

THE CORPORATION OF THE TOWN OF SOUTH BRUCE PENINSULA

BY-LAW NUMBER 19-2008

Being a by-law respecting construction, demolition, change of use, occupancy permits and inspections.

WHEREAS Section 7 of the Building Code Act, S.O. 1992, c. 23, as amended, empowers municipal councils to pass by-laws respecting construction, demolition and change of use permits, inspections and related matters.

AND WHEREAS Section 35 of the Building Code Act, S.O. 1992, c. 23, as amended provides that the Act and the Building Code supersede all municipal by-laws respecting the construction or demolition of buildings;

AND WHEREAS Section 3(1) of the Building Code Act, S.O. 1992, c. 23 provides that the council of each municipality is responsible for the enforcement of this Act in the municipality;

AND WHEREAS Section 3(2) of the Building Code Act, S.O. 1992, c. 23 provides that the council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction;

AND WHEREAS all fees shall be in accordance with Schedule “D” of this By-law. The fees are calculated in accordance with the requirements of Section 7 and the Regulations under the Ontario Building Code/Act.

AND WHEREAS all fees in this By-law supersede any by-law or fee in any other by-law not consistent with this by-law;

NOW THEREFORE the Council of the Corporation of the Town of South Bruce Peninsula enacts as follows:

1. **SHORT TITLE**

This by-law may be cited as the "Building By-law".

2. **DEFINITIONS**

(1) In this By-law:

"Act" means the Building Code Act, 1992, S.O. 1992, c.23, as amended.

“applicable law” means applicable law as described in Div. A Part 1, Sentence 1.4.1.3. of the Ontario Building Code, 2006.

“applicant” means the owner of a building or property who applies for a permit or, a person authorized by the owner to apply for a permit on the owners behalf, or any person or corporation empowered by statute to cause the demolition of a building or buildings and anyone acting under the authority of such person or corporation.

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

“as constructed plans” means as constructed plans as defined in the Building Code;

“building” means (as per the Building Code/Act)

- a) a structure occupying an area greater than ten 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 square metres or less that contains plumbing, including the plumbing appurtenant thereto,
- c) plumbing not located in a structure,
- c.1) a sewage system; or
- d) structures designated in the Building Code.

"Building Code" means the regulation made under Section 34 of the Act.

"Chief Building Official" means the person appointed as such by the Council of the Corporation under Section 3 of the Act.

“code of conduct” means a code of conduct described in Section 7.1 of the Act. Refer to Schedule “C” for the code of conduct for Chief Building Officials.

“complete” means a building permit application in accordance with Div. C Part 1 Section 1.3. of the Building Code, 2006 submitted with all required approvals appended in order to comply with the building permit timelines as noted in Div. C. Part 1, Article 1.3.1.3. of the Building Code;

"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.

"Corporation" means The Corporation of the Town of South Bruce Peninsula.

“Inspector” means an Inspector appointed under section 3, 3.1, 4, 6.1 or 6.2 of the Ontario Building Code/Act.

"owner" means the registered owner of the land and includes a lessee, 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 this by-law, the Building Code/Act, or to occupy a building or part thereof.

“Principal Authority” means,

- (a) the Crown,
- (b) the council of a municipality,
- (c) an upper-tier municipality that has entered into an agreement under subsection 3(5), 6.1(1) or 6.2(1) of the Building Code/Act,
- (d) a board of health that has been prescribed for the purposes of subsection 3.1(1) or has entered into an agreement under subsection 6.1(2) or (3) or 6.2(2) of the Building Code/Act,
- (e) a planning board that has been prescribed for the purposes of subsection 3.1(1) of the Building Code/Act, or
- (f) a conservation authority that has been prescribed for the purposes of subsection 3.1(1) or has entered into an agreement under subsection 6.2(2) of the Building Code/Act.

"permit holder" means the person to whom the permit has been issued and who assumes primary responsibility for complying with the Building Code/Act.

- (2) Terms not defined in this By-Law have the meaning ascribed to them in the Building Code.

