

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

BY-LAW NUMBER 2017-04

BUILDING BY-LAW

Being a By-law respecting permits for construction, demolition and change of use and respecting inspections and the charging of permit fees.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, S.130, as amended, provides that a municipality may regulate matters not specifically provided for by the Municipal Act or any other Act for purposes related to health, safety and well-being of the inhabitants of the municipality;

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

AND WHEREAS Section 3(2) of the Building Code Act 1992, 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 in the areas in which the municipality has jurisdiction;

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

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

NOW THEREFORE the Council of the Corporation of the Township of Nipissing enacts as follows:

PART I – 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:

- (a) “Act” means the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended.
- (b) “Applicable law” means applicable law as defined in the *Ontario's Building Code*.

- (c) “Architect” means a holder of a license, a certificate of practice or a temporary license under the Architect’s Act as defined in the *Ontario’s Building Code*.
- (d) “As constructed plans” means as constructed plans as defined in the *Ontario’s Building Code*.
- (e) “Building” means a building as defined in Section 1(1) of the Act.
- (f) “Building Code” means regulations made under Section 34 of the Act.
- (g) “Change of Use Permit” is a permit issued under Section 10(1) of the Act.
- (h) “Chief Building Official” means a person appointed or constituted under Section 3 or 4 of the Act, and appointed by the Council of the Township of Nipissing.
- (i) “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. As defined in Section 1(1) of the Act.
- (j) “Corporation” means the Corporation of the Township of Nipissing.
- (k) “Demolish” means to do anything in the removal of a building or any material part thereof as defined in Section 1(1) of the Act.
- (l) “Designer” means the person responsible for the design and in possession of the registration and qualifications outlined in Div C Part 3.2 of the 2006 *Ontario’s Building Code*.
- (m) “Farm building” means a farm building as defined in Div A Part 1 of the *Ontario’s Building Code*.
- (n) “Form” means the applicable provincial or municipal prescribed forms as set out in this By-law.
- (o) “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.
- (p) “Infill Construction Site” means any construction site in respect to which a building permit has been issued for the construction of a building or part thereof where such construction is adjacent to another occupied dwelling unit except where the site is within a registered plan of subdivision and is being developed for the first time.
- (q) “Inspector” means a person appointed, by By-law by the Corporation of the Township of Nipissing for the purposes of enforcing the Act.

- (r) “Lot Grading” means the establishment of finished ground elevations as outlined in the site plan described in 4.4 of this By-law.
- (s) “Occupancy” means the use or intended use of a building or part of a building for the shelter or support of persons, animals or property.
- (t) “Owner” means the registered owner of the property and includes a lessee, mortgagee in possession.
- (u) “Permit” means written permission or written authorization from the Chief Building Official to perform work regulated by this By-law and the Act, or to change the use of a building or part of a building or parts thereof or, in the case of an Occupancy Permit, to occupy a building or part of a building or parts thereof.
- (v) “Plumbing” means plumbing as defined in Section 1(1) of the Act.
- (w) “Regulation” means regulation made under the Act.
- (x) “Sewage system” means a sewage system as defined in Div A Part 1 of the *Ontario’s Building Code*.
- (y) “Sign” means a sign structure as described in Div B Part 3.15.3.1 and 3.15.4.1 of the *Ontario’s Building Code*.

Part II – INTERPRETATION

- 2.1 Any word or term not defined in this by-law that is defined in the Act or *Ontario’s Building Code* shall have the meaning ascribed to it in the Act or the *Ontario’s Building Code*.
- 2.2 In this By-law, a word interpreted in the singular number has a corresponding meaning when used in the plural.
- 2.3 This By-law includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this By-law.

PART III – GENERAL REQUIREMENTS

3.1 Application for All Permits

All applications for a permit, in addition to meeting all other application requirements set out in this By-law, shall:

- (a) identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
- (b) identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended;
- (c) include the legal description or the municipal address, and where appropriate, the unit number of the land on which the work is to be done;
- (d) be accompanied by 2 sets of plans, a site plan and specifications as described in this By-law;
- (e) state the name, address and telephone number of the owner, and where the owner is not the applicant, the authorized agent, and where applicable, the qualified architect, engineer or other designer and the construction or person hired to carry out the construction or demolition, as the case may be;
- (f) include, where applicable, the applicant's registration number where an applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act; and
- (g) be signed by the owner or authorized agent who shall certify as to the truth of the contents of the application.

