

# THE CITY OF VAUGHAN

# BY-LAW

## BY-LAW NUMBER 044-2015

**A By-law under the Building Code Act, 1992, respecting permits and related matters.**

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

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

### **Short Title**

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

## **SECTION 1 DEFINITIONS**

### **1.1 Definitions**

In this by-law:

Act	means the <i>Building Code Act, 1992, S.O. 1992, c.23</i> , as amended.
Applicable Law	means the list of applicable law found in Division A, Part 1, Article 1.4.1.3 of the Building Code Regulations.
Applicant	means 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 the owner's behalf, or any person or Corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or Corporation.
Architect	means the holder of a licence, certificate of practice or a temporary licence issued under the Architects Act as defined in the Building Code.
Alternative Solution	means a substitute for an acceptable solution.
Building	means a building as defined in subsection 1(1) of the Act.
Building Code	means the regulations made under section 34.(1) of the Act.
Chief Building Official	means the Chief Building Official appointed by by-law by the Corporation of the City of Vaughan for the purposes of enforcement of the Act.
Conditional Permit	those permits for the construction or partial construction of a building or part thereof that may be issued under Section 8(3) of the Act.
Construct	means construct as defined in subsection 1(1) of the Act.
Corporation	means the Corporation of the City of Vaughan.
Demolish	means demolish as defined in subsection 1(1) of the Act.
Inspector	means an Inspector appointed by by-law by the Corporation of the City of Vaughan for the purposes of enforcement of the Act.
Owner	means the registered owner of the property and includes a lessee, mortgagee in possession, and the authorized agent in lawful control of the property.

Permit	means permission or authorization given in writing from the Chief Building Official to construct or demolish a building in whole or in part, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and Building Code.
Professional Engineer or Engineer	means a person who holds a licence or temporary licence under the Professional Engineers Act, as defined in the Building Code.
Registered Code Agency	means a registered code agency as defined in subsection 1(1) of the Act.
Sewage system Work	means a sewage system as defined in the Building Code means construction or demolition of a building or part thereof, as the case may be.

## 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 described to it in the Act or the Building Code.

## SECTION 2 CLASSES OF PERMITS

### 2.1 Classes of Permits

The classes of permits set out in Schedule "A" of this by-law are hereby established.

## SECTION 3 PERMITS

### 3.1 File application - on Provincial Form

To obtain a permit under Section 8 of the Act, the owner or an agent authorized in writing by the owner shall file an application in writing by completing a prescribed provincial application form available from the Chief Building Official or from the Ministry of Municipal Affairs and Housing Building Code website [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca)

### 3.2 File application - on City Form

To obtain a permit other than under Section 8 of the Act, the owner or an agent authorized in writing by the owner shall file an application in writing by completing the city application form available from the Chief Building Official.

In accordance with Clause 7(f) and Subsection 7(9) of the Act, the Corporation hereby authorizes the Chief Building Official the power to prescribe the city application form.

### 3.3 Information - submitted - to Chief Building Official

Every application for a permit shall be submitted to the Chief Building Official on the prescribed form and shall contain the following information:

- (1) Where application is made for a construction permit under subsection 8(1) the Act, the application shall:
  - (a) be completed using the provincial application form noted in Section 3.1 of this by-law,
  - (b) include complete plans and specifications, documents and other information as required by Division C 1.3.1.3 of the Building Code and as described in this by-law for the work to be covered by the permit,
  - (c) include applicable completed forms as set out in Schedule "B" where applicable, and
  - (d) Include for new construction be accompanied by, two (2) copies of a lot grading plan that has been filed, reviewed and accepted by the City of Vaughan Engineering Department.
- (2) Where application is made for a demolition permit under subsection 8(1) of the Act, the application shall:
  - (a) be completed using the provincial application form noted in Section 3.1 of this by-law,
  - (b) include complete plans and specifications, documents and other information as required by Division 1.3.1.1 (3) of the Building Code and as described in this by-law for the work to be covered by the permit,
  - (c) include completed forms as set out in Schedule "B" where applicable, and
  - (d) include, evidence satisfactory to the Chief Building Official that the building or structure that is the subject of the permit application is not affected by Section(s) 30,33,34 or 42 of the Ontario Heritage Act.
- (3) Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall:
  - (a) be completed using the provincial application form noted in Section 3.1 of this by-law,

