

THE CORPORATION OF THE MUNICIPALITY OF HURON EAST BY-LAW NO. 95 - 2019

Being a By-law respecting Construction, Demolition, *Renovations, and Installation of structures* as well as Change of Use *and the permit requirements and inspection of such* within the boundaries of the Corporation of the Municipality of Huron East

WHEREAS Section 7 of the Building Code Act, S.O. 1992, Chapter 23 empowers a Council to pass certain by-laws respecting construction, *renovation, installation*, demolition and change of use permits and inspections;

AND WHEREAS pursuant to Section 11(1) of the Municipal Act, S.O. 2001, c.25, as amended, municipalities may provide services that the municipality considers necessary or desirable for the public;

AND WHEREAS pursuant to Section 11(2) of the Municipal Act S.O. 2001, c.25, as amended, municipalities may pass by-laws for the health, safety and well-being of persons;

AND WHEREAS pursuant to Section 391(a) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality may pass by-laws imposing fees and charges on any class of persons for services and activities provided or done by or on behalf of it;

AND WHEREAS on November 6th, 2019, the Council of the Corporation of the County of Huron passed a resolution indicating that the County of Huron would no longer issue permits or perform inspections of plumbing or on-site sewage disposal systems under Parts 7 and 8 of the Building Code Act;

AND WHEREAS the Council of the Corporation of the Municipality of Huron East passed By-Law 92-2019 being a by-law to accept the responsibilities of the Plumbing and Septic Program now being performed by the County of Huron Health Unit;

AND WHEREAS the Building Code, O.Reg. 403/97, Division C, Part 1, Article 1.9.1.2. states that before passing a by-law, regulation or resolution under Section 7 of the Act to introduce or change a fee imposed for applications for a permit or for issuance of a permit, the municipality shall hold at least one Public Meeting at which any person who attends has an opportunity to make representation with respect to the matter, and shall ensure 21 days notice of the Public Meeting;

AND WHEREAS the Council of the Corporation of the Municipality of Huron East is desirous of updating the Building By-Law to revise the building permit fee schedule and to include provisions for plumbing and on-site sewage permits and inspections;

NOW THEREFORE the Council of the Corporation of the Municipality of Huron East enacts as follows:

1. **SHORT TITLE** This By-law may be cited as the “Building By-law” of the Corporation of the Municipality of Huron East.
2. **DEFINITIONS**
 - 2.1 **“ACT”** means the Building Code Act, S.O., 1992 as may be amended from time to time;
 - 2.2 **“AS CONSTRUCTED PLANS”** means as constructed plans as defined in Section 1.1.3.2 of the Regulations;
 - 2.3 **“ARCHTECT”** means a holder of a license, certificate of practice, or a temporary license under the Architect’s Act as defined in the Building Code.
 - 2.4 **“BUILDING”** means:
 - a) a structure occupying an area greater than ten square meters consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and services appurtenant thereto;
 - b) a structure occupying an area of ten square meters or less that contains plumbing, including the plumbing appurtenant thereto;
 - c) plumbing not located in a structure;
 - d) a sewage system; or
 - e) structures designated in the Building Code.

