

MUNICIPALITY OF CASSELMAN

BY-LAW NO. 2020-013

BEING a By-law under the *Building Code Act*, 1992 respecting Permits and related matters;

WHEREAS Section 7 of the *Building Code Act*, 1992, S.O 1992, Chapter 23, authorizes a municipal council to pass by-laws concerning the issuance of permits and related matters;

NOW THEREFORE the Municipality of Casselman enacts as follows:

1.0 SHORT TITLE

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

2.0 DEFINITIONS AND INTERPRETATION in this By-law:

- 2.1 "Act" means the Building Code Act, 1992, S.O 1992, Chapter 23, as amended;
- 2.2 "Applicant" means the Owner of a Building or property who applies for a Permit or any person authorized in writing by the Owner to apply for a Permit on the Owner's behalf, or any person or corporation empowered by statute to cause the demolition of a Building or Buildings and anyone acting under the authority of such person or corporation;
- 2.3 "As Constructed Plans" means "As Constructed Plans" as defined in the Building Code;
- 2.4 "Building" means a "Building" as defined in subsection 1(1) of the Act;
- 2.5 "Building Code" means the regulations made under Section 34 of the Act;

- 2.6 "Chief Building Official" means the Chief Building Official or their designate appointed pursuant to section 3(2) of the Act and by by-law of The Municipality of Casselman for the purpose of enforcement of the Act;
- 2.7 "Construct" means to "Construct" as defined in section 1(1) of the Act;
- 2.8 "Corporation" means The Municipality of Casselman;
- 2.9 "Demolish" means to "Demolish" as defined in subsection 1(1) of the Act;
- 2.10 "Director of Technical Services" means the Director of Technical Services or their designate appointed by by-law of The Municipality of Casselman;
- 2.11 "Director of Public Works" means the Director of Public Works or their designate appointed by by-law of The Municipality of Casselman;
- 2.12 "Farm Building" means a "Farm Building" as defined in the Building Code;
- 2.13 "Gross building area", as defined in this By-law, means the total area of all floors above or below grade measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of firewalls. Except that, in all other occupancy than a residential occupancy, where an access or a building service penetrates a firewall, measurements shall not be taken to the centre line of such firewall. Where the building contains no walls (i.e. deck), the Gross building area will be calculated based on the total area of a floor within the outer perimeter of the floor. For a change of use permit, the fees shall be based on the floor area of all storeys or floor spaces which are subject to the change of use. For the purposes of this by-law, this definition does not include Class 1 permits as defined in Schedule "A" of this By-law. Gross building area for Class 1 permits as defined in Schedule "A" of this by-law will exclude any floor areas below grade.

- 2.14 "Inspector" means an inspector appointed pursuant to subsection 3(2) of the Act and by by-law of the Municipality of Casselman;
- 2.15 "Municipality" means the Municipality of Casselman;
- 2.16 "Owner" means the registered Owner of the land and includes a lessee, mortgagee in possession, and the person in charge of the property;
- 2.17 "Permit" means permission or authorization given in writing by the Chief Building Official to perform specific work regulated by this By-law, the Act, and the Building Code, or to occupy a Building or part thereof, or to change the use of a Building or part of a Building or parts thereof as regulated by the Act;
- 2.18 "Permit Holder" means the person to whom the Permit has been issued and who assumes the primary responsibility for complying with the Act and the Building Code;
- 2.19 "Plumbing" means "Plumbing" as defined in subsection 1(1) of the Act;
- 2.20 "Project" means to do anything in the construction, demolition, change of use or plumbing for a building which is regulated by the Act and/or the Building Code.
- 2.21 "Single Family Dwelling" means a building used as a single housekeeping unit. i.e.: house, home, etc., (Not including multi-residential types i.e.: Condos, Semi's, etc.)
- 2.22 "Work" means to do anything in the construction, demolition, change of use or plumbing for a building which is regulated by the Act and/or the Building Code.

Terms not defined in this By-Law shall have the meaning ascribed to them in the Act or the Building Code.

3.0 CLASSES OF PERMITS

- 3.1 Classes of permits and fees required for work are set forth in Schedule "A" appended to and forming part of this By-law.
- 3.2 Permits for work other than those referred to in this By-law shall be obtained from the appropriate authority having jurisdiction in accordance with the by-laws of the Municipality and any other applicable laws. Such permits may include but are not limited to: encroachments, culverts, water and sewer services, street cuts and electricity.

