

The Township of Cavan Monaghan

By-law No. 2013-66

Being a by-law to provide for the administration and enforcement of the Building Code Act, 1992 within the Township of Cavan Monaghan

Whereas subsection 3(1) of the Building Code Act, 1992, S.O. 1992, chapter 23, provides that the Council of The Township of Cavan Monaghan is responsible for the enforcement of the Building Code Act, 1992 within the Township of Cavan Monaghan;

And Whereas section 7 of the Building Code Act, 1992 authorizes the Council of a municipality to pass certain By-laws prescribing classes of permits, permit application documents, fees, inspections and other related matters;

And Whereas section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And Whereas subsection 10(2) of the Municipal Act, 2001 provides that a municipality may pass by-laws respecting: in paragraph 5, economic, social and environmental well-being of the municipality; in paragraph 6, health, safety and well-being of persons; in paragraph 7, services and things that the municipality is authorized to provide under subsection (1); in paragraph 8, protection of persons and property including consumer protection; in paragraph 9, animals; in paragraph 10, structures including fences and signs;

And Whereas section 128 of the Municipal Act, 2001 provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

Now Therefore, the Council of the Township of Cavan Monaghan enacts By-law No. 2013-66 as follows:

1.0 Definitions and Interpretation

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

1.2 In this By-law all words or phrases shall have the meaning accorded to them in the Building Code Act or its regulations (the Building Code); in addition to those words and phrases in this By-law the following words shall have the meaning ascribed to them:

- (a) “**Act**” means the Building Code Act, 1992, S.O. 1992, chapter 23 as amended.
- (b) “**alternative solution**” means a substitute for an acceptable solution, proposed by an applicant pursuant to Division A, Article 1.2.1.1. of the Ontario Building Code.
- (c) “**as constructed plans**” means as constructed plans as defined in the Building Code.
- (d) “**applicant**” means a person who applies for a permit and includes any person authorized by an owner to apply for a permit on the owner’s behalf.
- (e) “**architect**” means a holder of a licence, a certificate of practice, or a temporary licence under the Architect’s Act as defined in the Building Code.
- (f) “**building**” means a building as defined in Subsection 1(1) of the Act.

- (g) “**Building Code**” means the regulations made under Section 34 of the Act.
- (h) “**Chief Building Official**” means the person appointed by the Council as the Chief Building Official for the purpose of enforcement of the Act.
- (i) “**construction value**” means the value prescribed by the Chief Building Official to represent the total value of all work, services and material associated with the construction for which a permit is applied.
- (j) “**Council**” means the Council of the Township of Cavan Monaghan.
- (k) “**deficient permit**” means a permit in respect of which;
 - (i) an inspection notice or order to comply has been issued by an inspector, or
 - (ii) an inspection required under the Building Code of this By-law that has not been arranged;
 - (iii) and six months or more have elapsed after the date the notice was issued or the inspection was required.
- (l) “**holiday**” means days when the offices of the Township of Cavan Monaghan are not open for transaction of business with the public.
- (m) “**inspector**” means an inspector appointed by by-law by the Township of Cavan Monaghan for the purposes of enforcement of the Act.
- (n) “**owner**” means the registered owner of the land upon which is located, or will be located, the building or part thereof for which an application for a permit is, or has been made.
- (o) “**permit**” means permission or authorization given, in writing, by the Chief Building Official;
 - (i) to perform work regulated by the Act or the Building Code or both;
 - (ii) to change the use of a building or part of a building as regulated by the Act or the Building Code or both, or
 - (iii) to occupy a building or part thereof.
- (p) “**permit holder**” means an owner to whom a permit has been issued, or where a permit has been transferred, the transferee.
- (q) “**professional engineer**” means a person who holds a valid Ontario licence or a temporary licence under the Professional Engineer’s Act.
- (r) “**registered code agency**” means a person or an entity that has the qualifications and meets the requirements set out in the Act.
- (s) “**restricted access lot**” means a parcel of land that does not have a municipally maintained road to any of its property lines and requires specialized transportation for inspection purposes.

