

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2018-53**

**BEING A BY-LAW TO REGULATE THE  
ADMINISTRATION OF BUILDING  
PERMITS & TO REPEAL BY-LAW 2007-07**

**WHEREAS** section 7 of the *Building Code Act, 1992*, SO 1992, c 23 authorizes the council of a municipality to pass by-laws respecting construction, demolition and change of use permits and related matters;

**AND WHEREAS** section 36 of the *Building Code Act, 1992* provides for penalties upon conviction of an offence in contravention of a by-law passed under s. 7 of the *Building Code Act, 1992*;

**AND WHEREAS** section 431 of the *Municipal Act, 2001*, SO 2001, c. 25 provides that if a by-law of a municipality made under that statute or any other provincial statute is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the by-law, the court may make an order prohibiting the continuation or repetition of the offence by the person convicted;

**AND WHEREAS** the current Building Code is O Reg 332/12 which largely came into effect on January 1, 2014 to replace O Reg 350/06;

**AND WHEREAS** the Council of the City of North Bay wishes to repeal By-law 2007-07, as amended and enact a new building by-law for the issuance of permits and related matters, including a fee schedule for all applicable building permit fees:

**NOW THEREFORE the Council of The Corporation of the City of North Bay hereby ENACTS as follows:**

**PART 1 – DEFINITIONS**

1. In this By-law
  - (1) “Act” means the *Building Code Act, 1992*, SO 1992, c 23 as amended;
  - (2) “applicant” means the owner of a building or property who applies for a permit or the person authorized by the owner to apply for a permit on the owner’s behalf;
  - (3) “architect” means a holder of a license, a certificate of practice, or a temporary license under the *Architects Act*, RSO 1990 c A.26 as defined in the Building Code;
  - (4) “as constructed plans” means as constructed plans as defined in the Building Code;
  - (5) “building” means a building as defined in s. 1(1) of the Act;
  - (6) “Building Code” means O Reg 332/12, made under the *Building Code Act, 1992*;
  - (7) “Chief Building Official” means a Chief Building Official as defined in s. 1(1) of the Act;
  - (8) “City” means The Corporation of the City of North Bay;
  - (9) “construct” means to construct a building as defined in s. 1(1) of the Act;

- (10) “demolish” means demolish as defined in s. 1(1) of the Act;
  - (11) “forms” means the applicable Provincial or Municipal prescribed forms as set out in Schedule “B” of this By-law;
  - (12) “inspector” means an inspector as defined in s. 1(1) of the Act;
  - (13) “owner” includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee and a mortgagee in possession;
  - (14) “permit” means written permission or written authorization from the Chief Building Official to perform work regulated by this By-law and the Act, or to change the use of a building or part of a building or parts thereof as regulated by the Act;
  - (15) “plumbing” means plumbing as defined in s. 1(1) of the Act;
  - (16) “professional engineer” means a person who holds a license or a temporary license under the *Professional Engineers Act, RSO 1990, c P.28* as defined in the Building Code;
  - (17) “registered code agency” means registered code agency as defined in s. 1(1) of the Act;
  - (18) “regulations” means regulations as defined in s. 1(1) of the Act;
  - (19) “sewage system” means a sewage system as defined in the Building Code; and
  - (20) “work” means construction or demolition of a building or part thereof, as the case may be.
2. Terms not defined in this By-law shall have the meaning ascribed to them in the Act or the Building Code.

## **PART 2 – CLASS OF PERMIT**

3. Classes of permits with respect to the construction, demolition and change of use of buildings, blasting operations, fencing, and permit fees shall be as set out in Schedule “A” of this By-law.

## **PART 3 – PERMIT APPLICATION**

4. To obtain a permit, the owner or an authorized agent of the owner shall file with the Chief Building Official an application on the prescribed form as set out in Schedule “B” of this By-law.

## **PART 4 – GENERAL REQUIREMENTS**

5. All applications for a permit, in addition to meeting all other application requirements set out in this By-law, shall:
- (1) identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
  - (2) identify and describe in detail the existing use(s) and the proposed use(s) for which the premises are intended;
  - (3) include the legal description, the municipal address and where appropriate, the unit number of the land on which the work is to be done;

- (4) be accompanied by plans and specifications as described in this By-law;
- (5) be accompanied by the required fees as calculated in accordance with Schedule "A" of this By-law;
- (6) be accompanied by the completed "Applicable Law" form in accordance with Schedule "B" of this By-law;
- (7) state the name, address and telephone number of the owner, and where the owner is not the applicant, the authorized agent, and where applicable, the qualified architect, engineer or other designer and the constructor or person hired to carry out the construction or demolition, as the case may be;
- (8) when Division C, Article 1.2 of the Building Code applies, be accompanied by a completed and signed Commitment to General Review by Architect and Engineer in accordance with Schedule "B" of this By-law, acknowledging that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building, including the certification of Architect and/or Engineer as to retention for that purpose;
- (9) include, where applicable, the applicant's registration number where an applicant is a builder or vendor as defined in the *Ontario New Home Warranties Plan Act, RSO 1990, c O.31*; and
- (10) be signed by the owner or authorized agent who shall certify as to the truth of the contents of the application.

## **PART 5 – PERMITS**

### **6. Construction Permits**

In addition to the general requirements set out in Part 4 of this By-law, an application for a construction permit shall:

- (1) use the provincial application form, "Application for a Permit to Construct or Demolish";
- (2) include complete plans and specifications, documents and other information as required by Division C, Article 1.3.1.3., Sentence 5 of the Building Code and as described in this By-law for the work covered by the permit; and
- (3) upon compliance with the Act and this By-law, and the applicant executing the Declaration and Acceptance form as set out in Schedule "C" of this By-law, a permit shall be issued by the Chief Building Official.

