

SCHEDULE "A" TO BY-LAW #2020-14

CLASSES OF PERMITS AND PERMIT FEES

1. Except where a minimum flat fee is indicated for the Occupancy Classification or Type of Construction, the fee per square meter of floor area set out in Schedule "A" shall be used by the Chief Building Official in determining the permit fee.
2. Permit Fee Increases are indexed based on the Consumer Price Index, Ontario Series, and are adjusted annually
3. Unless a flat fee is specified within Schedule "A" a minimum fee of \$160 shall be applied to minor residential permits (sheds, detached garages etc.) and farm buildings. A minimum fee of \$480 shall be applied to dwelling units and non-residential permits.
4. For the purpose of this Schedule the occupancy classification and floor area shall be determined on the following basis;
 - a) The occupancy classification shall be established in accordance with the occupancy definitions of the Ontario Building Code and its appendices.
 - b) The floor area shall be measured to the outer face of exterior walls and to the centre line of party walls or demising walls. No deductions shall be made for openings within the floor area (e.g. stairs and stair openings, ducts, elevators, escalators). Floor area shall include all habitable areas, including attached garages, mezzanines, finished attics and enclosed balconies.
 - c) Calculating floor area for interior finishes, partitioning, corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where any of these areas are constructed in a shell only building, fees shall be calculated at the finished rate in Part B of Schedule "A".
 - d) The occupancy classifications used in this bylaw are based on the Building Code major occupancy classifications. For mixed occupancy floor areas, the fee multiplier for the major occupancy of the floor area applies.

5. No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve.
6. Where they serve single dwelling units, no additional fee applies fireplaces and unfinished basements proposed and constructed at the same time as the single dwelling they serve.
7. Unfinished basements for single detached dwellings, semi-detached dwellings, duplex dwellings and townhouses are not included in the floor area.
8. The appropriate finished fee for the proposed major occupancy applies to non-residential and multiple unit residential basements.
9. Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.
10. For classes of permits not described in this Schedule, the Chief Building Official shall determine the fee to be \$8.00 / \$1000.00 of estimated construction repair cost.
11. ADMINISTRATIVE FEES
 - a) To offset additional investigation and administrative costs where any person has commenced construction, demolition or changes to the use of a building prior to having submitted an application for a permit, or before having received a permit, in addition to any other penalty under the Act, Building Code, or this By-law, the permit fee shall be increased by the greater of \$200 or 50% of the regular permit fee. Payment of these fees does not relieve any person or corporation from complying with the Act, the Building Code or any applicable law.
 - b) To offset additional costs associated with the investigation, inspection, administration and rectification of unsafe buildings pursuant to section 15.9 of the Act, the Chief Building Official may require a fee of \$250 where any Unsafe Order is issued, and an additional fee of \$250 where any Order respecting occupancy is issued. Payment of these fees does not relieve any person or corporation from complying with the Act, the Building Code or any applicable law.

- c) With respect to phased permits, the fee shall be the normal fee for the proposed construction plus an administration fee of \$500 for each phase of construction applied for.
- d) With respect to conditional permits, the fee shall be the normal fee for the proposed construction plus an administration fee of \$1000 for each conditional permit applied for.
- e) Where the Town has contracted work to remedy any Building Code deficiency on any private property for failing to comply with a directive of the Chief Building Official, or Officers thereunder, the County shall be entitled to recover the full cost of the work, plus a \$250 administration fee.
- f) With respect to transferring a permit from one permit holder to another, the fee shall be \$160.
- g) With respect to minor revisions of plans already examined the fee shall be \$80.46 per hour minimum \$160.

PART 'A' OF SCHEDULE 'A'
FEEES PAYABLE FOR SPECIFIC CLASSES
OF PERMITS

Class of Permit	Unit of Measure/Rate	Fee 2019	Fee 2020
Building Permit			
			See Part B
Partial Building Permit	\$/m2	10% Permit fee Min \$150 / Max \$365	Applicable Building Permit fee payable plus \$500 per phase of construction.
Conditional Building Permit	\$/m2	10% Permit fee Min \$150 / Max \$730	Applicable Building Permit fee payable plus \$1000 per conditional permit.
Demolition Permit			
Residential outbuilding	Flat Rate	\$150	\$160
Residential dwelling unit	Flat Rate	\$180	\$160
Non-Residential	Flat Rate	\$450	\$480
Decommission Septic	Flat Rate	\$150	\$160
Change of Use			
Change of Use Permit (No Construction)	Flat Rate	\$150	\$160
Change of Use Permit (Construction)	\$/m2	New Major Occupancy Classification	New Major Occupancy Classification
Site Servicing			
Residential	Flat Rate	\$220	\$160
Non-Residential	Flat Rate	\$220	\$240
Site Plan Control Review	Flat Rate	\$200	\$480

**PART 'B' OF SCHEDULE 'A'
FEES PAYABLE FOR BUILDING PERMITS**

Class of Permit	Unit of Measure	Fee 2019	Fee 2020
Assembly Occupancies (Group A) School, Church, Community Hall, Restaurant			
Finished Building	\$/m2	\$5.48 min \$150	\$13.91 min \$480
Interior renovation and finishing (not part of original structure)	\$/m2	\$1.82 min \$150	\$3.44 min \$480
Public Pool, Spa	Flat Rate	\$9.04 min \$150	\$480
School Portables	Flat Rate	\$220	\$240
Institutional Occupancies (Groups B1,B2,B3) Hospital, Nursing Home, Police Station			
Finished Building	\$/m2	\$5.48 min \$150	\$16.21 min \$480
Interior renovation and finishing (not part of original structure)	\$/m2	\$1.82 min \$150	\$3.44 min \$480
Residential Occupancies (Group C) House, Apartment, Motel			
Multiple Unit Residential Three (3) separate units or greater	\$/m2	\$9.04 min \$150	\$14.66 min \$480
Detached, semi-detached and townhouse dwellings Two (2) separate units or less	\$/m2	\$9.04 min \$150	\$12.98 min \$480
Interior renovation and finishing (not part of original structure)	\$/m2	\$3.44 min \$150	\$3.44 min \$160
Business & Personal Service Occupancies (Group D) Office, Bank, Beauty Parlour			
Shell Building	\$/m2	\$3.44 min \$150	\$10.02 min \$480
Finished Building	\$/m2	\$5.48 min \$150	\$12.72 min \$480

Class of Permit	Unit of Measure	Fee 2019	Fee 2020
Interior renovation and finishing (not part of original structure)	\$/m2	\$1.82 min \$150	\$3.44 min \$480
Mercantile Occupancies (Group E) Store, Shop, Supermarket			
Shell Building	\$/m2	\$3.44 min \$150	\$9.68 min \$480
Finished Building	\$/m2	\$5.48 min \$150	\$11.97 min \$480
Interior renovation and finishing (not part of original structure)	\$/m2	\$1.82 min \$150	\$3.44 min \$480
Industrial Occupancies (Groups F1,F2,F3) Warehouse, Repair Garage, Factory			
Shell Building	\$/m2	\$3.44 min \$150	\$7.61 min \$480
Finished Building	\$/m2	\$5.48 min \$150	\$8.85 min \$480
Parking Garage, Service Floors, Mezzanines	\$/m2	\$1.82 min \$150	\$6.19 min \$480
Interior renovation and finishing (not part of original structure)	\$/m2	\$1.82 min \$150	\$3.44 min \$480
Agricultural Occupancies Hay Storage, Silo, Riding Arena, Livestock Barn			
Finished Building	\$/m2	\$1.82 min \$150	\$2.44 min \$480
Interior renovation and finishing (not part of original structure)	\$/m2	\$1.82 min \$150	\$1.82 min \$160
Silo, Grain Bin	Flat Rate	\$220	\$240
On-Site Sewage System			
Residential (New)	Flat Rate	\$540	\$540
Residential (Replacement)	Flat Rate	\$540	\$540
Non-Residential (New)	Flat Rate	\$940	\$940
Non-Residential (Replacement)	Flat Rate	\$940	\$940

Class of Permit	Unit of Measure	Fee 2019	Fee 2020
Replacement Tank	Flat Rate	\$225	\$225
Leaching Bed Repair, Minor Alteration	Flat Rate	\$390	\$390
Review or Assessment Lot Serviceability/Severance	Flat Rate	\$225	\$225
Miscellaneous			
Deck, Porch	Flat Rate	\$1.82 min \$150	\$160
Gazebo, Cabana	\$/m2	\$1.82 min \$150	\$3.44 min \$160
Fireplace, Woodstove	Flat Rate	\$220	\$160
Detached Garage, Carport, Storage Shed	\$/m2	\$1.82 min \$150	\$3.44 min \$160
Water and Sewer Connection	Flat Rate	\$220	\$240
Temporary Trailer	Flat Rate	\$220	\$240
Temporary Tent	Flat Rate	\$220	\$160
Sign	Flat Rate	\$150	\$160
Swimming Pool Enclosure	Flat Rate	\$150	\$160
Roof Mounted Solar Panel	Flat Rate	\$220	\$240
Relocate Building	Flat Rate	\$540	\$480
Wind Turbines	Flat Rate	\$3645	\$3645
Fire Alarm	Flat Rate	\$220	\$320
Fire Sprinklers/Standpipe	Flat Rate	\$220	\$320
Smoke/Heat Detectors, Emergency Lighting, Magnetic Locking Devices	Flat Rate	\$220	\$320
Industrial Commercial Racking System	Flat Rate	\$1.82 min \$150	\$320
Shelf and Rack Storage System 3.16.	\$/m2	\$1.82 min \$150	\$3.44 per square meter; minimum \$480

Class of Permit	Unit of Measure	Fee 2019	Fee 2020
Commercial Cooking Exhaust, Spray Booth, Dust Collector	Flat Rate	\$220	\$240
Plumbing Fixtures (each) Residential	Per Fixture	\$220 (Flat Rate)	\$15 per fixture; minimum \$160
Plumbing Fixtures (each) Non-Residential	Per Fixture	\$220 (Flat Rate)	\$15 per fixture; minimum \$320
Plumbing System Multi-Residential	Flat Rate	\$220	\$240
Plumbing System Non-Residential	Flat Rate	\$220	\$320
Mechanical Unit Residential	Per Unit	\$220	\$160
Mechanical Unit Non-Residential	Per Unit	\$220	\$320
Mechanical System Residential	Flat Rate	\$220	\$160
Mechanical System Non-Residential	Flat Rate	\$220	\$320
Oil and Grease Interceptor	Flat Rate	\$220	\$240
Designated Structure (Not Already Listed)	Flat Rate	\$220	\$320
Other Minor Residential Project	\$/m2	\$1.82 min \$150	\$3.44 min \$160
Other Minor Non-Residential Project	\$/m2	\$220	\$3.44 min \$480
Administrative			
Inspection (Additional)	Per Inspection	\$180	\$160
Building Inspection Not Ready (Greater than 2)	Per Inspection	N/A	\$160 Residential / \$320 Non-Residential
Plans Review Resubmission (Greater than 3)	Per Resubmission	N/A	\$160 Residential / \$320 Non-Residential

Class of Permit	Unit of Measure	Fee 2019	Fee 2020
Alternative Solution	Per Submission	N/A	\$80.46 per hour; minimum \$500
Notice of Change	Per Hour	\$150 (Flat Rate)	\$80.46 per hour; minimum \$160
Third Party Professional Review	N/A	N/A	Consultant Fee (Paid by Applicant)
Transfer of Ownership	Flat Rate	\$220	\$160
Fee for permit not listed in Schedule A	Construction Value	N/A	\$8 per \$1000 of construction/repair costs
Building Without a Permit	N/A	\$180 or 15% of permit fee with application, \$180 or 25% without application whichever is greater	\$200 or 50% of the regular permit fee whichever is greater
Unsafe Order	Flat Rate	N/A	\$250
Prohibit Occupancy Order	Flat Rate	N/A	\$250

SCHEDULE B TO BY-LAW 2020-14

REFUNDS

PURPOSE

To govern the refunds of building and demolition permits.

