

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 26-2022  
FOR THE YEAR 2022**

***BEING A BY-LAW REGULATING CONSTRUCTION, DEMOLITION,  
CHANGE OF USE AND OTHER BUILDING PERMITS WITHIN THE  
TOWNSHIP OF SOUTH GLENGARRY***

**WHEREAS**, the *Municipal Act, 2001*, c.25 S 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** the *Municipal Act 2001*, c. 25 S. 5(3) provides that the powers of every council are to be exercised by by-law;

**AND WHEREAS** Section 7 of the Building Code Act, 1992, S.O. 1992, Chapter 23 as amended, empowers a municipal council to pass by-laws concerning the issuance of permits and related matters;

**AND WHEREAS** Subsection 8(3) of the Building Code Act, 1992, S.O. 1992, Chapter 23 as amended, authorizes a Chief Building Official to issue a conditional permit in circumstances and subject to the conditions listed in that subsection;

**AND WHEREAS** Section 398(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25 as amended, provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

**AND WHEREAS** Section 398(2) of the Municipal Act, 2001, S.O. 2001, Chapter 25 as amended, provides that the treasurer of a local municipality may add fees and charges imposed by the municipality, to the tax roll for the following property in the local Municipality and collect them in the same manner as municipal taxes;

**AND WHEREAS** Section 446 of the Municipal Act, 2001, S.O 2001 provides that if the municipality must take remedial action and is not repaid then its costs can be added to the tax roll.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:**

**SECTION 1 - SHORT TITLE**

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

**SECTION 2 - DEFINITIONS AND INTERPRETATION IN THIS BY-LAW:**

- 2.1 "**Act**" means the *Building Code Act*, 1992, S.O 1992, Chapter 23, as amended;
- 2.2 "**Applicant**" means the *Owner* of a *Building* or property who applies for a *Permit*, or any person authorized in writing by the *Owner* to apply for a *Permit* on the *Owner's* behalf, or any person or *Corporation* empowered by statute to cause the demolition of a *Building* or *Buildings* and anyone acting under the authority of such person or *Corporation*;
- 2.3 "**As Constructed Plans**" means "As Constructed Plans" as defined in the Building Code;

- 2.4 “**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*;
- 2.5 “**Building**” means a “*Building*” as defined in subsection 1(1) of the *Act*;
- 2.6 “**Building Code**” means all regulations made under Section 34 of the *Act*, including but not limited to O. Reg. 332/12 as amended;
- 2.7 “**Chief Building Official**” means the *Chief Building Official* or their designate appointed pursuant to Section 3(2) of the *Act* and by by-law of the *Corporation* of The Township of South Glengarry for the purpose of enforcement of the *Act*;
- 2.8 “**Complete Application**” means an application that meets the requirements set out in the *Building Code* for applications where the *Chief Building Official* is required to make a decision within a prescribed time period, Section 4, Section 5 and Schedule “C” of this by-law;
- 2.9 “**Construct**” means to “*Construct*” as defined in Section 1(1) of the *Act*;
- 2.10 “**Corporation**” means The *Corporation* of the Township of South Glengarry;
- 2.11 “**Demolish**” means to “*Demolish*” as defined in Subsection 1(1) of the *Act*;
- 2.12 “**Electronic Address**” means a message distributed by electronic means, commonly referred to as an email;
- 2.13 “**Farm Building**” means a “*Farm Building*” as defined in the *Building Code*;
- 2.14 “**Fixture**” means a *Fixture* as defined in Part 1 of the Regulations made under the *Act* and for the purpose of this By-Law, a *Fixture* shall also include a hot water tank, a backflow preventer, an appliance, and a hose bibb, etc;
- 2.15 “**Inspector**” means an *Inspector* appointed pursuant to Subsection 3(2) of the *Act* and by By-Law of the *Corporation* of the Township of South Glengarry;
- 2.16 “**Municipality**” means the *Corporation* of the Township of South Glengarry;
- 2.17 “**Owner**” means the registered *Owner* of the land and includes a lessee, mortgagee in possession, and the person in charge of the property;
- 2.18 “**Permit**” means permission or authorization given in writing by the *Chief Building Official* to perform specific *Work* regulated by this by-law, the *Act*, and the *Building Code*, or to occupy a *Building* or part thereof, or to change the use of a *Building* or part of a *Building* or parts thereof as regulated by the *Act*;
- 2.19 “**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*;
- 2.20 “**Plumbing**” means “*Plumbing*” as defined in Subsection 1(1) of the *Act*;
- 2.21 “**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*;
- 2.22 “**Project**” means to do anything in the construction, demolition, change of use or *Plumbing* for a *Building* which is regulated by the *Act* and/or the *Building Code*.

2.23 “**Work**” means to do anything in the construction, demolition, change of use or *Plumbing* for a Building which is regulated by the *Act* and/or the *Building Code*.

2.24 Terms not defined in this by-law shall have the meaning ascribed to them in the *Act* or the *Building Code*.

### **SECTION 3 - CLASSES OF PERMITS**

3.1 Classes of *Permits* and fees required for *Work* are set forth in Schedule “A” and Schedule “B” appended to and forming part of this by-law.

3.2 *Permits* for *Work* other than those referred to in this by-law shall be obtained from the appropriate authority having jurisdiction in accordance with the by-laws of the *Corporation* and any other applicable laws. Such *Permits* may include but are not limited to encroachments, culverts, water and sewer services, rights-of-way, road cuts and electricity.

### **SECTION 4 - REQUIREMENTS FOR PERMIT APPLICATIONS**

4.1 To obtain a *Permit*, the *Applicant* shall file an application in writing by completing the prescribed application form available from the office of the *Chief Building Official*, or from the *Corporation* website, and shall supply any other information relating to the application as required by the *Chief Building Official*.

a) Every application for a *Building Permit* shall be submitted to the *Chief Building Official* and shall be signed by the *Applicant* who shall certify the truth of the contents of the application. All *Permit* applications must be accompanied by enough information to enable the *Chief Building Official* to determine whether the proposed construction, demolition, change of use or transfer of *Permit* will comply with the requirements of the *Act*, the *Building Code*, and any other applicable law.

4.2 To be considered a *Complete Application*, every *Permit* application shall be accompanied by the approval documents issued by the agencies responsible for the applicable laws listed in the *Building Code*, Division A, Part 1, Article 1.4.1.3., where the said agencies issue approval documents and the said law applies to the construction or demolition being proposed.

