

The Corporation of the City of Kenora

By Law Number 168 - 2024

A By-law Respecting Construction, Demolition and Change of Use Permits and Inspections

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

Now Therefore the Council of The Corporation of the City of Kenora enacts as follows:

1. Short Title

This By-law may be cited as the “Building By-law”.

2. Definitions and Word Usage

In this By-law:

- (1) (a) **“Act”** means the Building Code Act, 1992, S.O. 1992, Chapter 23, as amended.
- (b) **“as constructed plans”** means as constructed plans as defined in the Building Code.
- (c) **“architect”** means a holder of a license, a certificate of practice, or a temporary license under the Architect’s Act as defined in the Building 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 person or corporation.
- (e) **“building”** means a building as defined in Section 1(1) of the Act.
- (f) **“Building Code”** means the regulations made under Section 34 of the Act.
- (g) **“Chief Building Official”** means the Chief Building Official appointed by the By-law of The Corporation of the City of Kenora for the purposes of enforcement of the Act.
- (h) **“Corporation”** means The Corporation of the City of Kenora
- (i) **“farm building”** means a farm building as defined in the Building Code.
- (j) **“owner”** means the registered owner of the land and includes a lessee, mortgagee in possession, and the person in charge of the property.

- (k) **“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 part of a building or parts thereof as regulated by the Act.
 - (l) **“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 Building Code.
 - (m) **“plumbing”** means plumbing as defined in Section 1(1) of the Act.
 - (n) **“professional engineer”** means a person who holds a license or a temporary license under the Professional Engineer’s Act, as defined in the Building Code.
 - (o) **“registered code agency”** means an agency registered in accordance with the Act and the Building Code.
 - (p) **“sewage system”** means a sewage system as defined in Section 1(1) of the Act.
- (2) Terms not defined in this By-law shall have the meaning ascribed to them in the Act or the Building Code.

3. **Classes of Permits**

- (1) Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule “A” appended to and forming part of this By-law.
- (2) Plumbing shall be considered as construction and unless performed separately shall be included as part of the applicable class of permit as set out in Schedule “A” appended to and forming part of this By-law.

4. **Permits**

- (1) To obtain a permit, the owner or an agent authorized in writing by the owner shall file an application through the City’s online Building Permit Application Portal (Cloudpermit) and shall supply any other information relating to the application as required by the Chief Building Official.
- (2) Every application for a permit shall be submitted to the Chief Building Official and contain the following information:
- (3) Where the application is made for a **construction permit** under Subsection 8(1) of the Act, the application shall:

- (a) include complete plans and specifications, documents and other information as required by Article 1.3.1.3 Division C of the Building Code and as described in this By-law for the work to be covered by the permit;
 - (b) state the valuation of the proposed work including materials and labour and be accompanied by the required fee as calculated in accordance with Schedule "A" appended to and forming part of this By-law;
 - (c) when Subsection 1.2.2 Division C of the Building Code applies, be accompanied by a signed acknowledgment of the owner on a form prescribed by the Chief Building Official 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) when Subsection 1.2.2 Division C of the Building Code applies, be accompanied by a signed statement of the architect or professional engineer, or both, on a form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building;
 - (e) include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranty Plan Act;
 - (g) include, where applicable, the municipal business license number(s) of the builder, plumber, electrician, gas fitter, sheet metal worker, chimney builder or heating, air conditioning and ventilation contractor;
 - (h) include, where applicable, copies of all other permits required by other authorities having jurisdiction; and
 - (i) be signed by the owner or his or her authorized agent who shall certify as to the truth of the content of the application.
- (4) Where application is made for a **partial permit** under Subsection 8(1) of the Act, the application shall:
- (a) include complete plans and specifications, documents and other information as required by Article 1.3.1.3. Division C of the Building Code and as described in this By-law covering the portion of the work for which immediate approval is desired;
 - (b) contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require;
 - (c) state the time in which plans and specifications for the complete building will be filed with the Chief Building Official; and
 - (d) be accompanied by the fees applicable to the complete project as calculated in accordance with Schedule "A" appended to and forming part of this By-law.

