

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 2026-16**

***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*, S.O. 2001, Chapter 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*, S.O. 2001, Chapter 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 an "*Architect*" 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*, as amended;
- 2.7 “**Chief Building Official**” means the *Chief Building Official* or their designate appointed pursuant to subsection 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 subsection 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 any address used for the purpose of sending or receiving documents or information 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 the *Building Code*;
- 2.15 “**Inspector**” means an *Inspector* appointed pursuant to subsection 3(2) of the *Act* and by by-law of the *Corporation*;
- 2.16 “**Municipality**” means the *Corporation*;
- 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* and/or the *Building Code*;
- 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 “*Professional Engineer*” 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* and/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", 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, land use setbacks, regulated areas, 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, demolition or change of use 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* in a format as determined by the *Chief Building Official*.
- 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, and provide a new functioning *Electronic Address(es)*.
- 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 *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* for which the application is made;
  - 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* for which the application is made; and
  - c) 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* were 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 of this by-law, the *Chief Building Official* may issue a conditional *Permit* if:
- a) the *Applicant* and such other persons as the *Chief Building Official* determines 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 Clause 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 Clause 8(3)(c) of the *Act* on title to the subject property, as may be required at 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* and Article 1.3.1.5. of Division C of the *Building Code*;

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.

#### **TRANSFER OF PERMIT**

4.13 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(s)*, 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 this by-law.

4.14 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**

4.15 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) as prescribed in Schedule “A” of this by-law.

- 4.16 The *Chief Building Official* may accept or reject any proposed equivalents or may impose conditions or limitations on their use.
- 4.17 Any equivalents which are accepted shall be applicable only to the location to which the approval is granted and are not transferable to any other *Permit*.

#### **INCOMPLETE APPLICATIONS**

- 4.18 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 may not be accepted.
- 4.19 Despite Subsection 4.18, 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**

- 4.20 Every application for a *Permit* shall be deemed to be dormant where:
- a) The application is incomplete according to Subsection 4.18 and remains incomplete for twelve (12) months after it was submitted; or
  - b) Twelve (12) months have elapsed, and the application remains incomplete after the *Applicant* was notified that the proposed construction, demolition, or change of use will not comply with the *Building Code*, the *Act* or will contravene any applicable law.
- 4.21 Every application that is deemed dormant pursuant to Subsection 4.20 shall be removed from the active roster and retained until either:
- a) The *Applicant* chooses to re-activate the application and submits the required fee as prescribed in Schedule "A";
  - b) The *Applicant* advises the *Corporation* that it wishes to abandon the application; or
  - c) The *Chief Building Official* rejects the application at their discretion.
- 4.22 Where an application is rejected by the *Chief Building Official*, notice thereof shall be given to the *Applicant* via electronic notification. All submitted plans, specifications and documents may be disposed of or, upon written request, returned to the *Applicant* at the *Applicant's* expense.

#### **PERMIT REVOCATION**

- 4.23 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*, either personally or electronically 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*; and where notice is given by *Electronic Address*, it shall be deemed to have been given on the third day after it was sent by electronic means;

- b) Following the issuance of the notice described in Clause (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.

#### **DORMANT PERMIT**

4.24 Every open *Permit* shall be deemed dormant where:

- a) Three (3) years have elapsed since the date of the most recent inspection; or
- b) Three (3) years have elapsed since the date of *Permit* issuance where no inspections have been requested.

4.25 Every open *Permit* that is deemed dormant pursuant to Subsection 4.24 shall remain dormant until the *Permit Holder* requests to renew the dormant permit and submits the required fee as prescribed in Schedule "A".

#### **LIMITING DISTANCE AGREEMENT**

4.26 Every application for a Limiting Distance Agreement with the *Municipality*, as provided for in the *Building Code*, shall include written correspondence to the *Chief Building Official* stating:

- a) The reason(s) why the *Applicant* requires relief from the limiting distance requirements of the *Building Code*; and
- b) The necessary approval(s) from any affected adjacent property owner(s).

4.27 Upon receiving written correspondence, the *Municipality* may enter into a Limiting Distance Agreement in accordance with the *Building Code*.

#### **SEWAGE SYSTEM PERMITS**

4.28 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 of the property, property lines and easements;
    - (2) The location of items listed in Column 1 of Tables 8.2.1.6.A and 8.2.1.6.B of the *Building Code*;
    - (3) The proposed location of the sewage system;
    - (4) The location of any unsuitable, disturbed, or compacted areas; and

- (5) The access route for tank maintenance.
  - iv) Depth to bedrock,
  - v) Evidence of high ground water,
  - vi) Soil properties,
  - vii) Soil conditions,
  - viii) Utility corridors,
  - ix) Permeability, and
  - x) Potential for flooding.
- 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*.
- 5.5 Plans and supporting documentation shall contain, a calculation of the actual area of *Work* proposed to be included as part of the *Permit* application in square meters.
- 5.6 When revisions are necessary, plans and supporting documentation shall contain revision dates and markings to clearly identify what revisions have been made and on what date.

