

Schedule 'B' to By-law 33-2009

Part "A"

Fees Payable for *Permits*

(Effective January 1, 2018)

Floor Area Calculation

Floor area shall:

- a) be calculated by measuring to the outer face of exterior walls and to the centre of party walls or demising walls, except when calculating interior renovation work,
- b) where there are no exterior walls, be calculated by measuring to the perimeter of the building and/or structure,
- c) include all habitable areas, including mezzanines, finished attics and enclosed balconies,
- d) include a roof area with an occupancy,
- e) include interior partitioning, corridors, lobbies, washrooms, service rooms, etc.,
- f) include floor openings for stairs, escalators, elevators, shafts, ducts, etc.
- g) not include the area of the floor opening found above the lowest floor level in an interconnected floor space or atrium.
- h) not include the area of an unfinished basement of a *house*.
- i) be calculated by measuring the area affected or serviced by the heating, ventilation and air-conditioning (HVAC) system, the sprinkler system and the fire alarm system.

Shell Building Definition

A shell building is defined as consisting of the structural foundation and framing system and the exterior envelope and does not contain building services such as heating, ventilation and air-conditioning (HVAC) system, sprinkler system, plumbing facilities, etc.

Interior Renovations / Alterations

The floor area used for the calculation of *permit* fees for interior renovations / alterations shall be the greater of the actual area of the floor being renovated and/or altered or **50 sq. m.**

Occupancy Classifications and Fees

The occupancy classifications used in this by-law shall be based on the *building code* major occupancy classifications.

For floor areas with mixed occupancies, the fee shall be calculated based on each major occupancy within the *building*.

Minimum Fee

A minimum fee of **\$134** shall be charged unless the fee is a larger amount as otherwise stated in this By-law.

Model House Fee

Where the floor area of a new model *house* is less than the original model *house* floor area, no fee refund is payable.

Revised Floor Area

Where the floor area of revised plans is less than the original floor area, no fee refund is payable.

Permit Fees Not listed in Fee Table

For *permit* types not listed, the *permit* fee shall be calculated on the basis of 1.03% of estimated construction value, or as determined by the *chief building official* or his/her designate.

No Additional Fee

No additional *permit* fee shall be charged for a fireplace and unfinished basement where they are proposed and constructed at the same time as the detached dwelling, semi-detached dwelling, duplex or townhouse they serve.

No additional *permit* fee shall be charged for plumbing and drains, sprinkler system, fire alarm system, electromagnetic locks or other mechanical system or equipment proposed and installed at the same time as the construction they serve.

Schedule 'B' to By-law 33-2009

Part "A"

Fees Payable for *Permits*

Classes of *Permits* and *Permit Fees*

Item	Class of <i>Permit</i>	By-law Reference	Fee Payable
1.	<i>Building Permit</i>	6.2.1. 14.1.2.	See Schedule 'B' Part "B" The minimum fee payable on any application shall be \$134 flat fee
2.	<i>Demolition Permit</i>	6.2.2.	\$26.89 for each 100 square metres of floor area or part thereof
3. a)	Conditional <i>Building Permit</i> (Detached Dwelling, Semi-Detached Dwelling, Duplex (not including Townhouse))	6.2.3.	Applicable <i>Permit</i> Type and Fee payable plus \$134 flat fee
3. b)	Conditional <i>Building Permit</i> (All other <i>building permit</i> types)	6.2.3.	Applicable <i>Permit</i> Type and Fee payable plus \$672 flat fee
3. c)	Conditional <i>Building Permit</i> for Fire Code Retrofit not compliant with Zoning By-law	6.2.3.	\$0
4.	<i>Change of Use Permit</i>	6.2.4.	a) Where no construction is proposed \$134 flat fee b) Where construction is proposed - fee based upon <i>Permit</i> Type found in Schedule 'B', Part "B"
5.	<i>Occupancy Permit</i> for an Unfinished <i>Building</i>	6.2.5.	\$672 flat fee
6.	<i>Permit</i> for Stage of Construction (partial <i>permit</i>)	6.2.6.	\$672 each stage of construction requested
7.	Fire Code Retrofit <i>Permit</i>	6.2.7.	\$203 flat fee

A minimum fee of **\$134** shall be charged unless the fee is a larger amount.