### **7. Approval in Part (Staged Permits)**

In addition to the general requirements set out in Part 4 of this By-law:

- (1) an application for a construction permit for part of a building (staged permits):
  - a) shall use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B" of this By-law;
  - b) shall include plans and specifications covering the work for which more expeditious approval is desired, together with such

information pertaining to the remainder of the work as may be required by the Chief Building Official;

- c) shall be accompanied by the required fee for the entire project and required administrative fee for the partial permit as calculated in accordance with Schedule "A" of this By-law; and
  - d) 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) the Owner / Applicant shall, upon the issuance of each staged building permit, provide financial security by way of a deposit or Irrevocable Letter of Credit in an amount from \$10,000.00 to \$25,000.00, as determined by the Chief Building Official, in favour of The Corporation of the City of North Bay;
  - (3) in the event that the construction proceeds beyond the approved staged work, the City shall cash the deposit or Letter of Credit; and
  - (4) upon issuance of the full building permit, the City shall return the balance of the deposit or Letter of Credit to the Owner / Applicant.

## 8. **Demolition Permits**

In addition to the general requirements set out in Part 4 of this By-law, an application for a demolition permit shall:

- (1) use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B" of this By-law;
- (2) when Division C, Article 1.2.2.3. of the Building Code applies, be accompanied by a signed Commitment to General Review by Architect and Engineer on a form prescribed by the Chief Building Official in Schedule "B" of this By-law;
- (3) include complete plans and specifications, documents and other information as required by Division C, Article 1.3.1.3., Sentence 5 of the building code and as described in this By-law for the work to be covered by the permit; and
- (4) be accompanied by a valid Certificate of General Liability Insurance policy with a minimum coverage of \$2,000,000 (two million dollars) per occurrence.

## 9. **Conditional Permits**

In addition to the general requirements set out in Part 4 of this By-law, an application for a conditional permit pursuant to s. 8(3) of the Act, shall:

- (1) use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B" of this By-law;
- (2) include complete plans and specifications, documents and other information as required by Division C, Article 1.3.1.3., Sentence 5 of the Building Code and as described in this By-law for the work to be covered by the permit;
- (3) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- (4) state the necessary approval which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;

- (5) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official; and
- (6) require the owner and such other persons as the Chief Building Official determines to enter into an agreement with the City, pursuant to s. 8(3) of the Act.

10. **Change of Use Permit**

In addition to the general requirements set out in Part 4 of this By-law, an application for a change of use permit shall:

- (1) use the provincial application form, "Application for a Permit to Construct or Demolish", as set out in Schedule "B" of this By-law;
- (2) describe the building in which the use is to be changed, by a description that will readily identify and locate the building;
- (3) identify and describe in detail the current and proposed uses of the building or part of a building for which the application is made; and
- (4) include plans and specifications showing the current and proposed use 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 details of the existing sewage system, if any.

11. **Permit to Occupy an Unfinished Building**

An application for occupancy of an unfinished building permit pursuant to Division C, Article 1.3.3.1. of the Building Code shall:

- (1) use the application form in Schedule "B" of this By-law, "Application for a Permit to Occupy a Building Prior to Completion";
- (2) indicate the total floor area proposed for occupancy;
- (3) indicate the total number and location of units proposed for occupancy; and
- (4) be signed by the owner or authorized agent who shall certify the truth of the contents of the application.

12. **Blasting Permits**

In addition to the general requirements set out in Part 4 of this By-law, an application for a blasting permit shall:

- (1) use the application form in Schedule "B" of this By-law "Application for a Permit for Blasting Operations";
- (2) include a valid Certificate of Comprehensive General Liability Insurance policy specifically covering blasting operations with a minimum coverage of \$2,000,000 (two million dollars) per occurrence; and
- (3) include a pre-blast survey whenever a blasting permit is applied for.

- 13. No person shall carry out any blasting operations or cause or permit blasting operations to be carried out without first obtaining a permit under this By-law authorizing the operations.

14. The applicant, owner or authorized agent shall take all necessary steps and precautions to ensure that the blasting operations are carried out and performed in a safe, lawful and proper manner.
15. The City and the City's contractors involved in municipal servicing work done under City contract shall be exempt from provisions of this section.

16. **Fence Permits**

In addition to the general requirements set out in Part 4 of this By-law, an application for a fence permit shall:

- (1) use the application form in Schedule "B" of this By-law, "Application for a Permit to Construct a Fence"; and
- (2) demonstrate compliance with all of the prescribed requirements contained in the City of North Bay's Fence By-law 2002-105 as amended.

17. **Revision to a Permit**

- (1) After the issuance of a permit under the Act notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued, shall be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without the prior written authorization of the Chief Building Official.
- (2) Notification of any material change may be in the form of an application for revision to a permit where changes are major and may take the form of a revision permit being issued.

18. **Transfer of Permits**

No person shall transfer a permit when land changes ownership, or in any other circumstance, except in accordance with this section:

- (1) the applicant shall submit to the Chief Building Official a written signed request for the transfer, which shall include a signed statement by the new owner assuming all responsibilities for compliance with the permit documents;
- (2) the written request shall be accompanied by the fee for transfer of permits as set out in Schedule "A" of this By-law; and
- (3) upon approval of the transfer by the Chief Building Official, the Chief Building Official shall re-issue the permit in the name of the new owner.

