

THE CORPORATION OF THE TOWNSHIP OF NORTH GRENVILLE

BY-LAW NO. 14-98
AS AMENDED BY BY-LAW 8-05
AS AMENDED BY BY-LAW 34-10

Being a By-Law to establish a Municipal Building By-Law and prescribe permit fees and other fees as applicable to building, and related matters.

WHEREAS Chapter M45, Section 210, Subsection 162 to 174 Municipal Act R.S.O. 1990, as amended, and Chapter B-13, Section 7 the Building Code Act R.S.O. 1990 as amended, authorize the Councils of Municipalities to pass By-Laws and regulations respecting the construction and/or demolition of buildings and the issuing of permits to govern the same.

NOW THEREFORE the Council of the Corporation of the Township of North Grenville enacts as follows:

1. **Definitions**

In this By-Law:

- a) **Act** means the Building Code Act, R.S.O. 1990 Chapter 13 as amended from time to time.
- b) **Building** means a structure occupying an area greater than ten square meters consisting of a wall, roof and floor, or any one or more of them or a structural system serving the function thereof, including all the works, fixtures and service systems appurtenant thereto, and includes such other structures as are designated in the regulations.
- c) **Building Code** means the regulations made pursuant to the Act.
- d) **Chief Official** means the Chief Building Official appointed by the Corporation of the Township of North Grenville for the purpose of the enforcement of the Act.
- e) **Construct** means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and “construction” has a corresponding meaning.
- f) **Demolish** means to do anything in the removal of a building or any material part thereof and “demolition” has a corresponding meaning.
- g) **Him/His** means and shall be read and understood to be either male or female.
- h) **Highway** means any roadway as defined in the Highway Traffic Act, R.S.O. 1990 as amended.

- i) Private Swimming Pool means any body of water permanently located on privately owned land for swimming, wading, diving or bathing and which when filled contains a depth of 0.50 meters or more of water.
- j) Swale means an shallow sloping ditch constructed to channel surface water to a catch basin or other appropriate outlet for disposal.
- k) Township means the Corporation of the Township of North Grenville.

2. Permits

- 2.1 No person shall construct or demolish a building or cause a building to be constructed or demolished in a municipality unless a permit has been issued therefore by the Chief Official.
- 2.2 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' attached hereto.
- 2.3 To obtain a permit, the owner or his authorized agent shall file an application in writing by completing and filing the prescribed forms and information as set out in Schedule 'B', attached hereto, which are available from the Municipal Office or Chief Official.
- 2.4 Except as otherwise permitted by the Chief Official, every application shall identify and describe in detail the work and occupancy to be covered by the permit for which application is made including;
 - a) description of the land on which the work is to be done, that will readily identify and locate the building lot;
 - b) complete plans and specifications as required;
 - c) the valuation of the proposed work and the required fee;
 - d) the name, addresses and telephone numbers of the owner, architect, engineer or other designer and constructor;
 - e) signature of the owner or his authorized agent who shall certify the truth of the contents of the application.
- 2.5 The list of forms prescribed for use as applications for permits, for orders and for inspection reports shall be as set out in Schedule "C" to this By-Law attached hereto.
- 2.6 In accordance with Section 8(10) of the Act, the Chief Official may revoke a building permit.

3. Plans, Specifications and Information

- 3.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Official to determine whether or not the proposed work will conform with the Act, regulations thereunder, the Zoning By-Law, and any other applicable law.
- 3.2 Unless otherwise permitted by the Chief Official, site plans shall be referenced to a current plan or survey, certified by a registered Ontario Land Surveyor, and a copy of such survey shall be submitted. Unless otherwise permitted by the Chief Official, a detailed lot grading plan shall accompany all site plan permit applications in accordance to Schedule 'B'.

