

THE CORPORATION OF THE CITY OF NORTH BAY  
 BY-LAW NO. 47-95  
 BEING A BY-LAW TO REGULATE THE  
 ADMINISTRATION OF BUILDING PERMITS

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THE CORPORATION OF THE CITY OF NORTH BAY

By Law No.....47-95.....

BEING A BY-LAW TO REGULATE THE  
ADMINISTRATION OF BUILDING PERMITS

WHEREAS the Council is responsible for the enforcement of the Building Code Act, as amended, and may pass by-laws respecting building permits and related matters pursuant to Section 7 of the Building Code Act, 1992.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:

1. DEFINITIONS:

In this By-Law:

- (a) "Act" means the Building Code Act, 1992, including amendments thereto.
- (b) "APEO" means Association of Professional Engineers of Ontario.
- (c) "Architect" means, for the purposes of the Act and this Code, the holder of a licence, a certificate of practice or a temporary licence under the Architects Act.
- (d) "Building" means:
  - (i) a structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
  - ii) a structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,
  - iii) plumbing not located in a structure, or
  - iv) structures designated in the Building Code;
- (e) "Building Code" means any regulation made by Lieutenant Governor-in-General under Section 34 of the Act.
- (f) "Building Inspector" means any person appointed by the Council under Section 3 of the Act.
- (g) "Chief Building Official" means the chief building official appointed by the by-law of the Corporation of the City of North Bay for the purposes of enforcement of the Act under Section 3 of the Act.
- (h) "City" means The Corporation of the City of North Bay.
- (i) "Council" means the Municipal Council of the City.

- (j) "Construct" means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and "construction" has corresponding meaning.
- (k) "Construction Site" means any construction site in respect of which a building permit has been issued.
- (l) "Demolish" means to do anything in the removal of a building or any material part thereof and "demolition" has a corresponding meaning.
- (m) "Farm Building" means a farm building as defined in the Building Code.
- (n) "O.A.A." means Ontario Association of Architects.
- (o) "O.B.O.A." means Ontario Building Officials Association.
- (p) "Owner" means:
  - i) any person shown on the last revised Assessment Roll for the City as the Owner of the land; and
  - ii) any person shown as having an interest in the land at the Land Titles Office for the Division of Nipissing or the Land Registry office for the District of Nipissing.
- (q) "Permit" means written permission or written authorization from the Chief Building Official to perform work regulated by this by-law and the Ontario Building Code Act.
- (r) "Plumbing" means plumbing as defined in Section 1 (1) of the Ontario Building Code Act.
- (s) "Plumbing appliance" means a receptacle or equipment that receives or collects water, liquids or sewage and discharges water, liquid or sewage directly or indirectly to a plumbing system.
- (t) "Plumbing Systems" means a system of connected piping, fittings, valves, equipment, fixtures and appurtenances contained in plumbing.
- (u) "Potable" means fit for human consumption.
- (v) "Potable Water" means water that is fit for human consumption.
- (w) "Potable water system" means the plumbing that conveys potable water.
- (x) "Private sewer" means a sewer other than a building sewer.
- (y) "Private sewage disposal system" means a privately owned plant for the treatment and disposal of sewage such as a septic tank with an absorption field.
- (z) "Private water supply" means piping that serves as a source of supply on the property to more than one water service pipe.
- (aa) "Private water supply system" means an assembly of pipes, fittings, valves, equipment and appurtenances that supplies water from a private source to a potable water system.
- (bb) "Professional Engineer" means a person who holds a licence or a temporary licence under the Professional Engineers Act.

- (cc) "Relief vent" means a vent pipe that connects at the upper end to a vent stack and connects at the lower end to a horizontal branch between the first connection and the soil stack or waste stack.
- (dd) "Riser" means a water distributing pipe that extend through at least one full storey (as defined in Part 7 of the Code).
- (ee) "Roof Drain" means a fitting or device that is installed in the roof to permit storm sewage to discharge into a leader.
- (ff) "Roof Gutter" means an exterior channel installed at the base of a sloped roof to convey storm sewage.
- (gg) "Sanitary building sewer" means a pipe that is connected to a sanitary building drain one metre (3 ft. 3 in.) outside a wall of a building and that conducts sewage to a public sewer or private sewage disposal system.
- (hh) "Sanitary drainage system" means a drainage system that conducts sanitary sewage.
- (ii) "Sanitary drainage piping" means all piping that conveys sanitary sewage to a place of disposal, including the sanitary building drain, sanitary building, sewer, soil pipe, soil stack, waste stack and waste pipe but not the main sewer or piping in a sewage treatment plant.
- (jj) "Sanitary Sewage" means liquid or water borne waste
  - i) of industrial or commercial origin, or
  - ii) of domestic origin, including human body waste, toilet or other bathroom waste, and shower, tub, culinary, sink and laundry waste.
- (kk) "Sanitary Sewer" means a sewer that conducts sanitary sewage.
- (ll) "Sanitary Unit" means a water closet, urinal, bidet or bedpan washer.
- (mm) "Service water heater" means a device for heating water for plumbing services.
- (nn) "Sewage" means sanitary sewage or storm sewage.
- (oo) "Sewage system" means a sewage system as defined in Part VIII of the Environmental Protection Act.
- (pp) "Storm Building Drain" means a building drain that conveys storm sewage to a storm building sewer.
- (qq) "Storm Building Sewer" means a building sewer that conveys storm sewage to a place of disposal and commences 1 metre (3 ft. 3 in.) from the building.