4.0 PERMITS

- 4.1 To obtain a Permit, the Applicant, shall file an application in writing by completing the prescribed application form available from the office of the Chief Building Official (Application for Permit to Construct or Demolish / Demande de permis de construire ou de démolir), or from the Municipality of Casselman website www.Casselman.ca and shall supply any other information relating to the application as required by the Chief Building Official.
 - a) Every application for a Building Permit shall be submitted to the Chief Building Official and shall be signed by the Applicant who shall certify the truth of the contents of the application. All permit applications must be accompanied by sufficient information to show that the proposed work will conform to the Ontario Building Code and all applicable laws.
- 4.2 Where an application is made for a Building Permit under subsection 8(1) of the Act, the application shall include the completed prescribed provincial application form "Application for a Permit to Construct or Demolish" and the required information set out in section 4 of this By-law.

- 4.3 Where an application is made for a Demolition Permit under section 8(1) of the Act, the Applicant shall include the completed prescribed Provincial application form "Application for a Permit to Construct or Demolish" and the required information set out in section 4 of this By-law.
- 4.4 Where an application is made for a conditional Permit under section 8(3) of the Act, the Applicant shall:
- a) include the completed prescribed provincial application form, "Application for a Permit to Construct or Demolish",
 - b) include complete plans and specifications, documents and other information as required by the Act, the Building Code or this By-Law for the work to be covered by the permit;
 - c) state the reasons why the Applicant believes that unreasonable delays in work would occur if a Conditional Permit is not granted;
 - d) state necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
 - e) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official;
 - f) be accompanied by a written agreement between the Owner and the Council of the Municipality which shall include the matters provided for in Article 8(3)(c) of the Act and such other matters as may be required by the Municipality, and
 - g) comply with section 8(3) of the Act.
- 4.5 Where an application is made for a change of use Permit under section 10(1) of the Act, the application shall:
- a) include the completed prescribed provincial application form, "Application for a Permit to Construct or Demolish".

- b) include plans and specifications which:
 - describe the building or part thereof in which the occupancy is to be changed even though no construction may be proposed;
 - identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made; and
 - contain sufficient information to establish compliance with the requirements of the Building Code including floor plans, details of wall, floor and roof assemblies identifying required fire resistance ratings and load bearing capacities.

4.6 In addition to the requirements of subsection 4.2 of this By-law, where a Permit for part of a building is desired prior to the issuance of a Permit for the entire project the following shall be provided:

- a) application shall be made and fees paid for the entire project;
- b) include plans and specifications covering the part of the work for which more expeditious approval is desired, together with such information pertaining to the remainder of the work as may be required by the Chief Building Official; and
- c) where a Permit is issued for part of a building project, the holder of such Permit may proceed, but the issuance shall not be construed to authorize work beyond the plans for which the approval was given or as a guarantee that the approval will necessarily be granted for the entire building or project.

4.7 Where an application for a Permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a Permit was issued, contains an equivalent material, system or building

design for which authorization under Section 9 of the Act is requested, the following information shall be provided:

- a) a description of the proposed material, system or Building design for which authorization under section 9 of the Act is requested;
- b) any applicable provisions of the Building Code; and
- c) evidence that the proposed material, system or Building design will provide the level of performance required by the Building Code.

- 4.8 The Chief Building Official may, where the requirements of this By-law have been met, issue a Permit or a conditional Permit for the Work in question, subject to compliance with the Act, the Building Code and any applicable law.
- 4.9 The Chief Building Official shall not, by reason of the issuance of a Permit or Permits for a part or parts of the Building issued under subsection 4.6 be under any obligation to grant any further Permit or Permits therefore.
- 4.10 Where an application for a Permit remains incomplete or inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the Applicant.
- 4.11 The Chief Building Official, subject to the provisions outlined in subsection 8(10) of the Act, has the authority to revoke a Permit issued under the Act.
- 4.12 Where an application is found to be incomplete and does not comply with Sentence 1.3.1.3(5) Division C of the Building Code, the application may be accepted for processing if the owner acknowledges that the application is incomplete and is not entitled to the time periods prescribed in Column 3 of Table 1.3.1.3 Division C of the Building Code. The owner must also acknowledge that a permit cannot be issued until all information is submitted and reviewed for compliance.