- (5) Where application is made for a **demolition permit** under Subsection 8(1) of the Act, the application shall:
- (a) include complete plans and specifications, documents and other information as required by Article 1.3.1.3. Division C of the Building Code and as described in this By-law for the work to be covered by the permit;
 - (b) be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the termination and capping of all water, sewer, gas, electric, telephone, cable TV or other utilities and services; and
 - (c) be accompanied by the required fee as calculated in accordance with Schedule "A" appended to and forming part of this By-law;
- (6) Where application is made for a **conditional permit** under Section 8(3) of the Act, the application shall:
- (a) include complete plans and specifications, documents and other information as required by Article 1.3.1.3. Division C of the Building Code and as described in this By-law for the work to be covered by the permit;
 - (b) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (c) state necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
 - (d) be accompanied by the required fee as calculated in accordance with Schedule "A" appended to and forming part of this By-law; and
 - (e) state the time in which plans and specifications for the complete building will be filed with the Chief Building Official.
- (7) Where application is made for a **change of use permit** under Section 10(1) of the Act, the application shall:
- (a) describe the building or part thereof 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;
 - (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, ceiling and roof assemblies identifying required fire resistance rating and load bearing capacities, and details of the existing sewage system, if any;

- (d) be accompanied by the required fee as calculated in accordance with Schedule "A" appended to and forming part of this By-law;
 - (e) state the name, address and telephone number of the owner; and
 - (f) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.
- (9) Where an application for a permit will require a **sewage system** permit under Section 8 of the Act, the application shall include:
- (a) a copy of the sewage system permit as issued by the Northwestern Health Unit.
- (10) The Chief Building Official may, where conditions in Subsections 8.(3) to 8.(5) of the Act and subsection (6) above have been fulfilled, issue a conditional permit for a building subject to compliance with the Act, the Building Code, any applicable law, and the signing of an agreement by the applicant to restore the property to its original condition in the event that the imposed conditions are not met within the time limit set out in said agreement.
- (11) The Chief Building Official shall not, by reason of the issuance of a permit or permits for a part or parts of the building issued under subsections (4) and (6) be under any obligation to grant any further permit or permits therefore.
- (12) Where a permit is issued for part of a building or project, this shall not be construed to authorize construction beyond the plans for which approval was given nor will that approval necessarily be granted for the entire building or project.
- (13) 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.

5. **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 submitted to the Chief Building Official through Cloudpermit together with the details of such change, which is not to be made without his or her written authorization.

6. **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 with the Act, the Building Code and any other applicable law.

- (2) All plans and documents must be submitted in digital format.
- (3) Plans shall be drawn to scale upon paper or other suitable durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "C" to this By-law unless otherwise specified by the Chief Building Official.
- (4) Plans produced by a person other than the owner of the property upon which the construction is proposed shall be by a designer registered or qualified as required by the Act and Building Code and where required by Part 3 Division C of the Building Code the designer(s) shall be registered or qualified professional engineers and/or architects.

7. The Site Plan

- (1) Site plans shall be referenced to an up to date plan of survey certified by a registered Ontario Land Surveyor and, when required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of such survey shall be submitted to the Chief Building Official:
- (2) Site plans shall show:
 - (a) lot size and dimensions of property lines and setbacks to any existing or proposed buildings;
 - (b) existing and finished ground levels or grades;
 - (c) existing rights of way, easements and municipal services; and
 - (d) proposed fire access routes and existing fire hydrant locations.

8. Payment of Fees

- (1) The Chief Building Official shall determine the required fees calculated in accordance with Schedule "A" appended to and forming part of this By-law for the work proposed and the applicant shall pay such fees. No permit shall be issued until the applicable fees thereof have been paid in full.
- (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 Section 8(3) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys above grade and below grade measured as the horizontal area between the outside of the exterior walls of the building, provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- (3) Where fees payable in respect of an application for a change of use permit issued under Subsection 10(1) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys subject to the change of use measured as the horizontal area between the outside of the exterior walls of the building or to the outside of the walls separating the applicable floor area from other areas of the same storey.

