# THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM

## BY-LAW 2081-2018

**Being a By-law respecting Construction, Demolition, Change of Use, Conditional Permits and Inspections**

**WHEREAS** Section 7 of the Building Code Act, 1992, S.O. 1992, c.23, as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, conditional permits, inspections and requiring payment of fees, and any non-payment of fees, to be added to the tax roll, including penalties;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM ENACT AS FOLLOWS:**

## 1. SHORT TITLE

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

## 2. DEFINITIONS

**2.1.** In this By-law,

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

2.1.2. "**As Constructed Plans**" means construction plans and specifications that show the building and location of the building on the property as the building has been constructed.

2.1.3. "**Building**" means

(a) A structure occupying an area greater than ten square meters 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;

(d) A *sewage system*; or

(e) Structures designated under the *Building Code*.

*2.1.4.* "**Building Area**" means the greatest horizontal area of a *building* above grade,

(a) within the outside surface of the exterior walls, or

(b) within the outside surface of the exterior walls and the center line of firewalls

2.1.5. "**Building Code**" means the Regulations made under Section 34 of the Act.

2.1.6. "**Chief Building Official**" means the Chief Building Official appointed by the By-law of the Corporation of the Township of Blandford-Blenheim for the purposes of enforcement of the Act.

2.1.7. "**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.

2.1.8. "**Corporation**" means the Corporation of the Township of Blandford-Blenheim.

2.1.9. "**Designated Structure**" means a designated structure as described in the Building Code Division A - Part 1 - Article 1.3.1.1 - Designated Structures.

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

2.1.11. "**Farm Building**" means all or part of a *building*,

(a) that does not contain any area used for residential occupancy,

(b) that is associated with and located on land devoted to the practice of farming, and

(c) that is used essentially for the housing of equipment or livestock or the production, storage or processing of agricultural and horticultural produce or feeds.

2.1.12. **"Owner"** includes, in respect of the property on which the *construction* or *demolition* will take place, the registered owner, a lessee and a mortgagee in possession.

2.1.13. "**Permit**" means written permission or written authorization from the Chief Building Official to perform work regulated by the By-law and the Act.

*2.1.14.* **"Permit Holder"** means the *owner* to whom the *permit* has been issued and who assumes primary responsibility for complying with the *Act* and the *Building Code*

2.1.15. "**Plumbing**" means a drainage system, venting system and a water system of parts thereof.

*2.1.16.* "**Sewage System**" means a sewage system as defined Division A, Part 1, Article 1.4.1.2. of the *Building Code*

Any word or term not defined in this bylaw that is defined in the Act or Building Code shall have the meaning ascribed to in in the Act or the Building Code and any word or term not defined in this bylaw, the Act or the Building code, shall have the meaning that is normally associated with it.

## 3. CHIEF BUILDING OFFICIAL

**3.1.** The *Chief Building Official* is responsible to enforce the *Act*, the *Building Code*, and the Building By-law.

## 4. THE APPLICATION

**4.1.** To obtain a *permit*, the *owner* or agent authorized by the *owner*, shall file an application in writing by completing a prescribed form available at the office of the *Chief Building Official* or from the *Building Code* website at www.obc.mah.gov.on.ca. Forms and drawings prescribed by the municipality under clause 7.(1)(b) & (f) of the Act are set out in **Schedule "B"** of this By-law.

### 4.2. INCOMPLETE APPLICATION

Where the Chief Building Official determines that an application is incomplete, the Chief Building Official may commence to process the application if the applicant acknowledges that the application is incomplete and completes the form prescribed by the *Chief Building Official*.

### 4.3. ABANDONED APPLICATION

Where an application for a *permit* remains incomplete or inactive for six months from the date the application was received by the Township, the application may be deemed by the *Chief Building Official* to have been abandoned and notice thereof shall be given to the applicant. If the applicant wishes to continue with the application prior to cancellation, the request shall be in the form of a written request, received within 30 days of the date on the notice and the *Chief Building Official* may allow the application to remain active and attach any conditions thereto. If a request is not received within the set time frame, a new application will be required for the proposed construction.

## 5. CLASSES OF PERMITS

Classes of *permits* with respect to *construction, demolition* and change of use of *buildings* (as authorized by Sections 8.(1), and 10.(1) of the Building Code Act) and *permit* fees shall be as set out in **Schedule "A"** of this By-law.

### 5.1. CONSTRUCTION PERMIT

Where the application is made for a **construction permit** under Subsection 8.(1) of the *Act*, the applicant shall:

5.1.1. Use the Provincial application form, "Application for a Permit to Construct or Demolish", as amended.

5.1.2. Identify and describe in detail the work and the type of occupancy to be covered by the permit for which application is made.

5.1.3. Describe the land on which the work is to be done, by a description that will readily identify and locate the building lot.

5.1.4. Include a minimum of **two (2) sets of complete plans and specifications** for the work being covered by the permit and show the type of occupancy of all parts of the building. The list of plans or working drawings are described in **Schedule "B"**, attached to and forming part of this By-law.

5.1.5. State the names, addresses and telephone numbers of the owner and of the Architect or Engineer, where applicable, or other designer or contractor.

5.1.6. Be accompanied by written acknowledgement of the owner that he has retained an Architect or Professional Engineer, licensed to practice engineering in Ontario, to carry out the field review of the construction where required by the Building Code and,

5.1.7. Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

## 5.2. DEMOLITION PERMIT

Where the application is made for a **<u>demolition permit</u>** under Subsection 8.(1) of the *Act,* the applicant shall:

5.2.1. Use the Provincial application form, "Application for a Permit to Construct or Demolish", as amended.

5.2.2. Contain the information required by clauses 5.1.2 to 5.1.7 of this By-law.

5.2.3. <u>MAY</u> be required to be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, electric, telephone or other utilities and services.

5.2.4. When required by the *Building Code*, be accompanied by a signed acknowledgement of the *owner*, on a form prescribing by the *Chief Building Official* confirming that a Professional Engineer has been retained to undertake the general review of the project during *demolition*.

5.2.5. When required by the *Building Code*, be accompanied by a signed statement of a Professional Engineer, on a form prescribed by the *Chief Building Official* confirming an undertaking to provide a general review of the project during *demolition*.