19. **Revocation of Permits**

Pursuant to s. 8(10) of the Act, the Chief Building Official may revoke a permit issued under the Act:

- (1) if it was issued on mistaken, false or incorrect information;
- (2) if, 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;
- (3) 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;
- (4) if it was issued in error;

- (5) if the holder requests in writing that it be revoked, or
- (6) if a term of the agreement under s. 8(3)(c) of the Act has not been complied with.

## **PART 6 – PLANS AND SPECIFICATIONS**

20. Every applicant shall submit sufficient information, including plans, specifications, documents and other information, with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Building Code and any other applicable law.
21. Each application shall, unless otherwise determined by the Chief Building Official, be accompanied by two complete sets of plans and specifications prepared in accordance with generally accepted architectural and engineering practices for the construction of the building.
22. Plans shall be drawn to scale on paper, shall be legible and, without limiting the generality of the foregoing, shall be dated and marked “issued for construction” and shall contain the necessary designer information as required by the Act.
23. Site Plans submitted shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such survey shall be filed with the City unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work is in compliance with the Act, the Building Code, and any other applicable law. The site plan shall be professionally prepared showing:
  - (1) lot dimensions;
  - (2) lot area and percentage of lot coverage of the proposed building and any other existing buildings;
  - (3) location and setback of the proposed building from the property lines of the lot;
  - (4) location and distance of every other adjacent building from the property lines and main building; and
  - (5) proposed finished grade elevations at the four corners of the subject property as well as the proposed finished grades at the exterior corners of the proposed dwelling or building.
24. On completion of the construction and prior to occupancy being granted, a plan of survey prepared and certified by an Ontario Land Surveyor shall be filed with the City verifying the location of the building.
25. Minor additions, accessory buildings, sundecks, garages and carports are exempt from the requirements in section 23(5). However, the Chief Building Official may require a plan of survey certified by an Ontario Land Surveyor to establish compliance of any building constructed on a lot where there is information of potential non-compliance.
26. On completion of the construction and prior to occupancy being granted for single family dwellings, semi-detached dwellings and small buildings a lot grading plan/certificate prepared by an Ontario Land Surveyor is required verifying the finished grades are in compliance with the building permit documents and the approved lot grading site plan.

## **PART 7 – ALTERNATIVE SOLUTIONS**

27. Where an application for a permit or for authorization to make a material change to the plan, specification, document or other information on the basis of which a permit was issued, contains an alternative solution to the acceptable solutions in Division B of the Building Code, the application shall provide:
- (1) a description of the proposed material, system or building design;
  - (2) any applicable provisions of the Building Code; and
  - (3) evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

## **PART 8 – PRESCRIBED NOTICES AND INSPECTIONS**

28. The person to whom a permit has been issued under s. 8 of the Act shall give to the Chief Building Official notice of the readiness for inspection in accordance with prescribed notices described in Division C, Article 1.3.5.1. and Article 1.3.5.2. of the Building Code. These mandatory notification stages and inspections are listed in Schedule “D” of this By-law.
29. In addition to the Building Code construction requirements regulating backfill inspections, the City of North Bay requires that prior to the commencement of backfilling – concrete nails shall be fixed to the exterior corners of the foundation walls to signify the approved elevations of the future finished grades. An Ontario Land Surveyor is required to establish the grade elevations and to install the concrete nails.
30. Notices shall be given as required by Division C, Article 1.3.5.1. and Article 1.3.5.2. of the Building Code.

## **PART 9 – REGISTERED CODE AGENCIES**

31. Where the City has entered into agreements with registered code agencies, the Chief Building Official is authorized to enter into services agreements with registered code agencies and appoint them to perform specified functions from time to time pursuant to s.4.1 of the Act.

## **PART 10 – FEES**

32. The Chief Building Official shall determine the required fees for the work proposed and the applicant shall pay the fees calculated in accordance with Schedule “A” of this By-law. No permit shall be issued until the fees therefore have been paid in full.
33. Where fees payable in respect of an application for a construction or demolition permit issued under s. 8(1) of the Act or a conditional permit issued under s. 8(3) of the Act are based on a floor area, the floor area shall mean the total floor space of all storeys above grade and all finished storeys below grade, measured as the horizontal area between the outer face of exterior walls and to the centre of party walls or demising walls.
34. Fees payable in respect of a conditional permit issued under s. 8(3) of the Act shall be paid for the complete project plus the applicable additional fee in accordance with Schedule “A” of this By-law.
35. Fees payable in respect of an application for a change of use permit issued under s. 10(2) of the Act shall be calculated in accordance with Schedule “A” of this By-law.



36. Where construction is incomplete or deficient and a call-back re-inspection is required to determine compliance, the applicant shall pay the fee as set out in Schedule “A” of this By-law, prior to the inspection being conducted.

#### **PART 11 – CHANGING PERMIT FEES**

37. Prior to passing a By-law to change the fees, the City shall:
- (1) hold at least one public meeting at which any person who attends has an opportunity to make representations with respect to the matter;
  - (2) ensure that a minimum of 21 days’ notice of the public meeting is given to every person and organization that has, within five years before the day of the meeting, requested such notice; and
  - (3) ensure that the notice sets out:
    - a) the City’s intention to pass the By-law, and whether the By-law would impose any fee that was not in effect on the day the notice is given or would change any fee that was in force on the day the notice is given; and
    - b) an estimate of the costs of administering and enforcing the Act by the City, the amount of the fee or of the change to the existing fee, and the rationale for imposing or changing the fee.
38. Any person or organization wishing to receive notice as set out above shall make such request in writing to the Office of the City Clerk.