3.2 Application for Construction Permit

In addition to the general requirements set out above, an application for a construction permit shall:

- (a) use the provincial application form, "Application for a Permit to Construct or Demolish";
- (b) include plans and specifications, documents and other information as required by Section 2.4.1.1B of the *Ontario's Building Code* and as described in this By-law for the work covered by the permit.

3.3 Application for Demolition Permit

In addition to the general requirements set out above, an application for a demolition permit shall:

- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”;
- (b) supply 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;
- (c) indicate method of demolition;
- (d) authorization in writing from owner if applicant name differs from the name listed on title for the property.

3.4 Application for Change of Use Permit

In addition to the general requirements set out above, an application for a change of use permit shall:

- (a) use the provincial application form, “Application for a Permit to Construct or Demolish”;
- (b) describe the building in which the use is to be changed, by a description that will readily identify and locate the building;
- (c) identify and describe in detail the current and proposed uses of the building or part of a building for which the application is made; and
- (d) include plans and specifications showing the current and proposed use of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the *Ontario’s 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 by a competent, qualified individual or organization.

3.5 Application for Transfer of Permit

Where an application is made for a transfer of permit because of change of ownership of the property, the owner applying for the transfer shall file the form prescribed by the Chief Building Official and attached to this By-Law as Schedule “C”.

3.6 Material Change after Permit Issuance

- 3.6.1 After the issuance of a permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued, shall be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without the prior written authorization of the Chief Building Official.
- 3.6.2 Notification of any material change may be in the form of an application for revision to a permit where changes are major and may take the form of a revision permit being issued.

3.7 Inactive Application

- 3.7.1 Where an application for a permit remains incomplete or inactive for twelve months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant.
- 3.7.2 Where an application has been deemed to be abandoned, a new application must be filed for the proposed work.

Part IV – PLANS AND SPECIFICATIONS

4.1 Sufficient Information to be Supplied

Every applicant shall submit sufficient information, as outlined in Schedule “D” of this By-law, including plans, specifications, documents and other information, 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 with the Act, the *Ontario’s Building Code* and any other applicable law. Plans shall be drafted by a competent and qualified individual.

4.2 Two Sets of Plans and Specifications

Each application shall, unless otherwise determined by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this By-law.

New dwellings shall have an Energy Efficiency design summary and septic approval accompany their application.

4.3 Plans to Scale

Plans shall be drawn to scale on paper or other durable material shall be legible and, without limiting the generality of the foregoing, shall include such working drawings deemed necessary by the Chief Building Official.

4.4 Site Plan

Site Plans submitted shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such survey shall be filed with the Corporation unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work is in compliance with the Act, the *Ontario's Building Code*, and any other applicable law. The site plan shall show:

- (a) lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;
- (b) existing and finished ground levels or grades;
- (c) existing right-of-way, easements and municipal services; and
- (d) elevations and grading of the land, including location of the building, as drawn by a registered Ontario Land Surveyor, Professional Engineer or Architect.

4.4 Refusal of Application

The Chief Building Official may refuse an application if any of the information required to support the application is deemed to be incomplete or insufficient at the time of application.

4.5 As Constructed Plans

On completion of the construction, the Chief Building Official may require that a set of plans of the building or any class of buildings as constructed including a plan of survey showing the location be filed with the Chief Building Official.

4.6 Plans Property of the Township

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

Part V – REVOCATION OF PERMIT

5.1 Notice of Revocation

- 5.1.1 Prior to revoking a permit under subsection of 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.

- 5.1.2 Notice under subsection 5.1.1 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.
- 5.1.3 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 business day after the day of mailing.
- 5.1.4 If on the expiration of thirty (30) days from the date of service of the notice of intention to revoke the permit described in Part V 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.

5.2 Request for Deferral

A permit holder may, within thirty (30) days from the date of service of the notice described in Part V 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.

5.3 Referral of Revocation

The Chief Building Official, having regard to the changes in the Act, *Ontario's Building Code* or any applicable law, may grant the deferral in writing.

5.4 Fee for Deferral

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

Part VI – PRESCRIBED NOTICES AND INSPECTIONS

6.1 Notice at Each Stage

- 6.1.1 The person to whom a permit has been issued under Section 8 of the Act shall give to the Chief Building Official notice of the readiness for inspection in accordance with the prescribed notices described in section 1.3.5 Div C Part 1 of the *Ontario's Building Code*. These mandatory notification stages and inspections are listed in Schedule "B" to this By-law.
- 6.1.2 Notices shall be given as required by subsection 1.3.5.1 Div C Part 1 of the *Ontario's Building Code*.

