

BY-LAW NUMBER 48 OF 2006
OF THE CITY OF SARNIA

A by-law under the Building Code Act, 1992, as amended respecting permits for construction, demolition, and change of use or transfer of permits, inspections and related matters.

WHEREAS Section 7 of the Building Code Act, 1992, as amended authorizes, a municipal council to pass by-laws concerning the issuance of permits, the performance of inspections, and related matters;

THE COUNCIL ENACTS AS FOLLOWS:

1. SHORT TITLE

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

2. DEFINITIONS

In this By-Law;

- (a) “Act” means the Building Code Act, 1992 as amended.
- (b) “Chief Building Official” means the Chief Building Official appointed under this By-Law, and includes any “Acting Chief Building Official” appointed pursuant to the Interpretation Act, R.S.O. 1990, c. I.11 as the “holder of the office for the time being”;
- (c) “Alternate Chief Building Official” means a deputy Chief Building Official appointed pursuant to the Interpretation Act R.S.O. 1990, c. I.11 with all the powers, duties and authorities of the Chief Building Official for all purposes, from time to time, in the event of the absence or inability to act as the Chief Building Official.
- (d) “Applicant” means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner’s behalf.
- (e) “Building Code” means the Building Code established by regulation under the Act.
- (f) “Form” means any applicable form prescribed by the Province of Ontario or the Corporation of the City of Sarnia;
- (g) “Owner” in respect of the property on which the construction or demolition will take place, includes the registered owner of the land and a lessee, a mortgagee in possession.
- (h) “Permit” means permission or authorization given in writing by the Chief Building Official to perform work regulated by the Act and Building Code and this By-law, or to change the use of a building or part of a building, or to occupy a building or part thereof prior to its completion as regulated by the Act.

3. CLASSES OF PERMITS

*BLW 77/10 repealed
Schedule “A” see
Paragraph 10(1)*

Classes of permits required for construction, demolition, or change of use of buildings, and the fees for such permits are set out in Schedule “A” to this by-law.

4. BUILDING PERMIT APPLICATIONS

- (1) To obtain a permit, an applicant shall file with the Chief Building Official, an application in writing in the prescribed form containing all applicable information required by the form and such additional information as may be required by this By-Law.
- (2) Every application for a permit shall, in addition to meeting all other application requirements set out in this By-Law, the Building Code, and the Act:
 - (a) Identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
 - (b) Include the legal description, the municipal address and where appropriate the unit number of the land on which the work is to be done;
 - (c) Be accompanied by complete plans and specifications as described in this by-law for the work to be covered by the permit and show the occupancy classification of all parts of the building;
 - (d) Fee is not required upon submission of application for a permit.
 - (e) Be accompanied by any documents relied upon by the applicant as proof compliance with other applicable law as defined in the Act and the Building Code;
 - (f) State the names, addresses and telephone numbers of the owner, applicant, architect, engineer or other design, and the constructor or person hired to carry out the construction or demolition, as the case may be;
 - (g) When Section 2.3 of the Building Code applies, be accompanied by a signed acknowledgement of the owner on a form prescribed in Schedule “D”, to this by-law, that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
 - (h) When Section 2.3 of the Building Code applies, be accompanied by a signed statement of the architect or professional engineer, or both, on a form prescribed in Schedule “D”, undertaking to provide general review of the construction or demolition of the building;
 - (i) Include, where applicable, the applicant’s registration number where an applicant is a builder as defined in the Ontario New Home Warranties Plan Act; and
 - (j) Be signed by the applicant who shall certify as to the truth of the contents of the application.
3. Every owner of property shall obtain, where applicable, from the appropriate authority, permits relating to buildings, zoning, trench street occupancy, electricity, highways, and all other permits excavations, sewers, watermains, plumbing, signs, blasting, required in connection with the proposed work; shall insure that all excavations for or in connection

with buildings shall be properly guarded and protected from becoming dangerous to life or limb by the party making or causing the same to be made. Such excavations shall be sheet piled where necessary to prevent the adjoining earth from sliding or caving in on account of its own weight or from any other cause.

- (4) Where tests of any materials are made to ensure conformity with the requirements of this By-law, records of the test data, shall keep available for inspection during the construction of the building and for such a period thereafter as required by the authority having jurisdiction.
- (5) In any case where the applicant's knowledge of the location of his lot line is so meager that the Building Inspector is in doubt as to whether the building structure will be placed on the Lot in the position as shown on the plot Plan, the applicant may be refused a permit by the Chief Building Official or delegate for construction of such buildings until the owner has had his property properly surveyed.
- (6) Where an application for a permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant.
- (7) A permit shall not be required where, in the opinion of the Chief Building Official, the repair or alteration of an existing building does not exceed \$1,000.00 in cost, unless structural timbers are cut, existing stairways are closed or new stairways or chutes are opened, exits from the building are altered, or steps, concrete, bricks or masonry walls are cut away, provided that all such repairs or alterations shall comply with the intent of this By-Law.
- (8) An applicant shall submit, with any application for a building permit, details showing that where single or multi-family residential unit(s) are to be constructed, each dwelling unit has a sump pump connected to the storm sewer main adjacent to the property. Each sump pump installation shall be fitted with a backflow preventer. All work shall be completed in accordance with City of Sarnia Engineering Standards and the Plumbing Code.

