



**BY-LAW NUMBER 112-2005
OF
THE CORPORATION OF THE CITY OF STRATFORD**

Being a by-law of The Corporation of the City of Stratford respecting permits for construction, demolition and change of use and respecting inspections and the charging of permit fees and to repeal By-law 67-2001 and all amendments thereto.

WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25, S.130*, as amended, provides that a municipality may regulate matters not specifically provided for by the Municipal Act or any other Act for purposes related to health, safety and well-being of the inhabitants of the municipality;

AND WHEREAS, Section 7 of the *Building Code Act 1992, S.O. 1992, c.23*, as amended, empowers council to pass by-laws respecting permits for construction, demolition, occupancy, change of use, mechanical, plumbing, sewage systems and conditional permits and respecting inspections and the charging of permit fees;

AND WHEREAS, Section 35 of the *Building Code Act 1992, S.O. 1992 c.23*, as amended, provides that the *Building Code Act* and the Building Code supersede all municipal by-laws respecting the construction or demolition of buildings;

AND WHEREAS, Section 3(1) of the *Building Code Act 1992, S.O. 1992, c.23*, as amended, provides that the council of each municipality is responsible for the enforcement of the *Building Code Act* in the municipality;

AND WHEREAS Section 3(2) of the *Building Code Act 1992, S.O. 1992 c. 23*, as amended, provides that the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of the *Building Code Act* in the areas in which the municipality has jurisdiction;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF STRATFORD enacts as follows:

1. CITATION AND DEFINITIONS

1.1 Short Title

This By-law may be cited as the "**Building By-law**".

1.2 Definitions

In this by-law,

- (a) "Act" means the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended.
- (b) "applicable law" means applicable law as defined in the Building Code.
- (c) "as constructed plans" means as constructed plans as defined in the Building Code.
- (d) "architect" means a holder of a license, a certificate of practice, or a temporary license under the *Architect's Act* as defined in the *Building Code*.

- (e) "building" means a building as defined in Section 1 of the Act.
- (f) "Building Code" means regulations made under Section 34 of the Act.
- (g) "chief building official" means the Chief Building Official appointed by the by-law of The Corporation of the City of Stratford for the purposes of enforcement of the Act.
- (h) "construct" means construct as defined in Section 1 of the Act.
- (i) "Corporation" means The Corporation of the City of Stratford.
- (j) "demolish" means demolish as defined in Section 1 of the Act.
- (k) "designer" means the person responsible for the design.
- (l) "engineer" means a professional engineer who is a holder of a license, a certificate of practice, or a temporary license under the *Engineer's Act* as defined in the Building Code.
- (m) "farm building" means a farm building as defined in Section 1.1. of the Building Code.
- (n) "floor area" means the space on any storey of a building between exterior walls and required firewalls including the space occupied by interior walls and partitions, unless otherwise defined herein.
- (o) "inspector" means an inspector appointed by by-law of The Corporation of the City of Stratford for the purposes of enforcing this Act;
- (p) "owner" means the registered owner of the property and includes a lessee, mortgagee in possession.
- (q) "permit" means written permission or written authorization from the chief building official to perform work regulated by this by-law and the Act, or to change the use of a building or part of a building or parts thereof or, in the case of an occupancy permit, to occupy a building or part of a building or parts thereof.
- (r) "plumbing" means plumbing as defined in Section 1 of the Act.
- (s) "infill construction site" means any construction site in respect of which a building permit has been issued for the construction of a building or part thereof where such construction is adjacent to another occupied dwelling unit except where the site is within a registered plan of subdivision which subdivision is being developed for the first time.
- (t) "sewage system" means a sewage system as defined in Section 1.1. of *the Building Code*.

2. PERMITS

2.1 Classes of Permits (Subsection 7(a) of the Act)

The classes of permits with respect to the construction, demolition, occupancy, transfer, mechanical, plumbing, sewage systems and change of use and permit fees shall be as set out in Schedule A to this by-law.

1. Building Permit (Section 8(1) of the Act) is required for all types of construction governed by the Building Code and may include plumbing, farm buildings, change of use, sewage systems and heating, ventilating and air conditioning systems.
2. Partial Building Permit (Section 8(1) of the Act) (Partial permits are appropriate where the construction authorized by the permit complies with the Act, Building Code and other applicable laws.) may be issued, 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, application shall be made and fees paid for that portion of the building or project. Complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the chief building official.

