

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK**

COUNTY OF OXFORD

BY-LAW # 2012 – 7

As amended by By-law #2013-5 & #2017-19

**BEING A BY-LAW RESPECTING CONSTRUCTION,
DEMOLITION, CHANGE OF USE PERMITS AND INSPECTIONS**

WHEREAS Section 7 of the Building Code Act, S.O. 1992, Chapter 23, empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK ENACTS AS FOLLOWS:

Part 1 – DEFINITIONS

1. DEFINITIONS

For the purposes of this by-law the following definitions apply:

- 1.1. "Act" means the Building Code Act, 1992, S.O. 1992, c.23, as amended;
- 1.2. "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 construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation;
- 1.3. "Architect" means the holder of a licence, certificate of practice or a temporary licence issued under the Architects Act as defined in the Building Code;
- 1.4. "As Constructed Plans" means construction plans and specifications that show the building and the location of the building on the property as the building has been constructed.
- 1.5. "Building" means a building as defined in Section 1(1) of the Act;
- 1.6. "Building Code" means the regulations made under section 34 of the Act;

- 1.7. "Chief Building Official" means a Chief Building Official appointed by by-law by the Corporation of the Township of East Zorra-Tavistock for the purposes of enforcement of the Act;
- 1.8. "Construct" means construct as defined in subsection 1(1) of the Act;
- 1.9. "Construction site" means any construction site in respect of which a building permit has been issued for construction of a new building within or adjacent to a residential zone except where the site is within a registered plan of subdivision when that subdivision is being developed for the first time.
- 1.10. "Corporation" means The Corporation of the Township of East Zorra-Tavistock;
- 1.11. "Demolish" means demolish as defined in subsection 1(1) of the Act;
- 1.12. "Farm building" means a farm building as defined in the Building Code;
- 1.13. "Inspector" means an inspector appointed by by-law by the Corporation of the Township of East Zorra-Tavistock for the purposes of enforcement of the Act;
- 1.14. "Major Demolition" means the demolition of a building that would require a Professional Engineers review under the Building Code or a Building listed in Article 1.1.2.2 – Division A of the Building Code.
- 1.15. "Minor Demolition" means a building referred to in Section 1.1.2.4. – Division A of the Building Code.
- 1.16. "Model Home" means a new uninhabited single detached dwelling, semi-detached dwelling or street townhouse unit which is constructed to the requirements and provisions of the zoning category in which the model is proposed and is situated on lands in a draft approved plan of subdivision, with or without service connections, for the purpose of display and sale of the dwelling units to the general public.
- 1.17. "Permit" 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;
- 1.18. "Permit Holder" means the person to whom the permit has been issued and who assumes the primary responsibility for complying with the Act and the Building Code;

- 1.19. “Professional Engineer” or “Engineer” means a person who holds a licence or temporary licence under the Professional Engineers Act, R.S.O. 1990, c. P.28, as defined in the Building Code;
- 1.20. “Public Works Manager” means a Public Works Manager appointed by by-law by the Corporation of the Township of East Zorra-Tavistock;
- 1.21. “Registered Code Agency” means a registered code agency as defined in subsection 1(1) of the Act; and,
- 1.22. “Sewage system” means a sewage system as by Article 1.1.3.2. – Division A of the Building Code.
- 1.23. “Tent” means a temporary shelter which is used at an open air event such as a fair, exhibition or event. See Section 3.14 – Division B and Appendix A – Volume 2 of the Ontario Building Code for additional information.

Any word or term not defined in this by-law that is defined in the Act or Building Code, shall have the meaning ascribed to it in the Act or the Building Code and any word or term not defined in this by-law, the Act or the Building Code, shall have the meaning that is normally associated with it.

Part 2 – PERMITS

2. Classes of Permits

The classes of permits with respect to the construction and demolition of buildings shall be as set out in Schedule “A” appended to and forming part of this By-law.

3. Permit Application

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 www.obc.mah.gov.on.ca, as set out in Schedule “B” to this By-law.

4. Incomplete Application

Where the Chief Building Official determines that an application is incomplete, the Chief Building Official may commence to process the application if the applicant acknowledges that the application is incomplete and completes the form as set out in Schedule “C” of this By-law.

5. Information Submitted to Chief Building Official

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

- 5.1. Where application is made for a construction permit under subsection 8(1) of the Act, the application shall:
 - 5.1.1. Use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B";
 - 5.1.2. Include complete plans and specifications, documents and other information as required by Section 1.3 – Division C of the Building Code and as described in this By-law for the work to be covered by the permit;
 - 5.1.3. Include the required fees as set out in Schedule "A" to this by-law;
 - 5.1.4. Include a completed form as set out in Schedule "D" when Section 1.2 – Division C of the Building Code applies;
 - 5.1.5. Include a "New Building Service Report" from the County of Oxford Water and Wastewater Service Department where applicable;
 - 5.1.6. Include a copy of an approved sewage permit from the County of Oxford Board of Health where applicable; and,
 - 5.1.7. Include an entrance permit from the Township of East Zorra-Tavistock, County of Oxford, or Ministry of Transportation of Ontario where applicable.
- 5.2. Where application is made for a demolition permit under subsection 8(1) of the Act, the application shall:
 - 5.2.1. Use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B";
 - 5.2.2. Include complete plans and specifications, documents and other information as required by Section 1.3 – Division C and Sentence 1.3.1.1.(3) of the Building Code and as described in this By-law for the work to be covered by the permit;
 - 5.2.3. Include the required fees as set out in Schedule "A" to this by-law;

- 5.2.4. Include a completed form as set out in Schedule “D” when Section 1.2 – Division C of the Building Code applies;
 - 5.2.5. Include information concerning the rehabilitation of the site to a graded, level and landscaped condition upon completion of the demolition; and,
 - 5.2.6. Include a security deposit in such an amount as prescribed by the Council to ensure that the site will be backfilled and graded with clean fill material to his or her satisfaction.
- 5.3. Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall:
- 5.3.1. Use the provincial application form, “Application for a Permit to Construct or Demolish”, as set out in Schedule “B”;
 - 5.3.2. Include complete plans and specifications, documents and other information as required by Section 1.3 – Division C of the Building Code and as described in this By-law for the work to be covered by the permit;
 - 5.3.3. Include the required fees as set out in Schedule “A” to this by-law;
 - 5.3.4. State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - 5.3.5. 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,
 - 5.3.6. State the time in which plans and specifications of the complete building will be filed with the Chief Building Official.
- 5.4. Where application is made for a change of use permit issued under subsection 10(1) of the Act, the application shall:
- 5.4.1. Use the prescribed form in Schedule “B” of this By-law;
 - 5.4.2. Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
 - 5.4.3. Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;

- 5.4.4. 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, and,
- 5.4.5. Include the required fees as set out in Schedule "A" to this by-law.
- 5.5. The application for a sewage permit issued under subsection 8(1) of the Act, is administered by The County of Oxford Board Of Health See Schedule "G" for procedure.

