

THE CORPORATION OF THE TOWNSHIP OF GILLIES

BY-LAW NO. 2011-690

A by-law respecting Construction, Demolition, Change of Use Permits and Inspections, and to repeal By-Law #574.

WHEREAS section 3 (1) of the *Building Code Act*, S.O. 1992, c.23, as amended, provides that the council of each municipality is responsible for the enforcement of the Act; and

WHEREAS Section 7 of the *Building Code Act*, S.O. 1992, c.23, as amended, authorizes Council to enact by-laws respecting construction, demolition, change of use permits and inspections; and

WHEREAS the Council of the Corporation of the Township of Gillies desires to repeal By-law No. 574, as amended, and enact a new by-law respecting construction, demolition, change of use permits and inspections.

NOW THEREFORE the Council of the Corporation of the Township of Gillies enacts as follows:

1. SHORT TITLE

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

2. DEFINITIONS

- (1) In this By-law,
- (a) "**Act (the Act)**" means the *Building Code Act*, 1992, S.O. c.23, as amended;
 - (b) "**Building Code (the Code)**" means the regulations made under section 34 of the Act;
 - (c) "**applicable law**" means as assigned to it in the *Code*;
 - (d) "**applicant**" means the owner of a building or property who applies for a permit or any person authorized in writing by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the demolition of a building or buildings and anyone acting under authority of such corporation or person;
 - (e) "**architect**" means a holder of a license, a certificate of practice or a temporary license under the *Architects Act* as defined in the *Code*;
 - (f) "**as constructed plans**" means as defined in the *Code*;
 - (g) "**By-law**" means this By-law, including its recitals and schedules, which are integral parts of it;
 - (h) "**building**" means as defined in subsection 1(1) the *Act*, including other structures designated in the *Code*;
 - (i) "**Chief Building Official (CBO)**" means the Chief Building Official appointed by a by-law of Council under section 3 of the Act for the purposes of enforcement of the Act;
 - (j) "**construct or construction**" 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 as defined in subsection 1 (1) of the Act;
 - (k) "**council**" means the council of the Corporation of the Township of Gillies;
 - (l) "**demolish or demolition**" means to do anything in the removal of a building or any material part thereof as defined in subsection 1(1) of the Act;
 - (m) "**designer**" means the person responsible for design;
 - (n) "**farm animals**" means as defined in the *Nutrient Management Act*;
 - (o) "**farm building**" means as defined in the *Code*;
 - (p) "**livestock facility**" means a farm building or permanent structure intended for keeping or housing of farm animals, including

permanent buildings or structures prescribed in Ontario Regulation 267/03 made under the *Nutrient Management Act* for manure storage and anaerobic digesters;

- (q) **“Municipality”** means the Corporation of the Township of Gillies;
 - (r) **“nutrient unit”** means as defined in Ontario Regulation 267/03 made under the *Nutrient Management Act*;
 - (s) **“permit”** means written permission or written authorization from the Chief Building Official to perform work regulated by this By-law and the Act, or to change the use of a building or parts thereof as regulated by the Act;
 - (t) **“permit holder”** means the person to whom the permit has been issued and who assumes the primary responsibility for complying with the Act and the Code;
 - (u) **“plumbing”** means as defined in the Act;
 - (v) **“principal authority”** means as defined in section 1 (1) of the Act;
 - (w) **“professional engineer”** means a person who holds a temporary license under the *Professional Engineer's Act*, as defined in the Code;
 - (x) **“Registered Code Agency”** means an agency registered in accordance with the Act and the Code;
 - (y) **“sewage system”** means as defined in the Code;
 - (z) **“work”** means construction or demolition of a building or part thereof, as the case may be.
- (2) In this By-law, terms not defined shall have the meaning ascribed to them in the Act or the Code, if any, or otherwise to have the meaning ordinarily attributed to it in the English language.

3. INTERPRETATION

- (1) Each reference to Provincial legislation in this By-law is printed *in italic font* and, unless otherwise specified, is a reference to the Revised Statutes of Ontario, 1990 edition, and, in every case, includes all applicable amendments to the legislation, including successor legislation. Each reference to another by-law in this By-law, unless otherwise specified, is a reference to a by-law of the Township, and, in every case, includes all applicable amendments to the by-law, including successor by-laws.
- (2) The captions, articles and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation. The words "include", "includes", "including" and "included" are not to be interpreted as restricting or modifying the words or phrases which precede them.
- (3) If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or enforceable, that portion of this By-law will be considered to be severed from the balance of the By-law, which will continue to operate in full force.
- (4) Unless otherwise indicated, the administration of this By-law is assigned to the Chief Building Official, who may delegate the performance of his or her functions under this By-law from time to time as occasion requires.
- (5) All schedules to this By-law form part of this By-law.
- (6) Where this by-law conflicts with any legislation, regulation or other by-law, the more restrictive applies.

4. CLASSES OF PERMITS

Classes of permits with respect to the construction, demolition and change of use of buildings is set out in Schedule “A” to this By-law.

5. PERMITS

- (1) A permit issued by the Chief Building Official shall be required prior to the construction, erection, alteration, repair, removal, relocation and change of use of all buildings within the jurisdiction of the Township of Gillies.

- (2) A permit is valid for one year from the date of issue, after which a renewal may be applied for in accordance with section 11 of this By-law.
- (3) All permits issued shall comply with the provisions of the Municipality's Official Plan, Zoning By-Law and any other applicable law.
- (4) A Completion Notice Re: Readiness for Occupancy issued by the Chief Building Official is required prior to the occupancy of a building or part of a building which has been newly erected or installed, where a building permit has been issued.
- (5) Permits for work other than that referred to in this By-law shall be obtained from the appropriate authority having jurisdiction in accordance with the by-laws of the Township or the laws applicable in the Province of Ontario. These include but are not necessarily limited to electrical, hydro, telephone, sewage systems, floodplain, entrances, signs and WETT certification for solid fuel burning appliances.

