



**CORPORATION OF THE TOWN OF INGERSOLL
BY-LAW NO. 05-4245**

**Being a by-law respecting Construction, Demolition and Change
of Use Permits and Inspections for the Town of Ingersoll**

WHEREAS Section 3(1) of the *Building Code Act, 1992, S. O. 1992, Chapter 23, as amended* empowers Council to be responsible for the enforcement of the Act in the municipality, excepted where otherwise provided by this Act, 2002;

AND WHEREAS By-Law No. 00-3925 appoints a Chief Building Official and Zoning Officer for the Town of Ingersoll as per Section 3 (2) of the *Building Code Act, 1992, S. O. 1992, Chapter 23, as amended*.

AND WHEREAS Section 7 of the *Building Code Act, 1992, S.O. 1992, Chapter 23, as amended*, empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections.

NOW THEREFORE, the Corporation of the Town of Ingersoll enacts as follows:

1.0 SHORT TITLE

This By-law may be cited as the “Building By-law”.

2.0 DEFINITIONS

In this by-law,

“Act” means the *Building Code Act, 1992, S.O. 1992, Chapter 23 as amended*

“as constructed plans” means as constructed plans as defined in the Building Code.

“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.

“building” means a building as defined in Section 1(1) of the Act.

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

“Chief Building Official” means the Chief Building Official appointed by the by-law to the Corporation of the Town of Ingersoll for the purposes of enforcement of the Act and also referred to as the “Official” in the by-law.

“Corporation” means the Corporation of the Town of Ingersoll.

“farm building” means a farm building as defined in the Building Code.

“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 as regulated by the Act.

“plumbing” means plumbing as defined in Section 1(1) of the Act.

“Professional Engineer” means a person who holds a license or a temporary license under the Professional Engineer’s Act, as defined in the Building Code.

3.0 PERMITS

3.1 Classes of Permits

3.1.1 Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule “A” to this by-law.

3.1.2 Permits for work other than that referred to in this by-law, such as road cuts, etc., shall be obtained from the appropriate authority having jurisdiction in accordance with the by-law of the town.

3.2 Administrative Procedures Relating to Permits

3.2.1 Revision to Permit

After the issuance of a permit under the Act, notice of any material Change to a plan, specification, document or other information on the basis of which the permit was issued, must be given in writing, to the Official together with the details of such change, which is not to be made without his or her written authorization.

3.2.2 Revocation of Permits

The Chief Building Official, subject to provisions outlined in Subsection 8(10) has the authority to revoke a permit issued under the Act.

3.3 Application for a Permit

3.3.1 Application

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 at the offices of the municipality or from the Building Code website www.obc.mah.gov.on.ca . Forms prescribed by the municipality under clause 7(f) of the Act shall be set out in Schedule “F” to this By-Law.

3.3.2 Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:

- (1) Where application is made for a **construction permit** under Subsection 8 (1) the Act, the application shall:
 - (a) use the provincial application form, “Application for a Permit to Construct Demolish”; and
 - (b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code and as described in this by-law for the work to be covered by the permit including:
 - (i) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
 - (ii) describe the land on which the work is to be done, by a description that will readily identify and locate the building lot;
 - (iii) state the valuation of the proposed work and be accompanied by the required fee;

- (iv) state the names, addresses and telephone numbers of the owner, architect, engineer or other designer and contractor, and
- (v) provide a New Building Service Report / Water Meter Purchase Receipt from Erie Thames Power;
- (vi) provide a New Building Service Report from the County of Oxford Water and Wastewater Service confirming availability of services.

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

- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”; and
- (b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code and as described in this by-law for the work to be covered by the permit; and

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

- (a) use the provincial application form, “Application for a Permit to construct or Demolish”;
- (b) include complete plans and specifications, documents and other information by-law for the work to be covered by the permit;
 - (i) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
 - (ii) describe the land on which the work is to be done, by a description that will readily identify and locate the building lot;
 - (iii) state the valuation of the proposed work and be accompanied by the required fee;
 - (iv) state the names, addresses and telephone numbers of the owner, architect, engineer or other designer and contractor, and
 - (v) provide a New Building Service Report / Water Meter Purchase Receipt from Erie Thames Power at the request of the Chief Building Official;
 - (vi) provide a New Building Service Report from the County of Oxford Water and Wastewater Service confirming availability of services, at the request of the Chief Building Official.
- (c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted,
- (d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
- (e) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official.

