

## THE CORPORATION OF THE CITY OF SAULT STE. MARIE

### BY-LAW 2008-148

**BUILDING:** (B.1.1) A by-law respecting construction, demolition and change of use permits, inspections and related matters for the City of Sault Ste. Marie.

Whereas Section 7 of the Building Code Act, 1992, S.O. 1992, Chapter 23, as amended, empowers Council to pass certain 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, Chapter 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 from time to time the Chief Building Official and Inspectors for the City of Sault Ste. Marie have been appointed by by-law pursuant to Section 3.(2) of the Building Code Act, 1992, S.O. 1992, Chapter 23, as amended.

Now therefore, The Corporation of the City of Sault Ste. Marie enacts as follows:

#### 1.0 **SHORT TITLE**

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

#### 2.0 **DEFINITIONS**

In this by-law,

- (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) "building" means a building as defined in Section 1(1) of the Act;
- (e) "building code" means the regulations made under Section 34 of the Act;
- (f) "Chief Building Official" means the Chief Building Official appointed by the by-law of The Corporation of the City of Sault Ste. Marie for the purposes of enforcement of the Act;
- (g) "Corporation" means The Corporation of the City of Sault Ste. Marie.;
- (h) "farm building" means a farm building as defined in the building code;
- (i) "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;
- (j) "plumbing" means plumbing as defined in Section 1(1) of the Act;
- (k) "professional engineer" means a person who holds a license or a temporary license under the Professional Engineer's Act; and
- (l) "prescribed value" means the value as determined by the Chief Building Official, including the value of proposed building or designated structure including the total value of all work, labour, equipment, overhead services and materials with respect to the proposed construction and including all professional and related services.

2.1 Terms not defined in this by-law shall have the meaning ascribed to them in the Act or the Building Code.

### **3.0 CLASSES OF PERMITS**

The following classes of permits are described in detail together with their respective fees in Schedule "A" appended to and forming part of this by-law:

- (a) building permit;
- (b) partial permit;
- (c) occupancy permit;
- (d) sewer permit (storm & sanitary);
- (e) sign permit;
- (f) portable sign permit;
- (g) plumbing permit;
- (h) heating, ventilation, airconditioning (HVAC) Permit
- (i) demolition permit;
- (j) change of use permit;
- (k) conditional permit;
- (l) transfer permit; and
- (m) re-inspection permit. **[AMENDED BY BY-LAW 2012-49]**

### **4.0 PERMIT APPLICATIONS & ISSUANCE**

#### **4.1 Permit Applications**

The owner or agent shall file an application in writing for any class of Permit to the Chief Building Official, by completing the prescribed form available from the Chief Building Official and shall supply any other information relating to the application deemed as required by the Chief Building Official. The prescribed form shall be as set out in Schedule "C", Form 1 to this By-Law.

#### **4.2 Detail in Application for All Permits**

Every Permit application, with the exception of Change of Use Permit Applications, shall be filed on the prescribed form set out in Schedule "C", Form 1 to this by-law and must:

- (a) identify and describe in detail the work, use and occupancy to be covered by the Permit for which the application is made;
- (b) identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended;
- (c) describe the land on which the work is to be done, by a description that will readily identify and locate the site on which the work covered by the Permit is to occur, e.g. civic address, legal description, lot measurements;
- (d) be accompanied by two (2) sets of plans and specifications as described in Schedule "B" to this by-law;
- (e) be accompanied by the required fees in accordance with Schedule "A" to this by-law;
- (f) state the name, address, telephone number and facsimile number of the Owner, Applicant, architect, engineer or other designer, and the constructor or person hired to carry out the work covered by the Permit;
- (g) in circumstances where Section 1.2. Division C Part 1 of the Building Code applies, be accompanied by a signed "Commitment To General Reviews By Architect and Engineers" form as set out in Schedule "C", Form 3 to this by-law;
- (h) include, where applicable, the registration number of the builder or vendor as provided for in the Ontario New Home Warranties Plan Act;
- (i) state the estimated value of the proposed work, including consulting fees, material and labour;
- (j) be signed by the Applicant; and
- (k) include any documents establishing compliance to applicable law as set out in article 1.4.1.3. Division A Part 1. OBC.

- (l) make a determination on the completeness of the application and submitting all required documentation to demonstrate compliance  
**[AMENDED BY BY-LAW 2012-49]**

#### **4.3 Detail in Application for Demolition Permits**

In addition to the requirements of Section 4.2 of this by-law, every application for a Demolition Permit may, at the discretion of the Chief Building Official:

- (a) require the Applicant to enter into an agreement and provide sufficient financial security, as determined by the Chief Building Official, to allow the municipality to complete the demolition should the Applicant not complete the demolition within the time frame specified in the agreement; and/or
- (b) require the Applicant to fence the demolition site to the satisfaction of the Chief Building Official as described in section 9 of this By-Law.
- (c) in circumstances where Section 1.2. Division C Part 1 of the Building Code applies, be accompanied by a signed "Commitment To General Reviews By Architect and Engineers" form as set out in Schedule "C", Form 3 to this by-law.

