



## The Corporation of the Town of Tecumseh

Development Services

**To:** Mayor and Members of Council

**From:** Brian Hillman, Director Development Services

**Date to Council:** March 14, 2023

**Report Number:** DS-2023-06

**Subject:** Proposed New Building By-law and Permit Fees

---

### Recommendations

It is recommended:

**That** Report DS-2023-06, entitled “Proposed New Building By-law and Permit Fees”, **be received.**

**And that** the scheduling of a public meeting, to be held on April 25, 2023 at 5:30 pm, in accordance with the requirements of the *Ontario Building Code Act*, to receive comments from the public regarding the proposed building permit fee rates, **be authorized.**

### Background

The Building Services Operational Review (“Operational Review”) was presented to Council on November 22, 2022 under Report [DS-2022-45](#) (Attachment 1). The Operational Review identified service delivery challenges and recommended an increase in staff, a digital transformation and an increase in fees. The Operational Review was ultimately approved with Council’s approval of the 2023 Budget on January 25, 2023.

Section 7 of *The Ontario Building Code Act* (“the Act”) gives the municipality the authority to pass a by-law regarding permit applications, permits, inspections, the establishment of permit fee rates and related matters. This by-law is commonly referred

to as the “Building By-law”. The Town’s current Building By-law 2018-19 was approved by Council on March 13, 2018. Administration has undertaken a review of the current By-law having regard to implementing the Operational Review and as a result has prepared a proposed new Building By-law (see Attachment Number 2). Administration has also taken this opportunity to incorporate some housekeeping changes to reflect current operations and best practices (e.g. fencing and hoarding requirements, digital submissions, dormancy provisions to address old permits, clarifying submission requirements for permit applications).

## **Comments**

### **Proposed New Building By-law**

The following is a summary of the provisions of the proposed new Building By-law, which provisions are consistent with legislative requirements provided in the Act:

- a) Identify forms required for all types of permit applications;
- b) Prescribe specific forms, documents required to establish a complete permit application;
- c) Prescribe different classes of permits (Construction, Demolition, Change-of-Use, etc.);
- d) Establish methods allowing permit transfer and permit revisions;
- e) Establish methods allowing permit revocation and permit dormancy;
- f) Establish permit fee rates, deposits, refunds and penalties;
- g) Requiring notice for readiness for inspection at established stages of construction;
- h) Requiring construction fencing and protection of public rights of way;
- i) Prescribing Code of Conduct for Inspectors and the CBO.

### **Proposed new Permit Fees**

The new permit fee rates are based on those provided in the Operational Review. Section 7(2) of the Act allows a municipality to establish fees based on the anticipated reasonable costs to administer and enforce the Act.

As noted in the Operational Review, a comprehensive fee study was performed in 2017 and the Town’s current “Building By-law 2018-19” has been in place since 2018. It is

important to note that the permit fees rates have not increased or changed since implemented five years ago. Accordingly, in the table below, the 'Current' column represents the fees set in 2018 which are still in effect today.

Based on the Operational Review, the proposed 2023 fees are based on inflation using a simplified annual CPI increase from 2018, as shown in the table below. The proposed 2023 fees provide sufficient funds to support the staffing and technological changes required to provide the service to the public, as rationalized in the Operational Review. The table below summarizes the proposed permit fee changes.

#### PROJECTED FEES INCREASES BASED ON ANNUAL CPI

YEAR		2018	2019	2020	2021	2022	PROPOSED
CPI	CURRENT	2.20%	1.90%	0.60%	4.00%	6.90%	2023 FEES
RESIDENTIAL	\$1.05/s.f.	\$1.07/s.f.	\$1.09/s.f.	1.10/s.f.	\$1.14/s.f.	\$1.22/s.f.	\$1.20/s.f.
INSTITUTIONAL	\$1.05/s.f.	\$1.07/s.f.	\$1.09/s.f.	1.10/s.f.	\$1.14/s.f.	\$1.22/s.f.	\$1.20/s.f.
COMMERCIAL	\$1.05/s.f.	\$1.07/s.f.	\$1.09/s.f.	1.10/s.f.	\$1.14/s.f.	\$1.22/s.f.	\$1.20/s.f.
INDUSTRIAL	\$0.85/s.f.	\$0.87/s.f.	\$0.89/s.f.	\$0.89/s.f.	\$0.92/s.f.	\$0.99/s.f.	\$1.00/s.f.