2.0 Schedules:

The schedules attached to this By-law shall form part of this By-law and shall be enforceable as such.

3.0 Statutes:

References to laws in this By-law are meant to refer to the Statutes, as amended from time to time, which are applicable within the Province of Ontario.

4.0 Severability:

If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law shall be considered to be severed from the balance of the By-law, which shall continue to operate in full force and effect.

5.0 Classes of Permits

5.1 Building Permit:

A Building Permit is a permit respecting the complete construction of a building or part of a building.

5.2 Partial Building Permit:

A Partial Building Permit is a permit respecting the partial construction of a building or part of a building.

5.3 Conditional Building Permit:

A Conditional Building Permit is a permit respecting the construction of a building subject to conditions imposed pursuant to Subsection 8(3) of the Act.

5.4 Demolition Permit:

A Demolition Permit is a permit respecting the demolition of a building or part of a building.

5.5 Change of Use Permit:

A Change of Use Permit is a permit respecting a change in use of a building or part of a building which results in an increase in hazard as determined by the Chief Building Official in accordance with the Building Code.

5.6 Site Servicing Permit:

A Site Servicing Permit is a permit respecting the exterior underground services (i.e. water, sanitary, drainage mains and appurtenances) on a property servicing one or more buildings.

5.7 Occupancy Permit:

An Occupancy Permit is a permit respecting the authorization to occupy an unfinished building under Division C, Article 1.3.3.1. of the Building Code.

6.0 Permit Applications and Issuance

- 6.1** The Chief Building Official is delegated the authority to create and/or adopt for usage, forms (other than those prescribed by the Act or the Code) which provide for the collection of specific information in relation to permit applications which information is necessary for the administration and enforcement of the Act and the Code. This delegated authority is subject to the following condition:

- (a) The Chief Building Official shall maintain a list of forms that he/she has issued or adopted for usage.

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

6.3 Notwithstanding Subsection 6.1, completed forms generated electronically shall be accepted subject to the endorsement by the applicant.

7.0 Building Permits:

Every application for a Building Permit 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 is made;
- (b) be accompanied by the plans, specifications, documents and other information prescribed in Section 18.0 and Schedule A;
- (c) be accompanied by the appropriate fee calculated in accordance with the current Township of Cavan Monaghan User Fees and Charges By-law.

8.0 Demolition Permits:

Every application for a Demolition Permit under Subsection 8(1) of the Act shall,

- (a) identify and describe in detail the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a permit 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) be accompanied by the plans, specifications, documents and other information prescribed in Section 18.0 and Schedule B;
- (c) be accompanied by the appropriate fee;
- (d) make arrangements with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and
- (e) the owner will comply with the Township's Property Standards By-law at the completion of the demolition.

9.0 Partial Building Permits:

Every application for a Partial Building Permit shall:

- (a) include an application for the entire project;
- (b) include plans and specifications covering the part of the work for which more expeditious approval is desired, together with such information, plans and specifications pertaining to the remainder of the work as may be required by the Chief Building Official; and

- (c) be accompanied by the appropriate fee.

When determining whether to issue a Partial Permit, the Chief Building Official shall have regard for the likelihood of subsequent approvals being available in a timely fashion such that a project is not interrupted and exposed to potential damage from the elements, while awaiting subsequent approvals. The Chief Building Official shall not, by reason of the issuance of a Partial Permit pursuant to this By-law, be under any obligation to grant any additional permits.

