

BY- LAW NO. 2012-100

OF THE

CORPORATION OF THE CITY OF WATERLOO

Being a by-law of the Corporation of the City of Waterloo respecting permits for construction, demolition and change of use, and, respecting inspections and the charging of permit fees and to repeal By-law 06-91 as amended.

WHEREAS, Section 7 of the Building Code Act, S.O. 1992, c.23, as amended, empowers council to pass by-laws respecting permits for construction, demolition, occupancy, change of use, sewage systems and conditional permits and respecting inspections and the charging of permit fees;

AND WHEREAS, Section 35 of the Building Code Act, S.O. 1992 c.23, as amended, provides that the Building Code Act, 1992 and the building code supersede all municipal by-laws respecting the construction or demolition of buildings;

AND WHEREAS, Section 3(1) of the Building Code Act, S.O. 1992, c.23, as amended, provides that the council of each municipality is responsible for the enforcement of the Building Code Act, 1992 in the municipality, except as otherwise provided in the Act;

AND WHEREAS Section 3(2) of the Building Code Act, S.O. 1992 c. 23, as amended, provides that the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of the Building Code Act, 1992 in the areas in which the municipality has jurisdiction;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF WATERLOO enacts as follows:

1. CITATION AND DEFINITIONS

1.1 Short Title

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

1.2 Definitions

In this by-law:

Act means the Building Code Act, S.O. 1992, c. 23, as amended;

Alternative Solution means a substitute for an acceptable solution.

As Constructed Plans means construction plans and specifications that show the building and the location of the *building* on the property as the building has been constructed;

Building means

- (a) a structure occupying an area greater than 10 m² consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures, and service systems appurtenant thereto;
- (b) a structure occupying an area of 10 m² or less that contains plumbing, including the plumbing appurtenant thereto;
- (c) plumbing not located in a structure;
- (d) a sewage system; or
- (e) structures designated in the *Building Code*;

Building Code means regulations made under section 34 of the *Act*;

Chief Building Official means the *Chief Building Official* appointed by a by-law of the Corporation of the City of Waterloo for the purpose of enforcement of the *Act*;

Construct means to do anything in the erection, installation, extension or material alteration or repair of a *building* and includes the installation of a building unit fabricated or moved from elsewhere and "construction" has a corresponding meaning.

Demolish means to do anything in the removal of a *building* or any material part thereof and "demolition" has a corresponding meaning.

Farm building means a building or part thereof which does not contain a residential occupancy and which is associated with and located on land devoted to the practice of farming and used essentially for the housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds;

Floor area means the space on any storey of a *building* between exterior walls and required firewalls including the space occupied by interior walls and partitions, unless otherwise defined herein.

Heritage District means the area or areas designated by City of Waterloo Council as a *Heritage Conservation District*.

Permit means permission or authorization in writing by the *Chief Building Official* to perform work regulated by this by-law and the *Act* and, in the case of an occupancy permit, to occupy any *building* or part thereof;

Plumbing means a drainage system, a venting system and a water system or parts thereof;

Sewage system means a sewage system as defined in Section 1(a) of the regulations made under the *Act*.

Storage Garage means a *building* or part of a *building* that is intended for the storage or parking of motor vehicles and that contains no provision for the repair or servicing of motor vehicles.

1.3 Additional Definitions

Any words or phrases used in this by-law defined by the *Building Code* shall be deemed to have an equivalent meaning.

2. **PERMITS**

2.1 Classes of Permits (The Act, Section 7(a))

1. The classes of *permits* with respect to the construction, demolition, occupancy, change of use, *sewage systems* and conditional *permits* shall be as set out in Schedule A and include the following;
2. Building Permit (The Act, Section 8(1)): This permit is for construction of *buildings* and parts of *buildings* including plumbing, heating, ventilation, air conditioning, sewage systems, farm buildings, designated structures and signs.
3. Partial Building Permit (The Act, Section 8(1)): A partial building *permit* may be appropriate, in the sole discretion of the *Chief Building Official*, where the construction authorized by the permit complies with the *Act*, the *Building Code* and other applicable laws.

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 when deemed necessary by the *Chief Building Official* 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, such *permit* shall not be construed as authorization to construction beyond the plans for which approval was given nor that an approval will necessarily be granted for the entire *building* or project.