## Public Meeting

Subsection 1.9.1.2 of Division C of the Ontario Building Code requires that before there can be a change to a permit fee, Council must hold a public meeting. A minimum of 21 days notice must be given to the general public and every person or organization that has requested to be notified within the last 5 years. The Town has not received any requests from any person or organization within the last 5 years, so only the general public needs to be notified.

To notify the general public, a notice of public meeting to be held on April 25, 2023 at 5:30 pm, will be posted on the Town's website and Facebook page.

If issues arise at the public meeting that are not immediately resolved, a summary of the issues, along with a final recommendation on the proposed new Building By-law will follow by way of a future Administrative Report. If, however, all issues are resolved or none are identified, the proposed new Building By-law will be brought forward for Council's consideration at a subsequent Council Meeting.

## Consultations

Financial Services

## Financial Implications

As previously indicated, a comprehensive fee study was performed in 2017 and the Town's current "Building By-law 2018-19" has been in place since 2018. The permit

fees rates have not increased or changed since implemented five years ago. The proposed increases are based on an inflationary review using a simplified annual CPI increase from 2018, as detailed in the Operational Review. The proposed revenue generated from the fees were reflected in the approved 2023 Budget.

This increase will allow the Town to meet the anticipated needs of the development industry through staffing and technology enhancements while remaining comparable to our regional municipalities and avoiding impacts to the tax levy.

## Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

## Communications

Not applicable ☐

Website ☒ Social Media ☒ News Release ☐ Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Peter Valore, CBO  
Manager Building Services & Chief Building Official (CBO)

Reviewed by:

Tom Kitsos, CPA, CMA, BComm  
Director Financial Services & Chief Financial Officer


Reviewed by:

Brian Hillman, MA, MCIP, RPP  
Director Development Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1.	Building Services Operational Review
2.	Proposed New Building By-law



DS-2023-06

**Attachment 1**

Building Services Operational Review

# **BUILDING SERVICES OPERATIONAL REVIEW**

**November 22, 2022**

**Peter Valore**, Chief Building Official

**Dan Lunardi**, Acting Chief Building Official

## Table of Content

1.0	Preamble	2
2.0	Industry Challenges	2
3.0	<b>Need for Sufficient Staffing</b>	2
3.1	Legislated Obligations	3
3.2	Customer Service	3
3.3	Core Services	3
3.4	Operational Capacity	4
3.5	Anticipated Growth	5
3.6	Service Delivery	6
4.0	<b>Technological Tools</b>	8
4.1	Digital Transformation	8
4.2	Implementation	9
5.0	<b>Operational Expenses</b>	9
5.1	Fee Review	9
6.0	<b>Summary and Recommendations</b>	11
6.1	Overview	11
6.2	Staffing Projections	11
6.3	Recommendations	12

## 1.0 Preamble

This review is authored by Peter Valore, Chief Building Official (“CBO”), and Dan Lunardi, Acting Chief Building Official (“Acting CBO”), and was developed with 40 years of combined experience as Building Officials, including 18 total years as CBOs. Part of this review included regular consultation with the Director Development Services and the Director People and Culture. The review was informed by the past 6 months of Mr. Lunardi filling the part-time Acting CBO role during the prior full-time CBO’s sudden medical leave followed by his retirement. This was overlapped with the hiring of Mr. Valore in mid-June as the full-time CBO.

The overlying premise recognises the forecast for a strong housing market, continued commercial and industrial growth and considers the ability for the Town of Tecumseh (“Town”) to deliver legislated obligations while focusing on customer service and community leadership.

The Building Services Division is transitioning out of a crisis mode to a sustainable operation and will need to stabilize and evolve with a clear operational model. This should include three general areas that are necessary to our success:

- Increase staffing compliment to meet present and forecasted demands;
- Develop and implement technological tools to improve service delivery; and
- Review and adjust fees schedule to cover operational expenses and establish a reserve fund.

The following review recommends:

- the need for two (2) additional technical staff that can be phased-in over the next year;
- the implementation of Cloudpermit software which is fast becoming an industry standard; and
- the raising of permit fees to a median regional level to remain self-funding and sustainable (i.e., Building Services expenses not to impact the general tax levy).

## 2.0 Industry Challenges

The province is estimating the need for 1.5 million new homes over the next 10 years and there is a severe shortage of qualified Building Officials to issue permits and perform inspections. This shortage is being recognized in our region and it poses a real threat to all anticipated development.

