

SCHEDULE "A"

To By-law 2008 – *046*

THE CORPORATION OF THE TOWNSHIP OF SPRINGWATER

BUILDING SERVICES MANUAL

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SECTION 1 DEFINITIONS

For the purposes of this manual:

- 1.1 “**Act**” means the *Building Code Act*, S.O. 2005, as amended.
- 1.2 “**As constructed plans**” means construction plans and specifications that show the building and the location of the building on the property as the building has been constructed.
- 1.3 “**Architect**” means a holder of a license, a certificate of practice, or a temporary license under the Architect’s Act.
- 1.4 “**Building**” means:
 - 1.4.1 a structure occupying an area greater than 10 square metres (107.65 sq. ft.) and consisting of a wall, roof, and floor, or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
 - 1.4.2 a structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,
 - 1.4.3 plumbing not located in a structure,
 - 1.4.4 a sewage system; or
 - 1.4.5 structures designated in the building code.
- 1.5 “**Building Code**” means the regulations made under Section 34 of the Act, hereafter referred to as the Code.
- 1.6 “**Building Inspector**” means an Inspector appointed under Section 3 of the Act as amended, and having jurisdiction for the enforcement of the Act, the Code and this By-law.
- 1.7 “**Change Certificate**” means a certificate issued when a change is requested to a permit that is already issued.
- 1.8 “**Chief Building Official**” means Chief Building Official appointed under Section 3 of the Act as amended having jurisdiction for the enforcement Act, the Code and this By-law within the Corporation of the Township of Springwater.
- 1.9 “**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.
- 1.10 “**Corporation**” means The Corporation of the Township of Springwater.
- 1.11 “**Council**” means the Council of The Corporation of the Township of Springwater.
- 1.12 “**Demolish**” means to do anything in the removal of a building or any material part thereof and demolition has a corresponding meaning.

- 1.13 **“Farm Building”** means a building or part thereof which does not contain a residential occupancy and which is associated with and located on land devoted to the practice of farming and used essentially for the housing of equipment, livestock, or the production, storage or processing of agricultural and horticultural produce or feeds.
- 1.14 **“Final Certificate”** means a certificate issued by a registered code agency, a professional engineer or an architect stating that the permit is complete and complies with the Act and the Code.
- 1.15 **“Inspector”** means a person appointed under Section 3 of the Ontario Building Code Act as amended.
- 1.16 **“Owner”** means, in respect of the property in which the construction or demolition will take place, the registered owner, a lessee and a mortgagee in possession.
- 1.17 **“Permit”** means, in respect of the property in which the construction or demolition will take place, the registered owner, a lessee and a mortgagee in possession. (Same as above – something missing?)
- 1.18 **“Permit Classification”** means but is not limited to, a building permit, demolition permit, plumbing permit, sewage system permit, change of use permit, conditional permit, sign permit, pool permit, renovation permit, solid fuel fired appliance permit, temporary structure permit (tent).
- 1.19 **“Person”** means an individual human being, his/her personal representative and his/her heirs, executors and assigns, and shall also include a corporation with or without share capital.
- 1.20 **“Plans Review Certificate”** means a certificate that is issued when a registered code agency has reviewed the plans and specifications and certifies that they meet the Act and the Code.
- 1.21 **“Principal Authority”** means the Council of The Corporation of the Township of Springwater.
- 1.22 **“Registered Code Agency”** means a person or entity that has the qualifications and meets the requirements described in subsection 15.11(4) of the Act.
- 1.23 **“Re-inspection”** means any inspection of a construction stage made pursuant to a previous inspection of the same construction stage and made necessary because at the time of the previous inspection, the construction stage was incomplete or otherwise did not comply with the requirements of the By-law, and all of the foregoing to be pursuant to notification of readiness by the owner or his agent in accordance with Section 1.3.5 Division C – Part 1 of The *Ontario Building Code* 2006, as amended, and Subsection 5.1.3 of this By-law.
- 1.24 **“Township”** means The Corporation of the Township of Springwater.

SECTION 2 ADMINISTRATION

2.1 BUILDING PERMITS

2.1.1 No person shall:

- a) Construct or demolish, or cause to be constructed or demolished a building;
- b) Construct, repair, renew or alter plumbing; or
- c) Occupy or use a building regulated by this By-law within the territorial limits of the Township of Springwater; or
- d) Change the use of a building,

Unless a Permit therefore has been issued by the Chief Building Official.

