

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY – L A W N U M B E R 2005- 106

A Bylaw respecting the issuance of various Building Permits and the scheduling of inspections

WHEREAS the Council of The Corporation of the Town of Amherstburg is responsible for the enforcement of the Building Code Act, 1992, within the boundaries of the Town of Amherstburg;

AND WHEREAS Section 7 of the said Building Code Act authorizes the councils of municipalities to pass By-laws respecting the issuance of construction, demolition and change of use permits;

THEREFORE the Council of The Corporation of the Town of Amherstburg enacts as follows:

1. SHORT TITLE

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

2. DEFINITIONS AND WORD USAGE

- (1) (a) **“Act”** means the Building Code Act Chapter 23 s.o. 1992, as amended.
- (b) **“Actual value of construction”** means the actual value of the work and materials incorporated into the work thereof and all costs necessarily incidental to the subject matter of construction.
- (c) **“Applicant”** means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner’s behalf, or any person or corporation empowered by statute to cause the demolition of a building or buildings and anyone acting under the authority of such person or corporation.
- (d) **“Building”** means,
- (i) a structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structure system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
 - (ii) a structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,
 - (iii) plumbing not located in a structure, or
 - (iv) structures designated in the Building Code
- (e) **“Building Code”** means the regulations made under Section 34 of the Act.
- (f) **“Business day”** means any day other than a holiday as defined in the Interpretation Act, R.S.O. 1990, Saturday, Boxing Day or day proclaimed by the head of Council to be a civic holiday.
- (g) **“Chief Building Official”** means the person appointed by Council to enforce the Act within the Town of Amherstburg under Section 3 of the Act.
- (h) **“Chief Fire Official”** means the Fire Chief of the Corporation as appointed by Council.

- (i) **“Complete Permit Application”** means an application satisfying the requirements of Article 2.4.1.1B of the Building Code and the requirements of this Bylaw.
- (j) **“Corporation”** means The Corporation of the Town of Amherstburg.
- (k) **“Council”** means the Council of the Corporation of the Town of Amherstburg.
- (l) **“Estimated value of the work”** means the estimated value of the work and materials to be incorporated into the work thereof and all costs necessarily incidental to the subject matter of construction.
- (m) **“Lot”** means a parcel of land, the boundaries of which are on record in the Registry Office for the Registry or Land titles Division of the County of Essex (No. 12).
- (n) **“Owner”** means the person who appears as the owner of a Lot according to the records of the Land Registry Office or a person named under an accepted agreement of purchase and letter of authorization signed by the owner or a lessee who under the terms of a lease is authorized to maintain, alter, improve or repair the property.
- (o) **“Parking lot”** means an area which is used or capable of being used to park more than four (4) motor vehicles.
- (p) **“Permit”** means a written authorization issued by the Chief Building Official to perform work regulated by the Act and the Building Code or to occupy a building or part thereof.
- (q) **“Permit holder”** means the person to who the permit has been issued and who assumes the primary responsibility for comply with the Act and the Building Code.
- (r) **“Person”** means any individual, association, partnership, company, corporation, firm, agent, trustee and the heirs, executors, or other legal representative of any of the foregoing.
- (s) **“Plan check”** means the review of revised drawings or working drawings which are submitted to the Department of Buildings after a permit has been issued.
- (t) **“Registered Code Agency”** means a registered code agency as defined in Subsection 1(1) of the Act.

2. CODE OF CONDUCT FOR BUILDING OFFICIALS

- (1) Each person appointed by the Corporation by appointment bylaw to enforce the Ontario Building Code shall be governed by the Code of Conduct set out in Schedule B to this By-law, with respect to exercising powers and performing duties under the *Building Code Act*.

3. REQUIREMENTS TO OBTAIN A PERMIT

File application on forms prescribed. To obtain a permit, the owner or an agent authorized in writing by the owner shall file an application in writing by completing a prescribed form available from the Chief Building Official or from the Building Code website www.obc.mah.gov.on.ca. Application forms prescribed by the Corporation under Clause 7(f) of the Act are set out in Schedule C to this By-law.

