

Being a *By-Law* respecting the issuance of various *permits* and performing of inspections for construction, *demolition*, change of use *permits*, and related matters.

**Whereas** Section 7 of the *Building Code Act*, R.S.O. 1992, authorizes a Municipal Council to pass *By-Laws*, respecting the issuance of construction, *demolition* and change of use *permits*, and perform various inspections and related matters.

**And Whereas** Section 7.1 of the *Building Code Act*, R.S.O. 1992, requires a principal authority to establish and enforce a code of conduct for the *Chief Building Official* and inspectors.

**And Whereas** Section 446 of the Municipal Act S.O., 2001, c.25 provides that if a Municipality has authority under this or any other Act or under a *By-Law* under this or any other Act to direct or require a person to do a matter or thing, the Municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing under from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

**Now Therefore** the Council of The Corporation of the Town of Tecumseh enacts as follows:

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## 1.0 Definitions

### 1.1 Defined terms;

- a) Each of the words and terms in italics in this By-Law has the following meanings for the purpose of this By-Law.

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

“*Alternative solution*” means a substitute to the acceptable solutions stated in Parts 3 to 12 of Division B of the *Ontario Building Code*.

“*Applicant*” means the *owner* of a *building* or property who applies for a *permit* or any individual authorized by the *owner* to apply for a *permit* on the *owner’s* behalf.

“*Building*” means

- a) A structure occupying an area greater than fifteen (15) square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto;
- b) a structure occupying an area of ten (10) square metres or less that contains plumbing, including the plumbing appurtenant thereto;
- c) plumbing not located in a structure, d) a sewage system, or e) structures designated in the *Building Code*.

“*Building Code*” means the regulation made under Section 34 of the Act.

“*By-Law*” means the Building *By-Law* (unless specifically stated otherwise).

“*Chief Building Official*” means the person appointed by Council to enforce the Act within the Town of Tecumseh under Section 3 of the Act.

“*Construct*” means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and “*construction*” has a corresponding meaning.

“*Demolish*” means to do anything in the removal of a building or any material part thereof and “*demolition*” has a corresponding meaning.

“*Dormancy*” means having the normal *permit* functions suspended and the records separated from the active *permit* records and “*dormant*” has a corresponding meaning.

“*Electronic Submission*” means the filing of an application for *permit* or alternative solution, including all required forms, documents and drawings, submitted through an online application procedure approved by the *Chief Building Official*, and *electronically submit* has a corresponding meaning.

“*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*.

“*Gross Floor Area*” means the total area of all floors above grade measured between the outside surfaces of exterior walls.

“*House*” means a detached *house*, semi-detached *house*, row *house*, duplex, double duplex, triplex, fourplex, or multi-unit dwelling.

“*Owner*” means the person registered as the *owner* on title to the land, and includes a lessee, a mortgagee in possession and the person in charge of the property.

“*Permit*” means permission or authorization given in writing by the *Chief Building Official* to perform work regulated by the *Act* and *Building Code* or to occupy a building or part thereof.

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

“*Registered Code Agency*” means a person or entity that has the qualifications and meets the requirements set out in the *Act* and the *Building Code*.

“*Town*” means The Corporation of the Town of Tecumseh.

## 1.2 Non-Defined Terms

- a) Terms not defined in this *By-Law* shall have the meaning ascribed to them in the *Act* or the Ontario *Building Code*. Terms not defined in this *By-Law*, the *Act* or Ontario the *Building Code* shall have the meaning that are commonly assigned to them in the context in which they are used, taking into account specialized use of terms by various trades and professions to which the terminology applies.

## 2.0 General

- 2.1 This *By-Law* may be cited variously as the “Building By-Law” or the “Tecumseh Building By-Law”.
- 2.2 The provisions of this *By-Law* shall apply to all lands within the boundaries of the *Town* as are now or hereafter legally constituted.
- 2.3 Nothing in this *By-Law* shall serve to relieve any person from the obligation to comply with any other applicable law.
- 2.4 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.

2.5 That *By-Law* 2018-19 of *The Corporation of the Town of Tecumseh* and any By-Laws or parts of By-Laws inconsistent with this *By-Law*, are hereby repealed in accordance with Section 15.

2.6 This *By-Law* shall come into force and take effect when it is finally passed.

### **3.0 List of Schedules**

3.1 The following schedules are attached to and form a part of this *By-Law*:

- a) Schedule 1 – List of Applicable Forms Required for *Permit*
- b) Schedule 2.1 – Documents and Drawings Required for *Permit*
- c) Schedule 2.2 – Information Required on Drawings
- d) Schedule 3 – *Permit* Fee Rates; and
- e) Schedule 4 – Inspection Notices

### **4.0 Requirements to Obtain a *Permit***

4.1 The Ontario *Building Code Act* identifies the type of *construction* and/or change of use that requires a *permit* to be issued by the *Chief Building Official*.

### **5.0 Submission Requirements**

5.1 General

- a) To obtain a *permit*, the *owner* or an agent authorized in writing by the *owner* shall:
  - i. file an application by completing a prescribed form available from the *Chief Building Official* and found in “Schedule 1” of this *By-Law*, or from the Ministry of Municipal Affairs’ website [www.mah.gov.on.ca](http://www.mah.gov.on.ca);
  - ii. identify and describe in detail the existing use(s) and the proposed use(s) for which the *building* is intended;
  - iii. describe the land on which the work is to be done using a description that will readily identify and locate the site on which the *building* or *demolition* will occur;
  - iv. be accompanied by the plans, documents and other information prescribed in Section 5.2 and “Schedule 2.1” of this *By-Law*;

- v. be accompanied by the applicable *permit* fees in accordance with “Schedule 3” of this *By-Law*;
- vi. include copies of any applicable approvals or *permits* from Municipal and Provincial authorities or agents, Committee of Adjustment decisions, easements and right of ways; and
- vii. where required by the *Building Code*, be accompanied by a signed acknowledgement from the *applicant*, architect and/or professional engineer certifying that an architect, professional engineer, or both have been retained to carry out the general review of the *construction* of the *building*.