5.2.6. Provide information with respect to the rehabilitation of the site i.e. grading, leveling and landscaping upon completion of the demolition.

## 5.3. CONDITIONAL PERMIT

Where the application is made for a **<u>conditional permit</u>** under Subsection 8.(3) of the *Act*, the applicant shall:

5.3.1. Use the Provincial application form, "Application for a Permit to

Construct or Demolish", as amended.

5.3.2. Contain the information required by clauses 5.1.2 to 5.1.7 of this By-law.

5.3.3. Contain such other information, plans and specifications concerning the complete project as the Chief Building Official MAY require.

5.3.4. State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit were not granted.

5.3.5. State the necessary approvals, which must be obtained in respect of the proposed building and the time in which such approvals will be obtained.

*5.3.6.* State the time in which plans and specifications of the complete *building* will be filed with the *Chief Building Official.*

5.3.7. Be accompanied with a completed Conditional Permit Agreement and security as prescribed by the *Chief Building Official.*

## 5.4. DELEGATION OF CONDITIONAL PERMITS (SECTION (3.1) OF THE ACT

The chief building official is authorized to take the following actions with respect to the processing of conditional permit agreements under section 8 of the Act and enter into agreements described in Section (3)(c) of the Act:

1. To approve the entering into a standard form conditional permit agreement and to execute the agreement on behalf of the Township;
2. To approve an assignment of a conditional permit agreement and to execute the consent to the assignment of the agreement on behalf of the Township, and
3. To approve the release of the conditional permit agreement where the agreement is no longer necessary and to execute the release of the agreement on behalf of the Township.

## 5.5. CHANGE OF USE PERMITS

Where the application is made for a **change of use permit** under Subsection 10.(1) of the Act, the applicant shall:

5.5.1. Use the Provincial application form, "Application for a Permit to

Construct or Demolish", as amended.

5.5.2. Every application for a **change of use permit** issued under Subsection 10.(1) of the Act shall be submitted to the *Chief Building Official* for review and shall:

5.5.3. Describe the *building* in which the occupancy is to be changed, by a description that will readily identify and locate the *building*,

5.5.4. Identify and describe in detail the current and proposed occupancies of the *building* or part of a *building* for which the application is made,

5.5.5. Include 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 wall, ceiling and roof assemblies, identifying required fire resistance ratings and load bearing capabilities and details of the existing sewage system, if applicable,

5.5.6. Be accompanied by the required fee permit, as per **Schedule "A"** of this By-law.

5.5.7. State the name, address and telephone number of the *owner*, and

5.5.8. Be signed by the *owner* or his or her authorized agent who shall certify the truth of the contents of the application.

## 5.6. OCCUPANCY PERMIT

5.6.1. A person shall not occupy or permit to be occupied any *building* or part of it unless the *Chief Building Official* or a person designated by the *Chief Building Official* has issued a *permit* authorizing occupation of the building or part of it in accordance with Division C, Part 1, Article 1.3.3.1., or 1.3.3.4. of the *Building Code.*

5.6.2. A person may occupy or permit to be occupied a *building* intended for residential occupancy that has not been fully completed at the date of occupation provided that the building complies with Division C, Part 1, Article 1.3.3.2. of the *Building Code.*

5.6.3. Where a person has occupied or permitted the occupancy of a *building* under Article 1.3.3.1. or 1.3.3.2., such person shall notify the *Chief Building Official* forthwith upon completion of the *building.*

## 5.7. WORK WITHOUT PERMIT

5.7.1. Any person or Corporation who commences *construction*, *demolition* or change of use of a *building* before submitting an application for a *permit* or receiving a *permit*, shall provide the Township with a letter from an Architect and/or Engineer, licensed to practice Engineering in Ontario, stating that the **"as- constructed"** structure or part thereof, complies with the requirements of the Ontario Building Code, as amended, unless otherwise directed by the *Chief Building Official*.

5.7.2. Where construction has started prior to the applicant or owner receiving a Building Permit issued by the chief building official, the chief building official may add an administration fee to the total building permit fee in the amount of 50% of the building permit fee. This administration fee shall not exceed $2500.00.

## 5.8. REVOCATION OF PERMIT

5.8.1. The *Chief Building Official* may revoke a permit issued under the *Act*, in accordance with Section 8.(10) of the *Act*.

## 5.9. CHANGE OF APPROVED PLANS

5.9.1. After the issuance of a *permit* under the *Act*, notice of any material change to the reviewed plans, specification 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 **PRIOR** to proceeding with the proposed changes.

5.9.2. Such change to the reviewed plans, specifications or documents shall not be made without the *Chief Building Official's* written authorization.

5.9.3. A fee shall be levied for any review of the changes that is required as per **Schedule "A"** of this By-law.

## 5.10. ALTERNATIVE SOLUTIONS/COMPLIANCE ALTERNATIVES

5.10.1. Where an application for a *permit* requires an Alternative Solution/Compliance Alternative to meet Compliance with Division B for a material system or *building* design, the following shall be provided for review by the *Chief Building Official*:

5.10.2. Any applicable provisions of the *Building Code* that are to be met.

5.10.3. A description of the material, system or *building* design in question.

5.10.4. Documentation that the proposed material, system or *building* design will provide the level of performance required by the *Building Code*. References to SA-1 objective and functional statements are required.

## 5.11. PLANS AND SPECIFICATIONS

5.11.1. 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 to the *Act*, the *Building Code* and any other applicable law.

5.11.2. After the issuance of a *permit* under the *Act*, any material change to a plan, specification, document or other information on the basis of which the *permit* was issued shall not be made without the written authorization of the *Chief Building Official.*

5.11.3. Each application shall, unless otherwise specified by the *Chief Building Official*, be accompanied by **two (2) complete sets of plans and specifications** as required under this by-law.