Building Permits

Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) Where application is made for a construction permit under subsection (8) the Act, the application shall:
 - (a) use the provincial application form, "Application for a Permit Construct or Demolish" and include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code as prescribed in Schedule C and of this By-law, and
 - (b) include completed Design and review commitment certificate form as available from the Chief Building Official where applicable

Demolition Permits

Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) Where application is made for a demolition permit under subsection 8(1) of the Act, the application shall:
 - (a) use the provincial application form "Application for a Permit to Construct or Demolish"
 - (b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B and Sentence 2.4.1.1(2) of the Building Code and other prescribed in Schedule C and D of this By-law and;
 - (c) include completed General Design and Review commitment form where applicable, and
 - (d) be accompanied by confirmation that:
 - (i) arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas electric, telephone and other utilities; and
 - (ii) the owner will comply with the Town's property standards By-law at the completion of demolition.

Conditional Permits

Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall:
 - (a) use the provincial application form, "Application for a Permit to Construct or Demolish" and
 - (b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code and other information as prescribed in Schedule C and D of this By-law and
 - (c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;

- (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".

Change of Use Permit

Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) Where application is made for a change of use permit issued under subsection 10(1) of the Act the application shall:
 - (a) use the prescribed form
 - (b) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
 - (c) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
 - (d) include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including: floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing sewage system, if any;

Partial Occupancy Permit

Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) An application for a Partial Occupancy Permit shall be in writing, signed by the owner or the authorized agent of the owner and:
 - (a) shall include a statement indicating the expected occupancy dates and;
 - (b) the portions of the building to be occupied; and
 - (c) obtain all necessary permits and approvals from other municipal departments or outside agencies having jurisdiction; and

4. REQUIREMENTS FOR PLANS AND SPECIFICATIONS

- (1) Every applicant shall submit sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed building, construction, demolition or change of use will contravene the Act, the building code or any other applicable law.
- (2) The Chief Building Official shall determine the plans, specifications, documents and other information required to be submitted with an application in order to deem it complete according to sentence 2.4.1.1B.(5) of the building code having regard for:
 - (a) The scope of the proposed work;

- (b) The requirements of the building code, the Act and other applicable law; and
 - (c) The requirements of this Section and Schedule D and C to this By-law.
- (3) Plans, specifications, documents and other information shall be submitted in a permanent medium upon paper or other suitable and durable material and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale.
 - (4) Site plans shall be referenced to a current plan of survey and a copy of the survey shall accompany the Site Plan Submission except where the Chief Building Official waives the requirement to do so. Site plans shall show
 - (a) lot size and dimensions of property lines and setbacks to any existing or proposed building(s);
 - (b) existing and finished ground levels or grades, and
 - (c) existing right-of-way, easements and municipal services.
 - (d) location of fire routes
 - (5) On the completion of the foundation for a detached, semi-detached, triplex, fourplex or townhouse dwelling, the Chief Building Official may require submission of a survey prepared by an Ontario Land Surveyor indicating the location and elevation of the top of the foundation wall, prior to a framing inspection being undertaken.
 - (6) On the completion of the construction of a building, or part of a building, the Chief Building Official may require submission of a set of plans of the building or part of a building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building.

5. AUTHORIZATION OF EQUIVALENTS

- (1) 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 of which a permit was issued, contains a equivalent material, system or building design for which authorization under Section 9 of the Act is requested the application shall submit:
 - (a) a description of the proposed location(s) the equivalent is proposed to be installed;
 - (b) a description of the proposed material, system or building design for which authorization is sought;
 - (c) a description of all applicable provisions of the building code in contravention;
 - (d) supporting documentation demonstrating that the proposed material, system or building design will provide the level of performance required by the building code; and
- (2) The Chief Building Official or registered code agency may accept or reject any proposed equivalents or may impose conditions or limitation on their use.
- (3) Equivalents which are accepted under this Section shall be applicable only to the location described in 7(1)(b) in this Section, and are not transferable to any other building permit.

7. REVISION TO PERMIT

- (1) In the event that a material change is made to the plans, specifications, documents or other information on the basis of which a permit was issued, the owner or authorized agent shall:
 - (a) submit revised plans and specifications as prepared by the designer listed on the building permit application illustrating the changes and any support documentation as may be requested by the Chief Building Official; and
 - (b) remit the additional fee to the Chief Building Official. In the event the area of work is reduced, there shall be no refund.

8. PERMIT REVOCATION ABANDONMENT AND TRANSFERS

- (a) An application for a permit shall be deemed to have been abandoned twelve (12) months after the date of filing of the application with the Chief Building Official unless a permit has been issued.
- (b) Where the application has been abandoned, withdrawn or denied, the drawings, plans and design calculations (if applicable) filed with the application will be returned and the fees will be refunded without interest thereon in accordance with Schedule "D".
- (c) When a permit has been revoked by the Chief Building Official in accordance with the Act, or the owner and/or applicant has requested a cancellation of the permit, fees shall be refunded in accordance with Schedule "D".
- (d) No permit may be transferred unless an application to transfer has been made in a form as prescribed by the Chief Building Official and payment of the fees set out in Schedule "D" has been made and Section 8 of the Act has been applied with.