## 5.2 Plans and Documents

- a) Every *applicant* shall *electronically submit* sufficient plans, specifications, documents and other information to enable the *Chief Building Official* to determine whether the proposed *building, construction, demolition*, partial occupancy or change of use will contravene the *Act*, the *Building Code* or any other Applicable Law.
- b) 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 1.3.1.3.(5), Division C of the *Building Code* having regard for:
  - i. the scope of the proposed work;
  - ii. the requirements of the *Building Code*, the *Act* and other Applicable Law; and
  - iii. the requirements of this Section and “Schedule 2.1” and “Schedule 2.2” of this *By-Law*.

## 5.3 Alternative Solutions

- a) 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 an *alternative solution* for which approval in accordance the *Building Code* is required, the applicant shall submit an Alternative Solutions Authorization form found in “Schedule 1” of this *By-Law* and include documentation in accordance with the Building Code together with any other information or documentation as required by the *Chief Building Official*.

# 6.0 Permit Application Types

## 6.1 Construction Permits

- a) In addition to the requirements of Section 5.0, when an application for a *construction permit* is made under Section 8 of the *Act*, the *applicant* shall submit to the *Chief Building Official* the following:

- i. Form A, Application for a *Permit to Construct or Demolish*, and other required forms as set out in “Schedule 1” of this *By-Law*; and
- ii. complete plans and specifications, documents, and other information as required by Sentence 1.3.1.3.(5), Division C of the *Building Code*, Applicable Law, and as prescribed in “Schedule 2.1” and “Schedule 2.2” of this *By-Law*.

## 6.2 *Demolition Permits*

- a) In addition to the requirements of Section 5.0, when an application for a *demolition permit* is made under Section 8 of the *Act*, the *applicant* shall submit to the *Chief Building Official* the following:
  - i. Form A, Application for a *Permit to Construct or Demolish*, and other required forms as set out in “Schedule 1” of this *By-Law*;
  - ii. complete plans and specifications, documents and other information as required by Sentence 1.3.1.1.(3) and Sentence 1.3.1.3.(5), Division C of the *Building Code*, Applicable Law, and as prescribed in “Schedule 2.1” and “Schedule 2.2” of this *By-Law*; and
  - iii. confirmation that:
    - a) 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 that the work has been completed; and
    - b) the *owner* will comply with the *Town’s Property Standards By-Law* at the completion of *demolition*.

## 6.3 *Conditional Permits*

- a) In addition to the requirements of Section 5.0, every application for a conditional *permit*, shall:
  - i. state the reasons why the *applicant* believes that unreasonable delays in construction would occur if a conditional *permit* is not granted; and
  - ii. state the necessary approvals which must be obtained in respect of the proposed *building* and the time in which such approvals will be obtained.
- b) The *Chief Building Official* may, where conditions and requirements imposed under the *Act* and this subsection have been fulfilled, issue a conditional *permit* for a building subject to compliance with the *Act*, the *Building Code* and any applicable law.
- c) The *Chief Building Official* may require the *applicant* and/or the *owner* to enter into a conditional *permit* agreement and provide financial security in the amount as determined by the *Chief Building Official*.

- d) The *Chief Building Official* is authorized to enter into conditional *permit* agreements and to execute such agreements on behalf of the *Town*.
- e) The conditional *permit* agreement may be registered on the title of the land to which it applies.

#### 6.4 Sewage System *Permits*

- a) In addition to the requirements of Section 5.0, every application for a sewage system *permit* shall include a site evaluation unless otherwise specified by the *Chief Building Official*.
- b) The site evaluation shall include:
  - i. the name, address, telephone number and signature of the person who prepared the evaluation;
  - ii. a site plan showing the property dimensions, the location of the proposed sewage system and any existing sewage systems and septic tanks, setbacks to lot line, structures, wells, lakes, ponds, reservoirs, rivers, springs, streams, existing right-of-way, easements or municipal/utility corridors;
  - iii. site conditions such as the location of any unsuitable, disturbed or compacted areas and areas of potential flooding; and
  - iv. soil properties such as soil permeability, the depth of bedrock and the depth of soil saturation.
- c) The *Chief Building Official* is authorized to enter into Holding Tank Agreements in accordance with the *Building Code* and to execute such agreements on behalf of the *Town*.

#### 6.5 Change of Use *Permits*

- a) In addition to the requirements of Section 5.0, every application for a change of use *permit* shall submit the following:
  - i. Form B, Change of Use Application, and other required forms as set out in “Schedule 1” of this *By-Law*.
  - ii. complete plans and specifications, documents, and other information as required by Sentence 1.3.1.3.(5), Division C of the *Building Code*, Applicable Law, and as prescribed in “Schedule 2.1” and “Schedule 2.2” of this *By-Law*.

### 7.0 Transfer and Revisions to Applications and *Permits*

#### 7.1 Transfer of *Permits*

- a) Upon change of ownership, *permit* applications and *permits* shall be transferable to a new *owner* with the approval of the *Chief Building Official*.
- b) The Transfer of *Permit* Application form found in “Schedule 1” of this *By-Law* shall be submitted along with the required fee as established in “Schedule 3” of this *By-Law*.