## 2. PERMITS

2.1 The classes of permits and fees set out on Schedule "A" of this by-law shall be in effect in the City of North Bay.

### 2.1.2 BUILDING PERMITS

2.1.2.1 No person shall construct or demolish a building or cause a building to be constructed or demolished in the City of North Bay unless a permit has been issued therefore by the Chief Building Official.

2.1.2.2 The Chief Building Official shall issue a permit under subsection (1) unless,

- (a) the proposed building, construction or demolition will contravene the Act or the Building Code or any other applicable law;
- (b) the applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act and is not registered under that Act;
- (c) the application for it is incomplete; or
- (d) any fees due are unpaid.

### 2.1.3 APPROVAL IN PART (STAGED PERMITS)

2.1.3.1. The Chief Building Official may issue a permit to construct or demolish a portion of a building prior to the issuance of a permit for the entire project, provided an application is made for the complete project.

2.1.3.2 Complete plans, specifications and an application covering the portion of the work for which a permit is desired, shall be filed by the Owner with the Chief Building Official together with complete schematic plans and description of the complete project including sufficient details, information to establish compliance with the Building Code and a commitment to obtain further permits and to complete the work.

2.1.3.3. Staged permits may be issued only for the three stages indicated in Schedule "A" of this by-law, but, issuance of a staged permit shall not be a representation that a permit will be issued for the other stages.

### 2.1.4. CHANGE OF USE PERMITS

2.1.4.1 Every application for a change of use permit issued under subsection 10(1) of the Act shall be submitted to the Chief Building Official, and shall;

- (a) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building,
- (b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made,
- (c) include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including: floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, and exits.
- (d) be accompanied by the required fee,
- (e) state the name, address and telephone number of the owner,
- (f) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

2.1.4.2. No person shall change the use of a building or part of a building which would result in an increase in hazard under the Building Code unless a permit has been issued therefor by the Chief Building Official.

2.1.4.3. No Change of Use Permit shall be issued unless an inspection is conducted by a Building Inspector prior to its issuance.

## 2.1.5 PLUMBING INSPECTION

### 2.1.5.1

- (a) **Application:** Part 7 of the Ontario Building Code shall apply to the design and construction of plumbing of all buildings.
- (b) **Alteration or Repair:** When an existing building is extended or subject to material alteration or repair, Part 7 of the Code shall apply:
  - (i) to the design and construction of plumbing in the extensions and those parts of the building subject to material alteration and repair, and
  - (ii) to plumbing which is adversely affected by the extension, alteration or repair.
- (c) The Owner shall submit a list of all fixtures and type and size of service pipe, drainage pipes and vent pipes on forms identified as Schedule "D" in this by-law.
  - (i) The Chief Building Official may require the Owner to submit plans showing the location and sizes of drains, fixtures, pipes and other works including material specifications of plumbing systems, in order to prove compliance with the Building Code.
- (d) Fees for the installation of each fixture and for the issuance of a permit for a private sewer shall be as set out in Schedule "A" attached hereto.
- (e) Testing and inspection of plumbing shall conform to Subsection 7.3.6. and 7.3.7. of the Ontario Building Code and shall include the following:
  - i) a ball test shall be carried out on a sanitary building drain, sanitary building sewer, storm building drain and a storm building sewer of piping four inches in size or larger buried underground.
  - ii) after a section of drainage system or a venting system has been roughed in and before any fixture is installed or piping is covered, a water or an air test shall be conducted.
  - iii) after a section of a potable water system has been completed, and before it is placed in operation, a water test or an air test shall be conducted.
  - iv) where a Chief Building Official requires a final test, it shall be carried out after every fixture is installed and before any part of the drainage system or venting system is placed in operation, and
  - v) For detailed information regarding required testing see Subsection 7.3.6 of the Ontario Building Code.

