



The Corporation of The Township of King

By-Law Number 2025-068

A By-law under the Building Code Act respecting construction, demolition and Change of Use Permits and Inspections referred to as the “Building By-law”

Whereas Section 7 of the Building Code Act, 1992 S.O., Chapter 23 as amended, empowers Council to pass certain By-Laws respecting construction, demolition, change of use, transfer of permits, inspections, the setting and refunding of fees, and related matters; and

Whereas the Council of the Corporation of the Township of King desires to repeal By-Law 2021-060, as amended and enact a new Building By-Law respecting construction, demolition and change of use permits and inspections and related matters, including the charging of fees;

Now Therefore the Council of The Corporation of the Township of King enacts as follows:

Part 1

DEFINITIONS

1. Definitions In this By-Law.

“Act” means the Building Code Act, 1992, S.O. 1992, c.23, as amended.

“Agricultural occupancy” means the occupancy of a building or part thereof which does not contain a residential occupancy, and that is located on lands that is associated with and devoted to the practice of farming, and is used for the purpose of producing crops, raising farm animals, or preparing, marketing, storing or processing agricultural products.

“Alternative Solution” shall have the meaning set out in the Building Code.

“Applicable Law” shall have the meaning set out in the Building Code

“Applicant” means the Owner of a Building or property who applies for a Permit, or any person authorized by the Owner to apply for a Permit on the Owner's behalf, or any person or corporation empowered by statute to cause the construction or demolition of a Building or Buildings and anyone acting under the authority of such person or corporation.

“Application” means a formal request in the methods prescribed by the Township for the review and approval of proposed works but is not a building permit.

“Architect” means the holder of a license, certificate of practice or a temporary license under the Architects Act as defined in the Building Code.

“Building” means a building as defined in the Building Code and Act, 1992, as amended.

“Building Code” means the regulations made under section 34 of the Act.

“Chief Building Official” means a Chief Building Official appointed by Council under section 3 of the Act for purposes of enforcement of the Act and this By-Law.

“Construct” means to Construct as defined in subsection 1(1) of the Act.

“Construction value” means the value prescribed by the Chief Building Official to represent the total value of all work, services, and materials associated with the

construction for which a permit is applied.

“Corporation” means the Corporation of the Township of King.

“Demolish” means to do anything in the removal of a Building or any material part thereof as defined in subsection (1) of the Act.

“Farm Building” means a Building or part thereof that contains an agricultural occupancy and includes but not limited to produce storage and packing facilities, livestock and poultry housing, milking centres, manure storage facilities, grain bins, silos, feed preparation centres, farm workshops, greenhouses, farm retail centres, and horse riding, exercise and training facilities. Farm buildings may be classed as low or high human occupancy depending on the occupant load.

“Floor Area”, when used to calculate fees payable under this By-Law, means with reference to a Building the total Floor Area within a Building which area is measured between the exterior faces of the exterior walls or to the center line of firewalls and/or party walls, including attached garages and finished basement areas, excluding unfinished cellars, or unfinished basements areas; but where the natural terrain permits a walkout basement, twenty-five (25) percent of the unfinished Floor Area of the walkout basement shall be included.

“Forms” means the applicable provincial or municipal prescribed Forms.

“Inspector” means an Inspector appointed by By-Law by the Corporation for the purpose of enforcement of the Act and this By-Law.

“Owner” includes, in respect of the property on which the construction or demolition will take place the registered Owner, a lessee, mortgagee in possession, and the authorized agent in lawful control of the property.

“Permit” means written permission or written authorization from the Chief Building Official to perform Work, to change the use of a Building or part thereof, or to occupy a Building or part thereof, as regulated by the Act and Building Code.

“Permit Holder” means the Owner to whom a Permit has been issued or where a Permit has been transferred, the new Owner to whom the Permit has been transferred.

“Plumbing” means Plumbing as defined in section 1(1) of the Act.

“Professional Engineer” means a person who holds a license or temporary license under the Professional Engineers Act.

“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.

“Sewage System” means a Sewage System as defined in section 1.4, Division A, part 1 of the Building Code.

“Work” means construction or demolition of a Building or part thereof.

Terms not defined in this By-Law shall have the meaning ascribed to it in the Act or the Building Code, and any terms not defined in the Act or Building Code shall have the meaning as interpreted by the Chief Building Official.

