

# THE CORPORATION OF THE TOWNSHIP OF SOUTH-WEST OXFORD

## BY-LAW NUMBER – 67-2013

BEING A BY-LAW to provide for the administration and enforcement of the Building Code Act, 1992 within the Township of South-West Oxford and for the repeal of the Building By-Law 28-2005 and By-Law 59-2013

WHEREAS Section 7 of the Building Code Act, S.O. 1992, Chapter 23, empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections.

THEREFORE the Municipal Council of The Corporation of the Township of South-West Oxford enacts as follows.

### SHORT TITLE BUILDING BY-LAW

#### Part 1 DEFINITIONS

##### 1.1 Definitions:

In this By-Law:

Act

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

Applicant

Means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation.

Architect

Means the holder of a licence, certificate of practice or a temporary licence issued under the Architects Act as defined in Division A, Part 1, Article 1.4.1.2 of the Building Code Regulations.

As Constructed Plans

As defined in the Act.

Building

Means a building as defined in Section 1(1) of the Act.

Building Code

Means the regulations made under section 34 of the Act.

Chief Building Official

Means a Chief Building Official appointed by By-Law by the Corporation of the Township of South-West Oxford for the purposes of enforcement of the Act.

**Construct**

Means construct as defined in subsection 1(1) of the Act.

**Corporation**

Means The Corporation of the Township of South-West Oxford.

**Demolish**

Means demolish as defined in subsection 1(1) of the Act

**Farm Buildings**

Means a farm building as defined in the Act.

**Inspector**

Means an inspector appointed by by-law by the Corporation of the Township of South-West Oxford for the purposes of enforcement of the Act.

**Permit**

Means permission or authorization given in writing from the Chief Building Official or their appointed designate to perform work regulated by this By-Law and the Act, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act.

**Plumbing**

Means plumbing as defined in Section 1(1) of the Act.

**Professional Engineer**

Means a person who holds a licence or temporary licence under the Professional Engineers Act, R.S.O. 1990, c. P.28 as defined in the Act.

**Sewage System**

Means a sewage system as defined in subsection 1(1) of the Act.

Any word or term not defined in this by-law, that is defined in the Act, shall have the meaning ascribed to it in the Act and any word or term not defined in this by-law or the Act, shall have the meaning that is normally associated with it.

## Part 2 CLASSES OF PERMITS

### 2.1 Classes of Permits Set Out – Schedule “A”

The classes of permits set out in Schedule “A” of this By-Law are hereby established.

## Part 3 PERMITS

### 3.1 File Applications – on forms – prescribed

To obtain a permit, the owner or an agent authorized in writing by the owner shall file an application in writing by completing a prescribed form available from the Chief Building Official or from the Municipal Web Site ([www.swox.org](http://www.swox.org)), as set out in Schedule “B” to this By-Law.

### 3.2 Incomplete Application:

Where the Chief Building Official determines that an application is incomplete, the Chief Building Official may commence to process the application if the applicant acknowledges that the application is incomplete and completes the form as set out in Schedule "C" of this By-Law.

### 3.3 Information submitted to the Chief Building Official

Every application for a permit shall be submitted to the Chief Building Official, and shall contain the following information, unless waived by the Chief Building Official:

#### 3.3.1 Where application is made for a construction permit under subsection 8(1) of the Act, the application shall:

- a) Use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B";
- b) Include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Act and as described in this By-Law for the work to be covered by the permit;
- c) Include the required fees as set out in Schedule "A" to this By-Law;
- d) Include a completed form as set out in Schedule "D" when Section 2.3 of the Act applies;
- e) Include a "New Building Service Report" form from the County of Oxford Water and Wastewater Service Department, where Applicable;
- f) Include a copy of an approved sewage system permit from the County of Oxford Board of Health, where applicable, and
- g) Include an entrance permit from the Township of South-West Oxford, County of Oxford, or Ministry of Transportation of Ontario (MTO), where applicable.