- 4.13 The Chief Building Official may sign an Agency Letter of Approval as required to obtain a liquor licence. The fee for such approval must be paid in full prior to remittance to the applicant. The fee may be found in Schedule "A" of this Bylaw.
- 4.14 The applicant is responsible to ensure that he fully complies with all other provisions of the Building Code Act, regulations made by any By-law or any amendment thereto of the municipality, regulations made by any other agencies such as the South Nation Conservation Authority, Eastern Ontario Health Unit, etc. and any other applicable laws that apply to easements, right of ways etc.

5.0 PLANS AND SPECIFICATIONS

- 5.1 Every Applicant shall furnish sufficient information with each application for a Permit to enable the Chief Building Official to determine whether or not the proposed Work will conform to the Act, the Building Code, any applicable law and other pertinent information required by Section 5 of this By-law.
- 5.2 Plans shall:
- a) include such working drawings as set out in this By-law unless otherwise specified by the Chief Building Official;
 - b) be drawn to scale upon paper or other substantial material;
 - c) be legible and durable;
 - d) indicate the nature and extent of Work or proposed occupancy in sufficient detail to establish that the completed Work will conform to the Act, the Building Code, and any other applicable law;
 - e) The Chief Building Official shall determine the number of plans, specifications, documents and other information required to be furnished with an application for Permit having regard for the requirements of the Act, the Building Code and any

applicable laws, regulation or By-law respecting the examination or circulation of the application;

- f) Before proceeding with any work located on the property for which a Permit has been issued, the Permit Holder shall provide and show sufficient information on Site to the Chief Building Official that the proposed work entitled by the Permit is located within the property setbacks as stated in the latest approved Municipal Zoning By-Law.
- g) On completion of the construction of a Building, the Chief Building Official may require that a set of As Constructed Plans of a Building for any class of Buildings, including a plan of survey showing the location of the Building, be filed with the Chief Building Official;
- h) Plans and specifications furnished according to this By-law or otherwise required by the Act or Building Code become the property of the Municipality and will be disposed of or retained in accordance with the policies of the Municipality and any applicable laws;
- i) In lieu of separate specifications, the Chief Building Official may allow the essential information to be shown on the plans, but in no case shall such terms as "in accordance with the "Act"" or "legal", or such similar terms be used as a substitute for specific information;
- j) Without restricting the generality of Section 5 of this By-law, every application for a Permit with respect to Work on a Building located in proximity of lands identified as being subject to potential landslide or flooding activity shall be accompanied by a letter of consent from the South Nation Conservation Authority;

5.3 Site plans shall include:

- a) such drawing as set out in this By-law unless otherwise specified by the Director of Technical Services;

- b) the dimensions and area of the lot and its legal description or address, location of existing and proposed easements, location of road boundaries, private or public status;
- c) the location, dimension and area of building in relation to the building lot.
- d) the distance between each building, lot boundaries, septic tank and septic bed;
- e) the location, number and dimensions of parking areas and access lanes;
- f) the location of streams, ditches or substantial differences in grade on land;
- g) the location, size and capacity of all municipal services where such services are affected by the proposed Work and the size and location of all connections of services to the Building or Buildings and the invert level of the Building or sewer drain. "Services" shall be deemed to include sanitary sewers, storm water sewers, municipal drains, water drains, and electrical power lines. Where permitted and applicable, properties serviced by private sewage and water services shall show the location of septic tanks, tile beds, wells and connections to the Building they serve; and,
- h) the existence of any soil condition which may, in any manner, affect the use or safety of the proposed Building or facility.

5.4 Grading plans:

- a) If the proposed construction is not part of a Plan of subdivision a grading plan shall be submitted for approval for all new residential units proposed to be built on a property of less than one acre in area. For all other buildings, regardless of property size a grading plan may be required at the discretion of the Chief Building Official.

The lot grading plan shall include the items mentioned in paragraph c) of this section. The submitted grading plan will be reviewed, the site inspected, and approval given by the Municipal Engineer at the applicant's cost. Fees will be charged in accordance with Schedules "A" and "C" of this By-law for this service.

The applicant shall also file an as-built grading plan for the property which must be reviewed by the Municipality prior to final acceptance of the building. The as-built grading plan shall include the items mentioned in paragraph c) of this section.