(4) Partial Permit

- (a) When, in order to expedite work, approval of a portion of the building is desired prior to the issuance of a permit for the whole project, application shall be made for the complete project and complete plans and specifications covering the portion of work for which immediate approval is desired shall be filed with the Town.

- (b) Should a permit be issued for part of a building, the holder of such permit may proceed without assurances that the permit for the entire building will be granted.
- (c) After issuance of the permit, application may be made for revision of the permit and such application shall be made in the same manner as for the original permit.

(5) Occupancy Permit

- (a) An Occupancy Permit will be issued in accordance with Section 11 of the Building Code.
- (b) All conditions outlined in Section 5 “Site Plan” of this by-law must be completed.

(6) Sewage Systems Permit

- (a) The County of Oxford Board of Health administers the Sewage Systems Permit and inspects same. The Official for the Town of Ingersoll is responsible under the Ontario Building Code.

3.3.3 An application for a permit shall be deemed to have been abandoned six months (6) after the date of filing, unless such application has been proceeded with by the applicant.

3.4 Change of Use Permits

- 3.4.1** Every application for a change of use permit issued under subsection 10(1) of the Act shall be submitted to the Chief Building Official, and shall:
- (1) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building.
 - (2) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made,
 - (3) include plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building code, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing “sewage system”, if any,
 - (4) be accompanied by a required fee,
 - (5) state the name, address and telephone number of the owner,
 - (6) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

4.0 PLANS & SPECIFICATIONS

- 4.1** Sufficient information shall be submitted with each application for a permit to enable the 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 and whether or not it may affect adjacent property.
- 4.2** Each application shall, unless otherwise specified by the Official, be accompanied by two (2) complete sets of the plans and specifications required under this by-law.
- 4.3** 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 as set out in Schedule 'B' to this By-law unless otherwise specified by the Official.

5.0 SITE PLAN

- 5.1** 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 Official.
- (1) Two (2) sets of a Site and Lot Grading Plan be submitted with the Building Permit Application for a new residential, commercial and industrial buildings.
 - (2) That the Site Plan shall show:
 - (a) the proposed location of the building with dimensions shown to all lot lines, and
 - (b) dimensional location of any existing building(s) on the property.
 - (3) That the Lot Grading Plan will be prepared by a registered Engineer, Architect or Ontario Land Surveyor and will show the following details:
 - (a) Existing elevations at lot corners;
 - (b) Proposed elevations at lot corners and at each side of the proposed building;
 - (c) Proposed elevations for top of footings and top of foundation walls;
 - (d) All drainage swales, embankments, retaining walls and catch basins;
 - (e) Existing elevation of curb and/or street along the frontage of the proposed building lot;
 - (f) Existing elevation of the lot corners on the abutting lots as well as the existing elevation of the finished grades around the structures located on these lots;
 - (g) An existing approved Subdivision Grading Plan will be accepted for the above list requirements.
 - (4) A foundation survey prepared and sealed by an Ontario Land Surveyor will be submitted to the Official prior to the commencement of framing. The survey will show:
 - (a) All yard dimensions from the foundation wall to the lot lines;
 - (b) The elevation of the top of the foundation wall.
 - (5) Prior to an Occupancy Permit being issued, a written certificate accompanied by a plan showing finished grades from a registered Engineer, Architect or Ontario Land Surveyor confirming the lot grading complies with the approved Grading Plan will be submitted to the Chief Building Official.
 - (6) Due to weather conditions, such as during the winter months, a temporary occupancy permit can be issued prior to final lot grading at the discretion of the Chief Building Official.
- 5.2** In lieu of separate specifications, the town may allow the essential information to be shown on the plans, but in no case shall such terms as "in accordance with this By-law", "legal" or similar terms be used as substitutes for specific information.

6.0 FEES

- 6.1** Fees for a required permit shall be as set out in Schedule 'B' to this by-law and are due and payable upon submission of an application for a permit.

These fees can be changed from time to time by Council approval and a new schedule attached to this By-law.

