

**PROTECTION**

**Chapter 710**

**BUILDING PERMITS AND FEES**

**Article 1  
SHORT TITLE**

710.1.1 Citation

**Article 2  
INTERPRETATION**

710.2.2 Act - defined  
710.2.3 Applicant - defined  
710.2.4 Architect - defined  
710.2.5 As constructed plans - defined  
710.2.6 Building Code - defined  
710.2.7 Building Official - defined  
710.2.8 Chief Building Official - defined  
710.2.9 City - defined  
710.2.10 Construct - defined  
710.2.11 Construction site - defined  
710.2.12 Demolish - defined  
710.2.13 Inspector - defined  
710.2.14 Model home - defined  
710.2.15 Permit - defined  
710.2.16 Permit holder - defined  
710.2.17 Person - defined  
710.2.18 Professional engineer or engineer - defined  
710.2.19 Registered Code Agency - defined  
710.2.20 Sewage system - defined  
710.2.21 Work - defined  
710.2.22 Words - terms - not specifically defined

## BUILDING PERMITS AND FEES

### **Article 3 PERMITS**

- 710.3.1 Classes - set out - Schedule 'A'
- 710.3.2 Application - in writing - form - Chief Building Official
- 710.3.3 Application information - set out - based on type
- 710.3.4 Application - construction permit - information
- 710.3.5 Application - demolition permit - information required
- 710.3.6 Application - conditional permit - information
- 710.3.7 Application - model home permit - information
- 710.3.8 Application - change of use - information required
- 710.3.9 Application - sewage permit - information required
- 710.3.10 Application - transfer permit - information required
- ~~710.3.11 Application occupancy - unfinished building~~
- ~~710.3.12 Application incomplete - acknowledgment form~~
- 710.3.13 Application - partial permit - information
- 710.3.14 Partial permit issued - not approval of whole project
- 710.3.15 Expiry of application - six months - work abandoned

### **Article 4 PLANS AND SPECIFICATIONS**

- 710.4.1 Sufficient information provided - to ensure compliance
- 710.4.2 Electronic Application ~~-two sets of plans-form-~~ Schedule 'C'
- 710.4.3 Plans - drawn to scale - requirement
- 710.4.4 Site plan - referenced to survey - information required
- 710.4.5 Surveyor's certificate - approved before framing
- 710.4.6 Building completion - plans - survey - requirement
- 710.4.7 Plans - specifications - furnished to City - ownership

### **Article 5 REGISTERED CODE AGENCIES**

- 710.5.1 Agreement - Chief Building Official - authorization
- 710.5.2 Specified functions - types permitted

## BUILDING PERMITS AND FEES

### **Article 6 FEES AND REFUNDS**

- 710.6.1 Determination - by Chief Building Official
- 710.6.2 Commencement - prior to permit issue - penalty
- 710.6.3 Refund - application withdrawn abandoned - other
- 710.6.4 Rebate - final inspection - terms - Schedule 'A'

### **Article 7 TRANSFERS OF PERMITS**

- 710.7.1 Application - form - requirements
- 710.7.2 Fee - payable - upon application
- 710.7.3 Transfer complete - new owner - responsibility

### **Article 8 REVOCATION OF PERMITS**

- 710.8.1 Revocation - notice of - deadline
- 710.8.2 Deferral of revocation - request - in writing - deadline

### **Article 9 NOTICE REQUIREMENTS FOR INSPECTION**

- 710.9.1 Stages of construction - prior to occupancy
- 710.9.2 Stages of construction - additional notices - required
- 710.9.3 Notice not effective - until confirmed
- 710.9.4 Inspection - upon notification

### **Article 10 FENCES AT CONSTRUCTION AND DEMOLITION SITES**

- 710.10.1 Required - Chief Building Official - Inspector
- 710.10.2 Height - other characteristics - consideration
- 710.10.3 Area fully enclosed - maintained in good repair - height

### **Article 11 SEVERABILITY**

## BUILDING PERMITS AND FEES

710.11.1 Validity

### Article 12 ENFORCEMENT

710.12.1 Fine - for contravention

### Article 13 REPEAL

710.13.1 By-law - previous

~~710.13.2 Application received prior to February 1, 2007~~

### SCHEDULE

Schedule 'A' - Classes of Permits and Fees

~~Schedule 'B' - Application For A Permit, Partial Occupancy, Transfer of Permit And Change of Use~~

Schedule 'C' - Drawings, Specifications and Documents Required For Construction, Demolition, and Change of Use Permits

~~Schedule 'D' - General Review Form~~

Schedule 'E' - Demolition Agreement

Schedule 'F' - Model Homes

~~Schedule 'G' - Acknowledgment by Applicant of an Incomplete Application~~

Schedule 'H' - Permit Rebate

Schedule 'I' - Code of Conduct for Building Officials

Schedule 'J' - Appointments: Building Officials

### Article 1 SHORT TITLE

#### 710.1.1 Citation

This Chapter may be referred to as the Building By-law.

### Article 2 INTERPRETATION

#### 710.2.2 Act - defined

"Act" means the *Building Code Act, 1992*, S.O. 1992, c.23, as amended.

## BUILDING PERMITS AND FEES

### **710.2.3 Applicant - defined**

“applicant” means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner’s behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation.

### **710.2.4 Architect - defined**

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

### **710.2.5 As constructed plans - defined**

“as constructed plans” are defined in the Building Code as construction plans and specifications that show the building and the location of the building on the property as the building has been constructed.

### **710.2.6 Building Code - defined**

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

### **710.2.7 Building Official - defined**

“Building Official” means a Chief Building Official, Deputy Building Official or Inspector appointed by the City.

### **710.2.8 Chief Building Official - defined**

“Chief Building Official” means a Chief Building Official appointed by by-law by the City for the purposes of enforcement of the Act and shall include a designate where not prohibited by law.

### **710.2.9 City - defined**

“City” means The Corporation of the City of Kitchener.

### **710.2.10 Construct - defined**

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

### **710.2.11 Construction site - defined**

“construction site” means any construction site in respect of which a building permit has been issued for construction of a new building within or adjacent to a residential zone except where the site is within a registered plan of subdivision when that subdivision is being developed for the first time.

### **710.2.12 Demolish - defined**

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

### **710.2.13 Inspector - defined**

“Inspector” means an Inspector appointed by by-law by the City for the purposes of enforcement of the Act.

## BUILDING PERMITS AND FEES

### **710.2.14 Model home - defined**

“model home” means a new uninhabited single detached dwelling, semi-detached dwelling or street townhouse unit which is constructed to the requirements and provisions of the zoning category in which the model is proposed and is situated on lands in a draft approved plan of subdivision, with or without service connections, for the purpose of display and sale of the dwelling units to the general public.

### **710.2.15 Permit - defined**

“permit” means permission or authorization given in writing from the Chief Building Official to perform work , to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and Building Code.

### **710.2.16 Permit holder - defined**

“permit holder” means the owner to whom a permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred.

### **710.2.17 Person - defined**

“person” includes a corporation and a partnership and the heirs, executors, administrators and other legal representatives of a person to whom the context can apply according to law.

### **710.2.18 Professional engineer or engineer - defined**

“professional engineer” or “engineer” means a person who holds a licence or temporary licence under the *Professional Engineers Act*, as defined in the Building Code.

### **710.2.19 Registered Code Agency - defined**

“registered code agency” means a registered code agency as defined in subsection 1(1) of the Act.

### **710.2.20 Sewage system - defined**

“sewage system” means a sewage system as defined in subsection 1(1) of the Act.

### **710.2.21 Work - defined**

“work” means construction or demolition of a building or part thereof, as the case may be.

### **710.2.22 Words - terms - not specifically defined**

Any word or term not defined in this Chapter that is defined in the Act or Building Code shall have the meaning ascribed to it in the Act or the Building Code unless inconsistent with the context thereof.

## **Article 3 PERMITS**

### **710.3.1 Classes - set out - Schedule ‘A’**

The classes of permits set out in Schedule ‘A’ are hereby established.

## BUILDING PERMITS AND FEES

### 710.3.2 Application - in writing - form - Chief Building Official

To obtain a permit, the owner or an agent authorized in writing by the owner shall file an application in writing by completing the prescribed form ~~the Ministry of Municipal Affairs and Housing under subsection 8(1.1) of the Building Code Act, 1992 available from the Chief Building Official or from the City's website. Application forms prescribed by the City under clause 7(f) of the Act are set out in Schedule 'B'.~~

Commented [MS1]: Do we add link or the website address?

