

**BY-LAW #613**  
**TOWN OF OROMOCTO BUILDING BY-LAW**

**BE IT ENACTED** By the Council of the Town of Oromocto, under the authority vested in it under of the *Building Code Administrative Act* under Section 5, enacts as follows:

**1. SCOPE**

- 1) The purpose of this by-law is:
  - a) to prescribe standards for the building, locating or relocating, demolishing, altering, structurally altering, repairing or replacing, or any combination of the work, of a building or structure;
  - b) to prohibit the undertaking or continuing of any work in violation of standards prescribed by this by-law; and
  - c) to prescribe a system of permits for the work, their terms and conditions, the conditions under which they may be issued, suspended, reinstated, revoked and renewed, their form and the fees for the permits.
  
- 2) This by-law applies to any building or any part thereof that has been affected in any manner in whole or in part by a change in occupancy or use.

**2. INTERPRETATION**

- 1) **OTHER BY-LAWS, PERMITS, AND LICENSES**  
Nothing in this by-law shall relieve any person from the obligation to comply with the requirements of any by-law of the Town of Oromocto from time to time, or the obligation to obtain any license, permit, authority or approval required under any by-law of the Town of Oromocto.
  
- 2) **CALCULATION OF NUMERICAL REQUIREMENTS**  
All numerical requirements in this by-law are provided in metric units of measurement. Imperial units of measurement, where provided, are for user convenience only. Where a discrepancy between metric and imperial measurements occurs, the metric measurement shall prevail.

**3. DEFINITIONS**

In this by-law, any word that is italicized is either legislation or defined and shall be interpreted as follows:

**"Accessory Building"** means a building located on the same lot as the main building to which it is accessory, and which has a use that is naturally or customarily incidental or complementary to the main use of the land or building but does not include a building designed for public congregation.

**"Building"** means any structure used or intended for supporting or sheltering any use or occupancy.

**"Building Inspector"** means the person designated by the Town of Oromocto Council, or their designate(s), to enforce this by-law.

**"Code"** means the latest edition of the National Building Code of Canada as adopted under the Building Code Administrative Act, SNB 2020, c.8 including any amendments, revisions or errata issued thereto.

**"Change of Occupancy"** means a change of occupancy classification for a building or structure or part thereof, under the National Building Code of Canada.

I certify that this instrument  
is registered or filed in the  
Sunbury  
County Registry Office,  
New Brunswick

J'atteste que cet instrument est  
enregistré ou déposé au bureau  
de l'enregistrement du comté de  
Sunbury  
Nouveau-Brunswick

2024-11-01 12:48:51 45492783  
date/date time/heure number/numero  
K. Platt  
Registrar-Conservateur

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**“Change of Use”** means a change of use or intended use of a building or part of a building with respect to occupancy classifications under the Code, and which must comply with the Town’s current Municipal Plan and current Zoning By-law as determined by the Development Officer.

**“Development Permit”** means a permit issued pursuant to the Town of Oromocto current Zoning By-law that pertains primarily to land-use requirements. Work permitted under a development permit is not subject to Code inspections.

**“Director”** means the Director of the Planning & Compliance Department.

**“Deposit”** means a sum of money required by this by-law to be held by the Town. A deposit or portion thereof, is refunded to the applicant upon the Building Inspector’s final inspection of the work and all required reports related to the work.

**“Designer”** means a member in good standing with the association of Professional Engineers or Architects licensed to practice in the Province of New Brunswick.

**“Grading Plan”** means a lot grading plan prepared by a Professional Engineer that is drafted in association with a lot pursuant to the Town’s specifications.

**“Land Surveyor”** means a member in good standing with the association of New Brunswick Land Surveyors authorized under the New Brunswick Land Surveyors Act to practice land surveying in the Province of New Brunswick.

**“Permit”** means any permit issued pursuant to this by-law.

**“Person”** includes an individual, association, firm, partnership, corporation, trust, incorporated company, organization, trustee, or agent, and the heirs, executors, or other legal representatives of a person to whom the context can apply according to law.

**“Phased Building Permit”** means a permit pertaining to work for a portion of a building or structure. (A common example is a permit being issued for a foundation while the rest of the building is still in plan review.)

**“Professional Engineer”** means a member in good standing with the Association of Professional Engineers and Geoscientists of New Brunswick and licensed to practice engineering in the Province of New Brunswick.

**“Public Works”** means the construction of utility lines and water & sewer piping within an easement or street right-of-way. This includes transformers, switchers, hydrants, manholes and pumps that form part of the municipal system.