- (b) include complete plans and specifications, documents and other information as required by the Building Code and as described in this by-law for the work to be covered by the permit,
  - (c) be accompanied by;
    - a) In the case of residential model homes;
      - (i) A copy of the model home agreement, or
      - (ii) In the case where model homes are authorized by a subdivision agreement, the required certifications as required by the subdivision agreement securing the issuance of the model home building permits.
    - b) In the case of new construction and additions to existing buildings for Industrial, Commercial, Institutional, and Residential High-Rise properties;
      - (i) A copy of the draft Site Plan Agreement or Undertaking, where applicable, and a copy of the executed conditional permit agreement signed by the Owner and Chief Building Official
  - (d) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted,
  - (e) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained,
  - (f) include applicable completed forms as set out in Schedule "B" where applicable, and
  - (g) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official.
- (4) Where application is made for a change of use permit issued under subsection 10(1) of the Act the application shall:
- (a) be completed using the city application form noted in Section 3.2 of this by-law.
  - (b) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building,
  - (c) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made,
  - (d) include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing sewage system, if any,
  - (e) include applicable completed forms as set out in Schedule "B" where applicable,
  - (f) be accompanied by the required fee,
  - (g) state the name, address and telephone number of the owner, and
  - (h) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.
- (5) Where application is made for a sewage system permit issued under subsection 8(1) of the Act, the application shall:
- (a) be completed using the provincial application form noted in Section 3.1 of this by-law,
  - (b) include complete plans and specifications, documents and other information as required under Division 1.3.1.3 of the Building Code and as described in this by-law for the work to be covered by the permit, and
  - (c) include a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official,
    - (i) include the date the evaluation was done,
    - (ii) include the name, address, telephone number and signature of the person who prepared the evaluation, and
    - (iii) include a scaled map of the site showing:
      - the legal description, lot size, property dimensions, existing rights-of-way, easements, municipal utility corridors, water service location, water wells;
      - the location of items listed in Column 1 of Tables 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. of the Building Code;
      - the location of the proposed sewage system;
      - the location of any unsuitable, disturbed, compacted areas, or slopes greater than 4:1;
      - proposed access routes for system maintenance;
      - depth to bedrock;
      - depth to zones of soil saturation;
      - soil properties, including soil permeability; and
      - grade conditions, including the potential for flooding.
- (6) Where application is made for a transfer of permit because of a change of ownership of the land, as permitted under clause 7.(1)(h) of the Act, the application shall:
- (a) be completed using the city application form noted in Section 3.2 of this by-law,
  - (b) provide the names and addresses of the previous and new land owners,
  - (c) provide the date that the land ownership change took place, and

- (d) describe the permit that is being transferred.
- (7) Where application is made for occupancy of an unfinished building as provided for in Division 1.3.3 of the Building Code, the application shall:
  - (a) be completed using the city application form noted in Section 3.2 of this by-law, and
  - (b) describe the part of the building for which occupancy is requested.

### **3.4 Incomplete applications**

Where a proposed application does not contain sufficient information to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will conform to the Act, the Building Code and any other applicable law, the application will be considered to be incomplete and may not be accepted. Incomplete applications, where accepted, will be reviewed as time and resources permit and will not be subject to applicable complete application timelines for permit issuance.

### **3.5 Permit – limitations**

Where a permit whether conditional or not is issued for part of a building or project, this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.