3. CLASSES OF PERMITS - Ontario Building Code Act, Section 7(a)

Classes of permits with respect to the construction, demolition, change of use and permit fees shall be as set out in Schedule “D” to this By-law.

4. APPLICATION FOR PERMIT - Ontario Building Code Act, Section 7(b)

- (1) To obtain a permit an applicant shall file a “**complete**” application in writing on forms regulated by the Province of Ontario and those required by the Chief Building Official.
- (2) Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:
 - (a) Where application is made for a construction permit under Subsection 8(1) of the Act, the application shall:
 - (i) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (ii) include two complete sets of plans, specifications, forms, documents and other information required by Div. C Part 1, Article 1.3.1.3. of the Building Code and as prescribed in this by-law for the work to be covered by the permit;
 - (iii) include the proposed or existing occupancy of all parts of the building; and

- (iv) include the required fee as prescribed by Schedule “D” to this By-law.
- (b) Where application is made for a demolition permit under Subsection 8(1) of the Act, the application shall:
- (i) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (ii) include two complete sets of plans, specifications, forms, documents and other information required by Div. C Part 1, Article 1.3.1.3. of the Building Code and as prescribed in this by-law for the work to be covered by the permit;
 - (iii) include the existing occupancy of all parts of the building;
 - (iv) include the required fee as prescribed by Schedule “D” to this By-law.
- (c) Where application is made for a conditional permit under Subsection 8(3) of the Act, the application shall:
- (i) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (ii) include two complete sets of plans, specifications, forms, documents and other information required by Div. C Part 1, Article 1.3.1.3. of the Building Code and as prescribed in this by-law for the work to be covered by the permit;
 - (iii) include the proposed or existing occupancy of all parts of the building;
 - (iv) include the required fee as prescribed by Schedule “D” to this By-law;
 - (v) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (vi) state the necessary approvals, which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
 - (vii) include an agreement in writing by the applicant and such other persons as the Chief Building Official determines with the Corporation dealing with the matters required pursuant to Section 8(3)(c) of the Building Code Act; and
 - (viii) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official.
- (d) Where application is made for a Change of Use permit issued under Subsection 10(1) of the Act, the application shall be submitted to the Chief Building Official and shall:

- (i) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (ii) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
 - (iii) identify and describe, as required by the Chief Building Official, the current and proposed occupancies of the building or part of a building for which the application is made;
 - (iv) include, as required by the Chief Building Official, plans and specifications which show the current and proposed occupancy of all parts of the building and which contain sufficient information to establish compliance with the requirements of the Building Code, including floor plans, details of walls, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities and details of the existing sewage system, if any;
 - (v) include the required fee as prescribed by Schedule “D” to this By-law;
 - (vi) state the name, address and telephone number of the owner; and
 - (vii) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.
- (e) Where application is made for a plumbing permit under Subsection (8)(1) of the Act, the application shall:
- (i) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (ii) include the required fee as prescribed by Schedule “D” to this By-law;
 - (iii) include such other information, methods and specifications concerning the complete project as the Chief Building Official may require.

5. REVISION TO PERMITS

After issuance of a permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which a permit was issued, must be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without his or her authorization.

6. PLANS AND SPECIFICATIONS

- 1) Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Building Code and any other applicable law.
- 2) Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of the plans and specifications required under this by-law.
- 3) Plans shall be drawn to scale on paper or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule “A” to this By-law unless otherwise specified by the Chief Building Official.
- 4) Site plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall show:
 - (a) Lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;
 - (b) existing and finished ground levels or grades;
 - (c) existing rights-of-way, easements, municipal services and fencing; and
 - (d) proposed fire access routes and existing fire hydrant locations.
- 5) The granting of a permit, the review of the drawings and specifications or inspections made by the Chief Building Official or an inspector shall not in any way relieve the owner of a building from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of this by-law, the Act and the Building Code, including ensuring that the occupancy of the building, or any part thereof, is in accordance with the terms of this by-law and the Building Code.
- 6) The Chief Building Official may require that a set of plans of a building or any class of buildings as constructed be filed with the Chief Building Official on completion of the construction under such conditions as may be prescribed in the Building Code.
- 7) Equivalents

The Chief Building Official may allow the use of materials, systems and building designs that are not authorized in the Building Code in accordance with Section 9 (1) of the Ontario Building Code Act.

