

BY-LAW NO. 2005-303

A by-law of the City of Ottawa respecting buildings.

WHEREAS Section 7 of the *Building Code Act, 1992*, S.O.1992, Chap. 23, as amended, empowers Council to enact certain by-laws respecting building permits;

THEREFORE the Council of the City of Ottawa enacts as follows:

PART I  
DEFINITIONS AND INTERPRETATION

DEFINITIONS

1. In this by-law,

“Act” means the *Building Code Act, 1992*, S.O. 1992, Chap. 23 including amendments thereto;

“building” means a “building” as defined in subsection 1(1) of the Act;

“Building Code” means the regulations made under Section 34 of the Act;

“Chief Building Official” means the Chief Building Official appointed pursuant to subsection 3(2) of the Act and by by-law of the City of Ottawa for the purposes of enforcement of the Act;

“City” means the City of Ottawa as constituted as a body corporate on January 1, 2001 by Section 2 of the City of Ottawa Act, 1999;

“construct” means “construct” as defined in subsection 1(1) of the Act;

“demolish” means “demolish” as defined in subsection 1(1) of the Act;

“fixture” means “fixture” as defined in Sentence 1.1.3.2.(1) of the Building Code;

“Inspector” means an inspector appointed pursuant to subsection 3(2) of the Act and by by-law of the City of Ottawa for the purposes of enforcement of the Act;

“owner” means the registered owner of the property or the agent of the registered owner duly authorized by the registered owner in writing;

“permit” means permission or authorization in writing from the Chief Building Official to perform work regulated by the Act and the Building Code and in the case of an occupancy permit, to occupy any building or part thereof;

“permit holder” means the owner to whom the permit has been issued or, where the permit has been transferred, the new owner to whom the permit has been transferred;

“plumbing” means “plumbing” as defined in subsection 1(1) of the Act;

“Registered Code Agency” or “RCA” means a “registered code agency” as defined in subsection 1(1) of the Act;

“sewage system” as defined in Section 1.1 of the Building Code;

“work” means to do anything in the construction or demolition or change of use or plumbing for a building which is regulated by the Act and the Building Code and “project” has a similar meaning.

## INTERPRETATION

2. (1) Any word or term not defined in this by-law that is defined in the Act or Building Code shall have the meaning ascribed to it in the Act or Building Code.
- (2) In this by-law, a word interpreted in the singular number has a corresponding meaning when used in the plural.
- (3) This by-law includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this by-law.
- (4) In this by-law, the word “metre” shall be represented by the abbreviation “m”, the word “centimetre” shall be represented by the abbreviation “cm” and the word “millimetre” shall be represented by the abbreviation “mm”.
- (5) It is declared that if any section, subsection or part or parts thereof be declared by any Court of Law to be bad, illegal or ultra vires, such section, subsection or part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

## PART II CLASSES OF PERMITS

3. The classes of permits with respect to the construction, demolition or change of use of a building or part thereof shall be set out in Schedule “A” annexed hereto respecting classes of permits and permit fees.

PART III  
APPLICATION FOR PERMIT

INFORMATION TO BE SUBMITTED WITH ALL APPLICATIONS

4. Every application for a permit shall:
- (a) contain the information set out in Sections 5, 6, 7, 8, 9 or 10 of this by-law, as applicable;
  - (b) be signed by the owner who shall certify the truth of the contents of the application;
  - (c) be accompanied by the required fees as set out in Schedule “A”; and
  - (d) be submitted to the Chief Building Official.

APPLICATION FOR PERMIT TO CONSTRUCT

5. Where an application is made for a permit to construct under subsection 8(1) of the Act, the owner shall file the following information:
- (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;
  - (b) complete plans and specifications, documents and other information as required in Part IV of this by-law; and
  - (c) the form entitled “Confirmation of Commitment by Owner” prescribed by the Chief Building Official, where required by the Chief Building Official.

APPLICATION FOR PERMIT TO DEMOLISH

6. Where an application is made for a permit to demolish under subsection 8(1) of the Act, the owner shall file the following information:
- (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;
  - (b) site plan accompanied by plans and specifications, documents and other information as prescribed by the Chief Building Official;
  - (c) the form entitled “Confirmation of Commitment by Owner” prescribed by the Chief Building Official, where required by the Chief Building Official;
  - (d) proof satisfactory to the Chief Building Official that arrangements have been made with the proper authorities for the cutting off and capping of all water, sewer, gas, electric and private services; and
  - (e) a completed “Demolition Review Form” as prescribed by the Chief Building Official.

APPLICATION FOR CONDITIONAL PERMIT

7. (1) Where an application is made for a conditional permit under subsection 8(3) of the Act, the owner shall file the following information:

- (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;
  - (b) complete plans and specifications, documents and other information as required in Part IV of this by-law;
  - (c) a statement of the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
  - (d) a statement of the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
  - (e) the time in which plans and specifications of the complete building will be filed with the Chief Building Official; and
  - (f) the form entitled “Confirmation of Commitment by Owner” prescribed by the Chief Building Official, where required by the Chief Building Official.
- (2) The fee for a conditional permit as set out in Schedule “A” in this by-law is non-refundable.

