

CITY OF ST. THOMAS BY-LAW 150 - 2016

Being a by-law respecting the implementation of the *Building Code Act*, S.O. 1992, c. 23.

WHEREAS Section 7.(1) of the *Building Code Act*, S.O. 1992, c. 23, as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, issuing and transfer of permits, inspections and the setting and refunding of fees;

AND WHEREAS the Council of the Corporation of the City of St. Thomas desires to enact a new building by-law for the issuance of permits and related matters, including the establishment of a fee schedule;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. THOMAS ENACTS AS FOLLOWS:

PART 1 SHORT TITLE

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

1.2 For the purposes of this by-law, the numbering system shall be as follows:

1	Part
1.1	Section
1.1.1	Subsection
1.1.1.1	Article
1.1.1.1.(1)	Sentence
1.1.1.1.(1).(a)	Clause

PART 2 DEFINITIONS

2.1 In this By-law:

- .1 "Act" means the *Building Code Act*, S.O. 1992, c.23, including amendments made thereto.
- .2 "Applicant" means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation.
- .3 "Architect" means the holder of a license, a certificate of practice or a temporary license issued under the *Architects Act* R.S.O. 1990, c. A.26.
- .4 "Building" means a building as defined in subsection 1.(1) of the Act which for purposes of this By-law and the Act includes plumbing and the various structures designated in the Ontario Building Code.
- .5 "Act" means the *Building Code Act*, S.O. 1992, c.23, including amendments made thereto.
- .6 "Applicant" means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation.
- .7 "Architect" means the holder of a license, a certificate of practice or a temporary license issued under the *Architects Act* R.S.O. 1990, c. A.26.
- .8 "Building" means a building as defined in subsection 1.(1) of the Act which for purposes of this By-law and the Act includes plumbing and the various structures designated in the Ontario Building Code.
- .9 "Chief Building Official" means the Chief Building Official appointed by the Corporation of the City of St. Thomas for the purposes of enforcement of the Act and this By-law.

- .10 "City" means The Corporation of the City of St. Thomas.
- .11 "Construct" means construct as defined in subsection 1.(1) of the Act and the term "Construction" shall have a corresponding meaning.
- .12 "Demolish" means demolish as defined in subsection 1.(1) of the Act and the term "Demolition" shall have a corresponding meaning.
- .13 "Designer" means an Architect, an Engineer or a designer as defined in Division C, Section 3.2 of the OBC.
- .14 "Engineer" means a person who holds a license or temporary license under the Professional Engineers Act, R.S.O. 1990, c. P.28.
- .15 "Inspector" means an inspector appointed by the Corporation of the City of St. Thomas for the purposes of enforcement of the Act and this City By-law.
- .16 "Ontario Building Code" or "OBC" means the regulations made under section 34 of the Act as amended.
- .17 "Owner" means the registered owner of a property and also includes a lessee of, a mortgagee in possession of, or a party acting as an authorized agent in lawful control of a property.
- .18 "Permit" means written permission or written authorization from the Chief Building Official to perform work, to change the use of a Building or part thereof, or to occupy a Building or part thereof regulated by this By-law and the Act.
- .19 "Plumbing" means plumbing as defined in subsection 1.(1) of the Act which for purposes of this By-law and the Act includes plumbing not located in a structure and a sewer system.
- .20 "Qualified Person" means a person who has professional accreditation, a certificate of practice or who can provide other evidence of formal qualifications acceptable to the Chief Building Official to practice or provide advice in an area or discipline requiring special knowledge or expertise relating to the study of building science.
- .21 "Registered Code Agency" means a person that has the qualification and meets the requirements described in Subsection 15.11(4) of the Act.
- .22 "Work" means construction or demolition of a building or structure or part thereof, as the case may be.
- 2.2 Any word or term not defined in this By-law, that is defined in the Act or the OBC shall have the meaning ascribed to it in the Act or the OBC.
- 2.3 Any word or term defined in this Part is hereafter italicized for clarification.

PART 3 APPOINTMENT

- 3.1 **Chief Building Official**
The *Chief Building Official* of the City shall be as appointed by the City for the purposes of enforcement of the Act and City By-laws which refer to the *Chief Building Official*.
- 3.2 **Chief Building Official - acting**
Unless otherwise designated by the City, in the absence of the *Chief Building Official*, the Building/Plumbing Inspector, as appointed by the City, shall assume all duties and responsibilities of the *Chief Building Official*.
- 3.3 **Inspectors**
The *Inspectors* of the City shall be the *Chief Building Official* and such other *Inspector(s)* as are appointed by the City for the purposes of enforcement of the Act.

PART 4

APPLICATIONS AND FORMS

- 4.1** An *applicant* who applies for a *permit*, certificate, or enquiry response shall submit a complete application to the *Chief Building Official* in a form prescribed by the *Chief Building Official*.
- 4.2** All *permits* and/or certificates issued as described in this By-law by the *Chief Building Official* shall be on a form prescribed by the *Chief Building Official*.
- 4.3** All notices or orders issued by an *Inspector* or the *Chief Building Official* pursuant to their duties shall be on a form prescribed by the *Chief Building Official*.

PART 5

CLASSES OF PERMITS, CERTIFICATES AND OTHER FORMS

- 5.1 Building Permit**
A *building permit* gives permission to *construct* or renovate a *building*, or portion thereof, as defined in the *Act*.
- 5.2 Partial Permit**
A *partial permit* is a type of *building permit* to expedite work when approval of a portion of the *building* or project is desired by the *applicant* prior to the issuance of a *permit* for the complete *building* or project. This class of *permit* may be issued at the discretion of the *Chief Building Official*. Prior to the issuance of a *partial permit*, application shall be made and fees paid for the complete *building* or project. Complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the *Chief Building Official*. Where a *permit* is issued for part of a *building* or project this shall not be construed to authorize *construction* beyond the plans for which approval was given nor that approval will necessarily be granted for the entire *building* or project.
- 5.3 Foundation Permit**
A *foundation permit* is a type of *partial permit* issued to allow the *construction* of only the foundations of a *building*, or portion of a *building*, for which a *building permit* has been simultaneously applied. A foundation includes the footing, foundation walls and/or piers or caissons or piles for a *building* or portion of a *building*.
- 5.4 Plumbing Permit**
A *plumbing permit* is a type of *building permit* to *construct*, renovate or modify a *plumbing* system within a *building*, a portion of a *building*, or on a lot. This may include the installation of a backflow or backwater device.
- 5.5 Conditional Permit**
A *conditional permit* is a type of *building permit* to commence *construction* of a *building*, or portion of a *building* even though all *permit* requirements have not been met, issued pursuant to Subsection 8(3) of the *Act* and subject to the provisions set out in Subsections 8(3) to 8(7) inclusive of the *Act*.
- 5.6 Change of Use Permit**
A *change of use permit* is a type of *building permit* which, even though no *construction* is proposed, authorizes a change in the use of a *building* or part of a *building* to a use which would result in an increase in hazard as defined in Division B, Part 10 of the *OBC*.
- 5.7 Sewage System Permit**
A *sewage system permit* is a type of *plumbing permit* to install or repair the sewage system of a *building*.
- 5.8 Demolition Permit**
A *demolition permit* is a type of *building permit* to *demolish* a *building* or any material part thereof as defined in the *Act*.
- 5.9 Permit to occupy partially completed building**
A *permit* to occupy a partially completed *building* is a *permit* to allow a person or persons to occupy a *building* for which a *building permit* has been issued, but the

building is not yet completed, as provided in Division C, Subsection 1.3.3 of the *OBC*.

5.10 Completion Certificate

A completion certificate is a certificate that, as a result of a final inspection, is issued to indicate the satisfactory completion of a *construction* project (*building*, foundation or *demolition*). Where applicable, the completion certificate may also permit the occupancy of the *building*.

