

**THE CORPORATION OF THE MUNICIPALITY OF CALLANDER**

**BY-LAW NUMBER 2008-1082**

**BUILDING BY-LAW**

Being a By-law respecting permits for construction, demolition and change of use and respecting inspections and the charging of permit fees.

**WHEREAS** the *Municipal Act*, 2001, S.O. 2001, c.25, S.130, as amended, provides that a municipality may regulate matters not specifically provided for by the Municipal Act or any other Act for purposes related to health, safety and well-being of the inhabitants of the municipality;

**AND WHEREAS**, Section 3(1) of the *Building Code Act* 1992, S.O. 1992, c.23, as amended, provides that the council of each municipality is responsible for the enforcement of the Building Code Act in the municipality;

**AND WHEREAS** Section 3(2) of the *Building Code Act* 1992, S.O. 1992 c. 23, as amended, provides that the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of the Building Code Act in the areas in which the municipality has jurisdiction;

**AND WHEREAS**, Section 7 of the *Building Code Act* 1992, S.O. 1992, c.23, as amended, empowers council to pass by-laws respecting permits for construction, demolition, occupancy, change of use, mechanical, plumbing, sewage systems and conditional permits and respecting inspections and the charging of permit fees;

**AND WHEREAS**, Section 35 of the *Building Code Act* 1992, S.O. 1992 c.23, as amended, provides that the *Building Code Act* and the *Ontario's Building Code* supersede all municipal by-laws respecting the construction or demolition of buildings;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Callander enacts as follows:

**PART I -CITATION AND DEFINITIONS**

**1.1 Short Title**

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

**1.2 Definitions**

In this By-law:

- (a) “Act” means the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended.

- (b) “Applicable law” means applicable law as defined in the *Ontario’s 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 *Ontario’s Building Code*.
- (d) “As constructed plans” means as constructed plans as defined in the *Ontario’s Building Code*.
- (e) “Building” means a building as defined in Section 1(1) of the Act.
- (f) “Building Code” means regulations made under Section 34 of the Act.
- (g) “Change of Use Permit” is a permit issued under Section 10(1) of the Act.
- (h) “Chief Building Official” means a person appointed or constituted under Section 3 or 4 of the Act, and appointed by the Council of the Municipality of Callander.
- (i) “Conditional Permit” is a permit issued under Section 8(3) of the Act.
- (j) “Construct” means to do 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. As defined in Section 1(1) of the Act.
- (k) “Corporation” means the Corporation of the Municipality of Callander.
- (l) “Demolish” means to do anything in the removal of a building or any material part thereof as defined in Section 1(1) of the Act.
- (m) “Designer” means the person responsible for the design and in possession of the registration and qualifications outlined in Div C Part 3.2 of the 2006 *Ontario’s Building Code*.
- (n) “Farm building” means a farm building as defined in Div A Part 1 of the *Ontario’s Building Code*.
- (o) “Form” means the applicable provincial or municipal prescribed forms as set out in this By-law.
- (p) “Floor area” means the space on any storey of a building between exterior walls and required firewalls including the space occupied by interior walls and partitions, unless otherwise defined herein.

- (q) “Infill Construction Site” means any construction site in respect of which a building permit has been issued for the construction of a building or part thereof where such construction is adjacent to another occupied dwelling unit except where the site is witting a registered plan of subdivision is being developed for the first time.
- (r) “Inspector” means a person appointed, by By-law, by the Corporation of the Municipality of Callander for the purposes of enforcing the Act.
- (s) “Lot Grading” means the establishment of finished ground elevations as outlined in the site plan described in 4.4 of this By-law.
- (t) “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.
- (u) “Owner” means the registered owner of the property and includes a lessee, mortgagee in possession.
- (v) “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 or, in the case of an Occupancy Permit, to occupy a building or part of a building or parts thereof.
- (w) “Plumbing” means plumbing as defined in Section 1(1) of the Act.
- (x) “Regulation” means regulation made under the Act.
- (y) “Sewage system” means a sewage system as defined in Div A Part 1 of the *Ontario’s Building Code*.
- (z) “Sign” means a sign structure as described in Div B Part 3.15.3.1 and 3.15.4.1 of the *Ontario’s Building Code*.