4. Demolition Permit (The Act, Section 8(1)): A Demolition Permit is a *permit* to specifically demolish only a *building*. The term Demolish shall be as defined in the *Act*, Section 1.(1).
5. Conditional Permit: A conditional *permit* may be issued, at the sole discretion of the *Chief Building Official*, in accordance with Section 2.2.2(c) of this by-law and Section 8 (3) of the *Act*.
6. Change of Use Permit: A change of use *permit* is required where a change in use of a *building* or part of a *building* would result in an increase in hazard as determined under Division C. Article 1.3.1.4. of the *Building Code* and Section 10 (1) of the *Act* even though no construction is proposed.
7. Sewage System Permit: A *sewage system permit* is required for all Classes of Systems as defined in Classification of Systems in Section 8.1.2.1(a), (b), (c), (d) and (e), of the *Building Code*.
8. Structural Sign Permit: A structural sign *permit* is required in respect of the structural requirements for signs contained in Section 3.15 of the *Building Code*.

9. After the Fact Permit: This *permit* is required where construction has commenced prior to the issuance of the construction *permit* and may be issued at the sole discretion of the *Chief Building Official*.
10. Heritage Exterior Work Permit: A building *permit* for work done to the exterior of a Designated Heritage property or a property within a Heritage District.
11. Occupancy Permit: An occupancy *permit* is required to occupy any *building* in accordance with the requirements of Division C, Subsection 1.3.3. of the *Building Code*.
12. Transfer Permit (The *Act*, Section 7.(1) (h)): A Transfer Permit is a *permit* to allow for the transfer of permits when land changes ownership.

2.2 Application for Permit (The Act, Section 7(b))

1. 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 those forms authorized by the *Chief Building Official*.
2. Every application for a *permit* shall be submitted to the *Chief Building Official* and shall contain the following information:
 - (a) Where application is made for a construction *permit* under Subsection 8(1) of the *Act*, the application shall:
 - (i) use the provincial application form, "Application for a Permit to Construct or Demolish";
 - (ii) be accompanied by the plans and specifications prescribed by this by-law, resolution or regulation made under clause 7(1)(b) of the *Act*.
 - (iii) identify and describe in detail the work and occupancy to be covered by the *permit* for which application is made;
 - (iv) describe the land on which the work is to be done by a description that will readily identify and locate the building lot;
 - (v) include complete plans and where deemed required by the *Chief Building Official*, specifications as described in this by-law for the work to be covered by the *permit* and show the occupancy of all parts of the *building*;
 - (vi) be accompanied by all fees that are required, under Schedule A of this by-law, resolution or regulation made under clause 7(1)(c) of the *Act*.
 - (vii) state the names, addresses, telephone numbers, fax numbers and email addresses of the owner and of the architect, engineer, designer, contractor or constructor, where applicable;
 - (viii) be accompanied by a signed acknowledgement of the owner that they have retained an Architect or Professional Engineer to carry out

field review of the construction where required by the *Building Code*. This written acknowledgement shall be completed by filling out a "Commitment to General Review Form" and submitting it to the *Chief Building Official* as part of the *permit* application and prior to the issuance of a *permit*;

- (ix) be accompanied by a signed acknowledgement of the Architect(s), Professional Engineer(s) and/or other professionals as appropriate that they have been retained by the owner to carry out field review of the construction where required by the *Building Code*. This written acknowledgement shall be completed by filling out a "Commitment to General Review Form" and submitting it to the *Chief Building Official* as part of the *permit* application and prior to the issuance of a *permit*; and
 - (x) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.
- (b) Where application is made for a demolition permit under Subsection 8(1) of the *Act*, the application shall:
- (i) use the provincial application form, "Application for a Permit to Construct or Demolish";
 - (ii) include complete plans and specifications, documents and other information as required by 7.(1).(b). of the *Act* and as described in this by-law for the work to be covered by the *permit*;
 - (iii) contain the information and items required by Clauses 2.2.2(a)(iii) to (x) of this by-law; and
 - (iv) be accompanied by proof satisfactory to the *Chief Building Official* that arrangements have been made with the proper authorities for the disconnection and plugging of all water, sewer, gas, electric, telephone or other utilities and services, on the form authorized by the *Chief Building Official*.
 - (v) be accompanied by all fees that are required, under Schedule A of this by-law, resolution or regulation made under Clause 7(1)(c) of the *Act*.
- (c) Where application is made for a conditional permit under Subsection 8(3) of the *Act*, the application shall:
- (i) use the provincial application form, "Application for a Permit to Construct or Demolish";
 - (ii) use the Conditional Permit Application Form authorized by the *Chief Building Official*;
 - (iii) include complete plans and specifications, documents and other information as required by 7.(1).(b). of the *Act* and as described in this by-law for the work to be covered by the *permit*;