6. Partial Permit – Requirements

- 6.1. When, in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the whole project, application shall be made 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 Corporation.
- 6.2. Where a partial permit is requested the application is deemed to be incomplete as described in Part 2, Section 4 of this By-law.
- 6.3. Should a permit be issued for part of a building or project, the holder of such permit may proceed without assurances that the permit for the entire building or project will be granted.

7. Inactive Permit Application

Where an application for a permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and written notice thereof shall be given to the applicant. If an application is deemed to be abandoned, a new application must be filed before any work is proposed in the abandoned application.

Part 3 – RESERVED

Part 4 – PLANS AND SPECIFICATIONS

8. Plans & Specifications

- 8.1. Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Building code and any other applicable law and whether or not it may affect adjacent property.
- 8.2. Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two (2) complete sets of the plans and specifications required under this by-law.
- 8.3. Plans shall be drawn to scale on paper, or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule “E” to this By-law unless otherwise specified by the Chief Building Official.
- 8.4. In lieu of separate specifications, the Chief Building Official may allow the essential information to be shown on the plans, but in no case shall such terms as “in accordance with this By-Law”, “legal” or similar terms be used as substitutes for specific information.

9. Site Plan

Site Plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of the survey shall be submitted, unless otherwise specified by the Chief Building Official as follows:

- 9.1. Two (2) sets of a Site Plan be submitted with the Building Permit Application and shall show:
 - 9.1.1. The proposed location of the building with dimensions shown to all lot lines;
 - 9.1.2. Dimensional location of any existing building(s) on the property; and,
 - 9.1.3. Existing right of ways, easements and services.

10. Lot Grading Plans

Lot Grading Plans shall be submitted as follows:

- 10.1. In the case of land in respect of which an accepted area or subdivision grading plan has been filed with the Corporation, a lot grading plan bearing the signature and seal of the subdivider's professional engineer who is responsible for the overall subdivision grading certifying thereon that the lot grading plan conforms with the accepted area or subdivision grading plan filed with the Corporation; or,
- 10.2. In the case of land in respect of which no accepted area or subdivision grading plan has been filed with the Corporation, a lot grading plan may be required at the discretion of the Chief Building Official bearing the signature and seal of a professional engineer, a Landscape Architect (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan will be compatible with the existing drainage patterns.
- 10.3. Two (2) sets of a Lot Grading Plan will show the following details:
 - 10.3.1. Existing elevations at lot corners;
 - 10.3.2. Proposed elevations at lot corners;
 - 10.3.3. Proposed elevations for top of footings and top of foundation walls;
 - 10.3.4. All drainage swales, embankments, retaining walls and catch basins;
 - 10.3.5. Existing elevation of curb and/or street along the frontage of the proposed building lot;
 - 10.3.6. Existing elevation of lot corners on the abutting lots as well as the existing elevation of the finished grades around the structures located on these lots; and,
 - 10.3.7. An existing approved Subdivision Grading Plan will be accepted for the above list requirements.
- 10.4. *A foundation survey (also known as a Surveyors Real Property Report) prepared and sealed by an Ontario Land Surveyor is required to be submitted to the Chief Building Official prior to the commencement of framing if the proposed site is within a settlement area or rural cluster. The survey will show:*

- 10.4.1. *All yard dimensions from the foundation wall to the lot lines; and,*
- 10.4.2. *The elevation of both top of foundation wall and top of footings.*
- 10.5. *A foundation survey (also known as a Surveyors Real Property Report) prepared and sealed by an Ontario Land Surveyor may be required to be submitted to the chief building official for areas outside of the required areas in 10.4 of this bylaw prior to the commencement of framing. The survey will show:*
 - 10.5.1. *All yard dimensions from the foundation wall to the lot lines,*
 - 10.5.2. *The elevation of the top of foundation wall,*
 - 10.5.3. *Distances to Livestock structures; and,*
 - 10.5.4. *Distances to municipal drains or wells, if applicable.*

By-law #2013-5

11. As Constructed Plans

On completion of the construction of a building, the Chief Building Official may require a set of as constructed plans, including a plan of survey showing the location of the building.

12. Plans Property of Corporation

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

13. Registered Code Agency - Hired by Chief Building Official

The Chief Building Official, upon the Chief Administrative Officer's approval, is authorized to enter into and sign contracts for service agreements with Registered Code Agencies and appoint them to perform specified functions from time to time in order to maintain the time periods for permits prescribed in Section 1.3 – Division C of the Building Code.

14. Functions of Registered Code Agency

The Registered Code Agency may be appointed by the Chief Building Official to perform one or more of the specified functions described in section 15.15 of the Act.

Part 5 – CONSTRUCTION SITE SAFETY

15. Fences at Construction and Demolition Sites

15.1. Where, in the opinion of the Chief Building Official, Inspector or the Protective Services Coordinator, a construction or Demolition site presents a hazard to the public, the Chief Building Official, Inspector or Protective Services Coordinator may require the owner to erect such fences as the Chief Building Official, Inspector or Protective Services Coordinator deems appropriate to the circumstances.

15.2. In considering the hazard presented by the construction or demolition site, the necessity for fences and the height and characteristics of such fences, the Chief Building Official or Inspector shall have regard for:

- the proximity of the building site to other buildings;
- the proximity of the construction or demolition site to lands accessible to the public;
- the hazards presented by the construction or demolition activities and materials;
- the feasibility and effectiveness of site fences; and
- the duration of the hazard.

15.3. Every fence required by this section shall:

- be erected so as to fully enclose all areas of the site which present a hazard;
- create a continuous barrier and be sufficient to deter unauthorized entry;
- have a height not less than 1.2 meters above grade at any point, unless the Chief Building Official or Inspector determines that a greater minimum height is necessary
- if constructed of plastic mesh, snow fencing or other similar materials, be securely fastened at 200mm on centre to vertical posts not more than 1.2 metres apart; and horizontal members or a minimum 11 gauge cable at the top and bottom; and
- be maintained in a vertical plane and in good repair.

Part 6 – FEES AND REFUNDS

16. Due and Payable Upon Application - Schedule “A”

- 16.1. *The Chief Building Official shall determine the required 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 proposed construction includes multiple construction permit fees, fees shall be added together where applicable (ex. A house with a deck shown on the permit. Fees would be calculated as the permit fee for the house plus the permit fee for a deck). By-law #2013-5*
- 16.2. Where the fees payable in respect of an application for a construction, or demolition permit issued under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- 16.3. *Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit issued under subsection 8(3) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys measured as the horizontal area between the outside of exterior walls of the building provided that where application is made for a conditional permit, fees shall be paid for the complete project. By-law #2013-5*
- 16.4. The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where disputed by the applicant, the applicant shall pay the required fee under protest and, within six months of completion of the project, shall submit an audited cost statement indicating the lesser valuation, at which time the Chief Building Official shall issue a refund.

17. Builder's Deposit

- 17.1. The Chief Building Official shall determine the required deposits for the work proposed in accordance with Schedule "F" of this By-law. The applicant shall submit the required deposit as security prior to issuance of a building permit.
- 17.2. The Lot Grading deposit is to be applied against the cost of any grading of the lot or cost of any work done on entrance culverts or ditches that is deemed necessary and performed by the Corporation. Grading of the lot shall be deemed necessary when, in the opinion of the Chief Building Official, the lot grading (including topsoil) has not been complete to the elevations shown on the approved plan, sod has not been placed or there is no established growth from seeding. Work done on entrance culverts or

ditches shall be deemed necessary when, in the opinion of the Corporation's Public Works Manager, ditches and culverts are left in an unacceptable condition.