5.11.4. Plans shall be drawn to scale (Min 3/16"= 1') on paper, mylar 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 "B"** to this By-law and be limited to a physical size not exceeding 24" x 36" unless otherwise approved by the *Chief Building Official.*

5.11.5. Site plans shall be accurately drawn to scale, and when required by the *Chief Building Official* to demonstrate compliance with the *Act*, the *Building Code* or other applicable law, a copy of an up-to-date plan of survey (Real Property Report) prepared by an Ontario Land Surveyor (OLS) shall be submitted. Site Plans shall show the following, if applicable:

*5.11.5.1.* Lot size and the dimensions of the property lines and setbacks to any existing or proposed *buildings*

5.11.5.2. Existing and finished ground levels or grades

5.11.5.3. Existing rights-of-way, easements and municipal services

5.11.5.4. Conservation Authorities regulated areas, if applicable
5.11.5.5. MDS I & II requirements, if applicable

5.11.5.6. Location of overhead electrical conductors with respect to the property, if applicable

5.11.5.7. Location of the existing septic tank and leaching system, if applicable

5.11.5.8. Verification by an Ontario Land Surveyor (OLS) of By-law compliance, MAY be required before proceeding past foundation stage of construction, if required by the *Chief Building Official.*

5.10.6 Where plans listed above are larger than 11" x 17", digital plans may be required to be submitted in addition to the non-digital copies.

## 6. PAYMENT OF FEES

**6.1.** Fees for a required permit shall be as set out in **Schedule "A"** and are due and payable upon the submission of an application for a permit **OR** as directed by the *Chief Building Official.*

**6.2.** The Township's policy for collection of permit fees, is, the permit minimum/administration fees are due at time of application; with the balance of fees being paid on completion of the plan/application review and when the permit is ready to be picked up after the application is notified.

**6.3.** If, after a building permit has been issued, the *owner* and/or the authorized agent of the *owner*, increases the size of the *building* without the approval of the *Chief Building Official*, then the additional fee for the increased size of the *building* shall be paid to the Township, **PRIOR** to proceeding with any further *construction.*

**6.4.** The chief building official shall determine permit fees not listed or described in Schedule 'A'.

## 7. DEPOSITS

**7.1.** The engineer letter deposit will be refunded only when the Township receives a final inspection report from an Engineer/Architect, licensed to practice engineering in Ontario, indicating that construction complied with the drawings/specifications review and approved by the engineer including the requirements of the *Building Code*.

**7.2.** Lot grading deposit (less cost incurred by the Township) will be released when the Township receives a "final lot grading certificate" from an Ontario Land Surveyor (OLS) or an engineering firm qualified to do lot grading plans. If the lot grading has not been completed within one (1) year of occupancy, the Township MAY use the lot grading deposit to undertake the lot grading, as per the approved lot grading plan.

**7.3.** Public Works deposit will be refunded once the driveway has been hard surfaced, i.e. paving, concrete paving stones, from property line to Township/County road and to repair any damage to Township property during construction. If the hard surfacing of the driveway from property line to Township/County road has not been completed within one (1) year after occupancy, the Township MAY use the public works deposit to hard surface the driveway from the property line to Township/County road and to repair any township owned assets damaged during construction.

**7.4.** Deposit will be refunded to the original payee of the deposit submitted, unless otherwise directed in writing by the original payee.

## 8. REFUNDS

**8.1.** In the case of withdrawal of an application or the abandonment of all or a portion of the work, or refusal of a permit, or the non-commencement of any project, the *Chief Building Official* shall determine the percentage of the paid amount of permit fees that may be refunded to the applicant, in accordance with the following:

8.1.1.1. Eighty percent (80%) if, in the opinion of the *Chief Building Official*, administrative functions only have been performed
8.1.1.2. Seventy percent (70%) if, in the opinion of the *Chief Building Official*, administrative and zoning functions only have been performed
8.1.1.3. Forty-five percent (45%) if, in the opinion of the *Chief Building Official*, administrative, zoning and plan examination functions only have been performed
8.1.1.4. Thirty-five percent (35%) if the *permit* has been issues and no field inspections have been performed subsequent to *permit* issuance

**8.2.** No refund shall be made of an amount less than one hundred ($100.00) dollars. The administration/minimum permit fees is non-refundable.

8.3. No refund shall be made unless the owner or his agent therefore makes a written request within 6 months of the date of permit issuance.

8.4. There shall be no refund of permit fees where a permit has been revoked under 8.(10)(a) or 8.(10)(f) of the Act.

## 9. TRANSFER OF PERMITS

**9.1.** A *permit* may be transferred if the new land owner completes the Provincial application form in accordance with the requirements of Part 5 of the By-law.

**9.2.** A fee shall be payable on an application for a transfer of permit as provided in **Schedule "A"** of this By-law.

**9.3.** The new owner shall, upon transfer of a permit, be the permit holder for the purpose of the Act and the Building Code.

**9.4.** Written permission must be provided to the Township by the building designer(s) to use the plans, specifications and documents submitted for a building permit.

## 10. PERMIT TO BE POSTED

**10.1.** Where a *permit* has been issued pursuant to the *Act*, the person to whom it was issued shall have the *permit* or copy thereof posted at all times during the *construction* or *demolition* in a conspicuous place on the property for which the *permit* was issued as per Division C, Part 1, Article 1.3.2.1. of the *Building Code*.

## 11. NOTICE OF REQUIREMENTS FOR INSPECTION

**11.1.** The *owner* or an authorized agent shall notify the *Chief Building Official* by 4:30 PM at least one (1) business day **PRIOR** to each stage of *construction* for which a mandatory notice is required under Division C – Part 1 – Article 1.3.5.1. "Prescribed Notices" of the *Building Code* and for additional notices as permitted under Division C – Part 1 – Article 1.3.5.2. "Additional Notices" of the *Building Code* as set out in **Schedule "C"** of this By-law.

**11.2.** Upon receipt of proper notice, the Building Inspector shall undertake a site inspection of the *building* to which the notice relates in accordance with the time periods stated in Division C, Part 1, Sentence 1.3.5.3.(4) of the *Building Code* and Section 10.2 of the Act.

**11.3.** Notice may be given in one of the following ways:

- Phone message at (519) 463-5347
- In person at the Township Administrative Building
- Via an email to the Township general email or as noted on the building permit package.

## 12. AS CONSTRUCTED PLANS

**12.1.** On completion of the *construction* of a *building*, the *Chief Building Official* MAY require a set of *as constructed plans*, including a plan of survey showing the location of the building with respect to the property lines, other *buildings* on the property and MDS I and II requirements, if applicable.

