

THE CORPORATION OF THE TOWN OF RICHMOND HILL

BY-LAW NO. 71-10 .

A By-law under the Building Code Act
Respecting Permits and Related Matters

WHEREAS pursuant to the Building Code Act, 1992, the Lieutenant Governor in Council has established a Building Code which is in force throughout Ontario;

AND WHEREAS Section 7 of the Building Code Act authorizes a municipal council to pass by-laws concerning the issuance of permits and related matters;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF RICHMOND HILL ENACTS AS FOLLOWS:

1. SHORT TITLE

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

2. DEFINITIONS

Definitions

<i>Abandoned Application/ Permit</i>	means a building permit application that, after 6 months since last contact with applicant, has had no action taken to complete and upon notice and inspection by the <i>Town</i> , the application is considered abandoned and cancelled
<i>Act</i>	means the <i>Building Code Act</i> , 1992, S.O. 1992, c.23, as amended
<i>Applicant</i>	means the owner of a building or property who applies for a permit or any person authorized by the owner, in writing, to apply for a permit on the owner's behalf, or any person or Corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or Corporation
<i>Architect</i>	means the holder of a license, certificate of practice or a temporary license issued under the Architects Act as defined in the Building Code
<i>As Constructed Drawings</i>	means "as constructed plans" as defined in Subsection 1(1) of the Act
<i>Building Code</i>	means the regulations made under Section 34 of the Act
<i>Cancelled Permit Application</i>	means the withdrawal of a permit by the Applicant prior to issuance
<i>Chief Building Official</i>	means the Chief Building Official appointed by by-law by Council, under the authority of the Act, for the purposes of enforcement of the Act, the Building Code and this by-law
<i>Construct</i>	means construct as defined in Subsection 1(1) of the Act

<i>“complete application”</i>	means an application that meets the requirements for applications set out in the Building Code, Division C, Sentence 1.3.1.3.(5) and Section 4 of this By-law and Schedule “ D “ of this By-law
<i>Demolish</i>	means demolish as defined in subsection 1(1) of the Act
<i>Deficient Permit</i>	means a permit where an inspection notice or order to comply has been issued by an inspector and has not been cleared
<i>Dormant Permit</i>	means where an inspection required under the building code or this by-law has not been requested and six or more months have elapsed after the date of the last inspection and there are no listed deficiencies
<i>Equivalent</i>	means equivalent materials, systems or building designs proposed by an applicant pursuant to Section 9 of the of the Act
<i>Inspector</i>	means an Inspector appointed by by-law by the Town of Richmond Hill for the purposes of enforcement of the Act
<i>Owner</i>	means the registered owner of the property on which the construction is to take place and/or includes a lessee, mortgagee in possession, and the authorized agent in lawful control of the property
<i>Permit</i>	means permission or authorization given in writing from the Chief Building Official to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and Building Code. Nothing in the granting of permission to construct relieves the requirement to comply with other applicable approvals
<i>Permit holder</i>	means the <i>owner</i> to whom the permit has been issued or where a permit has been transferred, the new <i>owner</i> to whom the permit has been issued
<i>Permit Revision</i>	means additional information filed with the Chief Building Official which depicts one or more changes to proposed construction after issuance of a permit
<i>Professional Engineer or Engineer</i>	means a person who holds a license or temporary license under the Professional Engineers Act, as defined in the Building Code
<i>Registered Code Agency</i>	means a registered code agency as defined in Subsection 1(1) of the Act
<i>Revised submission</i>	means additional information filed with the Chief Building Official which depicts one or more changes to proposed construction prior to issuance of a permit
<i>Revoked Permit</i>	withdrawal of a permit after issuance as per Section 8(10) of the Act
<i>Sewage system</i>	means a sewage system as defined in Subsection 1.1 of the Building Code
<i>Supplementary Submission</i>	means information filed with the Chief Building Official in relation to a building permit application and includes voluntary submissions and submissions that may be required to determine building code compliance
<i>Town</i>	means the Corporation of the Town of Richmond Hill
<i>Work</i>	means construction or demolition of a building or part thereof, as the case may be

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

3. CLASSES OF PERMITS

The classes of permits and associated fees set out in Schedule “A” of this by-law are hereby established.

4. BUILDING PERMIT APPLICATIONS

4.1 File Application – on Provincial Form

To obtain a permit under Section 8 of the Act, the applicant shall file an application in writing by completing a prescribed provincial application form available from the Ministry of Municipal Affairs and Housing Building Code website www.obc.mah.gov.on.ca

4.2 File Application on Town Form

To obtain a permit other than under Section 8 of the Act, the owner or an agent authorized in writing by the owner shall file an application in writing by completing the Town application form available from the Chief Building Official. The Act, the Town hereby authorizes the Chief Building Official the power to prescribe the Town application form.

4.3 An application for a permit may be refused by the Chief Building Official where it is not a complete application.

4.4 The Chief Building Official may, as he deems appropriate, provide prescribed forms in an electronic format and may allow for the electronic submission of completed permit application forms.

4.5 Notwithstanding subsection 4.3, completed forms generated electronically shall be accepted subject to the endorsement by the applicant.

GENERAL REQUIREMENTS FOR ALL PERMITS

4.6 Every permit shall:

4.6.1 identify and describe in detail the work and occupancy included in the scope of the permit for which the application is made;

4.6.2 identify and describe in detail the existing use(s) and the proposed use(s) for which the premises are intended;

4.6.3 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 is to occur;

4.6.4 be accompanied by plans and specifications as described in Section 5 of this By-law;

4.6.5 be accompanied by the required fees as calculated in accordance with Schedule “A” and Section 7 of this By-Law.

4.6.6 state the names, addresses and telephone numbers of the owner, applicant, architect, engineer or other designer, and the contractor or person hired to carry out the work, as the case may be;

4.6.7 be accompanied by acceptable proof of corporate identity and property ownership, unless proof is determined by the Chief Building Official, to be unnecessary;

4.6.8 when Division C, Part 1, Section 1.2 of the Building Code applies, or as required by the Chief Building Official, be accompanied by a signed acknowledgement from the owner on a form prescribed by the Chief Building Official that an architect or professional engineer, or both, have been retained to carry out the general review of the work;

4.6.9 when Division C, Part 1, Section 1.2 of the Building Code applies, or as required by the Chief Building Official, be accompanied by a signed statement from an architect or professional engineer, or both, on a form prescribed by the Chief Building Official, undertaking to provide general review of the work;

- 4.6.10 include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act;
- 4.6.11 be accompanied by the completed “Listing of Applicable Law” form in accordance with Division A, Part 1, Section 1.4 of the Building Code, as amended.
- 4.6.12 be signed by the applicant who shall certify as to the truth of the contents of the application.