## **Part II – INTERPRETATION**

- 2.1 Any word or term not defined in this by-law that is defined in the Act or *Ontario’s Building Code* shall have the meaning ascribed to it in the Act or *Ontario’s Building Code*.
- 2.2 In this By-law, a word interpreted in the singular number has a corresponding meaning when used in the plural.

2.3 This By-law includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this By-law.

## **PART III - GENERAL REQUIREMENTS**

### **3.1 Application for All Permits**

All applications for a permit, in addition to meeting all other application requirements set out in this By-law, shall:

- (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) include the legal description, the municipal address and where appropriate the unit number of the land on which the work is to be done;
- (d) be accompanied by plans and specifications as described in this By-law;
- (e) be accompanied by the completed “Listing of Applicable Law” form in accordance with Schedule “D” to this By-law;
- (f) state the name, address and telephone number of the owner, and where the owner is not the applicant, the authorized agent, and where applicable, the qualified architect, engineer or other designer and the construction or person hired to carry out the construction or demolition, as the case may be;
- (g) include, where applicable, the applicant’s registration number where an applicant is a builder or vendor as defined in the *Ontario New Home Warranties Plan Act*; and
- (h) be signed by the owner or authorized agent who shall certify as to the truth of the contents of the application.

### **3.2 Application for Construction Permit**

In addition to the general requirements set out above, an application for a construction permit shall:

- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”;

- (b) include plans and specifications, documents and other information as required by Section 2.4.1.1B of the *Ontario's Building Code* and as described in this By-law for the work covered by the permit.

### **3.3 Application for Partial Permit**

In addition to the general requirements set out above, an application for a construction permit for part of a building shall:

- (a) use the provincial application form, "Application for a Permit to Construct or Demolish";
- (b) include plans and specifications covering the work for which more expeditious approval is desired, together with such information pertaining to the remainder of the work as may be required by the Chief Building Official;
- (c) be accompanied by the required fee for the entire project and required administration fee for the partial permit as calculated in accordance with Schedule "A" to this By-law; and
- (d) be deemed to be incomplete, where a partial permit is requested.

### **3.4 Application for Demolition Permit**

In addition to the general requirements set out above, an application for a demolition permit shall:

- (a) use the provincial application form, "Application for a Permit to Construct or Demolish";
- (b) supply proof satisfactory to the Chief Building Official that arrangements have been made with the proper authorities for the cutting off and capping of all water, sewer, gas, electric and private services; and
- (c) indicate method of demolition.

### **3.5 Application for Conditional Permit**

In addition to the general requirements set out above, an application for a conditional permit pursuant to subsection 8(3) of the Act, shall:

- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”;
- (b) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- (c) state the necessary approval which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
- (d) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official; and
- (e) require the owner and such other persons as the Chief Building Official determines to enter into an agreement with the Corporation.

### **3.6 Application for Change of Use Permit**

In addition to the general requirements set out above, an application for a change of use permit shall:

- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”;
- (b) describe the building in which the use is to be changed, by a description that will readily identify and locate the building;
- (c) identify and describe in detail the current and proposed uses of the building or part of a building for which the application is made; and
- (d) include plans and specifications showing the current and proposed use of all parts of the building, and which contain sufficient information to establish compliance with the requirements of *Ontario’s 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.

### **3.7 Application for Occupancy of Unfinished Building**

An application for occupancy of an unfinished building permit pursuant to Section 2.4.3 of *Ontario’s Building Code* shall:

- (a) Use the application form in Schedule “C” to this By-law;
- (b) Indicate the total floor area proposed for occupancy;
- (c) Indicate the total number and location of units proposed for occupancy; and
- (d) Be signed by the owner or authorized agent who shall certify the truth of the contents of the application.

### **3.8 Application for Transfer of Permit**

Where an application is made for a transfer of permit because of change of ownership of the property, the owner applying for the transfer shall file the following information:

- (a) the form prescribed by the Chief Building Official;
- (b) the names and address of the former and new owner;
- (c) the date that the property was transferred to the new owner;
- (d) the nature of the permit being transferred; and
- (e) confirmation of the continuation of or the particulars of any change in the arrangements for general review of the construction in accordance with Section 1.2. Div C Part 2 Design and General Review, of *Ontario's Building Code*.

### **3.9 Material Change after Permit Issuance**

- 3.9.1 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, shall be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without the prior written authorization of the Chief Building Official.
- 3.9.2 Notification of any material change may be in the form of an application for revision to a permit where changes are major and may take the form of a revision permit being issued.