- 2.1.2** No person shall construct or cause to be constructed, a building in the Township except in accordance with the plans, specifications, documents and any other information basis of which a permit was issued or any changes to them authorized by the Chief Building Official.

2.2 REVOCATION OF PERMITS

2.2.1 Subject to Section 8(10) of the Act as amended, the Chief Building Official may revoke a building permit issued under this By-law where:

- a) It was issued on mistaken, false or incorrect information;
- b) Six months after its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the Chief Building Official, been seriously commenced;
- c) If the construction or demolition of the building is, in the opinion of the Chief Building Official, substantially suspended or discontinued for a period of more than a year.
- d) It was issued in error;
- e) The holder requests in writing that it be revoked; or
- f) A term of the agreement under clause (3)(c) of Section 8 of the Ontario Building Code Act as amended or Section 2.10 of this by-law (Conditional Permit) has not complied with.
- g) Notwithstanding 2.2.1 (a) to (f) inclusive a building permit shall expire after 12 months following the last inspection undertaken by the Building Services Department.

2.3 NOTICE OF CHANGE – REVISIONS

- 2.3.1** No person shall make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a permit was issued without notifying, filing details with and obtaining the authorization of the Chief Building Official and paying the fees in accordance with Schedule “B” of this by-law.

2.4 TRANSFER OF PERMITS or CANCELLATION OF A PERMIT

- 2.4.1** Building permits are transferable. In the event that a property changes ownership when work allowed by a building permit is not complete, the Building Permit shall become invalid until the new owner or his agent makes application for a permit for any work required to complete the building and pay such fees in accordance with Schedule “B” attached hereto and an administration fee.
- 2.4.2** Application may be made for revision to a Building Permit after issuance and such application shall be made in writing accompanied by all plans, specifications or any other document or drawings as the Chief Building Official deems necessary and the fees shall be paid in accordance with Schedule “B” attached hereto.
- 2.4.3** An application may be made in writing to Cancel a Permit after it has been issued by the Chief Building Official and refund of fees may be made in accordance with Section 10 of this manual.

2.5 PERMIT POSTING

- 2.5.1** Every Building Permit holder shall post conspicuously on the work site, the Building Permit placard that is issued with the Building Permit and shall be responsible for the maintaining of the placard in a legible condition until the work allowed by the permit is complete.

2.6 APPLICATION FOR A PERMIT TO CONSTRUCT OR DEMOLISH

- 2.6.1** To obtain a permit the owner or his/her agent, authorized in writing by the owner, shall file an application in writing by completing the prescribed forms available at the office of the Township of Springwater.
- 2.6.2** Except as otherwise permitted by the Chief Building Official, every complete application shall:
- a) identify and describe in detail the work, use and occupancy to be regulated by the permit for which the application is made;
 - b) describe the land on which the work is to be done by a description that will readily identify and locate the building lot;
 - c) be accompanied by two complete sets of plans and specifications sufficient to determine whether or not The Professional Engineers Act and/or the Architects Act,

as amended, is being contravened and without limiting the generality of the foregoing, said plans and specifications shall show:

- (i) the dimensions of the proposed buildings or work;
 - (ii) the proposed use of each room or floor area in the proposed building or work;
 - (iii) the dimensions of the land on which the building is proposed to be situated, and the location of the all existing and proposed buildings, services and any watercourses, steep slopes and above ground electrical conductors thereon;
 - (iv) the dimensions of all existing buildings and the use of each room or each floor area;
 - (v) in the case of plumbing, the location of drains, pipes, traps, and other works or appliances that are, or are to be part of, or connected with the plumbing;
 - (vi) in the case of a connection to a sanitary sewer lateral, a detailed drawing showing the location and the elevation of the proposed building drain as well as a cross sectional drawing showing the proposed connection to the sanitary sewer lateral if the building official deems necessary.
- d)** state the names, addresses, telephone numbers and building code identification numbers of the owner, architect, engineer or other designer and contractor as applicable;
- e)** fully complete the Statement Form provided by Tarion, formerly Ontario New Home Warranty Program and where applicable, state the Builder's/Vendor's Ontario New Home Warranty Number;
- f)** be accompanied where applicable, by any other approvals issued by the Simcoe County District Health Unit, the Nottawasaga Valley Conservation Authority (when and where required), the Springwater Public Works Department, Ministries, Public Authorities, Simcoe County or any other authorities having jurisdiction;
- g)** contain such other information as the Chief Building Official considers necessary to determine whether any work or use conforms with The Building Code Act, as amended, and regulations thereunder, any other Act, this By-law or any provision contained in a Subdivision Agreement, Site Plan Agreement or other agreement between the owner or previous owner(s) and The Corporation of the Township of Springwater and any other applicable law;
- h)** state whether any fill is going to be brought in or removed from the property;
- i)** be signed by the owner or his/her authorized agent who shall certify the truth of the contents of the application.

