

BY-LAW No. 72-12

OF THE CORPORATION OF THE TOWN OF AYLMER

Being a by-law respecting Construction, Demolition and Change
of Use Permits and Inspections for the Town of Aylmer
(Building By-law)

WHEREAS Section 3(1) of the *Building Code Act, 1992, S. O. 1992, Chapter 23, as amended* empowers Council to be responsible for the enforcement of the Act in the municipality, excepted where otherwise provided by this Act, 2002;

AND WHEREAS By-Law No. 22-89 appoints a Chief Building Official and Zoning Officer for the Town of Aylmer as per Section 3 (2) of the *Building Code Act, 1992, S. O. 1992, Chapter 23, as amended*.

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

AND WHEREAS the Town of Aylmer Council has established a policy of Full Cost Recovery;

NOW THEREFORE, the Corporation of the Town of Aylmer enacts as follows:

1 SHORT TITLE

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

2 DEFINITIONS

In this by-law,

"Act" means the *Building Code Act, 1992, S.O. 1992, Chapter 23 as amended*

"as constructed plans" means as constructed plans as defined in the Building Code.

"Architect" means a holder of a license, a certificate of practice, or a temporary license under the Architect's Act as defined in the Building Code.

"building" means a building as defined in Section 1(1) of the Act.

"Building Code" means the regulations made under Section 34 of the Act.

"Chief Building Official" means the Chief Building Official appointed by the by-law to the Corporation of the Town of Aylmer for the purposes of enforcement of the Act and also referred to as the "Official" in the by-law.

"Corporation" means the Corporation of the Town of Aylmer.

"Cost Stabilization Reserve Fund" means a special fund established by Council where surplus building permit fee revenues are deposited and from which funds can be drawn to offset the costs of the building inspection service in years where building permit fee revenues are less than the cost of providing the building inspection service. The fund is for anticipated new capital and operational costs and to offset reductions in fee revenues. The fund is based on 125% of the building permit fees or a surcharge of 25% on the cost of a building permit.

"farm building" means a farm building as defined in the Building Code.

"partial permit" means written permission or written authorization from the Chief Building Official to perform certain limited construction of a project where the balance of the drawings of the project will be submitted at a later date.

"permit" means written permission or written authorization from the Chief Building Official to perform work regulated by this by-law and the Act, or to change the use of a building or part of a building or parts thereof as regulated by the Act.

"plumbing" means plumbing as defined in Section 1(1) of the Act.

"Professional Engineer" means a person who holds a license or a temporary license under the Professional Engineer's Act, as defined in the Building Code.

"Sewage System" means

- (a) a chemical toilet, an incinerating toilet, a re-circulating toilet, a self-contained portable toilet and all forms of privy including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system,
- (b) a grey water system,
- (c) a cesspool,
- (d) a septic tank and/or treatment unit, and leaching bed system, or
- (e) a system which requires or uses a holding tank for the retention of hauled sewage at the site where it is produced prior to its collection by a hauled sewage system, where these,
 - (i) have a design capacity of 10,000 litres per day or less,
 - (ii) have, in total, a design capacity of 10,000 litres per day or less where more than one of these are located on a lot or parcel of land, and
 - (iii) are located wholly within the boundaries of the lot or parcel of land on which is located the building or buildings they serve.

"Treasurer" shall mean the person appointed by the Corporation of the Town of Aylmer to administer the financial affairs of the Corporation.

3. PERMITS

3.1 Classes of Permits

- 3.1.1** Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule "A" to this by-law.
- 3.1.2** Permits for work other than that referred to in this by-law, such as road cuts, etc., shall be obtained from the appropriate authority having jurisdiction in accordance with the by-law of the Town.

3.2 Administrative Procedures Relating to Permits

3.2.1 Permit Must Be Obtained

No person shall construct or demolish a building or cause a building to be constructed or demolished or a change to be made to a building, unless a permit was issued therefore by the Chief Building Official.

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

3.2.3 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.

3.3 Application for a Permit

3.3.1 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 at the offices of the municipality or from the Building Code website www.obc.mah.gov.on.ca . Forms prescribed by the municipality under clause 7(f) of the Act shall be set out in Schedule “B” to this By-Law.