All municipalities are under immense pressure to perform legislated duties in a timely manner to service the development industry. The Town must be prepared to support all future development by meeting our legislated obligation and providing a simplified process for permits and inspections.

The Ontario Building Code Act (“the Act”) establishes a service model that is silent on fees other than to allow a Principal Authority (being the Town) to set the required fees and stabilization reserve necessary to administer and enforce the Act. Basically, the legislation says charge what you need to charge to deliver the standardized legislated service.

It is important to note that failure to meet legislated service requirements will negatively impact the development industry and attracts substantial risk to the municipality.



## **3.0 Need for Sufficient Staffing**

### **3.1 Legislated Obligations**

---

The council of each municipality is responsible for the enforcement of the Act, which is provincial legislation that requires a municipality to perform specific functions in specific time frames. The council of each municipality shall appoint a CBO and such Inspectors as necessary for the enforcement of the Act. The legislated functions include plan review, permit issuance and site inspections, which are integral to all development and the roles of the municipality are clearly defined. Building Services shall perform these functions and owners, developers, builders, and trades rely on the municipality meeting their defined roles.

### **3.2 Customer Service**

---

An important core service outside the legislated obligations is to provide education, communication, and complete service delivery in a professional and consistent manner. This is important in order to ensure Building Services fulfills Council's Strategic Priority to steward the Town's continuous improvement approach to municipal service delivery to residents and businesses.

The success of any operation should be measured in part by customer satisfaction. Building Services has unique challenges in this area as our function is largely legislated and delivering information often requires greater attention and sensitivity. It is very challenging to deliver unwelcome news in a manner that is well received. Expectations are that all communication with citizens and customers (builders, trades and contractors) will be transparent and delivered with an accountable approach. All interaction must be clear, concise, accurate and delivered in a professional, timely and helpful manner. This is achieved largely by developing staff with a clear focus on professionalism and improving the customer experience.

Equally important is the ability for the Town to deliver the core required building services (plans review, permit issuance and building inspections) in a timely manner that meets the needs of the construction industry. A simplified and seamless customer experience is essential to providing quality services.

### **3.3 Core Services**

---

Building Services is required under Bylaw to enforce the Ontario Building Code (OBC) to a service level regulated by the Act. The general operation consists of:

- Receive and review applications for construction for compliance with the OBC, which includes matters listed as applicable law, including such matters as the Zoning By-law and site plan control agreements;
- Issue permits and collect fees for all construction projects;
- Perform required construction inspections to verify compliance with the OBC; and
- Issue orders as necessary to ensure compliance with the OBC.

In addition to our legislated obligations, Building Services also processes and administers community services. Although not required via legislation, these tasks are typically performed by Building Services because they fit well within the established permit/inspection operation of the Building Services Division. These services include:

- Swimming Pool - application review, permit issuance, inspections, and enforcement;
- Sign Bylaw - application review, permit issuance, inspections, and enforcement;
- Fencing Bylaw - application review, permit issuance, inspections, and enforcement; and
- Grading, Filling, Dumping and Topsoil removal Bylaw - application review, permit issuance, inspections, and enforcement.

Building Services assists with the following Town Bylaws and provincial licensing requirements to provide expertise to the other Town departments (e.g., By-law Enforcement in the Community Safety department) and, when deemed necessary, issue orders under the Act:

- Land Maintenance Bylaw;
- Property Standards Bylaw;
- Tecumseh Zoning Bylaw 1746;
- St Clair Beach Zoning Bylaw 2065;
- Sandwich South Zoning Bylaw 85-18;
- Liquor Licence Review; and
- Patio Expansion applications and approvals.

In addition to the technical function of Building Services, a fundamental part of the operation is the Building Clerk. This position provides front line services including guidance and general communication to customers. Beyond the customer service role, the Building Clerk manages records, assists administration and reviews completeness of applications prior to intake. In many ways they are the face of the Building Services Division.

### **3.4 Operational Capacity**

---

Building Services has a current operation that consists of the following full-time permanent staff compliment:

- 1- CBO;
- 1 – Building Inspector; and
- 1- Building Clerk.

With recent impacts to the full-time permanent staff by virtue of an extended sick leave and subsequent retirement of the CBO along with the resignation of the Building Inspector, Building Services had been unable to meet our legislated requirements which exposed our operation to substantial risk. Immediate steps were taken and supplementary technical assistance was retained to maintain minimum service levels with the following part-time temporary staff compliment:

- 1- Temporary part-time Acting CBO; and
- 2- Temporary part-time Building Inspectors.