7. FEES - Ontario Building Code Act, Section 7(c)

- 1) Fees for a required permit shall be as prescribed by Schedule “D” to this By-law.
- 2) Where application is made for a conditional permit, fees shall be paid for the complete project.
- 3) Where the fees payable in respect of an application for construction, demolition, and Change of Use permit under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on the cost of construction of the proposed work, the cost of construction of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services.
- 4) The Chief Building Official may place a valuation on the cost of any proposed work for the purpose of establishing the required permit fee. Where disputed by the applicant, the applicant shall pay the required fee under protest and within six months after completion of the project, shall submit an audited statement of the actual costs. Where the audited costs are determined to be less than the valuation, the Chief Building Official shall issue a refund for the difference.
- 5) Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit issued under Subsection 8(3) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys including storeys below the first storey measured as the horizontal area between the outside surface of all exterior walls of the building.
- 6) With respect to an application for a change of use permit issued under Subsection 10(1) of the Act the change of use permit fee as prescribed by Schedule “D” to this By-law shall be utilized when no construction is proposed or required. When construction is proposed or required and will result in a change of use the appropriate construction permit fee as set out in Schedule “D” to this By-law shall be utilized.
- 7) There will be no refund of permit fees where a permit has been revoked except in accordance with subsection 8(1).
- 8) A Building Department Cost Stabilization Reserve Fund will be established for purposes relating to the administration and enforcement of the Ontario Building Code/Act.

8. PERMIT REVOCATION AND TRANSFER

Revocation of Permit

- 1) Prior to revoking a permit under Clause 8(10)(b)(c) of the Act, the Chief Building Official shall give written notice of intention to revoke a permit to the permit holder at his last known address. If on the expiration of thirty (30) days from the date of such

notice, the grounds for revocation continue to exist, the permit may be revoked without further notice, and all submitted plans and all other information may be disposed of and a refund for permit fees paid back in accordance with Schedule “B” to this By-law.

- 2) Transfer of Permit - Ontario Building Code Act, Section 7(h)
Permits are non-transferable without written consent of the Chief Building Official and transferable only upon the new owner completing a permit application to the requirements of Section (4) of this by-law.

9. NOTIFICATIONS - Ontario Building Code Act, Section 7(e)

1. With respect to “Notices & Inspections” under Div. C Part 1, Subsection 1.3.5. of the Building Code, the owner or an authorized agent shall notify the Chief Building Official or an inspector at least two business days (48 hours) prior to the applicable stages of construction.
2. A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official.

10. SEVERABILITY

It is hereby declared that each and every part of the foregoing provisions of this By-law is severable. If any provision of this By-law should for any reason be declared invalid by a Court of competent jurisdiction, it is the intention and desire of this Council that the remaining provisions remain in full force and effect.

11. PRESCRIBED FORMS - Ontario Building Code Act, Section 7(f)

The forms prescribed for use shall be regulated by the Province of Ontario and the Chief Building Official.

12. ADDITIONAL FORMS

Listed and attached as Schedule “E”.

13. PENALTY CLAUSE

Section 36 of the Building Code Act provides that a person is guilty of an offence under the Building Code Act if a person contravenes the Building Code Act, the regulations or this by-law.

14. That By-law #20-2006 is hereby rescinded.

15. This By-law shall become effective on the date of the final passing thereof.

READ a FIRST and SECOND this 11th day of February, 2008.

_____ **MAYOR**

_____ **CLERK**

READ a THIRD time and FINALLY PASSED this th day of , 2008.