6. PERMIT APPLICATION

- (1) To obtain a permit, the owner of the site to which the permit will apply, or an agent authorized in writing by that owner, shall file an application in writing by completing the provincially prescribed form, Application for a Permit to Construct or Demolish, available at the office of the Municipality, the municipal website www.gilliestownship.ca or from the Building Code website www.obc.mah.on.ca. The municipally prescribed Authorization of Owner Form, attached as Schedule "F" to this By-law, is available at the Municipal Office or on the municipal website.
- (2) Every application shall be signed by the owner, or an agent authorized in writing by that owner, and where there is more than one owner of a property to which the permit will apply, written authorization from each owner shall accompany the application.
- (3) Every application shall include a completed Applicant Acknowledgement Form, attached as Schedule "E" to this By-law, signed by the owner or agent.
- (4) Every application for a permit shall be submitted to the Chief Building Official, and contain the information required under this By-law, as applicable.
- (5) At the discretion of the Chief Building Official documentation in respect to a permit application may be produced in a compatible electronic file format submitted as an attachment to an email to the account maintained by the Municipality in the name of the Chief Building Official, or submitted via facsimile.
- (6) The timeline for the Chief Building Official's decision on issuing a permit will be as required by the Code upon the receipt of all required documentation.
- (7) The Chief Building Official may refuse an application if it is deemed to be incomplete or insufficient at the time of application.
- (8) General Requirements

All applications for a permit, in addition to meeting all other requirements set out in this By-law, shall:

- (a) identify and describe in detail the work, use and occupancy, to be covered by the permit for which application is made;
- (b) identify and describe in detail the existing use(s) and the proposed use(s) for which the premises are intended;
- (c) include the legal description, the emergency locator number, if one has been assigned, the municipal address and, where appropriate, the unit number on which the work is to be done;
- (d) state the valuation of the proposed work, including materials and labour;
- (e) state the name, address and telephone number of the owner, and where the owner is not the applicant, the authorized agent, and where applicable, the qualified

- architect, engineer or other designer and the constructor or person hired to carry out the construction or demolition as the case may be;
- (f) be accompanied by the plans, specifications and other documents as required by the Code and as described in this By-law for the work to be covered by the permit;
 - (g) when Division C, Section 1.2 of the Code applies, or for any building containing specialized equipment, or any arch designed construction or component that is an engineered system, be accompanied by a completed Commitment to General Review by Architect and Engineers Form, attached as Appendix "I" to this By-law, which provides written acknowledgement and undertaking that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
 - (h) include where applicable, the applicant's registration number where an applicant is a builder or vendor as defined in the *Ontario New Home Warranties Plan Act*;
 - (i) be signed by the owner or authorized agent who shall certify the truth of the contents of the application;
 - (j) be accompanied by the required fees in accordance with Schedule 'A' of this By-law;
 - (k) be accompanied by clearances from other authorities as required by applicable law;
 - (l) be accompanied by municipal approval for minor variances of zoning requirements, where necessary; and
 - (m) for a new residential dwelling construction, be accompanied by proof of a potable water supply from a Provincial water testing agency.

(9) Construction Permit – Additions to Detached Dwellings

In addition to the general requirements set out above, an application for a permit to construct an addition in which the proposed construction will increase the existing floor space of a detached single dwelling by 15% or greater, and there is an existing sewage system on site, shall include documentation from the Thunder Bay District Health unit which demonstrates that the Thunder Bay District Health Unit does not oppose the construction of the addition with respect to the existing sewage system.

(10) Plumbing Permit

- (a) Plumbing shall be considered as construction and shall be included as part of the applicable class of permit as set out in Schedule "A" of this By-law unless performed separately.
- (b) In addition to the general requirements set out above, an application for a plumbing permit shall include working drawings detailing any proposed additions or alterations to any existing drainage, venting, water and/or sewage systems.
- (b) A plumbing permit is not required when a fixture, valve or faucet is repaired or replaced, a stoppage cleared or a leak repaired, provided piping is not installed, altered, or replaced.

(11) Heating, Ventilation and Air Conditioning Permit

- (a) Heating, ventilation and air conditioning shall be considered as construction and shall be included as part of the applicable class of permit as set out in Schedule "A" of this By-law unless performed separately.
- (b) In addition to the general requirements set out above, an application for a heating, ventilation and air conditioning permit shall include working drawings detailing any proposed additions or alterations to any existing heating, ventilation or air conditioning system.

(12) Livestock Facilities

- (a) In addition to the general requirements set out above, every application for a new livestock facility or the expansion of an existing livestock facility shall comply with the Minimum Distance Separation Formulae of the Province of Ontario's Ministry of Agriculture, Food and Rural Affairs. The minimum distance separation is applied between a livestock facility and a non-farm land use in order to minimize the impact of odours emanating from the livestock facility.
- (b) New non-farm development in proximity to existing livestock facilities must also comply with the minimum distance separation formulae.
- (c) A Nutrient Management Strategy is required for all new and expanding livestock facilities that generate more than five nutrient units, as prescribed in the *Nutrient Management Act* and its regulations.

(13) Sewage System Permits

- (a) Pursuant to subsection 3.1(1) of the Act, the Thunder Bay District Health Unit shall enforce the provisions of the Act and the Code related to sewage systems.
- (b) Where an application for a permit will require a sewage system permit under section 8 of the Act, the application shall include a copy of the sewage system permit as issued by the Thunder Bay District Health Unit

(14) Demolition Permit

In addition to the general requirements set out above, an application for a demolition permit shall:

- (a) indicate the method of demolition;
- (b) indicate how any below grade foundation is to be remedied to grade; and
- (c) where applicable 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, including removal and/or remediation of any hazardous materials if present, where applicable.

(15) Conditional Permit

- (a) In addition to the general requirements set out above, an application for a conditional permit pursuant to subsection 8(3) of the Act shall:
 - (i) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (ii) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
 - (iii) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official;
 - (iv) require the owner and such other persons as the Chief Building Official determines to enter into an agreement with the Municipality; and
 - (v) be approved by Council.
- (b) The Chief Building Official may, where the relevant provisions of this By-law and subsections 8(3) to 8(5) of the Act are met, issue a conditional permit for a building subject to compliance with the Act,

the Code and any other applicable law.

(16) Partial Permits

- (a) The Chief Building Official may issue a permit to allow a portion of construction to proceed provided that the application:
- (i) includes complete plans and specifications, documents and other information as required by the Code and this By-law covering the portion of work for which immediate approval is required;
 - (ii) contains other such information, plans and specifications concerning the complete project as the Chief Building Official may require;
 - (iii) states the time in which the plans and specifications for the complete project will be filed with the Chief Building Official; and
 - (iv) is accompanied with the fee applicable to the complete project in accordance to Schedule "A" of this By-law.

(17) The issuance of a conditional or partial permit shall not be construed to authorize construction beyond that for which approval was given, nor obligate the Chief Building Official to grant any further permit or permits for the building.

(18) Change of Use Permit

- (a) In addition to the general requirements set out above, every application for a change of use permit issued under subsection 10 (1) of the Act shall:
- (i) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
 - (ii) identify and describe in detail the current and proposed uses of the building or part of a building for which the application is made;
 - (iii) include plans and specifications showing the current and proposed use of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Code, including: floor plans, details, of wall, ceiling, and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing sewage system, if any; and
 - (iv) where there is an existing sewage system on site and where applicable, include documentation from the Thunder Bay District Health unit which demonstrates that the Thunder Bay District Health Unit does not oppose the proposed change of use with respect to the existing sewage system.
- (b) A Change of Use Permit shall not supersede the requirement for a building permit where construction is required.