The addition of temporary part-time staff has helped us to improve service delivery and stabilize our operation, thus bring us closer to meeting our minimum legislated Provincial obligations.

We recently completed the recruitment for our CBO and Building Inspector thus filling our established staff compliment. This recruitment process was very challenging due to the high level of technical expertise and Ministry qualifications required to legally perform the legislated duties. We have begun the process of training and gaining the required Ministry qualifications for the current Building Inspector, which is anticipated to take up to two years.

For the near-term, our current operation is based on the availability and willingness of outside contract services to meet our legislated requirements and maintain a minimum level of service. It is anticipated that over time these contract services should be reduced, provided staffing resources reflect development demands. There is a benefit to including contract services as part of the ongoing Building Services operation as this model provides greater customer service and flexibility during development spikes.

### **3..5 Anticipated Growth**

---

All indications suggest that our region and the Town are entering a period of exceptional and sustained growth. This supports the need for a service delivery review to ready our operations for the anticipated increase in our workload and legislated obligations. Even just the pending new regional Hospital and under-construction NextStar Energy battery plant, both of which are located so as to have strong positive population and housing growth implications for the Town, will bring sizeable and rapid development to our community as the population grows and relocates.

It is expected that very high demands will be made of the Town and in particular the development/permit process. This will make our already deficient and stretched operation completely unable to meet our legislated requirements. This service strain in Building Services will undoubtedly create a pinch-point for the development community and prevent our operation from meeting legislated requirements and customer service standards.

The most up to date growth predictions as part of the County of Essex Official Plan Review process forecasts housing growth alone to be 37,310 units across the County over the next 30 years. This translates into an average annual housing growth forecast of 1,240 units County-wide between 2021 and 2051. Comparatively, this represents faster growth than the historical average (700 units annually) between 2001 to 2021. At the same time, employment growth across the industrial and commercial sectors is projected to increase in the County from 71,900 jobs in 2021 to 117,200 in 2051, an increase of 45,400 jobs.

Both preceding forecasts will translate into additional development and growth in Tecumseh. The Town's approved housing projections (2019 DC Background Report) project the construction of 3,500 housing units over the next 20 years in Tecumseh, creating an average of 175 housing units per year. It is already projected that more than 380 housing units will be constructed next year alone, with an additional 340 housing units in 2024. Council's approval in May of this year to advance strategic capital works projects to expedite development (4,000 housing units, 482,000 sq. ft. commercial and 3.63M sq. ft. industrial) over the next 20 years will, at a minimum, maintain this activity rate. In addition, it is anticipated that the Town's recent success with residential intensification projects will be sustained over the longer term, particularly in light of recent indications from the Provincial government towards permissive zoning.

As context, over the past 10 years the town has averaged 91 housing units per year, a significant contrast to the forecast of an average of 175 housing units stated above.

### NEW HOUSING UNITS CREATED

YEAR	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	TOTAL	AVERAGE
TOTAL UNITS	137	34	26	109	106	50	25	21	206	193	907	91

In the past five years, the average total permit fee revenue has been \$485,000. Under the current permit fee schedule, the development anticipated over the next two years is projected to generate a total permit fee revenue of \$840,230 in 2023 and \$991,584 in 2024. It is important to note that these projections have been reduced by 30% to prevent the overestimation of growth and adjust for variables such as deferred or reduced development. This is a reasonable measure of the substantial increase in activity that is anticipated and for which the Building Services area needs to prepare.

### REVENUE PROJECTIONS (USING CURRENT PERMIT FEE SCHEDULE)

PERMIT TYPE	2023 (\$)	2024 (\$)
RESIDENTIAL	518,252	801,691
INSTITUTIONAL/COMMERCIAL/INDUSTRIAL	439,220	372,000
TOTAL	957,472	1,173,691
TOTAL WITH 30% REDUCTION	670,230	821,584
BASE DEVELOPMENT*	170,000	170,000
TOTAL PROJECTED REVENUE	840,230	991,584

\* *Base Development* - refers to smaller projects that can be relied on as an annual revenue source and include interior renovations, additions, decks, accessory structures and similar types of construction.

## 3.6 Service Delivery

Over the past 10 years, Building Services processed an average of 442 permits per year which include all permit types (residential, institutional, commercial, industrial, fences, septic systems, demolitions etc.). The following table illustrates this data.