_____ **MAYOR**

_____ **CLERK**

SCHEDULE “A”

This is Schedule “A” to By-Law #19-2008 respecting

LIST OF PLANS, SPECIFICATIONS, DOCUMENTS AND OTHER INFORMATION TO ACCOMPANY APPLICATIONS FOR PERMITS

Plans

- Ontario Land Surveyors Plans
- Site Plan
- Contour of Grade Plans
- Drainage Plans
- Floor Plans
- Foundation Plans
- Framing Plans
- Mechanical and Electrical Plans
- Reinforced Concrete Plans
- Chimney and Fireplace Plans
- Renovation and Alteration
- As Constructed Plans
- Fire Alarms or Evacuation Plans (within buildings)
- Fire Protection Plans – showing the type of fire assemblies, fire separations, fire compartments, and fire resistance ratings within buildings
- Schematic Plans – showing the type, location and operation of all building fire emergency systems
- On-Site Sewage System Plans
- Truss System Layout Drawings
- Engineered Truss Drawings
- Engineered Floor/Roof System Layout Drawings
- Roof Plans
- Reflected Ceiling Plans
- Sections and Details
- Building Elevations
- Heating, Ventilation and Air Conditioning Drawings and calculations
- Sprinkler System Drawings
- Plumbing Drawings
- Mechanical Drawings
- Site Service Drawings
- Food Premise Layout Drawings
- Structural Drawings
- Structural Design Load Summary
- All Related Engineering and Architectural Reports/Plans/Drawings/Documents/Schedules/Tests
- Building Code Matrix/Summary

Specifications

- Specification on entrances to the property with necessary approvals in writing.

- Specifications on sewer system and water supply whether Municipal or private, with necessary written approvals.
- Specifications on the proposed occupancies.
- Specifications on building materials or a method of construction, and may require to be submitted by a registered professional engineer.
- Specifications on soils investigations.
- Specifications on any other applicable law as set out in Section 8(2)(a) of the Building Code Act, as amended.

Documents

- Trade Certificates and Certification of Qualification.

Other

- Any other information to prove compliance with the Ontario Building Code/Act.

The Chief Building Official may specify that not all of the above-mentioned plans, documents and/or other information are required to accompany an application for a permit.

SCHEDULE "B"

This is Schedule "B" to By-Law #19-2008 respecting

REFUNDS

Requests for refunds may be reviewed by council.

SCHEDULE “C”

This is Schedule “C” to By-Law #19-2008 respecting



CODE OF CONDUCT FOR BUILDING OFFICIALS

Introduction

The Code of Conduct applies to the Chief Building Official and Inspectors appointed under the Building Code Act in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code. The purpose of this Code is to promote appropriate standards of behaviour and enforcement actions to ensure Building Officials apply standards of honesty and integrity, and to prevent practices constituting an abuse of power including unethical or illegal practices.

Standards of Conduct

Building Officials to undertake to:

1. Act in the public interest, particularly with regard to the safety of building works and structures;
2. Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their inspection and plan examination function;
3. Comply with the provisions of the *Building Code Act*, the Building Code and any other Act or Law that regulates or governs Building Officials or their functions;
4. Not to act where there may be, or where there may reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;
5. Not to act beyond their personal level of competence or outside their area of expertise;
6. Apply all relevant building laws, regulations and standards appropriately and without favour;
7. Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards;
8. At all times abide by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring Building Officials into disrepute;
9. Extend professional courtesy to all;
10. Maintain current accreditation to perform the functions assigned to them; and

Breaches of the Code of Conduct

The Ontario Building Code Act provides that the performance of Building Officials will be measured against this Code of Conduct. The Municipal administration will review any allegations brought forward that the Code of Conduct has been breached. Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Municipal employer and will be based on the severity and frequency of the violation in accordance with relevant employment standards.

SCHEDULE “D”

This is Schedule “D” to By-Law #19-2008 respecting fees.

