

THE CORPORATION OF THE TOWNSHIP OF O'CONNOR
BY-LAW NUMBER 2024 - 11

Being a by-law respecting Construction, Demolition and Change of Use Permits and Inspections, and to set the rates for permits within the Corporation of the Township of O'Connor, and to repeal By-Law Number 2016-12.

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

WHEREAS Section 3(1) of the Building Code Act, 1992, S.O. 1992, c. 23, as amended, empowers Council to be responsible for the enforcement of the Act in the municipality, excepted where otherwise provided by this Act, 2002; and

WHEREAS Section 391 of the Municipal Act, 2001, S.D. 2001, c.25, authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it; and for costs payable by it for services or activities provided or done by or on behalf of any municipality or other local board; and

NOW THEREFORE, the Council of the Corporation of the Township of O'Connor enacts as follows:

THAT building permits will be required for the construction, erection, alteration, repair, removal, moving, and change of use of all buildings or structures within the Township of O'Connor. That building permits will be required for plumbing installations not included in a complete building package and would include but not be limited to additions and major repairs. That all permits issued shall comply with the provisions of the Official Plan and requirements of the Zoning By-Law. That all permits will be issued, and all inspections will be performed by the Chief Building Official for the Township of O'Connor, in accordance with this By-Law and the Ontario Building Code, and that the setbacks and fees for all permits will be set in Schedule "A" attached to this By-Law.

SECTION 1. CITATION

1. This By-law may be cited as the Building Permit By-law.

SECTION 2: DEFINITIONS

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

"Applicable Law" as defined under Section 1.4.1.3. of the Building Code;

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

"Architect" means for the purpose of the Act and the Code, holder of a license, a certificate of practice or a temporary license under the Architects Act;

“As Constructed Plans” means construction plans and specifications that show the building and the location of the building on the property as the building has been constructed;

“Authorized Agent ” means the applicant submitting the application on behalf of the Owner;

“Builder” means a person as described in Section 1(1) of the Act;

“Building” means as defined in Section 1(1) of the Act;

“Building Code (Code)” means regulations made under Section 34 of the Act;

“Building Services” means heating, ventilation and air conditioning as defined in Part 6 of the Building Code;

“Chief Building Official” means the Chief Building Official (CBO) appointed by a by-law of the Corporation of the Township of O’Connor for the purpose of enforcement of the Act, the Building Code, and the Building Permit By-law;

“Complete Application” means an application that meets the requirements for applications set out in the Building Code;

“Conditional Permit” means a permit issued under Subsection 8(3) of the Act;

“Construct” means anything in the erection, installation, extension or material alteration, or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and “construction” has a corresponding meaning;

“Corporation” means the Corporation of the Township of O’Connor;

“Council” means the Council of the Township of O’Connor;

“Demolish” means anything in the removal of a building or any material part thereof and “demolition” has a corresponding meaning;

“Designer” means the person responsible for the design;

“Farm Building” means as defined in the Building Code;

“Occupancy” means the use or intended use of a building or part of a building for the shelter or support of persons, animals, or property;

“Owner” means the person, firm, or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property;

“Permit” means written permission or written authorization from the CBO to

perform work regulated by this By-law, the Act, and the Code;

“Permit Holder” means the owner to whom the permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred;

“Plumbing” means as defined in Section 1(1) of the Act;

“Professional Engineer” means a person who holds a license or a temporary license under the Professional Engineers Act, as defined in the Building Code;

“Project” means a planned undertaking which includes activities that have been reviewed and approved by the Chief Building Official;

“Sewage System” means a sewage system as defined in Section 1(1) of the Act;

“Unsafe” when used in respect of a building, means structurally inadequate or faulty for the purpose for which it is or is likely to be used or otherwise unsafe;

“Work” means anything in the construction or demolition or change of use or plumbing work for a building which is regulated by the Act which includes a *“Project”* that has a corresponding meaning.

SECTION 3: PERMITS

3.1 Administrative Procedures Relating to Permits

a) Permit Requirements:

Pursuant to Section 8(1) of the Building Code Act, as amended; no person shall:

- i) construct or demolish, or cause to be constructed or demolished, a building;
- ii) occupy or use a building for which a permit is required;
- iii) change the use of a building;

unless a permit has been issued by the CBO.

