

# *THE CITY OF VAUGHAN*

# *BY-LAW*

## BY-LAW NUMBER 050-2018

**A By-Law to regulate permits and inspections for construction, demolition and change of use under the *Building Code Act, 1992 S.O. 1992, Chapter 23*, and to set out fees that will be charged for permits.**

**WHEREAS** Section 7 of the *Building Code Act, 1992 S.O. 1992, Chapter 23*, authorizes Council to pass certain by-laws respecting construction, demolition, change of use, transfer of permits, inspections and the setting and refunding of fees;

**AND WHEREAS** Section 446 of the *Municipal Act, 2001, S.O. 2001, Chapter 25*, as amended, provides that if a municipality has the authority under the *Municipal Act* or any other Act or under a by-law under the *Municipal Act* or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

**THEREFORE** the Municipal Council of The Corporation of the City of Vaughan ENACTS AS FOLLOWS:

### **Short Title**

This By-Law may be referred to as the "Building By-Law"

## **SECTION 1 – DEFINITIONS**

### **1.1 Definitions**

Each of the listed words or terms has the following meaning when used in this by-law:

Act	The Ontario Building Code Act, 1992 S.O. 1992 Chapter 23, as amended.
Applicable Law	The list of applicable law found in Division A, Part 1, Article 1.4.1.3. of the Building Code.

Applicant	The owner of a building or property who applies for a permit, or any person authorized by the owner to apply for a permit on their behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building and anyone acting under the authority of such person or corporation.
Building Code	Regulations made under section 34 of the Ontario Building Code Act, 1992 S.O. 1992 Chapter 23, as amended.
Chief Building Official	The person appointed by Vaughan Council to enforce the Act in the City of Vaughan
City	The Corporation of the City of Vaughan
Inspector	The persons appointed by Vaughan Council to enforce the Act in the City of Vaughan
Owner	The registered owner of the land and includes a lessee, mortgagee in possession and the person in charge of the property.
Permit	Permission or authorization given in writing by the Chief Building Official to perform work, to change the use of a building or part of it or to occupy a building or part of it, as regulated by the Act and Building Code.
Work	Construction or demolition of a building or part thereof.

## **1.2 Words not defined**

Any word or term not defined in this By-Law that is defined in the Act or Building Code shall have the meaning as ascribed to it in the Act or Building Code.

## **SECTION 2 – CLASSES OF PERMITS**

### **2.1 Classes of Permits – Schedule A**

The classes of permits and corresponding permit fees for construction, demolition and change of use of buildings are set out in Schedule A of this By-Law.

## **SECTION 3 – PERMIT APPLICATIONS**

### **3.1 Permit Application – Provincial Form**

Every application for permit to construct or demolish a building under Section 8 of the Act, shall be made by the owner of the property or the authorized agent of the owner of the property and shall be on a form prescribed by the Minister, available from the Chief Building Official or Ministry of Municipal Affairs and Housing, Ontario Building Code website.

### 3.2 Permit Application – City Form

Every application for permit, other than a permit under Section 8 of the Act, shall be made by the owner of the property or the authorized agent of the owner of the property and shall be on a City application form available from the Chief Building Official.

The authority to prescribe the City application form is delegated to the Chief Building Official.

### 3.3 Required Information

Every permit application shall be submitted to the Chief Building Official using the prescribed form and shall include the following information:

- (1) Where an application is made for a construction permit under Subsection 8(1) of the Act, the application shall:
  - (a) be submitted using the provincial application form described in Section 3.1 of this By-Law;
  - (b) be accompanied by the required fee;
  - (c) include complete plans and specifications and other information as set out in Division C 1.3.1.3. of the Building Code and as set out in this By-Law;
  - (d) include completed forms in accordance with Schedule B of this By-Law; and
  - (e) for new construction, be accompanied by two copies of a lot grading plan that has been filed and accepted by the City of Vaughan Engineering Department.
- (2) Where an application is made for a demolition permit under Subsection 8(1) of the Act, the application shall:
  - (a) be submitted using the provincial application form described in Section 3.1 of this By-Law;
  - (b) be accompanied by the required fee;
  - (c) include complete plans and specifications and other information as set out in Division C 1.3.1.1.(3) of the Building Code and as set out in this By-Law;
  - (d) include completed forms in accordance with Schedule B of this By-Law; and
  - (e) include evidence satisfactory to the Chief Building Official that the building that is the subject of the application is not governed by Sections 27, 30, 33, 34, 34.5, 34.7 or 42 of the *Ontario Heritage Act, RSO 1990, Chapter 0.18*.

- (3) Where an application is made for a conditional permit under Subsection 8(3) of the Act, the application shall:
- (a) be submitted using the provincial application form described in Section 3.1 of this By-Law;
  - (b) be accompanied by the required fee;
  - (c) include complete plans and specifications and other information as required by the Building Code and as set out in this By-Law;
  - (d) include completed forms in accordance with Schedule B of this By-Law;
  - (e) be accompanied by:
    - (i) In the case of residential model homes:
      - (a) a copy of the model home agreement; or
      - (b) where model homes are authorized by a subdivision agreement, the required certifications as set out in the subdivision agreement securing the issuance of the model home building permits;
    - (ii) In the case of new construction and additions to existing buildings for industrial, commercial, institutional and residential high-rise properties:
      - (a) a copy of the draft site plan agreement or undertaking, and a copy of the executed conditional permit agreement signed by the owner and the Chief Building Official;
  - (f) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
  - (g) state any outstanding approvals which must be obtained in respect of a building permit under Subsection 8(1) of the Act for the proposed building, and the time in which such approvals will be obtained;
  - (h) state the time in which plans and specifications of the building will be filed for a building permit under Subsection 8(1) of the Act; and
  - (i) be subject to the owner entering into an agreement with the City, as provided in Subsection 8(3) of the Act.
- (4) Where an application is made for a change of use permit under Subsection 10(1) of the Act, the application shall:

- (a) be submitted using the application form described in Section 3.2 of this By-Law;
  - (b) be accompanied by the required fee;
  - (c) include complete plans and specifications showing the current and proposed occupancy of all parts of the building and containing sufficient information for the determination of compliance with the Building Code, including floor plans, details of wall, ceiling and roof assemblies, identifying fire resistance ratings and load bearing capacities and details of the existing sewage system; and
  - (d) include completed forms in accordance with Schedule B of this By-Law.
- (5) The Chief Building Official may approve the issuance of a partial permit for a portion of a building or project prior to the issuance of a permit for the entire building or project, subject to the following requirements:
- (a) an application has been made and fees paid for the entire project;
  - (b) an application is submitted using the application form described in Section 3.1 of this By-Law for the portion of the building or project that is the subject of the partial permit;
  - (c) the application is accompanied by the required fee for a partial permit; and
  - (d) include complete plans and specifications and Division C 1.3.1.3. of the Building Code and as set out in this By-Law, for the portion of the building which is the subject of the partial permit application.
- (6) Where an application is made for a sewage system permit under Subsection 8(1) of the Act, the application shall:
- (a) be submitted using the application form described in Section 3.1 of this By-Law;
  - (b) be accompanied by the required fee;
  - (c) include complete plans and specifications and other information as set out in Division C 1.3.1.3. of the Building Code and as set out in this By-Law;
  - (d) include a site evaluation which includes the following:
    - (i) the date the evaluation was performed;
    - (ii) the name, address, telephone number, email address and signature of the person who conducted the evaluation;

(iii) a fully scaled and dimensioned site plan that depicts the following:

- (a) the legal description, lot size, property boundaries, rights of way, easements, municipal utility corridors, water service location, water wells;
- (b) the location of items listed in column 1 of Tables A, B and C of Division C 8.2.1.6 of the Building Code;
- (c) the location of the proposed sewage system;
- (d) the location of any unsuitable soil, disturbed or compacted areas, or slopes greater than 4:1;
- (e) proposed access routes for system maintenance;
- (f) depth to bedrock;
- (g) depth to zones of soil saturation; and
- (h) soil properties including soil permeability and grade conditions including the potential for flooding.

(7) Subject to Section 7 of this By-Law, where an application is made for a transfer of permit because of a change in ownership of the land, the application shall:

- (a) be submitted using the application form described in Section 3.2 of this By-Law;
- (b) be accompanied by the required fee;
- (c) provide the date that the ownership of the land changed;
- (d) identify the permit being transferred;
- (e) be accompanied by a written authorization for the transfer of the permit, signed by the previous owner which acknowledges that, upon completion of the transfer of ownership, the new owner is the permit holder; and,
- (f) where applicable, be accompanied by proof of engagement of design professionals to conduct field review.

(8) Where an application is made for an occupancy permit as set out in Division C 1.3.3.1 of the Building Code, the application shall:

- (a) be submitted using the application form described in Section 3.2 of this By-Law;
- (b) be accompanied by the required fee; and

(c) describe the building, or part thereof, for which an occupancy permit is requested.

(9) Where the application for an occupancy permit referenced in Section 8 above relates to the partial occupancy of a building prior to its completion, a separate application is required for each stage of occupancy.

### **3.4 Incomplete Applications**

Where an application does not contain sufficient information to enable the Chief Building Official to determine whether the proposal will contravene the Act, the Building Code or any other applicable law, the application is deemed to be incomplete and may not be accepted. Incomplete applications, where accepted, are not subject to the time-frames set out in the Building Code.

### **3.5 Permit – Limitations**

A permit, including a conditional permit, that is issued for part of a building or project should not be construed as authorizing construction beyond the permit for which approval was given, nor that approval will necessarily be granted for the entire building or project.

### **3.6 Abandoned Permit Application**

Where an application for a permit remains inactive or incomplete for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned without any further notice to the applicant.

## **SECTION 4 – PLANS AND SPECIFICATIONS**

### **4.1 Sufficient Information**

Every applicant for permit shall furnish sufficient plans, specifications and documents as set out in the Building Code and this By-Law to enable the Chief Building Official to determine if the proposed construction, demolition or change of use will contravene the Act, Building Code and any other applicable law.

### **4.2 Plans Drawn to Scale and Legible**

Plans shall be drawn to scale and legible, on paper or other durable material conforming to guidelines prescribed by the Chief Building Official.

#### **4.3 Number of Copies**

Each application for a permit shall include two complete sets of plans, specifications and documents, and other information as required by the Chief Building Official.

#### **4.4 Site Plan Referenced to Survey**

Site plans shall reference a current plan of survey, certified by an Ontario Land Surveyor, and, when required to determine compliance with the Act, Building Code or any other applicable law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall include:

- (1) Lot size and dimensions of the property and setbacks to any existing or proposed buildings,
- (2) Existing and finished ground elevations or grades of the property, and
- (3) Existing rights of way, easements and municipal services.

#### **4.5 As-Constructed Plans**

On completion of construction of a building, the Chief Building Official may require a set of as-constructed plans, including a plan of survey showing the location of the building.

#### **4.6 Plans - Property of the City**

Plans, specifications and documents furnished in accordance with the Act, Building Code or this By-Law become the property of the City and will be disposed of or retained in accordance with relevant legislation.