7. PRESCRIBING FORMS

In addition to the forms Application for a Permit to Construct or Demolish, Order to Comply, Stop Work Order, Order Not to Cover, and Order to Uncover prescribed in the Act, the following forms under subsection 7 (f) of the Act are prescribed by the Municipality for use:

- (a) Construction Permit – Form 302 published by Municipal World Inc.;
- (b) Demolition Permit – Form 304 published by Municipal World Inc.;

- (c) Completion Notice Re: Readiness for Occupancy – Form 306 published by Municipal World Inc.;
- (d) Change in Use Permit – Form 305 published by Municipal World Inc.;
- (e) Advice to Building Permit Applicants hereby attached as Schedule “D” to this By-law;
- (f) Applicant Acknowledgment hereby attached as Schedule “E” to this By-law;
- (g) Authorization of Owner hereby attached as Schedule “F” to this By-law;
- (h) Declaration of Non-Occupancy hereby attached as Schedule “G” to this By-law; and
- (i) Transfer of Permit hereby attached as Schedule “H” to this By-law.
- (j) Commitment to General Review by Architect and Engineers hereby attached as Schedule “I” to this By-law.

8. PLANS AND SPECIFICATIONS

- (1) Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform to the Act, the Code and any other applicable law.
- (2) Each application shall, unless otherwise determined by the Chief Building Official, shall be accompanied by two (2) complete sets of plans and specifications required under this By-law.
- (3) Plans shall be drawn to scale on paper or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such plans and working drawings as set out in Schedule “B” to this By-law unless otherwise specified by the Chief Building Official. Plans and specifications may be submitted in electronic format subject to subsection 6 (5) of this By-law.
- (4) Plans may be drawn in metric or imperial measurements.
- (5) Site plans should be referenced to an up to date survey, if available. New surveys will only be required when needed to demonstrate compliance with the Act, the Code, the Zoning By-law or any other applicable law.
- (6) Plans produced by a person other than the owner of a property upon which the construction is proposed shall be by a designer registered or qualified as required by the Act and where required the designer(s) shall be registered or qualified professional engineers or architects.
- (7) On completion of the construction, the Chief Building Official may require that a set of plans of the building or any class of buildings as constructed, including a plan of survey showing the location, be filed with the Chief Building Official.
- (8) Plans and specifications furnished according to the By-law or otherwise required by the Act become the property of the Municipality and shall be disposed of, retained or referenced in accordance with relevant legislation and municipal policies.

9. NOTICE OF MATERIAL CHANGE

- (1) After the issuance of a permit under the Act, notice of any material change to a plan, specification, document, or other information on the basis of which the permit was issued, shall be given in writing to the Chief Building Official, together with the details of such change, which shall include:
 - (a) a description of the proposed material, system or building design for which authorization is requested;
 - (b) any applicable provisions of the Code; and
 - (c) evidence that the proposed material system or building design will provide the level of performance required by the Code.
- (2) Material changes to construction shall not be undertaken until written

authorization is received from the Chief Building Official.

10. NOTICE OF INSPECTION

- (1) The permit holder shall notify the Chief Building Official at least two business days in advance of readiness for inspection of each stage of construction in accordance with Schedule "C" of this By-law.
- (2) A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official.
- (3) No work shall be covered until the Chief Building Official has performed the inspection or two full working days excluding the day of notification have passed.
- (4) Failure to give notice for inspection of each stage of construction for which notice in advance is required under the Code shall be grounds for issuance of an order to uncover at the expense of the permit holder.
- (5) Where a building permit is required that includes plumbing, the system shall not be used until it has been inspected and tested to the satisfaction of the Chief Building Official.
- (6) If any required inspections are not conducted, and cannot be inspected at the time of final inspection, it will be noted in the inspection report and a Completion Notice Re: Readiness for Occupancy may not be granted. If the applicant is strongly insistent on receiving a Completion Notice Re: Readiness for Occupancy, then he or she shall be willing to either:
 - (a) uncover all portions of construction that are required to be inspected; or
 - (b) have an engineer certify that the building or part of building meets Code requirements.

11. PERMIT RENEWALS

- (1) Upon the one year expiry of a permit, an applicant shall:
 - (a) give notice to the Chief Building Official of an inspection for occupancy; or
 - (b) pay the prescribed renewal fee set out in Schedule "A" and complete a Declaration of Non-Occupancy Form, attached as Schedule "D" to this By-law.
- (2) Permits shall only be renewed twice, with a one year additional extension available upon request of the applicant in writing to the Chief Building Official to justify an additional year renewal due to unforeseen circumstance or hardship.
- (3) Permits not receiving an occupancy inspection and permit within three (3) years, or four (4) with the authorization of the Chief Building Official, shall be considered abandoned, the permit revoked and the applicant shall either:
 - (a) submit a new permit application together with the prescribed fee as set out in Schedule "A", including full and complete documentation in order for a new permit to be issued; or
 - (b) at the applicant's own expense, restore the site fully to its previous state before construction had begun.

12. INACTIVE AND ABANDONED APPLICATIONS

- (1) Where an application for a permit remains inactive for one (1) full year or not commenced for six (6) months 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.
- (2) Where an application has been deemed to be abandoned, the refund of any fees paid shall be subject to Schedule "A" of this By-law.
- (3) Where an application has been deemed to be abandoned, a new application must be filed for the proposed work.

13. PERMIT REVOCATIONS

- (1) A permit shall be revoked if it meets any of the conditions as prescribed in subsection 8 (10) of the Act.
- (2) A permit shall be revoked if a term of an agreement under subsection 8 (3)(c) of the Act with respect to a conditional permit has not been complied with.
- (3) Upon revoking a permit, the Chief Building Official shall give written notice of intention to revoke to the permit holder at his or her last known address, and if on the expiry of thirty (30) days from the date of such notice, the ground for revocation continues to exist, the permit may be revoked without further notice.
- (4) On receipt of a notice of intention to revoke a permit, a permit holder may request in writing to the Chief Building Official within thirty (30) days from the date of such notice to defer the revocation of such permit.
 - (a) A request for deferral shall set out the reasons why the permit should not be revoked and the date by which the work will be commenced or resumed.
 - (b) Having considered the circumstance of the request and having determined that there have been no changes in the Act and the Code and any other applicable law which would have prevented the issuance of the original permit, the Chief Building Official may allow a deferral to a prescribed date at which time work shall commence and shall notify the permit holder of such.

14. ISSUANCE OF ORDERS TO COMPLY

- (1) The Chief Building Official shall give written order to comply for construction without a permit to an owner's last known address and, on the expiration of fifteen (15) days from the date of such order, the Chief Building Official may proceed with further compliance orders and proceedings as set out within the Act.
- (2) Orders to comply with the Act or the Code shall be written and served by the Chief Building Official in the manner and times as prescribed in the Act.

15. TRANSFER OF PERMITS

An active permit may be transferred from an existing property owner to a new property owner, when the property changes ownership, if:

- (a) the application is made in writing on the prescribed Transfer of Permit Form attached as Schedule "H" to this By-law;
- (b) includes the Building Permit Applicant Acknowledgement Form attached as Schedule "D" to this By-law, completed by the new owner; and
- (c) is accompanied by the required fee as set out in Schedule "A" to this By-law.

