

The Corporation of the Municipality of Bluewater

By-law No. 20-2008

(as amended by By-law No. 97-2010)

Being a By-law respecting Construction,
Demolition and Change of Use Permits
And Inspections

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

NOW THEREFORE the Council of the Corporation of Municipality of Bluewater enacts as follows:

1. TITLE

1.1 This By-law shall be known as the ‘Building By-law’ of the Corporation of the Municipality of Bluewater.

2. DEFINITIONS

“**Act**” means the *Building Code Act*, 1992, S.O. 1992, Chapter 23, as amended.

“**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.

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

“**building**” means

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

“**Building Code**” means the regulations made under the *Building Code Act*.

“Chief Building Official” means a person appointed by By-law of the Corporation of the Municipality of Bluewater pursuant to Section 3 of the Building Code Act, 1992, S.O. 1992, Chapter 23, as amended, for the purposes of the enforcement of the Act.

“Corporation” means the Corporation of Municipality of Bluewater.

“farm building” means a building or part thereof which does not contain a residential occupancy and which is associated with and located on land devoted to the practice of farming and essentially used for the housing of equipment or livestock, or the protection, storage or processing of agricultural and horticultural produce or feeds.

“floor area, residential” with reference to a residential occupancy, shall mean the total usable or habitable floor space of all storeys above grade (or below grade for an underground residence), measured as the horizontal distance between the exterior face of the exterior walls of the building or structure but shall not include:

- a) any porch, verandah or unenclosed walkway;
- b) an unfinished basement, cellar or attic;
- c) an unenclosed swimming pool;
- d) any stairs, handicapped ramp or fire escape located on the exterior of the residence; and
- e) an accessory building.

“floor area” with reference to a deck or a building or structure with no walls shall mean the total area of a floor within the outer perimeter of the floor.

“floor area, non-residential” with reference to a non-residential occupancy shall mean the total useable floor space of all storeys above and below grade, measured as the horizontal distance between the exterior face of the exterior walls of the building or structure but shall not include:

- a) any roof-top mechanical features, roof-top exit, roof-top elevator enclosing assembly or vertical service space;
- b) a cellar, crawl space or attic; and
- c) any exterior exits, stairs, handicapped ramp or fire escape;

“occupancy” means the use or intended use of a building or part thereof for the shelter or support of persons, animals or 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.

“plumbing” means a drainage system, a venting system and a water system or parts thereof.

“Professional Engineer” means a person who holds a license or a temporary license under the *Professional Engineer’s Act*.

“sewage system” means

- a) a chemical toilet, an incinerating toilet, a recirculating toilet, a self-contained portable toilet and all forms of privy including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system,
- b) a greywater system,
- c) a cesspool,
- d) a leaching bed system, or
- e) a system which requires or uses a holding tank for the retention of hauled sewage at the site where it is produced prior to its collection by a hauled sewage system,

where these,

- f) have a design capacity of 10,000 liters per day or less,
- g) have, in total, a design capacity of 10,000 liters per day or less where more than one of these are located on a lot or parcel of land, and
- h) are located wholly within the boundaries of the lot or parcel of land on which is located the building or buildings they serve.

“Treasurer” shall mean the person appointed by the Corporation of Municipality of Bluewater to administer the financial affairs of the Corporation.

3. CLASSES OF PERMITS

- 3.1 Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule ‘A’ attached to and forming part of this By-law.
- 3.2 Partial Permits: when, in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the complete building or project, applications shall be made and fees paid for the complete project. Complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the chief building official.

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

4. ADMINISTRATIVE PROCEDURES RELATING TO PERMITS

Permit Must be Obtained

- 4.1 No person shall construct or demolish a building or change the use of a building or cause a building to be constructed or demolished or a change of use be made to a building, unless a permit has been issued therefore by the chief building official.

Revision to a Permit

4.2 After the issuance of a permit under the Act by the chief building official, notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued, must be given in writing, to the chief building official together with the details of such change, which is not to be made without the written authorization of the chief building official.

Revocation of a Permit

4.3 The chief building official, subject to the provisions outlined in subsection 8(10) of the Act, has the authority to revoke a permit issued under the Act.

