



# Building in Seguin

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## The 3-Step Process



<b>Building in Seguin</b>	2
Step 1 – Ensure Compliance with all Zoning By-Laws	2
Step 2 - Ensure Compliance with all Other Applicable Law	2
Step 3 - Ensure Compliance with the Ontario Building Code	2
The Preservation of our Natural Environment	3
Tree Cutting By-law #2008-103	3
Blasting By-law #2008-104	3
Fill By-law #2008-105	3
Guide to applying for a Building Permit:	4
Energy Efficiency Requirements in Effect as of January 1, 2012	4
How to Complete the Application for a Permit to Construct or Demolish	4
List of Plans or Working Drawings to Accompany Applications for Permits	6
Site Plan Requirements	6
Required Permit Drawings:	6
Inspections	11
Inspection Procedure	11
List of Required Inspections	11
Occupancy	12
Airtightness requirements for new houses	13
Revocation of Permits	13
Helpful Information	14
Septic Approval Contact	14
Electrical Permit Inspections Contact	14
Land Use Permit Ministry of Transportation	15
Land Use Permits Ministry of Natural Resources and Forestry	16
Entrance/Driveway Approval	17
Building Permit Fees	18
BY-LAW No. 2019-031 Schedule A Building Permit Fees	19
BY-LAW No. 2019-031 Schedule A Administration Fees	22

## **Building in Seguin**

Obtaining a Building Permit in Seguin is a **3-Step** process. By following the steps you will greatly enhance the efficiency of obtaining your Permit. It is the Township of Seguin's goal to issue Building Permits in the most expeditious manner possible.

### **Step 1 – Ensure Compliance with all Zoning By-Laws**

- All building activity must comply with Township of Seguin's Zoning By-Law 2006-125
- Zoning By-Law 2006-125 defines permitted uses, locations, lot coverage, limits, setbacks, etc.
- Copies of the Zoning By-law are available online at [www.seguin.ca](http://www.seguin.ca) or at the Township office (by request)

### **Step 2 - Ensure Compliance with all Other Applicable Law**

- Depending on activity, approvals from other jurisdictions maybe required
- Examples include Entrance Permits, Department of Fisheries & Oceans, Ministry of Natural Resources, Ministry of Transportation, Planning Act

### **Step 3 - Ensure Compliance with the Ontario Building Code**

- Provincial Legislation requires that all building activity must comply with the Ontario Building Code
- Seguin Township has the responsibility to ensure compliance within its jurisdiction

### **Building Permit Issued**

"There are three participants in the above process: the Owner, the Designer and the Building Official. The obligation of the Building Official is to achieve compliance with the Ontario Building Code. The obligation of the designer is to take professional responsibility for the design and general review. The obligation of the owner is to provide a complete application and if necessary, to engage appropriate people to complete various tasks on their behalf." James Farrow

## **The Preservation of our Natural Environment**

**Caution** must be taken when doing any work within 20 meters of the shoreline or in Environmental Protection (EP) zones.

Seguin Township's mission is to preserve the natural environment in the shoreline area of our lakes and rivers. In order to accomplish this, and in conjunction with the Official Plan and Zoning By-law, we have implemented three Site Alteration By-laws; Blasting, Fill and Tree Cutting. These By-laws apply to areas within 20 meters of the shoreline or in lands zoned EP.

Each of these By-laws has a specific purpose as follows:

**Tree Cutting By-law #2008-103:** intent is to protect and preserve the water quality and visual environment by prohibiting the clear cutting of trees and vegetation on shoreline areas and on EP lands.

**Blasting By-law #2008-104:** intent is to protect and preserve the visual environment and the natural environment by prohibiting the blasting away of cliffs and areas of rock in shoreline areas and EP lands.

**Fill By-law #2008-105:** intent is to protect and preserve water quality by prohibiting the placing or removal of fill in shoreline

In the past, there has been excessive damage done to some of the shoreline areas on our lakes. With the help from these By-laws and our Seguin residents, we can prevent future damage and enjoy the natural beauty these lakes have to offer.

If you are planning any Shoreline Development projects, please contact the Planning Department at 705-732-4300 or 1-877-473-4846 for a consultation and remember to always **respect the view from the canoe!**

For more information on these By-laws, please visit our website at [www.seguin.ca](http://www.seguin.ca) or pick up a copy at our office.

## **Guide to applying for a Building Permit:**

The following information is provided to assist you when submitting an application for a building permit. We have provided a description of the required information which may be required in support of the application.

The best way to expedite your application is to provide accurate and complete information.

Incomplete applications will not be accepted and returned, or held in the building department until the required information is received.