- (iv) contain the information and items required by Clauses 2.2.2(a)(iii) to (x) of this by-law;
 - (v) contain such other information, plans and specifications concerning the complete project as the *Chief Building Official* may require;
 - (vi) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional *permit* is not granted;
 - (vii) state the necessary approvals which must be obtained in respect of the proposed *building* and the date by which such approvals will be obtained;
 - (viii) if required by the *Chief Building Official*, include an agreement in writing between the applicant, such other persons as the *Chief Building Official* determines, and the Municipality dealing with the matters pursuant to clause 8(3)(c) of the *Act*;
 - (ix) state the date by which *as constructed plans* will be filed with the *Chief Building Official*; and
 - (x) be accompanied by a security deposit as prescribed by the *Chief Building Official*.
 - (xi) be accompanied by all fees that are required, under Schedule A of this by-law, resolution or regulation made under Clause 7(1)(c) of the *Act*.
- (d) Where application is made for a change of use *permit* issued under Subsection 10(1) of the *Act*, the application shall be submitted to the *Chief Building Official* and shall:
- (i) use the Change of Use Application Form authorized by the *Chief Building Official*;
 - (ii) describe the *building* in which the occupancy is to be changed by a description that will readily identify and locate the *building*;
 - (iii) identify and describe in detail the current and proposed occupancies of the *building* or part of a *building* for which the application is made;
 - (iv) include plans and specifications which show 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 and details of the existing *sewage system*, if any;
 - (v) be accompanied by the required fee as contained in Schedule A of this by-law;
 - (vi) state the name, address, telephone number, fax number and email address of the owner; and

- (vii) be signed by the owner or his or her authorized agent (who produces written authorization) and who shall certify the truth of the contents of the application.
- (e) Every application for a *sewage system permit* shall be submitted to the *Chief Building Official* and contain the following information:
 - (i) the information required by Clauses 2.2.2(a)(i) to (x) of this by-law;
 - (ii) the name, address, telephone number, fax number and email address of the person installing the *sewage system*;
 - (iii) where the person installing the *sewage system* is required to have a license under the *Act* and the *Building Code*,
 - a The number and date of issuance of the license; and
 - b The name of the qualified person supervising the work to be done under the *sewage system permit*;
 - (v) a site evaluation which shall include all of the following items, unless otherwise specified by the *Chief Building Official*:
 - a the date the evaluation was done;
 - b name, address, telephone number and signature of the person who prepared the evaluation;
 - c a scaled map of the site showing:
 - d the legal description, lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors;
 - e the location of items listed in Column 1 of Tables 8.2.1.6.A, 8.2.1.6.B and 8.2.1.6.C of the *Building Code*;
 - f the location of the proposed *sewage system*;
 - g the location of any unsuitable, disturbed or compacted areas; and,
 - h proposed access routes for system maintenance;
 - (vi) depth to bedrock;
 - (vii) depth to zones of soil saturation;
 - (viii) soil properties, including soil permeability; and
 - (ix) soil conditions, including the potential for flooding.
- (f) Where application is made for a transfer of *permit* under the *Act*, the application shall:

- (i) use the Transfer of Building Permit Application Form authorized by the *Chief Building Official*;
- (ii) include the required fee as contained in Schedule A of this by-law;
- (iii) include a written statement from the new owner agreeing to responsibility for all conditions of approval upon which the *permit* was issued; and
- (iv) include, where applicable, proof of engagement from the design professional(s) to undertake field review.

2.1 Revisions to Permits

1. No person shall make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a *permit* was issued without notifying, filing details with and obtaining the authorization of the *Chief Building Official*. Substantial changes may constitute a revised submission and additional fees would be charged as per Schedule A.

