a construction or demolition site presents a hazard to the public, the *Chief Building Official* or *Inspector* may require the *owner* to erect such fences

as the *Chief Building Official* or *Inspector* deems appropriate to the circumstances to prevent unauthorized entry to the site.

17.2. In considering the hazard presented by the construction or demolition site which is to be fenced, the *Chief Building Official* or *Inspector* shall have regard for:

- ff. The proximity of the *building* site to other *buildings* that are occupied;
- gg. The proximity of the construction or demolition site to lands accessible to the public;
- hh. The hazards presented by the construction or demolition activities and materials;
- ii. The effectiveness of site fences; and
- jj. The duration of the hazard.

17.3. Every fence required under this Bylaw shall:

- kk. create a continuous barrier to sufficiently deter unauthorized entry to the construction or demolition site to the satisfaction of the *Chief Building Official* or *Inspector*;
- ll. be erected and maintained in a nominally vertical plane and maintained in good repair; and
- mm. be a minimum of 1.2 m in height.

18. DELEGATED AUTHORITY TO CHIEF BUILDING OFFICIAL

18.1. The Council of the Township of Ramara hereby delegates to the *Chief Building Official* the power to enter into Agreements prescribed by the *Township* and described in clause 8(3)(c) of the *Act* relating to the issuance of a *Conditional Permit*.

18.2. Where the *Township* enters into an Agreement with a Registered Code Agency, the *Chief Building Official* is authorized, as set out in subsection 4.1(3) of the *Act*, to appoint the Registered Code Agency to perform one or more of the functions prescribed in Section 15.15 of the *Act* in respect of the construction of a *building* or class of *buildings*.

19. OFFENCES AND PENALTIES

19.1. Every person who contravenes any provision of this Bylaw is guilty of an offence and on conviction is liable to a fine as provided for in Section 36 of the *Act*.

20. REPEAL, DATE AND EFFECT

20.1. THAT Bylaw 2011.20 as amended is hereby repealed

20.2. THIS Bylaw shall come into force and take effect on the date of passing.

**BYLAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 27 DAY OF MARCH, 2023.**

The Corporation of the
Township of Ramara

Original Signed By

BASIL CLARKE, MAYOR

Original Signed By

JENNIFER CONNOR, CLERK

Status: Passed

SCHEDULE A - PERMIT FEES TO BYLAW NO. 2023.

Section A: CONSTRUCTION of new buildings, additions to existing buildings					
		Minimum	Flat	sq ft	sq m
Group A: Assembly	Single detached portable classroom		\$380		
	Multiple attached portable classrooms		\$440		
	All other assembly occupancies	\$440		\$1.60	\$17.22
Group B: Institutional	All institutional occupancies	\$440		\$1.21	\$13.02
Group C: Residential	Single detached. CSA. semi or townhouse	\$440		\$1.60	\$17.22
	Park model trailers (CSA Z241)		\$440		
	Hotels & motels	\$440		\$1.60	\$17.22
	Multi-residential apartment buildings	\$440		\$1.60	\$17.22
	Attached or semi-detached garage or carport	\$220		\$1.60	\$17.22
	Detached carport or garage	\$220		\$1.21	\$13.02
	Accessory utility building (ie. garden shed, gazebo)	\$190		\$1.21	\$13.02
	Unenclosed deck or porch only		\$334		
	Enclosed, partially or unenclosed deck, porch, or sunroom	\$440		\$1.21	\$13.02
Group D: Business and Personal Services	New	\$440		\$1.43	\$15.39
	Shell only	\$440		\$1.21	\$13.02
	Partitioned/finished, and mezzanine	\$440		\$1.21	\$13.02
	Sales trailer (wheels on, readily moveable)		\$380		
Group E: Mercantile	New	\$440		\$1.43	\$15.39
	Shell only (including unfinished basement)	\$440		\$1.21	\$13.02
	Partitioned/finished, and mezzanine	\$440		\$1.21	\$13.02
Group F: Industrial	New	\$440		\$1.38	\$14.85
	Shell only (including unfinished basement)	\$440		\$1.10	\$11.84
	Partitioned/finished, and mezzanine	\$440		\$1.05	\$11.30
	Gas station/canopy, car wash	\$440		\$1.10	\$11.84
	Parking garage (underground, open air)	\$440		\$1.05	\$11.30
	Repair garage	\$440		\$1.21	\$13.02
	Rack storage systems	\$440		\$0.83	\$8.93
	Farm building	\$440		\$0.41	\$4.41
Designated Structures	Communication tower mechanical building or dish antenna >5sm		\$330		
	Crane runway		\$385		