## 7.2 Revisions to Applications and *Permits*

- a) An *applicant* or *permit holder* shall give the *Chief Building Official* written notice of any material change intended to be made to any plan, specification, document or other information on which the application was made and *permit* issued, and the *applicant* or *permit holder* shall supply the *Chief Building Official* with details of such changes, and no *construction* shall be carried out in respect of the change until written authorization is obtained from the *Chief Building Official*.
- b) Notwithstanding the fact that construction or change has been made without authorization, the *applicant* or *permit holder* shall supply written notice to the *Chief Building Official* of any material change to any plan, specification, document or other information on which the application was made and *permit* issued, with details of all changes.
- c) The *Chief Building Official* shall determine if a revision to an application or *permit* may be subject to an additional fee in accordance with “Schedule 3” of this *By-Law*.

## 8.0 Revocation, Inactive and Dormant *Permits*

### 8.1 Revocation of *Permits*

- a) Where the *Chief Building Official* considers revoking a *permit* under Subsection 8(10)(b) or (c) of the *Act*, the *Chief Building Official* may give written notice by email and/or regular mail of the intention to revoke to the *permit holder* at their last known email and/or mailing address and, if on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, the *permit* may be revoked without further notice and all submitted plans and other information may be disposed of. Fees shall be refunded in accordance with this *By-Law*.
- b) In reference to Subsection 8(10)(c) of the *Act*, “substantially suspended or discontinued” is to be measured from the date of the last documented site inspection.
- c) Within thirty (30) days of receipt of a notice of intention to revoke a *permit*, a *permit holder* may request of the *Chief Building Official* in writing, that the *Chief Building Official* defer the revocation of such *permit*, subject to the following conditions and processes:
  - i. 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, resumed or completed; and
  - ii. having considered the circumstances of the request and having determined that there have been no changes to the *Act* and 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* in the same manner above.



## 8.2 Inactive *Permit* Applications

- a) Where an application for a *permit* remains incomplete or inactive for three (3) months after it is made, the *Chief Building Official* may deem it to be abandoned, and may return the application, plans and documentation to the *applicant* by email and/or ordinary mail at the address indicated on the application.
- b) Where an application has been deemed abandoned, the *Chief Building Official* may direct the *applicant* to pay any outstanding fees and if the outstanding fees are not paid within a reasonable time, it shall be paid by the *Town*, and collected in like manner and with the same priority as municipal taxes.
- c) Where an application for a *permit* remains incomplete solely due to the payment of the required *permit* fee and the work that is the subject of the application has been commenced or completed without benefit of a *permit*, the *Chief Building Official* may direct the *applicant* to pay any outstanding fees and if the outstanding fees are not paid within a reasonable time, it shall be paid by the *Town*, and collected in like manner and with the same priority as municipal taxes.

## 8.3 *Permit Dormancy*

- a) Where a *permit* has been issued and construction commenced, and the required inspections have not been requested for a period of six (6) months, the *Chief Building Official* may notify the *permit holder* of the intent to transfer the *permit* into *dormancy*.
- b) The *permit holder* will be provided an opportunity to schedule the required inspection prior to the *permit* being transferred to *dormancy*. Failing the scheduling of the required inspection prior to the established deadline, the *permit* will be transferred to *dormancy*.
- c) Once the *permit* is transferred to *dormancy* it will remain suspended from typical *permit* activity and become part of the inactive records.
- d) Should a *permit holder* or property owner require activity on a *dormant permit* they must request in writing to the *Chief Building Official* that the *dormant permit* be transferred to the active records and a required inspection be scheduled.
- e) The written request to transfer a *permit* from *dormancy* to an active record shall be submitted along with the required fee as established in “Schedule 3” of this *By-Law*.

## 9.0 Fees and Refunds

### 9.1 Fees

- a) Upon submission of a *permit* application, the *applicant* shall pay the required deposit fee as set out in “Schedule 3” of this *By-Law*.

- b) Prior to the issuance of a *permit* or any revision to a *permit*, the *applicant* shall:
  - i. provide proof of payment of any levies, charges and deposits; and
  - ii. remit the fees set out in “Schedule 3” of this *By-Law*.
- c) Every *permit* application that has been submitted after work has commenced, shall pay an additional late fee and the applicable *permit* fees in accordance with “Schedule 3” of this *By-Law*.

## 9.2 Refunds

- a) After a *permit* is issued and fees paid, and subject to 9.2(b), the *Chief Building Official* shall refund 50% of the building *permit* fee upon written request by the *permit holder*.
- b) There shall be no refund of *permit* fees where;
  - i. work has commenced and is abandoned thereafter;
  - ii. more than six (6) months has elapse from the date of permit issuance regardless of if work has commenced; or
  - iii. the *permit* has been revoked, except where a *permit* has been issued in error or the *applicant* requests cancellation in writing within six (6) months of the *permit* issuance.
- c) The “Permit Holdback Fee” identified in “Schedule 3” of this By-Law shall be refunded upon completion of the *permit* and subject to withholding of any “Inspection Fees” identified in “Schedule 3” of this By-Law.
- d) All service fees and *permit* deposits are non-refundable.