- b) If the proposed dwelling unit construction is part of a plan of subdivision, an as-built grading plan for each property must be submitted and reviewed by the Municipality prior to final acceptance of the building. The as-built grading plan shall include the items mentioned in paragraph c) of this section. The applicant shall grade all lots according to the grading plan approved by the Municipal Engineer as part of the Plan of Subdivision.
- c) Grading plans and/or as-built grading plans shall be to scale and must include the following:
 - i. a north arrow;
 - ii. the lot, concession and/or plan number;
 - iii. the street name (and civic address if known);
 - iv. the owner's name;
 - v. the area of the lot;
 - vi. the existing and proposed elevations for landscaping slopes which should be between 2% and 7%. The centre line and top of bank elevations of all ditches and swales, proposed and existing;
 - vii. the proposed grading for top of foundation wall and proposed underside of footings;
 - viii. the location of the proposed building, entrances and any additional structures;
 - ix. on the final as-built grading plan, elevations should be shown at the same locations as the proposed site elevations approved by the Municipality Engineer;
 - x. all permanent site elevation "benchmarks" are to be properly described and indicated;
 - xi. all surface water from property should be intercepted at property limits by means of a swale, ditch or storm water system. This should be clearly shown on the grading plan. If the slope for these ditches and swales is less than the 2.0% minimum requirement, a swale and sub-drain system is to be specified and installed.

When a swale and sub-drain system is

proposed, construction details must be presented. The completion and installation of the sub-drains must be certified by the Municipality as being completed and installed to grade;

- xii. when submitted, the grading plans must clearly specify what version of the plan is being presented (e.g. "Proposed Grading Plan – First Submission", "As-Built", etc.).

Failure to conform with the above conditions may result in a delay in, or possible refusal of, the grading design.

- d) For all other buildings grading approval may be required at the discretion of the Chief Building Official or the Director of Technical Services. The submitted grading plan will be reviewed, site inspected and approved by the Municipal Engineer at the applicant's cost and according to the fees in Schedules "A" and "C" of this By-law.
- e) If the as-built grading plan does not conform to the engineered plan approved as part of the Plan of Subdivision, the applicant must, at their cost, receive approval from the Municipal Engineer for the construction of the designated lot, as well as any other adjacent properties which may be affected.
- f) In the event that the work is not corrected as per the Municipal Engineer or, if no action is taken by the applicant within two (2) months of being notified of the discrepancies, the Municipality may cause such work to be completed at the applicant's expense.

6.0 FEES

- 6.1 Fees for a required Permit shall be as set out in Schedule "A" attached hereto and forming part of this By-law and are due and payable at or before the issuance of any class of Permit, unless otherwise specified by the Chief Building Official or appointed designate. Where fees are due and are unpaid, the Chief Building Official may refuse to issue

the Permit. For a conditional Permit, the Permit may be paid for the complete Project or for the actual component or part of the Building for which the Permit is issued at the sole discretion of the Chief Building Official.

- 6.2 In addition to the fees due in accordance with section 6.1 above, each application for a Permit shall also be subject to a fee which is refundable (the "Refundable Fee") as set out in Schedule 'B' of this By-law. The refundable fee shall be paid at or before the issuance of any class of Permit and shall be in addition to other Permit fees set out in section 6.1. Where a Refundable Fee is due and unpaid, the Chief Building Official may refuse to issue the Permit. The Refundable Fee may be refunded to the Applicant in accordance with the provisions of Schedule "B" of this by-law.
- 6.3 Permit Fees as set out in Schedule "A" are calculated by charging the minimum fee and adding an additional fee based on the area of the building or structure. The additional fee is calculated by multiplying the per square foot rate by the area of the building or structure that is greater than the area indicated in Schedule "A". in all cases where the area of the proposed building or structure is less than the area indicated in Schedule "A", only the minimum fee will be charged.
- 6.4 Permit fees, Refundable Fees, and Grading Security Deposit shall be calculated by the Chief Building Official or appointed designate.