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

- (1) Where application is made for a construction permit under Subsection 8 (1) the Act, the application shall:
 - (a) use the provincial application form, “Application for a Permit to Construct or Demolish”; and
 - (b) include complete plans and specifications, documents and other information as required by Div. C Part 1 Section 1.3 of the Building Code and as described in this by-law for the work to be covered by the permit including:
 - (i) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
 - (ii) describe the land on which the work is to be done, by a description that will readily identify and locate the building lot;
 - (iii) state the valuation of the proposed work and be accompanied by the required fee;
 - (iv) state the names, addresses and telephone numbers of the owner, architect, engineer or other designer and contractor, and
- (2) Where application is made for a demolition permit under Subsection 8 (1) of the Act, the application shall:
 - (a) use the provincial application form, “Application for a Permit to Construct or Demolish”; and
 - (b) include complete plans and specifications, documents and other information as required by Div. C Part 1 Section 1.3 of the Building Code and as described in this by-law for the work to be covered by the permit; and
- (3) Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall:
 - (a) use the provincial application form, “Application for a Permit to construct or Demolish”;
 - (b) include complete plans and specifications, documents and other information by-law for the work to be covered by the permit;
 - (i) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
 - (ii) describe the land on which the work is to be done, by a description that will readily identify and locate the building lot;
 - (iii) state the valuation of the proposed work and be accompanied by the required fee;
 - (iv) state the names, addresses and telephone numbers of the owner, architect, engineer or other designer and contractor, and

- (c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted,
- (d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
- (e) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official.

(4) Partial Permit

- (a) When, in order to expedite work, approval of a portion of the building 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 Town of Aylmer.
- (b) Should a permit be issued for part of a building, the holder of such permit may proceed without assurances that the permit for the entire building will be granted.
- (c) After issuance of the permit, application may be made for revision of the permit and such application shall be made in the same manner as for the original permit.

(5) Occupancy Permit

- (a) An Occupancy Permit will be issued in accordance with Section 11 of the Building Code.
- (b) All conditions outlined in Section 5 "Site Plan" of this by-law must be completed.

(6) Sewage Systems Permit

- (a) Every application for a sewage permit shall be submitted to the Chief Building Official and contain the following information:
- (b) The information required by Section 3.3.1,
 - 1. The name, address, telephone number and license number of the person installing the sewage system,
 - 2. Where the person named in Section 3.3.1. above requires a license under the Act and the Building Code, the number and date of issuance of the license, and the name of the qualified person supervising the work to be done under the sewage system permit,
 - 3. A site evaluation prepared by a qualified designer shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - 1) the date the evaluation done
 - 2) name, address, telephone number and signature of the person who prepared the evaluation
 - 3) a scaled map of the site showing:
 - a) the legal description, lot size, property dimensions, existing rights-of-way, easements of municipal/utility corridors
 - b) the location of any existing or proposed buildings
 - c) the location of the proposed sewage system and contingency area
 - d) the location of any unsuitable, disturbed or compacted areas
 - e) proposed access routes for system maintenance
 - 4) depth of bedrock
 - 5) depth to zones of soil saturation

- 6) soil properties, including soil permeability
- 7) soil conditions, including the potential for flooding

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

3.4 Change of Use Permits

3.4.1 Every application for a change of use permit issued under subsection 10(1) of the Act shall be submitted to the Chief Building Official, and shall:

- (1) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building.
- (2) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made,
- (3) include 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,
- (4) be accompanied by a required fee,
- (5) state the name, address and telephone number of the owner,
- (6) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

3.5 Equivalents

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

- a) a description of the proposed material, system or building design for which authorization under Section 9 of the Act is requested;
- b) any applicable provisions of the *Building Code*;
- c) technical evidence or justification that the proposed material, system or building design will provide or meet the level of performance required by the *Building Code*."

4 PLANS & SPECIFICATIONS

- 4.1** Sufficient information shall be submitted with each application for a permit to enable the 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.
- 4.2** Each application shall, unless otherwise specified by the Official, be accompanied by two (2) complete sets of the plans and specifications required under this by-law.
- 4.3** 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 Official.

5 SITE PLAN

5.1 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 to the Official.