Row #	Category or Type of Fee	Fee
1	Group ‘C’ New Residential, Additions & Alterations/Repairs	\$1.35 per ft ² Minimum fee of \$200.00
2	Group ‘C’ Residential accessory structures, carports, decks, retrofits, pool	\$0.80 per ft ² Minimum fee of \$150.00
3	Group A, B, D, E, F (All Industrial, Commercial, Institutional Buildings)	\$1.40 per ft ² Minimum fee of \$250.00
4	Farm Buildings (excluding dwelling units)	\$0.25 per ft ² Minimum fee of \$100.00
5	Demolitions	\$125.00 flat fee
6	Change of Use, Renewal Permits, Other	\$150.00 flat fee
7	Wood Burning Systems	\$100.00 flat fee
8	Plumbing (Newly constructed, repaired or altered)	\$150.00 flat fee
9	School Portables	\$150.00 flat fee
10	Tents	\$75.00 flat fee

Group	Type of Occupancy
A	Assembly
B	Care or detention
C	Residential
D	Business & Personal Services
E	Mercantile
F	Industrial

If any person within the Town of South Bruce Peninsula builds without a permit, the applicable permit fee shall be doubled.

Occupancy & Conditional Permits:

Fees for an occupancy or conditional permit shall be based on the type of construction and use as described above.

Septic System Permits / Review / Assessments

Row #	Type of Fee	Flat Fee
1	Class 2 or 3 new or replacement system	\$250.00
2	Class 4 or 5 new or replacement system	\$500.00
3	Class 4 or 5 tank replacement only or Class 4 leaching bed repair	\$200.00
4	Change of Use Permit	\$100.00
5	Demolition	\$100.00
6	Renewal	\$100.00
7	Building Assessment Application/Change of Use Basic Review (minimum fee)	\$100.00

Class 1	A chemical toilet, an incinerating toilet, a recirculating toilet, a self-contained portable toilet and all forms of privy including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system.
Class 2	A greywater system
Class 3	A cesspool
Class 4	A leaching bed system
Class 5	A holding tank

This is Schedule “E” to By-Law #19-2008 respecting

ADDITIONAL FORMS

Listed below and attached are additional forms:

- Building Assessment Application/Change of Use
- Sewage System Specifications (Town of South Bruce Peninsula)
- Use Permit – Sewage System As Constructed

THE CORPORATION OF THE TOWN OF SOUTH BRUCE PENINSULA

BY-LAW NUMBER 39-2010

A by-law to amend by-law #19-2008 being a by-law respecting construction, demolition, change of use, occupancy permits and inspections.

WHEREAS council passed by-law #19-2008 being a by-law respecting construction, demolition, change of use, occupancy permits and inspections.

AND WHEREAS council deems it necessary to amend by-law #19-2008 to address changes required to schedules “A”, “B” and “D.”

NOW THEREFORE the Council of the Corporation of the Town of South Bruce Peninsula enacts as follows:

1. That by-law #19-2008 be amended by replacing Schedules “A”, “B” and “D” with the attached schedules.
2. That this by-law shall come into force and take effect upon final reading.

READ a FIRST and SECOND time this 9th day of March, 2010.

_____MAYOR
 _____CLERK

READ a THIRD time and FINALLY PASSED this ____ day of March, 2010.

_____MAYOR
 _____CLERK

SCHEDULE “A”

This is Schedule “A” to By-Law #19-2008 respecting

**LIST OF PLANS, SPECIFICATIONS, DOCUMENTS AND OTHER INFORMATION
TO ACCOMPANY APPLICATIONS FOR PERMITS**

Plans

- Ontario Land Surveyors Plans
- Site Plan
- Contour of
Grade Plans
- Drainage Plans
- Floor Plans
- Foundation Plans
- Framing Plans
- Mechanical and Electrical Plans
- Reinforced Concrete Plans
- Chimney and Fireplace Plans
- Renovation and Alteration
- As Constructed Plans
- Fire Alarms or Evacuation Plans (within buildings)
- Fire Protection Plans – showing the type of fire assemblies, fire separations, fire compartments, and fire resistance ratings within buildings
- Schematic Plans – showing the type, location and operation of all building fire emergency systems
- On-Site Sewage System Plans
- Truss System Layout Drawings
- Engineered Truss Drawings
- Engineered Floor/Roof System Layout Drawings
- Roof Plans
- Reflected Ceiling Plans
- Sections and Details
- Building Elevations
- Heating, Ventilation and Air Conditioning Drawings and calculations
- Sprinkler System Drawings
- Plumbing Drawings
- Mechanical Drawings
- Site Service Drawings
- Food Premise Layout Drawings
- Structural Drawings
- Structural Design Load Summary
- All Related Engineering and Architectural Reports/Plans/Drawings/Documents/Schedules/Tests
- Building Code Matrix/Summary

Specifications

- Specification on entrances to the property with necessary approvals in writing.
- Specifications on sewer system and water supply whether Municipal or private, with necessary written approvals.