DEMOLITION PERMIT

- 4.7 In addition to the requirements of Subsection 4.6, every demolition permit application shall:
 - 4.7.1 identify and describe in detail the work to be done and the existing occupancy of the building, or part thereof, for which the application for a permit to demolish is made, and the proposed occupancy of the building, if any, that will remain upon completion of the demolition;
 - 4.7.2 where Division C, Part 1, section 1.2 of the Building Code applies, include a signed acknowledgement from the owner on a form prescribed by the Chief Building Official that an architect or professional engineer, or both, have been retained to carry out the general review of the demolition of the building;
 - 4.7.3 where Division C, Part 1, section 1.2 of the Building Code applies, include a signed statement from an architect or professional engineer, or both on a form prescribed by the Chief Building Official undertaking to provide general review of the demolition of the building, and
 - 4.7.4 be accompanied by proof satisfactory to the Chief Building Official that arrangements have been made with the proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services.
 - 4.7.5 where Division C, Part 1, section 1.2 of the Building Code applies, be accompanied by structural design characteristics of the building and the method of demolition,
 - 4.7.6 include evidence satisfactory to the Chief Building Official that the building or structure that is the subject of the permit application is not affected or governed by Section(s) 30, 33, 34 or 42 of the Ontario Heritage Act.
 - 4.7.7 include a current photograph of all buildings to be demolished
 - 4.7.8 include evidence satisfactory to the Chief Building Official that the building, structure or property that is subject of the permit application is or is not contaminated and if contaminated, has been de-commissioned and returned to a usable state in accordance with Ministry of the Environment guidelines.
 - 4.7.9 where a building or structure, or part of, has been demolished prior to application and issuance of a demolition permit, administration fees shall be applied, in addition to applicable permit fees, in accordance with schedule “A” of this bylaw

PERMIT FOR PART OF A BUILDING

- 4.8 In addition to the requirements of Subsection 4.6, every building permit application for part of a building shall:
 - 4.8.1 include an application for the entire project;
 - 4.8.2 include plans and specifications covering the part of 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, and;
 - 4.8.3 be accompanied by the required fee for the entire project and required administrative fee for partial permit as calculated in accordance with Schedule “A”.

- 4.8.4 when determining whether to issue a partial permit, the Chief Building Official shall have regard for the likelihood of subsequent approvals being available in a timely fashion such that a project is not interrupted and exposed to potential damage from the elements while awaiting subsequent approvals.
- 4.8.5 the Chief Building Official shall not, by reason of the issuance of a partial permit pursuant to this by-law, be under any obligation to grant any additional permits.
- 4.8.6 where a partial permit is requested, the application is deemed to be incomplete.

CONDITIONAL PERMITS

- 4.9 In addition to the requirements of Subsection 4.6, every conditional permit application for the construction of a building shall:
 - 4.9.1 state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - 4.9.2 state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained, and
 - 4.9.3 be subject to the applicant entering into an written agreement as provided for in the Act, with the understanding that a conditional permit is a permit of privilege and not that of right.
 - 4.9.4 the Chief Building Official may, at his discretion, issue a conditional permit where unreasonable delays are anticipated in obtaining all necessary approvals and where the relevant provisions of this by-law and the Act are met.
 - 4.9.5 where a conditional permit is requested, the application is deemed to be incomplete.
 - 4.9.6 The Chief Building Official shall not, by reason of the issuance of a conditional permit or conditional permits for a part or parts of the building, be under any obligation to grant any further permits therefore.

CHANGE OF USE PERMITS

- 4.10.1 In addition to the applicable requirements of Subsection 4.6, every change of use permit application shall include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including, but not necessarily limited to, floor plans, details of wall, floor and roof assemblies identifying required fire resistance ratings, load bearing capacities and occupant loads.

APPLICATION FOR OCCUPANCY OF AN UNFINISHED BUILDING

- 4.11 Every application for authorization to occupy an unfinished building under Division C, subsection 1.3.3.1 of the Ontario Building Code shall,
 - 4.11.1 identify and describe in detail the occupancy, the date of such occupancy, and the building or part thereof for which the application for a permit is made,
 - 4.11.2 be accompanied by plans which show the areas of the proposed occupancy, and
 - 4.11.3 be accompanied by the plans identifying how occupancy to the remainder of the building, and intended for occupancy, will be prevented.
 - 4.11.4 for the purpose of this bylaw, only the Chief Building Official or his/her designate may permit occupancy.

5. ADMINISTRATION OF PERMITS

Incomplete Permit Applications

An application shall be deemed not to be complete according to Division C, Part 1, sentence 1.3.1.3. of the building code where any of the applicable requirements of Section 6 to this By-law have not been complied with or where a proposed application does not contain sufficient information to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will conform with the Act, the Building Code and any other applicable law.

Except as provided in 5.3, an application deemed to be incomplete may not be accepted by the Chief Building Official.

Where an applicant declares that an application is complete in all respects and complies with the Act, the Building Code and applicable law, the Chief Building Official shall issue or refuse to issue a permit within the time period prescribed in the Building Code.

Where an applicant declares that an application is complete in all respects, but the application is determined to be incomplete or does not comply with the Act, the Building Code or applicable law, an additional fee as prescribed in Schedule 'A' shall be applied to the re-examination of documents required to be submitted by an applicant.

Where an applicant submits revised drawings or modifications to a permit application, an additional fee as prescribed in Schedule 'A' shall be applied to the examination of these documents.

Abandoned Permit Applications

An application for a permit shall be deemed to have been abandoned by the applicant where,

- a) the application is incomplete according to Section 5.1 in this by-law and remains incomplete six months after it was submitted;
- b) six months have elapsed after the applicant was notified that the proposed building, construction, demolition or change of use will not comply with the Act or the Building Code or will contravene any other applicable law; or
- c) the application is substantially complete, and six months have elapsed from the date upon which the applicant was notified that a permit was available to be issued.

Where an application is deemed abandoned, such notice, in writing, shall be provided to the applicant and after 30 days have elapsed, all submitted plans, specifications and documents shall be disposed of, or upon written request from the applicant, returned to the applicant. Where an application is abandoned, there shall be no refund of permits fees unless authorized by the Chief Building Official.

Revision to permits

- 5.3.1 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, prior to commencing with the change on site, the permit holder shall file an application for a revision to the permit which describes the material changes, and shall pay the fee set out in Schedule A to this By-law.
- 5.3.2 Should the work proceed without first applying for and receiving revision to building permit, the permit holder shall apply for a separate building permit for the proposed work.

Transfer of Permits

If the owner of the land changes after a permit has been issued, the permit may be transferred to the new owner (the "transferee") of the lands where an application is filed to the Town in writing, in accordance with this section.

Every application for the transfer of permit shall,

- a) include a written statement from the current permit holder authorizing the transfer of the permit and all supporting plans, approvals and other documentation to the transferee;
- b) include proof of ownership of the lands by the transferee satisfactory to the Chief Building Official;
- c) confirm that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified and described on the application of the permit;
- d) state the name, address, telephone number of the proposed transferee;
- e) state the name, address, telephone number and facsimile number of the proposed architect and/or professional engineer, where they are different from those identified in the application for the permit, and a written confirmation from the architect and/or professional engineer(s), that they have been retained to undertake general review of the construction or demolition where required under the Building Code;
- f) include, where the proposed transferee is a builder as defined in the *Ontario New Home Warranties Plan Act*, or any successor thereto, the proposed transferee's registration number thereunder; and
- g) be signed by the proposed transferee who shall certify as to the truth of the contents of the application.