Commented [TB2R1]: Clerk's advised no

### 710.3.3 Application information - set out - based on type

Every application for a permit shall be submitted to the Chief Building Official, and contain the following information set out in Sections 710.3.4 through 710.3.11 inclusive.

### 710.3.4 Application - construction permit - information

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

- (a) use the provincial application form, "Application for a Permit to Construct or Demolish;" and
- (b) include complete plans and specifications, documents and other information as required by ~~Div. C 1.3.1.3(5)Article 2.4.1.1B~~ of the Building Code and as described in this Chapter for the work to be covered by the permit; and
- (c) include completed general review form ~~as set out in Schedule 'D' where applicable.~~

### 710.3.5 Application - demolition permit - information required

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

- (a) use the provincial application form, "Application for a Permit to Construct or Demolish"; and
- (b) include complete plans and specifications, documents and other information as required by ~~Div. C 1.3.1.3(5)Article 2.4.1.1B and Sentence 2.4.1.1(2)~~ of the Building Code and as described in this Chapter for the work to be covered by the permit; and
- (c) include completed form as set out in Schedule 'E' where applicable, and
- (d) include:
  - (i) proof satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the cutting off and plugging of all services;
  - (ii) a damage deposit in such an amount as set out in the City's fees by-law existing at the time the damage deposit is required, prescribed by the Director of Engineering to ensure that any damage to the sidewalk, curb and gutter, boulevard or road right of way will be reinstated to his/her satisfaction.

### 710.3.6 Application - conditional permit - information

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

- (a) use the provincial application form, "Application for a Permit to Construct or Demolish";
- (b) include complete plans and specifications, documents and other information as required by ~~Div. C 1.3.1.3(5)Article 2.4.1.1B~~ of the Building Code and as described

## BUILDING PERMITS AND FEES

in this Chapter for the work to be covered by the permit.;

- (c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- (d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
- (e) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official.

### **710.3.7 Application - model home permit - information**

Where an application has been made for a model home permit, the application shall:

- (a) use provincial application form, "Application for a Permit to Construct or Demolish";
- (b) include complete plans and specifications, documents and other information as required by ~~Div. C 1.3.1.3(5)~~ ~~Article 2.4.1.1B~~ of the Building Code and as described in this Chapter for the work to be covered by the permit;
- (c) include a certified cheque or Letter of Credit for 10% of the construction value of the model(s) being constructed;
- (d) include a site plan indicating the following:
  - (i) location and treatment of driveway access and parking;
  - (ii) temporary storm drainage, grading, siltation and erosion control measures if necessary, until grading is completed in accordance with the requirements of the Director of Engineering;
  - (iii) location and treatment of pedestrian access to the site;
  - (iv) location and treatment of emergency vehicle access;
  - (v) proposed landscaping, fencing and signage;
  - (vi) hydro facilities,
- (e) confirm compliance with conditions in Schedule 'F'.

### **710.3.8 Application - change of use - information required**

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

- (a) use the prescribed form ~~in Schedule 'B'~~;
- (b) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- (c) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
- (d) include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing sewage system, if any;
- (e) be accompanied by the required fee;
- (f) state the name, address and telephone number of the owner;
- (g) be signed by the owner or his/her authorized agent who shall certify the truth of the contents of the application.



## BUILDING PERMITS AND FEES

### **710.3.9 Application - sewage permit - information required**

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

- (a) use the provincial application form, "Application for a Permit to Construct or Demolish";
- (b) include complete plans and specifications, documents and other information as required under ~~Div. C 1.3.1.3(5) Article 2.4.1.1B~~ of the Building Code and as described in this Chapter for the work to be covered by the permit;
- (c) include a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:
  - (i) include the date the evaluation was done;
  - (ii) include name, address, telephone number and signature of the person who prepared the evaluation; and
  - (iii) include a scaled site plan showing:
    - the legal description, lot size, property dimensions, existing rights-of-way, easements or municipal / utility corridors;
    - the location and clearances of items listed in Column 1 of Tables 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. of the Building Code;
    - the location of the proposed sewage system;
    - the location of any unsuitable, disturbed or compacted areas;
    - proposed access routes for system maintenance;
    - depth to bedrock;
    - depth to zones of soil saturation;
    - soil properties, including soil permeability; and
    - soil conditions, including the potential for flooding.

### **710.3.10 Application - transfer permit - information required**

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

- (a) use the prescribed form in Schedule 'B';
- (b) provide the names and addresses of the previous and new land owner;
- (c) provide the date that the land ownership change took place;
- (d) describe the permit that is being transferred.

### ~~**710.3.11 Application occupancy unfinished building**~~

~~Where application is made for occupancy of an unfinished building as provided for in Article 2.4.3.1 of the Building Code, the application shall:~~

- ~~(a) use the prescribed form in Schedule 'B'; and~~
- ~~(b) describe the part of the building for which occupancy is requested.~~

### ~~**710.3.12 Application incomplete acknowledgment form**~~

~~Where an application is found to be incomplete and does not comply with Sentence 2.4.1.1B (5) of the Building Code, the application may be accepted for processing if the applicant acknowledges same and completes the form as set out in Schedule 'G'.~~

## BUILDING PERMITS AND FEES

### 710.3.13 Application - partial permit - information

When, in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the complete building or project:

- (a) application shall be made and all applicable fees associated with the scope of the partial permit paid; and
- (b) complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the Chief Building Official; ~~and~~
- ~~(c) where a partial permit is requested the full building or project application is deemed to be incomplete as described in Section 710.3.12.~~

### 710.3.14 Partial permit issued - not approval of whole project

Where a permit is issued for part of a building or project this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.

### 710.3.15 Expiry of application - six months - work abandoned

Where an application for a permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant. If an application is deemed to be abandoned, a new application must be filed for the proposed work.

## Article 4 PLANS AND SPECIFICATIONS

### 710.4.1 Sufficient information provided - to ensure compliance

Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will conform with the Act, the Building Code and any other applicable law.

### 710.4.2 ~~Electronic Application - two sets of plans - form - Schedule 'C'~~

Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by ~~two complete~~ complete electronic ~~-sets~~ of the plans and specifications as described in this Chapter and Schedule 'C'.

### 710.4.3 Plans - drawn to scale - requirement

Plans shall be drawn to an scale appropriate scale so the plans are legible (min. 1:75 or 3/16"=1') ~~on paper, electronic media approved by the City or other durable material and shall be legible, as approved by the Chief Building Official.~~

### 710.4.4 Site plan - referenced to survey - information required

Site plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall show:

- (a) lot size and the dimensions of property lines and setbacks to any existing or

## BUILDING PERMITS AND FEES

- proposed buildings with complete legal description;
- (b) existing and finished ground levels or grades; and
- (c) existing rights-of-way, easements, way? (LRT?)rail lines within 30m and municipal services.

### **710.4.5 Surveyor's certificate - approved before framing**

A surveyor's certificate, prepared by a registered Ontario Land Surveyor, shall be submitted and approved prior to commencement of the framing of the above grade portion, and shall show the location of the foundation or foundations on the lot for the buildings, and for single family, semi-detached, duplex, triplex, four-plex, and row house, elevations shall be given for the top of foundation(s).

### **710.4.6 Building completion - plans - survey - requirement**

On completion of the construction of a building, the Chief Building Official may require a set of as constructed plans, including a plan of survey showing the location of the building.

### **710.4.7 Plans - specifications - furnished to City - ownership**

Plans and specifications furnished according to this Chapter or otherwise required by the Act become the property of the City to be kept or disposed of at the City's discretion.

## **Article 5 REGISTERED CODE AGENCIES**

### **710.5.1 Agreement - Chief Building Official - authorization**

Where the Corporation enters into an agreement with a registered code agency, the Chief Building Official is authorized to appoint registered code agencies to perform specified functions in respect of the construction of a building or a class of buildings from time to time in order to maintain the time periods for permits prescribed in Table 1.3.1.3. of Division C-subsection 2.4.1 of the Building Code.