2.7 COMPLETE PERMIT APPLICATIONS

2.7.1 Notwithstanding the foregoing in Section 2.6 of this manual, the following shall also be considered for a complete application:

- a) Architectural drawings (including footing and foundation plans, all other floor plans, elevation plans, detailed cross sections, construction plans, engineered floor plans, engineered roof plans, roof plan, mechanical systems plans, electrical plans, plumbing system plans, heating ventilation and air conditioning plans).
- b) All plans and specifications for any services such as gas, hydro, sewer, water, telephone, cable, satellite etc. and including the sewage system.
- c) All plans and specifications requiring Architect's Design.
- d) All plans and specifications requiring Engineering Design.
- e) Any specifications for pre-engineered elements.
- f) All "Designers" shall provide a Certificate of Qualification (copy) from the Ministry of Municipal Affairs and Housing if requested to do so by the Chief Building Official.
- g) Any specifications for elements or systems by approval authority such as ULC, CSA in section 2.6.3.2 of the Code.
- h) Any specifications for elements or systems approved under Building Materials Evaluation Committee or under the Minister's approval.
- i) Anything else the Chief Building Official deems necessary along with any approvals or certifications required under 1.1.3.3 "Applicable Law" of the Code.
- j) Anything else required in this by-law.

2.7.2 Notwithstanding the foregoing, an application for permit for a single dwelling unit, detached and separate from any other building except an attached garage, on a residential lot need not submit plans for the plumbing system, the heating, ventilation and air conditioning systems and the electrical system.

2.8 SITE PLANS AND OTHER RELATED INFORMATION

2.8.1 Plans shall be drawn to scale upon paper, cloth or other durable material unless otherwise permitted by the Chief Building Official. Scales for drawings shall be in accordance with Section 11 of this By-law.

2.8.2 Unless otherwise required by the Chief Building Official, site plans shall be referenced to a current plan of survey, certified by a registered Ontario Land Surveyor, and a copy of such survey shall be submitted and site plans shall indicate:

- a) Location of proposed building by dimension from property lines;

- b) The similarly dimensioned location of all existing buildings, well, septic system, swimming pool on the property;
- c) All water courses, steep slopes, drainage ditches, municipal drains;
- d) Existing and proposed grade elevations referenced to a bench mark or datum point at, or adjacent to, the site or more specifically, to the centerline of the road;
- e) The plan shall show the actual lot dimensions, the actual lot area and the percentage lot coverage in accordance with the Township of Springwater Zoning By-law.

2.8.3 Plans must show that drainage from the lot will not drain onto or adversely affect adjoining lands.

2.8.4 Plans must show that the finished grade will be at least 45 centimetres (18 inches) above the crown of the finished road, but where the natural slope of land in question makes this impossible or unfeasible, a drainage plan must be submitted for approval by the Township's Chief Building Official. The Chief Building Official may deem it necessary that the Township's engineer review and approve the lot grading plan at the owner's expense and further require certification by the engineer of the final grading prior to the issuance of an Occupancy Permit.

2.8.5 Notwithstanding 2.8.3 and 2.8.4 above where the lot is located within a plan of subdivision, a lot grading plan shall be prepared by the Developer's Engineer or by a competent person approved by the Chief Building Official. Such plan shall clearly show the existing and proposed grades, location of all proposed building(s) and structures, sewage system, water or sanitary sewer service, entrance size and location, all building services, underside of footing, foundation wall height, top of foundation elevation, centerline or road elevation.

2.8.6 Lot grading plans as required and prepared under 2.8.5 shall also be approved by the township's engineer or other persons as authorized by the Chief Building Official.

2.9 AS-CONSTRUCTED PLANS

2.9.1 The Chief Building Official may require that as-constructed plans for the whole of or any part of, a system or a building, or any class of buildings, to be provided by the persons responsible for the construction.

