BY-LAW NO. 2017- 016

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 2012-100 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 supersedes 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:

Applicant means the owner of a building or a property who applies for a permit, or any person authorized by the owner to apply for a permit on the owner’s behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation.

Act means the Building Code Act, S.O. 1992, c. 23, as amended from time to time, or any successor thereof;

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, as amended from time to time, or any successor thereof;

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;

Corporation means the Corporation of the City of Waterloo;

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;

Owner means, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or a mortgagee in possession;

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;

Permit Holder means the owner to whom a permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred;

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

Registered Code Agency means a registered code agency as defined in subsection 1.1.2. of the Act;

Sewage system means a sewage system as defined in Division A Section 1.4.1.2. 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

Except as otherwise defined herein, 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.(1)(a))

The classes of permits with respect to the construction, demolition, conditional, change of use, sewage systems, structural sign, after the fact, exterior heritage work and occupancy permits shall be set out as follows:

1. Building Permit (The Act, Section 8.(1)): This permit is for construction, alteration or structural repair of buildings and parts of buildings including but not limited to plumbing, heating, ventilation, air conditioning, sewage systems, farm buildings, designated structures and signs.

2. 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 construct beyond the plans for which approval was given or that an approval will necessarily be granted for the entire building or project.

3. Demolition Permit (The Act, Section 8. (1)): A Demolition Permit is a permit to specifically demolish a building or part thereof for development charge credits as required. The term Demolish shall be as defined in the Act, Section 1. (1).

4. 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.

5. 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.

6. Sewage System Permit: A sewage system permit is required for all Classes of Systems as defined in Classification of Systems in Division B Sentence 8.1.2.1.1.(1) of the Building Code.
7. 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.

8. After the Fact Permit: An After the Fact permit may be issued 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. This permit is to formally document that all construction was not visible to the building inspector.


10. 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.

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.occ.mah.gov.on.ca). Forms prescribed by the municipality under Clause 7.(1)(f) of the Act shall be those forms authorized by the Chief Building Official.

2. Every application for a permit or transfer of a permit shall be submitted to the Chief Building Official and shall contain the following information as applicable:

(a) Where application is made for a Building Permit, Partial Building Permit, Structural Sign Permit, After the Fact Permit, or Heritage Exterior Work 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) identify and describe in detail the work and occupancy to be covered by the permit for which the 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 the required fees or deposit where applicable as contained in Schedule C of the Fees and Charges By-law of the Corporation of the City of Waterloo;

(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 Architect(s), and Engineer(s) and/or other professionals as appropriate have been retained to carry out field reviews 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,

(ix) 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) contain the information and items required by Clauses 2.2.2.(a)(i) to (ix) of this by-law as applicable;

(ii) 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 Demolition Tracking Sheet authorized by the Chief Building Official.

(c) Where application or request is made for a conditional permit under Subsection 8.(3) of the Act, the application shall:

(i) contain the information and items required by Clauses 2.2.2.(a)(i) to (ix) of this by-law as applicable as applicable;

(ii) contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require;

(iii) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;

(iv) state the necessary approvals which must be obtained in respect of the proposed building and the date by which such approvals will be obtained;

(v) 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;

(vi) state the date by which complete plans, specifications or applicable law approvals will be filed with the Chief Building Official; and

(vii) be accompanied by a security deposit as prescribed by the Chief Building Official.

(d) Where application is made for a change of use permit issued under Subsection 10(1) of the Act, the application shall:
(i) contain the information and items required by Clauses 2.2.2(a)(i) to (ix) of this by-law as applicable;

(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) identify on the plans and specifications the current and proposed occupancy of all parts of the building and must 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;

(e) Where application for a sewage system permit is made, the application shall:

(i) contain the information and items required by Clauses 2.2.2(a)(i) to (ix) of this by-law as applicable;

(ii) contain the name, address, telephone 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;

(iv) contain 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;

(v) include documentation that identifies:
a) depth to bedrock;

b) depth to zones of soil saturation;

c) soil properties, including soil permeability; and

d) soil conditions, including the potential for flooding.

(f) Where a request is made to transfer a permit under 7.(1)(h) of the Act, the application shall:

(i) use the Transfer of Building Permit Form authorized by the Chief Building Official;

(ii) be accompanied by the required fee as contained in Schedule C of the Fees and Charges By-law of the Corporation of the City of Waterloo;

(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.