10.0 Conditional Building Permits:

Every application for a Conditional Building Permit under Subsection 8(3) of the Act shall,

- (a) comply with the requirements set out in Section 7.0 in this By-law; and
- (b) be accompanied by,
 - (i) a written statement from the applicant explaining why the applicant believes that unreasonable delays in construction would occur if a conditional building permit is not issued;
 - (ii) a written acknowledgement from the applicant of the necessary approvals which must be obtained in respect of the proposed construction and the time period in which such approvals shall be obtained by the applicant;
 - (iii) a written agreement, in a form provided by the Chief Building Official, executed by the applicant, the owner and such other necessary persons the Chief Building Official determines for the purposes set out in clause 8(3)(c) of the Act; and
 - (iv) the Conditional Permit fee in accordance with the current Township of Cavan Monaghan User Fees and Charges By-law.
- (c) The Chief Building Official is hereby authorized to execute on behalf of the Township of Cavan Monaghan the written agreement referred to in clause 3.04(b) (iii) as part of the conditional building permit application.

11.0 Change of Use Permits:

Every application for a Change of Use Permit under Subsection 10(1) of the Act shall,

- (a) identify and describe in detail the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;
- (b) be accompanied by plans and specifications which show the current and proposed occupancy of all parts of the building and which contain sufficient information to establish compliance with the Building Code, including, but not necessarily limited to, floor plans and details of wall, ceiling and roof assemblies identifying existing fire resistance ratings and load bearing capacities;
- (c) be accompanied by the appropriate fee in accordance with the current Township of Cavan Monaghan User Fees and Charges By-law; and
- (d) be accompanied by the completed documents prescribed in Schedule A.

12.0 Occupancy Permits for Unfinished Buildings:

12.1 Every request for authorization to occupy an unfinished building under Division C, Article 1.3.3.1. of the Building Code shall,

- (a) identify and describe in detail the occupancy, the date of such occupancy, and the building or part thereof for which the request for a permit is made; and
- (b) be accompanied by plans which show the areas of the proposed occupancy; and

12.2 Every request for authorization to occupy an unfinished building under Division C, Article 1.3.3.4. of the Building Code shall,

- (a) identify the building or part thereof for which the request for a permit is made; and
- (b) if request is made after occupancy occurs, be accompanied by the administration fee in accordance with the current Township of Cavan Monaghan User Fees and Charges By-law.

13.0 No Implied Future Permits:

The Chief Building Official shall not, by reason of the issuance of a Conditional Permit or a Partial Permit, be under any obligation to grant any further permits.

14.0 Revision to Issued Permit:

Should a permit holder wish to make any material change to any plan, specification document or other information on the basis of which the permit was issued, the permit holder shall file an application for a revision to the permit which describes the material changes, and shall pay the fee set out in the current Township of Cavan Monaghan User Fees and Charges By-law.

15.0 Incomplete Permit Applications:

An application shall be deemed not to be complete according to Division C, Sentence 1.3.1.3. (5) of the Building Code, where any of the applicable requirements of Sections 3.01 to 3.07 have not been complied with.

16.0 Abandoned Permit Applications:

16.1 An application for a permit shall be deemed to have been abandoned by the applicant where,

- (a) the application is incomplete according to Section 3.12 and remains incomplete six months after it was submitted;
- (b) six months have elapsed after the applicant was notified that the proposed building, construction, demolition or change of use will not comply with the Act or the Building Code or will contravene any other applicable law; or
- (c) the application is determined to comply with the Building Code and all applicable law, and six months have elapsed from the date upon which the applicant was notified that a permit was available to be issued.

16.2 Where an application is deemed abandoned, all submitted plans, specifications, documents shall be disposed of, or upon written request from the applicant, returned to the applicant.

17.0 Transfer of Permits:

17.1 If the owner of the land changes after a permit has been issued, the permit may be transferred to the new owner (the “transferee”) of the lands where an application is filed with the Township in writing, in accordance with this section and shall include,

- (a) proof of ownership of the lands by the transferee satisfactory to the Chief Building Official;
- (b) confirmation that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified and described on the application of the permit;
- (c) the name, address, telephone number, facsimile number and email address of the proposed designer, architect and/or professional engineer, and their building code qualifications, where they are different from those identified in the application for the permit, or a written confirmation from the designer, architect and/or professional engineer(s), that they have been retained to continue to provide design services in respect to the project;
- (d) where the proposed transferee is a builder as defined in the Ontario New Home Warranties Plan Act, the proposed transferee’s registration number under that Act; and
- (e) the appropriate fee in accordance with the current Township of Cavan Monaghan User Fees and Charges By-law.