- (1) Two (2) sets of a Site and Lot Grading Plan be submitted with the Building Permit Application for a new residential, commercial and industrial buildings.
- (2) That the Site Plan shall show:
 - (a) the proposed location of the building with dimensions shown to all lot lines, including any proposed accessory structures and buildings and
 - (b) dimensional location of any existing building(s) on the property.
- (3) That the Lot Grading Plan will be prepared by a registered Engineer, Architect or Ontario Land Surveyor and will show the following details:
 - (a) Existing elevations at lot corners;
 - (b) Proposed elevations at lot corners and at each side of the proposed building;
 - (c) Proposed elevations for top of footings and top of foundation walls including garage door sill;
 - (d) All drainage swales, embankments, retaining walls and catch basins;
 - (e) Existing elevation of curb and/or street along the frontage of the proposed building lot;
 - (f) Existing elevation of the lot corners on the abutting lots as well as the existing elevation of the finished grades around the structures located on these lots;
 - (g) An existing approved Subdivision Grading Plan will be accepted for the above list requirements.
- (4) A foundation survey prepared and sealed by an Ontario Land Surveyor will be submitted to the Official prior to the commencement of framing. The survey will show:
 - (a) All yard dimensions from the foundation wall to the lot lines;
 - (b) The elevation of the top of the foundation wall.
- (5) Prior to a Final Inspection Report being filed and the permit deemed complete, a written certificate accompanied by a plan showing finished grades from a registered Engineer, Architect or Ontario Land Surveyor confirming the lot grading complies with the approved Grading Plan will be submitted to the Chief Building Official.
- (6) Due to weather conditions, such as during the winter months, an occupancy permit can be issued prior to final lot grading at the discretion of the Chief Building Official.

5.2 In lieu of separate specifications, the town 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.

5.3 No accessory structures, garages, storage sheds, garden sheds etc. shall be permitted on, over or within any designed drainage swale.

6 FEES

6.1 Fees for a required permit shall be as set out in Schedule 'B' to this by-law and are due and payable upon submission of an application for a permit. These fees can be changed from time to time by Council approval and a new schedule attached to this By-law.

6.2 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.

- 6.3 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 above grade (or below grade for an underground home) measured as the horizontal area between the exterior walls of the building provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- 6.4 Where fees payable in respect of an application for a change of use permit issued under subsection 10 (1) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys subject to the change of use.
- 6.5 The 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 that determines the cost of work to be less than the valuation, the Official shall issue a refund.
- 6.6 Fees for required permits shall be deemed to have been calculated on the basis of full cost recovery for the building service and shall include both the direct and indirect costs of the administration and enforcement of the Act. Without limiting the foregoing this shall include plan review, field inspections, clerical support and overhead costs of the building department and other building department related support services.
- 6.7 Fees shall be calculated by the chief building official or appointed designate.
- 6.8 Despite the fees set out in Schedule 'B' to this By-law, where a person commences construction without first having obtained a permit, the fees due and payable to the Corporation, shall be doubled and this shall be in addition to any remedy sought or imposed by law under the Building Code Act or under Section 12.0 of this By-law.
- 6.9 That an extra inspection fee be established (i.e. to clear deficient permit, post approval revisions, equivalents) and be charged out at the rate of \$80 per hour. A deficient permit may result from a call back or extra inspection triggered because the individual who requested the inspection was not ready when the inspector arrived, etc.

7 CHANGING OF PERMIT FEES

- 7.1 In accordance with Div. C Part 1 Section 1.3 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:
 - (a) Hold at least one (1) public meeting at which any person who attends has an opportunity to make representations with respect to the matter;
 - (b) Provide a minimum of twenty-one (21) days notice of a public meeting to be advertised in the local newspaper, placed on the Town of Aylmer 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.
 - (c) 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.
 - (d) The Building Department is responsible for maintaining the list of persons or organizations requesting notice of amended permit fees.
- 7.2 In accordance with subsection 7(4) of the Act, an annual report outlining the fees and costs of Building Code enforcement shall be prepared for publication of the town's website or at the office of the Official. The Annual Report, as outlined in Div. C Part 1 Section 1.3 of the Building Code, requires the annual report to contain the following information:

- (a) The total fees collected in the 12 month period, ending no earlier than three months before the release of the report;
- (b) The direct costs of administering and enforcing the Act including the review of the applications for permits and inspections of buildings;
- (c) The indirect cost of administering and enforcing the Act, including support and overhead costs; and,
- (d) The amount of a reserve and, if one has been established for any purpose relating to the administration or enforcement of the Act.