16. FEES

- (1) The Chief Building Official shall determine the required fees for the work proposed and the applicant shall pay the fees calculated in accordance with Schedule "A" to this By-law. No permit shall be issued until the fees therefore have been paid in full.
- (2) Any person who commences construction, demolition or changes the use of a building before submitting an application for a permit shall, in addition to any penalty under the Act, Building Code or this By-law, pay an additional fee in accordance with Schedule "A" to this By-law.
- (3) In the event that a cheque for payment of applicable fees is returned marked "non sufficient funds (NSF)", the permit shall be deemed to have not been issued and any work done pursuant to such permit shall cease

forthwith and the permit shall only be re-issued upon receipt of applicable fees in cash or by certified cheque together with payment for any other cost incurred by the Municipality as a result of such cheque being returned.

17. REFUNDS

- (1) In the case of withdrawal of an application or the abandonment of all or a portion of the work, or the non commencement of the work, or the refusal of a permit, upon written request by the applicant, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "B" to this By-law.
- (2) All eligible refunds shall be issued by cheque drawn upon the Municipality's bank account payable to the building permit applicant.

18. FENCING

Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, the Chief Building Official may, under clauses 7 (i) and 7 (j) of the Act, require the erection of such fencing as the Chief Building Official deems necessary to abate the hazard.

19. USE OF A REGISTERED CODE AGENCY

The Municipality following recommendation by the Chief Building Official may appoint a Registered Code Agency pursuant to the Act to provide plans examination and inspection services to the Municipality in circumstances wherein the required service cannot be provided by staff of the Municipality.

- (a) Where a Registered Code Agency is employed a reduced application fee may be levied by the Municipality.
- (b) Where a Registered Code Agency is employed the applicant shall pay to the agency such reasonable fees as are required by the agency in regard to the work to be performed.
- (c) Council may delegate the authority to appoint a Registered Code Agency to the Chief Building Official.

20. OFFENCE AND PENALTY

Every person who contravenes any provision of this By-law, the Act and the Code shall be guilty of an offence and upon conviction is liable to the penalties provided for under the *Building Code Act*, S.O. 1992, c.23, as amended.

21. REPEAL

By-law No. 574 of the Corporation of the Township of Gillies and any amendments thereof is hereby repealed.

22. EFFECTIVE DATE

This By-law shall come into force and take effect on the date of passing thereof.

Hereby enacted and passed this 12th day of September 2011.

THE CORPORATION OF THE TOWNSHIP OF GILLIES

REEVE _____

CLERK _____

THE CORPORATION OF THE TOWNSHIP OF GILLIES
Schedule "A" to By-Law No. 2011-690

CLASSES OF PERMITS AND PERMIT FEES

Class 1	Residential New Construction and Additions: Human Occupancy	
Permit for Construction or addition of a building or structure within the meaning of the Act and the Code and which use is intended for human habitation, and may contain plumbing, heating, ventilation and air conditioning systems. Without limiting the generality of the foregoing, includes detached single dwelling and residential additions over 23 square metres [250 square feet] such as sunroom, attached garage.		
Heated: includes up to 11 inspections, with or without basement	\$725	Renewal \$110
Unheated: includes up to 8 inspections	\$540	Renewal \$90
PLUS additional fees where applicable: fire sign, entrance permit, plumbing inspection for unheated, additional inspections.		

Class 2	Residential New Construction and Additions: No Human Occupancy	
Permit for Construction or addition of a building or structure within the meaning of the Act and the Code and which use is not intended for human habitation, and may contain heating, ventilation and air conditioning systems, but not plumbing. Without limiting the generality of the foregoing, includes buildings such as detached garage, shed, workshop, livestock facilities and additions over 23 square metres (250 sq. ft.).		
Heated: includes up to 8 inspections	\$540	Renewal \$80
Unheated: includes up to 6 inspections	\$400	Renewal \$60
PLUS additional fees where applicable: fire sign, entrance permit, plumbing inspection, additional inspections.		

Class 3	Commercial/Industrial/Institutional New Construction and Additions	
Permit for Construction or addition of a building or structure within the meaning of the Act and the Code and which use is intended for use by the general public and may contain plumbing, heating, ventilation and air conditioning services. Without limiting the generality of the foregoing, includes buildings over 23 square metres [250 sq. ft.] such as schools, restaurants, churches, recreation centres.		
Heated: includes up to 11 inspections, plus additional plan review	\$800	Renewal \$120
Unheated: includes up to 8 inspections, plus additional plan review	\$610	Renewal \$90
PLUS additional fees where applicable: fire sign, entrance permit, plumbing inspection for unheated, additional inspections, consultant fees as invoiced.		

Class 4 Relocation		
Permit for the placement of, moving or relocating a building. Without limiting the foregoing, includes permanent cover-all buildings over 37 square metres [400 sq. ft.], mobile homes, site assembled and factory-built building, may include basement.		
Placement of a CSA compliant mobile home, site assembled building or factory built home. Without basement: includes up to 4 inspections With basement: includes up to 11 inspections	\$300 without basement Renewal \$40	
	\$675 with basement Renewal \$100	
Placement of a non-CSA compliant mobile home, site assembled building or factory built home. Without basement: includes up to 9 inspections With basement: includes up to 11 inspections	\$600 without basement Renewal \$80	
	\$725 with basement Renewal \$110	
Moving or relocating a building – heated, human occupancy. Without basement: includes up to 9 inspections With basement: includes up to 11 inspections	\$575 without basement Renewal \$80	
	\$710 with basement Renewal \$110	
Moving or relocating a building – unheated, human occupancy: includes up to 6 inspections	\$400	Renewal \$55
Moving or relocating a building – heated, non-human occupancy: includes up to 5 inspections	\$360	Renewal \$55
Moving or relocating a building – unheated, non human occupancy: includes up to 4 inspections	\$300	Renewal \$45
Cover-all Buildings; permanent, over 37 square metres [400 sq. ft.] With footing: includes up to 3 inspections Without footing: includes 1 inspection	\$200 with footing Renewal \$30	
	\$80 without footing Renewal \$12	
PLUS additional fees where applicable: Class 1 permit for basements, fire sign, entrance permit, plumbing inspection for unheated, additional inspections.		

Class 5 Attached Structures		
Permit for Construction or addition of structures attached to a single dwelling or accessory building within the meaning of the Act and Code. Without limiting the foregoing, includes decks, covered porches, lean toos, in-ground pools with a depth of 3.5 m at any point and other similar structures.		
Includes up to 3 inspections	\$250	Renewal \$35
PLUS additional fees where applicable: fire sign, entrance permit, additional inspections.		