#### **4.4 Detail in Application for Partial Building Permits**

In addition to the requirements of Section 4.2 of this by-law, every Partial Building Permit application must comply with the following requirements:

- (a) Every Partial Building Permit application must include:
  - (i) an application and the required fees for the entire project; and
  - (ii) plans and specifications covering the part of the work for which more expeditious approval is desired, together with such information, plans and specification pertaining to the remainder of the work as may be required by the Chief Building Official.
- (b) A written statement from the Applicant setting out the time period wherein full plans and specifications and any other such documents which may be required, will be submitted for review and approval of the complete building construction.
- (c) Every Partial Building Permit application shall be subject to conditions as determined by the Chief Building Official and shall not be construed as an authorization of the complete project.
- (d) In circumstances where Section 1.2. Division C Part 1 of the Building Code applies, the Partial Building Permit application shall be accompanied by a signed "Commitment To General Reviews By Architect and Engineers" form as set out in Schedule "C", Form 3 to this by-law.

#### **4.5 Detail in Application for Conditional Building Permits**

In addition to the requirements of Section 4.2 of this by-law, every Conditional Building Permit application must 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 is 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; and,

- (c) a written agreement, in the form provided by the Chief Building Official, executed by the Applicant, the Owner and all other persons that the Chief Building Official considers appropriate for the purposes set out in clause 8.-(3)(c) of the Act.

#### **4.6 Detail in Application for a Plumbing Permit;**

In addition to the requirements of Section 4.2 of this by-law, every plumbing permit application may contain:

- (a) include plans showing the location of all drain, waste, and vents of proposed plumbing if required by the Chief Building Official;
- (b) plumbing permit may only be granted to a licensed plumbing contractor, or their authorized agent or a owner of a single family dwelling who undertakes the plumbing work on the premises in which he or she resides.
- (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.

##### **4.6.1 Detail in Application for HVAC Permit**

In addition to the requirements of section 4.2 of the by-law every HVAC permit application must contain:

- (a) heat loss and heat gain calculations based on the design condition as required by the Building Code
- (b) provide mechanical a mechanical ventilation design summary for residential within the scope of Div. B Part 9
- (c) mechanical plans showing duct layout sizing and air flow for all heated floors
- (d) where applicable a piping layout for all hydronic heating systems for all heated floors
- (e) details on the energy efficiency of heating, cooling and ventilation equipment complete with make and model number **[AMENDED BY BY-LAW 2012-49]**

#### **4.7 Delegation to Chief Building Official**

The Chief Building Official is authorized to execute the written agreement referred to in Section 4.5(c) of this by-law on behalf of the Corporation where;

- (a) the Applicant has complied with Section 4.5; and,
- (b) The Chief Building Official is satisfied that the compliance required under Section 8 of the Act has been achieved.

#### **4.8 Contents of Agreement**

The Chief Building Official may require financial securities be provided to the Corporation as a condition for issuance of a Conditional Permit.

#### **4.9 Registration of the Agreement**

Where deemed necessary by the Chief Building Official, the agreement referred to in Section 4.5(c) of this by-law may be registered on title to the lands upon

which is located or will be located the building (or part of a building) for which the application for Permit has been made.

#### **4.10 Detail in Application for Change of Use Permits**

Every application for a change of use Permit issued under subsection 10.-(1) of the Act shall be submitted to the Chief Building Official on a "Change of Use" application form as set out in Schedule "C", Form 2 to this by-law, and must:

- (a) describe the building or part of a building in which the use is to be changed, by a description that will readily identify and locate the building;
- (b) identify and describe in detail the existing and proposed use of the building or parts of the building in which the application for a Permit is made;
- (c) include plans and specifications which show the current and proposed use of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including, floor plans, details of wall, floor and roof assemblies identifying required fire resistance rating and load bearing capacities;
- (d) be accompanied by the required fee; and
- (e) be signed by the Owner or his or her authorized agent; who shall attest or affirm the truth of the contents of the application.

#### **4.11 No Implied Future Permits**

The Chief Building Official shall not, by reason of the issuance of a Conditional Permit or Partial Permit be under any obligation to grant any further Permits.

#### **4.12 Material Changes after Permit Issued**

Should a Permit Holder wish to make any material change to any plan, specification, document or other information on the basis of which the Permit was issued, the Permit holder must file an application for revision to the Permit. The provisions of Sections 4.0 and 5.0 of this by-law apply to the application for revision as if the application was entirely new.

#### **4.13 Incomplete Applications**

All Permit applications must contain the information required pursuant to this Article. In addition, an application is considered to be incomplete where the Chief Building Official determines within 2 working days that the proposed work or change of use will not comply with the Act, the Building Code, or any other applicable law [Amended by By-law 2010-90]. The Chief Building Official 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 [Amended by By-law 2010-90].