4.4 The Application

4.4.1 To obtain a permit, the owner or agent authorized in writing by the owner, shall file an application in writing by completing a prescribed form available at the offices of the Corporation, or on the Corporation's website at www.town.bluewater.on.ca. Forms prescribed by the Corporation under clause 7(f) of the Act shall be as set out in Schedule 'C' to this By-law. An application shall not be deemed to be complete for the purposes of Section 2.4.1.1B of Ontario Regulation 304/03, as amended, unless:

- a) all applicable fields on the specified application form and the required schedules are completed,
- b) all attachments indicated as being attached to the application are submitted with the application,
- c) the application is accompanied by the types and quantities of plans and specifications as prescribed in Section 4.5.6 of this By-law, and
- d) the application is signed by the owner or an authorized agent of the owner.

4.4.2 Every application shall be accompanied by the required application fee (see Permit Fees) and shall be signed by the owner or an agent authorized by the owner (applicant), who shall certify the truth of the contents of the application.

Building Permits, Conditional Permits and Demolition Permits

4.5 Every application for a permit shall be submitted to the chief building official and shall contain the information as set out in the following subsections for various classes of permits.

Construction or Demolition Permit

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

- a) use the Corporation's application form, "Application for a Permit to Construct or Demolish", said form being attached hereto in Schedule "C", and
- b) include two (2) complete sets of plans, specifications, documents and other information as required by Article 2.4.1.1B of the *Building Code* and as described in this By-law, for the work covered by the permit.

This shall not be deemed to limit the authority of the chief building official to vary the number of plans, specifications and other documents or information required depending on the need for review, approval or requirements of any department of the Corporation or other outside agency (see Schedule 'B' for required number of copies).

Conditional Permit

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

- a) use the Corporation's application form, "Application for a Permit to Construct or Demolish", said form being attached hereto in Schedule "C";
- b) include two (2) complete sets of plans, specifications, documents and other information as required by Article 2.4.1.1B of the *Building Code* and as described in this By-law, for the work covered by the permit;
- c) state the reason why the applicant or authorized agent believes that unreasonable delays in construction would occur in a conditional permit is not issued;
- d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
- e) state the time in which plans and specifications of the complete building will be filed with the chief building official.

The submission of an application for a conditional permit shall not be deemed to impose any obligation on the chief building official to issue such a permit.

Change of Use Permits

4.5.3 Every application for a change of use permit issued under subsection 10(1) of the Act shall be submitted to the chief building official, and shall:

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

- b) identify and describe in detail the current and proposed occupancies of the building or part of the building for which the application is met;
- c) include two (2) complete sets of plans, specifications, documents or other information showing the current and proposed occupancy (use) of all parts of the building, and which contains sufficient information to establish compliance with the requirements of the *Building Code* including, but not limited to: floor plans, details of the wall, ceiling and roof assemblies identifying the required fire resistance ratings and load bearing capacities and details of the existing sewage system, if any.

Equivalents

- 4.5.4 Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis for which a permit was issued, contains an equivalent material, system or building design for which authorization under Section 9 of the Act is requested, the following information shall be provided:
- a) a description of the proposed material, system or building design for which authorization under Section 9 of the Act is requested;
 - b) any applicable provisions of the *Building Code*;
 - c) technical evidence or justification that the proposed material, system or building design will provide or meet the level of performance required by the *Building Code* to the satisfaction of the chief building official.

Sewage System Permits

- 4.5.5 For every application for a sewage system permit that is submitted to the chief building official or duly appointed designate, the application shall:
- a) use the corporation's application form, "Application for a Permit to Construct or Demolish";
 - b) include complete plans, specifications, documents and other information as required under Article 2.4.1.1B of the *Building Code* and as described in this By-law for the work to be covered by this permit;
 - c) include the name, address, telephone number and license number of the person installing the sewage system;
 - d) where the person in (c) above requires a license under the Act and Building Code, the number and date of issuance of the license and the name of the qualified person supervising the work to be done under the sewage system permit

- e) include a site evaluation which shall include the following prescribed information, unless otherwise specified by the chief building official or an appointed designate:
 - i) The date when the evaluation was done;
 - ii) The name, address and phone number and signature of the person who did the evaluation;
 - iii) A scaled map of the site showing the legal description (i.e. lot and concession, civic address), lot size, lot dimensions, existing easements and/or rights-of-way or utility corridors, the location of items listed in Column 1 of Tables 8.2.1.5.A., 8.2.1.5.B. and 8.2.1.5.C. of the *Building Code*, the location of the proposed sewage system, the location of any unsuitable, disturbed or compacted areas, the proposed access routes for system maintenance; the depth to bedrock, the depth to zones of soil saturation, soil properties, including soil permeability, and soil conditions, including the potential for flooding.
 - iv) Any other information as may be deemed to be required by the chief building official or appointed designated to determine compliance with the *Building Code Act* or other applicable law.
- f) Despite section 4.5.5, to the contrary, where a sewage system is found to be damaged, not functioning, failing, incorrectly placed, causing sewage and/or effluent seepage or not installed in accordance to the provisions of the *Building Code*, the owner or occupant of the property shall be advised by notice or other means and shall repair, correct, replace or maintain the sewage system in conformity with the *Building Code*.