## 13. RESERVED

## 14. CODE OF CONDUCT

**14.1.** The Code of Conduct and associated policies, as required under Section 7.1(1) of the Act are set out in **Schedule "D"** of this By-law.

## 15. SEVERABILITY

**15.1.** If any section, subsection, clause, paragraph or provision of this by-law is found, by a board of competent jurisdiction, to be invalid or beyond the powers of Council to enact, such section, subsection, clause, paragraph or provision shall be deemed to be severable from the remainder of this by-law and all the other parts or sections of this by-law shall be deemed to be separate and independent there from and are enacted as such.

## 16. METRIC CONVERSION

**16.1.** Where the text of this By-law refers to imperial measurement, conversion to metric equivalents may be accepted as considered appropriate by the *Chief Building Official.*

## 17. CONTRAVENTION OF BY-LAW OFFENCE

**17.1.** Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to any penalties as provided in Section 36.(1) of the *Act.*

## 18. REPEAL OF BY-LAWS

**18.1.** By-laws 234-78, 949-92 and 1729-2012 of the Corporation of the Township of Blandford-Blenheim are hereby repealed.

## 19. EFFECTIVE DATE

**19.1.** This By-law shall be deemed to have come into full force and effect on the date of passing.

Read a first and second time this 20th day of June, 2018.

Read a third time and finally passed this 20th day of June, 2018.

(SEAL)

MAYOR

CAO / CLERK

## SCHEDULE “A” of Building By-Law No. 2081-2018

# CLASSES OF PERMITS AND PERMIT FEES

Unless otherwise noted all definitions of building classifications shall be as defined in the Ontario Building Code for Major Occupancies

For temporary buildings (greater than $10m^2$,), alterations, additions, foundations and new buildings (greater than $10m^2$).

Where a fee is not listed below, the Chief Building Official can determine required fee. Administrative fee due at time of application.

| Construction - New Buildings, Additions, Mezzanines | | Administrative Fee | Permit Fee |
|---|---|---|---|
| Group A Assembly Buildings & Group B Institutional Buildings & Group D Business/Personal Service & Group E Mercantile Buildings & Group F Industrial Buildings | New, Additions & Renovations - Commercial, Industrial & Institutional Buildings | $250.00 | $1.25/sq ft |
| | Public Pool, Public Patios and Exterior Ramps | $250.00 | $0.50/sq ft |
| Group C Residential Buildings | Residential Buildings New, Additions | $250.00 | $1.25/sq ft |
| | Renovations to non Single/Semi/Towns | $250.00 | $1.00/sq ft |
| | Renovations to Single/Semi/Town Units | $100.00 | $400.00 |
| | Swimming Pools | $100.00 | $100.00 |
| | Sheds & Garages | $100.00 | $0.75/sq ft |
| | Decks & Covered Porches (unheated and unenclosed) | $100.00 | $100.00 |
| Farm Buildings | Agricultural Buildings (New, Additions, Renovations) | $250.00 | $0.20/sq ft |
| | Horizontal/Bunk Silos | $100.00 | $500.00 |
| | Vertical Silos, Grain Bins etc | $100.00 | $500.00 |
| | Manure Storage (All Types) | $250.00 | $500.00 |
| Special Categories | Tents | $100.00 | $0.00 |
| | Temporary Buildings / Portables | $100.00 | $400.00 |
| | Change of Use | $100.00 | $400.00 |
| Miscellaneous | Permit Renewal/Revision | $100.00 | $0.00 |
| | Fireplace/Wood Stove (each) | $100.00 | $150.00 |
| | Signs | $100.00 | $150.00 |
| | Retaining Wall/Balcony Guard (per Linear Foot) | $100.00 | $5.00 per ft |
| | Wind Turbines | $250.00 | $1,750.00 |
| | Solar Panel | $100.00 | $400.00 |
| | Designated Structures (other than listed above) | $250.00 | $500.00 |
| | Alternate Soultion Application (see note 2) | $100.00 | $400.00 |
| | Conditional Permits | $250.00 | $0.03/sq ft |
| | Septic Permit | $100.00 | $450.00 |
| | Septic Permit (Tank Only) | $100.00 | $100.00 |
| | Re-inspection/Canceled Inspection Fee/ Requested inspection more than 3 years since last inspection | $100.00 | $50.00 |
| Mechanical Work | Sprinkler System | $250.00 | $500.00 |
| | NFPA 96 Kitchen Hood Fan | $250.00 | $250.00 |
| Plumbing/Servicing Work | Water & Sewer Connection | $100.00 | $0.00 |
| | Building Services (per Linear Foot per service) | $100.00 | $0.75/ft |
| DEMO | Non Farm Structures | $100.00 | $0.00 |

**Note 1** - Where proposed construction requiring a permit does not match a standard fee, the Chief Building Official may determine the requried fee. **Note 2** - Where a 3rd party review is required and the cost of that review is incurred by the Township, the fee will be added to the cost of the permit

# Builders Deposits

| | Engineer Letter/New Dwelling Unit | Lot Grading | Public Works |
|---|---|---|---|
| All Classes of Construction | $ 1,000.00 | $ 1,500.00 | $ 1,000.00 |

**Note 1** - The public works manager shall determine the deposit for work done where municipal owned assets may be damaged.
**Note 2** - There township will return the paid deposit to the permit applicant within 28 days of approval.

This is Schedule 'A' to By-law number 2081-2018 passed on the 20th day of June, 2018.

(SEAL)

MAYOR

CAO / CLERK

## SCHEDULE "B" of Building By-Law No. 2081 – 2018
## SCHEDULE OF DOCUMENTS, FORMS, DRAWINGS AND SPECIFICATIONS REQUIRED FOR CONSTRUCTION, DEMOLITION AND CHANGE OF USE PERMITS

A minimum of 2 sets of the following types of drawings, specifications and documents at a legible scale (minimum 3/16" – 1'), are required to be submitted in order for the various types of Building Permit applications listed, to be considered a complete application pursuant to the *Building Code*, as amended and the Building By-law. Depending upon the nature, scope and scale of a project, other additional supporting drawings, specifications and documents MAY be required to demonstrate *Building Code* compliance at the discretion of the *Chief Building Official*.

