



Corporate Report

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PDC FEB 14 2011

DATE: January 25, 2011

TO: Chair and Members of Planning and Development Committee
Meeting Date: February 14, 2011

FROM: Edward R. Sajecki
Commissioner of Planning and Building

SUBJECT: **A By-law respecting Construction, Demolition and Change of Use Permits (The Building By-law)**
PUBLIC MEETING

RECOMMENDATION:

1. That a by-law be enacted respecting construction, demolition and change of use permits (The Building By-law) in accordance with Appendix 1 of the report of the Commissioner of Planning and Building to Planning and Development Committee dated January 25, 2011.
2. That the Building By-law 0255-2005 be repealed.

BACKGROUND: The construction, renovation, demolition and change of use of buildings are regulated through the Building Code Act, 1992 (BCA) and The Building Code. The BCA and the Code are enforced locally, through municipalities. Municipal building divisions review building permit applications, issue permits, inspect buildings under construction, and take enforcement action where contraventions are found.

Ontario's Building Code Act, 1992 sets the regulatory framework for the construction, renovation and change of use of buildings. It sets out or authorizes technical standards; administrative procedures; enforcement powers; and mechanisms for dispute of appeals and new

product and system approvals.

The Building Code (Ontario Regulation 350/06) is a regulation made under the Building Code Act, 1992. It sets out detailed technical and administrative provisions. The Building Code includes provisions related to health and safety, fire protection, structural sufficiency, accessibility, energy and water conservation and environmental integrity with respect to buildings, including on-site sewage systems.

Ontario's Building Code is largely based on the model National Building Code and model National Plumbing Code. However, Ontario's Code differs from the model national codes in key areas where Ontario has its own policy priorities.

Amendments to the Building Code reflect provincial government priorities, stakeholder requests, changes in building sector technology, new industry standards and emergency situations.

Large scale reviews of the Building Code occur on an approximate 5 year cycle. Ontario's current Code dates from 2006, however interim changes between Code cycles do occur.

The 2006 Building Code is written in an objective-based format. This means that in addition to including prescriptive requirements, the Code contains objectives explaining the rationale behind requirements. Builders and designers are able to propose alternative designs and building materials that comply with the objectives of the Code, while maintaining public safety.

Under clause 7.(1) of the Building Code Act, the council of a municipality may pass a by-law (the Building By-law) applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of the Act.

By-law 0255-2005, A by-law respecting Construction, Demolition and Change of Use Permits, also known as the "Building Bylaw" was enacted on July 4, 2005 with an effective date of July 1, 2005.

Due to amendments to the Building Code Act, 1992 and the Building Code (Ontario Regulation 350/06), the many revisions necessitate the total replacement of the current Building By-law.

PRESENT STATUS:

The Building Code Act, 1992 was last amended by the Good Government Act, 2009, which received Royal Assent on December 15, 2009. In addition, the Building Code (Ontario Regulation 350/06) was last amended by Ontario Regulation 503/09 which was filed on December 21, 2009.

The amendments to the BCA generally focus on local administration and enforcement and include:

1. The BCA has been amended to require that principal authorities give certain information to the corporation designated under section 2 of the Ontario New Home Warranty Plan Act (currently Tarion Warranty Corporation). Details are set out in amendments included in Ontario Regulation 503/06.
2. The BCA has been amended to clarify the requirements for building permit applications that are subject to full review within the timeframes set out in the Building Code. The specific requirements are set out in related amendments to the Building Code.
3. The BCA amendments change the commencement of the limitation period for the prosecution of offences under the BCA to one year after the offence is discovered from the current limitation period of one year after the time when the subject-matter of the proceedings arose.
4. The BCA amendments repeal section 9 of the BCA. This section gave building officials the authority to allow the use of equivalent materials, systems and building designs. The objective based Code now provides a comprehensive framework for the development and evaluation of alternative solutions.