Plans and Specifications

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

Every application for any required permit shall be accompanied by two (2) complete sets of plans, except as otherwise specified in Schedule 'B' or by the chief building official. Plans shall be drawn to scale, on paper, or other durable material, shall be legible, and where required to be prepared under the *Architect's Act* or *Professional Engineer's Act*, shall be professionally prepared.

Without limiting the foregoing, the plans shall include working drawings, a site plan and information to identify the precise location of the lands affected by the permit as identified in Schedule 'B' to this By-law unless otherwise specified by the chief building official. The site plan referred to above shall include the information set out in Schedule 'B' to this by-law.

5. APPLICATION AND PERMIT FEES

5.1 Fees for filing an application, fees for any class of permit and fees for maintenance inspections shall be as set out in Schedule 'A' attached to and forming part of this By-law and are due and payable upon submission of a complete application for a construction, demolition or change of use permit, unless otherwise specified by the chief building official. Where fees are due and are unpaid, the chief building official may refuse to issue the permit. For a conditional permit, the permit may be paid for the complete project or for the actual component or part of the building for which the permit is issued.

5.2 Fees for an application, fees for any required permits and fees for maintenance inspections shall be deemed to have been calculated on the basis of full cost recovery for the building service and shall include both the direct and indirect costs of the administration and enforcement of the Act. Without limiting the foregoing this shall include plan review, field inspections, clerical support and overhead costs of the building department and other building department related support services.

Section 5.2 shall not be deemed to limit the authority set out in Section 7.2 of this by-law should additional costs be incurred by the Corporation.

5.3 Fees as set out in Schedule 'A' are calculated as a flat fee, a flat fee based on a specified floor area or a combination of a minimum flat fee plus a graduated fee for the amount of floor area that exceeds the specified floor area.

5.4 Fees shall be calculated by the chief building official.

5.5 Where the fees payable in respect of an application for a construction, demolition or conditional permit are based on the floor area of the building and the type of occupancy. For a change of use permit, the fees shall be based on the floor area of all storeys or floor space which is subject to the change of use.

5.6 Fees which are due and unpaid may be added to the tax roll at the discretion of the treasurer and may be collected in like manner to taxes pursuant to the provisions of Section 398 of the *Municipal Act, 2001*.

5.7 A refundable deposit as set out in Schedule 'A' shall be paid upon submission of a complete application for construction and shall be refunded at the sole discretion of the chief building official once an occupancy permit has been issued or where occupancy is deemed to meet the requirements of the Building Code Act.

6. REFUNDS

6.1 In the case of the withdrawal of an application or abandonment of all or a portion of the work, or the non-commencement of any project, and upon request, the chief building official shall

determine the amount of the paid permit fees that may be refunded to the owner, if any, in accordance with Schedule 'A' to this By-law. The calculation of the amount of the refund by the chief building official shall be final.

7. NOTICE REQUIREMENTS FOR INSPECTIONS

7.1 A person to whom a permit is issued shall give notice of readiness for inspection to the chief building official or appointed designate at least 48 hours or two business days prior to a mandatory inspection or any other inspection that may be requested by the chief building official as set out in Schedule 'D' attached to and forming part of this By-law.

7.2 At the sole discretion of the chief building official, where the owner or authorized agent gives notice for a specific inspection of any building, lot or parcel of land and the inspection cannot be properly carried out due to unfinished work, or the inspection is broken down into multiple inspections due to the phasing or complexity of the building, or the inspection is requested to be performed outside of the regular office hours of the Corporation, the owner shall be responsible for the Corporation's additional costs, as specified in Schedule 'A' attached to and forming part of this By-law. Such additional fees shall be termed 'Inspection Fees' and shall be due and payable to the Treasurer of the Corporation upon demand.

8. PRESCRIBED FORMS

The forms prescribed for use as applications for permits, for orders, for permits, for inspection reports and administrative matters shall be as set out in Schedule 'C' attached to and forming part of this By-law.

