

The Corporation of the Township of Douro-Dummer

By-law Number 2024-31

Building By-law

Being a By-law to Provide for the Administration and Enforcement of the Building Code Act, 1992 within the Township of Douro-Dummer and to repeal By-law 2021-74

Whereas section 7 of the Building Code Act, 1992, S.O. 1992, c. 23, authorizes the Council of a municipality to pass certain By-laws prescribing classes of permits, permit application documents, fees, inspections and other related matters; and

Now therefore the Council of The Corporation of the Township of Douro-Dummer enacts as follows:

Section 1 Definitions and Interpretation

- 1.(1) This By-law may be cited as the Building By-law.
- 1.(2) Definitions: In this By-law
 - 1.(2)(a) "Act" means the Building Code Act, 1992, S.O. 1992, c. 23;
 - 1.(2)(b) "Alternative Solution" means a substitute for an acceptable solution, proposed by an applicant pursuant to Division A, article 1.2.1.1. of the Ontario Building Code;
 - 1.(2)(c) "As Constructed Plans" means as constructed plans as defined in the Building Code;
 - 1.(2)(d) "Applicant" means a person who applies for a permit and includes any person authorized by an owner to apply for a permit on the owner's behalf;
 - 1.(2)(e) "Architect" means a holder of a licence, a certificate of practice, or a temporary licence under the Architects Act, R.S.O. 1990, c. A.26;
 - 1.(2)(f) "Building" means a building as defined in subsection 1(1) of the Act;
 - 1.(2)(g) "Building Code" means the regulations made under section 34 of the Act;
 - 1.(2)(h) "Chief Building Official" means the person appointed by the Council as the Chief Building Official for the purpose of enforcement of the Act or the Designate acting in the capacity of the Chief Building Official from time-to-time;
 - 1.(2)(i) "Construction value" means the total cost of a project to the owner, at current fair market value, for all construction materials and labour required for the project, whether it is completed by owner or others;
 - 1.(2)(j) "Council" means the Council of the Corporation of the Township of Douro-Dummer;
 - 1.(2)(k) "Deficient Permit" means a permit in respect of which:
 - 1.(2)(k)(i) an inspection notice or order to comply has been issued by an inspector, or
 - 1.(2)(k)(ii) an inspection required under the Building Code or this By-law that has not been arranged

- 1.(2)(k)(iii) and six months or more have elapsed after the date the notice was issued or the inspection was required;
- 1.(2)(l) "Designer" means a person designated under 1.1(2) of the Act, which includes an Architect, Professional Engineer or a person who meets the requirements set out in the Building Code including those who are exempt.
- 1.(2)(m) "Holiday" means days when the offices of the Township of Douro-Dummer are not open for transaction of business with the public;
- 1.(2)(n) "Inspector" means an inspector appointed by By-law by the Corporation of the Township of Douro-Dummer for the purposes of enforcement of the Act;
- 1.(2)(o) "Owner" means the registered owner of the land upon which is located, or will be located, the building or part thereof for which an application for a permit is, or has been made;
- 1.(2)(p) "Permit" means permission or authorization given, in writing, by the Chief Building Official:
 - 1.(2)(p)(i) to perform work regulated by the Act or the Building Code or both;
 - 1.(2)(p)(ii) to change the use of a building or part of a building as regulated by the Act or the Building Code or both, or
 - 1.(2)(p)(iii) to occupy a building or part thereof;
- 1.(2)(q) "Permit Holder" means an owner to whom a permit has been issued, or where a permit has been transferred, the transferee;
- 1.(2)(r) "Professional Engineer" means a person who holds a licence or a temporary licence under the Professional Engineers Act, R.S.O. 1990, c. P.28;
- 1.(2)(s) "Township" means The Corporation of the Township of Douro-Dummer.
- 1.(3) Any word or term not defined in this By-law shall have the meaning ascribed to it in the Act or the Building Code. Terms not defined in the By-law, the Act or the Building Code shall be interpreted and applied in accordance with their plain and ordinary meanings.
- 1.(4) The schedules attached to this By-law shall form an integral part of this By-law and shall be enforceable as such.
- 1.(5) All references to statutes, regulations or by-laws in this By-law shall refer to such statutes, regulations or by-laws as amended, extended, re-enacted or replaced from time to time, which are applicable within the Province of Ontario.
- 1.(6) If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law shall be considered to be severed from the balance of the By-law, which shall continue to operate in full force and effect.

Section 2 Classes of Permits

- 2.(1) Classes of permits with respect to the construction, demolition, building relocation, conditional permit, change of use, occupancy of buildings and the associated permit fees, shall be set out in Schedule A to this By-law.