9. PAYMENT OF FEES

- (1) Upon application for a permit or transfer of a permit and for each plan check, the owner shall:
 - (a) provided proof of payment of any levies, development charges and deposits; and
 - (b) remit the fees set out in Schedule D.

10. FENCING AND BARRICADES

- (1) Every person to whom a permit is issued shall maintain a fence or barricade to enclose the site of the construction or demolition.
- (2) All fences and barricades pertaining to Public Way Protection are to comply with the Occupational Health and Safety Act.
- (3) Work Shutdown
 - (i) When work on a construction site is suspended or ceases so that it will not be occupied during normal working hours, the hazardous part of the construction site shall be protected by:
 - (i) a fence or barricade constructed according to the requirements of subsection (2) hereof.

- (4) Barricades and Fences located on Municipal property are to be approved in writing by the Public Works Manager of the Corporation.

11. REGISTERED CODE AGENCIES

Council may authorize the Chief Building Official to enter into service agreements with Registered Code Agencies and appoint them to perform one or more of the specified functions described in Section 15.15 of the Act.

12. INSPECTION NOTICES

- (1) The permit holder shall notify the Chief Building Official or a Registered Code Agency where one is appointed, of each stage of construction as listed in Schedule E. In addition, the permit holder shall provide the notice of completion as prescribed by Section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and subsection 2.4.3 of the Building Code are complied with.
- (2) A noticed pursuant to this Part of the By-law is not effective until notice is actually received by the Chief Building Official or the Registered Code Agency.
- (3) Upon receipt of proper notice, the inspector or a Registered Code Agency, if one is appointed, shall undertake a site inspection of the building to which the notices relates in accordance with the time periods stated in Article 2.4. 5. 3 of the Building Code and Section 11 of the Act.
- (4) Scheduling of inspections shall be through the Building Department Clerk. Inspections must be scheduled 24 hours in advance. Scheduling by means of voice mail is not permitted.

13. ACCEPTANCE OF APPLICATION AND INCOMPLETE APPLICATION

- (1) The acceptance or processing of an application under this bylaw by the Chief Building Official or the Town of Amherstburg shall not be deemed to prohibit the Chief Building Official, Plans Examiner, RCA(if appointed) or Inspector from requiring the applicant to supply further or better information, plans, specifications or details as may be necessary to determine compliance.
- (2) Where an application is found to be incomplete or does not comply with sentence 2.4.1.1B.(5) of the Building Code or this Bylaw it shall be returned to the applicant.

VALIDITY

14. SEVERABILITY

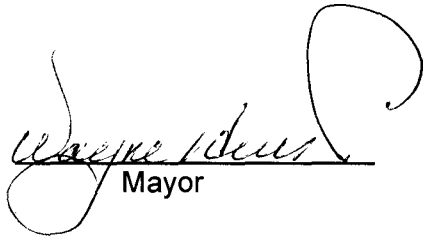
- (1) The following listed schedules annexed hereto, and shall form part of this By-law:
- Schedule "A" Fee Schedule
 - Schedule "B" Code of Conduct for Building Officials
 - Schedule "C" Drawing Requirements
 - Schedule "D" Information Required on Drawings
 - Schedule "E" Prescribed Inspection Notices
 - Schedule "F" Applicable Law Submittal Acknowledgement

- (2) 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.
- (3) By-law 1998-19 and 2002-76 is hereby repealed.

15. **EFFECTIVE DATE**

Date of final passage of this by-law.

Read a first, second and third time and finally passed this 12th day of December, 2005.



Mayor



Clerk

SCHEDULE 'A'

CONSTRUCTION PERMIT AND ASSOCIATED FEES

Part 1

The following table sets forth the collection of Permit Fees based upon building area per construction classification. Permit Fees for any other similar uses are as determined by the Chief Building Official.

A minimum permit fee of \$50.00 is required for all applications.