Part 2

CLASSES OF PERMITS

2.1 Set out in Schedule Fees and Charges Schedule

The classes of Permits set out in the Building Services Division portion of the Corporation's Fees and Charges By-Law as may be amended from time to time are hereby established.

Part 3

PERMITS

3.1 Requirement to submit Application for Permit

3.1.1 The requirements to obtain a permit are as outlined in the Act and Building Code.

3.1.2 The Chief Building Official is authorized to prescribe forms as deemed necessary from time to time for the administration of this By-Law, the Building Code, and the Act.

3.1.3 To obtain a permit, the Owner or an agent authorized in writing by the owner shall file an application in writing to the Chief Building Official in accordance with the Building Code Act and elsewhere described in this By-Law.

3.1.4 Permits or written approval for work other than that referred to in this By-Law, such as road cuts, culverts, driveway entrances, conservation authority, site servicing, site utilities, or any other applicable law shall be obtained from the appropriate authority having jurisdiction in accordance with the By-Law of the municipality or authority prior to issuance of a permit. Applications shall not be deemed to be complete until such approvals have been granted.

3.1.5 Where a permit is required under this By-Law or the Building Code, no person shall excavate for, construct, erect, re-erect, alter, repair, remove, wreck or cause, allow or permit the excavation for, construction, erection, re-erection, removal, or wrecking of any building or structure or any part thereof without first obtaining a permit.

3.1.6 No person shall move a building or structure within the lot which it presently occupies or to a different lot unless a permit for such a change of location has been first obtained. Such change of location of a building or structure shall be considered a re-erection subject to the provisions of this By-Law and shall be approved by the Chief Building Official.

- 1)** No person shall move an existing building or part of a building into the Township of King without prior approval of the Chief Building Official.
- 2)** The Chief Building Official may require such tests on the building or part of the building as they deem necessary to ensure there is no termite infestation; and
- 3)** If termite infestation has occurred or if such tests as directed are inconclusive as to infestation, approval shall not be given by Chief Building Official to the moving of the building or any part of the building into the Township of King.

3.1.7 Where any person has constructed, erected, altered, repaired, removed, or wrecked any building or structure or changed the location of any structure without having first obtained a permit in accordance with the requirements of the Act, that person shall, notwithstanding any other proceeding which may be taken against them;

- 1)** obtain a permit for the work done, which may require as-built reports prepared by an Engineer
- 2)** make the building or structure or part thereof comply with all the Building Code and/or all the By-Laws of the Corporation
- 3)** Information to be submitted to the Chief Building Official

Every application for a permit shall be submitted to the Chief Building Official and, unless otherwise noted, be complete with the requirements prescribed in the Building Code and this By-Law.

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

- 1) use the provincial application form, "Application for a Permit to Construct or Demolish", as amended from time to time;
- 2) include complete plans and specifications, documents, and other information as required by Article 1.3.1.3. Division C, Part 1 of the Building Code and as described in this By-Law for the work to be covered by the permit
- 3) where an application is made for a Bonafide farm, an Ontario Farm Association Membership with a copy of the Farm Business Registration may be required at the discretion of the Chief Building Official
- 4) when subsection 1.2.2, Division C, Part 1 of the Building Code applies, provide a signed statement of the Architect or Professional Engineer, or both, on the form prescribed undertaking to provide general review of the construction of the building; and
- 5) include completed qualified designer form as applicable
- 6) include other documents as prescribed by the Chief Building Official
- 7) include other forms as prescribed by the Chief Building Official
- 8) pay the required fees as calculated in accordance with the Corporation's Fees and Charges By-Law as may be amended from time to time

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

- 1) use the provincial application form, "Application for a Permit to Construct or Demolish", as amended from time to time
- 2) include complete plans and specifications, documents, and other information as required by Article 1.3.1.3. Division C, Part 1 and Sentence 1.3.1.3.(3) Division C, Part 1 of the Building Code and as described in this By-Law for the Work to be covered by the permit
- 3) where subsection 1.2.2. Division C, Part 1 of the Building Code applies, include completed Form as applicable; and include the following: a demolition declaration Form satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the cutting off and plugging of all services; a site plan or survey of the building to be demolished
- 4) include other documents as prescribed by the Chief Building Official
- 5) include other forms as prescribed by the Chief Building Official
- 6) a refundable Building Division security deposit as calculated in accordance with the Corporation's Fees and Charges By-Law as may be amended from time to time, to ensure that the site will be backfilled and graded with clean fill material and that all private drain connections will be excavated and properly sealed at the property line to the satisfaction of the Chief Building Official
- 7) pay the required fees calculated in accordance with the Corporation's Fees and Charges By-Law or securities policies as may be amended from time to time.