#### **4.7 Additional Requirements**

In addition to the requirements listed elsewhere in this By-law, every application for permit prescribed under the Building Code shall also:

- (1) Include a detailed description of the work proposed, as well as the current and proposed use and occupancy of the building,
- (2) Describe any encroachments onto other properties, including municipal, regional and provincial lands, including encroachments for temporary work (including hoarding, excavation, shoring and site servicing),
- (3) Describe all access points to the development site, including temporary access, and include existing, expanded and new access points (driveways and walkways),



- (4) Include a breakdown of the area of the building corresponding to the occupancy classification or type of construction in Schedule A of this By-Law,
- (5) Where serviced by a municipal potable water supply, and where the proposed water supply is not already fully metered, be accompanied by a completed “Application for Water Meter” (available from the City of Vaughan Environmental Services Department),
- (6) Where applicable, be accompanied by an “Energy Efficiency Design Summary” form (available from the City of Vaughan Building Standards Department),
- (7) Where applicable, be accompanied by a “Commitment to General Review by Architects and Engineers” form (available from the City of Vaughan Building Standards Department or the PEO and OAA) for all buildings requiring professional review,
- (8) Where applicable, be accompanied by an “Ontario Building Code Data Matrix” form (available from the City of Vaughan Building Standards Department) for all buildings within the scope of Division B Part 3 of the Building Code,
- (9) Where applicable, the application for a permit for temporary buildings shall indicate the total time the building will remain in place. Temporary permits expire after one year and may be renewed upon re-application and issuance of an updated permit, and,
- (10) Where applicable, be accompanied by any other fee or security for which an agreement is made between the City and the property owner.

## **SECTION 5 – FEES, CHARGES AND REFUNDS**

### **5.1 Fees Payable under Schedule A**

- (1) The Chief Building Official shall determine the required fee for work being proposed, calculated in accordance with Schedule A of this By-Law and the applicant shall pay such fees upon application. Where the review of the permit application determines that additional fees are required, such additional fees shall be paid prior to permit issuance.

### **5.2 Cash in Lieu of Parkland**

- (1) Cash in Lieu of Parkland charges set out in any development agreements shall be paid prior to permit issuance.

### **5.3 Securities**

- (1) All securities required by the City are payable at the time of application in accordance with By-Law 94-2008, as may be amended or replaced.

### **5.4 Refunds**

- (1) In the case of withdrawal or refusal of an application for permit, or where a permit application has been deemed to have been abandoned as set out in Subsection 3.6 of this By-Law, upon written request, the Chief Building Official will determine the amount of fees, if any, which are refundable.
- (2) Where a permit is revoked, no fees will be refunded, except where it was issued in error or where the applicant requests revocation no more than six months after the date the permit was issued.
- (3) Subject to clause (1) and (2) above, the amount of fees refundable shall be calculated as a percentage of the total permit fee as follows:
  - (a) 80% if the application is cancelled prior to review.
  - (b) 50% if the application is cancelled after commencement of the review and prior to permit issuance.
  - (c) 40% if the permit has been issued and no more than one inspection has been conducted.
  - (d) An additional 5% shall be deducted for each additional inspection/site visit that has been conducted.
  - (e) No refund shall be made where the amount is equal to or less than the minimum fee, as indexed.

### **5.5 Special Inspection Fee**

Subject to availability of resources, inspections outside normal working hours may be requested. If approved, the hourly rate set out in Schedule A applies, with a minimum charge of 3 hours.

### **5.6 Fast Track Service Fee**

Where the applicant for permit requests a Fast Track Service, additional fees as set out in Schedule A shall apply.

## **5.7 Administrative Fee for Work Without Permit**

Any person or corporation that commences construction, demolition or change of use of a building before obtaining a permit shall, in addition to any other penalty under the Act, Building Code or this By-Law, pay an additional fee in accordance with Schedule A of this By-Law, so that the City can recover the additional administrative and enforcement costs.

## **5.8 Sewage System Maintenance Program Inspections**

Existing on-site sewage systems, described in the City of Vaughan On-Site Sewage System Maintenance Inspection Program, must be inspected in the timeframes set out in Division C 1.10.2.4. of the Building Code. Program fees are set out in Schedule A. In accordance with Section 7 of the Act and as required by Division C 1.10.2.2. of the Building Code, the Chief Building Official is delegated the authority to develop and administer the City of Vaughan On-Site Sewage System Maintenance Program.

# **SECTION 6 – ALTERNATIVE SOLUTIONS**

## **6.1 Alternative Solutions**

Where the applicant seeks approval for an alternative solution that is proposed to be substituted for an acceptable solution as set out in Division “B” of the Building Code, the applicant shall submit:

- (1) a description of the proposed alternative solution;
- (2) contact information for the designer(s) of the alternative solution;
- (3) the qualifications of the designer responsible for the proposed alternative solution;
- (4) identification of the prescribed acceptable solutions under Division B of the Building Code for all of the alternative solutions being proposed;
- (5) identification of all assumptions, limiting or restricting factors, special maintenance and operational requirements of the alternative solution being proposed, as required by Division C 2.1.1.1 of the Building Code;
- (6) identification of applicable objectives and functional statements in Division A of the Building Code;
- (7) an evaluation of the acceptable solution in Division B of the Building Code as compared with the proposed alternative solution;

- (8) supporting documentation to establish that the proposed material, system or building design will provide the same level of performance as the acceptable solution in Division B of the Building Code; and,
- (9) payment of the required fee set out in Schedule A of this By-Law.

## **6.2 Alternative Solution – Decision**

The Chief Building Official may accept or reject any proposed alternative solution and may impose conditions or restrictions on its use.

## **6.3 Alternative Solution Not Transferrable**

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

## **SECTION 7 – TRANSFER OF PERMITS**

### **7.1 Application for Transfer of Permit**

Where construction or demolition has commenced, a permit may be transferred to a new owner, provided that the new owner submits an application, plus any required documentation and fees as set out in clause 3.3 (7) of this By-Law.

### **7.2 New Owner – Responsibilities**

The new owner shall, upon transfer of permit, be the person to whom the permit was issued for the purpose of the Act and Building Code.

### **7.3 Securities**

The new owner shall be responsible for posting any required securities.