## 10.0 Inspection Notices

### 10.1 Permit Holder Responsibility

- a) The *permit holder* is responsible to ensure that the work site is safe, and the work performed is ready for inspection for each stage of construction as listed in “Schedule 4” prior to requesting the inspection.
- b) The *permit holder* shall notify the *Chief Building Official* of their readiness for inspection a minimum of two (2) business days in advance of each stage of construction as listed in “Schedule 4” of this By-Law.
- c) The *permit holder* shall provide the notice of completion as prescribed by Section 11 of the *Act*, or where occupancy is requested prior to completion the *permit holder* shall provide notice of inspection to ensure that the requirements of Section 11 of the *Act* and Subsection 1.3.3., Division C of the *Building Code* are complied with.

## 11.0 Registered Code Agencies

### 11.1 General Requirements

- a) The *Chief Building Official* is authorized to enter into service agreements with *Registered Code Agencies* to perform specified functions from time to time in order to maintain the time periods prescribed in the *Building Code*.

## 12.0 Limiting Distance Agreements

### 12.1 General Requirements

- a) The *Chief Building Official* is authorized to enter into Limiting Distance Agreements in accordance with the *Building Code* and to execute such agreements on behalf of the *Town*.

## 13.0 Hoarding and Covered Way for Construction Sites

### 13.1 General Requirements

- a) When *construction* or *demolition* activities constitute a hazard to the public and are located within a distance of 4.5 metres from a public way, a strongly constructed fence, boarding or barricade not less than 1.8 metres high shall be erected between the site and the public way and any open sides of the *construction/demolition* site.
- b) Fences placed within 1.0 metre of a public way shall be vertical, stable, structurally sound and free from accident hazards facing the public way and shall be without openings except those required for access.
- c) Boarding or barricade placed within 1.0 metre of a public way shall have a reasonably smooth surface facing the public way and shall be without openings except those required for access.
- d) Access openings through barricades shall be equipped with gates which shall be:
  - i. kept closed and locked when the site is unattended, and
  - ii. maintained in place until completion of the *construction* or *demolition* activity, or when the *construction* progresses to a point where the same level of security can be achieved by securing the *building*.

### 13.2 Covered Way Requirements

- a) Where the *construction* may constitute a hazard to the public, work shall not commence on the *construction*, alteration, or repair of a *building* until a covered way, as described in section 13.3 hereof, has been erected to protect the public, except where:
  - i. work is performed within a solid enclosure;
  - ii. the *building* is at a distance greater than 4.5 metres from a public way used by pedestrians; and

- iii. site conditions warrant a distance greater than provided in clause 13.2 a) ii) hereof.
- b) The covered way shall be subject to *permit* and encroachment agreement required by the Town's Public Works and Engineering Services Department.

### 13.3 Covered Way Construction

- a) A covered way shall:
  - i. have a clear height of no less than 2.4 metres;
  - ii. have an unobstructed width of 1.5 metres or the width of the public way, whichever is lesser;
  - iii. be designed and constructed to support safely all loads that may be reasonably expected to be applied to it, but in no case less than 2.4KPa on the roof;
  - iv. have a weather-tight roof sloped towards the construction site or, if flat, be equipped with a splash board no less than 300mm high on the street side; and
  - v. be totally enclosed on the construction site side with a structure having a reasonably smooth surface facing the public way.
- b) Where, in the opinion of the *Chief Building Official*, a *construction* site presents a particular and unique hazard to the public, the *Chief Building Official* may require the erection of such fencing as deemed appropriate to the circumstances.
- c) In considering the hazard presented by a *construction* site, the necessity for fencing, and its *construction*, the *Chief Building Official* shall have regard to:
  - i. the proximity of the *construction* site to occupied dwellings;
  - ii. the proximity of the *construction* site to lands accessible to the public, including but not limited to streets, parks, and commercial and institutional activities;
  - iii. the hazards presented by the *construction* activities and materials;
  - iv. the feasibility and effectiveness of the site fencing; and
  - v. the duration of the hazard.

## 14.0 Code of Conduct

### 14.1 Introduction

- a) This Code of Conduct applies to the *Chief Building Official* and inspectors appointed by the *Town* under the *Act*, in the exercise of a power or the performance of a duty under the *Act* or the *Building Code*. The purposes of this Code of Conduct are to promote appropriate standards of behavior and enforcement actions by the *Chief Building Official* and inspectors, to prevent practices, which may constitute an abuse of power, including unethical or illegal practices, and to promote appropriate standards of honesty and

integrity in the exercise of a power of the performance of a duty under the *Act*, or the *Building Code* by the *Chief Building Official* and inspectors.

#### 14.2 Standard of Conduct

- a) In addition to any existing Code of Conduct Policy which the *Town* already has in place for its municipal employees, the *Chief Building Official* and inspectors of the *Town* undertake to:
  - i. act in the public interest, particularly with regard to the safety of *buildings* and structures;
  - ii. conduct themselves with a high degree of personal integrity and ethics, and in particular they should not place themselves, or *permit* themselves to be placed, in a position which would constitute, or on an objective basis give a reasonable apprehension, of a conflict of interest or breach of trust;
  - iii. exercise powers in accordance with the provisions of the *Act*, the *Building Code* and other applicable law that governs the authorization, *construction*, occupancy and safety of *buildings* and designated structures;
  - iv. apply all relevant *building* laws, regulations and standards in a consistent and fair manner, independent of any influence by interested parties;
  - v. act honestly, reasonably and professionally in the discharge of their duties; and
  - vi. not divulge any confidential or sensitive information or material that they become privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy.

### 15.0 Repeal

#### 15.1 Repealed By-Law

- a) By-Law number 2018-19 being “a By-Law respecting construction, demolition, change of use permits, inspections and related matters” is hereby repealed.