**“Sign”** means any display of advertisement, placard, billboard or other form or means or device whatsoever of public notice or announcement whether erected, placed or painted.

**“Structure”** means any assembly constructed or erected that is fixed to or supported by the soil or by any other building or structure.

**“Town”** means the Town of Oromocto.

**“Work”** means the building, locating, relocating, demolishing, altering, structurally altering, repairing or replacing, change of occupancy or any combination of the work, of a building or structure, including the installation of a building units fabricated or moved from elsewhere.

#### **4. ADOPTION OF CODE**

- 1) The latest edition of the National Building Code of Canada, as adopted by the Province of New Brunswick including any amendments thereto, is hereby adopted as the minimum standard for all Work or Change of Use undertaken in the Town.
- 2) Notwithstanding section 4.1, no penalty clause or any administrative procedure contained in the Code is adopted.

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- 3) The Town of Oromocto hereby adopts, pursuant to Section 5 of the Building Code Administrative Act, SNB 2020, the Barrier-Free Design Building Code Regulation – Building Code Administration Act.

**5. PROHIBITION OF WORK OR CHANGE OF USE**

- 1) A person shall not undertake or continue any work or change of use unless:
- a) it conforms with the Code;
  - b) it conforms with this by-law; and
  - c) a valid building permit has been issued pursuant to the by-law.
- 2) No person shall demolish or cause the demolition of a building or structure within the Town without a demolition permit issued pursuant to the by-law.

**6. EXEMPTIONS**

- 1) Notwithstanding section 5, a person shall be exempted from obtaining a building permit when the proposed work or change of use is of the following nature:
- a) non-structural repairs and maintenance work that is deemed not to have any health and life safety implications by the Building Inspector;
  - b) maintenance of heating equipment, ventilation or electrical equipment in all buildings provided that such maintenance does not affect a fire separation or fire dampers;
  - c) recreational structures such as daycare shade structures;
  - d) flag poles, clothesline, power and communications poles;
  - e) retaining walls less than 1.2 m (4 ft) in height from the top of the wall to the lowest adjacent surface;
  - f) signs exempted by the Town's current Zoning By-law;
  - g) public works;
  - h) painting;
  - i) replacement of floor covering;
  - j) changing interior doors, provided they are of the same type, location and size;
  - k) replacing exterior floor decking where such repairs are the same type and configuration as that being repaired;
  - l) plaster and drywall repairs;
  - m) wallpaper installation;
  - n) electrical maintenance;
  - o) masonry repointing;
  - p) installation of gutters or downspouts;
  - q) installation of storm doors and shutters;
  - r) refacing or replacing kitchen cabinets;

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- s) repairing or reinstalling cosmetic interior trim;
- t) installation, repair or replacement of exterior siding;
- u) work that is solely electrical in nature and is not part of a fire alarm or life safety system;
- v) does not impact any structural aspect of the building;
- w) does not penetrate into or through any fire walls, fire separations, fire rated materials, or fire rated assemblies by conduit penetration or otherwise;
- x) is not a change of use; and
- y) there is no new or additional service entrance.

**7. BUILDING PERMIT APPLICATION REQUIREMENTS**

- 1) A person seeking to obtain a building permit for proposed work or change of use shall submit the appropriate application form(s) prescribed by the Town completed in full.
- 2) Every building permit application shall:
  - a) identify and describe in detail the proposed work use and occupancy of the lands, buildings, and structures to be included in the permit for which the application is made;
  - b) identify and describe in detail the existing uses and the proposed uses for lands, buildings, and structures included in the permit for which the application is made;
  - c) include the legal description, the municipal address, and where appropriate, the unit number of the land, buildings, or structures included in the permit for which the application is made;
  - d) be accompanied by one (1) digital copy in PDF format or one (1) hard copy of scaled site plan, building plans and specifications as set out in Schedule B and C, unless otherwise specified by the Building Inspector;
  - e) be accompanied by the required fees and deposits as calculated in accordance with Schedule A to this by-law;
  - f) state the name, address, telephone number, and email address of the registered property owner or a person authorized to act as an agent thereof, and, where applicable, the name, address, telephone number, and email address of the architect, Professional Engineer or other designer and of the constructor/buildier or person hired to carry out the construction or demolition as the case may be;
  - g) be signed by the owner or their representative, which will be deemed to have given consent under the Building Code Administrative Act and to certify as to the truth of the contents of the application;
  - h) where Town services cannot be reasonably extended, on-site septic permit approval from the Province of New Brunswick;
  - i) where Town services can be reasonably extended, an application for approval of a connection to the Town's water and sewer network which shall:
    - i. Be in a form prescribed by the Town Engineer;
    - ii. Be signed by the owner of the property or authorized agent;
    - iii. Include the name, address, and telephone number of the person or company performing the installation;
    - iv. Be accompanied by the appropriate fee as set by Town Engineer; and