5.11 Sign Permit

A sign permit is a type of *building permit* to install a sign within the *City* in accordance with the *City's* Sign By-law 6-2006, as amended, and the *Act*.

5.12 Tent Permit

A tent permit is a type of *building permit* to erect a fabric covered structure. A tent permit is required in order to verify compliance with the *City's* Zoning By-law and the *Ontario Building Code*.

5.13 Hoarding Permit

A hoarding permit is a type of *building permit* to erect hoarding or a covered way on a public street or laneway, or other *City* property with respect to a *construction* and/or *demolition* project, as required by the Occupational Health and Safety Act (Ontario).

5.14 Enquiry Response

An enquiry response is a written response by an authorized person on behalf of the *City* to enquiries made regarding the use and development of a property and/or the existence or status of any work orders with respect to the property.

PART 6 PLANS AND SPECIFICATIONS

6.1 Plans and Specifications submitted for *permit* purposes shall contain information that the *Chief Building Official* finds sufficient to enable the *Chief Building Official* to determine whether or not the proposed work, change of use or transfer of *permit* will conform to the *Building Code Act*, the *Ontario Building Code*, such *City* By-Laws as may be applicable, and/or any other applicable law.

6.2 Plans shall be drawn to scale on paper and shall be legible and be acceptable to the *Chief Building Official*. Every *permit* application shall, unless otherwise specified by the *Chief Building Official*, be accompanied by two (2) complete sets of plans and specifications as described in this By-law.

6.3 Plans for Industrial, Institutional, Commercial and large Residential projects shall be submitted with one (1) additional electronic copy of the plans in pdf format or other electronic media approved by the *Chief Building Official*.

6.4 A site plan or plans shall be prepared by a *qualified person*. A site plan or plans shall show:

- .1 lot size and the dimensions of property lines;
- .2 existing and proposed ground levels (elevations) and grades (slope), pattern of proposed drainage and swales;
- .3 storm water management measures as may be required;
- .4 existing rights-of-way, easements and municipal services;
- .5 existing and proposed entrances to the lot;
- .6 proposed erosion and sediment control measures during *construction*;
- .7 existing and proposed elevations of underside of footings, finished basement slab, top of foundation wall and finished first floor level; and
- .8 the location and dimensions of all existing and proposed *buildings* and structures and measurements of their respective setbacks to property boundaries.

6.5 For purposes of *permits* for new work, the *permit* holder shall:

- .1 provide to the *Chief Building Official* upon completion of the *building's* foundation, a survey by an Ontario Land Surveyor to confirm compliance with the *Ontario Building Code*, the *City's* Zoning By-law and the grading plan approved for the development.

- .2 provide to the *Chief Building Official* within six (6) months of occupancy, a final grading certificate, that is satisfactory to the Director of Environmental Services and City Engineer:
 - .1 bearing the signature and seal of the sub-divider's professional *engineer* certifying that the finished elevations and grading of the land generally conform with the accepted area or subdivision grading plans and the lot grading plan; or
 - .2 where no accepted area or subdivision grading plan exists, bearing the signature and seal of an *Engineer*, or a *Landscape Architect* (a member of the Ontario Association of *Landscape Architects*), or an Ontario Land Surveyor certifying that the finished elevations and grading of the land generally conforms to a lot grading plan that is acceptable to the Director of Environmental Services and City Engineer.
 - .3 Subsections 6.5.1 and 6.5.2 shall not apply to new *work* subject to:
 - .1 the *City's* Site Plan Control By-law No. 66-2004, as amended; or
 - .2 a registered Plan of Subdivision approved under the Planning Act, R.S.O. 1990, c.P.13, as amended where a subdivision agreement requires a lot grading plan and a lot development plan.
- 6.6 Upon completion of the *construction* of a *building*, the *permit* holder shall provide a set of "as constructed" plans in PDF format or other electronic media approved by the *Chief Building Official*, including a plan of survey showing the location of the *building(s)* and/or structure(s) and the permanent site features referred to in Section 6.4.
- 6.7 Plans and specifications furnished according to this by-law or otherwise required by the *Act* shall become the property of the *City* and will be disposed of or retained in accordance with the policies of the *City*.

PART 7 COMPLETE APPLICATIONS

- 7.1 To obtain a *permit* and/or certificate listed in Part 5 of this by-law the *owner*, or an agent authorized in writing by the *owner*, shall file with the *City* an application in writing by completing an application form specified in this by-law or prescribed by the *Chief Building Official* and shall provide any additional information as outlined in this Part. Application forms prescribed by the *City* under sentence 7.1(1) of the *Act* are set out in Schedule "C" to this By-law and as are available on the *City* website: www.stthomas.ca. All forms named in subsections 7.2.1 to 7.2.9, inclusive, below are available from the *City*.
- 7.2 Applications for a *permit* or certificate shall be submitted to the *Chief Building Official*, and shall contain the information set out in the following subsections.
- 7.2.1 Application for a Building Permit**
- Where an application is made for a *building permit*, a *plumbing permit*, or a *partial permit*, the *applicant* shall submit to the *Chief Building Official*:
- .1 completed province of Ontario application form, "Application for a Permit to Construct or Demolish";
 - .2 completed "Schedule 1: Designer Information";
 - .3 two complete sets of plans and specifications as prescribed in Part 6 of this By-law; and
 - .4 appropriate fees, securities and deposits as set out in Part 10 and listed in Schedule B.
- And where applicable the *applicant* shall submit the following to the *Chief Building Official*:
- .5 completed "Commitment to General Reviews by Architect and Engineers" form when the services of an *architect* and/or professional *engineer* are required;
 - .6 roof truss drawings, heat loss calculations, ventilation design and "Energy Efficiency Design Summary" form as may be applicable;
 - .7 lot grading and drainage plan, storm water management report, site servicing

plan, site lighting plan and traffic impact study acceptable to the Director of Environmental Services and City Engineer;

- .8 landscaping plan acceptable to the Director of Parks, Recreation and Property Management; and
- .9 any other information, drawing, specification, document, test or report as the *Chief Building Official* deems necessary to fully understand the proposed project and/or to ensure compliance with the *Act* and all other applicable law.

7.2.2 Application for a Demolition Permit

Where an application is made for a *demolition permit*, the *applicant* shall submit, to the *Chief Building Official*:

- .1 completed province of Ontario application form, "Application for a Permit to Construct or Demolish";
- .2 two complete sets of plans, and specifications as prescribed in Part 6 of this By-law;
- .3 appropriate fees, securities and deposits as set out in Part 10 and listed in Schedule B;
- .4 a security deposit payable to the *City* as set out in Schedule "B" to ensure that all private drain connections are properly sealed at the property line, that the water service is properly sealed at the main, that the site is backfilled and graded with clean fill material, and that there is no damage to *City* property such as sidewalks, boulevards, curbs, etc. Subject to an inspection conducted by the *Chief Building Official*, or his delegate, that all conditions have been satisfactorily remediated, the security deposit shall be refunded to the *applicant*; and
- .5 a completed form satisfactory to the *Chief Building Official*, that arrangements have been made with the proper authorities for the cutting off and plugging of all services.

And where applicable the *applicant* shall submit the following to the *Chief Building Official*:

- .6 completed "Commitment to General Reviews by Architect and Engineers" form when the services of an *engineer* or *architect* are required;
- .7 where the application includes the use of explosives during the course of demolition, the *applicant* shall include, at the sole discretion of the *Chief Building Official*, an undertaking, proof of liability insurance, and a security in a form satisfactory to the *Chief Building Official*; and
- .8 any other information, drawing, specification, document, test or report as the *Chief Building Official* deems necessary to fully understand the proposed project and/or to ensure compliance with the *Act* and all other applicable law.