- 17.3. The balance of the deposit remaining, if any, is refundable, without interest, when the structures/project have received an approved final inspection and entrance culverts and ditches are in a satisfactory condition.
- 17.4. The Building Deposit is to ensure finalization of the project and is refundable, without interest, when the structures/project have received an approved final inspection within the approved period set forth in Schedule "F".
- 17.5. Section 16.1 is not applicable where the Corporation and applicant have entered into a subdivision agreement, severance agreement or site plan agreement that specifies the terms and conditions of a deposit for work done by the Corporation on lot grading, entrance culverts or ditches.
- 17.6. Section 16.1 hereof notwithstanding, in the event that the structure/project is not fully completed and a final building inspection not approved within the period set forth within Schedule "F", the deposit shall be forfeited to the Corporation.

18. Work Without A Permit

Any person or corporation who commences construction or demolition or changes the use of a building before submitting an application for a permit or before 14 calendar days have elapsed from the date on which an application for a permit has been accepted by the Corporation, unless the permit has already been issued, shall in addition to any other penalty under the Act, Building Code, or this By-law pay an additional fee equal to 100% of the amount calculated as the regular permit fee but in no case shall the additional fee exceed \$5,000.00

19. Refunds

In the case of withdrawal of an application or the abandonment of all or a portion of the work, or refusal of a permit, or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "A" of this By-law.

Part 7 – CHANGING OF PERMIT FEES

20. Changing Of Permit Fees

In accordance with Article 1.9.1.2. – Division C of the Building code, a Municipality, prior to the passing of a by-law to introduce or change a fee imposed for application for permits or for the issuance of permits shall:

- 20.1. Hold at least one (1) public meeting at which any person who attends has an opportunity to make representations with respect to the matter;
- 20.2. Provide a minimum of twenty-one (21) days notice of the public meeting by advertisement in the local newspapers, placed on the Township website and also given to every person and organization that has, within five (5) years before the day of the meeting, requested such a notice;
- 20.3. Ensure that the notice includes an estimate of the costs for administering and enforcing the Act, the amount of the fee or any change to the existing fee and the rationale for imposing or changing the fee; and,
- 20.4. The Building Department is responsible for maintaining the list of persons or organizations requesting notice of amended permit fees.

Part 8 – ADMINISTRATIVE PROCEDURES RELATING TO PERMITS

21. Revision to Permit

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, to the Chief Building Official together with the details of such change, which is not to be made without his or her written authorization.

22. Revocation of Permits

The Chief Building Official, subject to provisions outlined in Subsection 8(10) has the authority to revoke a permit issued under the Act.

Part 9 – NOTICE REQUIREMENTS FOR INSPECTIONS

23. Notice Of Required Inspections

- 23.1. Every permit holder 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 required under Article 1.3.5.1 – Division C of the Building Code. In addition, every 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 1.3.3 – Division C of the Building Code are complied with.

- 23.2. With respect to “additional notices” under Article 1.3.5.2 – Division C of the Building Code, the owner or an authorized agent shall notify the Chief Building Official or an inspector at least two (2) business days prior to each stage of construction for which notice in advance is required under the Building Code.
- 23.3. The time periods referred to in Part 9 Section 23.2 of this bylaw shall begin on the day following the day on which the notice is given and shall not include Saturdays, Sundays, Holidays and all other days when the offices of the Corporation are not open for the transaction of business with the public.
- 23.4. Notice may be given in one of the following ways:
 - 23.4.1. Phone message at (519) 462-2697; or
 - 23.4.2. In person at the Township office; or
 - 23.4.3. Email to Chief Building Official, Inspector or General Township email.

24. Cancellation Of Inspections, Inspection Fees and Readiness for Inspection

- 24.1 Notice of a canceled inspection shall be given in the ways referenced in 23.4 of this bylaw and shall be received by the township before 9:00am of the date of inspection.
- 24.2 Refer to Schedule “J” for the guidelines concerning Inspection Fees required as a result of the non-readiness for inspection or cancellation of a required inspection.

Part 10 – PRESCRIBING FORMS

25. Prescribing Forms

The forms prescribed for use as applications for permits, for orders and for inspection reports shall be as set out in Schedules “B”, “C”, “D” and “I” to this By-law.

Part 11 – CONTRAVENTION OF BY-LAW – OFFENCE

26. Offence

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.

Part 12 – CODE OF CONDUCT

27. Code of Conduct

The Code of Conduct and associated policies, as required under Section 7.1 of the Act, are set out in Schedule “H” of this by-law.

PART 13 – ENACTMENT

28. Short Title

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

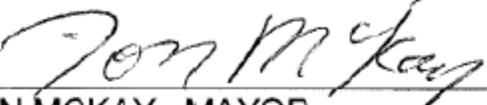
29. Date and Effect

This By-Law comes into force and effect on the date of the final passing hereof and may be cited as the “Building By-Law”.

30. Repeals

This By-law shall repeal By-law #2006-7, as amended by By-law #2009-22.

READ A FIRST AND SECOND AND THIRD TIME THIS 1ST DAY OF FEBRUARY, 2012.



DON MCKAY, MAYOR



BRENDA JUNKER, CLERK

SCHEDULE "A"