3.2 Classes of Permits

- a) 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” to this By-law.
- b) Conditional Permit may be issued at the discretion of the CBO with an agreement from Council to authorize any stage of construction, even though all of the requirements under Subsection 8(2) of the Act have not been met (i.e. compliance with some applicable law). The requirements of Section 8(3)(a), (b), and (c) of the Act must, however, be complied with before a Conditional Permit may be issued.
- c) **Permit types:**
 1. Building Permit;
 2. Change of Use Permit;
 3. Conditional Permit;
 4. Demolition Permit;
 5. Moving Permit;
 6. Occupancy Permit;
 7. Transfer of Permit;

8. Plumbing or Building Services Permit

SECTION 4: APPLICATION REQUIREMENTS**4.1 Permit Application**

To obtain a permit, the owner, or an agent authorized in writing by the owner, shall file an application in written form by completing the prescribed form available at the Township Office, on the Township of O'Connor Website, or from the CBO. The timeline for a decision on issuing a permit will be as required by Division C, Part 1, Section 1.3.1.3 of the Code.

4.2 Application Detail for All Permits

Every Building Permit application submitted to the CBO shall, but is not limited to, the following:

- a) Identify and describe in detail the proposed project and use to be covered by the permit for which the application is being made;
- b) Identify and describe in detail the existing use(s) and the proposed use(s) for which the premises are intended;
- c) Describe the land on which the work is to be done that will readily identify and locate the site on which the work covered by the permit is to occur (i.e. civic address, legal description, and lot measurements);
- d) A complete set of plans and specifications for the work to be covered by the permit and show the occupancy of all parts of the building;
- e) The valuation of the proposed work, including materials and labour, and be accompanied by the required fee as outlined in attached Schedule "A" attached to this By-law;
- f) A written acknowledgement of the owner that they have retained an Architect or Professional Engineer to carry out the field review of the construction, where required by the Building Code;
- g) The names, addresses, telephone numbers, and email (if any) of the owner, architect, authorized agent, professional engineer, builder and designer and/or qualified designer, where applicable, that were retained to perform work on the project;
- h) In circumstances where Section 1.2 of Division C, Part 1 of the Building Code applies, be accompanied by a "Commitment to General Review by Architects and Engineers" form as set out in Schedule "C" of this By-law;
- i) Where a Notice of Project is required by regulation to be submitted to the Ministry of Labour for construction, with a value over \$50,000.00, a copy shall be provided to the CBO.
- j) Where applicable, the registration number of the builder or vendor as provided for in the Ontario New Home Warranties Act (Tarion);
- k) Any documents establishing compliance to applicable law as set out in article 1.4.1.3 of Division A, Part 1 of the Building Code;
- l) A Material Substance Report, where a construction project involves disturbing a "designated substance" as described by Ontario Regulation 278/05 and, which applies to all buildings constructed before 1985; the project must adhere to these regulations, and if required, will be provided by the CBO;
- m) All required documentation to demonstrate compliance;
- n) Signature by the owner, or their authorized agent, who shall certify the truth of the

contents of the application.

4.3 **Demolition Permits**

In addition to the requirements of Section 4.2 of this By-law, every application for a Demolition Permit under Subsection 8(1) of the Act, may, at the discretion of the CBO, require:

- a) Documentation that arrangements have been made with the proper authorities for the cutting off and plugging of all water, gas, electric, telephone or other utilities and services;
- b) That the applicant is meeting all requirements of the Labour Code and filing a Notice of Project with the Ministry;
- c) That in circumstances where Section 1.2 of Division C, Part 1 of the Building Code applies, be accompanied by a "Commitment to General Review by Architects and Engineers" form as set out in Schedule "C" of this By-law;
- d) That the applicant clearly indicates methods of removal and disposal of materials that are following applicable laws;
- e) Indication of the date by which demolition and disposal will be completed;
- f) Where a demolition project involves disturbing a designated substance as described by Ontario Regulation 278/05 and, which applies to all building constructed before 1985; the project must adhere to these regulations and a Material Substance Report, if required, will be provided by the CBO.

4.4 **Change of Use Permits**

Where an application is made for a Change of Use Permit issued under Section 10 of the Building Code, the application 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 thereof for which the application is made;
- c) Include 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 requirements of the Building Code, including floor plans, details of wall, ceiling and roof assemblies, identifying required fire resistance ratings and load bearing capacities, and details of the existing "sewage system", if any;
- d) Be accompanied by the required fee;
- e) State the name, address, telephone number, and email (if any) of the owner and any other authorized agent;
- f) Be signed by the owner or authorized agent who shall certify the truth of the contents of the application.