### **SITE PLANS**

- 5.7 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.
- 5.8 Every site plan shall include:
- a) Lot size and the dimensions of property lines;
  - b) Existing and proposed finished ground levels or grades;
  - 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; and
- j) North arrow.

#### **LOT GRADING**

- 5.9 For every application for a *Permit* for construction, a grading and drainage plan shall be provided in accordance with the *Corporation's* "Grading and Drainage By-law" where applicable.
- 5.10 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.
- 5.11 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 *Corporation's* "Site Plan Control By-law".

#### **AS CONSTRUCTED PLANS**

- 5.12 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 Subsection 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 Subsection 6.1. Where an Administrative Performance Deposit is due and unpaid, the *Chief Building Official* may refuse to issue the *Permit*.
- 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 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 individual or corporation indicated on the consent and acknowledgment form. If no individual or corporation has been indicated, funds will be refunded to the *Owner* at the time of a passed final inspection.

#### **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 in 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 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".

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

- 6.12 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".
- 6.13 The fee outlined in Subsection 6.12 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**

- 6.14 Where an *Applicant* chooses to continue with the processing of a *Permit* application that was deemed dormant, the *Applicant* shall pay the prescribed fee as set out in Schedule "A".

#### **CONDITIONAL PERMIT**

- 6.15 Where an application has been submitted for a conditional *Permit*, in addition to the fee prescribed in Schedule "A", the *Applicant* shall pay the applicable fee(s) and deposit(s) prescribed in Schedule "A" and Schedule "B" for all the *Work* associated with the entire *Building*.
- 6.16 Notwithstanding Subsection 6.15, 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**

- 6.17 Occupancy inspections, as well as the preparation of the Occupancy *Permit* report shall be included as a component of services provided for in the *Permit* fee as identified in Schedule “A”.
- 6.18 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**

- 6.19 To offset additional investigative and administrative costs, a compliance fee as prescribed in Schedule “A” shall be paid for each Order issued pursuant to Section 12, 13 or 14 of the *Act*.
- 6.20 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*.
- 6.21 At the *Chief Building Official's* discretion, Orders issued under the *Act* may be registered on title. Fees for removal of Orders registered on title are set out in Schedule “A”.
- 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 under the *Building Code* 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, the 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”.

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

- 6.29 Where the *Permit Holder* requests to renew an open permit that was deemed dormant, the *Permit Holder* shall pay the prescribed fee as set out in Schedule “A”.

### **PERMIT FEE INDEXING**

- 6.30 *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’s Annual Consumer Price Index over the past twelve (12) months using September 30th as the base index value from the previous year.
- 6.31 In the event the Bank of Canada’s Annual Consumer Price Index is a negative value, *Building Permit* fees shall remain the same.

### **ADDITIONAL INSPECTION FEES**

- 6.32 The initial inspection of construction or demolition for which a *Permit* has been issued at each stage of construction or demolition, as well as the preparation of inspection reports, shall be included as a component of services provided for in the *Permit* fee, as identified in Schedule “A”.
- 6.33 At the *Chief Building Official’s* discretion, additional inspection fees, as prescribed in Schedule “A” shall apply and be paid prior to subsequent inspections occurring where;
- a) Construction was incomplete and the *Permit Holder* was not ready for inspection; or
  - b) Construction was not in compliance with the *Building Code* after two (2) inspections for the respective stage of construction.

### **COLLECTION OF FEES**

- 6.34 The *Corporation* 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*, 2001, S.O. 2001, Chapter 25, as amended.

### **SECTION 7 - REFUNDS**

- 7.1 The *Corporation* will issue a partial refund of fees paid, in an amount determined by Subsection 7.2, if requested by an *Applicant* or *Permit Holder*, in writing, within thirty (30) days where;
- a) An *Applicant* withdraws, in writing, an application for a *Permit*;
  - b) The *Chief Building Official* refuses to issue a *Permit* for which an application has been made; or
  - c) 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, no permit reviews completed, and the *Permit* has not been issued;
  - b) Seventy-Five (75%) percent less the base fee if the application has been received, a permit review has been completed, and the *Permit* has not been issued;
  - c) Fifty (50%) percent less the base fee if the *Permit* has been issued and no field inspections have been performed after *Permit* issuance; or
  - d) Fifty (50%) percent less the base fee, 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 \$100.00.
- 7.4 Notwithstanding Subsection 7.2, no refund shall be payable until the site has been re-instated to a pre-construction state.
- 7.5 Any amount authorized by the *Chief Building Official* to be refunded shall be paid to the individual or corporation indicated on the consent and acknowledgment form. If no individual or corporation has been indicated, funds will be refunded to the *Owner* at the time of the request.