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- v. Include the name of the qualified person supervising the work to be done;
- j) all other information required by the Building Inspector.
- 3) A Geotechnical report shall be completed to the satisfaction of the Building Inspector prior to the Building Inspector undertaking a "pre-backfill" inspection; unless otherwise specified by the Building Inspector.
- 4) Where an application for a building permit remains incomplete or inactive for six (6) months, the application may be deemed by the Building Inspector to have been abandoned.
- 5) Every applicant shall provide sufficient plans, specifications, documents and other information to enable the Building Inspector to determine whether the proposed construction, demolition or change of occupancy conforms to the by-law, the Code and any other applicable law.
- 6) All plans submitted are to be legible, durable, and indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that the completed work will conform to the Code.
- 7) Where required by the Building Inspector, a completed form entitled "Confirmation of Commitment by Owner" and "Field Review Commitment" by Architect and appropriate Professional Engineers of record for the disciplines required.
- 8) The drawings and specifications for buildings or structures or any component thereof that fall under Part 3 and/or Part 4 of the National Building Code shall be stamped and sealed by a professional engineer or architect skilled in the work concerned and licensed to practice in the Province of New Brunswick.
- 9) The Director may refuse to accept an application if any of the above is deemed to be incomplete or insufficient at the time of application.
- 10) On completion of the construction of a building the Director may require the person who is responsible for the construction submit to the Building Inspector a set of plans of the building or structure as constructed.
- 11) When the Director has required the production of as constructed drawings in accordance with Schedule B, the person who is responsible for the construction shall provide them within 60 days of the completion of the work.
- 12) All plans and specifications provided to the Building Inspector pursuant to this by-law or the Code or otherwise required are the property of the Town and will be disposed of or retained in accordance with the law.

**8. SITE PLANS**

- 1) Site plans submitted shall be referenced to a current plan of survey that has been certified by a registered New Brunswick Land Surveyor and a copy of such survey shall be filed with the Town unless this requirement is waived because the Director is able, without having a current plan of survey, to determine whether the proposed work conforms to the by-law, the Code and any other applicable law.
- 2) The site plan will include all the required information identified on Schedule C.

**9. SURVEYOR REAL PROPERTY REPORT**

- 1) A Surveyor's Real Property Report will be required where an application for a permit is submitted, and the work described therein involves new foundation construction or foundation extensions. The building deposit shall not be returned until such report has been received.

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- 2) The Surveyor's Real Property Report shall show the distances from the outer walls of the foundation to the property boundary lines, the geodetic elevations at the top of each level of the foundation wall(s), the geodetic elevations at the property corners, mid-point of each property line and at the bottom of any drainage swale and shall be signed by a New Brunswick Land Surveyor before being received and considered by the Building Inspector.
- 3) Where an appropriate Surveyor's Report exists for a property undergoing a foundation alteration or extension or based on the opinion of the Director, the Building Inspector may waive the above requirement.

**10. AUTHORIZATION OF ALTERNATIVE SOLUTIONS**

Where an alternative solution is proposed for authorization as prescribed under the Code, the owner shall file the following information to the Building Inspector:

- a) an application on a form provided by the Building Inspector;
- b) a description of the proposed material, system or building design for which authorization under the Code is requested;
- c) supporting documentation demonstrating that the proposed material, system or building design will provide the level of performance required by the Code; and
- d) payment of the required fee in accordance with the Schedule A.

**11. PERMIT FEES**

- 1) Council shall adopt, and may from time to time amend by resolution, a fee schedule to be appended to the by-law as Schedule A.
- 2) The Building Inspector shall determine the required fees for the work proposed in the application and the applicant shall pay the fees calculated in accordance with Schedule A.
- 3) No permit may be issued under this by-law until the fees set out in Schedule "A" have been paid in full to the Town.
- 4) Where applicable, a water & sewer inspection fee shall accompany the application for the building permit.

**12. CANCELLATION OF PERMIT**

- 1) A person to whom a permit has been issued may apply in writing to the Director for the cancellation of the permit only if the work for which the permit was issued has not commenced.
- 2) Where an application for a building permit remains incomplete or inactive for six (6) months, the application may be deemed by the Building Inspector to have been abandoned.