Upon the issuance of a permit to the transferee, the transferee shall be deemed to be the permit holder and the original permit holder shall have no further rights or obligations under the permit save and except for any obligations set out in any agreements entered into for the purposes of subsection 8(3)(c) the Act.

5.5 Revocation of Permits

- 5.5.1 Prior to revoking a permit under subsection 8(10) of the Act, the Chief Building Official may give written notice of an intention to revoke the permit to the permit holder at the permit holder's address shown on the application or to such other address as the permit holder has provided to the Town for that purpose.
- 5.5.2 Following issuance of the notice described in 5.5.1 above, the permit may be revoked immediately or after a period prescribed by the Chief Building Official, and all submitted plans, specifications, documents and other information may be disposed of or, upon written request from the permit holder, returned to the permit holder.
- 5.5.3 The person, to whom the permit was issued, may request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regard to any changes to the Act, Building Code or other applicable law may allow the deferral, in writing.
- 5.5.4 Notice under 5.5.1 above shall be given either personally or by registered mail, and where notice is by registered mail, it shall be deemed to have been given on the fifth day after the day of mailing.

6. PLANS AND SPECIFICATIONS

- 6.1 Every applicant shall furnish sufficient plans, specifications, calculations, documents and other information to enable the Chief Building Official to determine whether the proposed work conforms to the Act, the Building Code, and other applicable law. (Plans shall include coordinated working drawings as set out in schedule 'D') In accordance with section 4.3 of this by-law, incomplete applications may not be accepted.

6.1.2 The Chief Building Official shall determine the plans, specifications, documents and other information required to be submitted with an application in order to deem it complete according to Division C, Part 1, Sentence 1.3.1.3.(5) of the Building Code having regard for:

- a) the scope of the proposed work;
- b) the requirements of the Building Code, the Act and other applicable law; and
- c) the requirements of this Section and Schedule 'D' to this by-law.

6.2 The Chief Building Official may require, where deemed appropriate, that a professional engineer design and review all work for all or part of the work.

6.3 Plans submitted shall be copies of originals drawn to scale upon paper, or other suitable and durable material and shall be legible.

6.4 Site Plans submitted, when required, shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with and retained by the municipality 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 conforms to the Act, the Building Code, and any other applicable law. The Chief Building official may also waive any of the following site plan requirements.

Site Plans shall include:

- a) lot size and dimensions of the property;
- b) lot area, coverage, number and dimension of parking spaces;
- c) setbacks from all existing and proposed buildings to all property boundaries and to each other;
- d) location of egress points and the number of exterior risers;
- e) existing and finished ground elevations, clearly indicating drainage patterns and swales;
- f) existing and proposed elevations of underside of footings, finished basement slab, top of foundation wall and finished first floor;
- g) existing rights of way, easements and municipal services;
- h) proposed fire access routes and existing fire hydrant locations.

6.5 Each application shall, unless otherwise determined by the Chief Building Official, be accompanied by two complete sets of plans, specifications, documents and other information as required by the Chief Building Official.

6.6 On completion of foundation wall(s) of a building, the Chief Building Official may require a plan of survey showing its location and elevation of top of wall to confirm conformance to lot grading plan and Building Code requirements, prior to issuance of the completion stage of the building permit.

6.7 On completion of the construction of a building, the Chief Building Official may require a set of plans of the building "as constructed drawings" which may include an electronic file in the format specified by the Chief Building Official of such plans.

6.8 The Chief Building Official may refuse a permit application if any of the above is deemed to be incomplete or insufficient at the time of application.

6.9 Plans and specifications furnished according to this by-law or otherwise required by the Act become the property of the Town and will be disposed of or retained in accordance with relevant legislation.

7. FEES AND REFUNDS

7.1 The Chief Building Official shall determine the required permit fees for the work proposed calculated in accordance with Schedule "A" of this by-law and the applicant shall pay such fees upon submission of an application for a permit. Where the application plans review identifies that additional permit fees are required, such additional fees shall be paid prior to the issuance of the permit. No permit shall be issued until all fees therefore have been paid.

- 7.2 Where an independent third party review is required, the Town may require that all or part of the associated costs be added to the building permit fee and be collected prior to issuance of a building permit.
- 7.3 In the case of withdrawal or abandonment of a permit application, or refusal for issuance of a permit, and upon written request, the Chief Building Official shall determine the amount of fees, if any, that may be refunded, in accordance with this subsection.
- 7.3.1 Pursuant to the above, the fees that may be refunded shall be a percentage of the fees payable under this by-law, calculated as follows:
- a) 80 percent if administrative functions only have been performed;
 - b) 70 percent if administrative and zoning functions only have been performed;
 - c) 45 percent if administrative, zoning and plans examination functions have been performed;
 - d) 35 percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance.
- 7.3.2 No refund shall be made of an amount less than \$100.00
- 7.3.3 No refunds shall be made for plumbing permit fees.
- 7.3.4 The refund shall be returned to the person named on the fee receipt, unless such person advised the Chief Building Official, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.
- 7.3.5 No refund shall be paid where any construction or demolition has commenced.
- 7.3.6 Where the Chief Building Official deems it appropriate, a refund of other than specified above may be granted.
- 7.4 There shall be no refund of permit fees where a permit has been revoked, except where the permit was issued in error, or where the applicant requests cancellation no more than six months after the permit is issued. In such cases, the amount of refund shall be calculated in accordance with subsection 7.3.1.
- 7.5 There shall be no refund of permit fees where the refund is requested more than 24 months after the date of application for the permit.
- 7.6 Changing permit fees. Prior to passing a By-law to change the fees, the Town shall:
- 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 years 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 and change to the existing fee and the rational for imposing or changing the fee.

Any person or organization wishing to receive notice as set out above should make such request in writing to the Clerk's office.

8. REGISTERED CODE AGENCIES

- 8.1 The Chief Building Official may enter into service agreements with registered code agencies and appoint them to perform one or more of the functions specified in Section 15.15 of the Act from time to time in order to maintain the time periods for permits prescribed in Division C, Part 1, subsection 1.3.1. of the Building Code.

9. NOTIFICATIONS

- 9.1 Notices required by the Building Code or this by-law shall be made in writing and given by the permit holder to the Chief Building Official a minimum of two business days prior to the stages of construction specified therein and shall be made in accordance with the requirements of Division C, Part 1, Section 1.3.5.1 of the Building Code.
- 9.2 The person to whom the permit has been issued shall notify the Chief Building Official or a Registered Code Agency where one is appointed, of each stage of construction for which a notice is prescribed by the Building Code. These mandatory inspection stages are listed in Schedule 'E' to this bylaw.
- 9.3 Notwithstanding Section 8, the person to whom the permit has been issued shall notify the Chief Building Official of the date of completion of the building or demolition work no more than two days after that date.
- 9.4 In addition to the notices prescribed in Division C, Part 1, Section 1.3.5.1 of the Building Code, the person to whom a permit has been issued shall give the Chief Building Official notice of the readiness for inspection for the following stages of construction where applicable. These mandatory notification stages are listed in Schedule 'E' to this bylaw.