#### 3.3.2 Where application is made for a **demolition permit** under subsection 8(1) of the Act, the application shall;

- a) Use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B";
- b) Include complete plans and specifications, documents and other information as required by Article 2.4.1.1B and Sentence 2.4.1.1(2) of the Act and as described in this By-Law for the work to be covered by the permit;
- c) Include the required fees as set out in Schedule "A" to this By-Law;
- d) Include a completed "General Review" form as set out in Schedule "D" when Section 2.3 of the Act applies;

- e) Include proof satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the cutting off and plugging of all services; and
- f) Include information concerning the rehabilitation of the site to a graded, level and landscaped condition upon completion of the demolition.

3.3.3 Where application is made for a **conditional permit** under subsection 8(3) of the Act, the application shall:

- a) Use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B"
- b) Include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Act as described by this By-Law for the work to be covered by the permit;
- c) Include the required fees as set out in Schedule "A" to this By-Law;
- d) State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- e) State the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
- f) State the time in which plans and specifications of the complete building will be filed with the Chief Building Official.

3.3.4 Where application is made for a **change of use permit** issued under subsection 10(1) of the Act, the application shall:

- a) Use the prescribed form in Schedule "B" of this By-Law;
- b) Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- c) Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
- d) Include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirement of the Act, 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
- e) Include the required fees as set out in Schedule "A" to the By-Law.

3.3.5 The application for a sewage permit issued under subsection 8(1) of the Act, is administered by the County of Oxford Board Of Health.

### 3.4 Partial Permit - requirements

- 3.4.1 When, in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the whole project, application shall be made for the complete project and complete plans and specifications covering the portion of work for which immediate approval is desired, shall be filed with the Corporation.
- 3.4.2 Where a partial permit is requested the application is deemed to be incomplete as described in Section 3.2 of the By-Law.
- 3.4.3 Should a permit be issued for part of a building or project, the holder of such permit may proceed without assurances that the permit for the entire building or project will be granted.

### **3.5 Inactive Permit Application**

Where an application for a permit remains incomplete or inactive for six 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. If an application is deemed to be abandoned, a new application must be filed before any work is proposed in the abandoned application.

## **Part 4**

### **PLANS AND SPECIFICATIONS**

#### **4.1 Plans & Specifications**

- 4.1.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform with the Act and any other applicable law and whether or not it may affect adjacent property.
- 4.1.2 Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two (2) complete sets of plans and specifications required under this By-Law.
- 4.1.3 Plans shall be drawn to scale on paper, or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "E" to this By-Law, unless otherwise specified by the Chief Building Official.
- 4.1.4 In lieu of separate specifications, the Chief Building Official may allow the essential information to be shown on the plans, but in no case shall such terms as "in accordance with this By-Law", "legal" or similar terms be used as substitutes for specific information.

#### **4.2 Site Plan**

- 4.2.1 Site Plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, or other applicable law, a copy of the survey shall be submitted, unless otherwise specified by the Chief Building Official as follows:
  - a) Two (2) sets of a Site Plan be submitted with the Building Permit Application and shall show:

- I. The proposed location of the building with dimensions shown to all lot lines,
- II. Dimensional location of any existing building(s) on the property, and
- III. Existing right of ways, easements and services.

### 4.3 Lot Grading Plans

4.3.1 Lot Grading Plans shall be submitted as follows:

- a) In the case of land in respect of which an accepted area or subdivision grading plan has been filed with the Corporation, a lot grading plan bearing the signature and seal of the sub divider's professional engineer who is responsible for the overall subdivision grading certifying thereon that the lot grading plan conforms with the accepted area or subdivision grading plan filed with the Corporation; or
- b) In the case of land in respect of which no accepted area or subdivision grading plan has been filed with the Corporation, a lot grading plan may be required at the discretion of the Chief Building Official bearing the signature and seal of a professional engineer, a Landscape Architect (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan will be compatible with the existing drainage patterns.

4.3.2 Two (2) sets of a Lot Grading Plan will show the following details:

- a) Existing elevations at lot corners;
- b) Proposed elevations at lot corners;
- c) Proposed elevations for top of footings and top of foundation walls;
- d) All drainage swales, embankments, retaining walls and catch basins;
- e) Existing elevation of curb and/or street along the frontage of the proposed building lot;
- f) Existing elevation of lot corners on the abutting lots as well as the existing elevation of the finished grades around the structures located on these lots;
- g) An existing approved Subdivision Grading Plan will be accepted for the above list requirements.