### REQUIRED DOCUMENTATION

Where applicable, the following supporting documentation shall accompany applications for a permit unless otherwise directed by the *Chief Building Official*:

a) Use of the Provincial application form, "Application for a Permit to Construct or Demolish", as amended
b) Proof/confirmation of approval of all applicable law pursuant to Section "H" of the Provincial application form, "Application for a Permit to Construct or Demolish"
c) Owner/Engineer/Architect's letter of commitment and general review form
d) Real Property Report (Survey Plan) prepared by an Ontario Land Surveyor (OLS)
e) Driveway access permit approved by the authority having jurisdiction, as may be applicable
f) Where required, an approved septic system permit or Performance Review and Change of Use Application by the Township or Ministry of the Environment (MOE) approval, if applicable
g) OMAFRA nutrient management strategy and/or plan sign-off form
h) Heritage Permit pursuant to the Ontario Heritage Act
i) Confirmation of compliance with OMAFRA minimum distance separation 1 or 2 (MDS I & II) prepared by an Ontario Land Surveyor (OLS), if applicable
j) Zoning compliance certificate/pre-consultation letter
k) Approved lot grading and drainage plan
l) Geotechnical soils report
m) Residential Mechanical Ventilation Design Summary form
n) Energy Efficiency Design Summary form
o) Fire stopping drawings and applicable data sheets.

**REQUIRED DRAWINGS BY TYPICAL PROJECT TYPE**

1) **Demolitions**
   a) Description of the structural design characteristics of the building and a method of demolition prepared by a Professional Engineer, licensed to practice engineering in Ontario, where deemed necessary by the Chief Building Official
   b) Site Grading and Rehabilitation Plan
   c) Confirmation that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric and telephone or other utilities and services
   d) The Township MAY require proof of liability insurance coverage to not less than $2,000,000.00. Depending on the proposed demolition, the Township may require additional insurance coverage.
   e) Where a building is designated under the Heritage Act, approval of the Township Council to de-designate the building and permit demolition
   f) Copy of hazardous material report, if applicable.

2) **Residential Decks and Porches**
   a) Plot/site plan
   b) Foundation plan
   c) Framing plan and guard details
   d) Where applicable, confirmation that the final lot grading and drainage is in accordance with the overall subdivision lot grading and drainage plans
   Note: Properly completed Township of Blandford-Blenheim standard drawings for wood deck MAY be submitted for a building permit.

3) **Residential Accessory Buildings**
   a) Plot/site plan
   b) Foundation plan
   c) Floor plans
   d) Floor and roof framing plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beams, if applicable
   e) Building elevations
   f) Building sections
   g) Where applicable, confirmation that the final lot grading and drainage is in accordance with the overall subdivision lot grading and drainage plans.

4) **Residential Additions and Renovations Permits**
   a) Plot/site plan
   b) The following architectural plans prepared by a Provincially qualified designer OR the home owner:
      i) Foundation plan
      ii) Floor plans
      iii) Floor and roof framing plans including engineered floor plan layout/details and

roof truss layout and truss drawings, engineered beams, if applicable
iv) Building elevations
v) Building sections
vi) Energy Efficiency Design Summary form
vii) Residential Mechanical Ventilation Summary form
viii) Where required, an approved septic system permit or Performance Review and Change of Use Application by the Township or Ministry of the Environment (MOE) approval, if applicable
ix) Heat loss/heat gain calculations including ductwork design

**5) <u>New</u> Residential Single Family Dwelling and Semi Detached Dwelling**

a) Plot/site plan
b) Approved lot grading and drainage plan
c) Tarion Warranty Corporation (Ontario New Home Warranty Program) Section "F" completed on the Provincial application form
d) Where required, an approved septic system permit or Performance Review and Change of Use Application by the Township or Ministry of the Environment (MOE) approval, if applicable
e) The following architectural plans prepared by a Provincially qualified designer AND/OR a homebuilder registered with the Tarion Warranty Corporation OR the homeowner:
   i) Foundation plan
   ii) Floor plans
   iii) Floor and roof framing plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beams, if applicable
   iv) Building elevations
   v) Building sections
   vi) Township of Blandford-Blenheim Energy Efficiency Design Summary form
   vii) Township of Blandford-Blenheim Residential Mechanical Ventilation and Heating/Cooling Design Summary (HVAC) form
   viii) Heat loss/heat gain calculations, including ductwork design

**6) <u>New</u> Residential Townhouses, Row Houses**

a) Approved site development plan and agreement
b) The following architectural plans prepared by a Provincially qualified designer AND/OR a home builder registered with the Tarion Warranty Corporation:
   i) Foundation plan
   ii) Floor plans
   iii) Floor and roof framing plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beam, if applicable
   iv) Building elevations
   v) Building sections
   vi) Energy Efficiency Design Summary form
   vii) Residential Mechanical Ventilation Summary form

viii)Approved fire stopping drawings and manufacture technical information
ix) Professional Engineer sealed firewall section detail, if applicable
x) Heat loss/heat gain calculations, including ductwork design

**7) <u>New</u> Residential Apartment Buildings**

a) Approved site development plan and agreement,
b) Professional field review commitment forms from the design professionals,
c) The following architectural plans prepared and stamped by an Architect and/or Professional Engineer licensed to practice engineering in Ontario as set out in the Architects Act and the Professional Engineers Act:
   i) Foundation plan
   ii) Floor plans
   iii) Floor and roof structural plans
   iv) Building elevations
   v) Building sections
   vi) Township of Blandford-Blenheim Energy Efficiency Design Summary form
   vii) Where applicable:
      (1) HVAC, electrical and plumbing system drawings
      (2) Automatic sprinkler and standpipe drawings
      (3) Fire alarm system
      (4) Approve fire stopping drawings and manufacture technical information

**8) Commercial and Industrial <u>Interior Renovations</u> (Part 9 Buildings)**

a) The following architectural plans prepared and stamped by a Provincially qualified designer OR the building owner:
   i) Floor layout and framing plans including engineered floor plan layout/details, engineered beams, if applicable
   ii) Building sections
   iii) Where applicable:
      (1) HVAC, electrical and plumbing systems drawings
      (2) Automatic sprinkler and standpipe drawings
      (3) Where required, an approved septic system permit or Performance Review and Change of Use Application by the Township or Ministry of the Environment (MOE) approval, if applicable
      (4) Energy Design Summary Matrix (Building Code Volume 2, SB-10)
      (5) Fire alarm system
      (6) Approved fire stopping drawings and manufacture technical information