Section A: CONSTRUCTION of new buildings, additions to existing buildings					
		Minimum	Flat	sq ft	sq m
	Exterior storage tank (not regulated by TSSA)		\$385		
	Pedestrian bridge appurtenant to a building lineal	\$385		\$3.30	\$10.83
	Demountable structures	\$385		\$0.83	\$8.93
	Retaining wall per lineal unit	\$197		\$5.50	\$18.04
	Permanent wall and ground sign > 7.5m High		\$275		
All Occupancies	Fabric covered building or air supported structure	\$440		\$0.55	\$5.92
	Tents - less than 30 days		\$275		
	Moving or relocating building (including new foundations)		\$770		
	Shoring lineal	\$385		\$1.21	\$3.97
	Underpinning lineal	\$385		\$1.21	\$3.97
Section B: ALTERATION or repair to existing building and CHANGE OF USE					
Group A: Assembly	All	\$440		\$1.21	\$13.02
Group B: Institutional	All	\$440		\$1.21	\$13.02
Group C: Residential	All	\$440		\$1.21	\$13.02
	Below grade stair		\$330		
Group D: Business and Personal Service	All	\$440		\$1.21	\$13.02
Group E: Mercantile	All	\$485		\$1.05	\$11.30
Group F: Industrial	All	\$485		\$0.83	\$8.93
All Occupancies	Demising wall (to create multiple units)		\$385		
	Electromagnetic locking device (each)		\$275		
Section C: DEMOLITION (complete or partial)					
Single, Semi or Townhouse with partywalls	Single/semi-detached/accessory		\$385		
All Other Occupancies	All buildings		\$550		
Section D: MECHANICAL and FIRE PROTECTION WORK					
Single, Semi or Townhouse	HVAC - New, alterations, extensions <=500 sq.ft. building area		\$176		
	HVAC - New, alterations, extensions >500 sq.ft. building area		\$352		
All Other Occupancies	HVAC - New, alterations, extensions <=3000 sq.ft. building area		\$550		
	HVAC - New, alterations, extensions >3000 sq.ft. building area		\$880		
	Commercial exhaust hoods and suppression systems		\$341		
	Fire alarm system		\$341		
	Replacement annunciator/control panel only		\$341		
	Sprinkler system		\$341		

Section D: MECHANICAL and FIRE PROTECTION WORK					
		Minimum	Flat	sq ft	sq m
	In-rack sprinkler system		\$341		
	Standpipe system		\$341		
	Emergency power		\$660		
	Emergency lighting (per storey)		\$165		
	Solid fuel burning appliance or chimney		\$275		
Section E: PLUMBING					
Single, Semi or Townhouse	Service connection (per lot)		\$275		
	Plumbing works (fixtures, appliances, drains) for new dwelling		\$495		
	Plumbing works in existing dwellings or addition per fixture	\$150	\$28		
All Other Occupancies	Per fixture, appliance, floor drain, backflow preventer, roof hopper		\$28		
	Water, service, and inside and outside drains - new building per lineal			\$1.65	\$5.41
All Occupancies	Conversion from septic system to sewer		\$275		
	Manhole, catch basin, or area drain per piece		\$46		
Section F: ON-SITE SEWAGE SYSTEMS					
	New residential system		\$660		
	New commercial system		\$1,045		
	New holding tank		\$440		
	New/alterations to leaching bed only		\$550		
	New/alteration to septic tank or minor repair to part of a system		\$440		
	Review of clearances only		\$220		
Section G: GREEN ENERGY SYSTEMS					
	Solar domestic hot water systems (serving individual dwellings)		\$385		
	Solar hot water systems (serving all other buildings)		\$550		
	Solar photovoltaic systems (serving individual dwellings)		\$385		
	Solar photovoltaic systems (serving all other buildings)		\$550		
	Geothermal systems		\$550		
	Wind turbine >3kW, <=10kW		\$385		
	Wind turbine >10kW		\$2,035		
	Covenants agreement (limiting distance)		\$3,300		
	Reactivation of a building permit application		\$83		
	Occupancy permit - multi unit residential per unit		\$220		

Section H: MISCELLANEOUS AND OTHER SERVICES					
		Minimum	Flat	sq ft	sq m
	Revision to a buiding permit		\$110		
	Transfer of a building permit		\$253		
	Work w/o a gross floor area not identified above per \$1000 construction value		\$21		
	Peer review - hourly		Consultant Rate		
	Conditional building permit (in addition to securities)		\$3,300		
	Surcharge for constructing without a permit (based on fees above)		100%		
	Reinspection due to defective work		\$55		
	Non-working hours inspection		\$204		
	Six-month building permit extension		\$83		
	Alternative solution review fee		\$500 + \$185/hr		
	Special investigation fee - Residential (maximum \$5,000)		\$185/hr		
	Special investigation fee - Non-residential (maximum \$12,000)		\$185/hr		
Section I: ADMINISTRATIVE					
	Statistics Canada monthly report		\$22		
	Agency approval letter (liquor license, daycare, lodging)		\$165		
	Registering and de-registering orders on title		\$121		
	Paper permit application submission per application		\$100		
	Document scanning up to 11x17 per page		\$2		
	Document scanning greater than 11x17 per page		\$15		