### PERMITS HISTORY

PERMIT TYPE	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	TOTAL	AVERAGE
Res (New)	22	34	26	48	100	40	24	20	14	16	344	34
Res (Add)	125	102	101	85	292	434	221	153	155	156	1824	182
Non-Res (New)	15	11	15	13	7	12	10	7	7	9	106	11
Non-Res (Add)	93	54	61	66	51	79	88	57	26	47	622	62
Pools	32	30	33	35	41	60	35	37	39	58	400	40
Grading	2	2	10	7	3	4	10	6	1	3	48	5
Fences	30	44	36	42	46	50	39	23	35	26	371	37
Signs	61	68	48	63	51	68	56	46	52	6	519	52
Septic Systems	14	4	12	12	0	0	0	0	0	0	42	4
Demolition	7	14	24	17	5	16	17	15	16	13	144	14
TOTAL	401	363	366	388	596	763	500	364	345	334	4420	442

It should be noted that the total permits issued does not identify the total units created. An example would be an apartment building which is issued as a single permit but creates many residential units. The new housing units created was illustrated in a prior chart.

It is estimated that, with the increased activity forecasted, it would result in an average of approximately 840 permits per year over the next 10 years. This anticipated permit demand will essentially double our average number of permits for all permit types, including those for buildings (residential, institutional, commercial and industrial and smaller scale projects (including fences, septic systems, demolitions etc.)).

This anticipated growth will place considerable strain on Building Services, which is ill-equipped in our current form to support this increase in robust development and meet our legislated responsibilities.

This is primarily due to the following key factors:

- Our current staff compliment cannot review applications, issue permits and perform inspections within the legislated time periods established by the OBC;
- Our ability to attract and retain technical staff remains a challenge in the current environment; and
- Our operational technology is in need of modernization to meet customer expectations and streamline processes.

In addition to our legislated obligations, we should expect increased pressure from the development community to provide them with needed support. This will require us to improve our operation in every aspect from development planning to permit completion and every step in between. Our customers must be supported with modern services providing ease and efficiency, which is a standard expectation in our industry today.

Building Services functions within specific legislated roles under the Act. At the municipal level, these are:

*The Chief Building Official*, who is responsible for establishing operational policies for the enforcement and oversight of the Act and Building Code, and exercise powers and perform duties within the Act and Building Code assigned to him/her in an independent manner. This is a full-time 24 hour/365 day legislated position; and

*The Inspector*, who is responsible for exercising powers and perform duties under the Act and Building Code in connection with reviewing plans, inspecting construction, conducting maintenance inspections and issuing orders in respect of only those matters that he/she has the required qualifications.

Aside from the legislated roles, Building Services relies on support positions that perform necessary functions within the operation. These are:

*The Building Services Clerk*, who is responsible to follow established operational policies and procedures for the intake of applications, scheduling of inspections and data/file management as well as provide direct customer and administration support.

Although most of Building Services' functions are performed during normal business hours, the CBO duties exist as a 24 hour/365-day operation to react to public safety needs and apply specific enforcement that is only available to the CBO or Deputy CBO. Attention must be given to ensure this 24 hour/365-day operation is established because there is always a risk of immediate crisis that can involve the CBO and are usually attributed to our built environment and public safety. Recent examples are the 2016 tornado and the 2021 Wheatly explosion. Maintaining a consistent mobilized response is commonly achieved by the establishing a Deputy CBO position which carries the full responsibility of the CBO. This will allow the 24 hour/365 day operational response to any emergency that requires the authority of the CBO.

In addition to the required technical positions, a support network, including clerical support, is needed for processing, communication and data management, which are essential in order to meet the legislated operational requirements.

## **4.0 Technological Tools**

### **4.1 Digital Transformation**

---

In recent years, many municipalities have overhauled their records management and retention systems to a fully paperless environment that integrates with all stakeholders. A majority of the municipalities in our region as well as a significant share of municipalities across the province have chosen Cloudpermit as their preferred system. In addition, in early 2022 the Association of Municipalities of Ontario ("AMO") partnered with Cloudpermit to offer municipalities a digital platform to manage building permits more efficiently and effectively. This partnership was arrived at after a competitive bidding process that included input from the Ontario Building Officials' Association ("OBOA"), the Municipal Information Systems Association of Ontario ("MISA ON"), the Municipal Property Assessment Corporation ("MPAC") as well as AMO and Local Authority Services ("LAS") staff.