#### **PART 12 – REFUNDS**

39. In the case of withdrawal of an application or, abandonment of all or a portion of the work or, the non-commencement of the work or, the refusal or revocation of a permit, upon written request by the applicant the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule “A” of this By-law.
40. Fees may be refunded as a percentage of the fees payable under this By-law as follows:
- (1) 80 percent if administrative functions only have been performed;
  - (2) 70 percent if administrative and zoning functions only have been performed;
  - (3) 50 percent if the permit has been issued and the construction has not commenced; and
  - (4) permit fees for a revoked permit shall not be refunded.

#### **PART 13 – FENCING**

41. Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, the Chief Building Official may, under ss. 7(1)(i) and 7(1)(j) of the Act, require the erection of such fencing as the Chief Building Official deems necessary to abate that hazard.
42. The height of every fence shall be a minimum of 4 feet (1.2 meters) and a maximum of 6 feet (1.8 meters), to be measured from the highest adjacent

grade, and shall be of a description as determined by the Chief Building Official.

#### **PART 14 – PENALTY**

43. Every person who contravenes any provision of this By-law is guilty of an offence and, pursuant to s. 36(3) of the Act, is liable on conviction to a fine of:
- (1) not more than \$50,000 for a first conviction; and
  - (2) not more than \$100,000, for any subsequent offence.
44. If a corporation is convicted of an offence, the maximum penalty that may be imposed upon the corporation, pursuant to s. 36(4) of the Act, is \$100,000 for a first offence and \$200,000 for any subsequent offence.
45. For the purposes of this By-law, an offence is a subsequent offence if there has been a previous conviction under this By-law.
46. If any provision of this By-law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by this By-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted.
47. Every person who contravenes an Order issued by a court pursuant to this By-law is guilty of an offence and on conviction is liable to the penalties set out in this Part.

#### **PART 15 – APPOINTMENTS**

48. The persons listed in Schedule “E” of this By-law are hereby confirmed in the appointment to the offices set opposite their names.

#### **PART 16 – SEVERABILITY**

49. 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.

#### **PART 17 – CODE OF CONDUCT**

50. The Code of Conduct for Building Officials set out in Schedule “F” of this By-law is hereby established.

#### **PART 18 – SCHEDULES**

51. The following Schedules are attached to and form part of this By-law:
- Schedule “A” Building Classification, Classes of Permits and Permit Fees
  - Schedule “B” Forms
  - Schedule “C” Building Permit
  - Schedule “D” Prescribed Notices and Inspections
  - Schedule “E” Staff Appointments
  - Schedule “F” Code of Conduct for Building Officials.

**PART 19 – REPEAL**

52. By-law No. 2007-07 and all amending by-laws thereto are hereby repealed.

**PART 20 – SHORT TITLE**

53. This By-law shall be known and may be cited as the “Building By-law”.

**PART 21 – EFFECTIVE DATE**

54. This By-law comes into force on August 14, 2018.

Read a First Time in Open Council this 14<sup>th</sup> day of August, 2018.

Read a Second Time in Open Council this 14<sup>th</sup> day of August, 2018.

Read a Third Time in Open Council and enacted and passed this 14<sup>th</sup> day of August, 2018.

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Mayor Allan McDonald

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City Clerk Karen Mclsaac

**CORPORATION OF THE CITY OF NORTH BAY  
BUILDING BY-LAW 2018-53**

**SCHEDULE "A"  
BUILDING CLASSIFICATION, CLASSES OF PERMITS AND PERMIT FEES**

<b>BUILDING CLASSIFICATION</b>	<b>Permit Fee</b>
<b>New Construction</b>	
1. Group "A" Assembly Occupancies: Schools, libraries, theatres, churches, restaurants, etc.	\$11.23 per \$1,000 of construction value. Minimum fee shall be \$765.
2. Group "B" Institutional Occupancies: Hospitals, nursing homes, care homes, etc.	
3. Group "D" Business and Personal Services Occupancies: Offices, banks, medical clinics, etc.	
4. Group "E" Mercantile Occupancies: Retail stores, supermarkets, department stores, etc.	
5. Group "F" Industrial Occupancies: Warehouses, factories, etc.	
6. Group "C" Residential Occupancies: Single family dwellings, semi-detached dwellings, duplexes, apartments, hotels, motels, etc.	\$1.36 per square foot of finished gross floor area above grade; \$0.32 per square foot of basement finished floor area.
7. Farm Buildings	\$2,732 for buildings up to 10,000 ft <sup>2</sup> and \$0.25/ft <sup>2</sup> for buildings with a floor area over 10,000 ft <sup>2</sup> .
<b>Additions, Renovations or Alterations</b>	
8. Group "A", "B", "D", "E" or "F"	\$11.23 per \$1,000 of construction value. Minimum fee shall be \$765.
<b>Additions</b>	
9. Group "C"	\$1.36 per square foot of finished gross floor area above grade; \$0.32 per square foot of basement finished floor area. Minimum fee shall be \$765.
10. Farm Buildings	\$683 for buildings up to 10,000 ft <sup>2</sup> and \$0.25/ft <sup>2</sup> for buildings with a floor area over 10,000 ft <sup>2</sup> .
<b>Renovations / Alterations</b>	
11. Group "C"	\$11.23 per \$1,000 of construction value. Minimum fee shall be \$765.
<b>Miscellaneous</b>	
12. Group "C" Residential: Garage, carport, accessory building, deck, etc.	\$190.00 flat fee.