#### **4.14 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 months after it was submitted; or

- (b) the application is complete, a Permit is available to be issued, and six months have elapsed from the date upon which the Corporation made notification of the Permit availability to the Applicant.

#### **4.15 Transfer of Permits**

Where a property, which is the subject matter of a Permit, is sold the new Owner may obtain transfer of the Permit into his or her name only upon completing a Permit application and paying the administrative transfer fee prescribed in Schedule "A" to this by-law. The new Owner shall then be the Permit Holder for the purposes of this by-law, the Act and the Building Code.

#### **4.16 Revocation of Permits**

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

### **5.0 PLANS AND SPECIFICATIONS**

#### **5.1 Submission**

Every applicant shall submit two (2) sets of plans, specifications, documents and other information to enable the Chief Building Official 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 "B" and any other applicable law.

#### **5.2 Site Plans**

Site plans submitted as part of an application for a Permit shall reference a current plan of survey and when required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of the survey shall be submitted to the Chief Building Official. This requirement may be waived by the Chief Building Official if he/she is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, the Building Code, and any other applicable law. Site plans must include:

- (a) lot size and dimensions of the property;
- (b) setbacks from existing and proposed buildings to property boundaries and to each other;
- (c) existing and proposed ground levels or grades, elevations of proposed footings and tops of foundations to an established geodetic datum;
- (d) existing rights of way, easements and municipal services; and
- (e) proposed fire access routes and location of hydrant or approved water supply.

#### **5.3 Legibility**

All plans submitted must be legible and drawn to scale upon paper or other suitable and durable material or electronic media approved by the Corporation.

#### **5.4 "As Constructed" Drawings**

On completion of the construction of a building, or part of a building, the Chief Building Official may require a set of "as constructed" plans, including a plan of survey showing the location and confirming the elevation of the building.

## **5.5 Corporation Property**

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 relevant legislation.

## **5.6 Alterative Solutions**

Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains an alternative solution, the following documentation shall be provided to the Chief Building Official:

- (a) the solution must identify an applicable objective, functional statement and acceptable solutions;
- (b) describing a basis for past performance, established tests of the solutions or other evaluation of the solution; or
- (c) any other tests standards that provide comparable results to the recognized standards in the Building Code.

## **6.0 FEES AND REFUNDS**

### **6.1 Payment Required**

Fees for the required permit shall be based on the service index as listed in schedule "A" to this by-law. The Applicant shall pay these fees at the time of application. No Permit shall be issued until the fees have been paid in full. Administrative fees imposed after issuance of a Permit are due at the time the service is requested or required.

### **6.2. Changing Permit Fees**

The Corporation, prior to passing a by-law under clause 7 (c) of the Act to introduce or change a fee imposed for applications for permits or for the issuance of permits, shall in accordance with sentence 1.9.1.2. of the Building Code do the following:

- (a) hold at least one public meeting at which any person who attends has an opportunity to make representations with respect to the matter;
- (b) ensure that a minimum of 21 days notice of the public meeting is given to every person and organization that has, within five days before the day of the meeting, requested such notice; and
- (c) ensure that the notice include 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 rational for imposing or changing the fee.

### **6.3 Refunds**

In the case of withdrawal, abandonment of an application, or the refusal or revocation of a permit, upon written request, the Chief Building Official shall determine the amount of fees, if any, that may be refunded, in accordance with Schedule "F" to this by-law. **[AMENDED BY BY-LAW 2012-49]**

## 6.4 Where Refunds Not Available

No refund of any portion of the Permit fee paid shall be made in the following circumstances:

- (a) where the calculation in accordance with Section 6.3 of this by-law yields a payment of less than one (\$50.00) dollars;
- (b) where a Permit was revoked (except where the revocation is due to an error by the Corporation); and
- (c) in circumstances where the application has been deemed to have been abandoned in accordance with Section 4.13 of this by-law, and the Applicant has not contacted the Corporation for a period of longer than twelve (12) months.

## 7.0 NOTICE REQUIREMENTS FOR INSPECTIONS

### 7.1 Notices Under Subsection 1.3.5. Division C Part 1 of the Ontario Building Code as shown on schedule "E":

- (a) The Permit Holder or authorized agent shall notify the Chief Building Official of readiness for inspection at least two (2) business days in advance of each stage of construction for which notice in advance is mandatory under article 1.3.5.1., Div. C. Part 1 of the Building Code [Amended by By-law 2010-90]. After the mandatory notice has been given, an inspector shall undertake a site inspection not later than two days after the notice is given.
- (b) The Permit Holder or authorized agent shall notify the Chief Building Official of completion as prescribed by Section 11 of the Act or where occupancy is required prior to completion, shall notify the Chief Building Official 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 [Amended by By-law 2010-90].
- (c) A notice pursuant to this section is not effective until written or oral notice is actually received by the Chief Building Official or his designate. **[AMENDED BY BY-LAW 2012-49]**

