

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2007-07**

**BEING A BY-LAW TO REGULATE THE  
ADMINISTRATION OF BUILDING PERMITS**

**WHEREAS** Section 7 of the *Building Code Act*, 1992, S.O. 1992, Chapter 23, as amended authorizes Council to pass by-laws respecting construction, demolition and change of use permits and related matters;

**AND WHEREAS** the new edition of the Building Code is Ontario Regulation 350/06, which will largely come into effect on December 31, 2006 to replace Ontario Regulation 403/97;

**AND WHEREAS** the Council of the City of North Bay desires to repeal By-law 47-95, as amended and enact a new building by-law for the issuance of permits and related matters, including a fee schedule for all applicable building permit fees:

**NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

**PART 1 – DEFINITIONS**

1. For the purposes of this By-law, the following definitions and interpretations shall govern:
  - (1) "Act" means the *Building Code Act*, 1992, S.O. 1992, Chapter 23 as amended;
  - (2) "applicant" means the owner of a building or property who applies for a permit or the person authorized by the owner to apply for a permit on the owner's behalf;
  - (3) "architect" means a holder of a license, a certificate of practice, or a temporary license under the Architect's Act as defined in the Building Code;
  - (4) "as constructed plans" means as constructed plans as defined in the Building Code;
  - (5) "building" means a building as defined in Section 1 (1) of the Act;
  - (6) "Building Code" means Ontario Regulations 403/97 as amended, and Ontario Regulation 350/06 made under Section 34 of the Act, as applicable according to the transition provisions of Ontario Regulations 350/06, Section 4.1, Division C;
  - (7) "Chief Building Official" means the Chief Building Official appointed by Council under Section 3 of the Act for purposes of enforcement of the Act;
  - (8) "construct" means to construct a building as defined in Section 1(1) of the Act;
  - (9) "Corporation" means the Corporation of the City of North Bay;
  - (10) "demolish" means to do anything in the removal of a building or any material part thereof as defined in Section 1(1) of the Act;
  - (11) "forms" means the applicable Provincial or Municipal prescribed forms as set out in Schedule "B" to this By-law;
  - (12) "inspector" means an inspector appointed under Section 3 of the Act;

- (13) "owner" includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee and a mortgagee in possession;
  - (14) "permit" means written permission or written authorization from the Chief Building Official to perform work regulated by this By-law and the Act, or to change the use of a building or part of a building or parts thereof as regulated by the Act;
  - (15) "plumbing" means plumbing as defined in Section 1 (1) of the Act;
  - (16) "professional engineer" means a person who holds a license or a temporary license under the Professional Engineer's Act;
  - (17) "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;
  - (18) "regulations" means regulations made under the Act;
  - (19) "sewage system" means a sewage system as defined in Section 1(1) of the Act;
  - (20) "work" means construction or demolition of a building or part thereof, as the case may be.
2. Terms not defined in this By-law shall have the meaning ascribed to them in the Act or the Building Code.

#### **PART 2 – CLASS OF PERMIT**

3. Classes of permits with respect to the construction, demolition and change of use of buildings, blasting operations, fencing, and permit fees shall be as set out in Schedule "A" to this By-law.

#### **PART 3 – PERMIT APPLICATION**

4. To obtain a permit, the owner or an agent authorized in writing by the owner shall file with the Chief Building Official an application in the prescribed form as set out in Schedule "B" to this By-law.

#### **PART 4 – GENERAL REQUIREMENTS**

5. All applications for a permit, in addition to meeting all other application requirements set out in this By-law, shall:
  - (1) identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
  - (2) identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended;
  - (3) include the legal description, the municipal address and where appropriate, the unit number of the land on which the work is to be done;
  - (4) be accompanied by plans and specifications as described in this By-law;
  - (5) be accompanied by the required fees as calculated in accordance with Schedule "A" to this By-law;
  - (6) be accompanied by the completed "Listing of Applicable Law" form in accordance with Schedule "B" to this By-law;

- (7) state the name, address and telephone number of the owner, and where the owner is not the applicant, the authorized agent, and where applicable, the qualified architect, engineer or other designer and the constructor or person hired to carry out the construction or demolition, as the case may be;
- (8) when Section 2.3 of the Building Code applies, be accompanied by a signed acknowledgement of the owner on the prescribed form that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
- (9) when Section 2.3 of the Building Code applies, be accompanied by a signed statement of the architect or professional engineer, or both, on the form prescribed, undertaking to provide general review of the construction or demolition of the building;
- (10) include, where applicable, the applicant's registration number where an applicant is a builder or vendor as defined in the *Ontario New Home Warranties Plan Act*, and
- (11) be signed by the owner or authorized agent who shall certify as to the truth of the contents of the application.

## **PART 5 – PERMITS**

### **6. Construction Permits**

In addition to the general requirements, an application for a construction permit 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 Section 2.4.1.1B of the Building Code and as described in this By-law for the work covered by the permit;
- (3) upon compliance with the Building Code Act and this By-law being demonstrated, a permit shall be issued by the Chief Building Official on the form attached hereto and identified as Schedule "C" of this By-law.

### **7. Approval in Part (Staged Permits)**

In addition to the general requirements, an application for a construction permit for part of a building (staged permits) shall:

- (1) use the provincial application form, "Application for a Permit to Construct or Demolish";
- (2) include plans and specifications covering the work for which more expeditious approval is desired, together with such information pertaining to the remainder of the work as may be required by the Chief Building Official;
- (3) be accompanied by the required fee for the entire project and required administrative fee for the partial permit as calculated in accordance with Schedule "A" to this By-law; and
- (4) staged permits may be issued only for the three stages indicated in Schedule "A" of this by-law but issuance of a staged permit shall not be a representation that a permit will be issued for the other stages.