4.5 **Plumbing Permits**

In addition to the requirements of Section 4.2 of this By-law, the CBO may request the following:

- a) Plans to show the location of all drain, waste, and vents of proposed plumbing;
- b) That the permit only be granted to a licensed plumbing contractor, or their authorized agent, or an owner of a single-family dwelling who undertakes the plumbing work on the premises, in which they reside, providing it is accompanied

by a detailed drawing acceptable to the CBO describing the detailed design of the proposed system or proposed changes; and

- c) Exception: No plumbing permit shall be required for:
 - (i) Repairing or the replacement of a valve faucet or fixture,
 - (ii) Repairing a leak or forcing out a stoppage, or
 - (iii) The replacement of a hot water tank.

4.6 **Conditional Permits**

Where an application is made for a Conditional Permit, under Subsection 8(3) of the Act, the application shall contain:

- a) A written statement from the applicant explaining the reasons why the applicant believes that unreasonable delays in construction would occur if a Conditional Permit were not granted;
- b) A written acknowledgement from the applicant of the necessary approvals which must be obtained in respect of the proposed construction and the time-period in which such approvals are proposed to be obtained by the applicant;
- c) A written agreement, in the form provided by the CBO, executed by the applicant, the owner and all other persons that the CBO considers appropriate for the purposes set out in Clause 8(3)(c) of the Act;
- d) The time in which plans and specifications of the complete building will be filed with the CBO;
- e) Where deemed necessary by Council, the agreement, referred to in Section 4.6(c) of this By-law, may be registered on title to the lands upon which the building or part thereof is located or will be located for which the application for Permit has been made. All registration costs are the responsibility of the owner of the property where the work will be taking place.

The CBO shall not, due to the issuance of a Conditional Permit, be under any obligation to grant any further permits.

4.7 **Building Services**

Where an application is made for any Building Services, the application shall include:

- a) an application;
- b) drawings for an existing or proposed addition, and/or alterations to an existing system.

4.8 **Revisions**

After the issuance of a permit under the Act, notice of any material changes to any plan, specification, document, or other information on the basis upon which the permit was issued, the permit holder must file an application for revision to the permit. The provisions of Section 4 and 5 of this By-law apply to the application for revision as if the application was entirely new.

4.9 **Equivalents**

Where an application for a permit or for authorization to make any material changes to a plan, specification, document, or other information on the basis of which a permit was issued, contains an equivalent material system or building design for which authorization under Section 9 of the Act is requested, the following shall be provided:

- a) A description of the proposed material, system, or building design for which authorization is requested;
- b) Any applicable provisions of the Building Code;
- c) Evidence that the proposed material system or building design will provide the level of performance required by the Building Code;
- d) The equivalent applied for cannot be used until the CBO, in writing, has allowed the use of the proposed equivalent and the reasons, in the CBO's opinion, the equivalent will provide the level of performance required by the Building Code.

4.10 Revocation of Permits

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

4.11 Sewage System Permit

Pursuant to Subsection 3.1(1) of the Act, the Thunder Bay District Health Unit shall enforce the provisions of the Act and the Building Code related to sewage systems.

4.12 Occupancy Permit

No Occupancy Permit will be issued until all inspections are complete and any matters relating to the permit, including required documentation, have been received and/or resolved by the CBO.

4.13 Permit Renewal

Permits to be renewed after an initial period of two (2) years but shall not be renewed for a period of longer than two (2) years for every renewal period after the initial period.

4.14 Incomplete Application

All Permit applications must contain the information required pursuant to this By-law. In addition, an application is incomplete where the CBO determines within 5 working days, not including the day of submission, that the proposed work or change of use will not comply with the Act, the Building Code, or any other applicable law. The CBO may refuse an application if anything required by this Section or Section 5.1 is omitted or submitted in an incomplete or unsatisfactory state at the time of application and a written statement of reasons for the refusal must be provided. No permit will be issued if an application is incomplete.

4.15 Abandoned Applications

An application for a permit is considered to have been abandoned by the applicant where:

- a) The application is incomplete and remains incomplete six (6) months after it was submitted;
- b) The application is complete, a permit is available to be issued, and six (6) or more months have elapsed from the date upon which the Corporation notified the applicant of the availability of the permit.