- 3.3 Unless otherwise specified by the Chief Official, one copy of plans shall be submitted drawn to scale upon paper or other acceptable material.
- 3.4 The applicant shall provide to the Chief Official the entrance approval from the appropriate authority in respect to any building proposed to be constructed fronting on any highway, before the issuance of a building permit.
- 3.5 No permit will be issued in respect of a new building or a major alteration or repair to an existing building unless receipted proof that connection has been made and/or applied for to the supply of Municipal Water and Sewage with the appropriate fees paid to the Township and/or a certificate of approval for the installation of adequate sewage disposal system has been issued by the authority having jurisdiction where Municipal services are not available and are not required.
- 3.6 No permit will be issued in respect of a new building until proof of payment of the Permit Fees as set out in Schedule 'A' attached hereto are provided to the Chief Official.
- 3.7 No permit will be issued where the proposed use or location of a building or other related aspect is in contravention of the Township Zoning By-Law.
- 3.8 It is a condition of the issuance of any permit that the permit shall not be assigned or transferred to another owner or builder without the approval of the Chief Official and the payment of the required fee.
- 3.9 No work shall commence until the building permit is prominently displayed on the site of the work.
- 3.10 No permit shall be issued on or for Heritage Designated Properties until the required procedures have been complied with; as set out by the Ontario Heritage Act Chapter 0-18 R.S.O. 1990, as amended.
- 3.11 The Chief Official may require an Engineers' report or soils investigation be conducted at the applicant's expense for any stage of construction, renovation or demolition. A report from a certified Land Surveyor or Professional Engineer shall be required for approval to confirm that all final grades are in compliance with the lot grading requirements. The Chief Official may waive this requirement at his own discretion.
- 3.12 A copy of proof of ownership or land transfer/deed may be required to accompany any application.
- 3.13 No permit shall be issued of a new building or addition until proof of payment of the Capital Development Charge is provided to the Chief Official.

4. Temporary Permits

- 4.1 A temporary permit will be required;
 - a) to construct any shack, shanty, or other temporary structure. Any such structure built by an employer for the housing accommodation of their labourers or workmen engaged in work of a temporary or seasonal nature shall be dismantled and removed as soon as the work in connection with which it was erected has terminated. The Chief Official shall determine the termination date.
 - b) to locate a mobile home or other structure within the Township for temporary use, as permitted by the Township's Zoning By-Law.

- 4.2 A restricted permit for a temporary building may be issued by the Chief Official authorizing the placement, erection or existence of a building or part thereof, for a limited time.
- 4.3 A permit for a temporary building may be extended providing that permission in writing is granted by the Chief Official.

5. **Special Provisions**

- 5.1 Except as otherwise permitted by the Chief Official, the owner or his authorized agent shall notify the Chief Official at least twenty four (24) hours in advance of the following stages of construction:
- a) Commencement of the construction of the building;
 - b) Readiness to construct the footings;
 - c)
 - i) Substantial completion of the footings and foundations;
 - ii) Substantial completion of a private swimming pool prior to the placement of any water
 - d) Where the building is within the scope of Part 9 of the Building Code, of the substantial completion of:
 - i) structural framing,
 - ii) insulation and vapour barriers, and
 - iii) roughing-in of heating, ventilation, air-conditioning systems;
 - e) Where the building is within the scope of parts of the Building Code other than Part 9, of the substantial completion of:
 - i) structural framing of each storey,
 - ii) insulation and vapour barriers, and
 - iii) roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment;
 - f) Commencement of the construction of:
 - i) masonry fireplaces and masonry chimneys,
 - ii) factory-built fireplaces and allied chimneys,
 - iii) stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys;
 - g) Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems;
 - h) Substantial completion of interior finishes and heating, ventilating, air-conditioning and air-contaminant extraction equipment;
 - i) Substantial completion of exterior cladding, fire access routes and site grading;
 - i.a) completion of construction and installation of components required to permit occupancy by Sentences 2.4.3.1 (2) and 2.4.3.2 (1) of the Building Code;