Class of Permit	Permit Fee 2016
1. Staged Permits:  a) Excavation and Foundation Stage b) Structural and Architectural Stage c) Mechanical and Electrical Stage  Permit fees associated with the entire construction project shall be collected prior to the first stage of a staged permit being issued.  The permit fee will be collected for each of the three staged permits.	\$218.00
2. Fees for temporary tents and air supported structures	\$109.00
3. Demolition permit	\$109.00
4. Minor amendments to active building permits	\$109.00
5. Change of Use Permit where no construction is taking place	\$109.00
6. To authorize partial occupancy of building or occupancy of a partially completed building	\$109.00
7. Permit to construct a fence	\$109.00
8. Permit for blasting operations	\$109.00
9. Transfer of permit	\$109.00
10. Miscellaneous request for inspection under City By-Laws	\$109.00
11. Re-inspections where the work is not complete or is deficient	\$109.00

**Notes:**

1. Fees for classes of permit not described or included in this Schedule shall be determined by the Chief Building Official.
2. The occupancy classification shall be established in accordance with the occupancy definitions of the Building Code.
3. 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.

**CORPORATION OF THE CITY OF NORTH BAY  
BUILDING BY-LAW 2018-53**

**SCHEDULE “B”  
FORMS**

Applicable provincially mandated forms authorized under s. 7(1)(f) of the *Building Code Act, 1992* and municipal forms.

- Form 1 - Application for a Permit to Construct or Demolish
- Form 2 - Application for a Permit for Blasting Operations
- Form 3 - Application for a Permit to Construct a Fence
- Form 4 - Applicable Law Form
- Form 5 - Acknowledgement by Applicant of Incomplete Application Form
- Form 6 - Commitment to General Review by Architect and Engineer
- Form 7 - Application for a Permit to Occupy a Building Prior to Completion

**Application for a Permit to Construct or Demolish**

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Receipt number:		Permit number:	
Date Received:		Roll Number:	
Application submitted to: <b>CITY OF NORTH BAY</b> (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	
Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number

<b>Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
<b>Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number	Cell number	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

**CITY OF NORTH BAY  
APPLICATION FOR A  
PERMIT FOR BLASTING OPERATIONS**

PERMIT # \_\_\_\_\_

PERMIT TYPE CODE: M40

DATE RECEIVED \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

Project Location: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Receipt: \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Brief description of blasting operation proposed.

\_\_\_\_\_  
\_\_\_\_\_

**Conditions of Approval**

- Prior to the issuance of a permit, the applicant shall deposit with the Chief Building Official a valid Certificate of Comprehensive General Liability Insurance policy specifically covering blasting operations with a minimum coverage of \$2,000,000 (two million dollars) per occurrence.
- Prior to the issuance of a permit, the applicant shall be required to carry out, and file with the Chief Building Official a Pre-Blast Survey.
- Each application may require a site plan, drawn to scale, that indicates property line locations, and the proposed blasting area.
- I/we agree to comply with The Corporation of the City of North Bay's Building By-law and any amendments thereto.

I hereby signify that I will comply with the conditions on this application and I certify the truth of all the statements or representations contained therein.

Application submitted on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date Authorized

\_\_\_\_\_  
Chief Building Official

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for this Blasting Permit Application. Questions about this collection or personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay (705) 474-0626, ext. 2510.

**CITY OF NORTH BAY  
APPLICATION FOR A PERMIT  
TO CONSTRUCT A FENCE**

PERMIT # \_\_\_\_\_ PERMIT TYPE CODE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

Project Location: \_\_\_\_\_

Roll Number: \_\_\_\_\_ Receipt: \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Property Line Fence</b> | <input type="checkbox"/> <b>Stone</b>        |
| <input type="checkbox"/> <b>Pool Fence</b>          | <input type="checkbox"/> <b>Metal</b>        |
| <input type="checkbox"/> <b>Wooden Fence</b>        | <input type="checkbox"/> <b>Other:</b> _____ |
| <input type="checkbox"/> <b>Chain Link</b>          |  |

**Conditions of Approval**

- Each application will be approved based upon receipt of the applicable fee and approval from other pertinent departments.
- Each application shall be accompanied by a site plan, drawn to scale, that indicates property line locations, building locations and proposed location of fence, including fence height.
- I/we agree to comply with The Corporation of the City of North Bay's Fence By-law No. 2002-105 and any amendments thereto.
- This permit authorizes the construction of a fence located entirely on the subject property. In the event the fence or any portion of the fence is constructed on the property line or on the abutting property, this permit may be revoked.

I hereby signify that I will comply with the conditions on this application and I certify the truth of all the statements or representations contained therein.

Application submitted on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date Authorized

\_\_\_\_\_  
Chief Building Official

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for this Fence Permit Application. Questions about this collection or personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay (705) 474-0626, ext. 2510.

**APPLICABLE LAW**

Project Location: \_\_\_\_\_

Roll Number: \_\_\_\_\_ Receipt: \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**List of Applicable Law**

*Check below all applicable law as set out in Division A, Article 1.4.1.3. of the Building Code and attach documents establishing compliance with each such law.*