- 6.2** Where the fees payable in respect of an application for a construction, or demolition permit issued under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- 6.3** Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit issued under subsection 8(3) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys above grade (or below grade for an underground home) measured as the horizontal area between the exterior walls of the building provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- 6.4** Where fees payable in respect of an application for a change of use permit issued under subsection 10 (1) of the Act are based on a floor area, floor area shall mean the total floor space of all storeys subject to the change of use.
- 6.5** The Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where disputed by the applicant, the applicant shall pay the required fee under protest and, within six months of completion of the project, shall submit an audited costs are determined to be less than the valuation, the Official shall issue a refund.

7.0 CHANGING OF PERMIT FEES

- 7.1** In accordance with article 2.23.1.2 of the Building code, a municipality, prior to the passing of a by-law to introduce or change a fee imposed for application for permits or for the issuance of permits shall:
- (a) Hold at least one (1) public meeting at which any person who attends has an opportunity to make representations with respect to the matter;
 - (b) Provide a minimum of twenty-one (21) days notice of the public meeting is advertised in the local newspaper, placed on the Town of Ingersoll website and also given to every person and organization that has, within five (5) years before the day of the meeting, requested such a notice.
 - (c) Ensure that the notice includes an estimate of the costs for administering and enforcing the Act, the amount of the fee or any change to the existing fee and the rationale for imposing or changing the fee.
 - (d) The Building Department is responsible for maintaining the list of persons or organizations requesting notice of amended permit fees.
- 7.2** In accordance with subsection 7(4) of the Act, an annual report outlining the fees and costs of Building Code enforcement shall be prepared for publication of the town's website or at the office of the Official. The Annual Report, as outlined in Article 2.23.1.1 of the Building Code, requires the annual report to contain the following information:
- (a) The total fees collected in the 12 month period, ending no earlier than three months before the release of the report;
 - (b) The direct costs of administering and enforcing the Act including the review of the applications for permits and inspections of buildings;
 - (c) The indirect cost of administering and enforcing the Act, including support and overhead costs; and,
 - (d) The amount of a reserve fund, if one has been established for any purpose relating to the administration or enforcement of the Act.

8.0 REFUNDS

- 8.1** In the case of withdrawal of an application or abandonment of all or a portion of the work or the non-commencement of any project, the Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule 'C' attached to and forming part of this by-law, less 10% for Administrative Fees.
- 8.2** Notwithstanding subsection 8.1, no refund shall be made of an amount less than \$30.

9.0 NOTICE OF REQUIRED INSPECTIONS

- 9.1** Unless otherwise approved, notices required by the regulations shall be given to the Official or an inspector at least 24 hours prior to the event.
- 9.2** Inspections shall be called for in accordance with Section 2.45 of the Building Code or Schedule 'D' to this By-law.
- 9.3** With respect to "additional notices" under 2.4.5.2 of the Building Code, the owner or an authorized agent shall notify the Official or an inspector at least **twenty-four (24) hours up to a maximum of forty-eight (48) hours** prior to each stage of construction for which notice in advance is required under the Building Code.

10.0 PRESCRIBING FORMS

- 10.1** The forms prescribed for use as applications for permits, for orders and for inspection reports shall be as set out in Schedule 'E' to this By-law.

11.0 AS CONSTRUCTED PLANS

- 11.1** The Chief Building Official may require that a set of plans of a building or any class of buildings as constructed be filed with the Official on completion of construction under such conditions as may be prescribed in the Building Code.

12.0 PENALTIES

- 12.1** Under clause 36 (1) (c) of the Act, contravention of this By-law passed under the Act constitutes an offence, and subsections 36 (3)-(5) of the Act provides penalties for this offence.

13.0 REPEAL CLAUSE

- 13.1** By-Law No. 93-3586 and all amendments thereto not consistent with this By-law are hereby repealed.

14.0 DATE & EFFECT

This By-law shall come into effect on the day of passage of the By-law in Open Council.