Section 3 Permit Applications and Issuance

- 3.(1) Classes of Permits: An Applicant shall file a complete application on the form prescribed by the Act together with the applicable requirements set out in Sections 3.(2) to 3.(7) of this By-law.
- 3.(2) Building Permits: Every application for a building permit under subsection 8(1) of the Act shall,
 - 3.(2)(a) identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;
 - 3.(2)(b) be accompanied by the plans, specifications, documents and other information prescribed in Section 4; and
 - 3.(2)(c) be accompanied by the appropriate fee calculated in accordance with Schedule A.
- 3.(3) Demolition Permits: Every application for a demolition permit under subsection 8(1) of the Act shall,
 - 3.(3)(a) identify and describe in detail the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a permit is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
 - 3.(3)(b) be accompanied by the plans, specifications, documents and other information prescribed in Section 4;
 - 3.(3)(c) be accompanied by the appropriate fee calculated in accordance with Schedule A;
 - 3.(3)(d) be accompanied by confirmation that arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and
 - 3.(3)(e) the Owner will comply with the Township's property standards By-law at all stages of the demolition as is reasonable for the circumstances, determined by the Chief Building Official.
- 3.(4) Conditional Building Permits: Every application for a conditional building permit under subsection 8(3) of the Act shall,
 - 3.(4)(a) comply with the requirements set out in Section 3.(2) in this By-law; and
 - 3.(4)(b) be accompanied by,
 - 3.(4)(b)(i) a written statement from the applicant explaining why the applicant believes that unreasonable delays in construction would occur if a conditional building permit is not issued;
 - 3.(4)(b)(ii) a written acknowledgement from the applicant of the necessary approvals which must be obtained in respect of the proposed construction and the time period in which such approvals shall be obtained by the applicant;
 - 3.(4)(b)(iii) a written agreement, in a form provided by the Chief Building Official, executed by the applicant, the owner and such other necessary persons the Chief Building Official determines for the purposes set out in clause 8(3)(c) of the Act;
 - 3.(4)(b)(iv) The deposit of securities in an amount reasonable to the Chief Building Official in accordance with sub-clause 8(3)(c)(v) of the Act; and
 - 3.(4)(b)(v) the conditional permit fee in accordance with Schedule A.
- 3.(5) The Chief Building Official is hereby authorized to execute the written agreement referred to in clause 3.(4)(b)(iii) of the Act on behalf of the Township.

- 3.(6) Change of Use Permits: Every application for a change of use permit under subsection 10(1) of the Act shall,
 - 3.(6)(a) identify and describe in detail the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;
 - 3.(6)(b) be accompanied by plans and specifications which show the current and proposed occupancy of all parts of the building and other information prescribed in Section 4; and
 - 3.(6)(c) be accompanied by the appropriate fee in accordance with Schedule A;
- 3.(7) Occupancy Permits for Unfinished Buildings: Every request for authorization to occupy an unfinished building under Division C, Article 1.3.3.1. of the Building Code shall,
 - 3.(7)(a) identify and describe in detail the occupancy, the date of such occupancy, and the building or part thereof for which the request for a permit is made;
 - 3.(7)(b) be accompanied by plans which show the areas of the proposed occupancy; and
 - 3.(7)(c) if request is made after occupancy occurs, be accompanied by the minimum permit fee in accordance with Schedule A.
- 3.(8) Every request for authorization to occupy an unfinished building under Division C, article 1.3.3.4. of the Building Code shall,
 - 3.(8)(a) identify the building or part thereof for which the request for a permit is made; and
 - 3.(8)(b) if request is made after occupancy occurs, be accompanied by the administration fee in accordance with Schedule A.
- 3.(9) No Implied Future Permits: The Chief Building Official shall not, by reason of the issuance of a Conditional Permit or a Partial Permit, be under any obligation to grant any further Permits.
- 3.(10) Revision to Issued Permit: Should a permit holder wish to make any material change to any plan, specification, document or other information on the basis of which the permit was issued, the permit holder shall file an application for a revision to the permit which describes the material changes, and shall pay the fee set out in Schedule A.
- 3.(11) Incomplete Permit Applications: An application shall be deemed not to be complete according to Division C, sentence 1.3.1.3.(5) of the Building Code, where any of the applicable requirements of Sections 3.01 to 3.07 have not been complied with.
- 3.(12) Abandoned Permit Applications: An application for a permit shall be deemed to have been abandoned by the applicant where,
 - 3.(12)(a) the application is incomplete according to Section 3.(12) and remains incomplete six months after it was submitted;
 - 3.(12)(b) six months have elapsed after the applicant was notified that the proposed building, construction, demolition or change of use will not comply with the Act or the Building Code or will contravene any other applicable law; or
 - 3.(12)(c) the application is determined to comply with the Building Code and all applicable law, and six months have elapsed from the date upon which the applicant was notified that a permit was available to be issued.
- 3.(13) Where an application is deemed abandoned, all submitted plans, specifications and documents shall be disposed of, or upon written request from the applicant, returned to the applicant.