- 2.5 "BUILDING CODE" means the regulations made under Section 34 of the Act;
- 2.6 "CHIEF BUILDING OFFICIAL" or "CHIEF OFFICIAL" means a chief building official or acting chief building official appointed by By-law of the Corporation of the Municipality of Huron East for the purpose of enforcement of the Act;
- 2.7 "CONSTRUCT" means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere, and "construction" has a corresponding meaning;
- 2.8 "CORPORATION" means the Corporation of the Municipality of Huron East;
- 2.9 "DEMOLISH" means to do anything in the removal of a building or any material part thereof, and "demolition" has a corresponding meaning;
- 2.10 "FARM BUILDING" means a farm building as defined in Section 1.1.3.2 of the Regulations; and shall include any building, structure or part thereof for the storage of farm related products (1e, feed) or by-products (i.e., manure);
- 2.11 "FLOOR AREA" means the total area of all floors above grade measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the center line of firewalls. Where the building has no outside walls, the floor area shall be the greatest horizontal area of a building above grade. With reference to a new dwelling unit shall mean the total usable or habitable floor space of all storeys above grade (or below grade for an underground residence), but shall not include:
- a) any deck, porch, verandah or unenclosed walkway;
 - b) an attached garage;
 - c) an unfinished basement, cellar or attic;
 - d) an unenclosed swimming pool, and;
 - e) any stairs, handicapped ramp or fire escape located on the exterior of the residence.
- 2.12 "FINAL OCCUPANCY" means when all outstanding items on a partial occupancy including grading have been completed;
- 2.13 "INSPECTORS" means an inspector appointed by By-law of the Corporation of the Municipality of Huron East **under Section 3 or 4.1 of the Act**;
- 2.14 "MUNICIPALITY" means the Municipality of Huron East;
- 2.15 "PERMIT" means written permission or written authorization from the Chief Building Official to perform work regulated by this By-law and the Act;
- 2.16 "PLUMBING" means a drainage system, a venting system and a water system or parts thereof;
- 2.17 "PLUMBING SYSTEM" means a system of connected piping, fittings, valves, equipment, fixtures and appurtenances contained in plumbing;
- 2.18 "REGULATIONS" means the regulations made under the Act;
- 2.19 "SEWAGE SYSTEM" means:
- a) a chemical toilet, an incinerating toilet, a recirculating toilet, a self-contained portable toilet and all forms of privy including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system,
 - b) a greywater system,
 - c) a cesspool,
 - d) a leaching bed system, or
 - e) a system which requires or uses a holding tank for the retention of hauled sewage at the site where it is produced prior to its collection by a hauled sewage system,
- where these,
- f) have a design capacity of 10,000 liters per day or less,
 - g) have, in total, a design capacity of 10,000 liters per day or less where more than one of these are located on a lot or parcel of land, and
 - h) are located wholly within the boundaries of the lot or parcel of land on which is located the building or buildings they serve.

2.20 "URBAN CONSTRUCTION SITE" means any construction site in respect of which a permit has been issued for the construction or demolition of a building where the building is within the corporate limits of the former Village of Brussels, Town of Seaforth and the urban areas of Walton, Ethel, Cranbrook, Molesworth, Henfryn Slabtown, Winthrop, St. Columban, Dublin, Vanastra, Brucefield, Kippen, Egmondville, Harpurhey, and the former Town of Seaforth;

2.21 Other terms used in this by-law are as defined in the Building Code Act.

3. PERMITS

No person shall commence the construction, demolition, renovation, or installation of any structure or plumbing system or change the use of a building or cause a building or plumbing system to be constructed or demolished within the limits of the Municipality of Huron East prior to first obtaining a permit from the Chief Building Official.

3.1 CLASSES OF PERMITS

Classes of permits and permit fees shall be as set out in Schedule "A" attached hereto and forming part of this By-law.

3.2 PERMIT APPLICATIONS

To obtain a permit the owner or an agent authorized in writing by the owner, shall file a **complete** application in writing by completing the prescribed form available at the office of the Municipality. The application form shall be as prescribed by the province.

3.2.1 BUILDING, CONDITIONAL AND DEMOLITION PERMITS

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

3.2.1.1 BUILDING

Where application is made for a building permit under subsection 8 (1) of the Act, the application shall:

3.2.1.1.1 Identify and describe in detail the work and occupancy to be covered by the permit for which application is made;

3.2.1.1.2 Describe the land on which the work is to be done, by description that will readily identify and locate the building lot;

3.2.1.1.3 Include complete plans and specifications as described in this By-law for the work covered by this permit and show the occupancy of all parts of the building;

3.2.1.1.4 State the valuation of the proposed work including materials, labour and equipment;

3.2.1.1.5 State the names, addresses and telephone numbers of the owner, architect or engineer where applicable, or designer and the constructor;

3.2.1.1.6 Be accompanied by written acknowledgement of the owner that he/she has retained an architect or professional engineer to carry out the field review of the construction where required by the Act;

3.2.1.1.7 Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application;

3.2.1.1.8 Be accompanied by other documentation pertinent to the application as deemed necessary by the Chief Building Official;