### 2.1.6 Private Sewers and Private Water Supply

- 2.1.6.1 The Owner shall install private sewers and private water supply pipes according to the Guidelines for the Design of Sanitary Sewage Work Systems, Guidelines for the Design of Storm Sewers and Guidelines for the Design of Water Distribution Systems issued by the Environmental Approvals and Projects Engineering Branch of the Ministry of the Environment and Energy.

- 2.1.6.2. The Owner shall obtain plans and specifications for private sewers and private water supply prepared by and bearing the seal and signature of a "Professional Engineer" competent in the field of Municipal Engineering.
- 2.1.6.3. The drawings and specifications shall provide sufficient details and information to show compliance with "The Guidelines for the Design of Sanitary Sewage Waste Systems, Guidelines for the Design of Storm Sewers" and " Guidelines for the Design of Water Distribution System", issued by the Environmental Approval and Project Engineering Branch of the Ministry of the Environment July 1985.
- 2.1.6.4. The Owner shall ensure that the design shall comply with Subsection 1.4 and any other applicable Sections of the Regulations.
- 2.1.6.5. The Owner shall ensure that in addition to any inspections performed by the Plumbing Inspectors, inspection of "Private Sanitary Sewers," "Private Storm Sewers" and "Private Water Distributing Piping" shall be made by the Designing Engineers.
- 2.1.6.6. The Owner shall ,upon completion of the work , submit a Notice of Completion together with the Engineer's Certificate of Conformance to the Building Department.

#### 2.1.7. TENTS, AIR-SUPPORTED STRUCTURES, AND TEMPORARY STRUCTURES

- 2.1.7.1. No person shall erect a tent regulated by the Code without a permit issued to the Owner by the Chief Building Official.
- 2.1.7.2. A permit for a tent and air-supported structure may be issued to the Owner providing the application is complete with site plan, floor plan and documentation that the tent or air-supported structure conforms to the requirement of Subsection 3.1.6. of the Ontario Building Code.
- 2.7.1.3. Tents to be used temporarily between April 30th and November 1st, need not comply with the requirement for snow loading but rain and wind loads shall be considered in the design.
- 2.7.1.4. The Owner shall pay permit fees for temporary tents and air supported structures as set out in Schedule "A" .
- 2.7.1.5. "Temporary" shall, for this section mean for a period not exceeding 6 months.
- 2.7.1.6. Permits for Tent and Air-Supported Structures that are not temporary shall be a Class II Permit.

#### 2.1.8 DEMOLITION PERMITS

- 2.1.8.1 Where application is made for a demolition permit under Subsection 8(1) of the Act, the application shall be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric, telephone or other utilities and services and shall also be accompanied by a Certificate of a valid General Liability Insurance Policy with a minimum coverage of \$1,000,000.00.

#### 2.1.9 PERMIT TO OCCUPY AN UNFINISHED BUILDING

- 2.1.9.1 The Chief Building Official may issue a permit to occupy a partially completed building in accordance with Subsection 2.4.3. of the Building Code on receipt of the opinion in writing of the Architect or Professional Engineer that the work in the partially completed portion conforms to the Building Code.

### 2.1.10 BLASTING PERMIT

2.1.10.1 No person shall carry out any blasting operations or authorize or allow the same to be carried out without first obtaining a permit under this By-Law authorizing the same.

2.1.10.2. The applicant, prior to the issuance of a permit, shall deposit with the Chief Building Official a Certificate of a valid Comprehensive General Liability Insurance Policy specifically covering blasting operations with the following minimum coverage:

Urban area	\$1,000,000.00
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2.1.10.3. The Owner shall:

- a) Take all necessary steps and precautions to ensure that the blasting operations are carried out and performed in a safe, lawful and proper manner.
- b) Comply with all conditions or directions that the Chief Building Official or the Chief of Police of the City may deem advisable and necessary for the protection of persons and property.

2.1.10.4 The City work force and contractors involved in municipal servicing work done under city contract shall be exempt from the provisions of this section.

### 2.1.11.EQUIVALENTS

2.1.11.1. Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under Section 9 of the Act is requested, the following information shall be provided by the Applicant:

- a) a description of the proposed material, system or building design for which authorization under Section 9 of the Act is requested,
- b) any applicable provisions of the Building Code,
- c) evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

### 2.1.12 REVISION TO PERMIT

2.1.12.1. After the issuance of a permit under the Act, the Owner shall give notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued, in writing to the Chief Building Official together with the details of such change.

2.1.12.2. No person shall change construction shown on a document on the basis of which a permit was issued without written authorization from the Chief Building Official.

### 2.1.13 TRANSFER OF PERMITS

2.1.13.1. The Owner may transfer a building permit when land changes ownership according to this Section.



2.1.13.2. An application for the transfer shall be submitted in writing and shall be signed by the permit holder and shall include a signed statement by the new owner assuming all responsibilities for compliance with the permit documents.

