

THE CORPORATION OF THE TOWN OF  
NEW TECUMSETH

BY-LAW

*Number 2019-174*

"BUILDING PERMIT BY-LAW"

To govern the issuance and administration of building and demolition permits and to establish a corporate code of conduct for building officials

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**WHEREAS** Section 7 of the Building Code Act, S.O. 1992, c.23, as amended authorizes a Municipality to pass by-laws, resolutions and regulations:

**NOW THEREFORE** the Council of the Corporation of the Town of New Tecumseth hereby enacts as follows:

1.0 ADMINISTRATION

1.1 Unless otherwise stated, the Chief Building Official for the Town of New Tecumseth, and such persons as he/she directs shall administer and enforce this by-law.

2.0 SHORT TITLE

2.1 This By-law may be cited as "The Building By-law."

3 DEFINITIONS

3.0 In this By-law:

3.1 "Act" means the Building Code Act, S.O. 1992 or any successor legislation.

3.2 "Building" means:

- (a) a structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
- (b) a structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto, or
- (c) structures designated in the Building Code;

3.3 "Building Code" means regulations made under section 34 of the *Building Code Act*.

3.4 "BCIN" means Building Code Identification Number.

3.5 "Business Day" (s)" means all days of the week other than Saturday, Sunday, holidays and all other days when the offices of the principal authority are not open for the transaction of business with the public.

3.6 "Chief Building Official" means a chief building official appointed or constituted under section 3 or 4 of the Building Code Act.

3.7 "Complete Application" means an application that meets the requirements set out in the *Building Code* for applications where the *Chief Building Official* is required to make a decision within the prescribed time period as set out in the Building Code.

- 3.8 "Fee(s)" means all fees collected by the Town pertaining to the construction or demolition of a building, unless otherwise stated.
- 3.9 "Gross Floor Area" means the total area of all floors within a building measured between the outside surfaces of exterior walls excluding floors in unfinished cellars and basements, including twenty-five (25) percent of the floor area of an unfinished walkout basement if appropriate.
- 3.10 "Inspector" means an Inspector appointed under section 3, 3.1, 4, 6.1 or 6.2 of the Building Code Act.
- 3.11 "New Development" means development within the Settlement Area Boundary as identified in the Town's Official Plan and/or registered plans of subdivision.
- 3.12 "New Residential Development" means development to which residential development levies are applicable.
- 3.13 "Permit" means a permit for the construction or demolition of a *building* in the Town of New Tecumseth regulated under this by-law.
- 3.14 "Principal Authority" means the Council of the Town of New Tecumseth.
- 3.15 "Registered Code Agency" means a person or entity that has the qualifications and meets the requirements described in subsection 15.11(4) of the Building Code Act.
- 3.16 "Town" means the Corporation of the Town of New Tecumseth.
- 3.17 "Walkout Basement/Look Out" means a basement with at least 50% of the wall area of that building level above the surrounding ground level and may or may not include a door to the exterior.

#### 4.0 PERMITS

- 4.1 The classes of permit required for construction or demolition of buildings are as set out in Schedule A to this By-law. In addition, a staged permit or conditional permit may be issued.
- 4.2 Staged permits are required for new residential development under the provisions of a subdivision agreement, and new development. A staged permit requires a complete plan examination confirming compliance with the Act, Building Code, and all applicable law approvals shall be in place. Staged permits are issued for the following phases of construction:
- (a) completion of the footings and foundations; and
  - (b) completion of the building.
- 4.3 A survey or surveyors certificate showing the location of the foundation on the lot and the elevation at the top of the foundation wall is required after installation of such, for buildings subject to a staged permit.
- 4.4 Conditional permits are issued at the discretion of the Chief Building Official under subsection 8 (3) of the Act.
- 4.5 On completion of the construction of any building, the Chief Building Official may require the applicant to file a set of plans of the building as constructed and a survey showing the location of the building.