Where a permit is issued for part of a building or project, such permit 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.

3. Conditional Permit: A conditional permit may be issued by the chief building official in accordance with Subsection 2.2.2(c) of this by-law.
4. Change of Use Permit: A change of use permit is required where a change in use of a building or part of a building would result in an increase in hazard as determined under Article 2.4.1.2 of the Building Code even though no construction is proposed.
5. Sewage System Permit: A sewage system permit is required for all Classes of Systems as defined in Article 8.1.2.1 of the Building Code.
6. Structural Sign Permit: A structural sign permit is required in respect of the structural requirements for signs contained in Section 3.14 of the Building Code.
7. Special Building Permit: A special building permit is required for all types of construction governed by the Building Code and includes plumbing, farm buildings, sewage systems, signs, change of use and heating, ventilating and air conditioning systems where construction or change of use has commenced prior to the issuance of the permit.

2.2 Application for Permit (Subsection 7(b) of the Act)

1. To obtain a permit, the owner or an agent authorized in writing by the owner, shall file an application in writing by completing a prescribed form available from the chief building official or from the Building Code website *www.obc.mah.gov.on.ca*. Forms prescribed by the municipality under Subsection 7(f) of the Act shall be set out in Schedule D to this By-law.
2. Every application for a permit shall be submitted to the chief building official and shall contain the following information:
 - (a) Where application is made for a construction permit under Section 8(1) of the Act, the application shall:
 - (i) use the provincial application form, Application for a Permit to Construct or Demolish ,
 - (ii) include two complete sets of plans, schedules, specifications, forms, documents and other information required by Article 2.4.1.1B of the Building Code and as described in this by-law, Schedule C and Schedule D for the work to be covered by the permit,
 - (iii) include the proposed or existing occupancy of all parts of the building, and,
 - (iv) include the required fee as set out in Schedule A to this By-law.
 - (b) Where application is made for a demolition permit under Section 8(1) of the Act, the application shall:
 - (i) use the provincial application form, Application for a Permit to Construct or Demolish ,
 - (ii) include two complete sets of plans, schedules, specifications, forms, documents and other information required by Article 2.4.1.1B of the

Building Code and as described in this By-law, Schedule C and Schedule D for the work to be covered by the permit,

- (iii) include the existing occupancy of all parts of the building, and,
 - (iv) include the required fee as set out in Schedule A to this By-law.
- (c) Where application is made for a conditional permit under Section 8(3) of the Act, the application shall:
- (i) use the provincial application form, Application for a Permit to Construct or Demolish,
 - (ii) include two complete sets of plans, schedules, specifications, forms, documents and other information required by Article 2.4.1.1B of the Building Code and as described in this By-law, Schedule C and Schedule D for the work to be covered by the permit,
 - (iii) include the proposed or existing occupancy of all parts of the building,
 - (iv) include the required fee as set out in Schedule A to this By-law,
 - (v) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted,
 - (vi) state the necessary approvals, which must be obtained in respect of the proposed building and the time in which such approvals will be obtained,
 - (vii) include an agreement in writing by the applicant and such other persons as the chief building official determines with the Corporation dealing with the matters required pursuant to Subsection 8(3)(c) of the Act, and
 - (viii) state the time in which plans and specifications of the complete building will be filed with the chief building official.
- (d) Where application is made for a change of use permit issued under Section 10(1) of the Act, the application shall be submitted to the chief building official and shall:
- (i) use the change of use application form as described in this by-law listed in Schedule D, with all applicable fields completed,
 - (ii) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building,
 - (iii) identify and describe, as required by the chief building official, the current and proposed occupancies of the building or part of a building for which the application is made,
 - (iv) include, as required by the chief building official, plans and specifications which show 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 walls, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities and details of the existing sewage system, if any, and,
 - (v) include the required fee as set out in Schedule A to this By-law.
- (e) Where application is made for a plumbing permit under Section (8)(1) of the Act, the application shall:
- (i) use the provincial application form, Application for a Permit to Construct or Demolish,