4.3.3 A foundation survey prepared and sealed by an Ontario Land Surveyor may be required to be submitted to the Chief Building Official prior to the commencement of framing. The survey will show:

- a. All yard dimensions from the foundation wall to the lot lines; and
- b. The elevation of the top of the foundation wall.

#### **4.4 As Constructed Plans**

On completion of the construction of a building, the Chief Building Official may require a set of as constructed plans, including a plan of survey showing the location of the building.

#### **4.5 Plans Property of Corporation**

Plans and specifications furnished according to this By-Law or otherwise required by the Act become the property of the Corporation and will be disposed of or retained in accordance with applicable legislation.

### **Part 5**

#### **REGISTERED CODE AGENCIES**

##### **5.1 Registered Code Agency – hired – by Chief Building Official**

The Chief Building Official, upon the C.A.O.'s approval, is authorized to enter into and sign contracts for service agreements with Registered Code Agencies and appoint them to perform specified functions from time to time in order to maintain the time periods for permits prescribed in subsection 2.4.1 of the Act.

##### **5.2 Functions of Registered Code Agency**

The Registered Code Agency may be appointed by the Chief Building Official to perform one or more of the specified functions described in section 15.15 of the Act.

### **Part 6**

#### **FEES AND REFUNDS**

##### **6.1 Due – Payable – Upon Application – Schedule “A”**

The Chief Building Official shall determine the required fees for the work proposed, calculated in accordance with Schedule “A” of this By-Law, and the applicant shall pay such fees upon submission of an application for a permit.

6.1.1 Where the fees payable in respect of an application for a construction, or demolition permit issued under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.

6.1.2 Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit issued under subsection 8(3) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys measured as the horizontal area between the exterior walls of the building provided that where application is made for a conditional permit, fees shall be paid for the complete project.

6.1.3 The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where disputed by the applicant, the applicant shall pay the required fee under protest and, within six months of completion of the project, shall submit an audited cost statement indicating the lesser valuation, at which time the Chief Building Official shall issue a refund.

## **6.2 Builders Deposit**

6.2.1 A deposit as established in Schedule "A" is required when application is made for a building permit for a new house, any engineered livestock housing or manure structures, or for any building for which a new entrance is required. The deposit is to be applied against the cost of any grading of the lot deemed necessary by the Corporation or the cost of work done by the Corporation on entrance culverts or ditches that is necessary so that ditches and culverts are left in acceptable condition as specified by the Corporation's Road Superintendent, M.T.O. or County Road Authority. The balance of the deposit remaining, if any, is refundable when the structures/project have received an approved final inspection and lot grading, entrance culverts and ditches are in satisfactory condition.

6.2.2 Section 6.2.1 hereof notwithstanding, in the event that the structure/project is not finally completed within one year from the date of final inspection, the deposit shall be forfeited to the Corporation

## **6.3 Work Without A Permit**

Any person or Corporation who commences construction or demolition or changes the use of a building before submitting an application for a permit or before 14 calendar days have elapsed from the date on which an application for a permit has been accepted by the Corporation, unless the permit has already been issued, shall in addition to any other penalty under the Act or this By-Law pay an additional fee equal to 100% of the amount calculated as the regular permit fee but in no case shall the additional fee exceed \$5,000.00

## **6.4 Refunds**

In the case of withdrawal of an application or the abandonment of all or a portion of the work, or refusal of a permit, or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "A" of the By-Law.

# **Part 7**

## **CHANGING OF PERMIT FEES**

### **7.1 Changing of Permit Fees**

7.1.1 In accordance with article 2.23.1.2 of the Act, a Municipality, prior to the passing of a by-law to introduce or change a fee imposed for application for permits or for the issuance of permits shall:

- a) Hold at least one (1) public meeting at which any person who attends has an opportunity to make representations with respect to the matter;

- b) Provide a minimum of twenty-one (21) days notice of the public meeting by advertisement in the local newspapers, placed on the Township website and also given to every person and organization that has, within five (5) years before the day of the meeting, requested such notice.
- c) Ensure that the notice includes an estimate of the costs for administering and enforcing the Act, the amount of the fee or any change to the existing fee and the rationale for imposing or changing the fee.
- d) The Building Department is responsible for maintaining the list of persons or organizations requesting notice of amended permit fees.