### **3.10 Powers of Chief Building Official Respecting Partial and Conditional Permits**

- 3.10.1 The Chief Building Official may, where the relevant provisions of this By-law are

met, issue a permit for part of a building subject to compliance with the Act, *Ontario's Building Code* and any other applicable law.

- 3.10.2 The Chief Building Official may, where the relevant provisions of this By-law and Subsections 8(3) to 8(5) of the Act are met, issue a conditional permit for a building, subject to compliance with the Act, *Ontario's Building Code* and any other applicable law.
- 3.10.3 The Chief Building Official is authorized to enter into agreements with respect to conditional permits.

### **3.11 Limitation**

The issuance of a permit for a part of a building or a conditional permit shall not be construed to authorize construction beyond that for which approval was not given nor obligate the Chief Building Official to grant any further permit or permits for the building.

### **3.12 Inactive Application**

- 3.12.1 Where an application for a permit remains incomplete or inactive for twelve 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.
- 3.12.2 Where an application has been deemed to be abandoned, a new application must be filed for the proposed work.

## **Part IV – PLANS AND SPECIFICATIONS**

### **4.1 Sufficient Information to be Supplied**

Every applicant shall submit sufficient information, as outlined in Schedule “E” of this By-law, including plans, specifications, documents and other information, 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, *Ontario's Building Code* and any other applicable law.

### **4.2 Two Sets of Plans and Specifications**

Each application shall, unless otherwise determined by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this By-law.

### **4.3 Plans to Scale**

Plans shall be drawn to scale on paper or other durable material shall be legible and, without limiting the generality of the foregoing, shall include such working drawings deemed necessary by the Chief Building Official.



#### **4.4 Site Plan**

Site Plans submitted shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such survey shall be filed with the Corporation unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work is in compliance with the Act, *Ontario's Building Code*, and any other applicable law. The site plan shall show:

- (a) lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;
- (b) existing and finished ground levels or grades; and
- (c) existing right-of-way, easements and municipal services.
- (d) elevations and grading of the land, including location of the building, as drawn by a registered Ontario Land Surveyor, Professional Engineer or Architect.

#### **4.5 Refusal of Application**

The Chief Building Official may refuse an application if any of the information required to support the application is deemed to be incomplete or insufficient at the time of application.

#### **4.6 As Constructed Plans**

On completion of the construction, the Chief Building Official may require that a set of plans of the building or any class of buildings as constructed including a plan of survey showing the location be filed with the Chief Building Official.

#### **4.7 Plans Property of the Municipality**

Plans and specifications furnished in accordance with the requirements of this by-law or otherwise required by the Act become the property of the Corporation and shall be retained in accordance with the relevant legislation and the Corporation's Records Retention By-law.

### **Part V – REVOCATION OF PERMIT**

#### **5.1 Notice of Revocation**

- 5.1.1 Prior to revoking a permit under subsection 8(10)(b) or subsection 8(10)(c) of the Act, the Chief Building Official shall serve the permit holder or cause the permit holder to be served with written notice of his or her intention to revoke the permit.

- 5.1.2 Notice under subsection 5.1.1 may be served either by personal service or by mailing the notice by registered mail addressed to the permit holder at the address the permit holder has communicated to the Chief Building Official in writing.
- 5.1.3 Where notice is served by registered mail, the permit holder shall be conclusively deemed for all purposes to have been served with the notice on the third business day after the day of mailing.
- 5.1.4 If on the expiration of thirty (30) days from the date of service of the notice of intention to revoke the permit described in Part V of this By-law, the ground for revocation continues to exist, the Chief Building Official may revoke the permit without further notice to the permit holder.

## **5.2 Request for Deferral**

A permit holder may, within thirty (30) days from the date of service of the notice described in Part V of this By-law, request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked.

## **5.3 Referral of Revocation**

The Chief Building Official, having regard to the changes in the Act, *Ontario's Building Code* or any applicable law, may grant the deferral in writing.

## **5.4 Fee for Deferral**

A request for deferral shall be accompanied by the non-refundable fee as set out in Schedule "A" of this By-law.