5. DEMOLITION PERMITS

- (a) Where application is made for a demolition permit under Sub Section 8(1) of the Act, the application shall contain the information required by Section 4(2) of this By-law and be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric, telephone or other utilities and services on a form prescribed in Schedule "B" of this by-law.
- (b) Neither the granting of a permit nor inspections made by the authority having jurisdiction during demolition of a building shall in any way relieve the owner or demolition contractor of such building from full responsibility for carrying out the work in accordance with the requirements of this by-law.
- (c) Before commencing the demolition of any building, or any part of a building, it shall be vacated by the occupants.

- (d) Upon receipt of an application for a demolition permit or upon receipt of any information indicating that an application for a demolition permit will be made with respect to any property listed in the most current Sarnia Heritage Inventory, the Chief Building Official shall immediately inform the Secretary or designate of the Sarnia Heritage Committee of such information and shall not issue the demolition permit until 10 working days have passed from the time the Chief Building Official informs the Secretary or designate, or until receiving clearance from the Sarnia Heritage Committee Secretary or designate, whichever first occurs.
- (e) All existing gas, hydro, telephone, water, sewers or any additional services to the site shall be shut off and capped at the property line, or other appropriate location off the premises. In each case the service company involved shall be notified in advance. Confirmation of these notices will be provided by submitting a completed form (see attached form) which will be obtained from the Building Inspector indicating that all affected utilities have been so advised of the proposed demolition.
- (f) When the proposed work is the demolition or removal of a building, a certificate from the tax collector shall be provided showing all arrears of taxes are paid in full. Provided, however, that no such certificate shall be required for the demolition or removal of a building pursuant to an order or direction under the Fire Marshall's Act or other statute of the Province of Ontario or under any By-Law of the City of Sarnia with respect to standards for maintenance and occupancy of buildings.
- (g) A building permit will be issued upon the condition that all demolition work will be carried out in a safe and workman-like manner and in accordance with the requirements prescribed in the current regulations under and provisions of the Ontario Construction Safety Act.
- (h) All foundation walls shall be broken down to grade level and all combustible debris shall be removed from the premises to the satisfaction of the Chief Building Official of the City. Any excavation remaining after a building is demolished or removed shall be filled with acceptable material such as brick, stone, mortar, concrete, plaster and other non-combustible material to fill in any such excavations or depressions up to the level of 18 inches below the existing sidewalk grade and the balance to be filled with acceptable material and graded to the satisfaction of the Chief Building Official.
- (i) The site shall be raked clean and no debris of a combustible or non-combustible nature shall be left on the premises.
- (j) The site shall be graded and covered with an acceptable dust inhibiting surface treatment or material to the satisfaction of the Chief Building Official.

6. CHANGE OF USE PERMITS

- (a) Where a person proposes to change the use of a building or part of a building which would result in an increase in hazard as determined under the Building Code, even though no construction is proposed, the person must apply to the Chief Building Official for a change of use permit pursuant to the provisions of Section 10(1) of the Act.
- (b) Every application for a change of use permit issued under Section 10(1) of the Act shall be submitted to the Chief Building Official, and shall;

- i. Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- ii. Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
- iii. 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 floor plans and details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities;
- iv. Be accompanied by the required fee;
- v. State the name, address and telephone number of the owner;
- vi. Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

7. CONDITIONAL PERMITS

- (a) Under Section 8(3) of the Act, the Chief Building Official may issue a conditional permit to authorize any stage of construction even though all of the requirements of Section 8(2) of the Act have not been met provided the requirements of Sections 8(3)(a), (b), and (c) of the Act are complied with before such a conditional permit may be issued.
- (b) Where an application is made for a conditional permit under Section 8(3) of the Act, the application shall:
 - i. Contain the information required by Section 4(2) of this By-law;
 - ii. Contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require;
 - iii. State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - iv. State the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
 - v. State the time in which plans and specifications of the complete building will be filed with the Chief Building Official.

8. REVISIONS TO PERMITS

Under Section 8(12) of the Act, no person shall make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a permit was issued without notifying, filing details with and obtaining the authorization of the Chief Building Official. Notification of such changes and applications for revisions to issued permits shall be submitted in writing to the Chief Building Official.

9. PLANS AND SPECIFICATIONS

- (1) Every applicant shall furnish sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed work conforms to the Act, the Building Code, and any other applicable law.
- (2) Plans submitted shall be drawn to scale upon paper, or other suitable and durable material and shall be legible. In addition, there shall be a separate plan or set of plans to show each of the following aspects of the proposed construction: structural; architectural; electrical; and mechanical; including heating, ventilation, air conditioning and plumbing.
- (3)
 - (a) Site Plans submitted shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of the survey shall be filed with and retained by the municipality unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, the Building Code, and any other applicable law.
 - (b) Site Plans shall show:
 - i. lot size, the dimensions of property lines and setbacks to any existing or proposed buildings;
 - ii. existing and finished ground levels or grades including drainage patterns, and slopes of swales, embankments, and driveways;
 - iii. existing right-of-way, easements and municipal services; and
 - iv. proposed fire access routes and existing fire hydrant locations.
- (4) The Chief Building Official shall determine the number of plans, specifications, documents and other information required to be furnished with an application for permit having regard for the requirements of any Act, regulation or by-law respecting the examination or circulation of the application.
- (5) On completion of the construction of a building, the Chief Building Official may require a set of plans of the building as constructed, including a plan of survey showing its location.