- i.b) Of the readiness for inspection and testing of:
 - i) building sewers and building drains
 - ii) water service pipes
 - iii) drainage systems and venting systems
 - iv) water distribution system, and
 - v) plumbing fixtures and plumbing appliances, and
 - j) Completion and availability of drawings of the building as constructed.
 - k) Where the supply of water is to be from a water well - when the water well casing has been set and is ready to be grouted.
 - l) Where the supply of water is to be from a water well - prior to backfilling of the service trend, from the water well casing to the foundation.
- 5.2 a) Where in the opinion of the Chief Official it is necessary for public safety, the owners shall cause to be erected on the street line adjacent to any building being constructed, altered, repaired or wrecked, demolished, a suitable type of fence, and with sufficient overhead boarding to protect passers-by. No such fence shall be removed until the work has been completed and permission for that purpose has been obtained from the Chief Official.
- b) No unused building material, debris or materials from any building being wrecked, demolished or material from excavations shall be placed on or allowed to accumulate on any highway, public street, alley or lane.
- 5.3 No person shall in any way obstruct the free passage of water in drains, gutters or watercourse by buildings, landscaping or any other means.
- 5.4 No person shall remove from a building or site any order issued by the Chief Official or his appointee, without first obtaining permission from the Chief Official.
- 6. Fees**
- 6.1 Fees for a required permit shall be in accordance with Schedule 'A' attached hereto and forming part of this By-Law and the said Schedule 'A' may be amended from time to time without amending this By-Law or affecting the By-Law in any manner.
- 6.2 When the fees are based on the cost or valuation of the proposed work, such valuation shall mean the total cost of all work regulated by the permit including electrical, plumbing, mechanical, sewer/septic and water supply and shall include cost of professional and related services.
- 6.3 Where the Chief Official places a valuation on the cost of work, and if the permit applicant or holder disagrees with this valuation, the prescribed fee shall be paid before the issuance of the permit. Upon completion of the work, if the actual cost of the work was less than the valuation placed by the Chief Official, an audited statement may be submitted detailing the cost of all component parts of the work. The Chief Official shall, if the statement contains the cost of all component parts of the work upon which the valuation was required to be based, value the work in accordance with this statement and recommend the appropriate refund.

7. Enforcement

- 7.1 Any person who contravenes any provisions of this By-Law shall be guilty of an offence and upon conviction, be liable to such fine as is provided for in the provisions of the Ontario Building Code Act and any other applicable law.
- 7.2 In addition to any penalty imposed under the provisions of paragraph 7.1 any building constructed, altered, repaired or placed in contravention of this By-Law may be pulled down or moved on instruction from the Chief Official or other person authorized by the Council, and the expense of such removal or pulling down shall be paid by the owner and may be recovered in like manner as municipal taxes, with the same priorities as municipal taxes.

8. Severability

- 8.1 Should any section, or part of a section of this By-Law be declared by a court of competent jurisdiction to be invalid, the same shall not affect any other provisions of this By-Law in whole or part thereof.
- 8.2 Nothing in this By-Law shall or is intended to contravene the Building Code Act, Chapter B-13 R.S.O. 1990 as amended.
- 8.3 Where any discrepancy occurs the Building Code Act and regulation thereunder shall take precedence.

9. Schedules

- 9.1 All schedules to this By-Law, attached hereto, and forming part of this By-Law being the fees chargeable for permits, construction, hearings and the applications and other forms required may be amended from time to time without amending this By-law or affecting other portions thereof.

10. Repeal

- 10.1 All former By-Laws or parts of By-Laws of the former Townships of South Gower and Oxford-on-Rideau and the Town of Kemptville, contrary or inconsistent with this By-Law are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 4TH DAY OF FEBRUARY, 1998.