2.3 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 C of the Fees and Charges By-law of the Corporation of the City of Waterloo.

2.4 Revocation of Permits

1. In accordance with section 8.(10) of the Act, the Chief Building Official may revoke a permit that has been issued.

2.5 Abandoned Permit Application

1. Where an application for a permit remains inactive or incomplete for 6 months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and cancelled without any further notice.

2.6 Registered Code Agencies

1. In accordance with Section 4.1 of the Act, where the Corporation enters into an agreement with a Registered Code Agency, the Chief Building Official is authorized to appoint Registered Code Agencies to perform specified functions in respect of the construction of a building or a class of buildings from time to time in order to maintain the time periods for permits prescribed in the Building Code.

2. The Registered Code Agency may be appointed to perform one or more of the specified functions described in section 15.15 of the Act.
2.7 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 a complete electronic set of plans and specifications in a format as prescribed by the Chief Building Official. A complete set of printed plans may be requested at the discretion of the Chief Building Official.

3. Plans shall be drawn to scale, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule B to this by-law unless otherwise specified by the 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 digital 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

3.1 General (the Act, Section 7.1(c))

1. Fees for a permit shall be as contained in Schedule C of the Fees and Charges By-law of the Corporation of the City of Waterloo 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.

2. The Chief Building Official may place a valuation on the cost of the proposed work as contained in the Fees and Charges By-law of the Corporation of the City of Waterloo 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. Where an application is made for a conditional permit or partial permit, all fees shall be paid for the complete project.

4. An After the Fact fee as contained in Schedule C of the Fees and Charges By-law with respect to construction including but not limited to 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.

5. 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.
6. 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 as set out in Schedule C of the Fees and Charges By-law.

7. An additional fee required after the second inspection, as set out in Schedule C of the Fees and Charges By-law, may be charged for subsequent inspections resulting from the first two not being ready.

8. An additional fee as contained in Schedule C of the Fees and Charges By-law of the Corporation of the City of Waterloo shall be paid where an additional copy of the occupancy permit is requested.

10. For Heritage Exterior Work Permits on residential properties, the first permit per year per property will be exempt from the payment of permit fees and will be entitled to a grant of $100 pending successful completion of final inspection within one year of the permit issuance date.

11. Fees relating to renovations or alterations for interior or exterior work that is not defined as floor area shall be as contained in Schedule C of the Fees and Charges By-law of the Corporation of the City of Waterloo.

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

1. In the case of withdrawal of an application, the abandonment of all or a portion of the work or the non-commencement of any project or the refusal to issue, 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 A attached to and forming part of this by-law.

2. 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 A attached to and forming part of this by-law, and terminate the application process.

3. Any refund shall be returned to the person named on the fee receipt, unless such person advised the Chief Building Official, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be to the person then authorized to receive it.

3.3 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 in houses as defined by the Building Code and linear townhouses);

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.

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 fee for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.

4. ALTERNATIVE SOLUTION

4.1 Where a proposed material, system or building design differs from the "acceptable solution" in Division B of the Ontario Building Code application for an alternative solution may be made. The following information shall be submitted to the Chief Building Official in support of the alternative solution.

1. Description of the proposed material, system or building design for which an alternative solution is requested.

2. Documentation that the alternative solution will achieve the level of performance required by the applicable acceptable solutions in Division B of the Ontario Building Code in respect to the objectives and the functional statement attributes to the applicable acceptable solutions in the Supplementary Standards.

3. Documentation described in Division C, Part 2, Subsection 2.1.1. and such other information or documentation as may be required by the Chief Building Official.

4. Each application for consideration of an alternative solution that is applied for after permit issuance or where not associated with a permit application shall be accompanied by the non-refundable fee as contained in Schedule C of the Fees and Charges By-law of the Corporation of the City of Waterloo.

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

5.1 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 Division C, Part 1, Clauses 1.3.5.1.(2) (a) to (p) of the Building Code.

5.2 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 Division C, Part 1, Clauses 1.3.5.2.(1) (a), (b), (c), (e), (g), (h) and (j) of the Building Code as applicable to the scope of work.

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

6.1 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.

6.2 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.

6.3 Notwithstanding any other By-law, the height of every fence erected in accordance with Section 6.1 of this by-law shall be a minimum of 1.8 m and a maximum of 2.4 m, measured from the highest adjacent grade.