7.0 REFUND

- 7.1 In the case of abandonment of all or a portion of the Work or of the non-commencement of any Project, the Chief Building Official shall determine the amount of refund of Permit fees, if any, that may be returned to the Permit Holder, in accordance with subsection 7.2 hereof.
- 7.2 The fees that may be refunded shall be a percentage of the Permit fees payable under this By-law, as follows:

- a) eighty (80%) percent if application is filed and no processing or review functions have been performed;
 - b) seventy (70%) percent if administrative and zoning functions only have been performed;
 - c) sixty (60%) percent if administrative zoning and plan examination functions have been performed;
 - d) forty (40%) percent if the Permit has been issued and no field inspections have been performed subsequent to Permit issuance;
 - e) five (5%) percent shall additionally be deducted for each field inspection that has been performed after the Permit has been issued.
- 7.3 Despite subsection 7.2 and subject to section 7.4 hereof, no refund shall be made when the amount is calculated to be fifty dollars (\$50.00) or less.
- 7.4 The fee for the transfer of a Permit is non-refundable.
- 7.5 Subject to subsection 11.1 hereof, there shall be no refund of Permit fees where a Permit has been revoked.

8.0 REVISION TO PERMIT

- 8.1 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 Chief Building Official together with the details of such change, such change is not to be made without the Chief Building Official's written authorization.
- 8.2 Where an owner/applicant substantially revises or changes a proposed building design after examination of the plans and specifications, a re-examination fee will apply as per Schedule "A" of this By-law. Furthermore this provision applies before or after the issuance of a building permit.

- 8.3 Where an owner/applicant changes a Single Family Dwelling model after examination of the plans and specifications, a re-examination fee will apply as per Schedule "A" of this By-law. Furthermore this provision applies before or after the issuance of a building permit.

9.0 RESTRICTED PERMIT FOR A TEMPORARY BUILDING

- 9.1 A restricted Permit for a temporary Building may be issued by the Chief Building Official authorizing, for a limited time only, the erection and existence of a Building or part thereof.
- 9.2 A Permit for a temporary Building may be extended provided permission in writing is granted by the Chief Building Official.

10.0 RENEWAL OF PERMIT

- 10.1 The Chief Building Official may issue a renewal of a Permit, or of a revoked Permit, provided the required fee is paid for such renewal and the plans and specifications are made to comply with all the requirements of the Act, the Building Code and any other applicable law in effect at the time the application for a renewal of Permit is made.
- 10.2 The Chief Building Official may require that a project that has not been completed within (12) months of the issue date of the permit shall be renewed by the original applicant.
- 10.3 A permit that is renewed effectively moves the issue date of the original permit forward of twelve (12) months.

11.0 PERMIT REVOCATION, DEFERRAL OF REVOCATION AND TRANSFER

11.1 Revocation of Permit

- a) Prior to revoking a Permit under Clauses 8(10)(b) and (c) of the Act, the Chief Building Official shall

give written notice of the intention to revoke to the Permit Holder at his last known address and if on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, the Permit may be revoked without further notice and all submitted plans and other information may be disposed of.

- b) Notification under subsection 11.1(a) shall be served either personally or by registered mail. Where notification is by registered mail, it shall be deemed to have been served on the third business day after the date of mailing.

11.2 Deferral of Revocation

- a) On receipt of a notice of intention to revoke a Permit under subsections 8(10)(b) and (c), a Permit Holder may request in writing within thirty (30) days from the date thereof the Chief Building Official to defer such revocation of the Permit.
- b) A request for deferral shall set out the reasons why the Permit should not be revoked and the date by which the Work will be commenced or resumed.
- c) Having considered the circumstances of the request and having determined that there have been no changes to the Act and the Building Code and any other applicable law which would have prevented the issuance of the original Permit, the Chief Building Official may allow a deferral to a prescribed date and shall notify the Permit Holder.

11.3 Transfer of Permit

- a) Permits are transferable only upon the new Owner completing a Permit application pursuant to the requirements of Section 4 of this By-law.
- b) A fee, as prescribed in Schedule "A" shall be payable on transfer of Permit by the new Owner who shall thenceforth be the Permit Holder for the purpose of the Act and the Building Code.

- c) Any fees or monies being held such as, but not limited to, the Refundable Fee, will be deemed to be transferable to the new Permit Holder, without any further notice upon issuing the new Permit.

12.0 NOTIFICATIONS

- 12.1 With respect to prescribed notices under article 1.3.5.1 of the Ontario Building Code Division C, the Permit Holder or their authorized agent shall notify the Chief Building Official or his/her designate that the Work is ready for inspection.
- 12.2 With respect to notices given as per subsection 12.1 of this By-law, an Inspector shall undertake a site inspection of the Building to which notice relates within the time frame stipulated within article 1.3.5.3 of the Ontario Building Code Division C.
- 12.3 With respect to "additional notices" under article 1.3.5.2 of the Ontario Building Code Division C, the Permit Holder or authorized agent shall notify the Chief Building Official prior to each stage of Work for which notice in advance is required under the Ontario Building Code and this By-law.
- 12.4 A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official or their designate with such notice to be provided at or to the municipal offices. The time periods referred to in 12.5 of this by-law shall begin on the day following the day on which the notice is given. The time periods shall not include days when the building department is not open for transactions of business with the public.
- 12.5 All notifications for inspections are required at least 48 hours in advance.

