

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW # 17-2010

Being a By-law respecting building permits and inspections; to set out rates for permits; and to repeal By-law # 18-2004

Whereas the Building Code Act, 1992, s.o. 1992 c.23 as amended, empowers Council to pass certain by-laws respecting building permits and inspections;

NOW THEREFORE the Municipal Corporation of the Township of Armour enacts as a by-law the following;

THAT building permits will be required for the construction, erection, alteration, repair, removal, relocation and the change of use of all buildings or structures within the Township of Armour, that the building permits will be required for plumbing installations not included in the complete building package and would include but not be limited to additions and major repairs; that all permits issued by the C.B.O. shall comply with the provisions of the Official Plan and requirements of the Zoning By-law, that all permits will be issued by the C.B.O. and all inspections will be performed by the C.B.O. or Building Inspector for the Township of Armour in accordance with this By-law and the Ontario Building Code; and that the fees for all permits will be as set out in Schedule "A" attached to this by-law.

1. SECTION 1 - SHORT TITLE

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

2. SECTION 2 - DEFINITIONS

2.1 In this By-law,

2.1.1 "**Act**" means the Building Code Act, 1992, as amended, including amendments thereto.

2.1.2 "**As Constructed Plans**" means as defined in the Building Code.

2.1.3 "**Building**" means as defined in Section 1. (1) of the Act.

2.1.4 "**Building Code**" means the Regulations made under Section 34 of the Building Code Act.

- 2.1.5 “**C.B.O.** “ means the Chief Building Official appointed by the By-law of the Corporation of the Township of Armour for the purposes of enforcement of the Act, the Building Code and the Building By-law.
- 2.1.6 “**Corporation**” means the Corporation of the Township of Armour.
- 2.1.7 “**Farm Building**” means as defined in the Building Code.
- 2.1.8 “**Permit**” means written permission or written authorization from the C.B.O. to perform work regulated by this By-Law, the Act and the Building Code.
- 2.1.9 “**Plumbing**” means as defined in Section 1 (1) of the Act.

3. SECTION 3 - CLASSES OF PERMITS

- 3.1 Classes of permits with respect to construction, demolition, and change of use of buildings and permit fees shall be set out in Schedule “A” to this By-law.

4. SECTION 4 - REQUIREMENTS FOR APPLICATIONS

- 4.1 To obtain a permit the owner or an agent authorized by the owner shall file an application in writing by completing a prescribed form available at the office of the C.B.O. or from the municipal website www.armourtownship.ca or www.obc.mah.gov.on.ca
- 4.2 All applications shall include a statement, signed by the property owner, setting out the purpose for which the building permit is intended.
- 4.3. Where application is made for a building permit under subsection 8(1) of the Act, the application shall:
- 4.3.1 Identify and describe in detail the work and the occupancy to be covered by the permit for which application is made.
- 4.3.2 Describe the land on which the work is to be done, by a description that will readily identify and locate the building lot.
- 4.3.3 Include a minimum of two sets of complete plans and specifications for the work to be covered by the permit and show the occupancy of all parts of the building.

4.3.4 State the valuation of the proposed work including materials and labour and be accompanied by the required fee.

4.3.5 State the names, addresses and telephone numbers of the owner and of the architect or engineer, where applicable, or other designer or contractor.

4.3.6 Be accompanied by a written acknowledgment of the owner that he has retained an architect or professional engineer to carry out the field review of the construction where required by the Building Code and,

4.3.7 Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

4.4 The prescribed forms for permits in **class 1,2,3,4,5,6,7,8,9,10 and 11** may include but not be limited to:

- (a) an application
- (b) a site plan
- (c) building plans or drawings including
 - (i) floor plans
 - (ii) cross section
 - (iii) elevation drawings
- (d) certificate of approval for septic system
- (e) entrance permit
- (f) civic address property identification number

4.5 Where an application is made for a demolition permit, under subsection 8.1 of the Building Code Act, the owner or agent shall file an application in writing on a form available in the municipal office.