17.2 Upon the issuance of transfer of a permit to the transferee, the transferee shall be deemed to be the permit holder and the original permit holder shall have no further rights or obligations under the permit save and except for any obligations set out in any agreements entered into for the purposes of Clause 8(3)(c) of the Act.

18.0 Plans and Specifications:

18.1 Every applicant shall submit sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed building, construction, demolition or change of use will contravene the Act, the Building Code or any other applicable law.

18.2 The Chief Building Official shall determine the plans, specifications, documents and other information required to be submitted with an application in order to deem it complete according to Division C, Sentence 1.2.1.3(5) of the Building Code, having regard for the scope of the proposed work and the requirements of the Building Code, the Act and other applicable law, the requirements of this Section and Schedule A.

18.3 Plans, specifications, documents and other information shall be submitted in a permanent medium upon paper or other suitable and durable material and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale.

- 18.4** A site plan may be required to satisfy Section 18.1 where the lot area of the property on which the proposed construction will take place is of 0.8 hectares (2 acres) or less or where the proposed construction is within 3 metres (10 feet) of a yard setback. The site plan shall reference a current plan of Survey certified by a registered Ontario Land Surveyor and shall include:
- a) lot size and dimensions of the property;
 - b) setbacks from existing and proposed buildings to property boundaries and to each other;
 - c) existing and finished ground levels or grades;
 - d) existing rights-of-way, easements, and municipal services;
 - e) a copy of a current Plan of Survey, unless the Chief Building Official waives this requirement; and
 - f) a drainage plan showing all information required to assess the impact of drainage pre and post development and how the drainage will be dealt with on the property.
- 18.5** At the discretion of the Chief Building Official on the completion of the foundation for a structure, the applicant shall submit confirmation from an Ontario Land Surveyor or Professional Engineer indicating the location and elevation of the top of the foundation wall and confirming general conformity with the approved site grading plan, prior to a framing inspection being undertaken.
- 18.6** On the completion of the construction of a building, or part of a building, the Chief Building Official may require submission of a set of plans of the building or part of a building, as constructed, together with a Plan of Survey prepared and certified by an Ontario Land Surveyor showing the location of the building.

19.0 Authorization and Alternative Solutions:

- 19.1** Where the prescriptive requirements or acceptable solutions of Division B of the Building Code are not met, the Chief Building Official may approve an alternative solution under Division C, Part 2 of the Building Code. An alternative solution proposal may be requested for a system or building design at the time of permit application, or if a material change is necessary to a plan, specification, document or other information on the basis of which a permit is issued. The applicant, with or without their approved representative, shall submit,
- (a) a completed "Application for an Alternative Solution" on the form available from the Chief Building Official;
 - (b) a description of the applicable objectives, functional statements and acceptable solutions;
 - (c) a description of the proposed material, system or building design for which authorization is sought;
 - (d) supporting documentation demonstrating that the proposed material, system or building design will provide the level of performance required by the Building Code; and
 - (e) payment of the required fee as set out in the current Township of Cavan Monaghan User Fees and Charges By-law.
- 19.2** The Chief Building Official or Registered Code agency may accept or reject any proposed alternative solutions and may impose conditions or limitations on their use.

19.3 Alternative solutions that are accepted under this section shall be applicable only to the location described in the application, and are not transferable to any other permit.