8. **Demolition Permits**

In addition to the general requirements, an application for a demolition permit shall:

- (1) use the provincial application form, "Application for a Permit to Construct or Demolish";
- (2) when Section 2.3 of the Building Code applies, be accompanied by a signed Commitment to General Review by Architect and Engineer on a form prescribed by the Chief Building Official in Schedule "B" to this By-law;
- (3) include complete plans and specifications, documents and other information as required by Section 2.4.1.1B of the building Code and as described in this By-law for the work to be covered by the permit;
- (4) be accompanied by a Certificate of a valid General Liability Insurance policy with a minimum coverage of \$1,000,000.

9. **Conditional Permits**

In addition to the general requirements an application for a conditional permit pursuant to Subsection 8(3) of the Act, 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 Section 2.4.1.1B 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 is not granted;
- (4) state the necessary approval 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; and
- (6) require the owner and such other persons as the Chief Building Official determines to enter into an agreement with the Corporation.

10. **Change of Use Permit**

In addition to the general requirements an application for a change of use permit shall:

- (1) use the provincial application form, "Application for a Permit to Construct or Demolish";
- (2) describe the building in which the use 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 uses of the building or part of a building for which the application is made;
- (4) include plans and specifications showing the current and proposed use of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including: floor plans, details of wall, ceiling and roof assemblies;

identifying required fire resistance ratings and load bearing capacities and, details of the existing "sewage system", if any; and

- (5) a change of use permit shall not be issued prior to an inspection being conducted by an inspector.

11. **Permit to Occupy an Unfinished Building**

An application for occupancy of an unfinished building permit pursuant to Section 2.4.3 of the Building Code shall:

- (1) use the application form in Schedule "B" to this By-law, "Application for Permit to Occupy a Building Prior to Completion";
- (2) indicate the total floor area proposed for occupancy;
- (3) indicate the total number and location of units proposed for occupancy; and
- (4) be signed by the owner or authorized agent who shall certify the truth of the contents of the application.

12. **Blasting Permits**

In addition to the general requirements, an application for a blasting permit shall:

- (1) use the application form in Schedule "B" to this By-law "Application for a Permit for Blasting Operations";
- (2) no person shall carry out any blasting operations or authorize or allow the same to be carried out without first obtaining a permit under this By-law authorizing the same;
- (3) the applicant, prior to the issuance of a permit, shall deposit with the Chief Building Official, a Certificate of a valid Comprehensive General Liability Insurance Policy specifically covering blasting operations with a minimum coverage of \$1,000,000 (one million dollars);
- (4) take all necessary steps and precautions to ensure that the blasting operations are carried out and performed in a safe, lawful and proper manner;
- (5) The City work force and contractors involved in municipal servicing work done under city contract shall be exempt from the provisions of this section.

13. **Fence Permits**

In addition to the general requirements, an application for a fence permit shall:

- (1) use the application form in Schedule "B" to this By-law, "Application for a Permit to Construct a fence";
- (2) the application and drawings required shall demonstrate compliance with all of the prescribed requirements contained in the City of North Bay's Fence By-law 2002-15.

14. **Revision to a Permit**

- (1) After the issuance of a permit under the Act notice of any material change to a plan, specification, document or other information on the basis of 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.

- (2) Notification of any material change may be in the form of an application for revision to a permit where changes are major and may take the form of a revision permit being issued.

15. **Transfer of Permits**

- (1) The owner may transfer a building permit when land changes ownership, in accordance with this Section.
- (2) An application for the transfer shall be submitted in writing and shall be signed by the permit holder and shall include a signed statement by the new owner assuming all responsibilities for compliance with the permit documents.
- (3) The fee for the transfer of permits shall be as set out in Schedule "A".

16. **Revocation of Permits**

- (1) Subject to Section 8.(10) of the Act, the Chief Building Official may revoke a permit issued under the Act.
  - a) if it was issued on mistaken, false or incorrect information;
  - b) if, 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 one year;
  - d) if it was issued in error;
  - e) if the holder requests in writing that it be revoked; or
  - f) if a term of the agreement under Clause (3)(c) of the Act has not been complied with.

**PART 6 – PLANS AND SPECIFICATIONS**

17. Every applicant shall submit sufficient information, including plans, specifications, documents and other information, with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Building Code and any other applicable law.
18. Each application shall, unless otherwise determined by the Chief Building Official, be accompanied by two complete sets of plans and specifications prepared in accordance with generally accepted architectural and engineering practices for the construction of the building.
19. Plans shall be drawn to scale on paper, shall be legible and, without limiting the generality of the foregoing, shall be dated and marked "issued for construction" and shall contain the necessary designer information as required by the Building Code and the Act.
20. Site Plans submitted shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such survey shall be filed with the municipality unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the

proposed work is in compliance with the Act, the Building Code, and any other applicable law. The site plan shall be professionally prepared showing:

- (1) lot dimensions;
  - (2) lot area and percentage of lot coverage of the proposed building and any other existing buildings;
  - (3) location and setback of the proposed building from the property lines of the lot;
  - (4) location and distance of every other adjacent building from the property lines and main building; and
  - (5) proposed finished grade elevations at the four corners of the subject property as well as the proposed finished grades at the four corners of the proposed dwelling or building.
21. On completion of the construction and prior to notice of received occupancy being granted, a plan of survey prepared and certified by an Ontario Land Surveyor shall be filed with the municipality verifying the location of the building.
22. Minor additions, accessory buildings, sundecks, garages and carports are exempt from the requirements in Section 20.(5). However, the Chief Building Official may require a plan of survey certified by an Ontario Land Surveyor to establish compliance of any building constructed on a lot where there is information of potential non-compliance.
23. On completion of the construction and prior to occupancy being granted for single family dwellings, semi-detached dwellings and small buildings, the Owner shall submit to the Chief Building Official, a lot grading plan/certificate prepared by an Ontario Land Surveyor verifying the finished grades are in compliance with the building permit documents and the approved lot grading site plan.