4.6 Where an application is made for a change of use, subsection 10 (1) of the Building Code Act, of an existing building, the application shall:

- (a) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- (b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made with sufficient information to establish compliance with the requirements of the Building Code;
- (c) be signed by the owner of the property who shall certify the truth on the contents of the application.

4.7 Where an application is made for plumbing permit, **class 12** permit, the application shall include:

- (a) an application
- (b) drawings
 - (i) For a drainage system, existing and proposed addition or repairs;
 - (ii) for venting systems, proposed addition or existing and repairs;
 - (iii) for a water system, proposed addition or existing and repairs;
 - (iv) for sewage system, proposed addition or existing and repairs;

4.8 Revision

After the issuance of a permit under the Act, notice of any material change to a plan specification, document or other information on the basis of which the permit was issued must be given in writing by the property owner to the C.B.O. together with the details of such change which is not to be made without the written authorization of the C.B.O.

4.9 Equivalentents

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

- 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 the Building Code;
- c) evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

4.10 Revocation of Permits.

Subject to section 25 of the Act, C.B.O. may revoke a permit issued under this Act;

- a) if it was issued on mistaken, false or incorrect information;

- b) if, after six months after its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the C.B.O., been seriously commenced;
- c) if the construction or demolition of the building is, in the opinion of the C.B.O., substantially suspended or discontinued for a period of more than one year;
- d) if it was issued in error;
- e) if the holder requests in writing that it be revoked;
- f) if a term of the agreement under clause (3)c (Conditional Permits) has not been complied with.

5. SECTION 5 - PLAN & SPECIFICATIONS

- 5.1 Sufficient information shall be submitted with each application for a permit to enable the C.B.O. to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Building Code and any other applicable law.
- 5.2 Each application shall, unless otherwise specified by the C.B.O. be accompanied by two complete sets of the plans and specifications required under this by-law.
- 5.3 Plan shall be neatly drawn to a scale referenced on the drawing, be legible and may be in metric or imperial.
- 5.4 Plans vary depending on the type of construction and may require all or any part of the following:
 - (a) the site plan sketch
 - (b) floor plans
 - (c) foundation plans
 - (d) framing plans
 - (e) roof plans
 - (f) sections and details
 - (g) building elevations
 - (h) electrical drawings
 - (i) heating, ventilation and air conditioning drawings
 - (j) plumbing drawings
 - (k) sewage system

6. SECTION 6 - SITE PLAN DRAWINGS

- 6.1 Site plan drawings should be referenced to an up-to-date survey, if available. New surveys will only be required when needed to demonstrate compliance with the Act, the Building Code, the Municipal Zoning By-law or any other applicable law.
- 6.2 Verification by an Ontario Land Surveyor of by-law compliance may be required before proceeding past foundation state, if required by the C.B.O.
- 6.3 Site plan drawings shall show,
- a) lot size and dimensions of property lines
 - b) existing buildings and set backs from property lines
 - c) proposed buildings and set back from property lines
 - d) existing ground levels and grades in flood plain areas
 - e) existing rights-of-way or easements.

7. SECTION 7 - PAYMENT OF FEES

- 7.1 Fees for a required permit shall be as set out in Schedule "A" to this By-law and are due and payable upon receipt of permit.
- 7.2 Any owner who commences construction without first obtaining and posting a building permit shall be charged double the fee in Schedule "A" and also is liable to the penalties provided by the Ontario Building Code Act.
- 7.3 Where the fees payable in respect of an application for a construction permit are based on a floor area, floor area shall mean the total space of all storeys above grade (or below grade for an underground home) measured as the horizontal area between the exterior walls of the building.
- 7.4 Where the fees payable in respect of an application for a construction permit are based on the cost of valuation of the proposed work shall mean the total costs of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services.

SECTION 8 - NOTICE REQUIREMENTS FOR INSPECTIONS

- 8.1 The owner or agent shall notify the C.B.O. at least 48 hours (2 business days) in advance for inspections.
- 8.2 Inspections may be required for any or all, but is not limited to, the following stages:
- a) completion of excavation
 - b) before backfill
 - c) framing
 - d) insulation
 - e) plumbing and heating
 - f) exterior finish
 - g) final inspection

9. SECTION 9 - REPEAL CLAUSE

- 9.1 By-Law # 18-2004 of the Corporation of the Township of Armour is hereby repealed.