13.0 REGISTERED CODE AGENCIES

- 13.1 The Chief Building Official is authorized to negotiate and execute service agreements with a Registered Code

Agency to perform specified functions pursuant to section 4.1 of the Act provided that the Registered Code Agency meets all requirements of the Act and the Building Code and funds are available within the operating budget.

14.0 DOCUMENTS ON SITE

14.1 During the Work, the Permit Holder shall keep:

- a) posted in a conspicuous place on the property in respect to which the Permit was issued, a copy of the Permit or a poster, or placard in lieu thereof and,
- b) a copy of the drawings and specifications referred to in the application for a Permit, on the property in respect to which the Permit was issued and,
- c) a sign, poster or placard that is visible from the street indicating the civic address for the property in respect to which the Permit was issued.

15.0 PRESCRIBED FORMS

15.1 The forms prescribed for use as applications for Permits and administrative matters shall be as set out by the Chief Building Official.

16.0 SEVERABILITY

16.1 Should any section, subsection, clause or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-Law as a whole or any part thereof, other than the part so declared to be invalid.

17.0 OFFENCE

17.1 Any person who contravenes any provisions of this By-law is guilty of an offence as provided for in section 36 of the Act.

18.0 SCHEDULES TO BY-LAW

18.1 Schedules "A", "B" and "C" to this By-law are deemed to form part of this By-law.


19.0 REPEAL

19.1 By-law 2019-035 is hereby repealed in their entirety.

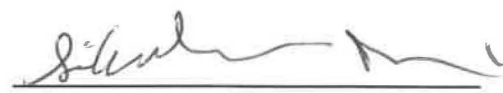
20.0 EFFECTIVE DATE

20.1 This by-law shall come into force and effect on March 10th, 2020.

READ A FIRST, SECOND AND THIRD TIME THIS 10TH, DAY OF MARCH 2020.



Daniel Lafleur,
Mayor



Sébastien Dion,
Clerk

**SCHEDULE "A" TO BY-LAW 2020-013
CLASSES OF PERMITS AND PERMIT FEES**

CLASS OF PERMIT		FEE
1	Group "C" Single Family Dwelling (House)	\$ 1,800 Minimum Fee + \$ 0.75/ft ² over 2,500 ft ² in area.
2	Group "C" Multi Residential (2 units or more) (Includes the addition of a unit in a S.F.D.)	\$ 1,600 Flat Fee per unit.
3	Group "C" Additions and Major Renovations (At the discretion of the CBO)	\$ 625 Minimum Fee + \$ 0.88/ft ² over 600 ft ² in area.
4	Group "C" Garage, Carport, Minor Renovations Accessory Building (Serving only one Residential Unit.)	\$ 170 Minimum Fee + \$ 0.40/ft ² over 300 ft ² in area.
5	Group "C" Decks and Minor Renovations	\$ 170 Minimum Fee + \$ 0.40/ft ² over 300 ft ² in area.
6	Group "A", "B", "D", "E", "F" New construction	\$ 1,000 Minimum Fee + \$ 1.25/ft ² over 2,000 ft ² in area.
7	Group "A", "B", "C", "D", "E", "F" Additions and Major Renovation (At the discretion of the CBO)(See Note 4)	\$ 1,100 Minimum Fee + \$ 0.65/ft ² over 1,500 ft ² in area.
8	Group "A", "B", "C", "D", "E", "F" Minor Renovation (At the discretion of the CBO)(See Note 4)	\$ 450 Minimum Fee + \$ 0.75/ft ² over 1,000 ft ² in area.
9	Group "A", "B", "C", "D", "E", "F" Fabric Covered Structure	\$ 275 Minimum Fee + \$ 0.15/ft ² over 1,000 ft ² in area.
10	Farm Buildings	\$ 850 Minimum Fee + \$ 0.25/ft ² over 5,000 ft ² in area.
11	Farm Buildings Silo, Grain Bins, Manure Storage, Dryer	\$175 Flat Fee
12	Other Permits : Designated Structures (Other than those listed below See Note 2.)	\$ 175 Flat Fee.
13	Designated Structures Residential - "Solar Panels"	\$ 225 Flat Fee
14	Designated Structures Non-Residential - "Solar Panels"	\$ 1,100 Flat Fee
15	Building Permit where construction started without a Building Permit being issued.	Cost of Building Permit as per Schedule "A" multiplied by 2 (two)