- (ii) include the required fee as set out in Schedule A to this By-law, and,
 - (iii) include two complete sets of plans, schedules, specifications, forms, documents and other information required by Article 2.4.1.1B of the Building Code and as described in this By-law, Schedule C and Schedule D for the work to be covered by the permit.
- (f) Every application for a sewage system permit shall be submitted to the chief building official and contain the following information:
- (i) use the provincial application form, Application for a Permit to Construct or Demolish,
 - (ii) include two complete sets of plans, schedules, specifications, forms, documents and other information required by Article 2.4.1.1B of the Building Code and as described in this by-law, Schedule C and Schedule D for the work to be covered by the permit,
 - (iii) include the required fee as set out in Schedule A to this By-law,
 - (iv) a site evaluation, which shall include all of the following items, unless otherwise specified by the chief building official:
 - (a) the date the evaluation was done,
 - (b) name, address, telephone number and signature of the person who prepared the evaluation,
 - (c) a scaled map of the site showing:
 - (aa) the legal description, lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors,
 - (bb) the location 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,
 - (cc) the location of the proposed sewage system,
 - (dd) the location of any unsuitable, disturbed or compacted areas,
 - (ee) proposed access routes for system maintenance,
 - (ff) depth to bedrock,
 - (gg) depth to zones of soil saturation,
 - (hh) soil properties, including soil permeability, and
 - (ii) soil conditions, including the potential for flooding.

2.3 Revision to Permit:

No person shall make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a permit was issued without notifying, filing details with and obtaining the authorization of the chief building official.

2.4 Plans, Schedules, Specifications, Documents and Other Information (Subsection 7(b) of the Act)

1. Plans, Schedules, Specifications, Documents and Other Information submitted with each application for a permit shall have sufficient information to enable the chief building official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Building Code and any other applicable law (see Section 9 of this By-law for requirements for forms).

2. Each application shall, unless otherwise specified by the chief building official, be accompanied by two complete sets of the plans and specifications required under this By-law.
3. Plans shall be drawn to scale on paper or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings, specifications, schedules, documents and other information as set out in Schedule C and Schedule D to this By-law unless otherwise specified by the chief building official.
4. 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 proposed buildings,
 - (b) existing and finished ground levels or grades,
 - (c) existing rights-of-way, easements, municipal services and fencing, and
 - (d) proposed fire access routes and existing fire hydrant locations.
5. The granting of a permit, the review of the drawings and specifications or inspections made by the chief building official or an inspector shall not in any way relieve the owner of a building from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of this by-law, the Act and the Building Code, including ensuring that the occupancy of the building, or any part thereof, is in accordance with the terms of this by-law and the Building Code.
6. The chief building official may require a set of as constructed plans of a building or any class of buildings be filed with the chief building official on completion of the construction under such conditions as may be prescribed in the *Building Code* (Subsection 7(g) of the Act).
7. Plans, schedules, specifications, documents, forms and other information required to be submitted shall be completed by an engineer and or architect as required by the Building Code and be completed by a designer as required by the *Building Code*. The chief building official may in addition to the requirements listed in the previous sentence require information from any person regarding a building or part thereof as per Section 18(1) of the Act.

2.5 Equivalents

Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains equivalent materials, techniques and systems for which authorization under Section 9 of the Act is requested, the following information shall be provided:

1. use of equivalent application form as described in this by-law and listed in Schedule D,
2. a description of the proposed material, system or building design for which authorization under Section 9 of the Act is requested,
3. any applicable provisions of the *Building Code*,
4. evidence that, in the opinion of the chief building official, the proposed material, system or building design will provide the level of performance required by the Building Code, and,
5. include the required fee as set out in Schedule A to this By-law.

3. FEES (Section 7(c) of the Act)

1. Fees for a required permit shall be as set out in Schedule A to this by-law and are due and payable upon submission of an application for permit.
2. Where application is made for a conditional permit, the conditional permit fee set out in Schedule A shall be payable at application for permit and in addition to the applicable construction permit fee as set out in Schedule A.
3. Where the fees payable in respect of an application for a construction or demolition permit issued under Section 8(1) of the Act or a conditional permit issued under Section 8(3) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys including storeys below the first storey (except the unfinished floor area below the first storey in single family dwellings) measured as the horizontal area between the exterior walls of the building (see Schedule A for further information).
4. With respect to an application for a change of use permit issued under Section 10(1) of the Act the change of use permit fee listed in Schedule A shall be utilized when no construction is proposed or required. When construction is proposed or required and will result in a change of use the appropriate construction permit fee as set out in Schedule A shall be utilized.
5. The chief building official shall determine permit fees not described or included in Schedule A.