20.0 Fees and Refunds:

Fees

- 20.1** The Chief Building Official, or designate, shall determine the fee to be paid with every permit application, calculated in accordance with the current Township of Cavan Monaghan User Fees and Charges By-law and the fee shall be due and payable, in full, upon the submission of the application for a permit or when required by the CBO.
- 20.2** Administrative fees imposed after issuance of a permit are due at the time the service is requested or required, in accordance with the current Township of Cavan Monaghan User Fees and Charges By-law.
- 20.3** A minimum permit fee of \$100.00 shall be charged for all work.
- 20.4** Where an application for a permit is subject to additional fees prescribed by the Township, the fees so prescribed shall be paid in addition to the fees set out in the current Township of Cavan Monaghan User Fees and Charges By-law.

Refunds:

- 20.5** Where an application for a permit is withdrawn, in writing, abandoned or where a permit is denied or revoked by the Chief Building Official, upon written request of the applicant, the Chief Building Official shall determine what proportion of the permit fees, if any, may be refunded in accordance with this Section, based upon the functions undertaken by the Township, as follows:
- (a) eighty-five (85%) percent of the permit fee paid if the application is withdrawn or abandoned after the permit is entered on the Township 's permit control system;
 - (b) seventy-five (75%) percent of the permit fee paid if the application is withdrawn or abandoned after internal departmental circulation (i.e. zoning, site plan control, grading, etc.);
 - (c) sixty-five (65%) percent of the permit fee paid if the application is withdrawn or abandoned after preliminary plans review has been performed;
 - (d) fifty-five (55%) percent of the permit fee paid if the application is withdrawn or abandoned after final plans review has been completed; and
 - (e) forty-five (45%) percent of the permit fee paid if the application is withdrawn or abandoned after the permit has been issued.
 - (f) administrative fees are non-refundable.
 - (g) 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 Township upon original payment of the fee, unless that person directs, in writing, that it be refunded to another person.

Where Refunds Not Available:

20.6 No refund of any portion of the permit fee paid shall be made in the following circumstances:

- (a) where any construction or demolition has commenced;
- (b) where at least one (1) field inspection has been made;
- (c) where the calculation in accordance with Section 20.5 a,b,c,d,e yields a payment of less than one hundred (\$100.00) dollars;
- (d) where a permit was revoked (except where the revocation is due to an error by the Township); and
- (e) on circumstances where the application has been deemed to have been abandoned in accordance with Section 16.0 of this By-law, and the applicant has not contacted the Township for a period of longer than twelve (12) months.

21.0 Inspection Notices:

21.1 A notice required to be given by a permit holder to the Chief Building Official or Registered Code agency pursuant to Division C, Subsection 1.3.5. of the Building Code shall be given to the Chief Building Official or registered code agency at least two days in advance of the construction stage in which notice is being given. For the purpose of inspection notices, the term day means any Monday, Tuesday, Wednesday, Thursday or Friday other than a holiday.

21.2 A notice given to the Chief Building Official, inspector, or registered code agency pursuant to Division C, Subsection 1.3.5 of the Building Code and this Section shall not be effective until actually received by the Chief Building Official, inspector or registered code agency as the case may be.

21.3 In addition to the notices prescribed by the Building Code, the permit holder shall also give notice to the Chief Building Official or registered code agency of the following stages of construction.

(a) commencement of construction of:

- (i) masonry fireplaces and masonry chimneys;
- (ii) factory-built fireplaces and allied chimneys; or
- (iii) stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys.

22.0 Times of Construction:

22.1 Any construction within the Township of Cavan Monaghan shall be between the hours of 7:00 a.m. and 7:00 p.m.

23.0 Enforcement and Penalties:

23.1 Any person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is liable to the provisions and penalties prescribed in the Act.

23.2 In addition to any penalties imposed through prosecution of an offence pursuant to this By-law, the Township is entitled to use all legal means at its disposal to collect the fees applicable pursuant to this By-law. Any and 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.

24.0 Administration and Effective Date:

24.1 Administration of the By-law:

The Chief Building Official is responsible for the administration of this By-law.

24.2 Review of By-law:

The Chief Building Official shall review the By-law both annually and coinciding with the Building Code cycle to ensure compliance with legislation.

All previous Building By-laws are hereby repealed in their entirety.