### **3.6 Inactive Permit Application**

Where an application for a permit remains incomplete or inactive for six (6) months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant. If an application is deemed to be abandoned, a new application must be filed for the proposed work.

## **SECTION 4 PLANS AND SPECIFICATIONS FOR PERMIT APPLICATION**

### **4.1 Information - sufficient - to determine conformity**

Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will conform to the Act, the Building Code and any other applicable law.

### **4.2 Complete sets - required**

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

### **4.3 Plans - drawn to scale - on durable material - legible**

Plans shall be drawn to scale (min. 1:75 or 3/16"= 1') on paper, electronic media approved by the Corporation or other durable material and shall be legible.

### **4.4 Site plans - referenced - to plan of survey**

Site plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall show:

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

### **4.5 As constructed plans**

On completion of the 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 Corporation**

Plans and specifications furnished according to this by-law or otherwise required by the Act become the property of the Corporation and will be disposed of or retained in accordance with relevant legislation.

### **4.7 Additional Requirements**

Every application form for a Permit prescribed under the Building Code shall also:

- (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 coordinated and consistent with the description of the proposed work;
- (c) be accompanied by the plans, specifications, documents and other information as prescribed elsewhere in this by-law and Schedule A;

- (d) identify and describe in detail all encroachments onto other properties, including municipal and provincial lands, for the purposes of temporary or permanent work (including hoarding and servicing). Access to the development site must also indicate new access points, expanded access points, existing and previously approved access points (driveways and walkways);
- (e) be accompanied by the appropriate fee calculated in accordance with the most current corporate "Fees and Charges By-Law" along with a corresponding building area breakdown;
- (f) where serviced by a municipal potable water supply and where the proposed potable water supply is not already full metered, be accompanied by a completed "Application for Water Meter" (available from the City's Municipal Offices Building);
- (g) where applicable, be accompanied by a "Plumbing and Drain Declaration" form (available from the City's Municipal Offices building and website), as amended from time to time;
- (h) where applicable, be accompanied by an "Energy Efficiency Design Summary" form (available from the City's Municipal Offices building and website), as amended from time to time;
- (i) where applicable, be accompanied by a "Commitment to General Reviews by Architects and Engineers" form (available from the City's Municipal Offices building and website or the PEO and OAA) for all buildings requiring professional review or where requested by the Chief Building Official;
- (j) where applicable, be accompanied by an "Ontario Building Code Data Matrix" form (available from the City's Municipal Offices building and website or OAA) for all buildings within the scope of Part 3 of Division "B" of the Code or where requested by the Chief Building Official;
- (k) where applicable, be accompanied by a "Fire Route Application" form (available from the City's Municipal Offices building and website) for all buildings within the scope of Part 3 of Division "B" of the Code or where requested by the Fire Chief;
- (l) where applicable, be accompanied by any applicable development charges in accordance with the relevant By-laws authorized under the Development Charges Act and Education Act;
- (m) where applicable, temporary buildings shall indicate on the 'Application for a Permit to Construct or Demolish' form the total duration of the structure to remain. All temporary Permits shall expire after one year from the date of issuance and may be renewed upon re-application and subsequent issuance of the Permit; and
- (n) where applicable, be accompanied by any other fee for which an agreement is made between the City and a property owner.

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

### **5.1 Due - payable - upon application - Schedule "A"**

The Chief Building Official shall determine the required fees for the work proposed calculated in accordance with Schedule "A" of this by-law and the applicant shall pay such fees upon application. Where the application plans review identifies that additional permit fees are required, such additional fees shall be paid prior to the issuance of the permit. No permit shall be issued until all fees therefore have been paid.

### **5.2 Cash In Lieu of Parkland**

The applicant shall pay development charges and any other fees and/or charges deemed relevant or set out in Agreements.

### **5.3 Securities**

All securities required by the City shall be payable at the time of application in accordance with By-law 94-2008 as may be amended from time to time.