10. FEES

BLW 77/10

- (1) ***The Applicant shall pay the fees as set out in accordance with the current City of Sarnia Fees for Service By-Law and are due and payable upon receipt of the permit.***
- (2) The fees payable in respect of an application for a construction or demolition permit issued under Section 8(1) of the Act or a conditional permit issued under Section 8(3) of the Act are based on the estimated cost of construction.
- (3) Where application is made for a conditional permit, the Chief Building Official may require that fees be paid for the complete project.

11. PERMIT REVOCATION, DEFERRAL OF REVOCATION AND TRANSFER

(1) Revocation of Permit

- (a) Prior to revoking a permit under Section 8(10) of the Act, the Chief Building Official shall give written notice of intention to revoke to the permit holder at his last known address and, if on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, subject to Section 11(2) of this By-Law, the permit shall be revoked without further notice and all submitted plans and other information may be disposed of or, at the request of the permit holder, returned as directed.
- (b) Notification under paragraph (a) above shall be served either personally or by registered mail. Where notification is by registered mail, it shall be deemed to have been served on the third business day after the day of mailing.

(2) Deferral of Revocation

- (a) On receipt of a notice of intention to revoke a permit, a permit holder may request in writing within thirty (30) days from the date thereof, the Chief Building Official to defer the revocation of such permit.
- (b) A request for deferral shall set out the reasons why the permit should not be revoked and the date by which the work will be commenced or resumed.
- (c) Having considered the circumstances of the request and having determined that there have been no changes to the Building Code and any other applicable law which would have prevented the issuance of the original permit, the Chief Building Official may allow a deferral to a prescribed date, and shall notify the permit holder.

3. Transfer of Permit

Permits are transferable only upon the new owner completing a permit application form in accordance with the requirements of Section 4(2) of this by-law and paying the required fee.

12. NOTIFICATIONS WITH RESPECT TO INSPECTIONS

- (1) The person to whom a permit has been issued under Section 8 of the Act shall give notice to the Chief Building Official of the readiness for inspection at the various stages of construction set out in Section 2.4.5.1 of the Building Code, and further listed in Schedule “E” to this by-law.
- (2) After a mandatory inspection notice has been received under Section 2.4.5.1 of the Building Code, an inspector shall undertake a site inspection in accordance with the time frames prescribed in Section 2.4.5.3., of the Building Code being:
 - Two (2) business days after the receipt of the notice.

- (3) In addition to the mandatory inspection notices prescribed in Section 2.4.5.1 of the Building Code, the owner or authorized agent shall provide the Chief Building Official with “additional notices” as set out in Section 2.4.5.2 of the Building Code by notifying the Chief Building Official or an inspector at least two (2) business days prior to each stage of construction listed in Section 2.4.5.2 of the Building Code and Schedule “E” to this by-law.
- (4) A notice pursuant to this section is not effective until written or oral notice is actually received by the Chief Building Official.

13. PRESCRIBING FORMS

- (1) The provincially prescribed forms and those prepared by the municipality under Section 7(f) of the Act prescribed for use as applications for permits are set out in Schedule “B” to this by-law.
- (2) The provincially mandated forms and those prepared by the municipality under Section 7(f) of the Act prescribed for use as orders and for inspection reports are set out in Schedule “C” to this by-law.
- (3) Notwithstanding Section 13 and Schedules “B” and “D” to this By-Law, the prescribed forms shall include any additional or amended forms that may be prescribed by the Province from time to time.

14. REGISTERED CODE AGENCIES

- (1) The City Manager is authorized to enter into and sign contracts for service agreements with registered code agencies and appoint them to perform specified functions from time to time where the use of such agencies is considered by the Chief Building Official to be necessary in order to maintain the time periods for permits prescribed in Section 2.4.1 of the Building Code.
- (2) The registered code agency may be appointed to perform one or more of the specified functions described in Section 15.15 of the Act.

15. VALIDITY

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

16. SCHEDULES

The following Schedules are attached to and form part of this by-law:

- (a) Schedule A – Classes of Permits and Fees (*BLW 77/10 repealed Sch “A”*)
- (b) Schedule B – Application Forms
- (c) Schedule C – Order Forms
- (d) Schedule D – Letter of Commitment and Undertaking from the
Owner and Engineer/Architect for general review.
- (e) Schedule E – Prescribed and Additional Notices
- (f) Schedule F – Appointment of Officers

17. EFFECTIVE DATE/REPEAL

This by-law comes into force on March 6, 2006 at which time Bylaws 21 of 1991, 113 of 1992, 65 of 1995, 191 of 1997, 42 of 1998, 75 of 1998 and 51 of 2004 will hereby be repealed.

PASSED by the Council this 24th day of April, 2006.

“Mike Bradley”

MAYOR

“Brian Knott”

CLERK

(Consolidated Copy – amended by By-Laws 83 of 2008, 77 of 2010, 71 of 2011, 66 of 2012, 91 of 2014, 13 of 2019 and 117 of 2020)

SCHEDULE “B”

- | | |
|--------|---------------------------------------|
| Form 1 | Application for a Permit to Construct |
| Form 2 | Permanent Sign Permit Application |
| Form 3 | Portable Sign Permit Application |
| Form 4 | Application for a Permit to Demolish |
| Form 5 | Application for Change of Use Permit |

| | | | |
|--------------------|--|------------------------------|--|
| Application number | | Permit number (if different) | |
| Date received | | Roll number | |

Application submitted to: _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project Information

| | | | | |
|------------------------------|-------------|--------------------------------|-------------|----------|
| Building number, street name | | | Unit number | Lot/con. |
| Municipality | Postal code | Plan number/other description | | |
| Project value est. \$ | | Area of work (m ²) | | |