## 5.0 APPLICATION

- 5.1 A person requiring a permit shall file a Complete Application using the forms prescribed and approved by the Ministry of Municipal Affairs and Housing and supplemented by the Town. The required forms are available on-line through the Ministry of Municipal Affairs and Housing web-site, Town website, and at the Town Building Department.
- 5.2 The application form shall be completed by the applicant to the satisfaction of the Chief Building Official or designate.
- 5.3 To be considered a Complete Application every permit application shall be accompanied by the approval documents issued by the agencies responsible for applicable laws listed in the Building Code, where those agencies issue approval documents and the applicable law applies to the construction or demolition being proposed and, in addition, shall:
- (a) identify and describe in detail the proposed work and the use and occupancy of the land which is the subject of the application;
  - (b) describe the subject land in a way that it is readily identifiable, and the site of the proposed work is easily distinguished;
  - (c) all applications shall refer to a current plan of survey certified by a registered Ontario Land Surveyor, and a copy of the plan of survey shall be filed with the Chief Building Official or designate.
  - (d) identify and describe in detail any structural effect the proposed work may have on any land, building or structure abutting the subject land;
  - (e) state the name, address and telephone number of the owner;
  - (f) be signed by the owner of the subject land or by a person authorized, in writing, to act as an agent for the owner, certifying the correctness of all the information in the application;
  - (g) be accompanied by such other documents, information or approvals as may be required by the Building Code Act, including applicable law as defined in such Act;
  - (h) be accompanied by three<sup>1</sup> copies of a site plan of the subject land showing,
    - (i) the location and dimensions of any proposed and all existing building(s);
    - (ii) the dimensions of the property;
    - (iii) the center line and any elevations of any streets abutting the subject land; and
    - (iv) the existing and proposed elevations of the work site, surface drainage patterns, and site servicing infrastructure.
  - (i) accompanied by three<sup>2</sup> copies of plans, drawings and specifications for the proposed building showing,

<sup>1</sup> Unless otherwise specified.

<sup>2</sup> Unless otherwise specified.

- (i) the proposed use of each room or floor area in the proposed building(s);
- (ii) construction details specific to the proposed project, to the satisfaction of the Chief Building Official or designate, which may include, but not limited to, those listed in Schedule B;

- (k) include confirmation from the Town Engineering Department that lot grading approval has been obtained. It is the responsibility of the applicant to obtain and provide this confirmation with their application;
- (l) include confirmation from the Town Public Works Department, County of Simcoe, or the Ministry of Transportation, as applicable that for development where entrance approval is required from the road to the property, approval has been obtained. It is the responsibility of the applicant to obtain and provide this confirmation with their application;
- (m) include confirmation from the Town Engineering Department that for development where site plan approval is required, that the approval has been obtained. It is the responsibility of the applicant to obtain and provide this confirmation with their application;
- (o) include approval from the Town Fire Rescue Department where the application is for an industrial, institutional, or commercial building, or as determined by the Chief Building Official. It is the responsibility of the applicant to obtain and provide this approval with their application; and
- (p) be accompanied by the required fees.

5.4 In addition to the requirements of 5.1 to 5.3, every demolition permit application shall:

- (a) where Division C, Part 2, Article 1.2.2.3 or a successor section of the Building Code applies, be accompanied by structural design characteristics of the building and the method of demolition;
- (b) be accompanied by proof satisfactory to the Chief Building Official that arrangements have been made with proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services;
- (c) provide fencing/hoarding in accordance with 13.0 of this by-law;
- (d) be accompanied by current photographs of the building (s) to be demolished; and
- (e) obtain a road occupancy permit from the Public Works Department prior to demolition permit issuance when demolition the road allowance.

5.5 Where an application has been made for a conditional permit under subsection 8 (3) of the Act, the application shall:

- (a) contain the information required by clauses 8 (3) (a) to (c) of the Act;
- (b) contain such other information, complete building plans and specifications concerning the project as the Chief Building Official may require;
- (c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;

- (d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
- (e) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official;
- (f) enter into a conditional permit agreement with the Town; and
- (g) be accompanied by a complete application.

5.6 In addition to the requirements of Section 5.1 to 5.3 of this by-law, every application for a change of use permit issued under subsection 10 (1) of the Act shall be submitted to the Chief Building Official, and shall:

- (a) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- (b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made; and
- (c) 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, floor and roof assemblies identifying required fire resistance ratings and load bearing capacities, etc.

5.7 Where the Building Code requires that an architect, professional engineer, or both, be retained to undertake the general review of the construction or demolition of a building, the applicant shall submit a signed statement by an architect, professional engineer, or both, in which he, she or they agree to undertake the general review and provide written construction progress reports to the Town. Upon completion of such project, final reports shall be submitted to the Chief Building Official.