Cloudpermit is a new online cloud-based, user-friendly and cost-effective software solution that can be used by all stakeholders (Town staff, residents, consultants, designers, contractors, builders, trades, and sub-trades) for any building projects. All users can access and track their project details from any computer and smart phone at any time. Cloudpermit is a development focused system and in a relatively short period of time this software has been a catalyst for development improvements across the province.

Some of the positive changes Cloudpermit has made for municipalities are:

- Faster permit approval process;
- Shared service and standardized processes;
- Productive work in the office, field and at home;
- Stronger organization, reporting and archives;
- Instantaneous reporting of inspection results; and
- Simplified collaboration tailored to specific projects.

While Cloudpermit is realizing the customer service benefits, there are many advantages still being created as the development community integrates into this online cloud-based digital environment.

## 4.2 Implementation

---

Building Services anticipates a digital transformation in 2023 with Cloudpermit being the selected system. Cloudpermit can be expanded to the remainder of Development Services as it can provide a Planning module to create a one-point portal for all development applications. Cloudpermit will remain an exclusive tool for Development Services and will not expand throughout the organization other than to integrate with other systems.

Once implemented, the development community will see an immediate impact and benefit from Cloudpermit which includes:

- Familiarity with using the system as many regional municipalities are using Cloudpermit and others are poised to implement it;
- Paperless digital environment allows for contactless operation and remote work capability;
- Ease of tracking projects through the design and approval process;
- Clear communication for all project participants;
- Real-time inspection results and construction status; and
- Tracking changes as project progresses.

Aside from the listed benefits, a regional advantage is that we are better positioned in Essex County to implement reciprocal service agreements with neighbouring municipalities that have transitioned to Cloudpermit.

This transformation will come with cost implications in both dollars and redirected resources, particularly during the first year of implementation when dedicated staff time will be required. It is anticipated that this work will be performed by staff as part of their daily tasks and may require support from contract serviced during times of high demands from the development community. In addition to staff resources, there is an initial start-up and integration cost of \$10,500 and an annual subscription cost of \$32,000 for the Cloudpermit module and support. This should be budgeted through the operating cost for Building Services and full cost recovery will be achieved through permit fees with no impact to the tax levy.