1.	Residential Group "C"	.80	Finished Area above entrance level
		.35	Finished Area below entrance level
2.	Industrial Division F1,F2,F3 as set forth under the Ontario Building Code	.60	
3.	<u>Institutional</u> or Group "B" <u>Commercial</u> or Groups D & E <u>Assembly</u> or Group A Division 1,2,3 & 4	.85	
4.	Residential Garages, Carports Sheds, Open Roofless Decks	\$75.00 Flat Fee	
5.	Residential Swimming Pools	\$75.00 Flat Fee	
6.	Finished Residential Basements/Attics	.35	
7.	Change of Use Permit	.26	
8.	Projects not specifically listed above including: additions, porches canopies, retaining walls, fireplaces renovations building repairs authorized under Property Standards By-law, machine bases, greenhouses and any other structure or project not listed or classified elsewhere.	\$10.00 per \$1000.00 or part thereof the estimated cost of work. Minimum \$50.00 of estimated cost of the work.	

9. Tents and other short term temporary structures:

- | | |
|---|----------|
| (a) Large tent requiring an Engineer's design | \$100.00 |
| (b) Small tents | \$ 50.00 |
-

10. Demolitions .05 / ft.

11. Projects commenced prior to permit application being filed with the Building Department 2 times cost of applicable permit.

12. Farm Buildings as defined in Ontario Building Code Section 1.1.3.2 .10 per square foot
Minimum \$100.00 fee

PART 2 – PLUMBING PERMIT FEES

Drainage piping within a building which is regulated by Section 7 of the Ontario Building Code.

<u>Group</u>	<u>Description</u>	
P-1	Residential Buildings under Part 9 of the Ontario Building Code.	\$100.00 per Dwelling Unit or tenant space.
P-2	Residential Building under Part 3 of the Ontario Building Code.	\$100.00 for the 1 st unit or suite and \$50.00 for each additional unit or suite.
P-3	Other types of buildings not specifically listed in P-1 or P-2	\$25.00 for the 1 st stack, \$25.00 for each additional soil and waste stack plus the following fees for the installation of building drains, fixtures or appliances:
	each fixture or appliance defined by Section 7, Ontario Building Code	\$ 4.50
	each hot water storage tank	\$ 4.50
	each fixture trap receiving and indirect waste pipe	\$ 4.50
	each water softener	\$ 4.50
	each grease, oil or sediment interceptor	\$ 4.50
	each sewage and/or storm water ejector	\$ 4.50
	each sump pump	\$ 4.50
	one backflow preventer	\$10.00
	each additional backflow preventer	\$ 3.50
	the construction, repair, renewal or alteration of a building drain and/or building storm drain (as follows):	
	each 15 metres (50 feet) or fraction thereof	\$ 9.00
	installation of additional fixtures or appliances prior to the completion of plumbing work covered by a previous permit	\$ 4.50 for each fixture as defined under Section 7 of the Ontario Building Code
	Minimum plumbing permit fee	\$ 80.00

PART 3 – SEWER FEES

- A. Installation of new sanitary or storm Sewer piping for a single family dwelling.
- | | | |
|--|----------------|----------|
| | Sanitary Sewer | \$ 50.00 |
| | Storm Sewer | \$ 50.00 |
- B. Drainage piping and storm drainage Piping not within a building, excluding Grease, oil or sediment interceptor.
- To construct, repair, renew or alter,
- (i) Drainage piping, and/or storm drainage piping servicing any type of building other than a single family dwelling:
 - each 30 metres (100 feet) or part thereof to be calculated from the property line or place of disposal to the further point shown on the plan submitted \$ 20.00
 - (ii) Storm drainage piping servicing land, but not connected to a building:
 - for each 30 metres (100 feet) or part thereof up to and including 150 metres (500 ft) of lineal pipe to be calculated from the property line or place of disposal to the furthest point shown on the plans submitted \$ 20.00
 - (iii) for each manhole that is connected to drainage piping and/or storm drainage piping \$ 5.00
 - (iv) for each catch basin that is connected to storm drainage piping \$ 5.00
- C. The decommissioning of septic systems and installing \$100.00 new lateral sanitary sewers
- D. There shall be no fee for the construction of not more than 5 feet of drainage piping from building to septic tank.