- 3.(14) Transfer of Permits: If the owner of the land changes after a permit has been issued, the permit may be transferred to the new owner (the "transferee") of the lands where an application is filed with the Township in writing, in accordance with this section and shall include,
- 3.(14)(a) proof of ownership of the lands by the transferee satisfactory to the Chief Building Official;
 - 3.(14)(b) confirmation that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified and described on the application of the permit;
 - 3.(14)(c) the name, address, telephone number, facsimile number and email address of the proposed designer, and their qualifications as required by the Building Code, where they are different from those identified in the application for the permit, or a written confirmation from the designer, that they have been retained to continue to provide design services in respect to the project;
 - 3.(14)(d) where the proposed transferee is a builder as defined in the Ontario New Home Warranties Plan Act, the proposed transferee's registration number under that statute; and
 - 3.(14)(e) the appropriate fee in accordance with Schedule A.
- 3.(15) Upon the issuance of transfer of a permit to the transferee, the transferee shall be deemed to be the permit holder and the original permit holder shall have no further rights or obligations under the permit save and except for any obligations set out in any agreements entered into for the purposes of clause 8(3)(c) of the Act.

Section 4 Plans and Specifications

- 4.(1) Every applicant shall submit sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed building, construction, demolition or change of use will contravene the Act, the Building Code or any other applicable law.
- 4.(2) The Chief Building Official shall determine the plans, specifications, documents and other information required to be submitted with an application in order to deem it complete according to Division C, section 1.3. of the Building Code, having regard for the scope of the proposed work and the requirements of the Building Code, the Act, other applicable law and the requirements of this Section.
- 4.(3) Plans, specifications, documents and other information shall be submitted electronically in a suitable format required by the Municipality, and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale. For accessibility reasons or accommodations, the Chief Building Official shall be informed so as to make alternative arrangements for submission as needed.
- 4.(4) Site plans submitted by an applicant shall be referenced to a current plan of survey prepared and certified by an Ontario Land Surveyor, and a copy of the survey shall accompany the site plan submission, except where the Chief Building Official waives the requirement to do so.
- 4.(5) The Chief Building Official may require that, upon the completion of the foundation for a building, the applicant submit confirmation from an Ontario Land Surveyor certifying the location and elevation of the top of the foundation wall and confirming general conformity with the approved site plan and/or grading plan, prior to further construction taking place.

- 4.(6) During construction or upon the completion of the construction of a building, or part of a building, the Chief Building Official may require submission of as constructed plans of the building or part of a building, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building.

Section 5 Authorization of Alternative Solutions

- 5.(1) Where the prescriptive requirements or acceptable solutions of Division B of the Building Code are not met, the Chief Building Official may approve an alternative solution under Division C, Part 2 of the Building Code. An alternative solution proposal may be requested for a system or building design at the time of permit application, or if a material change is necessary to a plan, specification, document or other information on the basis of which a permit is issued. The applicant shall submit,
- 5.(1)(a) a completed "Application for an Alternative Solution" on the form available from the Chief Building Official;
 - 5.(1)(b) a description of the applicable objectives, functional statements and acceptable solutions;
 - 5.(1)(c) a description of the proposed material, system or building design for which authorization is sought;
 - 5.(1)(d) supporting documentation demonstrating that the proposed material, system or building design will provide the level of performance required by the Building Code; and
 - 5.(1)(e) payment of the required fee as set out in Schedule A.
- 5.(2) The Chief Building Official may accept or reject any proposed alternative solutions and may impose conditions or limitations on their use.
- 5.(3) Alternative solutions that are accepted under this section shall be applicable only to the location and limitations described in the application, and are not transferable to any other permit.

Section 6 Fees and Refunds

- 6.(1) The Chief Building Official, or designate, shall determine the fee to be paid with every permit application, calculated in accordance with Schedule A and the fee shall be due and payable, in full, upon the submission of the application for a permit.
- 6.(2) Where an application for a permit is subject to additional fees prescribed by the Township, the fees so prescribed shall be paid in addition to the fees set out in Schedule A.
- 6.(3) Any person or Corporation who commences Construction, Demolition or Change of Use of a building before the submission of an application for a permit or before receiving a permit, 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.
- 6.(3)(a) For clarity, construction has the same definition as in the Act, and includes excavation in preparation of construction, or the grading or placement of fill prior to excavation.
- 6.(4) Fee Refunds: Where an application for a permit is withdrawn, in writing, abandoned or where a permit is denied or revoked by the Chief Building Official, upon written request of the applicant, the Chief Building Official shall determine what proportion of the permit fees, if any, may be refunded in accordance with this Section, based upon the functions undertaken by the Township, as follows:

- 6.(4)(a) Eighty-five (85%) percent of the permit fee paid if the application is withdrawn or abandoned after the permit is entered on the Township's permit control system;
 - 6.(4)(b) Seventy-five (75%) percent of the permit fee paid if the application is withdrawn or abandoned after internal departmental circulation (i.e. zoning, site plan control, grading, etc.);
 - 6.(4)(c) Sixty-five (65%) percent of the permit fee paid if the application is withdrawn or abandoned after preliminary plans review has been performed;
 - 6.(4)(d) Fifty (50%) percent of the permit fee paid if the application is withdrawn or abandoned after final plans review has been completed; and
 - 6.(4)(e) Twenty-five (25%) percent of the permit fee paid if the application is withdrawn or abandoned after the permit has been issued.
- 6.(5) Minimum fees and set fees are non-refundable.
- 6.(6) Any amount authorized by the Chief Building Official to be refunded shall be paid to the person named on the fee receipt issued by the Township upon original payment of the fee, unless that person directs, in writing, that it be refunded to another person.
- 6.(6)(a) In the event of a refund for a transferred permit, the refund shall be made to the transferee under Section 3.(14).
- 6.(7) Where Refunds Not Available: No refund of any portion of the permit fee paid shall be made in the following circumstances:
- 6.(7)(a) Where any construction or demolition has commenced;
 - 6.(7)(b) Where at least one (1) field inspection has been made, which includes an inspection or site visit conducted before the permit has been issued;
 - 6.(7)(c) Where the calculation in accordance with Section 6.(4) yields a payment of less than sixty (\$60.00) dollars;
 - 6.(7)(d) Where a permit was revoked; and
 - 6.(7)(e) In circumstances where the application has been deemed to have been abandoned in accordance with Section 3.(12) of this By-law, and the applicant has not contacted the Township for a period of longer than three (3) months.
- 6.(8) Changing Permit Fees: Subject to the requirements of Division C, article 1.9.1.2 of the Building Code, the fee rates within Schedule A of this By-law are subject to annual adjustment as is necessary.
- 6.(9) The municipality shall maintain a reserve account for Building Department use as required and permitted section 7 of the Act.
- 6.(10) Pursuant to subsection 7(8.1) of the Act and section 398 of the Municipal Act, 2001, outstanding or unpaid fees may be added to the tax roll to be collected in a like manner. This would include fees for a permit application that was submitted without the fee having been paid, subject to the applicable refund under Section 6.(4), with the balance being added to the tax roll for the subject property.
- 6.(11) For projects which fees are calculated based on Construction Value, the amount to be reported as Construction Value will be the greater of the reported Construction Value on the Building Permit Application, or the fee calculated based on the Minimum Construction Costs Table listed in Schedule A as amended.
- 6.(12) The Minimum Construction Costs Table shall be established based on the RS Means construction data for the preceding year.

Section 7 Inspection Notices

- 7.(1) A notice required to be given by a permit holder to the Chief Building Official pursuant to Division C, subsection 1.3.5. of the Building Code shall be given to the Chief Building Official at least two days in advance of the construction stage in which notice is being given. For the purpose of inspection notices, the term day means any Monday, Tuesday, Wednesday, Thursday or Friday but would not include a holiday or days that the Municipal office is closed.
- 7.(2) A notice given to the Chief Building Official, pursuant to subsection 1.3.5. of Division C of the Building Code and this Section shall not be effective until actually received by the Chief Building Official, inspector or registered code agency as the case may be.
- 7.(3) In addition to the notices prescribed by the Building Code, the permit holder shall also give notice to the Chief Building Official or registered code agency of the following stages of construction:
 - 7.(3)(a) commencement of construction of,
 - 7.(3)(a)(i) the building;
 - 7.(3)(a)(ii) masonry fireplaces and masonry chimneys;
 - 7.(3)(a)(iii) factory-built fireplaces and allied chimneys; or
 - 7.(3)(a)(iv) stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys.

Section 8 Revocation of Permits

- 8.(1) Notice of revocation: Prior to revoking a permit under subsection 8(10) of the Act, the Chief Building Official may serve a notice by personal service, electronic service or registered mail at the last known address to the permit holder.
- 8.(2) Deferral of revocation: A permit holder may, within thirty (30) days from the date of service of the notice under this part, request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regard to changes in the Act, Building Code, or other applicable law may allow the deferral, in writing subject to the payment of fees as detailed within Schedule A of this By-law.

Section 9 Sewage System Maintenance Inspection Program

- 9.(1) In accordance with section 7 of the Act and as required by article 1.10.2.2. in Division C of the Building Code, the Chief Building Official is delegated the authority to develop and administer the Township's On-Site Sewage System Maintenance Program. Details of this program are set out in Schedule B of this By-law.
- 9.(2) Existing on-site sewage systems, described in the Township's On-Site Sewage System Maintenance Program, shall be inspected in accordance with the timeframes set out Schedule B. Fees for municipal inspections and administration are set out in Schedule A of this By-law.