- Specifications on the proposed occupancies.
- Specifications on building materials or a method of construction, and may require to be submitted by a registered professional engineer.
- Specifications on soils investigations.
- Specifications on any other applicable law as set out in Section 8(2)(a) of the Building Code Act, as amended.

Documents

- Trade Certificates and Certification of Qualification.

Other

- Any other information to prove compliance with the Ontario Building Code/Act.

The Chief Building Official may specify that not all of the above-mentioned plans, documents and/or other information are required to accompany an application for a permit.

SCHEDULE “B”

This is Schedule “B” to By-Law #19-2008 respecting

REFUNDS

Requests for refunds are subject to review by the Chief Building Official; and in accordance with the policy set out below:

1. Where the owner(s) and/or authorized agent/applicant requests a refund of a building permit fee, including but not limiting to such reasons as a withdrawal of the application, cancellation of the project or change in construction; the refund of such permit fee shall be calculated as follows:
 - a) 10% of the permit fee or a minimum charge of \$50.00, whichever is greater, is non-refundable where only administrative functions have been performed
 - b) 15% of the permit fee or a minimum charge of \$75.00, whichever is greater, is non-refundable where only administrative functions and zoning review functions have been performed
 - c) 20% of the permit fee or a minimum charge of \$100.00, whichever is greater, is non-refundable if the permit has been issued and/or where all plans examination has been completed.
2. Where a permit is revoked on the grounds that it was issued in error, 100% of the permit fee shall be refunded.
3. The refund shall be made to the person who paid the fee and who is named on the receipt, unless such person advises the Chief Building Official in writing to issue a refund to another person so named.

SCHEDULE “D”

This is Schedule “D” to By-Law #19-2008 respecting fees.

Row #	Category or Type of Fee	Fee
1	Group ‘C’ New Residential, Additions & Alterations/Repairs	\$1.35 per ft ² Minimum fee of \$200.00
2	Group ‘C’ Residential accessory structures, carports, decks, retrofits, pool	\$0.80 per ft ² Minimum fee of \$150.00
3	Group A, B, D, E, F (All Industrial, Commercial, Institutional Buildings)	\$1.40 per ft ² Minimum fee of \$250.00
4	Farm Buildings (excluding dwelling units)	\$0.25 per ft ² Minimum fee of \$100.00
5	Demolitions	\$125.00 flat fee
6	Change of Use, Renewal Permits, Other	\$150.00 flat fee
7	Wood Burning Systems	\$100.00 flat fee
8	Plumbing (Newly constructed, repaired or altered)	\$150.00 flat fee
9	School Portables	\$150.00 flat fee
10	Tents	\$75.00 flat fee
11	Pre-engineered Fabric Buildings	\$500.00 flat fee

Group	Type of Occupancy
A	Assembly
B	Care or detention
C	Residential
D	Business & Personal Services
E	Mercantile
F	Industrial

- A \$500.00 deposit is required at the time of issuing a building permit for a new residential dwelling. The deposit will be refunded when the final inspection on the residence has been completed by the Chief Building Official or Building Inspector; the drainage is proper, and all other requirements are complete. After three years from the issuance of a building permit, the deposit is not refundable and will be credited to the Municipality to cover administration costs, additional inspections and record keeping costs incurred over the three years.

- A compliance investigation/inspection fee of \$75.00 shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee.
- Where an inspection is requested and the issuance of a permit is not required, an inspection fee of \$75.00 per hour shall be charged. The minimum inspection fee is \$75.00.