### **710.5.2 Specified functions - types permitted**

The registered code agency may be appointed to perform one or more of the specified functions described in section 15.15 of the Act.

## **Article 6 FEES AND REFUNDS**

### **710.6.1 Determination - by Chief Building Official**

The Chief Building Official shall determine the required fees for the work proposed calculated in accordance with Schedule 'A' and the applicant shall pay such fees. Pursuant to the City of Kitchener Annual User Fee Schedule, the Act and the Building Code, as amended, permit fees will be approved by Council.

### **710.6.2 Commencement - prior to permit issue - ~~penalty~~additional fee**

In a case where any person has commenced construction, demolition or changes to the use of a building before ~~having submitted an application for a permit or before~~ having

## BUILDING PERMITS AND FEES

received a permit and an order to comply has been issued pursuant to the BCA, in addition to any other penalty under the Act, Building Code, or this Chapter the permit fee shall be increased to 200% of the regular permit fee. Notwithstanding this, the permit fee shall in no case be increased by more than \$5,000 above the regular permit fee. The increase to the permit fee is to allow the City to recover costs or some of the costs of the additional work and enforcement necessitated due to the premature start of the work.

Formatted: Not Highlight

Formatted: Not Highlight

### **710.6.3 Refund - application withdrawn abandoned - other**

In the case of withdrawal of an application, or the abandonment of all or a portion of the work, or refusal of a permit, or the non-commencement of any project, 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'.

### **710.6.4 Rebate - final inspection - terms - Schedule 'A'**

A rebate of a portion of the building permit fee will be made upon satisfactory confirmation that the required final inspection and grading certification, if applicable, have been completed in accordance with the terms and conditions as set out in Schedule 'H'.

## **Article 7 TRANSFERS OF PERMITS**

### **710.7.1 Application - form - requirements**

A permit may be transferred if the new land owner completes the permit application form in accordance with the requirements of Article 3 of this Chapter.

### **710.7.2 Fee - payable - upon application**

A fee shall be payable on an application for a transfer of permit as provided in Schedule 'A'.

### **710.7.3 Transfer complete - new owner - responsibility**

The new owner shall, upon a transfer of a permit, be the permit holder for the purpose of the Act and the Building Code.

## **Article 8 REVOCAION OF PERMITS**

### **710.8.1 Revocation - notice of - deadline**

Prior to revoking a permit under subsection 8(10) of the Act, the Chief Building Official may serve a notice by personal service or registered mail at the last known address to the permit holder, ~~and following a thirty day period from the date of service the Chief Building Official may revoke the permit if grounds to revoke still exist, without any further notice.~~

### **710.8.2 Deferral of revocation - request - in writing - deadline**

A permit holder may within thirty seven days from the date of service of a notice under

## BUILDING PERMITS AND FEES

this Article, request in writing the Chief Building Official to defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regard to any changes to the Act, Building Code or other applicable law may allow the deferral, in writing.

### **Article 9 NOTICE REQUIREMENTS FOR INSPECTION**

#### **710.9.1 Stages of construction - prior to occupancy**

Every permit holder shall notify the Chief Building Official or a registered code agency where one is appointed, of each stage of construction for which a notice is required under [Div. C 1.3.5.1\(2\) Article 2.4.5.1](#) of the Building Code. In addition, every permit holder shall provide the notice of completion as prescribed by Section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and [Div. C 1.3.3.3 subsection 2.4.3](#) of the Building Code are complied with.

#### **710.9.2 Stages of construction - additional notices - required**

Every permit holder shall also give notice of the following stages of construction in addition to the notices prescribed by the Ontario Building Code:

- (a) commencement of construction of:
  - (i) masonry fireplaces and masonry chimneys,
  - (ii) factory-built fireplaces and allied chimneys,
  - (iii) stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys,
- (b) substantial completion of interior finishes; and/or
- (c) substantial completion of heating, ventilating, air conditioning and air contaminant extraction equipment.

#### **710.9.3 Notice not effective - until confirmed**

A notice pursuant to this Article is not effective until notice is actually received by the Chief Building Official or the registered code agency and the permit holder receives confirmation issued by the City or the registered code agency.

#### **710.9.4 Inspection - upon notification**

Upon receipt of proper notice, the Inspector or a registered code agency, if one is appointed, shall undertake a site inspection of the building to which the notice relates in accordance with the time periods stated in [Div. C 1.3.5.3 Article 2.4.5.3](#) of the Building Code and section 11 of the Act.

### **Article 10 FENCES AT CONSTRUCTION AND DEMOLITION SITES**

#### **710.10.1 Required - Chief Building Official - Inspector**

Where, in the opinion of the Chief Building Official or Inspector, a construction or demolition site presents a hazard to the public, the Chief Building Official or Inspector

## BUILDING PERMITS AND FEES

may require the owner to erect such fences as the Chief Building Official or Inspector deems appropriate to the circumstances.

### **710.10.2 Height - other characteristics - consideration**

In considering the hazard presented by the construction or demolition site, the necessity for fences and the height and characteristics of such fences, the Chief Building Official or Inspector shall have regard for:

- (a) the proximity of the building site to other buildings;
- (b) the proximity of the construction or demolition site to lands accessible to the public;
- (c) the hazards presented by the construction or demolition activities and materials;
- (d) the feasibility and effectiveness of site fences; and
- (e) the duration of the hazard.

### **710.10.3 Area fully enclosed - maintained in good repair - height**

Every fence required by this Article shall:

- (a) be erected so as to fully enclose all areas of the site which present a hazard;
- (b) create a continuous barrier and be sufficient to deter unauthorized entry;
- (c) have a height not less than 1.2 metres (4 feet) above grade at any point, unless the Chief Building Official or Inspector determines that a greater minimum height is necessary;
- (d) if constructed of plastic mesh, snow fencing or other similar materials, be securely fastened at 200 mm (7.8 inches) on centre (o.c.) to vertical posts not more than 1.2 metres (4 feet) apart; and horizontal members or a minimum 11 gauge cable at the top and bottom; and
- (e) be maintained in a vertical plane and in good repair.

## **Article 11 SEVERABILITY**

### **710.11.1 Validity**

It is hereby declared that each and every of the foregoing sections of this Chapter is severable and that, if any provisions of this Chapter should for any reason be declared invalid by any court, it is the intention and desire of Council that each and every of the then remaining provisions hereof shall remain in full force and effect.

## **Article 12 ENFORCEMENT**

### **710.12.1 Fine - for contravention**

Every person who contravenes any provision of this Chapter is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the Act, as amended.

## **Article 13 REPEAL**

### **710.13.1 By-law - previous**

## BUILDING PERMITS AND FEES

By-law 94-31, By-law 94-195, section 49 of By-law 95-97, By-law 95-177, By-law 97-4, By-law 98-41, section 31 of By-law 98-72 sections 21, 22 and 23 of By-law 2001-242, By-law 2003-129 and the contents of the previous Chapter 710 are hereby repealed as of July 1, 2005 and this Chapter comes into force and effect on July 1, 2005. By-law 2005-128, 1 July, 2005.

**~~710.13.2 — Application received prior to February 1, 2007~~**

~~Notwithstanding Article 12, for any complete application accompanied by full payment received prior to February 1, 2007, the permit fee shall be calculated in accordance with Article 6 and Schedule 'A' — Classes of Permits and Fees of this Chapter. By-law 2007-018, 29 January, 2007.~~

## BUILDING PERMITS AND FEES

### SCHEDULE

#### Schedule 'A' - Classes of Permits and Fees

##### 1. Calculation of Permit Fees

Permit fees shall be calculated based on the formula given below, unless otherwise specified in [this-referenced](#) schedule:

Permit Fee (rounded to the nearest dollar) = SI x A

where

SI = Service Index for Classification of the work proposed and,  
A = floor area in ft<sup>2</sup> of work involved

##### 2. Minimum Permit Fee

A minimum fee of \$100.00 shall be charged for all work, unless otherwise indicated.