Read a first, second and third time and passed this 18th day of November , 2013.

John Fallis
Mayor

Elana Arthurs
Clerk

Schedule A – By-law 2013-66

Table 1

Documents & Drawings Required for Permit Applications

| Item | Class of Permit | Documents and Drawings Required |
|-------------|--|---|
| 1(a) | Building Permit – Residential – New Buildings - Detached houses - Semi-detached houses - Triplexes - Fourplexes - Townhouses | Documents a. Applicable Law Checklist b. Mechanical Ventilation Design Summary c. Permit for Sewage System * d. Municipal Water and Wastewater Request for Information Form * e. Entrance Permit Application Drawings ² a. Approved Site and Drainage Plan b. Architectural Drawings c. Structural Drawings |
| 1(b) | Building Permit – Residential Related to Existing as in 1(a) - Alterations - Additions - Accessory Buildings | Documents a. Applicable Law Checklist b. Permit/Approval for Sewage System * c. Municipal Water and Wastewater Request for Information Form * Drawings ² a. Site Plan b. Approved Site and Drainage Plan (as required) c. Architectural Drawings d. Structural Drawings |
| 2(a) | Building Permit - Non-residential and other residential not provided for in 1(a) or 1(b). - New Buildings - Additions | Documents a. Applicable Law Checklist b. Permit for Sewage System * c. Municipal Water and Wastewater Request for Information Form * d. Commitment to General Reviews by Architects & Engineers e. Ontario Building Code Data Matrix Drawings ² a. Approved Site and Drainage Plan (as required) b. Architectural Drawings c. Structural Drawings d. HVAC Drawings e. Plumbing Drawings f. Electrical Drawings g. Fire Protection Drawings h. Site Specific Reports i. Specifications |
| 2(b) | Building Permit - Non-residential and other residential as in 2(a) - Alterations - Renovations - Tenant Occupancies | Documents a. Applicable Law Checklist b. Permit for Sewage System * c. Municipal Water and Wastewater Request for Information Form * d. Commitment to General Reviews by Architects & Engineers e. Ontario Building Code Data Matrix |

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|----|---|--|
| | | <p>Drawings²</p> <ul style="list-style-type: none"> a. Location Plan b. Architectural Drawings c. Structural Drawings d. HVAC Drawings e. Plumbing Drawings f. Electrical Drawings g. Fire Protection Drawings |
| 3. | <p>Building Permits -Other than Items 1(a) to 2(b) above</p> | <p>Documents</p> <ul style="list-style-type: none"> a. Applicable Law Checklist b. Documents from Items 1(a) to 2(b), or other documents which are applicable to the scope of work proposed <p>Drawings²</p> <ul style="list-style-type: none"> a. Drawings from Items 1(a) to 2(b) which are applicable to the scope of work proposed |
| 4. | <p>Change of Use Permit</p> | <p>Documents</p> <ul style="list-style-type: none"> a. Applicable Law Checklist b. Documents from Items 1(a) to 2(b), or other documents which are applicable to the scope of work proposed <p>Drawings</p> <ul style="list-style-type: none"> a. Location Plan b. Existing and Proposed Floor Plan c. Architectural Drawings d. HVAC Drawings |
| 5. | <p>Demolition Permit</p> | <p>Documents</p> <ul style="list-style-type: none"> a. Applicable Law Checklist b. Demolition Plan Prepared by Professional Engineer * c. Commitment to General Reviews by Architects & Engineers * d. Completed Utility Disconnect Forms <p>Drawings</p> <ul style="list-style-type: none"> a. Approved Site Plan |

*where applicable

Notes:

1. The documents described in this schedule are available at the Township of Cavan Monaghan municipal office or on Township's website.
2. All drawings to be submitted in duplicate.
3. A description of the information required on drawings is contained in Schedule B Table 2.
4. The Chief Building Official may waive the requirements for any specified documents or drawings where the scope of the work, applicable law or Building Code requirements does not necessitate its submission.