4.3 An application for a *Permit* may be refused by the *Chief Building Official* where it is not a *Complete Application*.

4.4 The *Chief Building Official* may, as the *Chief Building Official* deems appropriate, provide prescribed forms in an electronic format, and may allow for the electronic submission of completed *Permit* application forms.

4.5 Notwithstanding subsection 4.4, completed forms generated electronically shall be accepted subject to endorsement by the *Applicant*.

4.6 When filing an application, the *Owner* and the *Applicant* shall each provide an *Electronic Address(es)* for the purpose of receiving communications from the office of the *Chief Building Official* regarding the construction, demolition or change of use associated with a *Permit* application or issued *Permit*. The *Owner* or authorized agent of the *Owner* shall inform the *Chief Building Official* immediately in writing when the *Electronic Address(es)* provided, changes or becomes not functional.

4.7 When the *Owner* and *Applicant* do not have an *Electronic Address(es)* for the purpose of receiving communications, they shall provide an alternative means of contact by means of a phone number and mailing address.

## PERMIT TO CONSTRUCT

- 4.8 Every application for a *Permit to Construct* a *Building* under subsection 8(1) of the *Act* shall:
- a) Identify and describe in detail the Work to be done and the existing and proposed use and occupancy of the *Building*, or part thereof, for which the Building Permit is made;
  - b) Include complete plans, specifications, documents, forms and other information prescribed in Section 5 and Schedule "C" of this by-law for the Work to be covered by the *Permit*; and
  - c) Be accompanied by acceptable proof of corporate identity and/or property Ownership, unless such proof is determined by the *Chief Building Official* to be unnecessary; and
  - d) Submit the required fee(s) and deposit(s) as prescribed in Schedule "A" and Schedule "B" of this by-law.

## PERMIT TO DEMOLISH

- 4.9 Every application for a *Permit to Demolish* a *Building* under subsection 8(1) of the *Act* shall:
- a) Identify and describe in detail the *Work* to be done and the existing and proposed use and occupancy of the *Building*, or part thereof, for which the application for a *Permit to Demolish* is made, and the proposed use and occupancy of that part of the *Building*, if any, that will remain upon completion of the demolition;
  - b) Include complete plans, specifications, documents, forms, and other information prescribed in Section 5 and Schedule "C" of this by-law for the Work to be covered by the *Permit*;
  - c) Be accompanied by proof satisfactory to the *Chief Building Official* that arrangements have been made with the proper authorities for the termination and capping of all water, sewer, gas, electric, telephone or other utilities and services; and
  - d) Submit the required fee(s) and deposit(s) as prescribed in Schedule "A" and Schedule "B" of this by-law.

## CONDITIONAL PERMIT

- 4.10 Every application for a conditional *Permit* for a *Building* under subsection 8(3) of the *Act*, shall include written correspondence to the *Chief Building Official* stating:
- a) The reason(s) why the *Applicant* believes that unreasonable delays in construction would occur if a Conditional *Permit* is not granted;
  - b) The necessary approval(s) which must be obtained in respect of the proposed *Building* and the time in which such approvals will be obtained; and,
  - c) Any potential difficulty, of which the *Applicant* is aware, in restoring the site to its original state and use if required approvals are not obtained.
- 4.11 Upon receiving correspondence including the items described in subsection 4.10, above, the *Chief Building Official* may issue a conditional *Permit* if:

- a) the *Applicant*, and such other persons as the *Chief Building Official* determines is necessary, agrees with the *Corporation*, board of health, planning board, conservation authority or the Crown in right of Ontario, in writing to do the things provided for in subsection 8(3)(c) of the *Act*, as may be applicable and as may be required by the *Chief Building Official*;
  - b) the *Applicant* has registered any agreement pursuant to subsection 8(3)(c) of the *Act* on title to the subject property as may be required in the discretion of the *Chief Building Official* pursuant to subsection 8(5) of the *Act*;
  - c) the *Applicant* has submitted the required fee(s) and deposit(s) as prescribed in Schedule "A" and Schedule "B" of this by-law for the entire *Project*; and
  - d) doing so would comply with subsection 8(3) of the *Act*;
- 4.12 The *Chief Building Official* shall not, by reason of the issuance of a Conditional *Permit* pursuant to this by-law, be under obligation to grant any additional permits.

### **PARTIAL PERMIT**

- 4.13 Where feasible, the *Chief Building Official* may consider approval of a portion of the *Building* or *Project* prior to the issuance of a *Permit* for the entire *Building* or *Project*, by way of issuance of a partial *Permit*.
- 4.14 For every application for a partial *Permit* for a *Building* under subsection 8(1) of the *Act*, the *Applicant* shall:
- a) Submit all the requirements of subsection 4.8, to the *Chief Building Official*;
  - b) Acknowledge that the application is deemed to be incomplete; and
  - c) Submit the required fee(s) and deposit(s) as prescribed in Schedule "A" and Schedule "B" of this By-Law.
- 4.15 Where the *Chief Building Official* elects to grant a partial *Permit*, it shall be in the form of a Conditional *Permit* and shall be subject to all the same terms and conditions as identified in subsection 4.10, as well as the prescribed fees in Schedule "A" and Schedule "B" of this by-law for Conditional *Permits*.
- 4.16 The *Chief Building Official* shall not, by reason of the issuance of a Partial *Permit* pursuant to this by-law, be under obligation to grant any additional permits.

### **PERMIT FOR EQUIVALENT MATERIAL CHANGES**

- 4.17 Every application for a *Permit* or for authorization to make a material change to a plan, specification, calculation, document, or other information on the basis of which a *Permit* was issued, or which contains an equivalent material, system or *Building* design for which authorization under Section 8(12) of the *Act* is requested, shall:
- a) Provide a description of the proposed material, system or *Building* design for which authorization under Section 8(12) of the *Act* is requested;
  - b) State any applicable provisions of the *Building Code*;

- c) Provide evidence that the proposed material, system, or *Building* design will provide the level of performance required by the *Building Code*; and
- d) Include the additional fees, as calculated in Schedule “A”, that the *Chief Building Official* requires before the *Occupancy Permit* is issued.

4.18 This information shall either accompany a *Permit* application or be incorporated into the request for authorization to make a material change to plans and specifications. A re-examination fee will apply as per Schedule “A” of this by-law. Furthermore, the provision applies before or after the issuance of a *Building Permit*.