### 7.2 Additional Notices

The Permit Holder or authorized agent shall notify the Chief Building Official or his designate of commencement of construction of:

- (a) masonry fireplace; or
- (b) completion of a public pool or public spa.
- (c) substantial completion of heating and ventilation equipment
- (d) substantial completion of site grading
- (e) completion of a building for which an occupancy permit was issued as required under article 1.3.3.4. of the Building Code. **[AMENDED BY BY-LAW 2012-49]**

## 8.0 PRESCRIBED FORMS

- 8.1 The forms prescribed for use as applications for permits, for orders and for inspection reports shall be as set out in Schedule "C" to this by-law.



## **9.0 CONSTRUCTION DEMOLITION FENCING**

Where in the opinion of the Chief Building Official, if a construction or demolition site presents a hazard to the public, the Chief Building Official may under clauses 7(1) and 7(2) of the Act, require the erection of such fencing as he or she deems necessary to abate the hazard.

### **9.1 FENCING HEIGHT**

The height of the fence shall be a minimum of 1.2 meters (4 feet) to be measured from the highest adjacent grade.

### **9.2 FENCING CONSTRUCTION**

Every fence required under this by-law shall be located on the perimeter of the site as determined by the Chief Building Official as follows;

- (a) if of chain link construction, the chain link shall be fastened to a minimum 1½ inch inside diameter metal bar which is securely fastened to metal posts at not more than 3.0 meter (10 feet) on centre and embedded into the ground to provide rigid support;
- (b) If of wood construction, the exterior face shall be minimum ½ inch exterior grade plywood or OSB or equivalent material that would facilitate climbing. The facing shall be supported by a minimum 4x4 inch posts embedded in the ground at a minimum 2.4 meters on centre to provide rigid support;
- (c) If the fence is snow fencing or plastic mesh type, the fencing should be securely fastened to steel t-bar posts at 3.0 meters on centre and embedded in the ground to provide a rigid support, and
- (d) Other materials or methods may be substituted provided in the opinion of the Chief Building Official there is a equivalent degree of safety.

**9.3** The fence may provide openings sufficient to accommodate access to the site provided these openings are closing off when work at the site has ended for the day.

## **10.0 SEVERABILITY**

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

## **11.0 ENFORCEMENT AND PENALTIES**

### **11.1 Offences**

Any person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to the penalties prescribed in Subsections 36(3) to (5) of the Act.

### **11.2 Collection**

In addition to any penalties imposed through prosecution of an offence pursuant to this by-law, the Corporation is entitled to use all legal means at its disposal to collect the fees applicable pursuant to this by-law. Any and all collection methods lawfully applicable may be relied upon, including placement of unpaid fees on the tax collector's roll for the property in question.

**12.0 CODE OF CONDUCT**

**12.1** In accordance with Clause 7.1(1) of the Act, the required Code of Conduct for the Chief Building Official and inspectors is established as contained in Schedule "D" to this by-law.

**13.0 SCHEDULES "A" [AMENDED BY BY-LAW 2019-161], "B" [AMENDED BY BY-LAW 2012-49], "C" ,"D","E" [AMENDED BY BY-LAW 2012-49] and "F" [AMENDED BY BY-LAW 2012-49]**

Schedules "A", "B", "C", "D", "E" and "F" hereto form part of this by-law.

**14.0 REPEAL OF PRIOR BY-LAWS**

**14.1** The following by-law(s) are repealed:

By-Law 94-51

**15.0 EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

**READ THREE TIMES** and **PASSED** in open Council this 8th day of September, 2008.

*"James Caicco"*

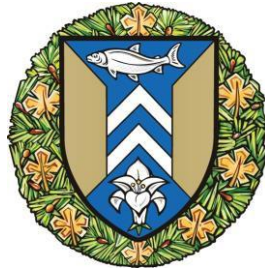
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MAYOR – JOHN ROWSWELL  
ACTING MAYOR – JAMES CAICCO

*"Donna Irving"*

\_\_\_\_\_  
CLERK - DONNA IRVING

**The Corporation of the  
City of Sault Ste. Marie**

F.P. Pozzebon, CBCO  
Chief Building Official



**Community Development  
& Enterprise Services  
Building Division**

Building Division revision date 2017-  
12-05 Passed by Council on  
2017-mm-dd

**[Amended by By-law 2019-161]**

**SCHEDULE "A"**

All fees are as set out in the Annual User Fee By-law as amended from time to time.