Section 10 Code of Conduct

- 10.(1) The Code of Conduct required pursuant to section 7.1 of the Act is established out by Township of Douro-Dummer Policy P4 - Code of Conduct – Chief Building Official

Section 11 Enforcement and Penalties

11.(1) No person shall:

- 11.(1)(a) Construct a building without a permit contrary to subsection 8(1) of the Act;
- 11.(1)(b) Cause construction of building without a permit contrary to subsection 8(1) of the Act;
- 11.(1)(c) Demolish a building without a permit contrary to subsection 8(1) of the Act;
- 11.(1)(d) Cause demolition of a building without a permit contrary to subsection 8(1) of the Act;
- 11.(1)(e) Change plans without authorization contrary to subsection 8(12) of the Act;
- 11.(1)(f) Construct a building not in accordance with plans contrary to subsection 8(13) of the Act;
- 11.(1)(g) Change the use of a building without a permit contrary to subsection 10(1) of the Act;
- 11.(1)(h) Occupy a building newly erected without notice or inspection contrary to subsection 11(1) of the Act;
- 11.(1)(i) Obstruct or remove a posted order without authorization contrary to section 20 of the Act;
- 11.(1)(j) Furnish false information on an application for a permit contrary to clause 36(1)(a) of the Act;
- 11.(1)(k) Commence demolition before a building has been vacated contrary to Division C, sentence 1.3.1.1.(4) of the Building Code;
- 11.(1)(l) Fail to post a permit on the construction site contrary to Division C, article 1.3.2.1. of the Building Code;
- 11.(1)(m) Fail to post a permit on the demolition site contrary to Division C, article 1.3.2.1. of the Building Code;
- 11.(1)(n) Occupy an unfinished building without a permit contrary to Division C, sentence 1.3.3.1.(1) of the Building Code;
- 11.(1)(o) Fail to provide notification of construction phase contrary to Division C, sentence 1.3.5.1.(2) of the Building Code;
- 11.(1)(p) Hinder or obstruct or attempt to hinder or obstruct a chief building official or an inspector contrary to subsection 19(1) of the Act.

11.(2) No person shall fail to comply with:

- 11.(2)(a) An order to comply made by an Inspector under subsection 12(2) of the Act;
- 11.(2)(b) An order not to cover made by an Inspector under subsection 13(1) of the Act;
- 11.(2)(c) An order to uncover made by an Inspector under subsection 13(6) of the Act;
- 11.(2)(d) A stop work order made by the Chief Building Official under subsection 14(4) of the Act;
- 11.(2)(e) An order to remedy an unsafe building made by an Inspector under subsection 15.9(4) of the Act;
- 11.(2)(f) An order prohibiting use or occupancy of an unsafe building made by the Chief Building Official under subsection 15.9(6) of the Act; and
- 11.(2)(g) An order to repair a dangerous building made by the Chief Building Official under subsection 15.10(1) of the Act.

- 11.(3) Every person who contravenes any provision of this By-law, the Building Code, or the Act or is party to such contravention is guilty of an offence and upon conviction is liable to a fine, in accordance with section 36 of the Act with respect to offences arising from Sections 10.(1) and 10.(2) of this By-law; or otherwise as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33.
- 11.(4) Every person who hinders or obstructs a person lawfully carrying out the enforcement of the By-law is guilty of an offence.

Section 12 Administration and Effective Date

- 12.(1) The Chief Building Official is responsible for the administration of this By-law.
- 12.(2) The Chief Building Official shall review the By-law as required or as coinciding with the amendments to the Building Code to ensure compliance.
- 12.(3) That By-law 2021-74 is hereby repealed effective June 4, 2024, notwithstanding that the fees already in effect are the same as those prescribed under Schedule A to this By-law.
- 12.(4) This By-law shall come into force on June 4, 2024, save and except for Schedule B of this By-law which is retroactive and effective as of January 1, 2020.

Passed in open council this 4th day of June 2024.

Mayor, Heather Watson

Clerk, Martina Chait-Hartwig

The Corporation of the Township of Douro-Dummer
Schedule A to By-law Number 2024-31, Respecting
2024 Building Department Fee Schedule