**9) Commercial and Industrial <u>Additions</u> (Part 9 Buildings)**

a) Approved site development plan and agreement
b) The following architectural plans prepared and stamped by a Provincially qualified designer:
   i) Foundation plan
   ii) Floor plans

   iii) Floor and roof structural plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beams, if applicable
   iv) Building elevations
   v) Building sections
c) Where applicable:
   i) HVAC, electrical and plumbing system drawings
   ii) Energy efficiency design summary Matrix (Building Code Volume 2, SB-10)
   iii) Automatic sprinkler and standpipe drawings
   iv) Fire alarm system
   v) Structural drawings stamped by a Professional Engineer licensed to practice engineering in Ontario,
   vi) Where required, an approved septic system permit or Performance Review and Change of Use Application by the Township or Ministry of the Environment (MOE) approval, if applicable
   vii) Approved fire stopping drawings and manufacture technical data

**10) <u>New</u> Commercial and Industrial Buildings (Part 9 Buildings)**

a) Approved site development plan and agreement
b) The following architectural plans prepared and stamped by a Provincially Qualified Designer:
   i) Foundation plan
   ii) Floor plans
   iii) Floor and roof structural plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beams, if applicable
   iv) Building elevations
   v) Building sections
c) Where applicable:
   i) HVAC, electrical and plumbing system drawings
   ii) Energy efficiency design summary (Building Code Volume 2, SB-10)
   iii) Automatic sprinkler and standpipe drawings
   iv) Fire alarm system
   v) Where required, an approved septic system permit or Performance Review and Change of Use Application by the Township or Ministry of the Environment (MOE) approval, if applicable
   vi) Approved fire stopping drawings and manufacture technical data

**11) Assembly/Industrial/Commercial/Institutional Building <u>Additions and Renovations</u> (Part 3 Buildings)**

a) Approved site development plan and agreement, if applicable
b) Professional Field Review Commitment forms from the design professionals
c) The following architectural plans prepared and stamped by an Architect and/or Professional Engineer licensed to practice engineering in Ontario as set out in the Architects Act and the Professional Engineers Act:
   i) Foundation plan

ii) Floor plans
iii) Floor and roof structural plans
iv) Building elevations
v) Building sections

d) Where applicable:
i) HVAC, electrical and plumbing system drawings
ii) Automatic sprinkler and standpipe drawings
iii) Fire alarm system
iv) Energy efficiency design summary Matrix (Building Code Volume 2, SB-10)
v) Professional field review commitment forms from the design professionals
vi) Where required, an approved septic system permit or Performance Review and Change of Use Application by the Township or Ministry of the Environment (MOE) approval, if applicable
vii) Approved fire stopping drawings and manufacture technical data

**12) <u>New</u> Assembly/Industrial/Commercial/Institutional Buildings (Part 3 Buildings)**

a) Approved site development plan and agreement
b) Professional field review commitment forms from the design professionals
c) The following architectural plans prepared and stamped by an Architect and/or Professional Engineer licensed to practice engineering in Ontario as set out in the Architects Act and the Professional Engineers Act:
i) Foundation plan
ii) Floor plans
iii) Floor and roof structural plans
iv) Building elevations
v) Building sections

d) Where applicable:
i) HVAC, electrical and plumbing system drawings
ii) Energy efficiency design summary Matrix (Building Code Volume 2, SB-10)
iii) Automatic sprinkler and standpipe drawings
iv) Fire alarm system
v) Approve fire stopping drawings and manufacture technical data
vi) Where required, an approved septic system permit or Performance Review and Change of Use Application by the Township or Ministry of the Environment (MOE) approval, if applicable

**13) Designated Structures – Division A – Part 1 – Article 1.3.1.1.**

a) The following plans prepared and stamped by a Professional Engineer, licensed to practice engineering in Ontario:
i) Site plan and/or approved site development plan and agreement
ii) Foundation plan
iii) Floor and roof plans
iv) Floor and roof structural plans
v) Sections
vi) Professional Field Review Commitment forms from the design professionals

**14) Use of an Equivalent / Alternated Solution**

a) The following plans and reports prepared and stamped by a professional engineer, licensed to practice engineering in Ontario:
   i) Description of the proposed equivalent / alternate solution
   ii) Demonstration of compliance with SA-1 objectives and functional statements matrix
   iii) Supporting documentation (past performance, test and other evaluations

**15) Change of Use Permit**

a) Description of the proposed change of use
b) Reduction in performance matrix
c) Description of compensating measures or alternate measures
d) The following plans prepared and stamped by a Professional Engineer, licensed to practice engineering in Ontario, if applicable:
   i) Foundation plan
   ii) Floor plans
   iii) Floor and roof structural plan
   iv) Building elevations
   v) Building section
e) Where applicable:
   i) HVAC, electrical and plumbing system drawings
   ii) Energy design summary
   iii) Automatic sprinkler and standpipe drawings
   iv) Fire alarm system
   v) Where required, an approved septic system permit or Performance Review and Change of Use Application by the Township or Ministry of the Environment (MOE) approval, if applicable

**16) Farm Buildings**

a) Site plan
b) Architectural drawings
c) Structural drawings – pole frame structures require a Professional Engineer, licensed to practice engineering in Ontario, stamp on the drawings PRIOR to a building permit being issued

Where applicable:

d) Mechanical drawings
e) Electrical drawings
f) MDS II calculations, if applicable

**17) Septic Permits (All Building Types)**

As directed in the septic permit application package issued by the Township.

**DRAWING COMPLETENESS**

Unless otherwise directed by the *Chief Building Official*, the following information shall be shown on all plans or working drawings that accompany applications for permits. Depending upon the nature, scope and scale of a project, other additional information MAY be required to demonstrate Ontario Building Code compliance at the discretion of the *Chief Building Official*.