## **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, in accordance with Subsection 1.3.3. Division C of the *Building Code* and Section 11 of the *Act*.
- 8.3 A notice pursuant to Section 8 of this 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 subsection 1.3.3. of Division C of the *Building Code*.

## **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*; and
- b) 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. The *Chief Building Official* may also waive, or amend, some of the fees and/or deposits for any application, where it is deemed appropriate. Under no circumstance, can fees and/ or deposits be adjusted higher than prescribed in Schedules "A" and/ or "B".

### **CHIEF ADMINISTRATIVE OFFICER DISCRETION**

- 9.4 The *Corporation's* Chief Administrative Officer may waive, or amend, some of the fees and/or deposits for any application, where an *Applicant* or *Permit Holder* disagrees with the *Chief Building Official's* interpretation of fees and/ or deposits, as deemed appropriate.

### **PROPERTY OF THE CORPORATION**

- 9.5 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**

- 9.6 The *Chief Building Official* may sign an Agency Letter of Approval as required (liquor license application, tiny home compliance letter, health unit compliance letter, etc.). 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 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 provision 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", and "C" 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-law 26-2022 is hereby repealed in its 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, SECOND, AND THIRD TIME, PASSED, SIGNED, AND SEALED IN OPEN COUNCIL THIS 9<sup>TH</sup> DAY OF MARCH 2026.**

**MAYOR:**

**CLERK:**

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**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**  
**SCHEDULE "A" TO BY-LAW 2026-16**  
**CLASSES OF PERMITS AND PERMIT FEES**

<b>CLASS OF PERMIT</b>		<b>FEE</b>
<b>RESIDENTIAL</b>		
1	Group "C" – Residential (3 units or less)	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> +\$0.60/ ft <sup>2</sup> for additional floors
2	Group "C" - Residential (4 units or more)	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> +\$0.60/ ft <sup>2</sup> for additional floors
3	Group "C" – Residential Factory-Built Buildings	\$ 250 Base Fee + \$ 0.90/ft <sup>2</sup> +\$0.45/ ft <sup>2</sup> for additional floors
4	Group "C" – Residential Additions	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> +\$0.60/ ft <sup>2</sup> for additional floors
5	Group "C" – Residential Renovations	\$ 250 Base Fee +\$8.00 per \$1,000 of Construction Value
6	Group "C" – Porches, Decks	\$ 250 Base Fee + \$ 0.60/ft <sup>2</sup>
7	Group "C" - Garages, Carports, Accessory Buildings	\$ 250 Base Fee + \$ 0.90/ft <sup>2</sup> +\$0.60/ ft <sup>2</sup> for additional floors
8	Group "C" – Tiny House (37m <sup>2</sup> or less in building area and not more than 1 dwelling unit)	\$ 250 Base Fee + \$ 2.40/ft <sup>2</sup> +\$1.20/ ft <sup>2</sup> for additional floors
9	Group "C" – Tiny House Constructed Off-site (37m <sup>2</sup> or less in building area and not more than 1 dwelling unit)	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> +\$0.60/ ft <sup>2</sup> for additional floors
<b>NON-RESIDENTIAL (OTHER THAN FARM STRUCTURES)</b>		
10	Group "A", "B", "D", "E"	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> +\$0.35/ ft <sup>2</sup> for additional floors
11	Group "A", "B", "D", "E" Additions or Renovations	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> ; or \$ 8.00 per \$1,000 of Construction value
12	Group "F" – Industrial	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> +\$0.35/ ft <sup>2</sup> for additional floors
13	Group "F" – Industrial Additions or Renovations	\$ 250 Base Fee + \$ 1.20/ft; or \$ 8.00 per \$1,000 of Construction value
14	Signs – Regulated under the OBC	\$ 300 Flat Fee
15	Tents – Regulated under the OBC	\$ 150 Flat Fee
16	Public Pools and Public Spas – Regulated under the OBC	\$500 Flat Fee