SECTION 5: PLANS & SPECIFICATIONS

5.1 Submission

Every applicant shall submit one (1) set of plans, specifications, documents, and other information drawn using a straight edge/ruler on material that would enable the CBO to determine whether the proposed construction, demolition, or change of use conforms to the Act, the Building Code, including but not limited to plans as listed on Schedule “A” and any other applicable law.

5.2 Plans vary depending on the type of construction and may require all or any part of the following:

- a) site plan;
- b) foundation plan;
- c) floor plan;
- d) framing plan;
- e) roof plan;
- f) sections and details;
- g) building elevations;
- h) electrical drawings;
- i) heating, ventilation, and air conditioning;
- j) plumbing drawings.

SECTION 6: SITE PLAN

6.1 Site plans shall be referenced to an up-to-date survey, when available. New surveys will only be required when needed to demonstrate compliance with the Act, the Building Code, the Municipal Zoning By-law, or any other applicable law.

6.2 Site plans shall be drawn to scale and show:

- a) title, location, and name of owner;
- b) lot size, dimensions of property lines with north marked;
- c) existing buildings, pools, hot tubs, decks, hydro lines, and setbacks from property lines;
- d) proposed buildings and setbacks from property lines;
- e) existing and finished ground levels and grades;
- f) existing right-of-way and easements;
- g) existing ground levels and grades in flood plain areas;
- h) proposed fire access routes – location and dimensions of access driveways (a new driveway will require approval from the Township of O’Connor or Ministry of Transportation depending on its location) and proposed fire routes;
- i) location of existing and proposed septic and well.

SECTION 7: PAYMENT OF FEES

7.1 Fees for a required permit shall be as set out in Schedule “A” of this By-law. A deposit of \$100.00 will be paid upon submission of the Building Permit Application to the Township Office and the balance payable when the permit has been approved by the CBO. No permit shall be issued until payment has been received in full.

7.2 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 above grade and/or below grade (as set out in schedule A) measured as the horizontal area between the exterior walls of a building. Provided that where application is made for a conditional permit, fees shall be paid for the complete project.

- 7.3 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.

SECTION 8: REFUNDS

- 8.1 In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project, the CBO shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "B" attached to and forming part of this By-law.
- 8.2 Notwithstanding Section 8 hereof, no refund shall be made when the amount is calculated to be less than Fifty-one (\$51.00) Dollars.

SECTION 9: NOTICE OF REQUIREMENTS FOR INSPECTIONS

- 9.1 Notices Under Subsection 1.3.5 Division C, Part 1 of the Ontario Building Code:
- a) The permit holder or authorized agent shall notify the CBO of readiness for inspection at least two (2) business days (not including the day of notification) in advance of each stage of construction for which notice in advance is mandatory under article 1.3.5.1., Division C, Part 1 of the Building Code. After the mandatory notice has been given, an inspector shall undertake a site inspection not later than two (2) days after the notice is given.
 - b) The permit holder or authorized agent shall notify the CBO of completion as prescribed by Section 11 of the Act or where occupancy is required prior to completion and shall notify the CBO of readiness for inspection to ensure that the requirements of Section 11 of the Act and Subsection 1.3.5.1. Division C, Part 1 of the Building Code are complied with.
 - c) A notice pursuant to this section is not effective until written or oral notice is received by the CBO or their designate.
 - d) Occupancy inspections are required for all projects that involve the occupancy of any new building or addition.
 - e) Final inspections are required for all projects.
- 9.2 Inspections that may be required for any or all, but are not limited to, the following stages:
- a) site plan;
 - b) readiness to construct footings;
 - c) drainage, damp-proofing, waterproofing;
 - d) plumbing – underground;
 - e) framing;
 - f) plumbing rough-in;

- g) insulation/building services;
- h) fire protection & fire access routes;
- i) solid fuel fired appliances;
- j) plumbing final;
- k) occupancy;
- l) final inspection.

SECTION 10: PRESCRIBING FORMS

- 10.1 The forms prescribed for use as application for permits, for order and for inspection reports shall be set out in Schedule “C”.

SECTION 11: AS CONSTRUCTED PLANS

- 11.1 The CBO may require that a set of plans of a building or any class of buildings as constructed be filed with the CBO on completion of construction under such conditions as may be prescribed in the Building Code.