3.2.3 Where Application is made for a conditional permit under subsection 8(3) of the Act, the Application shall:

- 1) use the provincial application form, "Application for a Permit to Construct or Demolish"
- 2) include complete plans and specifications, documents, and other information as required by Article 1.3.1.3. Division C, Part 1 of the Building Code and as described in this By-Law for the work to be covered by the Permit
- 3) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit were not granted
- 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
- 5) state the time in which plans, and specifications of the complete Building will be filed with the Chief Building Official
- 6) include other documents as prescribed by the Chief Building Official
- 7) include other forms as prescribed by the Chief Building Official
- 8) require the owner and such other persons as the Chief Building Official determines to enter into an agreement with the Corporation
- 9) pay the required fees as calculated in accordance with the Corporation's Fees and Charges By-Law as may be amended from time to time.

3.2.4 Where Application is made for a change of use permit issued under subsection 10(1) of the Act the application shall:

- 1) use the prescribed form
- 2) describe the building in which the occupancy is to be changed by a description that will readily identify and locate the building
- 3) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made
- 4) submit Change of Use justification report including complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including:
 - i. floor plans
 - ii. details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities
 - iii. details of the existing Sewage System, if any
- 5) be accompanied by the required fees as calculated in accordance with the Corporation's Fees and Charges By-Law as may be amended from time to time
- 6) state the name, address, and telephone number of the Owner; and be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application

3.2.5 Where application is made for a Sewage System Permit issued under subsection 8(1) of the Act, the application shall:

- 1) use the provincial application form, "Application for a Permit to Construct or Demolish"
- 2) include complete plans and specifications, documents, and other

information as required by the Building Code and as described in this By-law for the work to be covered by the permit

- 3) include a site evaluation which shall include all the following items, unless otherwise specified by the Chief Building Official:
 - i) include the date the evaluation was done; and
 - ii) include name, address, telephone number and signature of the person who prepared the evaluation; and
 - iii) include a scaled map of the site showing:
 - a. legal description, lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors
 - b. the location of items listed in Column I of Tables 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. of the Building Code
 - c. the location of the proposed Sewage System; existing buildings and structures on the property
 - d. the location of existing sewage systems on the property
 - e. the location and type of wells on subject and adjacent properties
 - f. the location of any unsuitable, disturbed or compacted areas
 - (iv) depth to bedrock and high ground water level
 - (v) soil properties, including soil permeability
 - (vi) soil conditions, including the potential for flooding
 - (vii) include soil percolation or grain size analysis testing; provide existing and proposed elevation
 - (viii) provide longitudinal cross section/profile of proposed construction
 - (ix) pay the required fees as calculated in accordance with the Corporation's Fees and Charges By-Law as may be amended from time to time

3.2.6 Where application is made for a transfer of Permit because of a change of ownership of the land, as permitted under clause 7(1)(h) of the Act, the application shall:

- 1) use the prescribed form
- 2) provide the names and addresses of the previous and new owners
- 3) provide the date that the land ownership change took place
- 4) include other documents as prescribed by the Chief Building Official
- 5) include other forms as prescribed by the Chief Building Official
- 6) describe the permit that is being transferred
- 7) provide verification from the designer(s)
- 8) pay the required fees as calculated in accordance with the Corporation's Fees and Charges By-Law as may be amended from time to time

3.3 Timelines for Permit Issuance

The Chief Building Official will utilize all reasonable and best efforts to complete necessary reviews and approvals of a complete application in accordance with the timelines for same prescribed in the Act and the Building Code. Such timelines do not commence until the application is deemed complete by the Chief Building Official including but not limited to compliance with all applicable laws and approvals, such as Zoning By-Laws, Engineering approval, and Public Works approvals. Where a minor variance is found to be required, such timelines do not commence until after the minor variance has been approved and the time for appeal has lapsed, and the decision is final and binding. Where Site Plan Control, Site Plan Agreements, Subdivision Agreements, or other approvals are in place, the application for permit is not deemed complete until the conditions related to the issuance of the building permit as set out in said agreements have been met and clearance has been granted by the applicable law parties.