2.10 CONDITIONAL PERMIT

2.10.1 Even though all requirements have not been met to obtain a permit under Sections 2.6 and 2.7, the Chief Building Official may issue a conditional permit for any stage of construction if:

- a) Compliance with by-laws passed under Sections 34 and 38 of the *Planning Act* and such other applicable law as may be set out in the building code has been achieved in respect of the proposed building or construction;

- b) the Chief Building Official is of the opinion that unreasonable delays in the construction would occur if a conditional permit is not granted; and
- c) the applicant and such other persons, as the Chief Building Official determines, agree in writing with the Municipality, the County, Board of Health, the Conservation Authority or the Crown in the right of Ontario to,
 - i) assume all risk in commencing the construction,
 - ii) obtain all necessary approvals in the time set out in the agreement or, as soon as practical,
 - iii) file plans and specifications of the complete building in the time set out in the agreement,
 - iv) at the applicant's own expense, remove the building and restore the site in the manner specified in the agreement if approvals are not obtained or plans filed in the time set out in the agreement, and
 - v) comply with such other conditions as the Chief Building Official considers necessary, including the provisions of security for compliance with sub-clause (iv) above.

2.10.2 The issuance of a permit under subsection 2.10.1 does not release the owner of the lands from any terms or conditions of the Subdivision Agreement or development control agreement.

2.10.3 Permits required for the remainder of the project will be granted subject to the laws, rules and regulations in effect at the time of such subsequent application.

2.10.4 Notwithstanding the foregoing, there will not be any conditional permits issued for single dwelling units and accessory buildings or structures or, agricultural buildings or structures.

2.11 CONDITIONS FOR RESIDENTIAL OCCUPANCY

2.11.1 A person may occupy or permit to be occupied a building or part of a building intended for residential occupancy that has not been fully completed at the date of occupation where the Chief Building Official or a person designated by the Chief Building Official has issued a permit authorizing occupation of the building or part thereof prior to its completion provided that:

- a) The Building:
 - i) is not more than 3 storeys in building height and 600 sq.m. in building area,
 - ii) has not more than 1 dwelling unit above another dwelling unit,
 - iii) has not more than 2 dwelling units sharing a common means of egress, and
 - iv) has no accommodation for tourists.

- b) The following building components and systems are complete, operational and approved:
 - i) required exits, handrails, and guards, blocking doorways to unprotected areas, fire alarm and detection systems, and fire separations;
 - ii) required exhaust fume barriers and self closing devices on doors between an attached or built-in garage and a dwelling unit, and
 - iii) water supply, sewage disposal, lighting and heating systems.
- c) The following building components and systems are complete, operational, inspected and tested:
 - i) Water systems including private water systems:
 - a. Where on a municipal water system, the water meter and remote must be installed and operational. Water meters must also be sealed. This will be done and the water meter will be read during the Occupancy Inspection.

OR

- b. Where the water system consists of a private well, there shall be three (3) potable water tests by an approved authority received by the Building Services Department prior to occupancy being approved. Tests to be conducted not less than seven (7) days apart and shall confirm "0" E-coli and "0" Coliform.
- ii) building drains and building sewers including sewage systems,
- iii) drainage systems and venting systems,
- iv) water meter sealed and approved,
- v) sump pump(s) installed and drained away from the building in appropriate location in accordance with the drainage plan,

2.12 OCCUPANCY OF UNFINISHED BUILDING

2.12.1 A person may occupy or permit to be occupied any building or part thereof that has not been fully completed at the date of occupation where the Chief Building Official has issued a permit authorizing occupation of the building or part thereof prior to its completion where:

- a) the structure of the building or part thereof is completed to the roof,
- b) the enclosing walls of the building or part thereof are completed to the roof,
- c) the walls enclosing the space to be occupied are completed, including balcony guards,