SECTION 12: BUILDING WITHOUT A PERMIT

- a) As per the Ontario Building Code, any person is guilty of an offence if the person contravenes the Act, the regulations, or a by-law passed under Section 7. Additionally, every director or officer of a corporation who knowingly concurs in the furnishing of false information, the failure to comply, or the contravention under Subsection (1) is guilty of an offence.
- b) A person who is convicted of an offence is liable to a fine of not more than \$50,000.00 for a first offence, and to a fine of not more than \$100,000.00 for a subsequent offence.
- c) If a Corporation is convicted of an offence, the maximum penalty that may be imposed upon the Corporation is \$500,000.00 for a first offence and \$1,500,000.00 for a subsequent offence.
- d) Every person who fails to comply with an order made by a CBO is guilty of an offence and on conviction, in addition to the penalties above, is liable to a fine of not more than \$10,000.00 per day for every day the offence continues after the time given for complying with the order has expired.
- e) Fine amounts are established by the court, but typically follow recommendations from the prosecutor.

SECTION 13: CODE OF CONDUCT

- 13.1 Under Subsection 7.1(1) of the Act, the CBO and inspectors shall follow the guidelines as set out in Schedule “D” of this By-law.

SECTION 14: TRANSFER OF PERMIT

- 14.1 Where a property, which is the subject matter of an open permit is sold, the new owner shall obtain a transfer of the permit into their name and, shall complete a permit application and shall pay the administrative transfer fee prescribed in Schedule “A” of this By-law. A new building permit will be issued, and the

previous permit closed. The new owner shall then be the permit holder for the purposes of this By-law, the Act, and the Building Code.

SECTION 15: PENALTIES AND OFFENCES

15.1 Any person who contravenes any provision of this By-law is guilty of an offence as provided for in Section 36 of the Ontario Building Code Act.

SECTION 16: GENERAL

16.1 That Schedules A, B, C, and D, attached, are an integral part of this By-law.

16.2 That By-law Number 2016-12 is repealed.

16.3 Where this article conflicts with any legislation, regulation, or other by-law, the more restrictive applies.

Enacted and passed this 25th day of March 2024 as witnessed by the Seal of the Corporation and the hands of its proper Officers

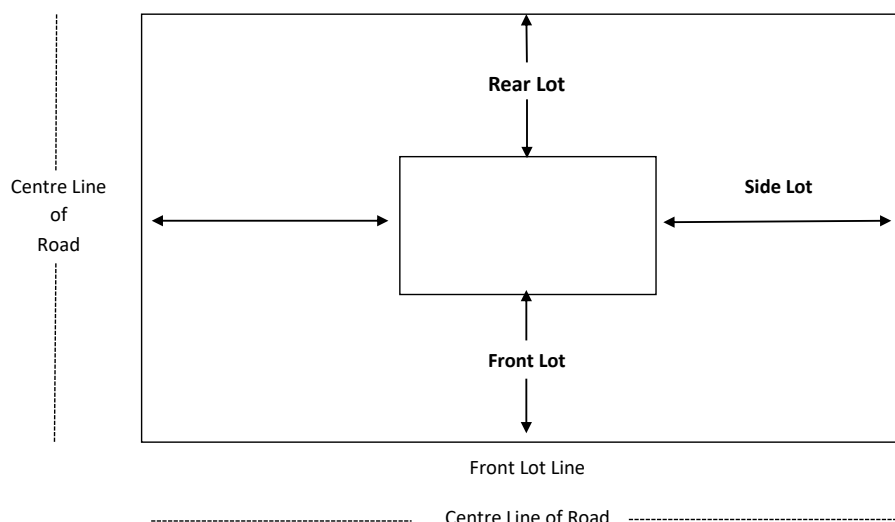
The Corporation of the
Township of O'Connor

Mayor

Clerk-Treasurer

The Corporation of the Township of O'Connor
Schedule "A" to By-Law Number 2024-11

SET BACKS



RURAL (RU) ZONE

Zone Provisions

- | | | |
|----|----------------------|------------------|
| a) | Minimum Lot Area | 2 Hectares |
| b) | Minimum Lot Frontage | 90 metres |
| c) | Required Front Yard | 30 metres |
| d) | Required Side Yard | 10 metres |
| e) | Required Rear Yard | 30 metres |
| f) | Maximum Floor Area | 11 metres |
| g) | Minimum Floor Area | 75 square metres |