**13. REFUNDS**

- 1) In the case of the withdrawal or abandonment of an application or the refusal or revocation of a permit upon written request by the applicant. Fees, if any that may be refunded, will be in accordance with the table below.

STAGE OF PERMIT	REFUND
Where only administrative functions have been completed (application received, cost analysis completed, and application is entered into the building permit database).	90%
Where only administrative and zoning functions have been completed.	75%
Where administrative, zoning, and plans examination functions have been completed.	60%

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Where the permit has been issued and field inspections have yet to be performed, subsequent to permit issuance.	50%
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- 2) The entire amount of the building deposit fee will be refunded if no work has commenced at time of the request in accordance with Section 12. Once the work has commenced, the deposit fee will be retained in accordance with subsection 13(1).
- 3) Upon being refunded by the Town, the permit shall be deemed to be cancelled.

**14. TRANSFER OF PERMIT**

- 1) Where a property for which a permit has been issued changes ownership, no work shall be done pursuant to the issued permit until such time as the new owner has completed, to the satisfaction of the Building Inspector, an application for building permit in the required form.
- 2) A fee shall be payable in accordance with Schedule A on a transfer to the new owner.
- 3) Where the new owner has complied with the provisions of this section, they shall be the permit holder for the purposes of this by-law and the Code.

**15. DEPOSIT FEES**

- 1) In the case of any new buildings and additions constructed, or renovations exceeding thirty thousand dollars (\$30,000), every person who applies for a permit shall submit to the Town a deposit fee equal to one- and one-half percent (1.5%) of the total estimated cost of the work to a maximum deposit of six thousand dollars (\$6000).
- 2) The deposit fee shall be returned to the applicant provided:
  - a) where applicable, a Surveyor's Report has been submitted and approved by the Town;
  - b) any improper location and elevation of the foundation and drainage swales have been corrected;
  - c) all inspections and work have been carried out as required by this by-law in a reasonable time and with no deficiencies;
  - d) municipal property or infrastructure has not been damaged; and
  - e) and all required reports have been submitted and accepted.
- 3) If municipal property or infrastructure is damaged, the deposit fee or a portion thereof shall be used to cover the cost of repairs by Town forces. If the cost of repairs exceeds the deposit fee, the additional cost shall be a debt owed to the Town by the permit holder and/or property owner in the form of a lien registered against the property.
- 4) Where an applicant has not met with the terms of this by-law within 2 years of the date of the expiration of the building permit, the said deposit fee will be deemed to be forfeited to the Town.

**16. PERMIT ISSUANCE**

- 1) Upon receipt of a complete application and the determination by the Building Inspector that the proposed work conforms to this by-law and any other applicable by-law and/or regulation, a building permit shall be issued provided that there are no unresolved financial or other matters between the permit holder or property owner and the Town related to the Work or Change of Use described in the permit.
- 2) A permit issued for a Low-Density Residential development shall have a notice of outstanding inspection placed on the Land Gazette against the property in accordance with the Community Planning Act.
- 3) A permit issued pursuant to this by-law shall be valid for a period of one year from the date of issuance after which time the permit shall be null and void, unless extended or renewed by the

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Building Inspector, at their discretion.

- 4) The issuance of a permit or the review of the drawings and specifications or inspections made by the Building Inspector shall not relieve the permit holder or owner from full responsibility for carrying out the work in accordance with this by-law and/or other applicable by-laws and regulations.
- 5) The work shall not commence until a building permit has been issued.

**17. REVOCATION OF PERMIT**

- 1) A permit issued pursuant to this by-law herein shall be deemed revoked by the Building Inspector if the work or change of use described in the permit is:
  - a) not commenced within one year from the date of issuance.
  - b) discontinued, suspended, or has not substantially progressed in the opinion of the Building Inspector, for a period over six (6) months;
  - c) contrary to the Code, this By-law and any other applicable Town By-law, the Building Code Administrative Act, or the terms and conditions of permit approval for the work or change of use; or
  - d) found to be based on incomplete or false information.
- 2) The Building Inspector shall notify in writing the owner and/or permit holder of the revocation.
- 3) The Building Inspector may reinstate a permit that has been revoked if all requirements under the Code, this By-law and any other applicable Town By-law, the *Building Code Administrative Act*, and the terms and conditions of permit approval for the work or change of use are complied with.