## 5.0 Operational Expenses

### 5.1 Fee Review

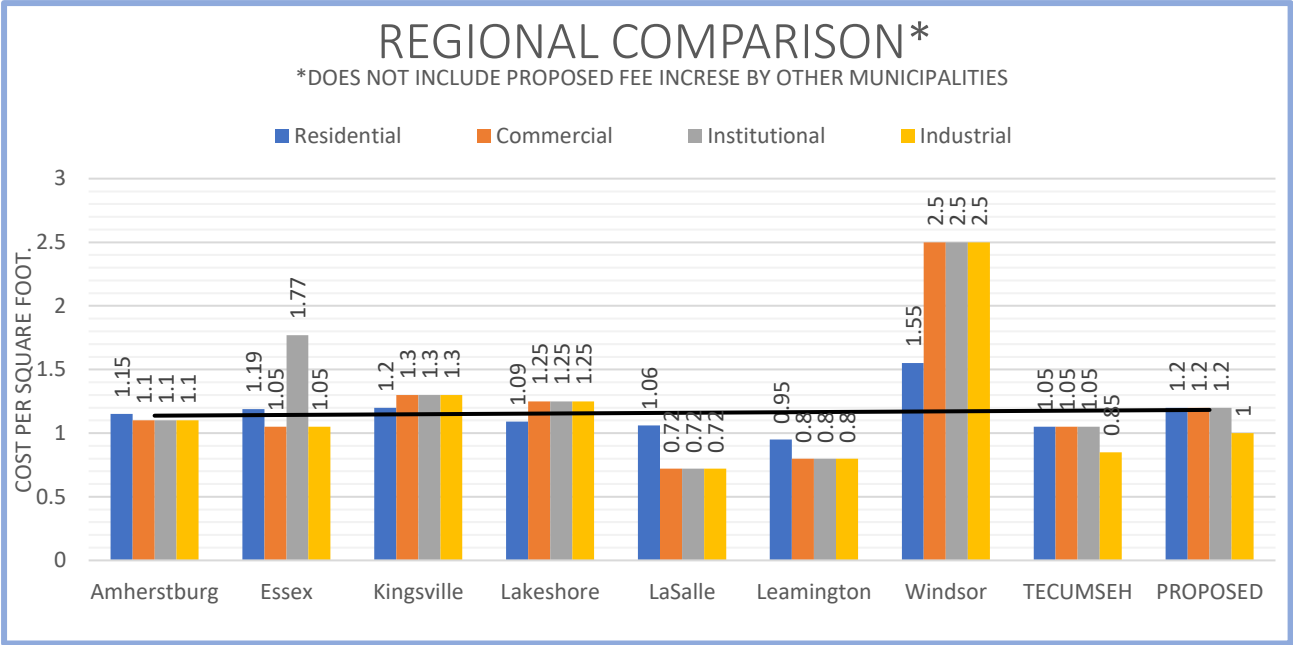
---

It is important to remember that Building Services must provide the legislated function established in the Act and the OBC while collecting sufficient fees to be self-funded, with no impact on the tax base. In addition to collecting fees for services, the Act provides provisions to establish a stabilization reserve fund. Our regional economic condition warrants a 2-year stabilization reserve to self-fund the Building Services operation during drops in development and economic downturns.

Many regional Building Departments have undergone a comprehensive review of their service costs and fee schedules. The Town of Tecumseh is at the lower end regarding permit fees. With this in mind, we need to capture sufficient funds to provide our legislated service without causing delays on projects. This will improve our customer service and allow builders to rely on established timelines and improve the development processes in our community.



By performing a simplified comparison, we can easily realize an increase in fees while remaining in the mid-range within Essex County. Most neighbouring municipalities have indicated that they will be increasing their fees for 2023, which is not accounted for in the following comparison graph.



In addition to the regional comparisons, an inflationary review indicates that fees would have reached the proposed rate with a simplified annual CPI increase from 2018. This is illustrated in the following chart.

**PROJECTED FEES INCREASES BASED ON ANNUAL CPI**

YEAR		2018	2019	2020	2021	2022	PROPOSED
CPI	CURRENT	2.20%	1.90%	0.60%	4.00%	6.90%	2023 FEES
RESIDENTIAL	\$1.05/s.f.	\$1.07/s.f.	\$1.09/s.f.	1.10/s.f.	\$1.14/s.f.	\$1.22/s.f.	\$1.20/s.f.
INSTITUTIONAL	\$1.05/s.f.	\$1.07/s.f.	\$1.09/s.f.	1.10/s.f.	\$1.14/s.f.	\$1.22/s.f.	\$1.20/s.f.
COMMERCIAL	\$1.05/s.f.	\$1.07/s.f.	\$1.09/s.f.	1.10/s.f.	\$1.14/s.f.	\$1.22/s.f.	\$1.20/s.f.
INDUSTRIAL	\$0.85/s.f.	\$0.87/s.f.	\$0.89/s.f.	\$0.89/s.f.	\$0.92/s.f.	\$0.99/s.f.	\$1.00/s.f.

It is important to note that our proposed fee increase is an inclusive fee. Most regional municipalities add additional fees such as an administration fee, a charge for the number of bathrooms or plumbing fixtures and a charge for HVAC units. It is recommended that Building Services continue to operate with a simplified fee schedule, which includes all typical elements. Conservative estimates will bring the square foot fee of neighbouring municipalities in line with our proposed fees without considering any 2023 increase by those municipalities.

With the preceding fee enhancement, we can expect a conservative annual increase of approximately \$93K based on 2023 and 2024 development forecasts, as illustrated in the following table.



## REVENUE PROJECTIONS COMPARISON (CURRENT vs PROPOSED FEES)

PERMIT TYPE	2023 FEES (\$)		2024 FEES (\$)	
	CURRENT	PROPOSED	CURRENT	PROPOSED
RESIDENTIAL	518,252	590,807	801,691	913,928
ICI	439,220	500,711	372,000	424,080
TOTAL	957,472	1,091,518	1,173,691	1,338,008
TOTAL WITH 30% REDUCTION	670,230	764,063	821,584	936,606
BASE DEVELOPMENT	170,000	170,000	170,000	170,000
<b>TOTAL PROJECTED REVENUE</b>	<b>840,230</b>	<b>934,063</b>	<b>991,584</b>	<b>1,106,606</b>

The development community has been very clear in communicating its primary need for timely service and is willing to pay the associated permit fees required to ensure this service. The potential delay to construction schedules is a far greater concern than permit fees. The effort involved with scheduling workers, trades and material delivery to maintain a schedule cannot be impacted by an overwhelmed Building Services Division.