## **Part 8**

### **ADMINISTRATIVE PROCEDURES RELATING TO PERMITS**

#### **8.1 Administrative Procedures Relating to Permits**

##### **8.1.1 Revision to Permit**

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, must be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without his/her written authorization.

##### **8.1.2 Revocation of Permits**

The Chief Building Official, subject to provisions outlined in Subsection 8(10) has the authority to revoke a permit issued under the Act.

## **Part 9**

### **NOTICE REQUIREMENTS FOR INSPECTIONS**

#### **9.1 Notice of Required Inspections**

- 9.1.1 The owner or an authorized agent shall notify the Chief Building Official at least two (2) business days prior to each stage of construction for which notice in advance is required under the Act.
- 9.1.2 With respect to "additional notices" under 2.4.5.2 of the Act, the owner or an authorized agent shall notify the Chief Building Official or an inspector at least two (2) business days prior to each stage of construction for which notice in advance is required under the Building Code.
- 9.1.3 The time periods referred to in 9.1.1 & 9.1.2 shall begin on the day following the day on which the notice is given and shall not include Saturdays, Sundays, Holidays and all other days when the offices of the Corporation are not open for the transaction of business with the public.
- 9.1.4 Notice may be given in one of the following ways:
  - 1. Phone message at (519)-485-0477 or (519) – 877-2702
  - 2. In person at the Building Department Counter.
  - 3. Via Township e-mail

**Part 10****PRESCRIBING FORMS**

The forms prescribed for use as applications for permits, for orders and for inspection reports shall be as set out in Schedule "G" to this By-Law.

**Part 11****CONTRAVENTION OF BY-LAW – OFFENCE**

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

**Part 12****CODE OF CONDUCT**

The Code of Conduct and associated policies, as required under Section 7.1 of the Act, are set out in Schedule "F" of this By-Law.

**Part 13****REPEAL CLAUSE****13.1 Repeal Clause**

By-Law Number 28-2005 and all amendments thereto are hereby repealed.

**13.2 Date & Effect**

This By-Law comes into force and effect on the date of the final passing hereof and may be cited as the "Building By-Law".

READ a First time and Second time this 17<sup>th</sup> day of December, 2013.

READ a Third time and finally passed this 17<sup>th</sup> day of December, 2013.

  
MAYOR David Mayberry  
CLERK – Mary Ellen Greb



Schedule "A"  
Building By-Law 67-2013  
Permit Fees and Refund Schedule

<b>Residential</b>	
New Residence	100.00 + 0.50 per sq. ft.
Unfinished Basement	100.00 + 0.15 per sq. ft.
Garage/Carport - Attached	100.00 + 0.30 per sq. ft.
Additions	100.00 + 0.40 per sq. ft.
Structural/Renovation/Mtce	100.00 @ discretion of CBO
Plumbing	100.00 10.00 per fixture
Porches/Sundecks/Ramps	100.00 + 0.20 per sq. ft.
Swimming Pools	100.00
Swimming Pools & Sundecks	100.00 + 0.20 per sq. ft. deck
Woodstoves/fireplaces	100.00
<b>Accessory Building</b>	
Carport & Garage - Detached	100.00 + 0.30 per sq. ft.
Storage/Garden Shed	100.00 + 0.25 per sq. ft.
Structures under 107 sq. ft.	N/C-location verification req'd
<b>Agricultural Buildings</b>	
Animal Housing - new or addition	100.00 + 0.20 per sq. ft.
Implement & Storage Sheds	100.00 + 0.10 per sq. ft.
Manure Pits & related structures	250.00
Silos/Grain Bins/Corn Cribs	200.00
<b>Commercial/Industrial/Institutional</b>	
Comm/Industrial/Institutional <125,000 sq/ft.	100.00 + 7.00 per \$1,000.
Comm/Industrial/Institutional >125,000 sq.ft.	100.00 + 5.00 per \$1,000.
Demolition	150.00
Signs (must comply to all Bld'g Codes & By-Laws	100.00
<b>Demolitions (non Com./Ind./Inst.)</b>	50.00
<b>Change of Use</b>	100.00
<b>Wind Turbines - 3 &gt; &lt; 250 kw output</b>	200.00
<b>Wind Towers - &gt; 250 kw output</b>	1,500.00
<b>Solar Panels - mounted on a building</b>	
with face area greater than 5 sq.m	175.00 up to 10 kw
	50.00 per additional 10 kw
<b>Miscellaneous</b>	
Temporary Structures	
- Tents	100.00
- Mobile Homes/school portables	150.00
Retaining Walls	150.00
Elevators (Lifts)	150.00
<b>Mechanical Work</b>	
HVAC - not associated with an existing permit	125.00
Fire Suppression Systems	125.00
Commercial kitchen hood range	125.00
Spray Paint Booths/Dust Collectors	125.00
<b>Builders Deposit</b>	
New homes & eng'd farm structures, excl silo's	1,500.00 (refundable upon permit completion)