#### 15.2 Applications under By-Law 2018-19

- a) Despite the repeal of By-Law 2018-19, any applications submitted prior to the passing of this By-Law, will continue to be processed under By-Law 2018-19.

**Read** a first, second, third time and finally passed this 13th day of March, 2023.

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Gary McNamara, Mayor

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Robert Auger, Clerk



**Schedule 1  
Applicable Forms  
Required for Permit**

**Building Services Department**  
917 Lesperance Road  
Tecumseh, ON N8N 1W9

Forms are required by the Chief Building Official but are not attached to this By-Law. As such, they may be amended to reflect changes to Provincial Legislation, Municipal By-Laws, etc. Forms are available at the Building Services Department or online at [www.tecumseh.ca](http://www.tecumseh.ca).

Form	Title
A	Application for a Permit to Construct or Demolish
A.1	Designer Information
A.2	Sewage System Installer Information
A.3	Commitment to General Review by Architect and Engineers
A.4.1	Energy Efficiency Design Summary: Prescriptive Method
A.4.2	Energy Efficiency Design Summary: Performance & Other Acceptable Compliance Methods
A.5	Residential Mechanical Ventilation and HVAC Design Summary
A.6	Demolition Permit Application Checklist
A.7.1	Alternative Solution Application
A.7.2	Alternative Solution Authorization Form
B	Change of Use Application
C	Partial Occupancy Permit Application
D	Plan Resubmission Application
E	Liquor Licence Application
F	Sign Permit Application
G	Mobile Sign Permit Application
H	Transfer of Permit Application
I	Remove Permit from Dormancy Application





**Schedule 2.1  
Documents and  
Drawings Required for  
Permit Application**

**Building Services Department**  
917 Lesperance Road  
Tecumseh, ON N8N 1W9

The Forms described in this Schedule are available from the Chief Building Official and listed in “Schedule 1” of this By-Law.

A description of the information required on drawings is contained in “Schedule 2.2” of this By-Law.

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 do not necessitate its submission.

## **New Construction**

### **Residential Part 9 Buildings**

<b>Row</b>	<b>Class of Permit</b>	<b>Documents and Drawings Required</b>
1	<ul style="list-style-type: none"> <li>• Detached house</li> <li>• Semi-detached house</li> <li>• Row house</li> <li>• Duplex</li> <li>• Double duplex</li> <li>• Triplex</li> <li>• Fourplex</li> <li>• Multi-unit dwelling (under 600 m<sup>2</sup>)</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• Form A – Application for a Permit to Construct or Demolish</li> <li>• Form A.1 – Designer Information</li> <li>• Form A.2 – Sewage System Installer Information (if on a sewage system)</li> <li>• Form A.4.1 or A.4.2 – Energy Efficiency Design Summary</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Civil Drawings</li> <li>• Architectural Drawings</li> <li>• Structural Drawings</li> <li>• Engineered Products</li> </ul>

### **Renovation, Alteration and Small Project**

### **Residential Part 9 Buildings**

<b>Row</b>	<b>Class of Permit</b>	<b>Documents and Drawings Required</b>
2	<ul style="list-style-type: none"> <li>• Alterations</li> <li>• Additions</li> <li>• Accessory buildings</li> <li>• Basement renovations</li> <li>• Repairs</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• Form A – Application for a Permit to Construct or Demolish</li> <li>• Form A.1 – Designer Information</li> <li>• Form A.2 – Sewage System Installer Information (if on a sewage system)</li> </ul>

	<ul style="list-style-type: none"> <li>• Deck</li> <li>• Porch</li> </ul>	<ul style="list-style-type: none"> <li>• Form A.4.1 or A.4.2 – Energy Efficiency Design Summary (except for deck and porch)</li> <li>• Form A.5 – Residential Mechanical Ventilation (except for deck and porch) and</li> <li>• HVAC Design Summary (except for deck and porch)</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Architectural Drawings</li> <li>• Structural Drawings</li> <li>• Engineered Products</li> </ul>
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### New Construction

#### Non-Residential and Other Residential Not Provided for in Row 1 or 2

Row	Class of Permit	Documents and Drawings Required
3	<ul style="list-style-type: none"> <li>• New Buildings</li> <li>• Additions</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>• Form A – Application for a Permit to Construct or Demolish</li> <li>• Form A.1 – Designer Information (Part 9 Small Buildings)</li> <li>• Form A.2 – Sewage System Installer Information (if on a sewage system)</li> <li>• Form A.3 – Commitment to General Review by Architect and Engineers (Part 3 Buildings)</li> <li>• SB-10 – Energy Efficiency Design Summary</li> <li>• Geotechnical Report</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Civil Drawings</li> <li>• Architectural Drawings</li> <li>• Structural Drawings</li> <li>• HVAC Drawings</li> <li>• Plumbing Drawings</li> <li>• Fire Protection Drawings</li> <li>• Electrical Drawings</li> </ul>

## Renovation, Alteration and Small Project

### Non-Residential and Other Residential Not Provided for in Row 1 or 2

Row	Class of Permit	Documents and Drawings Required
4	<ul style="list-style-type: none"> <li>Alterations</li> <li>Renovations</li> <li>Repairs</li> <li>Interior fit up</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>Form A – Application for a Permit to Construct or Demolish</li> <li>Form A.1 – Designer Information (Part 9 Small Buildings)</li> <li>Form A.2 – Sewage System Installer Information (if on a sewage system)</li> <li>Form A.3 – Commitment to General Review by Architect and Engineers (Part 3 Buildings)</li> <li>SB-10 – Energy Efficiency Design Summary</li> <li>Geotechnical Report</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>Site Plan</li> <li>Civil Drawings</li> <li>Architectural Drawings</li> <li>Structural Drawings</li> <li>HVAC Drawings</li> <li>Plumbing Drawings</li> <li>Fire Protection Drawings</li> <li>Electrical Drawings</li> </ul>