B. Applicant Applicant Owner Authorized agent of owner

| | | | | |
|-------------------------|-------------|----------------------------|-------------|----------|
| Last name | First name | Corporation or partnership | | |
| Street address | | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail | |
| Telephone number () | Fax () | Cell number () | | |

C. Owner (if different from applicant)

| | | | | |
|-------------------------|-------------|----------------------------|-------------|----------|
| Last name | First name | Corporation or partnership | | |
| Street address | | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail | |
| Telephone number () | Fax () | Cell number () | | |

D. Builder

| | | | | |
|-------------------------|-------------|--|-------------|----------|
| Last name | First name | Corporation or partnership (if applicable) | | |
| Street address | | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail | |
| Telephone number () | Fax () | Cell number () | | |

E. Purpose of application

New construction
 Addition to an existing building
 Alteration/repair
 Demolition
 Conditional Permit

| | |
|------------------------------|-------------------------|
| Proposed use of building | Current use of building |
| Description of proposed work | |

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

- i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G. Yes No
- ii. Is registration required under the *Ontario New Home Warranties Plan Act*? Yes No
- iii. If yes to (ii) provide registration number(s): _____

G. Attachments

- i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

H. Declaration of applicant

(print name) _____ certify that:

- 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 2. I have authority to bind the corporation or partnership (if applicable).

Date

Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to which this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5E 2E5 (416) 585-6666.

Schedule 1: Designer Information

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

| A. Project Information | | | |
|--|--|---|----------|
| Building number, street name | | Unit no. | Lot/con. |
| Municipality | Postal code | Plan number/ other description | |
| B. Individual who reviews and takes responsibility for design activities | | | |
| Name | | Firm | |
| Street address | | Unit no. | Lot/con. |
| Municipality | Postal code | Province | E-mail |
| Telephone number () | Fax number () | Cell number () | |
| C. Design activities undertaken by individual identified in Section B. (Building Code Tab 2.2(2.1)) | | | |
| <input type="checkbox"/> House | <input type="checkbox"/> HVAC – House | <input type="checkbox"/> Building Structural | |
| <input type="checkbox"/> Small Buildings | <input type="checkbox"/> Building Services | <input type="checkbox"/> Plumbing – House | |
| <input type="checkbox"/> Large Buildings | <input type="checkbox"/> Detection, Lighting and Power | <input type="checkbox"/> Plumbing – All Buildings | |
| <input type="checkbox"/> Complex Buildings | <input type="checkbox"/> Fire Protection | <input type="checkbox"/> On-site Sewage Systems | |
| Description of designer's work | | | |
| D. Declaration of Designer | | | |
| I _____ declare that (choose one as appropriate): (print name) | | | |
| <input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____ | | | |
| <input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____ | | | |
| <input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____ | | | |
| I certify that: | | | |
| 1. The information contained in this schedule is true to the best of my knowledge. | | | |
| 2. I have authority to bind the corporation or partnership (if applicable). | | | |
| Date | | Signature of Designer | |

*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

NOTE:

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the Architects Act.

Questions or Concerns - Please Contact:
 County of Lambton - Plumbing Inspection Dept.
 Telephone: (519) 845-0801

SCHEDULE '2'

Plumbing Information

| | |
|--------------------|----------------------------------|
| Owner Name: | Address of Proposed Work: |
| Plumber: | Municipality: |

Please list the number of fixtures per floor on the following chart.

| FLOOR | Basement | 1 | 2 | 3 | 4 | Total Number | X | Fixture Units | Total Fixture Units |
|------------------------|-----------------|----------|----------|----------|----------|---------------------|----------|---------------------------------|----------------------------|
| Water closet | | | | | | | X | 4 | |
| Bath tub | | | | | | | X | 1.5 | |
| Wash basin | | | | | | | X | 1.5 | |
| Kitchen sink | | | | | | | X | 1.5 | |
| Laundry tubs | | | | | | | X | 1.5 | |
| Floor drain | | | | | | | X | 2 | |
| Showers | | | | | | | X | 1.5 | |
| Urinal | | | | | | | X | 1.5 | |
| Clothes washer | | | | | | | X | 1.5 | |
| Dish washer - domestic | | | | | | | X | .5 | |
| Other sinks | | | | | | | X | 1.5 | |
| Drinking fountain | | | | | | | X | .5 | |
| Hot water heater | | | | | | | X | | |
| Sewage Pump | | | | | | | X | | |
| Grease Interceptor | | | | | | | X | | |
| Other fixtures | | | | | | | X | | |
| TOTAL | | | | | | | | Total Fixture Unit Count | |

| | | |
|------------------------------|-------------------------|---------------------------|
| No. of Dwelling Units | R.W.L. | Water Lines |
| Soil Vent Stacks | Sanitary Lateral | Oil Interceptor |
| Catch Basin | Storm Lateral | Backflow Perventor |
| Lawn Sprinkler System | | |

 Signature

 Date

EASEMENTS AND RIGHT-OF-WAYS ON PROPERTY

ARE THERE ANY EASEMENTS OR RIGHT-OF-WAYS LOCATED ON THE PROPERTY? IF YES, PLEASE INDICATE ON THE SITE PLAN.

YES

NO

**SUPPLEMENTARY INFORMATION FOR APPLICATION
FOR PERMIT TO CONSTRUCT**

The following plans in duplicate shall be filed with this application and one set shall be retained by the Building Department.