Class 6 Major Repairs, Alterations and Renovations		
Permit for repair, alteration or renovations that involve major material structural changes. Without limiting the generality of the foregoing, includes interior wall relocation, basement finishing, additions under 23 square metres [250 sq. ft.].		
Residential: Includes up to 3 inspections	\$250	Renewal \$35
Commercial: Includes up to 3 inspections	\$280	Renewal \$40
PLUS additional fees where applicable: plumbing inspection, heating, ventilation and air conditioning inspection, additional inspections.		

Class 7	Minor Repairs, Alterations and Renovations	
Permit for minor repair, alteration or renovations that involve minor material structural changes. Without limiting the generality of the foregoing, includes new roof or replacement of roof with a different material (except replacement of shingles), new window or door installations, or replacement of windows and doors that are larger.		
Includes up to 2 inspections	\$200	Renewal \$30
PLUS additional fees where applicable: additional inspections		

Class 8	Roof Top Solar Panel Installation	
Permit for installation of roof mounted solar panels.		
Includes up to 2 inspections	\$200	Renewal \$30
PLUS additional fees where applicable: additional inspections		

Class 9	Towers	
Permit for installation of free standing towers over 16.6 metres [54.5 ft.] above ground level, including solar, wind and communication towers; includes all towers for wind turbines having a rated output of more than 3kw.		
Residential: Includes 3 inspections	\$200	Renewal \$30
Commercial: Includes up to 3 inspections	\$600	Renewal \$90
PLUS additional fees where applicable: additional inspections		

Class 10	Plumbing or Heating, Ventilation and Air Conditioning	
Permit for changes in plumbing and or heating, ventilation and air conditioning systems, where not included in another class of permit, within the meaning of the Act and Code. Without limiting the foregoing, includes fireplaces, furnaces, geothermal systems and other similar structures.		
Includes up to 2 inspections	\$200	Renewal \$30
PLUS additional fees where applicable: additional inspections		

Class 11	Demolition	
Permit for demolition of a building or structure within the meaning of the Act and Code (farm buildings exempt).		
Includes up to 2 inspections	\$120	Renewal \$30
PLUS additional fees where applicable: additional inspections		

Class 12	Change of Use/Occupancy	
Permit for change of use and/or occupancy of a building or structure within the meaning of the Act and Code for paperwork only. See applicable Class Permit Fee if compensatory work is required.		
Includes up to 1 inspection	\$125	
PLUS additional fees where applicable: additional inspections, applicable class permit for compensatory work		

Class 13	Conditional
Permits to begin construction or addition of a building or structure within the meaning of the Act and Code, before all conditions of a permit are met. Shall comply with the requirements as set out in the Act and the Code.	
In addition to the applicable CLASS fee, upon approval of council	\$100

Additional Permit Fees	
Transfer of Permit – permit for a change of ownership in the permit provided that no changes in the original permit were issued.	\$40
Construction or Demolition Started Prior to Issuance of Permit	Twice the Applicable Permit Class Fee
Material Change (Revision) to a Plan, Specification or other information accompanying a permit application, or on the basis of which a permit was issued by the CBO	\$100
Compliance Order Issued, includes one inspection	\$50
Emergency Identification Sign	\$100
Entrance Permit	\$100
Additional Inspections over number allowed in Class Permit – Residential Use	\$50 per inspection
Additional Inspections over number allowed in Class Permit – Commercial/Industrial/Institutional Use	\$80 per inspection
Plumbing Services added to a Class Permit	\$115 – residential \$165 – commercial
Heating, Ventilation and Air Conditioning added to a Class Permit	\$115 – residential \$165 – commercial

Refund Of Permit Fees	
Status Of Permit Application	% Of Paid Permit Fee To Be Refunded
Application is withdrawn <u>prior</u> to plan review	95%
Application is withdrawn <u>after</u> plan review, but prior to permit issuance	75%
Application is withdrawn <u>after</u> permit issuance, but <u>prior</u> to start of construction	60%
Permit suspended or revoked by the CBO	0%
Permit valued at less than \$50	0%
Renewal Fee	0%

THE CORPORATION OF THE TOWNSHIP OF GILLIES
Schedule "B" to By-law No. 2011-690

**LIST OF PLANS OR WORKING DRAWINGS TO ACCOMPANY APPLICATION
FOR PERMITS**

Two sets of each of the following are required to be submitted with a building permit application:

1. Site Plan, drawn to scale, referenced to a survey if available and showing:
 - a) owner name, legal description and any existing locator number for the subject land;
 - b) the boundaries and dimensions of the subject land with North marked thereon;
 - c) the location and size of any existing or proposed buildings or structures, including their set backs from property lines;
 - d) existing and finished ground levels and grades;
 - e) the boundaries and dimensions of any land owned by the owner of the subject land that abuts the subject land;
 - f) the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge;
 - g) the approximate location of all natural and artificial features on the subject land and adjacent land that, in the opinion of the applicant, may affect the application, such as buildings, roads, watercourses, drainages ditches, river or stream banks, wetlands and wooded areas;
 - h) the approximate location of all existing and proposed wells and septic systems;
 - i) the existing use(s) on land that is adjacent to the subject land;
 - j) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way;
 - k) the location and nature of any easement, right-of-way or utility affecting the subject land.
 - l) proposed fire access routes – location and dimensions of access driveways and proposed fire routes.

2. Floor Plan
 - a) The floor plan for each storey (including basement) must be separate.
 - b) All rooms must be labeled to illustrate their intended use.
 - c) The location of doors, windows, placement of plumbing fixtures and stairs must be clear.
 - d) If the project is an addition, the layout of the existing portion is also required.
 - e) The structural information for roof or floor /framing information and any mechanical and electrical specifications may be illustrated on the floor plan for simple projects.

3. Foundation Plan
 - a) Soil conditions and water table.
 - b) The size and type of materials used.
 - c) The location and size of all footings, including column and pier footings.
 - d) The location and type of any required drainage should be illustrated.
 - e) Plumbing and electrical services can be added on this drawing.

4. Framing Plan
 - a) The size, type and location of all structural members must be clear. (Lintel details required).
 - b) The spans for beams must be indicated.
 - c) The specifications for engineered lumber must be provided.
 - d) All loads must be safely transferred to the foundation; sufficient information must be provided.

5. Roof Plan
 - a) Roof slope and any roof mounted equipment must be shown.

6. Sections and Details
 - a) Cross sections will illustrate all materials that make up the wall, floor and roof systems.
 - b) Adequate information to determine the location of; insulation, air barrier, vapour barrier, structural members, sheeting, backfill height, stairs, bracing and required connections must be shown.

7. Building Elevations
 - a) Show proposed grade at each elevation of building.
 - b) Windows, doors, roof slopes, decks, chimneys, etc...

8. Electrical Drawings
 - a) Show location of lights, carbon monoxide detectors, required switching, etc.

9. Heating, Ventilation and Air Conditioning Drawings
 - a) Location and description of all HVAC units including clearance details.
 - b) Indicate locations of supply and return air openings.
 - c) Provide information and specifications on HVAC units.