#### **TRANSFER OF PERMIT**

4.19 Every application for a transfer of *Permit* because of a change in land ownership, as permitted under Clause 7(1)(h) of the *Act*, shall:

- a) Be on the prescribed application form, as may be amended by the *Corporation*;
- b) Provide the names and addresses of the previous and new land *Owner*, the date that the land ownership change occurred, proof of land ownership change, and a description of the *Permit* that is being transferred; and
- c) Include the required fee(s) and deposit(s) as prescribed in Schedules “A” and Schedule “B” of the by-law.

4.20 Unless written instructions to the contrary have been provided by the previous *Owner* to the *Chief Building Official*, any deposit(s) and monies associated with the *Permit* shall be deemed to be transferable. The conditions assigned to the said deposit(s) and monies shall remain in effect and shall apply to and be binding on the new *Applicant* who shall thenceforth be the *Permit Holder* for the purpose of the *Act* and *Building Code*, without any further notice upon issuance of the transfer of *Permit*.

#### **ALTERNATIVE SOLUTIONS**

4.21 Every application for a *Permit* that contains materials, systems or *Building* design(s) for which authorization is required under Section 2.1 of Division C of the *Building Code*, shall:

- a) Be on the prescribed application form, as may be amended by the *Corporation*;
- b) Include supporting documentation demonstrating that the proposed materials, systems or *Building* designs will provide the required level of performance according to Article 1.2.1.1. of Division A of the *Building Code*;
- c) Include supporting documentation and test methods providing information according to Section 2.1 of Division C of the *Building Code*; and
- d) Include the required fee(s) and deposit(s) as prescribed in Schedules “A” and Schedule “B” of the By-Law.

4.22 The *Chief Building Official* may accept or reject any proposed equivalents or may impose conditions or limitations on their use.

- 4.23 Any equivalents which are accepted under this Section shall be applicable only to the location to which the approval is granted and are not transferable to any other construction *Permit*.

#### **INCOMPLETE APPLICATIONS**

- 4.24 Every application is deemed to be incomplete if it does not contain the prescribed information or is not accompanied by plans, specifications and documents specified in this by-law, and shall not be accepted.
- 4.25 Despite subsection 4.24, an incomplete Application may be accepted if the *Applicant* acknowledges the application is incomplete by duly completing the prescribed form, as amended from time to time, provided by the *Corporation*, thus postponing the application of the timelines stipulated by the *Building Code* until the application is deemed complete.

#### **DORMANT APPLICATION**

- 4.26 Every application for a *Permit* shall be deemed to be dormant where:
- a) The application is incomplete according to subsection 4.24 and remains incomplete for six (6) months after it was submitted; or
  - b) Six (6) months have elapsed after the *Applicant* was notified that the proposed *Building* Construction, demolition or change of use will not comply with the *Building Code*, the *Act* or will contravene any other applicable law.
- 4.27 Every application that is deemed dormant pursuant to subsection 4.26 shall be removed from the active roster and retained until either:
- a) The *Applicant* has chosen to re-activate the application; or
  - b) The application is deemed to be abandoned pursuant to subsection 4.28.

#### **ABANDONED APPLICATIONS**

- 4.28 Every application for a *Permit* shall be deemed to be abandoned where;
- a) The *Applicant* advises the *Corporation* in writing that it wishes to abandon the application;
  - b) The application is incomplete according to subsection 4.24; and
  - c) Remains incomplete for twelve (12) months after it was submitted; or
  - d) Twelve (12) months have elapsed after the *Applicant* was notified that the proposed *Building* construction, demolition or change of use will not comply with the *Building Code* or the *Act* or will contravene any other applicable law as defined in the *Building Code*.
- 4.29 Where an application is deemed abandoned, notice thereof shall be given to the *Applicant* via electronic notification. All submitted plans, specifications and documents shall be disposed of or, upon written request, returned to the *Applicant* at the *Applicant's* expense.

#### **PERMIT REVOCATION**

- 4.30 The *Chief Building Official*, subject to the provisions outlined in Subsection 8(10) of the *Act*, has the authority to revoke a *Permit* issued under the *Act*. The *Chief Building Official* shall:

- a) Prior to revoking a *Permit*, give written notice of the intention to revoke the *Permit* to the *Permit Holder* at the *Permit Holder's Electronic Address* shown on the application or to such other address as the *Permit Holder* has provided to the *Corporation* for the purpose;
- b) Following the issuance of the notice described in Subsection (a), consider whether to revoke the *Permit* immediately, or after a period prescribed by the *Chief Building Official*, and all submitted plans, specifications, documents, and other information may be disposed of or, upon written request from the *Permit Holder*, returned to the *Permit Holder* at their expense; and
- c) Provide notice under Subsection (a) either personally or by *Electronic Address*, and where notice is given by *Electronic Address*, it shall be deemed to have been given on the third day after the day it was sent by electronic means.

### **RENEWAL OF PERMIT**

- 4.31 The *Chief Building Official* may issue a renewal of a *Permit* which has expired, or of a revoked *Permit*, provided the required fee is paid for such renewal and the plans and specifications are made to comply with all the requirements of the *Act*, the *Building Code*, and any other applicable law in effect at the time the application for a renewal of *Permit* is made.
- 4.32 The decision to renew a *Permit* is at the discretion of the *Chief Building Official*.
- 4.33 Every *Permit* that remains inactive for a period of twelve (12) months, shall be subject to a renewal fee as prescribed in Schedule "A".

### **LIMITING DISTANCE AGREEMENT**

- 4.34 Every *Applicant* that requests a Limiting Distance Agreement with the *Corporation*, as provided for in the *Building Code*, shall pay the fees prescribed in Schedule "A" for such an agreement.

