

*THE CITY OF VAUGHAN*

*BY-LAW*

**BY-LAW NUMBER 232-2005**

**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.
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
Building Code	means the regulations made under section 34 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.
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 perform work , 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 Article 2.4.1.1B 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 and accepted by the City.
- (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 Article 2.4.1.1B and Sentence 2.4.1.1(2) 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 effected 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 Article 2.4.1.1B of 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 registered against the title of the lands securing the issuance of the model home building permits, 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, 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 Article 2.4.1.1B 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 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(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 owner,
  - (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 Article 2.4.3.1 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 with the Act, the Building Code and any other applicable law the application will be considered to be incomplete and will not be accepted.

### 3.5 Permit – limitations

Where a permit 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 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**

### **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 with the Act, the Building Code and any other applicable law. In accordance with Section 3.4 of this by-law, incomplete applications will not be accepted.

### **4.2 Two complete sets - required - unless specified**

Each application 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.

## **SECTION 5 ( RESERVED )**

## **SECTION 6 FEES AND REFUNDS**

### **6.1 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 shall be paid 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.

### **6.2 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 5 percent shall be deducted for each field inspection.
- (e) No refund shall be made of an amount less than \$100.00

## **SECTION 7      TRANSFER OF PERMITS**

### **7.1      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.

### **7.2      Fee**

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

### **7.3      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.

## **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 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.

### **8.2      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.

### **8.3      Fee for Deferral**

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

## **SECTION 9      NOTICE REQUIREMENTS FOR INSPECTIONS**

### **9.1      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. Article 2.4.5.1 of the Building Code.

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

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

### **9.3      Time Periods - Inspections**

Upon receipt of proper notice, the Inspector, shall undertake a site inspection of the building to which the notices relates in accordance with the time periods stated in Article 2.4.5.3 of the Building Code and Section 11 of the Act.

## **SECTION 10      CONSTRUCTION FENCES**

### **10.1      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 11 CODE OF CONDUCT**

**11.1 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 12 VALIDITY**

**12.1 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 13 CONTRAVENTION OF BY-LAW – OFFENCE**

**13.1 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 14 REPEAL – ENACTMENT**

**14.1 By-law previous**

By-law 241-93 and all of its amendments are hereby repealed.

**14.2 Effective date**

This by-law comes into force on July 1, 2005.

READ a FIRST, SECOND and THIRD time and finally passed this 27<sup>th</sup> day of June, 2005.

\_\_\_\_\_  
Michael Di Biase, Mayor

\_\_\_\_\_  
J. D. Leach, City Clerk

SCHEDULE “A”

BY-LAW 232-2005

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.

CLASS OF PERMIT	OCCUPANCY CLASSIFICATION OR TYPE OF CONSTRUCTION	FEE
Building Permit to construct a new building or addition.	<u>Group A (Assembly)</u>	
	Speculative (shell)	\$11.50 per m2
	Custom built	\$13.25 per m2
	<u>Group B (Institutional)</u>	
	All buildings	\$15.50 per m2
	<u>Group C (Residential)</u>	
	Apartments and Townhouses	\$9.00 per m2
	All other buildings	\$9.75 per m2
	<u>Group D (Business and Personal Services)</u>	
	Speculative (shell)	\$8.75 per m2
	Custom built	\$11.00 per m2

<u>Group E (Mercantile)</u>		
	Speculative (shell)	\$7.00 per m2
	Custom built	\$9.25 per m2
<u>Group F (Industrial)</u>		
	Speculative (shell inclusive of offices to a maximum of 10% of floor area of building or unit)	\$5.40 per m2
	Custom built	\$7.65 per m2
	Parking garage	\$3.25 per m2
<u>Miscellaneous</u>		
	Garages and accessory buildings on single family and semi-detached property	\$2.00 per m2 (Min. \$50.00)
	Finished basement in dwelling unit	\$2.50 per m2 (Min. \$50.00)
	New mezzanine	\$5.00 per m2 (Min. \$50.00)
	Racking System	\$1.00 per m2 (Min. \$50.00)
	Sales pavilion	\$7.50 per m2 (Min. \$50.00)
	Tent, air-supported and designated structure	\$2.00 per m2 (Min. \$50.00)
	Tent or trailer (temporary use)	\$50.00 each flat fee
	Deck, patio or porch structure and residential balcony	\$50.00 each flat fee
	Retaining wall	\$50.00 flat fee
	Farm buildings and silos	\$3.00 per m2 (Min. \$50.00)
	Unfinished basement (except dwelling unit)	\$3.25 per m2
	Fire alarm system	\$100.00 flat fee
	Sprinkler system	\$0.35 per m2 (Min. \$50.00)
	Portable classroom	\$200.00 per unit
Building permit to alter or repair a building.	Interior alteration and repair of buildings not listed below	\$2.75 per m2 (Min. \$50.00)
	Interior alteration for Group A eating establishment/restaurant uses	\$5.00 per m2 (Min. \$50.00)
	Balcony and garage repair	\$0.35 per m2 (Min.\$50.00)
	Re-cladding	\$0.20 per m2 (Min. \$50.00)
	Window replacement	\$1.00 each (Min. \$50.00)
	Demising walls	\$50.00 each flat fee
	Fireplace/stove	\$50.00 each flat fee
	Ceilings (new or replacement)	\$0.35 per m2 (Min. \$50.00)
	Residential heating, mechanical ventilating and air-conditioning equipment	\$50.00 per unit
	Non-residential mechanical heating, ventilating	\$100.00 per unit