6.4 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;

Notwithstanding any other By-law, other types of fencing that meets the intent of this section may be approved at the discretion of the Chief Building Official.

6.5 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.

6.6 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.

7. CODE OF CONDUCT FOR BUILDING OFFICIALS

7.1 The Chief Building Official and each inspector appointed by the Chief Building Official under 8.1 of this By-Law shall be governed by the Code of Conduct as set out in Schedule C this By-Law in addition to the provisions of relevant collective agreements and the City of Waterloo Employee Code of Conduct and Ethics Policy as amended from time to time.
8. **DELEATION OF AUTHORITY**

8.1 Council hereby delegates its authority which is established under Section 3(2) of the Act to the Chief Building Official with respect to the appointment of inspectors.

8.2 The Chief Building Official will maintain a current list, which shall be provided to the City Clerk, of all inspectors appointed under section 3 of the Act for the purpose of enforcement of the Act.

8.3 In accordance with Section 8(3.1) of the Act, Council hereby delegates authority to the Chief Building Official to enter into agreements required for conditional permit agreements as described in Section 8(3)(c) of the Act.

9. **OFFENCE**

9.1 Any person who contravenes a provision of this by-law is guilty of an offence and is liable to a penalty as set out in Section 36. of the Act.

10. **EFFECTIVE DATE**

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

11. **VALIDITY**

11.1 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.
12. REPEAL CLAUSE

12.1 By-law No. 2012-100 as amended of the Corporation of the City of Waterloo is hereby repealed.

ENACTED THIS 11th DAY OF DEC, 2017

MAYOR

CLERK
SCHEDULE A

TO BY-LAW NO. 2017-

OF THE

CORPORATION OF THE CITY OF WATERLOO

DISCRETIONARY REFUND OF PERMIT FEES

1. The fees that may, upon request, be refunded by a percentage of the fees paid under this by-law, are 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) 35% if building permit application has been issued; and
   (e) 25% once a 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, a commencement inspection or a progress inspection.

2. Notwithstanding paragraph 1 above, no refund shall be made of an amount less than the minimum permit fee as contained in Schedule C of the Fees and Charges By-law of the Corporation of the City of Waterloo.

3. Notwithstanding paragraph 1 above and except where specifically requested by the permit holder under 8.(10)(e) to revoke the permit, no refund shall be made where the Chief Building Official has revoked a permit under Section 8.(10) of the Act.

4. Where no refund has been given, as requested by the owner or permit holder in writing and in accordance with this By-law, and an application for permit is received within five years of date on which the previous application for the same work was cancelled and if the original permit fee exceeded $10,000, the property 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 B
TO BY-LAW NO. 2017-01
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 Plans;
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;

NOTE: The *Chief Building Official* may specify that not all the above mentioned plans are required to accompany an application for a permit.
SCHEDULE C
TO BY-LAW NO. 2017-
OF THE
CORPORATION OF THE CITY OF WATERLOO
CODE OF CONDUCT FOR BUILDING OFFICIALS

PURPOSE:

The purpose of this code is to promote appropriate standards of behavior, enforcement actions, honesty, and integrity among building officials and to prevent practices which may constitute an abuse of power including unethical or illegal practices, by building officials, in the exercise of their power or performance of their duties under the Building Code Act or the Ontario Building Code.

CODE OF CONDUCT:

In exercising powers and performing duties under the Building Code Act, all building officials shall:

1. Always act in the public interest, particularly with regard to the safety of building works and structures.

2. Apply all relevant building laws, regulations and standards in an impartial, consistent, fair and professional manner, independent of any external influence by interested parties and without regard to any personal interests.

3. Abide with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws which regulate or govern building officials or their functions.

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. Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.

6. Act honestly, reasonably and professionally in the discharge of their duties.

ENFORCEMENT GUIDELINES:

All allegations concerning a breach of this code shall be made in writing.

The Chief Building Official will review any allegation of breaches of this Code of Conduct made against building officials. Where the allegations are against the Chief Building Official the Chief Administrative Officer of the Corporation will review the allegations.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the City of Waterloo and the Chief Building Official and is subject to relevant collective agreements, employment laws and standards.

Building Standards will advertise the Code of Conduct on an ongoing basis on the City web site.