##### New Buildings, Additions, Mezzanines

- Group A: Assembly (finished)-per ft<sup>2</sup>

Assembly (shell)- per ft<sup>2</sup>

Outdoor public pool

- Group B: Institutional (finished)-per ft<sup>2</sup>

Institutional (shell)-per ft<sup>2</sup>

- Group C: Residential:

Single family, Semi, Row, Townhouse, Duplex-per ft<sup>2</sup>

Garage/Carport (per bay)

Shed or porch

Deck or pool

Apartment building-per ft<sup>2</sup>

Hotels/Motels-per ft<sup>2</sup>

Residential care facility-per ft<sup>2</sup>

- Group D: Business & personal services:

Office buildings (shell)-per ft<sup>2</sup>

Formatted Table



## BUILDING PERMITS AND FEES

<u>Office buildings (finished)-per ft2</u>
<u>- Group E: Mercantile:</u>
<u>Retail stores (shell)-per ft2</u>
<u>Retail stores (finished)-per ft2</u>
<u>- Group F: Industrial:</u>
<u>Warehouse, factories (shell)-per ft2</u>
<u>Warehouse, factories (finished)-per ft2</u>
<u>Interior finishing of warehouse or factory areas only-per ft2</u>
<u>Parking garage-per ft2</u>
<u>Farm building-per ft2</u>
<u>Foundation</u>
<u>Conditional Permit-per ft2 of footprint (Min. \$711.00)</u>
<u>Interior finishes to previously unfinished area (including finishing of residential basements and major renovations) - all classifications-per ft2</u>
<u>New roof structure-per ft2</u>
<u>Parking garage renovations-per ft2</u>
<b><u>Minor Alterations</u></b>
<u>Single partitions, washrooms, new entry, new demising wall, canopies</u>
<b><u>Special Categories</u></b>
<u>Air supported structures-per ft2</u>
<u>Temporary tents (per site and event)</u>
<u>Temporary stages or demountable support structures (per site per event)</u>
<u>Temporary buildings</u>
<u>Portables/per site (excluding port-a-pak)</u>
<u>Outdoor Patio</u>
<u>Demolitions (minimum of \$163)-per ft2</u>
<u>Change of use</u>
<u>Minor demolition (up to SDD)</u>
<b><u>Miscellaneous</u></b>

## BUILDING PERMITS AND FEES

<u>Ext. barrier free ramp</u>
<u>Fireplace/woodstove (each)</u>
<u>Retaining wall (per linear foot)</u>
<u>Balcony guard (replace per linear foot)</u>
<u>Balcony repairs/balcony</u>
<u>Shoring &amp; underpinning (per linear foot)</u>
<u>Ceiling (new or replace)-per ft2</u>
<u>Façade improvement</u>
<u>Reclad wall -per ft2</u>
<u>All designated structures (except retaining walls, public pools &amp; signs)</u>
<u>Solar Collector; low rise residential</u>
<u>Solar Collector; all other application types</u>
<u>Elevator/escalator/lift</u>
<u>Fire retrofit (per storey)</u>
<b><u>Mechanical Work - Work independent of building permit:</u></b>
<u>HVAC Permit (residential per suite)</u>
<u>HVAC Permit (non-residential)-per ft2</u>
<u>Sprinkler system (minimum \$163)-per ft2</u>
<u>Commercial kitchen, spray booth, dust collectors</u>
<u>Standpipe and hose system (retrofit)</u>
<b><u>Electrical Work - Work independent of building permit:</u></b>
<u>Fire alarm system &amp; electrical work (min. \$163)-per ft2</u>
<u>Electromagnetic locks (each) &amp; hold open devices</u>
<u>Emergency lighting (per storey)</u>
<b><u>Plumbing Work - Work independent of building permit:</u></b>
<u>Plumbing permit (per fixture min. fee \$95.00)</u>
<u>Disconnect plumbing from septic</u>
<u>Connect to storm or sewer</u>
<u>Catchbasins/manholes/roof drains (each)</u>
<u>Building/site services (per linear foot)</u>
<b><u>Sewage System</u></b>
<u>Installation of a new sewage system</u>
<u>Major repair</u>
<u>Minor repair</u>
<u>Examine revised plans (minimum \$106)-per ft2</u>
<u>Minimum permit fee (unless otherwise noted)</u>
<u>Transfer permit</u>
<u>Permit to occupy unfinished building</u>

## BUILDING PERMITS AND FEES

Special Inspection Fee per hour (i.e., weeknight, weekend)

Special Research Request/Written Request per hour

### **Extra Fees**

New construction Single Family, Duplex, Semi-detached, Townhouse & Triplex Dwelling Units/permit

New construction and additions to Multi-residential, Commercial, Industrial & Institutional Projects/1,000. CV max. \$5,000

Additions/alterations to Single Family, Duplex, Semi-detached, Townhouse & Triplex Dwelling Units/permit

Alterations/interior finish permits to Multi-residential, Commercial, Industrial & Institutional Projects/permit

Additional Dwelling Unit (ADU) Addressing Sign

Building Reports/Stats Can Reports (per month)

Subscriptions (Building Reports/Stats Can) (Annual)

Property Surveys - Records FOI

Administration Fee

Staff Time/15 min.

File View (street file), cost/severed page

Photocopies (Black & White) - per copy

Request for Environmental records

Grading Certificate/Sewage System Maintenance Letter

Coloured Photocopies - per copy

### **2. Minimum Permit Fee**

~~A minimum fee of \$100.00 shall be charged for all work, unless otherwise indicated.~~

### **3. Classes of Permits and Fees**

<b>A. CONSTRUCTION - NEW BUILDINGS, ADDITIONS, MEZZANINES</b>	<b>SERVICE INDEX (\$/sq.ft. unless otherwise indicated)</b>	<b>INDEX</b>
<b>Group A (Assembly Occupancies)</b>	-	←
Assembly (finished)	\$2.30	←
Assembly (shell)	\$2.02	←
Outdoor patio (per application)	\$180.00	←
Outdoor public pool (per application)	\$790.00	←
		←
<b>Group B (Institutional Occupancies)</b>	-	←

**Formatted:** Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, No widow/orphan control, Don't adjust space between Asian text and numbers

**Formatted:** Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

## BUILDING PERMITS AND FEES

Institutional (finished)	\$2.45	←	<b>Formatted:</b> Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers
Institutional (shell)	\$2.15	←	
	-	←	
<b>Group C (Residential Occupancies)</b>	-	←	<b>Formatted:</b> Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers
Single detached, Semi, Townhouse, Duplex	\$1.19	←	
Garage/Carport (per bay)	\$106.00	←	
Shed or Porch (per application)	\$106.00	←	<b>Formatted:</b> Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers
Deck or Pool (per application)	\$106.00	←	
Apartment Building	\$1.19	←	
Hotels/Motels	\$1.95	←	<b>Formatted</b> ... [1]
Residential Care Facility	\$1.38	←	<b>Formatted</b> ... [2]
		←	<b>Formatted</b> ... [3]
<b>Group D (Business &amp; Personal Service Occupancies)</b>	-	←	<b>Formatted</b> ... [4]
Office Buildings (shell)	\$1.65	←	<b>Formatted</b> ... [5]
Office Buildings (finished)	\$1.95	←	<b>Formatted</b> ... [6]
<b>Group E (Mercantile Occupancies)</b>	-	←	<b>Formatted</b> ... [7]
Retail Stores (shell)	\$1.09	←	<b>Formatted</b> ... [8]
Retail Stores (finished)	\$1.37	←	<b>Formatted</b> ... [9]
	-	←	<b>Formatted</b> ... [10]
<b>Group F (Industrial Occupancies)</b>	-	←	<b>Formatted</b> ... [11]
Warehouse, factories (shell)	\$0.66	←	<b>Formatted</b> ... [12]
Warehouse, factories (finished)	\$0.78	←	<b>Formatted</b> ... [13]
Interior finishing of warehouse or factories area only per ft2	\$0.15	←	<b>Formatted</b> ... [14]
Parking garage	\$0.72	←	<b>Formatted</b> ... [15]
	-	←	<b>Formatted</b> ... [16]
<b>Other</b>	-	←	<b>Formatted</b> ... [17]
Farm Building	\$0.38	←	<b>Formatted</b> ... [18]
Foundation or Conditional Permit	\$0.15	←	<b>Formatted</b> ... [19]
		←	<b>Formatted</b> ... [20]
		←	<b>Formatted</b> ... [21]
		←	<b>Formatted</b> ... [22]
		←	<b>Formatted</b> ... [23]
		←	<b>Formatted</b> ... [24]
		←	<b>Formatted</b> ... [25]
		←	<b>Formatted</b> ... [26]
		←	<b>Formatted</b> ... [27]
		←	<b>Formatted</b> ... [28]
		←	<b>Formatted</b> ... [29]
		←	<b>Formatted</b> ... [30]
		←	<b>Formatted</b> ... [31]
		←	<b>Formatted</b> ... [32]
		←	<b>Formatted</b> ... [33]
		←	<b>Formatted</b> ... [34]
		←	<b>Formatted</b> ... [35]
		←	<b>Formatted</b> ... [36]
<b>B. — STAND ALONE &amp; MISCELLANEOUS WORK</b>	<b>SERVICE INDEX (SI)</b>		
	\$/sq.ft. unless otherwise indicated		
Interior finishes (including finishing of residential basements and major renovations) — All classifications	-	←	
New roof structure	\$0.41	←	
Parking garage renovations	\$0.24	←	
Single partitions, washrooms, new entry, new demising wall, canopies (per application)	\$0.09	←	
Air supported structures	\$181.00	←	
Temporary tents (per site and event)	\$0.44	←	
Temporary buildings (per application)	\$181.00	←	
Portables/per site (excluding port-a-pak)	\$181.00	←	
Demolitions (Min. \$181.00)	\$181.00	←	
	\$0.03	←	