This by-law shall not be deemed to limit the use of any form which is prescribed by provincial regulation notwithstanding that the form it is not listed or is a revised or updated form from the forms set out in Schedule 'C' to this by-law.

9. AS CONSTRUCTED PLANS

9.1 The chief building official may require that a set of plans of a building or project or any class of buildings be filed with the chief building official or appointed designate upon completion of construction under such conditions as may be prescribed in the *Building Code*.

10. ANNUAL REPORT AND RESERVE FUND

10.1 The Treasurer is hereby directed to prepare an Annual Report which shall enumerate the direct and indirect costs of delivering building services related to the administration and enforcement of the *Building Code Act* for the previous fiscal year (12 month period). The said report shall also set out the amount of the reserve fund at the end of the previous fiscal year. The Annual Report shall be submitted to Council no later than three months after the end of the previous fiscal year.

- 10.2 For the purposes of this By-law, the fiscal year of the municipality shall be as prescribed by the *Municipal Act*.
- 10.3 A cost stabilization reserve fund is hereby established for the purposes of setting aside surplus revenues from building permit fees. The reserve fund shall be used exclusively for the operation of the building department of the Corporation for any subsequent fiscal year or fiscal years. The Treasurer is hereby directed to maintain all records related to the reserve fund.

11. TRANSFER OF PERMITS

- 11.1 The transfer of a permit shall be permitted when there is a change of ownership of the lands affected by the permit provided that the new owner informs the chief building official in writing that he/she has assumed responsibility for engaging the services of any contractor, design professional or other service required to complete work authorized under a permit or permits.
- 11.2 Where a transfer of a permit has occurred and a refund is requested, it may only be requested by the current owner and any such funds will be returned to the current owner. Where a transfer of a permit has not occurred and a refund is requested, it may only be requested by the owner of the permit and such funds will be returned to the person identified on the permit.

12. APPOINTED DESIGNATE

- 12.1 This by-law shall not be deemed to limit the appointment of a designate who may perform or execute any authority of the chief building official where authorized by the *Building Code Act*, provided such designate, where required, is duly appointed by by-law under the *Building Code Act*.

13. VALIDITY

- 13.1 Should any Section or part of a Section of this By-law or schedules hereto be declared by a court of competent jurisdiction to be invalid, the same shall not affect the provisions of this By-law as a whole or any part other than the part declared to be invalid.

14. OTHER BY-LAWS, LICENSES, PERMITS AND REGULATIONS

- 14.1 Nothing in the By-law shall exempt any person from complying with the requirements of any other By-law in force within the limits of the Corporation, or from applying for and obtaining any permit, license, permission, authority or approval required by this or any other By-law or regulation of the Corporation or any other law in force from time to time.

15. CONFLICT

- 15.1 In the event of a conflict between this By-law and any amendments thereto, and any general or special By-law, legislation or regulation, the most restrictive legislation, regulation or other By-law shall prevail.

16. PENALTY

- 16.1 Every person or corporation who contravenes any provision of this By-law is guilty of an offence and upon conviction under the provisions of the *Provincial Offences Act* is liable to a fine and/or other penalty imposed under Section 36 of the Act.

17. REPEAL

- 17.1 Any By-laws, or amendments thereto passed under Section 7 of the Act, or its predecessor, are hereby repealed.

18. EFFECTIVE DATE

- 18.1 This By-law shall take effect from the date of passage by Council, subject to the provisions of the Act.

Read a first and second time this _____ day of _____, 2008.

Read a third time and adopted this _____ day of _____, 2008.

Mayor

Clerk

Certified that the above copy is a true copy of By-law No. 20-2008 as enacted and passed by the Council of the Corporation of the Municipality of Bluewater on the _____ day of _____, 2008.

Clerk

SCHEDULE 'A' TO BY-LAW NO. 20-2008

PERMIT FEES

The fees payable by the applicant or authorized agent for a construction, demolition, change of use of conditional permit or inspection fees shall be as follows:

<u>Municipality of Bluewater – Building Permit Fee Schedule</u>	
Type, Class or Occupancy	Fee (\$)
Group 'C' - Residential: • single detached dwelling • duplex (per unit) • triplex (per unit) • double duplex (per unit) • apartment-in-a-house • townhouse (per unit) • multiple dwelling (per unit) • apartment bldg. (per unit) • all other Group 'C' occupancies (per unit or suite) (Note: fees include HVAC. Plumbing permits are separate and issued by the County of Huron and are not included in the permit fee in this Schedule.)	\$1,875/unit with a floor area up to 3,000 ft. ² . \$0.63/ft. ² for the floor area over 3,000 ft. ² . Floor area applies to finished floor area.
Group 'C' - Multiple Residential: major alterations, additions, demolitions with construction value $\geq$ \$25,000	\$1,000 with a floor area up to 3,000 ft. ² . \$0.33/ft. ² for the floor area over 3,000 ft. ² . Area applies to the unit(s) being altered.