#### APPLICATION FOR CHANGE OF USE PERMIT

8. Where an application is made for a change of use permit issued under subsection 10(1) of the Act, the owner shall file the following information:
- (a) the form prescribed by the Chief Building Official; and
  - (b) complete plans and specifications showing the current and proposed occupancy of all parts of the building containing sufficient information to establish compliance with the requirements of the Building Code including,
    - (i) floor plans,
    - (ii) details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, and
    - (iii) details of the existing sewage system, if any.

#### APPLICATION FOR TRANSFER OF PERMIT

9. Where an application is made for a transfer of permit under clause 7(h) of the Act because of change of ownership of the property, the owner applying for the transfer shall file the following information:
- (a) the form prescribed by the Chief Building Official;
  - (b) the names and address of the former and new owner;
  - (c) the date that the property was transferred to the new owner;
  - (d) the nature of the permit being transferred; and
  - (e) confirmation of the continuation of or the particulars of any change in the arrangements for general review of the construction in accordance with Section 2.3., Design and General Review, of the Building Code.

## APPLICATION FOR PARTIAL PERMIT

10. Where an application is made for a partial permit in order to expedite work for a portion of a building prior to the issuance of a permit for the work for the complete building, and the Chief Building Official is in agreement that an application for a partial permit may be submitted, the owner shall file the following information:

- (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;
- (b) complete plans and specifications, documents and other information as required in Part IV of this by-law;
- (c) the form entitled “Confirmation of Commitment by Owner” prescribed by the Chief Building Official, where required by the Chief Building Official; and
- (d) the completed form as set out in Schedule “B”.

## INCOMPLETE APPLICATION

11. Where an application is found to be incomplete and does not comply with Sentence 2.4.1.1B.(5) of the Building Code, the application may be accepted for processing if the owner acknowledges that the application is incomplete and completes the form as set out in Schedule “B” of this by-law.

## INACTIVE APPLICATION

12. Where an application for a permit remains incomplete or inactive for six months, the application may be deemed by the Chief Building Official to have been abandoned and notice of cancellation shall be given to the owner.

## PART IV PLANS AND SPECIFICATIONS

### SUFFICIENT INFORMATION TO BE SUPPLIED

13. The owner shall submit sufficient information with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will conform with the Act, the Building Code, any applicable law and whether or not adjacent property may be affected.

### TWO SETS OF PLANS AND SPECIFICATIONS

14. The owner shall submit two complete sets of plans and specifications in accordance with this Part and Schedule “C” annexed to this by-law, unless otherwise specified by the Chief Building Official.

## PLANS TO SCALE

15. The owner shall ensure that plans submitted to the Chief Building Official:
- (a) are drawn to scale upon substantial material or in electronic format approved by the Chief Building Official;
  - (b) are legible and durable; and
  - (c) indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that the completed work will conform to the Act, the Building Code and any applicable law.

## PLAN OF SURVEY

16. The owner shall submit a copy of a plan of survey certified by a Registered Ontario Land Surveyor to the Chief Building Official when required to demonstrate compliance with the Act, the Building Code or any applicable law.

## SITE PLAN

17. The owner shall ensure that site plans submitted to the Chief Building Official demonstrate compliance with the Act, the Building Code and any applicable law and shall contain the following information:
- (a) lot size, lot dimensions and setbacks to any existing or proposed buildings;
  - (b) the similarly dimensioned location of every other adjacent existing building on the property;
  - (c) existing and finished ground levels or grades to an established datum at or adjacent to the site; and
  - (d) existing rights-of-way, easements, municipal services and private services.

## AS CONSTRUCTED PLANS

18. On completion of the construction of the building, if required by the Chief Building Official, the owner shall submit to the Chief Building Official a set of as constructed plans of the work including a plan of survey showing the location of the building.

## PLANS PROPERTY OF THE CITY

19. Plans and specifications furnished in accordance with the requirements of this by-law or otherwise required by the Act become the property of the City and shall be retained in accordance with the relevant legislation and the City's Records Retention By-law.

PART V  
DEVIATIONS FROM PLANS AND SPECIFICATIONS

20. Deviations from the plans, specifications or other documents filed and in respect of which a permit or permits were issued, may be made following the issuance thereof or during the course of the inspections provided that:
- (a) the changes do not contravene the Act, the Building Code or any applicable law;
  - (b) the Chief Building Official agrees to the changes;
  - (c) revised plans and specifications in the prescribed numbers are submitted for approval; and
  - (d) the additional non-refundable fee for “Revision to permit” as set out in Schedule “A” is submitted prior to review by the Chief Building Official.