2.2 Revocation of Permits

1. Prior to revoking a permit under section 8(10) of the *Act*, the *Chief Building Official* may serve a notice by personal service or registered mail to the last known address to the permit holder, and, following a 30 day period from the date of service, may revoke the permit without further notice.

2.3 Plans and Specifications (the *Act*, Section 7(1)(b))

1. Sufficient information shall be submitted with each application for a *permit* to enable the *Chief Building Official* to determine whether or not the proposed construction, demolition or change of use will conform to the *Act*, the *Building Code* and any other applicable law.
2. Each application shall, unless otherwise specified by the *Chief Building Official*, be accompanied by two complete sets of the plans and specifications required under this by-law.
3. Plans shall be drawn to scale on paper, cloth 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 C to this by-law unless otherwise specified by the *Chief Building Official*.
4. The granting of a *permit*, the review of the drawings and specifications or inspections made by the *Chief Building Official* shall not in any way relieve the owner of a *building* from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of this by-law and the *Building Code*, including ensuring that the occupancy of the *building*, or any part thereof, is in accordance with the terms of this by-law and the *Building Code*.
5. The *Chief Building Official* may require a set of *as constructed plans* of a *building* or any class of *buildings* be filed with the *Chief Building Official* on completion of the construction under such conditions as may be prescribed in the *Building Code* (the

Act, Section 7(1)(g)).

3. FEES (the Act, Section 7(c))

- 3.1 Fees for a *permit* shall be as contained in Schedule A of this by-law and are due and payable upon submission of an application for a *permit*. Applications shall not be considered to be complete until all permit fees have been paid.
- 3.2 The *Chief Building Official* may place a valuation on the cost of the proposed structural work as contained in Schedule A of this by-law and where disputed by the applicant, the applicant may pay the required fee under protest and, within six months of completion of the project, shall submit an audited statement of the actual costs. Where the *Chief Building Official*, in his sole discretion, agrees that the audited costs are less than the valuation, the *Chief Building Official* may issue a partial refund that reflects the difference between the two amounts.
- 3.3 Where an application is made for a conditional permit or partial permit, all fees shall be paid for the complete project.
- 3.4 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 floor area, floor area shall mean the total floor space of all storeys subject to the change of use.
- 3.5 An After the Fact fee with respect to construction, change of use, demolition, heating, ventilation, air conditioning, electrical, *plumbing* or drainage work shall be paid by the owner where any work was commenced prior to the issuance of a *permit*.
- 3.6 Payment of the After the Fact fee does not allow construction, change of use, demolition, heating, ventilation, air conditioning, electrical, *plumbing* or drainage work to continue without a *permit being issued*.
- 3.7 An additional fee of \$50.00 shall be paid where ownership changes on a property and a *permit* is transferred.
- 3.8 If there are changes to plans, contractors or professional services, a new plans review may, at the discretion of the *Chief Building Official*, be required and the *Chief Building Official* may require the issuance of a further *permit* and / or payment of applicable fees.
- 3.9 An additional fee of \$50 shall be paid where an additional copy of the occupancy permit is requested.
- 3.10 A Rebate Fee shall be collected on all permits up to \$10,000 in permit fees as per fee Schedule A.

Renovations or alterations for interior or exterior work that is not defined as floor area shall be as required in Schedule A.

Interpretation

The following requirements are to be applied in the calculation of *permit* fees:

1. *Floor area* of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls (excluding residential garages);

2. In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work. (e.g. tenant suite);
3. Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations;
4. Except for interconnected floor spaces, no deduction is made for openings within the *floor area* (e.g. stairs, elevators, escalators, shafts, ducts, etc.);
5. Unfinished basements for single detached dwellings (also including semis, duplexes and townhouses, etc.) are not included in the *floor area*;
6. Attached garages, decks, and fireplaces are included in the *permit* fee for new single detached dwellings (also including semis, duplexes and townhouses, etc).
7. Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable;
8. Ceilings are included in both new shell and finished (partitioned) *buildings*. The Service Index for ceiling applies only when alterations occur in existing *buildings*. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable;
9. Where demolition of partitions or alteration to existing ceilings is a part of an alteration or renovation *permit*, no additional charge is applicable;
10. Corridors, lobbies, washrooms, lounges, elevators and escalators are to be included and classified according to the major classification for the floor area on which they are located.
11. The occupancy categories correspond with the major occupancy classifications in the Building Code. For mixed occupancy floor areas, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.

