

**By-Law Number 707**  
**A by-law respecting the Issuance**  
**Of various permits**

**And**

**The scheduling of inspections**

Whereas the Council of The Corporation of the Town of Essex is responsible for the enforcement of the Building Code Act, 1992, within the boundaries of the Town of Essex;

And Whereas, Section 7 of the said Building Code Act authorizes the councils of municipalities to pass By-laws respecting the issuance of construction, demolition and change of use permits;

Now therefore be it resolved that the Council of the Town of Essex enacts as follows:

**1. Short Title**

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

**2. Definitions and Word Usage**

- (1) (a) **"Act"** mean the Building Code Act Chapter 23 R.S.O. 1992, as amended.
- (b) **"actual value of construction"** means the actual value of the work and materials incorporated into the work thereof and all costs necessarily incidental to the subject matter of construction.
- (c) **"applicant"** means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the demolition of a building or buildings and anyone acting under the authority of such person or corporation.
- (d) **"Building"** means,
  - (i) a structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structure system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
  - (ii) a structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,
  - (iii) plumbing not located in a structure, or
  - (iv) structures designated in the Building Code
- (e) **"Building Code"** means the regulations made under Section 34 of the Act.
- (f) **"business day"** means any day other than a holiday as defined in the Interpretation Act, R.S.O. 1990, Saturday, Boxing Day or day proclaimed by the head of Council to be a civic holiday.
- (g) **"Chief Building Official"** means the person appointed by Council to enforce the Act within the Town of Essex under Section 3 of the Act.
- (h) **"Chief Fire Official"** means the Fire Chief, (Acting or Otherwise) of the Corporation or other such qualified person as appointed by Council.
- (i) **"Corporation"** means The Corporation of the Town of Essex.
- (j) **"Council"** means the Council of the Corporation of the Town of Essex.
- (k) **"estimated value of the work"** means the estimated value of the work and materials to be incorporated into the work thereof and all costs necessarily incidental to the subject matter of construction.
- (l) **"lot"** means a parcel of land, the boundaries of which are on record in the Registry Office for the Registry or Land titles Division of the County of Essex (No. 12).
- (m) **"owner"** means the person who appears as the owner of a Lot according to the records of the Land Registry Office or a person named under an accepted agreement of purchase and letter of authorization signed by the owner or a lessee who under the terms of a lease is authorized to maintain, alter, improve or repair the property.

- (n) **"parking lot"** means an area which is used or capable of being used to park more than four (4) motor vehicles.
- (o) **"permit"** means a written authorization issued by the Chief Building Official to perform work regulated by the Act and the Building Code or to occupy a building or part thereof.
- (p) **"permit holder"** means the person to whom the permit has been issued and who assumes the primary responsibility for comply with the Act and the Building Code.
- (q) **"person"** means any individual, association, partnership, company, corporation, firm, agent, trustee and the heirs, executors, or other legal representative of any of the foregoing.
- (r) **"plan check"** means the review of revised drawings or working drawings which are submitted to the Building Department after the permit has been issued.
- (s) **"Registered Code Agency"** means a registered code agency as defined in the Subsection 1(1) of the Act.

### 3. Appointments

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

### 4. Code of Conduct For Building Officials

Each person listed in Schedule A to this By-Law shall be governed by the Code of Conduct set out in Schedule B to this By-Law, with respect to exercising powers and performing duties under the *Building Code Act*.

### 5. Requirements To Obtain A Permit

An application must be filed on the forms prescribed. To obtain a permit, the owner or an agent authorized in writing by the owner shall file an application in writing by completing a prescribed form available from the Chief Building Official or from the [Building Code website](#). Application forms prescribed by the Corporation under Clause 7(f) of the Act are set out in Schedule C to this By-Law.

#### Building Permits

Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) Where application is made for a construction permit under subsection (8) the Act, the application shall:
  - (a) use the provincial application form, "Application for a Permit to Construct or Demolish" as set out in Schedule C of this By-Law; and
  - (b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code as prescribed in Schedule D of this By-Law, and
  - (c) include completed form as set out in Schedule E where applicable.

#### Demolition Permits

Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) Where application is made for a demolition permit under subsection (8) the Act, the application shall:
  - (a) use the provincial application form "Application for a Permit to Construct or Demolish" as set out in Schedule C of this By-Law; and
  - (b) include complete plans and specifications, documents and other information as required by Article 2.4.1B and Sentence 2.4.1.1(2) of the Building Code and other prescribed in Schedule D of this By-Law and;
  - (c) include completed form as set out in Schedule E where applicable, and
  - (d) be accompanied by confirmation that:

- (i) arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and
- (ii) the owner will comply with the Town's Property Standards By-Law at the completion of demolition.

### **Conditional Permits**

Every application for permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall:
  - (a) use the provincial application form, "Application for a Permit to Construct or Demolish" as set out in Schedule C of this By-Law; and
  - (b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code and other information as prescribed in Schedule D of this By-law and
  - (c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
  - (d) 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
  - (e) state the time in which plans and specifications of the complete building will be filed with the "Chief Building Official".