<u>Municipality of Bluewater – Building Permit Fee Schedule</u>	
Type, Class or Occupancy	Fee (\$)
Group ‘C’: - garage - carport - accessory building - deck - open porch - alterations/additions - fire retrofitting - wood stoves/fuel burning appliances, fireplaces, chimneys - public pool/spa - trailers (park model trailer, travel trailer) - stand alone plumbing (County of Huron –see above) - stand alone HVAC - signs (per sign basis) - demolition of dwelling or accessory building - retaining wall (exceeding 1m in height) - tent/air structure Other Permits - Conditional permit - Moving permit - Change of use permit - Renewal permit	\$125/permit flat fee for certain types \$125 with a floor area up to 300 ft. ² . \$0.42/ft. ² for the floor area over 300 ft. ² .
Group ‘A’, ‘B’, ‘D’, ‘E’ ‘F’ - new construction, complete building or shell only (County of Huron –see above)	\$3,125 with a floor area up to 2,500 ft. ² . \$1.25/ft. ² for the floor area over 2,500 ft. ² .
Group ‘A’, ‘B’, ‘D’, ‘E’ ‘F’ - major additions or alterations (≥\$10,000 construction value)	\$1,125 with a floor area up to 2,500 ft. ² . \$0.45/ft. ² for the floor area over 2,500 ft. ² . Area applies to the area being altered or the area of the addition.

<u>Municipality of Bluewater – Building Permit Fee Schedule</u>	
Type, Class or Occupancy	Fee (\$)
Group ‘A’, ‘B’, ‘D’, ‘E’, ‘F’: • minor alterations/additions • stand alone plumbing(County of Huron –see above) • fire retrofitting • tent/air structure • stand alone HVAC • signs (per sign basis) • retaining wall (exceeding 1m in height) • portable classroom • elevator • solar collector	\$375 with a floor area up to 2,500 ft. ² . \$0.15/ft. ² for the floor area over 2,500 ft. ² .
Farm Buildings - new construction	\$1,125 with a floor area up to 10,000 ft. ² . \$0.11/ft. ² for the floor area over 10,000 ft. ² .
Farm Buildings - additions, alterations, accessory buildings	\$375 with a floor area up to 10,000 ft. ² . \$0.04/ft. ² for the floor area over 10,000 ft. ² .
Communication Tower/facility, silo, wind turbine	\$375 flat fee
Non-Residential demolitions	\$375 flat fee
On-Site Sewage System • Class 2, 3, 4 or 5 sewage systems	\$375 flat fee for new and replacement \$125 flat fee for alterations, repairs, additions
Occupancy Permit – Refundable Deposit shall be in addition to any other applicable fee	\$1,000/unit for dwellings \$150 for all other buildings/structures
Additional ‘Inspection Fees’ (Section 7.2)	\$75/inspection

REFUNDS

1. No refund shall be given for an inspection fee, or fees for a conditional, or change of use permit.
2. No refund shall be given for permits or inspections valued at \$100 or less.
3. Where a permit fee has been paid pursuant to this By-law, fees may be refunded based on the following formula and to Section 6.1 of this By-law:

a) Construction or Demolition Permit

- i) 80% where the application is withdrawn or only administrative functions have been performed;
- ii) 70% if administration and zoning review functions have been performed;
- iii) 45% if administrative, applicable law compliance and plans examination functions have been performed;
- iv) 35% if the permit has been issued and the application is withdrawn or construction does not commence, or no field inspections have been carried out;
- v) 5% shall additionally be deducted for each field inspection that has been performed after the permit has been issued.

b) Sewage Permits

- i) 50% if the permit has been issued and no field inspections have been performed subsequent to permit issuance.

c) Occupancy Permits

- i) 100% upon issuance upon the issuance of a construction permit and shall be refunded at the sole discretion of the Chief Building Official once an occupancy permit has been issued or where occupancy is deemed to meet the requirements of the Building Code Act.