**SCHEDULE B – REFUNDS
TO BYLAW NO. 2023.**

	STATUS OF PERMIT OR APPLICATION	ELIGIBLE REFUND %
1.	Application filed, administrative function has been performed	80%
2.	Administrative and zoning functions have been performed	70%
3.	Administrative, zoning and plans review functions have been performed	50%
4.	<i>Permit</i> issued, no field <i>inspections</i> have been performed	30%
	For every inspection carried out deduct	5%
5.	<i>Permit</i> fees \$150.00 or less	0%

Notwithstanding the above, no refund shall be made for an amount less than \$150.00.

Interpretation of this schedule will be at the sole discretion of the *Chief Building Official*.

**SCHEDULE C – PLANS, DOCUMENTS AND SPECIFICATIONS
TO BYLAW NO. 2023**

SECTION 1

Class of Permit	Type of Permit	Required Drawings and Supporting Documents
Building	New and Additions	- Site Grading Plan - Architectural - Structural - Mechanical - Plumbing (exemption for part 9 buildings) - Electrical - On-Site Sewage System (new/ upgrade or verification of existing) - Supporting documents confirming compliance with <i>applicable law</i> and required approvals
	Interior Alterations and Renovations	- Site Plan - Architectural - Structural - Mechanical - Plumbing (exemption for part 9 buildings) - Electrical - On-Site Sewage System (new/ upgrade or verification of existing) - Supporting documents confirming compliance with <i>applicable law</i> and required approvals
	Designated Structures	- Site Grading Plan - Architectural - Structural - Mechanical - Plumbing (exemption for Part 9 buildings) - Electrical - On-Site Sewage System (new/ upgrade or verification of existing) - Supporting documents confirming compliance with

		<i>applicable law</i> and required approvals
	Temporary Buildings	- Site Grading Plan - Architectural - Structural - Mechanical - Plumbing (exemption for part 9 buildings) - Electrical - On-Site Sewage System (new/ upgrade or verification of existing) - Supporting documents confirming compliance with <i>applicable law</i> and required approvals
Demolition	Part 9 Buildings	- Site Plan - Supporting documents confirming compliance with applicable law and required approvals
	Part 3 Buildings	- Site Plan - Structural plans by P.Eng - Supporting documents confirming compliance with <i>applicable law</i> and required approvals
Change of Use		- Site Plan - Architectural - Supporting documents confirming compliance with <i>applicable law</i> and required approvals
Conditional		- Site Grading Plan - Supporting documents confirming compliance with <i>applicable law</i> and required approvals - Letter with reasons for delay
Occupancy		- Supporting documents confirmation compliance with <i>applicable law</i> and required approvals

SECTION 2

1. Site Grading Plan

- Lot description including Registered Plan Number;
- Dimensioned property limits and building outline location with all setbacks shown;
- Finished floor elevations; for basement, first floor, garage floor
- Finished and original grades over septic tile beds;
- Elevation of underside of footings;
- Top of foundation wall (all locations);
- Any proposed window well locations
- Existing and proposed lot grades for each of the corners of the lot and intermediate points of grade change;
- Existing trees to be maintained;
- Driveway locations, widths and proposed grades;
- Finished road grades adjacent to lot;
- Location of entrances and location of walkways; number of front and rear entry step risers;
- Arrows indicating the direction of all surface drainage and swales, with swale detail (Note: The Township requires a minimum swale depth of 0.25m);
- Location and elevation of swales;
- Patios, decks and/or porches (including height of floor);
- Terraces, retaining walls;
- Location of accessories (propane tanks, air conditioning units, generators, hot tubs, pools etc.);
- Location and dimensions of all easements;
- All yard catch basins with rim and invert elevations;
- Curb cut locations;
- Hydrants, street lights, Bell and cable TV pedestals, hydro transformers;
- Location and type of any private sewage disposal system and reserve areas and private wells (including area of influence) or water/sewer lines if applicable
- Location of neighbouring wells and sewage disposal systems;
- Location of all road features along frontage and flankage of lots (curb lines, catch basins, sidewalks, etc.);
- Lot grading certificate by Developer's Engineer in accordance with the Subdivision Agreement requirements;
- Site benchmark as shown on approved Engineering Drawings;
- Proposed driveway culverts with size, type, invert and slope information;
- Engineered fill level is to be shown where applicable;
- Minimum setback from building to Average Annual High Water (AAHW) mark of all water bodies within the Lake Simcoe watershed (where applicable);
- Minimum naturalized buffer from the highwater mark (where applicable);
- Accessory buildings.