3.2.1.1.9 New residential construction or additions thereto on infill lots in urban construction sites (see Section 2.20) will require a \$1,000 site grading deposit to be refunded under the terms outlined in Schedule "D";

3.2.1.1.10 Include the required fee as prescribed in "Schedule A" of this by-law.

3.2.1.2 DEMOLITION

Where application is made for a demolition permit under subsection 8(1) of the act, the application shall:

- 3.2.1.2.1 Contain the information required by clause 3.2.1.1.1 to 3.2.1.1.9 of this by-law;
- 3.2.1.2.2 Be accompanied by proof that arrangements have been made with the proper authorities for disconnection and proper plugging of water, sewer, gas, electric, telephone or other utilities and services where applicable.

3.2.1.3 CONDITIONAL

Where application has been made for a conditional permit under subsection 8 (3) of the Act, the application shall:

- 3.2.1.3.1 Contain the information required by clause 3.2.1.1.1 to 3.2.1.1.9 and subsection 3.2.1.3 of this By-law;
- 3.2.1.3.2 Contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require;
- 3.2.1.3.3 State the reasons that the applicant believes that unreasonable delays would occur if a conditional permit is not granted;
- 3.2.1.3.4 State the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
- 3.2.1.3.5 State the time in which plans and specifications of the complete building will be filed with the Chief Building Official.

3.2.1.4 CHANGE OF USE PERMITS

Every application for a change of use permit issued under subsection 10 (1) of the Act, shall:

- 3.2.1.4.1 Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- 3.2.1.4.2 Identify and describe in detail the current and proposed occupancies of the building or part of the building for which the application is made;
- 3.2.1.4.3 Include plans and specifications which show the current and proposed occupancy of all parts of the building and which contain sufficient information to establish compliance with the requirements of the Building Code, including, without limiting the generality of the foregoing, floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities;
- 3.2.1.4.4 Be accompanied by the required fee;
- 3.2.1.4.5 State the name, address and telephone number of the owner;
- 3.2.1.4.6 Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

3.2.1.5 SEWAGE SYSTEM PERMITS

For every application for a sewage system permit that is submitted to the chief building official or duly appointed designate, the application shall:

- a) use the corporation's application form, "Application for a Permit to Construct or Demolish", said form being set out in Schedule 'B';
- b) include complete plans, specifications, documents and other information as required under Sentence 1.3.1.3.(5) of Division C of the Building Code, as amended and as described in this By-law for the work to be covered by this permit;
- c) include the name, address, telephone number and license number of the person installing the sewage system;
- d) where the person in (c) above requires a license under the Act and Building Code, the number and date of issuance of the license and the name of the

qualified person supervising the work to be done under the sewage system permit;

- e) include a site evaluation which shall include the following prescribed information, unless otherwise specified by the chief building official or an appointed designate:
 - i) The date when the evaluation was done;
 - ii) The name, address and phone number and signature of the person who did the evaluation;
 - iii) A scaled map of the site showing the legal description (i.e. lot and concession, civic address), lot size, lot dimensions, existing easements and/or rights-of-way or utility corridors, the location of items listed in Column 1 of Tables 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. of the Building Code, the location of the proposed sewage system, the location of any unsuitable, disturbed or compacted areas, the proposed access routes for system maintenance, the depth to bedrock, the depth to zones of soil saturation, soil properties, including soil permeability, and soil conditions, including the potential for flooding.
 - iv) Any other information as may be deemed to be required by the chief building official or appointed designate to determine compliance with the *Building Code Act* or other applicable law.
- f) Despite section 4.5.4, to the contrary, where a sewage system is found to be damaged, not functioning, failing, incorrectly placed, causing sewage and/or effluent seepage or not installed in accordance to the provisions of the Building Code, the owner or occupant of the property shall be advised by notice or other means and shall repair, correct, replace or maintain the sewage system in conformity with the Building Code.