Paul Holbrough, Mayor

Elaine Clark, Clerk/Deputy Administrator

SCHEDULE 'A'
TO BY-LAW NO. 05-4245

RESPECTING CLASSES OF PERMITS

Class of Permits

- | | |
|-------------------------------|---|
| “Building Permit” | This permit is used for all types of construction governed by the Building Code, including renovation work (Part 11), farm buildings, heating, ventilation and air conditioning. |
| “Change of Use Permit” | This permit is used where a change in use would result in an increase in hazard (as determined under Sentence 2.4.1.2.(1) of the Building Code) even though no construction is proposed. |
| “Conditional Permit” | This permit may be issued in the discretion of the Chief Building Official to authorize any stage of construction, even though all of the requirements under subsection 8(2) of the Act have not been met (i.e. compliance with some applicable law). The requirement of clauses 8 (3) (a), (b) and (c) of the Act must, however, be complied with before a conditional permit may be issued. |
| “Demolition Permit” | This permit governs both the type and method of demolition under the Building Code. If the building meets certain criteria as outlined in Article 2.3.2.3 of the Building Code, a professional engineer is to be retained to undertake a general review of the project during demolition. |
| “Occupancy Permit” | As required in Section 11 of the Building Code |
| “Partial Permit” | 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 the complete 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, this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project. |
| “Plumbing Permit” | |
| “Sewer Connection” | Connection of sanitary lateral sewer to municipal sewers |
| “Sewage System” | |
| “Sign Permit” | This class of permit is used in respect of structural requirements for signs contained in Section 3.14 of the Building Code. Smaller or other types of signs are controlled by by-law under the Municipal Act, 2001, as amended. |
| “Swimming Pool” | As per Town By-law No. 2616 |

SCHEDULE 'B'

**TO BY-LAW NO. 05-4245
As Amended by the 2007 Taxation Bylaw
RESPECTING PERMIT FEES**

Effective May 1, 2000

ITEM	SIZE	PERMIT FEES
Residential new buildings, additions, carports	Any Sizes	Flat fee \$65.00 + \$.45 sq. ft
Industrial, Commercial, Institutional new buildings, additions	(a) Up to 30,000 sq. ft	Flat fee \$65.00 + \$0.35 sq. ft
	(b) 30,001 and up	Flat fee \$65.00 + \$0.25 sq. ft
Interior/Exterior renovations	N/A	Flat fee \$65.00 up to \$10,000 construction value and \$7.00 for each additional \$1,000
Sheds, decks, etc.	N/A	\$65.00
Demolition -Residential -Non Residential	N/A	\$65.00 \$75.00
Swimming Pool	N/A	\$65.00
Plumbing Permit	N/A	Flat fee \$30.00 + \$7.00 per fixture
Signs	N/A	\$50.00
Connections to Sewer	N/A	\$35.00
Change of Use	N/A	\$65.00
Occupancy Permit	N/A	Included in Fee
Lawyer Clearance Letters	N/A	\$50.00
Refundable Deposit – Damage & Street Cleaning		\$500.00
Property Standards Clearance Letter	N/A	\$100.00

SCHEDULE 'C'

**TO BY-LAW NO. 05-4245
RESPECTING REFUND OF PERMIT FEES**

- (1) The fees that may be refunded under this by-law shall be the total fee less 10% upon application to the Chief Building Official.**

(2) Notwithstanding paragraph 1 above, no refund shall be made of an amount less than \$30.00

SCHEDULE "D"

TO BY-LAW NO. 05-4245

INSPECTIONS

The Chief Building Official shall be given twenty-four (24) hours notice for the following inspections:

Building:

- (1) Footing, prior to pouring
- (2) Foundation, prior to backfilling
- (3) Completion of Structural Frame
- (4) Completion of Insulation prior to covering
- (5) Completion of Heating and Ventilation
- (6) Final for Occupancy Permit

Plumbing:

- (1) Sewer lateral inspection and test
- (2) Test of pipes in drainage system
 - a) Water or Air Test
 - b) Final Test
- (3) Testing of potable water system

SCHEDULE "E"

TO BY-LAW NO. 05-4245

List of Plans or Working Drawings to accompany application for permits:

- (a) Site Plan
- (b) Floor Plans
- (c) Foundation Plans
- (d) Framing Plans
- (e) Roof Plans
- (f) Reflected Ceiling Plans
- (g) Sections and Details
- (h) Building Elevations
- (i) Electrical Drawings
- (j) Heating, Ventilation and Air Conditioning Drawings
- (k) Plumbing Drawings

NOTE: The Chief Building Official may specify that not all the above mentioned plans are required to accompany and application for a permit.