3.1 Refund of Fees (Subsection 7(d) of the Act)

1. In the case of withdrawal of an application or the abandonment of all or a portion of the work 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 B attached to and forming part of this by-law.
2. If the building permit has not been issued within six months of the permit application date, the Chief Building Official may return the application, refund permit fees paid, if any, in accordance with Schedule B attached to and forming part of this by-law, and terminate the application process.

3.2 City projects – free of charge-provisions applicable

All permits issued under the authority of the by-law shall be given free of charge for any City building or demolition project under the jurisdiction of Council or of a local board of the City, which is not a local board of any other municipality. All other requirements of the by-law shall apply to any permit so issued.

4. NOTICE REQUIREMENTS FOR INSPECTIONS (Subsection 7(e) of the Act)

With respect to “additional notices” under Article 2.4.5.2. of the *Building Code*, the owner or an authorized agent shall notify the chief building official or an inspector at least two business days prior to the following stages of construction listed in Clauses 2.4.5.2. (1) (a), (b), (c), (e), (g) and (h) of the Building Code

5. TRANSFER OF PERMIT (Subsection 7(h) of the Act)

Where application is made for a transfer of permit under the Act, the applicant shall:

1. use the transfer of permit application form as described in this by-law listed in Schedule D,
2. include plans, schedules, specifications, forms, documents and other information required as described in this by-law, Schedule C and Schedule D, and,

3. include the required fee as set out in Schedule A to this By-law.

6. DELEGATION OF CONDITIONAL PERMITS (Section (3.1) of the Act)

The chief building official is authorized to take the following actions with respect to the processing of conditional permit agreements under section 8 of the Act enter into agreements described in Section (3)(c) of the Act:

1. To approve the entering into a standard form conditional permit agreement and to execute the agreement on behalf of the City;
2. To approve an assignment of a conditional permit agreement and to execute the consent to the assignment of the agreement on behalf of the City, and
3. To approve the release of a registered conditional permit agreement where the agreement is no longer necessary and to execute the release of the agreement on behalf of the City.

7. PRESCRIBED FORMS (Subsection 7(f) of the Act)

The forms prescribed for use as applications for permit, for orders and for inspection reports/certificates shall be as set out in Schedule D to this By-law.

8. FENCING OF EXCAVATIONS (Subsection 7(i) and (j) of the Act)

- 8.1 Upon receipt of a complaint by the chief building official regarding fencing or lack of fencing at an infill construction site, the person to whom a building permit is issued in respect of construction which will take place at an infill construction site, shall erect or cause to be erected and maintained a fence enclosing the infill construction site in accordance with the provisions of this By-law.
- 8.2 Where there is fencing on or adjoining a residential construction site erected prior to the application for a building permit in respect of that site, such fencing shall be deemed to be in compliance with this by-law provided it is extended along the entire perimeter of the residential construction site as determined by the chief building official and the extended fencing is erected in accordance with this By-law.
- 8.3 The height of every fence shall be a minimum of 1.2 metres 4 ft. and a maximum of 6-ft. (1.8 m) to be measured from the highest adjacent grade.
- 8.4 Every fence required under this by-law shall be located on the perimeter of the residential construction site as determined by the chief building official and constructed as follows:
 1. if of chain link construction, the chain link shall be fastened to a 1 in. diameter metal bar which is securely fastened to metal posts at not over 3 metres (10 ft.) on centre and embedded into the ground to provide a rigid support,
 2. if of wood construction, the exterior face shall be 1-in. exterior grade plywood, particle board or equivalent material that will not provide footholds for climbing. The facing shall be supported by 2 in. x 4 in. nominal size posts spaced at not more than 2.4 metres (8 ft.) on centre and embedded into the ground to provide a rigid support,
 3. if the fence is of the snow fence or plastic mesh type, the fencing should be securely fastened to T-bar posts at not over 2.4 metres (8 ft.) on centre and embedded into the ground to provide a rigid support.
- 8.5 The fence may provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the infill construction site provided that these openings are closed off when the site is shut down.