7.2.3 Application for a Conditional Permit

Where an application is made for a conditional *permit*, the *applicant* shall submit, to the *Chief Building Official*:

- .1 completed province of Ontario application form, "Application for a Permit to Construct or Demolish";
- .2 two complete sets of plans, and specifications as prescribed in Part 6 of this By-law;
- .3 completed "Schedule 1: Designer Information" when required by the *Act*;
- .4 a written statement giving the reasons why the *applicant* believes that unreasonable delays in *construction* would occur if a *conditional permit* is not granted;
- .5 a written undertaking by the *applicant* giving the time in which plans and specifications of the complete *building* will be filed with the *Chief Building Official*;
- .6 a *Council* approved and fully executed agreement pertaining to the application signed by the *City* and registered on the property; and
- .7 appropriate fees, securities and deposits as set out in Part 10 and listed in Schedule B.

And where applicable the *applicant* shall submit the following to the *Chief Building Official*:

- .8 completed "Commitment to General Reviews by Architect and Engineers" form when the services of an *architect* and/or professional *engineer* are required;

- .9 roof truss drawings, heat loss calculations, ventilation design and "Energy Efficiency Design Summary" form as may be applicable;
- .10 lot grading and drainage plan, storm water management report, site servicing plan, site lighting plan and traffic impact study acceptable to the Director of Environmental Services and City Engineer;
- .11 landscaping plan acceptable to the Director of Parks, Recreation and Property Management;
- .12 any other information, drawing, specification, document, test or report as the *Chief Building Official* deems necessary to fully understand the proposed project and/or to ensure compliance with the *Act* and all other applicable law; and
- .13 a written statement listing the necessary approvals which must be obtained in respect of the proposed *building* and the time in which such approvals will be obtained.

7.2.4 Application for a Change of Use Permit

Where an application is made for a change of use *permit* (no construction), the *applicant* shall submit, to the *Chief Building Official*:

- .1 completed province of Ontario application form, "Application for a Permit to Construct or Demolish";
- .2 two complete sets of plans, and specifications, as prescribed in Part 6 of this By-law showing the current and proposed occupancy and use of all parts of the *building*, and which shall contain sufficient information to establish compliance with the requirements of the *Ontario Building Code* and as otherwise may be deemed necessary by the *Chief Building Official*; and
- .3 appropriate fees, securities and deposits as set out in Part 10 and listed in Schedule B.

And where applicable the *applicant* shall submit the following to the *Chief Building Official*:

- .4 details of the existing sewage system, if applicable, including sufficient information to establish compliance with the requirements of the *Ontario Building Code*;
- .5 completed "Commitment to General Reviews by Architect and Engineers" form when the services of an *architect* and/or professional *engineer* are required; and
- .6 any other information, drawing, specification, document, test or report as the *Chief Building Official* deems necessary to fully understand the proposed project and/or to ensure compliance with the *Act* and all other applicable law.

7.2.5 Application for a Sewage System Permit

Where an application is made for a sewage system *permit*, the *applicant* shall submit, to the *Chief Building Official*:

- .1 completed province of Ontario application form, "Application for a Permit to Construct or Demolish";
- .2 completed "Schedule 2 – Sewage System Installer Information" form;
- .3 two complete sets of plans, and specifications, as prescribed in Part 6, of this By-law; and
- .4 appropriate fees, securities and deposits as set out in Part 10 and listed in Schedule B.

And where applicable the *applicant* shall submit the following to the *Chief Building Official*:

- .5 a site evaluation that shall include all of the following items, unless otherwise specified by the *Chief Building Official*:
 - (1) the date the evaluation was done;
 - (2) the name, address, telephone number and signature of the person who prepared the evaluation and design and proof that the said person is qualified as a *designer* in accordance with the *Act*
 - (3) a scaled drawing of the site showing:
 - (a) the legal description, lot size, property dimensions, existing rights-of-way, easements or municipal / utility corridors;
 - (b) the location of items listed in Column 1 of Tables 8.2.1.6.A., 8.2.1.6.B. and

8.2.1.6.C. of the *Ontario Building Code*;

- (c) the location of the proposed sewage system and the separation distance measured as the shortest horizontal distance from any drilled or dug well;
 - (d) the location of any unsuitable, disturbed or compacted areas;
 - (e) proposed access routes for system maintenance;
 - (f) depth to bedrock;
 - (g) depth to zones of soil saturation;
 - (h) soil properties, including soil permeability; and
 - (i) soil conditions, including the potential for flooding; and
- .6 any other information, drawing, specification, document, test or report as the *Chief Building Official* deems necessary to fully understand the proposed project and/or to ensure compliance with the *Act* and all other applicable law.

7.2.6 Application for a Sign Permit

Where an application is made for a sign *permit*, the *applicant* shall submit, to the *Chief Building Official*:

- .1 completed province of Ontario application form, "Application for a Permit to Construct or Demolish";
- .2 two complete sets of plans as prescribed in Part 6 of this By-law showing, unless specified otherwise by the *Chief Building Official*, all *buildings* and structures on the site, all sign locations and setbacks to property lines, section details and elevations detailing the size, weight and material of the proposed sign(s) and other information as otherwise may be deemed necessary by the *Chief Building Official*; and
- .3 appropriate fees, securities and deposits as set out in Part 10 and listed in Schedule B.

7.2.7 Application for a Tent Permit

Where an application is made for a tent *permit*, the *applicant* shall submit the following to the *Chief Building Official*:

- .1 completed application form, "Application for a Temporary Tent Permit";
- .2 two complete sets of plans as prescribed in Part 6 of this By-law showing all *buildings* and structures on the site, all temporary tent locations and setbacks to property lines and structures, all parking spaces, any temporary privies, a floor plan for each tent and other information as otherwise may be deemed necessary by the *Chief Building Official*;
- .3 a certificate of Flame Resistance of the tent material; and
- .4 appropriate fees, securities and deposits as set out in Part 10 and listed in Schedule B.

7.2.8 Application for a Hoarding Permit

Where an application is made for a hoarding *permit*, the *applicant* shall submit, to the *Chief Building Official*:

- .1 completed province of Ontario application form, "Application for a Permit to Construct or Demolish";
- .2 two complete sets of plans as prescribed in Part 6 of this By-law detailing the proposed area to be hoarded and other information as otherwise may be deemed necessary by the *Chief Building Official*; and
- .3 appropriate fees, securities and deposits as set out in Part 10 and listed in Schedule B.

And where applicable the *applicant* shall submit the following to the *Chief Building Official*:

- .4 where required by the *Act*, structural drawings shall bear the stamp of an *engineer* and shall be accompanied by a completed "Commitment to General Review" form.

7.2.9 Application for a Transfer of Permit upon change of ownership

Where an application is made for a transfer of *permit* because of a change of ownership of the land or other change of *owner* as defined in this By-law, the *applicant* shall submit to the *Chief Building Official*:

- .1 a completed form as set out in Schedule C; and
- .2 appropriate fees, securities and deposits as set out in Part 10 and listed in Schedule B.

The new owner shall, upon a transfer of a *permit*, be the *permit* holder for the purpose of this By-law, the *Act* and the *Ontario Building Code*. Any required security provided for the *City* on behalf of the original *applicant/owner* will continue to be retained by the *City* for the stated purposes unless alternative security arrangements are approved by the *City*.