1. A Plot Plan shall show the Lot Number, Registered Plan Number, Concession Number, Resultant Tie, Lot Dimensions, Street Name, North Arrow, the dimensions of the existing and/or proposed structure with the dimensions to the lot lines, the date, and the name and address of the Owner. If a land division is proposed a copy of the Reference Plan prepared by an Ontario Land Surveyor must accompany the plot plan. If a Plan of Survey of the subject land is in the possession or under the control of the Owner, a copy of such plan of survey must accompany the application.
2. A detailed Cross Sectional Plan from the footings to the highest point and through the complete structure;
3. Foundation Plan;
4. Floor Plans;
5. Complete Elevation Plans;
6. Proposed Grading Plan prepared by an Ontario Land Surveyor

The following Certificate by an Ontario Land Surveyor is required:

1. Certificate of Location as to vertical and horizontal location of foundation walls, before framing starts;
2. Final Grading Certificate confirming proposed grading.

Inspection Requests must be submitted to the office at least one (1) working day before inspection is to be carried out for each of the following:

1. Footing Inspection
2. Foundation Inspection
3. Framing Inspection
4. HVAC Inspection
5. Insulation Inspection
6. Occupancy Inspection
7. Final Inspection completed prior to releasing of damage and security deposit

The Owner further understands and agrees that:

1. All payments required to be made to the City of Sarnia to connect up to the Municipal Water Supply shall be paid at the time the Building Permit is issued;
2. The Permit shall be kept posted and protected in a conspicuous place at the Project Site;
3. Change in Plans without the approval of the Chief Building Official is prohibited;
4. A Separate Application is required to occupy a City street, sidewalk, curb or roadway and any costs to the City for damages to them or other municipally owned property will be paid by the Owner to the City of Sarnia;
5. No work on City property shall be undertaken without the approval of the City Engineer;
6. No open air burning of material is permitted;
7. All Plumbing must be in accordance with the current plumbing requirements of the Ontario Building Code respecting Plumbing;
8. All welding in building constructed shall be in accordance with Canadian Standards Association requirements;
9. This application must be made by, and signed by, the Owner or Agent of the Subject Lands;
10. Municipal Water Corporation Stops must be workable and visible to the Inspector and at grade level prior to the release of the Security Deposit;
11. Exterior House Sewer Lateral cleanout covers must be of cast iron or steel construction and at grade level prior to release of the Security Deposit;
12. Water Meters must be installed and in working order before Occupancy Inspection.
13. Electrical Safety Authority is to be contacted for electrical services.

The Owner or Agent hereby applies for a Permit to construct according to the plans and specifications (including Plot Plans) herewith submitted and agrees to comply with all applicable laws and regulations, including the Ontario Building Code. It is expressly understood and agreed that the issuing of a Permit does not relieve the Owner or Agent from complying with all applicable laws and regulations although not called for in the specifications or shown on plans submitted. The Owner or Agent further agrees that if the permit issued is revoked for any irregularity or non-conformity with the said laws or regulations or variations from the plans and specifications submitted herewith, the Owner or Agent shall have no claim or cause of action against the City for same, or the results thereof, including, without limited the generality of the foregoing, the necessity of repairing, demolishing or taking any other steps in relation to the property of the work done thereon. The Owner or Agent further agrees, at all times, to indemnify the Corporation from any and all claims for damages to persons or properties, including costs of repairs to or replacement of sidewalks, trees, curbs, gutters or lawns arising out of any or all acts or work being done in connection with the work outlined herein.

The City may use the security and damage deposit or any part of it to cover the cost of doing or causing to be done anything that should be completed in connection with this application. The Owner/Applicant shall be entitled to payment of all or part of the security and damage deposit after the final inspection has been approved.

The City may use the damage and security deposit or any part of it to cover the cost of repairing any damage to Municipal Services (sidewalks, curbs, landscaping, etc.), adjacent to the lot for which this permit has been issued. The Owner/Applicant shall be entitled to payment of all or any part of the security and damage deposit after the Final Inspection has been approved.

If Municipal water and/or sewage disposal is not available, I attach a County of Lambton Certificate certifying septic tank approval.

It is the applicant's responsibility to make certain that any work undertaken in connection with this application does not interfere with any sewage disposal system without the approval of the County of Lambton Plumbing Department.

Septic Certificate: _____
 Plumbing Permit: _____
 Type of Heating Unit: _____
 Water Meter Size _____

Permit Fee: _____
 Development Charge: _____
 Debenture Charge: _____
 Security & Damage Deposit: _____
 Water Meter Charge: _____
 Water Fee Charge: _____
 Engineering Lot Grading Review: _____
 Fire Department Review: _____
 TOTAL: _____

BUILDING PERMIT

Date: _____

In the terms of the above application and declaration, a permit is herein granted, subject to immediate cancellation for failure to carry out the above specifications.