SCHEDULE "B"  
*SCHEDULE OF DOCUMENTS, DRAWINGS AND SEPCIFICATIONS*  
**REQUIRED FOR**  
**CONSTRUCTION, DEMOLITION AND CHANGE OF USE PERMITS**

Attached to and forming part of  
By-Law 2008-148 as amended

**[AMENDED BY BY-LAW 2012-49]**

A minimum of 2 sets of the following types of drawings, specifications and documents at a legible scale are required to be submitted in order for the various types of Building Permit Applications listed to be considered a complete application pursuant to section 2.4 of the Building Code Act , 1992 as amended and the Building Bylaw. Depending upon the nature, scope and scale of a project other additional supporting drawings, specification and documents maybe be required to demonstrate Ontario Building Code compliance at the discretion of the Chief Building Official.

Where required by the Chief Building Official the plans and specifications shall be submitted in a digital PDF or ACAD format compatible with the municipality's software system.

### **REQUIRED DOCUMENTATION**

Where applicable the following supporting documentation shall accompany applications for a permit unless otherwise waived by the Chief Building Official:

- a) Proof/Confirmation of Approval of all Applicable Law pursuant to Section H of an application to Construct or Demolish
- b) Owner / engineer/architect's letter of commitment and general review form Real Property Report (Survey Plan) prepared by an Ontario Land Surveyor,
- c) Where required approval by the Ministry of the Environment for the design and construction of a private sewage disposal and water supply systems,
- d) OMAFRA Nutrient Management Strategy and/or Plan Sign-Off Form.
- e) Heritage Permit pursuant to the Ontario Heritage Act.
- f) Confirmation of Compliance with OMAFRA Minimum Distance Separation 1 or 2

Optional:

- i. Approved Lot Grading and Drainage Plan
- ii. Geotechnical Soils Report.
- iii. Structural Engineering Report

### **REQUIRED DRAWINGS BY TYPICAL PROJECT TYPE**

## **1. Demolitions**

- a) Description of the structural design characteristics of the building and a method of demolition prepared by a professional engineer where deemed necessary by the Chief Building Official
- b) Site Grading and Rehabilitation Plan
- c) Confirmation that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, Electric, and telephone or other utilities and services.
- d) Where a building is designated under the Heritage Act, approval of the City Council to de-designate the building and permit demolition.

## **2. Residential Decks and Porches**

- a) Plot / Site Plan
- b) Foundation Plan
- c) Framing plan and guard details

## **3. Residential Accessory Buildings (Less Than 50 m2 in building area)**

- a) Plot / Site Plan
- b) Foundation plan / Eng. Floor Slab
- c) Floor Plans
- d) Floor and Roof Framing Plans
- e) Building Elevations
- f) Building Section
- g) Where applicable, lot grading and drainage

## **4. Residential Accessory Buildings (Greater Than 50 m2 in building area)**

- a) Plot / Site Plan
- b) Where applicable, lot grading and drainage
- c) The following architectural plans
  - i. Foundation plan
  - ii. Floor Plans
  - iii. Floor and Roof Framing Plans
  - iv. Building Elevations
  - v. Building Section

## **5. Residential Additions and Renovations Permits**

- a) Plot / Site Plan showing grading and building location
- b) The following architectural plans prepared by a Provincially Qualified Designer or the home owner
  - i. Foundation plan
  - ii. Floor Plans
  - iii. Floor and Roof Framing Plans
  - iv. Building Elevations
  - v. Building Section

## **6. New Residential Houses and Semi Detached**

- a) Plot / Site Plan showing lot grading, drainage, and building location
- b) Approved Lot Grading and Drainage Plan
- c) Ontario New Home Warranty Program Registration Form

- d) The following architectural plans prepared by a Provincially Qualified Designer or a Homebuilder registered with the Tarion Warranty Corporation of the homeowner
  - i. Foundation plan
  - ii. Floor Plans
  - iii. Floor and Roof Framing Plans
  - iv. Building Elevations
  - v. Building Section
  - vi. Energy Efficiency Design Summary Matrix

#### **7. New Residential Townhouses, Triplex, Quad-plex**

- a) Site Plan and/or approved Site Plan Agreement
- b) The following architectural plans prepared by a Provincially Qualified Designer or a Homebuilder registered with the Ontario New Home Warranty Program
  - i. Foundation Plan
  - ii. Floor Plans
  - iii. Floor and Roof Framing Plans
  - iv. Building Elevations
  - v. Building Section
  - vi. Energy Efficiency Design Summary Matrix
  - vii. HVAC Design Summary and HVAC Mechanical Plans

#### **8. New Residential Apartment Buildings**

- a) Approved Site Development Plan and Agreement and/or Site Plan
- b) Professional Field Review Commitment forms from the Design Professionals
- c) The following architectural plans prepared and stamped by an Architect and Professional Engineer by a Provincially Registered Designer
  - a) Foundation Plan
  - a) Floor Plans
  - b) Floor and Roof Structural Plans
  - c) Building Elevations
  - d) Building Section
  - e) Energy Efficiency Design Summary Matrix
  - f) Where applicable
    - i. HVCA, Electrical and Plumbing System Drawings
    - ii. Automatic Sprinkler and Standpipe Drawings
    - iii. Fire Alarm system