10. SPATIAL SEPARATION AGREEMENTS

- 10.1 The *Chief Building Official* may enter into spatial separation agreements, as set out in Division B, sentences 9.10.15.2.(4) and (5) and sentences 3.2.3.1.(8) and (9) of the building code, on behalf of the Town and the *owners* of the properties on which the limiting distance is measured.

11. FENCING – CONSTRUCTION OR DEMOLITION SITES

- 11.1 Where a construction or demolition site presents a hazard to the public, the owner of the construction site shall ensure that the site is suitably fenced and maintained to prevent public access onto the site.
- 11.2 If fencing has not been provided in accordance with Subsection 11.1 and, if in the opinion of the Chief Building Official, the site presents a particular hazard to the public, the Chief Building Official may require the owner to erect such fencing as he deems appropriate to the circumstances such as described in the National Building Code, Section 8.2 and 7.(1).(i).& (j). Ontario Building Code Act.
- 11.3 In considering the hazard presented by a construction or demolition site and the necessary fencing, the Chief Building Official shall have regard for:
- a) the proximity of the construction site to occupied buildings;
 - b) the proximity of the site to lands accessible to the public, including but not limited to streets, parks and commercial and institutional activities;
 - c) the hazards presented by the construction or demolition activities and materials;
 - d) the feasibility and effectiveness of site fencing, and
 - e) the duration of the hazard.
- 11.4 If a site visit is necessary for enforcement of this Section, the owner of the property is responsible for costs incurred, as determined by the Chief Building Official.

12. AUTHORIZATION OF EQUIVALENTS

- 12.1 Where approval for an equivalent material, system or building design under Section 9 of the Act is proposed in either an application for a permit, or in a material change to a plan, specification, document or other information on the basis of which a permit is issued, the applicant shall submit:
- a) a completed "Equivalent Application Form";

- b) a description of the proposed location(s) the equivalent is proposed to be installed;
- c) a description of the proposed material, system or building design for which authorization is sought;
- d) a description of all applicable provisions of the building code in contravention;
- e) supporting documentation demonstrating that the proposed material, system or building design will provide the level of performance required by the building code; and
- f) payment of the required fee as set out in Schedule 'A' to this By-law.

12.2 The Chief Building Official or Registered Code Agency may accept or reject any proposed equivalents and/or may impose conditions or limitation on their use.

12.3 Equivalents that are accepted under this section shall be applicable only to the location described in the application, and are not transferable to any other building permit.

13. APPOINTMENTS

Each person whose name is set out in Column 2 of Schedule 'B' to this By-law is hereby appointed to the position set out beside that person's name in Column 1 thereof.

14. CODE OF CONDUCT FOR BUILDING OFFICIALS

Each person listed in Schedule 'B' to this By-law shall be governed by the Code of Conduct set out in Schedule 'C' to this By-law, with respect to exercising powers and performing duties under the Building Code Act and is in addition to the provisions of the working agreement, human resources policy and the Town of Richmond Hill employee code of conduct.

15. VALIDITY

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

16. OFFENCES

Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided in Section 36 of the Building Code Act, 1992, S.O. 1992, c.23, as amended.

17. TRANSITION

Notwithstanding the provision of this By-law, the provisions of By-law 79-98 as amended shall continue to apply to an application for a permit that is accepted by the Chief Building Official prior to the date of the coming into force of this By-law.

18. COMMENCEMENT

This by-law comes into force on

19. REPEAL

Upon this By-law coming into force, By-law No. 79-98 and all amendments thereto is repealed.

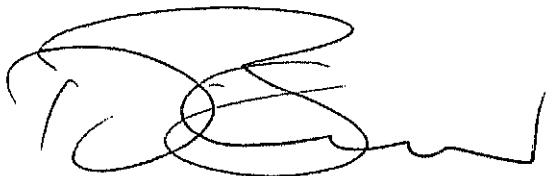
20. SCHEDULES

Schedules 'A', 'B', 'C', 'D' & 'E' attached shall form part of this by-law.

Pursuant to Sections 6, 9 and 14 of this By-law, Schedules B, C, D and E may be amended by the Chief Building Official as required.

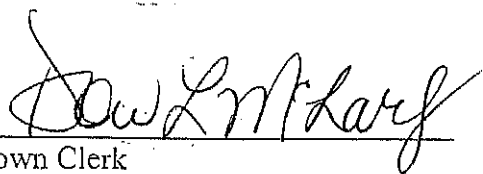
READ A FIRST AND SECOND TIME THIS 27TH DAY OF SEPTEMBER, 2010.

READ A THIRD TIME AND PASSED THIS 27TH DAY OF SEPTEMBER, 2010.



Mayor

Dave Barrow
Mayor



Town Clerk

SCHEDULE "A" TO BY-LAW NO. 71-10

PERMIT FEES AND REFUNDS

1. CALCULATION OF PERMIT FEES

- a) Permit fees payable shall be the product of the fee multiplier prescribed in Section (3). PERMIT FEES for the class of construction involved and the appropriate measure of the floor area of the project. For certain classes of construction the fee is a flat rate.
- b) Fees for major revisions, partial renovations, building reclassification, and for classes of permits or construction not described or included in this schedule shall be determined by the Chief Building Official who shall have regard to the complexity and amount of service required relative to the classes of construction described herein.
- c) Floor area is measured to the outer face of exterior walls and to the centre of party walls or demising walls, except when calculating interior partition work. In calculating floor area for interior partitioning, corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where these areas are constructed in a "shell only" building, fees shall be calculated at the "partitioned" rate in Section (3).
- d) No deductions shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from the calculated floor area.
- e) Where they serve single dwelling units, no additional fee applies for decks, fireplaces, unfinished basements and attached garages proposed and constructed at the same time as the single dwelling they serve. The appropriate "shell only" fee in Section (3). applies to nonresidential unfinished basements.
- f) No additional fee applies for sprinklers or fire alarms, or mechanical systems proposed and installed at the same time as the construction they serve.
- g) For interior partitioning, floor areas used for the calculation of fees shall be the lesser of:
 - i) the area contained within a rectangle encompassing the partitions being erected, or
 - ii) the actual area of the tenant space;
- h) The occupancy classifications used in this by-law are based on the Building Code major occupancy classifications. For mixed occupancy floor areas, the fee multiplier for the area of each occupancy applies.
- i) Where a change of occupancy from one classification to another classification of a higher hazard is proposed, the fee multiplier for the proposed occupancy applies. Where a change of use permit is denied, fees paid may be credited to an alteration permit which incorporates the construction required to accommodate the change of use. See Section (1).(b). above.
- j) Except for temporary buildings on construction sites for office or sales purposes, fees for temporary buildings, including tents, apply to buildings erected for less than 30 days.