8 REFUNDS

- 8.1 In the case of withdrawal of an application or abandonment of all or a portion of the work or the non-commencement of any project, the Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule 'C' attached to and forming part of this by-law, less 10% for Administrative Fees.
- 8.2 Notwithstanding subsection 8.1, no refund shall be made of an amount less than \$120.00

9 NOTICE OF REQUIRED INSPECTIONS

- 9.1 Unless otherwise approved, notices required by the regulations shall be given to the Official or an inspector at least 24 hours prior to the event.
- 9.2 Inspections shall be called for in accordance with Section 2.45 of the Building Code or Schedule 'D' to this By-law.
- 9.4 With respect to "additional notices" under 2.4.5.2 of the Building Code, the owner or an authorized agent shall notify the Official or an inspector at least **twenty-four (24) hours up to a maximum of forty-eight (48) hours** prior to each stage of construction for which notice in advance is required under the Building Code.

10 ANNUAL REPORT AND RESERVE

- 10.1 The Treasurer is hereby directed to prepare an Annual Report which shall enumerate the direct and indirect costs of delivering building services related to the administration and enforcement of the *Building Code Act* for the previous fiscal year (12 month period). The said report shall also set out the amount of the reserve fund at the end of the previous fiscal year. The Annual Report shall be submitted to Council no later than three months after the end of the previous fiscal year.
- 10.2 For the purposes of this By-law, the fiscal year of the municipality shall be as prescribed by the Municipal Act.
- 10.3 A reserve is hereby established for the purposes of setting aside surplus revenues from building permit fees. The reserve shall be used exclusively for the operation of the building department of the Corporation for any subsequent fiscal year or fiscal years. The Treasurer is hereby directed to maintain all records related to the reserve.

11 PRESCRIBING FORMS

- 11.1 The forms prescribed for use as applications for permits, for orders and for inspection reports shall be as set out in Schedule 'E' to this By-law.

12 AS CONSTRUCTED PLANS

- 12.1 The Chief Building Official may require that a set of plans of a building or any class of buildings as constructed be filed with the Official on completion of construction under such conditions as may be prescribed in the Building Code.

13 PENALTIES

- 13.1 Under clause 36 (1) (c) of the Act, contravention of this By-law passed under the Act constitutes an offence, and subsections 36 (3)-(5) of the Act provides penalties for this offence.


14 **REPEAL CLAUSE**

14.1 By-Law No. 11-08 and all amendments thereto not consistent with this By-law are hereby repealed.

15 **DATE & EFFECT**

15.1 This By-law shall come into effect AND TAKE EFFECT AS OF February 1, 2013.


READ A FIRST AND SECOND TIME THIS 14th DAY OF JANUARY, 2013.

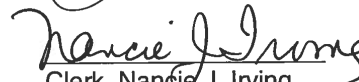


Mayor, Jack Couchuyt

Clerk, Nancie J. Irving

READ A THIRD TIME AND FINALLY PASSED THIS 14th DAY OF JANUARY, 2013.



Mayor, Jack Couchuyt

Clerk, Nancie J. Irving

SCHEDULE 'A'
TO BY-LAW NO. 72-12

RESPECTING CLASSES OF PERMITS

Class of Permits

"Building Permit"	This permit is used for all types of construction governed by the Building Code, including renovation work (Part 11), farm buildings, heating, ventilation and air conditioning.
"Change of Use Permit"	This permit is used where a change in use would result in an increase in hazard (as determined under Sentence 2.4.1.2.(1) of the Building Code) even though no construction is proposed.
"Conditional Permit"	This permit may be issued in the discretion of the Chief Building Official to authorize any stage of construction, even though all of the requirements under subsection 8(2) of the Act have not been met (i.e. compliance with some applicable law). The requirement of clauses 8 (3) (a), (b) and (c) of the Act must, however, be complied with before a conditional permit may be issued.
"Demolition Permit"	This permit governs both the type and method of demolition under the Building Code. If the building meets certain criteria as outlined in Article 2.3.2.3 of the Building Code, a professional engineer is to be retained to undertake a general review of the project during demolition.
"Occupancy Permit"	As required in Section 11 of the Building Code
"Partial Permit"	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 complete building or project, application shall be made and fees paid for the complete project. Complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the Chief Building Official. Where a permit is issued for part of a building or project, this shall not be construed to authorize construction beyond the plans for which approval was given or that approval will necessarily be granted for the entire building or project.
"Plumbing Permit"	This permit is used for all types of construction governed by Part 7 (Plumbing) of the Building Code.
"Sewage System"	This permit is used for all types of construction governed by Part 8 (Sewage Systems) of the Building Code.
"Sign Permit"	This class of permit is used in respect of structural requirements for signs contained in Section 3.14 of the Building Code. Smaller or other types of signs are controlled by by-law under the Municipal Act, 2001, as amended.
"Swimming Pool"	This permit is used for the installation of private pools as permitted in the Zoning By-law and public swimming pools as set out in Part 3 of the Building Code.