6.2 Inspections

Upon receipt of proper notice, the Chief Building Official, shall undertake a site inspection of the building to which the notice relates in accordance with the prescribed time periods set out in Section 11 of the Act and subsection 1.3.5.3 Div C Part 1 of the *Ontario's Building Code*.

6.3 Notice of Readiness for Occupancy or Completion of Building

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 1.3.3.1 Div C Part 1 and 1.3.3.2 Div C Part 1 of the *Ontario's Building Code*.

Part VII – EQUIVALENTS

7.1 Sufficient Information to be Supplied

Where an application for a permit or for authorization to make a material change to the 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 application shall provide:

- (a) a description of the proposed material, system or building design for which authorization under Section 9 of the Act is requested;
- (b) any applicable provisions of the *Ontario's Building Code*; and
- (c) evidence that the proposed material, system or building design will provide the level of performance required by the *Ontario's Building Code*.

7.2 Prescribed Form

Such information may be provided by incorporation in the permit application or in the prescribed form “Equivalent Evaluation and Authorization” prescribed by the Chief Building Official.

Part VIII – Fees

8.1 Required Fees

- 8.1.1 The Chief Building Official shall determine the required fees for the work proposed and the applicant shall pay the fees calculated in accordance with Schedule “A” to this By-law. No permit shall be issued until the fees therefore have been paid in full.
- 8.1.2 Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit under Subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total value of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.

8.2 Additional Fees Where Work Commences Prior to Permit Issuance

Any person or Corporation who commences construction, demolition or changes the use of a building before submitting an application for a permit or before 14 calendar days have elapsed from the date on which an application for a permit has been accepted by the Corporation unless the permit has already been issued, shall in addition to any other penalty under the Act, the *Ontario's Building Code* or this By-law pay an additional fee in accordance with Schedule “A” to this By-law, in order to compensate the Corporation for the additional work incurred by such early start to work.

Part IX – REFUNDS

9.1 Circumstances for Refund

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 9.2 of this By-law where:

- (a) an owner withdraws an application for a permit;
- (b) an application is deemed to have been abandoned in accordance with 3.12.2. 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.

9.2 Amount of Refund

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%) percent if administrative functions only have been performed;
- (b) eighty (80%) percent if administrative and zoning functions only have been performed;
- (c) fifty-five (55%) percent 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.

9.3 Minimum Refund

No refund shall be payable where the amount calculated is less than the minimum fee for a “Permit to Construct”.

9.4 Refund Payable To

The fee that may be refunded shall be paid to the person named on the fee receipt issued by the Corporation upon payment of the fee unless the person directs in writing that it be refunded to another person.

9.4 Limitation for Refund

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 X – CODE OF CONDUCT

The Code of Conduct applies to the Chief Building Official and Inspectors appointed under the Building Code Act in the exercise of a power or the performance of a duty under the Building Code Act or *Ontario's Building Code*. See Schedule "E".

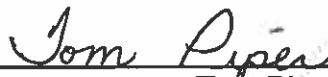
PART XI – REPEAL OF BY-LAW

By-law No.2008-1219 of the Corporation of the Township of Nipissing is hereby repealed.

PART XII – EFFECTIVE DATE

This By-law will come into force and effect upon final passage.

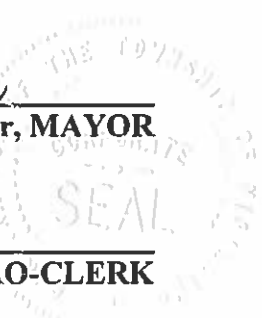
READ FIRST, SECOND AND THIRD TIME AND PASSED THIS 3RD DAY OF JANUARY, 2017.



Tom Piper, MAYOR



Charles Barton, CAO-CLERK



THE CORPORATION OF THE TOWNSHIP OF NIPISSING

Building By-law 2017-04

**Schedule "A"
Fees**

	Fee Description	Authority	Section	Fee Amount
	TYPE OF PERMIT			
1.	CONSTRUCTION (new, additions, renovations, plumbing, etc.)	Building Code Act	7(c)	\$8.60/\$1,000 of construction Minimum Permit Fee \$130.00
2.	DEMOLITION	Building Code Act	7(c)	\$100.00
3.	CONDITIONAL	Building Code Act	7(c)	\$130.00 plus \$8.60/\$1,000 of construction value
4.	CHANGE OF USE	Building Code Act	7(c)	\$130.00 plus \$8.60/\$1,000 of construction value
	ADMINISTRATION			
1.	SEARCHING OF RECORDS (Building Department Only)	Municipal Act	391(1)	\$110.00
2.	SPECIAL INSPECTION	Municipal Act	391(1)	\$160.00
3.	REINSPECTION	Municipal Act	391(1)	\$120.00
4.	Commencing of Work Prior to Permit Issuance	Municipal Act	391(1)	\$175.00
5.	APPLICATION FOR TRANSFER OF PERMIT	Municipal Act	391(1)	\$25.00