### **Change of Use Permit**

Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) Where application is made for a change of use permit issued under subsection 10(1) of the Act the application shall:
  - (a) use the prescribed form of Schedule F of this By-Law;
  - (b) describe the building in which the occupancy 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 occupancies of the building or part of a building for which the application is made;
  - (d) include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including: floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing sewage system, if any;

### **Partial Occupancy Permit**

Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) An application for a Partial Occupancy Permit shall be in writing, signed by the owner or the authorized agent of the owner and;
  - (a) shall include a statement indicating the expected occupancy dates and;
  - (b) the portions of the building to be occupied; and
  - (c) obtain all necessary permits and approvals from other municipal departments or outside agencies having jurisdiction; and

## **6. Requirements For Plans And Specifications**

- (1) Every applicant shall submit sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed building, construction, demolition or change of use will contravene the Act, the building code or any other applicable law.
- (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 sentence 2.4.1.1B.(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.
- (3) Plans, specifications, documents and other information shall be submitted in a permanent medium upon paper or other suitable and durable material and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale.
- (4) Site plans shall be referenced to a current plan of survey and a copy of the survey shall accompany the Site Plan Submission except where the Chief Building Official waives the requirement to do so. Site plans shall show
  - (a) lot size and dimensions of property lines and setbacks to any existing or proposed building(s);
  - (b) existing and finished ground levels or grades, and
  - (c) existing right-of-way, easements and municipal services.
  - (d) location of fire routes
- (5) On the completion of the foundation for a detached, semi-detached, triplex, fourplex or townhouse dwelling, the Chief Building Official may require submission of a survey prepared by an Ontario Land Surveyor indicating the location and elevation of the top of the foundation wall, prior to a framing inspection being undertaken.
- (6) On the completion of the construction of a building, or part of a building, the Chief Building Official may require submission of a set of plans of the building or part of a building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building.

## **7. Authorization of Equivalents**

- (1) 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 application shall submit:
  - (a) a description of the proposed location(s) the equivalent is proposed to be installed;
  - (b) a description of the proposed material, system or building design for which authorization is sought;
  - (c) a description of all applicable provisions of the building code in contravention;
  - (d) supporting documentation demonstrating that the proposed material, system or building design will provide the level of performance required by the building code; and
- (2) The Chief Building Official or registered code agency may accept or reject any proposed equivalents or may impose conditions or limitation on their use.
- (3) Equivalents which are accepted under this Section shall be applicable only to the location described in 7(1)(b) in this Section, and are not transferable to any other building permit.

## **8. Revision To Permit**

- (1) In the event that a material change is made to the plans, specifications, documents or other information on the basis of which a permit was issued, the owner or authorized agent shall:
  - (a) submit revised plans and specifications illustrating the changes and any support documentation as may be requested by the Chief Building Official; and
  - (b) remit the additional fee to the Chief Building Official. In the event the area of work is reduced, there shall be no refund.

## **9. Permit Revocation Abandonment And Transfers**

- (a) An application for a permit shall be deemed to have been abandoned twelve (12) months after the date of filing of the application with the Chief Building Official unless a permit has been issued.
- (b) Where the application has been abandoned, withdrawn or denied, the drawings, plans and design calculations (if applicable) filed with the application will be returned and the fees will be refunded without interest thereon in accordance with Schedule "G".
- (c) When a permit has been revoked by the Chief Building Official in accordance with the Act, or the owner and/or applicant has requested a cancellation of the permit, fees shall be refunded in accordance with Schedule "G".
- (d) No permit may be transferred unless an application to transfer has been made in a form as prescribed by the Chief Building Official and payment of the fees set out in Schedule "H" has been made and Section 8 of the Act has been applied with.

## **10. Payment of Fees**

- (1) Upon application for a permit or transfer of a permit and for each plan check, the owner shall:
  - (a) provide proof of payment of any levies, development charges and deposits; and
  - (b) remit the fees set out in Schedule "H".

## **11. Fencing and Barricades**

- (1) Every person to whom a permit is issued shall maintain a fence to enclose the site of the construction or demolition.
- (2) **Covered Way Exceptions**
  - (a) Where the construction may constitute a hazard to the public, work shall not commence on the construction, alteration or repair of a building until a covered way, as described in subsection (3) hereof, has been provided to protect the public, except where:
    - (i) the work is done within a solid enclosure;
    - (ii) the building is a distance of 2 metres (6.5 feet) or more from a public way used by pedestrians; or
    - (iii) site conditions warrant a distance greater than provided in clause (ii) hereof.
- (3) **Covered Way Construction**
  - (a) A covered way shall:
    - (i) have a clear height of not less than 2.5 metres (8 feet);
    - (ii) have a clear width of not less than 1.5 metres (5 feet) or the width of the public way, whichever is the lesser;
    - (iii) be designed and constructed to support safely all loads that may be reasonably expected to be applied to it, but in no case less than 2.4kPa (50 psf) on the roof;
    - (iv) have a weather-tight roof sloped towards the site or, if flat, be equipped with a splash board not less than 300 millimetres (12 inches) high on the street side;
    - (v) be totally enclosed on the site side with a structure having a reasonably smooth surface facing the public way;

- (vi) have a railing 1070 millimetres (42 inches) high on the street side where the covered way is supported by posts on the street side; and
- (vii) be adequately lighted when the public way is lighted.

**(4) Fencing, Boarding and Barricades**

- (a) When a construction or demolition activity may constitute a hazard to the public and is located 2 metres (6.5 feet) or more from a public way, a strongly constructed fence, boarding or barricade not less than 1.8 metres (6 feet) high shall be erected between the site and the public way or open sides of a construction site.
- (b) Barricades shall have a reasonably smooth surface facing the public way and shall be without openings except those required for access.
- (c) Access openings through barricades shall be equipped with gates which shall be:
  - (i) kept closed and locked when the site is unattended; and
  - (ii) maintained in place until completion of the construction or demolition activity.