3.4 Incomplete application

3.4.1 Where an application is found to be incomplete or insufficient and does not comply with Sentence 1.3.1.3(5), Division C, Part 1 of the Building Code, or the submission requirements of the Chief Building Official, the Chief Building Official may at his/her discretion refuse a permit application.

3.4.2 The Chief Building Official may at his/her discretion accept an incomplete application required, for which case the applicant is required to submit other forms specified by the Chief Building Official acknowledging the application as incomplete.

3.5 Inactive Permit Application

Where an application for a permit remains incomplete or inactive for six (6) months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof may be given to the Applicant. If an application is deemed to be abandoned, a new application and new fees must be filed for the proposed Work for any future construction.

3.6 Withdrawal of Permit Application

An applicant may provide written notice to the Chief Building Official to cancel an application prior to the permit issuance. A new Application for Permit shall be submitted for any proposed future construction, including the payments of such fees as applicable to such new application and permit. A written request for a refund may be made up to six (6) months after notice of cancelation and are subject to the refund amounts as noted in this By-Law.

3.7 Changes to Approved Plans

After issuance of a permit under the Act, notice of any material change to a plan, specification, document, or other information based on which the Permit was issued shall be given in writing to the Chief Building Official together with the details of such change which is not to be made without the prior written authorization of the Chief Building Official. Notification of any change shall be in the form of an application for revision to a permit on the prescribed forms and clearly identify the proposed changes. Changes that are deemed minor may be processed as an update to the existing permit, and where changes are deemed major approvals may take the form of a revision permit being issued. Applicable fees are payable as calculated in accordance with the Corporation's Fees and Charges By-Law, as may be amended from time to time.

3.8 Permits for Reduced Portions of Proposed Works

A permit for partial works, such as footing and foundations only, may be issued by the Chief Building Official at his/her discretion if obtaining a permit for the entire building scope would cause unreasonable delays in construction.

PLANS AND SPECIFICATIONS

4.1 Information Sufficient to Determine Conformity

Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether the proposed construction, demolition, change of use or transfer of permit will conform with the Act, the Building Code, and any other applicable law. If the application deemed incomplete or non-compliant a notice of refusal shall be sent to the applicant advising of such and the statutory time frames in the Act shall be deemed to be complied with.

4.2 Electronic Document Submission Requirements

Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by electronic documents, plans and drawings in strict accordance with the Corporation's Electronic Building Permit Application Submission Standards as set out on the Corporation's Building Services web page, which may be amended from time to time. All plans and drawings submitted shall be drawn to scale and be provided as specified in the Submission Standards. Applications not in accordance with the Electronic Building Permit Application Submission Standards may be refused at the Chief Building Official discretion.

4.3 Site Plans and Grading Plans

4.3.1 Unless otherwise noted in this By-Law, and at the discretion of the Chief Building Official, site plans and grading plans are required to form part of a complete application.

4.3.2 Site/Grading Plans shall show:

- 1)** lot size and dimensions of proper lot lines and setbacks to any existing or proposed buildings, dimensions of all buildings, and distances between such buildings
- 2)** existing topography and proposed ground levels or grades extending a minimum of thirty (30) meters beyond areas to be excavated or disturbed
- 3)** location and details of any existing and proposed storm water drainage systems, natural drainage patterns, and bodies of water
- 4)** location and details of private services (wells/septic systems) including connections thereto
- 5)** existing rights-of-way, easements and municipal services; and all pertinent compliance information with the applicable Zoning By-Law

4.3.3. Where required by the Chief Building Official, an up-to-date survey, which has been certified by a registered Ontario Land Surveyor, shall form the basis of any site plan or grading plan, or combined site plan and grading plan submitted as part of an application. A copy of such unaltered survey shall also be submitted to the Chief Building Official in addition to the Site Plan/Grading Plan.

4.4 As Constructed Plans — Foundation Control Certificate and Topographic Survey

4.4.1 Upon completion of the construction of the building foundation, the Chief Building Official requires as-constructed plans, including a plan of survey by an Ontario Land Surveyor showing the location of the Building on the property, and top of wall and underside of footing elevations to confirm and verify zoning and grading compliance. Where Foundation Control Certifications and Topographical Surveys are applicable, they must be approved by the Township prior to proceeding with above grade inspections, unless the Chief Building Official advises otherwise

- 4.4.2 Upon completion of the final grading, the Director of Growth Management Services may at their discretion require an as-built Grading Plan and or letter of certification from a qualified professional to confirm grading compliance and that the storm water drainage systems are working as intended.