#### **PART 7 – EQUIVALENTS**

24. Where an application for a permit or for authorization to make a material change to the plan, specification, document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under Section 9 of the Act is requested, the application shall provide:
- (1) a description of the proposed material, system or building design for which authorization under Section 9 of the Act is requested;
  - (2) any applicable provisions of the Building Code; and
  - (3) evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

#### **PART 8 – PRESCRIBED NOTICES AND INSPECTIONS**

25. (1) The person to whom a permit has been issued under Section 8 of the Act shall give to the Chief Building Official notice of the readiness for inspection in accordance with prescribed notices described in Article 2.4.5.1 and Article 2.4.5.3.2 of the Building Code. These mandatory notification stages and inspections are listed in Schedule "D" to this By-law.
- (2) In addition to the Ontario Building Code construction requirements regulating backfill inspections, the City of North Bay requires that prior to the commencement of backfilling – concrete nails shall be fixed to the four exterior corners of the foundation walls to signify the approved elevations

of the future finished grades. An Ontario Land Surveyor shall establish the grade elevations and install the concrete nails.

26. Notices shall be given as required by Article 2.4.5.1 of the Building Code.

#### **PART 9 – REGISTERED CODE AGENCIES**

27. Where the municipality has entered into agreements with registered code agencies, the Chief Building Official is authorized to enter into services agreements with registered code agencies and appoint them to perform specified functions from time to time pursuant to s.4.1 of the Act.

#### **PART 10 – FEES**

28. The Chief Building Official shall determine the required fees for the work proposed and the applicant shall pay the fees calculated in accordance with Schedule "A" to this By-law. No permit shall be issued until the fees therefore have been paid in full.
29. Where fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit issued under Subsection 8(3) of the Act are based on a floor area, the floor area shall mean the total floor space of all stories above grade measured as the horizontal area between the outer face of exterior walls and to the centre of party walls or demising walls.
30. Fees payable in respect of a conditional permit issued under Subsection 8(3) of the Act shall be paid for the complete project plus the applicable additional fee in accordance with Schedule "A" to this By-law.
31. Where fees payable in respect of an application for a change of use permit issued under Subsection 10(1) of the Act are based on a floor area, the floor area shall mean the total floor space of all stories subject to the change of use.
32. Where construction is incomplete or deficient and a call-back reinspection is required to determine compliance, the inspection will be charged to the applicant at a rate of \$100.00 flat fee. The fee is required to be paid prior to the inspection being conducted.

#### **PART 11 – CHANGING PERMIT FEES**

33. Prior to passing a By-law to change the fees, the City shall:
- (1) hold at least one public meeting at which any person who attends has an opportunity to make representations with respect to the matter;
  - (2) ensure that a minimum of 21 days notice of the public meeting is given to every person and organization that has, within five years before the day of the meeting, requested such notice; and
  - (3) ensure that the notice include an estimate of the costs for administering and enforcing the Act, the amount of the fee and change to the existing fee and the rationale for imposing or changing the fee.
34. Any person or organization wishing to receive notice as set out above should make such request in writing to the Clerk's office.

#### **PART 12 – REFUNDS**

35. In the case of withdrawal of an application or, abandonment of all or a portion of the work or, the non-commencement of the work or, the refusal or revocation of a permit, upon written request by the applicant the Chief Building Official shall



determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "A" to this By-law.

36. Fees may be refunded as a percentage of the fees payable under this By-law as follows:
- (1) 80 percent if administrative functions only have been performed;
  - (2) 70 percent if administrative and zoning functions only have been performed;
  - (3) 50 percent if the permit has been issued and the construction has not commenced;
  - (4) permit fees for a revoked permit shall not be refunded.

### **PART 13 – FENCING**

37. Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, the Chief Building Official may, under Clauses 7(i) and 7(j) of the Act, require the erection of such fencing as the Chief Building Official deems necessary to abate that hazard.
38. The height of every fence shall be a minimum of 4 feet (1.2 meters) and a maximum of 6 feet (1.8 meters), to be measured from the highest adjacent grade and, shall be of a description as determined by the Chief Building Official.

### **PART 14 – PENALTY**

39. Every person who contravenes any provision of this By-law is guilty of an offence and liable to the penalties as provided for in the Act.

### **PART 15 – APPOINTMENTS**

40. The persons listed in Schedule "E" of this By-law are hereby confirmed in the appointment of the offices set opposite their names.

### **PART 16 – SEVERABILITY**

41. Should any section, clause or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same does not affect the validity of the By-law as a whole or in part thereof, other than the part which was declared to be invalid.

### **PART 17 – SCHEDULES**

42. The following Schedules are attached to and form part of this By-law:

Schedule "A"	Building Classification, Classes of Permits and Permit Fees
Schedule "B"	Forms
Schedule "C"	Building Permit
Schedule "D"	Prescribed Notices and Inspections
Schedule "E"	Appointments

### **PART 18 – REPEAL**

43. By-law No. 1995-47 as amended, is hereby repealed.
44. That Schedule "G" to By-law 2001-71 is hereby repealed.

**PART 19 – SHORT TITLE**

45. This By-law shall be known and may be cited as the “Building By-law”.


**PART 20 – EFFECTIVE DATE**

46. This By-law comes into force on January 22, 2007.

READ A FIRST TIME IN OPEN COUNCIL THE 22<sup>ND</sup> DAY OF JANUARY 2007.