### **5.4 Refunds**

In the case of withdrawal of an application or the abandonment of all or a portion of the work, or refusal of a permit, or the non-commencement of any project, upon written request, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with this subsection.

There shall be no refund of permit fees where a permit has been revoked, except where the permit has been issued in error, or where the applicant requests revocation no more than six months after the permit has been issued. In such cases, the amount of refund shall be calculated in accordance with this Subsection.

Subject to the above, the fees that may be refunded shall be a percentage of the fees under this by-law as follows:

- (a) 80 percent if administration functions only have been performed
- (b) 70 percent if administration and zoning functions only have been performed

- (c) 45 percent if administration, zoning and plans examination functions have been performed
- (d) 35 percent if the permit has been issued and no field inspections have been made, but an additional 5 percent shall be deducted for each field inspection that has been undertaken
- (e) No refund shall be made of an amount less than \$100.00.

## **5.5 Alternative Solutions**

- (1) Where approval for an equivalent material, system or building design under Section 9 of the Act is proposed in either an application for a permit, or in a revision to a plan, specification document or other information on the basis of which a permit is issued, the applicant shall submit:
- (a) a description of the proposed equivalents or alternative solutions;
  - (b) the designer's contact information;
  - (c) the qualifications of the designer who is responsible for the proposed equivalents or alternative solutions;
  - (d) the identification of all the prescriptive applicable Division "B" provisions of the Building Code for all the proposed equivalents or alternative solutions;
  - (e) the identification of any assumptions, limiting or restricting factors, special maintenance and operational requirements of the applicable Division 'C' provisions of the Building Code;
  - (f) the identification of the applicable links to objectives and functional statements found in Division "A" of the Building Code;
  - (g) comparison and evaluation by a recognized and qualified Code Consultant of the prescriptive requirements versus the proposed equivalents or alternative solutions;
  - (h) any supporting documentation demonstrating that the proposed material, system or building design will provide the same level of performance required by Division "B" of the Building Code; and
  - (i) payment of the required fee as set out in the most current corporate "Fees and Charges By-law".
- (2) The Chief Building Official may accept or reject any proposed equivalents or alternative solutions and may impose conditions or limitations on their use.
- (3) Equivalents or 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 building permit;

## **5.6 Additional Inspections**

Additional inspection fees may be charged where an inspection is requested and where the previously noted deficiencies have not been attempted to be rectified, resulting in wasted inspection resources.

## **5.7 Outstanding Permits**

Inspections fees shall be collected from posted securities prior to their release.

## **SECTION 6 TRANSFER OF PERMITS**

### **6.1 Application - completed - by new owner**

A permit may be transferred if the new land owner completes the permit application form in accordance with the requirements of Section 3.3(6) of this by-law.

### **6.2 Fee**

A fee shall be payable on an application for a transfer of permit as provided in Schedule "A" of this by-law.

### **6.3 New owner - permit holder - upon transfer**

The new owner shall, upon a transfer of a permit, be the person to whom the permit is issued for the purpose of the Act and the Building Code. The new owner should be responsible for posting of securities as noted in Section 5.3 herein.

## **SECTION 7 REVOCATION OF PERMITS**

### **7.1 Notice of Revocation**

Prior to revoking a permit under subsection 8(10) of the Act, the Chief Building Official may serve a notice by personal service or registered mail at the last known address to the person to whom the permit was issued, and following a thirty (30) day period from the date of service the Chief Building Official may revoke the permit if grounds to revoke still exist, without any further notice.

## **7.2 Deferral of Revocation**

The person, to whom the permit was issued, may within thirty (30) days from the date of service of a notice under this Part, request in writing the Chief Building Official to defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regard to any changes to the Act, Building Code or other applicable law may allow the deferral, in writing.

## **7.3 Fee for Deferral**

A request for deferral shall be accompanied by the non-refundable fee therefore as set out in this by-law.