## **Part VI – PRESCRIBED NOTICES AND INSPECTIONS**

### **6.1 Notice at Each Stage**

- 6.1.1 The person to whom a permit has been issued under Section 8 of the Act shall give to the Chief Building Official notice of the readiness for inspection in accordance with prescribed notices described in section 1.3.5 Div C Part 1 of *Ontario's Building Code*. These mandatory notification stages and inspections are listed in Schedule "B" to this By-law.
- 6.1.2 Notices shall be given as required by subsection 1.3.5.1 Div C Part 1 of *Ontario's Building Code*.

### **6.2 Inspections**

Upon receipt of proper notice, the Chief Building Official, shall undertake a site inspection of the building to which the notice relates in accordance with the prescribed time periods set out in Section 11 of the Act and subsection 1.3.5.3 Div C Part 1 of *Ontario's Building Code*.

### **6.3 Notice of Readiness for Occupancy or Completion of Building**

The permit holder shall give notice of completion as prescribed by Section 11 of the Act or, where occupancy is required prior to completion, the permit holder shall give notice of inspection to ensure compliance with the requirements of Section 11 of the Act and subsection 1.3.3.1 Div C Part 1 and 1.3.3.2 Div C Part 1 of *Ontario's Building Code*.

## **Part VII – EQUIVALENTS**

### **7.1 Sufficient Information to be Supplied**

Where an application for a permit or for authorization to make a material change to the 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 application shall provide:

- (a) a description of the proposed material, system or building design for which authorization under Section 9 of the Act is requested;
- (b) any applicable provisions of *Ontario's Building Code*; and
- (c) evidence that the proposed material, system or building design will provide the level of performance required by *Ontario's Building Code*.

### **7.2 Prescribed Form**

- (a) Such information may be provided by incorporation in the permit application or in the prescribed form "Equivalent Evaluation and Authorization" prescribed by the Chief Building Official.

## **Part VIII – FEES**

### **8.1 Required Fees**

- 8.1.1 The Chief Building Official shall determine the required fees for the work proposed and the applicant shall pay the fees calculated in accordance with Schedule "A" to this By-law. No permit shall be issued until the fees therefore have been paid in full.
- 8.1.2 Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit under Subsection 8(3) of the Act are based on the cost of valuation of the proposed work,

the cost of valuation of the proposed work shall mean the total value of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.

## **8.2 Additional Fees Where Work Commences Prior to Permit Issuance**

Any person or Corporation who commences construction, demolition or changes the use of a building before submitting an application for a permit or before 14 calendar days have elapsed from the date on which an application for a permit has been accepted by the Corporation unless the permit has already been issued, shall in addition to any other penalty under the Act, *Ontario's Building Code* or this By-law pay an additional fee in accordance with Schedule "A" to this By-law, in order to compensate the Corporation for the additional work incurred by such early start to work.

## **8.3 Fees Based on Floor Area**

Where 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, the floor area shall mean the total floor space of all stories above grade, or below grade for an underground building, measured as the horizontal area between the outer face of exterior walls and to the centre of party walls or demising walls.

## **8.4 Fees Respecting Conditional Permits**

Fees payable in respect of a conditional permit issued under Subsection 8(3) of the Act shall be paid for the complete project plus the applicable additional fee in accordance with Schedule "A" to this By-law.

## **Part IX – REFUNDS**

### **9.1 Circumstances for Refund**

Upon the written request of the owner or permit holder, as applicable, the Chief Building Official shall determine the amount of refund of the permit to construct or to demolish fee, if any, that may be returned to the owner or permit holder in accordance with 9.2 of this By-law where:

- (a) an owner withdraws an application for a permit;
- (b) an application is deemed to have been abandoned in accordance with 3.12.2 of this By-law;

- (c) the Chief Building Official refuses to issue a permit for which an application has been made; or
- (d) the Chief Building Official revokes a permit after it has been issued.

## **9.2 Amount of Refund**

The amount of the permit fees to construct or to demolish that may be refunded, less \$100.00 for each field inspection performed up to the cancellation date, shall be a percentage of the fees payable under this by-law, as follows:

- (a) ninety (90%) per cent if administrative functions only have been performed;
- (b) eighty (80%) per cent if administrative and zoning functions only have been performed;
- (c) fifty-five (55%) per cent if administrative, zoning and plan examination functions have been performed; and
- (d) fifty (50%) percent if the permit has been issued or the applicant has been notified of the decision to issue the permit.

## **9.3 Minimum Refund**

No refund shall be payable where the amount calculated is less than the minimum fee for a "Permit to Construct".