### **SEWAGE SYSTEM PERMITS**

- 4.35 In addition to the general requirements set out in Section 5 of this by-law, an application for a sewage system *Permit* shall:
  - a) Use the provincial application form "Application for a *Permit to Construct or Demolish*" and schedules 1 through 8 or others as may be applicable, depending on the design of the system;
  - b) Include a site evaluation which shall include all the following items unless otherwise specified by the *Chief Building Official*:
    - i) The date the evaluation was done;
    - ii) The name, address, telephone number and signature of the person who prepared the evaluation;
    - iii) A scaled map of the site showing:
      - (1) The legal description, lot size, property dimensions, existing rights-of-way, easements or municipal corridors;
      - (2) The location of items listed in Column 1 of Tables 8.2.1.5, 8.2.1.6.A, 8.2.1.6.B, and 8.2.1.6.C, Division B of the *Building Code*;



- (3) The location of the proposed sewage system;
  - (4) The location of any unsuitable, disturbed or compacted areas;
  - (5) Proposed access routes for system maintenance;
  - (6) Depth of bedrock;
  - (7) Depth to zones of soil saturation;
  - (8) Soil properties, including soil permeability;
  - (9) Soil conditions, including potential for flooding; and
- c) Submit the required fee(s) as prescribed in Schedule "A" of this by-law.

## **SECTION 5 - PLANS AND SPECIFICATIONS**

- 5.1 Every *Applicant* shall submit sufficient information with each application for a *Permit* to enable the *Chief Building Official* to determine whether the proposed construction, demolition, change of use or transfer of *Permit* will comply with the requirements of the *Act*, the *Building Code*, any applicable law and any other pertinent information required.
- 5.2 Every application shall, unless otherwise specified by the *Chief Building Official*, be accompanied by one (1) complete set of plans and specifications as described herein as well as in Schedule "C" of this by-law.
- 5.3 The *Chief Building Official* may request additional sets of plans and specifications as deemed necessary.
- 5.4 The *Chief Building Official* may require plans and specifications and any other required documentation to be submitted in an electronic media format approved by the Chief Building Official.

### **SITE PLANS**

- 5.5 At the discretion of the *Chief Building Official*, site plans shall be referenced to an up-to-date plan of survey, when required to demonstrate compliance with the *Act*, the *Building Code* or other applicable law.
- 5.6 Every site plan shall include:
- a) Lot size and the dimensions of property lines;
  - b) Existing and proposed finished ground levels or grades referenced to a geodetic datum illustrating lot grading and drainage;
  - c) Locations and dimensions of proposed and existing structures and their respective setback distances from property lines;
  - d) Location of, and distances to municipal drains;
  - e) On-site sewage system location and clearance distances;
  - f) Existing and proposed entrances;
  - g) Municipal roadway and driveway location;
  - h) Rights of way, easements, and the location of all services;
  - i) Calculated proposed lot coverage;

- j) North arrow;

## **LOT GRADING**

- 5.7 For every application for a *Permit* for construction, a grading and drainage plan shall be provided in accordance with the Township of South Glengarry's "Grading and Drainage By-law" where applicable.
- 5.8 For every application for a *Permit* for construction on a property located within a registered subdivision, a grading and drainage plan shall be provided demonstrating compliance with the approved subdivision grading and drainage plan.
- 5.9 For every application for a *Permit* for construction on a property located within a Site Plan Control Area, a plan or plans shall be provided in accordance with the Township of South Glengarry's "Site Plan Control By-law".

## **AS CONSTRUCTED PLANS**

- 5.10 The *Chief Building Official* may request a surveyor's real property report (SRPR) and any other information as deemed necessary to assist in confirming compliance with the *Building Code*, the *Act* or any other applicable law as defined in the *Building Code*.

## **SECTION 6 - FEES**

- 6.1 A fee shall be paid with every *Permit* application, calculated in accordance with Schedule "A". These fees may be amended by Council in accordance with the *Act*.
- 6.2 The minimum base fee payable on any application shall be \$250.00, unless noted otherwise.
- 6.3 Where the amount of a fee to be paid, as part of a *Permit* application, is based upon the *Building* category, floor area and/or value of the proposed Construction, the *Chief Building Official*, shall determine the appropriate *Building* class, floor area and/or value, and that determination shall be final.

## **ADMINISTRATIVE PERFORMANCE DEPOSIT**

- 6.4 In addition to the fees due in accordance with Section 6.1, each application for a *Permit* shall also be subject to an Administrative Performance Deposit as set out in Schedule "B" of this By-Law. The Administrative Performance Deposit shall be paid prior to issuing the *Building Permit* for all classes of *Permits* and shall be in addition to other *Permit fees* set out in Section 6.1. Where an Administrative Performance Deposit is due and unpaid, the *Chief Building Official* may refuse to issue the *Permit*. The Administrative Performance Deposit may be refunded to the *Owner* in accordance with the provisions of Schedule "B" of this by-law.
- 6.5 The Administrative Performance Deposit is collected by the *Corporation* to provide security that all necessary inspections are completed through the duration of construction and/or demolition to ensure that the *Permit* file can be appropriately closed at the conclusion of the Work.
- 6.6 Where additional fees are incurred by the *Applicant* and/or *Permit Holder* through the course of the construction or demolition process, these fees may be deducted from the submitted Administrative Performance Deposit or paid in full at each occurrence.
- 6.7 Where fees have been deducted from a submitted Administrative Performance Deposit, the *Corporation* may require the *Applicant*, at the discretion of the *Chief Building Official*, to pay funds into the Administrative

Performance Deposit necessary to restore the full amount of the Administrative Performance Deposit required by Schedule "B".

- 6.8 Subject to the provisions of Schedule "B", upon completion and closing of the *Permit* file, any Administrative Performance Deposit funds remaining will be refunded to the *Owner*.

#### **PLAN RE-EXAMINATION FEES**

- 6.9 The initial plans examination of a *Complete Application*, as well as the preparation of the plan's examination report shall be included as a component of services provided for the *Permit* fee as identified in Schedule "A".
- 6.10 In addition to the initial plan's examination of a *Complete Application* as identified in subsection 6.9, a single follow up plans examination regarding addressing items identified in the plan's examination report shall also be included as a component of service provided.
- 6.11 Notwithstanding subsections 6.9 and 6.10, any subsequent plan's examination review beyond those identified as included in the *Permit* fee shall be subject to a secondary plan review fee based on a rate per hour of plans examination beyond those provided for in the cost of the *Permit*. This additional hourly rate shall be calculated by the *Chief Building Official* in accordance with the fee established in Schedule "A".

#### **FEE FOR EQUIVALENT MATERIAL CHANGES**

- 6.12 Where an *Applicant* substantially revises proposed materials, systems, specifications, or a *Building* design after examination of a previous submission has already been undertaken, a re-examination fee shall apply as prescribed in Schedule "A".