 CHIEF BUILDING OFFICIAL



Schedule "B" - Form 2
 Permanent Sign Permit Application

Planning & Building Department
 255 North Christina Street
 P.O. Box 3018 Sarnia, ON N7T 7N2
 Telephone: (519) 332-0330
 Fax (519) 332-0776

**PERMANENT
 SIGN PERMIT
 APPLICATION**

PERMIT FEE:
 \$

CITY OF SARNIA

ALL REQUESTED INFORMATION MUST BE
 PROVIDED TO PROCESS THIS APPLICATION

BUSINESS INFORMATION

BUSINESS NAME:-

ADDRESS:-

Postal Code

Phone #: ()

Fax #: ()

SIGN INSTALLER INFORMATION

COMPANY NAME:-

ADDRESS:-

Postal Code

Phone #: ()

Fax #: ()

PROPERTY OWNER INFORMATION

OWNER'S NAME:-

ADDRESS:-

Postal Code

Phone #: ()

Fax #: ()

SIGN SPECIFICATIONS

SIGN TYPE:

FASCIA/CANOPY ROOF PROJECTING BILLBOARD FREESTANDING

NOTES:

- (1) Engineered drawings are required for:
 - a) freestanding signs over 7.5 metres high;
 - b) roof signs and billboard signs that have any face that is more than 10m² (108 ft²);
 - c) a projecting sign which weighs more than 115 kg (254 lbs.)
- (2) A projecting sign shall not be attached or fastened in any manner to a parapet wall unless designed by an Architect/Engineer
- (3) Attach two (2) copies of site plan and sign design drawing(s), drawn to scale

SIGN DIMENSIONS:

WIDTH: _____ HEIGHT: _____ SIGN AREA: _____
 PROJECTION: _____ CLEARANCE: _____

IN CONSIDERATION OF THE GRANTING OF THIS PERMISSION APPLIED FOR, I HEREBY AGREE TO INDEMNIFY AND KEEP HARMLESS THE CITY OF SARNIA AGAINST ALL CLAIMS, LIABILITIES, JUDGMENTS, COSTS AND EXPENSES OF WHATEVER KIND, WHICH MAY IN ANY WAY ACCRUE AGAINST THE SAID CITY IN CONSEQUENCE OF, AND INCIDENTAL TO, THE GRANTING OF THIS PERMIT, AND I AGREE TO PAY THE COST OF REPAIRING ANY DAMAGE TO MUNICIPAL PROPERTY BY REASON OF THE SIGN INSTALLATION FOR WHICH THIS PERMIT IS APPLIED FOR, AND I AGREE TO CONFORM TO ALL REQUIREMENTS OF THE SIGN BY-LAW IN THE CITY OF SARNIA, AND I FURTHER ACKNOWLEDGE THAT THE CITY ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.

SIGNATURE OF OWNER OR AUTHORIZED AGENT

Date

PRINT NAME AND COMPANY REPRESENTED

Date

FOR OFFICIAL USE ONLY

DATE APPLICATION SUBMITTED:

SIGN PERMIT #:

BUILDING OFFICIAL SIGNATURE

DATE



Schedule "B" - Form 3
Portable Sign Permit Application

Planning & Building Department
255 North Christina Street
P.O. Box 3018 Sarnia, ON N7T 7N2
Telephone: (519) 332-0330
Fax (519) 332-0776

**PORTABLE
SIGN PERMIT
APPLICATION**

PERMIT FEE:
\$

CITY OF SARNIA

ALL REQUESTED INFORMATION MUST BE PROVIDED TO PROCESS THIS APPLICATION

| | | | | | | |
|--|------------------------------------|--------------|-----------------------|--|--------------|-----------|
| START OF DISPLAY LOCATION | Date: | | END OF DISPLAY | | Date: | |
| | Street No. | | Street Name | | Unit # | |
| PROPERTY OWNER | Name:- | | | | | |
| | Street No. | | Street Name | | Unit # | |
| TENANT OR OCCUPANT FOR WHICH THE SIGN WILL BE DISPLAYED | Lot/Block | | | | | Plan/Con. |
| | Reference Plan No. (if applicable) | | | | | Phone # |
| PORTABLE SIGN CONTRACTOR/SUPPLIER | Name:- | | | | | Phone # |
| | Street No. | | | | | Phone # |
| ADDRESS:- | | | | | | |
| Postal Code | | Phone #: () | | | Fax #: () | |

New Application Yes or Renewal
If Renewal, Previous Application No. _____
If Yes, Please attach an appropriate plot plan. (see example attached)

Site Plan on Property? Yes No
If Yes, Site Plan registration # _____

APPLICANT'S DECLARATION

I _____ of the City of _____ do hereby declare the following:

1. THAT I am the property owner/tenant as stated above
 the owner/tenant authorized agent
 an officer/employee of _____ which is an authorized agent of the owner/tenant
2. THAT the statements made and the information provided herein are true and correct and are made and provided with the knowledge of the circumstances relating to this application.
3. THAT I know of no reason why a permit should not be granted to this application.

APPLICANT'S SIGNATURE _____ **Date** _____

| | | |
|--|--|--|
| FOR OFFICE USE ONLY | | |
| EXPIRY DATE: | | REVIEWED BY: |
| NO. OF PERMITS ISSUED THIS YEAR | | NO. OF EXISTING SIGNS ON THE PROPERTY |
| EXPIRY DATE OF LAST PERMIT ISSUED | | ANY PREVIOUS VIOLATIONS |

CORPORATION OF THE CITY OF SARNIA
P.O. Box 301E Sarnia, ON N7T 7N2
Telephone: (519) 332-0330, Ext. 301
Fax: (519) 332-0776

Schedule "B" - Form 4
Application for a Permit to Demolish
Application for a Permit to Demolish
This form is authorized under the Building Code Sentence 2.4.1.1A.(2)

| | |
|--------------------|---|
| Application number | Form used by: <input type="checkbox"/> Principal / <input type="checkbox"/> Authority |
| Date received | Permit number (if different) |
| | Form number |

Application submitted to: _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project Information

| | | | |
|------------------------------|-------------|--------------------------------|----------|
| Building number, street name | | Unit number | Lot/con. |
| Municipality | Postal code | Plan number/other description | |
| Project value est. \$ | | Area of work (m ²) | |