The Building Code, amended through Ontario Regulation 503/09, has been amended for technical and editorial changes. These changes support a broad range of government priorities and include:

1. Updating Code requirements to reference the most current industry standards.
2. Technical changes to promote innovation by allowing increased design flexibility in the use of certain materials and methods of construction.
3. Broad range of interim technical changes dealing with matters such as: alternatives to the EnerGuide 80 energy efficiency standards; water and sewer services; solar domestic hot water systems; unprotected openings; home ventilation standards, etc.
4. Requirement for fire sprinklers in residential buildings over three storeys in height.
5. A broad range of editorial changes to increase clarity of the Code.

Administrative amendments modify requirements of the Code and implement the changes to the BCA, included are:

1. The building official can refuse to review applications within the timeframes if requirements for a “complete” application are not met. In the case of non-compliance, the chief building official must notify the applicant of this determination within two days. As is currently the case, the municipality may choose to review applications that do not meet the requirements set out in the Building Code for a complete application, however such review is not subject to mandated timeframes.
2. To support this new regulation, the provincial form “Application for a Permit to Construct or Demolish a Building” has been amended and is to be used for applications submitted on or after January 1, 2011.
3. The Building Code has been amended to require an inspection to be made and a permit to be issued prior to persons occupying certain new residential buildings, which include detached, semi-detached and row houses. This amendment related to occupancy permits, comes into force on January 1, 2012.

Code changes take effect on dates specified in Ontario Regulation 503/09. These dates range from January 1, 2010 to December 31, 2012

Clause 7.(1)(c) of the Building Code Act authorizes Council to levy permit fees. The responsibility rests with Council to determine an appropriate fee structure for all classes of building permits.

Prior to passing of a By-law to introduce or change a fee imposed for permits or for the issuance of permits, the municipality must hold at least one public meeting at which any person who attends has an opportunity to make representations with respect to the matter.

COMMENTS:

The City of Mississauga has enjoyed an unprecedented decade plus of growth. Prior to 2009, the City experienced 12 consecutive years during which development and construction activity exceeded an annual prescribed value of a billion dollars. Total annual building permit fee revenue, based on the existing fee schedule, was sufficient to provide all associated building permit regulatory services.

Decline in development and construction activity, commencing in fall 2008 followed by the recessionary year of 2009 saw prescribed construction value in the City decline by 43% in 2009 with a further decline of approximately 23% in 2010. Associated building permit revenues also declined leaving the City with significant negative balance between costs and revenues.

Although building permit revenues were dramatically reduced, the Building Division was in fact very active with homeowner projects generated through governmental incentives. The number of building permits issued in 2010 surpassed the 2009 level.

Construction activity underway requires that core services are delivered competently and within timelines prescribed for plan examination and inspections by the Ontario Building Code. The Building Division has, in recognition of reduced construction volume, reduced total staff complement through a managed program of retirements and attrition.

To sustain minimum core staffing levels in the Building Division and to minimize tax funded support for the services delivered, the Building Permit Fee Schedule "B", forming part of the Building By-law is revised to reflect permit fees comparable to other Greater Toronto Area municipalities and maintain a reasonable cost recovery for

delivered services.

The City of Mississauga maintains its prime destination status for global enterprise, is proactive in establishing a vision for development and growth and, is dedicated to providing municipal service excellence.

The attached proposed “Building By-law” brings the City of Mississauga building regulatory system into full compliance with the Building Code Act and the Ontario Building Code, all as amended, and the attached Schedule of Fees, forming part of the by-law, provides for sustained future delivery of services with maximum cost recovery.

FINANCIAL IMPACT: As a result of the decline in development application related revenue and in conjunction with goals set out in the Three Year Plan to better align the new normal in revenue with operating costs, a complete review of fees for all building classifications has been completed.

Given the City is legislatively obligated to comply with Provincially mandated service levels to administer and enforce the Building Code Act, there was no opportunity to reduce service levels.

The Building Division reviews the Permit Fee Schedule on a regular basis. This is to ensure that fees charged by the City respecting building permits for all building classifications are commensurate with the fees charged for similar services by our neighbouring Greater Toronto Area municipalities and are consistent with increases incurred by the City in the review of building permit applications and inspections. The proposed Building By-law Schedules “A” and “B” establish applicable building permit fees. The proposed new Permit Fee Schedule set out in the new By-law has been benchmarked with adjacent and comparable municipalities in the GTA and found to be consistent with these jurisdictions.

Schedule “A”, Permit Fees and Refunds, nominal increases are proposed and the minimum building permit fee is increased from \$100 to \$120 for residential permit applications and, from \$150 to \$200 for non-residential permit applications.

Schedule “B”, Building Classification and Permit Fees, is revised for the 2011 budget year by increasing the applicable Service Index for permit fee calculations by an approximate average increase of 3% for all classifications. The final Service Index has been rounded to the nearest \$0.05. The result, by classification, may be slightly greater than or less than the approximate average of 3%.

Further, it is proposed that an increase of approximately 3% average for all classifications be applied to the Schedule of Fees for the budget year 2012. Again, rounding to the nearest \$0.05.

The proposed revisions to the Service Index are substantially less than the rise of the corresponding Consumer Price Index over the period since fees were last adjusted.

To streamline Schedule “B” and avoid confusion, the schedule has been simplified by removing all reference to Service Index \$/ft², retaining only the Service Index \$/m² designation. This is consistent with other Greater Toronto Area municipalities.

Based upon anticipated annual building revenue of approximately \$10 million, these proposed changes should increase annual revenue by approximately \$300,000 which is included in the budget submissions for 2011 and 2012.

CONCLUSION:

The proposed By-law respecting Construction, Demolition and Change of Use Permits (The Building By-law), reflects all new legislative requirements and is in compliance with the Building Code Act, 1992, as amended and, in compliance with the Ontario Building Code, Ontario Regulation 350/06 as amended by Ontario Regulation 503/09.

The proposed Building By-law, in Schedules “A” and “B” establishes the applicable building permit fees in accordance with legislative requirements. The scheduled building permit fees will result in maximum cost recovery for anticipated construction activity in 2011 and 2012 while minimizing the amounts required to be supported through the tax base for services provided in the administration and enforcement of the Building Code Act and the Ontario Building Code.

ATTACHMENTS: APPENDIX 1: Draft of “A By-law respecting Construction, Demolition and Change of Use Permits (The Building By-law)”

Edward R. Sajecki
Commissioner of Planning and Building

*Prepared By: A. Robeznieks, P.Eng. Chief Building Official
Director, Building Division*

SCHEDULE "A"

Permit Fees and Refunds

1. FEES

The minimum fee for a permit shall be \$120.00 for residential and \$200.00 for non-residential, unless stated otherwise.

1.1 CLASS OF PERMIT

PERMIT FEE

1.1.1 Construct a building as defined by Section 1 of the Building Code Act, including a building intended for farming purposes, may be divided into the following classes of permits:

See Schedule "B" for Building classifications and permit fees.

1.1.1.1. Complete Building

For new building construction including additions and alterations to existing buildings (this permit includes associated drains, plumbing and mechanical works, but does not include mechanical site services that serve more than one building.)

1.1.1.2 Foundation Component

1.1.1.3 Foundation to Roof Component (Superstructure)

1.1.1.4 Plumbing Component

1.1.1.5 Drain Component (this permit may include drains within a building and/or mechanical site services that serve one building only.)

1.1.1.6 Mechanical Component

For heating, ventilation, air conditioning and air contaminant extraction systems

1.1.1.7 Designated Structures

Includes all structures designated under Division A, Part 1, Article 1.3.1.1. of the **Building Code**

1.1.2 For permits required in Article 1.1.1.1 when divided into partial permits.

\$300.00 additional fee for each partial permit, unless stated otherwise.

1.1.3 Site services (for mechanical site services that serve more than one building.)

\$300.00 for each building or block of units serviced.

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|--------------|---|--|
| 1.1.4 | Sewage System | \$500.00 for a new or replacement sewage system.
\$250.00 for repairs to an existing sewage system. |
| 1.1.5 | Demolish a building or interior demolition | \$15.00 per 100 square metres or portion thereof of gross floor area demolished, minimum \$200.00. |
| 1.1.6 | Authorize occupancy of a building prior to its completion. | \$150.00 per dwelling unit or \$15.00 per 100 square metres or part thereof of a Commercial or Industrial Building. |

SCHEDULE "A"

Permit Fees and Refunds

<p>1.1.7 Material change (revision) to a plan, specification, or other information accompanying a permit application, or on the basis of which a permit was issued by the Chief Building Official.</p>	<p>\$100.00 per hour or portion thereof of permit application review and site inspection required in relation thereto, if the hours are worked on regular time or \$150.00 per hour if worked on overtime.</p>
<p>1.1.8 Permit for change of use</p>	<p>\$100.00 per hour or portion thereof of permit application review and inspection time, minimum \$200.00.</p>
<p>1.1.9 Conditional permit</p>	<p>Regular fee for complete building plus an additional 20% of the fee, minimum \$500.00 to a maximum of \$5,000.00.</p>
<p>1.1.10 Transfer permit (to new owner)</p>	<p>\$150.00.</p>
<p>1.1.11 Duplicate copy of permit</p>	<p>\$100.00</p>
<p>1.1.12 Alternative Solution Review</p>	<p>\$500.00</p>
<p>1.1.13 Pre-Application Zoning and Applicable Law Review</p>	<p>25% of the calculated building permit fee in accordance with Schedule "B" for Building Classification and Permit Fees. The full 25% of the calculated building permit fee will be credited to the applicant upon submission of a completed building permit application.</p>
<p>1.2</p>	<p>In order to compensate the City of Mississauga for additional work and expense in plan examination, if new, additional or revised information is submitted for a permit application which applies to some or all of the permit which has already been reviewed, the greater of \$125.00 or the additional review time spent, measured to the nearest whole</p>

hour, multiplied by the hourly rate of \$100.00, if the hours are worked on regular time or \$150.00 per hour if worked on overtime.

1.3 Only **applicants** for building permits with a value of over \$5,000 may elect to either:

1.3.1 Pay the full permit fee at the time of application; or

1.3.2 Pay 50% of the full permit fee at the time of application per building permit application to a maximum amount of \$10,000 and the balance at the time of permit issuance.

SCHEDULE "A"

Permit Fees and Refunds

- 1.4 With respect to work commenced prior to permit issuance or permit application as described in 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5 and 1.1.7 above, to compensate the municipality for the additional expenditure required because of such unlawful commencement, the permit fee prescribed shall be increased by the greater of \$75.00 or with respect to work commenced before permit application 20% and, with respect to work commenced after permit application, but before permit issuance, 10% of the required permit fee based on the entire work to be performed and exclusive of any part into which the application for permit may be sub-divided, to a maximum of \$5,000.00.
2. **REFUNDS OF PERMIT FEES**
- 2.1 Pursuant to Part 10 of this By-law, the portion of the total calculated permit fee that may be refunded shall be a percentage of the total fees payable under this By-law, calculated as follows in regard to functions undertaken by the municipality:
- 2.1.1 85% if administrative functions only have been performed;
- 2.1.2 75% if administrative and zoning or **building code** permit application review functions only have been performed;
- 2.1.3 55% if administrative, zoning and **building code** permit application review functions have been performed;
- 2.1.4 45% if the permit has been issued and no field inspections have been performed subsequent to permit issuance, and
- 2.1.5 5% shall additionally be deducted for each field inspection that has been performed subsequent to permit issuance.
- 2.1.6 0% after a period of not less than three (3) years from the date of application being received, if the application has not been cancelled, or the permit has not been issued, or an issued permit has not been acted upon.
- 2.2 If the calculated refund is less than \$150.00, no refund shall be made for the fees paid.
- 2.3 The refund shall be returned to the owner named on the application for a building permit or person named on the fee receipt, unless such person advises the **Chief Building**

Official, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.

- 2.4** The refund, if applicable, shall be the difference between total calculated fee for functions undertaken and the deposit made at time of permit application.
- 2.5** If an overpayment of a permit fee occurs on a permit application and the overpayment is less than \$100.00 the difference will not be refunded.
- 2.6** No refund shall be applicable for the Pre-Application Zoning and Applicable Law Review.

SCHEDULE "B"**Building Classifications and Permit Fees****(1) CALCULATION OF PERMIT FEES**

Permit fees shall be calculated based on the formula given below, unless otherwise specified in this schedule.

Permit Fee = Service Index (SI) X Total floor area (A),
where floor area (A) is measured to the outer face of exterior walls and to the centre of party walls or demising walls, except when calculating partition work.

(2) PERMIT FEES

Building Classification	Service Index (SI) \$/m²
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(A) CONSTRUCTION:

New buildings and additions:

Group A: Assembly Occupancies

Schools, libraries, churches, theatres, arenas, gymnasiums, pools, restaurants, recreation centre	14.55
Transit stations, subways, bus terminals	13.05
Banquet hall in a restaurant	14.55
Restaurant (shell)	11.00

Group B: Institutional Occupancies

Hospital, nursing homes, care homes, etc.	17.25
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Group C: Residential Occupancies

Detached, semis, townhouses, duplexes ($\leq 400\text{m}^2$)	11.05
Detached, semis, townhouses, duplexes ($> 400\text{m}^2$)	13.40
All other multiple unit residential buildings	9.80
Hotels, motels	14.35
Residential addition	9.35
Unheated addition	8.20
Detached garage/shed building to single dwelling	4.10
Issued Repeats to detached, semis, townhouses, duplexes ($\leq 400\text{m}^2$)	9.60
Issued Repeats to detached, semis, townhouses,	12.00

duplexes (>400m²)

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SCHEDULE "B"

Building Classifications and Permit Fees

	Service Index (SI) \$/m²
Group D: Business and Personal Services Occupancies	
Office buildings (shell) up to 10 storeys	9.70
Office buildings (finished) up to 10 storeys	12.25
Offices buildings (shell) 10 storeys and over	10.75
Office buildings (finished) 10 storeys and over	13.05
Funeral homes, banks, medical clinic, fire halls, etc.	13.05
Group E: Mercantile Occupancies	
Retail stores (shell/ strip plazas)	8.75
Retail stores (finished) supermarkets, department stores	10.75
Group F: Industrial Occupancies	
Warehouses, factories (shell)(≤2000m ²)	6.80
Warehouses, factories: (Single tenancy) (finished) (≤2000m ²)	7.80
Warehouses, factories (shell) (2001 to 5000m ²)	6.00
Warehouses, factories: (Single tenancy) (finished) (2001 to 5000m ²)	7.65
Warehouses, factories (shell) (>5000m ²)	5.40
Warehouses, factories : (Single tenancy) (finished) (>5000m ²)	7.50
Gas stations, car washes	8.85
Canopies over gas pumps, outside storage, etc.	3.75
Parking garages (underground)	4.95
Parking garages (open-air storeys)	4.35
Mezzanines and racking system	4.70
Miscellaneous:	
Permanent tents, air supported structures	3.50
Pedestrian bridges, crane runways, etc.	2.30
Farm buildings	3.50
Finishing basements (Detached, semis, townhouses, duplexes)	3.50
Unfinished basement (except detached, semis,	3.50

townhouses, duplexes)	
Repair or reclad wall (per surface area)	0.25
Ceiling (new or replacement)	0.35
Parking garage repairs	1.50
Sprinkler	0.35
Trailers or buildings on construction sites for office or sales purpose	8.15
New roof or replacement	3.50

Building Classifications and Permit Fees

	Service Index (SI) \$/m²
(B) ALTERATIONS:	
Interior alterations and partitioning to new construction and change of occupancy classification:	
Group A: Assembly occupancies (restaurants, churches, etc.)	4.10
Group B: Institutional occupancies	3.00
Group C: Residential occupancies	3.00
Group D: Business and personal services occupancies	3.00
Group E: Mercantile occupancies	3.00
Group F: Industrial occupancies ($\leq 5000\text{m}^2$)	3.00
Industrial occupancies ($>5000\text{m}^2$)	1.60
(C) RENOVATIONS:	
Renovations, change of tenancy and minor alterations with less than 50% of partition relocation:	
Group A: Assembly occupancies (restaurants, churches etc.)	3.05
Group B: Institutional occupancies	2.20
Group C: Residential occupancies	2.20
Group D: Business and personal services occupancies	2.20
Group E: Mercantile occupancies	2.20
Group F: Industrial occupancies	2.20
(D) OTHER MISCELLANEOUS WORK:	Flat Fee
New portable classrooms, new mobile homes, etc.	\$400.00 each
Moving or relocating a building (portable classrooms, etc.)	\$200.00 each
Temporary tents	\$150.00 each
City temporary tents (see note #7)	\$150.00
Communication and transmission towers	\$250.00 each
Solar Collectors	
(detached dwelling, semi-detached dwelling, townhouse dwelling)	\$200.00
(industrial, commercial, institutional, and multi-residential)	\$400.00
Foundation for Tanks, Silos, Dust Collectors, etc.	\$250.00 each
Demising walls only	\$200.00 each
Fire alarm system	\$500.00
Fire suppression system	\$300.00
Electromagnetic locks	\$200.00 each
	Max. \$1,000.00

Decks, porches, basement walkout, etc. to single dwelling	\$100.00 each
Fireplaces, wood stoves, etc.	\$100.00 each
Window replacements (except for single dwelling)	\$6.00 each
Underground and above ground storage tank	\$250.00 per tank
Balcony guard replacements (per m.)	\$12.00/m
	Max. \$1,000.00
Retaining walls (per m.)	\$7.50/m

Building Classifications and Permit Fees

		Service Index (SI)
		\$/m²
(E)	MECHANICAL COMPONENTS:	
	Heating, ventilation, air conditioning etc. (work independent of building permit):	
	Group A: Assembly occupancies	0.90
	Group B: Institutional occupancies	0.80
	Group C: Residential occupancies	0.80
	Group D: Business and personal service occupancies	0.80
	Group E: Mercantile occupancies	0.80
	Group F: Industrial occupancies	0.80
	Miscellaneous Work:	Flat Fee Per Unit
	Alternate heating systems – solar, geothermal, etc: (detached dwelling, semi-detached dwelling, townhouse dwelling) (industrial, commercial, institutional, and multi-residential)	\$150.00 \$250.00
	Commercial kitchen exhaust (including related make-up air)	\$250.00
	Spray booth, dust collector etc	\$250.00/unit
	Furnace replacement: (detached dwelling, semi-detached dwelling, townhouse dwelling)	\$150.00
	Boiler replacement: (detached dwelling, semi-detached dwelling, townhouse dwelling) (industrial, commercial, institutional, and multi-residential)	\$150.00 \$250.00
	HVAC unit installation: (unit heater, rooftop unit, make-up air unit)	\$150.00
	Minor alterations to mechanical systems (duct work only, space heater, exhaust fan)	\$200.00/unit
(F)	PLUMBING AND DRAIN COMPONENTS:	
	Plumbing Fixtures:	Fee per Fixture
	Group A: Assembly occupancies	\$ 25.00
	Group B: Institutional occupancies	\$ 25.00
	Group C: Detached, semis, townhouses and duplexes All other residential buildings	\$ 25.00 \$ 25.00
	Group D: Business and personal services occupancies	\$ 25.00
	Group E: Mercantile occupancies	\$ 25.00

Group F: Industrial occupancies

\$ 25.00

SCHEDULE "B"

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Building Classifications and Permit Fees

	\$/lin.m
Miscellaneous Work:	
Inside sanitary and storm piping	1.10
Outside water services, sanitary and storm piping (when not included in complete building permit or permit for site services)	3.25
Replacement of Domestic Water Risers:	\$6 per riser per floor (minimum \$100)
Manholes, catchbasins, interceptors, sumps etc. (when not included in complete building permit or permit for site services)	\$ 25.00 each
Backwater preventor (detached dwelling, semi-detached dwelling, townhouse dwelling) (industrial, commercial, institutional, and multi-residential)	\$150.00 \$250.00
(G) <u>Signs</u>	<u>FEES</u> \$/m² *
All Signs	\$25.00 (minimum \$200.00)

Fee is per m² or part thereof, of the sign area of each sign face.

NOTES:

1. Fees for classes of permit not described or included in this schedule shall be determined by the **Chief Building Official**.
2. The occupancy classification shall be established in accordance with the occupancy definitions of the **Ontario Building Code**.
3. Except as provided in Item 5, the floor area is the sum of the areas of all floors including basement and shall be measured to the outer face of the walls.
4. No deductions shall be made for openings within the floor area; i.e. stairs, elevators,

ducts etc.

5. A garage serving only the dwelling unit to which it is attached or built in and an unfinished basement located within a dwelling unit shall not be included in the area calculations.
6. Issued models (house types) are referred to as “issued repeats.” An “issued repeat application” is a repeat of the identical house design that the builder has previously submitted as a model for which a building permit has been issued.
7. City temporary tents are one or more tents which are installed as part of an outdoor special event which is hosted by a non-profit organization.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW _____**

**SCHEDULE "C"
FORMS**

Applicable provincially mandated forms and municipal forms authorized under Clause 7 (f) of the Building Code Act.

- Form 1 Application for a Permit to Construct or Demolish
- Form 3 Acknowledgement By Applicant Of Incomplete Application Form
- Form 4 COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS (Includes Form 9)
- Form 5 APPLICATION FOR PERMIT TO OCCUPY A BUILDING PRIOR TO COMPLETION
- Form 6 Equivalent Evaluation and Authorization Form
- Form 9 GENERAL REVIEW DEMOLITION COMMITMENT CERTIFICATE

NOTE: *Forms are prescribed by the Chief Building Office, but not attached. As such, they may be amended to reflect changes to Provincial legislation, municipal by-laws, etc. Forms are available at the Building Division, 3rd floor, City Hall or on the website at www.mississauga.ca.*

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW _____**

**SCHEDULE "D"
PLANS AND SPECIFICATIONS**

Every application shall, unless otherwise determined by the Chief Building Official, be accompanied by two complete sets of working drawings prepared in accordance with generally accepted architectural and engineering practices, for the construction of the proposed building.

Submitted working drawings shall:

1. Be of sufficient details and contain all information to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use conforms to the Act, the Building Code and, any other law;
2. Be dated and marked as "issued for construction";
3. Be of sufficient detail to construct in accordance with submitted plans and specifications; and
4. Shall contain the necessary designer information as required by the Act.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW _____**

SCHEDULE "E"

PRESCRIBED NOTICE/INSPECTIONS* OBC Division C, Part 1, 1.3.5.1.(2)/1.3.5.3		
Notice/Inspection	OBC Reference	Description
Footing	Division C – 1.3.5.1(2)(a)	Readiness to construct footings
Backfill	Division C – 1.3.5.1(2)(b)	Substantial completion of footings and foundations prior to commencement of backfilling.
Framing Part 9 Building	Division C – 1.3.5.1(2)(c)	Substantial completion of structural framing, if the building is within the scope of Division B Part 9.
Framing other than Part 9 Building	Division C – 1.3.5.1(2)(d)	Substantial completion of structural framing, if the building is not a building to which Clause Division C – 1.3.5.1(2)(c) applies.
HVAC Rough-In Part 9 Building	Division C – 1.3.5.1(2)(e)	Substantial completion of ductwork and piping for heating and air conditioning, if the building is within the scope of Division B Part 9.
HVAC Rough-In Other than Part 9 Building	Division C – 1.3.5.1(2)(d)	Substantial completion of rough-in, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause Division C – 1.3.5.1(2)(c) applies.
Insulation	Division C – 1.3.5.1(2)(e)	Substantial completion of insulation, vapour barriers and air barriers.
Fire Separations	Division C – 1.3.5.1(2)(f)	Substantial completion of all required fire separations and closures.
Fire Protection Systems	Division C – 1.3.5.1(2)(f)	Substantial completion of all fire protection systems including standpipe, sprinkler, fire alarm, and emergency lighting systems.
Fire Access Routes	Division C – 1.3.5.1(2)(g)	Substantial completion of fire access routes.
Building Sewers	Division C – 1.3.5.1(2)(h)(i)	Readiness for inspection and testing of building sewers.
Building Drains	Division C – 1.3.5.1(2)(h)(i)	Readiness for inspection and testing of

		building drains.
Water Service Pipe	Division C – 1.3.5.1(2)(h)(ii)	Readiness for inspection and testing of water service pipe.
Fire Service Main	Division C – 1.3.5.1(2)(h)(iii)	Readiness for inspection and testing of fire service main.
Plumbing Rough-in – DWV	Division C – 1.3.5.1(2)(h)(iv)	Readiness for inspection and testing of drainage systems and venting systems.
Plumbing Rough-in – Water System	Division C – 1.3.5.1(2)(h)(v)	Readiness for inspection and testing of the water distribution system.
Plumbing Final	Division C – 1.3.5.1(2)(h)(vi)	Readiness for inspection and testing of plumbing fixtures and plumbing appliances.

PRESCRIBED NOTICE/INSPECTIONS*
OBC Division C, Part 1, 1.3.5.1.(2)/1.3.5.3

Notice/Inspection	OBC Reference	Description
Pool/Spa Suction and Gravity Outlet System	Division C – 1.3.5.1(2)(i)	Readiness for inspection of suction and gravity outlets, covers and suction piping outlets of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A, a public pool or spa.
Pool/Spa Circulation/Recirculation System	Division C – 1.3.5.1(2)(j)	Substantial completion of the circulation/recirculation system of an outdoor pool as described in Clause 1.3.1.1.(1)(j) of Division A, a public pool or spa.
Sewage System Excavation	Division C – 1.3.5.1(2)(k)	Readiness to construct the sewage system.
Sewage System Completion	Division C – 1.3.5.1(2)(l)	Substantial completion of the installation of the sewage system before the commencement of backfilling.
Site Services	Division C – 1.3.5.1(2)(m)	Substantial completion of installation of plumbing not located in a structure before the commencement of backfilling.
Occupancy Prior to Completion	Division C – 1.3.5.1(2)(n)	Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(2) of Division C or to permit occupancy under Sentence 1.3.3.1.(1) of Division C if the building or part of the building to be occupied is not fully completed.
Final – Completion of Building **	BCA Section 11	Completion of the building or part prior to occupancy or use.
Final – Completion of Occupied Unfinished Building	Division C – 1.3.3.3.(1)	Completion of the building where a person has occupied or permitted the occupancy under Section 1.3.3. of Division C – Occupancy of Unfinished Building.

- * Prescribed notices and/or inspections apply to all building types, unless otherwise noted.
- ** “Building” means, BCA 1.(1)
 - (a) A structure occupying an area greater than ten square metres, consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto.
 - (b) A structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto.
 - (c) Plumbing not located in a structure.
 - (c.1) A sewage system; or
 - (d) Structures designated in the building code.