- 7.3 When a change of ownership occurs with respect to uncompleted *work* which is the subject of a *permit* issued under this By-law, notice must be provided to the *Chief Building Official* by way of an Application for a Transfer of Permit made pursuant to Subsection 7.2.9. Failure to do so may invalidate the *permit*.
- 7.4 Where the *Chief Building Official* determines that an application is incomplete, the *Chief Building Official* may in the *Chief Building Official's* discretion accept the application if the *applicant* acknowledges that the application is incomplete and completes the relevant form as set out in Schedule C of this by-law.
- 7.5 When, in order to expedite *work*, approval of a portion of the *building* or project is desired prior to the issuance of a *permit* for the complete *building* or project, a *partial permit* may be requested and the *applicant* shall:
- .1 pay all applicable fees for the complete project; and
 - .2 file an application with the *Chief Building Official* along with complete plans and specifications as prescribed in Part 6 of this By-law, covering the portion of the *work* for which immediate approval is desired. Where a partial permit is requested, the application for the complete project shall be deemed to be incomplete as described in Section 7.4 of this by-law.
- 7.6 Where a *permit* is issued for part of a *building* or project, this shall not be construed to authorize *construction* beyond the plans for which approval was given, nor that approval will necessarily be granted for the entire *building* or project.
- 7.7 Without limiting the nature or extent of any other information which the *Chief Building Official* may deem is necessary to be submitted in connection with an application, the following may be required:
- .1 an opinion by a *qualified person* concerning the compliance of the proposed *building* or *construction* with the *Ontario Building Code*;
 - .2 a plans review certificate, by a *qualified person*
- 7.8 Subject to the requirements of the *Act*, where an application for a *permit* remains incomplete for six (6) months or more after it is made, the application may be deemed by the *Chief Building Official* to have been abandoned and notice thereof shall be given to the *applicant* in the same manner, and subject to the same provisions regarding response as set out in regard to revocation of issued permits in Sections 11.1 and 11.2 of this By-law. Where an application is deemed to be abandoned, a new application must be filed for any *work* proposed in the abandoned application.

PART 8 PREMISE ISOLATION

- 8.1 Any commercial, industrial or institutional use shall have backflow prevention installed on the water service.
- 8.2 Any residential use containing more than three (3) dwelling units shall have backflow prevention installed on the water service.
- 8.3 Any use containing space below grade shall have a back water valve installed on the sewer service. Acceptable devices must be normally open and of a design that does not restrict normal flow.
- 8.4 Where an Application pertains to any of the uses described above in this Part, the applicable requirement(s) of this Part shall be requirements of Permits and Certificates mentioned in Part 5 of this By-law.

PART 9 REGISTERED CODE AGENCIES

- 9.1 Where the *City* enters into an agreement with a *Registered Code Agency*, the *Chief Building Official* is authorized to appoint *Registered Code Agencies* to perform specified functions in respect of the *construction* of a *building* or a class of *buildings* from time to time as prescribed in Division C, Section 3.7 of the *Ontario Building Code*.
- 9.2 The *Registered Code Agency* may be appointed to perform one or more of the specified functions described in section 15.15 of the *Act*.

PART 10 FEES, CHARGES AND REFUNDS

- 10.1 The *applicant* shall pay such fees upon submission of an application for a *permit* as fixed by by-law from time to time and as listed in Schedule B.
- 10.2 On April 1 of each year, the building permit fee rates for any or all classes of permits may be adjusted in accordance with the "Construction Price Index" as published by Statistics Canada for the previous year. Such adjustment to the fees shall not require an amendment to this By-Law nor require a public meeting.
- 10.3 The *Chief Building Official* shall verify the *applicant's* valuation or determine a prescribed *construction* value in accordance with Schedule A. Should the *CBO* determine a larger amount, the *applicant* shall pay the balance of the fee based on such valuation before a *permit* is issued.
- 10.4 Where the *applicant* objects, in writing, to the *Chief Building Official's* determination, the *applicant* shall pay the amount determined by the *Chief Building Official* and, not later than six (6) months following the issuance of an *occupancy permit* or substantial completion certificate of the *construction*, shall file audited financial statements setting out the actual cost of the *construction*. Where the fee determination based on such financial statements is less than the fee paid, the *City* shall make full refund of the difference without interest.
- 10.5 When the *applicant's* bank refuses to make payment on a cheque that has been provided as a payment for any fees or deposit prescribed in this By-law, payment must be resubmitted in the form of cash, certified cheque, bank draft, or other form of payment acceptable to the *City Treasurer* along with any administration charge levied by the *City's* Clerk's Department.
- 10.6 Failure to provide the appropriate payments within thirty (30) days of application will result in the application being cancelled and all documents being destroyed without further notice.
- 10.5 Where the *Chief Building Official* determines that any person or corporation who has commenced *construction*, *demolition* or changes the use of a *building* before submitting an application for a *permit* or after submitting the application for a *permit* but before the *permit* has been issued by the *City*, shall in addition to any other penalty under the *Building Code Act*, *Ontario Building Code*, or in this By-law, pay an additional administration fee equal to 100% of the amount calculated as the regular *permit* fee in order to compensate the *City* for the additional expenses incurred by such early start of *work*.
- 10.6 Where an *applicant* substantially revises a proposed *building* design or changes the "model" of a house after the plans examination of a previous submission has already been undertaken, such that the revision or changes constitute a re-examination of the plans, then an additional 50% fee will be required to defray the *permit* processing costs incurred by the *City*.
- 10.7 Where an extra inspection occurs as a result of deficiencies, an additional inspection fee as set out in Schedule B may be levied on the *permit* holder at the discretion of the *Chief Building Official*.
- 10.8 In the case of withdrawal or deemed abandoned application or the abandonment of all or a portion of the *work*, or refusal of a *permit*, or the non-commencement of any project, or a request for revocation of a *permit* under section 8(10) of the *Act*, the *Chief Building Official* shall determine the amount of paid *permit* fees that may be refunded to the *applicant*, if any.

PART 11 REVOCATION OF PERMITS

- 11.1 Prior to revoking a *permit* under subsection 8.(10) of the Act, the *Chief Building Official* may serve a notice by personal service or registered mail at the last known address of the *permit* holder, and, following a 30 day period from the date of service, the *Chief Building Official* may revoke the *permit* if grounds to revoke still exist, without any further notice.
- 11.2 A *permit* holder may within 30 days from the date of service of a notice under this Part, request in writing that the *Chief Building Official* defer the revocation, stating reasons why the *permit* should not be revoked. The *Chief Building Official* having regard to then current provisions of the Act, *Ontario Building Code* or any other applicable law may confirm the revocation or allow the *permit* to continue in effect and attach any conditions thereto. Such permission shall be given in writing.

PART 12 NOTICE REQUIREMENTS FOR INSPECTIONS

- 12.1 In accordance with Section 10.2 (1) of the Act, a *building permit* holder shall notify the *Chief Building Official*, or a *Registered Code Agency* where one is appointed, of each stage of *construction* for which a mandatory inspection is required under Division C, Sentence 1.3.5.1.(2) of the *Ontario Building Code*.
- 12.2 In accordance with Section 11 of the Act, a *demolition permit* holder shall provide notice to the *Chief Building Official* after each sewer service has been excavated and sealed at the property line prior to backfilling, after the water service has been excavated and sealed at the main prior to backfilling, and again at the completion of *demolition work* to ensure that the site has been backfilled and graded with clean fill material to the satisfaction of the *Chief Building Official*.
- 12.3 A notice pursuant to this Part of the By-law is not in effect until notice is received by the *Chief Building Official*, his designate or a *Registered Code Agency* where one is appointed.
- 12.4 Upon receipt of notice the *Chief Building Official*, his designate or a *Registered Code Agency*, where one is appointed, shall undertake a site inspection of the *building* within two (2) business days for a notice to which Section 12.1 of this Part applies; within ten (10) business days for a notice to which Section 12.2 of this Part applies; and within five (5) business days for a sewage system *permit*.
- 12.5 For the purposes of Part 12 of this By-law, notice shall be given to the *Chief Building Official* using one or more of the following:
- .1 Written notice by email at inspection@stthomas.ca;
 - .2 Verbal or written notice in person at the Customer Service desk or the Planning and Building Services Department counter;
 - .3 Verbally by phone or voice mail to: (519) [631-1680](tel:631-1680) ext 4500; or
 - .4 Other means as approved by the *Chief Building Official*.