- (4) Where fees payable in respect of an application are based upon the cost of the proposed work the Chief Building Official may place a valuation on the cost of the proposed work for the purpose 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 the completion of the project, shall submit an audited statement of the actual costs, and where the audited costs are determined to be less than the valuation, the Chief Building Official shall issue a refund.
- (5) In the event that a cheque for payment of applicable fees is returned marked "Not Sufficient Funds", (N.S.F.) 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.
- (6) In the event that work is found to be started before an application has been made or a permit has been issued, a special inspection fee shall be applied in addition to any other fees applicable and shall be calculated in accordance with Schedule "A" appended to and forming part of this By-law and the applicant shall pay such fees.

9. Refunds

- (1) In the case of withdrawal of an application or abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees, if any, that may be refunded to the applicant in accordance with Schedule "B" appended to and forming part of this By-law.
- (2) Subject to subsection 12(1)(b), there shall be no refund of permit fees where a permit has been revoked.

10. Notice Requirements for Inspection

- (1) The owner or an authorized agent shall notify the Chief Building Official at least one business day prior to each stage of construction for which notice in advance is required under the Building Code.
- (2) A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official.
- (3) Failure to give notice for inspection of each stage of construction for which notice in advance is required under the Building Code shall be ground for issuance of an order to uncover at the expense of the permit holder.
- (4) Where a mandatory inspection notice has been given to the Chief Building Official the work shall not be covered until the inspection has been performed or two full working days excluding the day of notification have passed.

11. Prescribing Forms

- (1) Forms not provincially prescribed but required by the municipality are prescribed as follows:
- (2) General Review Commitment Certificate is hereby attached as Schedule "D";
- (3) Occupancy Permit is hereby attached as Schedule "E";

12. 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.

- (1) As constructed plans shall be drawn to scale shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "B" to this By-law unless otherwise specified by the Chief Building Official.
 - (a) Drawings submitted through Cloudpermit may be produced in AutoCAD or Adobe Acrobat file format..
 - (b) at the discretion of the Chief Building Official drawings may be produced in AutoCAD or Adobe Acrobat file format and submitted as an attachment to E-mail to the account maintained by the municipality in the name of the Chief Building Official.
- (2) Plans and specifications furnished according to this By-law or otherwise required by the Act become the property of the municipality and shall be disposed of or retained in accordance with relevant legislation.

13. Permit Revocation, Deferral of Revocation, and Transfer

- (1) Revocation of permit:

The Chief Building Official may revoke any permit:

- (a) If it was issued on mistaken, false or incorrect information;
- (b) If, after six months after its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the Chief Building Official, been seriously commenced;
- (c) 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;
- (d) If it was issued in error;
- (e) If the holder requests in writing that it be revoked; or
- (f) If a term of the agreement under clause 4 (10) has not been complied with.

Notice:

- (2) Prior to revoking a permit under Clause 13 (1) (b) and (c), 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 expiration 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 and all submitted plans and other information may be disposed of.
- (3) Deferral of Revocation:
 - (a) On receipt of a notice of intention to revoke a permit, a permit holder may request in writing within thirty (30) days from the date thereof the Chief Building Official to defer the revocation of such permit.
 - (b) 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.
 - (c) Having considered the circumstances of the request and having determined that there have been no changes in the Act and the Building 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 and shall notify the permit holder.
 - (d) A request for deferral of revocation is subject to a fee in accordance with Schedule "A" appended to and forming part of this By-law.
- (4) Transfer of Permit to New Owner
 - (a) Permits are transferable only upon the new owner completing a permit application to the requirements of section 4.
 - (b) A fee, as prescribed in Schedule "A" appended to and forming part of this By-law shall be payable on a transfer of permit by the new owner who shall thenceforth be the permit holder for the purpose of the Act and the Building Code.

15. Severability

Should any section, subsection, clause or provision of this By-law be declared by a court of competent jurisdiction to be invalid the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

16. Repeal

By-law Number 42-2024 of the Corporation, as amended, is hereby repealed.