READ A SECOND TIME IN OPEN COUNCIL THE 22<sup>ND</sup> DAY OF JANUARY 2007.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THE 22<sup>ND</sup> DAY OF JANUARY 2007.

  
\_\_\_\_\_  
MAYOR VIC FEDELI

  
\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD

**THIS IS SCHEDULE "A" TO BY-LAW NO. 2007-07 OF THE CORPORATION OF  
THE CITY OF NORTH BAY**

**BUILDING CLASSIFICATION, CLASSES OF PERMITS AND PERMIT FEES**

<b>Building Classification</b>	<b>Permit Fee</b>
<b>New Construction</b>	
1. Group "A" Assembly Occupancies - Schools, libraries, theatres, churches, restaurants, etc.  2. Group "B" Institutional Occupancies - Hospitals, nursing homes, care homes, etc.  3. Group "D" Business and Personal Services Occupancies - Offices, banks, medical clinics, etc.  4. Group "E" Mercantile Occupancies - Retail stores, supermarkets, department stores, etc.  5. Group "F" Industrial Occupancies - Warehouses, factories, etc.	\$2,600 for buildings up to 2,500 ft <sup>2</sup> and \$1.04/ft <sup>2</sup> for buildings with a floor area over 2,500 ft <sup>2</sup>
6. Group "C" Residential Occupancies - Single family dwellings, semi-detached dwellings, duplexes, apartments, hotels, motels, etc.	\$2,100 for buildings up to 1,750 ft <sup>2</sup> and \$1.20/ft <sup>2</sup> for buildings with a floor area over 1,750 ft <sup>2</sup>
7. Farm Buildings	\$2,500 for buildings up to 10,000 ft <sup>2</sup> and \$0.25/ft <sup>2</sup> for buildings with a floor area over 10,000 ft <sup>2</sup>
<b>Major Alterations or Additions</b>	
8. Group "A", "B", "D", "E" or "F"	\$2,600 for buildings up to 2,500 ft <sup>2</sup> and \$1.04/ft <sup>2</sup> for buildings with a floor area over 2,500 ft <sup>2</sup>
9. Group "C"	\$2,100 for buildings up to 1,750 ft <sup>2</sup> and \$1.20/ft <sup>2</sup> for buildings with a floor area over 1,750 ft <sup>2</sup>
10. Farm Buildings	\$625 for buildings up to 10,000 ft <sup>2</sup> and \$.25/ft <sup>2</sup> for buildings with a floor area over 10,000 ft <sup>2</sup>

Building Classification	Permit Fee
<b>Minor Alterations or Additions</b>	
11. Group "A", "B", "D", "E" or "F"	\$500 for buildings up to 2,500 ft <sup>2</sup> or \$250.00/permit flat fee for other types of permits and \$0.20/ft <sup>2</sup> for buildings with a floor area over 2,500 ft <sup>2</sup>
12. Group "C" Residential - garages, carports, accessory buildings, sundecks, porches, fireplaces, woodstoves, weeping tile replacement, siding and window replacement, etc.	\$100 up to 300 ft <sup>2</sup> or \$100/permit flat fee for other types of permits and \$0.33/ft <sup>2</sup> for buildings or structures with a floor area over 300 ft <sup>2</sup>

## CLASSES OF PERMITS AND PERMIT FEES

CLASS OF PERMIT	PERMIT FEE
1. Staged Permits: a) Excavation and Foundation Stage b) Structural and Architectural Stage c) Mechanical and Electrical Stage	Permit fees associated with the entire construction project shall be collected prior to the first stage of a staged permit being issued.  A fee of <b>\$200.00</b> will be collected for each additional staged permit.
2. Fees for temporary tents and air supported structures	<b>\$100.00</b>
3. Demolition permit	<b>\$100.00</b>
4. Minor amendments to permits	<b>\$100.00</b>
5. Change of Use Permit	If no construction is to be made, the minimum fee shall be <b>\$100.00</b> and shall include at least one inspection.
6. To authorize partial occupancy of building or occupancy of a partially completed building	<b>\$100.00</b>
7. To construct a fence	<b>\$100.00</b>
8. Blasting Permit	<b>\$100.00</b>
9. Transfer of permit	<b>\$100.00</b>
10. Miscellaneous request for inspection under City By-laws	<b>\$100.00</b>
11. Re-inspections on interior of final inspections where the work is not complete for the requested inspection	<b>\$100.00</b>

**Notes:**

1. Fees for classes of permit not described or included in this schedule shall be determined by the **Chief Building Official**.
2. The occupancy classification shall be established in accordance with the occupancy definitions of the **Ontario Building Code**.
3. Except as provided in Item 5, the floor area is the sum of the areas of all floors including basement and shall be measured to the outer face of the walls.
4. No deductions shall be made for openings within the floor area; i.e. stairs, elevators, ducts etc.
5. A garage serving only the dwelling unit to which it is attached or built in and an unfinished basement located within a dwelling unit shall not be included in the area calculations.

**THIS IS SCHEDULE "B" OF BY-LAW NO. 2007-07 OF THE CORPORATION OF  
THE CITY OF NORTH BAY**

---

**BUILDING BY-LAW**

**FORMS**

Applicable provincially mandated forms authorized under Clause 7(f) of the *Building Code Act* and municipal forms.