2.1.13.3. The fee for the transfer of permits shall be as set out in Schedule "A".

#### 2.1.14 REVOCATION OF PERMITS

2.1.14.1. Subject to Section 8.-(10), the Chief Building Official may revoke a permit issued under this Act,

- a) if it was issued on mistaken, false or incorrect information;
- b) if, after six months after its issuance, the construction or demolition in respect of which it was issued has not in the opinion of the Chief Building Official, been seriously commenced;
- c) if the construction or demolition of the building is, in the opinion of the Chief Building Official, substantially suspended or discontinued for a period of more than one year;
- d) if it was issued in error;
- e) if the holder request in writing that it be revoked, or
- f) if a term of the agreement under Section 8.-(3)(c) of this Act has not been complied with.

### 3. PERMIT APPLICATIONS

3.1 Prior to any construction or demolition, the owner or his agent shall:

- a) apply in writing for a Building Permit for the construction or demolition with the form set out on Schedule "B" of this By-Law; and
- b) upon compliance with the Building Code Act and this by-law being demonstrated a Building Permit by the Chief Building Official shall be issued on the form attached hereto, and identified as Schedule "C" of this By-Law.

3.1.2 The Owner shall submit every application for a Building Permit to the Chief Building Official, with the following information:

- a) Where application is made for a Building Permit under subsection 8(1) of the Act, the application shall:
  - i) identify and describe in detail the work and occupancy to be covered by the permit for which application is made,
  - ii) describe the land on which the work is to be done, by a description that will readily identify and locate the building lot,
  - iii) include complete plans and specifications as described in this By-Law for the work to be covered by the permit and show the occupancy of all parts of the building,
  - iv) state the valuation of the proposed work including materials and labour and be accompanied by the required fee,
  - v) state the names, addresses and telephone numbers of the owner, Architect or Engineer, where applicable, or other designer or constructor,
  - vi) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application,

- vii) include plans and specifications as described in Section 4;
  - viii) for a building referred to in Section 2.3 of the Building Code, include a written acknowledgement by the owner, confirming that the owner has retained an Architect or Professional Engineer to carry out the design and the field review described in Section 2.3 of the Building Code and a written acknowledgement from the Architect and the Engineers that they will perform the design and field review described in Section 2.3 of the Ontario Building Code using the prescribed form that has been developed by the O.A.A., APEO and the O.B.O.A. for this purpose.
- b) Include evidence of approvals required under any other applicable law including; without limiting the generality of the foregoing;
- (i) zoning by-law approval from the office of the City Planner;
  - (ii) if applicable, a duly executed Site Plan Control Agreement.
  - (iii) engineering approvals for city services required by by-law, if applicable, from the office of the City Engineer;
  - (iv) if applicable, Occupational Health and Safety Act approval from the Ministry of Labour;
  - (v) if applicable, Environmental Protection Act approval from the Ministry of the Environment;
  - (vi) if applicable, Health Protection and Promotion Act, from the North Bay and District Health Unit;
  - (vii) if applicable, the approval of the Office of the Fire Marshal;
  - (viii) if applicable, the approval of the North Bay-Mattawa Conservation Authority;

#### 4. PLANS AND SPECIFICATIONS

- 4.1. (a) The Owner shall submit plans, specifications and documents in duplicate, with every application for a Building Permit in sufficient detail to enable the Chief Building Official to determine whether or not the proposed construction or demolition demonstrating conformity to the Building Code.
- (b) The Owner shall ensure that plans shall be drawn to scale and all documents shall indicate the nature and extent of the proposed work or proposed occupancy in sufficient detail to establish that when completed, the proposed work or proposed occupancy will conform with the Building Code.
- (c) The Owner shall submit a site plan setting out the compatibility of the building design with the proposed land area grading and drainage.
- (d) A site plan shall include:
- (i) lot dimensions;
  - (ii) a location and setback of the proposed building from the property lines of the lot;
  - (iii) location and distance of every other adjacent building from the property lines of the lot;

- (e) The Chief Building Official may require a plan of survey to be provided by the Owner certified by an Ontario Land Surveyor to establish compliance of a proposed building on the lot with any applicable law where there is information of potential non-compliance.

#### 4.1.2 HOUSING AND SMALL BUILDINGS

4.1.2.1. The Owner shall ensure that plans submitted for all building or construction regulation by Part 9 of the Building Code:

- a) shall be drawn to scale or with clear dimensions;
- b) shall show the use and occupancy of each room or area of the building;
- c) shall include sufficient plans, sections and details and material specifications to show compliance with the Building Code, and bear the name, address and the telephone number of the responsible designer.