2. PAYMENT OF FEES

- a) All fees payable at time of application except as noted in (b) below,
- b) Only applicants for building permits with a permit fee equal to or in excess of \$20,000.00 may elect to either:
 - i) pay the full permit fee at the time of application, or
 - ii) pay 50% of the permit fee at the time of application and the balance at the time of permit issuance

SCHEDULE "A" SECTION (3), BY-LAW NO. 71-10

PERMIT FEES

2013 Fees (Effective May 1, 2013) 2014 Fees (Effective Apr. 2, 2014) 2015 Fees (Effective Apr. 2, 2015)

Class of Permit, Occupancy classification and work description		Fee Multiplier (\$/m ² of floor area or as otherwise specified)	Fee Multiplier (\$/m ² of floor area or as otherwise specified)	Fee Multiplier (\$/m ² of floor area or as otherwise specified)
A) CONSTRUCTION New buildings/additions to existing buildings (Fees include plumbing/inspection services)				
Group A: Assembly	Transit Station, Bus Terminal	16.20	16.60	17.00
	Portable Classroom(s)	\$300/portable classroom (Flat Fee) Maximum \$1,500	\$310/portable classroom (Flat Fee) Maximum \$1,540	\$320/portable classroom (Flat Fee) Maximum \$1,580
	Other assembly occupancies-Shell only	16.80	17.20	17.60
	Other assembly occupancies-Partitioned and/or finished	28.60	29.30	30.00
Group B: Institutional	Shell only	18.80	19.30	19.80
	Partitioned and/or finished	21.90	22.40	23.00
Group C: Residential	Single/semi-detached dwelling, townhouse, duplex (less than or equal to 325 square metres in floor area / greater than 325 square metres in floor area)	13.50	13.80	14.10
	Hotel, Motel	21.00	21.50	22.00
	All other multiple unit residential buildings	17.60	18.00	18.50
	Finishing Basement	3.00	3.10	3.20
	Attached or detached garage or other detached structure less than 50 square metres in Floor Area accessory to a single/semi-detached dwelling, townhouse or duplex	\$225 (Flat Fee)	\$230 (Flat Fee)	\$240 (Flat Fee)
	Attached or detached garage or other detached structure greater than or equal to 50 square metres in Floor Area accessory to a single/semi-detached dwelling, townhouse or duplex	\$340 (Flat Fee)	\$350 (Flat Fee)	\$360 (Flat Fee)
	Unenclosed deck or porch attached to a single/semi-detached dwelling or townhouse	\$115 (Flat Fee)	\$120 (Flat Fee)	\$125 (Flat Fee)
Group D: Business & Personal Services	Shell only	12.10	12.40	12.70
	Partitioned and/or finished	18.30	18.80	19.30
Group E: Mercantile	Shell only	11.30	11.60	11.90
	Partitioned and/or finished	14.30	14.70	15.10
Group F: Industrial	Shell only	7.80	8.00	8.20
	Partitioned and/or finished	13.20	13.50	13.80
	Gas station, Car wash	9.40	9.60	9.80
	Parking Garage (underground, aboveground, open air)	4.80	4.90	5.00
Miscellaneous	Sales Trailer	7.10	7.30	7.50
	Sales Pavilion/Office	12.40	12.70	13.00
	Permanent Tent, air supported structure	5.00	5.10	5.20
	Mezzanines	per intended occupancy	per intended occupancy	per intended occupancy
	Mechanical Penhouse	6.90	7.10	7.30
	Temporary Building/Structure (less than 90 days)	\$295 (Flat Fee)	\$300 (Flat Fee)	\$310 (Flat Fee)
	Unfinished basement to accommodate a building moved from elsewhere	4.20	4.30	4.40
	Communication Tower	\$295 (Flat Fee)	\$300 (Flat Fee)	\$310 (Flat Fee)
	Installation of Solar Panels (residential)	\$180 (Flat Fee)	\$185 (Flat Fee)	\$190 (Flat Fee)
	Installation of Solar Panels (all other occupancies)	\$180 (Flat Fee)	\$185 (Flat Fee)	\$190 (Flat Fee)
	Installation of Wind Turbines	\$120 (Flat Fee)	\$120 (Flat Fee)	\$125 (Flat Fee)
	Retaining Wall	\$8/m of length maximum \$450	\$8.5/m of length maximum \$460	\$9/m of length maximum \$470
	Farm Building	3.70	3.80	3.90

SCHEDULE "A" SECTION (3), BY-LAW NO. 71-10

PERMIT FEES

2013 Fees (Effective May 1, 2013) 2014 Fees (Effective Apr. 2, 2014) 2015 Fees (Effective Apr. 2, 2015)

Class of Permit, Occupancy classification and work description		Fee Multiplier (\$/m ² of floor area or as otherwise specified)	Fee Multiplier (\$/m ² of floor area or as otherwise specified)	Fee Multiplier (\$/m ² of floor area or as otherwise specified)
(B) ALTERATIONS - CHANGE OF USE				
Group A: Assembly	Restaurant	6.70	6.90	7.10
	All other assembly occupancies	4.40	4.50	4.60
Group B: Institutional		4.40	4.50	4.60
Group C: Residential		5.00	5.10	5.20
Group D: Business & Personal Services		4.40	4.50	4.60
Group E: Mercantile		3.30	3.40	3.50
Group F: Industrial		3.30	3.40	3.50
All Occupancies (other than Single Family Dwelling)	Parking Structure Repair	1.70	1.70	1.70
	Balcony Guard Replacement	\$1.60/m of length	\$1.65/m of length	\$1.70/m of length
(C) DEMOLITION				
Group C: Residential	Single or semi-detached dwellings and accessory structures	\$210 (Flat Fee)	\$215 (Flat Fee)	\$220 (Flat Fee)
	All other residential buildings	\$330 (Flat Fee)	\$340 (Flat Fee)	\$350 (Flat Fee)
All other occupancies		\$330 (Flat Fee)	\$340 (Flat Fee)	\$350 (Flat Fee)
(D) MECHANICAL WORK				
Heating, ventilation, air conditioning and fire protection not proposed with original building				
Group A: Assembly	Heating, ventilation, air conditioning	0.83	0.85	0.87
Group B: Institutional	Heating, ventilation, air conditioning	0.83	0.85	0.87
Group C: Residential	Heating, ventilation, air conditioning	0.59	0.6	0.62
Group D: Business & Personal Services	Heating, ventilation, air conditioning	0.83	0.85	0.87
Group E: Mercantile	Heating, ventilation, air conditioning	0.59	0.60	0.62
Group F: Industrial	Heating, ventilation, air conditioning	0.59	0.60	0.62
All Occupancies	Fire Alarm Part 9	\$165 (Flat Fee)	\$170 (Flat Fee)	\$175 (Flat Fee)
	Fire Alarm Part 3	\$165 per floor (\$330 minimum)	\$170 per floor (\$340 minimum)	\$175 per floor (\$350 minimum)
	Sprinkler System	0.33 \$330 (minimum)	0.34 \$340 (minimum)	0.35 \$350 (minimum)
	Kitchen Exhaust, Spray booth, Dust Collector	\$330 (Flat Fee)	\$340 (Flat Fee)	\$350 (Flat Fee)
	Electromagnetic Lock	\$33 each \$165 (minimum)	\$34 each \$170 (minimum)	\$35 each \$175 (minimum)
	Fireplace, Woodstove	\$83 each	\$85 each	\$87 each
	Heating plant replacement	\$165 (Flat Fee)	\$170 (Flat Fee)	\$175 (Flat Fee)

