

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2019-83

(CONSOLIDATED - As Amended by By-law 2020-19 & 2021-48 & 2022-33 & 2024-23)

A BY-LAW UNDER THE BUILDING CODE ACT RESPECTING CONSTRUCTION, DEMOLITION, CHANGE OF USE, OCCUPANCY PERMITS, TRANSFER OF PERMITS, INSPECTIONS AND ASSOCIATED FEES.

WHEREAS pursuant to the *Building Code Act 1992, S.O. 1992, c .23* as amended, the Lieutenant Governor in Council has established a *Building Code* which is in force throughout Ontario;

AND WHEREAS Section 7 of the *Building Code Act 1992, S.O. 1992, c .23* as amended, empowers Council to pass by-laws respecting construction, demolition, change of use, transfer of *permits*, inspections, required documentation and the submission of such with an application for *permit*, and the setting and refunding of fees;

AND WHEREAS Subsection 8(3) of the *Building Code Act 1992, S.O. 1992, c .23* as amended, authorizes a *Chief Building Official* to issue a Conditional Building Permit in circumstances and subject to the conditions listed in that subsection;

AND WHEREAS Article 8(3)(c) of the *Building Code Act 1992, S.O. 1992, c .23* as amended, sets out that the applicant or such other person as the *Chief Building Official* determines, must enter into a form of agreement which is described in that article and commonly known as a Conditional Building Permit Agreement;

AND WHEREAS the Council of the Township of West Lincoln deems it to be in the public interest that the *Chief Building Official* have the authority to execute Conditional Building Permit Agreements on behalf of the Township of West Lincoln;

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:

SECTION 1 GENERAL PROVISIONS

1.1 SHORT TITLE

1.1.1 This by-law shall be known as the “Building By-law”.

1.2 DEFINITIONS

1.2.1 For the purpose of this by-law:

- (1) “act” means the *Building Code Act 1992, S.O. 1992, c .23* as amended;
- (2) “applicant” means the *owner* of a building or property who applies for a *permit* or any person authorized by the *owner* to apply for a *permit* on the *owner’s* behalf, or any person or corporation empowered by statute to cause

- the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation;
- (3) “*architect*” means the holder of a licence, certificate of practice or a temporary licence issued under the Architects Act as defined in the *Building Code*;
 - (4) “*as constructed plans*” means *as constructed plans* as defined in the *Building Code*;
 - (5) “*authorized agent*” means any person authorized by the *owner* of the building or property to apply for a *permit* on the *owner’s* behalf as established by the completion of the prescribed form.
 - (6) “building” means a building as defined in Section 1(1) of the *Act*;
 - (7) “*building code*” means the regulations made under Section 34 of the *Act*;
 - (8) “*chief building official*” means the *Chief Building Official* appointed by by-law by The Corporation of the Township of West Lincoln for the purposes of enforcement and administration of the *Act*;
 - (9) “*construct*” means *construct* as defined in Subsection 1(1) of the *Act*;
 - (10) “corporation” means The Corporation of the Township of West Lincoln;
 - (11) “*director*” means the *Director* of Planning and Building appointed by by-law by the Corporation of the Township of West Lincoln.
 - (12) “*inspector*” means an *inspector* appointed by by-law of The Corporation of the Township of West Lincoln for the purposes of enforcement of the *Act*;
 - (13) “*landscape architect*” means a member of the Ontario Association of *Landscape Architects*;
 - (14) “*owner*” means the registered *owner* of a property and includes a lessee, a mortgagee in possession, and any person who proves to the satisfaction of the *Chief Building Official* that they are the *authorized agent* of the *owner* of a property and any person who qualifies as the *owner* of a property pursuant to Section 15.1 of the *Act*;
 - (15) “*permit*” means permission or authorization given in writing from the *Chief Building Official* to perform *work*, to change the use of a *building* or part thereof, or to occupy a *building* or part thereof, as regulated by the *Act* and the *Building Code*;
 - (16) “*permit holder*” means the *owner* to whom a *permit* has been issued or where a *permit* has been transferred, the new *owner* to whom the *permit* has been transferred;
 - (17) “*professional engineer*” means a person who holds a license or temporary license under the Professional Engineers Act, as defined by the *Building Code*;

- (18) “*registered code agency*” means a *Registered Code Agency*, as defined in Subsection 1(1) of the *Act*;
- (19) “*sewage system*” means a *sewage system*, as defined in the *Building Code*; and
- (20) “*township*” means The Corporation of the Township of West Lincoln or the geographical area of the municipality, as the context requires;
- (21) “*work*” means construction or demolition or a *building* or part thereof, as the case may be.

1.2.2 Words or terms not defined in this by-law shall have the meaning ascribed to them in the *Act* or *Building Code*.

1.2.3 In the case of any conflict between the provisions of this by-law and the provisions of either of the *Act* or the *Building Code*, the provisions of the *Act* and of the *Building Code* shall prevail.

SECTION 2 PERMITS

2.1 CLASS OF PERMITS

2.1.1 Classes of *permits* required for construction, demolition or change of use are set forth in Schedule “A” of this by-law.

2.2 FILE APPLICATION ON FORMS PRESCRIBED

2.2.1 To obtain a *permit*, an *applicant* shall file an application electronically or in writing, on forms prescribed by the Province of Ontario and provided by the *Township*, as amended from time to time, and supply any other information relating to the application as required by the *Chief Building Official*.

2.3 REQUIRED SUBMISSIONS

2.3.1 Every application for a *permit* shall be submitted to the *Chief Building Official*, and contain the following information:

- (1) Where application is made for a **construction permit** under Subsection 8(1) of the *Act*, the application shall be made in the form prescribed by Schedule “B” of this By-law and shall include:
- (a) complete plans and specifications, documents and other information as required by the *Building Code* and described in Schedule “B” of this by-law for the *work* to be covered by the *permit*; and
 - (b) the required fee(s) and deposit(s) as described in Schedule “A”.
- (2) Where application is made for a **demolition permit** under subsection 8(1) of the *Act*, the application shall be made in the form prescribed by Schedule “B” of this By-law and shall include:

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- (a) complete plans and specifications, documents and other information as required by the *Building Code* and described in Schedule “B” of this By-law for the *work* to be covered by the *permit*; and
- (b) the required fee(s) and deposit(s) as described in Schedule “A”.
- (3) Where application is made for a **private sewage system permit** under subsection 8(1) of the *Act*, the application shall be made in the form prescribed by Schedule “B” of this By-law and shall include:
- (a) a site evaluation which shall include all of the following items unless otherwise specified by the *Chief Building Official*:
- i. the date the evaluation was completed;
 - ii. name, address, telephone number and signature of the person who prepared the evaluation; and
 - iii. a scaled map of the site providing such details as prescribed in Schedule “B” of this By-law
- (b) complete plans and specifications, documents and other information as required by the *Building Code* and described in Schedule “B” of this By-law for the *work* to be covered by the *permit*; and
- (c) the required fee(s) and deposit(s) as described in Schedule “A”.
- (4) Where application is made for a **conditional permit** under Subsection 8(3) of the *Act*, the application shall be made in the form prescribed by Schedule “B” of this By-law and shall:
- (a) Include complete plans and specifications, documents and other information as required by the *Building Code* and described in Schedule “B” of this By-law for the *work* to be covered by the *permit*;
- (b) Include written correspondence to the *Chief Building Official* stating:
- i. the reason(s) why the *applicant* believes that unreasonable delays in construction would occur if a conditional *permit* is not granted;
 - ii. the necessary approval(s) which must be obtained in respect of the proposed *building* and the time in which such approvals will be obtained; and
 - iii. the time in which plans and specifications of the complete *building* will be filed with the *Chief Building Official*.
- (c) be subject to entering into an agreement with the *Township* as provided for in subsection 8(3) of the *Act*; and
- (d) include the required fee(s) and deposit(s) as described in Schedule “A” of this by-law.