Schedule B – By-law 2013-66

Table 2

Information Required on Drawings

| Item | Drawing Type | Information Required |
|------|---------------|---|
| 1. | Site Plan | <ul style="list-style-type: none"> a. Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads. b. Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines. c. Dimensions and location of parking and vehicle access, fire routes, rights of way and easements. d. Location of well, septic, municipal services, hydro service. |
| 2. | Drainage Plan | <ul style="list-style-type: none"> a. Prepared by Ontario Land Surveyor or Professional Engineer. b. Include all items listed in Item 1 (a) – (d). c. Location of catch basins, curb cuts, retaining walls, sidewalks. d. Existing and proposed elevations within the site and property lines, retaining wall elevation, slopes of driveways, drainage flow and swales. |
| 3. | Structural | <ul style="list-style-type: none"> a. Foundation, floor and roof framing plans, footing, column and beam schedules, details and material specifications. b. Design specifications, live and dead loading, wind and snow loading, earthquake loading. c. Structural drawings sealed by a professional engineer for all structural elements not within the scope of Part 9 of the Building Code. d. Roof and floor truss drawings sealed by a professional engineer. |
| 4. | Architectural | <ul style="list-style-type: none"> a. Existing plans showing construction and room and space identification of all floors. b. Plans of all floors including basements complete with all rooms and room names. c. Roof plan showing roof slope, drainage, roof and roofing construction details. d. Building elevations showing grade, floor and ceiling heights, overall building height, exterior finish materials, window heights and sizes and spatial separation requirements. e. Construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications. |

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|----|-----------------|--|
| | | <p>f. Stairs, guards and handrail dimensions and details, window sizes and height above floor level; location and fuel type of all fireplaces.</p> <p>g. Mezzanine plan showing construction, guardrails, egress.</p> <p>h. Location and details of barrier free entrances and barrier free washrooms.</p> <p>i. Reflected ceiling plans, bulkhead details, horizontal service shaft details.</p> <p>j. Roof equipment screening anchorage for window washing, roof access.</p> <p>k. Building cross sections showing grade, floor and ceiling heights, and horizontal and vertical fire separations.</p> <p>l. Enlarged sections and detailed plans of washrooms and exit stairs.</p> <p>m. Wall sections, plan and section construction details.</p> <p>n. Exit stair enclosure, wall construction details, fire separations and listed design numbers, door numbers referenced to a door schedule.</p> <p>o. Door and hardware schedule, door and frame details, window schedule, room finish schedule.</p> |
| 5. | HVAC | <p>a. Heating, ventilating and air conditioning plans, service shafts, equipment layout and schedules.</p> <p>b. Ventilation design summary.</p> <p>c. Fire damper locations, kitchen exhaust equipment.</p> |
| 6. | Plumbing | <p>a. Plumbing and drainage plans, location and sizing of under and above ground storm, sanitary and water supply piping and appurtenances.</p> <p>b. Location of fire stopping, specifications of plumbing and fire stopping materials.</p> |
| 7. | Electrical | <p>a. Electrical supply and distribution plans, location of power and lighting outlets, equipment schedules, transformer locations.</p> <p>b. Location and specification of emergency lighting, emergency generators and exit signage.</p> |
| 8. | Fire Protection | <p>a. Fire hydrant locations, sprinkler and standpipe distribution plans and schedules; sprinkler head layout, fire hose cabinet locations.</p> <p>b. Location and specification of emergency lighting, emergency generators and exit signage, fire alarm system annunciator, diagrams and specifications.</p> <p>c. Location of smoke alarms and carbon monoxide detectors.</p> |

Notes:

1. Where indicated by an **X**, the information described is required to be included on the drawings for the class of permit specified.
2. Required information may be located or consolidated on other drawings rather than the drawing specified in the schedule.
3. The Chief Building Official may waive the requirement for any required information specified in this schedule due to limited scope of work, applicable law or Building Code requirements.