## **SECTION 8 NOTICE REQUIREMENTS FOR INSPECTIONS**

### **8.1 Notice prior - each stage - to Chief Building Official**

The person to whom the permit was issued shall notify the Chief Building Official of each stage of construction notice as required under Schedule "C" to this by-law and Division C, Part 1 Articles 1.3.5.1 and 1.3.5.2 of the Building Code.

### **8.2 Effective - when received - by Chief Building Official**

A notice pursuant to this section of this by-law is not effective until notice is actually received by the Chief Building Official.

### **8.3 Time Periods – Inspections**

Upon receipt of proper notice, the Inspector shall undertake a site inspection of the building to which the notices relate in accordance with the time periods stated in Article Division C, Part 1, Article 1.3.1.3 of the Building Code and Section 10 of the Act.

## **SECTION 9 CONSTRUCTION FENCES**

### **9.1 Fencing Required**

Where, in the opinion of the Chief Building Official, a construction or demolition site presents a hazard to the public, the Chief Building Official may require the erection of a fence and, such fencing shall be to the standards and specifications that the Chief Building Official deems to be appropriate in the circumstances.

In considering the hazard presented by a construction site and the necessity for fencing, the Chief Building Official shall have regard for:

- (a) the proximity of the construction site to occupied dwellings,
- (b) the proximity of the construction site to lands accessible to the public, including but not limited to streets, parks, and commercial and institutional activities,
- (c) the hazards presented by the construction activities and materials,
- (d) the feasibility and effectiveness of site fencing, and
- (e) the duration of the hazard.

## **SECTION 10 CODE OF CONDUCT**

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

Pursuant to Section 7.1 of the Building Code Act, attached hereto as Schedule "D" , is the Code of Conduct for the Chief Building Official and Inspectors responsible for the enforcement of the Act within the City.

## **SECTION 11 VALIDITY**

### **11.1 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 12 CONTRAVENTION OF BY-LAW – OFFENCE**

### **12.1 Offences**

Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the *Building Code Act, 1992*, S.O. 1992, c.23, as amended.

## **SECTION 13 REPEAL – ENACTMENT**

### **13.1 By-law previous**

Upon the coming into force of this by-law, By-law 232-2005 and all of its amendments are hereby repealed.

### **13.2 Effective date**

This by-law comes into force on April 1, 2015.

Enacted by City of Vaughan Council this 24th day of March, 2015

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Maurizio Bevilaqua, Mayor

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J.Abrams, City Clerk

Authorized by Item No. 3 of Report No. 4  
of the Finance, Administration and Audit Committee  
Adopted by Vaughan City Council on  
February 17, 2015



**SCHEDULE "A"**

**BY-LAW 044-2015**

**CLASSES OF PERMITS AND FEES**

1. Except where a minimum or flat fee is indicated for Occupancy Classification or Type of Construction, the fee per m2 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 m2.
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 m2.
3. Where a change of occupancy from one classification to another classification of a higher hazard is proposed, the fee multiplier 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) Horizontal projection of sloping and stepped floors shall be used in lieu of actual surface area.
  - f) "Custom built" means the construction of a new building or addition with finished interior and all required services.
  - g) "Custom built" and "interior alteration" fees include the installation of ceilings.
  - h) The fee for common facilities such as corridors, lobbies, washrooms etc., in "shell" buildings shall be calculated at the "custom built" rate according to the occupancy classification of the floor area on which the facilities are located.
5. The following fees shall be used to calculate the total permit fee. However the minimum fee for any permit shall be \$100.00.