#### 4.1.3 ALL BUILDINGS OTHER THAN HOUSING AND SMALL BUILDINGS

4.1.3.1. The Owner shall ensure that plans, specifications and documents submitted with an application to construct a building referred to in this section 4.3 and regulated by Section 2.3 and by Parts 1,2,3,4,5,6,7, and 8 of the Building Code shall be dated and bear the authorized professional seal and signature of an Architect or Professional Engineer, or both.

4.1.3.2. Plans, specifications and documents submitted with an application for a building permit must clearly show and identify all fire protection systems and life safety systems required by the Building Code including:

- a) the building area with complete floor plans showing all rooms and areas of the building, stating the use and occupancy of all areas;
- b) the location, fire resistance rating and structural design or any fire walls,
- c) the location and fire resistance rating of all fire separations,
- d) the fire resistance rating of fire separations of storeys, shafts and rooms or areas, including the location and rating of closure in fire separations;
- e) the source of information for fire resistance ratings of construction, including materials specifications of material used and its flamespread rating;
- f) location of exits.

4.1.3.3. Structural drawings and documents submitted with an application for a Building Permit to construct shall indicate:

- a) the date of issue of the Code and the Standards to which the design conforms;
- b) the dimensions, locations and sizes of all structural members in sufficient detail to demonstrate compliance of the design to the Building Code;
- c) sufficient detail to enable the loads due to materials of construction incorporated in the building to be determined;
- d) all effects and loads, other than dead loads, used in the design of the structural members;
- e) calculations and analysis made in the design of the structural members, including parts and components of a building, shall be available for inspection upon request.

- 4.1.3.4. Foundation drawings submitted with an application to construct or excavate shall indicate:
- a) the type of condition of the soil or rock, and the groundwater investigation when required by the Building Code;
  - b) the allowable bearing pressures on the soil or rock, the allowable loads when applicable, and the design loads applied to foundation units; and
  - c) the earth pressures and other loads applied to the supporting structures of supported excavations;
  - d) when required by the Chief Building Official, evidence that justifies the information on the drawings shall be submitted with the application.
- 4.1.3.5. Structural drawings of parts or components, including guards designed by a person other than the designer of the building, shall be dated and shall bear the authorized professional seal and signature of the person responsible for the design of such parts or components. Such design shall be accepted and authorized in writing by the designer responsible for the building design pursuant to Section 2.3 of the Building Code.
- 4.1.3.6. Plans and specifications for mechanical and electrical construction shall contain all information and design of all systems required to demonstrate compliance with the Building Code including:
- a) Heating and Ventilation System; material specifications, showing size and location of all ducts, shafts, flues, fire dampers, chimneys, gas vents and ventilation opening and shall include reference to all Standards applicable to the construction and installation;
  - b) Electrical system, lighting, exit lights, emergency lights, fire alarm systems, including interconnections with other services or systems and equipment, and shall include reference to all Standards applicable to the construction and installation;
  - c) Plumbing, location of all fixtures, floor drains, drainage and supply piping, size and location and capacity of pipes, specifications of system and materials used in the construction and installation, and reference to all standards applicable to the construction and installation;
  - d) Sprinkler and standpipe system, material and installation specifications and reference to all applicable Standards and the Code.

## 5. SITE DOCUMENTS

- 5.1 a) The Owner and the person to whom it is issued shall have the permit or a copy thereof posted at all times during construction or demolition in a conspicuous place on the property in respect of which the permit has been issued.
- b) The owner and the person in charge of the construction of a building shall keep and maintain on the site of the construction:
- i) At least one copy of drawings and specifications, certified by the Chief Building Official or a person designated by him to be a copy of those submitted with the application for the Permit to construct the building together with changes that are authorized by the Chief Building Official or a person designated by him; and

- ii) Authorization of facsimiles thereof received from the Building Material Evaluation Commission, including specified terms and conditions.

## 6. NOTIFICATIONS

- 6.1 The owner or the person to whom the Permit has been issued shall notify the Chief Building Official at least one business day in advance of the completion of the following stages of construction:

Building Code Part 9 Buildings except for buildings regulated by Section 2.3.

- a) of the readiness to construct the footings,
- b) of the substantial completion of the footings and foundations,
- c) where the building is within the scope of Part 9 of the substantial completion of:
  - i) structural framing,
  - ii) insulation and vapour barriers, and
  - iii) ductwork and piping for heating and air-conditioning systems,
- d) of the commencement of the construction of
  - i) masonry fireplaces and masonry chimneys,
  - ii) factory-built fireplaces and masonry chimneys,
  - iii) stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys,
- e) of the readiness for inspection and testing of
  - i) building sewers and building drains,
  - ii) water service pipes,
  - iii) drainage systems and venting systems,
  - iv) water distribution system, and
  - v) plumbing fixtures and plumbing appliances,
- f) The notifications, other than plumbing, shall not be required for additions to individual dwelling units, providing the addition does not exceed 300 sq. ft. or is not more than one storey high or is not creating a new dwelling unit, and shall also include private detached accessory buildings.