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- (5) Where application is made for a **change of use permit** issued under Subsection 10(1) of the *Act*, the application shall be made in the form prescribed by Schedule “B” of this By-law and shall include:
- (a) complete plans and specifications, documents and other information as required by the *Building Code* and described in Schedule “B” of this by-law for the *work* to be covered by the *permit*;
 - (b) written correspondence to the *Chief Building Official* to identify and describe:
 - i. the *building* in which the occupancy is to be changed, by a description that will readily identify and locate the *building*; and
 - ii. in detail the current and proposed occupancies of the *building* or part of the *building* for which the application is made.
 - (c) complete plans and specifications showing the current and proposed occupancy of all parts of the *building*, and which contain sufficient information to establish compliance with the requirements of the *Building Code* including, but not limited to: 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; and
 - (d) the required fee(s) and deposit(s) as described in Schedule “A”.
- (6) Where application is made for a **transfer of permit** because of a change of ownership of the land, as permitted under Clause 7(1)(h) of the *Act*, the application shall be made in the form prescribed by Schedule “B” of this By-law and shall include:
- (a) the following information on the prescribed application form:
 - i. the names and addresses of the previous and new land *owner*;
 - ii. the date that the land ownership change took place; and
 - iii. a description of the *permit* that is being transferred.
 - (b) the required fee(s) and deposit(s) as described in Schedule “A”.
- (7) Where application is made for **occupancy of an unfinished building** as provided for in Division C Articles 1.3.3.1 and 1.3.3.2 of the *Building Code*, the application shall be made in the form prescribed by Schedule “B” of this By-law and shall include:
- (a) complete plans and specifications, documents and other information as required by Section 3 and as described in Schedule “B” of this by-law to identify, to the satisfaction of the *Chief Building Official*, the portion of the *building* intended to be occupied;

- (b) a description and clear indication of the part of the *building* for which occupancy is requested; and
- (c) the required fee(s) and deposit(s) as described in Schedule “A”.

2.4 INCOMPLETE APPLICATIONS

- 2.4.1 An application is deemed to be incomplete if it does not contain the prescribed information or is not accompanied by plans, certificates and documents specified in this by-law.
- 2.4.2 Where an application is found to be incomplete, except as permitted under Article 2.4.3, the application shall be refused.
- 2.4.3 An incomplete application may be accepted if the *applicant* acknowledges the application is incomplete by completing the “Acknowledgement of Incomplete Application” form as may be amended from time to time, provided by the *Township*, thus declaring the application exempt of the timelines stipulated by the *Building Code* until the application is deemed to be complete.

2.5 CONDITIONAL PERMITS

- 2.5.1 The *Chief Building Official* may, upon being satisfied that as many of the requirements of this by-law, the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended, and the *Building Code* as amended, as practicable have been complied with, execute an agreement that includes the terms described in Article 8(3)(c) of the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended.
- 2.5.2 The delegation of authority set out in Subsection 2.5.1 above is effective as of the date of enactment of this by-law.

2.6 TRANSFER OF PERMITS

- 2.6.1 In any case wherein the ownership of the land is transferred after a *permit* is issued, the ownership of that *permit* may be transferred if the new land *owner* completes the *permit* application form in accordance with the requirements of Section 2 of this by-law.
- 2.6.2 Once the *permit* is transferred, the new *owner* shall be the *permit holder* for the purpose of the *Act* and the *Building Code*, thus assuming any responsibility for outstanding inspections.

2.7 PARTIAL PERMITS

- 2.7.1 Where feasible, the *Chief Building Official* may consider approval of a portion of the *building* or project prior to the issuance of a *permit* for the entire *building* of project, by way of issuance of a partial *permit*.
- 2.7.2 Where application is made for a partial *permit*, the application shall be made in the form prescribed by Schedule “B” of this By-law and shall include:

- (1) complete plans and specifications, documents and other information as required by the *Building Code* and described in Schedule “B” of this by-law for the *work* to be covered by the partial *permit*, and
- (2) the required fee(s) and deposit(s) as described in Schedule “A” for the complete project.

2.7.3 Where a partial *permit* is requested, the application is deemed to be incomplete.

2.7.4 Where the *Chief Building Official* elects to grant a partial *permit* it shall be in the form of a conditional *permit* and shall be subject to all of the same terms and conditions as identified in Sentence 2.3.1(4), as well as the prescribe fees of Schedule “A” of this by-law for conditional *permits*.

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

2.8 REVOCATION OF PERMITS

2.8.1 Prior to revoking a permit under Subsection 8(10) of the Act, the Chief Building Official may serve a notice by personal service or by mail sent to the last known address of the permit holder.

2.8.2 A *permit holder* may, within thirty (30) days from the date of service of the notice described in Article 2.8.1 of this by-law, request in writing the *Chief Building Official* to defer the revocation by stating reasons why the *permit* should not be revoked.

2.8.3 The *Chief Building Official* shall consider the reasons provided and decide to revoke or extend the *permit*.

2.8.4 Notice of the decision of the Chief Building Official under Article 2.8.3 shall be mailed to the last known address of the permit holder when, after consideration of the reasons provided, the decision is made to proceed with the revocation of the permit.

2.8.5 Where the permit is extended, the permit holder shall have one hundred eighty (180) days to show progress and to have the next required inspection completed or the subject permit may be revoked with no further notice other than written confirmation of revocation given in the same manner as identified in Article 2.8.4.

2.8.6 A request for deferral of revocation shall be subject to payment of a non-refundable fee as set out in Schedule “A” of this by-law.

2.9 INACTIVE PERMIT APPLICATION

2.9.1 Where an application for a *permit* remains incomplete or inactive for thirty (30) days after it is submitted, the application may be deemed by the *Chief Building Official* to have been abandoned and the application shall be returned to the *applicant* along with a notice of abandonment.

- 2.9.2 Where the application for *permit* has been deemed abandoned and returned to the *applicant*, it shall be accompanied by a refund of the applicable fees in accordance with the provisions for refund of fees described in Schedule “A” of this by-law.
- 2.9.3 Once an application is deemed to be abandoned and the *applicant* is notified, a new application shall be filed for the proposed *work*.

2.10 LIMITING DISTANCE AGREEMENTS

- 2.10.1 An *applicant* may enter into a Limiting Distance Agreement with the *Township* as provided for in Sentence (8) of Division B – Article 3.2.3.1 or in Sentence (5) of Division B – Article 9.10.14.12 of the *Building Code*.

SECTION 3 PLANS AND SPECIFICATIONS

3.1 INFORMATION SUFFICIENT TO DETERMINE CONFORMITY

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

3.2 COMPLETE SETS

- 3.2.1 Each application shall, unless otherwise specified by the *Chief Building Official*, be accompanied by one complete set of plans and specifications as described herein as well as in Schedule “B” of this by-law.

3.3 REQUIREMENTS FOR PLANS

- 3.3.1 Plans shall be drawn to scale to a minimum of 1:75 or 3/16” = 1’.
- 3.3.2 Plans shall be legible and provided in an electronic media format approved by the *Chief Building Official*.
- 3.3.3 Where paper submission is accepted by the Chief Building Official the paper submission shall be in a format no larger than 279mm x 432mm [11” x 17”].
- 3.3.4 Where paper submission is accepted by the Chief Building Official in a format larger than that prescribed in Article 3.3.3, any and all costs to convert the paper submission to electronic media format shall be borne in full by the permit applicant.

3.4 SURVEYS

- 3.4.1 Site plans shall be referenced to an up-to-date plan of survey and provided in a manner as prescribed in Schedule “B” of this by-law.

3.5 LOT GRADING PLANS

- 3.5.1 Each application for *permit* for the construction of a single detached, semi-detached, duplex, triplex, fourplex, row house, and any additions thereto shall be accompanied by a lot grading plan bearing the signature and seal of a practicing Engineer, *Landscape Architect*, *Architect* or Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan:
- (1) conforms to Division B - Subsection 9.14.6 of the *Building Code* for all projects on lands not governed by a registered plan of subdivision; or
 - (2) conforms to Division B – Subsection 9.14.6 of the *Building Code* as well as the Master Grading Plan approved with the registered plan of subdivision or plan of condominium for all projects on lands governed by a registered plan of subdivision or plan of condominium.
- 3.5.2 Where a lot grading plan is required to be submitted with the *permit* application in accordance with Sentence 3.5.1(1), above, the lot grading of the lot shall be completed and an as built lot grading plan bearing the signature and seal of the chosen professional certifying that the finished elevations and grading of the land conforms with the lot grading plan accepted through the issuance of the *permit* shall be submitted within seven (7) months of the issuance of the occupancy *permit* of the associated dwelling unit.
- 3.5.3 Where a lot grading plan is required to be submitted with the *permit* application in accordance with Sentence 3.5.1(2), above, the lot grading of the lot shall be completed and an as built lot grading plan bearing the signature and seal of the chosen professional certifying that the finished elevations and grading of the land conforms with the lot grading plan accepted through the issuance of the *permit* shall be required as a condition of occupancy of the associated dwelling unit.
- 3.5.4 Where occupancy of a dwelling unit is sought prior to the satisfaction of the requirements stipulated in Article 3.5.3, the *applicant* may request an extension for the completion of lot grading and submission of the required as built lot grading plan whereby a deposit in the amount specified in Schedule “A” shall be submitted to the *Township*.
- 3.5.5 Where an extension has been applied for under the provisions of Article 3.6.4, the lot grading of the lot shall be completed and an as built lot grading plan bearing the signature and seal of the chosen professional certifying that the finished elevations and grading of the land conforms with the lot grading plan accepted through the issuance of the *permit* shall be submitted within seven (7) months of issuance of the occupancy *permit* of the associated dwelling unit.