Part 5

ALTERNATIVE SOLUTIONS

- 5.1 Where a person proposes the use of an alternative solution as set out in the Building Code, an application for authorization shall be made to the Chief Building Official and the application shall:
- 1) use the Application Form prescribed by the Chief Building Official
 - 2) include documentation that identifies applicable objectives, functional statements and acceptable solutions as set out in the Building Code
 - 3) include documentation that establishes that the proposed alternative solution will achieve the level of performance required under Article 1.2.1.1 of Division A, Part 1 of the Building Code
 - 4) be accompanied by the required fees for work covered by the permit and the required administrative fee for the alternative solution as calculated in accordance with the Corporation's Fees and Charges By-Law, as may be amended from time to time
- 5.2 The Chief Building Official may refuse to authorize the use of an alternative solution if they are not satisfied that the level of performance required under Article 1.2.1.1 of Division A, Part 1 of the Building Code will be achieved by the proposed alternative solution.

Part 6

REGISTERED CODE AGENCIES

- 6.1 Registered Code Agencies Hired by Chief Building Official

Pursuant to section 4.1(1) of the Act, the Chief Building Official is authorized to enter into and sign contracts for service agreements with Registered Code Agencies and appoint them to perform any or all specified functions described in section 15.15 of the Act from time to time.

Part 7

FEES AND REFUNDS

- 7.1 Fees Payable Upon Application and Issuance

- 7.1.1 Upon submission of a permit application, the Chief Building Official shall determine the required fees for the work and permit proposed as calculated in accordance with the Corporation's Fees and Charges By-Law as may be amended from time to time, and the applicant shall pay such fees. The permit application will not be processed further, and statutory time frames for review will not commence, until such time as confirmation of payment is received and all other applicable laws including but not limited to zoning and grading approvals have been confirmed.
- 7.1.2 Where the Chief Building Official determines, upon a full review of permit drawings submitted, that additional fees are applicable based on the scope of work and floor area for the class of permit, the amount of outstanding fees shall be payable prior to permit issuance.
- 7.1.3. Fees, development charges, lot securities and/or security deposits required of

other Corporation departments or divisions may also apply depending on the work planned and must be paid or provided prior to permit issuance, unless otherwise indicated by applicable laws, the Act, the Building Code, or elsewhere in this By-Law.

7.2 Other Fees Payable

Where fees in the Fees and Charges By-Law are not explicitly outlined or described in this By-Law, the fees are to be charged in accordance with the Fees and Charges By-Law, at the discretion of the Chief Building Official, and payable upon issuance of invoice.

7.3 Indexing and Changes to Fee Schedule

The fees for permits, services, and documents for the Building Services Division of the Corporation, as set out separately in the Fees and Charges By-law, may be indexed by not more than the Construction Price Index for the Toronto area, or the Consumer Price Index for the Toronto area, whichever is greater. Further, changes to the fee schedule may be made at any time to add a new item, clarify, or modify an existing item, or to delete an item listed. Such indexing or changes to the schedule is not automatic and must be approved by Council by By-Law amendment at a public meeting for which public notice has been given. Each subsequent year, the Township Clerk is to be directed to attach the annually adjusted fees which Schedules shall form part of the By-Law.

7.4 Work Without Permit

7.4.1 Any person or corporation who commences construction, demolition or changes the use of a Building before a building permit is issued shall, in addition to any other penalty under the Act, Building Code, or this By-Law, pay penalty fees at the discretion of the Chief Building Official in an amount up to the equivalent of 100% of the amount calculated as the regular permit fee in accordance with the Fees and Charges By-Law, but in no case shall the additional fee exceed \$20,000.00 for single family dwellings and associate accessory structures; and shall not exceed \$50,000.00 for multi-residential and all nonresidential works.

7.5 Refunds

7.5.1 Where an application has been refused, cancelled or withdrawn under Part 3 of this By-Law, an applicant may make a written request to the Chief Building Official within six (6) months of the notice of refusal, withdrawal or cancellation of the application for a refund of the paid permit fees. The Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, calculated as follows:

- 1) sixty (60) percent if administrative functions only have been performed
- 2) forty-five (45) percent if administrative, plan examination functions have been performed
- 3) in all cases, five (5) percent shall additionally be deducted for minimum of one (1) inspection to verify eligibility for application cancellation or withdrawal

7.5.2. Where a permit has been revoked in accordance with Part 9 of this By-Law, the applicant may make a written request to the Chief Building Official within thirty (30) days of notice for a refund of the paid permit fees. The Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, calculated as follows:

- 1) thirty-five (35) percent if no required inspections have been conducted, other than the one (1) required inspection to verify status of the work, or if no work has commenced on site.