PART 4 – WATER SERVICE PIPING BEYOND THE BUILDING CONTROL VALVE

- (a) Installation to extend, alter, reconstruct or install water service piping serving more than one building upstream of the water meter of building control valve.
 - For each size up to and including 75 M. metres (3inch) in diameter \$ 4.50
 - For each size over 75 M metres (3 inch) in diameter \$11.00
- (b) Installation of water distributing piping in building other than those listed above. \$16.00

PART 5– SPECIAL FEES

FEES FOR ADDITIONAL INSPECTIONS

1. Extra Inspections:

For inspections made necessary due to work not ready for inspection following notification \$ 50.00

2. Transfer of permit \$ 25.00

3. Special Inspections:

(a) Standby Inspection (per hour) \$ 50.00

(b) Inspection outside of normal working hours (per hour-minimum of 2 hours) \$ 50.00

4. Letter provided by the Corporation indicating availability of services (Environmental Services Department), zoning information, (Planning and Building Departments), tax certificates, (Tax Department) building restrictions (Building Department and Environmental Services Dept.), conformity to developer’s agreements (Administrator’s Office) or any other pertinent municipal information either legislatively or internal municipal policy or by-laws shall be subject to a fee of \$ 40.00

5. AMOUNT OF PERMIT FEES WHICH WILL BE RETAINED WHERE THE OWNER APPLIES FOR A REFUND OF THE SAID FEES:

The conditions set out below relate to the refund of building permit fees for various situations and the applicable fees which are to be retained by the Town of Amherstburg.

CONDITION

BUILDING FEE RETENTION

A. Prior to Perm it being Issued:

(1) Building Application withdrawn by the owner. 25% of the building permit fee but not less than \$50.00 and not greater than \$1,500.00.

(2) Permit is not issued by the Chief Building Official.

(3) Application abandoned.

B. Permit Issued:

(1) Applicant requests permission to cancel the permit. 50% of the building permit fee but not less than \$150.00.

(2) Work does not commence and application for a refund is made within six (6) months of the date of the permit was issued.

(3) Work commenced and is abandoned. No refund.

(4) Permit is revoked. No refund.

NOTE: EXTRA FEES WITH RESPECT TO EXTRA INSPECTIONS, COMMENCEMENT OF WORK PRIOR TO PERMIT APPLICATION BEING FILED WILL BE DEDUCTED AUTOMATICALLY FROM INDEMNITY FEES.

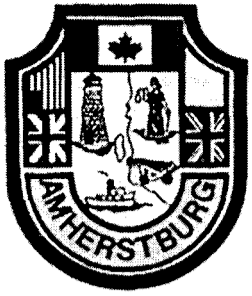
6. Indemnity Fees:

An application for a building permit on a permit to demolish or construct a swimming pool enclosure or for a permit to renovate an existing building shall deposit an indemnity fee for the following amounts:

A)	For Residential	\$1,000.00
	Commercial	\$1,000.00
	Industrial	\$1,000.00
	Institutional	\$1,000.00
	and items not specifically listed herein.	
B)	For accessory detached buildings accessory to a single family dwelling.	\$ 500.00
C)	For farm buildings	\$ 500.00
D)	For decks & porches requiring a permit	\$ 500.00

To indemnify the Town from any loss or damage it may sustain by reason of the work carried out under such permit. Upon the completion of all work performed under the said permit, the amount of such indemnity fee shall be returned to the applicant after deductions of the amount of any loss or damage to any loss or damage to any property or installations of the Town or any public utility, which loss or damage, in the opinion of the authority having jurisdiction arose out of the performance of such work. Outstanding permit fees will be deducted from the indemnity fee at the time of release.

The Municipality will levy a fifty dollar (\$50.00) non-refundable fee to cover costs of the indemnity inspections



Schedule B

Town of Amherstburg

Code of Conduct for Building Officials

Introduction

The Town of Amherstburg maintains this code of conduct in accordance with the provisions of The Building Code Act. Building Officials undertake building certification functions that ensure the quality, structural integrity and safety of buildings. Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The conduct and behavior of Amherstburg's Building Officials reflects Amherstburg Building Department's commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence. Building Officials observe both the letter and the spirit of this code of conduct as it pertains to situations that bear on their responsibilities.

Purpose

The following are the purposes of this code of conduct:

1. To promote appropriate standards of behavior and enforcement actions by the Chief Building Official and inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the building code.
2. To prevent practices, which may constitute or abuse of power, including unethical or illegal practices, by the Chief Building Official and inspectors in the exercise of power or the power or the performance of a duty under the *Building Code Act* or the building code?
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the *Building Code Act* or the building code by the Chief Building Official and inspectors.

Enforcement Guidelines

Compliance with this code of conduct shall constitute a condition of employment as a Chief Building Official or inspector appointed under the *Building Code Act*. Any appointed Chief Building Official or inspector who fails to act in accordance with the provisions of this code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this code shall be made in writing.

Any person who has reason to believe that this code of conduct has been breached may bring the matter to the attention of the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be brought to the attention of the Chief Administrative Officer to whom the Chief Building Official reports.