B. Applicant Applicant is: Owner Authorized agent of owner

| | | | |
|-------------------------|-------------|----------------------------|----------|
| Last name | First name | Corporation or partnership | |
| Street address | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail |
| Telephone number () | Fax () | Cell number () | |

C. Owner (if different from applicant)

| | | | |
|-------------------------|-------------|----------------------------|----------|
| Last name | First name | Corporation or partnership | |
| Street address | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail |
| Telephone number () | Fax () | Cell number () | |

D. Builder

| | | | |
|-------------------------|-------------|--|----------|
| Last name | First name | Corporation or partnership (if applicable) | |
| Street address | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail |
| Telephone number () | Fax () | Cell number () | |

E. Purpose of application

New construction
 Addition to an existing building
 Alteration/repair
 Demolition
 Conditional Permit

| | |
|--------------------------|-------------------------|
| Proposed use of building | Current use of building |
|--------------------------|-------------------------|

Description of proposed work

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

- i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G. Yes No
- ii. Is registration required under the *Ontario New Home Warranties Plan Act*? Yes No
- iii. If yes to (ii) provide registration number(s): _____

G. Attachments:

- i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

H. Declaration of applicant:

I, _____ (print name) _____ certify that:

- 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 2. I have authority to bind the corporation or partnership (if applicable).

_____ Date _____ Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to which this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5E 2E5 (416) 585-6666.

DEMOLITION INFORMATION

TYPE OF BUILDING TO BE DEMOLISHED: _____

SIZE OF BUILDING: _____

ESTIMATED COST: _____ PERMIT FEE: _____

The applicant is to phone or contact each of the following companies to disconnect their services and have a representative sign below:

Bell Canada 383 - 8298
211 Lochiel St. Contact: Georgina McCaw

Bluewater Power 337 - 8201
855 Confederation Street (for Water & Hydro)

Union Gas 1-888-325-5587
Contact: Colleen McIlmoyle ext. 147

Sarnia Fire Department
240 East Street 332-1122

Tax Department
City Hall, 1ST Floor 332-0330, ext. 338

Chief Building Official
City Hall, 3RD Floor 332-0330, ext. 270

It is expressly understood and agreed that the issuing of a permit does not relieve the Owner or Agent from complying with all said laws and regulations although not called for in the specifications or shown on plans submitted. The Owner or Agent further agrees that if the permit issued is revoked for any irregularity of non-conformity with the said laws or regulations or variation from the plans and specifications submitted herewith, the Owner or Agent shall have no claim or cause of action against the City for same, or the results thereof, including, without limiting the generality of the foregoing, the necessity of repairing, demolishing or taking any other steps in relation to the property of the work done thereon. The Owner or Agent further agrees, at all times, to indemnify the Corporation from any and all claims for damages to persons or properties, including costs of repairs to or replacement of sidewalks, trees, curbs, gutters or lawns arising out of any or all acts or work being done in connection with the work outlined herein.

I certify that I have knowledge of the particulars contained in this application and they are fully and truly stated to the best of my knowledge and belief. I certify that I have authority to sign this Application and this said Application is executed in a manner binding upon the Owner.

This application shall be read with all changes of gender or number required by the context.

Date: _____ Owner or Agent: _____

- Note (1) Trees and sidewalks are considered to be in good condition unless shown to be otherwise by applicant.
- Note (2) All demolition work is to be carried out in a safe and workmanlike manner and in accordance with the requirements prescribed in the current regulations under the Occupational Health and Safety Act.
- Note (3) The site shall be raked clean and no debris of combustible or non-combustible nature shall be left on the premises.
- Note (4) Where the following conditions occur the applicant shall ensure that a professional engineer is responsible for field review of the demolition project; where the structure includes pre-tensioned or post-tensioned members; where it is proposed that the demolition will extend below the level of the footings of any adjacent building and occur within the angle of repose of the soil drawn from the bottom of such footings; where explosives or a laser are to be used during the course of demolition.

(Consolidated Copy – amended by By-Laws 83 of 2008, 77 of 2010, 71 of 2011, 66 of 2012, 91 of 2014, 13 of 2019 and 117 of 2020)

SCHEDULE “C”

- | | |
|--------|-----------------------------------|
| Form 1 | Order To Comply |
| Form 2 | Order Not to Cover or Enclose |
| Form 3 | Order to Uncover |
| Form 4 | Stop Work Order |
| Form 5 | Order Requiring Tests and Samples |

Principal Authority/Registered Code Agency Identification
Name, Address, Telephone No, Building Code Identification Number

Order to Comply

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

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1.

3.

2.

4.

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

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

| Item | Reference | Description and location | Required action and compliance date |
|------|-----------|--------------------------|-------------------------------------|
| | | | |
| | | | |
| | | | |

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone no. _____

Contact name (optional) _____

Contact tel. number (optional) _____

Notes:

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

Principal Authority/Registered Code Agency Identification
 Name, Address, Telephone No, Building Code Identification Number

Order Not to Cover or Enclose
 Pursuant to Subsection 13(1) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies: _____

Application/Permit Number: _____

Order issued to (name and address):

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

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

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

| Item | Description of area not to cover or enclose |
|------|---|
| | |
| | |
| | |

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone no. _____

Contact name (optional) _____

Contact tel. number (optional) _____

Note:

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

Principal Authority/Registered Code Agency Identification
Name, Address, Telephone No, Building Code Identification Number

Order to Uncover

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

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

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

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

- The part was covered or enclosed contrary to an Order Not to Cover number _____ dated _____;
- The notice was not given in the time prescribed by local by-law or regulation made under clause 7.(e) of the *Building Code Act, 1992*;
- A reasonable time was not allowed after the notice was given for an inspection to be carried out; or
- The part has been constructed without a permit being issued.