8.6 The fence shall remain in place until all construction related hazards have been removed from the infill construction site to the satisfaction of the chief building official.

9. SEVERABILITY

In the event that any provision of this by-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of the by-law.

10. PENALTY CLAUSE

Section 36 of the *Building Code Act* provides that a person is guilty of an offence under the Act if a person contravenes the Act, the Building Code or this by-law.

11. REPEAL CLAUSE

By-law 67-2001 of the Corporation is hereby repealed as of June 30, 2005.

12. EFFECTIVE DATE

The City of Stratford Building By-law shall come into effect July 1, 2005.

READ A FIRST, SECOND AND THIRD TIME, and
FINALLY PASSED THIS 27th DAY OF June, 2005.

"Daniel B. Mathieson"
MAYOR – Daniel B. Mathieson

"Joan L. Thomson"
CLERK – Joan L. Thomson

SCHEDULE "A" TO BY-LAW 112-2005
 OF
 THE CORPORATION OF THE CITY OF STRATFORD

Effective January 1, 2015

CLASSES OF PERMITS AND BUILDING PERMIT FEES

Class of Permit shall include:

1. Building permit (O.B.C.A.. 8(1)) (includes a farm building)
2. Partial Permit (O.B.C.A.. 8(1))
3. Special Building Permit (O.B.C.A.. 7(a))
4. Demolition Permit (O.B.C.A. 8(1))
5. Conditional Permit (O.B.C.A. 8(3))
6. Occupancy Permit (O.B.C.A.. 11(a)(b)(c))
7. Change Of Use Permit (O.B.C.A.. 10(1))
8. Plumbing Permit (O.B.C.A.. 8(1)) (specific types noted)
9. Mechanical Permit (H.V.A.C.) (O.B.C.A.. 8(1)) (specific types noted)
10. Structural Sign Permit (O.B.C. 2.1.2.2(b))
11. Transfer Permit (O.B.C.A.. 7(h))
12. Sewage System Permit (O.B.C.A. 8(1))
13. Equivalent Permit (O.B.C.A 9(1))

CALCULATION OF PERMIT FEES

Type of Work	Permit Fee (\$ per square foot)	Flat Fee
CONSTRUCTION New Buildings, Additions, Mezzanines, Renovations, Alterations		
Group A: Assembly		
Building Shell Only	1.30	
Building Finished (includes all building systems)	1.58	
Outdoor Patio		206.35
Outdoor Public Pool		699.21
Group B: Institutional		
Building Shell Only	1.96	
Building Finished (includes all building systems)	2.16	
Group C: Residential		
SFD, Semi, Row, Townhouse, Duplex	1.12	
Garage/Carport (per bay)		112.37
Shed, Deck		112.37
Apartment Building	1.24	
Hotels/Motels	1.58	
Group D: Business and Personal Services		
Building Shell Only	1.21	
Building Finished (includes all building systems)	1.54	
Group E: Mercantile		
Building Shell Only	.74	
Building Finished (includes all building systems)	1.07	
Group F: Industrial		
Building Shell Only (up to and including 50,000 sq. ft.)	.69	
Building Shell Only (greater than 50,000 sq. ft.)	.34	
Building Finished (includes all building systems) (up to and including 50,000 sq.ft.)	.95	
Building Finished (includes all building systems) (greater than 50,000 sq.ft.)	.48	
Parking Garage	.55	
Farm Building	.42	
Interior Finishes		
Interior finishes to previously unfinished area (including finishing of residential basements and major renovations)	.42	
Alterations		
Alterations and renovations to existing finished areas, including roof structures	.30	