By-law #2017-19

Permit Fees and Refund Schedule

CLASSES OF PERMITS AND PERMIT FEES			
Unless otherwise noted all definitions of building classifications shall be as defined in the Ontario Building Code for Major Occupancies			
For temporary buildings (greater than 10m ²), alterations, additions, foundations and new buildings (greater than 10m ²).			
A minimum permit fee of \$100.00 is required for all permit applications.			
Construction - New Buildings, Additions, Mezzanines		Base Fee Admin Cost	Permit Fee
Group A Assembly Buildings & Group B Institutional Buildings & Group D Business/Personal Service & Group E Mercantile Buildings & Group F Industrial Buildings	New Construction, Additions, Renovations, Installation of Fire Alarm Systems (including Group C Buildings) and Finishes to Unfinished Space Public Pool (outdoor), Public Patio & Exterior Ramps	 \$250.00 \$250.00	 \$0.75/sq ft or \$1.00/\$1000 Cost (Greater of the two) \$500.00
Group C Residential Buildings	Residential Buildings New, Additions-Finished Spaces	\$250.00	\$1.25/sq ft
	Renovation to Single/Semi/Town Units	\$50.00	\$400.00
	Basement Finishes for Single/Semi/Town Units	\$50.00	\$250.00
	Sheds & Garages 592 sq ft and over	\$50.00	\$550.00
	Sheds & Garages Under 592 sq ft	\$50.00	\$250.00
	Decks & Covered Porches (unheated and unenclosed)	\$50.00	\$100.00
Farm Buildings	Agricultural Buildings	\$250.00	\$0.15/sq ft
	Silo/Storage Bins	\$250.00	\$250.00
	Manure Storage (All Types)	\$250.00	\$500.00
Special Categories	Tents (Occupying an Area Greater than 600m ²)	\$50.00	\$250.00
	Temporary Buildings / Portables	\$50.00	\$500.00
	Change of Use	\$50.00	\$250.00
Miscellaneous	Permit Renewal/Revision	\$0.00	\$200.00
	Fireplace/Wood Stove (each)	\$50.00	\$150.00
	Signs	\$50.00	\$150.00
	Retaining Wall/Balcony Guard (per Linear Foot)	\$50.00	\$5.00 per ft
	Wind Turbines	\$250.00	\$2,000.00
	Solar Panel	\$250.00	\$0.50/Sq Ft
	Designated Structures (other than listed above)	\$250.00	\$500.00
	Alternate Soutlion Application	\$50.00	\$350.00
	Conditional Permits	\$250.00	\$0.03/sq ft
	Pools (as defined under Bylaw # 2008-24, exampt from minimum fee)	\$0.00	\$100.00
	Re-inspection/Canceled Inspection Fee/ Requested inspection more than 4 years since last inspection (excluded from Minimum Permit Fee)	\$0.00	\$100.00
	Requested Inspection outside normal business hours	\$0.00	\$200.00
	Certificate of Permitted Use/Compliance (Building/Zoning/Site Plan)	\$0.00	\$100.00
	Mechanical Work	Sprinkler System	\$250.00
NFPA 96 Kitchen Hood Fan		\$250.00	\$250.00
Plumbing/Serviceing Work	Water & Sewer Connection	\$50.00	\$125.00
	Building Services (per Linear Foot per service)	\$50.00	\$0.75/ft
Demo	Major Building		\$150.00
	Minor Building (excluded from Minimum Permit Fee)		\$100.00

2.1 REFUND SCHEDULE

2.1.1 For Construction, Demolition and Change of Use Permits

In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of a project, the fees that may be refunded shall be a percentage of the fees payable under this By-Law as follows based on the following functions having been performed.

- | | | |
|-----|---|-----|
| (a) | Administrative functions only: | 80% |
| (b) | Administrative and zoning certification functions: | 70% |
| (c) | Administrative, zoning certification and plans examination: | 45% |
| (d) | Permit issued and no field inspections have been performed: | 35% |
| (e) | Subsequent to permit issuance additional deduction for each inspection performed: | 5% |

2.1.2 Notwithstanding subsection 2.1.1, above, no refund shall be made of an amount less than One Hundred Dollars (\$100.00).

2.1.3 No refund shall be made unless the owner or his agent therefore makes a written application within 6 months of withdrawal of application, or abandonment or non-commencement of the work or project and the permit is returned for cancellation.

2.1.4 Notwithstanding subsection 2.1.1, above, no refund shall be made where the Chief Building Official has revoked a permit under Section 8(10)(b) and (c).

2.1.5 Refunds will only be issued for a period of one year following the date of permit issuance.

SCHEDULE "B"
APPLICATION FOR A PERMIT TO CONSTRUCT OR DEMOLISH



Township of East Zorra-Tavistock

Box 100 / 90 Loveys Street
 Hickson, Ontario N0J 1L0

Email ezt@twp.ezt.on.ca
 Web www.twp.ezt.on.ca

Phone 519.462.2697
 Fax 519.462.2961

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act

FOR OFFICE USE			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: THE TOWNSHIP OF EAST ZORRA – TAVISTOCK			
A. Project information			
Building number, street name			Unit number / Lot/Con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name		First name	Corporation or partnership
Street address			Unit number / Lot/Con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address			Unit number / Lot/Con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
E. Builder (optional)			
Last name		First name	Corporation or partnership (if applicable)
Street address			Unit number / Lot/Con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G. Yes No

ii. Is registration required under the *Ontario New Home Warranties Plan Act*? Yes No

iii. If yes to (ii) provide registration number(s): _____

G. Required Schedules

i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.

ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

H. Completeness and compliance with applicable law

a) This application meets all the requirements of clauses 1.3.1.3 (5)(a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Yes No

Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the Building Code Act, 1992, to be paid when the application is made.

b) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the Building Code Act, 1992. Yes No

c) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the Building Code Act, 1992 which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law. Yes No

d) The proposed building, construction or demolition will not contravene any applicable law. Yes No

I. Declaration of applicant

I _____ certify that:
(print name)

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 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 Township of East Zorra-Tavistock, or,
- b) The inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for The Township of East Zorra-Tavistock, or,
- c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

FOR OFFICE USE ONLY

BUILDING PERMIT FEE'S	PROPERTY ZONING: _____
BUILDING: \$ _____	LIVING FLOOR AREA: _____
OCCUPANCY: \$ _____	BLDG DIMENSIONS: _____
PLUMBING: \$ _____	REVIEWED BY: _____
DEPOSITS: \$ _____	DATE PERMIT ISSUED: _____
DEVELOPMENT CHARGE: \$ _____	
OTHER: \$ _____	
TOTAL: \$ _____	

Deposit Breakdown: (builder deposit \$ _____; driveway deposit \$ _____; grade deposit \$ _____)



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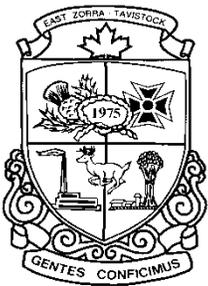
Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/Con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/Con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have authority to bind the corporation or partnership (if applicable).			
Date		Signature of Designer	

NOTE:

1. "For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1)d). Of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4 and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



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Energy Efficiency Design Summary (Part 9 Residential)

This form to be completed & signed by the person who reviews and takes responsibility for the energy efficiency design of the project

For use by Principal Authority

Application No:	Model/Certification Number
-----------------	----------------------------

A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

B. Compliance Option

<input type="checkbox"/> SB-12 Prescriptive [SB-12 - 2.1.1.]	Table:	Package:
<input type="checkbox"/> SB-12 Performance* [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software	
<input type="checkbox"/> Energy Star®* [SB-12 - 2.1.3.]	* Attach BOP form. House must be labeled on completion by Energy Star	
<input type="checkbox"/> EnerGuide 80®*	* House must be evaluated by NRCan advisor and meet a rating of 80	

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Windows+Skylights+Glass Doors	Other Building Conditions	
Gross Wall Area = _____ m ²	% Windows+ _____ %	<input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam
Gross Window+ Area = _____ m ²		<input type="checkbox"/> ICF Above Grade <input type="checkbox"/> Slab-on-ground

D. Building Specifications

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors¹	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip. ²	
Basement Walls		HRV Efficiency (%)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES	
Slab (all ≤600mm below grade, or heated)		1. Provide U-Value in W/m ² .K, or ER rating	
		2. Provide AFUE or indicate if condensing type combined system used	

E. Performance Design Verification [complete applicable sections if SB-12 Performance, Energy Star or EnerGuide80 options used]

SB-12 Performance:
The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ GJ (1 GJ =1000MJ)
The annual energy consumption of this house as designed is _____ GJ
The software used to simulate the annual energy use of the building is: _____
The building is being designed using an air leakage of _____ air changes per hour @50Pa.