5.8 All plans, drawings, and specifications shall be prepared in accordance with the specified design requirements of the *Building Code*.

5.9 All plans, drawings, and specifications shall be prepared in compliance with the *Town Zoning By-law 2014-126*, as amended.

5.10 The dimensions of all plans, drawings and specifications submitted shall be no larger than thirty-two (32) by forty-eight (48) inches in size.

5.11 Where the *Chief Building Official* finds that any one or more of the requirements of this section are, in any particular case, unnecessary or may create undue hardship upon the applicant, he/she may waive any one or more of such requirements, provided that the intent and purpose of this by-law is upheld.

## 6.0 APPLICATION PROCESS

6.1 An applicant may submit the appropriate plans directly to the Planning Department for a zoning compliance review of their *building permit* application prior to their official building permit application submission. Fees may be collected for this service as per the Planning Department.

6.2 Lot grading review is required for all building permit applications that have the effect of increasing building area. Plans and specifications for this purpose shall be submitted in accordance with Section 5.3 (k) of this by-law. An applicant may submit the appropriate plans directly to the Engineering

Department for a lot grading compliance review of their *building permit* application prior to their official building permit application submission. Fees may be collected for this service as per the Engineering Department.

7.0 CANCELLATION, REVOCATION, ALTERATION, OR TRANSFER

7.1 The applicant for a building permit, regardless of whether they are the owner, may make written request to the Chief Building Official to have the submitted application withdrawn provided the building permit has not been issued. A fee refund shall be granted in accordance with section 8.0 of this by-law.

7.2 Where a building permit application remains inactive for a period of six months or more, the application may be cancelled without further notice. Any outstanding fees or potential refunds shall apply as per section 8.0 of this by-law.

7.3 A person to whom a permit has been issued may make a written request to the Chief Building Official to have the permit cancelled provided that;

- (a) no work has commenced in respect of the building for which the permit was issued; and
- (b) the written request is received by the Chief Building Official before the end,
  - (i) of 6 months after the issuance of the permit; or
  - (ii) of the extension period, where the Chief Building Official has extended the six-month period, whichever is later.

A fee refund shall be granted in accordance with section 8.0 of this by-law.

7.4 Where six months has passed since the issuance of a building permit and notification has not been received that construction has commenced, the building permit is considered null and void.

7.5 During the building process, but prior to the affected component being constructed, a person to whom a permit is issued may request consideration for minor amendments to the original building plans submitted. Based on the complexity of the amendment, the Chief Building Official shall allow the amendments to the original submission or request a new complete submission. A fee shall be collected as per Schedule A of this by-law, as amended from time to time.

7.6 Where the right to construct a building under a permit is transferred, the person to whom the building permit was issued shall notify the Chief Building Official, in writing, of the name and address of the transferee. The transferee shall complete a new application for the building permit as set out in Section 5. Where the design has been prepared by an architect, professional engineer, or BCIN qualified designer, the person to whom the building permit was issued shall also provide the Chief Building Official with a written consent to the assignment from the architect, professional engineer, or BCIN qualified designer. A fee shall be collected as per Schedule A of this by-law, as amended.

7.7 Where the right to construct a building under a permit is transferred, all documents associated with the original permit must be transferable and consent must be obtained from the original designer and approval authority

(i.e. Lake Simcoe and Region Conservation Authority, Ministry of Transportation, etc.).