- Section 14 of O Reg 137/15, made under the *Child Care and Early Years Act, 2014*
- Section 59 of the *Clean Water Act, 2006*
- Section 6 of RRO 1990, Reg. 314, made under the *Elderly Persons Centres Act*
- Section 5 of the *Environmental Assessment Act*
- Section 46 of the *Environmental Protection Act*
- Section 47.3 of the *Environment Protection Act*
- Section 168.3.1 of the *Environmental Protection Act*
- Section 168.6(1)(2) of the *Environmental Protection Act*
- Section 14 of the *Milk Act*
- Section 11.1 of O Reg 267/03, made under the *Nutrient Management Act, 2002*
- Section 30(2) of the *Ontario Heritage Act*
- Section 33 of the *Ontario Heritage Act*
- Section 34 of the *Ontario Heritage Act*
- Section 34.5 of the *Ontario Heritage Act*
- Section 34.7(2) of the *Ontario Heritage Act*
- Section 42 of the *Ontario Heritage Act*
- Section 17.4 of the *Ontario New Home Warranties Plan Act*
- Section 14 of the *Ontario Planning and Development Act, 1994*
- Section 41 of the *Planning Act*
- Section 42 of the *Planning Act*
- Section 2 of O Reg 239/13, made under the *Public Lands Act*
- Section 5 of O Reg 239/13, made under the *Public Lands Act*
- Section 34 or 38 of the *Public Transportation and Highway Improvement Act*
- Sections 28 and 53 of the *Development Charges Act, 1997*
- Sections 257.83 and 257.93 of the *Education Act*
- Section 5(4) of the *Environmental Assessment Act*
- Section 133(4) of the *Municipal Act, 2001*
- Section 27(3) of the *Ontario Heritage Act*
- Section 33 of the *Planning Act*
- Section 46 of the *Planning Act*
- By-laws made by a municipality under an agreement entered into under section 5.81 of the *Aeronautics Act (Canada)*
- Regulations made by a conservation authority under section 28(1)(c) of the *Conservation Authorities Act*
- By-laws made under section 40.1 of the *Ontario Heritage Act*
- By-laws made under section 34 or 38 of the *Planning Act*
- By-laws made under O Reg 174/16, made under the *Planning Act*

- By-laws made under O Reg 246/01 (Development Permits), made under the *Planning Act* which continue in force despite the revocation of that Regulation by reason of section 19 of O Reg 173/16 (Community Planning Permits) made under that Act
- Orders made by the Minister under section 47 of the *Planning Act* or section 17(1) of the *Ontario Planning and Development Act, 1994*
- By-laws made under any private Act that prohibit the proposed construction or demolition of the building unless the by-law is complied with

**Declaration of Owner / Applicant**

I, (print name) \_\_\_\_\_ certify that:

1. The proposed building, construction or demolition complies with the applicable law.
2. Attached is documentation that establishes compliance with the applicable law.
3. I have the authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner/Agent

**CITY OF NORTH BAY  
ACKNOWLEDGEMENT BY APPLICANT OF AN INCOMPLETE APPLICATION**

Pursuant to Division C, Sentence 1.3.1.3. (6) of the Building Code

**Part A**

A pre-screening of the application to *(description of work)*

\_\_\_\_\_

At *(location of work)* \_\_\_\_\_ reveals that the application is incomplete in that the following items are missing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As such, the application is not entitled to the processing time periods prescribed in Column 2 of Table 1.3.1.3. of Division C of the Building Code.

The City of North Bay will, however accept the incomplete application for processing if the Acknowledgement below is completed.

**Part B**

I, (print name of applicant): \_\_\_\_\_  
acknowledge that my application as described in Part A does not meet the requirements of Division C, Sentence 1.3.1.3.(5) of the Building Code and therefore is not entitled to the time periods prescribed in Column 2 of Table 1.3.1.3. of the Building Code.

Notwithstanding the above, I wish to have the application accepted for processing and understand that a permit cannot be issued until all the information is submitted and reviewed for compliance.

I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

**COMMITMENT TO GENERAL REVIEW BY ARCHITECT AND ENGINEER**

<b>PART A – TO BE COMPLETED BY OWNER</b>	Permit Application No.
Project Description:	

Address of Project: \_\_\_\_\_ Municipality: \_\_\_\_\_

**WHEREAS the building code requires that the project described above be designed and reviewed during construction or demolition by an architect, a professional engineer or both that are licensed to practice in Ontario, and WHEREAS Ontario law prohibits the construction or demolition of a building if a permit has not been issued to authorize it, and WHEREAS architects and engineers are prohibited by law from undertaking general review of construction if a permit has not been issued, NOW THEREFORE the Owner, who intends to construct or demolish or have the building constructed or demolished, hereby confirms that:**

1. The undersigned architect and/or professional engineers have been retained to provide general review of the construction or demolition of the building to determine whether the work is in general conformity with the plans and other documents that form the basis for the issuance of a permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded to the Chief Building Official;
3. Should any retained architect or professional engineer cease to provide general review for any reason during construction or demolition, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption; and
4. Construction or demolition will only be undertaken if an architect and/or professional engineers are retained to undertake general review, and a permit authorizing the proposed construction or demolition has been issued.

**The undersigned hereby certifies that he/she has read and agrees to the above**

Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Print Name: \_\_\_\_\_ Fax: \_\_\_\_\_  
(or authorized agent)

Coordinator of the work of all consultants: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**PART B – TO BE COMPLETED BY CONSULTANTS**

The undersigned architect and/or professional engineers hereby certify that they have been retained to provide general review of the parts of construction or demolition of the building indicated, to determine whether the work is in general conformity with the plans and other documents that form the basis for the issuance of a permit, in accordance with the performance standards of the OAA and/or PEO.