SCHEDULE 'B'

TO BY-LAW NO. 72-12

BUILDING PERMIT FEE STRUCTURE – TOWN OF AYLMER

ITEM	SIZE	PERMIT FEES
Group 'C' – Low Density Residential	\$1,500.00/dwelling unit up to 1,500 ft ² + 25% Stabilization Reserve Charge	\$1.00/ft ² for buildings with a floor area over 1,500 ft ² or (\$10.00/\$1,000 value of construction equivalent). \$1,500 minimum fee. + 25% Stabilization Reserve Charge
Group 'C' – Multiple Residential	\$1,500.00/dwelling unit up to 1,500 ft ² + 25% Stabilization Reserve Charge	\$1.00/ft ² for buildings with a floor area over 1,500 ft ² or (\$10.00/\$1,000 value of construction equivalent). \$1,500 minimum fee. + 25% Stabilization Reserve Charge
Group 'C' – Residential - Major Alterations, additions	\$500.00 up to 1,500 ft ² + 25% Stabilization Reserve Charge	\$0.333/ft ² for buildings with a floor area over 1,500 ft ² or (\$3.33/\$1,000 value of construction equivalent) + 25% Stabilization Reserve Charge
Group 'C'- garage, carport, accessory building, deck, minor alterations, demolition & other permits ie. change of use, conditional , transfer, moving sign.	\$200.00 up to 300 ft ² or \$200.00/ permit for other types of permits + 25% Stabilization Reserve Charge	\$0.666/ft ² for buildings with a floor area over 300ft ² or (\$16.00/\$1,000 value of construction equivalent) + 25% Stabilization Reserve Charge
Group 'A', 'B', 'C', 'D', 'E', 'F'- new construction	\$1,800 up to 2,500 ft ² + 25% Stabilization Reserve Charge	\$0.720/ft ² for buildings with a floor area over 2,500 ft ² (\$5.14/\$1,000 value of construction equivalent) + 25% Stabilization Reserve Charge
Group 'A', 'B', 'C', 'D', 'E', 'F'- Major additions or alterations	\$800 up to 2,500 ft ² + 25% Stabilization Reserve Charge	\$0.320/ft ² for buildings with a floor area over 2,500 ft ² (\$2.28/\$1,000 value of construction equivalent) + 25% Stabilization Reserve Charge
Non-Residential minor additions, Alterations, demolitions, transfer, Moving	\$200.00 + 25% Stabilization Reserve Charge	\$200.00 + 25% Stabilization Reserve Charge

ITEM	SIZE	FEE
Sewage System Building Permit - Small Systems (New or Replacement Construction) Class 1,2,3,4 & 5	Serving Buildings: - with combined Occupant Loads < 150 persons - with <5 bedrooms, < 6000ft ² , <45 FU's (res. buildings) - Tot. Daily Design Sanitary Sewage Flow < 3000L/day	Current rate set by administering agency
Sewage System Building Permit – Large Systems (New or Replacement Construction) Class 1,2,3,4 & 5	Serving Buildings: - with combined Occupant Loads > 150 persons - with >5 bedrooms, > 6000ft ² , >45 FU's (res. buildings) - Tot. Daily Design Sanitary Sewage Flow > 3000L/day	Current rate set by administering agency
Sewage System Building Permit (Minor repair to the system) Class 1,2,3,4 & 5	N/A	Current rate set by administering agency
Lot Grading Plan Deposit	\$1000.00 Deposit. The applicant will be refunded the full amount of deposit upon the Township Building Department receiving a Certificate of Compliance with approved Grading Plan. This shall occur no later than six (6) months after occupancy has been granted for the permit. After this time the deposit will be forfeit and the Township shall place orders to comply of the property.	