## **SECTION 8 – REVOCATION OF PERMITS**

### **8.1 Notice of Revocation**

Prior to revoking a permit under Subsection 8(10) of the Act, the Chief Building Official may serve a notice by first class mail to the last known address of the person to whom the permit was issued. After 35 days from the date shown on the notice, the Chief Building Official may, provided the grounds for revocation still exist, revoke the permit without further notice.

## **8.2 Deferral of Revocation**

The person to whom a permit was issued, may, within 30 days of the date shown on the Notice of Revocation, submit a written request for deferral of revocation to the Chief Building Official stating the reasons why the permit should not be revoked.

## **8.3 Limitation**

Where construction has not commenced and a written request to defer revocation is received by the Chief Building Official, a deferral request may be granted to extend the permit for a period of six (6) months. No more than two (2) deferral requests may be granted to extend the permit for a maximum of 18 months from the date of issuance.

## **8.4 Fee**

A request for deferral of revocation shall be accompanied by a non-refundable fee as set out in Schedule A of this By-Law.

## **8.5 Decision**

The Chief Building Official, having regard for any changes to the Act, the Building Code or any other applicable law, may grant the deferral request and provide notice of the decision.

## **SECTION 9 – NOTICES FOR INSPECTION**

### **9.1 Notice at Completion of Each Stage**

The person to whom the permit was issued shall notify the Chief Building Official at the completion of each stage of construction set out in Division C, 1.3.5.1 and 1.3.5.2 of the Building Code and listed in Schedule C of this By-Law.

### **9.2 Notice of Completion before Occupancy**

The person to whom the permit was issued shall notify the Chief Building Official of the date of completion of the building or part thereof, prior to occupancy.

### **9.3 Notice Effective When Received**

The notice under this section is not effective until it is actually received by the Chief Building Official.

#### **9.4 Prescribed Inspections**

Upon receipt of notice, the inspector shall undertake an inspection of the building to which the notice relates, in time frame set out in Division C, 1.3.5.3 of the Building Code or Subsection 11(4) of the Act.

### **SECTION 10 – CONSTRUCTION AND DEMOLITION SITE FENCING**

#### **10.1 Fencing Required**

Unless granted an exemption under Subsection 10.2, every person issued a permit for construction or demolition under the Act, shall erect and maintain a fence to enclose the construction or demolition site, including areas where equipment is operated or equipment or material is stored.

#### **10.2 Conditions for Exemption**

The Chief Building Official may grant an exemption from the requirements in Subsection 10.1 where the he or she is satisfied that site conditions would not present a particular hazard, having regard for:

- (1) the proximity of the site to occupied dwellings;
- (2) the proximity of the site to lands accessible to the public, including but not limited to streets, parks and commercial and institutional activities;
- (3) the hazards presented by the construction activities and materials;
- (4) the feasibility and effectiveness of site fencing; and,
- (5) the duration of the hazard.

#### **10.3 Fencing Requirements**

Every fence required by this section shall:

- (1) be erected to fully enclose the site;
- (2) be a minimum of 1.2 metres high, measured from grade outside the fence, and have no gaps larger than 100 millimetres below the fence;
- (3) be constructed to deter entry by unauthorized persons or vehicles;
- (4) have no rails or other horizontal or diagonal bracing, attachments or pattern of openings on the outside that would facilitate climbing;
- (5) contain no opening more than 150 millimetres wide or less than 900 millimetres above the bottom of the fence except where required to facilitate access to and from the site;

- (6) at any access opening, be equipped with gates that shall:
  - (a) contain wire mesh or similar material to provide visibility for traffic entering and exiting the site;
  - (b) be constructed to specifications that provide performance and safety equivalent to the fence; and
  - (c) deter entry by unauthorized persons;
- (7) be maintained:
  - (a) in good repair with no gaps larger than 100 millimetres below the fencing;
  - (b) free from health, fire and accident hazards; and
  - (c) so that access openings are closed and locked or securely reinstated when the site is unattended; and
- (8) be removed no later than 30 days after completion of the construction or demolition work.

#### **10.4 Fence Construction Standards**

A fence required by Subsection 10.1 shall be constructed to the following standards:

- (1) if constructed of wood, the outside face shall be smooth exterior grade plywood or wafer board which is a minimum of 12.5 millimetres thick, securely fastened to 89 millimetre by 89 millimetre vertical posts spaced at 2.4 metre centres and embedded sufficiently deep to provide rigid support and securely nailed to 39 millimetre by 89 millimetre horizontal rails secured to the vertical posts at the top and bottom.
- (2) if constructed using plastic mesh, the fencing shall be fastened securely at 200 millimetre centres to steel "T" posts or similar, spaced at not more than 1.2 metre centres and embedded at least 600 millimetres into the ground with the top and bottom of the plastic mesh secured horizontally by 11 gauge cable threaded through or otherwise attached to the mesh and each post.
- (3) if constructed with chain link, the mesh shall have openings no larger than 50 millimetres and shall be fastened securely to vertical steel posts spaced not more than 2.4 metre centres and to top and bottom horizontal steel rails or 9 gauge steel wire.

- (4) the fence may be a combination of fence types specified in this section or may be constructed of other materials that provide performance and safety equivalent to the fence types specified and the Chief Building Official authorizes its use.

#### **10.5 Municipal Authority to Construct Site Fence**

Where the person to whom a permit is issued fails to erect a site fence required under this section, and where the Chief Building Official has not granted an exemption, the Chief Building Official may cause a fence to be erected and recover the costs by adding them to the tax rolls and collecting them in the same manner as property taxes.

### **SECTION 11 – CONDITIONAL PERMITS**

#### **11.1 Conditional Permit**

The Chief Building Official may, where conditions in Subsections 8(3) to 8(5) of the Act and Clause 3.3 (3) of this By-Law have been fulfilled, issue a conditional permit for a building subject to compliance with the Act, the Building Code and any other applicable law.