	and air-conditioning equipment	
	Fire alarm system	\$100.00 flat fee
	Sprinkler system	\$0.35 per m2 (Min. \$50.00)
	Electro-magnetic locks	\$100.00 flat fee
Demolition Permit.		\$50.00 flat fee
Permit to authorize occupancy of a building prior to its completion pursuant to Section 2.4.3.1(1) of The Ontario Building Code.		\$50.00 per unit
Pool Enclosure Permit (Fence).		\$50.00 flat fee
Revised Permit. (Revised application and revision to permit).	Administration only.	\$50.00 per unit
	Administration, architectural, and structural plans review – residential	\$100.00 per unit
	Administration, architectural and structural plans review – industrial, commercial and institutional	\$200.00 per unit
	Administration and lot grading review – residential	\$50.00 per unit
	Changing house type/model, (within a residential plan of subdivision where building permits have been issued for various house types)	\$200.00 plus \$9.75 per m2 or portion thereof for any increase in building area
	Miscellaneous plans review (heat loss, truss, minor changes, etc.) Where revisions involve alterations to the building envelope the original permit fee shall be refunded in accordance with Section 6.(4) and a new fee levied.	\$50.00 per unit
Partial Permit. (Where a permit has already been issued for part of a building).		\$50.00
Transfer Permit.(To new owner).		\$50.00
Renewal Permit.		\$50.00
Change of Use Permit.		\$5.00 per m2 for Group A eating establishment/restaurant uses \$2.50 per m2 for all other uses
Conditional Permit.		Full Permit Fee plus Administration Fee of 10% of Full Permit Fee. Administration Fee minimum \$100.00, maximum \$1000.00 per agreement.
Plumbing Fixtures	Toilets, urinals, lavatories, floor drains Vented traps, roof drains and backflow Preventers	\$10.00/fixture
Water Services	50mm or less	\$20.00
	100mm	\$40.00
	150mm	\$60.00
	200mm	\$80.00
	250mm	\$100.00
	300mm or larger	\$120.00
Drains – Residential	Flat rate for Sanitary, Storm Sewer and Inside Drains	\$50.00

Drains – Non Residential and Multi Residential	100mm	\$40.00
	150mm	\$60.00
	200mm	\$80.00
	250mm	\$100.00
	300mm or larger	\$120.00
Miscellaneous	Manholes, Catch Basins and Area Drains	\$20.00/unit
Septic Systems	(i) Residential, Commercial, Industrial, Institutional, or Farm Related Project (with internal plumbing)	GFA<186m <sup>2</sup> - \$500.00 GFA>186m <sup>2</sup> - \$3.22/m <sup>2</sup>
	(ii) Farm Related Project (without internal plumbing)	\$100.00
	(iii) Additions and Structures	
	Non Habitable Addition/Structure (no effect on system)	\$100.00
	Non Habitable Addition/Structure (change to system)	\$200.00
	Habitable Addition/Structure (no effect on system)	\$100.00
	Habitable Addition/Structure< 186m <sup>2</sup> -	\$500.00
	(Change to system) > 186m <sup>2</sup> -	\$3.22/m <sup>2</sup>

SCHEDULE “B”  
BY-LAW 232-2005

<u>Name of Form</u>	<u>When Required</u>
City of Vaughan Relevant Law	All applications
Statement of Design	New/Add. to Ind./Com./Instit./High-Rise
Land & Building Use Declaration	All Ind./Com./Instit./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.

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 232-2005****REQUIRED BUILDING INSPECTION NOTICES**

In accordance with Subsection 10.2 of The Ontario Building Code Act, the Chief Building Official 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 2.4.5.1.(2) relates to matters described in Clause 2.4.5.1.(2)(k) or (l) of the OBC, an Inspector shall, not later than five 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.

A person is exempt from the requirement in Sentences 2.4.5.1.(2) and 2.4.5.2.(2) of the OBC to give notice to the Chief Building Official in respect of construction if a permit in respect of the construction was issued to the person under Section 8 of the Act before July 1, 2005, and the person notifies the Chief Building Official in accordance with Sentence 2.4.5.1.(1) as it read on June 30, 2005, and the by-law passed by the municipality under Clause 7 (e) of the Act, as the by-law read on June 30, 2005. Article 2.4.5.3. does not apply to construction to which the above sentence relates.

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,
- (e) The substantial completion of structural framing and roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment,
- (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,
  - (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, a public pool or a public spa,
- (l) The substantial completion of the circulation/recirculation system of an outdoor pool, 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 the sewage system,
- (q) The substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling, and
- (r) The completion of construction and installation of components required to permit the issue of an occupancy permit or to permit occupancy if the building or part of the building to be occupied is not fully completed,
- (s) The completion of the building.

**SCHEDULE “D”****BY-LAW 232-2005****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.

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.