### 6.1.2 Buildings other than Part 9 Buildings

- 6.1.2. For all buildings regulated by Part 3, Part 4 or Section 2.3 of the Ontario Building Code, the owner or person to whom a Permit is issued shall notify the Chief Building Official at least one working day prior to the commencement of work.

- 6.1.2.2. Of the readiness for inspection and testing of:

- a) building sewers and building drains,
- b) water service pipes,
- c) drainage systems and venting systems,

- 6.1.2.3. The Owner shall ensure that the Architect and Engineers shall conduct field reviews in accordance with the requirement of Subsection 2.3.2. of the Ontario Building Code and that the Architect and Engineers shall provide to the Chief Building Official, a copy of all field reviews or reports.

6.1.2.4. In addition to the requirement of the Architects Act or the Professional Engineers Act; an inspection report of the following construction stages referred to in the Building Code shall be submitted by the Owner to the Chief Building Official:

- i) structural framing of each story
- ii) insulation and vapour barriers, and
- iii) roughing-in of heating, ventilation, air-conditioning and air contaminant extraction equipment.
- iv) of the substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems.
- v) of the substantial completion of interior finishes and heating, ventilating, air-conditioning and air-contaminant extraction equipment.
- vi) of the substantial completion of exterior cladding, fire access routes and site grading,
- vii) of the completion of construction and installation of components required to permit occupancy by Sentences 2.4.3.1(2) and 2.4.3.2.(1)
- viii) of the completion of the construction, submit a Certificate of Conformance from the Architect and Engineers.

## 7. FEES

7.1.1. Prior to issuance of a Building Permit the owner or his agent shall pay the fees for Permits as set out by Schedule "A" of this by-law.

7.1.2. Where any person constructs or causes construction of a building without a permit issued hereunder and the owner shall pay an additional administration fee equal to the value of the fee which is imposed pursuant to Subsection 7.1.1, up to a maximum of \$1,000.00 in addition to any other penalty which may be imposed by law.

7.1.3. a) The fees shall be based on the value of the proposed work.

b) "Value" means the total cost of all work regulated by the Permit including the value of all material, labour, equipment, overhead and professional and related services, but shall exclude the cost of land or landscaping. Labour cost shall include an evaluation of the value of work by own forces.

7.1.4 a) The Chief Building Official may place a valuation on the cost of work, and if the permit applicant or holder disagrees with this valuation, the fee prescribed by the Chief Building Official shall be paid before the issuance of the Permit.

b) Upon completion of the work, if the actual cost of the work was less than the valuation placed by the Chief Building Official, an audited statement may be submitted detailing the cost of all component parts of the work.

c) The Chief Building Official shall, if the statement contains the cost of all component parts of the work upon which the valuation was required to be based, value of the work in accordance with this statement and issue the appropriate refund.

### 7.1.5. REFUND OF PERMIT FEES

Upon the applicant's written request for the withdrawal of an application, the Chief Building Official shall mark the application for a Permit withdrawn and shall return all plans, specifications and information filed together with the fee for the Permit required under Schedule "A" less the following applicable portion of the fees:

7.2.1 CLASS 2 PERMITS

7.2.1.1. Fees (other than application fees) may be refunded as a percentage of the fees payable under this By-Law as follows:

- a) 80 per cent if administrative functions only have been performed;
- b) 70 per cent if administrative and zoning functions only have been performed.
- c) 50 per cent if the permit has been issued and the construction has not commenced, and
- d) No refund shall be made on an amount less than \$50.00.

7.2.1.2 a) Permit fees for permits other than Class 2 permits shall not be refunded.

b) Permit fees for a revoked permit shall not be refunded.

8. APPOINTMENTS

8.1 The persons listed in Schedule "E" of this by-law are hereby confirmed in the appointment to the offices set opposite their names.

9. SEVERABILITY

9.1 Should any section, clause or provision of this By-Law be declared by a court of competent jurisdiction to be invalid, the same does not affect the validity of the By-Law as a whole or in part thereof, other than the part which was declared to be invalid.

10. PENALTIES

10.1 Any person who contravenes any provision of this By-Law is guilty of an offence and shall be liable to the fines provided for under the Building Code Act, which may be collected under the Provincial Offences Act.

11. a) BY-LAW # 104-92 IS HEREBY REPEALED.

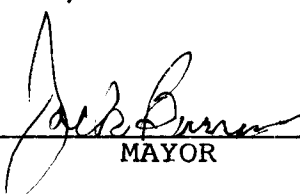
b) BY LAW # 94-92 IS HEREBY REPEALED.