**18. RESPONSIBILITY OF PERMIT HOLDER**

- 1) Every permit holder shall:
  - a) comply with the terms and conditions of the permit; and
  - b) undertake the construction, process or activity in accordance with the Building Code Administrative Act, applicable codes and standards.
- 2) Every permit holder shall give to the Building Inspector forty-eight (48) hours' notice, exclusive of Saturdays, Sundays and holidays, to conduct all or any combination of the following inspections as determined by the Building Inspector:
  - a) a "pre-footing" inspection prior to placement of foundation footings;
  - b) a "pre-backfill inspection prior to backfill of foundation
  - c) a "pre-drywall" inspection consisting of an insulation and vapour barrier inspection and after installation of all building services such as electrical wiring and conduit and duct work;
  - d) a "final" inspection;
  - e) any additional inspections deemed as required by the Building Inspector, which may include but are not limited to, a "radon" inspection prior to pouring floor slab to confirm location of radon mitigation pipe, and a "framing" inspection consisting of structural components and before application of insulation or vapour barrier at the discretion of the Building Inspector.
- 3) The permit shall be posted in a conspicuous place on the property for the duration of the work and a copy of the approved drawings and specification shall be kept on the property throughout the duration of the work.
- 4) The permit holder is responsible for any repair costs associated with Town owned property damaged as a result of undertaking the work described in the permit.



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- 5) The permit holder is responsible for ensuring safe conditions for the public with respect to the work.
- 6) Where a building permit is issued for a building or structure or a part thereof and is designed to Part 3 and/or Part 4 of the Code, the permit holder and/or the owner shall provide to the Building Inspector, on the prescribed form, written confirmation from the designer that, in accordance with the Code, the construction was found to be in conformance with the design.
- 7) The permit holder and/or owner shall not deviate from this by-law or from the conditions of a permit or omit work that is required by this by-law or the conditions of the permit. The permit holder and/or owner is responsible to ensure that all work meets the requirements of the by-law, notwithstanding that a permit has been issued for the work and the drawings and specifications have been approved by the Building Inspector and inspections have been performed.
- 8) The permit holder is responsible for providing an integrated fire protection and life safety systems test report and any other reports as determined necessary by the Building Inspector.

**19. RESPONSIBILITY OF BUILDING INSPECTOR**

- 1) The Building Inspector shall administer and enforce this by-law.
- 2) The Building Inspector shall keep copies of all applications received, permits and orders issued, inspections and tests made, and all documents connected with the administration of this by-law.
- 3) The Building Inspector may issue in writing notices or orders to inform the owner where a contravention of this by-law has been observed. The order may specify the corrective action to be completed within a reasonable time or may order the cessation of the work in accordance with the Building Code Administrative Act.
- 4) The Building Inspector, when deemed necessary, may require the testing of materials, devices, systems, construction methods, structural assemblies or foundation conditions, or require sufficient proof of same at no cost to the Town, where such evidence or proof is necessary to determine compliance with the requirements of this by-law.
- 5) The Building Inspector may answer relevant questions as may be reasonable with respect to the provisions of this by-law, except for standard design aids, but shall refrain from assisting in the laying out of any work and from acting in the capacity of a designer.
- 6) The Building Inspector shall issue a building permit to the owner or agent when to the best of knowledge, the applicable requirements of this by-law and any other applicable by-law/regulations have been met.
- 7) The Building Inspector is not required to inspect work to which Part 4 or Part 6 of the Code applies.
- 8) The Building Inspector may under the Building Code Administrative Act at a reasonable time:
  - a) enter any building or real property in the area for which the inspector has the responsibility of conducting inspections,
  - b) be accompanied and assisted by a person who has special or expert knowledge,
  - c) have tests conducted or require owner to conduct tests, make inquiries and take samples, measurements, photographs or video recordings that the building inspector considers necessary, and
  - d) perform any other duty or power prescribed in this by-law.
- 9) Before or after attempting to effect entry under 21(8), a Building Inspector may apply for an entry warrant under the Entry Warrants Act.

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- 10) A Building Inspector shall not enter an occupied part of a private dwelling unless they:
- a) have consent of the occupier;
  - b) have obtained a warrant pursuant to the Entry Warrants Act; or
  - c) have reasonable and probable grounds to believe the building poses an imminent threat to the safety of the occupants or the public.

**20. OPEN FOUNDATIONS AND EXCAVATIONS**

The owner of a property upon which an open foundation or excavation exists as the result of demolition or destruction of a Building, when new construction is to proceed without delay, shall forthwith following such demolition or destruction, erect in a neat and professional manner a wall or fence constructed of good materials at least 1.8 metres in height, around the perimeter of such foundation or excavation and shall maintain same so as not to become dilapidated or unsightly until construction has proceeded to a stage where the foundation or excavation is no longer a danger.