- d) all required fire separations and closures are completed on all storeys to be occupied,
- e) all required exits are completed and fire separated including all doors, door hardware, self closing devices, balustrades and handrails from the uppermost floor to be occupied down to grade level and below if an exit connects with lower storeys,
- f) all shafts including closures are completed to the floor-ceiling assembly above the storey to be occupied and have a temporary fire separation at such assembly,
- g) measures have been taken to prevent access to parts of the building and site that are incomplete or still under construction,
- h) floors, halls, lobbies and required means of egress are kept free of loose materials and other hazards,
- i) if service rooms should be in operation, required fire separations are completed and all closures installed,
- j) all building drains, building sewers or sewage system, private or public water systems, drainage systems and venting systems, are completed and tested as operational for the storeys to be occupied,
- k) required lighting, heating and electrical supply are provided for the suites, rooms and common areas to be occupied,
- l) required lighting in corridors, stairways and exits is completed and operational up to and including all storeys to be occupied,
- m) required standpipe, sprinkler and fire alarm systems are complete and operational up to and including all storeys to be occupied, together with required pumper connections for such standpipes and sprinklers,
- n) required fire extinguishers have been installed on all storeys to be occupied,
- o) main garbage rooms, chutes and ancillary services thereto are completed to storeys to be occupied,
- p) required fire fighting access routes have been provided and are accessible, and
- q) the sewage system has been completed, has been approved and is operational,

SECTION 3 APPOINTMENTS

3.1.1 The Chief Building Official: It is hereby acknowledged that this appointment is made under a separate by-law.

- 3.1.2 The Deputy Chief Building Official: It is hereby acknowledged that this appointment is made under a separate by-law.
- 3.1.3 The Building Inspectors: It is hereby acknowledged that these appointments are made under a separate by-law.
- 3.1.4 The Chief Building Official is hereby authorized to appoint a Registered Code Agency to assist in review of applications and plans/specifications and/or inspections of certain buildings as shall be described in their appointment and under any conditions as the Chief Building Official deems necessary and within the budgetary limitations that have been approved by the Council of the Corporation of the Township of Springwater from time to time.
- 3.1.5 That the By-law Enforcement Officer appointed by the Township may enforce this by-law under direction of the Chief Building Official.

SECTION 4 FEES

- 4.1 Fees for a required permit shall be in accordance with Schedule "B" of this by-law.
- 4.2 Where the fees are based on the cost of valuation of the proposed work, such valuation shall mean the total cost of all work by the permit including the cost of professional and related services and shall be based on the actual cost of construction quoted in the Tender or Contract form. The Chief Building Official may use the contract or an Architect or Engineer's Estimate if he/she believes that the valuation is reasonable.
- 4.3 The Chief Building Official shall place a valuation on the cost of work and if the permit application or holder disagrees with this valuation, the prescribed fee shall be paid before the issuance of the permit. Upon completion of the work, if the actual cost of the work is less than the valuation placed by the Chief Building Official an audited statement may be submitted detailing the cost of all components of the work including labour and professional services. The Chief Building Official shall, if the statement contains the full cost of all components of the work upon which the required valuation was to be based; value the work in accordance with their statement and issue the appropriate refund.
- 4.4 In case of the non-commencement of any project and upon written request, the Chief Building Official shall determine the amount of refund of permit fees, if any, that may be returned to the permit holder, in accordance with Section 10 of this By-law.
- 4.5 The Chief Building Official shall take a lot grading deposit at the time of building permit application for all single family dwellings. The Chief Building Official shall estimate the grading deposit taking into consideration the size of the lot, any retaining walls, the quantity of sod and seed required and the labour to complete. The Chief Building Official's decision in this regard is final. This deposit may be refundable when the depositor has completed all lot grading and sod and seed to the satisfaction of the Chief Building Official and/or the Township Engineer. Where the lot grading remains incomplete and uncertified within twelve months from the date of permit issuance; the Township may cause the lot grading to be completed by expending the funds on deposit. The Owner/ Applicant shall sign a waiver allowing the Township to expend the funds to

undertake completion of the Lot grading, sod and seed in accordance with the above requirements as a requirement of the issuance of the building permit.

- 4.6 Fees associated with review of 2.8.6 may be subject to additional fees as prescribed in Schedule "B". Furthermore such fees may be required to be paid prior to issuance of a building permit or deducted from the provided lot grading deposit in 4.5 at the discretion of the Chief Building Official

SECTION 5 INSPECTIONS

5.1 NOTIFICATION OF INSPECTION

- 5.1.1 Subject to Section 8 of the *Building Code Act, 2005*, as amended, the person to whom a permit has been issued is responsible to and shall notify the Building Services Department the readiness for inspection. Upon notice, an inspector shall, not later than two business days after receipt of said notice undertake an inspection of the building to which the notice relates. If said notice is given for the readiness to inspect a sewage system, an inspector shall, not later than five days after receipt of notice, undertake an inspection of the stage of the construction of the sewage system. The time periods to above shall begin on the day following the day on which the notice was given and shall not include Saturday, Sundays and all other days the offices of the principal authority are not open for the transaction of business with the public.