3.2.1.6 PLUMBING PERMITS

For every application for a plumbing permit that is submitted to the chief building official or duly appointed designate, the application shall:

- a) use the corporation's application form, "Application for a Plumbing Permit", said form being set out in Schedule 'B';
- b) include the name, address, telephone number and license number of the person installing the plumbing;
- c) where the person in (b) above requires a license under the Act and Building Code, the number and date of issuance of the license and the name of the qualified person supervising the work to be done under the plumbing permit.

4. PLANS AND SPECIFICATIONS

4.1 CONSTRUCTION DRAWINGS

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, or change of use and/or plumbing will conform to the Act, the Building Code and any other applicable law.

Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of plans and specifications required by this By-law.

Plans shall be drawn to scale on paper, cloth or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such drawings as set out in Schedule "C" attached hereto and forming part of this By-law unless otherwise specified by the Chief Building Official.

4.2 REVISION TO PLANS

After issuance of a permit under the Act, notice of any change to a plan, specification, document or other information on the basis of which a permit was issued, must be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without his or her written authorization.

4.3 SITE PLAN

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

Site plans shall show:

- 4.3.1 Lot size and the dimensions of the property lines and setbacks to any existing or proposed buildings;
- 4.3.2 Existing and finished ground levels or grades;
- 4.3.3 Existing right-of-ways, easements, municipal services, overhead or underground utility wires or cables and any private or municipal drains both open and closed;
- 4.3.4 On any urban construction site within the Municipality a "Site Drainage Plan" prepared by a *qualified person* to the satisfaction of the Municipality shall be submitted with the plans. On any industrial or commercial site this "Site Drainage Plan " may be required to be prepared by a Certified Drainage Engineer.

4.4 INTENSIVE LIVESTOCK OPERATIONS

Where application is made for a farm building permit under subsection 8(1) of the Act the application is subject to Section 2.1.1.5 of the Building Code and shall be accompanied by the following:

- 4.4.1 The location and dimension of any existing or proposed buildings, farm buildings or structures on such lot;
- 4.4.2 The location of all existing buildings and structures within a 625 metre radius of the proposed farm building or structure, the separation distance and the use of the proposed farm building(s);
- 4.4.3 The location of the nearest watercourse, municipal / private drain (open or closed) to the proposed farm building(s);
- 4.4.4 Type and numbers of livestock, poultry or fur bearing animals existing and proposed on such lot;
- 4.4.5 Type, dimensions, and location of any existing or proposed waste storage facility;
- 4.4.6 Acres of arable land available;
- 4.4.7 An Approved On Site Sewage System Permit from Municipality of Huron East when washroom facilities are included in the project;
- 4.4.8 A notice of approval from OMAFRA for a Nutrient Management Strategy or Plan requiring Provincial Approval, and a declaration that a Nutrient Management Strategy or Plan is in place for all others not requiring provincial approval.

5. PAYMENT OF FEES

5.1 FEES

Fees for required permit shall be set out in Schedule "A" attached hereto and forming part of this By-law and are due and payable upon submission of an application for a permit. An Application for a building or demolition permit under section 8(1) shall not be complete until all application fees are paid.

- 5.1.1 Where fees payable in respect of an application for a construction or demolition permit issued under Subsection 8 (1) of the Act or a conditional permit issued under Subsection 8 (3) of the Act are based on the cost of the proposed work. The cost of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services.

- 5.1.2 Where fees payable in respect of an application for a construction or demolition permit issued under Subsection 8 (1) of the Act or a conditional permit issued under Subsection 8 (3) of the Act are based on floor area, floor area shall mean the total floor space of all stories above grade (or below grade for underground finished space) measured as the horizontal area between the exterior faces of exterior walls of the building provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- 5.1.3 Where fees payable in respect of an application for a change of use permit issued under Subsection 10 (1) of the Act are based on floor area, floor area shall mean the total floor space of all stories subject to the change of use.
- 5.1.4 Where the building permit fee is based on actual construction costs the Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee and where disputed by the applicant, the applicant shall pay the required fee under protest and, within six months of completion of the project, shall submit an audited statement of the actual costs, and where the audited costs are determined to be less than the valuation, the Chief Building Official shall issue a refund.
- 5.1.5 The fees payable in respect of an application for a plumbing permit are based on type of service, number of fixture units and/or linear length of service, and flat rate.
- 5.1.6 The fees payable in respect of an application for on-site sewage systems shall be a flat-rate fee.
- 5.1.7 The Chief Building Official shall determine fees not prescribed or included in Schedule "A".