## 8.0 FEES

- 8.1 A non-refundable fee deposit of \$100 shall be paid when the applicant submits an application. Receipt of the fee deposit shall not represent approval of the application.
- 8.2 The final fee payment shall be paid at the time of permit issuance. The final fee will be based on the fee schedule valid on the date of permit issuance. The fee collected shall be the greater of the fee deposit or the fee calculated using the fee multiplier.
- 8.3 Where it is determined that the required fees must be calculated on a cost basis as per the Building By-law, as amended, the total cost will be based on all work, services and materials and may include the cost of all professional and related services in respect of the proposed construction or demolition as determined by the Chief Building Official.
- 8.4 Where a building permit has been issued, but before construction or demolition commences and the Chief Building Official revokes a permit or grants a request to cancel a permit, the Town may retain 45% of all fees paid in full or due under this by-law and shall refund the balance to the person/corporation who paid, unless otherwise arranged.
- 8.5 Where, after construction or demolition commences, the Chief Building Official revokes a permit the Town shall retain 100% of all fees paid in full or due under this by-law and the applicant will not be entitled to a refund.
- 8.6 Where a written request from a permit holder for a six-month extension is received and granted by the Chief Building Official, a \$75.00 administrative fee shall be collected.
- 8.7 Where a permit holder requests an amendment to an issued permit, a minimum fee of \$100 or an additional 10% of fees paid in full or due for the original permit, whichever is greater, shall be collected.
- 8.8 When a peer review is required, the applicant shall pay the cost of the peer review together with an administration fee.
- 8.9 In the event that a Registered Code Agency is appointed by the Town, the building permit fees collected will be reduced to allow the Town to cover administrative, archiving, file management and other relevant costs in the following manner:
- (a) for an application where either the inspections or the plans examination will be completed by the Registered Code Agency, all relevant permit fees will be reduced by twenty-five (25) percent; and
  - (b) for an application where the Registered Code Agency will complete both the plans examination and inspections all relevant permit fees will be reduced by fifty (50) percent.

## 9.0 CALCULATION OF FEES

- 9.1 The fees required for each class of permit shall be as set out in and calculated in accordance with Schedule A of this By-law.

- 9.2 Unless otherwise specified, fees shall be based on a per square foot or numerical multiplier with an associated minimum fee or flat rate.
- 9.3 Fees shall be based on the gross floor area as defined in this by-law.
- 9.4 If more than one class of permit applies to the proposed building, each class shall be calculated separately, in accordance within the Building By-law and the sum shall represent the permit fee, as amended.
- 9.5 No deduction shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from the calculated gross floor area.
- 9.6 Fees for classes of permits or construction not described in this By-law, shall be determined by the Chief Building Official who shall have regard to the complexity and amount of service required relative to the classes of construction described.
- 9.7 Fees shall be adjusted annually in line with the annual change in the Statistics Canada Consumer Price Index table 18-10-0004-12 for the Toronto area as of November 30 each year with the rate change effective beginning January 1 the following year. The changes shall be rounded to the nearest cent for fee multipliers and the nearest dollar for all other fees.

#### 10.0 NOTIFICATION

- 10.1 The person to whom the permit was issued shall notify the Chief Building Official, two business days prior to each stage of construction as set out in the Building Code in order to receive the required inspections, except in the case of inspections required for on-site sewage systems, for which five days' notice is required.

#### 11.0 ADDITIONAL INSPECTIONS

- 11.1 Where the inspector has conducted two previous inspections for the same stage of construction, either at the request of the person to whom the permit was issued or at the request of the applicant/contractor of the land which is the subject of the permit, the person requesting the additional inspection shall pay, before the inspector conducts the additional inspection, a fee of one hundred dollars (\$100.00) for this and any future inspection for the same stage of construction.

#### 12.0 SPECIAL INVESTIGATION

- 12.1 If any work in respect of the construction or demolition of a building commences before a permit has been issued under this by-law, the owner of the land on which the work has commenced shall pay a special investigation fee of 100% of the building permit fee.

#### 13.0 FENCING/HOARDING CONSTRUCTION SITES

- 13.1 Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, he/she may require the erection of such fencing as he/she deems appropriate to the circumstances but not limited to the standard stated in section 13.5.
- 13.2 In considering the hazard presented by a construction site, the necessity for fencing, and its construction, the Chief Building Official shall have regard for;



- (a) the proximity of the construction site to occupied buildings;
- (b) the proximity of the construction site to lands accessible to the public, including but not limited to streets, parks, and commercial and institutional activities;
- (c) the hazards presented by the construction activities and materials;
- (d) the feasibility and effectiveness of site fencing/hoarding, and
- (e) the duration of the hazard.

13.3 Where there is fencing on or adjoining a construction site erected prior to the application for a building permit in respect of that site, such fencing may be deemed to be in compliance with this by-law provided it is extended along the entire perimeter of the construction site as determined by the Chief Building Official and the extended fencing is erected in accordance with this by-law.

13.4 Despite section 13.3 above, the requirements of this by-law do not apply where the building permit has been issued prior to this by-law coming into effect.