#### **11.2 Conditional Permit Agreement – Delegation**

The Chief Building Official and Deputy Chief Building Officials are authorized to approve the entering into of a conditional permit agreement, to execute the agreement on behalf of the City and to approve the release of a conditional permit agreement when the agreement is no longer necessary.

### **SECTION 12 – CODE OF CONDUCT**

#### **12.1 Code of Conduct – Schedule D**

In accordance with Section 7.1 of the Act, the Code of Conduct for the Chief Building Official and inspectors is appended to this By-Law as Schedule D.

### **SECTION 13 – VALIDITY**

#### **13.1 Severability**

In the event that any provision of this By-Law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this By-Law.



## **SECTION 14 – CONTRAVENTION - OFFENCE**

### **14.1 Offences**

Every person or corporation that contravenes any provision of this By-Law is guilty of an offence and, on conviction, is liable to a penalty as set out in Section 36 of the Act.

## **SECTION 15 – REPEAL – ENACTMENT**

### **15.1 Previous By-Law**

On the date this By-Law comes into force, the previous By-Law 044-2015 and its amending by-laws are repealed.

### **15.2 Effective Date**

This By-Law comes into force and takes effect on January 1, 2019.

Enacted by City of Vaughan Council this 11<sup>th</sup> day of April, 2018.

---

Hon. Maurizio Bevilacqua, Mayor

---

Todd Coles, Deputy City Clerk

Authorized by Item No. 2 of Report No. 4  
of the Finance, Administration and Audit Committee  
Adopted by Vaughan City Council on  
April 11, 2018.

## **Schedule A – By-Law 050-2018**

### **Classes of Permits and Fees**

1. Except where a flat fee is indicated for an Occupancy Classification or Type of Construction, the fee per m<sup>2</sup> of floor area set out in Schedule A, shall be used by the Chief Building Official in determining the permit fee, by multiplying the floor area by the fee per m<sup>2</sup>, subject to maximum and minimum fees where indicated.
2. For new buildings and additions, fees for sprinkler and fire alarm systems, unfinished basements (except within dwelling units), finished basement areas in single family, semi-detached and townhouse dwellings and any balconies, decks, patio and porch structures are in addition to the Occupancy Group Fee per m<sup>2</sup>.
3. Where a change of occupancy from one classification to another classification of a higher hazard is proposed, the fee for the proposed occupancy applies. Where a change of use permit is denied, fees paid may be credited to an alteration permit which incorporates the construction required to accommodate the change of use.
4. For the purpose of this schedule the occupancy classification and floor area shall be determined on the following basis:
  - a) The occupancy classification shall be established in accordance with the occupancy definitions of the Ontario Building Code.
  - b) Except as provided in 4.d), the floor area is the sum of the areas of all floors including basement, balconies and mezzanines and shall be measured to the outer face of the exterior walls or structure. For interior alterations, measurements are taken to the inner face of walls.
  - c) No deductions shall be made for openings within the floor area, i.e. stairs, elevators, ducts.
  - d) A garage serving only the dwelling unit to which it is attached or built-in and an unfinished basement located within a dwelling unit shall not be included in the area calculations.
  - e) The horizontal projection of sloping and stepped floors shall be used in lieu of actual surface area.
  - f) The fee for common facilities such as corridors, lobbies, washrooms etc., in “shell” buildings shall be calculated at the “finished” rate according to the occupancy classification of the floor area on which the facilities are located.
5. The fees shown in the following table will be used to calculate the total permit fee. However, the minimum fee for any permit shall be \$155.00 (2018 Rate) unless otherwise indicated.
6. Fees for years after 2018 have been indexed at 3 percent per year. The minimum fee will be indexed at 3 percent per year after 2018.
7. The fee for any permit or service not listed in this schedule will be charged at the hourly rate for review and inspections and the minimum fee will apply.

**Schedule A – By-Law 050-2018**  
**Classes of Permits and Fees**

Occupancy Classification / Type of Construction	2018 Permit Fees			2019	2020	2021
<b>Construction Permits</b>						
Group A (Assembly) - Shell Building	12.50	per m <sup>2</sup>	-	14.72	17.06	19.53
Group A (Assembly) - Finished (Shell and Interiors)	18.00	per m <sup>2</sup>	-	19.19	20.43	21.72
Group A (Assembly) - Interior Alteration	5.60	per m <sup>2</sup>	155.00 min	5.82	6.05	6.28
Group A (Assembly) - Additions & Mezzanines	18.00	per m <sup>2</sup>	-	19.19	20.43	21.72
Group B (Institutional) - Shell Building	19.00	per m <sup>2</sup>	-	20.74	22.58	24.50
Group B (Institutional) - Finished (Shell and Interiors)	19.00	per m <sup>2</sup>	-	23.50	28.25	33.26
Group B (Institutional) - Interior Alteration	4.10	per m <sup>2</sup>	155.00 min	4.79	5.52	6.28
Group B (Institutional) - Additions & Mezzanines	18.50	per m <sup>2</sup>	-	23.15	28.07	33.26
Group C (Part 3 Buildings) - Finished (Shell and Interiors)	13.00	per m <sup>2</sup>	-	14.39	15.85	17.39
Group C (Part 3 Buildings) - Interior Alteration	4.10	per m <sup>2</sup>	155.00 min	4.79	5.52	6.28
Group C (Part 3 Buildings) - Additions	13.00	per m <sup>2</sup>	-	14.39	15.85	17.39
Group C (Midrise Wood) - Finished (Shell and Interiors)	18.00	per m <sup>2</sup>	-	18.54	19.10	19.67
Group C (Midrise Wood) - Interior Alteration	4.10	per m <sup>2</sup>	155.00 min	4.79	5.52	6.28
Group C (Midrise Wood) - Additions & Mezzanines	18.00	per m <sup>2</sup>	-	18.54	19.10	19.67
Group C (Part 9 Buildings) - Single Dwelling Unit (including secondary unit)	11.40	per m <sup>2</sup>	-	13.72	16.17	18.75
Group C (Part 9 Buildings) - Multi Unit/Stacked Townhouses	13.00	per m <sup>2</sup>	-	15.36	17.85	20.48
Group C (Part 9 Buildings) - Semis and Towns	13.00	per m <sup>2</sup>	-	15.36	17.85	20.48
Group C (Part 9 Buildings) - Interior Alteration	4.10	per m <sup>2</sup>	155.00 min	4.79	5.52	6.28
Group C (Part 9 Buildings) - Additions & Mezzanines	11.40	per m <sup>2</sup>	155.00 min	13.72	16.17	18.75
Group C (Part 9 Buildings) - Accessory Buildings/Structures (Sheds, decks, garages) **	2.15	per m <sup>2</sup>	155.00 min	181.97	210.41	240.40
Group D (Office) - Shell Building	11.40	per m <sup>2</sup>	-	12.58	13.83	15.13
Group D (Office) - Finished (Shell and Interiors)	14.50	per m <sup>2</sup>	-	16.15	17.89	19.71