## 6.0 Summary and Recommendations

### 6.1 Overview

---

Municipalities are under immense pressure to provide legislated service to development industry customers and stakeholders. This pressure is intensified during times when the building industry is actively developing in order to meet the growth needs of the community and region. This pressure comes from the development/construction industry, public, municipal councils, and internal staff. This creates the need to improve services from both the intake/review operation and the inspection/enforcement operations of the Building Services Division.

The Town's permanent Building Services staff complement currently comprises three full time staff. The three positions are one CBO, one Building Inspector and one Building Clerk. This review illustrates that the current and anticipated workflow cannot be managed nor can the customer service needs be met by the existing staffing levels. We are at constant risk of not meeting our legislated time frames for permit applications and inspections.

### 6.2 Staffing Projections

---

In order to manage the projected development increase and fulfil all duties prescribed in the Act, Building Services will require an increase in technical staff. The following staffing additions are being recommended:

## RECOMMENDED STAFFING INCREASE

QUANTITY	POSITION TITLE	DUTIES
1	Deputy Chief Building Official	Perform the full duties of the Chief Building Official during his/her absence and as delegated. Issuing all Orders dedicated to the Chief Building Official including Emergency Order, Order to Uncover, Stop Work Order Perform plan examination. Perform site inspections. Direct Building Services staff.
1	Senior Inspector	Perform plan examination for all building types, include complex buildings. Perform inspections for all building types, including complex buildings. Issue all orders dedicated to the Senior Inspector including Unsafe Order, Order to Comply and Order to Obtain Permit.

This preceding recommended staffing increase will result in a fully capable operation able to provide all legislated and community services while being funded by Building Permits and not have an impact on the tax levy. Once recruited and trained the Building Services operation will comprise:

## PROPOSED BUILDING SERVICES DIVISION

QUANTITY	POSITION TITLE
1	Chief Building Official
1	Deputy Chief Building Official
1	Senior Inspector
1	Inspector
1	Permit Services Clerk

This onboarding of staff will be undertaken by a staggered approach through 2023 to allow us to monitor economic conditions and compare actuals to forecasted development projections thus allowing us to make responsible adjustments to reflect economic realities. We will continue to benefit from the ongoing support provided from contract services to ensure our legislated obligations are met.

### 6.3 Recommendations

With the preceding review and analysis, we are recommending the following:

- Increase staff compliment to enable us to meet current and future demands made on the Building Serviced Division. This increase of staff will consist or the addition of one Deputy CBO and one Senior Inspector;
- Implement an electronic permitting and inspection system to better serve our citizens and the development community. Cloudpermit has been selected due to a variety of factors including its customization, fluid integration, AMO affiliation and that it is becoming a standard tool in our industry, both regionally and provincially;
- Increase fees to better align with neighbouring municipalities while remaining competitive. The square foot cost of development will be increase to \$1.20 for residential, institutional, and commercial, and \$1.00 for industrial. This will allow the ability to address growth in our community in a responsible manner while remaining self-funded and completely independent of the tax base.

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:

## **Index/Table of Contents**

- 1.0 Definitions
- 2.0 General
- 3.0 List of Schedules
- 4.0 Requirement to Obtain a Permit
- 5.0 Submission Requirements
- 6.0 Permit Application Types
- 7.0 Transfer and Revisions to Applications and Permits
- 8.0 Revocation, Inactive and Dormant Permits
- 9.0 Fees and Refunds
- 10.0 Inspection Notices
- 11.0 Registered Code Agencies
- 12.0 Limiting Distance Agreements
- 13.0 Hoarding and Covered Way for Construction Sites
- 14.0 Code of Conduct
- 15.0 Repealed By-Law

## 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.

---

Gary McNamara, Mayor

---

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

Row	Class of Permit	Documents and Drawings Required
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

Row	Class of Permit	Documents and Drawings Required
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>
--	---	---

### 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
--	--	--

**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>	<b>Documents</b> <ul style="list-style-type: none"> <li>Form B – Change of Use Application</li> </ul> <b>Drawings</b> <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>	<b>Documents</b> <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> <b>Drawings</b> <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 m <sup>2</sup> to less than 225 m <sup>2</sup> in aggregate ground area) Large Tents (225 m <sup>2</sup> 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
---	---	--------

**Commercial / Institutional**

\$ / Sq. Ft unless otherwise noted

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

**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
---	--	--------

**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
----	---	-------

**Work Without a Permit Penalty Fees**

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

**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.