**(5) Fencing, Boarding or Barricades**

Subsection (4) hereof does not apply to one or two units dwellings. One or two unit dwellings shall have signs posted in a prominent place stating "Do Not Enter – Construction Zone".

**(6) Special Hazards**

**(7) Work Shutdown**

- (i) When work on a construction site is suspended or ceases so that it will not be occupied during normal working hours, the hazardous part of the construction site shall be protected by a fence or barricade constructed according to the requirements of subsection 4 hereof.

**12. Registered Code Agencies**

- (1) Registered Code Agencies shall be used only during work overloads and for specialized projects.
- (2) Council may authorize the Chief Building Official to enter into service agreements with Registered Code Agencies and appoint them to perform one or more of the specified functions described in Section 15.15 of the Act.

**13. Inspection Notices**

- (1) The permit holder shall notify the Chief Building Official or a Registered Code Agency where one is appointed, of each stage of construction as listed in Schedule I. In addition, the permit holder shall provide the notice of completion as prescribed by Section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and subsection 2.4.3 of the Building Code are complied with.
- (2) A notice pursuant to this Part of the By-Law is not effective until notice is actually received by the Chief Building Official or the Registered Code Agency.
- (3) Upon receipt of proper notice, the inspector or a Registered Code Agency, if one is appointed, shall undertake a site inspection of the building to which the notices relates in accordance with the time periods stated in Article 2.4.5.3 of the Building Code and Section 11 of the Act.

**14. Severability**

- (1) Schedules "A" to "K", inclusive, annexed hereto, shall form part of this By-law.
- (2) 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.
- (3) By-Law #646 and By-Law #243 are hereby repealed.

Read a first, second, third time and finally passed this 19<sup>th</sup> day of December, 2005.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Schedule "A"**  
**To By-Law Number 707**  
Appointments

Item	Column 1	Column 2
1.	Chief Building Official Ward 1 & 2	Wayne Mills
2.	Chief Building Official Ward 3 & 4	Kevin Carter
3.	Building/Fire Clerk	Glenda Beneteau
4.	Building/Fire Clerk	Shelley Marchand
5.	Acting Fire Chief	Ed Pillon
6.	Fire Inspector	Sam Smith

## **Schedule "B"**

### **To By-Law Number 707**

#### Code Of Conduct For Building Officials

##### **Purpose**

The following are the purposes of this code of conduct:

1. To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the building code.
2. To prevent practices, which may constitute or abuse of power, including unethical or illegal practices, by the Chief Building Official and inspectors in the exercise of power or the 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**

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.

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 Chief Administrative Officer.

Any Chief Building Official or senior staff person who receives information in writing concerning a significant breach of this code 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 shall be held in confidence. The Chief Building Official or senior staff person shall advise Chief Administrative Officer in writing about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

##### **Code of Conduct**

In exercising powers and performing duties under the *Building Code Act*, the Chief Building Official and inspectors shall:

1. Exercise powers in accordance with the provisions of the *Building Code Act*, the Ontario 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 the Chief Building Officials and Inspectors;
2. Act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist;
3. Apply all relevant building laws, regulations and standards in a consistent and fair manner, independent of any influence by council members or interested parties;
4. Not accept any personal benefit which may create a conflict with their duties; or perform duties where a personal interest may create a conflict;
5. Obtain the counsel of persons with expertise where the Chief Building Official or inspector does not possess sufficient knowledge to make an informed judgment; and
6. Act honestly, reasonably and professionally in the discharge of their duties.

The Town of Essex's Conflict of Interest Policy shall supercede the Code of Conduct for Building Officials

**Schedule "C"**  
**To by-law Number 707**



Ministry of Municipal  
Affairs and Housing

**Application for a Permit to  
Construct or Demolish**

[Ontario Building Code (OBC), Article 2.4.1.1A/(2)]

For use of Municipality, Upper tier Municipality, Board of Health or Conservation Authority	
Application number:	Permit number (if different):
Date received (yyy/mm/dd):	Roll number:

Submitted to: \_\_\_\_\_ (Name of municipality, upper-tier municipality, board of health or conservation authority)

A) Applicant Information – Applicant is <input type="checkbox"/> the owner or, <input type="checkbox"/> the authorized agent of the owner. (If corporation or partnership, name the person applying on its behalf)			
Last Name	First Name	Middle Initial	
Corporation or Partnership (if applicable)			
Full Address Building Number	Street Name	Unit Number	Lot/con.
Municipality	Province	Postal Code	Country
Telephone ( )	Fax Number (optional) ( )	Cell Number (optional) ( )	
E-Mail Address (optional)			

B) Owner Information – if different from applicant (If corporation or partnership, name of person applying on its behalf)			
Last Name	First Name	Middle Initial	
Corporation or Partnership (if applicable)			
Full Address Building Number	Street Name	Unit Number	Lot/con.
Municipality	Province	Postal Code	Country
Telephone ( )	Fax Number (optional) ( )	Cell Number (optional) ( )	

C) Project Information			
Full Address of Project Building Number	Street Name	Unit Number	Lot/con.