## Construction

### Designated Structures Under Article 1.3.1.1 of Division A of the Ontario Building Code

Row	Class of Permit	Documents and Drawings Required
5	Retaining wall Pedestrian bridge Crane runway Exterior storage tank and supporting structure Signs Solar collector Structure supporting wind turbine generator Dish antenna Outdoor pool	<b>Documents</b> Form A – Application for a Permit to Construct or Demolish Form A.3 – Commitment to General Review by Architect and Engineers Geotechnical Report  <b>Drawings</b> Site Plan Architectural Drawings Structural Drawings HVAC Drawings

	Outdoor public spa Permanent solid nutrient storage facility	Plumbing Drawings Fire Protection Drawings Electrical Drawings
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**Change of Use**

Row	Class of Permit	Documents and Drawings Required
6	<ul style="list-style-type: none"> <li>When no construction required</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>Form B – Change of Use Application</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>Site Plan</li> <li>Architectural Drawings</li> <li>Details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities</li> <li>Details of the existing sewage system (if any)</li> <li>HVAC Drawings – showing current and proposed fresh air ventilation, including calculations</li> </ul>

**Demolition**

Row	Class of Permit	Documents and Drawings Required
7	<ul style="list-style-type: none"> <li>Demolition</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>Form A – Application for a Permit to Construct or Demolish</li> <li>Form A.3 – Commitment to General Review by Architect and</li> <li>Engineers</li> <li>Designated Substance Survey (if required)</li> <li>Method of Demolition Report (if required)</li> <li>Confirmation of Utility Services Disconnection</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>Site Plan</li> <li>Structural Drawings</li> </ul>

**Partial Occupancy**

Row	Class of Permit	Documents and Drawings Required
8	<ul style="list-style-type: none"><li>Partial occupancy</li></ul>	<b>Documents</b> <ul style="list-style-type: none"><li>Form C – Partial Occupancy Permit Application</li></ul> <b>Drawings</b> <ul style="list-style-type: none"><li>Architectural Drawings (identifying area to be occupied)</li></ul>

**Tents**

Row	Class of Permit	Documents and Drawings Required
9	Small Tents (60 m2 to less than 225 m2 in aggregate ground area) Large Tents (225 m2 or larger in aggregate ground area)	<b>Documents</b> Form A – Application for a Permit to Construct or Demolish Form A.3 – Commitment to General Review by Architect and Engineers (for Large Tents) <b>Drawings</b> Site Plan Structural Drawings (for Large Tents)



## Schedule 2.2 Information Required on Drawings

**Building Services  
Department**  
917 Lesperance Road  
Tecumseh, ON N8N 1W9

The numbered columns (1 through 9) in the following tables reference the “Row” columns in “Schedule 2.1” - Documents and Drawings Required for Permit Application

Where indicated by a checkmark (✓), the information described in the “Information Required” column in the following table is required to be included on the drawings for the type of work described in “Schedule 2.1” - Documents and Drawings Required for Permit Application

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.

### Site Plan

Information Required	1	2	3	4	5	6	7	8	9
Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads, easements, and key plan	✓	✓	✓	✓	✓	✓	✓		✓
Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines	✓	✓	✓	✓	✓	✓	✓		✓
Dimensions and location of parking and vehicle access and fire routes, hydrants, and fire department connection	✓	✓	✓	✓		✓			
Dimensions and location of barrier-free parking, barrier free curb, ramps, path of travel to building and building access, loading spaces, bicycle spaces, and refuse area	✓	✓	✓	✓		✓			

**Civil Drawings**

<b>Information Required</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Signature and seal of Professional Engineer, Landscape Architect or Ontario Land Surveyor	✓		✓	✓					
Property lines, easements, sidewalks, driveways, building location, curb cuts, and retaining walls	✓		✓	✓					
Existing and proposed elevations within the site and at property lines, centerline of the road(s), adjacent properties, retaining wall elevation, slopes of driveways, and drainage flow and swales	✓		✓	✓					
Location of catch basins, above and below ground utilities, and connections to services			✓	✓					
Site servicing details, pipe materials, and parking lot details			✓	✓					
Cross section of front/rear yard, cross section of side yard with 8% max slope, catch basin location, rear yard drain detail, swale detail, sump pump detail, grout/bentonite plug detail and location, roof drainage, and back water valve	✓								

**Architectural Drawings**

<b>Information Required</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Ontario Building Code Data Matrix			✓	✓	✓	✓			
Existing plans showing construction and room/space identification of all floors in the area of proposed work or occupancy, and key plan location of work		✓	✓	✓	✓	✓			
Plans of all floors including basements complete with all rooms and room names	✓	✓	✓	✓		✓		✓	