**21. SEVERABILITY**

Where a Court of competent jurisdiction declares any section or part of a section of this By-law invalid, the remainder of this By-law shall continue in force unless the Court makes an order to the contrary.

**22. REPEAL OF PREVIOUS BY-LAW**

By-law No. 513 "A Building By-law", read the third time and enacted on April 18<sup>th</sup>, 2019, and all amendments thereto are hereby repealed.

<b>READ FIRST TIME BY TITLE ONLY:</b>	<b>19 SEPTEMBER 2024</b>
<b>READ SECOND TIME IN ITS ENTIRETY:</b>	<b>19 SEPTEMBER 2024</b>
<b>READ THIRD TIME BY TITLE ONLY FOR ENACTMENT:</b>	<b>17 OCTOBER 2024</b>

  
\_\_\_\_\_  
John Jackson  
Chief Administrative Officer / Town Clerk

  
\_\_\_\_\_  
Robert Powell  
Mayor



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**SCHEDULE A – FEES**

**1. Minimum Permit Fee**

A minimum permit fee of \$50 shall be charged for all work, unless otherwise indicated.

**2. Calculation of Rates and Fees**

a) The required permit fee is based on the total area in square metres (m<sup>2</sup>) of the work.

b) Calculation of permit fees is based on the formula below:

$$\text{Permit Fee (rounded to the nearest dollar)} = \text{SI} \times \text{A}$$

Where SI = Service index classification of the work proposed, and

Where A = Floor area in square metres (m<sup>2</sup>) of work involved.

**3. Schedule of Rates and Fees**

In all cases, more than one fee category may apply unless noted otherwise.

CLASS: BUILDING PERMIT  BUILDING CLASSIFICATION	Service Index (SI)	
	Permit Fee (\$/m <sup>2</sup> )	Flat Fee
<b>DEVELOPMENT PERMITS:</b>		
Sign – Fascia		\$50
Sign – Free Standing		\$75
Sign – Pylon		\$250
Accessory Structure not exceeding 18m <sup>2</sup>		\$25
Accessory Structure over 18m <sup>2</sup> not exceeding 55m <sup>2</sup>		\$50
Fence under 30 linear metres		\$25
Fence over 30 linear metres		\$75
Swimming Pool		\$75
Temporary Storage Shelter		\$25
Free standing deck have less than 600mm from walking surface to grade		\$50
Re-roof under 150 m <sup>2</sup>		\$50
<b>GROUP A – ASSEMBLY</b>		
All recreation facilities, schools, places of worship, restaurants, arenas (includes additions)	\$17.20	
Outdoor public swimming pools / splash pads	\$6.46	
All other Group A occupancies of a similar nature	\$15.70	
Alteration / renovation / repair	\$8.60	
Façade renovation (building < 600 m <sup>2</sup> ) not including signage		\$200
Façade renovation (building > 600m <sup>2</sup> ) not including signage		\$400
Demising wall / ceiling per continuous separation		\$150
<b>GROUP B – INSTITUTIONAL</b>		
Institutional, residential care facility, hospital, and occupancies of a similar nature including additions	\$18.20	
Alteration / renovation / repair	\$15.12	
Façade renovation (building < 600 m <sup>2</sup> ) not including signage		\$200
Façade renovation (building > 600m <sup>2</sup> ) no including signage		\$400
Demising wall / ceiling per continuous separation		\$150
<b>GROUP C – RESIDENTIAL – LOW DENSITY</b>		
Single, semi, duplex, triplex, row house and multiple dwelling including attached garage, carport or deck. (Includes additions)	\$16.90*	
Other:		
Alteration / renovation / repair including new foundation / secondary suite	\$5.38	
Attached garage for single family dwelling	\$4.30	
Detached garage exceeding 55m <sup>2</sup>	\$4.30	
SFD-finished basement or basement repair		\$150
Demising wall / ceiling per continuous separation		\$150
Carport, porch, prefabricated sunroom		\$110
Deck over 600mm from walking surface to grade under 21m <sup>2</sup>		\$75