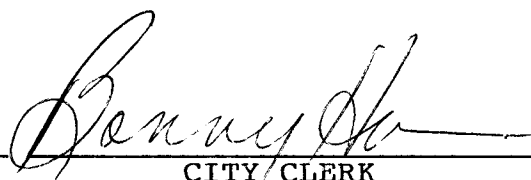
THIS BY-LAW COMES INTO EFFECT AS OF MARCH 1, 1995.

READ A FIRST TIME IN OPEN COUNCIL THE 27TH DAY OF FEBRUARY, 1995.

READ A SECOND TIME IN OPEN COUNCIL THE 27TH DAY OF FEBRUARY, 1995.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 27TH DAY OF FEBRUARY, 1995.

  
MAYOR

  
CITY CLERK

OF THE CORPORATION OF THE CITY OF NORTH BAY

Classes of Permits and Permit Fees

<u>Class of Permit</u>	<u>Permit Fee</u>
1. Application Fee	\$50.00
2. To construct a building	\$50.00 for the first \$1,000. value or part thereof.  \$8.00 for each additional \$1,000. value or part thereof.
3. Staged Permits	
Stages of Partial Permits	The first stage of a staged permit is considered a Class 2 permit. The fee of \$200.00 shall apply to each additional stage.
a) Excavation & Foundation Stage	
b) Structural & Architectural Stage	
c) Mechanical & Electrical Stage	
4. Fees for Temporary Tents and Air Supported Structures.	\$50.00
5. Demolition Permit	\$50.00
6. Amendments to Permits	
	Minimum fee of \$50.00 will be charged for amending permits.. Where construction value is amended, a fee of \$8.00 per \$1,000 value will be paid, but the fee shall be not less than \$50.00.
7. Change of Use Permit	
	The Change of Use Permit shall be classified as a Class 2 Permit if any construction is proposed.
	If no construction is to be made, the minimum fee for a Change of Use Permit shall be \$100.00 and shall include at least one inspection.
8. To Authorize Partial Occupancy of a Building	\$50.00
9. To Construct a Fence	\$50.00
10. Blasting Permit	\$50.00 for each project
11. Transfer of Permit	\$50.00
12. Fees for Plumbing Fixtures:	
(i) Cost per fixture each	\$5.00
(ii) Cost per stack each	\$5.00
(iii) Cost per catchbasin each	\$6.00
(iv) Cost per manhole each	\$12.00
(v) Cost per interceptor each	\$10.00
(vi) Sewer connections each (sanitary & storm)	\$12.00



13. Plan examination and the issuance of a Permit for private sewers or private water services shall be:
- (i) \$100.00 flat fee for each application for private sewers and/or private water systems.
  - (ii) Cost for inspection of each manhole and catch basin - \$12.00
  - (iii) Cost of inspection for the installation of sanitary sewers, storm sewer and private water system shall be \$12.00 per each 100 feet of pipe.

The application fee shall not be applicable to private sewers or private water systems and the permit for private sewers or water systems may be obtained as a separate permit.

- |  |         |
|--|---------|
| 14. Miscellaneous request for inspection under City By-Laws  | \$50.00 |
| 15. Re-inspections on interior or final inspections where the work is not complete for the requested inspection. | \$50.00 |

RECEIPT NO. \_\_\_\_\_

CITY OF NORTH BAY  
APPLICATION FOR  
BUILDING PERMIT

Permit No. \_\_\_\_\_  
Issued the \_\_\_\_\_ Day  
of \_\_\_\_\_ 19 \_\_\_\_\_

Plans must be submitted with this Application  
to the  
OFFICE OF THE CHIEF BUILDING OFFICIAL

Owner's Name \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Contractor \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Designer \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_

(If more than one Contractor or Designer, Attach List)

To: Erect  Alter  Change of Use  Add  Move  Demolish   
This Building is: New  Existing  No. of Storeys \_\_\_\_\_

Brief Description of Proposed Work \_\_\_\_\_

Street and Number \_\_\_\_\_

Lot Number \_\_\_\_\_ Plan Number \_\_\_\_\_ Size \_\_\_\_\_ X \_\_\_\_\_ Area \_\_\_\_\_

Zone \_\_\_\_\_ Occupancy Classification \_\_\_\_\_

Size of Building - Existing \_\_\_\_\_ New \_\_\_\_\_

Type of Construction \_\_\_\_\_

Sewers Available? \_\_\_\_\_ Septic Tank? \_\_\_\_\_ Hudac Reg. No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

Type of Heating \_\_\_\_\_ Estimated Cost of Construction \$ \_\_\_\_\_

Include with the Application evidence of approvals for the construction or demolition other than that required by the Act or the Building Code including:

- (a) Approvals from the Ministry of Labour with respect to The Occupational Health and Safety Act;
- (b) Approvals from the Ministry of Environment with respect to The Environmental Protection Act.