16	Re-Examination of plans	Fifty percent (50%) of Building Permit cost as per Schedule "A", Minimum fee \$ 150
17	Re-Examination of plans (Change in House Model)	\$ 325 Flat Fee
18	Special Events Permit (i.e. Tents) (At the discretion of the CBO)	\$ 80 Flat Fee
19	Solid Fuel Burning Appliances (i.e. Wood Stoves, Fireplaces, etc.)	\$ 150 Flat Fee
20	Plumbing Permit	\$ 11.00 per fixture, \$ 110 Minimum Fee.
21	Demolition Permit – Residential	\$ 150 Flat Fee
	Demolition Permit – Commercial	\$ 300 Flat Fee
22	Grading Security Deposit	As per Schedule "C"
23	Agency Letter of Approval Building Compliance Report	\$ 160 Flat Fee
24	Peer Review (Engineering Fees, Studies, Reports, Plans, etc...)	At the Cost of the Applicants + 15% Administrative Cost
25	Conditional Permit	\$175.00 + Cost of Full Permit according to Class of Permit

Notes to Schedule "A"

- Note 1:** Single Family Dwelling (house) does not include attached storage garage or decks. The storage garage and decks fees will be charged as per their respective class as indicated in Schedule "A" of this By-Law.
- Note 2:** This class of permit includes; Designated Structures as defined in the Building Code, Change of Use where no construction is proposed, Permit Renewal, Transfer of Ownership of an active Building Permit to a new owner, Temporary Permit, or others at the discretion of the Chief Building Official.
- Note 3:** For the purpose of this Schedule, Area is defined as Gross Building Area as defined by this By-Law.
- Note 4:** Group "C" - Class 2 Multi-Residential buildings.

SCHEDULE "B" TO BY-LAW 2020-013**REFUNDABLE FEE**

Value of Work	Refundable Fee
Value less than \$24,999.99	\$100.00
Value between \$25,000.00 and \$99,999.99	\$500.00
Value between \$100,000.00 and 299,999.99	\$1,000.00
Value between \$ 300,000.00 to \$499,999.99 for residential construction	\$2,000.00
Value equal to or over \$500,000.00 for residential construction	\$5,000.00
Value equal to or over \$300,000.00 for non-residential construction	\$5,000.00

Notes to Schedule "B"

Note 1 The value of Work is calculated as follows:

- (1) Group "C" residential Buildings are based on \$150 per ft² or contract price whichever is greatest,
- (2) Group "A", "B", "D", "E" and "F" Buildings are based on \$100.00 per ft² or contract price whichever is the greatest,
- (3) Farm Buildings are based on \$75.00 per ft² or contract price whichever is the greatest,
- (4) All other Work types are based on the contract value.

Note 2 Once a Permit has been issued by the Chief Building Official, except as per Note 3 of this By-Law, the Refundable Fee will be refunded in whole or in part to the Permit Holder in accordance with the following provisions:

- 1) One hundred per cent (100%) of the Refundable Fee is to be refunded if the Work and all required inspections are fully completed within one (1) year of the date of issuance of the Permit,
- 2) Seventy five per cent (75%) of the Refundable Fee is to be refunded if the Work and all required inspections are fully completed within two (2) years of the date of issuance of the Permit,
- 3) Fifty per cent (50%) of the Refundable Fee is to be refunded if the Work and all required inspections are fully completed within three (3) years of the date of issuance of the Permit,

- 4) Twenty five per cent (25%) of the Refundable Fee is to be refunded if the Work and all required inspections are completed within four (4) years of the date of issuance of the Permit,
- 5) No refund of the Refundable Fee will be awarded if the Work and all required inspections are not fully completed within four (4) years of the date of the issuance of the Permit. This will not relieve the Permit Holder of obligations under any regulations of any By-law, the Building Code Act or regulations made there under.