Read a first time this
27th day of April, 2010.

Read a second time this
27th day of April, 2010.

Original signed by Bob MacPhail

REEVE

Read a third time, signed and the seal
of the Corporation affixed thereto and
finally passed in open Council this
27th day of April, 2010.

Original signed by Wendy Whitwell

CLERK

Township of Armour

User Fees/Permits and Other Charges

Schedule "A" - By-law #68-2017 amended by By-laws 19-2018, 51-2018 and 39-2019 - Page 3 of 13

Building Permit Fees

Description of Construction or Renovation	Effective Date	2016	2017	2018	2019	2020
Residential dwelling unit, cottage, mobile home and guest sleeping cabin with services	Jan 1st	\$0.93/sq.ft.	\$1.70/sq.ft.	\$1.80/sq.ft.	\$1.85/sq.ft.	\$1.90/sq.ft.
House addition, porches, decks, solarium, foundations & basement replacement under existing buildings, utility sheds, garages, boat houses, docks, fire places, swimming pools, etc.	Jan 1st	\$0.50/sq.ft.	\$0.51/sq.ft.	\$0.53/sq.ft.	\$0.54/sq.ft.	\$0.56/sq.ft.
Guest sleeping cabin without services and enclosed additions to trailers	Jan 1st	\$205.00	\$210.00	\$215.00	\$220.00	\$225.00
Minor alteration, repair, renovation to a building structure	Jan 1st	\$205.00	\$210.00	\$215.00	\$220.00	\$225.00
Major alteration, repair, renovation to a building structure	Jan 1st	\$14.00 per \$1,000 of estimated value of work Value of work to be calculated at \$100.00 per sq. ft.				
Demolition	Jan 1st	\$155.00	\$160.00	\$165.00	\$170.00	\$175.00
Change of use	Jan 1st	\$205.00	\$210.00	\$215.00	\$220.00	\$225.00
Construction or addition of a farm building other than for human habitation - barn, drive shed, etc.	Jan 1st	\$0.63/sq.ft.	\$0.63/sq.ft.	\$0.63/sq.ft.	\$0.70/sq.ft.	\$0.70/sq.ft.
Construction or addition of a building or structure for commercial, industrial or institutional purposes						
- Complete structure	Jan 1st	\$1.33/sq.ft.	\$1.40/sq.ft.	\$1.40/sq.ft.	\$1.47/sq.ft.	\$1.47/sq.ft.
- Shell only	Jan 1st	\$0.98/sq.ft.	\$0.98/sq.ft.	\$1.05/sq.ft.	\$1.05/sq.ft.	\$1.12/sq.ft.
Plumbing installations inside and outside, not included in a complete building package and would include, but not limited to additions and major repairs	Jan 1st	\$205.00	\$210.00	\$215.00	\$220.00	\$225.00
Renewal	Jan 1st	\$205.00	\$210.00	\$215.00	\$220.00	\$225.00

Township of Armour

User Fees/Permits and Other Charges

Schedule "A" - By-law #68-2017 amended by By-laws 19-2018, 51-2018 and 39-2019 - Page 4 of 13

Building Fees

Description	Effective Date	2016	2017	2018	2019	2020
Re-inspection due to incomplete work or uncorrected deficiencies	Jan 1st	\$105.00	\$110.00	\$110.00	\$115.00	\$120.00
Minimum permit fee	Jan 1st	\$205.00	\$210.00	\$215.00	\$220.00	\$225.00
Where calculation of a permit fee on a per sq. ft. basis is unfeasible, the CBO shall determine the permit fee based on the calculated value of the works at the following rate	Jan 1st	\$14.00 per \$1,000 of estimated value of work Value of work to be calculated at \$100.00 per sq. ft.				
Minimum charge to be retained on all applications for a building permit	Jan 1st	\$105.00	\$110.00	\$110.00	\$115.00	\$120.00