## **9.4 Refund Payable To**

The fee that may be refunded shall be paid to the person named on the fee receipt issued by the Corporation upon payment of the fee, unless the person directs in writing that it be refunded to another person.

## **9.5 Limitation for Refund**

No refund shall be issued after two years from the date of withdrawal, cancellation, abandonment, refusal to issue a permit or revocation of a permit.

## **PART X – CODE OF CONDUCT**

The Code of Conduct applies to the Chief Building Official and Inspectors appointed under the *Building Code Act* in the exercise of a power or the performance of a duty under the *Building Code Act* or *Ontario's Building Code*. See Schedule "F".

**PART XI – REPEAL OF BY-LAW**

By-law No. 2005-966, as amended, of the Corporation of the Municipality of Callander is hereby repealed.

**PART XII – EFFECTIVE DATE**

This By-law will come into force and effect upon final passage.

**READ A FIRST TIME THIS 6<sup>TH</sup> DAY OF MAY, 2008.**

**READ A SECOND TIME THIS 6<sup>TH</sup> DAY OF MAY, 2008.**

**READ A THIRD TIME AND FINALLY PASSED THIS 6<sup>TH</sup> DAY OF MAY, 2008.**

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**MAYOR, Hector Lavigne**

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**CLERK, Jeff Celentano**

**THE CORPORATION OF THE MUNICIPALITY OF CALLANDER**

**Building By-law 2008-1082**

**Schedule "A"**

<b>Fee Description</b>	<b>Authority</b>	<b>Section</b>	<b>Fee Amount</b>
<b>TYPE OF PERMIT</b>			
CONSTRUCTION (new, additions, renovations, plumbing, etc.)	Building Code Act	7(c)	\$8.40/\$1000 of construction value -minimum \$120.00
DEMOLITION	Building Code Act	7(c)	\$100.00
CONDITIONAL	Building Code Act	7(c)	\$120.00 plus \$8.40/\$1000 of construction value
CHANGE OF USE	Building Code Act	7(c)	\$120.00 plus \$8.40/\$1000 of construction value
<b>ADMINISTRATION</b>			
SEARCHING OF RECORDS (Building)	Municipal Act	391(1)	\$100.00
SPECIAL INSPECTION	Municipal Act	391(1)	\$150.00
REINSPECTION	Municipal Act	391(1)	\$100.00

**THE CORPORATION OF THE MUNICIPALITY OF CALLANDER**  
**Building By-law 2008-1082**  
**Schedule “B”**

<b>PRESCRIBED NOTICES/INSPECTIONS*</b>		
<b>Ontario Building Code Div C Part 1.3.5.1.</b>		
<b>Notice/Inspection</b>	<b>Ontario Building Code Reference</b>	<b>Description</b>
Footings	1.3.5.1.(2)(a)	Readiness to construct footings.
Foundation	1.3.5.1.(2)(b)	Substantial completion of footings and foundations prior to commencement of backfilling.
Framing – Part 9 of Buildings	1.3.5.1.(2)(c)	Substantial completion of structural framing, if the building is within the scope of Part 9.
Framing – Other Than Part 9 Building	1.3.5.1.(2)(d)	Substantial completion of structural framing, if the building is not a building to which Clause (c) applies.
HVAC Rough-In/Final – Part 9 Building	1.3.5.1.(2)(c)	Substantial completion of ductwork and piping for heating and air-conditioning, if the building is within the scope of Part 9.
HVAC Rough-In – Other Than Part 9 Building	1.3.5.1.(2)(d)	Substantial completion of rough-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause (c) applies.
Insulation	1.3.5.1.(2)(e)	Substantial completion of insulation, vapour barriers and air barriers.
Fire Separations & Closures	1.3.5.1.(2)(f)	Substantial completion of all required fire separations and