SCHEDULE "A" SECTION (3), BY-LAW NO. 71-10

PERMIT FEES

		2013 Fees (Effective May 1, 2013)	2014 Fees (Effective Apr. 2, 2014)	2015 Fees (Effective Apr. 2, 2015)
Class of Permit, Occupancy classification and work description		Fee Multiplier (\$/m ² of floor area or as otherwise specified)	Fee Multiplier (\$/m ² of floor area or as otherwise specified)	Fee Multiplier (\$/m ² of floor area or as otherwise specified)
(E) MISCELLANEOUS				
Occupancy of a building prior to	Building Code Division C, Part 1, Subsection 1.3.3.	\$440 (Flat Fee)	\$450 (Flat Fee)	\$460 (Flat Fee)
Storage tanks	Underground/aboveground	\$165/tank (Flat Fee)	\$170/tank (Flat Fee)	\$175/tank (Flat Fee)
Swimming pool enclosure (in ground)		As per site alteration bylaw	As per site alteration bylaw	As per site alteration bylaw
Swimming pool enclosure (above ground)				
Signs		as per Sign By-law	as per Sign By-law	as per Sign By-law
(F) SEWAGE SYSTEMS				
New system for Residential, Farm, Commercial, Industrial or Institutional Structures		\$550 (Flat Fee) for each application where the structure is 185 square metres or less, or, where the structure is greater than 185 square metres, \$3.30 for each square metre of the structure to a maximum of \$3,300	\$565 (Flat Fee) for each application where the structure is 185 square metres or less, or, where the structure is greater than 185 square metres, \$3.40 for each square metre of the structure to a maximum of \$3,380	\$580 (Flat Fee) for each application where the structure is 185 square metres or less, or, where the structure is greater than 185 square metres, \$3.50 for each square metre of the structure to a maximum of \$3,460
Communal subsurface sewage disposal systems		\$550 (Flat Fee) for each application where the structure is 185 square metres or less, or, where the structure is greater than 185 square metres, \$3.30 for each square metre of the structure to a maximum of \$3,300	\$565 (Flat Fee) for each application where the structure is 185 square metres or less, or, where the structure is greater than 185 square metres, \$3.40 for each square metre of the structure to a maximum of \$3,380	\$580 (Flat Fee) for each application where the structure is 185 square metres or less, or, where the structure is greater than 185 square metres, \$3.50 for each square metre of the structure to a maximum of \$3,460
Minor alterations or repairs to a sewage disposal system including replacement of tile bed.		\$220 (Flat Fee)	\$225 (Flat Fee)	\$230 (Flat Fee)
Replacement of sewage system		\$440 (Flat Fee)	\$450 (Flat Fee)	\$460 (Flat Fee)

SCHEDULE "A" SECTION (3), BY-LAW NO. 71-10

PERMIT FEES

2013 Fees (Effective May 1, 2013) 2014 Fees (Effective Apr. 2, 2014) 2015 Fees (Effective Apr. 2, 2015)

Class of Permit, Occupancy classification and work description	Fee Multiplier (\$/m ² of floor area or as otherwise specified)	Fee Multiplier (\$/m ² of floor area or as otherwise specified)	Fee Multiplier (\$/m ² of floor area or as otherwise specified)
(G) PLUMBING - Fees for miscellaneous, stand-alone plumbing inspection services			
For each fixture, appliance, floor drain, vented trap or roof hopper.	\$17.00	\$17.00	\$17.00
WATER SERVICES			
For each water service			
50 mm (2") or less	\$22.00	\$23.00	\$24.00
100 mm (4")	\$44.00	\$45.00	\$46.00
150 mm (6")	\$66.00	\$68.00	\$70.00
200 mm (8")	\$88.00	\$90.00	\$92.00
250 mm (10")	\$110.00	\$113.00	\$116.00
300 mm (12") or larger	\$132.00	\$135.00	\$138.00
BACKFLOW PREVENTER			
For each according to size			
1" or less	\$11.00	\$11.00	\$11.00
2"	\$22.00	\$23.00	\$24.00
3"	\$33.00	\$34.00	\$35.00
4"	\$44.00	\$45.00	\$46.00
DRAINS-RESIDENTIAL			
Single family dwellings including townhouses and semi- detached dwellings. For multiple dwellings and apartment buildings, see Commercial. For each residential drain and sewer (includes both storm and sanitary, inside and outside drains)	\$110.00	\$113.00	\$116.00
DRAINS-COMMERCIAL			
For each storm and sanitary drain, inside and outside.			
100 mm (4") or less	\$44.00	\$45.00	\$46.00
150 mm (6")	\$66.00	\$68.00	\$70.00
200 mm (8")	\$88.00	\$90.00	\$92.00
250 mm (10")	\$110.00	\$113.00	\$116.00
300 mm (12")	\$132.00	\$135.00	\$138.00
For each conversion from well to municipal water	\$110.00	\$113.00	\$116.00
For each conversion including sewer	\$110.00	\$113.00	\$116.00
For each manhole, catch basin or area drain	\$55.00	\$56.00	\$57.00
INTERCEPTORS including oil, grease, neutralizers (acid) storm ceptors	\$55.00	\$56.00	\$57.00
PLUMBING PERMIT (FLAT FEE)	\$110.00	\$113.00	\$116.00

