

CORPORATION OF THE TOWN OF RENFREW

BY-LAW NO. 13-2000

Being a by-law respecting Construction,
Demolition and Change of Use Permits
and Inspections.

WHEREAS authority is granted the municipality under Section 7 of the Building Code Act, R.S.O. 1992, to empower Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections; and

WHEREAS the Council of the Corporation of the Town of Renfrew now deems it appropriate to enact a by-law respecting construction, demolition, and change of use permits and inspections.

NOW THEREFORE the Council of the Corporation of the Town of Renfrew enacts as follows:

SHORT TITLE

1. This by-law may be cited as "The Building By-Law".

DEFINITIONS

2. In this by-law:

- a) "Act" means the Building Code Act, S.O. 1992 c.23 including amendments thereto;
- b) "Building Code" means the regulations made under Section 34 of the Act;
- c) "Building" means a "building", as defined in Section 1 of the Act;
- d) "Chief Official" means the Chief Building Official appointed by By-law of the Corporation of the Town of Renfrew for the purposes of the enforcement of the Act; the Building Code and the Building By-law.
- e) "Corporation" means the Corporation of the Town of Renfrew;
- f) "G.F.A." means the total floor space of all stories above grade (or below grade for an underground home) measured as the horizontal area between the exterior walls of a building;
- g) "Permit" means permission or authorization in writing from the Chief Official to perform work regulated by this by-law and the Act and in the case of an occupancy permit to occupy any building or part thereof;
- h) "Regulation" means the regulations made under the Act, being Ontario Regulation 403/97 as amended by Ontario Regulation 22/98 and Ontario Regulation 102/98 including amendments thereto;
- i) "Plumbing" means plumbing as defined in Section 1 (1) of the Act.
- j) "Licensed Plumber" means someone who is licensed to conduct the business of plumbing as per By-Law 56-87.

CLASSES OF PERMITS

3. Classes of permits with respect to the construction, demolition and change of use of buildings shall be as set out in Schedule "A." of this By-Law.
4. Permits for work other than that referred to in this by-law shall be obtained from the appropriate authority having jurisdiction in accordance with the by-laws of the Corporation, and shall include the following which are provided for illustration only, and do not limit the generality of the foregoing: encroachments, sewers, gas, street cuts, site plan approval.

PERMIT APPLICATIONS

5. To obtain a permit the owner, or his authorized agent, shall file an application in writing on a prescribed form in the office of the Chief Official.
6. Except as otherwise permitted by the Chief Official, every application shall:
 - (1) Where application is made for a building permit under subsection 8 (1) of the Act, the application shall:
 - a) identify and describe in detail the work and occupancy to be covered by the permit for which the application is made;
 - b) describe the land on which the work is to be done, by a description that will readily identify and locate the building lot;
 - c) include plans and specifications, and show the occupancy of all parts of the building;
 - d) state the valuation of the proposed work and be accompanied by the required fee;
 - e) state the names, addresses and telephone numbers of the owner, architect, engineer or other designer and constructor;
 - f) be accompanied, where applicable, by a written acknowledgement of the Owner that he has retained the architect or professional engineer or both to carry out the field review of the building during the course or construction, where required by the Building Code;
 - g) be signed by the Owner or by their authorized agent who shall certify the truth of the content of the application;
 - h) in the case of a plumbing permit, show the layout of the applicable distribution drainage and venting systems and shall include specification on the size of all pipes, fixtures, vents, pumps, appurtenances, the location of service connections and the applicable manufacturing standards for materials and construction techniques to be used in the installation of the plumbing.
 - (2) Where application is made for a demolition permit under subsection 8 (1) of the Act, the application shall:
 - a) contain the information required by Section 6.1 (a) to (g) and:
 - b) be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting-off and plugging of all water, sewer, gas, electric and telephone services, and that the necessary health approval has been obtained.
 - (3) Where application is made for a change of use permit issued under subsection 10 (1) of the Act, 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;
- c) include plans and specifications showing the current and proposed occupancy of all parts of the building, and which contains 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;
- d) contain the information required by Section 6.1 (d) to (g).

7. An application for a permit may be deemed to have been abandoned six (6) months after the date of filing, unless such application has been proceeded with by the applicant

PLANS AND SPECIFICATIONS

8. Sufficient information shall be submitted with each application for a permit to enable the Chief Official to determine whether or not the proposed construction, demolition, or change of use will conform to the Act, the Building Code, and any other applicable law.

9. Each application shall be accompanied by two (2) complete sets of plans and specifications as well as two (2) additional site plans.

10. Plans shall:

- a) be drawn to scale upon paper, or other substantial material;
- b) be clear and durable; and.
- e) indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that the completed work will conform to the Act, the Building Code, and any other applicable law.

11. Site plans shall show:

- a) by dimensions from property lines, the location of the proposed building;
- b) the similarly dimensioned location of every other adjacent existing building on the property and;
- c) existing and finished ground levels to an established datum at or adjacent to the site.