1) The Site Plan shall show:
   a) The location, use, height and dimensions of any existing and proposed buildings including front, side and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings
   b) Existing and proposed elevation contours of the building site and adjacent properties
   c) Relation of buildings and finished grade to existing elevations and storm water drainage control plan of site, where applicable
   d) All existing and proposed site services, parking layout, retaining walls, swimming pools, accessory building and any other such physical additions necessary to the site
   e) Parking and gross floor area calculations, location and size of typical parking, loading and other handicapped spaces including aisle widths serving the parking spaces
   f) Site statistics that may be relevant to what is being proposed, such as but not limited to: number of residential units, gross floor area, amenity area, proposed height, etc…
   g) Elevation drawings clearly indicating compliance with height regulations, including various calculations such as average grade calculations, where required.

2) The Architectural drawings shall show:
   a) Designers and/or Firms Building Code Identification Number including statement of responsibility for the building design, i.e. Schedule 1:Designer Information Form
   b) Architect's/Engineers/Designer's Ontario Building Code data matrix
   c) Foundation plans and grade details
   d) Each floor plan with exact dimensions of the layout of all proposed areas and their use
   e) All wall thicknesses and type of construction, window and door openings and schedules, elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information
   f) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness etc…
   g) Spatial separation table and calculations
   h) Township of Blandford-Blenheim Energy Efficiency Design Summary Form

3) Structural drawings shall show:
   a) All foundation, floor, roof and wall structural elements indicating sizes, shapes and proper location, and all dead and live design loads and condition of loading
   b) All reinforced concrete work indicating thickness and strength of concrete, size spacing, minimum cover and type of reinforcing steel
   c) All lintel locations and sizes
   d) Where applicable, engineered roof and floor, layout, truss and engineered wood products technical information data

4) The Mechanical and Electrical drawings shall show:
   a) For buildings defined in Part 9 of the Building Code, a separate set of drawings for heating, ventilation and air conditioning, electrical and plumbing systems by a qualified designer
   b) Energy Efficiency Design Summary Matrix (Building Code Volume 2, SB-10 or SB-12)
   c) For buildings defined in Part 3 of the Building Code, a separate set of drawings for heating ventilation air conditioning, electrical and plumbing systems by a qualified Engineer, licensed to practice engineering in Ontario
   d) The location of all fire protection equipment, such as early warning, detection and suppression systems
   e) Energy Efficiency Design Summary Matrix (Building Code Volume 2, SB-10)
   f) Where the primary heat source is provided by a heat/hot water combination unit, solar or geothermal system, the design drawings and documents must be prepared by a Professional Engineer, licensed to practice engineering in Ontario Such other approvals MAY be required by the Chief Building Official to demonstrate compliance with applicable law.

This is Schedule "B" to By-law Number 2081-2018 passed this 20 day of June, 2018.

Marion Wearn
MAYOR

[signature]
CAO / CLERK

(SEAL)

## SCHEDULE "C" of Building By-Law No. 2081 – 2018

## REQUIRED NOTICES AND INSPECTIONS FOR CONSTRUCTION, DEMOLITION AND CHANGE OF USE PERMITS

The person to whom a permit under Section 8 of the Act is issued shall notify the *Chief Building Official* of the required prescribed notices as in Division C – Part 1 – Article 1.3.5.1.- "Prescribe Notices" of the Regulations and the following additional notices as permitted by Division C – Part 1 – Article 1.3.5.2. –"Additional Notices" of the Regulations:

1) Commencement of *construction*, Part 3 *buildings*
2) Readiness to construct footings
3) Substantial completion of footings and foundations prior to commencement of backfilling
4) Substantial completion of structural framing and ductwork and piping for heating and air-conditioning systems, if the building is within the scope of Part 9, of Division B
5) Substantial completion of structural framing and roughing-in of HVAC and air-contaminant extraction equipment, if the *building* is not a *building* to which Sentence 4 applies
6) Substantial completion of structural framing for each story, if the *building* is a type of *building* that is within the scope of Parts of Division B, other than Part 9, of Division B
7) Substantial completion of insulation, vapour barriers and air barriers
8) Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems
9) Substantial completion of fire access routes
10) Readiness for inspection and testing of:
    a) *Building* sewers and *building* drains
    b) Water service pipes
    c) Fire service mains
    d) Drainage systems and venting systems
    e) The water distribution system, and
    f) Plumbing fixtures and plumbing appliances
11) Commencement of *construction* of:
    a) Masonry fireplaces and masonry chimneys
    b) Factory-built fireplaces and chimneys
    c) Stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys
12) Substantial completion of interior finishes
13) Substantial completion of HVAC and air-containment extraction equipment
14) Substantial completion of exterior cladding
15) Substantial completion of site grading

16) Readiness for inspection suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A of the building code, a public poor or public spa
17) Substantial completion of the circulation/recirculation system of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A of the *building code*, a public pool or public spa and substantial completion of the pool before it is first filled with water
18) Substantial completion of the pool deck and dressing room for a public pool or public spa and readiness for inspection of the emergency stop system for a public pool or public spa
19) Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling
20) Completion of *construction* and installation of components required to *permit* the issue of an occupancy permit under Sentence 1.3.3.1.(3) or to permit occupancy under Sentence 1.3.3.2.(1), if the building or part of the *building* to be occupied is not fully completed,
21) Completion of *construction* and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.(4) and
*22)* Completion and availability of drawings of the building as *constructed*

This is Schedule "C" to By-law Number 2081- 2018 passed this 20th day of June, 2018.

(SEAL)

MAYOR

CAO / CLERK

# <u>SCHEDULE 'D'</u>

# CODE OF CONDUCT FOR BUILDING OFFICIALS

## Introduction:

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

## Purpose:

The purposes of this policy code of conduct are:

- To promote fairness in the exercise of their powers and performance of their duties;
- Fidelity to public needs;
- To prevent practices which may constitute an abuse of power;
- Devotion to high ideals of personal honour and professional integrity

## Standards of Conduct and Professionalism

Township of Blandford-Blenheim Building Officials shall at all times:

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 building certifying functions;
3. Commit themselves to a process of continuous education;
4. 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;
5. Act in a professional manner to avoid conflict;
6. Not act beyond their level of competence or outside their area of expertise;
7. Apply all relevant building laws, regulations and standards strictly and without favour and independent of the influence of interested parties;
8. Perform their inspections and certifying duties impartially;
9. Not divulge any confidential or sensitive information or material, except in accordance with laws governing freedom of information and protection of privacy;
10. To act in a manner so as not to adversely impact on the Building Officials or the Township of Blandford-Blenheim;

11. To act in a professional manner at all times;
12. Accept responsibility for the conduct of their subordinate employees;
13. Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official.