Roof plan showing slope, drainage, fire rating, and construction details	✓	✓	✓	✓		✓			
Building elevations showing grade, floor and ceiling heights, overall building height and mid point of sloped roofs, exterior finish materials, window heights and sizes, and spatial separation calculations	✓	✓	✓	✓	✓				
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, party wall and fire separations, and life safety equipment	✓	✓	✓	✓					
Stairs, guards and handrail dimensions and details, window sizes and height above floor level, location and fuel type of all fireplaces	✓	✓	✓	✓					
Mezzanine plan showing construction, guardrails, and egress	✓	✓	✓	✓					
Location and details of barrier free entrances, barrier free path of travel, and barrier free washrooms			✓	✓		✓			
Reflected ceiling plans, bulkhead details, and horizontal service shaft details			✓	✓					
Roof equipment screening, anchorage for window washing, and roof access			✓	✓					
Building cross sections showing grade, floor and ceiling heights, horizontal, and vertical fire separations			✓	✓		✓			
Enlarged sections and detail plans of washrooms and exit stairs			✓	✓					
Wall sections, plan and section construction details	✓	✓	✓	✓		✓			

Exit stair enclosure, wall construction details, fire separations and listed design numbers, and door numbers referenced to a door schedule			✓	✓		✓			
Door and hardware schedule, door and frame details, window schedule, and room finish schedule			✓	✓					

### Structural Drawings

Information Required	1	2	3	4	5	6	7	8	9
Foundation plans, floor and roof framing plans, footing, column and beam schedules, structural details, and material specifications	✓	✓	✓	✓	✓				
Design specifications, live and dead loading, wind and snow loading, earthquake loading, and geotechnical report design basis			✓	✓	✓				
Structural drawings sealed by a Professional Engineer for all structural elements not within the scope of Part 9 of the Building Code	✓	✓	✓	✓	✓		✓		✓
Roof and floor truss drawings sealed by a Professional Engineer	✓	✓	✓	✓	✓				

### HVAC Drawings

Information Required	1	2	3	4	5	6	7	8	9
Heating, ventilating and air conditioning plans, service shafts, and equipment layout and schedules			✓	✓	✓				
Fire damper locations, and kitchen exhaust equipment			✓	✓					
Structural design for support of equipment			✓	✓					

**Plumbing Drawings**

<b>Information Required</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Plumbing and drainage plans, location of fixtures and sizing of under and above ground storm, sanitary and water service piping, and appurtenances			✓	✓	✓				
Location of fire stopping, specifications of plumbing, and fire stopping materials			✓	✓					

**Fire Protection Drawings**

<b>Information Required</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Fire hydrant locations, sprinkler and standpipe distribution plans, hydraulic calculations and schedules, sprinkler head layout, and fire hose cabinet locations			✓	✓					
Location and specification of emergency lighting, exit signage emergency generators, fire alarm system equipment, diagrams, and specifications	✓	✓	✓	✓					
Location of smoke alarms and carbon monoxide detectors	✓	✓	✓	✓					

**Electrical Drawings**

<b>Information Required</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Electrical supply and distribution plans, location of power and lighting outlets, equipment schedule, and transformer location			✓	✓	✓				
Location and specification of emergency lighting, emergency generators, and exit signage	✓	✓	✓	✓	✓				



### Schedule 3 Permit Fee Rates

**Building Services Department**  
917 Lesperance Road  
Tecumseh, ON N8N 1W9

#### Minimum Permit Fee

A minimum permit fee of **\$250** will be assessed for the processing and issuance of permits, except where otherwise noted in this By-Law.

#### General Application Fees (listed as 1 to 2 and are in addition to the Permit Fees).

1	Permit Holdback Fee  Applied to permit fees that are \$1,000 or greater and is refundable subject to conditions in section 9.0 of this By-Law	\$1,000 per permit
2	Permit Deposit  Applied as a credit to total calculated permit fee	\$500 per dwelling unit

#### Permit Fees (listed as 3 to 7)

Permit fee calculations (\$ / Sq.Ft.) in this section to include the sum of all floor areas, including below grade (finished or unfinished), attached garages, and roofed areas (carports, covered porches/patios, supported roofs over attached decks or landings, etc.).

#### Residential

\$ / Sq. Ft unless otherwise noted

3	House (OBC Part 9, Group C)  New House, Alteration, Addition and Additional Residential Unit (ARU)	\$1.20  <b>Plus</b> – \$0.85 for applicable extras: attached deck/porch without a roof, unfinished basement, attached garage, and any other applicable fees
4	Other Residential (OBC Group C)  New building, Alteration, Addition	\$1.20  <b>Plus</b> – \$0.85 for applicable extras: attached deck/porch without a roof, and any other applicable fees

**Industrial**

\$ / Sq. Ft unless otherwise noted

5	Industrial (OBC Group F) New building, Alterations and Addition	\$1.00
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**Commercial / Institutional**

\$ / Sq. Ft unless otherwise noted

6	Commercial / Institutional (OBC Group A, B, D or E) New building, Alterations and Addition	\$1.20
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**Post Disaster Buildings**

\$ / Sq. Ft unless otherwise noted

7	Post Disaster Building (as defined in Division A, Article 1.4.1.2 of the OBC) New building, Alterations and Addition	\$2.50
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**Other Permit Fees (listed as 8 to 25)**

Fees listed in this section are only applied to projects where the described work is **not** part of a new building listed in the Permit Fees section above. Sewage systems are always issued as separate permits.