ITEM	FEE
Occupancy Certificate	\$30.00
Additional Inspections	\$80.00 per hour

Estimated Construction Values Scale

Residential Construction	Main Level – \$110.00 / sq.ft Second Level – \$50.00 / sq.ft Finished Basement - \$40.00 / sq.ft
Renovation	Residential Minor - \$30.00 / sq.ft Residential Major - \$60.00 / sq.ft I.C.I. Minor - \$40.00 / sq.ft I.C.I. Major - \$80.00 / sq.ft
Industrial, Commercial, Institutional	Main Level - \$80.00 / sq.ft Additional Levels - \$40.00 / sq.ft
Accessory Buildings	Garages - \$50.00 / sq.ft Minor (utility structures) - \$25.00 / sq.ft

SCHEDULE 'C'

TO BY-LAW NO. 72-12

RESPECTING REFUND OF PERMIT FEES

- (1) The fees that may be refunded under this by-law shall be the total fee less 10% upon application to the Chief Building Official.**
- (2) Notwithstanding paragraph 1 above, no refund shall be made of an amount less than \$120.00**

SCHEDULE "D"

TO BY-LAW NO. 72-12

INSPECTIONS

The Chief Building Official shall be given twenty-four (24) hours notice for the following inspections:

Building:

- (1) Footing, prior to pouring
- (2) Foundation, prior to backfilling
- (3) Completion of Structural Frame
- (4) Completion of Insulation prior to covering
- (5) Completion of Heating and Ventilation
- (6) Final for Occupancy Permit

Plumbing:

- (1) Sewer lateral inspection and test
- (2) Test of pipes in drainage system
 - a) Water or Air Test
- (3) Testing of potable water system

Sewage System:

- (1) Soil test and lot assessment
- (2) Excavation of sub-grade prior to backfilling with bedding material where a Raised Bed or an Area Bed is required
- (2) Substantial completion of the installation of the sewage system before commencement of backfilling of topsoil
- (3) Final Grading and operational status of all required controls and alarms

SCHEDULE "E"

TO BY-LAW NO. 72-12

List of Plans or Working Drawings to accompany application for permits:

- (a) Site Plan
- (b) Floor Plans
- (c) Foundation Plans
- (d) Framing Plans
- (e) Roof Plans
- (f) Reflected Ceiling Plans
- (g) Sections and Details
- (h) Building Elevations
- (i) Electrical Drawings
- (j) Heating, Ventilation and Air Conditioning Drawings with Heat Loss Calculations and exhaust size calculations
- (k) Plumbing Drawings
- (l) Sewage System Sections, Details and Site Plan Drawings

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

Schedule "F"

TO BY-LAW 72-12

PRESCRIBED FORMS

- (a) Application for a Permit to Construct or Demolish** (4 pages)
(Authorized under subsection 8(1.1) of the Building Code Act)
"Application for a Permit to Construct or Demolish – Effective January 1, 2011"
- (b) Town of Aylmer Additional Building Permit Application Requirements** (1 page)
- (c) Energy Efficiency Design Summary (Part 9 Residential)** (2 pages)

Application for a Permit to Construct or Demolish

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

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)			
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 <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> 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				
i) 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). 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 <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) 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 <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) 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 <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
Date		Signature of applicant		

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

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 3.5.2.1. of Division C]					
<input type="checkbox"/> House <input type="checkbox"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings		<input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection		<input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <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 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 submitted this application with the knowledge and consent of the firm.					
Date			Signature of Designer		

NOTE:

- 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.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, 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.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C) <input type="checkbox"/> No (Continue to Section E) <input type="checkbox"/> Installer unknown at time of application (Continue to Section E)			
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p> <input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the Installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known; </p> <p><u>OR</u></p> <p> <input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known. </p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 40%;"> <p>_____</p> <p>Signature of applicant</p> </div> </div>			



Town of Aylmer
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Aylmer, Ontario
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Additional Building Permit Application Requirements

The following is required information that must be completed and submitted as part of your building permit application.

You can extract portions of the following from your municipal tax bill.

Project Site – Municipal Address/Legal Description

Number and Street _____ on the _____ side,
between _____ Street and _____ Street

Plan # _____

Set Backs

Side Yard _____ Side Yard _____ Front Yard _____ Rear Yard _____

For Office Use ONLY

Zoning: _____

Column 6

Type of Building Codes: _____

Column 7

Type of Work Codes: _____

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
Information on completing this form is contained on the reverse

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"/> <i>SB-12 Prescriptive</i> [SB-12 - 2.1.1.]	Table: Package:
<input type="checkbox"/> <i>SB-12 Performance*</i> [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> <i>Energy Star®*</i> [SB-12 - 2.1.3.]	* Attach BOP form. House must be labeled on completion by Energy Star
<input type="checkbox"/> <i>EnerGuide 80®*</i>	* 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/m2.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 Licence #:

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:

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. Further information about energy efficiency requirements for new buildings is available from the provincial building code website at www.mah.gov.on.ca, or the municipal building department.

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.