10. Plumbing Drawings
 - a) Indicate locations of fixtures
 - b) Provide information on fixture units, pipe and vent sizing.

11. Fire Alarm and Sprinkler Plans
 - a) Show locations of smoke alarms, sprinklers, etc.

Note: The Chief Building Official may specify that not all the above-mentioned plans are required to accompany an application for a permit.

THE CORPORATION OF THE TOWNSHIP OF GILLIES
Schedule "C" to By-law No. 2011-690

STAGES OF CONSTRUCTION TO WHICH NOTICE SHALL BE GIVEN

Notice of the following stages of construction SHALL be given to the Chief Building Official within 2 business days.

Work shall not be covered until the inspection is completed or two full working days excluding the day of notification have passed.

Chief Building Official - Cheryl Maki - (807) 708-2512

Monday to Saturday 9 AM to 5 PM

Required* √	Type of Inspection	Inspection Details
	Site Plan	Upon issuance of the building permit, the CBO may request a pre-construction inspection.
	Footings/Foundation	When all forms are in place, before concrete is poured. Columns footing forms must be in place as well. If a drainage layer is employed, the inspection must be before the stone layer is placed. Must be completed prior to backfilling.
	Backfill	When drainage is complete and any damp-proofing or waterproofing is complete. Any require lateral support must be in place.
	Plumbing Rough-in (below)	All below slab plumbing when the required tests are on and prior to covering any pipe. This inspection may also be completed at the time of the framing inspection.
	Framing	Substantial completion of framing and the building is ready to be insulated. Roof must be shingled and windows installed. If an exterior air barrier is to be employed, it should be installed and complete. It is preferred that the plumbing rough-in inspection is completed at the same time.
	Plumbing (Above)	Separate inspection required if plumbing was not complete at time of inspection.
	Heating, Ventilation and Air Conditioning	Substantial completion of ductwork for heating, ventilation and air conditioning is complete. When the rough-in of chimneys and appliances using solid fuel are substantially complete.
	Insulation	Substantial completion of insulation, vapour barriers and air barrier systems. Insulation and vapour barrier must not be covered prior to inspection. (Attic may be omitted to allow for ceiling drywall to be installed after the inspection).
	Fire Protection and Fire Access Routes	Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems. Substantial completion of fire access routes.
	Occupancy	Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(2) of the Code or to permit occupancy under Sentence 1.3.3.2.(1) of the Code, if the <i>building</i> or part of the building to be occupied is not fully completed.
	Final	When all construction authorized by the permit has been fully completed.

* Upon issuance of permit, CBO to √ which inspections are required for notice to be given. This Schedule to be attached to permit.

ADVICE TO BUILDING PERMIT APPLICANTS

Any structure or building having an area greater than 10 metres square (108 sq. feet) shall require a building permit prior to any construction, renovation or demolition commencing. Regardless of size, any new structure that it to be attached to an existing building, and any deck that is 0.6 metres (2 feet) above grade, also require a permit. All construction must follow the *Ontario Building Code* and must meet or exceed its criteria for construction and demolition. It is the responsibility of the building permit holder to meet these requirements and those listed below.

NO CONSTRUCTION SHALL COMMENCE UNTIL A BUILDING PERMIT HAS BEEN ISSUED BY THE CHIEF BUILDING OFFICIAL.

1. APPLICATION

- a) All building permit applications are to be submitted on the provincial Application for Construction and Demolition Form, available at the Municipal Office, on the website at www.gilliestownship.ca or the Building Code website at www.obc.mah.on.ca.

Schedule 1: Designer Information is to be completed and signed by the person who is undertaking the design activities (for example engineer or architect). If the owner has designed the work for his or her own purpose, the appropriate box is to be checked off, with "for own-purposes" listed as the exemption and the owner is to sign as the Designer.

Schedule 2: Sewage System Installer Information is to be completed if a new sewage system is to be installed, or if there is a change proposed to a current system.

- b) Every application must be signed by the owner, or an agent authorized in writing by that owner, and where there is more than one owner of a property to which the permit will apply, written authorization from each owner shall accompany the application. An Authorization of Owner Form is available at the Municipal Office or on the municipal website at www.gilliestownship.ca.
- c) When Division C, Section 1.2 of the Code applies (all buildings over 600m² in gross area or three (3) storeys in building height; or buildings for assembly or care or detention occupancy), or for any building or structure containing specialized equipment, or any arch designed construction or component that is an engineered system, shall be accompanied by a completed Commitment to General Review by Architect and Engineers Form, which provides written acknowledgement and undertaking that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
- d) Please allow at least 5 working days for the permit to be processed once a complete application is received, which includes:
- i) Provincial application;
 - ii) Owner authorization for agent (if applicable);
 - iii) Building Permit Applicant Acknowledgement Form;
 - iv) All required plans and specifications (see section 2 of this document and Schedule "B" of the Building By-law);
 - v) Any other applicable information as requested by the Chief Building Official (i.e. land survey, sewage system permit/letter, MTO permit, Conservation Authority Permit, Commitment to General Review by Architect and Engineers Form, Nutrient Management Plan etc.);
and
 - vi) Prescribed Fee (cheque or money order payable to Township of Gillies, or cash, sorry no debit or credit card).

- e) An application for a permit to construct an addition in which the proposed construction will increase the existing floor space of a detached single dwelling by 15% or greater, and there is an existing sewage system on site, shall include documentation from the Thunder Bay District Health unit which demonstrates that the Thunder Bay District Health Unit does not oppose the construction of the addition with respect to the existing sewage system.

2. PERMIT DRAWINGS

- a) All building permit applications are to be filed with the required plans and specifications. See Schedule "B" of the Building By-law - List of Plans or Working Drawings to Accompany Application for Permits.
- b) Plans produced by a person other than the owner of a property upon which the construction is proposed shall be by registered or qualified professional engineer or architect, and as required under the Act and Code (refer to section 1 (c) of this document).
- c) After drawings are approved, any material changes must first be approved by the Chief Building Official.

3. LOT SIZE, SETBACKS, YARD AND BUILDING SIZE REQUIREMENTS

- a) Proposed buildings and structures must comply with the provisions of the Zoning By-law. Please review the appropriate yard size, setback and building size for the appropriate zoning of your property. The Zoning By-law is available at the Municipal Office, or on the municipal website at www.gilliestownship.ca.
- b) For new livestock facilities or the expansion of existing livestock facilities, applications shall comply with the Minimum Distance Separation Formulae of the Province of Ontario's Ministry of Agriculture, Food and Rural Affairs. The minimum distance separation is applied between a livestock facility and a non-farm land use in order to minimize the impact of odours emanating from the livestock facility. New non-farm development in proximity to existing livestock facilities must also comply with the minimum distance separation formulae.