PART VI  
EQUIVALENTS

21. Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under Section 9 of the Act is requested, the following information shall be provided by the owner to the Chief Building Official:
- (a) a description of the proposed material, system or building design for which authorization is requested;
  - (b) any applicable provisions of the Building Code; and
  - (c) evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

PART VII  
PERMIT

TRANSFER OF PERMIT

22. It is a condition of the issuance of any permit that the permit shall not be transferred without the approval of the Chief Building Official and the payment of the required non-refundable fee as set out in Schedule “A”.
23. The new owner shall apply for a transfer of the permit in accordance with the requirements of Section 9 of this by-law.

## RESTRICTED PERMIT

24. A restricted permit for a temporary building may be issued by the Chief Building Official authorizing, for a limited time only, the erection and existence of a building or part thereof.

## PARTIAL PERMIT – LIMITATIONS

25. Where a permit is issued for part of the work for a building, the permit holder may proceed but the issuance shall not be construed as to authorize construction beyond the plans for which approval was given, or guarantee that approval will necessarily be granted for the entire work.

## PART VIII REVOCATION

### NOTICE OF REVOCATION

26. (1) Prior to revoking a permit under subsection 8(10)(b) or subsection 8(10)(c) of the Act, the Chief Building Official shall serve the permit holder or cause the permit holder to be served with written notice of his or her intention to revoke the permit.
- (2) Notice under subsection (1) may be served either by personal service or by mailing the notice by registered mail addressed to the permit holder at the address the permit holder has communicated to the Chief Building Official in writing.
- (3) Where notice is served by registered mail, the permit holder shall be conclusively deemed for all purposes to have been served with the notice on the third day after the day of mailing.

27. If on the expiration of thirty (30) days from the date of service of the notice of intention to revoke the permit described in Section 26 of this by-law, the ground for revocation continues to exist, the Chief Building Official may revoke the permit without further notice to the permit holder.

### REQUEST FOR DEFERRAL

28. A permit holder may, within thirty (30) days from the date of service of the notice described in Section 26 of this by-law, request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked.



## DEFERRAL OF REVOCATION

29. The Chief Building Official having regard to the changes in the Act, Building Code or any applicable law may allow the deferral in writing.

## FEE FOR DEFERRAL

30. A request for deferral shall be accompanied by the non-refundable fee as set out in Schedule “A” of this by-law.

## PART IX PRESCRIBED NOTICES AND INSPECTIONS

### NOTICE AT EACH STAGE

31. The permit holder shall notify the Chief Building Official or a Registered Code Agency, where one is appointed, of each stage of construction for which a notice is required under Article 2.4.5.1. and Article 2.4.5.2.(1) (d), (e) and (f) of the Building Code.

### NOTICE OF COMPLETION

32. The permit holder shall give notice of completion as prescribed by Section 11 of the Act or, where occupancy is required prior to completion, the permit holder shall give notice of inspection to ensure compliance with the requirements of Section 11 of the Act and subsection 2.4.3. of the Building Code.

### INSPECTIONS

33. Upon receipt of proper notice, the Chief Building Official or a Registered Code Agency, where one is appointed, shall undertake a site inspection of the building to which the notice relates in accordance with the prescribed time periods set out in Article 2.4.5.3 of the Building Code and Section 11 of the Act.

## PART X REGISTERED CODE AGENCIES

34. The Chief Building Official is authorized to negotiate and execute service agreements with a Registered Code Agency to perform specified functions pursuant to Section 4.1 of the Act provided that the Registered Code Agency meets all requirements of the Act and the Building Code and funds are available within the operating budget.

PART XI  
FEES AND REFUNDS

FEES PAYABLE

35. (1) The Chief Building Official shall calculate the required fees for the work proposed in accordance with Schedule “A” of this by-law and the owner shall pay such fees upon submission of the application for a permit, save and except for the non-refundable administrative surcharge fee which is payable prior to the issuance of the permit.
- (2) The building permit fees for farm buildings as set out in Schedule “A” in this by-law shall only apply to a farm business holding a valid farm business registration number issued pursuant to the provisions of the *Farm Registration and Farm Organizations Funding Act, 1993*, S.O. 1993, chap. 21, as amended.

ADDITIONAL FEES

- 36 (1) Any person who commences construction, demolition or changes the use of a building or part thereof prior to the issuance of a permit to construct, demolish or change the use of a building or part thereof shall, in addition to any other penalty imposed under the Act or Building Code, pay a non-refundable administrative surcharge fee equal to fifty percent (50%) of the amount calculated as the regular permit fee, but in no case shall the additional fee exceed Ten Thousand Dollars (\$10,000.00).
- (2) The fee to view building permit files and associated documents shall be as set out on Schedule “A” of this by-law.
- (3) Where the Chief Building Official determines that a limiting distance agreement is required pursuant to the Act and the Building Code, the owner shall pay the fee shown on Schedule “A” in this by-law prior to execution of the agreement by the Chief Building Official.

REFUNDABLE INSPECTION FEE

37. In addition to the fees paid at the time of application, a refundable inspection fee shall be payable upon submission of the application for a permit to construct for each unit of a single, semi-detached, row house or townhouse dwelling unit in the amount as set out in Schedule “A” of this by-law.