<u>CLASS OF PERMIT</u>	<u>OCCUPANCY CLASSIFICATION OR TYPE OF CONSTRUCTION</u>	<u>NEW FEES PROPOSED</u>
<b>Building Permit to construct a new building or addition.</b>	<u>Group A (Assembly)</u>	
	Speculative (shell)	\$11.50 per m2
	Custom built	\$16.50 per m2
	Transit Stations**	\$13.25 per m2
	<u>Group B (Institutional)</u>	
	All buildings	\$17.50 per m2
	<u>Group C (Residential)</u>	
	Single DDU and semi	\$10.50 per m2
	Multiple Units building less than 4 storeys including townhouses	\$11.75 per m2
	Apartment Buildings Greater than 4 storeys	\$11.75 per m2
	Accessory Dwelling Units**	\$ 9.00 per m2
	Six story wood midrise**	\$16.50 per m2
	<u>Group D (Business and Personal Services)</u>	

<u>CLASS OF PERMIT</u>	<u>OCCUPANCY CLASSIFICATION OR TYPE OF CONSTRUCTION</u>	<u>NEW FEES PROPOSED</u>
	Speculative (shell)	\$10.50 per m2
	Custom built	\$13.25 per m2
	<u>Group E (Mercantile)</u>	
	Speculative (shell)	\$9.00 per m2
	Custom built	\$12.50 per m2
	<u>Group F (Industrial)</u>	
	Speculative (shell inclusive of offices to a maximum of 10% of floor area of building or unit)	\$6.40 per m2
	Custom built	\$8.65 per m2
	Parking garage	\$4.25 per m2
<b>Building permit to alter or repair a building.</b>	Interior alteration and repair of buildings not listed below	\$3.75 per m2 (Min. \$100.00)
	Interior alteration for all Group A buildings >30 seats	\$5.00 per m2 (Min. \$100.00)
	Garages and accessory buildings on single family and semi-detached property	\$2.00 per m2 (Min. \$100.00)
	Balcony including guards	\$0.50 per m2 (Min. \$100.00)
	Re-cladding	\$0.35 per m2 (Min. \$100.00)
	Window enlargement	\$2.00 each (Min. \$100.00)
	Demising walls	\$100.00 each flat fee
	Fireplace/stove	\$100.00 each flat fee
	Ceilings (new or replacement)	\$0.35 per m2 (Min. \$100.00)
	Deck, patio or porch structure and residential balcony	\$100.00 each flat fee
	Shoring**	\$7.50 linear metre
	Residential (Part 9) heating, mechanical ventilating and air-conditioning equipment	\$100.00 per unit
	Non-residential & Res. Part 3 mechanical heating, ventilating and air-conditioning equipment	\$200.00 min. \$0.35 per m2
	Retaining wall	\$6.50 linear metre
	Finished basement in dwelling unit	\$2.50 per m2 (Min. \$100.00)
	Unfinished basement (except dwelling unit)	\$3.25 per m2
	New mezzanine	\$5.00 per m2 (Min. \$100.00)
	Racking System	\$1.00 per m2 \$100.00 min. fee
	Portable classroom	\$200.00 per unit
	Sales pavilion	\$7.50 per m2 (Min. \$100.00)
	Tent, air-supported and designated structure	\$2.50 per m2 (Min. \$100.00)