## BUILDING PERMITS AND FEES

Change of use	\$181.00	←	<b>Formatted:</b> Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers
Minor demolition up to and including a Single Detached Dwelling (per application)	\$106.00	←	
Barrier Free Ramp (per application)	\$71.00	←	<b>Formatted:</b> Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers
Fireplace/woodstove (each)	\$106.00	←	
Retaining wall (per linear foot)	\$3.04	←	<b>Formatted:</b> Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers
Balcony guard (replace per linear foot)	\$0.62	←	
Balcony repairs (per balcony)	\$14.06	←	
Shoring & Underpinning (per linear foot)	\$3.38	←	<b>Formatted:</b> Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers
Ceiling (new or replace)	\$0.06	←	
Façade improvement (per application)	\$181.00	←	
Reclad Wall	\$0.08	←	<b>Formatted:</b> Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers
All designated structures per OBC Div A 1.3.1.1. (except retaining walls, public pools & signs) (per application)	\$323.00	←	
Solar Collector (low rise residential) (per application)	\$106.00	←	<b>Formatted</b> ... [37]
Solar Collector (all other application types) (per application)	\$323.00	←	<b>Formatted</b> ... [38]
Elevator/Escalator/Lift (per application)	\$323.00	←	<b>Formatted</b> ... [39]
Fire Retrofit (per storey)	\$106.00	←	<b>Formatted</b> ... [40]
-	-	←	<b>Formatted</b> ... [41]
<b>C. — MECHANICAL — Work independent of building permit</b>	<b>SERVICE — INDEX (SI)</b>		<b>Formatted</b> ... [42]
	<b>\$/sq.ft. — unless otherwise indicated</b>		<b>Formatted</b> ... [43]
HVAC Permit (residential per suite)	\$106.00	←	<b>Formatted</b> ... [44]
HVAC Permit (non-residential)	\$0.12	←	<b>Formatted</b> ... [45]
(Fire)Sprinkler system (Min. \$181.00)-	\$0.06	←	<b>Formatted</b> ... [46]
Commercial kitchen, spray booth, dust collectors (per application)	\$181.00	←	<b>Formatted</b> ... [47]
Standpipe and Hose system (retrofit) (per application)	\$106.00	←	<b>Formatted</b> ... [48]
-	-	←	<b>Formatted</b> ... [49]
<b>D. — ELECTRICAL — Work independent of building permit</b>	<b>SERVICE — INDEX (SI)</b>		<b>Formatted</b> ... [50]
	<b>\$/sq.ft. — unless otherwise indicated</b>		<b>Formatted</b> ... [51]
Fire alarm system & electrical work (Min. \$181.00)-	\$0.06	←	<b>Formatted</b> ... [52]
Electromagnetic locks and Hold Open Devices (per lock or device)	\$43.00	←	<b>Formatted</b> ... [53]
Emergency Lighting (per storey)	\$106.00	←	<b>Formatted</b> ... [54]
<b>E. — PLUMBING — Work independent of building permit</b>	<b>SERVICE — INDEX (SI)</b>		<b>Formatted</b> ... [55]
	<b>\$/sq.ft. — unless otherwise indicated</b>		<b>Formatted</b> ... [56]
Plumbing permit (per fixture)-	\$12.26	←	<b>Formatted</b> ... [57]
Disconnect plumbing from septic	\$106.00	←	<b>Formatted</b> ... [58]
Connect to storm or sewer	\$106.00	←	<b>Formatted</b> ... [59]
Catch basins/manholes/roof drains (each)	\$12.26	←	<b>Formatted</b> ... [60]
Building/site services (per linear foot)	\$0.66	←	<b>Formatted</b> ... [61]
Backflow Prevention Device (per device)	\$80.43	←	<b>Formatted</b> ... [62]
-	-	←	<b>Formatted</b> ... [63]
			<b>Formatted</b> ... [64]
			<b>Formatted</b> ... [65]
			<b>Formatted</b> ... [66]
			<b>Formatted</b> ... [67]

## BUILDING PERMITS AND FEES

<b>F. ON-SITE SEWAGE SYSTEM</b>	<b>SERVICE INDEX (SI)</b>
	<b>\$/sq.ft. unless otherwise indicated</b>
Installation of a new system	\$513.00
Major repair	\$257.00
Minor repair	\$106.00
-	
<b>G. OTHER FEES</b>	<b>SERVICE INDEX (SI)</b>
	<b>\$/sq.ft. unless otherwise indicated</b>
Examine revised plans (Min. \$181.00)	\$0.03
<b>Minimum Permit Fee (for all permit applications)</b>	<b>\$106.00</b>
Transfer of Permit (change of ownership)	\$106.00
Permit to occupy unfinished building	\$106.00
Special Inspection Fee after hours (per hour)	\$204.00
Special research requests of Building Division microfilm & plans record (per hour or part thereof and includes requests for written information)	\$62.00
Reports - Building/ Stats Can reports (per month)	\$6.45
Subscriptions - Building/ Stats Can reports (per year)	\$35.70
Property Surveys	\$12.50
Administration Fee	\$5.00
Staff Time/15 min.	\$7.50
File View (street file), cost/severed page	\$1.00
Photocopies (per copy)	\$0.20
Request for Environmental Records	\$178.00
Grading Certificate	\$22.00
Coloured Photocopies (per copy)	\$0.75
<b>H. EXTRA FEES</b>	<b>SERVICE INDEX (SI)</b>
	<b>\$/sq.ft. unless otherwise indicated</b>
New construction of single family, duplex, semi-detached, townhouse and triplex dwelling units	\$500/permit
New construction and additions to multi-residential, commercial, industrial and institutional projects	\$10/\$1000 - construction value maximum permit fee of \$5000
Additions/alterations to single family, duplex, semi-detached, townhouse and triplex dwelling units	\$250/permit
Alterations/interior finish permits to multi-residential, commercial, industrial and institutional projects	\$1000/permit

**Formatted:** Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted:** Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Formatted** ... [68]

**Formatted** ... [69]

**Formatted** ... [70]

**Formatted** ... [71]

**Formatted** ... [72]

**Formatted** ... [73]

**Formatted** ... [74]

**Formatted** ... [75]

**Formatted** ... [76]

**Formatted** ... [77]

**Formatted** ... [78]

**Formatted** ... [79]

**Formatted** ... [80]

**Formatted** ... [81]

**Formatted** ... [82]

**Formatted** ... [83]

**Formatted** ... [84]

**Formatted** ... [85]

**Formatted** ... [86]

Fees effective January 1, 2018.

## BUILDING PERMITS AND FEES

### 4. Miscellaneous – Charges

For classes of permits not described or included in this schedule, a reasonable permit fee (1% of the construction value) shall be determined by the Chief Building Official using the most current version of the Wellington Waterloo Region Chief Building Officials Committee Construction Values Chart (as amended and published on the City of Kitchener's official website).