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Deck over 600mm from walking surface to grade over 21m <sup>2</sup>		\$100
Insulation upgrade – interior or exterior		\$75
<b>GROUP C – RESIDENTIAL – MEDIUM – HIGH DENSITY</b>		
Apartment building up to 3 storeys	\$7.40*	
Apartment building over 3 storeys	\$8.20*	
Hotel over 2 storeys	\$9.25	
Motel up to 2 storeys	\$9.25	
Alternation / renovation / repair	\$5.38	
Demising wall / ceiling per continuous separation		\$150
<b>GROUP D – BUSINESS AND PERSONAL SERVICES</b>		
Office, medical, financial institution, and occupancies of a similar nature.		
Business / personal services – shell / additions	\$8.58	
Business / personal services – finished	\$15.50	
Alternations / renovation / repair / fit-up	\$7.90	
Façade renovation (building < 600 m <sup>2</sup> ) not including signage		\$200
Façade renovation (building > 600m <sup>2</sup> ) not including signage		\$400
Demising wall / ceiling per continuous separation		\$150
<b>GROUP E – MERCANTILE</b>		
Store, supermarket, department store, and occupancies of a similar nature.		
Mercantile – shell / additions	\$9.30	
Mercantile – finished	\$16.90*	
Alteration / renovation / repair / fit-up	\$8.60	
Façade renovation (building < 600 m <sup>2</sup> ) not including signage		\$200
Façade renovation (building > 600m <sup>2</sup> ) not including signage		\$400
Demising wall / ceiling per continuous separation		\$150
<b>GROUP F - INDUSTRIAL</b>		
Industrial buildings, warehouses – shell / additions	\$8.50	
Industrial buildings, warehouses – finished	\$13.20	
Repair garage, gas station, car wash	\$10.90	
Alteration / renovation / repair	\$5.50	
Façade renovation (building < 600 m <sup>2</sup> ) not including signage		\$200
Façade renovation (building > 600m <sup>2</sup> ) not including signage		\$400
Demising wall / ceiling per continuous separation		\$150
<b>TENTS / PORTABLES</b>		
Tents < 225m <sup>2</sup>		\$100
Tents > 225m <sup>2</sup>		\$200
School portables (per unit)		\$125
<b>DESIGNATED STRUCTURES</b>		
Communications tower		\$1500
Solar collectors – per support		\$250
Wind turbine supports – per support		\$750
<b>DEMOLITION</b>		
All buildings < 600m <sup>2</sup>		\$80
All buildings > 600m <sup>2</sup>		\$200
<b>MISCELLANEOUS PERMITS</b>		
Fire alarm system, emergency lighting, sprinkler system		\$150
Each balcony guard repair or balcony repair		\$100
<b>OTHER PERMITS</b>		
Change of occupancy permit (no construction proposed)		\$50
Non-residential accessory structures	\$4.30	
Minor interior alterations for ICI, not entire footprint		\$150
Ramps under 600mm from walking surface to grade		\$50
Ramps over 600mm from walking surface to grade		\$75
Exterior doors and windows		\$60
Pre-cast concrete stairs		\$50
Deck repair		\$50
Re-roof over 150 m <sup>2</sup>		\$250

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OTHER FEES	FEE
Building compliance letter	\$125
To review revised drawings	25% of the original building permit fee or \$110, whichever is greater.
To transfer ownership of a permit	\$100
Additional fee when permit divided into two parts	\$150
Alternative solutions	\$400 per application (up to 4 hours of staff time with an additional \$100/hr for every hour over 4 hours)

**4. Miscellaneous Charges**

For classes of permits not described or included in this schedule, a reasonable permit fee shall be determined by the Director.

**5. Explanatory Notes**

The following explanatory notes are to be observed in the calculation of permit fees:

- a) The Building Classifications listed in part 3 of this Schedule shall be the classification for the use as determined by the Code and Appendix A of the Code.
- b) The permit fee is calculated on the basis of "gross floor area" in square metres (m<sup>2</sup>), defined as: the building area dimensions measured from the outer face of exterior walls and includes non-conditioned spaces such as attached garages and covered decks or porches.
- c) There are no deductions from the gross floor area for openings such as stairs, elevators, shafts, etc.
- d) "Gross Floor Area" means the sum of the areas of each storey of a building above or below established grade.
- e) In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work.
- f) A fee phase discount (FPD) shall be applied to all SI calculated fees marked with an asterisk (\*). This discount rate will be evaluated annually by the Director and the CAO until it is deemed unnecessary.
  - i. The FPD does not apply to all other building classifications or to flat fees identified under this Schedule.
  - ii. The current FPD is 30%.