By-law read a First & Second Time this 17th day of December, 2024

By-law read a Third & Final Time this 17th day of December, 2024

The Corporation of the City of Kenora:-

Andrew Poirier, Mayor

Heather Pihulak, City Clerk

Schedule "A" To By-Law Number 168- 2024

Respecting Classes of Permits and Permit Fees

1. Calculation of Permit Fees

- (1) Permit fees shall be the product of the fee multiplier prescribed in **Section 6 Permit Fees** for the class of construction involved and the appropriate measure of the gross floor area of the project in square feet. For certain classes of construction the fee shall be a flat rate. Where plans are metric, 1 sq. m. = 10.764 sq. ft. or 1 m. = 3.281 ft.
- (2) Where the work regulated by a permit cannot be calculated otherwise, an application fee shall be calculated as \$10.00 for each \$1,000.00 value of the work proposed.
- (3) Fees for major revisions, partial renovations, building reclassification, and for classes of permits or construction not described or included in this schedule 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 herein.
- (4) The Chief Building Official may impose the value of the construction where in his/her opinion the declared value does not reflect the true value of all proposed work including design, labour and materials.
- (5) Floor area shall be the gross area of all floors whether above or below grade measured from the outer face of exterior walls to the centre of party walls or demising walls unless noted otherwise.
- (6) Mezzanines, lofts, habitable attics and occupied roof spaces shall be included in the gross floor area. Except for interconnected Floor spaces and atriums above the first level there shall be no deduction from the gross floor area for openings such as stairs, elevators, shafts, etc.
- (7) Crawl spaces of a height of 5ft or less are not included in the gross area.
- (8) Where the project does not have a floor or exterior walls, e.g., carports and pole barns, the greatest horizontal area of the roof structure shall be used to calculate gross area.
- (9) For signs, the area used for fees shall be the gross area of all sign faces.
- (10) New construction and additions include plumbing and all other regulated building services and components in the calculated fee.
- (11) The fee for a conditional permit where granted shall be equal to the regular permit fee plus a surcharge of 15% of the regular permit fee to cover additional administration and agreement.

- (12) The fee for a staged permit shall be equal to the regular permit fee plus an additional surcharge of \$30.00 for each stage issued subsequent to the original first stage permit.

2. Minimum Permit Fees

- (1) Except where specifically noted otherwise in this schedule, a minimum fee of \$70.00 shall be applied for all R1 and R2 zoned residential work and \$200.00 for all other zoned areas work.
- (2) Each separate structure shall require a separate application, fee and permit.
- (3) Revision or amendment to a permit or plans shall be at full cost recovery.
- (4) Tents on City property for civic functions shall be exempt from fees and permits provided that they have previously been professionally designed and are erected on existing engineered locations. In all other situations tents designated in the Building Code shall require application for a permit and payment of fees.

3. Classes of Permits and Fees

- (1) Buildings shall be classified according to the Major Occupancy based upon the Occupancy classifications in the Ontario Building Code.
- (2) For mixed occupancy floor areas, the permit fees for each of the applicable area classifications may be used, but only where such area exceeds 10% of the gross floor area.
- (3) Temporary buildings are structures that will be installed or erected for less than 180 days; all other structures are considered permanent.

4. Exemption From Permit and Fees

- (1) Painting and decorating, replacement millwork and cabinets without plumbing, replacement hot water heaters, replacement oil or gas fired appliances, replacement shingling of roofs of R1 and R2 zoned buildings, replacement of same size doors and windows, construction of residential fences, construction or demolition of structures less than 108 ft² without plumbing, demolition of buildings destroyed by fire and sheds or trailers required solely for the duration of construction projects are exempt from permits and fees.

5. Validity of Permits

- (1) Where a permit has been issued and the work is not completed two years from the date of issue a new application is required for completion of the remainder of the work.