- 2) in all cases, five (5) percent shall additionally be deducted for each inspection conducted in addition to the minimum of one (1) inspection to verify status of the work.
- 7.5.3 Where a permit has been issued and inspections have been conducted by the Township, other than site investigation to verify if work has commenced, the permit is not eligible for refunds of any monies paid.
- 7.5.4 If a request for refund is not made in the timeframes set out in this By-Law, the application or permit is not eligible for any refund.
- 7.5.5 In no case shall the refund exceed the amount which reduces the net retained fee to below either the stated minimum fee for the permit or \$400, whichever is less.
- 7.6 Corporation Exempt from Fees

Notwithstanding the foregoing, no application fee and/or Permit fee shall be required for any class of Permit or renewal of a Permit obtained by or on behalf of the Corporation or any Board of Committee thereof.

Part 8

TRANSFER OF PERMITS

- 8.1 Application Completed by New Owner
- 8.1.1 A permit may be transferred if the new landowner completes the Permit Application Form in accordance with the requirements of Part 2 of this By-Law.
- 8.1.2 The eligibility of a permit to be transferred will be at the discretion of the Chief Building Official and may be based on factors such as age of permit, length and purpose of delay.
- 8.2 Fee Payable
- A fee shall be payable on an application for a transfer of permit calculated in accordance with the Corporation's Fees and Charges By-Law as may be amended from time to time, and the applicant shall pay such fee, in addition to providing applicable replacement required security deposits. The transfer of permit will not be issued until such fee and applicable deposit are received by the Corporation. Any security deposit of the former permit holder will be returned upon receipt of the replacement security deposit.
- 8.3 New Owner- Permit Holder Upon Transfer
- The new owner shall, upon the transfer of a permit, be the permit holder for the purpose of the Act and the Building Code.

Part 9

REVOCATION OF PERMITS

- 9.1 Revocation of Permits.
- 9.1.1 A permit may be revoked after issuance, by the Chief Building Official in accordance with subsection 8(10) of the Act, for reasons including but not limited to; non-commencement of work, works suspended or discontinued for a prolonged period, permits issued in error, or written request by the permit holder.
- 9.1.2 Where a request for revocation is made by the permit holder, the Chief Building Official may, prior to granting the revocation, review the status of the works and site to ensure revocation is suitable or if additional works are required prior to revocation.

9.2 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, email, or registered mail to the last known address/email address to the permit holder advising of upcoming revocation of the permit. Following a ten (10) business day period from the date of service, the Chief Building Official may, without any further notice, revoke the permit if grounds to revoke still exist.

9.3 Request for Deferral of Revocation

A permit holder may within ten (10) business days from the date of service of a notice under this Part, request in writing the Chief Building Official to defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official, having regard to any changes to the Act, Building Code or other applicable law, shall allow or disallow the deferral in writing within fifteen (15) days, and shall include the period of deferral allowed.

9.4 Renewal or Time Extension of Permit

A permit holder may make a written request, including the reasons as to why the extension is required, to the Chief Building Official to grant a renewal or time extension on a permit for up to six (6) months. The Chief Building Official may grant such an extension at his/her discretion. If an extension to the Permit is granted the required fees in accordance with the Township Fees and Charges By-Law shall be remitted.

9.5 Fee for Request for Deferral of Revocation, Renewal or Extension to Permit

A request for deferral or revocation, renewal or extension of a permit shall be accompanied by the non-refundable fee calculated in accordance with the Corporation's Fees and Charges By-Law as may be amended from time to time.

9.6 Unlawful to Continue Work of Revoked Permit

9.6.1 Where a permit has been revoked by the Chief Building Official, it is unlawful to continue work on such project without a permit. Before continuing any work on the project, the owner shall obtain a new permit under this By-Law, including the payment of such fees as applicable to such new application and permit.

9.6.2 If such permit is revoked by the Chief Building Official, all work must cease immediately, and new permits must be obtained for future construction including submission of the required application and new fees.