STATEMENT

No refund shall be made of an amount that is less than the minimum Permit fee applicable to the work.

Cancellation of a permit and request for refund must be made in writing by the owner or authorized agent of the owner.

90% Where only administrative functions have been completed (application received and cost analysis complete)

80% Where only administrative and zoning functions have been completed

60% Where administrative, zoning and plans examination functions have been performed

50% Where within six (6) months the permit has been issued and no field inspections have been performed subsequent to permit issuance

Refund of 50% less a 5% deduction for each field inspection performed subsequent to permit issuance

No fees shall be refunded after twelve (12) months from the date of permit issuance

SCHEDULE C TO BY-LAW 2020-14

CODE OF CONDUCT CODE OF CONDUCT FOR BUILDING OFFICIALS

PURPOSE:

The County of Dufferin Building Department maintains this Code of Conduct in accordance with the provisions of the *Building Code Act*. In addition to Article 5: "Code of Conduct" in the County's Personnel Policy Manual, which applies to all county staff, this Code of Conduct for Building Officials applies to the Chief Building Official and all Building Officials appointed under the *Building Code Act* in the performance of their duties under the *Building Code Act* and the Building Code.

This Code of Conduct promotes the appropriate standards of behaviour by Building Officials in the exercise of their powers and the performance of their duties. It prevents practices which may constitute an abuse of power including unethical or illegal practices, and promotes appropriate standards of honesty and integrity.

STATEMENT:

Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The County of Dufferin Building Department is committed to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence. The County's Building Officials observe both the letter and the spirit of this Code of Conduct as it pertains to situations that arise in the performance of their duties.

PROCEDURES:

County of Dufferin Building Officials undertake at all times to:

1. Act in the public interest, particularly with regard to the safety of building works and structures;

2. Avoid situations where there may be, or where there may reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;
3. Avoid any conduct that could bring the Building Officials, the County of Dufferin or any of the County's Local Municipalities into disrepute;
4. Extend professional courtesy to all;
5. Not divulge any confidential or sensitive information or material that they become privy to in the performance of their duties, except in accordance with the laws governing the *Municipal Freedom of Information and Protection of Privacy Act*. Any requests for information that is not considered public information will be referred to the County Co-ordinator of the *Municipal Freedom of Information and Protection of Privacy Act*;
6. Apply all relevant building laws, regulations and standards strictly and without favour and independent of the influence of interested parties;
7. Comply with the provisions of the *Building Code Act*, the Building Code and any other Act, Law or By-Law that regulates or governs Building Officials or their functions;
8. Maintain their knowledge and understanding of the best current building practices, building laws and regulations by committing to a process of continuous education;
9. Perform their inspections and certifying duties impartially and in accordance with the highest professional standards; and
10. Not act beyond their level of competence or outside their area of expertise.

Responding to Allegations of Misconduct

The *Building Code Act* provides that the performance of Building Officials will be measured against this Code of Conduct. 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 an allegation is made against the Chief Building Official, the Chief Administrative Officer will direct the investigation and make such recommendations as are reasonable.

Disciplinary action arising from violations of this Code of Conduct will be based on the severity and frequency of the violation in accordance with County Policies, and relevant employment laws and standards.

SCHEDULE D TO BY-LAW 2020-14

APPLICATIONS AND FORMS PRESCRIBED BY REGULATION UNDER THE BUILDING CODE ACT AND COUNTY OF DUFFERIN

1. Application for a Permit to Construct or Demolish
2. Alternative Solution Application
3. Authorized Agent
4. Notice of Change Application
5. Commitment to General (Professional) Review
6. County of Dufferin Septic System Design Criteria
7. Conditional Permit Agreement
8. Order Requiring Tests and Samples
9. Order to Uncover
10. Order Not to Cover or Enclose
11. Order to Comply
12. Order to Remedy an Unsafe Building
13. Stop Work Order
14. Emergency Order