Municipality		Province	Postal Code	Country
Plan Number	Lot/Parcel Number	Other Local Information		
Project Value Estimated at \$				

**D) Purpose of application**

- Construction of a new building                       Demolition  
 Alteration/repair or addition to an existing building                       Conditional permit [*Building Code Act, 1992 s 8 (3)*]

Proposed use of building : \_\_\_\_\_

Current use of building (if applicable) \_\_\_\_\_

Description of proposed work: \_\_\_\_\_

\_\_\_\_\_

**E) Ontario New Home Warranties Plan (ONHWP) a.k.a. TARION**

Is proposed construction for a home as defined in the ONHWP Act?                       Yes                       No

Is registration of the applicant for the permit required under the ONHWP Act                       Yes                       No

If Yes, provide Registration Number under ONHWP Act: \_\_\_\_\_

**F) On-site sewage system (if applicable)**

Where application is to construct on-site, install, or repair a sewage system,

- Schedule 1a** is attached or                       **Schedule 1b** is to be submitted prior to commencement of construction [OBC Article 2.4.5.5.]

**G) Applicable law [OBC Sentence 1.1.3.3.(1)] – Attach Schedule 2 if documents establishing compliance with applicable law are being submitted**

**H) Designer information – Attach Schedule 3 (one of each individual who reviews and takes responsibility for design activities)**

**I) Registered Code Agency (RCA) – where RCA has been appointed under Section 4.2 of the *Building Code Act, 1992* a Plans Review Certificate must be attached**

**J) Plans and specifications information**

Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the By-law, resolution or regulation of the municipality, upper-tier municipality, board of health or conversation authority to which this application is made.

**K) Declaration of applicant**

I \_\_\_\_\_ certify that:  
(print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, b) the inspector having the powers and duties of a Chief Building Official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch Ministry of Municipal Affairs and Housing 777 Bay St., 2<sup>nd</sup> Flr., Toronto, M5G 2E5 (416) 585-6666.

**Schedule "D" (Part A)**

To By-Law Number 707

Documents & Drawings Required For Permit Application

Row	Class of Permit	Documents and Drawings Required
<p><b>1.</b></p>	<p><b>Building Permit</b></p> <p><b>Residential (Part 9 Buildings)</b></p> <ul style="list-style-type: none"> <li>- Detached houses</li> <li>- Semi Detached houses</li> <li>- Triplexes</li> <li>- Fourplexes</li> <li>- Townhouses</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a) Confirmation of compliance with applicable law</li> <li>b) Mechanical Ventilation Design Summary (more than 4 bedrooms)</li> <li>c) TARION Registration form</li> <li>d) Part 8 Septic System approvals (if on septic tank)</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>a) Approved Site Plan</li> <li>b) Architectural Drawings</li> <li>c) Structural Drawings</li> </ul>
<p><b>2.</b></p>	<p><b>Building Permit</b></p> <p><b>Residential</b></p> <ul style="list-style-type: none"> <li>- Alterations</li> <li>- Additions</li> <li>- Accessory Buildings</li> <li>- Basement Renovations</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a) Confirmation of compliance with applicable law</li> <li>b) Part 8 Septic System approvals (if on septic tank)</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>a) Approved Site Plan</li> <li>b) Architectural Drawings</li> <li>c) Structural Drawings</li> </ul>
<p><b>3.</b></p>	<p><b>Building Permit</b></p> <p>Non-residential and other residential not provide for in row 1 or 2</p> <ul style="list-style-type: none"> <li>- New Buildings</li> <li>- Additions</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a) Confirmation of compliance with applicable law</li> <li>b) Commitment to General Reviews by Architect &amp; Engineers (Part 3 Buildings only)</li> <li>c) ASHRAE 90.1 or Model National Energy Code Compliance forms</li> <li>d) Part 8 Septic System approvals (if on septic tank)</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>a) Approved Site Plan</li> <li>b) Approved Grading Plan</li> <li>c) Architectural Drawings</li> <li>d) Structural Drawings</li> <li>e) HVAC Drawings</li> <li>f) Plumbing Drawings</li> <li>g) Fire Protection Drawings</li> <li>h) Electrical Drawings</li> </ul>

<p><b>4.</b></p>	<p><b>Building Permit</b></p> <p><b>Non-residential</b></p> <ul style="list-style-type: none"> <li>- Alterations</li> <li>- Renovations</li> <li>- Tenant Occupancies</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a) Confirmation of compliance with applicable law</li> <li>b) Commitment to General Reviews by Architect &amp; Engineers (Part 3 Buildings Only)</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>a) Location Plan</li> <li>b) Architectural Drawings</li> <li>c) Structural Drawings</li> <li>d) HVAC Drawings</li> <li>e) Plumbing Drawings</li> <li>f) Electrical Drawings</li> <li>g) Fire Protection Drawings</li> </ul>
<p><b>Row</b></p>	<p><b>Class of Permit</b></p>	<p><b>Documents and Drawings Required</b></p>
<p><b>5</b></p>	<p><b>Building Permits</b></p> <ul style="list-style-type: none"> <li>- Other than Row 1 to 4 (designated structures under 2.12 of the Ontario Building Code)</li> </ul>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a) Confirmation of compliance with applicable law</li> <li>b) Documents from Rows 1 to 4, or other documents which are applicable to the scope of work proposed</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>a) Drawings from Rows 1 to 4 which are applicable to the scope of work proposed.</li> </ul>
<p><b>6.</b></p>	<p><b>Changed of Use Permit</b></p>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a) Confirmation of compliance with applicable law</li> <li>b) Commitment to General Reviews by Architect &amp; Engineers (Part 3 Buildings only)</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>a) Location Plan</li> <li>b) Architectural Drawings</li> <li>c) HVAC Drawings</li> <li>d) Plumbing Drawings</li> <li>e) Electrical Drawings</li> <li>f) Fire Protection Drawings</li> </ul>
<p><b>7.</b></p>	<p><b>Demolition Permit</b></p>	<p><b>Documents</b></p> <ul style="list-style-type: none"> <li>a) Confirmation of compliance with applicable law</li> <li>b) Commitment to General Review by Engineer as required by Code.</li> <li>c) Demolition Control Agreement (if demolition is in a Demolition Control Area)</li> <li>d) Designated Substance Report and Method of Demolition Report as required.</li> </ul>

Notes:

1. The Documents described in this schedule are available from the Chief Building Official.
2. A description of the information required on drawings is contained in part B of this schedule.
3. The Chief Building Official may waive the requirements for any specified documents or drawings where the scope of the work, applicable law or building code requirements does not necessitate its submission.