<u>CLASS OF PERMIT</u>	<u>OCCUPANCY CLASSIFICATION OR TYPE OF CONSTRUCTION</u>	<u>NEW FEES PROPOSED</u>
	Tent or trailer (temporary use)	\$100.00 each flat fee
	Farm buildings and silos	\$4.50 per m2 (Min. \$100.00)
	Electro-magnetic locks	\$100.00 flat fee
	Solar Panels – Residential	\$100.00 flat fee
	Solar Panels - Industrial/Commercial/Institutional	\$500.00 flat fee
<b>Fire</b>	Fire alarm system Part 9 Part 3	\$250.00 flat fee \$125.00 per floor
	Sprinkler system	\$0.35 per m2 (Min. \$100.00)
	Revision to alarm system, fire suppression, or sprinkler system	\$200.00 + \$75.00 per hour
	Fire Repair (includes Vehicle Impact): Residential	\$1.25 per m2 +\$100.00
	Non Residential**	\$500 flat fee
<b>Demolition Permit</b>	Residential	\$100.00 flat fee
	Non-residential	\$500.00 flat fee
<b>Permit to authorize occupancy of a building prior to its completion pursuant to Div. C, Part 1 Section 1.3.3.2 and 1.3.3.4 of O.B.C.</b>		\$100.00 per unit
<b>Pool Enclosure Permit (Fence). (septic only) Div. B. Part 8 compliance as per O.B.C.</b>		\$400.00 flat fee
<b>Revised Permit. (Revised application and revision to permit).</b>	Administration only.	\$100.00 per unit
	Administration OBC plans review -Residential	\$100 flat fee + \$75/hr. min. 3 hrs.
	Administration OBC plans review – Industrial, Commercial and Institutional	\$200.00 flat fee + \$75/hr. min. 3 hrs.
	Administration and lot grading review – Residential (no municipal sewers)	\$450.00 per unit
	Changing house type/model, (within a residential plan of subdivision where building permits have been issued for various house types)	\$400.00 plus \$10.50 per m2 of portion thereof for any increase in building area
<b>Transfer Permit.(To new owner).</b>		\$100.00
<b>Renewal Permit.</b>		\$100.00
<b>Certified Models – Single Family (additional cost)</b>		\$1500.00 per model
<b>Change of Use Permit. – No construction</b>	--	\$200.00
<b>Change of Use Permit. – with construction</b>		\$200.00 + \$5.00 per m2 for Group A eating

<u>CLASS OF PERMIT</u>	<u>OCCUPANCY CLASSIFICATION OR TYPE OF CONSTRUCTION</u>	<u>NEW FEES PROPOSED</u>
		establishment/restaurant uses or + \$3.75 per m2 for all other uses
<b>Conditional Permit.</b>		\$1000.00 per agreement.
<b>Amend Conditional Agreement**</b>		\$200.00 per agreement.
<b>Alternative Solutions**</b>		\$200.00 plus 75.00 per hour per person for meetings and review
<b>Limiting Distance Agreement**</b>		\$300.00
<b>Re-Inspection Fee**</b>		\$100.00 per inspection
<b>Plumbing Fixtures</b>	Toilets, urinals, lavatories, floor drains Vented traps, roof drains and backflow Preventers Grease Interceptors**	\$15.00/fixture  \$60.00 each
<b>Water Services</b>	50mm or less 100mm 150mm 200mm 250mm 300mm or larger	\$20.00 \$40.00 \$60.00 \$80.00 \$100.00 \$120.00
<b>Residential Connection</b>	<b>Water</b>	\$20.00 flat fee
<b>Drains – Residential</b>	Flat rate for Sanitary & Storm Sewer	\$100.00
<b>Drains – Non Residential and Multi Residential</b>	100mm 150mm 200mm 250mm 300mm or larger	\$40.00 \$60.00 \$80.00 \$100.00 \$120.00
<b>Miscellaneous</b>	Manholes, Catch Basins and Area Drains	\$40.00/unit
<b>Septic Systems</b>	(i) Residential, Commercial, Industrial, Institutional, or Farm Related Project (with internal plumbing)  (ii) Farm Related Project (without internal plumbing)  (iii) Additions and Structures Non Habitable Addition/Structure (no effect on system) Non Habitable Addition/Structure (change to system) Habitable Addition/Structure (no effect on system) Habitable Addition/Structure < 186m <sup>2</sup> - (Change to system) > 186m <sup>2</sup> -	\$500.00 \$3.22/m <sup>2</sup>  \$100.00  \$100.00 \$200.00 \$100.00 \$500.00 \$3.22/m <sup>2</sup>