4. INSPECTIONS

- a) It is the responsibility of the building permit applicant to ensure that the Chief Building Official is given notice at each stage of construction. Refer to Schedule "C" of the Building By-law - Stages Of Construction To Which Notice Shall Be Given, that is attached to the issued building permit for a list of required inspections.
- b) At least two business days notice is required prior to each inspection. No work shall be covered until the Chief Building Official has performed the inspection or two full working days excluding the day of notification have passed.
- c) If any required inspections are not conducted, and cannot be inspected at the time of final inspection, it will be noted in the inspection report and an occupancy or final permit may not be granted. If the applicant is strongly insistent on receiving a final or occupancy permit, then he or she at his or her own expense shall be willing to either,
 - i) uncover all portions of construction that are required to be inspected; or
 - ii) have an engineer certify that the building or part of building meets Code requirements.

5. OCCUPANCY

Prior to occupying a building or part of a building to which a building permit applies, an occupancy permit issued by the Chief Building Official is required. The building must be weather tight, adequately insulated and heated, and all safety requirements (fire, railings, etc.) installed before an occupancy permit is issued. Occupancy prior to receiving written authorization from the Chief Building Official is a contravention to the *Building Code Act*.

6. ABANDONMENT / CANCELLATION OF A BUILDING PERMIT

A building permit may be revoked by the Chief Building Official if construction has not seriously commenced within six months of the issuance of the permit, or if the construction or demolition of the building is, in the opinion of the chief building official, substantially suspended or discontinued for a period of more than one year. Partial refunds of the building permit fee are not available if a permit is revoked.

7. PERMIT RENEWALS

- a) Permits are valid for a period of one year from the date of issue.
- b) Upon expiry of a permit, an applicant shall either:
 - i) give notice to the Chief Building Official of an inspection for occupancy; or
 - ii) pay the prescribed renewal fee and complete a Declaration of Non-Occupancy Form.
- c) Permits shall only be renewed twice, with a one year additional extension available upon request of the applicant in writing to the Chief Building Official to justify an additional year renewal due to unforeseen circumstance or hardship.
- d) Permits not completed to the occupancy stage within three (3) years, or four (4) with the authorization of the Chief Building Official, shall be considered abandoned, the permit shall be revoked and the applicant shall either:
 - i) submit a new permit application together with the prescribed fee as set out in Schedule "A", including full and complete documentation in order for a new permit to be issued; or
 - ii) restore the site fully to its previous state before construction had begun.

8. OTHER PERMITS THAT MAY BE REQUIRED

Permit Type	Organization/Agency	Contact
Floodplain/Watercourse: a permit is required if proposed construction/demolition is within 15 meters of a water way; or within 30 meters of the Whitefish River	Lakehead Region Conservation Authority	(807)644-5857 info@lakeheadca.com www.lakeheadca.com
Sewage Systems	Thunder Bay District Health Unit	Septic Field Division (807) 625-7990 www.tbdhu.com
Municipal Entrance Permit: a permit is required for all newly constructed entrances off a municipal roadway	Township of Gillies	(807) 475-3185 gillies@tbaytel.net www.gilliestownship.ca

Permit Type	Organization/Agency	Contact
Provincial Entrance Permits: a permit is required for all newly constructed entrances off a provincial highway	Ministry of Transportation	http://www.ontario.ca/en/information_bundle/mineral/STEL02_038035.html (807) 473-2000
Provincial Building and Land Use Permit: a permit is required if the proposed building or structure is within 45 meters of any limit of a provincial highway or within 180 meters of the centre point of an intersection.	Ministry of Transportation	http://www.mto.gov.on.ca/english/engineering/management/corridor/building.shtml (807) 473-2000
Woodburning Units: inspection that may be required by an insurance company	Licensed Inspectors	Check local telephone or internet directories.
Nutrient Management Strategy – this applies to all farms that generate more than five nutrient units and are proposing to build, expand or renovate any building relating to livestock housing or manure storage.	Ministry of Agriculture, Food and Rural Affairs	http://www.omafra.gov.on.ca/english/engineer/facts/07-063.htm 1-866-242-4460

9. OTHER HELPFUL RESOURCES

Electrical Safety Authority (electrical permits)	www.esasafe.com 1-877-372-7233
Hydro One (connections and disconnections)	www.hydroone.com 1-888-664-9376
TBaytel (service and line connections)	www.tbaytel.net (807) 623-4400
Minimum Distance Separation Formulae	http://www.omafra.gov.on.ca/english/landuse/mds.htm
<i>Ontario Building Code Act and Code</i>	www.e-laws.gov.on.ca
Chief Building Official - Cheryl Maki	Phone: (807) 708-2512 Monday to Saturday 9 AM to 5 PM Email: cmaki@xplornet.com Fax: (807) 623-6653
The Municipal Office has copies of the Ontario Building Code Compendium and other resources for deck building, preserved wood foundations, and Minimum Distance Separation Formulae Guidebook and software, which may be referenced and used at the Office.	

THE CORPORATION OF THE TOWNSHIP OF GILLIES
Schedule "E" to By-law No. 2011-690

THE CORPORATION OF THE TOWNSHIP OF GILLIES
BUILDING PERMIT APPLICANT ACKNOWLEDGEMENT

This form to be completed by the applicant and submitted with the building permit application.

I, _____, an applicant for a building permit in the
(printed name of applicant)

the Township of Gillies, hereby acknowledge and understand that upon the issuance of a building permit by the Chief Building Official, that:

- a) I will comply with the provisions of the Building Code and in accordance with the information and/or plans and specifications herein submitted;
- b) it is my responsibility to contact the Chief Building Official for inspection at each required stage of construction within two (2) business days and that no work shall be covered until the inspection is completed or two full working days excluding the day of notification have passed.
- c) that prior to occupying or using the building or part of the building to which the permit applies, it is my responsibility that an occupancy inspection be completed by the Chief Building Official and written authorization received;
- d) that if construction is not substantially completed within one year of the date of issuance of the building permit, I am required to pay a renewal fee; and
- e) I will notify the Chief Building Official prior to any material changes to the plans and specifications herein submitted.

Signature of Applicant: _____

Date: _____

THE CORPORATION OF THE TOWNSHIP OF GILLIES
Schedule "F" to By-law No. 2011-690

THE CORPORATION OF THE TOWNSHIP OF GILLIES
AUTHORIZATION OF OWNER

This form to be used by the owner(s) of a site to which a building permit will apply, to authorize an agent, or another owner, to apply for a building permit on their behalf.

I/We, _____, hereby authorize
(print owner's name(s))

_____ to act as my/our agent to
(print agent's name or owner applying for permit)

apply for a building permit for the site located at:

(fire #, road name, or lot and concession)

in the Township of Gillies.