12. In lieu of separate specifications, the Chief Official may allow the essential information to be shown on the plans, but in no case shall such terms as "in accordance with the Act", "illegal", or similar terms be used as substitutes for specific information,

PARTIAL PERMITS

13. When, in order to expedite, work, approval or a portion of the building is desired prior to the issuance of a permit for the complete project, application shall be made and fees paid for the complete project and complete plans and specifications covering the portion of work for which immediate approval is desired shall be filed with the Chief Official.

14. If a permit is issued for part of a building, the holder of such permit may proceed without assurances that a permit for the entire building will be granted.

REVISION TO PERMIT

15. After issuance of the permit an application may be made for a revision to the permit and such application shall be made in the same manner as for the original permit.

ASSIGNMENT OF PERMIT

16. It is a condition of the issuance of any permit that the permit shall not be assigned without the approval of the Chief Official and the payment of the required fee.

FEES

17. The fee for a required permit shall be as set out in Schedule "A" of this By-Law.

18. Where an application is made for a minor revision to a permit, and the Chief Official determines that the work involved in plan processing and enforcement is minor, such revision shall be processed without charge.

19. Where the fees are based on the cost or valuation of the proposed work, such cost or valuation shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services.

20. When the cost or valuation of a building permit are in dispute:

- 1) The Chief Official shall place a valuation on the cost of work and even if the permit applicant or holder disagrees with the valuation, the prescribed fee shall be paid before the issuance of the permit:
- 2) Upon completion of the work. if the actual cost of the work was less than the valuation placed by the Chief Official an audited statement may be submitted detailing the cost of all component parts of the work;
- 3) The Chief Official shall, if the statement referred to in Subsection (2) *hereof* contains the cost of all component parts of the work upon which the valuation was required to be based, value the work in accordance with this statement and issue the appropriate refund.

21. In the case of abandonment or all or a portion of the work or the non-commencement of any project, the Chief Official shall determine the amount of refund of permit fees, if any, that may be returned to the permit holder. in accordance with subsection (1) *hereof*.

- 1) The fees that may be refunded shall be a percentage of the fees payable under this by-law, as follows:
 - a) Thirty-five (35%) percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
 - b) Five (5%) percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
- 2) Notwithstanding subsection (2) *hereof*, no refund shall be made when the amount is calculated to be less than ten (\$10.00) Dollars.

TIME FOR NOTICE OF INSPECTIONS

22. Notices required by the regulations shall be given to the Chief Official at least twenty four (24) hours prior to the event unless otherwise approved by the Chief Official.

PENALTIES

23. Any person who contravenes any provision of Sections 3 to 17 inclusive of this by-law. Is guilty of an offense as provided for in Section 36 of the Act.

REPEAL OF EXISTING BY-LAWS

24. All existing by-laws passed pursuant to Section 7 of the Building Cock Act. R.S.O. 1992, or predecessors thereof. are hereby repealed, and such repeal shall come into effect upon the date this by-law comes into force. Specifically, the following by-laws are hereby repealed:

- By-law 15-93, being a by-law to amend By-law 13-88:
- By-law 13-88, being a by-law to regulate the erection, alteration, and demolition of buildings;
- By-law 57-81, being a by-law to amend by-law 24-76.
- By-law 24-76, being a by-law to regulate the issuance of building: permits;
- By-law 1868, being a by-law to regulate the construction of buildings.
- By-Law 14-88 being a by-law to regulate the erection, alteration and repair or plumbing within the Town of Renfrew.

EFFECTIVE DATE

25. This By-Law shall come into force and take effect immediately upon the passing thereof.

Read a first and second time this 14th day of February 2000.

Read a third time and finally passed this 14th day of February 2000.

Sandra J. Heins, Mayor

Timothy J. Simpson, Clerk

SCHEDULE "A" TO BY-LAW NO. 13-2000

<u>Permit Class</u>	<u>Prescribed Fee</u>
a) Installation of solid fuel burning appliances	\$40.00
b) Porches / Decks	\$40.00
c) Accessory Buildings	\$40.00
d) Demolition	\$40.00
e) Change of Use	\$40.00
f) Building	\$40.00
g) Assignment of Permit	\$40.00

The \$40.00 fee for permits a) to f) above is considered to be the minimum permit fee.

This minimum permit fee covers work / construction worth up to \$5,000. All permit fees for work / construction in excess of \$5,000 are calculated at a rate of \$8 per thousand of work / construction value.

h) Plumbing permit fee for a Licensed Plumber \$40.00

i) A plumbing permit for a home owner wishing to do their own plumbing is calculated based on a permit fee rate of \$8.00 per fixture with the minimum permit fee being set at \$40.00.

The following construction costs shall be used when warranted to determine the appropriate construction value:

1. Residential \$75.00 per square foot
2. Commercial \$85.00 per square foot
3. Institutional \$85.00 per square foot
4. Industrial \$65.00 per square foot