Energy Star. BOP form attached. The house will be labeled on completion by:

Energy Star and EnerGuide80:
Evaluator/Advisor/Rater Name: _____ Evaluator/Advisor/Rater License #: _____

F. Declaration [by the person who reviews and takes responsibility for the energy efficiency design]

I certify that I have reviewed the design documents submitted with the permit application, that the information contained on this form is consistent with the design documents, and that information used in any annual energy use calculations, if applicable, is a true representation of the design documents.

Name	Signature	Date:
Company		BCIN

Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form is completed by the person responsible for the energy efficiency design of the project, and must be submitted with the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit will be refused. Refer to Supplementary Standard SB-12 for details about building code compliance requirements

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the *SB-12 Prescriptive* design tables,
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star* standards, or
4. Evaluate the design according to *EnerGuide* technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- *SB-12 Prescriptive* requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- *SB-12 Performance* refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- *Energy Star* houses must be designed to *Energy Star* requirements and be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- *EnerGuide80* houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with *EnerGuide* administrative and technical procedures.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the *SB-12 Prescriptive* option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which *SB-12 Prescriptive* compliance package table applies.

Other Building Conditions: These construction conditions affect *SB-12 Prescriptive* compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the *SB-12 Prescriptive* option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

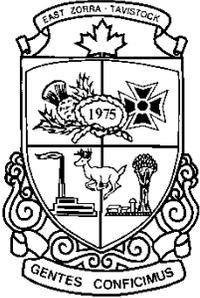
This section is not required to be completed if the *SB-12 Prescriptive* option is being used.

AIRTIGHTNESS REQUIREMENTS FOR NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. A blower door test to verify the air tightness of the house must be conducted during construction if the *NRCan EnerGuide80* option is used, or if the *SB-12 Performance* or *Energy Star* options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.



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OCCUPANCY PERMIT

Applicant:	Building Permit No.:
Building Location:	Roll No.:

PERMISSION is hereby granted to the above-named applicant to use and occupy the building at the above location which the applicant has stated has been constructed in full compliance with all the provisions of the Building Code Act, and regulations and orders made thereunder and of any by-law, or amendments thereto, of the municipality which in part or in whole regulates the structural requirement, the erection, alteration, location, use, ect of building and is:

Fully Completed.

-OR-

Partially Completed and ready for non-residential occupancy in accordance with Article 1.3.3.1. – Division C of the Ontario Building Code. See inspection notes below for deficiencies.

-OR-

Partially Completed and ready for residential occupancy in accordance with Article 1.3.3.4 – Division C of the Ontario Building Code. See inspection notes below for deficiencies.

Date Permit Issued

John Scherer, Chief Building Official
BCIN – 31352

The personal information on this form was collected pursuant to the Building Code Act and forms part of the public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56, s. 14 (1)(c).

INSPECTION NOTES:

NOTE: Other approvals and inspections may be necessary from Utility Companies and/or other Agencies

SCHEDULE "C"

ACKNOWLEDGEMENT BY APPLICANT OF AN INCOMPLETE APPLICATION

Pursuant to Sentence 1.3.1.3.(5) – Division C of the Building Code



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Part A

**ACKNOWLEDGEMENT BY APPLICANT
OF AN INCOMPLETE APPLICATION**
Pursuant to Sentence 1.3.1.3.(5) – Division C of the Building Code

A pre-screening of the application to _____
(describe work)

at _____
(location of work)

reveals that the application is incomplete in that the following items are missing:

As such, the processing time periods prescribed in Column 3 of Table 1.3.1.3. – Division C of the Building Code are not applicable.

The Corporation of the Township of East Zorra-Tavistock, however, will commence processing the incomplete application if the Acknowledgement below is completed.

Part B

I _____
(print name)

acknowledge that my application to: _____
(describe work)

at _____
(location of work)

does not meet the requirements of 1.3.1.3.(5) – Division C of the Building Code and therefore the processing time periods prescribed in Table 1.3.1.3. – Division C of the Building Code are not applicable. Notwithstanding the above, I request that the Corporation commence processing the incomplete application. I understand that a permit cannot be issued until all the required information is submitted, reviewed for compliance and all fees paid.

I have authority to bind the corporation or partnership (if applicable).

(Date)

(Signature of Applicant)

SCHEDULE "D"

GENERAL REVIEW FORM

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 REVIEWS

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 be 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 retained 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:

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - 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

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

EABO Standard form/Endorsed by OAA, PEO and Ontario Building Officials Association

SCHEDULE "E"

LIST OF PLANS OR WORKING DRAWINGS

List of plans or working drawings to accompany application for permits:

1. Site Plan (2 copies)
2. Lot Grading Plan (2 copies)
3. Floor Plans (2 copies)
4. Foundation Plans (2 copies)
5. Framing Plans (2 copies)
6. Roof Plans (2 copies)
7. Reflected Ceiling Plans (2 copies)
8. Sections and Details (2 copies)
9. Building Elevations (2 copies)
10. Electrical Drawings (2 copies)
11. Heating, Ventilation and Air Condition Drawings (2 copies)
12. Plumbing Drawings (2 copies)
13. Automatic Sprinkler and Standpipe Drawings (2 copies)
14. Fire Alarm System (2 copies)

NOTE: The Chief Building Official may specify that not all the above mentioned plans are required to accompany an application for a permit.

SCHEDULE "F"

By-law #2017-19

Builders Deposits			
	BUILDING	LOT GRADING	PUBLIC WORKS
RESIDENTIAL TYPE			
Residential Units (New)	\$1,000.00	\$1500.00 if Required	Minimum \$1000.00
Residential Additions	\$250.00	\$0.00	See Note 3
Construction requiring a P.Eng Commitment	\$500.00	\$0.00	See Note 3
AGRICULTURAL TYPE			
New Barn	\$1,000.00	\$0.00	See Note 3
Agricultural Buildings requiring P.Eng Commitment	\$500.00	\$0.00	See Note 3
Manure Storage	\$500.00	\$0.00	See Note 3
ICI			
New Buildings, Additions, Alterations and Renovations	\$1,250.00	As determined by Site Plan Control or Minimum \$1500.00	As determined by Site Plan Control or Minimum \$1000.00

NOTE 1: The Public Works Manager shall determine the amount of the deposit required for work done on entrance culvert and ditches greater than 12

NOTE 2: The township will return the paid deposit to the building permit applicant within 21 days of approved Final Inspection by Chief Building Official subject to Schedule "F" of the building bylaw.

NOTE 3: The Public Works deposit includes sidewalks, driveways, township or county controlled land, culverts and any other item requiring a deposit as determined by the Public Works Manager. The amount is determined by the Public Works Manager and shall not exceed \$1500.00.