6. Permit Fees

Class of Permit, Occupancy and work description	FEE (\$/ft ²)	FEE (\$/linear ft)	FEE (\$)
Construction – New Buildings, Additions, Mezzanines			
Group A: Assembly Buildings			
Shell Building Only	1.17 /sq. ft.		
Finished Building with interior walls/rooms	1.30 /sq. ft.		
Portable Classrooms per unit			\$140.00 flat fee
Outdoor Public Patio			\$105.00 flat fee
Outdoor Public Pool/Spa			\$380.00 flat fee
Group B: Institutional			
without detention/retention	1.40 /sq. ft.		
with detention/retention	1.45 /sq. ft.		
Group C: Residential			
detached, semi, row, townhouse, duplex	1.05 /sq. ft.		
finished basement	0.50 /sq. ft.		
attached garage/carport	0.55 /sq. ft.		
shed, uncovered deck, porch, detached garage	0.55 /sq. ft.		
apartments, residential care	1.10 /sq. ft.		
hotel, motel	1.20 /sq. ft.		
Group D: Business and Personal Services			
office building shell only	1.00 /sq. ft.		
office building with interior walls/rooms	1.17 /sq. ft.		
Group E: Mercantile			
retail stores shell only	0.95 /sq. ft.		
retail stores with interior walls/rooms	1.00 /sq. ft.		
Group F: Industrial			
warehouse/factory shell only	0.75 /sq. ft.		
warehouse/factory with interior walls/rooms	1.00 /sq. ft.		
parking garage (under or above ground/open-air)	0.95 /sq. ft.		
farm building/greenhouse - low human occupancy	0.40 /sq. ft.		
Other Designated Structures			
air supported structures	0.50 /sq. ft.		
retaining walls over 1M exposed face		1.75 /lineal ft.	
demising wall or firewall		1.35 /lineal ft.	
Signs as per OBC			\$120.00 flat fee
solar collector (residential)			\$120.00 flat fee
solar collector (non-residential)			\$235.00 flat fee
Staged Permit Foundation to Grade			
(counts toward total permit fee)	0.30 /sq ft.		
Interior Finishes all Classifications:			
Interior finishes to previous unfinished areas	0.60 /sq. ft.		
Miscellaneous Categories:			

building fabricated elsewhere and moved onto site	0.75 /sq. ft.		
fireplace/woodstove incl. outdoor (each)			\$105.00 flat fee
exterior ramps and stairways (each)			\$105.00 flat fee
barrier free ramp			\$105.00 flat fee
balcony guard (replace)			\$75.00 flat fee
foundation repair or drain tile replacement			\$105.00 flat fee
deck and stairways (replace same size)			\$70.00 flat fee
reclad exterior (per storey)			\$95.00 flat fee
shoreline structure for private dock	0.65 /sq. ft.		
boathouse (single storey only)	0.80 /sq. ft.		
dock, floating, pile or crib by length		2.75 /lineal ft.	
elevator, lift, escalator			\$150.00 flat fee
pre-fabricated "cover-all" style structures	0.65 /sq. ft.		
temporary tents and buildings (max 180 days)			\$75.00 flat fee
major demolition more than 1500 sq. ft.	0.17 /sq. ft.		
minor demolition less than 1500 sq. ft.			\$95.00 flat fee
change of use (no construction)			\$140.00 flat fee
barrier free access to single-family detached or semi-detached			\$105.00 flat fee
Mechanical Work : independent of building permit			
HVAC per residential suite			\$95.00 flat fee
HVAC per non-residential suite			\$105.00 flat fee
sprinkler system (NFPA 13)			\$275.00 flat fee
commercial kitchen, spray booth			\$140.00 flat fee
Electrical Work: independent of building permit			
alter/replace life safety systems			\$205.00 flat fee
Plumbing Work: independent of building permit			
plumbing per fixture/drain (min. \$30.00)			\$35.00 flat fee
conversion from private to municipal service			\$105.00 flat fee
Alterations and Renovations: all classifications			
partitions, washrooms etc. less than 200 ft ²			\$95.00 flat fee
alterations to pervious finished areas	0.50 /sq. ft.		
replacement roofing with structural work	0.30 /sq. ft.		
Occupancy: all building prior to completion			
per suite or unit (excluding detached homes)			\$70.00 flat fee
Change of Permit Holder:			
property changes hands prior to completion			\$70.00 flat fee
Deferred Inspection			
permit has been dormant 12 months or more			\$70.00 flat fee
Plans Examination Deposit: Non-refundable, credited to final permit fee (at the discretion of the CBO)			
plans examination under 1,000 ft ²			\$70.00 flat fee
plans examination under 1,001 ft ² to 6,000 ft ²			\$275.00 flat fee
plans examination under 6,001 ft ² to 25,000 ft ²			\$690.00 flat fee
plans examination over 25,001 ft ²			\$2,740.00 flat fee
Special Charges:			
application fee where a Registered Code			Larger of 10%