Any Chief Building Official or senior staff person who receives information in writing concerning a significant breach of this code shall investigate the matter, and where appropriate shall commence disciplinary action in accordance with the policies and procedures of the place of work. All communications received by a Chief Building Official or senior staff person concerning a breach of this code shall be held in confidence. The Chief Building Official or senior staff person shall advise Chief Administrative Officer in writing about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

Code of Conduct

In exercising powers and performing duties under the *Building Code Act*, the Chief Building Official and inspectors shall:

1. Exercise powers in accordance with the provisions of the *Building Code Act*, the Ontario Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of the Chief Building Officials and Inspectors;
2. Act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist;
3. Apply all relevant building laws, regulations and standards in a consistent and fair manner, independent of any influence by interested parties;
4. Not accept any personal benefit which may create a conflict with their duties; or perform duties where a personal interest may create a conflict;
5. Obtain the counsel of persons with expertise where the Chief Building Official or inspector does not possess sufficient knowledge to make an informed judgment; and
6. Act honestly, reasonably and professionally in the discharge of their duties.

The Town of Amherstburg's Conflict of Interest Policy shall supersede the Code of Conduct for Building Officials

SCHEDULE C

DOCUMENTS & DRAWINGS REQUIRED FOR PERMIT APPLICATION

Row	Class of Permit	Documents and Drawings Required
1.	<p>Building Permit</p> <p>Residential (Part 9 Buildings)</p> <ul style="list-style-type: none"> - Detached houses - Semi Detached houses - Triplexes - Fourplexes - Townhouses 	<p>Documents</p> <ul style="list-style-type: none"> a) Confirmation of compliance with applicable law b) Mechanical Ventilation Design Summary (more than 4 bedrooms) c) TARION Registration form d) Windsor Essex County Health Unit approval (OBC Part 8 Sewage Systems) e) ERCA Permit (where applicable) f) Applicable Law Submittal acknowledgement <p>Drawings</p> <ul style="list-style-type: none"> a) Site Plan b) Grading Plan c) Architectural Drawings d) Structural Drawings e) HVAC Drawings where heated living area exceeds 400 sq. meters or designed under Part 6 of the Ontario Building Code. f) Plumbing Drawings where number of plumbing fixtures exceed 25
2.	<p>Building Permit</p> <p>Residential</p> <ul style="list-style-type: none"> - Alterations - Additions - Accessory Buildings - Basement Renovations 	<p>Documents</p> <ul style="list-style-type: none"> a) Confirmation of compliance with applicable law b) Windsor Essex County Health Unit approval (OBC Part 8 Sewage Systems) c) ERCA Permit (where applicable) d) Applicable Law Submittal acknowledgement <p>Drawings</p> <ul style="list-style-type: none"> a) Approved Site Plan b) Architectural Drawings c) Structural Drawings d) Plumbing Drawings where number of plumbing fixtures exceed 25
3.	<p>Building Permit</p> <p>Non-residential and other residential not provided for in row 1 or 2</p> <ul style="list-style-type: none"> - New Buildings - Additions - Farm Buildings 	<p>Documents</p> <ul style="list-style-type: none"> a) Confirmation of compliance with applicable law b) Commitment to General Review by Architect & Engineers (Part 3 Buildings only) c) ASHRAE 90.1 or Model National Energy Code Compliance forms (Heated Buildings) d) Windsor Essex County Health Unit approval (OBC Part 8 Sewage Systems) e) ERCA Permit (where applicable) f) Applicable law submittal acknowledgement <p>Drawings</p> <ul style="list-style-type: none"> a) Approved Site Plan b) Approved Grading Plan c) Architectural Drawings d) Structural Drawings e) HVAC Drawings f) Plumbing Drawings (OBC Part 3 Buildings or where number of Plumbing fixtures exceeds 25) g) Fire Protection Drawings h) Electrical Drawings