		closures.
Fire Protection Systems	1.3.5.1.(2)(f)	Substantial completion of all fire protection systems including standpipe, sprinklers, fire alarm and emergency lighting systems.
Fire Access Routes	1.3.5.1.(2)(g)	Substantial completion of fire access routes.
Building Sewers	1.3.5.1.(2)(h)(i)	Readiness for inspection and testing of building sewers.
Building Drains	1.3.5.1.(2)(h)(i)	Readiness for inspection and testing of building drains.
Water Service Main	1.3.5.1.(2)(h)(ii)	Readiness for inspection and testing of water service main.
Fire Service Main	1.3.5.1.(2)(h)(iii)	Readiness for inspection and testing of fire service main.
Drainage & Venting Systems	1.3.5.1.(2)(h)(iv)	Readiness for inspection and testing drainage systems and venting systems.
Water Distribution System	1.3.5.1.(2)(h)(v)	Readiness for inspection and testing of the water distribution system.
Plumbing Fixtures & Appliances	1.3.5.1.(2)(h)(vi)	Readiness for inspection and testing of plumbing fixtures and plumbing appliances.
Pool/Spa Suction & Gravity Outlet System	1.3.5.1.(2)(i)	Readiness for inspection of suction and gravity outlets, covers and suction piping service outlets of an outdoor pool described in Clause 2.1.2.1.(1)(h), a public pool or public spa.
Pool/Spa Circulation/Recirculation System	1.3.5.1.(2)	Substantial completion of the circulation/recirculation system of an outdoor pool described in Clause 2.1.2.1.(1)(h), a public pool or a public spa.

Site Services	1.3.5.1.(2)	Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling.
Occupancy Prior to Completion	1.3.5.1.(2)	Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 2.4.3.1.(2), or to permit occupancy under Sentence 2.4.3.2.(1), if the building or part of the building to be occupied is not fully completed.
Completion Of Building	Building Code Act Section 11	Completion of the building or part prior to occupancy or use.
Completion Of Occupied Unfinished Building	Building Code Act Section 11	Completion of the building where a person has occupied or permitted the occupancy under Section 2.4.3 – Occupancy of Unfinished Building.
Additional Notices	1.3.5.2.(1)	Any additional notices required for enforcement of the Act & Ontario’s Building Code.

## NOTE:

1. Prescribed notices and/or inspections apply to all building types, unless otherwise noted.
2. “Building” means a building as defined in Section 1(1) of the Building Code Act.
  - (a) A structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto.

- (b) A structure occupying an area of ten square meters or less that contains plumbing, including the plumbing appurtenant thereto.
- (c) Plumbing not located in a structure.
- (d) A sewage system; or
- (e) Structures designated in the building code.

**THE CORPORATION OF THE MUNICIPALITY OF CALLANDER  
BUILDING BY-LAW 2008-1082  
Schedule "C"  
COMPLETION NOTICE  
READINESS FOR OCCUPANCY**

**Municipality of Callander**

1984 Swale Street, P.O Box 100, Callander, On, P0H1H0

**To: Danny Rodgers, Chief Building Official**

<b>Name of person giving notice:</b>	<b>Permit No.:</b>
<b>Address of person giving notice:</b>	<b>Phone No.:</b>
<b>Location of Building (municipal address):</b>	

**Notice of Completion**

Pursuant to the requirements of Section 11 of the Building Code Act, you are hereby informed that the above construction has been completed in accordance with the permit documents and the Ontario's Building Code.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of Owner/Agent**

**Notice of Substantially Completed**

Pursuant to the requirements of Section 11 of the Building Code Act, you are hereby informed that the above construction has been substantially completed in accordance with the permit documents and the Ontario's Building Code except for the following items which have not been completed due to weather conditions, back order issues of products and fixtures, etc., which are not considered life safety issues and do not impede occupancy of the building.

**Note: See attached letter of outstanding items**

The contractor, owner or agent will complete the outstanding items and request a final inspection upon completion of outstanding items by \_\_\_\_\_(date).

I hereby request an inspection at the above noted location.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Agent

**INSPECTORS USE ONLY**

Subsequent to this Notice of Completion I have conducted a final inspection and noted the following.

- Accepted as complete
- Accepted as substantially complete except for the attached noted items
- Not accepted as complete. Call for another inspection when work is completed.
- The incomplete work includes but is not restricted to the attached letter.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Inspector

**THE CORPORATION OF THE MUNICIPALITY OF CALLANDER**  
**Building By-Law 2008-1082**  
**Schedule “D”**

**Listing of Applicable Law Form**

<b>A. Project Information</b>			
Building number, street name		Unit No	Lot/Con.
Municipality		Postal	Plan No/other description
<b>Application No:</b>			
<b>B. Applicant Information</b>			
Application is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized Agent			
Last Name	First Name	Corporation or Partnership	
Street Address			Unit No   Lot/Con.
Municipality	Province	Postal Code	Email
Telephone ( )	Fax ( )	Cell ( )	
<b>C. Owner (if different than Applicant)</b>			
Last Name	First Name	Corporation or Partnership	
Street Address	Unit No	Lot/Con.	
Municipality	Province	Postal Code	Email
Telephone ( )	Fax ( )	Cell ( )	