- Form 1 - Application for a Permit to Construct or Demolish
- Form 2 - Application for a Permit for Blasting Operations
- Form 3 - Application for a Permit to Construct a Fence
- Form 4 - Applicable Law Form
- Form 5 - Acknowledgement By Applicant of Incomplete Application Form
- Form 6 - COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS
- Form 7 - Application for a Permit to Occupy a Building Prior to Completion
- Form 8 - Code of Conduct for Building Officials



# Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: CORPORATION OF THE CITY OF NORTH BAY  
 (Name of municipality, upper-tier municipality, board of health or conservation authority)

**A. Project information**

Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	

**B. Applicant**      Applicant is     Owner    or     Authorized agent of owner

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (   )	Fax (   )	Cell number (   )	

**C. Owner (if different from applicant)**

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (   )	Fax (   )	Cell number (   )	

**D. Builder (optional)**

Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (   )	Fax (   )	Cell number (   )	

**E. Purpose of application**

<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				

**F. Tarion Warranty Corporation (Ontario New Home Warranty Program)**

i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____		

**G. Attachments**

- i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

**H. Declaration of applicant**

I \_\_\_\_\_ certify that:  
(print name)

- 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 2. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) 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.



## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (     )	Fax number (     )	Cell number (     )	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN:       _____			
<input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge. 2. I have authority to bind the corporation or partnership (if applicable).			
_____		_____	
Date		Signature of Designer	

\*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

**NOTE:**

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*.

**CITY OF NORTH BAY  
APPLICATION FORM**

**BLASTING PERMIT**

<b>Property Owner's Name</b>		Telephone No.
<b>Property Owner's Address</b>		Postal Code

<b>Applicant's Name</b>		Telephone No.
<b>Applicant's Address</b>		Postal Code

<b>Contractor's Name</b>		Telephone No.
<b>Contractor's Address</b>		Postal Code

Brief description of blasting operation proposed.

---



---

**Conditions of Approval**

- The applicant, prior to the issuance of a permit, shall deposit with the Chief Building Official a Certificate of a valid Comprehensive General Liability Insurance Policy specifically covering blasting operations with a minimum coverage of \$1,000,000.
- Each application shall be accompanied by a site plan, drawn to scale, that indicates property line locations, and the proposed blasting area.
- I/we agree to comply with the applicable Building By-law, to the Corporation of the City of North Bay and any amendments thereto.

I hereby signify that I will comply with the conditions on this application and I certify the truth of all the statements or representations contained therein.

Application submitted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Authorized Agent:

Date Authorized \_\_\_\_\_ Chief Building Official \_\_\_\_\_

**CITY OF NORTH BAY  
APPLICATION FORM**

**FENCE PERMIT**

Property Owner's Name		Telephone No.
Property Owner's Address		Postal Code

Applicant's Name		Telephone No.
Applicant's Address		Postal Code

Contractor's Name		Telephone No.
Contractor's Address		Postal Code

Description of Proposed Fence: Property Line Fence  
 Pool Fence  
  
 Wooden Fence  
 Chain Link  
 Stone  
 Metal  
 Other: \_\_\_\_\_

**Conditions of Approval**

- Each application will be approved based upon receipt of the applicable fee and approval from other pertinent departments.
- Each application shall be accompanied by a site plan, drawn to scale, that indicates property line locations, building locations and proposed location of fence, including fence height.
- I/we agree to comply with the applicable Fence By-law, No. 2002-105, to the Corporation of the City of North Bay and any amendments thereto.

I hereby signify that I will comply with the conditions on this application and I certify the truth of all the statements or representations contained therein.

Application submitted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Signature of Owner or Authorized Agent:

Date Authorized \_\_\_\_\_ Chief Building Official \_\_\_\_\_

**CITY OF NORTH BAY  
APPLICABLE LAW FORM**

Pursuant to Article 1.1.3.3 of the Building Code

<b>Property Owner's Name</b>		<b>Telephone No.</b>	
<b>Property Owner's Address</b>		<b>Postal Code</b>	

<b>Applicant's Name</b>		<b>Telephone No.</b>	
<b>Applicant's Address</b>		<b>Postal Code</b>	

<b>Contractor's Name</b>		<b>Telephone No.</b>	
<b>Contractor's Address</b>		<b>Postal Code</b>	