Minor Alterations		
Single partitions, demising wall, washrooms, new entry (excluding single family dwelling units or suites)		156.70
Special Categories		
Air Supported Structures	.74	
Temporary Tents (each)		112.37
Temporary Buildings		208.20
Portables/ per site		208.20
Miscellaneous		
Elevators, Lifts and Escalators		352.62
In-Rack Storage System (per Sq. Ft.)	.42	
Fireplace/ Woodstove		112.37
Retaining Wall (per lin. Ft.)	2.99	
Balcony Guard (replace per lin. Ft.)	.62	
Ceiling (new or replace per lin. Ft.)	.20	
Reclad Wall (per sq. ft.)	.10	
All Designated Structures (except retaining walls, public pools)		352.62
Storefront (replace)		208.20
Sign (structural)		100.09
Mechanical Work		
HVAC Permit (non-residential)	.11	
Sprinkler System (N.F.P.A. 13)	.11	
Sprinkler System- Min. Fee		149.06
Commercial Kitchen, Spray Booth, Dust Collectors		206.65
Electrical Work		
Fire Alarm System and Electrical Work	.11	
Fire Alarm System- Min. Fee		149.06
Electromagnetic Locks (each)		76.47
Hold Open Devices (each)		76.47
Plumbing Work		
Plumbing Permit (per fixture)		15.62
Water Softener		21.77
Catchbasins/ Manholes/ Roofdrains (each)		21.77
Building/ Site Services (per lin. Ft.)	.68	
Sewage System Works		
New Installation		277.05
Major Repair		147.10
Minor Repair		112.37
Foundation	.15	
PERMIT TO OCCUPY UNFINISHED BUILDING Except for buildings described in article 2.4.3.2. of the building code, the prescribed fee shall apply where an owner wishes to occupy an unfinished building.		112.37
DEMOLITION	.11	
CHANGE OF USE (no construction proposed or required)		112.37
CONDITIONAL PERMIT (in addition to building permit fee)	.15	
MINIMUM PERMIT FEE: The minimum fee charged for all permits unless otherwise noted in Schedule A.		92.88

REVISION TO PERMIT FEE:

A fee of \$0.07 per square foot of the revised floor area shall be paid for examination of revised plans. A minimum fee of \$91.06 shall be paid.

ALTERNATIVE SOLUTION FEE:

A fee of \$265.57 shall be charged when application for an alternative solution under Division C Section 2.1 of the building code is made.

SPECIAL BUILDING PERMIT FEE:

A special permit fee with respect to construction, change of use, demolition, heating, ventilation, air conditioning, electrical, plumbing or drainage work shall be paid by the owner where any work was commenced prior to the issuance of a permit.

The special permit fee shall be the regular permit fee plus an additional fee equal to 100% of the amount calculated as the regular permit fee, but in no case shall the additional fee exceed \$6323.07 in order to compensate the City for the additional work performed as a result of commencing work prior to permit issuance.

Payment of the special permit fee does not allow construction, change of use, demolition, heating, ventilation, air conditioning, electrical, plumbing or drainage work to continue without a permit.

TRANSFER OF PERMIT FEE:

An additional fee of 50% to a maximum of \$151.76 of the original permit fee shall apply where ownership changes on a property.

INFILL SECURITY DEPOSIT FEE:

An Infill Security Deposit Fee in the amount of \$1,000.00 for each building permit application for a new single family dwelling, semi-detached dwelling or a building containing duplex or triplex dwellings except when said permit application is subject to a Construction Deposit as required in a Subdivision Agreement under the Planning Act.

Return of Infill Security Deposit Fee:

Upon the completion of a final inspection including final inspection of the individual lot grading by the inspector, the construction deposit without interest (or such portion as remains unused) for that lot shall be returned by the CITY to the party that paid the construction deposit.

FEES UNDEFINED IN TABLE:

Fee for classes of permits/type of work not described or included in the calculation of permit fee table shall be determined by the Chief Building Official.

INTERPRETATION:

The following guidelines are to be applied 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 semi detached, duplex, townhouse and single detached dwellings attached garages).
- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- 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 deduction is made for openings within the floor area (e.g. 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.
- Finished basements for single detached dwellings (including semis, duplexes and townhouses, etc.) may at the discretion of the Chief Building Official be charged the interior finishing fee in Schedule 'A'.
- Attached garages and fireplaces, HVAC, electrical, woodstoves, plumbing, site services are included in the permit fee for single family dwellings.
- Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
- Where demolition of partitions or alterations to existing ceilings and walls is a part of an alteration or renovation 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.
- Temporary building is considered to be a building that will be erected for not more than one year.
- If a foundation permit (1st stage) is issued for a single family dwelling or semi-detached, the square footage fee charged may be subtracted, at the discretion of the Chief Building Official, from the square footage fee required to be paid for the superstructure (2nd stage) permit.
- When partial permits are issued, fees shall be charged according to the type of work proposed for each partial permit and shall have a cumulative effect.
- When a partial permit is issued to construct a building shell a partial permit to construct an interior finish must also be issued.