**Schedule A – By-Law 050-2018  
Classes of Permits and Fees**

<b>Occupancy Classification / Type of Construction</b>	<b>2018 Permit Fees</b>			<b>2019</b>	<b>2020</b>	<b>2021</b>
Group D (Office) - Interior Alteration	4.10	per m <sup>2</sup>	155.00 min	4.79	5.52	6.28
Group D (Office) - Additions & Mezzanines	14.50	per m <sup>2</sup>	-	16.15	17.89	19.71
Group E (Mercantile) - Shell Building	9.90	per m <sup>2</sup>	-	10.88	11.92	13.00
Group E (Mercantile) - Finished (Shell and Interiors)	14.00	per m <sup>2</sup>	-	14.98	16.01	17.08
Group E (Mercantile) - Interior Alteration	4.10	per m <sup>2</sup>	155.00 min	4.79	5.52	6.28
Group E (Mercantile) - Additions & Mezzanines	14.00	per m <sup>2</sup>	-	14.98	16.01	17.08
Group F1&F2 (Industrial) - Shell Building & Mezzanines	7.00	per m <sup>2</sup>	-	7.43	7.89	8.36
Group F1 & F2 (Industrial) - Finished (Shell and Interiors)	9.50	per m <sup>2</sup>	-	10.32	11.17	12.07
Group F1&F2 (Industrial) - Interior Alteration	4.10	per m <sup>2</sup>	155.00 min	4.79	5.52	6.28
Group F1&F2 (industrial) - Additions	9.50	per m <sup>2</sup>	155.00 min	10.32	11.17	12.07
Group F3 (Storage) - (Parking) Garage	4.60	per m <sup>2</sup>	155.00 min	5.73	6.92	8.18
<b>Plumbing / Sewage Systems</b>						
Site Services - Residential Projects (plus fee for water service/drains)	155.00	flat fee	-	160.00	165.00	170.00
Site Services - Other Than Residential Projects(plus fee for water service/drains)	155.00	flat fee	-	160.00	165.00	170.00
Water Service 50mm to 100mm	21.50 43.00	flat fee	-	35.00	36.00	37.00
Water Service 150mm 200mm 250mm	66.00 87.00 109.00	flat fee	-	90.00	92.00	95.00
Water Service over 250mm	132.00	flat fee	-	136.00	140.00	144.00
Residential Water Service (50mm or less)	21.5 0	flat fee	-	27.00	34.00	41.00
Drains – Residential	155.00	flat fee	-	160.00	164.00	169.00
Drains – Non-Residential/Multi Res. 100mm 150mm	43.00 66.00	flat fee	-	55.00	57.00	59.00
Drains – Non-Residential/Multi Res. 200mm 250mm	87.00 109.00	flat fee	-	98.00	101.00	104.00
Drains – Non-Residential/Multi Res larger than 250mm	132.00	flat fee	-	136.00	140,00	144.00
Plumbing Fixtures (Toilets, Urinals, lavatories, sinks, floor drains, vented traps, roof drains, backflow preventers)	16.50	flat fee per fixt.	-	17,00	17.50	18.00

**Schedule A – By-Law 050-2018  
Classes of Permits and Fees**

<b>Occupancy Classification / Type of Construction</b>	<b>2018 Permit Fees</b>			<b>2019</b>	<b>2020</b>	<b>2021</b>
Grease Interceptors	66.00	flat fee	155.00 min	68.00	70.00	72.11
Plumbing – Miscellaneous (manholes, catch basins, area drains)	43.00	flat fee	155.00 min	44.25	45.62	46.94
Septic System – Residential, commercial, industrial (GFA less than 186 m <sup>2</sup> )	546.00	flat fee plus	155.00 min	563.00	579.25	596.63
Additional fee 186m <sup>2</sup> and over	3.50	per m <sup>2</sup>		3.60	3.70	3.80
Septic System – Farm related project (without internal plumbing)	155.00	flat fee	-	160,00	164.00	169.00
Septic System – non-habitable addition/structure (no effect on system)	155.00	flat fee	-	160,00	164.00	169.00
Septic System – non-habitable addition/structure (change to system)	218.00	flat fee	-	224.50	231.30	238.20
Septic System – habitable addition/structure (no effect on system)	155.00	flat fee	-	160,00	164.00	169.00
Septic System – habitable addition/structure (change to system) less than 186m <sup>2</sup>	546.00	flat fee plus	-	563.00	579.25	596.63
Additional fee 186m <sup>2</sup> and over	3.50	per m <sup>2</sup>		3.60	3.70	3.80
On Site Sewage System – Maintenance Program Inspection Fee	772.50	flat fee	-	1,045.00	1,335.00	1,640.00
<b>Mechanical - HVAC</b>						
Mechanical - HVAC - Residential	155.00	flat fee	-	200.00	250.00	300.00
Mechanical – HVAC - Non-Residential	218.00	flat fee	-	340.00	465.00	600.00
Hazardous Processes - Kitchen Exhaust Hood, Spray Booth, Storage of Hazardous Material, Dust Collector	155.00	flat fee	-	290.00	430.00	575.00
<b>Subdivisions – Certified Models</b>						
Certified Models – Single Family (add'l cost)	1639.00	flat fee	-	1885.00	2280.00	2530.00
Change House Type Model (residential plan of subdivision where permit has been issued for a different house type)	437.00	flat fee	-	450.00	464.00	478.00
Change House Type – additional cost per m <sup>2</sup> or portion thereof	11.40	per m <sup>2</sup>	-	11.70	12.00	12.45
<b>Permit Revisions</b>						
Permit Revisions – Residential (includes 3 hours review time)	398.00	flat rate	-	410.00	422.00	435.00
Permit Revisions – Non-Residential (includes 3 hours review time)	461.00	flat rate	-	475.00	490.00	504.00
<b>Demolition</b>						
Demolition – Part 9 Residential (plus hourly rate for review over 3 hours)	155.00	flat fee	-	200.00	250.00	305.00