	Applicant Law Provision	Responsible Agency	Contact
	Conservation Authorities Act, Clause 28(1)(c)	Local Conservation Authority	
	Development Charges Act, 1997, Sections 28 and 53	Local Municipality	

Education Act, Section 194, with respect to the approval of the Minister for the demolition of a building.	Ministry of Education	Steven Mitchell, Architect Ph: 416-325-2015
Section 6 of Regulation 314, of the Elderly Persons Centres Act, with respect to the approval of the Minister for the construction of a building project.	Ministry of Health and Long Term Care	North Region Ph: 705-564-3130
Regulation 469 of the Funeral Directors and Establishments Act, with respect to the provision to the Registrar of architectural plans or drawings of the proposed construction or alteration of a funeral establishment.	Ministry of Consumer and Business Services	Board of Funeral Services Ph: 416-979-5450 or 1-800-387-4458
Homes for the Aged and Rest Homes Act, Section 14, with respect to the approval of the Minister for the erection or alteration of a building for use as a home or joint home.	Ministry of Health and Long Term Care	Long-Term Care Planning and Renewal Branch Ph: 416-326-6882 Or 1-877-767-8889
Nursing Homes Act: Section 4 of Regulation 832, with respect to the provision to the Director of plans and specifications and such information and other material as may be required by the Director in respect of the construction, alteration, addition to or renovation of a nursing home or conversion of an existing building into a nursing home.  Subsection 4(3) and (5) of Regulation 832 of the Revised Regulations of Ontario, 1990	Ministry of Health and Long Term Care	Long-Term Care Planning and Renewal Branch Ph: 416-326-6882 Or 1-877-767-8889
Section 11.1 of O.Reg. 267/03 of the Nutrient Management Act, 2002, with respect to a proposed building or structure to house farm animals or store nutrients of that Regulation requires the preparation and approval of a nutrient management strategy before construction of the proposed building or structure.	Ministry of Agriculture and Food	Andrew Jameson Ph: 519-826-6366

<p>Ontario Heritage Act:</p> <p>Subsection 30 (2), with respect to a consent of the council of a municipality to the alteration or demolition of a building.</p> <p>Section 33, with respect to the consent of the council of a municipality for the alteration of a property.</p> <p>Section 34, with respect to the consent of the council of a municipality for the demolition of a building.</p> <p>By-laws made under Section 40.1</p> <p>Section 42, with respect to the permit given by the council of a municipality for the erection, alteration, or demolition of a building.</p>	<p>Local Municipality</p>	
<p>Ontario Heritage Act:</p> <p>Section 34.5, with respect to a consent of the Minister to the alteration or demolition of a designated building.</p> <p>Subsection 34.7(2), with respect to consent of the Minister to the alteration or demolition of a designated building.</p>	<p>Ministry of Culture</p>	<p>General Inquiry Ph: 416-212-0644 Or 1-866-454-0049</p>
<p>Ontario Planning and Development Act, 1994,</p> <p>Section 14, with respect to any conflict between a development plan made under that Act and a zoning by-law that affects the proposed building or structure.</p> <p>Subsection 17(1)</p>	<p>Ministry of Municipal Affairs and Housing</p>	<p>Northeastern Municipal Services Office Ph: 1-800-461-1193</p>



Section 2 of O.Reg. 453/96 of the Public Lands Act, with respect to the work permit authorizing the construction or placement of a building on public land.	Ministry of Natural Resources	Main Info Line Ph: 1-800-667-1940
Public Transportation and Highway Improvement Act, Section 34 or 38, with respect to the permit from the Minister for the placement, erection or alteration of any building or other structure or the use of land.	Ministry of Transportation	North Bay Office Ph:705-472-7900

**THE CORPORATION OF THE MUNICIPALITY OF CALLANDER**  
**Building By-Law 2008-1082**  
**Schedule “E”**

**PLANS, SPECIFICATIONS, DOCUMENTS AND FORMS**

The following are lists of plans, working drawings, specifications, information and forms that may be required to accompany applications for permits according to the scope of work and type of application;