3.6 AS CONSTRUCTED PLANS

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

3.7 PLANS PROPERTY OF CORPORATION

- 3.7.1 Plans and specifications furnished according to this by-law or otherwise required by the *Building Code* and the *Act*, become the property of the *Corporation* and will be dealt with, including both disposal and retention, in accordance with relevant legislation and applicable municipal policies and procedures.

SECTION 4 REGISTERED CODE AGENCIES

4.1 DELEGATION OF AUTHORITY

- 4.1.1 The *Director* is authorized to enter into and sign contracts for service agreements with Registered Code Agencies and appoint them to perform specified functions from time to time, in order to maintain the time periods for *permits* prescribed in Division C - Article 1.3.1.3 of the *Building Code*.

4.2 FUNCTIONS OF REGISTERED CODE AGENCY

- 4.2.1 The *Registered Code Agency* may be appointed to perform one or more of the specified functions described in Section 15.15 of the *Act*.

SECTION 5 FEES AND REFUNDS

5.1 FEES – SCHEDULE “A”

- 5.1.1 The *Chief Building Official* shall determine the required fees for the *work* proposed, calculated in accordance with Schedule “A” of this by-law and the *applicant* shall pay such fees.
- 5.1.2 If a fee cannot be calculated using the stipulated fees provided in the table of Schedule “A”, the *Chief Building Official* shall calculate the fee using the value of construction method and the *applicant* shall pay such fee.
- 5.1.3 The fee shall be calculated by the *Chief Building Official* through the review of the application for *permit* process and shall be due for payment prior to the issuance of the *permit*. Notwithstanding the provisions of subsection 2.3 for submission of the required fee(s) and deposit(s) as described in Schedule “A”, the calculation of the fee is conducted through the review process and therefore the submission of the fee is not considered a component of a complete application and does not impede the acceptance of an application for *permit* submitted without the fee.
- 5.1.4 A *permit* shall not be issued until the fees thereof have been paid in full.

5.2 REVISIONS TO PERMITS

- 5.2.1 Where the *applicant* for a *permit* makes material changes to plans, specifications or calculations after submission to the *Chief Building Official* for approval, the *Chief Building Official* may increase the required *permit* fee or fees by applying the rates in Schedule “A” to these changes and require payment of such increased fees before the *permits* or approvals are issued.
- 5.2.2 Where the *applicant* for a *permit* makes material changes to plans, specifications or calculations after a *permit* is issued, the *Chief Building Official* may request an additional *permit* fee or fees by applying the rates in Schedule “A” to those changes and require payment of such additional fees before the occupancy *permit* is issued.

5.3 PLANS EXAMINATION

- 5.3.1 The initial plans examination of a complete application, as well as the preparation of the plans examination report shall be included as a component of services provided for the *permit* fee as identified in Schedule “A” of this by-law.
- 5.3.2 In addition to the initial plans examination of a complete application as identified above, a single follow up plans examination with regard to addressing items identified in the plans examination deficiency report shall also be included as a

component of services provided for the *permit* fee as identified in Schedule “A” of this by-law.

- 5.3.3 Notwithstanding subsections 5.3.1 and 5.3.2, any subsequent plans examination review beyond those identified as included in the *permit* fee shall be subject to a secondary plans examination fee based on a rate per hour of plans examination beyond those provided for in the cost of the *permit*. This additional hourly rate shall be calculated by the *Chief Building Official* in accordance with the fee established in Schedule “A” of this by-law.

5.4 CONDITIONAL PERMITS

- 5.4.1 Where the *applicant* for a *permit* requests and is granted a conditional *permit*, additional fees shall be applicable as detailed in Schedule “A” to this by-law.
- 5.4.2 In addition to the additional fees described above in Article 5.4.1 for a conditional *permit*, a security deposit shall also be required as part of the Conditional *Permit* Agreement in an amount as detailed in Schedule “A” to this by-law.

5.5 BUILDING WITHOUT A PERMIT

- 5.5.1 Any person or corporation who commences construction, demolition or changes the use of a *building* before receiving a *permit* to commence such *work*, shall in addition to any other penalty under the *Act*, *Building Code* or this by-law pay an additional fee equal to 100% of the amount calculated as the full *permit* fee for the entire project but in no case shall the additional fee exceed \$25,000, in order to compensate the *Township* for the additional *work* incurred by such early commencement of *work*.
- 5.5.2 Where a project receives multiple partial or conditional *permits*, the additional fee described above shall be based on the overall *permit* fee and will not exceed \$10,000 per occurrence for each state of construction.
- 5.5.3 The additional fee outlined in this Section shall not relieve any person or other corporate entity from complying with the *Building Code* and other applicable law or from any penalty prescribed by the *Act*, for commencing construction prior to obtaining a *permit*.

5.6 LIMITING DISTANCE AGREEMENTS

- 5.6.1 Where the *applicant* for a *permit* requests entering into a Limiting Distance Agreement, additional fees shall be applicable as detailed in Schedule “A” to this by-law.

5.7 REFUNDS

- 5.7.1 Where there is a written request for a refund of *permit* fees paid due to the abandonment of all or a portion of the *work* or the non-commencement of any project, 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.
- 5.7.2 Fees collected for Administrative fees as detailed in Schedule “A” to this by-law shall not be refundable.
- 5.7.3 Notwithstanding subsection 5.7.1, no refund will be made which shall result in the retention by the *Township* of a sum less than the minimum *permit* fee payable as detailed in Schedule “A” to this by-law.
- 5.7.4 “Where monies paid under a deposit remain unclaimed for a period of not less than seven (7) years, the *Township* may send notice to the permit applicant’s last known address advising such applicant that the *Township* holds unclaimed funds in the form of a building permit deposit and such funds may be subject to forfeiture. The applicant may within forty-five (45) days of receiving the notice provide in writing claims to such deposit and provide proof and evidence of completion of work for which the deposits were taken to the satisfaction of the *Chief Building Official*. The *Township* shall also advertise a general notice on the *Township’s* website and through applicable local newspapers where available and social media that, in the opinion of the *Chief building official* or Director of Planning and Building Or the *Township Treasurer* that sufficient general circulation throughout the *Township*,

stating that permit deposits being held by the *Township* for a period of more than seven (7) years or more will be considered forfeit by the applicants if such deposits have not been claimed within forty-five (45) days. If through no fault of the *Township*, the deposit has not been refunded after the expiry of the forty-five (45) day period, the *Township* may without further notice declare the deposit forfeited, whereupon the deposit shall become the property of the *Township* free of all claims. (amended by By-law 2024-23)

SECTION 6 INSPECTIONS

6.1 NOTICE REQUIREMENTS

- 6.1.1 The *permit holder* shall notify the *Chief Building Official* or a *Registered Code Agency*, where one is appointed, of each stage of construction for which a mandatory notice is required under Division C – Subsection 1.3.5 of the *Building Code*.
- 6.1.2 The *permit holder* shall provide the notice of completion as prescribed by Section 11 of the *Act*, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the *Act* and Division C – Subsection 1.3.3 of the *Building Code* are complied with.
- 6.1.3 A notice pursuant to this part of the by-law is not effective until notice is actually received by the *Chief Building Official* or the *Registered Code Agency*, if one is appointed.
- 6.1.4 Notice shall be deemed to have been received when the *Chief Building Official* makes a written or electronic record of the request for inspection.
- 6.1.5 Upon receipt of proper notice, the *inspector* or *Registered Code Agency*, if one is appointed, shall make a written or electronic record of the time notice is received and undertake a site inspection of the *building* to which the notice relates, in accordance with the time periods stated in Division C – Article 1.3.5.3 of the *Building Code* and Section 11 of the *Act*.