### 5. Refunds

Pursuant to Article 5 of this Chapter, the fees that may be refunded shall be a percentage of the fees payable under this Chapter, calculated by the Chief Building Official as follows:

- (a) 80% if administrative functions only have been performed;
- (b) 70% if administrative and zoning functions only have been performed;
- (c) 45% if administrative, zoning and plan examination functions have been performed;
- (d) 35% if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
- (e) 5% shall additionally be deducted for each such field inspection that has been performed after the permit has been issued
- (f) No refund shall be in an amount less than \$25.

### 6. Interpretation

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

- Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls. (excluding residential garages).
- In the case of interior alterations of renovations, area of proposed work is the actual space receiving the work (eg. tenant space).
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and interior balconies are to be included in all floor area calculations.
- Except for interconnected floor spaces, no deductions are made for openings within the floor area (eg. stairs, elevators, escalators, shafts, ducts, etc.).
- Unfinished basements for single detached dwellings (including semis, duplexes, and townhouses etc.) are not included in the floor area.
- Attached garages and fireplaces are included in the permit fee for single detached dwellings, attached dwellings, semis, duplexes and townhouses.
- Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.

## BUILDING PERMITS AND FEES

- Ceilings are included in both new shell and finished (partitioned) buildings. The Service Index for ceiling applies only when alterations occur in existing buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- Where demolition of partitions or alteration to existing ceilings is a part of an alteration or renovations permit, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.
- The occupancy categories in the Schedule correspond with the major occupancy classifications in the Ontario Building Code. For mixed occupancy floor areas, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- For Rack Storage use apply the square footage charge for industrial for the building.


By-law 2007-18, 29 January, 2007; Schedule 'A'; By-law 2007-220, 26 November, 2007. By-law 2008-196, 24 November, 2008; By-law 2009-162, 23 November 2009, Schedule 'A'; By-law 2011-030, 28 February 2011, Schedule 'A'; By-law 2011-173, 5 December, 2011; By-law 2012-165, 3 December, 2012; Schedule 'A'; By-law 2013-159, 9 December, 2013; By-law 2014-148, 15 December 2014; By-law 2015-135, 14 December 2015, By-law 2016-122, 12 December 2016; By-law No. 2017-130, 11 December 2017.



BUILDING PERMITS AND FEES

Schedule 'B' – Application ~~to For A Permit,~~  
~~Partial Occupancy,~~ Transfer of Permit  
~~And Change of Use~~

## BUILDING PERMITS AND FEES

	City of Kitchener 200 King Street West 5th Flr - Building Division Kitchener, ON N2G 4G7	<b>APPLICATION FOR A PERMIT</b> PARTIAL OCCUPANCY - UNFINISHED BUILDING TRANSFER OF PERMIT - OWNERSHIP CHANGE OF USE - NO CONSTRUCTION	
<b>For use of Municipality Authority</b>			
Application Number	Permit Number (if different)	Date received (yyyy/mm/dd)	Roll number
A) Purpose of Application <input type="checkbox"/> Partial Occupancy - Unfinished Building <input type="checkbox"/> Transfer of Permit - Ownership <input type="checkbox"/> Change of Use - No Construction			
Proposed use of building: _____ Current use of building (if applicable): _____ Description of work: _____			
B) Applicant Information - Applicant is: <input type="checkbox"/> The owner <input type="checkbox"/> The authorized agent of the owner (If Corporation or Partnership, Name of person applying on its behalf)		C) Owner Information (if different from applicant) (If Corporation or Partnership, Name of person applying on its behalf)	
Last Name	First Name	Middle Initial	Middle Initial
Corporation or Partnership (if applicable)		Corporation or Partnership (if applicable)	
Full Address Building #	Street Name	Unit #	Lot #
Municipality	Province	Postal Code	
Telephone #	Cellular # (optional)	Fax # (optional)	Fax # (optional)
D) Former Owner (if applicable) Last Name    First Name    Middle Initial		E) Project Information (Full address of Project) Full Address Building #    Street Name    Unit #    Lot #	
Corporation or Partnership (if applicable)		Municipality    Province    Postal Code	
Full Address Building #	Street Name	Unit #	Lot #
Municipality	Province	Postal Code	
Telephone #	Cellular # (optional)	Fax # (optional)	Fax # (optional)
Other Location Information. Describe area to be occupied.			
F) Permit Via <input type="checkbox"/> Mail <input type="checkbox"/> Pick Up                    To: <input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent			
G) Building designer / Architect / Engineer: Name _____ Phone # _____ Fax # _____			
H) Declaration of Applicant I, _____ (print full name) _____ certify that: 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. Questions about the collection of personal information may be addressed to the Chief Building Official of the municipality of the City of Kitchener.			

## BUILDING PERMITS AND FEES

### **Schedule 'C' - Drawings, Specifications and Documents Required For Construction, Demolition, and Change of Use Permits**

1.0 ~~Two sets/copies~~A digital file -of the following list of drawings, specifications and documents that are required to be submitted (the Chief Building Official may require other information that is not listed below from time to time) in order for the various types of Building Permit Applications listed to be considered a complete application pursuant to section 2.4 of the *Building Code Act, 1992*, as amended:

- (a) Demolition (Full or partial)
  - (i) Demolition prepared by a professional engineer where deemed necessary by the Chief Building Official (OBC Part 2).
  - (ii) Site/grading/site servicing plans must be prepared by a professional engineer (P.Eng.), certified engineering technologist(CET) or Ontario land surveyor (OLS) illustrating both pre and post grades including surface treatments and siltation/erosion control measures.
  - (iii) Site plan must locate all existing building(s) and delineate the building(s) to be demolished including the last known use of building and list the floor area for each floor including all mezzanine(s) and basement.
  - (iv) Complete demolition agreement (see Schedule 'E').
- (b) On-site Sewage System
  - (i) Site Evaluation Report prepared by a professional engineer including soil permeability, and soil conditions, including the potential for flooding (Refer to section 2.5 for complete content of report).
  - (ii) Site plan and grading/drainage plan(s).
  - (iii) Sewage system design and drawings (prepared by a professional engineer).
  - (iv) [Schedule 2 from MMA](#) Ministry of Municipal Affairs and Housing
- (c) Residential Deck or Porch Permit
  - (i) Site plan (property survey)
  - (ii) Floor plan (framing)
  - (iii) Elevation(s)
  - (iv) Section or detail of guard
- (d) Residential Accessory Buildings
  - (i) Site Plan (property survey)
  - (ii) Foundation plan / Eng. Floor Slab
  - (iii) Floor Plan (one per floor & include framing)
  - (iv) Building Elevations (four)
  - (v) Building Section (min. 1)
- (e) Swimming Pools

## BUILDING PERMITS AND FEES

- (i) Site Plan (note on plan fence type and location plus pool size and setback from property lines)
- (f) Residential Addition or Renovation Permit
  - (i) Site Plan (property survey)
  - (ii) Foundation plan
  - (iii) Floor Plan (one per floor including framing)
  - (iv) Building Elevations (min. 3)
  - (v) Building Section (min. 1)
  - (vi) On-Site Sewage System Evaluation where applicable
- (g) New Residential House or Semi-Detached
  - (i) Site Plan
  - (ii) Approved Lot Grading and Drainage Plan
  - (iii) TARION (ONHWP) Registration Form
  - (iv) Where applicable a complete On-Site Sewage System Permit Application
  - (v) Floor Plan (one per floor)
  - (vi) Floor and Roof Framing Plans
  - (vii) Building Elevations (4)
  - (viii) Building Section (min. 1)
  - (ix) Mechanical Ventilation Form
  - (x) Heat Loss / Heat Gain Calculations and Furnace make /model
  - (xi) Deed; when lot is created via severance
- (h) New Residential Townhouse or Tri-Plex
  - (i) Approved Site Development Plan (Section 41, Planning Act) and Agreement, if applicable
    - Site Plan (as required by section \*\*\*\* 710.4.4. of this By-law)
    - Building Code Matrix
    - EEDS
  - (ii) Floor Plan (one per floor)
  - (iii) Floor and Roof Framing Plans
  - (iv) Building Elevations (4)
  - (v) Building Section (min. 1)
  - (vi) Mechanical Ventilation Form
  - (vii) Heat Loss / Heat Gain Calculations and Furnace make /model
  - (viii) Fire wall details, if applicable
- (i) New Residential Apartment Building
  - (i) Approved Site Development Plan (Section 41, Planning Act) and Agreement, if applicable
  - (ii) Geotechnical Investigation Report (~~2 copies~~)
  - (iii) Site Plan
  - (iv) Grading and Site Servicing Plan
  - (v) Floor Plan (one per floor)
  - (vi) Foundation Plan & Details (include de-watering & shoring where applicable)