<b>FARM STRUCTURES</b>		
17	Group "G" – Agricultural Occupancies, Livestock Facilities and Barns	\$ 250 Base Fee + \$ 0.42/ft <sup>2</sup>
18	Group "G" - Renovations	\$250 Base Fee + \$8.00 per \$1,000 of Construction value
19	Group "G" – Machine Sheds and Storage Buildings	\$ 250 Base Fee + \$ 0.38/ft <sup>2</sup>
20	Group "G" – Silos and Grain Bins (Foundation Only)	\$ 250 Base Fee + \$ 0.32/ft <sup>2</sup>
21	Group "G" – Greenhouses, Fabric Covered Buildings	\$ 250 Base Fee + \$ 0.32/ft <sup>2</sup>
<b>DEMOLITION</b>		
22	Demolition Permit – Residential	\$ 150 Flat Fee
23	Demolition Permit – Non-Residential	\$300 Flat Fee
<b>SEWAGE SYSTEMS</b>		
24	Class 2, 3 and 4 sewage systems, less than 10,000 L/day	\$925
25	Class 5 Sewage Systems, Septic Tank Replacement, Septic Bed Replacement	\$600
26	Re-inspections, Additional Inspections	\$200 / visit
27	Minor Repairs (CBO Discretion)	\$200
28	Sewage System Inspection for Consent	\$250
29	Sewage System Permit Revision (Design, Material Changes, etc.)	\$150
30	Sewage System File Search for Compliance Certificate and Related Drawings	\$125 / hour
31	Removal of Non-Compliance Notice Registered on Title	\$250 + lawyer fees
<b>ADMINISTRATIVE</b>		
32	Building Permit where Construction started without a Building Permit being issued.	Two times the permit fee (Permit fee + \$ 5,000.00 Maximum)
33	Alternative Solution Application	\$ 125.00/ hour, \$ 300 Minimum Fee per application, + any third-party evaluation costs as may be required. Subject to Administrative Charges as per Schedule "A"
34	Conditional Permit Fee	25% surcharge - for each request / application (\$ 150.00 Minimum - \$ 3,000.00 Maximum)
35	Permit Applications pursuant to OBC Part 10 – Change of Use	\$250 Base Fee
36	Occupancy Permit Surcharge	\$ 500 Flat Fee
37	Re-Examination of Plans & Specs. (Design, Material Changes, etc.)	\$ 125 / hour
38	Additional Inspection Fee (Re-inspection)	\$ 125 Flat Fee
39	Dormant Application Renewal	\$ 150 Flat Fee
40	Dormant Permit Renewal	\$ 150 Flat Fee
41	Permit Transfer	\$ 100 Flat Fee
42	Agency Letter of Approval	\$ 100 Flat Fee (Includes 1 Inspection)
43	Third Party Costs and/or Peer	At the Cost of the Applicants +

	Review (Engineering Fees, Studies, Reports, Plans, etc.)	15% Administrative Charge
44	Administrative Charge	+15% as required
45	File Search/ Miscellaneous Charges	\$ 125 / hour
46	Limiting Distance Agreement	\$ 200 per agreement, + any third party costs as may be required. Subject to Administrative Charge as per Schedule "A"
47	Administrative Performance Deposit	As per Schedule "B"
48	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
49	Orders Issued pursuant to Section 14 of the Building Code Act (Stop Work Order)	\$ 300 Flat Fee / Order
50	Orders Issued pursuant to Section 15.9 of the Building Code Act (Unsafe Building)	\$ 500 Flat Fee / Order
51	Registration of Order on Title	\$250 + lawyer fees
52	Removal of Order Registered on Title	\$250 + lawyer fees
53	Inspection Pertaining to a Confirmed Order	\$100 / Inspection
54	Township Undertakes to Complete the Work	Cost of the work performed + 15% Administrative Charge
55	Solid Fuel Burning Appliance	\$200 Flat Fee
56	Moving Permit	\$250 Flat Fee
<b>FEE REDUCTION</b>		
57	Where the permit applicant uses the municipalities online permit submission platform for 100% of their application. (CBO Discretion)	5% Reduction in Fees (excluding base fees, flat fees, and administrative performance deposits)

### 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.

- 1) Where a fee is not listed in Schedule "A", a fee shall be paid in the amount of \$8.00 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) 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;
- 5) In the case of interior alterations or renovations, area of proposed *Work* is the Actual space receiving the *Work* (i.e. tenant space);
- 6) Mechanical penthouses and floors, mezzanines, lofts, habitable attic and interior balconies are to be included in all floor area calculations;

- 7) Except for interconnected floor spaces, no deduction is made for openings within floor areas (i.e. stairs, elevators, escalators, shafts, ducts and similar openings);
- 8) Unfinished basements for single family dwelling, semi-detached, duplexes and rowhouses are not included in the floor area;
- 9) 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 2026-16  
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:

- 10) 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;
- 11) 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;

**REFUND OF ADMINISTRATIVE PERFORMANCE DEPOSIT**

- 12) 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 person indicated on the consent and acknowledgment form. If no person has been indicated, funds will be refunded 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 *Permit* issuance;
  - 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 *Permit* issuance;
  - 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 *Permit* issuance;
  - 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 *Permit* issuance; 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 *Permit* issuance. This will not relieve the *Permit Holder* of obligations under any regulations of any by-law, the *Building Code*, or the *Act*.

- 13) 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 2026-16**  
**PLANS AND DOCUMENTS REQUIRED FOR PERMIT APPLICATIONS**

1.0 Except as noted in Section 3.0 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:

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