5.2 REFUND OF FEES

In the case of withdrawal 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 "D" attached hereto and forming part of this By-law.

6. TRANSFER OF PERMITS

If the ownership of land changes, in respect to a permit issued under Subsection 8 (1), 8 (3) or 10 (1) of the Act, the permit may be transferred to the new owner of the lands provided the appropriate fee is paid to the Municipality and the new owner shall:

- 6.1 Provide in writing a declaration indicating assumption of responsibility for all requirements set out in the Building By-law as well as responsibility for all Building Code violations and/or orders issued to the transfer of the permit;
- 6.2 Provide as constructed plans, if required, as set out in Section 8 of this By-law;
- 6.3 Provide fencing, if required, as set out in Section 9 of this By-law.

7. PRESCRIBING FORMS

The forms prescribed for use shall be regulated by the Province of Ontario and the Chief Building Official.

8. AS CONSTRUCTED PLANS

The Chief Building Official may require that a set of as constructed plans of a building or structure, be filed with the municipality on completion of construction under such conditions as may be prescribed in section 2.4.6.1 of the Ontario Building Code.

9. FENCING

- 9.1 The person to whom a permit is issued in respect of construction or demolition which will take place at an urban construction site may be required to erect or cause to be erected and maintained, a fence enclosing the urban construction site in accordance with the provisions of this By-law.
- 9.2 Where there is fencing on or adjoining an urban construction site erected prior to the application for building or demolition permit in respect of that site, such fencing shall be

deemed to be in compliance with this By-law provided it is extended along the perimeter of the urban construction site as determined by the Chief Building Official and the extended fencing is erected in accordance with the provisions of this By-law.

- 9.3 Notwithstanding the provisions of Section 9.1 and Section 9.2, of this By-law, to the contrary, the requirements of this By-law do not apply where a permit has been issued prior to the passing of this By-law.
- 9.4 The height of every fence shall be a minimum of 1.2 metres and a maximum of 1.8 metres, to be measured from the highest adjacent ground.
- 9.5 Every fence required under this By-law shall be located on the perimeter of the urban construction site as determined by the Chief Building Official and constructed as follows:
 - 9.5.1 If of chain link construction, the chain link shall be fastened to a 1 ½" (39 mm) diameter metal bar which is securely fastened to metal posts at not over 3 metres on centre and embedded into the ground to provide a rigid support;
 - 9.5.2 If of wood construction, the exterior face shall be a minimum of ½" (13 mm) exterior grade plywood, particle board or equivalent material that will not provide footholds for climbing. The facing shall be supported by a minimum 1 ½" (38 mm) by 3 ½" (90 mm) size posts spaced not more than 3 metres on centre and embedded into the ground to provide rigid support;
 - 9.5.3 If the fence is of the snow fence or plastic mesh type, the fencing shall be securely fastened to T-bar posts spaced not more than 3 metres on centre and embedded into the ground to provide rigid support;
 - 9.5.4 Other materials or methods may be substituted provided that there is an equivalent barrier between properties and an equivalent degree of safety provided;
- 9.6 The fence may provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the urban construction site provided these openings are closed off when the site is shut down for the day.

10. EQUIVALENTS

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

- 10.1 A description of the proposed material, system or building design for which authorization under Subsection 9 of the Act is requested;
- 10.2 Any applicable provisions of the Building Code;
- 10.3 Evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

11. NOTICE REQUIREMENTS FOR INSPECTIONS

The owner or an authorized agent of the owner shall notify the Chief Building Official at least 48 hours prior to each stage of construction for which notice in advance is required under section 2.4.5 of the Building Code.

12. VALIDITY

Should any Section or part of a Section of this By-law or schedules hereto be declared by a court of competent jurisdiction to be invalid, the same shall not affect the provisions of this By-law as a whole or any part other than the part declared to be invalid.

13. CONFLICT

In the event of a conflict between this By-law and any amendments thereto, and any general or special By-law, legislation or regulation, the most restrictive legislation, regulation or other By-law shall prevail.