2. Site Plan

- Lot description including Registered Plan Number;

- Dimensioned property limits and building outline location with all setbacks shown;
- Existing trees to be maintained;
- Driveway and parking locations;
- Location of entrances and location of walkways; number of front and rear entry step risers;
- Patios, decks and/or porches;
- Terraces, retaining walls;
- Location of accessories (propane tanks, air conditioning units, generators, hot tubs, pools etc.);
- Location and dimensions of all easements;
- Hydrants, street lights, Bell and cable TV pedestals, hydro transformers;
- Location and type of any private sewage disposal system and reserve areas and private wells (including area of influence) or water/sewer lines if applicable
- Location of neighbouring wells and sewage disposal systems;
- Location of all road features along frontage and flankage of lots (curb lines, catch basins, sidewalks, etc.);
- Accessory buildings

3. Architectural

- Existing and proposed floor plans indicating room and space identification, fire separations, size and dimensions, structural framing of floors and locations of all openings.
- Roof plan showing structural framing, roof slope, drainage, roofing construction details, including engineered stamped truss layout and plans if applicable.
- Building elevations showing grade height, floor and ceiling heights, overall building height from average grade, eave heights from average grade, exterior finish materials, window heights and sizes and spatial separation requirements and calculations.
- Construction details of walls, floors, ceilings, roofs, stairs, guards, fireplaces and other significant design details including heights, materials, including LVL and pre-manufactured railing specifications and TJI layout if applicable.
- Location and details of all barrier free facilities and paths of travel.
- *Building Code* and energy efficiency metrics.
- Any additional drawings, information and specifications as determined by the Chief Building Official.
- The scale to which the plan is drawn.

4. Structural

- Foundation plans, floor and roof framing plans, footing, column and beam schedules, structural details and material specifications. Including engineered truss layout and plans, TJI layout and LVL specifications.
- Design specifications, live and dead loading, wind and snow loading, earthquake loading, geotechnical report design basis.

- All reinforced concrete work including thickness and strength of concrete and size, spacing, minimum cover and type of reinforcing steel.
- Roof and floor truss drawings sealed by a professional engineer.
- Guard design, where applicable.
- Any additional drawings, information and specifications as determined by the Chief Building Official.
- The scale to which the plan is drawn.

5. Mechanical

- Heating, ventilating and air conditioning designs and plans, equipment layout and schedules.
- Heat loss and gain calculations, ventilation design summary and the sizing of heating and cooling equipment, where applicable.
- Methods employed to maintain integrity of fire separations such as damper and fire stopping locations and specifications.
- Any additional drawings, information and specifications as determined by the Chief Building Official.
- The scale to which the plan is drawn, where applicable.

6. Plumbing

- Piping and drainage plans of all above ground and underground plumbing systems.
- Sprinkler and standpipe drawings including floor plans, riser diagrams and fire department connections.
- Methods employed to maintain integrity of fire separations such as damper and fire stopping locations and specifications.
- Any additional drawings, information and specifications as determined by the Chief Building Official.
- The scale to which the plan is drawn, where applicable.

7. Electrical

- Location and specification of lighting, emergency lighting, exit signs, emergency power and fire alarm and detection systems and carbon monoxide detection.
- Methods employed to maintain integrity of fire separations such as damper and fire stopping locations and specifications.
- Any additional drawings, information and specifications as determined by the Chief Building Official.
- The scale to which the plan is drawn, where applicable.

8. On-site Sewage System

- Depth to bedrock.

- Depth to zones of saturation.
- Soil properties, including soil permeability.
- Soil conditions including potential for flooding.
- A scaled site plan showing:
- Legal description, lot size, property dimensions, rights-of-way, easements and municipal/utility corridors.
- Location and clearances of items listed in Column 1 of Tables 8.2.1.5., 8.2.1.6.A., 8.2.1.6.B., and 8.2.1.6.C. of Division C of the *Building Code*.
- Location of the proposed on-site sewage system on the property.
- Any additional drawings, information and specifications as determined by the Chief Building Official.

9. Supporting Documents

The applicant shall submit the following supporting documents to confirm compliance with applicable law and other required approvals when applicable;

- Township Planning Department
- Township Infrastructure Department
- Lake Simcoe Conservation Authority
- County of Simcoe, Transportation and Engineering
- Ministry of Transportation
- Ministry of Environment, Conservations and Parks
- Ministry of Agriculture, Food and Rural Affairs
- Ministry of Education
- Ministry of Children, Community and Social Services
- Ministry of Natural Resources and Forestry
- Electrical Safety Authority (ESA)
- Technical Standards and Safety Authority (TSSA)

A full list of applicable law is available on the Township's Website or Section 1.4.1.3. of the Ontario *Building Code*.

Note: The Chief Building Official may require more or less of any specified drawing or documents to suit the application being considered.