38. The owner may provide an alternate form of security deemed acceptable by the Chief Building Official in lieu of remittance of the refundable inspection fee set out in Schedule “A” of this by-law.

39. Upon issuance of the final occupancy permit, the refundable inspection fee shall be remitted to the person named on the fee receipt issued by the City upon payment of the fee, unless the person directs in writing that it be refunded to another person, less any additional re-inspection fees incurred by the City as set out in Schedule "A" in this by-law where,

- (a) the permit holder has provided notice of an inspection and the construction was not ready for inspection or was not substantially complete when the Inspector attended the site in accordance with Article 2.4.5.3 of the Building Code;
- (b) the permit holder has provided notice of an inspection and failed to cancel the notice before the Inspector attended the site in accordance with Article 2.4.5.3 of the Building Code; or
- (c) more than fifteen inspections were required per dwelling unit to enable the issuance of the final occupancy permit.

#### FORFEITURE OF REFUNDABLE INSPECTION FEE

40. The refundable inspection fee shall be forfeited by the person named on the fee receipt issued by the City upon payment of the fee, if the final occupancy permit has not been issued within three (3) years from the date of issuance of the permit to construct.

#### PLAN RE-EXAMINATION

41. Where an owner substantially revises a proposed building design after examination of the plans and specifications, a re-examination fee as set out in Schedule "A" in this by-law shall apply to the revised plans and specifications.

#### REFUNDS

42. (1) Subject to Section 40, the Chief Building Official shall determine the amount of refund of the refundable inspection fee, if any, that may be returned to the owner or permit holder in accordance with subsection 42(2) where,
  - (a) an owner withdraws an application for a permit;
  - (b) an application is deemed to have been abandoned in accordance with Section 12 of this by-law;
  - (c) the Chief Building Official refuses to issue a permit for which an application has been made; or
  - (d) the Chief Building Official revokes a permit after it has been issued.
- (2) The amount of the refundable inspection fee that may be refunded shall be 100% of the fee less any additional re-inspection fees incurred by the City.
- (3) The fee that may be refunded shall be paid to the person named on the fee receipt issued by the City upon payment of the fee, unless the person directs in writing that it be refunded to another person.

43. (1) Upon the written request of the owner or permit holder, as applicable, the Chief Building Official shall determine the amount of refund of the permit to construct or to demolish fee, if any, that may be returned to the owner or permit holder in accordance with subsection 43(2) where,
- (a) an owner withdraws an application for a permit;
  - (b) an application is deemed to have been abandoned in accordance with Section 12 of this by-law;
  - (c) the Chief Building Official refuses to issue a permit for which an application has been made; or
  - (d) the Chief Building Official revokes a permit after it has been issued.
- (2) The amount of the permit fees to construct or to demolish that may be refunded, less \$100.00 for each field inspection performed up to the cancellation date, shall be a percentage of the fees payable under this by-law, as follows:
- (a) ninety (90%) per cent if administrative functions only have been performed;
  - (b) eighty (80%) per cent if administrative and zoning functions only have been performed;
  - (c) fifty-five (55%) per cent if administrative, zoning and plan examination functions have been performed; and
  - (d) fifty (50%) percent if the permit has been issued or the applicant has been notified of the decision to issue the permit.
- (3) Despite subsection (2), no refund shall be payable where the amount calculated is less than the minimum fee for a "Permit to construct".
- (4) The fee that may be refunded shall be paid to the person named on the fee receipt issued by the City upon payment of the fee, unless the person directs in writing that it be refunded to another person.
- (5) Despite subsection (1) to (4) inclusive, no refund shall be issued after two years from the date of withdrawal, cancellation, abandonment, refusal to issue a permit or revocation of a permit.

## PART XII CONSTRUCTION FENCING

44. (1) The person to whom a permit for construction or demolition is issued shall, prior to the commencement of any construction or demolition or placement of any materials or equipment in the City, erect or cause to be erected and maintain a fence enclosing the site of the construction or demolition, for the purpose of preventing entry to the site in accordance with Section 45 of this by-law.

- (2) For the purposes of subsection 44(1), the site of the construction or demolition includes the area of the proposed construction or demolition, together with any area where materials are stored or where equipment is operated or stored.
- (3) Subsection 44(1) does not apply to those areas in the City:
  - (a) where all of the proposed construction or demolition is contained within an existing structure, and entry to the structure is limited by the walls of the structure and by the securing of any window, door or other opening;
  - (b) where existing fencing is in place which will provide a reasonable deterrence to entry;
  - (c) where it can be demonstrated that the hazard to the public is minimal due to:
    - (i) the nature of the construction or demolition, or
    - (ii) the security measures that are in place to reasonably deter entry to the construction or demolition site, or
  - (d) where the construction or demolition has progressed to such a stage that the public no longer requires the protection of the fencing.

45. Every fence shall be erected in accordance with the following standards:
- (a) in the case of the construction or demolition of residential buildings of 3 storeys or less, every fence shall have an unobstructed height of at least 1.2 m;
  - (b) in the case of the types of construction or demolition not referred to in clause 45(a), every fence shall have an unobstructed height of at least 1.8 m;
  - (c) every fence shall be constructed as follows:
    - (i) if the fence is of wood construction, the exterior face shall be minimum 12.5 mm thick exterior grade plywood or wafer board or oriented strand board (OSB) fence, that is close-boarded and securely nailed or screwed to the exterior of 89 mm by 89 mm vertical posts at 2.4 m centres and embedded at least 600 mm into the ground and by 39 mm by 89 mm horizontal supports, top and bottom, that are secured to the vertical supports, or
    - (ii) if the fence is of the Poly-Vinyl-Chloride (PVC) safety-fence or snow-fence type, the fencing shall be fastened securely to and supported horizontally by steel “T” pickets at not more than 2.4 m centres and embedded at least 600 mm into the ground and by 39 mm by 89 mm horizontal supports, top and bottom, that are secured to the vertical supports, or
    - (iii) if the fence is of galvanized chain link construction, the chain link shall be fastened securely to vertical galvanized steel tubes at not more than 2.4 m centres that are embedded at least 600 mm into the ground and to horizontal metal rail threaded through the meshing top and bottom, or

- (iv) a combination of the above materials may be used provided that there is an equivalent barrier and it can be demonstrated that it fulfils the required function, or
- (v) other materials may be substituted provided that there is an equivalent barrier and it can be demonstrated that they fulfil the required function;
- (d) every opening in a fence shall be protected by a gate that shall be:
  - (i) constructed of materials with a construction and performance level the same as the fence, and
  - (ii) securely closed and locked when the construction or demolition site is not actually being used;
- (e) where the building or structure is located adjacent to a “public way” as defined by the Occupational Health and Safety Act, R.S.O. 1990, Chap. O.1, as amended, the “Public Way Protection” as required, may be constructed in addition to, or as part of, the required fencing, in accordance with the requirements of Sections 64 and 65 of O.Reg 213/91, as amended; and
- (f) every fence shall be maintained in a sturdy condition, such that there are no gaps under the fence or that the effective height of the protection is not reduced.

46. Despite Section 45 of this by-law, every site where,

- (a) there exists an extra hazard to the public due to the close proximity of the construction or demolition site to parks, schools, residences or places where significant populations of children congregate, or the closeness of the construction or demolition to the fence; or
- (b) the construction or demolition has been substantially suspended for a period of more than four (4) weeks;

shall be protected by a fence that shall be constructed as follows:

- (c) of an exterior grade plywood that is a minimum of 12.5 mm thick;
- (d) at least 2.4 m in height;
- (e) close-boarded;
- (f) with a smooth surface facing the exterior side of the enclosed area of plywood that shall be securely nailed or screwed to the exterior of 89 mm by 89 mm vertical posts at 1.2 m centres embedded at least 1.2 m into the ground and by 39 mm by 89 mm horizontal supports, top and bottom, secured to the vertical supports;
- (g) painted with a solid colour so as to resist weathering; and
- (h) maintained free of posters, notices and bills.

PART XIII  
GENERAL

OFFENCE

47. Any person who contravenes any provision of this by-law is guilty of an offence as provided for in Section 36 of the Act.

REPEAL

48. By-law No. 2001-258 entitled “A by-law of the City of Ottawa respecting buildings”, as amended, is repealed.

SHORT TITLE

49. This by-law may be referred to as the “Building By-law”.

EFFECTIVE DATE

50. (1) This by-law shall come into force and effect on July 1, 2005.
- (2) Despite subsection (1), Paragraph (d) of Section 10, Section 11 and Schedule “B” of this by-law shall not come into force and effect until January 1, 2006.

ENACTED AND PASSED this 22<sup>nd</sup> day of June, 2005.

CITY CLERK

MAYOR

**SCHEDULE “A”**  
**Respecting**  
**CLASSES OF PERMITS AND FEES PAYABLE (2010-173)**

<b>CLASS OF PERMIT</b>	<b>FEE</b>
Permit to construct	\$12.00 per \$1,000 or part thereof of the estimated valuation of the work, with a minimum fee of \$80.00 <i>For farm buildings only:</i> \$8.40 per \$1,000 or part thereof of the estimated valuation of the work, with a minimum fee of \$80.00
Permit to demolish	\$100.00 for the first 5,000 square feet (464.5 square metres) of gross floor area or portion thereof, plus \$12.00 for each additional 1,000 square feet (92.9 square metres) of gross floor area or part thereof
Conditional permit	Regular permit to construct fee <b>plus:</b> \$1.00 per \$1,000 or part thereof of the estimated valuation of the work, with a minimum fee of \$300.00 and a maximum fee of \$6,000
Change of use	\$250.00 per application
Plumbing work only – where work includes plumbing only	\$10.00 for the installation of each new plumbing fixture, for the alteration, extension or renewal of each fixture, each soil waste or vent stack, or each hopper or hopper stack and for each changeover from a septic tank system to the City sewers, with a minimum fee of \$80.00
Partial permit	Regular permit to construct fee <b>plus:</b> \$200.00 per application
Revision to permit	\$12.00 per \$1,000 or part thereof of the estimated valuation of work with a minimum fee of \$80.00 <i>For farm buildings only:</i> \$8.40 per \$1,000 or part thereof of the estimated valuation of the work, with a minimum fee of \$80.00
Transfer of permit	\$80.00 per application
Restricted building permit	\$12.00 per \$1,000 or part thereof of the estimated valuation of the work, with a minimum fee of \$80.00
Re-examination fee	Change in house model - Additional \$250.00
	Substantial change - Additional 10% of the estimated valuation of the work to a maximum of \$1,000.



Administrative surcharge	Regular permit to construct fee <b>plus:</b> 50% of the permit fee up to a maximum of \$10,000
Deferral fee	\$300.00 per application
Equivalent authorization fee	No charge
Occupancy permit	No charge

**OTHER FEES PAYABLE (2010-173)**

Limiting Distance Agreement	\$300.00 per agreement
Refundable inspection fee for single family residence, duplex and row or townhome units	Regular permit to construct fee <b>plus:</b> \$1000 per dwelling unit up to a maximum of \$4000 per permit
Re-inspection fee for single family residence, duplex and row or townhome units	\$100.00 per inspection
Application for lot severances -requiring plumbing inspections to ensure separate plumbing services can be provided	\$100.00 per inspection
Application for View and Release of building permit records and documents (excluding reproduction costs)	\$65.00 per application

**SCHEDULE “B”**

**ACKNOWLEDGEMENT BY APPLICANT OF AN INCOMPLETE APPLICATION**

**Pursuant to Sentence 2.4.1.1B.(5) of the Ontario Building Code**

**Part A (completed by Building Official)**

A pre-screening of the application to \_\_\_\_\_  
(describe work)

at \_\_\_\_\_ reveals that the application is incomplete  
(location of work)

within the meaning of Section 8 of the Building Code Act S.O., c.23 as amended.

As such, the application is not entitled to the processing time periods specified for issuance or refusal of a permit as prescribed in Column 3 of Table 2.4.1.1B. of the Building Code.

The City of Ottawa will, however, accept the incomplete application for processing provided the following acknowledgement is completed.

**Part B (completed by Owner or Authorized Agent)**

I, \_\_\_\_\_ acknowledge that my application as  
(Print name – Owner or Authorized Agent)

described above does not meet the requirements of 2.4.1.1B.(5) of the Building Code and therefore, is not entitled to the time periods prescribed in Column 3 of Table 2.4.1.1B. of the Building Code.

Notwithstanding the above, I wish to have the application accepted for processing and understand that a permit cannot be issued until all the information is submitted and reviewed for compliance.

Declaration of Applicant \_\_\_\_\_  
(Signature) (Date)

I have the authority to bind the corporation or partnership (if applicable)

*Personal information on this form is collected under the authority of the Building Code Act and will be used in the processing of your Building Permit Application. Questions regarding the collection of this information should be directed to the Municipal Freedom of Information and Protection of Privacy Office at 580-2424 ext. 21898.*

**Schedule “C”**  
**SUBMISSION REQUIREMENTS**  
**CATEGORY: HOUSE**  
(As Defined by the Ontario Building Code Section 2.20)

Information Required	New Building	Addition	Interior Alterations
<b>General</b>			
All drawings to be drawn on durable material, drawn to scale, and fully dimensioned	●	●	●
<b>Site and Key Plan</b>			
Property lines and lot area	●	●	
Location of all existing and proposed buildings including setbacks to property lines, parking spaces, distance to other buildings, and other features in relation to property boundaries	●	●	
Overall dimensions of all buildings	●	●	
Summary of permitted and proposed zoning provisions	●	●	○
Location of easements and/or rights-of-way	●	●	
Location of septic bed, connection to existing system, septic tank and other equipment	○	○	○
Key plan showing location of existing and proposed construction		○	○
<b>Grading Plan</b>			
Existing and proposed grade elevations at all lot corners, midpoints, points of grade change, driveways and drainage structures	●	○	
Proposed finished floor, top of foundation and u/s footing elevations	●	○	
Slope and surface direction runoff, culvert conditions	●	○	
<b>Floor and Roof Plans</b>			
Basement floor plan including foundation information and use of space	●	○	○
Floor plan of every upper level showing use of all spaces	●	●	●
Floor plan of every upper level showing structural framing above	●	○	
Roof truss layout	●	○	
Proprietary floor system layout	○	○	
Location of all plumbing fixtures	●	○	○
Location of all solid fuel burning appliances	○	○	○
Location of smoke alarms and carbon monoxide detectors	●	○	○
<b>Elevations</b>			
Area of exposed building face. Area and percentage of unprotected openings. Required limiting distance	●	●	
Exterior Finishes	●	●	
Window/door type, locations and sizes including height of sills above floor	●	●	
Roof slope and finish	●	●	
Exterior stairs, landings, guards and handrails	●	○	
<b>Building Sections</b>			
Floor to floor and floor to ceiling heights	●	●	○
Footing and foundation wall details including height of grade above basement floor	●	○	○
Specifications of all floor, wall and roof assemblies	●	●	○
Shoring and underpinning details	○	○	○
Stairs, landings, guards and handrails	●	○	○

Additional Information may be required on a case by case basis

● = required

○ = required where applicable

Information Required	New Building	Addition	Interior Alterations
<b>Construction Details and Notes</b>			
Typical wall section	●	○	○
Wall and floor fire separation details	○	○	○
Typical roof details	●	○	
Guard details including connection detail	●	○	
Building materials and specifications of all wall, floor and roof assemblies	●	●	○
Mechanical Ventilation Design Summary	●	○	
Footing design for sensitive soils	○	○	

Additional Information may be required on a case by case basis

● = required

○ = required where applicable

**Schedule “C”**  
**SUBMISSION REQUIREMENTS**  
**CATEGORY: SMALL BUILDING, RESIDENTIAL**  
(As Defined by the Ontario Building Code Section 2.20)

Information Required	New Building	Addition	Interior Alterations
<b>General</b>			
All drawings to be drawn on durable material, drawn to scale, fully dimensioned	●	●	●
ASHRAE 90.1 Energy Certification Form	○		
<b>Site and Key Plan</b>			
Property lines and lot area referenced to a current survey	●	●	
Location of all existing and proposed buildings including setbacks to property lines, parking spaces, distance to other buildings, and other features in relation to property boundaries	●	●	
Overall dimensions of all buildings	●	●	
Summary of permitted and proposed zoning provisions	●	●	○
Location of easements and/or rights-of-way	●	●	
Location of septic bed, connection to existing system, septic tank and other equipment	○	○	○
Key plan showing location of existing and proposed construction		○	○
<b>Floor and Roof Plans</b>			
Basement floor plan including foundation information and use of space	●	○	○
Floor plan of every upper level showing use of all spaces	●	●	●
Floor plan of every upper level showing structural framing above	●	○	
Roof truss layout	●	○	
Proprietary floor system layout	○	○	
Location of all plumbing fixtures	●	○	○
Location of all solid fuel burning appliances	○	○	○
Location of smoke alarms and carbon monoxide detectors	●	○	○
<b>Elevations</b>			
Area of exposed building face. Area and percentage of unprotected openings. Required limiting distance	●	●	
Exterior Finishes	●	●	
Window/door type, locations and sizes including height of sills above floor	●	●	
Roof slope and finish	●	●	
Exterior stairs, landings, guards and handrails	●	○	
<b>Building Sections</b>			
Floor to floor and floor to ceiling heights	●	●	○
Footing and foundation wall details including height of grade above basement floor	●	○	○
Specifications of all floor, wall and roof assemblies	●	●	○
Shoring and underpinning plans and details	○	○	○
Stairs, landings, guards and handrails	●	○	○
<b>Construction Details and Notes</b>			
Typical wall section	●	○	○
Wall and floor fire separation details	●	○	○
Typical roof details	●	○	
Guard details including connection detail	●	○	

Additional Information may be required on a case by case basis

● = required

○ = required where applicable

<b>Information Required</b>	<b>New Building</b>	<b>Addition</b>	<b>Interior Alterations</b>
Building materials and specifications of all wall, floor and roof assemblies	●	●	○
Mechanical Ventilation Design Summary	●	○	
Footing design for sensitive soils	○	○	

Additional Information may be required on a case by case basis

● = required

○ = required where applicable

**Schedule “C”**  
**SUBMISSION REQUIREMENTS**  
**CATEGORY: SMALL BUILDING, NON-RESIDENTIAL**  
**(As Defined by the Ontario Building Code Section 2.20)**

Information Required	New Building or Addition	Interior Alterations
<b>General</b>		
All drawings to be drawn on durable material, drawn to scale and fully dimensioned	●	●
Drawings to be sealed, signed and dated by each professional design discipline	○	
ASHRAE 90.1 Energy Certification Form	○	
Building Code analysis	○	○
Specifications for each design discipline	○	○
Geotechnical Investigation Report	○	
<b>Site and Key Plan</b>		
Property lines and lot area referenced to a current survey	●	○
Location of all existing and proposed buildings including setbacks to property lines, distance to other buildings and other features in relation to property boundaries including parking spaces	●	○
Overall dimensions of all buildings	●	
Summary of permitted and proposed zoning provisions	●	○
Location of easements and/or rights-of-way	●	
Location of septic bed, connection to existing system, septic tank and other equipment	○	○
Key plan showing location of existing and proposed construction	●	○
Barrier free information including curb cuts, ramps, parking and associated details	●	○
Fire route, fire department connections and fire hydrants	●	
<b>Architectural Drawings</b>		
Floor plans identifying rooms including use of all spaces, wall construction and fire separations	●	●
Reflected ceiling plans and associated details	●	○
Roof plan and associated details including any screening requirements for mechanical roof top equipment	●	○
Building elevations	●	
Building cross sections	●	○
Wall sections and details. Stair sections, plan and details	●	○
Enlarged detail plans and associated details	●	○
Door, window and room finish schedules if not in specifications	●	○
<b>Structural Drawings</b>		
Design information including loading, deflection, wind uplift, earthquake analysis and control flow drainage design on roof	○	
Shoring and underpinning plans and details	○	
Foundation plan and associated details	●	
Floor and roof framing plans including beam and column schedule	●	
Exterior canopy or other structural framing information	●	
Structural connection details	●	

Additional Information may be required on a case by case basis

● = required

○ = required where applicable

Information Required	New Building or Addition	Interior Alterations
<b>Heating, Ventilation and Air Conditioning</b>		
Layout and sizes of duct at each floor level	●	○
Type, location and size of equipment	●	○
Roof plan showing roof mounted equipment	○	○
Details of specialized systems	○	○
<b>Plumbing</b>		
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes and connection to municipal system	○	
Water and drain layout at each floor level and plumbing risers	●	○
Material, equipment and fixture specifications	●	○
<b>Electrical Drawings</b>		
Electrical site servicing drawing where separate from Mechanical	●	
Lighting, power, emergency lighting, exit signage and electrical equipment	●	○
Fire alarm system drawings including alarm riser detail together with specifications and sequence of operation	●	○
<b>Other Submissions</b>		
Sprinkler Riser Diagram, including water entry schematic	○	○
Drawings showing fire hose cabinets, standpipe risers and other standpipe information	○	○

Additional Information may be required on a case by case basis

● = required

○ = required where applicable



**Schedule “C”**  
**SUBMISSION REQUIREMENTS**  
**CATEGORY: LARGE OR COMPLEX BUILDINGS**  
(As Defined by the Ontario Building Code Section 2.20)

Information Required	New Building or Addition	Interior Alterations
<b>General</b>		
All drawings to be drawn on durable material, drawn to scale and fully dimensioned	●	●
Drawings to be sealed, signed and dated by each professional design discipline	●	
Commitment by Owner for general review form for each required professional discipline	●	○
Building Code analysis	●	○
ASHRAE 90.1 Energy Certification Form	○	
Specifications for each design discipline	●	○
Geotechnical Investigation Report	●	
<b>Site Plan</b>		
Property lines and lot area referenced to a current survey	●	○
Location of all existing and proposed buildings including setbacks to property lines, distance to other buildings. All parking spaces	●	○
Fire route, fire department connections and fire hydrants	●	
Existing and proposed grades. Proposed finished floor elevations of all buildings. Sidewalk elevations.	●	
Barrier free information including curb cuts, ramps, parking and associated details	●	○
Summary of permitted and proposed zoning provisions	●	○
Key plan showing location of existing and proposed construction	●	○
<b>Architectural Drawings</b>		
Floor plans identifying rooms including use of all spaces, wall construction and fire separations	●	●
Reflected ceiling plans and associated details	●	○
Roof plan and associated details including any screening requirements for mechanical rooftop equipment	●	○
Building elevations	●	
Building cross sections	●	○
Wall sections and details. Stair sections, plan and details	●	○
Enlarged detail plans and associated details	●	○
Door, window and room finish schedules if not in specifications	●	○
<b>Structural Drawings</b>		
Design information including loading, deflection, wind uplift, earthquake analysis and control flow drainage design on roof	●	
Shoring and underpinning plans and details	○	
Foundation plan and associated details	●	
Floor and roof framing plans including beam and column schedule	●	
Exterior canopy or other structural framing information	●	
Structural connection details	●	
<b>Heating, Ventilation and Air Conditioning</b>		
Layout and sizes of duct at each floor level	●	○
Type, location and size of equipment	●	○

Additional Information may be required on a case by case basis

● = required

○ = required where applicable

Roof plan showing roof mounted equipment	○	○
Details of specialized systems	○	○
<b>Plumbing</b>		
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes and connection to municipal system	●	
Water and drain layout at each floor level	●	○
Plumbing risers and stack loads	○	
Material, equipment and fixture specifications	●	○
<b>Electrical Drawings</b>		
Electrical site servicing drawing where separate from Mechanical	●	
Lighting, power, emergency lighting, exit signage and electrical equipment	●	○
Fire alarm system drawings including alarm riser details together with the specifications and sequence of operation	●	○
<b>Other Submissions</b>		
Sprinkler Riser Diagram and water entry schematic	○	○
Drawings showing fire hose cabinets, standpipe risers and other standpipe information	○	○
Smoke venting information related to high-rise buildings	○	

Additional Information may be required on a case by case basis

● = required

○ = required where applicable

BY-LAW NO. 2005 –

-0-

A by-law of the City of Ottawa respecting buildings.

-0-

Enacted by City Council at its meeting of  
June 22, 2005

-0-

LEGAL SERVICES

AMP:ec

COUNCIL AUTHORITY:

City Council – June 22, 2005

CSEDC Report 30, Item 7