THE CORPORATION OF THE TOWNSHIP OF NIPISSING
Building By-Law 2017-04

Schedule “B”

PRESCRIBED NOTICES/INSPECTIONS* Ontario Building Code Div C Part 1.3.5.1		
Notice/Inspection	Ontario Building Code Reference	Description
Footings	Div C 1.3.5.1.(2)(a)	Readiness to construct footings prior to pouring concrete.
Foundation	Div C 1.3.5.1.(2)(b)	Substantial completion of footings and foundations prior to commencement of backfilling.
Framing – Part 9 of Building	Div C 1.3.5.1.(2)(c)	Substantial completion of structural framing, if the building is within the scope of Part 9.
Framing – Other Than Part 9 Building	Div C 1.3.5.1.(2)(d)	Substantial completion of structural framing, if the building is not a building to which Clause (c) applies.
HVAC Rough-In/Final – Part 9 Building	Div C 1.3.5.1.(2)(c)	Substantial completion of ductwork and piping for heating and air-conditioning, if the building is within the scope of Part 9.
HVAC Rough-In – Other Than Part 9 Building	Div C 1.3.5.1.(2)(d)	Substantial completion of rough-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause (c) applies.
Insulation	Div C 1.3.5.1.(2)(e)	Substantial completion of insulation, vapour barriers and air barriers.
Fire Separations & Closures	Div C 1.3.5.1.(2)(g)	Substantial completion of all required fire separations and closures.
Fire Protection Systems	Div C 1.3.5.1.(2)(g)	Substantial completion of all fire protection systems including standpipe, sprinklers, fire alarm and emergency lighting systems.

Fire Access Routes	Div C 1.3.5.1.(2)(h)	Substantial completion of fire access routes.
Building Sewers	Div C 1.3.5.1.(2)(i)(i)	Readiness for inspection and testing of building sewers.
Building Drains	Div C 1.3.5.1.(2)(i)(i)	Readiness for inspection and testing of building drains.
Water Service Main	Div C 1.3.5.1.(2)(i)(ii)	Readiness for inspection and testing of water service main.
Fire Service Main	Div C 1.3.5.1.(2)(i)(iii)	Readiness for inspection and testing of fire service main.
Drainage & Venting Systems	Div C 1.3.5.1.(2)(i)(iv)	Readiness for inspection and testing drainage systems and venting systems.
Water Distribution System	Div C 1.3.5.1.(2)(i)(v)	Readiness for inspection and testing of the water distribution system.
Plumbing Fixtures & Appliances	Div C 1.3.5.1.(2)(i)(vi)	Readiness for inspection and testing of plumbing fixtures and plumbing appliances.
Pool/Spa Suction & Gravity Outlet System	Div C 1.3.5.1.(2)(j)	Readiness for inspection of suction and gravity outlets, covers and suction piping service outlets of an outdoor pool described in Clause 2.1.2.1.(1)(h), a public pool or public spa.
Pool/Spa Circulation/Recirculation System	Div C 1.3.5.1.(2)(k)	Substantial completion of the circulation/recirculation system of an outdoor pool described in Clause 2.1.2.1.(1)(h), a public pool or spa.
Site Services	Div C 1.3.5.1.(2)(n)	Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling.
Occupancy Prior to Completion	Div C 1.3.5.1.(2)(p)	Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 2.4.3.1.(2), or to permit occupancy under Sentence 2.4.3.2.(1), if the building or part of the building to be occupied is not fully completed.

Completion of Building	Building Code Act Section 11	Completion of the building or part prior to occupancy or use.
Completion of Occupied Unfinished Building	Building Code Act Section 11	Completion of the building where a person has occupied or permitted the occupancy under Section 2.4.3 – Occupancy of Unfinished Building.
Additional Notices	Div C 1.3.5.2.(1)	Any additional notices required for enforcement of the Act & Ontario’s Building Code.