Refund of Fees (the Act, Section 7(1)(d))

12. In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project, the *Chief Building Official* shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule B attached to and forming part of this by-law.
13. If the *permit* has not been issued within six months of the *permit* application date, the *Chief Building Official* may return the application, determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule B attached to and forming part of this by-law, and terminate the application process.

4. NOTICE REQUIREMENTS FOR INSPECTIONS (the Act, Section 10.2)

4.1 Prescribed Notices

1. The owner or an authorized agent shall notify the *Chief Building Official* at least two complete business days prior to each stage of construction for which notice in advance is required in Section 1.3.5.1.(2) (a) to (o) of Division C, of the *Building Code*.

4.2 Additional Notices

1. The owner or an authorized agent shall notify the *Chief Building Official* at least two complete business day prior to the additional mandatory stages of construction listed in Clauses 1.3.5.2.(1) (a), (b), (c), (e), (g), (h) and (j) of Division C, of the *Building Code*.

5. FENCING OF CONSTRUCTION OR DEMOLITION (the *Act*, Sections 7(1)(i) and (j))

5.1 Where, in the opinion of the *Chief Building Official*, a construction or demolition site presents a hazard to the public, the *Chief Building Official* may require the owner to erect such fences as the *Chief Building Official* deems appropriate to the circumstances to prevent unauthorized entry to the site.

5.2 When required by the *Chief Building Official* a fence shall be erected and maintained enclosing the construction/demolition in accordance with the provisions of this by-law until the hazards are eliminated to the satisfaction of the *Chief Building Official*.

5.3 Notwithstanding Section 5.1 of this by-law, the height of every fence shall be a minimum of 1.2 m and a maximum of 2.4 m, measured from the highest adjacent grade.

5.4 Every fence required under this by-law shall be located on the perimeter of the construction/demolition site as determined by the *Chief Building Official* and shall be constructed as follows:

1. If the fence is of chain link construction, the chain link shall be fastened to a 25mm diameter metal bar which is securely fastened to metal posts at not over 3.0 metres on centre and embedded into the ground to provide a rigid support;
2. If the fence is of wood construction, the exterior face shall be 16mm exterior grade plywood, particle board or equivalent material that will not provide footholds for climbing. The facing shall be supported by 39 x 39 posts spaced at not more than 2.4 metres on centre and embedded into the ground to provide a rigid support;
3. If the fence is of the snow fence or plastic mesh type, the fencing shall be securely fastened to T-bar posts at not over 1.8 metres on center and embedded into the ground to provide a rigid support.

Other types of fencing that meets the intent of this section may be approved at the discretion of the *Chief Building Official*.

5.5 The fence may provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the construction/demolition site provided that these openings are closed when the site is unattended.

5.6 Where work is carried out adjacent to or above property, roads, sidewalks or access to buildings adequate protection shall be constructed to protect the public and property from hazards or nuisance created by the work.

6. OFFENCE

- 6.1 Any person who contravenes a provision of this by-law is guilty of an offence under Section 36 of the *Act*.

7. EFFECTIVE DATE

7.1 This by-law comes into force on the date of its enactment

8. VALIDITY

8.1 In the event that any provision of this by-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this by-law.

9. **REPEAL CLAUSE**

9.1 By-law No. 06-91 as amended of the Corporation of the City of Waterloo is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME

ENACTED AND PASSED, THIS 24th DAY OF September, 2012

MAYOR

CLERK

SCHEDULE A
TO BY-LAW NO. 2012-100
OF THE
CORPORATION OF THE CITY OF WATERLOO

Classes of Permits and Work Type Fees

ID	Type of Work	Permit fee / sq. ft.	Flat Fee
GROUP A: 90060			
Assembly			
A1	Assembly Building (finished)	\$1.60	-
A2	Assembly Building (shell only)	\$1.40	-
A3	Interior Finish (from shell)	\$0.25	-
A4	Interior Renovation (interior demolition and renovation)	\$0.35	-
A5	Outdoor Patio	-	\$125.00
A6	Outdoor Public Pool	-	\$550.00
GROUP B: Institutional			
B1	Institutional Building (finished)	\$1.70	-
B2	Institutional Building (shell only)	\$1.50	-
B3	Interior Finish (from shell)	\$0.25	-
B4	Interior Renovation (interior demolition and renovation)	\$0.35	-
GROUP C: Residential			
C1	Single Detached, Semi-Detached, Townhouse, Duplex, Triplex	\$0.80	-
C2	Garage / Carport (per bay)	-	\$75.00
C3	Shed	-	\$75.00
C4	Deck	-	\$75.00
C5	Pool / Hot Tub	-	\$75.00
C6	Apartment Building	\$0.80	-
C7	Hotel / Motel (or similar)	\$1.35	-
C8	Residential Care Facility	\$0.95	-
C9	Interior Finish (from shell)	\$0.25	-
C10	Interior Renovation (interior demolition and renovation)	\$0.35	-
C13	Finished Basement (including renovation)	-	\$200.00
GROUP D: Business Personal Services			
D1	Business Personal Service Building (finished)	\$1.35	-
D2	Business Personal Service Building (shell only)	\$1.15	-
D3	Interior Finish (from shell)	\$0.25	-
D4	Interior Renovation (interior demolition and renovation)	\$0.35	-
GROUP E: Mercantile			
E1	Mercantile Building (finished)	\$0.95	-
E2	Mercantile Building (shell only)	\$0.75	-
E3	Interior Finish (from shell)	\$0.25	-
E4	Interior Renovation (interior demolition and renovation)	\$0.35	-

GROUP F: Industrial

F1	Industrial Building (finished)	\$0.55	-
F2	Industrial Building (shell only)	\$0.45	-
F3	Interior Finish (from shell)	\$0.25	-
F4	Interior Renovation (interior demolition and renovation)	\$0.35	-
F5	Storage Garage (parking garage)	\$0.50	-

GENERAL CATEGORIES

AS1	Alternative Solution	-	\$500.00
C11	After the Fact I: Construction Commenced Prior to the Issuance of a Building Permit.	* Notes	* Notes
C12	After the Fact II: Accessory Structures where construction commenced prior to the issuance of a Building Permit (includes decks, pools / hot tubs, sheds and any other accessory building)	* Notes	* Notes Minimum \$200.00
EX1	Exterior Work (independent of a building permit, including retaining walls, exterior wall modifications, and any other exterior work)	-	** 1%
EX2	Heritage Exterior Work (where a permit would otherwise not be required)	\$0.25	\$100.00
G1	Farm Building		-
H1	Foundation Only	\$0.05	-
J1	Conditional Permit	*** Notes	*** Notes
K1	Minor Alterations (including beam installation, basement walkout stairs, etc)	-	\$75.00
MS1	Air Supported Structures	\$0.30	-
MS2	Temporary Tents (or group of tents)	-	\$125.00
MS3	Portables on One Site (excludes port-a-pak)	-	\$100.00
MS4a	Demolitions (less than 10,000 sq.ft)	-	\$75.00
MS4b	Demolitions (10,000 to 20,000 sq.ft)	-	\$200.00
MS4c	Demolitions (greater than 20,000 sq.ft)	\$0.01	-
MS4d	Interior Demolition (back to shell)	-	** 1%
MS5	Change of Use	-	\$75.00
MS6	Miscellaneous Work (includes fire restoration and any other work not categorized elsewhere)	-	** 1%
MS7	Mechanical Work (work independent of a building permit)	-	** 1%

MS8	Sprinkler Systems (commercial kitchen, spray booth, dust collectors)	-	\$100.00
MS9	Electrical Work (work independent of a building permit, including adding magnetic locks, fire alarm upgrades and any other electrical work)	-	** 1%
MS10	Plumbing Work (work independent of a building permit, including adding, removing or relocating plumbing fixtures)	-	** 1%
MS11a	Septic Systems (new)	-	\$400.00
MS11b	Septic Systems (repair)	-	\$125.00
SL1	Solar Panels Connected to Only Electrical (small buildings)	-	\$75.00
SL2	Solar Panels Connected to Water or Heating (small buildings)	-	\$150.00
SL3	Solar Panels (large buildings)	-	\$250.00
SS1	Site Services	-	\$75.00

NOTES:

Rebate deposits apply to all permit having a fee of less than \$10,000. This fee shall be \$100 for permit fees less than \$1000. All other deposits shall be \$500.

Rebate deposits are not applicable to fee codes AS1, H1, J1, MS2 and SS1.