\*\* indicates new fee category

## SCHEDULE "B"

### BY-LAW 044-2015

#### **Name of Form**

#### **When Required**

Statement of Design	New/Add. to Ind./Com./Instit./High-Rise
Land & Building Use Declaration	All Ind./Com./Inst./High-Rise
Owners Undertaking General Review	Buildings as required by the Building Code
General Review Commitment	Buildings as required by the Building Code
Housing Plumbing Data Sheet	New/Add/Alt to plumbing for detached housing & townhouses
Non-Housing Plumbing Data Sheet	New/Add/Alt to plumbing for Ind./Com./Instit./High-Rise
ASHRAE 90.1 Energy Cert. Form	New/Add/Alt to mechanical systems as per the Building Code.
SB 10 Energy Efficiency Design Summary	(Part 3, Non Residential)
SB 12 Energy Efficiency Design Summary	(Part 9, Residential)

Copies of the current forms are available from:

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

(905) 832-8510

## SCHEDULE "C"

### BY-LAW 044-2015

#### REQUIRED BUILDING INSPECTION NOTICES

In accordance with Section 10.2 of The Ontario Building Code Act, the Chief Building Official shall be notified 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 given under Sentence 1.3.5.3.(2) of Division C relates to matters described in Clause 1.3.5.1.(2)(1) or (m) Division C of the Ontario's 2012 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. 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 principal authority are not open for the transaction of business with the public. 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 or this Code.

The person to whom a permit is issued shall notify the Chief Building Official of the readiness for inspection at the following stages of construction:

#### Stages of Construction

- (a) The commencement of construction of the building,
- (b) The readiness to construct footings,
- (c) The substantial completion of footings and foundations prior to commencement of backfilling,
- (d) The 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 of Ontario's 2012 building code
- (e) The 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 item (d) above applies
- (f) The substantial completion of insulation, vapour barriers and air barriers,
- (g) The 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
- (h) The substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
- (i) The substantial completion of fire access routes,
- (j) The readiness for inspection and testing of:
  - (i) The building sewers (OS Drains)
  - (ii) The building drains (IS Drains),
  - (iii) The water service pipes,
  - (iv) The fire service mains,
  - (v) The drainage systems and venting systems,
  - (vi) The water distribution system, and
  - (vii) Plumbing fixtures, appliances and devices,
- (k) The 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.(l)(j) of Division A of Ontario's 2012 building code, a public pool or a public spa,
- (l) The substantial completion of the circulation/recirculation system of an outdoor pool described in Clause 1.3.1.1.(l)(j) Division A of Ontario's 2012 building code , a public pool or public spa and substantial completion of the pool before it is first filled with water,
- (m) The 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,
- (n) The readiness to construct the sewage system,
- (o) The substantial completion of the installation of the sewage system before the commencement of backfilling,
- (p) The substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling, and
- (q) The completion of construction of installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(3), of Division C of Ontario's 2012 building code or to permit occupancy under Sentence 1.3.3.2.(1), of Division C of Ontario's 2012 building code, if the building or part of the building to be occupied is not fully completed.
- (r) The completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.(4) or 1.3.3.5.(3), of Division C of Ontario's 2012 building code.

- (s) The completion of a building for which an occupancy permit is required under Article 1.3.3.4. or 1.3.3.5. of Division C, of Ontario's 2012 building code.
- (t) Substantial completion of structural framing for each storey, if the building is a type of building that is within the scope of Division B, other than Part 9.
- (u) Substantial completion of interior finishes.
- (v) Substantial completion of heating, ventilating, air-conditioning and air-contaminant extraction equipment.
- (w) Substantial completion of exterior cladding.
- (x) Substantial completion of site grading.
- (y) Completion and availability of drawings of the building as constructed.

## **SCHEDULE "D"**

### **BY-LAW 044-2015**

## **CODE OF CONDUCT FOR BUILDING OFFICIALS**

### **CODE OF CONDUCT – ALL BUILDING OFFICIALS - CITY OF VAUGHAN**

#### **Purpose**

The purpose of this code 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 Ontario Building Code Act or the Ontario 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 Commissioner, 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 municipal 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.