

The Corporation of the City Of Kawartha Lakes

By-Law 2017-

A By-Law to Amend By-Law 2012-019 and Schedule “A” and “B” of By-Law 2012-019, being a By-Law Under The Building Code Act Respecting Permits and Related Matters (Amendment #2)

Recitals

1. A review of By-Law 2012-019 has indicated that modifications are required to establish new fees for applications made under the Building Code Act, 1992, as amended.
2. Council held a Public Meeting on May 16, 2017 for which notice was given and the proposed by-law amendments were made available to the public.
3. Council has the authority to amend building permit fees and, after considering the public comments received, has approved an increase in these fees.
4. This By-law amends Section 3.00 Permit Applications and Issuance, Section 4.00 Plans and Specifications, Section 6.00 Fees and Refunds, Schedule ‘A’ and Schedule “B” of By-law 2012-019.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2017- .

Section 1.00: Definitions

- 1.01 **Definitions** All defined terms in the amending By-law take their meaning from By-law 2012-019 of the City of Kawartha Lakes.

Section 2.00: Amendment to 2012-019

- 2.01 **Section 3.04:** Section 3.04 (d) is deleted and replaced with the following:

“3.04 (d) be accompanied by confirmation that arrangements have been made with the proper authorities for the safe and complete disconnection of all existing municipal water and sewer, natural gas, electrical service, telephone and other utilities.”

- 2.02 **Section 3.13:** Section 3.13 is deleted and replaced with the following:

“3.13 **Abandoned Permit Applications:** An application for a permit shall be deemed to have been abandoned by the applicant where the application is incomplete according to Section 3.12 and remains incomplete twelve months after it was submitted.”

- 2.03 **Section 3.14:** Section 3.14 is deleted and replaced with the following:

“3.14 Where an application is deemed abandoned, one copy of all submitted plans, specifications and documents shall be retained by the municipality. Subsequent copies shall be disposed of, or upon written request from the applicant, returned to the applicant at their own expense.

- 2.04 **Section 4.05:** Section 4.05 is deleted and replaced with the following:

“4.05 On the completion of the foundation for a detached, semi-detached, triplex, fourplex or townhouse dwelling, the applicant shall submit to the Chief Building Official confirmation from an Ontario Land Surveyor certifying the location and elevation of the top of the foundation wall and confirming general conformity with the approved site grading plan, prior to a framing inspection being undertaken.”

2.05 **Section 6.09**: Insert a new Section 6.09 as follows:

“6.09 Should it be deemed necessary upon the completion of an Existing Sewage System Review application that the Sewage System requires upgrading, the fees paid in relation to the Existing System Review application will be deducted from fees applicable to Full System Replacement or Holding Tank.”

2.06 **Section 6.10**: Insert a new Section 6.10 as follows:

“6.10 All flat fees shall be rounded up to the next whole dollar. All other fees shall be rounded up to the next quarter dollar (0.25 cents).”

Section 3.00: Amendment to Schedule “A” and “B”

3.01 **Schedule “A”**: Schedule “A” to By-law 2012-019 is deleted and replaced with Schedule “A” attached to and forming part of this By-law.

3.02 **Schedule “B”**: Schedule “B” to By-law 2012-019 is deleted and replaced with Schedule “B” attached to and forming part of this By-law.

Section 4.00: Administration and Effective Date

4.01 **Administration of the By-law**: The Chief Building Official is responsible for the administration of this By-law.

4.02 **Effective Date**: Effective immediately are: Section 2.05 of this by-law amending Section 4.05 of By-law 2012-019, and the corresponding amendment to Schedule B, Table 2, Item 2.a.; fee amendment to Schedule A, Table 3, Item 12; and fee amendment to Schedule A, Table 4, Item 8.

The remainder of this By-law shall come into force on the 1st day of January, 2018.

By-law read a first, second and third time, and finally passed, this 16th day of May, 2017.

Andy Letham, Mayor

Judy Currins, City Clerk

Schedule A – By-law 2017-

Schedule A – By-law 2012-019

Table 1 - **Administration Fees**

Item	Type of Fee	Fee Payable
1	Where work has commenced prior to issuance of a permit	Applicable fee from Schedule A Table 2 plus an increase of 100%
2	Where Schedule A Table 1 Item 1 applies and where a minor variance from the applicable zoning by-law would be required	Fee calculated as per Schedule A Table 1 Item 1 plus an additional increase of 100%
3	Partial Building Permit	10% of applicable fee from Schedule A Table 2, with a minimum of \$100.00 and a maximum of \$500.00
4	Conditional Building Permit	10% of applicable fee from Schedule A Table 2, with a minimum of \$100.00 and a maximum of \$1000.00
5	Transfer of Permit	\$150.00
6	Minor Revision to Plans which have already been examined by the City – constitutes less than 25% of the design	\$150.00
7	Major Revision/Full Design Replacement to Plans which have already been examined by the City	50% of original fee paid, with a minimum of \$100 and a maximum of \$500
8	Re-inspection to correct identified deficiencies	1 free inspection per category then \$150.00/inspection
9	Alternative Solution Application/Evaluation	\$1,000.00
10	Retrieval of building or sewage permit records from archives – request must be in writing	\$25.00 plus additional \$50.00 if request results in an inspection being required
11	Liquor License Approval requests which result in an on-site inspection	\$50.00
12	Site inspection to determine Occupant Load	\$50.00
13	Building and Septic Compliance Letter	\$150.00
14	Inspection resulting from file greater than 2 years old	\$50.00 per inspection
15	Records Archival Fee	\$10.00 per file

Schedule A – By-law 2017-

Schedule A – By-law 2012-019

Table 2 - Fees Payable for Building Permits

Item	Class of Permit	Fee Payable
1	Building Permit	See Schedule A Table 3
2	Sewage System Permit – under 10,000 litres/day	See Schedule A Table 4
3	Demolition Permit	
	Requiring a Professional Engineer’s review as required by OBC	\$300.00
	All others	\$150.00
4	Conditional Building Permit	Applicable fee from Schedule A Table 3 plus administration fee from Schedule A Table 1
5	Change of Use Permit	\$200.00
6	Partial Building Permit	Applicable fee from Schedule A Table 3 plus administration fee from Schedule A Table 1
7	Site Servicing Permit where application is filed separately from remainder of construction permit – no additional fee if included with construction permit it serves	2.5% of Construction Value
8	Occupancy Permit for Unfinished Building, where occupancy has occurred without an occupancy permit	\$150.00
9	Mandatory Maintenance Inspection Program Inspections, where the inspection does not occur during the annual scheduled time slot for the property	\$125.00
10	Permits for Restricted Access Lots	Twice the otherwise applicable fee pursuant to this By-law

Schedule A – By-law 2017-

Schedule A – By-law 2012-019

Table 3 - Fees Payable for Building Permits

Item	New Buildings and Additions					
		2018	2019	2020	2021	2022
1	Residential Occupancies					
	for each square meter of floor area or part thereof	\$12.00	\$12.25	\$12.50	\$12.75	\$13.25
	Municipal Housing Project Facilities that have entered into agreements with the City of Kawartha Lakes under the authority of by-law enacted pursuant to Paragraph 18, Section 2 of O. Reg. 46/94, as amended	Fees for those portions of a building meeting this criteria – waived				
		All other floor areas falling outside of the scope of the MHP agreement – applicable fee in Schedule A				
2	Garages, boathouses, foundations, unenclosed porches and sheds not included in Item 9					
	for each square meter of floor area or part thereof	\$6.50	\$6.75	\$7.00	\$7.25	\$7.50
3	Relocation of Existing Structures - including factory-built houses (CAN/CSA-A277), mobile homes (CAN/CSA-Z240), park model trailers (CAN/CSA-Z241)					
	full basement or crawl space - for each square meter of floor area or part thereof	\$6.50	\$6.75	\$7.00	\$7.25	\$7.50
	all other foundation types	\$402.00	\$411.00	\$420.00	\$429.00	\$438.00
4	Minor residential structures and plumbing only, including decks, gazebos, partitioning of a basement, wood stove, tents on residential properties, storage shed (up to 20m2 & not including door >1.8m), water and sewer connection	\$150.00	\$153.00	\$157.00	\$161.00	\$165.00

	and other similar minor projects associated with residential use					
5	Institutional Occupancies					
	for each square meter of floor area or part thereof	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00
6	Commercial Occupancies					
	Shell - for each square meter of floor area or part thereof	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50
	for each square meter of floor area or part thereof	\$5.00	\$5.25	\$5.50	\$5.75	\$6.00
7	Industrial Occupancies					
	for each square meter of floor area or part thereof	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00
8	Minor non-residential structures and plumbing only, including school portables (each) temporary prefabricated trailers (each), temporary tent (each) and other similar minor structures associated with non-residential use	\$365.00	\$373.00	\$381.00	\$389.00	\$397.00
	Agricultural Buildings					
9	for each square meter of floor area or part thereof	\$30.00	\$30.75	\$31.50	\$32.25	\$33.00
10	Sign relating to Ontario Building Code requirements	\$150.00	\$153.00	\$157.00	\$161.00	\$165.00
11	Designated structures as defined by the Ontario Building Code					
	wind turbine facilities regulated by Environmental Protection Act, per thousand dollars of construction value, or part thereof	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50
	all other designated structures (building mounted solar per roof face), per structure	\$402.00	\$411.00	\$420.00	\$429.00	\$438.00
12	Lands owned by and used for the	Otherwise applicable fee pursuant to this By-law – waived				

	purposes of the City of Kawartha Lakes					
13	Alterations to existing buildings (not provided for in Items 1 to 12), per thousand dollars of construction value, or part thereof	\$18.50	\$19.00	\$19.50	\$20.00	\$20.50

For the proper interpretation and application of this Schedule, see Notes following.

Notes:

1. In order to determine the applicable occupancy, recourse shall be had to the building code and its appendices.
2. Floor area shall be measured to the outer face of exterior walls and to the centerline of party walls or demising walls. No deductions shall be made for openings within the floor area (eg. stairs and stair openings, ducts, elevators, escalators). Floor area shall include all habitable areas, including mezzanines, finished attics and enclosed balconies. The following shall apply to Schedule A Table 3:

(a) **Institutional Occupancies:** The “Institutional Occupancies” rate shall apply to the floor areas of floors, which are principally of institutional use. Other rates shall be applied to other floors based on the principal use of the total floor area.

(b) **Residential Occupancies:** The “Residential Occupancies” shall apply to the floor areas of the floors, which are principally of residential use. Other rates shall be applied to other floors based on the principal use of the total floor area.

For detached, semi-detached and townhouse dwellings, the floor areas of the unfinished basements, attached garages, porches and decks shall not be included in the area calculations, but the fee is inclusive of these areas if proposed and constructed at the same time as the dwelling they serve.

Commercial Occupancies: The “Commercial Occupancies” rate shall apply to the floor areas of floors, which are principally of business and personal service or mercantile use. Other rates shall be applied to other floors based on the principal use of the total floor area.

- (c) **Industrial Occupancies:** Each “Industrial Occupancies” rate includes incidental finished office space to a maximum of 10% of the total floor area. The “Interior Partitioning and Finishing” rate shall be applied where additional finished space is provided. Other rates shall be applied to other floors based on the principal use of the total floor area.

3. “Construction Value”, as used in Item No. 11 and 13 of Schedule A Table 3, means the value of the proposed construction as determined by the Chief Building Official or a professional appraiser.

4. No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve.

5. A minimum permit fee of \$150.00 shall be charged for all work as referenced in clause 6.03.

Schedule A – By-law 2017-

Schedule A – By-law 2012-019

Table 4 - Fees Payable for Sewage System Permits and Reviews

Item	New Buildings and Additions	Fee Payable				
		2018	2019	2020	2021	2022
1	Class 4 - up to 6,000L design daily sewage flows	\$704.00	\$719.00	\$734.00	\$749.00	\$764.00
2	Class 4 - 6,000L - 10,000L design daily sewage flows	\$904.00	\$923.00	\$942.00	\$961.00	\$981.00
3	Class 4 - tank replacement or bed repair	\$350.00	\$357.00	\$365.00	\$373.00	\$381.00
4	Class 5 - holding tank	\$450.00	\$459.00	\$469.00	\$479.00	\$489.00
5	Class 2 - greywater system	\$350.00	\$357.00	\$365.00	\$373.00	\$381.00
6	Class 3 - cesspool	\$271.00	\$277.00	\$283.00	\$289.00	\$295.00
7	Existing System review for Addition/Renovation/Change of Use permit	\$200.00	\$204.00	\$209.00	\$214.00	\$219.00
8	Major Change to Permit Design Submission	\$200.00	\$204.00	\$209.00	\$214.00	\$219.00
9	Zoning/Official Plan Amendment/Site Plan Approval/Consent per lot (including lot line adjustment)/ Minor Variance Application	\$250.00	\$255.00	\$261.00	\$267.00	\$273.00
10	Subdivision Application - per lot	\$250 per lot for first 5 + \$50 per lot after 5	\$255 per lot for first 5 + \$51 per lot after 5	\$261 per lot for first 5 + \$53 per lot after 5	\$267 per lot for first 5 + \$55 per lot after 5	\$273 per lot for first 5 + \$57 per lot after 5

Schedule B – By-law 2017-

Schedule B – By-law 2012-019

Table 1 - Documents & Drawings required for Permit Applications

Item	Class of Permit	Documents and Drawings Required
1(a)	Building Permit – Residential – New Buildings - Detached houses - Semi-detached houses - Triplexes - Fourplexes - Townhouses	Documents a. Applicable Law Checklist b. Mechanical Ventilation Design Summary c. Application for Sewage System* d. Municipal Water and Wastewater Request for Information Form* e. Entrance Permit Application Drawings ² a. Approved Grading Plan b. Architectural Drawings c. Structural Drawings
1(b)	Building Permit – Residential Related to Existing as in 1(a) - Alterations - Additions - Accessory Buildings	Documents a. Applicable Law Checklist b. Application for Sewage System* c. Municipal Water and Wastewater Request for Information Form* Drawings ² a. Site Plan b. Approved Grading Plan (as required) c. Architectural Drawings – existing and proposed conditions d. Structural Drawings
2(a)	Building Permit - Non-residential and other residential not provided for in Row No 1(a) or 1(b). - New Buildings -Additions	Documents a. Applicable Law Checklist b. Application for Sewage System* c. Municipal Water and Wastewater Request for Information Form* d. Commitment to General Reviews by Architect & Engineers e. Ontario Building code Data Matrix Drawings ² a. Approved Site Plan b. Approved Grading Plan (as required) c. Architectural Drawings– existing and proposed conditions d. Structural Drawings e. HVAC Drawings f. Plumbing Drawings g. Electrical Drawings h. Fire Protection Drawings i. Site Specific Reports j. Specifications
2(b)	Building Permit - Non-residential and other residential as in 2(a) - Alterations - Renovations -Tenant Occupancies	Documents a. Applicable Law Checklist b. Application for Sewage System* c. Municipal Water and Wastewater Request for Information Form * d. Commitment to General Reviews by Architect & Engineers e. Ontario Building Code Data Matrix

		Drawings ² a. Location Plan b. Architectural Drawings– existing and proposed conditions c. Structural Drawings d. HVAC Drawings e. Plumbing Drawings f. Electrical Drawings g. Fire Protection Drawings
3.	Building Permits -Other than Items 1(a) to 2(b) above	Documents a. Applicable Law Checklist b. Documents from Items 1(a) to 2(b), or other documents which are applicable to the scope of work proposed Drawings ² a. Drawings from Items 1(a) to 2(b) which are applicable to the scope of work proposed
4.	Change of use Permit	Documents a. Applicable Law Checklist b. Documents from Items 1(a) to 2(b), or other documents which are applicable to the scope of work proposed Drawings a. Location Plan b. Existing and Proposed Floor Plan c. Architectural Drawings d. HVAC Drawings
5.	Demolition Permit	Documents a. Applicable Law Checklist b. Demolition Plan Prepared by Professional Engineer * c. Commitment to General Reviews by Architect & Engineers * d. Completed Demolition Sign Off Sheet Drawings a. Site Plan
6.	Sewage System Permit – under 10,000 litres/day	Documents a. Applicable Law Checklist b. Sewage System Form Package Drawings a. Site Plan/Approved Grading Plan b. Floor Plans for all floors of structures served by the proposed system

*where applicable

Notes:

1. The documents described in this schedule are available at any City of Kawartha Lakes Service Centre or on the website.
2. All drawings to be submitted in duplicate
3. A description of the information required on drawings is contained in Schedule B Table 2.
4. The Chief Building Official may waive the requirements for any specified documents or drawings where the scope of the work, applicable law or building code requirements does not necessitate its submission.

Schedule B – By-law 2012-019

Table 2 - Information Required on Drawings

Item	Drawing Type	Information Required	Class of Permit – Schedule D Item					
			1(a)	1(b)	2(a)	2(b)	3	4
1.	Site Plan	a. Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads	X	X	X	X	X	
		b. Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines.	X	X	X			
		c. Dimensions and location of parking and vehicle access, fire routes, rights of way and easements	X	X	X	X	X	
		d. Location of well, septic, municipal services, hydro service	X	X	X			
2.	Grading Plan	a. Prepared by Ontario Land Surveyor	X		X			
		b. Include all items listed in Item 1 (a) – (d)	X		X			
		c. Location of catch basins, curb cuts, retaining walls, sidewalks	X		X			
		d. Existing and proposed elevations within the site and property lines, retaining wall elevation, slopes of driveways, drainage flow and swales	X		X			
3.	Structural	a. Foundation, floor and roof framing plans, footing, column and beam schedules, details and material specifications	X	X	X	X		
		b. Design specifications, live and dead loading, wind and snow loading, earthquake loading			X	X		
		c. Structural drawings sealed by a professional engineer for all structural elements not within the scope of Part 9 of the building code	X	X	X	X		
		d. Roof and floor truss drawings sealed by a professional engineer	X	X	X	X		
4.	Architectural	a. Existing plans showing construction and room and space identification of all floors		X	X	X		X
		b. Plans of all floors including basements complete with all rooms and room names	X	X	X	X		X
		c. Roof plan showing roof slope, drainage, roof and roofing construction details	X	X	X	X		
		d. Building elevations showing grade, floor and ceiling heights, overall building height, exterior finish materials, window heights and sizes and spatial separation	X	X	X	X		

		requirements						
		e. Construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications	X	X	X	X		
			X	X	X	X		
		f. Stairs, guards and handrail dimensions and details, window sizes and height above floor level; location and fuel type of all fireplaces			X	X		
					X	X		
		g. Mezzanine plan showing construction, guardrails, egress			X	X		
		h. Location and details of barrier free entrances and barrier free washrooms			X			
		i. Reflected ceiling plans, bulkhead details, horizontal service shaft details			X			
		j. Roof equipment screening anchorage for window washing, roof access	X	X	X	X		
					X	X		
		k. Building cross sections showing grade, floor and ceiling heights, horizontal and vertical fire separations			X	X		
					X	X		
		l. Enlarged sections and detailed plans of washrooms and exit stairs			X	X		
		m. Wall sections, plan and section construction details						
		n. Exit stair enclosure, wall construction details, fire separations and listed design numbers, door numbers referenced to a door schedule			X	X		
		o. Door and hardware schedule, door and frame details, window schedule, room finish schedule						
5.	HVAC	a. Heating, ventilating and air conditioning plans, service shafts, equipment layout and schedules			X	X		
			X					
		b. Ventilation design summary						
		c. Fire damper locations, kitchen exhaust equipment			X	X		X
6.	Plumbing	a. Plumbing and drainage plans, location and sizing of under and above ground storm, sanitary and water supply piping and appurtenances			X	X		
		b. Location of fire stopping, specifications of plumbing and fire stopping materials	X	X	X	X		
7.	Electrical	a. Electrical supply and distribution plans, location of power and lighting outlets, equipment schedules, transformer locations			X	X		
		b. Location and specification of emergency lighting, emergency generators and exit			X	X		

		signage						
8.	Fire Protection	a. Fire hydrant locations, sprinkler and standpipe distribution plans and schedules; sprinkler head layout, fire hose cabinet locations			X	X		
		b. Location and specification of emergency lighting, emergency generators and exit signage, fire alarm system annunciator, diagrams and specifications			X	X		
		c. Location of smoke alarms and carbon monoxide detectors	X	X	X	X		

Notes:

1.

Where indicated by an **X**, the information described is required to be included on the drawings for the class of permit specified.
2.

Required information may be located or consolidated on other drawings rather than the drawing specified in the schedule.
3.

The Chief Building Official may waive the requirement for any required information specified in this schedule due to limited scope of work, applicable law or building code requirements.