#### **9. Small Commercial and Industrial Interior Renovations (Part 9 Buildings)**

The following architectural plans prepared and stamped by a Provincially Qualified Designer or the Building Owner

- a) Floor Layout and Framing Plans
- b) Building Section
- c) Where applicable
  - i. HVCA, Electrical and Plumbing System Drawings
  - ii. Automatic Sprinkler and Standpipe Drawings
  - iii. A complete Private Septic System Permit Application

#### **10. Small Commercial and Industrial Additions (Part 9 Buildings)**

- a) Approved Site Development Plan and Agreement and/or Site Plan
- b) The following architectural plans prepared and stamped by a Provincially Qualified Designer or the Building Owner
  - i. Foundation Plan

- ii. Floor Plans
- iii. Roof Plans
- iv. Building Elevations
- v. Building Section
- c) Where applicable
  - i. HVCA, Electrical and Plumbing System Drawings
  - ii. Energy Efficiency Design Summary Matrix
  - iii. Automatic Sprinkler and Standpipe Drawings
  - iv. Fire Alarm system
  - v. Structural Drawings stamped by a Professional Engineer

**11. New Small Commercial and Industrial Buildings (Part 9 Buildings)**

- a) Approved Site Development Plan and Agreement and /or Site Plan
- b) The following architectural plans
  - i. Foundation Plan
  - ii. Floor Plans
  - iii. Floor and Roof Structural Plans
  - iv. Building Elevations
  - v. Building Section
- iii. Where applicable
  - i. HVCA, Electrical and Plumbing System Drawings
  - ii. Energy Efficiency Design Summary Matrix
  - iii. Automatic Sprinkler and Standpipe Drawings
  - iv. Fire Alarm System
  - v. Structural Drawing Stamped by a Professional Engineer

**12. Small Assembly / Institutional Building Additions and Renovations (Part 3 Buildings)**

- a) The following architectural plans prepared and stamped by an Architect and Professional Engineer
  - i. Foundation Plan
  - ii. Floor Plans
  - iii. Floor and Roof Structural Plans
  - iv. Building Elevations
  - v. Building Section
- b) Where applicable
  - i. HVCA, Electrical and Plumbing System Drawings
  - ii. Automatic Sprinkler and Standpipe Drawings
  - iii. Fire Alarm system
  - iv. Professional Field Review Commitment forms from the Design Professionals

**13. New Small Assembly / Institutional Buildings (Part 3 Buildings)**

- a) Approved Site Development Plan and Agreement and/or Site Plan
- b) Professional Field Review Commitment forms from the Design Professionals
- c) The following architectural plans prepared and stamped by an Architect and Professional Engineer
  - i. Foundation Plan
  - ii. Floor Plans
  - iii. Floor and Roof Structural Plans
  - iv. Building Elevations
  - v. Building Section
- d) Where applicable

- i. HVCA, Electrical and Plumbing System Drawings
- ii. Energy Efficiency Design Summary Matrix
- iii. Automatic Sprinkler and Standpipe Drawings
- iv. Fire Alarm system

**14. Industrial / Commercial / Institutional Buildings Additions and Renovations (Part 3 Buildings)**

- a) Approved Site Development Plan and Agreement and/or Site Plan
- b) Professional Field Review Commitment forms from the Design Professionals
- c) The following architectural plans prepared and stamped by an Architect and Professional Engineer
  - i. Foundation Plan
  - ii. Floor Plans
  - iii. Floor and Roof Structural Plans
  - iv. Building Elevations
  - v. Building Section
- d) Where applicable
  - i. HVCA, Electrical and Plumbing System Drawings
  - ii. Energy Efficiency Design Summary Matrix
  - iii. Automatic Sprinkler and Standpipe Drawings
  - iv. Fire Alarm system

**15. New Industrial / Commercial / Institutional Buildings ( Part 3 Buildings)**

- a) Approved Site Development Plan and Agreement and/or Site Plan
- b) Professional Field Review Commitment forms from the Design Professionals
- c) The following architectural plans prepared and stamped by an Architect and Professional Engineer by a Provincially Registered Designer
  - i. Foundation Plan
  - ii. Floor Plans
  - iii. Floor and Roof Structural Plans
  - iv. Building Elevations
  - v. Building Section
- d) Where applicable
  - i. HVCA, Electrical and Plumbing System Drawings
  - ii. Energy Efficiency Design Summary Matrix
  - ii. Automatic Sprinkler and Standpipe Drawings
  - iii. Fire Alarm system

**16. Specially Designated Structures**

- a) The following plans prepared and stamped by a Professional Engineer by a Provincially Registered Designer
  - i. Site Plan
  - ii. Foundation Plan
  - ii. Floor and Roof Plans
  - iii. Floor and Roof Structural Plans
  - iv. Sections