PART 13 SCHEDULES

- 13.1 Schedules A and B shall form part of this by-law.
- .1 Schedule A Permit Fee Calculation
 - .2 Schedule B Permit Fee Rates
- 13.2 Schedule C is provided for information only and does not form part of this By-law. The *Chief Building Official* may make changes to Schedule C forms from time to time as may be necessary without amendment to this by-law.
- .1 Schedule C Forms

**PART 14
VALIDITY**

- 14.1** In the event that any provision of this by-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this By-law.

**PART 15
ENFORCEMENT**

- 15.1** Any person found to be in contravention of any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as prescribed in Section 36 of the Act.

**PART 16
REPEAL – ENACTMENT**

- 16.1** By-law 87-76, By-law 29-77 and By-law 115-84 of the Corporation of the City of St. Thomas and all of their amendments are hereby repealed upon the date this by-law comes into force.
- 16.2** This by-law shall come into full force and effect on the passing of this by-law.
- 16.3** Notwithstanding Section 16.2, the residential permit fee rates set out in Tables A, B and D of Schedule B shall not come into effect until January 1, 2017. The applicable residential permit fee rates in effect immediately before the passing of this by-law continue to apply until January 1, 2017.

Read a first and second time this 12 day of September 2016.

Read a third time and finally passed this 12 day of September 2016.

Original signed by "Heather Jackson"

Mayor

Original signed by "Maria Konefal"

City Clerk

Schedule A

PERMIT FEE CALCULATION

SCHEDULE A

PERMIT FEE CALCULATION

1.0 GENERAL

- a) Permit fees that are not flat rate fees shall be calculated by the formula given below, unless otherwise specified in this by-law:

$$\text{Permit Fee} = \text{SI} \times \text{A}$$

Where: SI = Service Index for the classification of the work proposed ("the rate"); and

A = floor area of the work involved (for the Area Method);

OR

A = the value of construction (rounded up to the next even thousand) divided by one thousand (for the Value Method).

- b) For classes of permits not described in this by-law, the Chief Building Official shall determine the permit fee.
- c) The occupancy classifications used in this bylaw are based on the Ontario Building Code major occupancy classifications. For multiple occupancy floor areas, the Service Index of each applicable occupancy category shall be applied except where an occupancy is less than 10% of the floor area.
- d) Residential means any residential building up to and including three (3) dwelling units and not containing any non-residential units, but does not include group homes, lodging houses, etc.
- e) Multi-Residential means any residential building not defined in (d) above.
- f) Non-Residential means any building other than Residential, Industrial or Farm and may include, but is not limited to, Commercial, Mercantile and mixed use buildings.
- g) Where a change of occupancy from one classification to another classification is proposed, the service index for the proposed occupancy applies.

2.0 AREA METHOD (Residential)

- a) Floor area is measured to the outer face of exterior walls, to the centre of party walls or demising walls, and to the outer face of walls of attached garages adjacent to floor areas of residential dwellings. Floor area shall include all levels of the building.
- b) No deductions shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from the calculated floor area.
- c) For basement renovations, the floor area is measured to the finished face of the interior walls for that portion of the basement being renovated, including corridors, lobbies, washrooms, lounges, etc.
- d) For a standalone basement renovation application, the "Renovation and alteration" service index rate shall be used.
- e) For a basement renovation applied for in conjunction with other above grade work, the "Basement renovation" service index rate shall be used.
- f) The permit fee for a residential dwelling is a summation of the individual components that are applicable. This may include, but is not limited to, the above grade construction based on the area method, the basement alteration based on the area method, the minor fee for each of the deck, garage, pool, and/or shed as may be applicable and the applicable plumbing fee. Any additional fees such as sewer, boulevard occupancy and site alteration that may be applicable are extra.

SCHEDULE A

PERMIT FEE CALCULATION

2.1 AREA METHOD EXAMPLE

The following example is for a typical single storey home with a partially finished basement, an attached garage and a small rear deck.

ITEM	GFA (sq ft)	Rate	Amount
Above grade – ground floor	1,220.0	0.80	976.00
Above grade – second floor	0.0	0.80	0.00
Basement - overall	1,220.0	0.30	366.00
Basement (finished)	408.0	0.10	40.80
Attached garage	326.0	0.20	65.20
Deck (with building)	96.0	0.20	19.20
	BUILDING PERMIT FEE		1,467.20
	PLUMBING PERMIT FEE		200.00
	WATER CONNECTION FEE		100.00
	TOTAL PERMIT FEE		1,767.20

NOTE: The Building Permit Fee of \$1,467.20 is greater than the minimum fee of \$1,400.00

3.0 VALUE METHOD (Multi-residential, Non-residential, Industrial, Institutional & Farm)

- a) The value of construction is the cost of the project before taxes for the portion of work that the application for permit is related to, including design, parts, labour, mark up, etc less plumbing and drainage systems.
- b) The value of plumbing is the cost of the project before taxes for the portion of work that involves plumbing and drainage systems.
- c) The two values (value of construction and value of plumbing) must be reported separately on the application if applying for a combined permit.
- d) No additional fee applies for sprinklers, fire alarms, electromagnetic locks, emergency lighting, standpipe and hose system, special ventilation systems, and mechanical HVAC systems proposed and constructed at the same time as the construction they serve provided the value of the works is embedded within the value of construction.

Schedule B

PERMIT FEE RATES

SCHEDULE B
PERMIT FEE RATES

A. BUILDING – RESIDENTIAL

Classification		Rate (\$)	Minimum fee (\$)
New	Above grade (GFA)	0.80 / sq ft	1,400.00
	Basement (GFA)	0.30 / sq ft	
	Basement (finished)	0.10 / sq ft	
	Attached garage	0.20 / sq ft	
	Deck (with building)	0.20 / sq ft	
Addition		1.00 / sq ft	500.00
Renovation and alteration		.90 / sq ft	200.00
Minor permits *		Flat fee	150.00

* Minor permits are decks, porches, accessory structures, pools, etc or partial permits

NOTE: Residential includes any residential building up to and including three (3) dwelling units and not containing any non-residential units, or row (town) houses up to and including five (5) dwelling units, but does not include group homes, lodging houses, etc.

B. BUILDING – MULTI-RESIDENTIAL & NON-RESIDENTIAL

Classification	Rate (\$)	Minimum fee (\$)
New	9.75 x value *	2,000.00
Addition	9.75 x value *	800.00
Renovation and alteration	9.75 x value *	500.00
Minor permits **	Flat fee	200.00

* Value is the construction value divided by 1,000

** Minor permits are portable classrooms, alterations to existing fire alarm or sprinkler systems, etc or partial permits

NOTE: Multi-residential includes any residential building not defined above in Section A.
Non-residential includes any other building except those defined below in Section C.