DON CAMERON
MAYOR

MARTHA SLADEK
CLERK/ADMINISTRATOR

THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

**Schedule 'A' to By-Law 8-05
Replaces Schedule 'A' to By-Law 14-98
As Amended by By-Law 34-10**

SECTION	DESCRIPTION	FEES
Section A.1	Construction, Renovation, Reconstruction & Additions	
	Note: Private garages and/or carports built at the time of original construction are included in the foregoing fees.	
	Buildings moved in whole, in part, or dismantled and reassembled on a new location shall be charged for the permit fees in accordance with new construction. Nothing in this section shall or be construed to override the provisions of the Building Code Act in allowing the construction or reassemblance of old buildings.	
1.1	Any non-structural repair valued at less than \$3,000 (Permit required)	No Charge
1.2	Minimum Fee (Construction valued under \$3,000)	\$25.00
1.3	Construction valued in excess of \$3,000 and up to and including \$250,000	\$12.00 per \$1000.00 value
1.4	Valuation in excess of \$250,000 and up to and including \$1,000,000	\$10.00 per \$1000.00 value
1.5	Valuation in excess of \$1,000,000	\$9.00 per \$1000.00 value
1.6	Agricultural Buildings (including riding arenas and stables) - Permit required	\$3.25 per \$1,000.00 value
1.7	Churches, Community Halls and Church Halls (Permit required)	No Charge
1.8	Wood Stove installations (Permit required)	\$25.00
1.9	At the sole discretion of the Chief Official, the building permit fee may be assessed on the following basis:	
	a) finished space \$0.76/sq. ft (\$8.17/sq. mt)	
	b) unfinished space \$0.38/sq. ft (\$4.09/sq. mt)	
	c) renovations \$0.38/sq. ft (\$4.09/sq. mt)	
1-10	Public institutions (including hospitals, colleges or universities) (Permit required)	\$3.25 per \$1000.00 value
Section A.2	MISCELLANEOUS CONSTRUCTION	
2.1	Swimming Pool Permit (including pool enclosure)	\$45.00
2.2	Temporary Building Permits	\$15.00/month
2.3	Heating, Ventilating & Air Conditioning Systems (HVAC)	\$12.00 per \$1,000.00 value

SECTION	DESCRIPTION	FEES
2.4	Retrofit of existing HVAC Systems - Minimum Permit Fee	\$30.00
	<u>Additional HVAC Fees</u>	
	a) Ductwork (Installation & Modification)	\$10.00 per \$1,000.00 value
	b) Ground & Water Source Heat Pump Installations (Permit Required)	\$30.00
2.5	Plumbing Permit - Minimum Permit Fee	\$12.00 per \$1,000.00 value \$30.00
2.6	Change of Use	\$30.00
2.7	Conditional Permit (Including Agreement)	\$110.00
2.8	Fire Inspection	
	a) LLBO	\$25.00
	b) Special Occasion	\$25.00
	c) Compliance Letter	\$25.00
Section A.3	DEMOLITION	
3.1	Demolition Fee	\$25.00
Section A.4	HERITAGE DESIGNATED PROPERTIES	
4.1	The fees contained in this Schedule and the forms contained in the other Schedules of this By-Law shall apply to all heritage designated buildings.	
4.2	The provisions of the Ontario Heritage Act and Regulations shall apply to the issuance of any permit issued to or for a heritage designated building.	
4.3	Heritage buildings are those designated by By-Law under the provisions of the Ontario Heritage Act, Chapter 0.18, R.S.O. 1990 as amended.	
Section A.5	TRANSFER OF PERMIT	
5.1	To transfer any permit from one owner to another with the authority to the Chief Official.	\$20.00
5.2	To examine revised plans once a permit has been issued.	\$30.00
Section A.6	OCCUPANCY OF BUILDING	
6.1	Occupancy Permit (Included in the initial price under New Construction)	No Charge
6.2	To authorize occupancy of a building prior to completion.	\$50.00

SECTION	DESCRIPTION	FEES
Section A.7	REFUNDS	
7.1	A refund of fees for a permit under the above Sections “A” is authorized under the following circumstances at the discretion of the Chief Official:	
	<ul style="list-style-type: none"> a) if no work for which the permit was issued has commenced and the applicant or his agent provides a written statement that the work will not be commenced; and b) the refund of a permit fee shall void and rescind the permit for which the refund fee is applied. 	
Section A.8	WAIVING OF FEES	
8.1	Building permit fees shall not apply to the following:	
	<ul style="list-style-type: none"> a) buildings to be owned by the Municipality of North Grenville or the United Counties of Leeds and Grenville, b) projects which are located on property owned by the Municipality of North Grenville or the United Counties of Leeds and Grenville, c) buildings to be owned by publically funded school boards. 	
8.2	The proponent is required to cover all outside costs associated with plans examination or building inspection.	
8.3	The value of the building permit fees waived is acknowledged as a Municipal financial contribution towards the building or project.	
8.4	In instances where a building permit fee was included in funding applications, it will be determined by staff and the proponent, on a case by case basis, how best to deal with the waived fee.	