Row	Class of Permit	Documents and Drawings Required
4.	Building Permit Non-residential - Alterations - Renovations - Tenant Occupancies	Documents a) Confirmation of compliance with applicable law b) Commitment to General Review by Architect & Engineers (Part 3 Buildings Only) c) Windsor Essex County Health Unit approval (OBC Part 8 Sewage Systems) d) ERCA Permit (where applicable) e) Applicable Law Submittal acknowledgement Drawings a) Location Plan b) Architectural Drawings c) Structural Drawings d) HVAC Drawings e) Plumbing Drawings (OBC Part 3 Buildings or where number of Plumbing fixtures exceeds 25) f) Electrical Drawings g) Fire Protection Drawings
5	Building Permits - Other than Row 1 to 4 (designated structures under 2.12 of the Ontario Building Code)	Documents a) Confirmation of compliance with applicable law b) Documents from Rows 1 to 4, or other documents which are applicable to the scope of work proposed c) Commitment to General Review by Architect & Engineers d) Applicable Law Submittal Acknowledgement Drawings a) Drawings from Rows 1 to 4 which are applicable to the scope of work proposed.
6.	Changed of Use Permit	Documents a) Confirmation of compliance with applicable law b) Commitment to General Review by Architect & Engineers (Part 3 Buildings only) c) Windsor Essex County Health Unit approval (OBC Part 8 Sewage Systems) d) Applicable Law Submittal acknowledgement Drawings a) Drawings from Rows 1 to 4 which are applicable to the scope of work proposed.
7.	Demolition Permit	Documents a) Confirmation of compliance with applicable law b) Commitment to General Review by Engineer as required by Code. c) Designated Substance Report and Method of Demolition Report as required. (non-single family residences) d) Drawings from Rows 1 to 4 which are applicable to the scope of work proposed. e) Applicable Law Submittal acknowledgement

Notes:

1. The Documents described in this schedule are available from the Chief Building Official.
2. A description of the information required on drawings is contained in Schedule C of this Bylaw.
3. The Chief Building Official may waive the requirements for any specified documents or drawings where the scope of the work, applicable law or building code requirements does not necessitate its submission.

Types of Construction NOT REQUIRING DRAWINGS

1. New plumbing to a maximum of 25 new plumbing fixtures
2. Fire Code Retrofit
3. Sewer replacements
4. Residential Demolition permits

SCHEDULE D

INFORMATION REQUIRED ON DRAWINGS

Item	Drawing Type	Information Required	Class of Permit Part A Row No.			
			1	2	3	4
1.	Site Plan	a) Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads	X	X	X	X
		b) Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines	X	X	X	X
		c) Dimensions and location of parking and vehicle access and fire routes	X		X	X
		d) Dimensions and location of barrier-free parking, curb cuts, path of travel to building and building access	X		X	X
2.	Grading Plan	a) Signature and seal of professional engineer, landscape architect, Ontario land surveyor, engineering or architectural technologist	X		X	

		<p>b) Property lines, easements sidewalks, driveways, building location, curb cuts, retaining walls</p>	X		X	
		<p>c) Existing and proposed elevations within the site and at property lines centerline of the road(s), retaining wall elevation, slopes of driveways, drainage flow and swales</p>	X		X	
		<p>d) Location of catch basins, above and below ground utilities, and connections to services</p>			X	
3.	Architectural	<p>a) Existing plans showing construction and room and space identification of all floors in the area of proposed work or occupancy</p>		X	X	X
		<p>b) Plans of all floors including basements complete with all rooms and room names</p>	X	X	X	X
		<p>c) Roof plan showing roof slope, drainage, roof and roofing construction details</p>	X	X	X	X
		<p>d) Building elevations showing grade, floor and ceiling heights, overall building height, exterior finish materials, window heights and sizes and spatial separation requirements</p>	X	X	X	X

Item	Drawing Type	Information Required	Class of Permit Part A Row No.			
			1	2	3	4
		e) Residential construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications	X	X		
		f) Stairs, guards and handrail dimensions and details, window sizes and height above floor level; location and fuel type of all fireplaces	X	X		
		g) Mezzanine plan showing construction, guardrails, egress			X	X
		h) Location and details of barrier free entrances and barrier free washrooms			X	X
3.	Architectural (con't)	i) Reflected ceiling plans, bulkhead details, horizontal service shaft details			X	X
		j) Roof equipment screening, anchorage for window washing, roof access			X	