All of the statements and representations contained in the attached documents filed in support of this Application shall be deemed part of this Application for all purposes. Sufficient information shall be submitted with each application to enable the Chief Building Official to determine whether or not the proposed work will conform with The Ontario Building Code Act, and regulations thereunder and any other applicable law.

DECLARATION

I the undersigned, \_\_\_\_\_, am the owner or authorized agent of owner named in the above application and I certify the truth of all the statements or representations contained therein.

I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any by-laws or requirements of The Building Code Act, 1974, or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the above application.

I acknowledge that in the event a permit is issued, any departure from plans, specifications or building locations proposed in the above application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or nonconformity with by-laws or requirements of The Building Code Act, 1974, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

\_\_\_\_\_, Ontario \_\_\_\_\_ 19 \_\_\_\_\_  
Signature of Owner or Authorized Agent

Witness \_\_\_\_\_

ISSUED in accordance with the provisions of the Ontario Building Code and Building By-Laws applicable in the City of North Bay.

Conditions to Permit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE AUTHORIZED \_\_\_\_\_ CHIEF BUILDING OFFICIAL

An Application for a Permit shall be deemed to have been abandoned and will be cancelled and returned to the Applicant six months after the date of filing, unless such Application has been substantially proceeded with.

INSPECTIONS - see reverse



SCHEDULE "C"
CITY OF NORTH BAY
BUILDING PERMIT

PERMIT NO. \_\_\_\_\_

RECEIPT NO. \_\_\_\_\_

PERMIT TO CONSTRUCT [ ] DEMOLISH [ ] a building on

LOT / PLAN \_\_\_\_\_

In accordance with the Ontario Building Code Act, permission has been granted to:

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

For the following work: \_\_\_\_\_

\_\_\_\_\_ OCCUPANCY \_\_\_\_\_

subject to the following conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The applicant, by acceptance of and in consideration of the issuance of this Permit, agrees to the following conditions.

- 1. This Permit does not preclude any other legislation, federal or provincial, or necessary approvals from other agencies.
2. Building Inspectors of the City of North Bay may, at any time, enter onto the lands which are described herein in order to make any surveys, examinations, investigations or inspections which are required for the purposes of ensuring that the work(s) authorized by this Permit are being carried out according to the terms of this Permit.
3. The applicant agrees
(a) to indemnify and save harmless The Corporation of the City of North Bay and its officers, employees, or agents, from and against all damage, loss, costs, claims, demands, actions and proceedings arising out of or resulting from any act or omission of the owner and/or applicant or any of his agents, employees or contractors relating to any of the particulars, terms or conditions of this Permit;
(b) that this Permit shall not release the applicant from legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law;
(c) that all complaints arising from the execution of the works authorized under this Permit shall be reported prior to the completion of the work by the applicant to The Corporation of the City of North Bay. The applicant shall indicate any action which has been taken, or is planned to be taken, if any, with regard to each complaint.
4. This Permit is not assignable.

I, the applicant, do hereby agree to carry out or cause to be carried out the work(s) indicated above in compliance with the conditions set out herein and in accordance with the information contained in the application and any accompanying plans. I realize that should I carry out the work(s) contrary to the terms of this Permit that this Permit may be revoked. I also realize that this work shall be substantially commenced within six months and I agree to re-apply to the Chief Building Official prior to the expiration of this period should an extension be required.

Dated at the City of North Bay this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

SIGNATURE OF OWNER / AUTHORIZED AGENT

SIGNATURE OF CHIEF BUILDING OFFICIAL

YELLOW - OWNER'S COPY



THIS IS SCHEDULE "E" TO BY-LAW NO. 47-95 , BEING A BY-LAW TO  
REGULATE THE ADMINISTRATION OF BUILDING PERMITS.

~~~~~  
NOW THEREFORE THE COUNCIL OF THE CITY OF NORTH BAY ENACTS AS  
FOLLOWS:

1. That the following persons be, and they are hereby appointed  
as enforcement officers under the Ontario Building Code Act ,  
Chapter 23 The Building Code Act, Property Standards By-Law  
223-86 and the Provincial Offences Act.

Brian Horsman: Chief Building Official & Building Inspector

David Vossos: Chief Plans Examiner & Building Inspector

Jouko Suoniemi: Building Inspector, Provincial Offences  
Officer, Property Standards Officer.

Shawn Killins: Building Inspector, Provincial Offences  
Officer, Property Standards Officer.

Dennis Jackson: Building Inspector, Provincial Offences  
Officer, Property Standards Officer.

John Foote: Building Inspector, Provincial Offences  
Officer, Property Standards Officer.