**Heating, Ventilating and Air Conditioning (HVAC) System Fees**

8	House HVAC System (OBC Part 9, Group C) New installation and replacement	\$350 per unit/system
9	All Other HVAC Systems	\$350 per unit/system

	(OBC Group A, B, C, D, E or F) New installation and replacement	
10	Post Disaster HVAC System (As defined in OBC Division A, Article 1.4.1.2) New installation and replacement	\$700 per unit/system

**Life Safety and Other Mechanical System Fees**

11	Mechanical Roof-Top Unit New installation and replacement	\$200 per roof-top unit (minimum \$250)
12	Commercial Kitchen Hood New installation and replacement	\$350 per unit/system
13	Fire Alarm System (All building types) New and alterations to existing system	\$350 per unit/system

**Plumbing Fees**

14	Bathroom New bathroom, rough-in bathroom	\$200 per bathroom (minimum \$250)
15	Backwater Valve / Sump Pit / Ejector Pump	\$250 per unit

**Sewer and Water Service Fees\***

\*The fees listed below (listed as 19 to 24) are to be applied as **individual** fees if work is only for the individual item listed. If more than one of the items listed below are being installed on a project, the highest fee of the individual item will be applied for the entire grouping of work included on a project provided the work is included on a single permit.

16	Residential Sanitary Sewer (OBC Part 9, Group C)	\$250 per dwelling unit
17	All Other Sanitary Sewer (OBC Group A, B, C, D, E, F)	\$3.00 per lineal foot (minimum \$250)
18	Residential Storm Sewer (OBC Part 9, Group C)	\$250 per dwelling unit
19	All Other Storm Sewer (OBC Group A, B, C, D, E, F)	\$3.00 per lineal foot (minimum \$250)
20	Residential Water Service (OBC Part 9, Group C)	\$250 per dwelling unit
21	All Other Water Service (OBC Group A, B, C, D, E, F)	\$3.00 per lineal foot (minimum \$250)



**Sewage System Fees**

22	Septic Sewage System Class 4 (All types – new or repair) Always to be issued as a separate permit	\$1,000 per system
23	Septic Sewage System Class 5 (Holding tank) Always to be issued as a separate permit	\$1,000 per system

**Lot Grading Fees**

24	Residential Lot Grading Review (OBC Part 9, Group C)	\$250 per dwelling
25	All Other Lot Grading Review (OBC Group A, B, C, D, E, F)	\$350 per development

**Miscellaneous Permit Fees (listed as 26 to 34)**

\$ / Sq. Ft unless otherwise noted

26	Deck / Porch without a roof (OBC Part 9, Group C)	\$0.85 (minimum \$250)
27	Finish Basement (OBC Part 9, Group C)	\$1.20
28	Accessory Building (OBC Part 9, Group C)	\$0.85 (minimum \$250)
29	House Demolition	\$350

	(OBC Part 9, Group C)	
30	All Other Demolition (OBC Group A, B, C, D, E, F)	\$0.20 (minimum \$350)
31	Temporary Structure - Tent	\$250
32	Change of Use - no construction required (as described in OBC Section 10)	\$250
33	Farm Building (as defined in Division A, Article 1.4.1.2 of the OBC)  New building, Alterations and Addition	\$0.50
34	Work Not Specifically Listed (per \$1,000 of construction value determined by current construction index or accepted tender bid)	\$15

**Miscellaneous Charges (Listed as 35 to 49)****Permit Application Fees**

35	Permit Resubmission Before permit is ready to be issued	\$250
36	Permit Resubmission After permit is issued	\$250 plus applicable permit fees (no refund for original permit)
37	Partial Occupancy Permit (per square foot of the area to be occupied in advance of the total building occupancy)	\$0.05 / square foot (\$250 minimum)
38	Conditional Permit	Permit fee as determined from this schedule plus \$1,000
39	Partial Permit	Permit fee as determined from this schedule plus \$500
40	Alternative Solution Application	\$250 minimum for up to 4 hours of review time plus \$100 per hour beyond the first 4 hours
41	Permit Transfer	\$250

**Inspection Fees**

42	Inspection requested and site attended but the site is deemed unsafe to enter by Inspector	\$120
43	Inspection requested and site attended but the work to be reviewed is incomplete	\$120

44	Inspection requests exceed the maximum two (2) inspections for each required inspection stage	\$120
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**Work Without a Permit Penalty Fees**

45	Work Without a Permit For work started without a permit	100% of permit fee (\$500 minimum)
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**Administrative Fees**

46	Records Search	\$50
47	Property Information Letter	\$50
48	Permit Finalization Letter	\$50
49	Opening Dormant Permit	\$100



## Schedule 4 Inspection Notices

**Building Services  
Department**  
917 Lesperance Road  
Tecumseh, ON N8N 1W9

Any person to whom a permit under Section 8 of the Act is issued shall notify\* the Chief Building Official of the stages of construction\*\* listed in the following table:

ITEM	DESCRIPTION
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 of Division B
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 and vapour barriers
F	Substantial completion of air barrier systems
G	Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems
H	Substantial completion of fire access routes
I	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.
J	Readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Clause 1.3.1.1.(l)(j) of Division A, a public pool or a public spa
K	Substantial completion of the circulation / recirculation system of an outdoor pool described in Clause 1.3.1.1.(l)(j) of Division A, a public pool or public spa and substantial completion of the pool before it is first filled with water
L	Readiness to construct the sewage system
M	Substantial completion of the installation of the sewage system before the commencement of backfilling
N	Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling
O	Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(3) or to permit occupancy under Sentence 1.3.3.2.(1), if the building or part of the building to be occupied is not fully completed
P	Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.(4) or 1.3.3.5.(3)

\* The permit holder is responsible to notify the Chief Building Official for all applicable stages for their specific project.

\*\* The listed stages are taken from **Division C, Sentence 1.3.5.1 of the Ontario Building Code** and are subject to Provincial revision. The permit holder is responsible to provide notice in accordance with this list and the latest revision of the Ontario Building Code.