NOTE:

1. Prescribed notices and/or inspections apply to all building types, unless otherwise noted.
2. “Building” means a building as defined in Section 1(1) of the Building Code Act.
 - (a) A structure occupying an area greater than ten square metres 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 ten square meters 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.

**THE CORPORATION OF THE TOWNSHIP OF NIPISSING
BUILDING BY-LAW 2017-04
SCHEDULE "C"**

Application for Transfer of Permit

Permit Number: _____

Individual Name Permit is issued under: _____

Name of Applicant for Transfer of Permit: _____

Address of Applicant: _____

Telephone Number of Applicant: _____

Email Address of Applicant: _____

Applicant is: Present Owner Previous Owner

Location of building activity: _____

By Signing this form you are confirming the continuation of the building project as specified in the original building permit application.

Name _____
(Please Print)

Signature _____ Date _____

For Office Use Only

Received by Chief Building Official: _____
(Date)

Approved by Chief Building Official: _____
(Signature of CBO)

Date Approved: _____

Fee Paid: \$25.00

Updated Permit Issued:

THE CORPORATION OF THE TOWNSHIP OF NIPISSING
Building By-Law 2017-04

Schedule “D”

PLANS, SPECIFICATIONS, DOCUMENTS AND FORMS

The following are lists of plans, working drawings, specifications, information and forms that may be required to accompany applications for permits according to the scope of work and type of application;

1. Plans and Working Drawings

a) Site plan	j) Building elevations
b) Key plan	k) Structural drawings
c) Lot grading plan	l) Architectural drawings
d) Floor plans	m) Electrical drawings
e) Foundation plans	n) Heating, ventilation and air conditioning drawings
f) Framing plans	o) Plumbing drawings
g) Roof plans	p) Fire alarm drawings
h) Reflected ceiling plans	q) Sprinkler/Standpipe drawings
i) Sections and details	

Every application shall, unless otherwise determined by the Chief Building Official, be accompanied by two complete sets of working drawings, prepared in accordance with generally accepted architectural and engineering practices, on paper or other suitable and durable material and shall be drawn to a recognized scale.

All drawings shall be of sufficient detail and contain all information to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use conforms to the Act, the Ontario’s Building Code and any other applicable law. This includes, but is not limited to, all drawings being fully dimensioned, noting all sizes and types of construction materials to be used and their respective locations, noting all finishes to all walls, ceilings and floors and all existing and proposed fire separations. Alterations, renovations and additions must also differentiate between the existing building and new work proposed, drafted by a qualified or competent individual or organization.

2. Information

a) Specifications	h) Geotechnical report
b) Spatial separation calculations	j) BMEC authorizations
c) Fire protection report	k) Fire department inspection report
d) Building Code related report	l) HVAC calculations
e) Letter of use	m) Sprinkler/Standpipe hydraulic calculations
f) Occupant loads	n) Ashrae 90.1 or Model National Energy Code for Buildings compliance
g) Acoustical engineer certification	o) energy efficiency design summary

THE CORPORATION OF THE TOWNSHIP OF NIPISSING
Building By-Law 2017-04

Schedule “E”

Code of Conduct for Building Officials and Inspectors

Preamble

The Code of Conduct applies to the Chief Building Official and inspectors appointed under the *Building Code Act* in the exercise of a power or the performance of a duty under the *Building Code Act* or the *Ontario's Building Code*.

The purpose of this Code is to promote appropriate standards of behaviour and enforcement actions to ensure building officials apply standards of honesty and integrity, and to prevent practices constituting an abuse of power including unethical or illegal practices.

Standards of Conduct

Building Officials undertake to:

1. Always act in the public interest, particularly with regard to the safety of building works and structures.
2. Not to act where there may be or where there may reasonably appear to be in a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
3. Apply all relevant building by-laws, codes and standards appropriately and without favour.
4. Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards.
5. At all times abide by the highest moral and ethical standards and avoiding any conduct which could bring or tend to bring Building Officials into disrepute.
6. Comply with the provisions of the *Building Code Act*, the *Ontario's Building Code* and other Acts or Laws which regulate or govern Building Officials or their functions.
7. Not to act beyond their personal level of competence or outside their area of expertise.
8. Maintain current accreditation to act as an Ontario Building Official.

9. Maintain their knowledge and understanding of the best current building practices, the building laws and Codes relevant to their inspection and plan examination function.
10. Extend professional courtesy to all.

ENFORCEMENT GUIDELINES

Compliance with this code of conduct shall constitute a condition of employment as a Chief Building Official or Inspector appointed under the *Building Code Act*. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this code shall be made in writing.