#### **CONSTRUCTION / DEMOLITION WITHOUT A PERMIT**

- 6.13 Notwithstanding the enforcement requirements of the *Act*, where a *Permit* application has been received, and where the construction has commenced in advance of the issuance of a *Permit*, the *Applicant* shall pay the required fee as prescribed in Schedule "A".
- 6.14 The fee outlined in Section 6.13 shall not relieve any individual or corporate entity from complying with the *Building Code* and other applicable law or from any penalty prescribed by the *Act*, for commencing construction prior to obtaining a *Permit*.

#### **RE-ACTIVATION OF A DORMANT APPLICATION**

- 6.15 Where an *Applicant* has chosen to continue with the processing of a *Permit* application deemed dormant and where the dormant application has not been abandoned, the *Applicant* shall pay the prescribed fee as set out in Schedule "A".

#### **CONDITIONAL PERMIT**

- 6.16 Where an application has been submitted for a *Conditional Permit*, in addition to the fee prescribed in Schedule "A", the *Applicant* shall pay all the applicable fees prescribed in Schedule "A" for all the Work of the entire *Building*.
- 6.17 Notwithstanding subsection 6.16, where there is an additional application submitted for another *Conditional Permit*, the *Applicant* shall pay another fee for a *Conditional Permit* as prescribed in Schedule "A".

## **OCCUPANCY PERMIT FEES**

- 6.18 Occupancy inspections, as well as the preparation of the Occupancy *Permit* report shall be included as a component of services provided for the *Permit* fee as identified in Schedule "A".
- 6.19 If the *Building* is occupied before the issuance of an Occupancy *Permit*, the *Permit Holder* and/ or *Owner* shall be subject to a surcharge as prescribed in Schedule "A".

## **COMPLIANCE FEES FOR ORDERS**

- 6.20 To offset additional investigative and administrative costs, a compliance fee as prescribed in Schedule "A" shall be paid for each Order which is issued pursuant to Section 12, 13 or 14 of the *Act*.
- 6.21 To offset additional costs associated with the investigation, inspection, administration and rectification of any unsafe *Buildings* pursuant to Section 15.9 of the *Act*, a compliance fee as prescribed in Schedule "A" shall be paid, where any Unsafe Building Order is issued pursuant to Subsection 15.9(4) of the *Act*, and an additional compliance fee as prescribed in Schedule "A" shall be paid where any Order Respecting Occupancy is issued pursuant to subsection 15.9(6) of the *Act*.
- 6.22 Payment of these compliance fees does not relieve any person or *Corporation* from complying with the *Act*, the *Building Code* or any applicable law.

## **ALTERNATIVE SOLUTION**

- 6.23 Every application for an Alternative Solution shall be subject to a fee as prescribed in Schedule "A".

## **THIRD PARTY EVALUATIONS**

- 6.24 In any situation where the *Chief Building Official* requires a third-party evaluation, the *Applicant* shall be subject to any costs incurred by the *Corporation*, plus any fees and administrative charges, prescribed in Schedule "A".

## **LIMITING DISTANCE AGREEMENT**

- 6.25 Every *Applicant* that requests a Limiting Distance Agreement shall be subject to a fee as prescribed in Schedule "A".
- 6.26 In addition to the fee described in subsection 6.25, the *Applicant* shall be subject to any costs incurred by the *Corporation* for any third-party evaluation, legal fees or registration fees, plus any administrative charges as prescribed in Schedule "A".

## **PART 10 CHANGE OF USE – PERMIT SURCHARGE**

- 6.27 Even though no construction is being proposed, a change of use of a *Building* or part of a *Building* which requires a review pursuant to Part 10 of the *Building Code*, shall be subject to the prescribed surcharge in Schedule "A".

## **PART 11 RENOVATION – PERMIT FEE**

- 6.28 Every application that requires a review pursuant to Part 11 of the *Building Code*, shall be subject to the fees outlined in Schedule "A".

## **DORMANT PERMITS**

- 6.29 A *Permit* is deemed to be dormant, if after the fifth (5th) year of the date of issuance, the *Permit* has not been closed.
- 6.30 Despite Section 6.29, every *Permit* that was issued prior to January 1, 2017 and which has not been closed is deemed to be dormant.

### **PERMIT FEE INDEXING**

- 6.31 Building *Permit* Fees set out in Schedule "A" attached hereto shall be adjusted without amendment to this by-law annually on January 1st of each year. The adjustment will be in accordance with the Bank of Canada Annual Consumer Price Index over the past 12 months using September 30th as the base index value from the previous year.

### **COLLECTION OF FEES**

- 6.32 The Township may recover its costs of remedial action, if required, and/or any unpaid fees in the same manner as real property taxes, pursuant to the Municipal Act.

### **SECTION 7 - REFUNDS**

- 7.1 The *Corporation* will issue a partial refund of fees paid, in an amount determined by subsection 7.2 below, if requested by an *Applicant* or *Permit Holder*, in writing, within thirty (30) days where the *Chief Building Official* revokes a *Permit* after it has been issued.
- 7.2 The *Chief Building Official* shall calculate the portion of any fee paid that may be refunded and authorize the payment thereof, based upon the functions undertaken by the *Corporation*, as follows;
- a) One hundred (100%) percent less the base fee if the application has been received and there has been no processing or review of plans submitted.
  - b) Fifty (50%) percent if *Permit* has been issued and no field inspections have been performed subsequent to *Permit* issuance;
  - c) Fifty (50%) percent less an additional five (5%) percent for each field inspection that has been performed after the *Permit* has been issued.
- 7.3 Notwithstanding subsection 7.2, no refund shall be payable where the refund amount calculated in accordance with this Section is less than \$150.00.
- 7.4 Any amount authorized by the *Chief Building Official* to be refunded shall be paid to the person named on the fee receipt issued by the *Corporation* upon original payment of the fee, unless that person directs, in writing, that it be refunded to another person.

### **SECTION 8 - REQUIRED NOTICES FOR INSPECTIONS**

- 8.1 The *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 mandatory notice is required under Division C – Subsection 1.3.5. of the *Building Code*.
- 8.2 The *Permit Holder* shall notify the *Chief Building Official* or Registered Code Agency, where one is appointed, requesting an occupancy *Permit* be issued, for certain *Buildings* of residential occupancy in accordance with Article 1.3.3.4. of Division C of the *Building Code* and Section 11 of the *Act*.