## BUILDING PERMITS AND FEES

- (vii) Floor, Framing and Roof Structural Plans
  - (viii) Building Elevations
  - (ix) Building Sections
  - (x) Window & Door/Hardware Schedules
  - (xi) Room Finish Schedules
  - (xii) Mechanical Drawings (plumbing and HVAC)
  - (xiii) Electrical Drawings (lighting, fire alarm system)
  - (xiv) Sprinkler Shop Drawings, if applicable
  - (xv) Standpipe Shop Drawings, if applicable
- (j) New Non-Residential Building or Addition (Part 3 or 9 Building)
- (i) Approved Site Development Plan (Section 41, Planning Act) and Agreement, if applicable
  - (ii) Geotechnical Investigation Report (unless, in the case of an addition it is waived by the Chief Building Official for addition or may be waived for additions) (2 copies)
  - (iii) Site Plan
  - (iv) Grading / Site Servicing Plan(s)
  - (v) Floor Plan (one per floor)
  - (vi) Foundation, Floor, Framing and Roof Plans
  - (vii) Building Elevations
  - (viii) Building Section (min. 1)
  - (ix) Window Schedule
  - (x) Door and Hardware Schedule
  - (xi) Details
  - (xii) Mechanical Plans (plumbing & HVAC)
  - (xiii) Electrical Plans (general lighting, emergency/exit lighting, and fire alarm system)
  - (xiv) Automatic Sprinkler and Standpipe Drawings where applicable
  - (xv) On-Site Sewage System Evaluation; if applicable
- (k) Non-Residential Renovation (Part 3 or 9 Building)
- (i) Site Plan or Key Plan
  - (ii) Floor Plan(s)
  - (iii) Door and Hardware Schedule
  - (iv) Building Elevations if exterior work proposed
  - (v) Building Section if exterior work proposed
- Where applicable*
- (vi) Structural Plans
  - (vii) Mechanical Plans (plumbing & HVAC)
  - (viii) Electrical Plans (lighting, fire alarm system)
- (l) Designated Structures
- The following plans shall be prepared and stamped by a Professional Engineer:
- (i) Site Plan
  - (ii) Grading Plan where applicable

Commented [KH3]: Waived by who?

## BUILDING PERMITS AND FEES

- (iii) Floor Plan and where applicable a Roof Plan
  - (iv) Elevations where applicable
  - (v) Sections and Detail where applicable
- (m) Commercial Exhaust Hood (NFPA 96)
- (i) Floor Plan
  - (ii) Mechanical Plan, Details and Section
- (n) Electro-Magnetic Locking Devices
- (i) Floor Plan
  - (ii) Electrical Plan, Details of inter-face with fire alarm system
- (o) Plumbing or Backflow Prevention Device
- (i) Plumbing Floor Plan
  - (ii) Where applicable a company letter describing proposed work
- (p) Flammable Spray Operations
- (i) Mechanical Plans
  - (ii) Electrical Plans
  - (iii) Flammable liquid quantity, type and storage plans

2.0 Unless specified by the Chief Building Official the following information shall be shown on plans or working drawings that accompany applications for permits:

2.1 The Site Plan shall show:

- (a) survey property boundaries and dimensions, all building lines, bearings of metes and bounds and compass orientation (legal description);
- (b) the location, use, height and dimensions of any existing and proposed buildings including front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings;
- (c) relation of buildings and finished grade to existing elevations and storm water drainage control plan on site where applicable;
- (d) all existing and proposed parking layout, retaining walls, swimming pools accessory buildings and any other such physical additions necessary to the site.

2.2 The Grading Plan and Site Servicing Plan(s) shall show:

- (a) For the purposes of this section, "Grading Consultant" includes:
  - (i) the Consultant responsible for the approved grading control plan;
  - (ii) an Ontario Land Surveyor; or
  - (iii) a Registered Professional Engineer; and
  - ~~(iv) a Certified Engineering Technologist.~~
- (b) The Grading Consultant shall develop a site plan showing the existing and proposed grades, expanding the grades and elevations where necessary, for the proposed building on a particular lot, infill lot, or block. This scheme must fit the intentions of the approved grading plan with its established grades. For lots and blocks and in the case of its surrounding lots, or the submitted proposal will be

## BUILDING PERMITS AND FEES

- rejected.
- (c) The Grading Consultant shall review the site plan and be responsible for its approval, stamping it accordingly. Only such stamped plans shall be submitted or accepted for building permits.
  - (d) When the final rough grading has been completed, the builder shall obtain a certificate signed by the Grading Consultant certifying conformity with the approved grading scheme. Said certificate shall be submitted to the Building Division.
  - (e) General information must be noted with regard to the disposal of surface storm water run-off either by a storm water management scheme where required or, into existing on-street storm drain facilities via proposed underground storm drainage systems or on-grade swales, ditches, catch basins, and so on. Give pipe diameters and slopes.
  - (f) Location and elevations of controlling benchmark or survey monument.
  - (g) Indication of all property conditions within 6.1 metres (20 feet) of the subject property boundaries, showing any pertinent features that effect or will effect the drainage of the subject property or surrounding property.
  - (h) The property lines, building location, sidewalks, driveways, curb cuts, swales, all utility services and new/existing service connections.
  - (i) Location of storm water catchment area, catch basins, below grade and above grade utilities and connections into services at property line.
  - (j) Lot Grading
  - (k) All gradients and slopes shall be in conformance with current version of the City of Kitchener Engineering Development Manual (as amended) and published on the City of Kitchener's official website from time to time.
  - (l) All submissions for residential developments containing 4-10 units shall be in conformance with City of Kitchener Engineering Development Manual (as amended) Appendix E – Site Plan Engineering Guidelines and published on the City of Kitchener's official website from time to time.

### **GRADIENTS AND SLOPES**

<del>Driveways</del>	<del>Optimum Gradient</del>	<del>4%</del>
	<del>Maximum Cross Slope</del>	<del>6%</del>
	<del>Minimum Cross Slope (where gradient less than 2%)</del>	<del>2%</del>
	<del>Maximum Gradient</del>	<del>10%</del>
<del>Walkways</del>	<del>Maximum Gradient and Cross Slope</del>	<del>6%</del>
	<del>Minimum Cross Slope (Where Gradient is less than 2%)</del>	<del>2%</del>
<del>Paved Utility Area</del>	<del>Optimum Slope</del>	<del>1%</del>

## BUILDING PERMITS AND FEES

	Maximum Slope	6%
	Minimum Slope	0.5%
<del>From House to Side Lot Lines</del>	<del>Minimum Slope (Always away from house)</del>	<del>2%</del>
	Optimum Slope	4%
<del>Elsewhere on the Site</del>	<del>Optimum Gradient</del>	<del>4%</del>
	<del>Minimum Gradient</del>	<del>2%</del>

~~Swale should not be over 90 metres (295feet) in length without catch basin and storm drain.~~

### 2.3 The Architectural Drawings shall show:

- (a) OBC matrix, foundation and grade details;
- (b) Each floor plan with exact dimensions of the layout of all proposed areas and identify each with room names;
- (c) All wall thicknesses and type of construction, window and door openings and schedules, elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information;
- (d) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness, etc.;
- (e) Specifications where applicable.

### 2.4 Structural Drawings shall show:

- (a) All foundation, floor, roof and wall structural elements indicating sizes shapes and proper location and all dead and live design loads and condition of loading;
- (b) All reinforced concrete work indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel;
- (c) All lintels, column and beam locations and their size and snow drift loading;
- (d) Where applicable de-watering report and shoring or pile driving;
- (e) Guard designs; where applicable.

### 2.5 The Mechanical and Electrical Drawings shall show:

- (a) Mechanical drawings are to show the plumbing, heating, ventilation and air conditioning including legends and schedules for compliance with the OBC. For Part 9 buildings, if room allows this information can be shown on the same plan as the architectural;
- (b) Electrical drawings are to show lighting, emergency lighting, exit signs, fire alarm systems and their legends and schedules for compliance with the OBC. For Part 9 buildings, if room allows this information can be shown on the same plan as the architectural;
- (c) Sprinkler and Standpipe drawings are to include floor plans and riser diagrams to locate the entire system including connections, sprinkler heads.