**17. Use of an Equivalent / Alternated Solution**

- a) The following plans and reports prepared and stamped by a Professional Engineer:
  - i. Description of the proposed equivalent / Alternate solution
  - ii. Demonstration of Compliance with SA-1 Objectives and Functional Statements Matrix
  - iii. Supporting documentation (past performance, tests and other evaluations)



## 18. Change of Use Permit

- a) Description of the proposed change of Use
- b) Reduction in performance matrix
- c) Description of Compensating Measures or Alternate Measures
- d) The following plans and where applicable prepared and stamped by a Professional Engineer:
  - i. Foundation Plan
  - ii. Floor Plans
  - iii. Floor and Roof Structural Plans
  - iv. Building Elevations
  - v. Building Section
- e). Where applicable
  - i. HVCA, Electrical and Plumbing System Drawings
  - ii. Energy Design Summary
  - iii. Automatic Sprinkler and Standpipe Drawings
  - iv. Fire Alarm system

## DRAWING COMPLETENESS

Unless otherwise specified by the Chief Building Official the following Information shall be shown on plans or working drawings that accompany applications for permits. Depending upon the nature, scope and scale of a project other additional information may be required to demonstrate Ontario Building Code compliance at the discretion of the Chief Building Official.

### 1.1 The Site Plan shall show:

- a) The location, use, height and dimensions of any existing and proposed buildings including front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings,
- b) Existing and proposed elevation contours of the building site and adjacent properties,
- c) Relation of buildings and finished grade to existing elevations and storm water drainage control plan on site where applicable,
- d) All existing and proposed site services, parking layout, retaining walls, swimming pools accessory buildings and any other such physical additions necessary to the site,
- e) Parking and GFA calculations, location and size of typical parking, loading and handicapped spaces including aisle widths serving the parking spaces.
- f) Site statistics that may be relevant to what is being proposed, such as but not limited to: number of residential units, gross floor area, amenity area, proposed height etc.
- g) Elevation drawings clearly indicating compliance with height regulations including various calculations such as average grade calculations where required.
- h) All known easements, overhead power lines and site services

### 1.2 The Architectural Drawings shall show:

- a) Designers and/or Firms Building Code Identification Number including statement of responsibility for the building design,
- b) Architects/designer's Ontario Building Code data matrix,
- c) Foundation plans and grade details,
- d) Each floor plan with exact dimensions of the layout of all proposed areas and their use,
- e) All wall thicknesses and type of construction, window and door openings and schedules elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings sand other related pertinent information,
- f) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness etc.
- g) Spatial separation table and calculations,
- h) Energy Efficiency Design Summary Matrix

1.3 Structural Drawings shall show:

- a) All foundation, floor, roof and wall structural elements indicating sizes shapes and proper location and all dead and live design loads and condition of loading,
- b) All reinforced concrete work indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel,
- c) All lintel locations and sizes,
- d) Where applicable Engineered Roof and Floor Truss drawings

1.4 The Mechanical Electrical and Plumbing Plans shall show:

- a) For buildings defined in Part 9 of the Building Code, provisions for heating, ventilation and air conditioning, electrical and plumbing systems may be shown and indicated on the architectural drawings,
- b) For Buildings defined in Part 3 of the Building Code, a separate set of drawings for heating ventilation air conditioning, electrical and plumbing systems,
- c) The location of all fire protection equipment such as early warning, detection and suppression systems,
- d) Energy Efficiency Design Summary Matrix (ASHREA 90.1),
- e) Where the primary heat source is provided by heat/hot water combination unit, a solar or geothermal system the all design drawings and documents must be prepared by a Professional Engineer

Optional:

- h) Heat loss / heat gain calculations,
- i) HVAC duct layout and sizing calculations,
- j) Plumbing DWV and water supply piping layout drawings

Such other approvals as may be required by the Chief Building Official to demonstrate compliance with applicable law.

## SCHEDULE "C"

### **This is Schedule "C" to By-Law No. 2008-148 respecting Forms**

Form 1	Application for a Permit to Construct or Demolish, incorporates Application for Conditional Permit
Form 2	Application for Change of Use Permit
Form 3	Commitment To General Reviews By Architect and Engineers
Form 4	Order Requiring Tests and Samples under Section 18(1) of the Building Code Act, 1992
Form 5	Order to uncover under Section 13(6) of the Building Code Act, 1992
Form 6	Order Not to Cover or Enclose under Section 13(1) of the Building Code Act, 1992
Form 7	Order to Comply under Section 12(2) of the Building Code Act, 1992
Form 8	Stop Work Order under Section 14(1) of the Building Code Act, 1992

## **SCHEDULE "D"**

**This is Schedule "D" to By-Law No. 2008-148 respecting  
Code of Conduct For Chief Building Official and Inspectors  
Pursuant to S.7.1 of the  
Building Code Statute Law Amendment Act, 2002, S.O. 2002 c.9**

### **PURPOSE**

The Code of Conduct applies to the Chief Building Official and Inspectors. The following are the purposes as stated in 7.1-(2) of the Act:

- (a) To promote appropriate standards of behaviour and enforcement actions by the chief building official and inspectors in the exercise of a power or the performance of a duty under this Act or the Ontario Building Code.
- (b) To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the chief building official and inspectors in the exercise of a power or the performance of a duty under this Act or the building code.
- (c) To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under this Act or the building code by the chief building official and inspectors. 2002,c.9, s.12

### **STANDARDS OF CONDUCT**

The Chief Building Official and Inspectors shall:

- 1. Always act in the public interest, particularly with regard to the safety of building works and structures.
- 2. Not to act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large.
- 3. Apply all relevant building laws, codes and standards appropriately and without favour.
- 4. Perform their inspections and plan review duties impartially and in accordance with professional standards.
- 5. At all times abide by the highest moral and ethical standards and avoid any conduct, which could bring Building Officials into disrepute.

6. Comply with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws, which regulate or govern Building Officials or their functions.
7. Not to act beyond their personal level of competence or outside their area of expertise.
8. Maintain qualification as Building Officials by keeping their knowledge and understanding of best building practices, building laws and Codes current.
9. Extend professional courtesy to all.

### **BREACHES OF THE CODE OF CONDUCT**

The Chief Building Official will review any allegations of breach of this Code of Conduct made against an Inspector. Disciplinary action arising from violations of this Code of Conduct by an Inspector will be taken by The Corporation of the City of Sault Ste. Marie. Any such disciplinary action will be based on the severity of the breach of the Code of Conduct and whether there have been any prior breaches of the Code of Conduct by the particular inspector involved. Any disciplinary action will be in accordance with relevant collective agreements in place and other employment standards.

Where the allegation is against the Chief Building Official, a committee of the senior management team will review the allegation. Disciplinary action arising from violations of this Code of Conduct by the Chief Building Official will be taken by The Corporation of the City of Sault Ste. Marie. Any such disciplinary action will be based on the severity of the breach of the code of Conduct and whether there have been any prior breaches of the Code of conduct by the Chief Building Official. Any disciplinary action will be in accordance with relevant employment standards.

**SCHEDULE “E”**

**[AMENDED BY BY-LAW 2012-49]**

**Prescribed inspection notices as required under 10.2 of the Building Code Act**

- (a) readiness to *construct* footings,
- (b) substantial completion of footings and *foundations* prior to commencement of backfilling,
- (c) substantial completion of structural framing and ductwork and piping for heating and *air-conditioning* systems, if the *building* is within the scope of Part 9 of Division B,
- (d) substantial completion of structural framing and roughing-in of heating, ventilation, *air-conditioning* and air-contaminant extraction equipment, if the *building* is not a *building* to which Clause (c) applies,
- (e) substantial completion of insulation and *vapour barriers*,
- (e.1) substantial completion of *air barrier systems*,
- (f) substantial completion of all required *fire separations* and *closures* and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
- (g) substantial completion of fire access routes,
- (h) readiness for inspection and testing of,
  - (i) *building sewers* and *building drains*,
  - (ii) water service pipes,
  - (iii) fire service mains,
  - (iv) drainage systems and venting systems,
  - (v) the water distribution system, and
  - (vi) *plumbing* fixtures and *plumbing* appliances,
- (i) substantial completion of installation of *plumbing* not located in a structure, before the commencement of backfilling,
- (j) completion of *construction* and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(2) or

to permit occupancy under Sentence 1.3.3.2.(1), if the *building* or part of the *building* to be occupied is not fully completed, and

- (k) completion of *construction* and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.(5).

**Additional Notices as permitted by 1.3.5.2. Ontario Building Code.**

- (a) commencement of *construction* of,
  - (i) masonry fireplaces and masonry *chimneys*,
- (b) substantial completion of heating, ventilating, *air-conditioning* and air-contaminant extraction equipment,
- (c) substantial completion of site grading,
- (d) substantial completion of the pool deck and dressing rooms for a *public pool* or *public spa* and readiness for inspection of the emergency stop system for a *public pool* or *public spa*,
- (e) completion of a *building* for which an occupancy permit is required under Article 1.3.3.4.

## **SCHEDULE "F"**

### **REFUNDS**

	<b>Percentage of Fees Eligible for Refund</b>
<b>1. Status of Permit Application</b>	
1) Application filed. Administrative functions only have been performed.	80%
2) Application filed. Administrative and zoning functions only have been performed.	70%
3) Application filed. Administrative, zoning and plan examination functions have been performed.	60%
4) Application filed. Permit issue, no field inspections have been performed subsequent to permit issuance.	50%
5) Additional deduction for each field inspection that had been performed.	10%
<b>2. Notwithstanding paragraph (1) above, no refund shall be made:</b>	
a) of an amount less than \$50.00, and	
b) after a six-month period from the date that a permit has been revoked.	

**[AMENDED BY BY-LAW 2012-49]**