13.5 Every fence required under this by-law shall be a minimum 4' high and located on the perimeter of the construction site as determined by the Chief Building Official, or designate, and constructed as follows:

- (a) if of chain link construction, the chain link shall be fastened to a 1 ½ inch diameter metal horizontal top bar which is securely fastened to metal posts which are not over 10 feet on center and embedded into the ground to provide a rigid support;
- (b) if of wood construction, the exterior face shall be ½ inch exterior grade plywood, or equivalent material that will not provide footholds for climbing. The facing shall be supported by 2" X 4" nominal size posts spaced at not more than 4 feet on center and embedded into the ground to provide a rigid support;
- (c) if the fence is of the snow fence or plastic mesh type, the fencing should be securely fastened to T-bar posts which are not over 6 feet on centre and embedded into the ground to provide a rigid support. The fence is to be wired through the top and bottom and secured to each post.
- (d) other materials or methods may be substituted provided that there is an equivalent barrier between properties and an equivalent degree of safety provided.

13.6 The fence may provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the construction site provided that these openings are closed off when the site is shut down.

#### 14. SEVERABILITY

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

15. MISCELLANEOUS

15.1 All schedules to be and form a part of this By-law.

16. OFFENCES AND PENALTIES

16. Every person or corporation who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided in section 36 of the Act.

17. CODE OF CONDUCT

17.1 In compliance with the Ontario Building Code Act, S.O. 1992, c.23, Section 7 1(1) (Act), investigation and enforcement to be used in responding to allegations against the Chief Building Official and Inspectors is found in Schedule C as part of this by-law.


18. REPEAL

18.1 That By-law 2019-081 and any amendments thereto are hereby repealed on the date this By-law comes into force.

19. EFFECTIVE DATE

19.1 This by-law shall come into full force and effect on the day of final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 4<sup>th</sup> DAY OF NOVEMBER, 2019.**

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CLERK

Other Applicable Fees

Other fees may be applicable to your project that are outside the scope of Schedule "A". These may include, but are not limited to: Development Charges, Entrance Approvals, Fire Department Review, etc.

Fees are cumulative, i.e.: a new Group "A" Major Occupancy building to include the square foot multiplier, plumbing fixture fees, sewer fees, HVAC fees, Septic fees, etc.

Finished basements fees are based on the area to be finished or 25% of the finished basement floor area if it is shown as unfinished.