***After the Fact Permits** for accessory structures where construction has commenced prior to the issuance of a Permit shall be the greater of double the permit fee or \$200. Other After the Fact Permits where construction has commenced prior to the issuance of a Permit the permit fee shall be doubled. Where this amount exceeds \$5000 the penalty shall incrementally decrease from 100% of original permit fee to 15% of original permit fee. The incremental decrease shall apply where the original permit fee amount is between \$5,000 and \$67,000. Fees over \$67,000 shall pay 15%.

** Where 1% is noted as the fee in the fee schedule, it refers to a fee of 1% of the cost of construction for the project.

*** **Conditional Permits** will be charged a fee of \$300 plus a cost of \$0.05 per square foot of area. An additional deposit in the form of a certified cheque or letter of credit will also be required to be submitted to the *Chief Building Official*. The amount of the deposit will be determined by the *Chief Building Official*.

Shell Permits include Mechanical and Electrical Rough-in.

Foundation Permits do not include work other than Footings and Foundation walls.

Where an **Occupancy Permit** is required to be issued by the Ontario Building Code, the original permit fee shall include the Occupancy Permit. An additional fee of \$50 shall be paid where an additional copy of the Occupancy Permit is requested.

Where an **Alternative Solution** is proposed in connection with a permit application, an additional fee of \$500 will be applied to the permit fee.

REVISION TO EXAMINED PLANS:

A fee which is the greater of \$0.01/sq.ft of the revised floor area, or \$150, shall be charged for examination of revised plans. Where the original building permit fee is less than or equal to \$150, no fee shall be charged for examination of revised plans.

TRANSFER OF PERMIT:

An additional fee of \$50.00 shall be paid where ownership changes on a property and a *permit* is transferred.

MINIMUM FEE:

A minimum fee of \$75.00 shall be charged for any permit application.

ADDITIONAL INSPECTIONS:

A fee of \$150 may be charged for additional inspections resulting from the inspection not being ready on a second inspection attempt.

SCHEDULE B
TO BY- LAW NO. 2012-100
OF THE
CORPORATION OF THE CITY OF WATERLOO
DISCRETIONARY REFUND OF PERMIT FEES

1. The fees that may, upon request be refunded may by a percentage of the fees paid under this by-law, as follows:
 - (a) 80% if administrative functions have been performed;
 - (b) 70% if zoning function has been performed;
 - (c) 50% if plans examination function has been performed;
 - (d)
 - (e) 35% if *building permit* application has been issued; and
 - (f) 35% less 5% for each field inspection that has been performed after the *permit* has been issued. This does not include the inspection made to assist in making a determination on the permit refund.
2. Notwithstanding paragraph 1 above, no refund shall be made of an amount less than the minimum *permit* fee as contained in Schedule A of this by-law.
3. Notwithstanding paragraph 1 above, no refund shall be made unless the owner or authorized agent makes a written application for refund.
4. Notwithstanding paragraph 1 above, no refund shall be made where the *Chief Building Official* has revoked a permit under Section 8(10) of the *Act*.
5. If an application for permit is received within five years of date on which the permit was cancelled, the property owner will be credited all but 15% of the original permit fee towards the new permit. No part of this credit will be available for refund should the new application be cancelled.

SCHEDULE C
TO BY- LAW NO. 2012-100
OF THE
CORPORATION OF THE CITY OF WATERLOO

LIST OF PLANS OR WORKING DRAWINGS TO ACCOMPANY APPLICATIONS FOR PERMITS

1. Site Plan; (include fire route design with required signage)
2. Floor Plan;
3. Foundation Plans;
4. Framing Plans;
5. Roof Plans;
6. Reflected Ceiling Plans;
7. Sections and Details;
8. *Building* Elevations;
9. Electrical Drawings; (including Fire Alarm riser diagram)
10. Sprinkler Drawings (architectural plan of sprinkler layout, sprinkler room and sprinkler riser diagram)
11. Heating, Ventilation and Air Conditioning Drawings and calculations; (SB-10 and/or SB-12 design as per building type)
12. Plumbing Drawings; (including riser diagrams)
13. Architectural Drawings; (including specific fire separation plan showing vertical and horizontal penetrations)
14. Structural Drawings;
15. Specifications and All Related Soil, Engineering and Architectural Reports;
16. *Building Code Matrix/Summary.*

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