Agency will perform the plans examination and inspections functions for the municipality			of normal fee or \$200.00
inspection requested outside normal hours			\$80.00 /hour
re-inspection if work not ready when called			\$120.00 per call
re-inspection to verify Order complied with			\$120.00 per call
where inspector is on location as work progresses			\$70.00/per hour
Re-examination of plans after permit issued			\$70.00/per hour
Special research of records request			\$70.00/per hour
Special Inspection Fees where work is started prior to a permit being issued:			
at commencement stage of:			
Footings, foundations or other work to grade			25% fee increase
Structural framing or any part above grade			50% fee increase
At substantial completion of:			
Building completed or occupied			100% fee increase
Demolition or partial demolition			100% fee increase

SCHEDULE "B" TO BY-LAW NUMBER 168 - 2024

Respecting Refund of Permit Fees

Refund of Fees

1. Refund of fees paid must be made in writing to the Chief Building Official within one calendar year from the date of application for the original permit.
2. Notwithstanding any refund stated or calculated using this schedule there shall be no refund of fees paid where the original fee was less than Fifty Dollars (\$50.00) or the calculated refund is less than Thirty Dollars (\$30.00).
3. Refund of fees shall not be made where the permit has been signed off and occupancy inspection completed.
4. Refund shall be made to the person named on the original fee receipt unless that person makes a written request to release the refund to another named person.

Stage of Permit Process or Site Work when Refund Requested	Portion of Fee Refundable
CBO unable to issue permit for any reason	90%
Deposit paid and plan examination in process or complete	No Refund of plans examination deposit
Refund requested after permit issued but prior to any site work	80% less any plans examination deposit
Refund requested after construction started (all construction to be removed from the property)	50% less an additional 5% per inspection made and less any plans examination deposit
Refund requested after construction started and abandoned before completion without removal of construction	No Refund of Fees
Conditional Permit at any stage following signing of agreement (the agreement will still be enforced)	Applicable stage refund less the conditional permit surcharge fee
Permit Revoked for any reason	No Refund of Fees

SCHEDULE "C" TO BY-LAW NUMBER 168 - 2024

LIST OF PLANS OR WORKING DRAWINGS

Two copies to accompany applications for permits

1. The Site Plan showing location of all structures and their separation distances and setback distances from lot lines.
2. Foundation Plans indicating substrata and water table depth, size of footings, grade beams, piles, pile caps, type and compaction of backfill, drainage tile and/or works.
3. Floor Plans showing the location and dimensions of all rooms and suites and their occupancy uses.
4. Framing Plans showing all dimensions, spacing and types of all materials including lamination details of all built up beams, headers and posts.
5. Roof Plans indicating all standard trusses, girder trusses, jack trusses, rafters, flat areas, hips, valleys and chimneys and roof pitch(s).
6. Reflected Ceiling Plans.
7. Sections and Details of all walls, floors and roofs.
8. Building Elevations and grade level.
9. Electrical Drawings showing the location of all panels, switches, fixtures, smoke alarms and CO detectors, emergency lights and exit signs.
10. Heating, Ventilation and Air Conditioning Drawings indicating location of all pumps, tanks, and ducts, and showing all duct, pipe and register sizes.
11. Mechanical plans for all fire protection standpipes and sprinklers indicating location of all hose stations, sprinkler heads and fire department connection.
12. Plumbing plans and schematic layout indicating all pipe sizes.

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