6.2 UNPREPAREDNESS FOR SCHEDULED INSPECTION

- 6.2.1 A *permit holder* shall be subject to a fee, as prescribed in Schedule “A” to this by-law, for each inspection which is cancelled less than twenty-four (24) hours prior to the time of the scheduled inspection or where an inspection is conducted on *work* which is not substantially completed as required for the requested inspection.
- 6.2.2 Inspections may be cancelled and the applicable fee waived where the inspection was cancelled for reasons due to natural causes, at the discretion of the *Chief Building Official*.
- 6.2.3 The fees assessed for the instances described in subsections 6.2.1 and 6.2.2 above shall be required to be paid in full prior to the issuance of an occupancy *permit* and / or the closing of the *permit* file and the release of any applicable deposits.

SECTION 7 ADMINISTRATION**7.1 SEVERABILITY**

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

7.2 CHIEF BUILDING OFFICIAL DISCRETION

- 7.2.1 The *Chief Building Official* may waive the requirements of Part 2 or Schedule “B” of this by-law with respect to any application submitted with respect to this by-law where at their sole discretion it is deemed appropriate to do so.
- 7.2.2 Where the *Chief Building Official* exercises their discretion as set out in this section, the requirements of this by-law are deemed to be modified accordingly.

7.3 BY-LAWS TO BE REPEALED

- 7.3.1 By-law No. 2017-15 of The Corporation of the Township of West Lincoln, and any amendments made thereto, are hereby repealed as of October 1st, 2019.

7.4 DATE OF ENACTMENT

- 7.4.1 This by-law shall come into force and effect October 1st, 2019.

**READ A FIRST, SECOND
AND THIRD TIME AND
FINALLY PASSED THIS 23RD
DAY OF SEPTEMBER, 2019.**

CONSOLIDATED VERSION – ORIGINAL SIGNED

MAYOR DAVE BYLSMA

CONSOLIDATED VERSION – ORIGINAL SIGNED

JOANNE SCIME, CLERK

Schedule “A”
By-law No. 2019-83
(As amended by By-law 2021-48 & 2022-33)

SECTION 1 FEE CALCULATION

1.1 FORMULA

1.1.1 All permit fees provided in the tables below shall be considered to be per square metre for the purpose of the prescribed formula unless otherwise noted.

1.1.2 Permit fees shall be calculated based on the formula given below, unless otherwise specified by this schedule.

Permit Fee = Prescribed Fee x Area

Where the prescribed fee is that specified in the schedule for classification of the proposed work; and

Where Area is the calculated gross floor area of the proposed work in square metres (sq. m.) for each class of permit

1.2 MINIMUM PERMIT FEE

1.2.1 A minimum permit fee of \$168.00 shall be charged for all work, unless otherwise indicated or prescribed “flat fee” has been assigned within the tables below

1.2.2 The minimum permit fee shall be a non-refundable fee.

SECTION 2 PERMIT FEES

2.1 NEW CONSTRUCTION AND ADDITIONS

Group A – Assembly Occupancies

Class of Permit	Fee
school, church, restaurant over 30 seats, library, theatre, educational or recreational facility and occupancies of a similar nature	\$19.24
outdoor public swimming pool	\$380 flat

Group B – Institutional Occupancies

Class of Permit	Fee
hospital, nursing home, reformatory, prison and occupancies of a similar nature	\$21.09

Group C – Residential Occupancies

Class of Permit	Fee
single detached, semi-detached, duplex dwellings	\$14.69
triplex, fourplex, townhouse dwellings	\$14.69
apartment building	\$14.69
hotel / motel	\$12.50
Repeat Plans for single detached, etc. – m ²	\$12.49
garage, carport, deck, porch, shed (accessory building)	\$3.70
finish basement in dwelling unit	\$7.35
sunroom / solarium (not heated)	\$8.08

Group D – Business and Personal Service Occupancies

Class of Permit	Fee
office or medical building, financial institution and occupancies of a similar nature – FINISHED	\$18.78
office or medical building, financial institution and occupancies of a similar nature – ARCHITECTURAL SHELL	\$15.39

Group E – Mercantile Occupancies

Class of Permit	Fee
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – FINISHED	\$17.39
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – ARCHITECTURAL SHELL	\$13.83

Group F – Industrial Occupancies

Class of Permit	Fee
factory, plant, warehouse, industrial building and occupancies of a similar nature	\$12.50

Class of Permit	Fee
parking garage	\$13.75
service station and / or car wash	\$8.78
canopies including gas station canopies and those intended for the parking and loading or unloading of vehicles	\$5.60
solar collectors for swimming pools	\$191 flat

Private Sewage Systems

Class of Permit	Fee
new application and/or replacement of existing CLASS IV system	\$1300 flat
minor sewage system repair or septic tank replacement	\$600 flat
CLASS V installation	\$600 flat
building addition / alteration	\$350 flat
comment on consent applications	\$350 flat
subdivision for each lot	\$350 flat
Investigate complaint/site visit	\$350 flat
Follow-up/site visit (non-routine inspections)	\$350 flat
Analysis/report	\$350 flat

Farm Buildings

Class of Permit	Fee
Greenhouse	\$1.08
barn or agricultural building other than a greenhouse	\$2.53

Mobile / Portable Buildings

Class of Permit	Permit Fee
trailer (construction trailer / sea container)	\$275 flat

Class of Permit	Permit Fee
relocatable building / portable (support structure included)	\$409 flat
CSA certified mobile home (foundation not included)	\$302 flat
uncertified mobile home (foundation included)	\$9.16
mobile home foundation	\$3.70

Tents and Air Supported Structures

Class of Permit	Permit Fee
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – under 250 m²	\$235 flat
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – 250 m² or more	\$2.08 per sq. m over 250 sq. m.

Signs

Class of Permit	Permit Fee
signs – under 10m²	\$300 flat
signs – 10m² or more	\$450 flat

Designated Structures

Class of Permit	Permit Fee
communication tower	\$352 flat
Retaining wall, pedestrian bridge, crane, runway	\$18.49/\$1,000 construction
satellite dish with structural pedestal anchored to solid concrete pier and or building structure	\$18.49/\$1,000 construction
other designated structures as listed in Division A 1.3.1.1 of the Ontario Building Code	\$288 flat

Miscellaneous Works

Class of Permit	Fee
roof structure (replace, modify or alter structure)	\$201 flat
Racking system	\$18.49/\$1,000 construction
installation of drainage layer & weeping tile system	\$230 flat
minor alterations and repairs (not requiring plans)	\$168 flat
underpinning / shoring	\$18.49/\$1,000 construction
temporary stages	\$316 flat
demising wall / party wall installation	\$174 flat
fireplace / woodstove	\$150 flat

Fire Systems

Class of Permit	Fee
Electromagnetic Locks	\$285.00
commercial kitchen hood & fire suppression system	\$352 flat
fire alarm system upgrades / installations	\$468 flat
sprinkler system upgrades / installations	\$468 flat
standpipe system upgrades / installations	\$468 flat

Energy Projects

Class of Permit	Fee
industrial wind turbines subject to Renewable Energy Approval in accordance with the Green Energy and Green Economy Act	\$12,325 flat
Solar panels	\$302 flat
solar collector – swimming pool	\$150 flat
solar collector – ground mounted	\$402 flat

Class of Permit	Fee
solar collector – roof mounted	\$288 flat

2.2 ALTERATIONS AND REPAIRS

Group A – Assembly Occupancies

Class of Permit	Fee
including plumbing AND mechanical (60% of full rate)	\$11.55
including plumbing OR mechanical (55% of full rate)	\$10.58
excluding plumbing AND mechanical (50% of full rate)	\$9.62

Group B – Institutional Occupancies

Class of Permit	Fee
including plumbing AND mechanical (60% of full rate)	\$12.65
including plumbing OR mechanical (55% of full rate)	\$11.60
excluding plumbing AND mechanical (50% of full rate)	\$10.55

Group C – Residential Occupancies

Class of Permit	Fee
including plumbing AND mechanical (60% of full rate)	\$8.82
including plumbing OR mechanical (55% of full rate)	\$8.08
excluding plumbing AND mechanical (50% of full rate)	\$7.35
foundation only – m ²	\$3.70

Group D – Business and Personal Service Occupancies

Class of Permit	Fee
including plumbing AND mechanical (60% of full rate)	\$11.27
including plumbing OR mechanical (55% of full rate)	\$10.33

Class of Permit	Fee
excluding plumbing AND mechanical (50% of full rate)	\$9.39

Group E – Mercantile Occupancies

Class of Permit	Fee
including plumbing AND mechanical (60% of full rate)	\$10.37
including plumbing OR mechanical (55% of full rate)	\$9.51
excluding plumbing AND mechanical (50% of full rate)	\$8.64

Group F – Industrial Occupancies

Class of Permit	Fee
including plumbing AND mechanical (60% of full rate)	\$7.50
including plumbing OR mechanical (55% of full rate)	\$6.88
excluding plumbing AND mechanical (50% of full rate)	\$6.25

FARM ALTERATIONS

Class of Permit	Fee
Farm buildings up to 116 sq m gross floor area-per building-m2	\$6.40
Farm buildings over 116 sq m gross floor area – m2	\$5.84

2.3

DEMOLITION

Class of Permit	Fee
buildings less than 100m² in gross floor area	\$168 flat
all other demolitions	\$0.83

2.4

PLUMBING AND SEWER

2.4.1

Construction work related to plumbing and sewer installation when conducted as a component of other construction covered by a permit shall be included in the permit fee charged for that construction.