GENERAL INDUSTRIAL (MI) Zone

Zone Provisions

- | | | |
|----|----------------------|------------|
| a) | Minimum Lot Area | 2 Hectares |
| b) | Minimum Lot Frontage | 90 metres |
| c) | Required Front Yard | 30 metres |
| d) | Required Side Yard | 20 metres |
| e) | Required Rear Yard | 15 metres |
| f) | Maximum Floor Area | 11 metres |
| g) | Minimum Floor Area | 30% |

INDUSTRIAL (I) ZONE

Zone Provisions

- | | | |
|----|---|------------------|
| a) | Minimum Lot Area | 1 Hectares |
| b) | Minimum Lot Frontage | 60 metres |
| c) | Required Front Yard | 100 metres |
| d) | Required Side Yard | 30 metres |
| e) | Required Rear Yard | 20 metres |
| f) | Maximum Floor Area | 15 metres |
| g) | Minimum Floor Area | 75 square metres |
| h) | Maximum Lot Coverage | n/a |
| i) | Minimum distance between detached buildings | 6 metres |

Permit Classes and Fees		
Class	Type of Permit	Fee
Class 1	<p>New Construction & Additions: Human Occupancy</p> <p>Permit for the Construction or Addition of a building or structure within the meaning of the Act and the Code and which use is intended for human Occupancy.</p> <p>*Plus Additional Fees if Applicable</p> <ul style="list-style-type: none"> • 24-month Permit Renewal: \$100.00 • Additional Required Inspections: \$100.00 each (ie. remedy unsafe, compliance to order, etc.) 	<p>Main Floor \$0.75/ft² Second Floor \$0.40/ft² Attached Garage \$0.30/ft²</p> <p>Minimum \$100.00</p>
Class 2	<p>New Construction & Additions: No Human Occupancy (ie. garage, accessory buildings)</p> <p>Permit for Construction or Addition of a building or structure within the meaning of the Act and the Code and which use is not intended for human habitation and is intended for farm or storage purposes or to compliment the main residential use.</p> <p>*Plus Additional Fees if Applicable</p> <ul style="list-style-type: none"> • Heating and Ventilation Inspections: Separate Class 11 Permit may be required • 24-month Permit Renewal: \$100.00 • Additional Required Inspections: \$100.00 each (ie. remedy unsafe, compliance to order, etc.) 	<p>\$0.30/ft²</p> <p>Minimum \$100.00</p>
Class 3	<p>Modular or Mobile Home</p> <p>Permit for a Modular Home (dwelling unit prefabricated in one location in accordance with CSA A277 and moved onto a lot to be used as a dwelling) or Mobile Home (factory built dwelling unit designed as one dwelling unit, transported or designed to be transported on its own chassis, notwithstanding that its running gear is, or may be, removed, placed, or designed to be placed on a permanent foundation, and connected or designed to be connected to public or private services, constructed in accordance with CSA Z240 or Z241, not including a travel trailer).</p> <p>*Plus Additional Fees if Applicable</p> <ul style="list-style-type: none"> • Site and Foundation Inspections: Separate Class 1 Permit may be required. • Plumbing Inspections: Separate Class 11 Permit may be required. • Heating and Ventilation Inspections: Separate Class 11 Permit may be required. 	<p>\$0.50/ft² With Basement (based on main floor level)</p> <p>\$0.40/ft² Without Basement</p> <p>Minimum \$100.00</p>