The foregoing notification shall take place in advance of the following stages of construction:

- a) of the commencement of construction where upon issuance of a permit the Chief Building Official has indicated to the owner/applicant that a review of the soils is required prior to forming of the footings,
- b) readiness to construct footings, prior to the placement of concrete with any required reinforcement in place,
- c) readiness of test holes for inspection and this inspection shall not be undertaken unless the sewage system application is complete and attached to the permit application for which the system applies
 - i. readiness to construct sewage system and the owner, builder, contractor, or sewage system installer shall provide as built drawings of this system on site at the time of the inspection
- d) readiness of any foundation reinforcement requiring inspection in accordance with an approved design,
- e) readiness of the substantial completion of the footings and foundation including the placement of the drainage tile, drainage layer, parging, damp proofing or waterproofing and stone layer,
- f) the substantial completion of the installation of the sewage system, before the commencement of the backfilling,

- g) the completion of structural framing within the scope of Part 9 of the Ontario Building Code prior to the installation of insulation and air/vapour barrier, with heating ventilation, air conditioning and all plumbing systems roughed in,
- h) fireplace - before front of fireplace is installed and showing distances from fire box area to nearest combustible material and showing the construction between the throat and chimney prior to the chimney construction,
- i) the completion of any below concrete floor slab rough-in plumbing and/or rough-in plumbing above floor slab, including tests on all drains, wastes, vents and distribution system,
- j) readiness of all water services from the curb stop to the interior of any building,
- k) readiness of all sanitary sewer connections from the sanitary sewer lateral at the lot line to the interior of any building,
- l) after the completion of the installation of insulation including air/vapour barriers,
- m) roughing in of heating, ventilation, air conditioning systems,
- n) completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
- o) completion of all fire access routes,
- p) readiness and prior to occupancy of building or part thereof and water meter sealing and approval,
- q) where the building is not within the scope of Part 9 of The Ontario Building Code as amended, the completion of the structural framing; insulation and vapour barriers; roughing in of heating, ventilation, air conditioning and air contaminant extraction equipment, roughing-in of plumbing for each storey and, the inclusion of subclause (i) above.
- r) An inspection of lot prior to sodding or seeding to confirm minimum coverage of topsoil – as per Township of Springwater standards – is placed over the entire portion of the lot that has been disturbed by construction. Subsequent confirmation by inspection that the sod is installed or that seed is in and has germinated is required. Inspection of same to be performed by township engineer and/or other individual as approved by the Chief Building Official.
- s) Final inspection to be undertaken for each permit when all work has been completed.

5.1.2 Subject to the regulations, no person shall occupy or use or permit to be occupied or use any building or part thereof newly erected or installed:

- a) Until notice of the date of the completion of the building or part thereof is given to the Chief Building Official in writing;

- b) Until an inspection is made pursuant to such notice and an Occupancy Permit is issued; or
 - c) until any order made by an inspector under Section 12 of The Building Code Act is complied with.
 - d) Where a lot is not within an approved plan of subdivision, the Chief Building Official may approve the lot grading, topsoil, sod and seed or, if the Chief Building Official feels it necessary that the Township Engineer approve the lot grading he/she MAY require the owner/applicant to acquire the services of the Township Engineer at their expense for such approval.
 - e) Where the lot is within an approved plan of subdivision the Developer's engineer shall review and certify conformity of the lot grading to the approved lot grading and drainage plans and submit their certificate of the lot grading to the Township Engineer for final approval all at the owner's expense.
- 5.1.3 Where an inspection of a stage of construction is made pursuant to notification, and it is found at the time of the inspection that the construction stage is incomplete or otherwise does not meet the requirements of the *Building Code Act* as amended, the regulations thereunder and/or this By-Law, the inspector shall issue a written order stating the nature of the non-compliance and requiring that the order be carried out forthwith or within such time as he specifies and if deemed necessary, the inspector shall require a re-inspection notification for the same construction stage.