SCHEDULE "A" SECTION (3), BY-LAW NO. 71-10

ADMIN FEES

		2013 Fees (Effective May 1, 2013)	2014 Fees (Effective Apr. 2, 2014)	2015 Fees (Effective Apr. 2, 2015)
ADMINISTRATIVE FEES		Fee Multiplier (\$/m ² of floor area or as otherwise specified)	Fee Multiplier (\$/m ² of floor area or as otherwise specified)	Fee Multiplier (\$/m ² of floor area or as otherwise specified)
(a)	Construction, alteration, mechanical work commenced prior to issuance of permit and where a Order to Comply and/or Stop Work Order has been issued, the permit fee prescribed in (3) shall be increased by the greater of \$100 or as follows:	SFD/Part 9 Buildings	SFD/Part 9 Buildings	SFD/Part 9 Buildings
		Home owners -0% OTC -25% SWO	Home owners -0% OTC -25% SWO	Home owners -0% OTC -25% SWO
		Builders -0% OTC -50% SWO	Builders -0% OTC -50% SWO	Builders -0% OTC -50% SWO
		Part 3 Buildings -0% OTC -50% SWO	Part 3 Buildings -0% OTC -50% SWO	Part 3 Buildings -0% OTC -50% SWO
		Maximum \$25,800	Maximum \$26,300	Maximum \$26,900
(b)	Demolition work commenced prior to issuance of permit and where a Order to Comply and/or Stop Work Order has been issued the permit fee prescribed in (3) shall be increased by the greater of \$100 or as follows:	100% if no application made prior to demolition. 25% If application had been made prior to demolition	100% if no application made prior to demolition. 25% If application had been made prior to demolition	100% if no application made prior to demolition. 25% If application had been made prior to demolition
(c)	Transfer of permit from permit holder to another person.	\$100 (Flat Fee)	\$105 (Flat Fee)	\$110 (Flat Fee)
(d)	With respect to written requests for Information concerning compliance with the Building Code and applicable law.	regular service \$77	regular service \$79	regular service \$81
		48 hours \$123	48 hours \$126	48 hours \$129
(e)	With respect to minor revisions of plans already examined.	\$100 (Flat Fee)	\$105 (Flat Fee)	\$110 (Flat Fee)
(f)	With respect to major revisions of plans already examined.	as determined by the Chief Building Official minimum \$310	as determined by the Chief Building Official minimum \$320	as determined by the Chief Building Official minimum \$330
(g)	With respect to phased projects, in addition to the fee for the complete building, an additional fee of \$100 for each phased permit shall be levied.			
(h)	Conditional permits	\$5,125 (Flat Fee)	\$5,250 (Flat Fee)	\$5,380 (Flat Fee)
(i)	With respect to changes of house models within a plan of subdivision where permits have been issued for both models involved, the fee shall be \$300 plus the rate as set out in Section (A) Group C: Residential (single/semi-detached dwelling, townhouse, duplex) per square metre of increased floor area. Where the floor area is reduced, no refund applies.			
(j)	Where upon request, an inspection reveals an infraction identified at a previous inspection and not remedied or, an inspection reveals that the stage of construction requested to be inspected is not substantially completed, the fee shall be \$100 per inspection, payable upon receipt of a written invoice.			
(k)	With respect to the review of plans for compliance with the Ontario Building Code prior to application for building permit.	\$100 / per model	\$105 / per model	\$110 / per model
(l)	Spatial separation agreements	\$410 (Flat Fee)	\$420 (Flat Fee)	\$430 (Flat Fee)
		\$1,540 (Flat Fee)	\$1,580 (Flat Fee)	\$1,620 (Flat Fee)
(m)	Remediation (including, but not limited to grow-ops, clandestine drug labs) Fire department vehicle as required: Per vehicle for first hour or part thereof Per vehicle for each additional half hour or part thereof	As per the Tariff of Fees By-Law		
(n)	Alternate solutions/Equivalents (when associated with a permit application)	\$310 min. includes up to 3 hours, \$103 each additional hour or part of thereafter.	\$320 min. includes up to 3 hours, \$105 each additional hour or part of thereafter.	\$330 min. includes up to 3 hours, \$108 each additional hour or part of thereafter.
(o)	Emergency Measures (after normal working hours)	1.5 x hourly rate, minimum \$103 / hour.	1.5 x hourly rate, minimum \$105 / hour.	1.5 x hourly rate, minimum \$108 / hour.
(p)	Minimum Permit Fee, unless specified elsewhere	\$100 flat fee residential	\$105 flat fee residential	\$110 flat fee residential
		\$260 flat fee all others	\$270 flat fee all others	\$280 flat fee all others
(q)	Where a permit has been signed off deficient/dormant for a period greater than two years since such date and an inspection is subsequently requested, an administration fee shall be paid for each such inspection.	\$100 flat fee for each inspection	\$105 flat fee for each inspection	\$110 flat fee for each inspection

SCHEDULE "B" TO BY-LAW 71-10

APPOINTMENTS

Under the authority of the Building Code Act, S.O. 1992, Chapter 23,
and the Legislative Act

The following people, listed in Column 2 of Table A, below, are appointed by Council, under the authority of the Building Code Act, in the positions listed in Column 1.

Table A

Item	Column 1 Appointment	Column 2 Name	Column 3 Municipal Title	Column 4 Provincial BCIN
1.	<i>Chief Building Official</i>	John DeVries	Director of Building Services/ Chief Building Official	12298
2.	<i>Deputy Chief Building Official</i>	Mike Janotta	Manager of Plans Review & Compliance	11122
3.	<i>Deputy Chief Building Official</i>	Morris Lucchetta	Manager of Inspections	13783

The following people, listed in Column 2 of Table B, are appointed as *Inspectors* by Council, under the authority of the Building Code Act, for the enforcement of the Building Code Act as described in Table D, Column A.

Table B

	Column 1	Column 2	Column 3	Column 4
4.	<i>Inspector</i>	A. Mastroianni	Senior Building Code Official	11120
5.	<i>Inspector</i>	Rob Herd	Senior Building Inspector	13782
6.	<i>Inspector</i>	Helen Verkuyt-Boyko	Senior Building Inspector	11121
7.	<i>Inspector</i>	Scott Simpson	Senior Building Inspector	10102
8.	<i>Inspector</i>	Chris Burns	Senior Building Inspector	10084
9.	<i>Inspector</i>	Paul Thorner	Senior Building Inspector	14158
10.	<i>Inspector</i>	Albert Wolfram	Building Inspector	14822
11.	<i>Inspector</i>	Franco Egizii	Building Inspector	23056
12.	<i>Inspector</i>	Paul Falbo	Senior Plumbing Inspector	13786
13.	<i>Inspector</i>	Fabrizio Piazza	Plumbing Inspector	18820
14.	<i>Inspector</i>	Martin Chan	Plans Examiner	14955
15.	<i>Inspector</i>	Patrick Law	Plans Examiner	19651
16.	<i>Inspector</i>	Wing Lee	Plans Examiner	19188
17.	<i>Inspector</i>	Cristina Horghidan	Plans Examiner	21003
18.	<i>Inspector</i>	Kirsty Ralls	Plans Examiner	14423
19.	<i>Inspector</i>	Perry Lewis	Plans Examiner	22889
20.	<i>Inspector</i>	Todd Norton	Plans Examiner	18795
21.	<i>Inspector</i>	Barry Gorst	Customer Service Representative	24854

SCHEDULE 'C' TO BY-LAW 71-10

CODE OF CONDUCT GUIDELINES FOR BUILDING OFFICIALS

PURPOSE

1. To promote appropriate standards of behavior and enforcement actions by the *chief building official* and *inspectors* in the exercise of a power or the performance of a duty under the Building Code Act or the *building code*.
2. 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 the Building Code Act or the *building code*.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Building Code Act or the *building code* by the *chief building official* and *inspectors*.

ENFORCEMENT GUIDELINES

The *chief building official*, *deputy chief building official* and *inspectors*, appointed in Schedule C to this By-law shall comply with this code of conduct. Any appointed *chief building official*, *deputy 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.

Any person who has reason to believe that this code of conduct has been breached may bring the matter to the attention of the *chief building official*. Where the allegation concerns the actions of the *chief building official*, the matter may be brought to the attention of the Commissioner to whom the *chief building official* reports.

Any *chief building official* or senior staff person who receives information in writing concerning a significant breach of this code of conduct shall investigate the matter, and where appropriate, shall commence disciplinary action in accordance with the employment standards of the place of work. All communications received by a *chief building official* or senior staff person concerning a breach of this code of conduct shall be held in confidence. The *chief building official* or senior staff person shall advise *Council*, in writing, about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

CODE OF CONDUCT

This Code of Conduct applies to the chief building official for the Town of Richmond Hill and each building official designated by him/herself and is to be used in conjunction with the employee working agreement, human resources policy and the Town of Richmond Hill employee code of conduct.