## Guideline for Responding to Misconduct Allegations

The Building Code Act provides that the performance of Building Officials will be measured against this code of conduct. If an allegation of a breach of this code is reported, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this code of conduct. If the allegation is made against the Chief Building Official, Council will direct the investigation and make such recommendations as are reasonable.

In determining the appropriate discipline, the Chief Building Official or Council will have regard to the relevance of the conduct to the official's powers and responsibilities as well as the severity of any misconduct.

Disciplinary action arising from violations of this code of conduct is the responsibility of the Chief Administrative Officer (or designate) and is subject to relevant employment laws and standards.

**THE CORPORATION OF THE**

**TOWNSHIP OF BLANDFORD-BLENHEIM**

**By-law Number 2294-2022**

**Being a By-law to amend By-law 2081-2018 respecting Construction, Demolition, Change of Use, Conditional Permits and Inspections.**

**WHEREAS** Section 7 of the Building Code Act, 1992, S.O. 1992, c.23, as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, conditional permits, inspections and requiring payment of fees, and any non-payment of fees, to be added to the tax roll, including penalties;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM ENACT AS FOLLOWS:**

1. Repeal Section 2.1.3. of By-law 2081-2018 and replace with '"Building" means a building as defined in Section 1(1) of the *Act*'.
2. Add '6.5 The fees listed Schedule 'A' shall be indexed, following the Statistics Canada Quarterly, Construction Price Statistics, on May 1st 2022 and subsequently yearly on April 1st. Rounding amounts as follows;
    - Flat Fees – rounded up to the next whole dollar; and,
    - Per (square) foot fees – rounded up the next whole cent.'

By-law **READ** a **FIRST** and **SECOND** time this 16th day of March, 2022.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 16th day of March, 2022.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE

Schedule A

**Building Services**

**Fees and Charges (HST Exempt)**

# CLASSES OF PERMITS AND PERMIT FEES

Unless otherwise noted all definitions of building classifications shall be as defined in the Ontario Building Code for Major Occupancies

For temporary buildings (greater than 10m2,), alterations, additions, foundations and new buildings (greater than 10m2).

Where a fee is not listed below, the Chief Building Official can determine required fee. Administrative fee due at time of application.

| Construction - New Buildings, Additions, Mezzanines | | Administrative Fee | Permit Fee |
|---|---|---|---|
| **Group A** Assembly Buildings & **Group B** Institutional Buildings & **Group D** Business/Personal Service & **Group E** Mercantile Buildings & **Group F** Industrial Buildings | New, Additions & Renovations - Commercial, Industrial & Institutional Buildings | $289.00 | $1.45/sq ft |
| | Public Pool, Public Patios and Exterior Ramps | $289.00 | $0.58/sq ft |
| **Group C** Residential Buildings | Residential Buildings New, Additions | $289.00 | $1.45/sq ft |
| | Renovations to non Single/Semi/Towns | $289.00 | $116.00 |
| | Renovations to Single/Semi/Town Units | $116.00 | $462.00 |
| | Swimming Pools | $116.00 | $116.00 |
| | Sheds & Garages | $116.00 | 0.87 |
| | Decks & Covered Porches (unheated and unenclosed) | $116.00 | $116.00 |
| **Farm Buildings** | Agricultural Buildings (New, Additions, Renovations) | $289.00 | $0.24/sq ft |
| | Horizontal/Bunk Silos | $116.00 | $577.00 |
| | Vertical Silos, Grain Bins etc | $116.00 | $577.00 |
| | Manure Storage (All Types) | $289.00 | $577.00 |
| **Special Categories** | Tents | $116.00 | $0.00 |
| | Temporary Buildings / Portables | $116.00 | $462.00 |
| | Change of Use | $116.00 | $462.00 |
| **Miscellaneous** | Permit Renewal/Revision | $116.00 | $0.00 |
| | Fireplace/Wood Stove (each) | $116.00 | $173.00 |
| | Signs | $116.00 | $173.00 |
| | Retaining Wall/Balcony Guard (per Linear Foot) | $116.00 | $5.77 per ft |
| | Wind Turbines | $289.00 | $2,018.00 |
| | Solar Panel | $116.00 | $462.00 |
| | Designated Structures (other than listed above) | $289.00 | $577.00 |
| | Alternate Soultion Application (see note 2) | $116.00 | $462.00 |
| | Conditional Permits | $289.00 | $0.04/sq ft |
| | Septic Permit | $116.00 | $519.00 |
| | Septic Permit (Tank Only) | $116.00 | $116.00 |
| | Re-inspection/Canceled Inspection Fee/ Requested inspection more than 3 years since last inspection | $116.00 | $58.00 |
| **Mechanical Work** | Sprinkler System | $289.00 | $577.00 |
| | NFPA 96 Kitchen Hood Fan | $289.00 | $289.00 |
| **Plumbing/Servicing Work** | Water & Sewer Connection | $116.00 | $0.00 |
| | Building Services (per Linear Foot per service) | $116.00 | $0.87/ft |
| **DEMO** | Non Farm Structures | $116.00 | $0.00 |

**Note 1 -** Where proposed construction requiring a permit does not match a standard fee, the Chief Building Official may determine the requried fee.

**Note 2 -** Where a 3rd party review is required and the cost of that review is incurred by the Township, the fee will be added to the cost of the permit

## Builders Deposits

| | Engineer Letter/New Dwelling Unit | Lot Grading | Public Works |
|---|---|---|---|
| **All Classes of Construction** | $ 1,000.00 | $ | $ 1,000.00 |

**Note 1 -** The public works manager shall determine the deposit for work done where municipal owned assets may be damaged.

**Note 2 -** There township will return the paid deposit to the permit applicant within 28 days of approval.