		<p>k) Building cross sections showing grade, floor and ceiling heights, horizontal and vertical fire separations</p>			X	X
		<p>l) Enlarged sections and detail plans of washrooms and exit stairs</p>			X	X
		<p>m) Wall sections, plan and section construction details</p>			X	X
		<p>n) Exit stair enclosure, wall construction details, fire separations and listed design numbers, door numbers referenced to a door schedule</p>			X	X
		<p>o) Door and hardware schedule, door and frame details, window schedule, room finish schedule</p>			X	X
4.	Structural	<p>a) Foundation plans, floor and roof framing plans, footing, column and beam schedules, structural details and material specifications</p>	X	X	X	X
		<p>b) Design specifications, live and dead loading, wind and snow loading, earthquake loading, geotechnical report design basis</p>			X	X
		<p>c) Structural drawings sealed by a professional engineer for all structural elements not within the scope of Part 9 of the building code</p>	X	X		

		d) Roof and floor truss drawings sealed by a professional engineer	X	X		
5.	HVAC	a) Heating, ventilating and air conditioning plans, service shafts, equipment layout and schedules	X		X	X
		b) Fire damper locations, kitchen exhaust equipment			X	X
6.	Plumbing (more than 25 plumbing fixtures)	a) Plumbing and drainage plans; location and sizing of under and above ground storm, sanitary and water supply piping and appurtenances			X	X
		b) Location of fire stopping; specifications of plumbing and fire stopping materials			X	X
7.	Electrical	a) Electrical supply and distribution plans; location of power and lighting outlets; equipment schedule; transformer location			X	X
		b) Location and specification of emergency lighting, emergency generators and exit signage			X	X

8.	Fire Protection	<p>a) Fire hydrant locations, sprinkler and standpipe distribution plans and schedules; sprinkler head layout; fire house cabinet locations</p> <p>b) Location and specification of emergency lighting , emergency generators and exit signage; fire alarm system annunciator, diagrams and specifications</p> <p>c) Location of smoke alarms and carbon monoxide detectors</p>			X	X
					X	X
			X	X		

Notes:

1. **Designer Building Code Identification Number** and signature must be indicated on applicable all drawing submissions.
2. Where indicated by an X, the information described is required to be included on the drawings for the class of permit specified.
3. Required information may be located or consolidated on other drawings rather than as specified in this schedule.
4. The Chief Building Official may waive the requirement for any required information specified in this schedule due to limited scope of work, applicable law or building code requirements.
5. For Change of Use permits, drawings, specifications and engineering reports may be required depending on the scope of the work.

SCHEDULE 'E' PRESCRIBED NOTICES

The person to whom a permit under Section 8 of the Act is issued shall notify the *Chief Building Official* or, where a *registered code agency* is appointed under the Act in respect of the *construction* to which the notice relates the *registered code agency* of:

- a) Commencement of construction of the building
- b) Readiness to *construct* footings,
- c) Substantial completion of footings and *foundations* prior to commencement of backfilling,
- d) Substantial completion of structural framing for each storey, if the building is a type of building that is within the scope of Parts of this Code other than Part 9,
- e) 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,
- f) Commencement of construction of
 - (i) masonry fireplaces and masonry chimneys,
 - (ii) factory built fireplaces and allied chimneys
 - (iii) stoves, ranges, space heaters and add on furnaces using solid fuels and allied chimneys
- g) substantial completion of insulation , vapour barriers, air barriers and interior finishes,
- h) substantial completion of all required *fire separations* and *closures* and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
- i) substantial completion of fire access routes,
- j) readiness for inspection and testing of:
 - (i) *building sewers* and *building drains*,
 - (ii) *water service pipes*,
 - (iii) *fire service mains*,
 - (iv) *drainage systems* and *venting systems*,
 - (v) the *water distribution system*, and
 - (vi) *plumbing fixtures* and *plumbing appliances*,
- k) readiness for inspection of suction and gravity outlets, covers and suction piping servicing outlets, of *outdoor pool* as described in Clause 2.1.2.1.(1)(h), a *public pool* or a *public spa*,
- l) substantial completion of the circulation/*recirculation system* of an *outdoor pool* described in Clause 2.1.2.1.(1)(h), a *public pool* or *public spa* and substantial completion of the pool before it is first filled with water,
- m) readiness to *construct* the *sewage system*,
- n) substantial completion of the installation of the *sewage system* before the commencement of backfilling,
- o) substantial completion of installation of *plumbing* not located in a structure, before the commencement of backfilling, and
- p) completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 2.4.3.1.(2) or to permit occupancy under Sentence 2.4.3.2.(1), if the *building* or part of the *building* to be occupied is not fully completed,
- q) substantial completion of heating, ventilating, *air-conditioning* and air-contaminant extraction equipment,
- r) substantial completion of exterior cladding,
- s) substantial completion of the site grading,
- t) substantial completion of the pool deck and dressing rooms for a *public pool* or *public spa* and readiness for inspection of the emergency stop system for a *public pool* or *public spa*, and
- u) completion and availability of drawings of the *building* as constructed,