### 2.6 The On-Site Sewage System Report shall include the following:

- (a) The name, mailing address and telephone/fax numbers of the person who



## BUILDING PERMITS AND FEES

- prepared the report and the system installer;
- (b) The date the evaluation was completed;
- (c) The provincial sewage system installer's licence number, date of issuance, and the name of the qualified person supervising the work to be done under the permit;
- (d) A scaled map of the site showing:
  - (i) legal description, lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors
  - (ii) the locations of items listed in Column 1 of Tables 8.2.1.6.A, 8.2.1.6.B and 8.2.1.6.C of the Building Code
  - (iii) the location of the proposed sewage system
  - (iv) the location of any unsuitable, disturbed or compacted areas, and
  - (v) the proposed access routes for system maintenance
- (e) soil investigation including:
  - (i) depth to bedrock
  - (ii) depth to zones of soil saturation
  - (iii) soil properties and permeability
  - (iv) potential for flooding.

2.7 The following supporting documentation shall accompany applications for a permit unless otherwise waived by the Chief Building Official:

- (a) Real Property Report (Survey Plan) prepared by an Ontario Land Surveyor;
- (b) Driveway access permit approved by the authority having jurisdiction as may be applicable;
- (c) Approval by the Ministry of Environment for the design and construction of a private sewage disposal and water supply systems as may be applicable;
- (d) Where applicable approvals by the Ontario Ministries of Labour, Energy & Natural Resources, Industry & Tourism, Environment, the Ontario Liquor Control Board, Ontario Fire Marshall's Office, the Grand River Conservation Authority;
- (e) Such other approvals as may be required to demonstrate compliance with applicable law.

By-law 2005-128, 20 June, 2005; Schedule 'C'.

BUILDING PERMITS AND FEES

~~Schedule 'D' - General Review Form~~ See current OAA/PEO form already on website

## BUILDING PERMITS AND FEES

### 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

Project Description: \_\_\_\_\_

Address of Project: \_\_\_\_\_ Municipality: \_\_\_\_\_

Part A - Owner's Undertaking

Permit Application No. \_\_\_\_\_

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

EABO Standard form/Endorsed by OAA, PEO and Ontario Building Officials Association

By-law 2005-128, 20 June, 2005; Schedule 'D'.

BUILDING PERMITS AND FEES

Schedule 'E' - Demolition Agreement



Note: This agreement must be received, in completed form, by the Building Division in order for the plan review to start. Fax (519) 741-2775 or in person.

**DEMOLITION AGREEMENT**

CITY OF KITCHENER  
BUILDING DIVISION

By-Law # \_\_\_\_\_

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

- a) *be accompanied by a plan to confirm compliance with all zoning regulations and a detailed Grading and Drainage Control Plan including siltation, erosion control and tree protection measures to be approved by the Chief Building Official or the Director of Engineering (and the Regional Municipality of Waterloo or the Ministry of Transportation, if applicable), prior to the commencement of any site grading or demolition.*
- b) *be accompanied by satisfactory proof that arrangements, financial or otherwise have been made, to the satisfaction of the Director of Engineering, for the removal of any redundant service connections and driveways and for the installation of all new service connections (if applicable).*
- c) *contain the agreement of the applicant to comply with the standards for demolition as set out below:*
  - i. *Remove sidewalks and driveways from the site*
  - ii. *Remove all construction debris and rubble from the site*
  - iii. *Remove foundation walls to a minimum of two feet below finished grade*
  - iv. *Back fill and compact site to finished grade with non-organic material*
  - v. *Cover site with topsoil to a minimum depth of four inches with sod or seed*
  - vi. *Grade in accordance with approved grading and drainage control plan as described in Schedule "C"..*

The applicant and/or Owner shall agree to comply with the standards for the demolition as set out above:

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

By-law 2005-128, 20 June, 2005; Schedule 'E'.

## BUILDING PERMITS AND FEES

### **Schedule 'F' - Model Homes**

The Model Home shall be constructed as follows:

- (a) No model home shall be constructed further than 150 metres (492 feet) from an in-service fire hydrant;
- (b) For the purposes of establishing the location of the lot lines, the model home shall be built within the lot defined by the draft approved plan of subdivision within which it is located, and as if these lots were defined by a registered plan of subdivision;
- (c) The model home shall be constructed in accordance with the site plan approved by the City's Director of Planning, Chief Building Official and Director of Engineering;
- (d) That the model home shall be constructed consistent with the engineering drawings and grading and servicing requirements for the proposed plan of subdivision as approved by the Director of Engineering;
- (e) That the maximum number of model homes that may be constructed on the lands is the number that is 10% if the total number of proposed units in the stage/phase rounded up to the nearest whole number, but in no event shall there be more than 10 model homes constructed within the lands;
- (f) To arrange and comply with the mandatory building and plumbing inspections required by the City of Kitchener;
- (g) To provide and maintain unobstructed access for fire department and emergency response vehicles to all buildings constructed under this agreement at all times, from the time construction first commences. The access route shall have a minimum width of 6 metres (19.6 feet), a centre turning radius of 12 metres (39.3 feet), and capable of supporting fire department vehicles.

By-law 2005-128, 20 June, 2005; Schedule 'F'.

BUILDING PERMITS AND FEES

**Schedule 'G' - Acknowledgment by Applicant of an Incomplete Application**

**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 \_\_\_\_\_  
(describe 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 Kitchener 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 to \_\_\_\_\_ at \_\_\_\_\_  
(describe work) (location of work)

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)

By-law 2005-128, 20 June. 2005; Schedule 'G'.

## BUILDING PERMITS AND FEES

### Schedule 'H' - Permit Rebate

A rebate of a portion of the permit fee based on the following amounts is eligible, upon confirmation of the final building inspection and grading certification (if applicable) within one year of occupancy (calculated using 270 seasonal days). Projects that are subject to include Site Plan Approval (under Section 41 for the Planning Act), will not be required to fulfill the final building inspection shall trigger the refund rather than final grading component.

(a) New construction of single family, duplex, semi-detached, townhouse and triplex dwelling units	\$500/permit
(b) New construction and additions to multi-residential, commercial, industrial and institutional projects	\$10/\$1000 of Construction Value max. \$5000
(c) Additions/alterations to single family, duplex, semi-detached, townhouse and triplex dwelling units	\$250/permit
(d) Alterations/interior finish permits to multi-residential, commercial, industrial and institutional projects	\$1000/permit

By-law 2005-128, 20 June, 2005; Schedule 'H'.

## BUILDING PERMITS AND FEES

### Schedule 'I' - 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 Kitchener'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:



## BUILDING PERMITS AND FEES

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.

By-law 2005-128, 20 June, 2005; Schedule 'I'.

### **Schedule 'J' - Appointments: Building Officials**

The Chief Building Official, Deputy Chief Building Official and Inspectors are appointed by the City in Chapter 101 of The City of Kitchener Municipal Code, ~~as amended-~~

~~By-law 2005-128, 20 June, 2005; Schedule 'J'.~~

**Page 20: [1] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [2] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [3] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [4] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [5] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [6] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [7] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [8] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [9] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [10] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [11] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [12] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [13] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [14] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [15] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [16] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [17] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [18] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [19] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [20] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [21] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [22] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [23] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [24] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [25] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [26] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [27] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [28] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [29] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [30] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [31] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [32] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [33] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [34] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [35] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 20: [36] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [37] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [38] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [39] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [40] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [41] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [42] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [43] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [44] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [45] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [46] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [47] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [48] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [49] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [50] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [51] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [52] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [53] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [54] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [55] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [56] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [57] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [58] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [59] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [60] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [61] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [62] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [63] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [64] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [65] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [66] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 21: [67] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [68] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [69] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [70] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [71] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [72] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [73] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [74] Formatted Tim Benedict 3/17/2023 7:54:00 AM**



Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [75] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [76] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [77] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [78] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [79] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [80] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [81] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [82] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [83] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

**Page 22: [84] Formatted Tim Benedict 3/17/2023 7:54:00 AM**

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Justified, Space After: 0 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers