

BUILDING SERVICES DIVISION

ANNUAL

REPORT 2023

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Chief Building Official



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ADMINISTRATION

INTRODUCTION

The Ontario Building Code (OBC) is a regulation made under the Building Code Act. The focus of this provincially legislated service is to ensure the technical requirements of the OBC are met. The OBC contains minimum provisions respecting the functionality of buildings with reference to safety, health, fire protection, accessibility, energy efficiency and structural sufficiency.

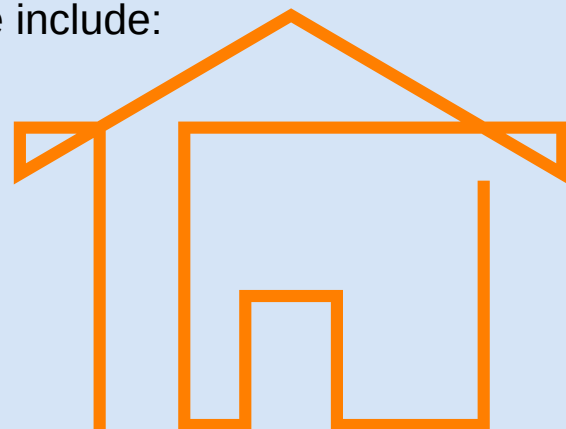
MISSION STATEMENT

The Building Services Division provides services to 7 municipalities in Dufferin County, encompassing approximately 1,470.7 square kilometres. We ensure all buildings defined under the Ontario Building Code comply to the minimum standards set out by the Province, to protect the health, safety and general welfares as they related to the construction and occupancy of buildings and structures.

CORE SERVICES

It's the contiuous goal of the Building Services team to improve on the many services provided to our customers. Our service include:

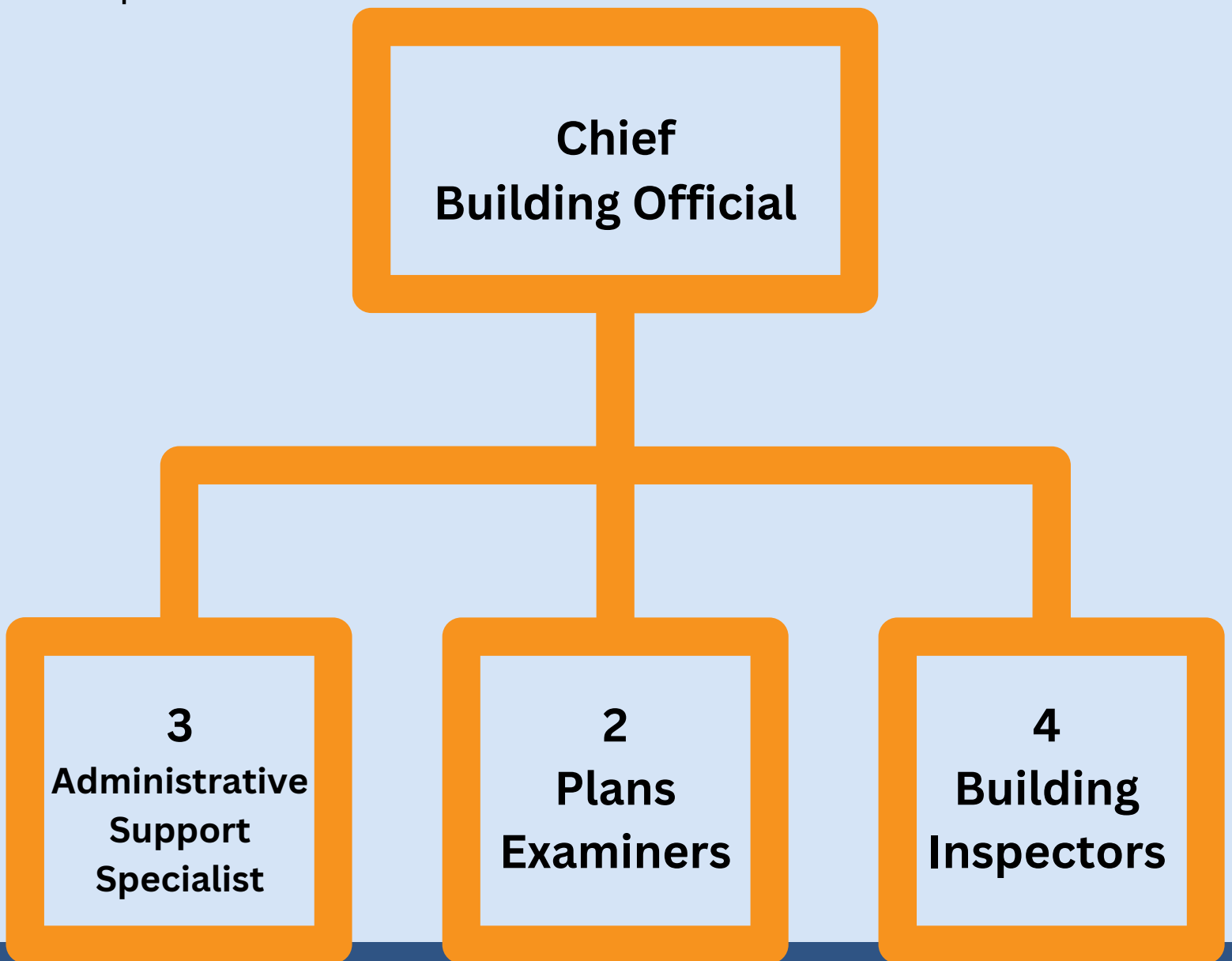
- Permit review and issuance
- Building inspections
- Code enforcement



DEPARTMENT STRUCTURE



Building is a department within Development & Tourism Department. In 2023, the team consisted of 10 full time positions.



ACCOMPLISHMENTS



Record Number of Inspections

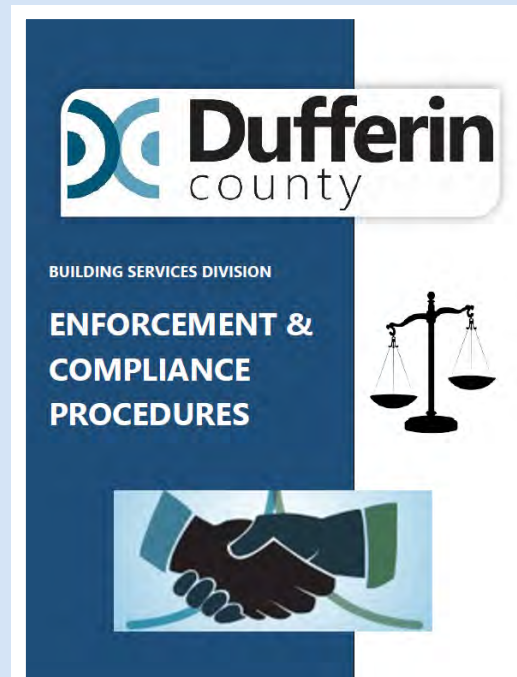
We experienced a record number of 7,652 inspections in 2023. With this volume, the inspection team was able to stay within our legislative timeframes.

Enforcement Manual

In May 2023, we implemented an enforcement manual with a DEIA lens. This manual provides clear direction and outcomes to ensure everyone is being treated consistently and fairly. It is followed regularly by staff and is available on our Building Division webpage.

Interactive Snow Load Map

We created an interactive map on our website to help designers determine the snow load for their project based on their area in Dufferin County.



ACCOMPLISHMENTS



Welcome to Dufferin County Door Hangers

These door hangers are left during the approval of the occupancy inspection, to advise new homeowners of the permitting requirements for home renovations and construction projects.

Enforcement Door Hangers

These door hangers are left during a site investigation where no one is present.

Building Permit Fee Study

We created a survey that customers can fill out to provide us with feedback on our services during their permit and/or inspection experiences. This survey can be accessed on our webpage or at the bottom of staff emails.

Welcome to Dufferin county

Thinking About Constructing a....

- Basement Apartment?
- New Pool?
- New Deck?
- Renovations?

WE ARE HERE TO HELP!

Visit our website to learn more about:

- **When** you need a building permit
- **How** to get a building permit

<https://www.dufferincounty.ca/services/building-services>

519 941-2816 x 2700

Dufferin county

BUILDING DIVISION NOTICE

AVOIDING THIS NOTICE MAY RESULT IN AN ORDER

Building Without a Permit

Building Violation

Other

Date of Notice:

Inspector:

Due Date:

Additional Notes:

HOW TO SUBMIT AN ONLINE APPLICATION:

1. Visit our webpage to create an account.
2. Click "Apply for a Building Permit".
3. Upload your documents and drawings.
4. Completed applications will be reviewed by staff.
5. Once your application is approved, your permit will be issued.
6. Print your permit package and keep it on site at all times.
7. You're ready to start construction!

LANGUAGE TRANSLATION SERVICES:
Immigrant Services (519) 836-0222 x 026
MCIS Language Solutions | 888-990-9014
www.mcislanguages.com

OBJECTIVES FOR 2024



Highschool Co-op Student

We are partnering with area High Schools to hire a student to job shadow building staff. This will bring more awareness of this caeer path and bring more awareness to the community.

Online Video Tutorials

Create videos available on our webpage to help customers create their portal account and apply for a their building permit.

Enforcement Inspector

Hire an Enforcement Inspector to clean up open permits and support compliance initiatives on enforcmenet cases.

Community Education

Partner with Home Depot to provide in person support and guidance to customers with their building projects.

OBJECTIVES FOR 2024



Basement Apartment Guide

In January 2024, we created a basement apartment guide for our customers that is available on our webpage.

Customer Feedback Tool

In January 2024, a survey was created for customers to fill out to provide us with feedback on our services during their permit and/or inspection experiences. This survey can be accessed on our webpage or at the bottom of staff emails.

Software Upgrades

Launch Inspection Portal to allow customers the ability to book their inspections online.

Incentives Programs for Compliance

Create programs for customers to make it easier to obtain all applicable approvals prior to construction. The goal is to reduce enforcement cases and attract more development to the County.

BUILDING DIVISION TEAM



INTRODUCTION

Our team is responsible for accepting, reviewing, issuing building permits and conducting inspections for all construction projects within Dufferin County.



ADMINISTRATIVE SUPPORT SPECIALISTS



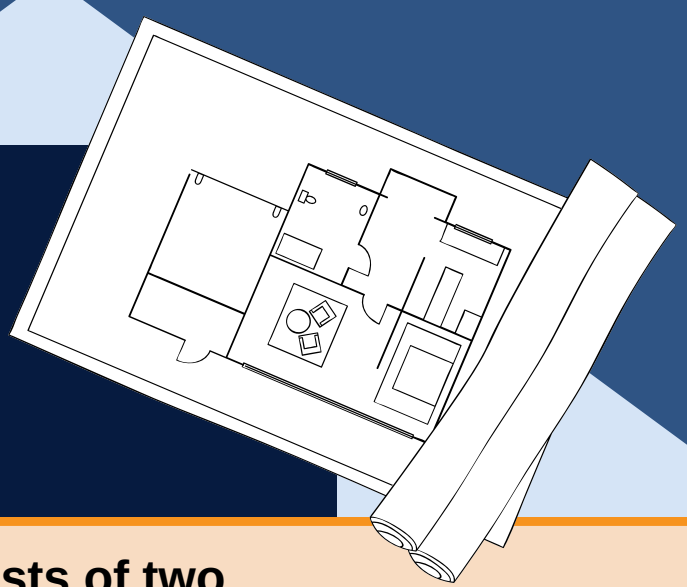
ADMINISTRATIVE SUPPORT SPECIALISTS

**Our Admin Team consists of three full time staff members:
Lindsay Toman, Patrick Nirula and Hope Spark**

Our Administration team provide support services to the entire department. They are responsible for customer service, permit intake and processing, collecting fees, running report, booking inspections, creating enforcement files, property searches, compliance letters, MPAC services and additional duties as required.



PLANS EXAMINATION



Our Plans Examination Team consists of two full time staff members: Doug Kopp and Kristina Millar



Our Plans Examiners review all drawings types including, architectural, structural, mechanical, electrical, energy efficiency and septic systems. In addition to permit review, our Plans Examiners reviewed and commented on **84 planning applications** in 2023.



Our staff stayed within the regulated timeframes for permit applications and reviews under Div. C 1.3.1.3 Table, with an average of 7.2 days to complete a review. Staff **reviewed 2,285 applications** and **issued 436 permits** with a **total construction value of \$178,817,926.00**

INSPECTIONS

Our Inspection Team consists of five full time staff members: Mike Sutton, Aaron Ryckman, Dallas Bridle, Domenic Malatesta and Building Code Enforcement Inspector Mark McConnell



The Inspection Services team is responsible for all construction and demolition inspections related activity regulated by the OBC. In addition to inspecting the construction of buildings, the inspection team is also responsible for building code enforcement, including investigations and issuing orders.

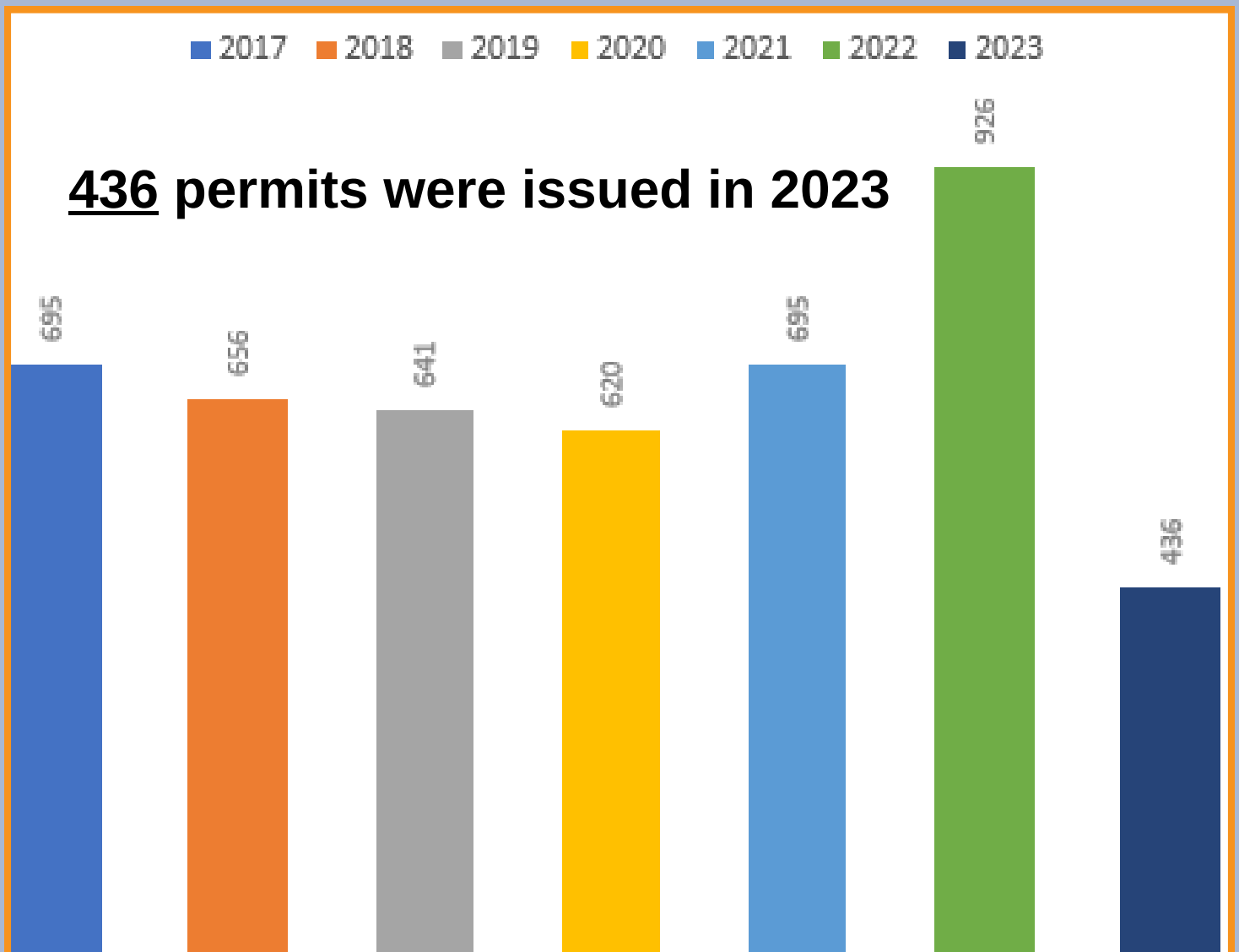
The province legislates that building inspections are carried out within two business days and we are currently meeting this service level, with most being carried out the next business day and sometimes same day. Dufferin County had a record number of inspections for 2023 with **7,652 inspections** and a total of **116 enforcement cases** were created and **38 enforcement cases closed**.



PERFORMANCE MEASURES



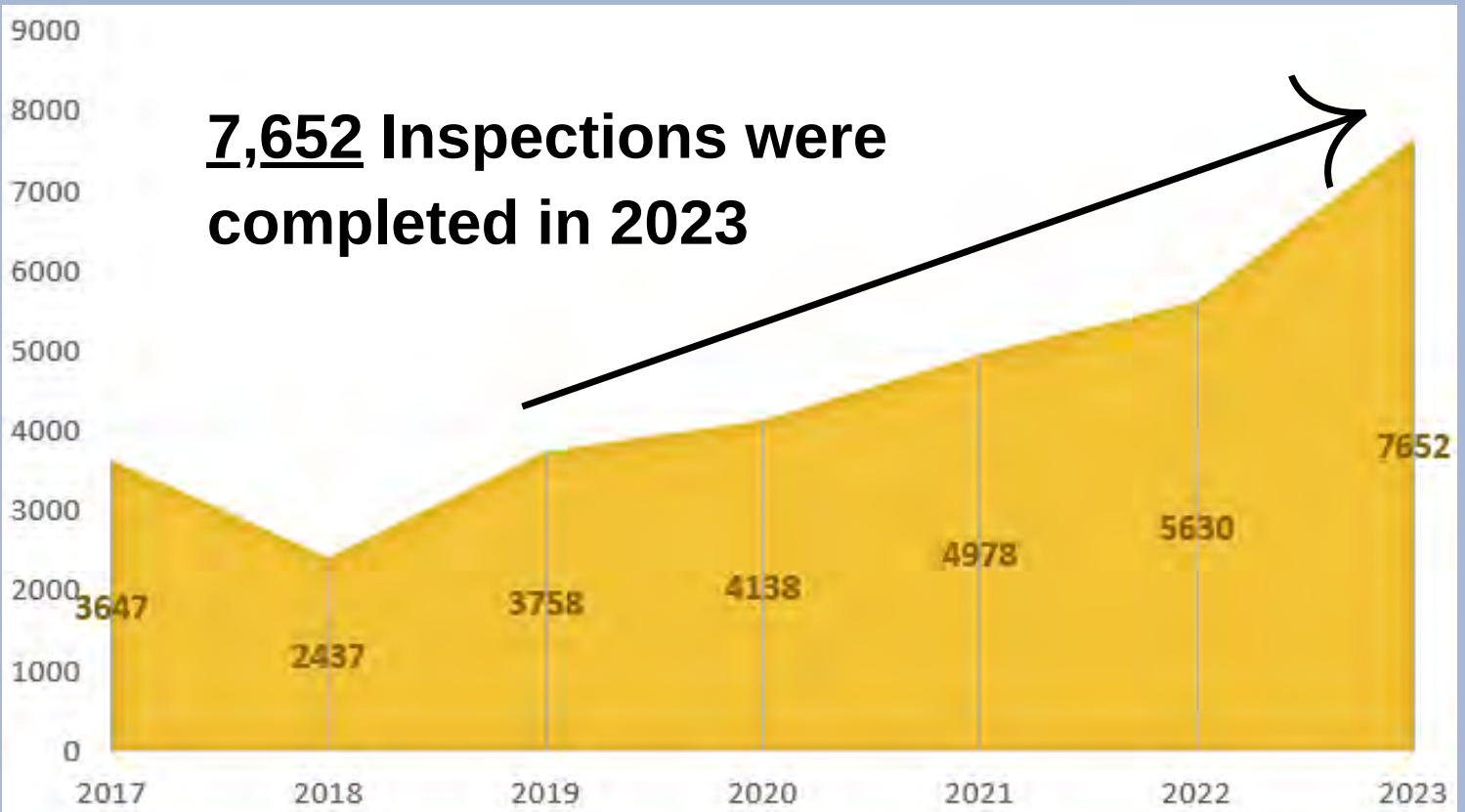
TOTAL PERMITS ISSUED



PERFORMANCE MEASURES



TOTAL INSPECTIONS CONDUCTED



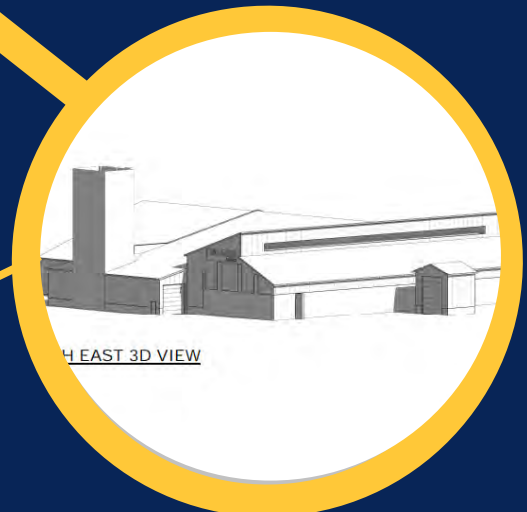
MAJOR BUILDING PROJECTS

Addition to
Manufacturing
Facility
\$43,000,000.00



Grain Elevator
Expansion
\$5,600,000.00

New Fertilizer
Storage Facility
\$5,500,000.00



BUILDING SERVICES CAPITAL ASSET PLAN

	2023 BUDGET	2024 PLAN	2025 PLAN	2026 PLAN
Opening Balance	\$160	\$0	\$46	\$93
Contributions				
Transfers from Reserves	\$240	\$46	\$46	\$46
Total Contributions	\$240	\$46	\$46	\$46
Capital Work				
Vehicles	\$400	\$0	\$0	\$0
Total Capital Work	\$400	\$0	\$0	\$0
Ending Capital Asset Fund Balance	\$0	\$46	\$93	\$139

	2027 PLAN	2028 PLAN	2029 PLAN	2030 PLAN	2031 PLAN	2032 PLAN	2033 PLAN
Opening Balance	\$139	\$186	\$232	\$279	\$0	\$47	\$93
Contributions							
Transfers from Reserves	\$46	\$46	\$47	\$47	\$47	\$47	\$47
Total Contributions	\$46	\$46	\$47	\$47	\$47	\$47	\$47
Capital Work							
Vehicles	\$0	\$0	\$0	\$325	\$0	\$0	\$0
Total Capital Work	\$0	\$0	\$0	\$325	\$0	\$0	\$0
Ending Capital Asset Fund Balance	\$186	\$232	\$279	\$0	\$47	\$93	\$140

REVENUES



The OBC revenues generated in 2023 were approximately \$1,184,000.

OPERATING COSTS



The total costs of delivery services related to the administration and enforcement of the Building Code Act was \$1,755,000.

RESERVE FUNDS

The Building Code Act allows permit fees to be set to recover the costs associated with the administration and enforcement of the Act, as well as reasonable contributions to a reserve fund. The OBC reserve fund can be used to offset lean years, implement service enhancements and cover unexpected expenses related to the administration and enforcement of the Act.





Thank you!



**Dufferin County
Building Services**

**519 941-2816 ext 2700
building@dufferincounty.ca**