DEPOSIT REBATES AND FORFEITURE

PERMIT REBATE

A rebate of a portion of the permit fee based on the amounts in Schedule "F" is eligible, upon confirmation of the final building inspection (for residential single detached, semi-detached and townhouses) within 270 seasonal days as listed below;

IF YOUR OCCUPANCY DATE IS BETWEEN:	YOUR DEADLINE DATE FOR REBATE IS:
May 1 – May 15	July 29 the following year
May 16 – May 29	August 12 the following year
May 30 – June 12	August 26 the following year
June 13 – June 26	September 9 the following year
June 27 – July 10	September 23 the following year
July 11 – July 24	October 7 the following year
July 25 – August 7	October 21 the following year
August 8 – August 21	November 4 the following year
August 22 – August 31	November 15 the following year
September 1 – September 15	May 15 two years later
September 16 – October 2	June 1 two years later
October 3 – October 16	June 15 two years later
October 17 – October 31	June 29 two years later
November 1 – December 31	July 15 two years later
January 1 – April 30	July 15 the following year

A rebate of a portion of the permit fee based on the amounts in Schedule "F" is eligible, upon confirmation of the final building inspection (for projects other than those listed above but still require a builders deposit) within two (2) years or permit issuance.

NOTE 1: A minimum of six (6) weeks' notice shall be given to the applicant before any deposit is forfeited to the corporation.

NOTE 2: Model Homes outlined in the subdivision agreement are not subject to the permit fee rebate deadlines listed above.

SCHEDULE "G"

APPLICATION PROCESS FOR SEPTIC SYSTEM BUILDING PERMIT

Contact:

Oxford County Board of Health
410 Buller Street
Woodstock ON N4S 4N2
Phone: 519-539-9800
Fax: 519-539-6206
Website: www.county.oxford.on.ca

Procedure to obtain a as follows;



Public Health & Emergency Services
410 Buller Street, Woodstock, Ontario N4S 4N2
Phone: 519-539-9800 • Fax: 519-539-6206
Web site: www.county.oxford.on.ca/publichealth

Procedure to Obtain a Sewage System Building Permit

Note: Please ensure that two(2) copies of all documentation accompany the original.

1. This is the septic system building permit application package from the Oxford County Board of Health. The application package contains the following:
 - i. Application for a Permit to Construct or Demolish
 - ii. Plans and Specifications for Sewage Disposal System (**Section J**) including Estimation of Fixture Units – Hydraulic Load - Domestic
 - iii. Declaration of Soil Analysis (additional copies available)
2. Complete the Plans and Specifications for Sewage Disposal System (Section J) including Estimation of Fixture Units – Hydraulic Load - Domestic.
3. Determine the percolation rate of the soil. Normally, a soil sample is collected from a 0.9 metre (3 ft) test hole **in the area of the leaching bed** and analyzed by a qualified company. Their report is known as the Soil Analysis and companies available to do either of these tests may be listed in the Yellow Pages under **Soil Tests**. Contact your public health inspector for more information on this procedure.
4. Dig two 1.8 metre (6 ft) test holes using a backhoe in the area of the proposed leaching bed:
 - The diameter of the test holes should be wide enough to see bottom of the excavation in daylight.
 - The two holes should be at least 6 metres (20 ft) apart.
 - If groundwater is encountered, note at what depth below grade.
 - Cover the holes to prevent surface or rainwater from entering.
 - Secure the holes to prevent injury.
 - Mark the holes with an indicating flag or other clear marker.
5. Once the results have been received complete the Declaration of Soil Analysis.
6. Complete all sections of the Application for a Permit to Construct or Demolish. If you are uncertain about a particular section, contact your public health inspector for assistance. Forms must be signed and dated by the applicant. Please print names beside signatures.
7. Complete the Lot Description and Sewage System Plan ensuring that it is drawn to scale (see reverse side of Section J page).

8. Return the following to the Oxford County Board of Health:

- Application for a Permit to Construct or Demolish.
- Plans and Specifications for Sewage Disposal System (Section J) including Estimation of Fixture Units – Hydraulic Load - Domestic.
- Declaration of Soil Analysis.
- A Soil Analysis of native (in-ground) soil (provided by testing company).
- A Soils Analysis of the fill-based material (provided by supplier of fill material) (note: only required when fill based systems are proposed).
- Accurate and clear directions to the property, including 911 # and map (if available).
- Fee. **Make cheque payable to the County of Oxford** as follows:

<i>Nature of Work</i>	<i>Fee</i>
New system	\$500.00 + \$35.00 GST = \$535.00
Replacement system	\$500.00 + \$35.00 GST = \$535.00
Replacement septic tank only	\$ 50.00 + \$ 3.50 GST = \$ 53.50

Note: Please ensure that two(2) copies accompany the original application.

- 10. Once all of the above has been submitted and is complete, your area public health inspector arranges a site evaluation. **Unless prior approval is given, inspections are conducted only from April 1 to December 1.**
- 11. If acceptable, the Building Permit to Construct an On-Site Sewage Disposal System is signed by the public health inspector and returned to you. The Permit must be posted in a conspicuous place on-site and only then is work permitted to commence on the installation of the system.
- 12. Once the system has been installed but before being covered over with soil (i.e., backfilled), a final inspection must be conducted. Ensure that the system has been installed according to the Building Permit to Construct an On-Site Sewage Disposal System. Inform your area public health inspector when the system is ready for inspection at least two business days in advance.

NOTE: Public Health Inspectors are not permitted by law to fill out any applications and/or act as consultants. You can retain private firms and/or contractors for this purpose.

SCHEDULE “H”

CODE OF CONDUCT FOR BUILDING OFFICIALS

REQUIRED UNDER

7.1-(1) OF THE BUILDING CODE ACT

1.0 Introduction

The Code of Conduct applies to the Chief Building Official and Inspectors appointed under the Building Code Act in the exercise of a power or the performance of a duty under the Building Code Act or Building Code. The Purpose of this code is to promote appropriate standards of behaviour and enforcement actions to ensure building officials apply standards of honesty and integrity, and to prevent practices constituting an abuse of power including unethical or illegal practices.

2.0 Standards of Conduct

- a. Always act in the public interest, particularly with regard to safety of building works and structures;
- b. Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their building certifying functions;
- c. Commit themselves to a process of continuous education so as to constantly be aware of developments in building design, practice and the law relevant to their duties;
- d. Comply with the provisions of the *Building Code Act*, the Building Code and any other Act or Law that regulates or governs Building Officials or their functions;
- e. Avoid situations where there may be, or where there may reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;
- f. Not act beyond their level of competence or outside their area of expertise;
- g. Apply all relevant building laws, regulations and standards strictly and without favour and independent of the influence of interested parties;
- h. Perform their inspections and certifying duties impartially and in accordance with the highest professional standards;
- i. Not divulge any confidential or sensitive information or material, that they became privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy;
- j. To avoid any conduct that could bring Building Officials or the Township of East Zorra-Tavistock into disrepute;
- k. Extend professional courtesy to all;
- l. Accept responsibility for the conduct of their subordinate employees;
- m. Maintain current accreditation to perform the functions assigned to them;
- n. Take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties; and
- o. Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official.

3.0 Breaches of the Code of Conduct

The Building Code Act provides that the performance of Building Officials will be measured against this Code of Conduct. In response to any allegation of a breach of this code, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this Code of Conduct. Where the allegation is against the Chief Building Official, Council will direct the investigation and make such recommendations as are reasonable.

In determining the appropriate discipline, the Chief Building Official or Council will have regard to the relevance of the conduct to the official's powers and responsibilities as well as the severity of any misconduct.

Disciplinary Action arising from violations of this Code of Conduct is the responsibility of the Chief Administrative Officer and is subject to relevant collective agreements, employment laws and standards.

SCHEDULE “I”

PRESCRIBED FORMS

1. Order to Comply
[Pursuant to Subsection 12(2) of the Building Code Act, 1992]
2. Stop Work Order
[Pursuant to Subsection 14(1) of the Building Code Act, 1992]
3. Order Not to Cover or Enclose
[Pursuant to Subsection 13(1) of the Building Code Act, 1992]
4. Order to Uncover
[Pursuant to Subsection 13(6) of the Building Code Act, 1992]
5. Order Requiring Tests and Samples
[Pursuant to Subsection 18(1)(f) of the Building Code Act, 1992]
6. Order Prohibiting Occupancy of an Unsafe Building
[Pursuant to Subsection 15.9(6) of the Building Code Act, 1992]
7. Order to Remedy Unsafe Building
[Pursuant to Subsection 15.9(4) of the Building Code Act, 1992]
8. Special Project Forms
 - a. Pursuant to Directives from the Chief Building Official
 - b. Forms shall vary due to the information required for specific projects
 - c. The Chief Building Official shall not be limited to the forms set forth in this Schedule.



TWP of East Zorra-Tavistock
 Building Department
 90 Loveys Street
 Box 100
 Hickson, Ontario N0J 1L0
 Telephone: 519-462-2897
 Fax: 519-462-2981
 BCIN: 16439

Order to Comply

Pursuant to Subsection 12(2) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the Building Code or the *Building Code Act, 1992*.

You are hereby ordered to correct the contraventions itemized below immediately, by the dates listed below, or by _____ (date).

Item	Reference	Description and location	Required action and compliance date

Order issued by:

Name _____ BCIN _____
 Signature _____ Telephone no. _____
 Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992 s. 14*]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]
- No construction affected by this Order is to be covered until inspected and approved. [*Building Code Act, 1992 s.13*]

This form is authorized by the Minister of Municipal Affairs and Housing under the Building Code Act, 1992



TWP of East Zorra-Tavistock
 Building Department
 90 Loveys Street
 Box 100
 Hickson, Ontario N0J 1L0
 Telephone: 519-462-2697
 Fax: 519-462-2961
 BCIN: 16439

Stop Work Order

Pursuant to Subsection 14(1) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code have not been rectified as required by the Order(s) indicated below:

- Order to Comply number _____, dated _____
- Order Not to Cover number _____, dated _____
- Order to Uncover number _____, dated _____

You are hereby ordered to immediately cease construction and/or demolition as specified below:

Item	Details

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
 - An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
 - Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]
 - When a Stop Work Order is issued, no person shall perform any act in the construction or demolition of the building in respect of which the Order is made other than work necessary to carry out an Order to Comply, the Order Not to Cover, or an Order to Uncover. [*Building Code Act, 1992 s. 14*]
- This form is authorized by the Minister of Municipal Affairs and Housing under the Building Code Act, 1992



TWP of East Zorra-Tavistock
Building Department
90 Loveys Street
Box 100
Hickson, Ontario N0J 1L0
Telephone: 519-462-2697
Fax: 519-462-2961
BCIN: 16439

Order Not to Cover or Enclose

Pursuant to Subsection 13(1) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1. _____
2. _____
3. _____
4. _____

The above-referenced building was inspected on or about _____ (date).

You are hereby prohibited from covering or enclosing the parts of the building described below, pending an inspection. Please arrange for an inspection when the part of the building identified below is ready for inspection.

Item	Description of area not to cover or enclose

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in an Order to Uncover and/or a Stop Work Order. [*Building Code Act, 1992 s. 14*]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]

This form is authorized by the Minister of Municipal Affairs and Housing under the Building Code Act, 1992



TWP of East Zorra-Tavistock

Building Department
90 Loveys Street
Box 100
Hickson, Ontario N0J 1L0
Telephone: 519-462-2697
Fax: 519-462-2961

BCIN: 16439

Order to Uncover

Pursuant to Subsection 13(6) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code.

- The part was covered or enclosed contrary to an Order Not to Cover number _____ dated _____;
- The notice required to be given to the chief building official, registered code agent or inspector, before the part was covered or enclosed under a by-law, resolution or regulation made under clause 7(1)(e) of the *Building Code Act, 1992*, was not given or a notice required under section 10.2 was not received;
- In cases where a notice required under section 10.2 is received, the period prescribed under subsection 10.2 (2) did not elapse before the part was covered or enclosed;
- In cases where a notice required by a by-law, resolution or regulation made under clause 7(1)(e) is given,
 - (i) the inspection period prescribed under clause 7 (1)(e) did not elapse before the part was covered or enclosed
 - (ii) if an inspection period is not prescribed under clause 7(1)(e) a reasonable period of time after the notice was given did not elapse before the part was covered or enclosed; or
- The part has been constructed without a permit being issued.

You are hereby ordered to uncover or have uncovered, at your own expense, and make available for inspection the parts of the building described below immediately, or by _____ (date).

Description of area to uncover:

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992 s. 14*]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]

This form is authorized by the Minister of Municipal Affairs and Housing under the Building Code Act, 1992



TWP of East Zorra-Tavistock
 Building Department
 90 Loveys Street
 Box 100
 Hickson, Ontario N0J 1L0
 Telephone: 519-462-2697
 Fax: 519-462-2961
 BCIN: 16439

Order Requiring Tests and Samples

Pursuant to Clause 18(1)(f) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Description of required tests and samples

The inspection on or about _____ (date) at the above-referenced address found the need for the following tests and samples.

You are hereby ordered at your expense to take and supply to the undersigned the tests and samples described below by _____ (date).

Item	Reference	Test and sample required

Order issued by:

Name _____ BCIN _____
 Signature _____ Telephone no. _____
 Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]

This form is authorized by the Minister of Municipal Affairs and Housing under the Building Code Act, 1992



TWP of East Zorra-Tavistock
Building Department
90 Loveys Street
Box 100
Hickson, Ontario N0J 1L0
Telephone: 519-462-2697
Fax: 519-462-2961

BCIN: 16439

Order Prohibiting Occupancy of an Unsafe Building

Pursuant to Subsection 15.9(6) of the *Building Code Act, 1992*

Order Number: (optional) _____ Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |

Whereas an Order to Remedy An Unsafe Building has been made in accordance with Section 15.9 of the *Building Code Act, 1992*, with regard to the above noted building on _____ and has not been complied with within the time period stated therein; pursuant to the Building Code Regulations and Subsection 15.9-(6) of the *Building Code Act, 1992* chapter 23, as amended, IT IS HEREBY PROHIBITED TO USE OR OCCUPY THE ABOVE NOTED BUILDING.

This order is issued this _____ Day of _____

Yours truly,

Chief Building Official
BCIN:

The Building Code Act, 1992 chapter 23, as amended, provides that every person who contravenes any provision of the Act or the Regulations is liable to a fine of not more than \$50,000.00 for the first offence and \$100,000.00 for a subsequent offence. *The Building Code Act, 1992* chapter 23, as amended, also provides that every corporation who contravenes any provision of the Act or the Regulations is liable to a fine of not more than \$100,000.00 for the first offence and \$200,000.00 for a subsequent offence.