Part 10

NOTICE REQUIREMENTS FOR INSPECTIONS

10.1 Notice at Each Stage

The permit holder shall notify the Chief Building Official or the Registered Code Agency where one is appointed, of each stage of construction for which a mandatory notice is required under Article 1.3.5.1. Division C Part 1 of the Building Code, as amended. In addition to the notice of completion as prescribed by Section 11 of the Act, the permit holder shall provide another mandatory notice after the completion of demolition Work to ensure the completion of site grading and other Works.

10.2 Additional Notices and Inspections

In addition to the prescribed notices and inspections set out in the Building Code and in accordance with 1.3.5 of Division C of the Building Code, the Chief Building Official may require the permit holder to give notice to the Chief Building

Official or a Registered Code Agency of additional stages of construction or demolition for purposes of inspection.

10.3 Notice Effective When Received by Chief Building Official

Notice shall be given as required by Article 1.3.5., Division C Part 1 of the Building Code. A notice pursuant to this Part of this By-Law is not elective until notice is received by the Chief Building Official, or the Registered Code Agency and the permit holder receives a confirmation number issued by the Corporation or the Registered Code Agency.

10.4 Time Periods for Inspections

Upon receipt of proper notice, the Inspector, or a Registered Code Agency, if one is appointed, shall undertake a site inspection of the building to which the notices relate in accordance with the time periods stated in Article. 1.3.5.3. Division C, Part 1 of the Building Code and section 11 of the Act.

10.5 Third Party Reports

Third party reports by engineers may be submitted as supplementary documentation of as-constructed conditions but are not deemed a replacement for inspections required by Article 1.3.5. Division C Part 1 of the Building Code. These reports are subject to review and approval by the Chief Building Official.

10.6 Outstanding Inspections and Open Permits

Where outstanding inspections prohibit the closure of a building permit, the Chief Building Official may at his/her discretion apply open permit administrative fees in accordance with the Corporations Fees and Charges By-Law, as amended from time to time.

Part 11

RECORDS RELEASE AND RETENTION

11.1 Records Release

11.1.1 Where a request is made for a record either related to or created due to the application of this By-Law, the request shall be processed in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, and the Township's By-Laws and policies as applicable.

11.1.2 Where a request is made for a record either related to or created due to the application of this By-Law, the request shall be made in writing and accompanied by the forms as required by the Chief Building Official

11.1.3 Where a request is made for a record either related to or created due to the application of this By-Law, the request will be subject to a non-refundable fee in accordance with the Corporations Fees and Charges By-law, as amended from time to time.

11.2 Plans Retained by Corporation

Plans and specifications furnished according to this By-Law or otherwise required by the Act shall be retained by the Corporation and will be disposed of or retained in accordance with all applicable legislation including the Townships retention By-Law.

Part 12

SEWAGE SYSTEM MAINTENANCE INSPECTION

12.1 In accordance with 15.10.3. and 34 (2.2) of the Act the Township may administer the Sewage System Maintenance Inspection Program, including entering upon

land without a warrant to conduct the required inspection.

Part 13

VALIDITY

13.1 Severability

If any provision of this By-Law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this By-Law.

Part 14

CONTRAVENTION OF BY-LAW OFFENCE

14.1 Every person who contravenes any provision of this By-Law is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the Act, 1992, S.O. 1992, c.23, as amended.

14.2 Every corporation who contravenes any provision of this By-Law is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the Act, 1992, S.O. 1992, c.23, as amended.

Part 15

REPEAL-ENACTMENT

15.1 Repealed and Replaced

Effective December 1, 2025, By-law 2021-060, as amended, is hereby repealed in its entirety, and this By-law 2025-068 shall come into full force and effect.

15.2 Application Prior to effective date


Notwithstanding Section 13.1 of this By-Law, for any complete application received by the Corporation by 4:30 p.m. on November 30, 2025, the submission requirements and fees upon application shall be governed by By-Law 2021-060 as it was in effect at that time. This By-Law 2025-068 shall govern the compliance, inspection, enforcement, and any additional fees of all permits outstanding and applications pending permit upon its passing.

15.4 Short Title


This By-Law may be referred to as the "Building By-Law".

Read a First and Second time this 10th day of November 2025.


Read a Third time and finally passed this 10th day of November 2025.



Steve Pellegrini
Mayor



Denny Timm
Township Clerk



(Ref. Growth Management Services Dept. – Building Division
Report Number GMS-BLD-2025-002, Council Nov. 10/25)

By signing this by-law on November 10, 2025, Mayor Pellegrini will not exercise the power to veto this by-law.