In exercising powers and performing duties under the Building Code Act, the *chief building official*, *deputy chief building official* and *inspectors* shall:

1. Exercise powers in accordance with the provisions of the Building Code Act, the *building code* and other applicable law that governs the authorization, construction, occupancy and safety of *buildings* and designated structures, and the actions, duties and qualifications of *chief building officials*, *deputy chief building officials* and *inspectors*;
2. Act to identify and enforce compliance where contraventions of the *Act* or regulations are known to exist;

TOWN OF RICHMOND HILL
RESIDENTIAL BUILDING PERMIT
SUBMISSION REQUIREMENTS
Schedule 'D' Building By-law 71-10

Required Documentation:
All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work
PRE APPROVALS
Pre-Zoning (for infill housing) - Building Services Division - see Pre-zoning information sheet, or
Executed Site Plan Agreement - Planning & Development
Site alteration permits (Grading) for infill housing & additions >400 sq.ft. - Engineering and Public Works
Heritage Richmond Hill (for designated properties and properties of interest) - see reverse side
Design control (as required by Planning & Development)
Proof of compliance with applicable law(s) - see Applicable Law declaration
Municipal Address - Planning & Development
Registered Deed
Reference Survey and certificate of official - 2 copies (for new lots created by consent)
C.N.R. (for work near rail corridors and tracks)
York Region - Entrances from Regional roads
T.R.C.A. (for properties within regulated area)
SITE PLAN (2 COPIES)
Property lines and lot area referenced to a current survey
Location of all proposed & existing building setbacks to property lines & distance to other buildings
Overall dimensions (width/height/length) of all buildings
Proposed and existing grades and the proposed finished first floor elevations of all buildings
ARCHITECTURAL DRAWINGS (2 COPIES)
Floor plans (to be co-ordinated with structural information below)
Sections / Elevations
Roof and floor framing
Construction notes
Details
Fire separations - Party wall/firewall details (refer to Supplementary Guidelines)
Location and sizes of windows and doors
Unprotected opening / limiting distance calculations
Exterior finishes (incl. stucco manufacturer information complying with Part 5 of the OBC if applicable)
Walk-out, look-out, balconies, decks details
Stairs, landings, guards and handrail information
All plumbing fixtures and floor drains
Smoke alarms and carbon monoxide detectors
Attic and crawl space access
Fireplace (gas or wood burning)
Exterior venting
STRUCTURAL INFORMATION (2 COPIES)
Engineered stamped roof truss layout and shop drawings
Engineered floor joist system layout including beam details from manufacturer
Detailed foundation, wall and roof sections
Engineered foundation wall detail when foundation wall exceeds 8" - 2"
Underpinning details
MECHANICAL DRAWINGS (2 COPIES)
Duct Design and layout
Heat loss and heat gain calculations
Design Summary sheet
OTHER SUBMISSIONS
On-Site Sewage system - see On-site sewage (septic) permit checklist & Statement of design for On-site sewage (septic) systems
Pool enclosures - see Swimming pool/enclosure permit checklist
Demolition permit - see Demolition permit clearance checklist
Soils Report by a Professional Engineer (dependent on location of site)
Tree Declaration - completed tree declaration form
FEES
Permit fees as per By-law ??? and other applicable payments and deposits as required
DESIGNER INFORMATION - attached Ministry of Housing forms to be completed
Designer information on all drawings and documents - BCIN# and statement of responsibility for design, Architect or Professional Engineer stamp where applicable

TOWN OF RICHMOND HILL

PART 3 BUILDING PERMIT

SUBMISSION REQUIREMENTS

Schedule 'D' Building By-law 71-10

All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work.
Note: For any finished portion of the building, refer to the <u>FINISHED PORTION SUBMISSION REQUIREMENTS</u> form.
PRE APPROVALS
Executed Site Plan Agreement or amendment - Planning & Development
Municipal Address
FORMS & DOCUMENTS (1 COPY)
Statement of Design / OBC Data matrix
Commitment to General Reviews by Architect and Engineers
Proof of compliance with applicable law(s) – see applicable law schedule
ASHRAE/IES 90.1 or Model National Energy Code Compliance Forms
Plumbing and Drain Worksheet
Phase I Environmental Site Assessment
Soil investigation report
Architectural, Structural, Mechanical and Electrical Specifications (3 COPIES)
SITE PLANS (3 COPIES)
Property lines, lot area and statistics table
Proposed building foot print with setbacks to property lines
Proposed and existing grades/elevations and proposed finished floor elevations
Barrier free curb cuts, parking, ramps and fire routes
ARCHITECTURAL DRAWINGS (3 COPIES) stamped by an Architect
Floor / mezzanine plans (rooms & spaces identified and dimensioned, seating layout - for finished portions of building)
Fire separations (ULC design #)
Reflected ceiling plan indicating emergency lighting, exit signage and sprinkler head location, if not indicated elsewhere
Roof plan, roof top equipments & required screening details, roof drain & scupper details
Building elevations and cross sections
Sections and details (stairs, barrier-free washrooms, etc.)
Door and room finish schedule (if not included in specifications)
Industrial Racking layout and height
STRUCTURAL DRAWINGS (3 COPIES) stamped by P.Eng
General design notes (loading, deflection, wind uplift and earthquake analysis, including landscape loads, etc)
Foundation plan (footing, caisson or pile schedule if not shown on plan)
Floor / mezzanine framing plans (showing designed SDL & LL)
Roof framing plan (showing SDL, snow & accumulation snow load)
Upper roof framing plan (mech. P/H, stair roof etc. showing designed loadings)
Column, wall and beam schedule (if not shown on plan)
Sections and structural details pertaining to structural connections, bracings & exterior canopies
Calculations of lateral load and deflection analysis for building
Flat slab design calculations (typical run)
Canopy Structures (lateral and uplift analysis)
MECHANICAL DRAWINGS (3 COPIES) stamped by P.Eng
Floor plan showing (HVAC) Duct Design and layout and radiant floor heating and layout
Heat loss and heat gain calculations
Floor plan showing plumbing and drain layout and worksheet
Grease Interceptors calculation where applicable
Roof plan showing drainage and roof mounted equipment schedule
Refrigerated garbage room & Ecology unit (where required by site plan agreement)
ELECTRICAL DRAWINGS (3 COPIES) stamped by P.Eng
Floor plans showing lighting, power, emergency lighting, exit signage and electrical equipment
Fire alarm system drawings including FA riser details
OTHER SUBMISSIONS
Site servicing permit application
Sprinkler drawings & details (as per Fire Dept. requirements)
Road Occupancy Permit (if scaffolding / hoarding / covered walkway etc. will encroach onto the municipal right of way)
FEES
Permit fees as per By-law 71-10 and other applicable payments and deposits as required
DESIGNER INFORMATION - attached Ministry of Housing forms to be completed
Designer information on all drawings and documents – BCIN# and statement of responsibility for design; Architect or Professional Engineer stamp where applicable

- (k) The readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool, a public pool or a public spa,
- (l) The substantial completion of the circulation/recirculation system of an outdoor pool, a public pool or public spa and substantial completion of the pool before it is first filled with water,
- (m) The 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.
- (n) The readiness to construct the sewage system,
- (o) The substantial completion of the installation of the sewage system before the commencement of backfilling,
- (p) The substantial completion of the sewage system,
- (q) The substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling, and
- (r) The completion of construction and installation of components required to permit the issue of an occupancy permit or to permit occupancy or part of the building to be occupied is not fully completed.
- (s) The completion of the building.