THE CORPORATION OF THE TOWNSHIP OF NORTH GRENVILLE

Schedule 'B'

BY-LAW NO. 14-98

Respecting Documents to be filed in support of an application for a Building Permit

1. Application for Building Permit - completed and signed
2. A site plan referenced to an up-to-date survey plan showing:
 - a) lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;
 - b) existing and finished ground levels or grades, including the proposed underside of footing elevation;
 - c) existing rights-of-way, easements and municipal services;
 - d) location of all structures (existing and proposed) and dimensions to property lines
 - e) location of all services (existing and proposed) including; sewer and water mains, storm drainage system, well, septic and hydro service
3. Working drawings with sufficient detail to determine compliance with the Building Code, including but not restricted to:
 - a) Floor plans
 - b) Foundation Plan
 - c) Floor Framing details and plans
 - d) Roof Framing (roof truss) details
 - e) Cross-sections and details
 - f) Building Elevations
 - g) Electrical Layout
 - h) Heating, Ventilation and Air Conditioning Drawings
 - i) Plumbing Drawings

Note: The Chief Official may specify other drawings, or, that not all the above-mentioned plans are required to accompany an application for a permit.

4. A deed indicating the name of the registered owner of the property for which the permit is to be issued.
5. A copy of the Certificate of Approval for the installation on a septic system (where approved) or permission for sewer and water connection.
6. Proof of licencing of well-drilling contractor, well technician and pump installer (where applicable).
7. Signed copy of a well construction specifications agreement or a site specific hydrogeological report specifying the individual well construction details.
8. Signed declaration of the Applicant respecting the Ontario New Home Warranties Plan Act.
9. A signed copy of an Agreement providing for the use of a Performance Deposit.
10. An Entrance Approval for the relevant road authority.
11. Verification of payment of all applicable fees, charges, bonds etc..
12. Any other approval required by applicable law, which is a prerequisite to the issuance of a building permit.

Note: Not all of these requirements may be applicable to any single specific permit application, depending on the class of permit being applied for.

THE CORPORATION OF THE TOWNSHIP OF NORTH GRENVILLE

Schedule 'C'

BY-LAW NO. 14-98

Respecting forms to be used for the implementation of this By-Law

Form 1	Application to Permit Construction/Demolition (including erection, alteration, repair, extension, addition, installation and demolition)
Form 2	Application to Permit Change in Use
Form 3	Application for Pool Installation
Form 4	Application for Installation of Solid-Fuel Fired Appliance
Form 5	Application for Installation of Heat Pump System
Form 6	Declaration of Applicant for Building Permit regarding the Ontario New Home Warranties Plan Act
Form 7	Letter of undertaking (from professional Architect or Engineer)
Form 8	General Review Commitment Certificate (from professional Architect or Engineer)
Form 9	Agreement providing for the Use of a Performance Deposit
Form 10	Construction Permit (for erection, alteration, repair, extension, addition and installation)
Form 11	Conditional Building Permit
Form 12	Change in Use Permit
Form 13	Demolition Permit
Form 14	Temporary Building Permit
Form 15	Certificate of Licencing of Well Contractor, Well Technician and Pump Installer
Form 16	Agreement respecting Well Construction Specifications
Form 17	Water Well Inspection Report
Form 18	Construction Inspection Report
Form 19	Pool Inspection Report
Form 20	Wood Stove Inspection Report
Form 21	Wood Stove Inspection Certificate
Form 22	Site Inspection Comment Form
Form 23	Order to Comply with Act or Building Code
Form 24	Stop Work Order
Form 25	Order to Remedy Unsafe Building
Form 26	Order Prohibiting Use or Occupancy of Unsafe Building
Form 27	Emergency Order
Form 28	Completion Certificate/Occupancy Permit