Signature of Owner

Date

Signature of Owner

Date

THE CORPORATION OF THE TOWNSHIP OF GILLIES
Schedule "G" to By-law No. 2011-690

THE CORPORATION OF THE TOWNSHIP OF GILLIES
DECLARATON OF NON-OCCUPANCY

Upon renewal of a building permit, this form shall be submitted to the Chief Building Official, together with the applicable renewal fee.

Building Permit No:	
Location:	
Roll No:	
Municipality:	Township of Gillies

I, _____ do solemnly declare that
the building part of building referenced above is not being occupied. I
understand that an occupancy certificate must be issued by the Chief Building
Official in accordance with section 11(1) of the *Ontario Building Code Act* prior to
occupancy.

renewal fee of \$ _____ applicable as of _____; or

renewal fee of \$ _____ now due is attached; or

renewal fee already paid.

Signature of Applicant:

Date: _____

Signature of Chief Building Official or Clerk/Treasurer:

Date: _____

THE CORPORATION OF THE TOWNSHIP OF GILLIES
Schedule "H" to By-law No. 2011-690

**THE CORPORATION OF THE TOWNSHIP OF GILLIES
APPLICATION FOR TRANSFER OF PERMIT**

This form to be used by a new property owner to apply to have an active building permit transferred from an existing property owner to a new property owner, when the property changes ownership.

Please attach proof of ownership of the property and the Building Permit Applicant Acknowledgement Form completed by the new owner.

Building Permit Number:	
Roll Number:	
Project Location:	
Date of Ownership Transfer:	
Name of Current Owner/Applicant:	
Name of New Owner:	
Address of New Owner:	
Phone Number of New Owner:	

I, _____, as the new owner of the above named property to which an active building permit applies, hereby apply to the Township of Gillies for the transfer of the permit to my name, and in doing so, I hereby acknowledge my responsibility as a permit holder.

Signature of New Owner/Applicant

Date

Office Use Only:	
Ownership verified:	
Date of sale:	
Acknowledgment form:	
Application approved:	

Signature of Chief Building Official/Designate

Date

THE CORPORATION OF THE TOWNSHIP OF GILLIES
Schedule "I" to By-law No. 2011-690

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Part A - Owner's Undertaking

Project Description:

Permit Application No.

Address of Project:

Municipality:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, 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 and/or professional engineers will be forwarded promptly to the Chief Building Official; and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

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

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

An owner who constructs or arranges to have constructed certain buildings specified in the Ontario Building Code must by law retain an architect and/or professional engineers to carry out reviews during construction to determine whether the construction is in general conformity with the building permit documents. The consultants are obliged to carry out these field reviews, including their scope and frequency, in accordance with the performance standards of the Ontario Association of Architects and/or Professional Engineers of Ontario, and must forward written reports arising out of these reviews to the Chief Building Official of the municipality.

350/06*

Professional design and review requirements in the Ontario Building Code, O.Reg. 409/07

Building Classification by Major Occupancy ¹	Building Description	Design and General Review by ²
Assembly occupancy only	Every building	Architect and engineer
Assembly occupancy and any other major occupancy except industrial	Every building	Architect and engineer
Care or detention occupancy only	Every building	Architect and engineer
Care or detention occupancy and any other major occupancy except industrial	Every building	Architect and engineer
Residential occupancy only	Every building that exceeds 3 storeys in building height	Architect and engineer
Residential occupancy only	Every building that exceeds 600 m ² (6465 ft ²) in gross area and that contains a substantial occupancy other than a dwelling unit or dwelling units	Architect
Residential occupancy only	Every building that exceeds 600 m ² (6465 ft ²) in gross area and contains a dwelling unit above another dwelling unit	Architect
Residential occupancy only	Every building that exceeds 500 m ² (5382 ft ²) in building area contains 3 or more dwelling units and has no dwelling unit above another dwelling unit	Architect
Residential occupancy and any other major occupancy except industrial, assembly or care or detention occupancy	Every building that exceeds 500 m ² (5382 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Business and personal services occupancy only	Every building that exceeds 500 m ² (5382 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Business and personal services occupancy and any other major occupancy except industrial, assembly or care or detention occupancy	Every building that exceeds 500 m ² (5382 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Warehouse occupancy only	Every building that exceeds 500 m ² (5382 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Warehouse occupancy and any other major occupancy except industrial, assembly or care or detention occupancy	Every building that exceeds 500 m ² (5382 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Industrial occupancy only and where there are no subsidiary occupancies	Every building that exceeds 500 m ² (5382 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Industrial occupancy and one or more other major occupancies where the portion of the area occupied by one of the other major or subsidiary occupancies exceeds 600 m ² (6465 ft ²)	The non-industrial portion of every building	Architect and engineer
Industrial occupancy and one or more other major occupancies where no portion of the area occupied by one of the other major or subsidiary occupancies exceed 600 m ² (6465 ft ²)	The industrial portion of every building	Architect or engineer
Industrial occupancy and one or more other major occupancies where no portion of the area occupied by one of the other major or subsidiary occupancies exceed 600 m ² (6465 ft ²)	Every building that exceeds 500 m ² (5382 ft ²) in gross area or 3 storeys in building height	Architect or engineer

* This table is provided for general information only. Refer to the Ontario Building Code for definitions, occupancy classifications, design and general review requirements for alterations, additions and other projects, and other general review regulations.

¹ Architect means an architect who holds a license in Ontario. Engineer means a professional engineer who holds a license in Ontario.

Performance standards for review in the Architects Act (Section 50 of Ontario Regulation 27)

50. The following are prescribed as performance standards with respect to the general review of the construction, enlargement or alteration of a building by a member or holder (of a Certificate of Practice) as provided for in the building code prescribed under the Building Code Act:
1. The member or holder, with respect to the matters that are governed by the building code, shall:
 - a. make periodic visits to the site to determine whether the work is in general conformity with design documents that were prepared by a member or holder,
 - b. inform the client or contractor, in writing, as to the progress and quality of the work that the member or holder has observed during the visits to the site to be in conformity with the design documents,
 - c. review all changes to the design documents to determine whether the changes conform to the building code,
 - d. review and consent on all shop drawings and samples for general conformity with the design concept of the work, and
 - e. if the member or holder is specifically engaged to coordinate the general review of the professional engineers and reports of the inspection and testing companies, coordinate the general review of the professional engineers and the reports of the inspection and testing companies that pertain directly to the work being reviewed and arrange for the distribution of such reports to the client and the contractor, or
 - f. if the member or holder is not engaged to perform any or all of the services listed in subparagraph e., cooperate with the professional engineer responsible for the coordination of the general review in order to assist the professional engineer in the carrying out of the functions described in the subparagraph.
 2. In paragraph 1, design document means a design or other document which forms the basis for the issuance of a building permit and includes all changes thereto that were authorized by the Chief Building Official as defined in the Building Code Act.

Performance standards for review in the Professional Engineers Act (Section 24 of Ontario Regulation 240/07)

24. The following are prescribed as performance standards with respect to the general review of the construction, enlargement or alteration of a building by a professional