14. SEVERABILITY

Should any section, subsection, clause, or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this B-law as a whole or any part thereof, other than the part so declared to be invalid.

15. PENALTY

Every person or corporation who contravenes any provisions of this By-law is guilty of an offence and upon conviction under the provisions of the *Provincial Offences Act* is liable to a fine and/or other penalty imposed under Section 36 of the Act.

16. REPEAL CLAUSE

All previous building by-laws of the Municipality of Huron East and of the former municipalities namely Brussels, Grey, McKillop, Seaforth and Tuckersmith forming the Municipality are hereby repealed.

By-Laws 2-2007 and 16-2012 are hereby repealed. By-Law 62-2019 is hereby amended by replacing Schedule B-2 with Schedule "A" attached hereto. For the purposes of By-Law 62-2019, Building By-law fees shall continue to be referenced as Schedule "B-2".

17. DATE AND EFFECT

This By-law shall take effect on the final passing by the Council of the Corporation of the Municipality of Huron East.

READ A FIRST TIME THIS 17th DAY OF DECEMBER, 2019.

READ A SECOND TIME THIS 17th DAY OF DECEMBER, 2019

READ A THIRD TIME AND FINALLY PASSED THIS 7th DAY OF JANUARY, 2020.

Bernie MacLellan, Mayor

Brad Knight, CAO/Clerk

**MUNICIPALITY OF HURON EAST
BY-LAW NO. 95 FOR 2019
SCHEDULE "A"**

Fees for Protection to Persons and Property

<u>Class of Permit</u>	<u>Fee</u>
a) New Residential and Additions thereto	\$100.00 plus \$0.70 per square foot of gross floor area including attached garages, porches, covered verandas and covered sundecks plus \$0.25 per square foot for basements and uncovered sundecks
b) Mobile Homes	\$100.00 plus \$0.35 per square foot
c) New Commercial, Industrial, Institutional and additions thereto	\$60.00 plus \$7.00 per \$1,000.00 of total construction costs
d) New farm buildings and additions thereto	\$100.00 plus \$0.25 per square foot of gross floor area plus \$400.00 for liquid manure storage under barns
e) New Accessory Buildings over 108 square feet and additions thereto	\$100.00 plus \$0.35 per square foot of gross floor area.
f) Manure Storage Facilities (Liquid) round (free standing)	\$60.00 plus \$6.00 per foot of dia.
Rectangular or square Liquid tanks	\$60.00 plus \$1.00 per foot of tank Perimeter Minimum for round, square or rectangular manure tanks \$400.00
dry manure storage facilities	\$60.00 plus \$.20 per square foot of gross floor area of structure
g) Silos – Tower or Bunker(with no roof)	\$300.00
h) Steel Granary	\$150.00
i) Swimming Pools in ground	\$150.00
Permanent above ground pools	\$75.00
j) Occupancy Permit (Where a Building Permit has not been issued)	\$60.00 plus \$35.00 per hour
k) Inspection only – No Permit	\$60.00 plus \$35.00 per hour
l) Renovations	\$100.00 plus \$7.00 per \$1,000.00 of actual construction costs
m) Demolitions	\$100.00 flat fee Returned after clean up to the satisfaction of the CBO
n) Change of Use Permit	\$60.00 plus \$7.00 per \$1,000.00 of actual construction costs
o) Sun Decks over 108 sq. ft. with no roof	\$100.00 plus \$.25 per sq ft
p) Stand alone Chimneys, wood stoves, Masonry fireplaces, factory built Fireplaces	\$60.00 Plus \$7.00 per \$1,000.00 of actual Construction costs