**Schedule "D" (Part B)**

**To By-Law Number 707**

Information Required On Drawings

Item	Drawing Type	Information Required	Class of Permit Part A Row No.			
			1	2	3	4
1.	Site Plan	a) Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads	X	X	X	X
		b) Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines	X	X	X	X
		c) Dimensions and location of parking and vehicle access and fire routes	X		X	X
		d) Dimensions and location of barrier-free parking, curb cuts, path of travel to building and building access	X		X	X
2.	Grading Plan	a) Signature and seal of professional engineer, landscape architect, Ontario land surveyor, engineering or architectural technologist. (C.E.T.)			X	
		b) Property lines, easements sidewalks, driveways, building location, curb cuts, retaining walls	X		X	
		c) Existing and proposed elevations within the site and at property lines centerline of the road(s), retaining wall elevation, slopes of driveways, drainage flow and swales	X		X	
		d) Location of catch basins, above and below ground utilities, and connections to services			X	
3.	Architectural	a) Existing plans showing construction and room and space identification of all floors in the area of proposed work or occupancy		X	X	X
		b) Plans of all floors including basements complete with all rooms and room names	X	X	X	X
		c) Roof plan showing roof slope, drainage, roof and roofing construction details	X	X	X	X
		d) Building elevations showing grade, floor and ceiling heights, overall building height, exterior finish materials, window heights and sizes and spatial separation requirements	X	X	X	X
		e) Residential construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications	X	X	X	X

**Schedule "E"**

To by-law Number 707

**Commitment To General Reviews By Architect And Engineers**

This Form To Be Completed By The Owner Or Owner's Authorized Agent, And Signed By All Consultants Retained For General Review

**Part A - Owner's Undertaking**

Permit Application No.

Project Description:

Address of Project:

Municipality

**Whereas** the Ontario Building Code requires that the project described above the designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

**Now Therefore** the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retain architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

**The undersigned hereby certifies that he/she has read and agrees to the above**

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:  
(or officer of corporation)

Print Name:

Fax:

Part Building – Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

Shaded Portion To Be Completed By Consultants

<input type="checkbox"/> <b>Architectural</b>	<input type="checkbox"/> <b>Structural</b>	<input type="checkbox"/> <b>Mechanical</b>	<input type="checkbox"/> <b>Electrical</b>	<input type="checkbox"/> <b>Site Services</b>	<input type="checkbox"/> <b>Other (specify):</b>	
Consultant Name:			Signature:	Print Name:	Date:	

Telephone:	Fax:	Address
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<input type="checkbox"/> <b>Architectural</b>	<input type="checkbox"/> <b>Structural</b>	<input type="checkbox"/> <b>Mechanical</b>	<input type="checkbox"/> <b>Electrical</b>	<input type="checkbox"/> <b>Site services</b>	<input type="checkbox"/> <b>Other (specify):</b>	
Consultant Name:			Signature:	Print Name:	Date:	

Telephone:	Fax:	Address
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<input type="checkbox"/> <b>Architectural</b>	<input type="checkbox"/> <b>Structural</b>	<input type="checkbox"/> <b>Mechanical</b>	<input type="checkbox"/> <b>Electrical</b>	<input type="checkbox"/> <b>Site Services</b>	<input type="checkbox"/> <b>Other (specify):</b>	
Consultant Name:			Signature:	Print Name:	Date:	

Telephone:	Fax:	Address
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<input type="checkbox"/> <b>Architectural</b>	<input type="checkbox"/> <b>Structural</b>	<input type="checkbox"/> <b>Mechanical</b>	<input type="checkbox"/> <b>Electrical</b>	<input type="checkbox"/> <b>Site services</b>	<input type="checkbox"/> <b>Other (specify):</b>	
Consultant Name:			Signature:	Print Name:	Date:	

Telephone:	Fax:	Address
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**Schedule "F"**  
To By-Law Number 707

**The Corporation of The  
Town of Essex**



Building Department  
2610 County Road 12  
Essex, Ontario N8M 2X6  
Tel: (519) 776-6476 Fax: (519) 776-7171

**Change of Use  
Permit Application Form**

**Please Print**

Location of Work: \_\_\_\_\_  
(Municipal Number) (Street)

Lot Number: \_\_\_\_\_ Reg. Plan Number \_\_\_\_\_ Lot Size: \_\_\_\_\_

Present Use Of Land And Buildings: \_\_\_\_\_

Proposed Use Of Land And Buildings: \_\_\_\_\_

Are There Any Easements On The Property? Yes  No  Corner Lot Yes  No

Detailed Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost Of Work: \$ \_\_\_\_\_ Area of Work \_\_\_\_\_  Square. Feet.  Square Meters

Registered Property Owner	Address:		
	City:	Province	Postal Code
Contact Person:	Phone #	Fax	E mail:

Owner/agent/company name in full	Address		
	City:	Province	Postal Code
Contact Person:	Phone #	Fax	E mail:

Plumbing Contractor's name (if applicable)	Address		
	City:	Province	Postal Code
Contact Person:	Phone #	Fax	E mail:

Heating Contractor's name (if applicable)	Address		
	City:	Province	Postal Code
Contact Person:	Phone #	Fax	E mail:

Drain Layer's Name (if applicable)	Address		
	City:	Province	Postal Code
Contact Person:	Phone #	Fax	E mail:

**For Office Use Only**

**Coding Block: 1-27-270-**

Amount	Receipt #	Reference Number.:
Permit Fee	\$	_____
Fire Department Fee	\$	Zoning: _____
Indemnity Deposit	\$	By-Law: _____
Development Charges	\$	Roll Number: _____
Sewer Impost	\$	Zoning Confirmed By: _____
Park Levy (Residential)	\$	Plan exam. Approved by: _____
Park Levy (Indust./Comm.)	\$	Date Issued: _____
Driveway Deposit	\$	Receipt Number: _____
Other _____	\$	Permit Number.: _____
Total	\$	S.O.P. Number _____

**Declaration**

I, the undersigned \_\_\_\_\_ am the authorized  
(Please Print)

- Owner
- Agent of owner named in the above application and I certify the truth of all the statements or representations contained therein.

I, understand that the issuing of a permit shall not be deemed a waiver of any of the provisions of any by-laws or requirements to The Building Code Act, or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the above application. I understand that any details/information I have omitted from my plans must be constructed to the Ontario Building Code (Act) in the field and such omittance is my responsibility and may require that construction be corrected upon field inspection.

I, acknowledge that in the event a permit is issued, any departure from plans, specifications or building locations proposed in the above application is prohibited and such could result in the permit being revoked.

I, further acknowledge that in the event the permit is revoked for any cause or irregularity or nonconformity with by-laws or requirements of The Building Code Act, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and such claim is hereby expressly waived.

**Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about this collection can be made to the Freedom of Information Co-ordinator, Council and Customer Services, P. O. 1607, 350 City Hall Square West, Windsor, Ontario N9A 6S1, (519)255-6285.**

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<b>Signature of Applicant</b>	<b>Witness's Signature</b>	<b>Date</b>
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**This document is a public record. The information on this application and contained in documents required for permit issuance and inspection may be divulged to any person upon request under the Municipal Freedom of Information and Protection of Privacy Act, 1989.**

**Notice**

The Town of Essex accepts no responsibility of matters involving environmental contamination or hazardous substances associated with this property or any use presently or previously thereon or otherwise having or causing such adverse affect from or to adjacent properties.

**Schedule "G"**  
To By-Law Number 707

Amount of Permit Fee(S) Which Will Be Retained Where  
The Owner Applies For A Refund For The Said Fee

The conditions set out below relate to the refund of permit fees for various situations, and the applicable fee, which is to be retained by the Building and Development Department.

Condition	Building Fee Retention
<b>A) Prior To Permit Being Issued</b>	
1.) permit application withdrawn by the owner	25% of the permit fee, but not less than \$50.00 and not greater than \$1,500.00
2.) permit is not issued by the Chief Building Official	
3.) application abandoned	
<b>B) Permit Issued</b>	
1.) work has not commenced and application for a refund is made within six (6) months of the date that the permit was issued	50% of the building permit fee.
2.) work commences and is abandoned thereafter	no refund
3.) permit revoked	

**Schedule "H" (Part A)  
To By-Law Number 707**

**2005 Construction/Demolition Permit Fees**

<b>Group</b>	<b>Description</b>	<b>Construction Permit Fee</b>
1a)	Residential – all finished floors	\$0.75/square. feet.
1b)	Residential – unfinished floors	\$0.75/square. feet.
1c)	Residential – accessory structures	\$0.13/square. feet (Minimum \$75.00)
1d)	Residential – house moving	\$535.00 (all wards)
1e)	Residential – fence	\$55.00
1f)	Residential – pool	\$55.00
1g)	Residential – renovations	\$0.55/square. feet.
2)	Demolition – all structures	\$0.23/square. feet. (Minimum \$75.00)
3)	Change of Use – all structures	\$0.23/square. feet.
4a)	Commercial/Industrial – office area	\$1.45/square. feet.
4b)	Commercial/Industrial – plant area	\$1.04/square. feet.
4c)	Commercial/Industrial – renovations	\$0.41/square. feet.
5a)	Agricultural – pole barns	\$0.13/square. feet.
5b)	Agricultural – silo, etc	\$0.22/square. feet.
5c)	Agricultural – greenhouses	\$0.13/1 <sup>st</sup> 2500 sq. ft. plus \$0.07/sq. ft. on balance
6a)	Plumbing – new construction	\$557.00/unit
6b)	Plumbing – other	\$140.00
7)	Septic System – class 4 systems	\$954.00 (Schedule "H" Part B)
8)	9-1-1 Signs	\$25.00 per sign

**2005 Construction/Demolition Permit Fees Continued**

- 2 -

<b>Group</b>	<b>Description</b>	<b>Construction Permit Fee</b>
10a)	Indemnity Deposits (Res/Ag) – new, addition, demolition	\$1,000.00 (deposit)
10b)	Indemnity Deposits (Res/Ag) – accessory, pools, renovate	\$500.00 (deposit)
10c)	Indemnity Deposits (Res/Ag) – agricultural structures	\$250.00 (deposit)
10d)	Indemnity Deposits (Res/Ag) – mobile homes	\$250.00 (deposit)
10e)	Indemnity Deposits (Comm/Ind) – new, addition, demolition	\$1,500.00 (deposit)
10f)	Indemnity Deposits (Comm/Ind) – signs, renovations	\$500.00 (deposit)
11)	Re-inspection – inspections booked but work incomplete (deduct from indemnity deposit)	\$50.00 per additional inspection
12)	Transfer Permit	\$50.00 per -Residential Unit \$100.00 per-Commercial/Industrial

**Minimum permit fee:**

A minimum of \$10.00 per \$1,000.00 construction cost or minimum permit fee of \$75.00 will be charged for all projects not specifically listed above.