SCHEDULE "A"  
TO  
BY-LAW 2019-174  
SCHEDULE OF PERMIT FEES

Permit Fee's	2020 Rates		2021 Rates	
	per Sq Ft	Fee	per Sq Ft	Fee
<b>Group "A" Major Occupancies</b>				
All New Construction	\$ 1.22	\$ 203.60	\$ 1.24	\$ 207.26
School Portables each	-	\$ 203.60	-	\$ 207.26
<b>All Group "B" Major Occupancies</b>				
All New Construction	\$ 1.22	\$ 203.60	\$ 1.24	\$ 207.26
<b>All Group "C" Major Occupancies</b>				
All New Construction Single	\$ 1.03	\$ 101.80	\$ 1.05	\$ 103.63
Attached Garage Single	\$ 0.87	\$ 101.80	\$ 0.88	\$ 103.63
All New Construction Town	\$ 1.03	\$ 101.80	\$ 1.05	\$ 103.63
Attached Garage Town	\$ 0.87	\$ 101.80	\$ 0.88	\$ 103.63
Addition	\$ 0.87	\$ 101.80	\$ 0.88	\$ 103.63
Finished Basement	\$ 0.61	\$ 101.80	\$ 0.62	\$ 103.63
Unenclosed Deck or Porch	\$ 0.87	\$ 101.80	\$ 0.88	\$ 103.63
Detached Garage or Accessory Building	\$ 0.87	\$ 101.80	\$ 0.88	\$ 103.63
Condos / Apartments	\$ 1.03	\$ 101.80	\$ 1.05	\$ 103.63
<b>Group "D" Major Occupancies</b>				
All New Construction Shell Only	\$ 0.65	\$ 203.60	\$ 0.66	\$ 207.26
All Interior Completions Beyond the Shell	\$ 0.36	\$ 101.80	\$ 0.36	\$ 103.63
<b>Group "E" Major Occupancies</b>				
All New Construction Shell Only	\$ 0.65	\$ 203.60	\$ 0.66	\$ 207.26
All Interior Completions Beyond the Shell	\$ 0.36	\$ 101.80	\$ 0.36	\$ 103.63
<b>Group "F" Major Occupancies</b>				
All New Construction Shell Only	\$ 0.53	\$ 203.60	\$ 0.54	\$ 207.26
All Interior Completions Beyond the Shell	\$ 0.36	\$ 101.80	\$ 0.36	\$ 103.63
<b>Building (Interior Alterations)</b>				
Group "A" Major Occupancies	\$ 1.02	\$ 203.60	\$ 1.04	\$ 207.26
Group "B" Major Occupancies	\$ 1.02	\$ 203.60	\$ 1.04	\$ 207.26
Group "C" Major Occupancies	\$ 0.76	\$ 101.80	\$ 0.78	\$ 103.63
Group "D" Major Occupancies	\$ 1.02	\$ 203.60	\$ 1.04	\$ 207.26
Group "E" Major Occupancies	\$ 1.02	\$ 203.60	\$ 1.04	\$ 207.26
Group "F" Major Occupancies	\$ 1.02	\$ 203.60	\$ 1.04	\$ 207.26
<b>Demolition</b>				
Single Dwelling Units each	-	\$ 152.70	-	\$ 155.45
All Other Buildings each	-	\$ 203.60	-	\$ 207.26
<b>Specialty Buildings:</b>				
Agricultural Buildings	\$ 0.46	\$ 203.60	\$ 0.47	\$ 207.26
Agricultural Fabric Shelter each	-	\$ 509.00	-	\$ 518.16
Permanent Tent and Air Supported Structure each	-	\$ 509.00	-	\$ 518.16
Temporary Tent and Air Supported Structure each (Less than 30 days duration) each	-	\$ 203.60	-	\$ 207.26
Solid Fuel Burning Appliance and/or Chimney each	-	\$ 101.80	-	\$ 103.63
Moved or Relocated Building (Incl. Foundation) each	-	\$ 712.60	-	\$ 725.43
Communication Tower Mechanical Building each	-	\$ 305.40	-	\$ 310.90
Wind Turbine (Up to 10kW) each	-	\$ 356.30	-	\$ 362.71
Wind Turbine (Over 10 kW) each	-	\$ 1,832.40	-	\$ 1,865.38
Solar Collector (Building Mounted) each	-	\$ 305.40	-	\$ 310.90
Permanent Ground Sign (greater than 7.5m h) each	-	\$ 305.40	-	\$ 310.90
Retaining Wall (per unit = linear foot)	\$ 5.09	\$ 101.80	\$ 5.18	\$ 103.63
Fire Alarm Systems each	-	\$ 203.60	-	\$ 207.26
Sprinkler System each	-	\$ 203.60	-	\$ 207.26
Commercial Exhaust Hood and Suppression each	-	\$ 203.60	-	\$ 207.26
<b>Plumbing</b>				
Each Plumbing Fixture (Incl. Roof Drains) each	-	\$ 15.27	-	\$ 15.54
Water Mains and Water Service Pipe per linear foot / permit	\$ 1.53	\$ 101.80	\$ 1.55	\$ 103.63
Residential Water Service Pipe (up to 25mm) each	-	\$ 101.80	-	\$ 103.63
Single Dwelling Unit Building Drain each	-	\$ 101.80	-	\$ 103.63
Single Dwelling Unit Building Sewer each	-	\$ 101.80	-	\$ 103.63
Other Building Drains and Laterals (per unit = linear foot)	\$ 1.53	\$ 101.80	\$ 1.55	\$ 103.63
Other Building Sewer and Laterals (per unit = linear foot)	\$ 1.53	\$ 101.80	\$ 1.55	\$ 103.63
Manholes, Catch Basins, Area Drains each	-	\$ 50.90	-	\$ 51.82
<b>Private On-Site Sewage Systems</b>				
Plan of Subdivision, Re-Zoning, Site Plan Approval, and Official Plan Amendment Review (Greater than 2 reviews is an additional \$200 per lot and or block) each lot or block	-	\$ 610.80	-	\$ 621.79
Consent (Each Lot Retained or Created)	-	\$ 407.20	-	\$ 414.53
Minor Variance each	-	\$ 203.60	-	\$ 207.26
Class 4 or Class 5 Residential Sewage System each	-	\$ 814.40	-	\$ 829.06
Class 4 or Class 5 Non-Residential Sewage System each	-	\$ 1,527.00	-	\$ 1,554.49
Replacement Tank each	-	\$ 203.60	-	\$ 207.26
Replacement Sewage System Bed each	-	\$ 203.60	-	\$ 207.26
Sewage System Review (Not Requiring Alterations) each	-	\$ 101.80	-	\$ 103.63
<b>Heating Ventilation and Air Conditioning</b>				
Group A, B, D, E, and F < 2500sf each	-	\$ 356.30	-	\$ 362.71
Group A, B, D, E, and F => 2500sf each	-	\$ 559.90	-	\$ 569.98
Group C Multi-Unit <2500sf each	-	\$ 50.90	-	\$ 51.82
Group C Multi Unit=>2500sf each	-	\$ 101.80	-	\$ 103.63
Group C New Single, Semi, Town each	-	\$ 203.60	-	\$ 207.26
Group C Addition or Alteration Single, Semi, Town each	-	\$ 101.80	-	\$ 103.63