1. Plans and Working Drawings

- |                            |   |
|----------------------------|---|
| a) Site plan               | j) Building elevations                                |
| b) Key plan                | k) Structural drawings                                |
| c) Lot grading plan        | l) Architectural drawings                             |
| d) Floor plans             | m) Electrical drawings                                |
| e) Foundation plans        | n) Heating, ventilation and air conditioning drawings |
| f) Framing plans           | o) Plumbing drawings                                  |
| g) Roof plans              | p) Fire alarm drawings                                |
| h) Reflected ceiling plans | q) Sprinkler / Standpipe drawings                     |
| i) Sections and details    |   |

Every application shall, unless otherwise determined by the Chief Building Official, be accompanied by two complete sets of working drawings, prepared in accordance with generally accepted architectural and engineering practices, on paper or other suitable and durable material and shall be drawn to a recognized scale.

All drawings shall be of sufficient detail and contain all information to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use conforms to the Act, the Ontario’s Building Code and any other applicable law. This includes, but is not limited to, all drawings being fully dimensioned, noting all sizes and types of construction materials to be used and their respective locations, noting all finishes to all walls, ceilings and floors and all existing and proposed fire separations. Alterations, renovations and additions must also differentiate between the existing building and new work proposed.

2. Information

- |                                    |   |
|------------------------------------|---|
| a) Specifications                  | i) Development charge receipt   |
| b) Spatial separation calculations | j) BMEC authorizations  |
| c) Fire protection report          | k) Fire department inspection report                                  |
| d) Building Code related report    | l) HVAC calculations  |
| e) Letter of use                   | m) Sprinkler / Standpipe hydraulic calculations                       |
| f) Occupant loads                  | n) Ashrae 90.1 or Model National Energy Code for Buildings compliance |
| g) Acoustical certification        | engineer  |
| h) Geotechnical report             |   |

### 3. Forms

- a) Application for a permit to construct or demolish and associated schedules
- b) Addendum to permit application (Production Residential Application Summary)
- c) Addendum to permit application, request for overtime review of building permit application
- d) Acknowledgement by applicant of an incomplete application
- e) Applicable law checklist
- f) General review commitment certificate
- g) Notice of permission to construct
- h) Equivalent evaluation and authorization form
- i) Building analysis form
- j) Conditional permit request
- k) Permit Application (residential demolition pursuant to the Planning Act)
- l) Financial contribution form
- m) Statement of design for the installation of class 2 to 5 sewage systems
- n) Statement of design for roof storm water management
- o) Declaration of applicant for building permit regarding Ontario New Home Warranty Plan Act
- p) Certified model application form
- q) Designer information for certified models reviewed prior to January 1, 2006
- r) Notice of completion

**THE CORPORATION OF THE MUNICIPALITY OF CALLANDER**  
**Building By-Law 2008-1082**  
**Schedule “F”**

**Code of Conduct for Building Officials and Inspectors**

**Preamble**

The Code of Conduct applies to the Chief Building Official and inspectors appointed under the *Building Code Act* in the exercise of a power or the performance of a duty under the *Building Code Act* or the Ontario’s Building Code.

The purpose of this Code is to promote appropriate standards of behavior and enforcement actions to ensure building officials apply standards of honesty and integrity, and to prevent practices constituting an abuse of power including unethical or illegal practices.

**Standards of Conduct**

Building Officials undertake to:

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 reasonable appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
3. Apply all relevant building by-laws, codes and standards appropriately and without favour.
4. Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards.
5. At all times abide by the highest moral and ethical standards and avoiding any conduct which could bring or tend to bring Building Officials into disrepute.
6. Comply with the provisions of the *Building Code Act*, the *Ontario’s Building Code* and other Acts or Laws which regulate or govern Building Officials or their functions.
7. Not to act beyond their persona level of competence or outside their area of expertise.
8. Maintain current accreditation to act as an Ontario Building Official.

9. Maintain their knowledge and understanding of the best current building practices, the building laws and Codes relevant to their inspection and plan examination function.
10. Extend professional courtesy to all.

#### **ENFORCEMENT GUIDELINES**

Compliance with this code of conduct shall constitute a condition of employment as a Chief Building Official or Inspector appointed under the Building Code Act. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this code shall be made in writing.