- 8.3 A notice pursuant to Section 8 of the by-law is not effective until notice is received by the *Chief Building Official* or the Registered Code Agency, where one is appointed.
- 8.4 Notice shall be deemed to have been received when the *Chief Building Official* or a designated person within the building department makes a written or electronic record of the request for inspection.
- 8.5 Upon receipt of proper notice, the *Inspector* or Registered Code Agency, where one is appointed, shall undertake a site inspection of the *Building* to which the notice relates, in accordance with the time periods prescribed in Article 1.3.5.3. of Division C of the *Building Code*.
- 8.6 In addition to the notices prescribed in Article 1.3.5.1. of Division C of the *Building Code*, the *Permit Holder* shall give notice to the *Chief Building Official*, or Registered Code Agency, where one is appointed, of the readiness for inspection for the following stages of construction, where applicable:
- a) Commencement of construction of,
    - i) Masonry fireplaces and masonry chimneys;
    - ii) Factory-built fireplaces and allied chimneys;
  - b) Substantial completion of site grading;
  - c) Substantial completion of the pool deck and dressing rooms for a public pool or public spa and readiness for inspection of the emergency stop system for a public pool or public spa; and
  - d) Completion of a building for which an occupancy permit is required under Article 1.3.3.4. or 1.3.3.5

## **DOCUMENTS ON SITE**

- 8.7 During the duration of the Work, the *Permit Holder* shall:
- a) Post in a conspicuous place on the property in respect to which the *Permit* was issued, a copy of the *Permit*;
  - b) Print a coloured copy of the drawings and specifications referred to in the application for a *Permit*, and leave on the property in respect to which the *Permit* was issued and ensure that these documents are always readily available for the *Inspector* on-site; and
  - c) Post a sign, poster or placard that is visible from the street indicating the civic address for the property in respect to which the *Permit* was issued.

## **SECTION 9 - ADMINISTRATION**

### **FORMS**

- 9.1 Forms prescribed for use as applications for *Permits* and administrative matters shall be as set out by the *Chief Building Official*.
- 9.2 Notwithstanding Subsection 9.1, prescribed forms will align with those provided by the Ministry of Municipal Affairs and Housing.

### **CHIEF BUILDING OFFICIAL DISCRETION**

- 9.3 The *Chief Building Official* may waive some of the requirements of Section 5 or Schedule "C" of the by-law with respect to any application where it is deemed appropriate.

## **PROPERTY OF THE CORPORATION**

- 9.4 Plans, specifications, documents, forms, and other information furnished according to this by-law or otherwise required by the *Building Code* and/or the *Act*, shall become the property of the *Corporation* and will be dealt with, including both disposal and retention, in accordance with relevant legislation and applicable municipal policies and procedures.

## **AGENCY LETTER**

- 9.5 The *Chief Building Official* may sign an Agency Letter of Approval as required, i.e., liquor license application and tiny home compliance letter. The fee for such approval must be paid in full prior to issuing the letter to the *Applicant*. The fee shall be in accordance with Schedule "A" of this by-law.

## **SECTION 10 - CODE OF CONDUCT**

- 10.1 The *Chief Building Official*, deputy chief building official and inspectors appointed by by-law, shall comply with the code of conduct for building officials set forth by the principal authority.

## **SECTION 11 - SEVERABILITY**

- 11.1 In the event that any section, subsection, clause or provision of this by-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the part so declared to be invalid.

## **SECTION 12 - ENFORCEMENT AND PENALTIES**

### **OFFENCES**

- 12.1 Any person who contravenes any provisions of this by-law is guilty of an offence as provided for in Section 36 of the *Act*.

### **COLLECTION**

- 12.2 In addition to any penalties imposed through prosecution of an offence pursuant to this by-law, the *Corporation* is entitled to use all legal means at its disposal to collect the fees applicable pursuant to this by-law and to recover its costs if remedial action is taken. All collection methods lawfully applicable may be relied upon, including placement of unpaid fees on the tax collector's roll for the property in question.

## **SECTION 13 - SCHEDULES TO BY-LAW**

- 13.1 Schedules "A", "B", "C", and "D" to this by-law are deemed to form part of this by-law.

## **SECTION 14 - DELEGATION OF AUTHORITY**

- 14.1 That council authorize the *Chief Building Official* or designate the power to enter into agreements for conditional permits and impose conditions or restrictions on behalf of the *Municipality*.
- 14.2 That council authorize the *Chief Building Official* or designate to enter into and execute limiting distance agreements under the *Building Code* that do not affect lands owned by the *Municipality* if the agreements do not impose any obligations on the *Municipality*.

## **SECTION 15 - REPEAL**

- 15.1 By-laws 22-12 and 49-13 are hereby repealed in their entirety upon this by-law's final passing.

**SECTION 16 - EFFECTIVE DATE**

16.1 This by-law shall come into force and effect upon a third and final reading.

**READ A FIRST AND SECOND TIME THIS 4<sup>TH</sup> DAY OF APRIL, 2022.**

**READ A THIRD AND FINAL TIME, PASSED SIGNED AND SEALED IN OPEN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

***MAYOR:***

***CLERK:***

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**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**  
**SCHEDULE "A" TO BY-LAW 26-2022**  
**CLASSES OF PERMITS AND PERMIT FEES**