Examples will include but are not limited to porches/decks, canopies, building alterations, fireplaces, retaining walls and any other unusual structures or projects not classified elsewhere in this schedule.

**Miscellaneous:**

Inspection Fees:

- Miscellaneous/Repeated Inspections \$50.00
- L.C.B.O. Report & Occupant Load Calculations \$100.00
- Rest Home/Nursing Home Reports \$100.00

Certificates:

- Building/Zoning \$40.00
- Public Works \$40.00
- Part 8 (Septic) \$50.00
- Occupancy Permit \$40.00

**Schedule "H" Part B**  
To By-Law Number 707

**Private Sewage Systems**  
**(Part 8 Ontario Building Code)**

1) Certificate of Approval (Permit)	\$954.00
2) Renewal of Certificate of Approval	\$ 50.00
3) Land Control Reviews Includes: Consent (for each lot created) Minor Variance (per lot) Zoning By-Law Amendment (per application) Site Plan Control (per lot affected)	\$ 50.00
4) File Searches	\$ 15.00
5) Technical Requests Includes: Clearances for Additions Additional Inspections	\$ 50.00

## **Schedule "I"**

### To By-Law Number 707

The person to whom a permit under Section 8 of the Act is issued shall notify the Chief Building Official or, where a registered code agency is appointed under the Act in respect of the construction to which the notice relates, the registered code agency of:

- 1) Commencement of construction of the building
- 2) Readiness to construct footings,
- 3) Substantial completion of footings and foundations prior to commencement of backfilling,
- 4) Substantial completion of structural framing for each storey, if the building is a type of building that is within the scope of Parts of this Code other than Part 9,
- 5) Substantial completion of structural framing and roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause (c) applies,
- 6) Commencement of construction of
  - (i) masonry fireplaces and masonry chimneys,
  - (ii) factory built fireplaces and allied chimneys
  - (iii) stoves, ranges, space heaters and add on furnaces using solid fuels and allied chimneys
- 7) substantial completion of insulation , vapour barriers, air barriers and interior finishes,
- 8) substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
- 9) substantial completion of fire access routes,
- 10) readiness for inspection and testing of:
  - (i) building sewers and building drains,
  - (ii) water service pipes,
  - (iii) fire service mains,
  - (iv) drainage systems and venting systems,
  - (v) the water distribution system, and
  - (vi) plumbing fixtures and plumbing appliances,
- 11) readiness for inspection of suction and gravity outlets, covers and suction piping servicing outlets, of outdoor pool as described in Clause 2.1.2.1.(1)(h), a public pool or a public spa,
- 12) substantial completion of the circulation/recirculation system of an outdoor pool described in Clause 2.1.2.1.(1)(h), a public pool or public spa and substantial completion of the pool before it is first filled with water,
- 13) readiness to construct the sewage system,
- 14) substantial completion of the installation of the sewage system before the commencement of backfilling,
- 15) substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling, and
- 16) 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,
- 17) substantial completion of heating, ventilating, air-conditioning and air-contaminant extraction equipment,
- 18) substantial completion of exterior cladding,
- 19) substantial completion of the site grading,
- 20) 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, and
- 21) completion and availability of drawings of the building as constructed,

**Schedule "J"**  
To By-Law Number 707



**Town of Essex**  
**Building Department**

**Building Permit Application Submittal Acknowledgement**

The Ontario Building Code Act, through Ontario Regulations O. Reg. 146/95 has been amended such that for the Class of Building listed below to be constructed, a building permit shall be issued or refused within \_\_\_\_\_ days.

Location of Work: \_\_\_\_\_

The following documentation must be submitted to form a Complete Application.

Item	Submitted		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Completed Provincial Application Form	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Schedule 1: Designer Information	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Schedule 2: Sewage System Installer Information	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Submission of ____ sets of drawings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Proof of Ownership (i.e. transfer/deed of land)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Site Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Tarion Declaration Form	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Clearance from the Essex Region Conservation Authority	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Municipal Addressing Letter	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Street Opening Permit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Submission of ASHRAE 90.1 or National Model Energy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Code Compliance Forms	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Compliance with Applicable Law Declaration	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Compliance with all Site Plan Control Conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Compliance with all Servicing/Subdivision Conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p>If any of the above answers is N, then your application is deemed Incomplete. The missing information must be submitted prior to the issuance of the permit.</p> <p>If all the above are Y or N/A, then, the application is deemed Complete and a building permit shall be issued within _____ days.</p>			

**Declaration**

I, the undersigned \_\_\_\_\_, an the authorized

- Owner
- Agent of Owner, and

I, acknowledge that if the application is deemed INCOMPLETE, then, the time frames of Article 2.4.1.1B of the Ontario Building Code has been complied with by the Town.

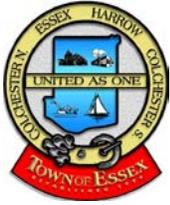
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of C.B.O.