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**SCHEDULE B – DOCUMENTS AND DRAWINGS**

**1. Documents and Drawings Required**

The following information is required to be submitted in accordance with this by-law:

DOCUMENTS AND DRAWINGS REQUIRED	
<b>DEVELOPMENT PERMITS</b>	
Fence	<ul style="list-style-type: none"> <li>• Completed and signed development permit application</li> <li>• Site plan (see Schedule C)</li> <li>• Sign specification / construction drawings</li> <li>• Construction details of accessory buildings, decks</li> <li>• Description of scope of work for a roof</li> </ul>
Sign	
Temporary Storage Shelter	
Swimming Pool	
Accessory buildings under 55 m <sup>2</sup>	
Re-roof under 150 m <sup>2</sup>	
Free standing deck less than 600mm from the finished grade	
<b>BUILDING PERMITS</b>	
Any new construction or additions	<ul style="list-style-type: none"> <li>• Completed and signed building permit application</li> <li>• Completed water / sewer application</li> <li>• Completed and signed energy efficiency form</li> <li>• Site plan (see Schedule C)</li> <li>• Architectural drawings</li> <li>• Floor and truss manufacturer details</li> <li>• Structural drawings (if applicable)</li> <li>• Window specifications from supplier / manufacturer</li> <li>• Construction of accessory buildings, decks</li> <li>• Description of scope of work for a roof</li> </ul>
Alterations for:	
One Unit dwelling	
Secondary Suites	
Duplex	
Row house / townhouse – less than 4 units	
Accessory buildings over 55 m <sup>2</sup>	
Re-roof over 150 m <sup>2</sup>	
Attached deck	
Free standing deck over 600mm from the finished grade	
<b>COMMERCIAL / INSTITUTIONAL / INDUSTRIAL / MULTI – UNIT RESIDENTIAL / ASSEMBLY</b>	
Any new construction	<ul style="list-style-type: none"> <li>• Completed and signed application for an industrial / commercial / institutional permit</li> <li>• Completed water / sewer application</li> <li>• Signed confirmation of commitment by owner (A-1) and engineers (A-2 to A-7) (if applicable)</li> <li>• Site plan (see Schedule C) and Civil drawings</li> <li>• Architectural drawings</li> <li>• Structural drawings</li> <li>• Mechanical drawings</li> <li>• Electrical drawings (if applicable)</li> <li>• Fire protection drawings (if applicable)</li> </ul>
Additions / alterations / repairs or change of occupancy for:	
Multi-unit residential – 4 units and more	
Retail shops / stores	
Places of Worship / schools	
Restaurants	
Warehouse / storage	
Offices	

**2. Other Required Drawings**

When required by the Building Inspector, plans and specifications will include:

- a) the full exterior and interior dimensions of any proposed building or structure;
- b) the proposed use and dimensions or area of each room or floor area in the building or structure;
- c) elevation drawings indicating overall height and width of all the faces of the building or structure;
- d) a cross section through the proposed building or structure;
- e) floor plans for every level in the proposed building or structure; and
- f) any other information as required by the Building Inspector to determine compliance with this by-law or the Code.

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**SCHEDULE C – SITE PLAN INFORMATION**

The following information is required to be identified on a site plan in accordance with this by-law.

**1. Site Plans to Include:**

- 1) Property lines with dimensions showing area of lot, lot number, and civic address.
- 2) Location of all easements and rights-of-way and their purpose.
- 3) Location of all existing and proposed buildings and structures on the lands on which the work is to be performed showing the distance from each lot line to all buildings or structures.
- 4) Proposed grade of sanitary and storm sewer service piping clearly labeled on the plan (minimum 1% grade required).
- 5) Proposed elevation of top of foundation wall and bottom of foundation footing.
- 6) Proposed invert elevation of sanitary and storm sewer services at mains (or at property line if lot is stubbed).
- 7) Proposed invert elevation of sanitary and storm sewer services at foundation wall.
- 8) Proposed elevation of garage floor (if applicable).
- 9) Lot grading plan, including proposed elevation of lot corners, centre of side lot, and proposed finished grades including drainage swales, slopes, etc.
- 10) Proposed driveway location, width, and grade from garage to property line.
- 11) Verandas, steps and any permanent or sub-surface structure within the servicing area (Sono tubes or helical piles).
- 12) If applicable, any building overhang that exceeds the provisions of the Zoning By-law or other applicable law.
- 13) Any existing underground services within area to be serviced (i.e. water, sanitary, storm, natural gas, electric, telecommunications).
- 14) Proposed drainage ditch or swale, with % slope shown.
- 15) In respect of any lands abutting the lands on which work is to be performed, any information required by the Building Inspector.
- 16) All natural features on the lands of which work is to be performed including but not restricted to marshes, wetlands, and watercourses.