2024 Building Department Fee Schedule		
Row	Classification / Category	Fee
1	Dwelling	\$14.50 / \$1000 of construction value
2	Cottage (Islands/WAO)	\$14.50 / \$1000 of construction value
3	Commercial	\$14.50 / \$1000 of construction value
4	Industrial	\$14.50 / \$1000 of construction value
5	Institutional	\$14.50 / \$1000 of construction value
6	Agricultural	\$3.63 / \$1000 of construction value
7	Boathouse	\$14.50 / \$1000 of construction value
8	Garage	\$14.50 / \$1000 of construction value
9	Shed	\$14.50 / \$1000 of construction value
10	Open Deck	\$14.50 / \$1000 of construction value
11	Enclosed Deck	\$14.50 / \$1000 of construction value
12	Residential Addition	\$14.50 / \$1000 of construction value
13	Residential Renovation	\$14.50 / \$1000 of construction value
14	ICI Addition	\$14.50 / \$1000 of construction value
15	ICI Renovation	\$14.50 / \$1000 of construction value
16	Swimming Pools	\$225
17	Solid Fuel Burning Appliance and/or Chimney	\$225
18	Moving/Relocating Building	\$225
19	Construction Trailer (includes <4.5m ² deck)	\$225
20	Demolition (1 building)	\$225
21	Demolition (>1 building, per building)	\$200 per building
22	Change of Use (no Construction)	\$500
23	Transfer Permit (Ownership Change)	\$225
24	Plumbing Residential <10 fixtures	\$225
25	Plumbing Residential >=10 fixtures	\$400
26	Plumbing Commercial	\$575
27	Minimum Fee	\$225
28	Minimum Deck Fee	\$120
29	Tent Permit (temporary)	\$0
30	Construction commenced without a permit having been issued, including site preparation or excavation	Double calculated permit fee
31	Order to Comply	\$225
32	Stop Work Order	\$450
33	Order Not to Cover	\$225
34	Order to Uncover	\$450
35	Unsafe Building Order	\$675
36	Order Requiring Tests and Samples	\$450
37	CBO Determined Minor	\$60
38	Permit Renewal – Due annually on January 1, after one full calendar year of permit being issued*	\$200*
39	Additional Inspection – more than two of any type of inspection or as deemed necessary by CBO	\$225
40	Additional Review or Re-issuance of Building Permit	\$225

* This fee may be waived at the discretion of the Chief Building Official.

Category	Type	Fee
Sewage System Permits	Class 2 Sewage System (Greywater System)	\$ 375.00
	Class 3 Sewage System (Cesspool)	\$ 375.00
	Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$ 750.00
	Class 4 Sewage System, design capacity greater than 4500 litres per day and less than 10,000 litres per day	\$ 1050.00
	Class 4 Tank replacement only	\$ 375.00
	Class 4 Bed replacement only (or repair)	\$ 375.00
	Class 5 Sewage System (Holding Tank)	\$ 750.00
Renovation / Change of Use	Existing system review for renovation/additions/change of use (if sewage system permit required, this fee is waived)	\$ 250.00
Planning Applications	Minor Variances / Zoning By-law amendments requiring a site visit	\$ 175.00
	Severance / Subdivision (per lot)	\$ 175.00
Copies	Copies of closed permits	\$ 45.00

Re-inspections	Mandatory re-inspections (Source Water Protection Plan) - Type 1	\$ 75.00
	Mandatory re-inspections (Source Water Protection Plan) - Type 2	\$ 300.00
	Mandatory re-inspections (Discretionary) - Type 1	\$ 150.00
	Mandatory re-inspections (Discretionary) - Type 2	\$ 300.00

The Corporation of the Township of Douro-Dummer
Schedule B to By-law Number 2024-31, Respecting
Sewage System Maintenance Inspection Program

This amendment is retroactive to January 1, 2020.

1. Introduction

The Building Code Act, 1992 (BCA) and the Building Code, Ontario Regulation 332/12 regulate the design, construction and renovation of treatment systems which are located wholly on the property which they serve (i.e. "on-site") and have a design sewage capacity of 10,000 litres/day or less. Such systems typically provide treatment for smaller buildings such as houses, cottages, and small businesses.

The Building Code establishes and governs mandatory on-site sewage system maintenance inspection programs, to be administered in certain areas by local enforcement bodies having jurisdiction. The Building Code also governs discretionary on-site sewage system maintenance inspection programs established by local enforcement bodies.

2. Mandatory Inspections

The Building Code prescribes that all sewage systems wholly or partly located within a vulnerable area that are located in a source protection area are required to be regularly inspected for compliance with the requirements of Section 8.9. of Division B of the Building Code.

The properties, located within the Township of Douro-Dummer, to be inspected under the Mandatory Maintenance Inspection Program, are shown in the Trent Conservation Coalition (TCC) Source Protection Region Maps.

3. Discretionary Inspections

The Building Code allows for properties located outside of the Mandatory Inspection area to be subject to a Sewage System Maintenance Inspection Program.

The Township's Discretionary Sewage Inspection Program applies to all on-site sewage systems not covered under the Mandatory Inspections.

4. Authority for Inspections

Sewage system maintenance inspections are generally intended to determine whether a sewage system is in substantial compliance with the operation and maintenance requirements outlined in Division B, Section 8.9. of the Building Code.