	<ul style="list-style-type: none"> 24-month Permit Renewal: \$100.00 Additional Required Inspections: \$100.00 each (ie. remedy unsafe, compliance to order, etc.) 	
Class 4	<p>New Construction & Additions: Commercial or Industrial, Institutional & Farm Use</p> <p>Permit for the construction or addition of a building or structure within the meaning of the Act and the Code and which use is intended for commercial, industrial, or institutional purposes.</p> <p>*Plus Additional Fees if Applicable</p> <ul style="list-style-type: none"> Site and Foundation Inspections: Separate Class 1 Permit may be required. Plumbing Inspections: Separate Class 11 Permit may be required. Heating and Ventilation Inspections: Separate Class 11 Permit may be required. 24-month Permit Renewal: \$100.00 Additional Required Inspections: \$100.00 each (ie. remedy unsafe, compliance to order, etc.) 	<p>Commercial, Industrial, and Institutional Building Construction \$0.85/ft²</p> <p>Farm Construction \$0.30/ ft²</p> <p>Minimum \$150.00</p>
Class 5	<p>Renovations</p> <p>Permit for repairs, alternations or renovations that involve material structural changes.</p> <p>*Plus Additional Fees if Applicable</p> <ul style="list-style-type: none"> Site and Foundation Inspections: Separate Class 1 Permit may be required. Plumbing Inspections: Separate Class 11 Permit may be required. Heating and Ventilation Inspections: Separate Class 11 Permit may be required. 24-month Permit Renewal: \$100.00 Additional Required Inspections: \$100.00 each (ie. remedy unsafe, compliance to order, etc.) 	<p>\$0.55/ft²</p> <p>Minimum \$100.00</p>
Class 6	<p>Minor Repairs, Alterations and Renovations</p> <p>Permit for repair, alterations or renovation of a building or structure within the meaning of the Act and the Code.</p> <p>*Plus Additional Fees if Applicable</p> <ul style="list-style-type: none"> 24-month Permit Renewal: \$100.00 Additional Required Inspections: \$100.00 each (ie. remedy unsafe, compliance to order, etc.) 	\$100.00
Class 7	<p>Moving of a Building or Structure</p> <p>Permit for the moving of a building or structure within the meaning of the Act and the Code.</p>	\$100.00

[illegible]

The Corporation of the Township of O'Connor
Schedule "B" to By-Law Number 2024-11

REFUNDS

Refunds must be requested in writing to the Chief Building Official.

STATUS OF PERMIT APPLICATION	% OF FEE REFUND
Where application is withdrawn <u>prior</u> to plan review.	95%
Where application is withdrawn after plan review but prior to permit issuance.	75%
Where application is withdrawn prior to start of construction.	60%
Where the permit is valued at less than \$51.00.	0%

The Corporation of the Township of O'Connor
Schedule "C" to By-Law Number 2024-11

FORMS

1. Application for Building Permit Checklist
2. Application for a Permit to Construct or Demolish
3. Schedule 1: Designer Information
4. Schedule 2: Sewage System Installer Information
5. Thunder Bay District Health Unit septic application/approval
6. Required Permit Drawings
7. Required Inspections
8. Application for a Permit to Construct Detached Garage/Shed
9. Application for Change of Use
10. Application/Moving Permit
11. Application for Building Permit Extension
12. Mobile Home Building Code Requirements
13. Commitment to General Review by Architects and Engineers
14. Order Forms including: Order to Comply, Stop Work Order, Order Not to Cover, Order to Uncover

The Corporation of the Township of O'Connor
Schedule "D" to By-Law Number 2024-11

CODE OF CONDUCT GUIDELINES

In addition to any policy with respect to any code of conduct and ethics applying to all Municipal Staff, the Township of O'Connor Chief Building Official shall always undertake to:

- a) act in the public interest, particularly regarding the safety of building works and structures,
- b) maintain their knowledge and understanding of the best current building practice, the building laws, and regulations relevant to their building certifying functions,
- c) commit themselves to a process of continuous education to constantly be aware of developments in building design, practice, and the law relevant to their duties,
- d) 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,
- e) 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,
- f) not act beyond their level of competence or outside their area of expertise,
- g) apply all relevant building laws, regulations, and standards strictly and without favour and independent of the influence of interested parties,
- h) perform their inspections and certifying duties impartially and in accordance with the highest professional standards,
- i) 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,
- j) to avoid any conduct that could bring Building Officials or the Township of O'Connor into disrepute,
- k) extend professional courtesy to all,
- l) accept responsibility for the conduct of their subordinate employees,
- m) maintain current accreditation to perform the functions assigned to them,
- n) take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties, and
- o) exemplify compliance with all regulations and standards that govern building construction, health and safety, or other matters related to their status as a Building Official.

The Building Code Act provides that the performance of the Building Officials will be measured against these code of conduct guidelines. 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 these code of conduct guidelines. Where the allegation is against the Chief Building Official, Council will direct the investigation and make such recommendations as are reasonable. In determining the appropriate discipline, the Chief Building Official or Council will have regard to the relevance of the conduct to the official's powers and responsibilities as well as the severity of any misconduct. Disciplinary actions arising from violations of these code of conduct guidelines is the responsibility of the Council of the Township of O'Connor and is subject to relevant collective agreements, employment laws, and standards.