2.4.2 Where plumbing or sewer works are done as standalone projects the following fees shall be applicable:

Single, Semi-Detached, Duplex, Triplex, Fourplex, and Row House

The fee shown below shall include all plumbing contained inside the building

Class of Permit	Fee
first six (6) fixtures	\$218 flat
each additional fixture	\$9.86 per fixture

All Other Buildings

The fee shown below shall include all plumbing contained inside the building

Class of Permit	Fee
first five (5) fixtures	\$285 flat
each additional fixture	\$9.86 per fixture

Sewer and Water Main Installations

The fee shown below shall include all buried pipe on private property outside the building

Class of Permit	Fee
first fifteen (15) metres	\$168 flat
each additional fifteen (15) metres	\$43.14 flat

Specialized Plumbing Fixtures and Appurtenances

The fee shown below shall include all plumbing contained inside the building

Class of Permit	Fee
back flow preventer installation (water line)	\$168 flat
back water valve (sewer)	\$168 flat

Class of Permit	Fee
sewer pump installation (weeping tile installation included)	\$352 flat
grease / oil interceptor installation	\$352 flat

2.5 OTHER FEES

Administration

Class of Permit	Fee
transfer of permit	\$168 flat
moving a building (all alterations & repairs subject to applicable charges as stipulated above)	\$168 flat
deferral of permit revocation (per instance)	\$168 flat
limiting distance agreement (registered on title)	\$1263 flat
research request – Building Division Records search	\$107 / hour
911 house number – sign, post and installation (rural lots)	\$168 flat
911 house number – replacement of sign only	\$72 flat

Permits

Class of Permit	Fee
change of use (under 400m ²)	\$168 flat
change of use (400m ² or more)	\$0.93
change of use (no construction required)	\$89.96 flat
partial occupancy permit for unfinished buildings	\$187 flat

Inspections

Class of Permit	Fee
non routine inspection	\$134 / hour
illegal grow operation – general inspection	\$748

Class of Permit	Fee
illegal grow operation – occupancy inspection	\$898
off hours inspection	\$201 / hour
unprepared for inspection	\$134 flat

Plans Examination

Class of Permit	Fee
stock plans examination (model plans reviewed without building permit application)	\$589.45 flat
off hours plans examination requests (min. 4 hours)	\$201 per hour
review of alternative solution (min. 4 hours)	\$168 per hour
secondary plans examination	\$168 per hour
review of revisions / amendments to permits	\$168
engineer review as determined by Chief Building Official	actual cost plus 10% admin. costs

2.6 CONDITIONAL / PARTIAL PERMITS

Class of Permit	Percentage of Permit Fee
conditional building permit agreement, in addition to all applicable building permit fees – <i>the conditional building permit fee shall be a nonrefundable fee</i>	\$898 flat
Building Foundation – complete to grade including all underground services	15%
Completed Structural Shell – complete exterior shell without any interior finishes	55%
Completed Architectural Shell – complete exterior shell including interior finishes on exterior and structure walls	80%

Class of Permit	Percentage of Permit Fee
Complete Building – includes all tenant improvements and complete interior finishes	100%

2.7 FEE BASED ON VALUE OF CONSTRUCTION

Class of Permit	Fee
for categories of construction not listed above (minimum permit fee identified in subsection 1.2 of this schedule shall apply)	\$18.49 per \$1,000 of valuated construction cost or portion thereof

SECTION 3 DEPOSITS

3.1 PERFORMANCE / SECURITY

- 3.1.1 The performance / security deposit is collected by the Township to provide securities for any potential damage that may occur to municipal property through the course of the permitted construction. Furthermore, the deposit is also held for the assurance that all necessary inspections are completed through the duration of construction and finally to ensure that the permit file can be appropriately closed at the conclusion of the works.
- 3.1.2 An applicant shall be required to submit the applicable deposit(s) as specified below for each permit application submitted.
- 3.1.3 Where fees are incurred by the applicant through the course of the construction process, these fees shall be deducted from the submitted deposit and upon the close of the permit, any deposit funds remaining will be refunded to the applicant.

Performance / Security Deposits

Class of Permit	Fee
single, semi, duplex, triplex, fourplex, townhome	\$1,150 per dwelling unit
addition(s) to buildings described above where excavation is required	\$863 flat
buildings accessory to the buildings above w/ construction value greater than \$3,500	\$575 flat
construction projects other than those described above (Site Plan Agreement IS required)	\$1,438 flat

Class of Permit	Fee
construction projects other than those described above (Site Plan Agreement IS NOT required)	\$2,875 flat
demolition project	\$863 flat
moving a building	\$1,150 flat

3.2 LOT GRADING

3.2.1 The lot grading deposit is collected by the Township to provide securities to ensure compliance with the proposed lot grading plan submitted with the application.

3.2.2 An applicant shall be required to submit the applicable deposit(s) as specified below for each permit application submitted.

Lot Grading Deposit

Class of Permit	Fee
each dwelling on property in a plan of subdivision that HAS NOT already been assumed by the Township	\$1,150 per dwelling unit
each dwelling on property other than those listed above	\$1,725 per dwelling unit

3.2.3 Where an applicant requests an extension for the completion of lot grading to allow occupancy of the dwelling in a plan of subdivision or plan of condominium to occur prior to the completion of lot grading in accordance with Article 3.6.4 of this by-law, any such request shall be accompanied by the following applicable deposit(s) as specified below for each dwelling having occupancy being requested.

Occupancy despite Incomplete Lot Grading Deposit

Class of Permit	Fee
single detached, semi-detached, duplex dwellings	\$4,000 per dwelling unit
triplex, fourplex, street townhouse dwellings	\$3,450 per dwelling unit
condominium townhouse dwellings	\$2,875 per dwelling unit
any dwelling type other than those listed above	\$2,300 per dwelling unit

3.3 CONDITIONAL PERMIT

- 3.3.1 In the case of a conditional permit the applicant shall submit a conditional permit deposit which shall be calculated by the Chief Building Official to be a percentage of the value of construction as prescribed below.
- 3.3.2 The conditional permit deposit shall be submitted as a condition of a Conditional Permit Agreement whereby the agreement shall establish a limitation to the extent of permitted construction.
- 3.3.3 Where an applicant exceeds the limitations set out by the Conditional Permit Agreement, the Applicant shall be deemed to be in breach of the said agreement and as such the conditional permit deposit, in its entirety, shall be forfeited to the Township.

Conditional Permit Deposit

Class of Permit	Fee
conditional building permit deposit	10% of construction value (minimum \$5,000)

SECTION 4 REFUNDS

4.1 FEES

- 4.1.1 Pursuant to the provisions of Subsection 5.7 of this by-law, the fees that may be refunded shall be a percentage of the eligible applicable fees assessed by this Schedule of Fees, calculated by the Chief Building Official as follows:

Stage of Permit	Refund
where the permit has been issued and field inspections have yet to be performed, subsequent to permit issuance	50%
for each inspection conducted after issuance of the permit	5%

- 4.1.2 If the calculated refund is less than the minimum permit fee applicable to the work as described in Subsection 1.2 of this Schedule, no refund shall be made of the fees paid.
- 4.1.3 No fee shall be eligible for a refund where the request for refund is made twelve (12) months or more after the issuance of the permit.