<b>List of Applicable Law</b>	
Check below all applicable law as set out in Article 1.1.3.3 of the Building Code and attach documents establishing compliance with each such law.	
<input type="checkbox"/>	Section 5 of the <i>Charitable Institutions Act</i>
<input type="checkbox"/>	Section 5 of Regulation 262 made under the <i>Day Nursery Act</i>
<input type="checkbox"/>	Section 194 of the <i>Education Act</i>
<input type="checkbox"/>	Section 6 of Regulation 314 made under the <i>Elderly Persons Centres Act</i>
<input type="checkbox"/>	Section 5 of the <i>Environmental Assessment Act</i>
<input type="checkbox"/>	Section 9 of the <i>Environmental Protection Act</i>
<input type="checkbox"/>	Section 46 of the <i>Environmental Protection Act</i>
<input type="checkbox"/>	Section 168.3.1 of the <i>Environmental Protection Act</i>
<input type="checkbox"/>	Paragraph 2 of Section 168.6(1) of the <i>Environmental Protection Act</i>
<input type="checkbox"/>	Section 9 of Regulation 469 made under the <i>Funeral Directors and Establishments Act</i>
<input type="checkbox"/>	Section 14 of the <i>Homes for the Aged and Rest Homes Act</i>
<input type="checkbox"/>	Section 14 of the <i>Milk Act</i>
<input type="checkbox"/>	Section 4 of Regulation 832 made under the <i>Nursing Home Act</i>
<input type="checkbox"/>	Section 11.1 of Ontario Regulation 267/03 (General) made under the <i>Nutrient Management Act, 2002</i>
<input type="checkbox"/>	Section 33 of the <i>Ontario Heritage Act</i>
<input type="checkbox"/>	Section 34 of the <i>Ontario Heritage Act</i>
<input type="checkbox"/>	Section 42 of the <i>Ontario Heritage Act</i>
<input type="checkbox"/>	Section 41 of the <i>Planning Act</i>
<input type="checkbox"/>	Section 22 of the <i>Private Hospitals Act</i>
<input type="checkbox"/>	Section 4 of the <i>Public Hospitals Act</i>
<input type="checkbox"/>	Section 2 of Ontario Regulation 453/96 made under the <i>Public Lands Act</i>
<input type="checkbox"/>	Section 34 or 38 of the <i>Public Transportation and Highway Improvement Act</i>
<input type="checkbox"/>	Section 28 and 53 of the <i>Development Charges Act, 1997</i>
<input type="checkbox"/>	Sections 257.83 and 257.93 of the <i>Education Act</i>
<input type="checkbox"/>	Subsection 4(4) of the <i>Environmental Assessment Act</i>
<input type="checkbox"/>	Subsection 133(4) of the <i>Municipal Act, 2001</i>
<input type="checkbox"/>	Subsection 24(3) of the <i>Niagara Escarpment Planning and Development Act</i>
<input type="checkbox"/>	Subsection 4(3) and (5) of Regulation 832 made under the <i>Nursing Homes Act</i>
<input type="checkbox"/>	Section 30 of the <i>Ontario Heritage Act</i>
<input type="checkbox"/>	Section 46 of the <i>Planning Act</i>
<input type="checkbox"/>	Section 33 of the <i>Planning Act</i>
<input type="checkbox"/>	Subsection 22(1) of the <i>Private Hospitals Act</i>
<input type="checkbox"/>	Regulations made under Clause 28(1)© of the <i>Conservation Authorities Act</i>
<input type="checkbox"/>	By-laws made under Sections 34 or 38 of the <i>Planning Act</i> or Section 3 of Ontario Regulation 246/01 made under that Act
<input type="checkbox"/>	Orders made under Section 47 of the <i>Planning Act</i> or subsection 17(1) of the <i>Ontario Planning and Development Act, 1994</i>
<input type="checkbox"/>	By-laws made under any private Act that prohibits the proposed construction or demolition of the building

<b>Declaration of Applicant</b>	
I, (print name) _____ certify that:	
<ol style="list-style-type: none"> <li>1. The proposed building, construction or demolition complies with the applicable law.</li> <li>2. Attached is documentation that establishes compliances with the applicable law.</li> <li>3. I have authority to bind the corporation or partnership (if applicable).</li> </ol>	
_____	_____
Date	Signature of Applicant

FORM # 5

PERMIT # \_\_\_\_\_

**CITY OF NORTH BAY  
ACKNOWLEDGEMENT BY APPLICANT OF AN INCOMPLETE APPLICATION**

Pursuant to Sentence 2.4.2.1.1B (5) of the Building Code

**Part A**

A prescreening of the application to (description of work) \_\_\_\_\_

\_\_\_\_\_

at (location of work) \_\_\_\_\_ reveals that the

application is incomplete in that the following items are missing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As such, the application is not entitled to the processing time periods prescribed in Column 3 of Table 2.4.1.1B of the Building Code.

The City of North Bay will however accept the incomplete application for processing if the Acknowledgement below is completed.

**Part B**

I, (print name of applicant):

\_\_\_\_\_

acknowledge that my application in described in Part A does not meet the requirements of 2.4.1.1B (5) of the Building Code and therefore is not entitled to the time periods prescribed in Column 3 of Table 2.4.1.1B of the Building Code.

Notwithstanding the above, I wish to have the application accepted for processing and understand that a permit cannot be issued until all the information is submitted and reviewed for compliance.

I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature of Applicant)

# COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

## Part A - Owner's Undertaking

Permit Application No.
------------------------

Project Description:

Address of Project:

Municipality:

**WHEREAS** the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

**NOW THEREFORE** the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

**The undersigned hereby certifies that he/she has read and agrees to the above**

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

## Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

<input checked="" type="checkbox"/> ARCHITECTURAL	<input checked="" type="checkbox"/> STRUCTURAL	<input checked="" type="checkbox"/> MECHANICAL	<input checked="" type="checkbox"/> ELECTRICAL	<input checked="" type="checkbox"/> SANITARY SERVICES	<input checked="" type="checkbox"/> OTHER (SPECIFY)	Date:
Consultant Name:	Signature:					Date:
Telephone:	Fax:	Address:				

<input checked="" type="checkbox"/> ARCHITECTURAL	<input checked="" type="checkbox"/> STRUCTURAL	<input checked="" type="checkbox"/> MECHANICAL	<input checked="" type="checkbox"/> ELECTRICAL	<input checked="" type="checkbox"/> SANITARY SERVICES	<input checked="" type="checkbox"/> OTHER (SPECIFY)	Date:
Consultant Name:	Signature:					Date:
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input checked="" type="checkbox"/> STRUCTURAL	<input checked="" type="checkbox"/> MECHANICAL	<input checked="" type="checkbox"/> ELECTRICAL	<input checked="" type="checkbox"/> SANITARY SERVICES	<input checked="" type="checkbox"/> OTHER (SPECIFY)	Date:
Consultant Name:	Signature:					Date:
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input checked="" type="checkbox"/> STRUCTURAL	<input checked="" type="checkbox"/> MECHANICAL	<input checked="" type="checkbox"/> ELECTRICAL	<input checked="" type="checkbox"/> SANITARY SERVICES	<input checked="" type="checkbox"/> OTHER (SPECIFY)	Date:
Consultant Name:	Signature:					Date:
Telephone:	Fax:	Address:				

FORM #7

PERMIT # \_\_\_\_\_

**CITY OF NORTH BAY  
APPLICATION FOR A PERMIT TO OCCUPY A BUILDING  
PRIOR TO COMPLETION**

To the Chief Building Official

The undersigned hereby applies for a permit described above. Pursuant to the requirements of Section 11 of the Building Code, you are hereby informed that the construction has been substantially completed in accordance with the permit documents and the Ontario Building Code.