SECTION 6 SUMP PUMPS

- 6.1 All foundation drains on new single family dwellings shall be connected to a working sump pump and pumped to a dry well, storm sewer or drainage ditch except where gravity drainage can be achieved. If gravity drainage can be achieved the new dwelling unit shall, as a minimum, install a sump pit for possible future use.
- 6.2 Sump pumps shall drain to a drainage ditch or storm sewer system by direct piping and shall not be connected to a septic system or a sanitary sewer system.
- 6.3 A check valve shall be installed on the discharge side of the sump pump.

SECTION 7 MISCELLANEOUS

- 7.1 The conviction of an offender upon the breach of any provisions of this By-law shall not operate as a bar to a prosecution against the same offender upon any continued or subsequent breach of any provision and a Judge may convict any offender repeatedly for continued or subsequent breaches of the By-law, and the provisions of the Building Code Act, as amended from time to time, shall further apply to any continued or repeated breach of this By-law.

- 7.2 If any court of competent jurisdiction finds that any provisions of this By-law are ultra vires the jurisdiction of the Council or are invalid for any other reason, such provisions shall be deemed to be severable and shall not invalidate any of the other provisions of the By-law which shall remain in full force and effect.
- 7.3 Neither the granting of any permit, nor the approval of the drawing or any specifications, nor any inspections made by the Chief Building Official/Building Inspector, shall in any way relieve the owner of such building or the person responsible for the provision of service, labour or materials to the building from the full and sole responsibility for carrying out the work, or having the work carried out in accordance with the requirements of this By-law, The Ontario Building Code Act, as amended and the regulations made thereunder and any other applicable law.
- 7.6 Subject to Division C – Part 1 of The Ontario Building Code Regulations, as amended and notwithstanding any other provision of this By-law, the Chief Building Official/Building Inspector may issue an "Occupancy Permit" for buildings which are not fully completed at the date of the application for such permit, under such terms and conditions as in his/her discretion he/she deems advisable and upon payment of the prescribed fee as set out in Schedule "B".
- 7.7 Council shall appoint a Chief Building Official and such Inspectors as are necessary for the carrying out of this By-Law.
- 7.8 This By-Law is to be read in conjunction with all the Statutes referred to in the preamble hereto and in the event that there is a conflict between the provisions of this By-law and the provisions of The Building Code Act as amended, or its regulations, then the provisions of the latter prevail.
- 7.9 Where the context permits, words importing the singular number or the masculine gender also includes more persons, parties or things of the same kind than one, and females as well as males.

SECTION 8 PENALTIES

- 8.1 In addition to any other penalties prescribed by law, every person who:
- a) knowingly furnishes false information in any application under this By-Law, or
 - b) contravenes any provision of this By-Law,
- is guilty of an offence and is subject to a penalty pursuant to the *Provincial Offences Act*, R.S.O. 1990, c. P.33 in accordance with Section 36 of the *Ontario Building Code Act* 2006, as amended.

SECTION 9 CODE OF CONDUCT

- 9.1 All Building Services Department staff shall adhere to the Code of Conduct that has been adopted by the Township of Springwater.

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SECTION 10 REFUNDS

FUNCTION	PERCENTAGE REFUND
ADMINISTRATIVE ONLY	80%
ADMINISTRATIVE AND ZONING	70%
ADMINISTRATIVE, ZONING, TREASURY	60%
ADMINISTRATIVE, ZONING, TREASURY & PLANS EXAMINATION	40%
PERMIT ISSUED AND NO INSPECTIONS UNDERTAKEN	35%
NO PERMIT FEES SHALL BE REFUNDED IF ANY INSPECTIONS HAVE BEEN UNDERTAKEN	0%
MINIMUM REFUND (No refund to be process if less then..)	\$35.00

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SECTION 11

All plans shall be drawn to scale in the following formats:

HOUSING AND OTHER SMALL BUILDINGS OR STRUCTURES

Site or Lot Grading Plans	1/16" = 1ft	or	1:200
Floor Plans	1/4" = 1 ft		1:50
Elevations	1/4" = 1 ft		1:50
Sections	1/8" = 1ft		1:100

ALL OTHER PROJECTS

Site or Lot Grading Plans	1/4" = 1 ft		1:50
Floor Plans	1/4" = 1 ft		1:50
Elevations	1/8" = 1ft		1:100
Sections	1/8" = 1ft		1:100
Mechanical Plans	1/4" = 1 ft		1:50