<b>CLASS OF PERMIT</b>		<b>FEE</b>
<b>RESIDENTIAL</b>		
1	Group "C" – Residential Single Family Dwelling, Semi-Detached, Duplex	\$ 250 Base Fee Per Unit + \$ 0.79/ft <sup>2</sup> +\$0.49/ ft <sup>2</sup> for additional floors
2	Group "C" Multi Residential (3 units or more)	\$ 250 Base Fee Per Unit + \$ 0.79/ft <sup>2</sup> +\$0.49/ ft <sup>2</sup> for additional floors
3	Group "C" Additions and Renovations (At the discretion of the CBO)	\$ 250 Base Fee + \$ 0.79/ft <sup>2</sup> +\$0.49/ ft <sup>2</sup> for additional floors and/or + \$ 13.60 per \$1,000 of Construction value
4	Group "C" – Porches, Decks (New Construction, repairs, and renovations)	\$ 250 Base Fee + \$ 0.49/ft <sup>2</sup>
5	Group "C" Garage, Carport, Accessory Building	\$ 250 Base Fee + \$ 0.79/ft <sup>2</sup> +\$0.49/ ft <sup>2</sup> for additional floors
<b>NON-RESIDENTIAL (OTHER THAN FARM STRUCTURES), LARGER RESIDENTIAL (OTHER THAN CLASS 1-5)</b>		
7	Group "A", "B", "C" (3), "D", "E"	\$ 250 Base Fee + \$ 0.79/ft <sup>2</sup> +\$0.28/ ft <sup>2</sup> for additional floors
8	Group "A", "B", "D", "E" Interior Alterations or Renovations	\$ 250 Base Fee \$ 13.60 per \$1,000 of Construction value
9	Group "F" – Industrial	\$ 250 Base Fee + \$ 0.79/ft <sup>2</sup> +\$0.28/ ft <sup>2</sup> for additional floors
10	Group "F" – Industrial Interior Alterations or Renovations	\$ 250 Base Fee \$ 13.60 per \$1,000 of Construction value
11	Signs – Regulated under the OBC	\$ 250 Flat Fee
12	Tents – Regulated under the OBC	\$ 150 Flat Fee
13	Public Pools and Public Spas – Regulated under the OBC	\$400 Flat Fee
<b>FARM STRUCTURES</b>		
14	Livestock Facilities and Barns	\$ 250 Base Fee + \$ 0.49/ft <sup>2</sup>
15	Renovations and Repairs	\$250 Base Fee + \$13.60 per \$1,000 of Construction value
16	Silos and Grain Bins (Foundation Only)	\$ 250 Base Fee + \$ 0.28/ft <sup>2</sup>
17	Machine Sheds and Storage Buildings	\$ 250 Base Fee + \$ 0.49/ft <sup>2</sup>
18	Manure Pit	\$200 Flat Fee
<b>DEMOLITION</b>		
19	Demolition Permit	\$ 150 Flat Fee
20	Demolition Permit (Non-Residential)	\$150 Flat Fee
<b>SEWAGE SYSTEMS</b>		
21	Class 2, 3 and 4 sewage systems, less than 10,000 L/day	\$825
22	Class 5 Sewage Systems, Septic Tank Replacement, Septic Bed Replacement	\$500
23	Re-inspections, Additional Inspections	\$175 / visit
24	Minor Repairs (CBO Discretion)	\$200
25	Sewage System Inspection for	\$250

	Consent	
26	Sewage System Permit Revision (Design, Material Changes, etc.)	\$110
27	Sewage System File Search for Compliance Certificate and Related Drawings	\$100
28	Removal of Non-Compliance Notice Registered Against Property	\$500 + lawyer fees
<b>ADMINISTRATIVE</b>		
21	Building Permit where Construction started without a Building Permit being issued.	Two times the permit fee (Permit fee + \$ 5,000.00 Maximum)
22	Alternative Solution Application	\$ 75.00/Hr, \$ 300 Minimum Fee per application, + any third-party evaluation costs as may be required. Subject to Administrative Charges as per Schedule "A"
23	Conditional/Partial Permit Fee	25% surcharge - for each request / application (\$ 150.00 Minimum - \$ 3,000.00 Maximum)
24	Permit Applications pursuant to OBC Part 10 – Change of Use	\$250 Base Fee
25	Occupancy Permit Surcharge	\$ 500 Flat Fee
26	Re-Examination of Plans & Specs. (Design, Material Changes, etc.)	\$ 75 / Hr.
27	Dormant Application Renewal	\$ 150 Flat Fee
28	Permit Renewal (Section 4.33)	\$ 250 Flat Fee
29	Permit Transfer / Revocation Deferrals	\$ 100 Flat Fee
30	Agency Letter of Approval	\$ 100 Flat Fee (Includes 1 Inspection)
31	Third Party Costs and/or Peer Review (Engineering Fees, Studies, Reports, Plans, etc.)	At the Cost of the Applicants + 15% Administrative Charge
32	Administrative Charge	+15% as required
33	File Search/ Miscellaneous Charges	\$ 125 / Hr.
34	Limiting Distance Agreement	\$ 200 per agreement, + any third party costs as may be required. Subject to Administrative Charge as per Schedule "A"
35	Administrative Performance Deposit	As per Schedule "B"
36	Orders Issued pursuant to Section 12 or 13 of the Building Code Act (Order to Comply / Order not to Cover / Uncover)	\$ 100 Flat Fee / Order
37	Orders Issued pursuant to Section 14 of the Building Code Act (Stop Work Order)	\$ 300 Flat Fee / Order
38	Orders Issued pursuant to Section 15.9 of the Building Code Act (Unsafe Building)	\$ 500 Flat Fee / Order
39	Registration of Order on Title	\$250 + lawyer fees
40	Inspection Pertaining to a Confirmed Order	\$100 / Inspection
40	Township Undertakes to Complete the Work	Cost of the work performed + 15% Administrative Charge
39	Swimming Pool Enclosure (with or without deck)	\$150 Flat Fee + 0.49/ft <sup>2</sup> of deck
40	Solid Fuel Burning Appliance	\$150 Flat Fee
41	Moving Permit	\$250 Flat Fee

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**  
**SCHEDULE "A" TO BY-LAW 26-2022**  
**CLASSES OF PERMITS AND PERMIT FEES**

**INTERPRETATION NOTES TO SCHEDULE "A"**

In addition to referring to the *Building Code* or the *Act*, in determining the fees under this by-law, the *Chief Building Official* may have regard to the following explanatory notes as may be needed in the calculation of *Permit* fees. (See all notations of footnotes below):

- 1) Where a fee is not listed in schedule A, a fee shall be paid in the amount of \$13.60 for each \$1000.00 or part thereof of the construction value prescribed by the *Chief Building Official*;
- 2) Except for classes of permits subject to flat rates, fees shall be based on the appropriate measure of the floor area of the *project*;
- 3) Floor area of the proposed *Work* is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls;
- 4) Multi-Residential *Buildings* not exceeding 3 storeys and/or 600m<sup>2</sup> in gross area, regardless of any firewalls shall be calculated in accordance with Class 2, all other Multi-Residential *Buildings* will be calculated in accordance with Class 7;
- 5) The *Chief Building Official* when determining the value of *Work* shall use current recognized construction cost index in determining the actual cost of construction;
- 6) In the case of interior alterations or renovations, area of proposed *Work* is the Actual space receiving the *Work* (i.e. tenant space);
- 7) Mechanical penthouses and floors, mezzanines, lofts, habitable attic and interior balconies are to be included in all floor area calculations;
- 8) Except for interconnected floor spaces, no deduction is made for openings within floor areas (i.e. stairs, elevators, escalators, shafts, ducts and similar openings);
- 9) Unfinished basements for single family dwelling, semi-detached, duplexes and rowhouses are not included in the floor area;
- 10) Corridors, lobbies, washrooms, lounges and similar areas are to be included and classified according to the major classification for the floor area on which they are located;