SCHEDULE "B"
TO BY-LAW 112-2005 as amended
OF
THE CORPORATION OF THE CITY OF STRATFORD

REFUND OF PERMIT FEES

1. The fees that shall, upon request be refunded shall be reduced by a cumulative percentage of the fees paid under this by-law as follows:
 - (a) 20% if administrative functions only have been performed;
 - (b) 10% if zoning functions only have been performed;
 - (c) 20% if plans examination functions only have been performed;
 - (d) 35% if the permit has been issued; and
 - (e) 5% shall additionally be deducted for each field inspection that has been performed after the permit has been issued.

2. Notwithstanding paragraph 1 above, no refund shall be made of an amount less than or equal to the minimum permit fee set out in Schedule A.

3. Notwithstanding paragraph 1 above, no refund shall be made where the chief building official has revoked a permit under Section 6(4) of the Act.

SCHEDULE "C"
TO BY-LAW 112-2005 as amended
OF
THE CORPORATION OF THE CITY OF STRATFORD

LIST OF PLANS, DRAWINGS AND OTHER INFORMATION TO ACCOMPANY APPLICATIONS FOR PERMITS

1. Site Plan;
2. Floor Plans;
3. Foundation Plans;
4. Framing Plans;
5. Truss System Layout Drawings;
6. Engineered Truss Drawings;
7. Engineered Floor/Roof System Layout Drawings;
8. Roof Plans;
9. Reflected Ceiling Plans;
10. Sections and Details;
11. Building Elevations;
12. Electrical Drawings;
13. Heating, Ventilation and Air Conditioning Drawings and calculations;
14. Sprinkler System Drawings;
15. Plumbing Drawings;
16. Mechanical Drawings;
17. Site Service Drawings;
18. Architectural Drawings;
19. Food Premise Layout Drawings;
20. Structural Drawings;
21. Specifications;
22. Structural Design Load Summary
23. All Related Engineering and Architectural Reports/Documents/Schedules/Tests.
24. Building Code Matrix/Summary

NOTE:

The Chief Building Official may specify that not all the above mentioned plans or information are required to accompany an application for a permit.

SCHEDULE "D"
TO BY-LAW 112-2005 as amended
OF
THE CORPORATION OF THE CITY OF STRATFORD

RESPECTING FORMS AND ORDERS

Application Forms:

1. Change of Use (no construction required)**
2. Conditional Permit*
3. Use of Equivalent**
4. Transfer of Permit**
5. Construct or Demolish*

Form Submission Prior to Permit Issuance:

1. Fill Removal Commitment Form**
2. Information for Installation of Solid Fuel Appliance**
3. Declaration of Applicant For Building Permit**
4. Part 9 Commitment Form**
5. Part 2 Section 2.3 Commitment Form**
6. Demolition Commitment Form**
7. Demolition Environmental Consideration Form**
8. Demolition Utility Confirmation Form**

Form Submission Prior to Occupancy/Final Inspection:

1. Backflow Prevention Device Testing & Inspection Report**
2. Interim Lot Grading Certificate**
3. Final Lot Grading Certificate**
4. HVAC Design & Installation Certification**
5. Fire Alarm Systems – Notification to Fire Department Certification**
6. Renovation Sprinkler Verification Report**

Forms For Permission To Occupy:

1. Occupancy Permit**
2. Occupancy Inspection Report**

Orders:

1. Order to Comply*
2. Stop Work Order*
3. Order Not To Cover*
4. Order To Uncover*
5. Unsafe Order**
6. Emergency Order**
7. Order To Take Tests and Samples*
8. Order to Prohibit Occupancy**

Agreement Forms:

1. Conditional Permit Agreement Form**

* These forms are as prescribed by the Ministry of Housing

**These forms are as prescribed by the chief building official

The Chief Building Official shall determine which forms are required to be completed and shall determine when the required forms are to be submitted.