Schedule 'B' to By-law 33-2009

Part "A"

Fees Payable for *Permits*

Classes of *Permits* and *Permit* Fees (continued)

Other *Permit* Fees

Item	Fee Type	By-law Reference	Fee Payable
8.	<i>Alternative Solution Examination Fee</i>	14.2.2.	\$134 / hour, in addition to applicable type of <i>permit</i> fee (minimum 1 hour for <i>house</i> or 4 hours for other <i>building</i>)
9.	Dormant <i>Permit</i> File Reactivation fee	10.3.	\$203 flat fee
10.	Inspection Fee - Additional	14.3.	\$134 per inspection
11.	Inspection of Backflow Device on fire main	14.3.	\$134 each device
12.	Limiting Distance Agreement	16.	\$637 flat fee
13.	Overtime Fee for <i>Building Inspector</i> or Plans Examiner	14.4.	\$139 per hour, minimum 4 hours
14.	Resubmission of Application previously found to be incomplete	9.5.	25% of <i>permit</i> fee
15.	Revision to application or <i>permit</i>	11. 14.2.1.	\$134 per hour (minimum 1 hour for <i>house</i> or 4 hours for other <i>building</i>)
16.	Transfer of <i>permit</i>	12.	\$134 flat fee
17.	Occupancy or <i>Building Code Compliance Letter</i>	14.6.	\$134 flat fee
18.	<i>Permit</i> Surcharge	14.5.	Surcharge applies after an Order is issued for building without a <i>permit</i> shall be the greater of: a) Surcharge of 25% of <i>permit</i> fee when construction has begun and a <i>permit</i> application has been received, and b) Surcharge of 50% of <i>permit</i> fee when construction has begun and no <i>permit</i> application has been received.

A minimum fee of **\$134** shall be charged unless the fee is a larger amount.

Schedule 'B' to By-law 33-2009

Part "B"

Permit Types and Permit Fees

Major Occupancy Classification (New or Addition)

Group A Major Occupancy (Assembly)

Item	Type of Permit	Fee (\$)
19.	All Types (Including Recreation Facility, School, College, University, Library, Place of Worship, Restaurant, Theatre, Pool, Arena, Gymnasium)	\$22.19 / sq. m.
20.	Public Pool	\$6.37 / sq. m.

Group B Major Occupancy (Care or Detention)

Item	Type of Permit	Fee (\$)
21.	All Types (Including Hospital, Nursing Home, Home for the Aged, Detention Quarters)	\$23.92 / sq. m.

Group C Major Occupancy (Residential)

Item	Type of Permit	Fee (\$)
22.	Apartment	\$12.73 / sq. m.
23.	House	\$13.04 / sq. m.
24.	Motel, Hotel	\$19.89 / sq. m.

Group D Major Occupancy (Business & Personal Service)

Item	Type of Permit	Fee (\$)
25.	Shell <i>Building</i> – Office, Bank, Medical Clinic	\$13.17 / sq. m.
26.	Complete <i>Building</i> – Office, Bank, Medical Clinic	\$16.47 / sq. m.

Group E Major Occupancy (Mercantile)

Item	Type of Permit	Fee (\$)
27.	Shell <i>Building</i> – Retail Store, Department Store, Supermarket, Convenience Store	\$11.97 / sq. m.
28.	Complete <i>Building</i> – Retail Store, Department Store, Supermarket, Convenience Store, Gas Station Kiosk	\$15.07 / sq. m.

Group F Major Occupancy (Industrial)

Item	Type of Permit	Fee (\$)
29.	Industrial – (11,600 sq. m. or less)	\$12.64 / sq. m.
30.	Industrial – (more than 11,600 sq. m.)	\$6.32 / sq. m.
31.	Car Wash, Repair Garage	\$11.50 / sq. m.
32.	Parking Garage, including roof area used for parking	\$5.98 / sq. m.

Schedule 'B' to By-law 33-2009
Part "B"
Permit Types and Permit Fees (continued)

Other Occupancies

Item	Type of <i>Permit</i>	Fee (\$)
33.	Attached Garage (<i>House</i>)	\$3.93 / sq. m.
34.	Farm <i>Building</i>	\$4.05 / sq. m.
35.	Fire hall	\$16.47 / sq. m.
36.	Funeral Home	\$16.47 / sq. m.
37.	Relocate Pre-occupied Portable Classroom	\$266 flat fee
38.	Seasonal Use open-air structure (e.g., garden centre), Air Supported Structure / Temporary Sales Office	\$6.93 / sq. m.
39.	Tent or Other Temporary Structure – excluding farm <i>building</i> (more than 60 sq. m. in area) Note: A temporary structure means a <i>building</i> or structure intended to be erected and used for a period of not more than 12 months.	\$235 flat fee
40.	Tent or Other Temporary Structure – excluding farm <i>building</i> (more than 225 sq. m. in area) Note: A temporary structure means a <i>building</i> or structure intended to be erected and used for a period of not more than 12 months.	\$470 flat fee

No additional *permit* fee shall be charged for plumbing and drains, sprinkler system, fire alarm system, electromagnetic locks or other mechanical system or equipment proposed and installed at the same time as the construction they serve.

A minimum fee of \$134 shall be charged unless the fee is a larger amount.

Site services are included in the fee noted in Schedule 'B' provided that it is servicing one building only and it is installed at the same time as the building it serves.

Schedule 'B' to By-law 33-2009
Part "B"
Permit Types and Permit Fees (continued)

Interior Finishing and Alterations

Interior Finishing and Alteration to Group A Major Occupancy (Assembly)

Item	Type of <i>Permit</i>	Fee (\$)
41.	All Types Recreation Facility, School, College, University, Library, Place of Worship, Restaurant, Theatre, Pool, Arena, Gymnasium	\$11.09 / sq. m.

Interior Finishing and Alteration to Group B Major Occupancy (Institutional)

Item	Type of <i>Permit</i>	Fee (\$)
42.	All Types Hospital, Nursing Home, Home for the Aged	\$11.97 / sq. m.

Interior Finishing and Alteration to Group C Major Occupancy (Residential)

Item	Type of <i>Permit</i>	Fee (\$)
43.	Apartment	\$6.05 / sq. m.
44.	House, Finishing Basement	\$6.52 / sq. m.
45.	Motel, Hotel	\$9.95 / sq. m.
46.	Interior Gutting (house)	\$134 flat fee
47.	Interior Gutting (other than house)	\$3.18 / sq. m.

Interior Finishing and Alteration to Group D Major Occupancy (Business & Personal Service)

Item	Type of <i>Permit</i>	Fee (\$)
48.	Office, Funeral Home, Bank, Medical Clinic, Fire Hall	\$8.19 / sq. m.
49.	Interior Gutting	\$3.18 / sq. m.

Interior Finishing and Alteration to Group E Major Occupancy (Mercantile)

Item	Type of <i>Permit</i>	Fee (\$)
50.	Retail Store, Department Store, Supermarket, Convenience Store	\$7.54 / sq. m.
51.	Interior Gutting	\$3.18 / sq. m.

Interior Finishing and Alteration to Group F Major Occupancy (Industrial)

Item	Type of <i>Permit</i>	Fee (\$)
52.	Industrial (11,600 sq. m. or less)	\$6.31 / sq. m.
53.	Industrial (more than 11,600 sq. m.)	\$3.18 / sq. m.
54.	Car Wash, Repair Garage	\$5.73 / sq. m.
55.	Repairs to Parking Garage	\$2.97 / sq. m.

No additional *permit* fee shall be charged for plumbing and drains, sprinkler system, fire alarm system, electromagnetic locks or other mechanical system or equipment proposed and installed at the same time as the construction they serve.

The floor area used for the calculation of *permit* fees for interior renovations/ alterations shall be the greater of the actual area of the floor being renovated and/or altered or **50 sq. m.**

A minimum fee of \$134 shall be charged unless the fee is a larger amount.

Schedule 'B' to By-law 33-2009
Part "B"
Permit Types and Permit Fees (continued)

Miscellaneous

The *permit* fee for construction not provided for in this Schedule shall be calculated at **1.03%** of estimated construction value.

Item	Type of <i>Permit</i>	Fee (\$)
56.	Accessory Structure - Residential (e.g., detached garage, carport, shed, etc.)	\$4.05 / sq. m.
57.	Balcony Guard (Replacement / Repair)	\$21 flat fee per balcony per suite
58.	Canopy, Roof-like structure (e.g. Gas Station canopy, etc.)	\$9.41 / sq. m. of roof/canopy
59.	Ceiling (new or replacement) – Non-residential	\$0.69 / sq. m.
60.	Communication or Transmission Tower; Wind Turbine for houses	\$404 flat fee each
61.	Deck, Porch, Residential Balcony per storey	\$134 flat fee each
62.	Interior Wall (Demising Wall, Firewall, Party Wall, partition)	\$13.05 / linear metre per storey
63.	Repairing/Recladding of exterior wall	\$6.53 / sq. m.
64.	Repairing/Replacing roof	\$6.53 / sq. m.
65.	Electromagnetic Lock	\$134 each, maximum \$672 flat fee
66.	Fire Alarm System – New	\$672 flat fee
67.	Fire Alarm System – Alteration	\$269 flat fee
68.	Fire-damaged <i>Building</i> Repair	\$16.12 / \$1000 of estimated construction repair cost
69.	Fireplace, Wood Stove, etc.	\$134 flat fee
70.	Mechanical Penthouse / Room	\$6.37 / sq. m.
71.	Rack Storage	\$7.43 / sq. m.
72.	Relocate Pre-occupied <i>Building</i> – Foundation or Unfinished Basement	\$5.39 / sq. m.
73.	Retaining Wall	\$13.18 / metre
74.	Sign (Regulated by the Ontario <i>Building Code</i>)	\$269 flat fee / sign
75.	Solar Panels (<i>house</i>)	\$134 flat fee / 10 panels
76.	Sprinkler system – new or alteration	\$0.68 / sq. m.
77.	Storage Tank – above or underground	\$134 flat fee each
78.	Window or <i>Door</i> Replacement (except for <i>house</i>)	\$8.08 / metre of window/door width

A minimum fee of **\$134** shall be charged unless the fee is a larger amount.

Schedule 'B' to By-law 33-2009
Part "B"
Permit Types and Permit Fees (continued)

Mechanical System

Groups A, B and D Heating, Ventilation & Air Conditioning (HVAC)

Item	Type of <i>Permit</i>	Fee (\$)
79.	Assembly, Institution, Restaurant and Office Building	\$1.33 / sq. m.

Group C – Residential Building (HVAC)

Item	Type of <i>Permit</i>	Fee (\$)
80.	House (with or without Air Conditioning)	\$203 flat fee
81.	Heating Unit Replacement – House	\$134 flat fee
82.	Apartment, Hotel, etc.	\$0.84 / sq. m.

Groups E & F – Retail/Industrial (HVAC)

Item	Type of <i>Permit</i>	Fee (\$)
83.	Small (250 sq. m. or less)	\$213 flat fee
84.	All Others (>250 sq. m.)	\$0.89 / sq. m.

Special Ventilation System

Item	Type of <i>Permit</i>	Fee (\$)
85.	Commercial Kitchen Exhaust, Spray Booth, Dust Collector, etc.	\$404 flat fee

Minor Alterations All Buildings

Item	Type of <i>Permit</i>	Fee (\$)
86.	Ductwork only or Air Conditioning Unit addition or repair	\$203 flat fee
87.	Add on system, Space Heater, Make-up Air Unit, Exhaust Fan, Geothermal system	\$203 flat fee

Plumbing and Septic System

Plumbing

Item	Type of <i>Permit</i>	Fee (\$)
88.	House	\$21 flat fee / fixture
89.	Service Connection (per residential unit – dry model (House permit includes))	\$134 flat fee
90.	All other buildings	\$29 flat fee / fixture
91.	Inside Sanitary & Storm Piping All buildings – other than houses	\$1.91 / m.
92.	Outside Water Services (domestic & fire) All buildings – other than houses	\$3.19 / m.

Septic System

Item	Type of <i>Permit</i>	Fee (\$)
93.	Septic System (Residential) 1. new installation 2. repair to existing	1. \$891 flat fee 2. \$446 flat fee
94.	Septic System (Non-Residential) 1. new installation 2. repair to existing	1. \$1,782 flat fee 2. \$891 flat fee
95.	Conversion from Septic System to sewer	\$213 flat fee

Other

Item	Type of <i>Permit</i>	Fee (\$)
96.	Backflow Preventer	\$70 flat fee each
97.	Holding Tank (new installation or repair to existing)	\$372 flat fee each
98.	Manhole, Catchbasin, Interceptor, Sump, etc.	\$70 flat fee each
99.	Site Services, Renewable Energy Project	1.06% of estimated construction value

A minimum fee of \$134 shall be charged unless the fee is a larger amount.

SCHEDULE 'C' TO BY-LAW 33-2009

Documents and Drawings required for *Permit* Applications

Row	Class of <i>Permit</i>	Documents and Drawings Required
1.	Building <i>Permit</i> Residential <ul style="list-style-type: none"> • Detached Dwelling • Semi-detached dwelling • Triplex • Fourplex • Town House 	Documents <ol style="list-style-type: none"> a. Applicable Law Checklist b. HVAC Design Summary including heat loss/gain calculations EDS form SB-12 c. Regional Municipality of Durham approval for sewer and water connections d. Development Charges Information Forms <ol style="list-style-type: none"> i. Regional Municipality of Durham Residential ii. School Boards Residential Education iii. City of Oshawa e. TARION Registration number f. Roadway Restoration Deposit Form g. Well Water Certificate, if applicable h. Ontario <i>Building Code</i> Design Information form, if applicable Drawings <ol style="list-style-type: none"> a. Approved Site Plan b. Plan of Survey c. Approved Grading Plan d. Architectural e. Structural f. HVAC g. On-Site Sewage System
2.	Building <i>Permit</i> Residential <ul style="list-style-type: none"> • Alteration • Addition • Accessory Building 	Documents <ol style="list-style-type: none"> a. Applicable Law Checklist b. Regional Municipality of Durham approval for sewer and water connections c. Roadway Restoration Deposit Form d. Ontario <i>Building Code</i> Design Information Form, if applicable Drawings <ol style="list-style-type: none"> a. Approved Site Plan b. Architectural c. Structural d. On-Site Sewage System
3.	Building <i>Permit</i> Non-Residential and Other Residential not provided in Rows 1 or 2 <ul style="list-style-type: none"> • New Building • Addition 	Documents <ol style="list-style-type: none"> a. Applicable Law Checklist b. General Review Commitment Certificates by <i>Architect</i> and/or Engineers for Part 3 <i>building/occupancy</i> c. Letter of Undertaking by <i>Owner</i> d. Ontario <i>Building Code</i> Design Information Form e. Structural Design Information f. Confirmation of Energy Efficient Design g. HVAC Design including heat loss/gain calculations EDS form SB-12 h. Development Charges Information Forms <ol style="list-style-type: none"> i. Regional Municipality of Durham Residential ii. School Boards Residential Education iii. City of Oshawa i. Roadway Restoration Deposit Form j. Well Water Certificate, if applicable k. Environmental Waiver or ESA or RSC as required Drawings <ol style="list-style-type: none"> a. Approved Site Plan

Row	Class of <i>Permit</i>	Documents and Drawings Required
		<ul style="list-style-type: none"> b. Plan of Survey c. Approved Grading Plan d. Architectural e. Structural f. HVAC g. Plumbing h. Electrical i. Fire Protection j. On-Site Sewage System
4.	Building <i>Permit</i> Non-Residential <ul style="list-style-type: none"> • Alteration • Renovation • Tenant Occupancy 	Documents <ul style="list-style-type: none"> a. Applicable Law Checklist b. General Review Commitment Certificates by <i>Architect</i> and/or Engineers for Part 3 <i>building/occupancy</i> c. Letter of Undertaking by <i>Owner</i> d. Ontario <i>Building Code</i> Design Information Form e. Well Water Certificate, if applicable Drawings <ul style="list-style-type: none"> a. Location Plan b. Site Plan c. Architectural d. Structural e. HVAC f. Plumbing g. Electrical h. Fire Protection i. On-Site Sewage System
5.	Change of Use <i>Permit</i>	Documents <ul style="list-style-type: none"> a. Applicable Law Checklist b. General Review Commitment Certificates by <i>Architect</i> and/or Engineers for Part 3 <i>building/occupancy</i> c. Letter of Undertaking by <i>Owner</i> d. Environmental Waiver or ESA or RSC as required Drawings <ul style="list-style-type: none"> e. Location Plan f. Site Plan g. Architectural h. HVAC i. Plumbing j. Electrical k. Fire protection
6.	Demolition <i>Permit</i>	Documents <ul style="list-style-type: none"> a. Applicable Law Checklist b. General Review Commitment Certificate by Engineer for Part 3 building c. Letter of Undertaking by <i>Owner</i> d. Designated Substances and Hazardous Materials Report e. Demolition Permit Information Form f. Notice to Disconnect Services for Demolitions g. Environmental Waiver Drawings <ul style="list-style-type: none"> a. Location Plan b. Site Plan c. Structural Safety Report, if applicable d. Fire Safety Report, if applicable

Row	Class of <i>Permit</i>	Documents and Drawings Required
7.	Building <i>Permits</i> Other than Rows 1 to 6	Documents <ol style="list-style-type: none"> a. Applicable Law Checklist b. Documents from Rows 1 to 6, or other documents which are applicable to the scope of work proposed Drawings <ol style="list-style-type: none"> a. Drawings from Rows 1 to 6 which are applicable to the scope of work proposed

Notes:

1. The blank forms for documents described in this Schedule are available on our website.
2. The *chief building official* may waive requirements for any specified documents or drawings where the scope of the work, applicable law or *building code* requirements do not necessitate their submission.

SCHEDULE 'D' TO BY-LAW 33-2009

Code of Conduct for Building Officials

Purpose

1. To promote appropriate standards of behaviour and enforcement actions by the *chief building official* and *inspectors* in the exercise of a power or the performance of a duty under the Building Code Act or the *building code*.
2. To prevent practices, which may constitute an abuse of power, including unethical or illegal practices, by the *chief building official* and *inspectors* in the exercise of a power or the performance of a duty under the Building Code Act or the *building code*.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Building Code Act or the *building code* by the *chief building official* and *inspectors*.

Enforcement Guidelines

The *chief building official*, *deputy chief building official* and *inspectors* appointed in Schedule 'A' to this By-law shall comply with this code of conduct. Any appointed *chief building official*, *deputy chief building official* or *inspector* who fails to act in accordance with the provisions of this code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this code shall be made in writing.

Any person who has reason to believe that this code of conduct has been breached may bring the matter to the attention of the *chief building official*. Where the allegation concerns the actions of the *chief building official*, the matter may be brought to the attention of the Commissioner to whom the *chief building official* reports.

Any *chief building official* or senior staff person who receives information in writing concerning a significant breach of this code of conduct shall investigate the matter, and where appropriate, shall commence disciplinary action in accordance with the employment standards of the place of work. All communications received by a *chief building official* or senior staff person concerning a breach of this code of conduct shall be held in confidence. The *chief building official* or senior staff person shall advise *Council*, in writing, about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

Code of Conduct

In exercising powers and performing duties under the Building Code Act, the *chief building official*, *deputy chief building official* and *inspectors* shall:

1. Exercise powers in accordance with the provisions of the Building Code Act, the *building code* and other applicable law that governs the authorization, construction, occupancy and safety of *buildings* and designated structures, and the actions, duties and qualifications of *chief building officials*, *deputy chief building officials* and *inspectors*;
2. Act to identify and enforce compliance where significant contraventions of the *Act* or regulations are known to exist;
3. Apply all relevant *building* laws, regulations and standards in a consistent and fair manner, independent of any influence by interested parties;
4. Not accept any personal benefit which may create a conflict with their duties or perform duties where a personal interest may create a conflict;
5. Obtain the counsel of persons with expertise where the *chief building official*, *deputy chief building official* or *inspector* does not possess sufficient knowledge to make an informed judgment; and
6. Act honestly, reasonably and professionally in the discharge of their duties.