Street and Number \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_ Postal Code \_\_\_\_\_  
\_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Contractor: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Contractor's Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Architect/Professional Engineer: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

I hereby request an inspection at the above noted location.

Dated at North Bay this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Agent  
Architect/Professional Engineer

1. That the plans submitted herein show the total number of units and/or the total amount of floor area of the building for which occupancy is requested.
2. Total number of units proposed for occupancy is \_\_\_\_\_.
3. Total floor area proposed for occupancy is \_\_\_\_\_.
4. This application is for a residential occupancy governed by 2.4.3.2 of the Ontario Building Code.

Application approved pursuant to subsection 2.4.3 of the Ontario Building Code.

Date Authorized \_\_\_\_\_ Chief Building Official \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

## FORM #8

### CODE OF CONDUCT FOR BUILDING OFFICIALS

#### PURPOSE

The following are the purposes of this Code of Conduct:

1. To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code.
2. To prevent practices which may constitute an abuse of power by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code by the Chief Building Official and Inspectors.

#### ENFORCEMENT GUIDELINES

Compliance with this code of conduct shall constitute a condition of employment as a Chief Building Official or Inspector appointed under the *Building Code Act*. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this Code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this Code shall be made in writing.

Any person who has reason to believe that this Code of Conduct has been breached may bring the matter to the attention of the Chief Building Official. In response to any allegation of a breach of this Code, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this Code of Conduct.

Where the allegation concerns the actions of the Chief Building Official, Council will direct the investigation and make such recommendations as are reasonable.

In determining the appropriate discipline, the Chief Building Official or Council will have regard to the relevance of the conduct to the Building Official's powers and responsibilities as well as the severity of any misconduct.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the City of North Bay's administration and is subject to relevant collective agreements, employment laws and standards.

#### CODE OF CONDUCT

In exercising powers and performing duties under the *Building Code Act*, the Chief Building Official and Inspectors shall:

1. Exercise powers in accordance with the provisions of the *Building Code Act*, the Ontario Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of Chief Building Officials and Inspectors;



2. Act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist;
3. Apply all relevant building laws, regulations and standards in a consistent and fair manner, independent of any influence by interested parties;
4. Not accept any personal benefit which may create a conflict with their duties; or perform duties where a personal interest may create a conflict;
5. Obtain the counsel of persons with expertise where the Chief Building Official or Inspector does not possess sufficient knowledge to make an informed judgment; and
6. Act honestly, reasonably and professionally in the discharge of their duties.

**THIS IS SCHEDULE "C" TO BY-LAW NO. 2007-07 OF THE CORPORATION OF THE CITY OF NORTH BAY**

---



**DECLARATION AND ACCEPTANCE**

The applicant, by acceptance of and in consideration of the issuance of this permit, agrees to the following conditions.

1. This permit does not preclude any other legislation, federal or provincial, or necessary approvals from other agencies.
2. Building Inspectors of the City of North Bay may, at any time, enter onto the lands which are described herein in order to make any surveys, examinations, investigations or inspections which are required for the purposes of ensuring that the work(s) authorized by this permit are being carried out according to the terms of the permit.
3. The applicant agrees:
  - (a) To indemnify and save harmless The Corporation of the City of North Bay and its officers, employees, or agents from and against all damage, loss, costs, claims, demands, actions and proceedings arising out of or resulting from any act or omission of the owner and / or applicant or any of their agents, employees or contractors relating to any of the particulars, terms or conditions of this permit,
  - (b) That this permit shall not release the applicant from legal liability or obligation to strictly comply with the Code and all applicable law and remains in force subject to all limitations, requirements and liabilities imposed by law, and
  - (c) That all complaints arising from the execution of the works authorized under this Permit shall be reported prior to the completion of the work by the applicant to The Corporation of the City of North Bay. The applicant shall indicate any action which has been taken, or is planned to be taken, if any, with regard to each complaint.
4. Failure to notify the Chief Building Official of required calls for inspections may lead to legal action under the Provincial Offences Act.
5. Where a Dye Test is required, the owner and / or the authorized agent shall notify the City Works Dept. and have the Dye Test conducted prior to any occupancy. The City suggests that the Dye Test should be conducted prior to the pouring of concrete floor slabs.
6. All special notes and comments listed on page 1 shall be considered as conditions of this permit.

I, the undersigned, \_\_\_\_\_, am the owner or authorized agent of the owner, and  
PRINT NAME

I do hereby agree to carry out or cause to be carried out the work(s) indicated above in compliance with the conditions set out herein and in accordance with the information contained in the application and any accompanying plans. I realize that should I carry out the work(s) contrary to the terms of this Permit that this Permit may be revoked. I also realize that this work shall be substantially commenced within six months and I agree to re-apply to the Chief Building Official prior to the expiration of this period should an extension be required.