<b>ARCHITECTURAL</b>	<b>STRUCTURAL</b>	<b>MECHANICAL</b>	<b>ELECTRICAL</b>	<b>SITE SERVICES</b>	<b>OTHER: _____</b>
Consultant Name: _____	Signature: _____	Print Name: _____	Date: _____		

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

<b>ARCHITECTURAL</b>	<b>STRUCTURAL</b>	<b>MECHANICAL</b>	<b>ELECTRICAL</b>	<b>SITE SERVICES</b>	<b>OTHER: _____</b>
Consultant Name: _____	Signature: _____	Print Name: _____	Date: _____		

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

<b>ARCHITECTURAL</b>	<b>STRUCTURAL</b>	<b>MECHANICAL</b>	<b>ELECTRICAL</b>	<b>SITE SERVICES</b>	<b>OTHER: _____</b>
Consultant Name: _____	Signature: _____	Print Name: _____	Date: _____		

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

<b>ARCHITECTURAL</b>	<b>STRUCTURAL</b>	<b>MECHANICAL</b>	<b>ELECTRICAL</b>	<b>SITE SERVICES</b>	<b>OTHER: _____</b>
Consultant Name: _____	Signature: _____	Print Name: _____	Date: _____		

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

**CITY OF NORTH BAY  
APPLICATION FOR A PERMIT TO OCCUPY A BUILDING  
PRIOR TO COMPLETION**

To the Chief Building Official

The undersigned hereby applies for a permit described above. Pursuant to the requirements of section 11 of the Building Code, you are hereby informed that the construction has been substantially completed in accordance with the permit documents and the Building Code.

Project Location: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Receipt: \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Architect/Engineer's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby request an inspection at the above noted location.

Dated at North Bay this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Owner/Agent  
Architect/Professional Engineer

1. That the plans submitted herein show the total number of units and/or the total amount of floor area of the building for which occupancy is requested.
2. Total number of units proposed for occupancy is \_\_\_\_\_.
3. Total floor area proposed for occupancy is \_\_\_\_\_.



4.  This application is for a residential occupancy governed by Division C, Article 1.3.3.2 of the Building Code.
- or
- This application is for all other occupancies governed by Division C, Article 1.3.3.1 of the Building Code.

Application approved pursuant to subsection 1.3.3 of Division C of the Building Code.

Date Authorized \_\_\_\_\_ Chief Building Official \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for this application form. Questions about this collection or personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay (705) 474-0626, ext. 2510.

**CORPORATION OF THE CITY OF NORTH BAY  
BUILDING BY-LAW 2018-53**

**SCHEDULE "C"  
BUILDING PERMIT**

DECLARATION AND ACCEPTANCE

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 the 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 their 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 to strictly comply with the code and all applicable law and remains in force subject to all limitations, requirements and liabilities imposed by law, and
  - (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. Failure to notify the Chief Building Official of required calls for inspections may lead to legal action under the *Provincial Offences Act*.
5. All special notes and comments listed on the permit shall be considered as conditions of this permit.

I, \_\_\_\_\_, the undersigned, am the owner or authorized agent of the owner, and I 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 \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF OWNER /  
AUTHORIZED AGENT

\_\_\_\_\_  
SIGNATURE OF  
CHIEF BUILDING OFFICIAL

**THE CORPORATION OF THE CITY OF NORTH BAY  
BUILDING BY-LAW 2018-53**

**SCHEDULE “D”  
PRESCRIBED NOTICES AND INSPECTIONS  
OBC Division C, Articles 1.3.5.1. and 1.3.5.2.**

<b>Notice/Inspection</b>	<b>OBC Reference</b>	<b>Description</b>
Footing	Div. C, 1.3.5.1.(2)(a)	Readiness to construct footings.
Backfill	Div. C, 1.3.5.1.(2)(b)	Substantial completion of footings and foundations prior to commencement of backfilling. Note: The establishment of the approved lot grading elevations is required prior to backfilling as regulated by this s. 29 of this By-law.
Framing – (Buildings Within the Scope of Part 9 of Div. B)	Div. C, 1.3.5.1.(2)(c)	Substantial completion of structural framing, if the building is within the scope of Part 9 of Div. B.
Framing – (Other Than Buildings Within the Scope of Part 9 of Div. B)	Div. C, 1.3.5.1.(2)(d)	Substantial completion of structural framing, if the building is not a building to which Div. C, 1.3.5.1(2)(c) applies.
HVAC Rough-In – (Buildings Within the Scope of Part 9 of Div. B)	Div. C, 1.3.5.1.(2)(c)	Substantial completion of ductwork and piping for heating and air-conditioning, if the building is within the scope of Part 9 of Div. B.
HVAC Rough-In – (Other Than Buildings Within the Scope of Part 9 of Div. B)	Div. C, 1.3.5.1.(2)(d)	Substantial completion of rough-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Div. C, 1.3.5.1(2)(c) applies.
Insulation	Div. C, 1.3.5.1.(2)(e) and (f)	Substantial completion of insulation, vapour barriers and air barriers.
Fire Separations & Closures	Div. C, 1.3.5.1.(2)(g)	Substantial completion of all required fire separations and closures.
Fire Protection Systems	Div. C, 1.3.5.1.(2)(g)	Substantial completion of all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems.
Fire Access Routes	Div. C, 1.3.5.1.(2)(h)	Substantial completion of fire access routes.
Building Sewers	Div. C, 1.3.5.1.(2)(i)(i)	Readiness for inspection and testing of building sewers.
Building Drains	Div. C, 1.3.5.1.(2)(i)(i)	Readiness for inspection and testing of building drains.
Water Service Main	Div. C, 1.3.5.1.(2)(i)(ii)	Readiness for inspection and testing of water service main.
Fire Service Main	Div. C, 1.3.5.1.(2)(i)(iii)	Readiness for inspection and testing of fire service main.