The Owner may retain their own qualified inspector to complete the inspection and file the Certificate. The completed certificate shall be provided to the Chief Building Official 1 week prior to the Township's scheduled date of inspection and shall be on a form prescribed by the Ministry of Municipal Affairs and Housing (Appendix B - Mandatory and Appendix C - Discretionary).

5. Fees

A Sewage System Maintenance Inspection Program fee for affected properties shall be assessed in accordance with Schedule A of the Building By-law. Fees

will be based on two types of inspections: Type 1 Inspections, and Type 2 Inspections:

- **Type 1 Inspection:** the property owner has completed the questionnaire on time, and the lids to the septic system are exposed for inspection
- **Type 2 Inspection:** the property owner fails to complete the questionnaire, or they do not uncover the lids by the date of the inspection, or a second inspection/site visit is required.

An invoice will be provided to the Owner by mail following the completion of the inspection(s) and it is payable by December 31st of the year that it was issued. Unpaid amounts will be added to the tax account for the following year to be collected in accordance with the Act.

The fees for Zone 2 are waived due to the inability to lift the lids on the septic tanks and complete a full review of the system.

6. Frequency

a) Mandatory Maintenance Inspection

All identified properties every 5 years starting in 2020

b) Discretionary Maintenance Inspection

The Township has been divided into 10 zones (Appendix A). The program is to commence in 2020, and a different Zone is to be completed each calendar year (Appendix A). The program will capture any systems installed prior to 2014, or that are 10 years of age or greater.

In consultation with Council, the Chief Building Official may temporarily suspend the program if deemed necessary.

7. Notification

The Township will provide notification, to the Owners deemed to be part of the Sewage System Maintenance Inspection Program in the corresponding calendar year. Other properties may be added to the Sewage System Maintenance Inspection Program over time.

8. Enforcement

If the Building Code or the Act is contravened or signs of possible future problems are detected, the inspector will follow-up on those matters with the owner. If an inspector finds that an on-site sewage system is malfunctioning or failing or has malfunctioned or failed, the Inspector will assess the severity of the matter. The inspector may require additional inspections, investigations, tests, reports or other services at the owner's cost to determine the condition of an on-site sewage system.

The Inspector may issue an order in accordance with the Act and the Building Code to notify the owner of the problem and provide direction to the owner to correct the deficiency. Where an on-site sewage system is beyond repair, a new system may need to be constructed. Non-functioning sewage systems may cause bacterial contamination of our local water supply, which in turn may lead to illness, or in rare cases, even death. A building may be considered to be an unsafe building, as defined in subsection 15.9(3) of the Act, if a sewage system is not maintained or operated in accordance with the Act, and the Chief Building Official may prohibit occupancy.