4.2 DEPOSITS

- 4.2.1 The Performance / Security deposit identified in this Schedule shall be held by the Township until the work for which the permit has been issued has been completed in

accordance with the stipulated requirements of the permit to the satisfaction of the Chief Building Official. The applicant shall be responsible for any damage to municipal property or any restriction and associated costs of any such damage or repair may be deducted by the Township in addition to any other available remedy or penalty.

- 4.2.2 Should the cost of repairs exceed the value of the deposit held, the Township shall invoice the applicant for the amount in excess of the deposit, and if such invoice is not paid by the stipulated due date, the Township may recover the costs by action or by adding the costs to the tax roll of the property to which the permit relates, and collecting them in the same manner as taxes according to Section s.1 (2.1) of the *Municipal Act*.
- 4.2.3 Should the Performance / Security deposit not be required to be called upon during the duration of the project, it will be released upon successful completion of the project in accordance with the approved permit documents which results in closure of such permit file unless the provisions of subsection 5.8 for the forfeiture of deposits has been applied.
- 4.2.4 The Lot Grading deposit and Occupancy despite Incomplete Lot Grading deposit identified in this Schedule shall be held by the Township until the lot grading of the lot is complete and the as built lot grading plan complying with the provisions of Article 3.6.1 of this by-law has been submitted to the satisfaction of the Chief Building Official.
- 4.2.5 In situations where the lot grading of the lot is not completed within the given timeline of seven (7) months from the date of issuance of the occupancy permit of the associated dwelling, the Lot Grading deposit and / or the Occupancy despite Incomplete Lot Grading deposit may be drawn upon to have the necessary lot grading works completed to conform to the original lot grading plan submitted and accepted through the issuance of the permit.
- 4.2.6 Should the cost to complete the lot grading work exceed the value of the deposit(s) held, the Township shall invoice the applicant for the amount in excess of the deposit(s) and if such invoice is not paid by the stipulated due date, the Township may recover the costs by action or by adding the costs to the tax roll of the property to which the permit relates, and collecting them in the same manner as taxes according to Section s.1 (2.1) of the *Municipal Act*.
- 4.2.7 Should the Lot Grading deposit and / or Occupancy despite Incomplete Lot Grading deposit not be required to be called upon during the duration of the project, it will be released upon the successful completion of the lot grading and the submission of the as built lot grading plan complying with the provisions of Article 3.6.1 of this by-law to the satisfaction of the Chief Building Official unless the provisions of subsection 5.8 for the forfeiture of deposits has been applied.

SECTION 5 EXPLANATORY NOTES

5.1 AREA OF CALCULATION

- 5.1.1 The area to be used in the calculation of fees shall be the total area of all floors, including those below grade, measured between the outside surfaces of the exterior

walls or between the outside surfaces of exterior walls and the centre line of firewalls. Area shall be calculated in square metres (m²) for the purpose of this schedule.

5.1.2 Where there are no floor or exterior walls for the project, area is to be calculated as the greatest horizontal area of the structure

5.1.3 No deductions shall be made in the calculation of floor area for openings such as stairs, elevators, shafts or ramps.

5.1.4 Unfinished or unoccupied basements and crawlspaces are not to be included in the calculation of area in fee calculations for new construction and additions.

5.2 INTERPRETATION

5.2.1 Major occupancy is based upon the classifications as provided in the Ontario Building Code.

5.2.2 A multiple unit (apartment) building is a building which consists of five (5) or more individual residential units in the same building.

5.2.3 An Alternative Solution is as defined in the Ontario Building Code.

5.2.4 The fee prescribed for and Alternative Solution shall be in addition to any other applicable fee prescribed by this Schedule. Should any additional fees be incurred by the Township in relation to the review of such a submission, but not limited to consultant fees, these costs shall be added to the calculated permit fee at 100% of its value.

5.2.5 Where multiple conditional permits are requested for the same property due to the construction of multiple buildings on the same property, the Chief Building Official may assign a value for the conditional building permit deposit that differs from that specified in the table above. This process may be utilized to collect a deposit for the property for the removal of the requested construction collectively as opposed to individually with each permit and shall be reflective of the cost associated with the removal of the requested construction. This deposit shall be associated and available to be drawn upon by each of the individual conditional building permits that it is assigned to represent.

5.3 DISPUTE

5.3.1 The permit fee shall be determined by the Chief Building Official or designate, on the basis of this Schedule. If the applicant disagrees with the fee so determined, then the prescribed fee shall be paid as a deposit and after the works are complete, a refund shall be made based on the actual work done and inspection performed, at the discretion of the Chief Building Official.

Schedule “B”
By-law No. 2019-83

SECTION 1 REQUIRED DRAWINGS AND SPECIFICATIONS

1.1 GROUP C OCCUPANCIES

1.1.1 Unless otherwise specified by the Chief Building Official or stated below, one (1) set or copy of all required information shall be submitted as part of a complete permit application submission for each residential unit of a Single Detached, Semi-Detached, Triplex, Fourplex, and Townhouse type dwelling.

1.1.2 Required information for works identified in Article 1.1.1 shall include:

- (1) Site Plan(s) referenced to a legal plan of survey providing for:
 - (a) Lot grading;
 - (b) Drainage; and
 - (c) Site servicing;

- (2) Architectural drawings and specifications providing:
 - (a) Floor Plan(s), minimum one per floor;
 - (b) Elevations, minimum all sides affected by proposed work;
 - (c) Building sections, minimum one building section and one detailed wall section;

- (3) Mechanical drawings and specifications providing for heat loss/heat gain calculations; and

- (4) Structural drawings and specifications providing for product layout, confirmation of compliance with pre-engineered product specifications, and engineered sealed drawings for all point loaded and unique unspecified members where used within the proposed project for the following items:
 - (a) pre-engineered lumber beams, lintels or columns;
 - (b) pre-engineered lumber joists, and floor framing members;
 - (c) pre-engineered lumber wall framing members;
 - (d) pre-engineered lumber roof framing members and
 - (e) pre-engineered roof truss systems.

1.1.3 Unless otherwise specified by the Chief Building Official or stated below, one (1) set or copy of all required information shall be submitted as part of a complete permit application submission for any additions or alterations to a single detached, semi-detached, triplex, fourplex, and rowhouse type dwelling.

1.1.4 Required information for works identified in Article 1.1.3 shall include:

- (1) Where the proposed works extend outside of the existing building envelope, site plan(s) referenced to a legal plan of survey providing for:

-
- (a) Lot grading; and
 - (b) Drainage;
- (2) Architectural drawings and specifications providing modification to:
- (a) Floor Plan(s), minimum one per floor;
 - (b) Elevations, minimum all sides affected by proposed work;
 - (c) Where new exterior walls or interior fire separations are to be constructed, building sections, minimum one detailed wall section;
- (3) Where additional interior tempered space is proposed to be added to the existing building, mechanical drawings and specifications providing for modifications to heat loss/heat gain calculations; and
- (4) Structural drawings and specifications providing for product layout, confirmation of compliance with pre-engineered product specifications, and engineered sealed drawings for all point loaded and unique unspecified members where used within the proposed project for the following items:
- (a) pre-engineered lumber beams, lintels or columns;
 - (b) pre-engineered lumber joists, and floor framing members;
 - (c) pre-engineered lumber wall framing members;
 - (d) pre-engineered lumber roof framing members and
 - (e) pre-engineered roof truss systems;
- 1.1.5 Unless otherwise specified by the Chief Building Official or stated below, one (1) set or copy of all required information shall be submitted as part of a complete permit application submission for all Group C occupancies other than those specified in Article 1.1.1 or Subsection 1.3.
- 1.1.6 Required information for works identified in Article 1.1.5 shall include:
- (1) Site Plan(s) referenced to a legal plan of survey providing for:
- (a) Lot grading;
 - (b) Drainage; and
 - (c) Site servicing;
- (2) Geotechnical Investigation Report (two copies only);
- (3) Architectural drawings and specifications providing:
- (a) Floor plan(s), minimum one per floor;
 - (b) Elevations, minimum all sides affected by proposed work;
 - (c) Building sections, minimum one building section and one detailed wall section;
 - (d) Architectural details; and
 - (e) Schedules, including window, door and hardware;
- (4) Structural drawings and specifications providing for:

-
- (a) Foundation design(s);
 - (b) Roof design(s); and
 - (c) Structural framing design(s);
- (5) Mechanical drawings and specifications providing for:
- (a) Plumbing design(s);
 - (b) HVAC design(s);
 - (c) Sprinkler design(s); and
 - (d) Standpipe design(s);
- (6) Electrical drawings and specifications providing for:
- (a) General lighting design(s);
 - (b) Emergency and Exit lighting design(s);
 - (c) Fire alarm design(s); and
 - (d) Any other emergency life safety system design(s);
- 1.1.7 Unless otherwise specified by the Chief Building Official or stated below, one (1) set or copy of all required information shall be submitted as part of a complete permit application submission for any additions or alterations to all Group C Occupancies other than those specified in Article 1.1.1 or Subsection 1.3.
- 1.1.8 Required information for works identified in Article 1.1.7 shall include:
- (1) Where the proposed works extends outside of the existing building envelope, site plan(s) referenced to a legal plan of survey providing for:
 - (a) Lot grading;
 - (b) Drainage; and
 - (c) Site Servicing
 - (2) Architectural drawings and specifications providing for modification to:
 - (a) Floor plan(s), minimum one per floor;
 - (b) Elevations, minimum all sides affected by proposed work;
 - (c) Where new exterior walls or interior fire separations are to be constructed, building sections, minimum one detailed wall section;
 - (3) Structural drawings and specifications providing for modification to:
 - (a) Foundation design(s);
 - (b) Roof design(s); and
 - (c) Structural framing design(s);
 - (4) Mechanical drawings and specifications providing for modification to:
 - (a) Plumbing design(s);
 - (b) HVAC design(s);
 - (c) Sprinkler design(s); and
 - (d) Standpipe design(s);

- (5) Electrical drawings and specifications providing for modifications to:
 - (a) General lighting design(s);
 - (b) Emergency and Exit lighting design(s);
 - (c) Fire alarm design(s); and
 - (d) Any other emergency life safety system design(s);

1.2 GROUP A, B, D, E and F OCCUPANCIES

1.2.1 Unless otherwise specified by the Chief Building Official or stated below, one (1) set or copy of all required information shall be submitted as part of a complete permit application submission for Group A, B, D, E and F occupancies.

1.2.2 Required information for works identified in article 1.2.1 shall include:

- (1) Site Plan(s) referenced to a legal plan of survey providing for:
 - (a) Lot grading;
 - (b) Drainage; and
 - (c) Site servicing;
- (2) Geotechnical Investigation Report (two copies only);
- (3) Architectural drawings and specifications providing:
 - (a) Floor Plan(s), minimum one per floor;
 - (b) Elevations, minimum all sides affected by proposed work;
 - (c) Building sections, minimum one building section and one detailed wall section;
 - (d) Architectural details; and
 - (e) Schedules, including window, door and hardware;
- (4) Structural drawings and specifications providing for:
 - (a) Foundation design(s);
 - (b) Roof design(s); and
 - (c) Structural framing design(s);
- (5) Mechanical drawings and specifications providing for:
 - (a) Plumbing design(s);
 - (b) HVAC design(s);
 - (c) Sprinkler design(s); and
 - (d) Standpipe design(s);
- (6) Electrical drawings and specifications providing for:
 - (a) General lighting design(s);
 - (b) Emergency and Exit lighting design(s);
 - (c) Fire alarm design(s); and
 - (d) Any other emergency life safety system design(s);

- 1.2.3 Unless otherwise specified by the Chief Building Official or stated below, one (1) set or copy of all required information shall be submitted as part of a complete permit application submission for any additions or alterations to all Group A, B, D, E and F Occupancies.
- 1.2.4 Required information for works identified in Article 1.2.3 shall include:
- (1) Where the proposed works extends outside of the existing building envelope, Site Plan(s) referenced to a legal plan of survey providing for:
 - (a) Lot grading;
 - (b) Drainage; and
 - (c) Site Servicing
 - (2) Architectural drawings and specifications providing for modification to:
 - (a) Floor plan(s), minimum one per floor;
 - (b) Elevations, minimum all sides affected by proposed work;
 - (c) Where new exterior walls or interior fire separations are to be constructed, building sections, minimum one detailed wall section;
 - (3) Structural drawings and specifications providing for modification to:
 - (a) Foundation design(s);
 - (b) Roof design(s); and
 - (c) Structural framing design(s);
 - (4) Mechanical drawings and specifications providing for modification to:
 - (a) Plumbing design(s);
 - (b) HVAC design(s);
 - (c) Sprinkler design(s); and
 - (d) Standpipe design(s);
 - (5) Electrical drawings and specifications providing for modifications to:
 - (a) General lighting design(s);
 - (b) Emergency and Exit lighting design(s);
 - (c) Fire Alarm design(s); and
 - (d) Any other emergency life safety system design(s);

1.3 ACCESSORY USES TO GROUP C OCCUPANCIES

- 1.3.1 Unless otherwise specified by the Chief Building Official or stated below one (1) set or copy of all required information shall be submitted as part of a complete permit application submission for structures such as decks, porches and other accessory buildings intended to be used complimentary to a Single Detached, Semi-Detached, Triplex, Fourplex, and Townhouse type dwelling.
- 1.3.2 Required information for works identified in Article 1.3.1 shall include:
- (1) Site Plan(s) referenced to a legal plan of survey providing for:

- (a) Lot grading; and
 - (b) Drainage;
- (2) Architectural drawings and specifications providing:
- (a) Floor plan(s), minimum one per floor;
 - (b) Elevations, minimum all sides affected by proposed work;
 - (c) Building sections, minimum one detailed wall section;
- (3) Structural drawings and specifications providing for product layout, confirmation of compliance with pre-engineered product specifications, and engineered sealed drawings for all point loaded and unique unspecified members where used within the proposed project for the following items:
- (a) pre-engineered lumber beams, lintels or columns;
 - (b) pre-engineered lumber joists, and floor framing members;
 - (c) pre-engineered lumber wall framing members;
 - (d) pre-engineered lumber roof framing members and
 - (e) pre-engineered roof truss systems;

1.4 SPECIAL CATEGORIES / DESIGNATED STRUCTURES

1.4.1 Unless otherwise specified below, one (1) set or copy of all required information determined by the Chief Building Official on a case by case basis shall be submitted as part of a complete permit application submission for the following special categories of construction or designated structures:

- (1) Agricultural buildings;
- (2) Air supported structures, tents, temporary fabric structures (three sets);
- (3) Signs;
- (4) Trailers / Relocatable buildings;
- (5) Communication towers;
- (6) Wind turbine structures, on ground or roof mounted solar panels; and
- (7) Mobile homes.

1.5 DEMOLITION

1.5.1 Unless otherwise specified by the Chief Building Official or stated below, one (1) set or copy of all required information shall be submitted as part of a complete permit application submission for the demolition in part or in whole of any building.

1.5.2 Required information for works identified in Article 1.5.1 shall include:

- (1) Site Plan(s) referenced to a legal plan of survey providing for the location of the building or portion thereof to be demolished; and
- (2) A description of the structural design characteristics of the building and method of demolition prepared by a professional engineer where deemed necessary by the Chief Building Official and / or the Building Code.

1.6 MISCELLANEOUS WORKS AND PLUMBING

1.6.1 Unless otherwise specified below, one (1) set or copy of all required information determined by the Chief Building Official on a case by case basis shall be submitted as part of a complete permit application submission for the following miscellaneous works:

- (1) Underpinning;
- (2) Stages (three sets);
- (3) Demising wall / party wall Installation;
- (4) Fireplace / wood stove;
- (5) Commercial kitchen hood & fire suppression system (three sets);
- (6) Fire alarm system upgrades / installations; and
- (7) Sprinkler and / or standpipe system upgrades / installations.

1.6.2 Unless otherwise specified below, one (1) set or copy of all required information determined by the Chief Building Official on a case by case basis shall be submitted as part of a complete permit application submission for the following plumbing installation and / or modification projects:

- (1) Additions to an existing plumbing system;
- (2) Backflow preventer installation;
- (3) Back water valve installation (no drawings required);
- (4) Sump pit installation (no drawings required); and
- (5) Grease / oil interceptor installation;

SECTION 2 DRAWING REQUIREMENTS

2.1 SITE DRAWINGS

2.1.1 Unless otherwise specified by the Chief Building Official, site drawings required to accompany applications for permit shall be provided in accordance with the following table.