Notice/Inspection	OBC Reference	Description
Drainage & Venting Systems	Div. C, 1.3.5.1.(2)(i)(iv)	Readiness for inspection and testing of drainage systems and venting systems
Water Distribution System	Div. C, 1.3.5.1.(2)(i)(v)	Readiness for inspection and testing of the water distribution system
Plumbing Fixtures & Appliances	Div. C, 1.3.5.1.(2)(i)(vi)	Readiness for inspection and testing of plumbing fixtures and plumbing appliances
Pool/Spa Suction & Gravity Outlet System	Div. C, 1.3.5.1.(2)(j)	Readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Division A, Clause 1.3.1.1.(1)(j)
Pool/Spa Circulation/Recirculation System	Div. C, 1.3.5.1.(2)(k)	Substantial completion of the circulation/recirculation system of an outdoor pool described in Division A, Clause 1.3.1.1.(1)(j), a public pool or a public spa and substantial completion of the pool before it is first filled with water
Sewage System Excavation	Div. C, 1.3.5.1.(2)(l)	Readiness to construct the sewage system
Sewage System Completion	Div. C, 1.3.5.1.(2)(m)	Substantial completion of the installation of the sewage system before the commencement of backfilling
Site Services – (Plumbing Not Located within a Structure)	Div. C, 1.3.5.1.(2)(n)	Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling
Occupancy Prior to Completion	Div. C, 1.3.5.1.(2)(o) and (p)	Completion of construction and installation of components required to permit the issue of an occupancy permit under Div. C, 1.3.3.1.(3) or to permit occupancy under Div. C, 1.3.3.2.(1), if the building or part of the building to be occupied is not fully completed; or Completion of construction and installation of components required to permit the issue of an occupancy permit under Div. C, 1.3.3.4.(4) or 1.3.3.5.(3). Note: A certified plan of survey and a lot grading certificate are required prior to permitting occupancy of a building as regulated by ss. 24 and 26 of this By-law.
Completion of Building	BCA Section 11	Date of completion of the building or part prior to occupancy or use
Completion of Occupied Unfinished Building	Div. C, 1.3.5.2.(1)(j)	Completion of a building for which an occupancy permit is required under Div. C, 1.3.3.4. or 1.3.3.5.

**CORPORATION OF THE CITY OF NORTH BAY  
BUILDING BY-LAW 2018-53**

**SCHEDULE "E"  
STAFF APPOINTMENTS**

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**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS THE FOLLOWING:**

1. That the following persons be, and they are hereby appointed as enforcement officers under the *Building Code Act, 1992*, the Property Standard & Vital Services By-law 1999-06, and the *Provincial Offences Act*:

Carly Price: Chief Building Official, Chief Plan Examiner, Building Inspector, Provincial Offences Officer, Chief Property Standards Officer.

Doug Braund: Building Inspector, Provincial Offences Officer, Property Standards Officer.

Rikki Parrish: Building Inspector, Provincial Offences Officer, Property Standards Officer.

Aaron Lott: Building Inspector, Provincial Offences Officer, Property Standards Officer.

2. That the following persons be, and they are hereby appointed as Municipal Law Enforcement Officers under the *Police Services Act*, RSO 1990, c P.15:

Carly Price is hereby appointed as a Municipal Law Enforcement Officer to enforce the By-laws of the City of North Bay for so long as she continues to be employed by the City of North Bay in the capacity of Chief Building Official.

Doug Braund is hereby appointed as a Municipal Law Enforcement Officer to enforce the By-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Building Inspector.

Rikki Parrish is hereby appointed as a Municipal Law Enforcement Officer to enforce the By-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Building Inspector.

Aaron Lott is hereby appointed as a Municipal Law Enforcement Officer to enforce the By-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Building Inspector.

**CORPORATION OF THE CITY OF NORTH BAY  
BUILDING BY-LAW 2018-53**

**SCHEDULE “F”  
CODE OF CONDUCT FOR BUILDING OFFICIALS**

**PURPOSE**

The following are the purposes of this Code of Conduct:

1. To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the *Building Code Act, 1992* or the Building Code.
2. To prevent practices which may constitute an abuse of power by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the *Building Code Act, 1992* or the Building Code.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the *Building Code Act, 1992* or the Building Code by the Chief Building Official and Inspectors.

**ENFORCEMENT GUIDELINES**

Compliance with this Code of Conduct shall constitute a condition of employment as a Chief Building Official or Inspector appointed under the *Building Code Act, 1992*. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this Code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this Code shall be made in writing.

Any person who has reason to believe that this Code of Conduct has been breached may bring the matter to the attention of the Chief Building Official. In response to any allegation of a breach of this Code, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this Code of Conduct.

Where the allegation concerns the actions of the Chief Building Official, Council will direct the investigation and make such recommendations as are reasonable.

In determining the appropriate discipline, the Chief Building Official or Council will have regard to the relevance of the conduct to the Building Official's powers and responsibilities as well as the severity of any misconduct.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the City of North Bay's administration and is subject to relevant collective agreements, employment laws and standards.

**CODE OF CONDUCT**

In exercising powers and performing duties under the *Building Code Act, 1992*, the Chief Building Official and Inspectors shall:

1. Exercise powers in accordance with the provisions of the *Building Code Act, 1992*, the Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of Chief Building Officials and Inspectors;
2. Act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist;

3. Apply all relevant building laws, regulations and standards in a consistent and fair manner, independent of any influence by interested parties;
4. Not accept any personal benefit which may create a conflict with their duties; or perform duties where a personal interest may create a conflict;
5. Obtain the counsel of persons with expertise where the Chief Building Official or Inspector does not possess sufficient knowledge to make an informed judgment; and
6. Act honestly, reasonably and professionally in the discharge of their duties.