Note 3 Once a Permit has been issued by the Chief Building Official, for any Residential or Non-Residential Permit having a construction value of greater than \$ 500,000. The Refundable Fee will be refunded in whole or in part to the Permit Holder in accordance with the following provisions:

- 1) One hundred per cent (100%) of the Refundable Fee is to be refunded if the Work and all required inspections are fully completed within two (2) years of the date of issuance of the Permit,
- 2) Seventy five per cent (75%) of the Refundable Fee is to be refunded if the Work and all required inspections are fully completed within three (3) years of the date of issuance of the Permit,
- 3) Fifty per cent (50%) of the Refundable Fee is to be refunded if the Work and all required inspections are fully completed within four (4) years of the date of issuance of the Permit,
- 4) Twenty five per cent (25%) of the Refundable Fee is to be refunded if the Work and all required inspections are completed within five (5) years of the date of issuance of the Permit,
- 5) No refund of the Refundable Fee will be awarded if the Work and all required inspections are not fully completed within five (5) years of the date of the issuance of the Permit. This will not relieve the Permit Holder of obligations under any regulations of any By-law, the Building Code Act or regulations made there under.

Note 4 The refund of the whole or in part of the Refundable Fee shall not be deemed a waiver of any provisions of any By-law or requirements of the Building Code Act or regulations made there under. Also, the refund should not be construed as a certification or guarantee that the Building for which a Permit was issued meets all the requirements of the Building Code Act or regulations made there under.

SCHEDULE "C" TO BY-LAW 2019-013

GRADING SECURITY DEPOSIT

Value of Work	Security Deposit
Value less than \$100,000.00	\$1,000.00
Value equal to or over \$100,000.00	\$2,000.00

Notes to Schedule "C"

- Note 1 The value of Work is calculated as follows:
- (1) Group "C" residential Buildings are based on \$150 per ft² or contract price whichever is greatest,
 - (2) Group "A", "B", "D", "E" and "F" Buildings are based on \$100.00 per ft² or contract price whichever is the greatest
 - (3) Farm Buildings are based on \$75.00 per ft² or contract price whichever is the greatest
 - (4) All other Work types are based on the contract value
- Note 2 The purpose of the Security Deposit is to allow for Municipality to recover any costs incurred in the event that the permit holder defaults on any payments associated with the review and/or site inspections required for grading plans and their execution. The cost will be calculated as follows: The cost of the consultant retained by the Municipality +10% administrative fees.
- Note 3 Once a Permit has been issued by the Chief Building Official, the Security Deposit will be refunded in whole or in part to the Permit Holder in accordance with the following provisions:
- 1) One hundred per cent (100%) of the Security Deposit is to be refunded if the Grading Work and all required inspections are fully completed and paid for by the permit holder, provided no portion of the Security Deposit has been utilized to recover any cost associated with the Grading Plan.
 - 2) In the event that a portion of Security Deposit has been used by the Municipality to recover costs as indicated in Note 2 of this schedule, the remaining portion of the Security Deposit will be refunded to the permit holder.
- Note 4 The refund of the whole or in part of the Security Deposit shall not be deemed a waiver of any provisions of any By-law or requirements of the Building Code Act or regulations made there under. Also, the refund should not be construed as a certification or guarantee that the Building for which a Permit was issued meets all the requirements of the Building Code Act or regulations made there under.

THE MUNICIPALITY OF CASSELMAN

BY-LAW NUMBER: 2022-017

Being a by-law to amend schedule A of building by-law 2020-013
respecting building permits and inspections
(Building By-Law)

WHEREAS Section 7 of the *Building Code Act*, 1992, S.O. 1992, C. 23, authorizes a municipal council to pass by-laws concerning the issuance of permits and related matters;

AND WHEREAS the Council of the Municipality of Casselman has deemed it appropriate that the municipality shall have a fee provision for large building projects of over 350,000 square feet;


AND WHEREAS a public notice has been sent on February 4th, 2022, in conformity with section 7 of the Building Code Act, 1992, S.O. 1993, C. 23;

NOW THEREFORE The Municipality of Casselman ENACTS as follows:

1. That schedule "A" of by-law 2020-013 be amended to add the following section:

26	Group "F" New Construction	\$ 1000 Minimum Fee \$0.28/Sq.Ft. Over 350,000 Sq.Ft. in Area
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READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 1st day of March, 2022.



Daniel Lafleur, Mayor



Sébastien Dion, Clerk