\_\_\_\_\_  
Date



**Schedule "K"**  
**To By-Law Number 707**

**Town of Essex**  
**Building Department**

**Applicable Law Submittal Acknowledgement**

The Ontario Building Code Act, Section 8.-(2) states that the Chief Building Official shall issue a permit unless the proposed building, construction or demolition will contravene any applicable law. The following is a supporting information checklist of applicable law.

The following is a list of supporting information applicable law checklist. This form must be submitted to form a Complete Application.

**Location of Work:** \_\_\_\_\_

**Brief Description of Work:** \_\_\_\_\_

Ontario Statute	Applicability	
Section 2 of the Cemeteries Act (Revised) with respect to the consent to the establishment, Alteration or increase in a capacity of a crematorium,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 5 of the Charitable Institutions Act, with respect to the approval by the Minister of the site and plans for a new building or an addition to an existing building used or to e used as a charitable institution,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 5 of Regulation 262 of the Revised Regulations of Ontario, 1990, made under the Day Nurseries Act, with respect to the approval of plans for a new building to be erected or an existing building to be used, altered or renovated for use as a day nursery or for alterations or renovations to be made to premises used by a day nursery,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Subsection 9(1) of Regulation 263 of the Revised Regulations of Ontario, 1990, made under the Dead Animal Disposal Act, with respect to the construction of premises for use as a receiving or rendering plant,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 194 of the Education Act, with respect to the approval of the Minister for the demolition of a building,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 195 of the Education Act with respect to the approval of the Minister for the erection of a school building and for the making of an addition, alteration or improvement to a school building,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 197 of the Education Act with respect to the approval of the Minister for the erection, addition to or alteration of buildings on a school site,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 6 of Regulation 314 of the Revised Regulations of Ontario, 1990, made under the Elderly Persons Centres Act, with respect to the approval of the Minister for the construction of a building project,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 5 of the Environmental Assessment Act with respect to the approval of the Minister or the Environmental Review tribunal to proceed with an undertaking,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 9 of the Environmental Protection Act with respect to the certificate of approval for the construction, alteration, extension or replacement of a structure that may discharge a contaminant or from which a contaminant may be discharged,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 46 of the Environmental Protection Act with respect to the approval of the Minister to use land or land covered by water that has been used for the disposal of water.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 9 of Regulation 469 of the Revised Regulations of Ontario, 1990, made under 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,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 14 of the Homes for the Aged and Rest Homes Act with respect to the approval of the Minister for the erection or alteration of a building for use as a home or a joint home,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 14 of the Milk Act with respect to the permit from the Director for the construction or alteration of any building intended for use as a plant,	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 4 of Regulation 832 of the Revised Regulations of Ontario, 1990, made under the Nursing Homes Act, 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,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 33 of the Ontario Heritage Act with respect to the consent of the council of a municipality for the alteration of property,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 34 of the Ontario Heritage Act with respect to the consent of the council of a municipality for the demolition of a building,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 42 of the Ontario Heritage Act with respect to the permit given by the council of a municipality for the erection, alteration or demolition of a building,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 41 of the Planning Act with respect to the approval by the council of the municipality or the Municipal Board of plans and drawings,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 22 of the Private Hospitals Act with respect to the approval of the Minister for the alteration or renovation of a house that is used as a private hospital,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 4 of the Public Hospitals Act with respect to the approval of the Minister for additional buildings or facilities to be added to a hospital,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 2 of Ontario Regulation 453/96, made under the Public Lands Act, with respect to the work permit authorizing the construction or placement of a building on public land,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Section 34 or 38 of the Public Transportation and Highway Improvement Act 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,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The following provisions of Acts and regulations:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(i) Section 28 and 53 of the Development Charges Act 1997,		
(ii) Sections 257.83 and 257.93 of the Education Act,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(iii) Subsection 5(4) of the Environmental Assessment Act,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(iv) Subsection 133(4) of the Municipal Act, 2001,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(v) Subsections 4(3) and (5) of Regulation 832 of the Revised Regulations of Ontario, 1990, made under the Nursing Homes Act,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(vi) Section 30 of the Ontario Heritage Act,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(vii) Section 24 and 46 of the Planning Act,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(viii) Section 33 of the Planning Act except where, in the case of the demolition of a residential property, a permit to demolish the property is obtained under that Section,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(ix) Clause 47(1)(a) of the Planning Act,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(x) Subsection 22(1) of the Private Hospitals Act,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>- Continued On Back -</b>		
Regulations made by a conservation authority under Clause 28(1)(c) of the Conservation Authorities Act that prohibit construction of a building or structure in or on a pond or swamp or in any area susceptible to flooding during a regional storm without a permit issued by the conservation authority,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
By-laws made under Section 34 or 38 of the Planning Act or under Section 3 of Ontario Regulation 246/01 made under that Act,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
By-laws made under Section 22 of the Theatres Act,	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If any of the above answers is Yes, then, a compliance letter or certificate is required from the applicable authority. Your application is deemed Incomplete if this information is not provided.

If all the above answers are No, then, the requirement of Section 8.-(2) of the Ontario Building Code Act has been complied with. Note that if after review of the application that an applicable law is deemed to be required, this permit will be deemed Incomplete and a compliance letter or certificate is required from the applicable authority.

**Declaration**

I, the undersigned \_\_\_\_\_, am the authorized

- Owner
- Agent of Owner, and

I, the undersigned hereby declare that, to the best of my knowledge, the information contained herein and the information submitted in support of this application is complete and accurate.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

Office Use Only

Confirmation of Compliance of Applicable Law: \_\_\_\_\_