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
SCHEDULE "B" TO BY-LAW 26-2022  
ADMINISTRATIVE PERFORMANCE DEPOSIT**

VALUE OF WORK	REFUNDABLE
<b>RESIDENTIAL (EXCEPT SEWAGE SYSTEMS)</b>	
Value less than \$ 25,000.00	N/A
Value between \$ 25,000.00 and \$99,999.99	\$ 500.00
Value between \$ 100,000.00 to \$ 299,999.99	\$ 2,000.00
Value between \$ 300,000.00 to \$ 499, 999.99	\$ 3,000.00
Value equal to or over \$500,000.00	\$ 4,000.00
<b>NON-RESIDENTIAL (EXCEPT SEWAGE SYSTEMS &amp; FARM STRUCTURES)</b>	
Value less than \$ 50,000.00	N/A
Value between \$ 50,000.00 and \$ 299,999.99	\$2,000.00
Value between \$ 300,000.00 and \$ 999,999.99	\$5,000.00
Value equal to or over \$1,000,000.00	\$ 8,000.00

**INTERPRETATION NOTES TO SCHEDULE "B"**

In determining the value of *Work* under this by-law, the *Chief Building Official* may have regard to the following explanatory notes as may be needed in the calculation of *Permit* fees:

- 11) The value of *Work* shall be the estimated cost of construction as declared on the *Permit* application form, or calculated by the *Chief Building Official*, whichever is greater;
- 12) The *Chief Building Official* when determining the value of *Work* shall use a current industry recognized construction cost index in determining the actual cost of construction;
- 13) For clarification, an Administrative Performance Deposit shall apply to all *Permits* that are issued by the *Corporation*.

**REFUND OF ADMINISTRATIVE PERFORMANCE DEPOSIT**

- 14) Once a *Permit* has been closed, the *Chief Building Official*, shall refund the remaining Administrative Performance Deposit Fee in whole or in part to the *Owner* in accordance with the following provisions:
  - a) One hundred percent (100%) of the Administrative Performance Deposit is to be refunded if the *Work* and all required inspections are fully completed within two (2) years of the date of issuance of the *Permit*;
  - b) Seventy-five percent (75%) of the Administrative Performance Deposit is to be refunded if the *Work* and all required inspections are fully completed within three (3) years of the date of issuance of the *Permit*;
  - c) Fifty percent (50%) of the Administrative Performance Deposit is to be refunded if the *Work* and all required inspections are fully completed within four (4) years of the date of issuance of the *Permit*;
  - d) Twenty-five percent (25%) of the Administrative Performance Deposit is to be refunded if the *Work* and all required inspections are completed within five (5) years of the date of issuance of the *Permit*; and
  - e) No refund of the Administrative Performance Deposit will be awarded if the *Work* and all required inspections are not fully completed within five (5) years of the date of the issuance of the *Permit*. This will not relieve the *Permit Holder* of obligations under any regulations of any by-law, the *Building Code*, or the *Act*.

- 15) The refund of the whole or part of the Administrative Performance Deposit shall not be deemed a waiver of any provisions of any by-law or requirements of the *Building Code*, or the *Act*. Also, the refund shall not be construed as a certification or guarantee that the *Building* for which a *Permit* was issued meets all the requirements of the *Building Code* or regulations made thereunder.

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
SCHEDULE "C" TO BY-LAW 26-2022  
PLANS AND DOCUMENTS REQUIRED FOR PERMIT APPLICATIONS**

1.0 Except as noted in Section 2.1 of this Schedule, every *Permit* application shall be accompanied by one copy of the following plans, specifications and/or documents:

- 1.1 Residential – Single Detached, Semi-Detached, Duplex, Rowhouse:
- a) Site Plan
  - b) Grading and Drainage Plan (if applicable)
  - c) Foundation Plan
  - d) Floor Plans
  - e) Building Elevations
  - f) Floor, Wall, and Roof Cross Sections as required (minimum of one section through each staircase)
  - g) Air-Barrier and Vapour-Barrier location details
  - h) Floor Framing Plan or Pre-Engineered Floor Truss Layout
  - i) Roof Framing Plan or Pre-Engineered Roof Truss Layout
  - j) LVL Specifications (if applicable)
  - k) Heat Loss Calculations and Duct Layout
  - l) Mechanical Ventilation Design Summary
  - m) Energy Efficiency Design Summary (SB-12)
  - n) Complete Sewage System Permit Application
  - o) Entranceway Permit Application (if applicable)

2.0 All Other Uses:

- a) Ontario Building Code Matrix
- b) Commitment to General Review
- c) Site Plan

- d) Grading and Drainage Plan (if applicable)
- e) Foundation Plans
- f) Floor Plans
- g) Roof Plans
- h) Reflected Ceiling Plans
- i) Building Elevations
- j) Cross Sections and Assemblies
- k) Architectural Plans
- l) Structural Plans
- m) Mechanical Plans
- n) Plumbing Plans, including elevation drawings of Plumbing layout
- o) Electrical Plans
- p) Fire Separation Plans
- q) Fire Protection Plans
- r) Door and Window Schedules
- s) Energy Efficiency Design Summary (SB-10)
- t) Required Specifications

### 3.0 Exceptions:

- 3.1 The *Chief Building Official* may require additional copies of plans, specifications, or documents of any, or all of the required information specified in this schedule due to the scope of the *Work*.

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
 SCHEDULE "D" TO BY-LAW 26-2022  
 SET FINE SCHEDULE  
 PART 1 PROVINCIAL OFFENCES ACT  
 BUILDING CODE ACT**

<b>SHORT FORM WORDING</b>	<b>PROVISION CREATING OR DEFINING OFFENCE</b>	<b>SET FINE</b>
Failed to comply with a confirmed Order	Section 36(1)(b)	\$350
Obstructing an Inspector	Section 19(1)	\$500
Obstructing the visibility or removing an Order	Section 20	\$350

**Note:** The general penalty provision for the offences listed above is Section 36 of Building Code Act, 1992, S.O. 1992, Chapter 23 as amended.