SCHEDULE "A"  
TO  
BY-LAW 2019-174  
SCHEDULE OF PERMIT FEES

Permit Fee's	2020 Rates		2021 Rates	
	per Sq Ft	Fee	per Sq Ft	Fee
<b>Miscellaneous</b>				
Building Compliance Letter each	\$ -	\$ 91.62	\$ -	\$ 93.27
Daycare and Liquor License Approval Letter each	\$ -	\$ 91.62	\$ -	\$ 93.27
Items Without a Gross Floor Area (Per \$1,000 of Construction Value)	\$ -	\$ 12.22	\$ -	\$ 12.44
Transfer of Permit each	\$ -	\$ 254.50	\$ -	\$ 259.08
Special Investigation Fee Group C (Single, Semi, or Town)		2 times the fee		2 times the fee
Special Investigation Fee All Others		2 times the fee		2 times the fee
Peer Review Administration each	\$ -	\$ 763.50	\$ -	\$ 777.24
Peer Review Cost per hour staff review or the consultant cost	\$ -	\$ 188.33	\$ -	\$ 191.72
Alternative Solution Review Administration each	\$ -	\$ 509.00	\$ -	\$ 518.16
Alternative Solution Review per hour	\$ -	\$ 188.33	\$ -	\$ 191.72
Conditional Permit Agreement Administration each	\$ -	\$ 814.40	\$ -	\$ 829.06
Conditional Permit Agreement		Legal fees		Legal fees
Temporary Second Dwelling Agreement Admin. Each	\$ -	\$ 814.40	\$ -	\$ 829.06
Temporary Second Dwelling Agreement		Legal fees		Legal fees
Statistics Canada Report per month	\$ -	\$ 20.36	\$ -	\$ 20.73

**SCHEDULE "B"**  
**TO**  
**BY-LAW 2019-174**  
**TOWN OF NEW TECUMSETH**  
**CONSTRUCTION DETAIL SPECIFICATIONS**

The following construction detail specifications may be requested:

Floor Plans of all levels of the building Elevation drawings of all sides of the building

Reflected ceiling plans of all ceilings of the building

Cross sections to appropriately identify construction details and methods Wall sections to appropriately identify construction details and methods Door and room schedules

Heat loss calculations

Duct plan, hydronic layout/electric baseboard heater plan for an all levels of the building

Complete fire alarm system for the entire building

Complete fire sprinkler plan for the entire building

Exhaust hood and suppression plans for kitchen equipment Complete septic plans and grain size analysis

Complete site servicing plan indicating all utilities

Lot grading plan for the site showing all drainage patterns

**SCHEDULE “C”  
TO  
BY-LAW 2019-174**

**TOWN OF NEW TECUMSETH  
CODE OF CONDUCT FOR CHIEF BUILDING OFFICIAL AND INSPECTORS**

1. Apply the *Building Code Act* and the Building Code impartially, without influence and in accordance with all applicable legislation;
2. To exercise powers and perform duties in an independent manner;
3. Promote the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier-free accessibility;
4. Act within the area of qualification obtained under the *Building Code Act*,
5. Perform duties with due diligence, honesty and integrity;
6. Keep abreast of current building practices through continuous education, and
7. Manage confidential and sensitive information according to the Town’s guidelines and relevant legislation.