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

Description of area to uncover:

Order issued by:

| | |
|-------------------------------|--------------------------------------|
| Name _____ | BCIN _____ |
| Signature _____ | Telephone no. _____ |
| Contact name (optional) _____ | Contact tel. number (optional) _____ |

Note:

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

Principal Authority/Registered Code Agency Identification
Name, Address, Telephone No, Building Code Identification Number

Stop Work Order

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

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies: _____

Application/Permit Number: _____

Order issued to (name and address):

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

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

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

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

| Item | Details |
|------|---------|
| | |
| | |
| | |

Order issued by:

Name _____ BCIN _____
 Signature _____ Telephone no. _____
 Contact name (optional) _____ Contact tel. number (optional) _____

Notes:

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

Principal Authority/Registered Code Agency Identification
Name, Address, Telephone No, Building Code Identification Number

Order Requiring Tests and Samples

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

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

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

Description of required tests and samples

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

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

| Item | Reference | Test and sample required |
|------|-----------|--------------------------|
| | | |
| | | |
| | | |

Order issued by:

Name _____ BCIN _____
Signature _____ Telephone no. _____
Contact name (optional) _____ Contact tel. number (optional) _____

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

(Consolidated Copy – amended by By-Laws 83 of 2008, 77 of 2010, 71 of 2011, 66 of 2012, 91 of 2014, 13 of 2019 and 117 of 2020)

SCHEDULE “D”

Form 1 Commitment to General Review by Architect and Engineer

APPENDIX 3. EABO STANDARD GENERAL REVIEW COMMITMENT FORM

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Part A - Owner's Undertaking

Project Description:

Permit Application No.

Address of Project:

Municipality:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;
 NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:
 1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
 2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
 3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

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

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:
 (or officer of corporation)

Print Name:

Fax:

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name: _____ Signature: _____ Print Name: _____

Telephone: _____ Fax: _____ Address: _____

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name: _____ Signature: _____ Print Name: _____

Telephone: _____ Fax: _____ Address: _____

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name: _____ Signature: _____ Print Name: _____

Telephone: _____ Fax: _____ Address: _____

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name: _____ Signature: _____ Print Name: _____

Telephone: _____ Fax: _____ Address: _____

EABO Standard form/Endorsed by OAA, PEO and Ontario Building Officials Association

SCHEDULE “E”

**NOTICES AND INSPECTIONS
(prescribed by Building Code and Municipality)**

Notices and Inspections (prescribed in Section 2.4.5.1 of the Building Code):

- (a) readiness to construct footings,
- (b) substantial completion of footings and foundations prior to commencement of backfilling,
- (c) substantial completion of structural framing and ductwork and piping for heating and air-conditioning systems, if the building is within the scope of Part 9,
- (d) substantial completion of structural framing and roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause (c) applies,
- (e) substantial completion of insulation, vapour barriers and air barriers,
- (f) substantial completion of all required fire separations and closures;
- (g) substantial completion for occupancy,
- (h) final inspection.

BLW 117/20

SCHEDULE “F”

APPOINTMENT OF OFFICERS

The persons named in Schedule “F” are hereby appointed to the offices indicated thereon for the purposes of enforcement of the Building Code Act, the Building Code and this By-Law. For the sake of clarity, the Chief Building Official shall be the Chief Building Official designated in Schedule “F” and where the Chief Building Official is not available, the Alternate Chief Building Official will have all the authority of the Chief Building Official. In the absence of both the Chief Building Official and the Alternate Chief Building Official, the Senior Building Inspector with the most seniority shall be the Acting Chief Building Official for the purpose of issuing building permits under the Building Code Act.

| | |
|--|---|
| <i>Chief Building Official</i> | <i>Corrine Nauta</i> |
| <i>Alternate Chief Building Official</i> | <i>Brianne Anic</i> |
| <i>Senior Building Inspector</i> | <i>Lakhmir Gill</i> |
| <i>Building Inspector</i> | <i>Ryan Mortensen</i> |
| <i>Building Inspector</i> | <i>Brianne Anic</i> |
| <i>Building Inspector</i> | <i>as appointed by Lambton County Building Services</i> |
| <i>By-Law Enforcement Officer</i> | <i>Adam MacDonald</i> |
| <i>Fire Prevention Officer</i> | <i>Roel Bus</i> |
| <i>Fire Prevention Officer</i> | <i>Pete Aalbers</i> |

(Consolidated Copy – amended by By-Laws 83 of 2008, 77 of 2010, 71 of 2011, 66 of 2012, 91 of 2014, 13 of 2019 and 117 of 2020)

Explanatory Note

By-Law No. _____ of 2006 is a by-law under the Building Code Act, 1992, as amended, respecting permits for construction, demolition and change of use or transfer of permits, inspection and related matters.

BY-LAW NUMBER 48 OF 2006

OF THE CITY OF SARNIA

“Building By-law of the City of Sarnia”

READINGS:

FIRST: APRIL 24, 2006

SECOND: APRIL 24, 2006

THIRD: APRIL 24, 2006

THE CORPORATION OF THE
CITY OF SARNIA
City Hall
Sarnia, Ontario
N7T 7N2