**Schedule A – By-Law 050-2018  
Classes of Permits and Fees**

<b>Occupancy Classification / Type of Construction</b>	<b>2018 Permit Fees</b>			<b>2019</b>	<b>2020</b>	<b>2021</b>
Demolition – Part 3 Residential and Non-Residential (plus hourly rate for review over 3 hours)	546.00	flat fee	-	685.00	830.00	985.00
<b>Fire/Life Safety</b>						
Active Fire Protection Systems - Fire Alarm, Sprinkler or Standpipe Systems, Mag-Locks (plus additional fee in this section, below)	155.00	flat fee	-	175.00	195.00	220.00
Part 9 Fire Alarm System (additional fee)	0.20	per m <sup>2</sup>	-	0.28	0.33	0.38
Part 3 Per Floor (additional fee)	137.00	per floor	-	147.00	153.00	158.00
Sprinkler/Standpipe System (additional fee)	0.35	per m <sup>2</sup>	-	0.40	0.45	0.50
<b>Fast Track Permit Process</b>						
Additional fee – (percentage of full permit fee subject to maximum/minimum amounts below)	50%		-	50%	50%	50%
Commercial	773.00 7,725.00	minimum maximum	-	796.00 7,956.00	820.00 8,195.00	845.00 8441.00
Residential - Detached / Semi Detached	515.00	Flat fee	-	530.00	546.00	563.00
Residential - other than detached / semi detached	258.00 7,725.00	per unit maximum	-	266.00 7,956.00	273.00 8,195.00	282.00 8441.00
<b>Designated Structures</b>						
Miscellaneous - Designated Structure/Public Pool/Public Spa	155.00	minimum	-	295.00	445.00	605.00
Retaining Wall – over 1m in exposed height	7.10	per lin. metre	155.00 min			
Solar Collectors (residential Part 9)	155.00		-	160.00	164.00	169.00
Solar Collectors (Part 3 residential, industrial, commercial, institutional)	546.00		-	546.00	546.00	546.00
<b>Miscellaneous Permits / Services</b>						
Alternative Solutions (plus cost of additional review/meetings and any 3 <sup>rd</sup> party review)	1000.00		-	1050.00	1100.00	1150.00
Balcony, including guards	.50	per m <sup>2</sup>	155.00 min	.52	.53	.55
Change of Use where no construction is proposed - For all Types of Classifications (plus hourly rate for each hour or part thereof)	218.00	flat fee	-	255.00	290.00	330.00
Conditional Permit (10% of building permit fee in addition to building permit fee)	1,093.00 2,500.00	Minimum Maximum	-	1125.00 2,575.00	1160.00 2,652.00	1195.00 2,732.00
Conditional Permit Agreement (amend)	218.00	flat fee	-	225.00	231.00	238.00

**Schedule A – By-Law 050-2018  
Classes of Permits and Fees**

Occupancy Classification / Type of Construction	2018 Permit Fees			2019	2020	2021
Construction/Demolition/Change of Use without permit – additional 50% of permit fee	5,000.00	maximum	155.00 min	5150.00	5305.00	5464.00
Demising Walls (no other construction)* *after 2018 changes to fee per linear metre	155.00	flat fee (2018)	155.00 min	4.50 per linear m	4.63 per linear m	4.77 per linear m
Farm Buildings	4.80	per m <sup>2</sup>	155.00 min	5.17	5.55	5.95
Fireplace / Stove	155.00	flat fee	-	160.00	164.00	169.00
Hourly Rate for Review or Inspection (minimum 3 hours may apply)	81.00		-	83.00	86.00	89.00
Limiting Distance Agreement	328.00	flat fee	-	410.00	495.00	585.00
Occupancy Permit – Div C. 1.3.3.1 & 1.3.3.5 (per stage of occupancy)	155.00	flat fee	-	205.00	255.00	305.00
Partial Permit (additional fee)	250.00	flat fee	-	257.00	265.00	273.00
Portable Classroom	218.00	flat fee	-	225.00	231.00	238.00
Recladding	.35	per m <sup>2</sup>	155.00 min	.40	.45	.50
Request to Defer Revocation (permit extension)	155.00	flat fee	-	160.00	164.00	169.00
Sales Pavilion	8.10	per m <sup>2</sup>	155.00 min	8.30	8.60	8.90
Shelf and Racking System	1.15	per m <sup>2</sup>	155.00 min	3.00	4.00	5.00
Shoring	8.10	per lin. metre	155.00 min	10.00	10.30	10.60
Tents/Air Supported Structures	2.80	per m <sup>2</sup>	155.00 min	3.93	5.12	6.38
Transfer Permit (to new owner)	155.00	flat fee	-	160.00	164.00	169.00
Window Enlargement	2.15	per m <sup>2</sup>	155.00 min	2.21	2.28	2.34