DATED at the City of North Bay this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF OWNER / AUTHORIZED AGENT

\_\_\_\_\_  
For SIGNATURE OF CHIEF BUILDING OFFICIAL

**THIS IS SCHEDULE "D" OF BY-LAW NO. 2007-07 OF THE CORPORATION OF THE CITY OF NORTH BAY**

**BUILDING BY-LAW**

<b>PRESCRIBED NOTICES/INSPECTIONS OBC 2.4.5.1.(2)/2.4.5.3(1)</b>		
<b>Notice/Inspection</b>	<b>OBC Reference</b>	<b>Description</b>
Footings	2.4.5.1.(2)(a)	Readiness to construct footings
Backfill	2.4.5.1.(2)(b)	Substantial completion of footings and foundations prior to commencement of backfilling. Note: The establishment of the approved lot grading elevations are required prior to backfilling as regulated by this By-law Section 8, Sentence 25.
Framing – Part 9 of Buildings	2.4.5.1.(2)(c)	Substantial completion of structural framing, if the building is within the scope of Part 9
Framing – Other Than Part 9 Buildings	2.4.5.1.(2)(d)	Substantial completion of structural framing, if the building is not a building to which Clause (c) applies
HVAC Rough-In– Part 9 Buildings	2.4.5.1.(2)(c)	Substantial completion of ductwork and piping for heating and air-conditioning, if the building is within the scope of Part 9
HVAC Rough-In/Other Than Part 9 Buildings	2.4.5.1.(2)(d)	Substantial completion of rough-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause (c) applies
Insulation	2.4.5.1.(2)(e)	Substantial completion of insulation, vapour barriers and air barriers
Fire Separations & Closures	2.4.5.1.(2)(f)	Substantial completion of all required fire separations and closures
Fire Protection Systems	2.4.5.1.(2)(f)	Substantial completion of all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems
Fire Access Routes	2.4.5.1.(2)(g)	Substantial completion of fire access routes
Building Sewers	2.4.5.1.(2)(h)(i)	Readiness for inspection and testing of building sewers
Building Drains	2.4.5.1.(2)(h)(i)	Readiness for inspection and testing of building drains
Water Service Main	2.4.5.1.(2)(h)(ii)	Readiness for inspection and testing of water service main
Fire Service Main	2.4.5.1.(2)(h)(iii)	Readiness for inspection and testing of fire service main
Drainage & Venting Systems	2.4.5.1.(2)(h)(iv)	Readiness for inspection and testing of drainage systems and venting systems
Water Distribution System	2.4.5.1.(2)(h)(v)	Readiness for inspection and testing of the water distribution system
Plumbing Fixtures & Appliances	2.4.5.1.(2)(h)(vi)	Readiness for inspection and testing of plumbing fixtures and plumbing appliances

**PRESCRIBED NOTICES/INSPECTIONS**  
**OBC 2.4.5.1.(2)/2.4.5.3(1)**

<b>Notice/Inspection</b>	<b>OBC Reference</b>	<b>Description</b>
Pool/Spa Suction & Gravity Outlet System	2.4.5.1.(2)(i)	Readiness for inspection of suction and gravity outlets, covers and suction piping service outlets of an outdoor pool described in Clause 2.1.2.1.(1)(h)
Pool/Spa Circulation/Recirculation System	2.4.5.1.(2)(j)	Substantial completion of the circulation/recirculation system of an outdoor pool described in Clause 2.1.2.1.(1) (h), a public pool or a public spa
Sewage System Excavation	2.4.5.1.(2)(k)	Readiness to construct the sewage system
Sewage System Completion	2.4.5.1.(2)(l)	Substantial completion of the installation of the sewage system before the commencement of backfilling
Site Services	2.4.5.1.(2)(m)	Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling
Occupancy Prior to Completion	2.4.5.1.(2)(n)	Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 2.4.3.1.(2) or to permit occupancy under Sentence 2.4.3.2.(1), if the building is part of the building to be occupied is not fully completed. Note: A certified plan of survey and a lot grading certificate are required prior to permitting occupancy of a building as regulated by this By-law, Part 6, Sentences 21 and 23
Completion of Building	BCA Section 11	Completion of the building or part prior to occupancy or use
Completion of Occupied Unfinished Building	OBC 2.4.3.3.(1)	Completion of the building where a person has occupied or permitted the occupancy under Section 2.4.3 – Occupancy of Unfinished Building

**THIS IS SCHEDULE "E" TO BY-LAW NO. 2007-07 OF THE CORPORATION OF THE CITY OF NORTH BAY**

---

1. That the following persons be, and they are hereby appointed as enforcement officers under the Building Code Act, the Property Standard & Vital Services By-law 1996-06, and the *Provincial Offences Act*:

Shawn Killins: Chief Building Official, Building Inspector, Provincial Offences Officer, Property Standards Officer.

David Vossos: Chief Plans Examiner and Building Inspector, Provincial Offences Officer, Property Standards Officer.

Doug Braund: Building Inspector, Provincial Offences Officer, Property Standards Officer.

Rikki Parrish: Building Inspector, Provincial Offences Officer, Property Standards Officer.

Danny Rodgers: Building Inspector, Provincial Offences Officer, Property Standards Officer.

Marianne Speirs: Building Inspector, Provincial Offences Officer, Property Standards Officer.

2. That the following persons be, and they are hereby appointed as Municipal Law Enforcement Officers under the Police Services Act:

Shawn Killins is hereby appointed as a Municipal Law Enforcement Officer to enforce the By-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Chief Building Official.

David Vossos is hereby appointed as a Municipal Law Enforcement Officer to enforce the By-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Chief Plans Examiner.

Doug Braund is hereby appointed as a Municipal Law Enforcement Officer to enforce the By-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Building Inspector.

Rikki Parrish is hereby appointed as a Municipal Law Enforcement Officer to enforce the By-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Building Inspector.

Danny Rodgers is hereby appointed as a Municipal Law Enforcement Officer to enforce the By-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Building Inspector.

Marianne Speirs is hereby appointed as a Municipal Law Enforcement Officer to enforce the By-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Building Inspector.