Residential Dwellings

Project Type	Size	Required Site Drawing
new	all sizes	grading plan
addition	less than 50m ²	survey sketch
addition	50m ² and greater	grading plan

Buildings Accessory to Residential Dwellings

Project Type	Size	Required Site Drawing
new or addition	less than 15m ²	site sketch
new or addition	15m ² to 100m ²	survey sketch
new or addition	100m ² and greater	legal survey
decks	any size	site sketch

Agricultural Buildings

Project Type	Size	Required Site Drawing
new or addition	less than 15m ²	site sketch
new or addition	15m ² to 100m ²	survey sketch
new or addition	100m ² and greater	legal survey

Other Buildings

Project Type	Size	Required Site Drawing
new	all sizes	legal survey
addition	all sizes	legal survey

Buildings Accessory to Other Buildings

Project Type	Size	Required Site Drawing
new or addition	less than 15m ²	site sketch
new or addition	15m ² to 100m ²	survey sketch
new or addition	100m ² and greater	legal survey

Note: In all above tables, the size for additions refers to the aggregate area of the proposed construction only and not that of the completed building the addition is being added to and will be a part of.

2.1.2 Unless otherwise specified by the Chief Building Official where a legal survey is required it shall:

- (1) Be a legal plan of survey sealed and signed by an Ontario Land Surveyor or Engineer;
- (2) Be up to date and accurately illustrate the location, use, height and dimensions of any existing and proposed building(s) including, but not limited to, front, side and rear yard dimensions and relationships to adjoining property lines, Condominium Corporation lines and buildings, common element lines (where applicable);
- (3) Identify and include all easements and legal lot information including the legal description of the lot as well as survey property boundaries and dimensions, all bearing of metes and bounds and compass orientation;
- (4) Identify the relation of buildings and finished grade to existing elevations to identify general lot drainage and any storm water drainage control plan on site, where applicable;
- (5) Be drawn to scale in metric units;
- (6) Identify all existing and proposed parking layouts, retaining walls, swimming pools, accessory buildings and any other such physical additions necessary to the site;
- (7) Identify the location of all fire access routes with regard to the building, including all fire hydrants, siamese connections, and sources of water supply for firefighting (where applicable);
- (8) Identify the location of any and all existing / proposed private sewage systems and their components; and

- (9) Provide the total lot coverage of the property.

2.1.3 Unless otherwise specified by the Chief Building Official where a grading plan is required it shall:

- (1) Be a legal plan of survey sealed and signed by an Ontario Land Surveyor or Engineer;
- (2) Be up to date and accurately illustrate the location, use, height and dimensions of any existing and proposed building(s) including, but not limited to, front, side and rear yard dimensions and relationships to adjoining property lines, Condominium Corporation lines and buildings, common element lines (where applicable);
- (3) Identify and include all easements and legal lot information including the legal description of the lot as well as survey property boundaries and dimensions, all bearing of metes and bounds and compass orientation;
- (4) Include sufficient lot grading information to confirm compliance with the requirements for lot grading provided in the Ontario Building Code with regard to the proposed building as well as the master lot grading plan for the development where applicable;
- (5) Be drawn to scale in metric units;
- (6) Identify all existing and proposed parking layouts, retaining walls, swimming pools, accessory buildings and any other such physical additions necessary to the site;
- (7) Identify the location of all fire access routes with regard to the building, including all fire hydrants, siamese connections, and sources of water supply for firefighting (where applicable);
- (8) Identify the location of any and all existing / proposed private sewage systems and their components; and
- (9) Provide the total lot coverage of the property.

2.1.4 Unless otherwise specified by the Chief Building Official where a survey sketch is required it shall:

- (1) Be referenced to a legal plan of survey and include all easement information;
- (2) Be prepared using an acceptable electronic media drawing platform;

- (3) Be pertinent to the area of the property subject to the proposed construction (easements should be identified if pertinent to building location);
- (4) Be drawn to scale in metric units;
- (5) Identify the location of any and all existing / proposed private sewage systems and their components; and
- (6) Provide the total lot coverage of the property.

2.1.5 Unless otherwise specified by the Chief Building Official where a site sketch is required it shall:

- (1) Be prepared in a clear and concise manner;
- (2) Be pertinent to the area of the property subject to the proposed construction (easements should be identified if pertinent to building location);
- (3) Be drawn to scale in metric units;
- (4) Identify the location of any and all existing / proposed private sewage systems and their components; and
- (5) Provide the total lot coverage of the property.

2.2 ARCHITECTURAL DRAWINGS

2.2.1 Unless otherwise specified by the Chief Building Official, where architectural drawings are required they shall consist of:

- (1) Building Code matrix, foundation and grade details;
- (2) Each floor plan with exact dimensions of the layout of all proposed areas and identified with room names;
- (3) All wall thicknesses and type of construction, window and door openings and schedules, elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information;
- (4) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness, etc.; and
- (5) Specifications where applicable.

2.3 STRUCTURAL DRAWINGS

2.3.1 Unless otherwise specified by the Chief Building Official, where structural drawings are required they shall consist of:

- (1) All foundation, floor, roof and wall structural elements indicating sizes, shapes and proper locations, and all dead and live design loads and conditions of loading;
- (2) All reinforced concrete work indicating thickness and strength of concrete, as well as size, spacing, minimum cover and type of reinforcing steel;
- (3) All lintels, column and beam locations, and their size and snowdrift loading;
- (4) Where applicable, de-watering report and shoring or pile driving information;
- (5) Flow control roof drainage declaration to be completed; and
- (6) Specifications where applicable.

2.4 MECHANICAL AND ELECTRICAL DRAWINGS

2.4.1 Unless otherwise specified by the Chief Building Official, where mechanical drawings are required they shall consist of:

- (1) All plumbing, heating, ventilation and air conditioning including legends and schedules for compliance with the Building Code;
- (2) If space permits on drawing submissions for small buildings and dwellings, the information required from sentence (1) can be shown on the same plans as the architectural;
- (3) All ventilation and fire protection systems required for the installation of commercial cooking equipment;
- (4) Sprinkler and standpipe drawings are to include floor plans and riser diagrams to locate the entire system including connections and sprinkler heads as well as hydraulic calculations; and
- (5) Specifications where applicable.

2.4.2 Unless otherwise specified by the Chief Building Official, where electrical drawings are required they shall consist of:

- (1) Electrical drawings are to show lighting, emergency lighting, exit signs, fire alarms systems and their legends and schedules for compliance with the Building Code;
- (2) If space permits on drawing submissions for small buildings and dwellings, the information required from sentence (1) can be shown on the same plans as the architectural; and
- (3) Specifications where applicable.

SECTION 3 REQUIRED FORMS

3.1 APPLICATION FORMS

- 3.1.1 The permit application form, provided by the Township of West Lincoln or the Ministry of Municipal Affairs and Housing shall be used for submission of all applications for a permit.
- 3.1.2 The permit for partial occupancy, transfer of permit and change of use application form shall be used by applicants in various types of applications. This form provides applicants with a form to submit the necessary information to the Chief Building Official for submission of applications for consideration for partial occupancy, change of use permits and requests for the transfer of permits. This form replaces the standard building permit application form in the change of use permit process.
- 3.1.3 The conditional building permit application form shall be used subsequent to the submission of an application for building permit to initiate a request for issuance of a conditional building permit.

3.2 SUPPLEMENTARY DATA FORMS

- 3.2.1 The Building Permit Supplementary Data form shall be submitted with all applications for a permit. The purpose of the form is to obtain the necessary supplemental data to allow for the issuance of a permit.
- 3.2.2 The Demolition Permit Supplementary Data form shall be submitted with all applications for a permit. The purpose of the form is to obtain the necessary supplemental data to allow for the issuance of a permit.
- 3.2.3 The Applicable Law checklist shall be completed for each application for permit regardless of type of permit being applied for to provide verification of compliance of the proposed construction with the applicable law requirements of the Building Code.

3.3 COMMITMENT FORMS

- 3.3.1 The General Review by Architects and Engineers form shall be completed and submitted as part of a complete application for every project where drawings are required by the Building Code to be prepared by an Architect or Engineer.

- 3.3.2 The Authorized Agent form shall be completed and submitted as part of a complete application where an owner wishes to permit another party to act on their behalf for the purpose of application for permit and administration thereof.
- 3.3.3 If permitted to be accepted, an applicant shall complete and submit the Acknowledgement of Incomplete Application form to submit an application that does not satisfy the requirements of a complete application.

3.4 ENERGY CONSERVATION FORMS

- 3.4.1 The Energy Efficiency Design Summary form(s) shall be completed and submitted as a component of a complete application for the applicable type of construction for each application where works are required to satisfy Building Code requirements for energy efficiency.