**Schedule "A" continued****Building By-Law 67-2013****PERMIT FEES AND REFUND SCHEDULE****1.1 Refund Schedule****1.1.1 For Construction, Demolition and Change of Use Permits**

In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of a project, the fees that may be refunded shall be a percentage of the fees payable under this By-Law as follows based on the following functions having been performed.

- |   |     |
|---|-----|
| 1. Administrative functions only:   | 80% |
| 2. Administrative and zoning certification functions:                               | 70% |
| 3. Administrative, zoning certification and plans examination:                      | 45% |
| 4. Permit issued and no field inspections have been performed:                      | 35% |
| 5. Subsequent to permit issuance additional deduction for each inspection performed | 5%  |

1.1.2 Notwithstanding subsection 1.1.1, above, no refund shall be made of an amount less than One Hundred Dollars (\$100.00.)

1.1.3 No refund shall be made unless the owner or his agent therefore makes a written application within 6 months of withdrawal of application, or abandonment or non-commencement of the work or project and the permit is returned for cancellation.

1.1.4 Notwithstanding subsection 1.1.1, above, no refund shall be made where the Chief Building Official has revoked a permit under Section 8(10)(b) and (c).

1.1.5 Refunds will only be issued for a period of one year following the date of permit issuance.

## Schedule "B"

## By-Law 67-2013

## Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

## For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number: 3211-

Application submitted to: Township of South – West Oxford  
 (Name of municipality, upper-tier municipality, board of health or conservation authority)

## A. Project information

911 Address:		Lot:	Con.:
Municipality Township of South – West Oxford 312915 Dereham L, Mt. Elgin, On N0J 1N0	Phone: (519)485-0477 or 877-2702 Fax :519-877-2647	Plan number/other description	
Project value (est.): \$		Dimension of work area (feet/metres):	

## B. Purpose of application

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

C. Applicant is: ☐ Owner or ☐ Authorized agent of owner

Last name:	First name:	Corporation or partnership:	
Mailing Address:			
Municipality:	Postal code :	Province:	E-mail:
Telephone number: ( )	Fax: ( )	Cell number ( )	

## D. Owner (if different from applicant)

Last name:	First name:	Corporation or partnership:	
Mailing Address:			
Municipality:	Postal code:	Province:	E-mail:
Telephone number: ( )	Fax: ( )	Cell number: ( )	

## E. Builder (if different from owner)

Last name:	First name:	Corporation or partnership (if applicable):	
Mailing Address:			
Municipality:	Postal code:	Province:	E-mail:
Telephone number: ( )	Fax: ( )	Cell number: ( )	

**F. Taron Warranty Corporation (Ontario New Home Warranty Program)**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| iii. If yes to (ii) provide registration number(s): _____  |                              |                             |

**G. Required Schedules**

- i. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- ii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

**H. Completeness and compliance with applicable law**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| i. This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted.)<br>Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ii. This application is accompanied by the plans and specifications prescribed by the application by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| iii. This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| iv. The proposed building, construction or demolition will not contravene any applicable law.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**I. Declaration of applicant**

I \_\_\_\_\_ declare that:  
(print name)

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- If the owner is a corporation or partnership, I have authority to bind the corporation or partnership.

Date

Signature of applicant

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

## Schedule 1: Designer Information

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

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

### NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1)(d). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsection 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



Schedule "D"  
By-Law 67-2013  
GENERAL REVIEW FORM

## 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

Permit Application No.