C. BUILDING – INDUSTRIAL & FARM

Classification	Rate (\$)	Minimum fee (\$)
New	7.75 x value *	1,500.00
Addition	7.75 x value *	500.00
Renovation and alteration	7.75 x value *	300.00
Minor permits **	Flat fee	200.00

* Value is the construction value divided by 1,000

** Minor permits are portable classrooms, alterations to existing fire alarm or sprinkler systems, etc or partial permits

D. PLUMBING & SEWERS

All Classifications

Permit Fee = \$9.75 times the value of construction (rounded up to the next even thousand) divided by 1,000

The minimum permit fee is \$200.00

Except as specifically listed below:

Classification	Flat fee (\$)
DWV – new - Single detached dwelling	200.00
DWV – new - Semi-detached dwelling	400.00
DWV – new - multi residential	150.00 per unit
DWV – single residential repairs/alterations	150.00
Water & Sewers	100.00
Manholes, catch basins, interceptors	100.00
Back flow preventers	100.00
New/replace Septic system	500.00
Repair existing septic system	250.00
Holding Tank	250.00
Convert septic to sanitary	150.00

SCHEDULE B
PERMIT FEE RATES

E. DEMOLITION

<i>Permit type</i>	<i>Flat fee</i>
Single detached residential and residential accessory buildings	\$200.00 plus security deposit
Any Part 9 building (except single detached and accessory)	\$500.00 plus security deposit
Any Part 3 building	\$750.00 plus security deposit
Any demolition involving implosion	\$1,500.00 plus security deposit

The appropriate security deposit shall be determined by the Chief Building Official based on the nature and size of the proposed demolition.

F. SIGNS, TENTS & MOVING

<i>Permit type</i>	<i>Flat fee</i>
Pedestal / Ground / Pylon sign	250.00
Retractable Canopy or rigid sign overhanging public roads in Downtown Area *	10.00
Other permanent signs not listed above	100.00
Tent	100.00
Moving building / oversized load	100.00

* NOTE: The Downtown Area is as depicted on Schedule C of the Sign By-law 6-2006, as amended. This permit fee applies only to canopies or signs approved by and erected for the Downtown Development Board.

G. MISCELLANEOUS

<i>Permit type</i>	<i>Flat fee</i>
Commercial Kitchen Hood (<i>new or alteration</i>)	200.00
Change of Use	150.00
Transfer of permit ownership	100.00
Construct or alter driveway approach	100.00
Additional inspection	100.00
Partial occupancy certificate	150.00
Alternative Solution review	300.00
Liquor License clearance letter	100.00
Enquiry response letter	90.00 + HST

H. OTHER PERMITS NOT LISTED ABOVE

Permit Fee = \$9.75 times the value of construction (*rounded up to the next even thousand*) divided by 1,000
The minimum fee is \$150.00

Schedule C

FORMS

SCHEDULE “C” PRESCRIBED FORMS

The forms listed below are provided as follows:

- 1) Application for a Permit to Construct or Demolish
- 2) Commitment to General Reviews by Architect and Engineers
- 3) Schedule 1: Designer Information
- 4) Schedule 2: Sewage System Installer Information
- 5) Utility and Easement Clearance Approval
- 6) Demolition Utility Clearance
- 7) Application for a Temporary Tent Permit
- 8) Application for Transfer of Permit Ownership
- 9) SB-10 Energy Efficiency Design Summary
- 10) SB-12 Energy Efficiency Design Summary

THE CORPORATION OF THE CITY OF
ST. THOMAS**Application for a Permit to Construct or Demolish**This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992***For use by Principal Authority**

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: City of St. Thomas
 (Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information

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

B. Purpose of application

<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building		

Description of proposed work

C. Applicant		Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner	
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	Cell number ()
Telephone number ()	Email	Fax ()	

D. Owner (if different from applicant)

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

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	Cell number ()	
Telephone number ()	Email		Fax ()	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the <i>Building Code</i> (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
Date:		Signature of applicant:		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

**OWNER COMMITMENT TO HAVE GENERAL REVIEW UNDERTAKEN
BY ARCHITECTS AND/OR PROFESSIONAL ENGINEERS**

PART A – TO BE COMPLETED BY OWNER

Project Description:

Permit Application No.

Address of Project:

Municipality:

WHEREAS the Building Code Act prohibits the construction or demolition of a building if a permit authorizing the construction or demolition has not been issued, and

WHEREAS the Building Code requires that the construction or demolition of the project indicated have general review undertaken by architects and/or professional engineers that are licensed to practice in Ontario, and

WHEREAS general review shall not commence until a permit is issued.

NOW THEREFORE the Owner, who intends to construct or demolish or have the project indicated constructed or demolished, hereby confirms that:

1. The undersigned architect(s) and/or professional engineer(s) have been retained to undertake general review of the construction or demolition of the project indicated to determine whether construction or demolition of the project indicated is in general conformity with the plans and other documents that form the basis for the issuance of a permit, with general review undertaken in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect(s) and/or professional engineer(s) will be forwarded promptly to the Chief Building Official;
3. Should any retained architect or professional engineer cease to provide general review for any reason during construction or demolition, the Chief Building Official will be notified in writing immediately, and another architect or professional engineer will be retained so that general review continues without interruption;
4. Construction or demolition of the project indicated will only be undertaken if architect(s) and/or professional engineer(s) are retained to undertake general review and a permit authorizing the construction or demolition has been issued; and
5. The architect(s) and/or professional engineer(s) listed below will be notified in writing of the start date of the construction or demolition of the project indicated and that no construction or demolition will commence before the start date given in the notification.

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

Owner's Company Name: _____ First and Last Name: _____ Signature: _____ Date: _____

Owner's Address: _____ Telephone: _____ Fax: _____ Email: _____

Company name of the coordinator of the work of all architects and professional engineers: _____ First and Last Name: _____

Address: _____ Telephone: _____ Fax: _____ Email: _____

PART B – TO BE COMPLETED BY ARCHITECTS AND PROFESSIONAL ENGINEERS

The undersigned architect(s) and/or professional engineer(s) hereby declare that they are licensed to practice in Ontario and have been retained to undertake general review of the parts of construction or demolition of the project indicated to determine whether the construction or demolition is in general conformity with the plans and other documents that form the basis for the issuance of a permit, with general review completed in accordance with the performance standards of the OAA and/or PEO

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER: _____
Company Name: _____ First and Last Name: _____ Signature: _____ Date: _____

Address: _____ Telephone: _____ Fax: _____ Email: _____

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER: _____
Company Name: _____ First and Last Name: _____ Signature: _____ Date: _____

Address: _____ Telephone: _____ Fax: _____ Email: _____

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER: _____
Company Name: _____ First and Last Name: _____ Signature: _____ Date: _____

Address: _____ Telephone: _____ Fax: _____ Email: _____

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER: _____
Company Name: _____ First and Last Name: _____ Signature: _____ Date: _____

Address: _____ Telephone: _____ Fax: _____ Email: _____



THE CORPORATION OF THE CITY OF

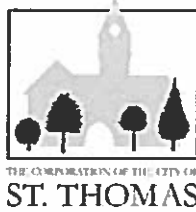
ST. THOMAS Schedule 1: Designer Information

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

A. Project Information					
Building number, street name				Unit no.	Lot/con.
Municipality	St. Thomas	Postal code	Plan number/ other description		
B. Individual who reviews and takes responsibility for design activities					
Name			Firm		
Street address				Unit no.	Lot/con.
Municipality	Postal code	Province	Cell number ()		
Telephone number ()	Email	Fax number ()			
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]					
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural			
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House			
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings			
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems			
Description of designer's work					
D. Declaration of Designer					
I _____ declare that (choose one as appropriate): (print name)					
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____					
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____					
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____					
I certify that:					
1. The information contained in this schedule is true to the best of my knowledge.					
2. I have submitted this application with the knowledge and consent of the firm.					
Date:			Signature of Designer:		

NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1)(c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.
- Personal information contained in this form is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.