## Schedule B - By-Law 050-2018 - Forms

Form	Required For
Statement of Design	New buildings and additions to Industrial/Commercial/Institutional/High-Rise buildings
Land & Building Use Declaration	All Industrial/Commercial/Institutional/High-Rise and other Non-Residential buildings
Owners Undertaking General Review	Buildings requiring general review under the Building Code
General Review Commitment Certificate	Buildings requiring general review under the Building Code
Housing Plumbing Data Sheet	New buildings and additions/alterations to plumbing for detached housing & townhouses.
Non-Housing Plumbing Data Sheet	New buildings and additions/alterations to plumbing for Industrial/Commercial/Institutional/High-Rise buildings.
ASHRAE 90.1 Compliance Form	New buildings and additions/alterations to mechanical systems as set out in the Building Code.
SB 10 Energy Efficiency Design Summary	Part 3, Non Residential and some Part 3 Residential buildings.
SB 12 Energy Efficiency Design Summary	Part 9, Residential buildings

Forms are available from:

City of Vaughan  
 Building Standards Department  
 2141 Major Mackenzie Drive, Vaughan, Ontario  
 L6A 1T1

<https://www.vaughan.ca/cityhall/departments/bs>

(905) 832-8510



## **Schedule C - By-Law 050-2018**

### **Required Notices for Inspection (Mandatory Stages)**

In accordance with Section 10.2 of the Act, the person to whom a permit is issued shall notify Chief Building Official at each stage of construction as specified in the Building Code, and this By-Law, that the construction is ready for inspection.

After the notice is received by the Chief Building Official, an Inspector shall, not later than two (2) days after receipt of a notice, undertake a site inspection of the building to which the notice relates.

Where a notice relates to matters described in Division C 1.3.5.1.(2) (l) or (m) of the Building Code, an Inspector shall, not later than five (5) days after receipt of the notice, undertake a site inspection of the sewage system to which the notice relates.

In accordance with Subsection 11(2) of the Act, the Chief Building Official shall be notified of the date of completion of a building or part of a building. An inspection for occupancy will be conducted within 10 days after notice of completion is served on the Chief Building Official.

The time periods referred to above shall begin on the day following the day on which the notice is given and shall not include Saturdays, holidays and all other days when the offices of the City are closed. When undertaking an inspection required above, the Inspector may consider reports concerning whether the building or a part of the building complies with the Act, the building code or any other applicable law.

The person to whom a permit is issued shall notify the Chief Building Official when ready for inspection of the following stages set out in the Building Code:

- (a) Commencement of construction of the building,
- (b) Readiness to construct footings
- (c) Substantial completion of footings and foundations prior to commencement of backfilling,
- (d) Substantial completion of structural framing and ductwork and piping for heating and air-conditioning systems, if the building is within the scope of Part 9 of Division B,
- (e) Substantial completion of structural framing and roughing in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which (d) applies,
- (f) Substantial completion of insulation, vapour barriers and air barriers,
- (g) Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
- (h) Substantial completion of fire access routes,
- (i) Readiness for inspection and testing of,
  - (i) Building sewers and building drains,
  - (ii) Water service pipes,
  - (iii) Fire service mains,
  - (iv) Drainage systems and venting systems,
  - (v) The water distribution system, and
  - (vi) Plumbing fixtures and plumbing appliances,

**Schedule C - By-Law 050-2018**  
**Required Notices for Inspection (Mandatory Stages)**

- (j) Readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A, a public pool or a public spa,
- (k) Substantial completion of the circulation / recirculation system of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A, a public pool or public spa and substantial completion of the pool before it is first filled with water,
- (l) 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,
- (m) Readiness to construct the sewage system,
- (n) Substantial completion of the installation of the sewage system before the commencement of backfilling,
- (o) Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling,
- (p) Substantial completion of heating, ventilation, air-conditioning and air-contaminant extraction equipment,
- (q) Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(3) of Division C or to permit occupancy under Sentence 1.3.3.2.(1) of Division C.
- (r) Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.(3) or 1.3.3.5.(3) of Division C.
- (s) Completion of a building for which an occupancy permit is required under 1.3.3.4. or 1.3.3.5. of Division C.

## **Schedule D - By-Law 050-2018**

### **Code of Conduct for Building Officials**

**This Code of Conduct is applicable to all Building Officials at the City of Vaughan**

#### Purpose

The purpose of this Code of Conduct is to promote appropriate standards of behaviour, enforcement actions, honesty, and integrity among building officials and to prevent practices which may constitute an abuse of power including unethical or illegal practices by building officials in the exercise of their power or performance of their duties under the Building Code Act or the Building Code.

Accordingly, all building officials shall:

1. Always act in the public interest, particularly with regard to the safety of building works and structures.
2. Apply all relevant building laws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests.
3. Abide with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws which regulate or govern Building Officials or their functions.
4. Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
5. Extend professional courtesy to all.

#### Breaches of the Code of Conduct

The Chief Building Official will review any allegations of breaches of this Code of Conduct made against municipal building officials. Where the allegations are against the Chief Building Official the City Manager of the municipality will review the allegations.

A City Manager, Deputy City Manager, Department Head, manager, or supervisor having knowledge of a breach of this Code of Conduct by a municipal building official shall bring such information immediately to the Chief Building Official and the City Manager.

Any person who has reason to believe that a municipal building official is committing a breach of this Code may approach the Chief Building Official in confidence.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the municipal employer and may result in disciplinary action up to and including termination of employment.