SCHEDULE “F”

TO BY-LAW NO. 05-4245

PRESCRIBED FORMS

- A) Application for a Permit to Construct or Demolish [Ontario Building Code (OBC), Article 2.4.1A(2)]**
- B) Schedule 1a & 1b – Sewage System Installer Information [Permit Application (07/03)]**
- C) Schedule 2 - Applicable Law [Permit Application (07/03)]**
- D) Schedule 3 – Designer Information [Permit Application (07/03)]**
- E) Order to Comply [Pursuant to Subsection 12(2) of the *Building Code Act, 1992*]**
- F) Stop Work Order [Pursuant to Subsection 14(1) of the *Building Code Act, 1992*]**
- G) Order Not to Cover or Enclose [Pursuant to Subsection 13(1) of the *Building Code Act, 1992*]**
- H) Order to Uncover [Pursuant to Subsection 13(6) of the *Building Code, Act, 1992*]**
- I) Order Requiring Tests and Samples [Pursuant to Subsection 18(1)(f) of the *Building Code Act, 1992*]**

Schedule "F"

Application for a Permit to Construct or Demolish [Ontario Building Code (OBC), Article 2.4.1A(2)]



Application for a Permit to Construct or Demolish

[Ontario Building Code (OBC), Article 2.4.1.1A.(2)]

For use of Municipality, Upper-tier Municipality, Board of Health or Conservation Authority	
Application number:	Permit number (if different):
Date received (yyyy/mm/dd):	Roll number:

Submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)

A) Applicant information - Applicant is: <input type="checkbox"/> the owner; or, <input type="checkbox"/> the authorized agent of the owner. (If corporation or partnership, name of person applying on its behalf)			
Last Name	First Name	Middle Initial	
Corporation or Partnership (if applicable)			
Full Address			
Building Number	Street Name	Unit Number	Lot/con.
Municipality		Province	Postal Code Country
Telephone ()	Fax Number (optional) ()	Cell Number (optional) ()	
E-Mail Address (optional)			

B) Owner information - if different from applicant (If corporation or partnership, name of person applying on its behalf)			
Last Name	First Name	Middle Initial	
Corporation or Partnership (if applicable)			
Full Address			
Building Number	Street Name	Unit Number	Lot/con.
Municipality		Province	Postal Code Country
Telephone ()	Fax Number (optional) ()	Cell Number (optional) ()	

C) Project information			
Full Address of Project			
Building Number	Street Name	Unit Number	Lot/con.
Municipality		Postal Code	Area of Work (m ²)
Plan Number	Lot/Parcel Number	Other Location Information	
Project Value Estimated at \$			

Schedule "F"

Application for a Permit to Construct or Demolish [Ontario Building Code (OBC), Article 2.4.1A(2)]

Page 2

D) Purpose of application

- Construction of a new building, Alteration/repair or addition to an existing building, Demolition, Conditional permit [Building Code Act, 1992 s. 8(3)]

Proposed use of building:
Current use of building (if applicable)
Description of proposed work:

E) Ontario New Home Warranties Plan (ONHWP)

- Is proposed construction for a home as defined in the ONHWP Act?
Is registration of the applicant for the permit required under the ONHWP Act?

If Yes, provide Registration Number under ONHWP Act:

F) On-site sewage system (if applicable)

Where application is to construct on-site, install, or repair a sewage system,
Schedule 1a is attached or Schedule 1b is to be submitted prior to commencement of construction [OBC Article 2.4.5.5.]

G) Applicable law [OBC Sentence 1.1.3.3(1)] - Attach Schedule 2 if documents establishing compliance with applicable law are being submitted

H) Designer information- Attach Schedule 3 (one for each individual who reviews and takes responsibility for design activities)

I) Registered Code Agency (RCA) - where RCA has been appointed under Section 4.2 of the Building Code Act, 1992 a Plans Review Certificate must be attached

J) Plans and specifications information

Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

K) Declaration of applicant

I certify that:

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
I have authority to bind the corporation or partnership (if applicable).

(Date) (Signature of Applicant)

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Flr. Toronto, M5G 2E5 (416) 586-6666.

Schedule “F”

Schedule 1a & 1b – Sewage System Installer Information [Permit Application (07/03)]



Schedule 1a
Sewage System Installer Information
(attached with application for permit)

A) Project information			
Name of permit applicant			
Full Address of Project			
Building Number	Street Name	Unit Number	Lot/con.
Municipality		Plan Number	Lot/Parcel Number

B) Sewage system installer

Is the installer of the sewage system engaged in the business of constructing on site, installing, repairing, securing, cleaning or emptying sewage systems?