Schedule 2: Sewage System Installer Information

A. Project Information					
Building number, street name				Unit number	Lot/con.
Municipality St. Thomas	Postal code		Plan number/ other description		
B. Sewage system installer					
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?					
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)		<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)	
C. Registered installer information (where answer to B is "Yes")					
Name				BCIN	
Street address				Unit number	Lot/con.
Municipality	Postal code	Province	Cell number ()		
Telephone number ()	Email	Fax ()			
D. Qualified supervisor information (where answer to section B is "Yes")					
Name of qualified supervisor(s)			Building Code Identification Number (BCIN)		
E. Declaration of Applicant:					
I _____ declare that: (print name)					
<input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;					
OR					
<input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.					
I certify that:					
1. The information contained in this schedule is true to the best of my knowledge.					
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.					
_____ Date			_____ Signature of applicant		

ST. THOMAS ENERGY SERVICES INC.

UTILITY AND EASEMENT CLEARANCE APPROVAL

RESIDENTIAL | COMMERCIAL | INDUSTRIAL | CONSTRUCTION

**A SITE PLAN WITH DETAILS AND MEASUREMENTS OF THE PROPOSED
STRUCTURE MUST ACCOMPANY THIS APPLICATION**

Address of construction: _____

Work being done: _____

Area of work: ☐ FRONT ☐ REAR ☐ SIDE

Owner: Name: _____ Phone: _____

Address: _____

Date work to begin: _____

OFFICE USE ONLY**REVIEWED BY****COMMENTS**

Engineering Dept. _____

Operations Dept. _____

- ☐ The work location and details of the work described above are CLEAR of any underground electrical cables.
- ☐ The work location is not clear of underground electrical cables and a locate has been provided.

This locate expires in thirty days**CAUTION: This locate is based on information given at the time. Any changes
to the location or nature of work will require a new locate.**Permit Denied: ☐ Details: _____Permit Approved: ☐ _____

Conditions on Approval: _____

SIGNATURE: _____

DATE _____

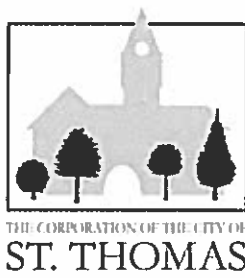
**NO PART OF THE BUILDING OR STRUCTURE SHALL
ENCROACH OR OVERHANG ONTO EASEMENT**

Application for Approval must be made to St. Thomas Energy Services located at
135 Edward Street Phone No. 519-631-5550 ext 235 Fax No. 519-631-2243

City of St. Thomas

UTILITY CLEARANCE FORM

DEMOLITION PERMIT



Building Services Department
 City Hall Annex
 P.O. Box 520, 545 Talbot Street
 St. Thomas, ON N5P 3V7
 Telephone: 519-631-1680
 Fax: 519-631-2130
 website: www.stthomas.ca

Prior to application and issuance of a permit for the demolition of buildings in the City of St. Thomas, this form must be completed and filed in support of the demolition application.

APPLICANT TO COMPLETE THE FOLLOWING INFORMATION:

Property Location:		Date of Application:	
Type of Building:	Is this a corner lot?:	Yes	No
OWNER		CONTRACTOR	
Name:	Name:		
Address:	Address:		
City:	City:		
Postal:	Postal:		
Phone:	Phone:		
Email:	Email:		

Applicant to obtain clearance from the following listed offices for the demolition of the building(s) described above:

AGENCY	APPROVAL SIGNATURE	APPROVAL DATE
Fire Department 305-311 Wellington Street St. Thomas, ON N5R 2T2 T: 519-631-1680 ext 4184 F: 519-631-2015	Name:	
Bell Canada T: 519-633-6140 F: 519-633-1188	Name:	
Union Gas Ltd. 109 Commissioners Road W London, ON N6A 4P1 T: 519-667-4100 F: 519-667-4170	Name:	
St. Thomas Energy Inc. 135 Edward Street St. Thomas, ON N5P 4A8 T: 519-631-5550 F: 519-631-2243	Name:	
Public Works 100 Burwell Road St. Thomas, ON N5P 3R8 T: 519-631-0368 ext 10 F: 519-631-5542	Name:	
Rogers Cable T: 519-660-7527 F: 519-672-0199	Name:	



Application for a Temporary Tent Permit

For use by Principal Authority			
Permit number:		Date Issued:	
Date received:		Roll number:	
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality St. Thomas	Postal code	Plan number/other description	
Project value est. \$		No. of tents:	
B. Purpose of application			
Event:		<input type="checkbox"/> Alcohol served <input type="checkbox"/> Food served <input type="checkbox"/> Chairs and tables	<input type="checkbox"/> Sides open <input type="checkbox"/> Sides enclosed <input type="checkbox"/> Site plan provided
Date of tent installation:		Date of tent removal:	
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	Cell number ()
Telephone number ()	Email	Fax ()	
D. Declaration of applicant			
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>Date: _____ Signature of applicant: _____</p>			

ADDITIONAL INFORMATION REQUIRED for TENT PERMITS

- Site Plan:** A site plan shall include the property lines and all buildings and structures located on the property. All proposed tents shall be located on the plan with setback dimensions to property lines, structures and other tents. The site plan should include the location of all parking spaces, any proposed privies and any temporary fencing for any assembly area.
- Floor Plan:** If a tent is to utilize sides or be provided with table and chairs, a floor plan shall be provided showing aisles and exits.
- Covering:** A certificate of flame resistance of the tent covering material, as provided by the tent supplier, in conformance with CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or NFPA 701 "Fire Tests for Flame-Resistant Textiles and Films" shall be provided.

Personal information contained in this form is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.

GENERAL NOTES for TENT INSTALLATIONS

3.14.1.2 General

- (1) Except as provided in Sentence (2), the requirements of this Subsection shall apply to all tents.
- (2) Articles 3.14.1.4, 3.14.1.5, 3.14.1.6 and 3.14.1.9 apply to tents that,
 - (a) do not exceed 225 m² in ground area,
 - (b) do not exceed 225 m² in aggregate ground area and are closer than 3 m apart,
 - (c) do not contain bleachers, and
 - (d) are not enclosed with sidewalls.

3.14.1.3 Means of Egress

- (1) Except as provided in Sentences (2) and (3), tents shall conform to Section 3.3 and 3.4.
- (2) A tent need not conform to Article 3.4.6.44 except where swing type doors are provided.
- (3) Where the area between adjacent tents or a tent and the property line is used as a *means of egress*, the minimum width between stake lines shall be the width necessary for *means of egress*, but not less than 3m.

3.14.1.4 Clearance to Other Structures

- (1) Tents shall not be erected closer than 3 m to the property line.
- (2) Except as provided in Sentences (3), (4) and (5), tents shall not be erected closer than 3 m to other tents or structures on the same property.
- (3) A *walkway* between a *building* and a tent occupied by the public is permitted provided,
 - (a) the tent is not closer than 3 m from the *building*, and
 - (b) the *walkway* conforms to Article 3.2.3.19.
- (4) Tents not occupied by the public need not be separated from one another, and are permitted to be erected less than 3 m from other structures on the same property, where such closer spacing does not create a hazard to the public.
- (5) Tents located on fair grounds or similar open spaces, need not be separated from one another provided such closer spacing does not create a hazard to the public.

3.14.1.5 Clearances to Flammable Material

- (1) The ground enclosed by a tent and for not less than 3 m outside of such structure shall be cleared of all flammable or *combustible* material or vegetation that will carry fire.

3.14.1.6 Flame Resistance

- (1) Every tent, and tarpaulins, decorative materials, fabrics and films used in connection with tents, shall be certified to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or NFPA 701 "Fire Tests for Flame-Resistant Textiles and Films".

3.14.1.7 Bleachers

- (1) Where bleachers are provided in tents, they shall be designed in conformance with Articles 3.3.2.8, 3.3.2.10 and Subsection 4.1.5.

3.14.1.8 Sanitary Facilities

- (1) Except as provided in Sentence (3), the minimum number of water closets for tents shall be determined in accordance with Table 3.7.4.3.E.
- (2) Article 3.7.4.16 applies to sanitary facilities in Sentence (1).
- (3) Sanitary privies, chemical closets or other means for the disposal of human waste may be provided in lieu of toilet fixtures.