Guidelines for Interpretation of the Code of Conduct

1. Promote the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier-free accessibility.  
The Ontario Building Code states that:  
“The Code is essentially a set of minimum provisions respecting the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier-free accessibility. Its primary purpose is the promotion of public safety through the application of appropriate uniform building standards.”  
The CBO and the Inspectors are expected to:
  - a) act in the public interest with respect to health and safety issues related to buildings, and
  - b) take all reasonable precautions to ensure the safety of the public, Town staff and themselves.
2. Apply the *Building Code Act* and the Building Code impartially, without influence and in accordance with all applicable legislation.  
The CBO and the Inspectors are expected to perform duties:
  - a) in a manner that maintains and promotes public safety at all times,
  - b) with integrity, objectivity, and impartiality,
  - c) without any influence from anyone,
  - d) in a fair and consistent manner, and
  - e) efficiently and in a timely manner.
3. Act within the area of qualification obtained under the *Building Code Act*. The CBO and the Inspectors are expected to:
  - a) act within the area of qualification obtained under the *Building Code Act*,
  - b) seek assistance when required, and
  - c) participate in training as required by the *Occupational Health and Safety Act*, the *Building Code Act* and other legislation.
4. Perform duties with due diligence, honesty and integrity. The CBO and the Inspectors are expected to:
  - a) conduct themselves with the highest degree of ethical behaviour and integrity,
  - b) ensure public confidence and trust are maintained at all times,
  - c) protect and promote the best interests of the Town,
  - d) ensure the protection and appropriate use of the Town’s resources and assets, and
  - e) perform duties without misleading the public.

5. Extend courtesy to everyone.

The CBO and the Inspectors are expected to:

- a) be ambassadors and reflect a professional image at all times,
  - b) treat the public and each other with respect all the time,
  - c) be reasonable and fair in their expectations of each other,
  - d) resolve conflict(s) in a professional manner,
  - e) be courteous and considerate to all through language and actions,
  - f) recognize the barriers of discrimination and disadvantages faced by human rights protected groups, and
  - g) recognize the dignity of all people.
6. Keep up to date on current building practices through continuous education. The CBO and the Inspectors are expected to:
- a) obtain qualifications as required to be appointed and to remain appointed under the Building Code Act,
  - b) maintain qualifications as requirements evolve and/or change,
  - c) keep current on construction practices and standards through continuous education and training, and
  - d) be mentors to each other at all times.
7. Manage confidential and sensitive information according to the Town's guidelines and relevant legislation.

The CBO and the Inspectors are expected to:

- a) maintain confidentiality regarding Town business,
- b) disclose information in compliance with the *Municipal Freedom of Information and Protection of Privacy Act* "MFIPPA",
- c) refer to Building Branch Policy A-11 – "Permit Document Security" for details, and
- d) ensure that no information collected, produced or obtained in the course of duties, whether reports, memos, verbal/written/electronic communication is disclosed without proper approval.

#### Guidelines for Handling Allegations of Breaches of the Code of Conduct

The *Building Code Act* prescribes that the conduct of the CBO and the Inspectors will be measured against this Code. Contravention of this Code is a serious matter to the Building Branch and the public and will be treated as such.

The CBO, in consultation with the Director of Planning and Development, will review any allegations of breaches of this Code made against an Inspector. The CBO shall direct an investigation, if justified, and where appropriate, recommend disciplinary action against the Inspector who fails to comply with this Code.

Where the allegations are against the CBO, the Chief Administrative Officer will evaluate and investigate the allegations, where necessary, and make recommendations to Council for appropriate action.

In either case, the CBO or Inspector shall be afforded the opportunity to respond to the allegations of breaches to the Code of Conduct prior to disciplinary action being brought for due consideration.

#### Disciplinary Action

Disciplinary action arising from violations of the Code is the responsibility of the Town of New Tecumseth and the CBO and will be based on the severity and frequency of the violation in accordance with employment laws and standards, and relevant collective agreements.



Public Notice for the Code of Conduct:

The Building Code Act states that the Code must be brought to the attention of the public.

1. The Building Branch will advertise the Code on an ongoing basis via:
  - a. Town of New Tecumseth website
  - b. Post in a conspicuous location at the Building Branch service counter.