Yes No

C) Registered installer information (where answer to section B is “Yes”) [OBC Section 2.18]

Name		Registration Number	
Full Address			
Building Number	Street Name	Unit Number	Lot/con.
Municipality	Province	Postal Code	Country
Telephone ()	Fax Number (optional) ()	Cell Number (optional) ()	
E-Mail Address (optional)			

D) Qualified supervisor information (where answer to section B is “Yes”)

Name of qualified supervisor(s)	Qualification number assigned by the director

Schedule “F”

Schedule 2 - Applicable Law [Permit Application (07/03)]



**Schedule 2
Applicable Law**

A) Project information			
Name of permit applicant			
Full Address of Project			
Building Number	Street Name	Unit Number	Lot/con.
Municipality		Plan Number	Lot/Parcel Number

List attached documents that establish compliance with applicable law
[OBC Sentence 1.1.3.3(1)]

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Schedule "F"

Schedule 3 – Designer Information [Permit Application (07/03)]



Ministry of Municipal Affairs and Housing

**Schedule 3
Designer Information**

Use one form for each individual* who reviews and takes responsibility for design activities in respect of project.

A) Project information			
Name of permit applicant			
Full Address of Project		Unit Number	Lot/con.
Building Number	Street Name		
Municipality		Plan Number	Lot/Parcel Number

B) Individual who reviews and takes responsibility for design activities:			
Last Name		First name	Middle Initial
Corporation or Partnership (if applicable)			
Full Address		Unit Number	Lot/Con.
Building Number	Street Name		
Municipality		Province	Country
Postal Code	Telephone ()		Cell Telephone (optional) ()
E-mail Address (optional)			

C) Type(s) of building(s) to which design activities of individual identified in section B apply [OBC Table 2.20.2.1]		
<input type="checkbox"/> House	<input type="checkbox"/> Plumbing - House	<input type="checkbox"/> Complex Buildings
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Plumbing - All Buildings	<input type="checkbox"/> Building Services
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> On-site Sewage Systems	<input type="checkbox"/> Building Structural
<input type="checkbox"/> HVAC - House		

D) Project role(s) of individual in section B [Building Code Act, 1992 s.15.11(5)]	
<input type="checkbox"/> reviews and takes responsibility for designs and supporting documents	and/or <input type="checkbox"/> performs general review

E) Qualification	
Does individual in section B have a qualification number assigned by the director? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", indicate qualification number assigned by the director _____	
If "No", indicate reason for exemption from qualification _____	

F) Registration	
Is individual in section B, or the Corporation or Partnership required to be registered under Article 2.17.4.1 the Building Code?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", indicate: Name of registered firm _____ and	
Registration number assigned by the director _____	
If "No", indicate reason for exemption from registration _____	

*For the purposes of this form, "individual" means the "person" referred to in clause 2.17.4.7(1)(d), article 2.17.5.1 and all other persons who are exempt from qualification under subsections 2.17.4 and 2.17.5.

Schedule “F”

Order to Comply [Pursuant to Subsection 12(2) of the *Building Code Act, 1992*]



Town of Ingersoll (19123)
 Donald Johnson, Chief Building Official (14060)
 130 Oxford St., 2nd Floor
 Ingersoll, ON N5C 2V5
 Phone: (519) 485-0120
 Fax: (519) 485-6572

Order to Comply

Pursuant to Subsection 12(2) of the Building Code Act, 1992

Order Number: (optional) _____ **Date Order Issued:** _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the Building Code or the *Building Code Act, 1992*.

You are hereby ordered to correct the contraventions itemized below immediately, by the dates listed below, or by _____ (date).

Item	Reference	Description and location	Required action and compliance date

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992 s. 14*]
- Failure to comply with this Order is an offense which could result in a fine. [*Building Code Act, 1992 s. 36*]
- No construction affected by this Order is to be covered until inspected and approved. [*Building Code Act, 1992 s.13*]

Schedule "F"

Stop Work Order [Pursuant to Subsection 14(1) of the *Building Code Act, 1992*]



Town of Ingersoll (19123)
Donald Johnson, Chief Building Official (14060)
130 Oxford St., 2nd Floor
Ingersoll, ON N5C 2V5
Phone: (519) 485-0120
Fax: (519) 485-6572