Appendix A

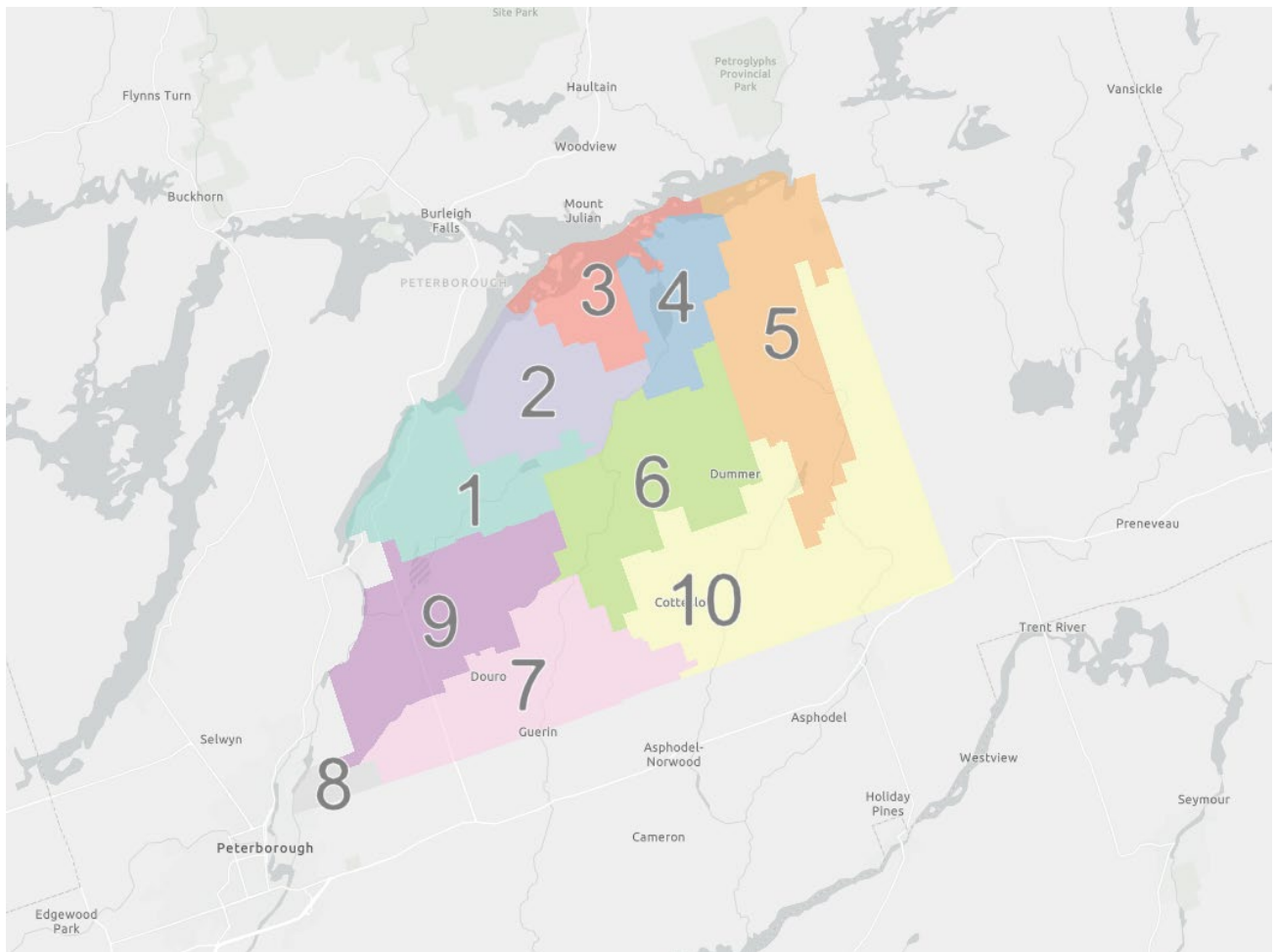


Figure 1 Septic Reinspection Zones for Douro-Dummer (Discretionary)

Zone Schedule

2020	Zone 1
2021	Zone 2 ⁽¹⁾
2022	Suspended
2023	Suspended
2024	Zone 3
2025	Zone 4
2026	Zone 5
2027	Zone 6
2028	Zone 7
2029	Zone 8
2030	Zone 9
2031	Zone 10

⁽¹⁾ Fees waived (see fees)

Appendix B

Certificate Mandatory Sewage System Maintenance Inspection

Program (pursuant to Article 1.10.2.5 of Division C of the Building Code)

Certificate Number: _____

Date Certificate Issued: _____

Address of Property on which Sewage System is Located: (hereinafter called the "Property")

Owner of Property on which Sewage System is Located:

Certificate issued to (name and address of Principal Authority):

Certification

Person Signing Certificate:

(Name, Address, Business telephone number, Building Code Identification Number, if applicable)

I certify that:

- (a) I am a person described in Sentence 1.10.1.3.(3) of Division C of the Building Code.
- (b) I have conducted an inspection of the sewage system located at the Property.
- (c) I am satisfied on reasonable grounds that the sewage system located on the Property is in compliance with the requirements of Section 8.9 of Division B of the *Building Code*.

Certificate issued by:

Name: _____

Complete as applicable:

BCIN: _____

- I am the holder of a licence, a certificate of practice or a temporary licence under the *Architects Act*.
- I am a person who holds a licence or a temporary licence under the *Professional Engineers Act*.

Signature: _____ Date: _____

This certificate is approved by the Minister of Municipal Affairs and Housing under the *Building Code Act, 1992*

[Personal information contained in this form and schedules is collected under the authority of clause 34(2.2)(d) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-8666.]

Appendix C

Person Signing Certificate

(Name, Address, Business telephone number, Building Code Identification Number, if applicable)

Certificate

Discretionary Sewage System Maintenance Inspection Program

(pursuant to Article 1.10.1.3. of Division C of the Building Code)

Certificate Number: _____ **Date Certificate Issued:** _____

Address of Property on which Sewage System is Located: (hereinafter called the "Property")

Owner of Property on which Sewage System is Located:

Certificate issued to (name and address of Principal Authority):

Certification

I certify that:

- (a) I am a person described in Sentence 1.10.1.3.(3) of Division C of the Building Code.
- (b) I have conducted an inspection of the sewage system located at the Property.
- (c) I am satisfied on reasonable grounds that the sewage system located on the Property is in compliance with the standards enforced by the maintenance inspection program in relation to sewage systems established by [name of Principal Authority] under clause 7 (1)(b.1) of the *Building Code Act, 1992*.

Certificate issued by:

Name: _____

Complete as applicable:

- BCIN _____
- I am the holder of a licence, a certificate of practice or a temporary licence under the *Architects Act*.
- I am a person who holds a licence or a temporary licence under the *Professional Engineers Act*.

Signature: _____

Date: _____

This certificate is approved by the Minister of Municipal Affairs and Housing under the *Building Code Act, 1992*

[Personal information contained in this form and schedules is collected under the authority of clause 34(2.1)(c) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.]