q) Green Houses (permanent)	\$60.00 plus \$7.00 per \$1,000.00 of actual construction costs
r) Wind generators	\$60.00 plus \$15.00 per \$1,000.00 of actual construction costs of the footings, foundation and the tower but excludes the generator and blades
s) Communication Towers over 60 Ft high	\$60.00 plus \$7.00 per \$1,000.00 of Actual Construction costs of structure
t) Tents over 60 sq metres	\$60.00 (fee may be waived for non profit organizations.)
u) Signs	\$35.00 per sign
v) Any construction not listed above that may require a permit.	\$60.00 plus \$7.00 per \$1000.00 of actual construction costs
w) Solar panels located on a building	\$60.00 plus \$.15 per sq. ft. of solar panels installed
x) Roof cladding, eaves troughs, and siding of a building which does not involve structural changes.	No Permit Required
y) Sewage Systems	
Class 2 System	\$288.00
Class 4 System	\$621.00
Class 4 Tertiary System	\$725.00
Class 5 System	\$725.00
Addition/Repair to Existing System	\$303.00
z) Plumbing Permits	
Total Fixture Units	\$12.00 per fixture unit
Sewer and/or Water connections	\$131.00 for first 30m and \$3.15 for each additional 30m
Storm Sewer Connections	\$131.00 for first 3m and \$2.00 per linear m exceeding 30m
Catch Basin	\$11.00 flat
Testable Backflow Devices	\$78.00 per unit
Rain Water Leader	\$2.00 per linear m
Roof Drains	\$11.00 per unit
Main Building Drain	\$2.00 per linear m
Fire/Water Service	\$131.00 for first 30 m \$2.00 per linear m exceeding 30 m

NOTE: For permits based on "actual construction costs", all construction costs shall include demolition, labour, materials, professional fees, excavating and site grading.

**SCHEDULE "B" TO BY-LAW NO. 95 FOR 2019
PRESCRIBED FORMS**

FORM 1	Application to permit construction/demolition /conditional	provincial form
FORM 2	Construction Permit	M, W, Form # 302
FORM 3	Conditional Permit	M, W, Form # 303
FORM 4	Demolition Permit	M, W, Form # 304
FORM 5	Application to permit change of use	M, W, Form # 301
FORM 6	Change in Use Permit	M, W, Form # 305
FORM 7	Order to Comply	provincial form
FORM 8	Stop Work Order	provincial form
FORM 9	Order Not to Cover or Enclose	provincial form
FORM 10	Order to Uncover	provincial form
FORM 11	Order Requiring Tests and Samples	provincial form
FORM 12	Completion Notice	Huron East form
FORM 13	Order to Remedy an Unsafe Building	M, W, Form # 309
FORM 14	Order Prohibiting use or Occupancy of Unsafe Building	M, W, Form # 310

SCHEDULE “C” TO BY-LAW NO. 95 FOR 2019

LIST OF PLANS OR WORKING DRAWINGS TO ACCOMPANY A COMPLETE APPLICATION

1. Site Plans
2. A current survey may be required
3. Site Drainage Plans for any Urban, Industrial or Commercial construction sites.
4. Foundation Plans with BCIN (Building Code Identification Number)
5. Floor Plans with BCIN
6. Sections and Details with BCIN
7. Building Elevations with BCIN
8. Stamped Shop drawings for any prefabricated components used in the construction.
E.g. Truss drawings etc.
9. Structural plans stamped by an Engineer for any structure in excess of 600 square metres in gross floor area and for any liquid manure storage facility of any size.
10. In the case of livestock housing barns an approved Nutrient Management Plan or strategy including all certificates, approvals and reviews as required by the provincial regulations
11. Other plans or documentation as requested by the Huron East CBO.

**SCHEDULE “D” TO BYLAW NO 95 FOR 2019
REFUND OF FEES**

STATUS OF APPLICATION	PERCENTAGE OF FEE ELIGIBLE FOR REFUND
Application filed. No processing or Review of plans submitted	90%
Application filed. Plans reviewed and Permit issued	60 – 80%
Additional deduction for each field Inspection that has been performed	10%
Permits issued valued at \$60.00 or less	0%
Sewage and Plumbing Permits – Permit issued but no field inspections	50%

Site grading deposits shall be refunded upon completion of final inspection and the Municipality has received the final grading certification.

No refund shall be given unless a written request has been made by the owner or authorized agent and unless the permit is returned to the Chief Building Official or the Municipal Clerk for cancellation.

No refund shall be made where the Chief Building Official has revoked a permit under Subsection 8 (10) of the Act.