SCHEDULE 'B' TO BY-LAW NO. 20-2008

PLANS, DRAWINGS AND SITE PLAN

Except as otherwise authorized by the chief building official, the following list of plans, working drawings and site plan information, shall be submitted with an application:

1. Site plan showing the true dimensions and/or legal description (referenced to an up-to-date survey) of the lot to be built upon or otherwise used, all lot boundaries and survey monuments and stakes, the proposed or existing location and dimensions of all buildings, structures and setbacks from all property lines and the shoreline of a water body, where applicable, the height (or number of storeys) of all buildings, the illustration of all major topographic or other features on or abutting the lot such as water bodies, slopes, roads, utility corridors and easements, landscaping (natural vegetation cover or planted), loading and parking spaces, lot area and building coverage, existing contours of the land and proposed new contours or grading, if alterations to the grade are proposed, the proposed final lot grading plan, showing the geodetic elevation (where available) of the final grade at lot corners and adjacent to any buildings and structures. The lot grading plan shall comply with any applicable site plan and subdivider's lot grading plan required under Sections 41 or 51 of the *Planning Act* or as may be required under the *Drainage Act*, a north arrow, scale, civic address and lot and block, plan or concession number.
2. Floor Plans
3. Foundation plans
4. Framing plans
5. Reflected ceiling plans
6. Sections and details
7. Building elevations
8. Electrical drawings
9. Heating, Ventilation and Air Conditioning Drawings
10. Plumbing Drawings
11. Fire Alarm and Sprinkler Plan
12. The number of copies of plans to be submitted with an application shall be as follows:
 - a) Two (2) copies of site plans for buildings regulated under Part 9;
 - b) Three (3) copies of site plans for buildings regulated under Part 3;
 - c) Two (2) copies of architectural drawings for buildings regulated under Part 9;
 - d) Three (3) copies of architectural drawings for buildings regulated under Part 3;
 - e) Two (2) copies of structural plans for buildings regulated under Part 9;
 - f) Three (3) copies of structural plans for buildings regulated under Part 4;
 - g) Two (2) copies of mechanical and electrical drawings for buildings regulated under Part 6 or Part 9;
 - h) One (1) copy of specifications and soils reports, if required.

SCHEDULE ‘C’ TO BY-LAW NO. 20-2008

PRESCRIBED FORMS

The following forms constitute the forms used by the Corporation of the Municipality of Bluewater in the administration of the Building Code Act:

Form 1	Application Form
Form 2	Building Permit
Form 3	Sewage System Permit
Form 4	Order Requiring Tests and Samples
Form 5	Stop Work Order
Form 6	Order to Uncover
Form 7	Order to Comply
Form 8	Order Not to Cover or Enclose
Form 9	Occupancy Permit
Form 10	Inspection Report

SCHEDULE 'D' TO BY-LAW NO. 20-2008

INSPECTIONS

Notice of readiness to inspect shall be given to the chief building official for the following inspections unless otherwise stipulated by the chief building official:

1. of the commencement of the construction of the building,
2. of the readiness to construct the footings,
3. of the substantial completion of the footings and foundations prior to commencement of backfilling,
4. where the building is within the scope of Part 9, of the substantial completion of:
 - A. structural framing,
 - B. insulation and vapour barriers, and
 - C. ductwork and piping for heating and air-conditioning systems,
5. where the building is within the scope of parts of this Code other than Part 9, of the substantial completion of:
 - A. structural framing of each storey,
 - B. insulation and vapour barriers, and
 - C. roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment,
6. of the commencement of the construction of:
 - A. masonry fireplaces and masonry chimneys,
 - B. factory-built fireplaces and allied chimneys,
 - C. stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys,
7. of the substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
8. of the substantial completion of interior finishes and heating, ventilating, air-conditioning and air-contaminant extraction equipment,
9. of the substantial completion of exterior cladding, fire access routes and site grading,
10. of the completion of construction and installation of components required to permit occupancy by Division C, Part 1, Subsection 1.3.3.,
11. of the readiness for inspection and testing of:
 - A. building sewers and building drains,
 - B. water service pipes,
 - C. drainage systems and venting systems,
 - D. water distribution system, and
 - E. plumbing fixtures and plumbing appliances, and
12. of the completion and availability of drawings of the building as constructed.
13. Re-inspection of any phase of construction not completed as specified above, or where an inspection revealed non-compliance with the Building Code, or where any other circumstance set out in Section 7.2 of this By-law applies.