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an Inspector or Registered Code Agency. [*Building Code Act, 1992* s. 20]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992* s. 25] It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992* s. 24]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992* s.36]
- No construction affected by this Order is to be covered until inspected and approved. [*Building Code Act, 1992* s.13]

This form is authorized by the Minister of Municipal Affairs and Housing under the Building Code (O. Reg 403/97)



**TWP OF East Zorra - Tavistock
Building Department**
90 Loveys Street
Box 100
Hickson, Ontario N0J 1L0
Telephone: 519-462-2697
Fax: 519-462-2961

BCIN: 16439

Order to Remedy Unsafe Building

Pursuant to Subsection 15.9(4) of the *Building Code Act, 1992*

Order Number: (optional) _____ Date Order issued: _____
Address to which Order applies: _____ Application/Permit Number: _____

Order issued to (name and address):

1. _____
2. _____
3. _____
4. _____

Pursuant to the Building Code Regulations, and Section 15.9 of the *Building Code Act 1992*, chapter 23, as amended, the above noted building has been inspected by the Township of East Zorra-Tavistock Building Department on or about _____ and found to be unsafe. The following are the reasons why the building is unsafe and the remedial steps that are required to be taken to render the building safe.

You are hereby ordered to correct the contraventions itemized below by _____.

Item	Description and location	Required action and compliance date

The Building Code Act, S.O. 1992, Chapter 23, as amended, provided that every person who contravenes any provision of the Act or the Regulations is liable to a fine of not more than \$50,000.00 for the first offence and \$100,000.00 for a subsequent offence. The Building Code Act, S.O. 1992, chapter 23, as amended, also provides that every corporation who contravenes any provision of the act or the Regulations is liable to a fine of not more than \$100,000.00 for the first offence and \$200,000.00 for a subsequent offence.

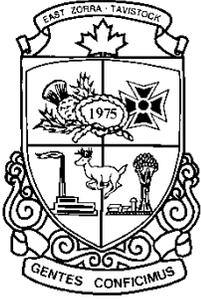
Order issued by:

Name _____ BCIN _____
Signature _____ Telephone no. **519.462.2697**

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an Inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]
- No construction affected by this Order is to be covered until inspected and approved. [*Building Code Act, 1992 s.13*]

This form is authorized by the Minister of Municipal Affairs and Housing under the Building Code (O. Reg 403/97)



**INNERKIP WATER SERVICE
Plumbing Permit Application Only**

Owner: _____
Address: _____
Phone: _____

Contractor: _____
Address: _____
Phone: _____ **Fax:** _____

Site Address: _____
Legal Description: Lot _____ **Plan/Conc** _____

Description of work: **WATER SERVICE CONNECTION**

Information to be included with Permit Application:

1. Detailed site plan (see over)
2. Type of material for water service pipe _____
(note: material must comply with O.B.C. Part 7 – Plumbing Code)
Type of material for bedding of pipe _____
(note: must be 6 " minimum of cover, class B material)
3. Will you be abandoning the existing well ? YES NO Initials _____
4. If YES please forward the attached information to the County of Oxford Water and Wastewater Service for well abandonment.
5. If NO please attach completed OGWA Certificate stating that well complies with Reg . 903 and Building Code separation requirements
6. Method of backflow prevention shall comply with CSA B.64.10 (standard)
Type used _____ (if required)

County requires physical separation of any private system outside of the home as a condition of servicing

Please be aware that the owner is responsible to ensure that the grounding of their electrical system is in compliance with the Ontario Electrical Safety Code

Estimated Cost : _____ Permit Fee: No charge as per Council resolution

Signature: _____ Date: _____

Owner/or person signing on behalf of owner , is responsible for the accuracy of the information and compliance with all Township By-laws and Ontario Building Code

FOR OFFICE USE ONLY:

Approved by: _____ Date _____

Detailed site plan information shall show the following:

1. Location of existing :
 - a) building on site
 - b) septic system – tank & bed
 - c) well

2. Proposed Location of Water Service
 - a) at street
 - b) entry point to dwelling

PLEASE NOTE:

Aerial photos are available for the public to print off and notate the above information on. Please go to www.cooloxford.ca and then click onto the Map Your Farm and follow directions. Internet access is available at your local library.

**INNERKIP WASTE WATER SERVICE
Plumbing Permit Application Only**

Owner: _____ **Address:** _____
Phone: _____

Contractor: _____ **Address:** _____
Phone: _____ **Fax:** _____

Site Address: _____
Legal Description: Lot _____ **Plan/Conc** _____

Description of work: **WASTE WATER SERVICE CONNECTION**

Information to be included with Permit Application:

- 4. Detailed site plan (see below)
- 5. Type of material for service pipe _____
(note: material must comply with O.B.C. Part 7 – Plumbing Code)
Type of material for bedding of pipe _____
(note: there must be 6 " minimum of cover, class B material)

**County requires physical separation of any private system outside of the
home as a condition of servicing**

Estimated Cost : _____ Permit Fee: No charge as per Council resolution

Signature: _____ Date: _____

Owner/or person signing on behalf of owner , is responsible for the accuracy of the information and compliance with all Township By-laws and Ontario Building Code

FOR OFFICE USE ONLY:

Approved by: _____ Date _____

Detailed site plan information shall show the following:

- 3. Location of existing :
 - a) buildings on site
 - b) septic system – tank & bed
 - c) well (if applicable)
 - d) water service

- 4. Proposed Location of Waste Water Service
 - a) at street
 - b) entry point to dwelling

SCHEDULE “J”

By-law #2013-5

INSPECTIONS AND RELATED FEES

1.0 Cancellation & Re-Inspection – Required Inspections

- 1.1 A re-inspection fee (see schedule “A”) will be charged to the permit applicant when an inspection is not ready within a reasonable timeframe of the scheduled time and the inspector will need to revisit the site to complete the inspection.
- 1.2 An inspection will be required to be canceled before 9:00 am the day of the inspection. Cancellations of inspections after 9:00am will result in a re-inspection fee outlined in Schedule “A” of this bylaw.
- 1.3 If, upon arrival at the site, there is no way for the inspector to complete the inspection, a re-inspection fee will be charged to the applicant.

2.0 Requested Inspection more than four (4) Years Since Last Inspection

- 2.1 An inspection requested for an active building permit where the last inspection was completed more than four (4) years, the fees set in Schedule “A” of this bylaw shall be charged to the individual who requested the inspection.
- 2.2 Notification shall be given to owner with regards to this fee a minimum of 6 weeks before this section comes into effect.

3.0 Requested Inspection Outside Normal Business Hours

- 3.1 A request for inspection may be requested outside normal business hours a minimum of 24 hours in advance.
- 3.2 Normal business hours would include any hours outside the normal hours of operation of the Township Office.
- 3.3 The fee referenced in Schedule “A” of this bylaw shall be paid by the applicant or individual requesting the inspection.
- 3.4 There are no guarantees an inspection can be performed as requested outside normal business hours.