Project Description:

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:  
(or officer of corporation)

Print Name:

Fax:

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:

## Schedule "E"

By-Law 67-2013

**LIST OF PLANS OR WORKING DRAWINGS TO ACCOMPANY APPLICATION FOR PERMITS. (2 copies of each)**

1. Site Plan
2. Lot Grading Plan
3. Floor Plans
4. Foundation Plans
5. Framing Plans
6. Roof Plans
7. Reflected Ceiling Plans
8. Sections and Details
9. Building Elevations
10. Electrical Drawings
11. Heating, Ventilation and Air Conditioning Drawings
12. Plumbing Drawings
13. Automatic Sprinkler and Standpipe Drawings
14. Fire Alarm System

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

## Schedule "F"

## By-Law 67-2013

**CODE OF CONDUCT FOR BUILDING OFFICIALS****1.1 Introduction**

The Corporation of the Township of South-West Oxford maintains this Code of Conduct in accordance with the provisions of The Building Code Act. Building Officials undertake building certification functions that ensure that quality, structural integrity and safety of buildings. Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The conduct and behaviour of the Corporation of the Township of South-West Oxford Building Official reflects the Building Department's commitment to the highest standards of professionalism, technical competence, skill, honest, fairness and independence.

**2.1 Purpose**

The purposes of this Code of Conduct are:

- To promote appropriate standards of behaviour by Building Officials in the exercise of their power and performance of their duties;
- To prevent practices which may constitute an abuse of power; and
- To promote appropriate standards of honesty and integrity.

**3.1 Standards of Conduct and Professionalism.**

In addition to any Policy with respect to any "Code of Ethics and Conduct applying to all municipal staff," The Corporation of the Township of South-West Oxford Building Officials shall undertake at all times to:

- 3.1.1 Act in the public interest, particularly with regard to the safety of building works and structures;
- 3.1.2 Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their building certifying functions;

- 3.1.3 Commit themselves to a process of continuous education so as to constantly be aware of developments in building design, practice and the law relevant to their duties;
- 3.1.4 Comply with the provisions of the Building Code Act, the Building Code and any other Act or Law that regulates or governs Building Officials or their functions;
- 3.1.5 Avoid situations where there may be, or where there may reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;
- 3.1.6 Not act beyond their level of competence or outside their area of expertise;
- 3.1.7 Apply all relevant building laws, regulations and standards strictly and without favour and independent of the influence of interested parties;
- 3.1.8 Perform their inspections and certifying duties impartially and in accordance with the highest professional standards;
- 3.1.9 Not divulge any confidential or sensitive information or material, that they become privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy;
- 3.1.10 Extend professional courtesy to all;
- 3.1.11 Maintain current accreditation to perform the functions assigned to them
- 3.1.12 Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a Building Official.

#### **4.1 Guideline for Responding to Misconduct Allegations.**

The Building Code Act provides that the performance of Building Officials will be measured against the Code of Conduct. In response to any allegations of a breach of this code, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this Code of Conduct. Where the allegation is against the Chief Building Official, Senior Management of the Corporation will review the allegations.

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

Disciplinary Action arising from violations of this Code of Conduct is the responsibility of the Chief Administrative Officer and will be based on the severity and frequency of the violation in accordance with relevant employment standards.

BUILDING PERMIT FEES AMENDED BY BY-LAW NO. 12-2023

## Schedule "G"

By-Law 67-2013

**PRESCRIBED FORMS**

1. Order to Comply [Pursuant to Subsection 12(2) of the Building Code Act, 1992]
  - *Municipal World Form 307*
2. Stop Work Order [Pursuant to Subsection 12(1) of the Building Code Act, 1992]
  - *Municipal World Form 308*
3. Order Not to Cover or Enclose [Pursuant to Subsection 13(1) of the Building Code Act, 1992]
  - *Municipal World Form 299*
4. Order to Uncover [Pursuant to Subsection 13(6) of the Building Code Act, 1992]
  - *Municipal World Form 297*
5. Order Requiring Testing and Samples [Pursuant to Subsection 18(1)(f) of the Building Code Act, 1992]
  - *Municipal World Form 298*

BUILDING PERMIT FEES AMENDED BY BY-LAW NO. 12-2013