3.14.1.9 Provisions for Fire Fighting

- (1) Access shall be provided to all tents for the purpose of fire fighting.



Application for Transfer of Permit Ownership

For use by Principal Authority

Permit number:

Roll number:

Date received:

A. Project information

Building number, street name

Unit number

Lot/con.

Municipality

St. Thomas

Postal code

Plan number/other description

B. Applicant

Applicant is:

☐

Owner or

☐

Authorized agent of owner

Last name

First name

Corporation or partnership

Street address

Unit number

Lot/con.

Municipality

Postal code

Province

Cell number

()

Telephone number

()

Email

Fax

()

D. Declaration of Applicant

I _____ declare that:

(print name)

1. The information contained in this application is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date

Signature of applicant

C. Permit Owner

Last name

First name

Corporation or partnership

Street address

Unit number

Lot/con.

Municipality

Postal code

Province

Telephone

()

D. Declaration of Permit Owner

I _____ declare that:

(print name)

1. I agree to the transfer of ownership of the above mentioned permit.
2. The information contained in this application is true to the best of my knowledge.
3. If the permit owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date:

Signature of applicant:

SB-10


**ONTARIO BUILDING CODE AND SUPPLEMENTARY STANDARD SB-10
PROJECT INFORMATION**
DETAILED FORMS

Project:	Location:
Building Permit Application No.:	Date:

Architectural Designer Information*	Mechanical Designer Information*	Electrical Designer Information*
Name	Name	Name
Address	Address	Address
City Province	City Province	City Province
Signature Date(YY/MM/DD)	Signature Date(YY/MM/DD)	Signature Date(YY/MM/DD)

*IF MORE DESIGNERS ARE INVOLVED, PROVIDE ADDITIONAL COPIES OF THIS FORM.

THIS CHECKLIST IS A CONVENIENCE DOCUMENT ONLY AND IS BASED ON THE ENERGY EFFICIENCY REQUIREMENTS DESCRIBED IN THE ONTARIO BUILDING CODE SUPPLEMENTARY STANDARD SB-10 DIVISION 2. THIS CHECKLIST IS NOT A SUBSTITUTE FOR COMPLYING WITH THE REQUIREMENTS OF THE ONTARIO BUILDING CODE. WHILE CARE HAS BEEN TAKEN TO ENSURE ACCURACY OF THIS CHECKLIST, DESIGNERS AND BUILDING OFFICIALS MUST REFER TO THE ACTUAL WORDING AND REQUIREMENTS OF THE ONTARIO BUILDING CODE (O.Reg. 332/12 AND AMENDMENTS UP TO DECEMBER 23, 2013).

THIS CHECKLIST IS MADE AVAILABLE FOR CODE USERS BY THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING. USERS SHOULD ALWAYS CONSULT WITH THE AUTHORITY HAVING JURISDICTION, IF THE CHECKLIST IS GOING TO BE SUBMITTED TO THAT AUTHORITY. THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING DOES NOT ASSUME RESPONSIBILITY FOR ERRORS OR OVERSIGHTS RESULTING FROM THE INFORMATION CONTAINED HEREIN.

PLEASE FILL IN THE ACTUAL VALUES INSTALLED AND CHECK BOXES AS THEY APPLY.

OBC SB-10 COMPLIANCE SUMMARY
Energy Efficiency Design:

There are four energy compliance options to meet the requirements of OBC SB-10 Division 2. Please select the conformance option selected for this project. The energy efficiency of all buildings must be designed to:

Compliance Path		Forms to Complete
(A-1) Exceed by not less than 25% the energy efficiency levels attained by conforming to the CCBFC, "Model National Energy Code for Buildings (MNECB)." <i>Note that this compliance path requires that the proposed building is shown to consume at least 25% less energy than the MNECB reference building when modelled according to the procedures outlined in Part 8 of the MNECB.</i>	<input type="checkbox"/> YES	FORM A
(A-2) Exceed by not less than 5% the energy efficiency levels attained by conforming to the ANSI/ASHRAE/IESNA 90.1 - 2010 "Energy Standard for Buildings Except Low-Rise Residential Buildings." <i>Note that this compliance path requires that the proposed building is shown to consume at least 5% less energy than the ASHRAE 90.1-2010 reference building when modelled according to the procedures outlined in Chapter 11 of ASHRAE 90.1-2010.</i> <i>Note that this path cannot be used for a building with electric space heating. Refer to SB-10.</i>	<input type="checkbox"/> YES	FORM A
(B) Achieve the energy efficiency levels attained by conforming to the ASHRAE 90.1-2010, "Energy Standard for Buildings Except Low-Rise Residential Buildings" and Division 2 of SB-10. <i>This compliance path includes both prescriptive and performance path options. Please proceed to Form B.</i>	<input type="checkbox"/> YES	FORM B
(C) Achieve the energy efficiency levels attained by conforming to the NECB-2011 National Energy Code of Canada for Buildings and Division 2 of SB-10. <i>This compliance path includes both prescriptive and performance path options. Please proceed to NECB Forms</i>	<input type="checkbox"/> YES	NECB Forms

SB-12



Energy Efficiency Design Summary

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code

For use by Principal Authority

Application No:	Model/Certification Number
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A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

B. Compliance Option [indicate the building code compliance option being employed in this house design]

<input type="checkbox"/> SB-12 Prescriptive (circle one): A B C D E F G H I J K L M or <input type="checkbox"/> Table 2.1.1.10. (Additions)	
<input type="checkbox"/> prescriptive trade-offs used (Specify 2.1.1.2. or 2.1.1.3. sentences being employed):	
<input type="checkbox"/> SB-12 Performance* [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> Energy Star®* [SB-12 - 2.1.3.]	* Attach Builder Option Package [BOP] form
<input type="checkbox"/> EnerGuide 80®*	* House must be evaluated by NRCan advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days) <input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE <input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Conditions
Area of walls = _____ m ²	W, S & G % = _____	<input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> Slab-on-ground
Area of W, S & G = _____ m ²		

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach Energy Star BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors Provide U-Value in W/m ² .K, or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		Mechanicals	
Walls Above Grade		Heating Equip.(AFUE or condensing type)	
Basement Walls		HRV Efficiency (SRE% at 0°C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		DWHR (CSA B55.1 Efficiency)	
Slab (all ≤600mm below grade, or heated)			

E. Performance Design Verification [complete applicable sections if SB-12 Performance, Energy Star or EnerGuide80 options used]

SB-12 Performance:	
The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ GJ (1 GJ = 1000MJ)	
The annual energy consumption of this house as designed is _____ GJ	
The software used to simulate the annual energy use of the building is: _____	
The building is being designed using an air leakage of _____ air changes per hour @50Pa.	
Energy Star: Submit the BOP form with Energy Advisor's certification on completion.	
Energy Star and EnerGuide80:	
Evaluator/Advisor/Rater Name:	Evaluator/Advisor/Rater Licence #:

F. House Designer [name & BCIN, if applicable, of person providing information herein to substantiate that design meets the building code]

Name	BCIN	Signature
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Guide to the Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables,
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star standards, or
4. Evaluate the design according to EnerGuide technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain trade-off options are permitted.
- SB-12 Performance refers to the method of compliance in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- Energy Star houses must be designed to Energy Star requirements and verified on completion by a licensed energy evaluator and/or service organization. The Energy Star BOP form must be submitted with the permit documents.
- EnerGuide80 houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

Other Building Conditions: These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the SB-12 Prescriptive option is being used.

F. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Performance option is used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard. A blower door test must also be conducted if the EnerGuide 80 option is used.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and EnerGuide may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labelling.