Stop Work Order

Pursuant to Subsection 14(1) of the Building Code Act, 1992

Order Number: (optional) _____ **Date Order Issued:** _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code have not been rectified as required by the Order(s) indicated below:

- Order to Comply number _____, dated _____
- Order Not to Cover number _____, dated _____
- Order to Uncover number _____, dated _____

You are hereby ordered to immediately cease construction and/or demolition as specified below:

Item	Details

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

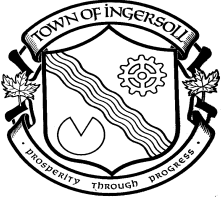
Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order is an offense which could result in a fine. [*Building Code Act, 1992 s. 36*]
- When a Stop Work Order is issued, no person shall perform any act in the construction or demolition of the building in respect of which the Order is made other than work necessary to carry out an Order to Comply, the Order Not to Cover, or an Order to Uncover. [*Building Code Act, 1992 s. 14*]

Schedule "F"

Order Not to Cover or Enclose [Pursuant to Subsection 13(1) of the *Building Code Act, 1992*]



Town of Ingersoll (19123)
Donald Johnson, Chief Building Official (14060)
130 Oxford St., 2nd Floor
Ingersoll, ON N5C 2V5
Phone: (519) 485-0120
Fax: (519) 485-6572

Order Not to Cover or Enclose

Pursuant to Subsection 13(1) of the Building Code Act, 1992

Order Number: (optional) _____

Date Order Issued:

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1.

3.

2.

4.

The above-referenced building was inspected on or about _____ (date).

You are hereby prohibited from covering or enclosing the parts of the building described below, pending an inspection.

Please arrange for an inspection when the part of the building identified below is ready for inspection.

Item	Description of area not to cover or enclose

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone no. _____

Contact name (optional) _____

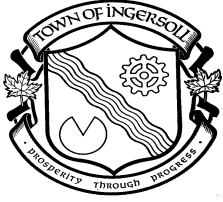
Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in an Order to Uncover and/or a Stop Work Order. [*Building Code Act, 1992 s. 14*]
- Failure to comply with an Order is an offense which could result in a fine. [*Building Code Act, 1992 s. 36*]

Schedule "F"

Order to Uncover [Pursuant to Subsection 13(6) of the *Building Code Act, 1992*]



Town of Ingersoll (19123)
Donald Johnson, Chief Building Official (14060)
130 Oxford St., 2nd Floor
Ingersoll, ON N5C 2V5
Phone: (519) 485-0120
Fax: (519) 485-6572

Order to Uncover

Pursuant to Subsection 16(6) of the Building Code Act, 1992

Order Number: (optional) _____

Date Order Issued:

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code.

- The part was covered or enclosed contrary to an Order Not to Cover number _____ dated _____;
- The notice was not given in the time prescribed by local by-law or regulation made under clause 7.(e) of the *Building Code Act, 1992*;
- A reasonable time was not allowed after the notice was given for an inspection to be carried out; or
- The part has been constructed without a permit being issued.

You are hereby ordered to uncover or have uncovered, at your own expense, and make available for inspection the parts of the building described below immediately, or by _____ (date).

Description of area to uncover:

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional) _____ Contact tel. number (optional) _____

Note:

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- An order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992 s.14*]
- Failure to comply with an Order is an offense which could result in a fine. [*Building Code Act, 1992 s. 36*],

Schedule “F”

Order Requiring Tests and Samples [Pursuant to Subsection 18(1)(f) of the *Building Code Act, 1992*]



Town of Ingersoll (19123)
 Donald Johnson, Chief Building Official (14060)
 130 Oxford St., 2nd Floor
 Ingersoll, ON N5C 2V5
 Phone: (519) 485-0120
 Fax: (519) 485-6572

Order Requiring Tests and Samples

Pursuant to Subsection 18(1) of the Building Code Act, 1992

Order Number: (optional) _____

Date Order Issued:

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1. _____ 3.

2. _____ 4.

Description of required tests and samples

The inspection on or about _____ (date) at the above-referenced address found the need for the following tests and samples.

You are hereby ordered at your expense to take and supply to the undersigned the tests and samples described below by _____ (date).

Item	Reference	Test and sample required

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional) _____ Contact tel. number (optional) _____

Note:

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- An order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order is an offense which could result in a fine. [*Building Code Act, 1992 s. 36*]