## **Energy Efficiency Requirements in Effect as of January 1, 2012**

As of January 1, 2012, houses and other small residential buildings (i.e. Division B, Part 9 residential buildings) must comply with the new energy efficiency requirements set out in the Building Code if the building permits for their construction were applied for on or after that date. Under these new requirements, the energy efficiency of houses and other small residential buildings that are intended for occupancy on a continuing basis during the winter months must have a performance level that is equal or better than EnerGuide80 or conform to Supplementary Standard SB-12 found in the Ontario Building Code.

Starting in 2017, energy efficiency requirements increase again as the Building Code phases-in the energy-conserving incremental changes in an effort to eventually construct homes with a Net-Zero energy impact.

## **How to Complete the Application for a Permit to Construct or Demolish**

**Section A)** Provides information on the proposed project. If the property does not already have a building or unit number then one will be assigned at the Township Office. Remember to include your estimated value for this project.

**Section B)** Is used to describe the type of permit you are applying for. Check off the appropriate box and also describe the scope of the project.

**Section C)** This information pertains to the individual or corporation submitting the application. If the applicant is not the owner, a letter of authorization must be provided. The letter of authorization must be specific to the type of building(s) being applied for, and a standard template is provided in the Seguin permit application package.

**Section D)** Must be completed if the owner is anyone other than the applicant. Providing this information is optional.

**Section E)** Provides information on the Builder (Building Contractor).

**Section F)** In general, a new home which is designed to be used on a year round basis and is going to be sold as a new home, or is constructed in its entirety by a contractor for the owner must be registered with the Tarion Warranty Corporation, also known as the Ontario New Home Warranty Program. Refer to the O.N.H.W.P. Act for clarification of details. Section F must be completed whether the home is being registered or not.

**Section G)(i)** Schedule 1: Designer Information must be completed and included with every application. For many applications, more than one Schedule 1 will be required. For example, a new house would require a Schedule 1 for House HVAC-House and Plumbing-House, unless one designer is qualified for all of these categories. For more information on these designer requirements, contact the Building Development Branch of the Ministry of Municipal Affairs and Housing at 416-585-6666.

**Section G)(ii)** Schedule 2: Sewage System Installer information must be completed if a sewage system is to be installed, repaired, altered or replaced. (Sewage System Applications must be submitted to North Bay – Mattawa Conservation Authority in Parry Sound 705-746-7566).

**Section H)(i)** Your application must be complete and in the correct form by the owner or authorized agent, all fields have been completed on the application and all required schedules attached. Payment of all applicable fees must accompany the application.

**Section H)(ii)** Requires you to include Plans and Specifications prescribed by Building By-Law **2019-031**

## **List of Plans or Working Drawings to Accompany Applications for Permits**

as per Schedule A of Building By-Law 2019-031

### **Site Plan Requirements**

A site plan will be required in support of all applications. It may be based on a survey of the property or an accurate, to scale drawing:

1. Show the entire property including dimensioned property lines.
2. Show the location and size of all existing structures on the property.
3. Show the location and size of all proposed structures.
4. Show the distances (in feet or meters) from all existing and proposed structures to all property lines.
5. Show and identify all roads, rights-of-way, driveways, or access routes.
6. Show the location of any septic system and its distance to property lines, structures water bodies and wells.
7. Likewise show the location of the well and its distance to property lines and structures.
8. Indicate north on the site plan.
9. Include distances to all utilities, including overhead wires.

### **Required Permit Drawings:**

**Building Plans:** Two complete sets of the building plans must be submitted with each application. The plans shall contain sufficient details so that compliance with the Ontario Building Code can be determined when reviewed by the building department. The building plans must be large enough and clear enough to be legible.

The following information may be used as a guide when preparing plans, for a project designed under Part 9 of the Ontario Building Code, which does not require professional design. Any project that requires design by an Architect and/or a Professional Engineer (Part 3 Buildings, such as assembly, institutional or large buildings over 600 square meters and multiple dwellings) will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

The Designer that prepares the building plans is responsible to ensure that they provide sufficient information to the builder to ensure compliance with the requirements of the Ontario Building Code. All Designers are required to be qualified through the Ministry of Municipal Affairs and Housing (MMAH) for the portion of the building that they are designing.

### **1. Floor Plans:**

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows and plumbing fixtures and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plans for simple projects, as well as mechanical and electrical information. The plans must be dimensioned and to scale, with a separate plan for each story, including the basement. If the project is an addition, the layout of the existing floor plan is also required for other verification purposes.

### **2. Foundation Plans:**

- The size and type of materials used for the foundation including damp proofing and insulation.
- The location and size of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.

### **3. Framing Plans:**

- For simple projects, the framing can be shown on the floor plans.
- The size and location of all structural members must be clear.
- The size and spans for beams should be indicated.
- The specifications for engineered lumber must be provided (e.g. trusses, LVL beams).
- All loads must be directly transferred to the foundations; sufficient information must be provided on the drawings to verify this.



#### **4. Roof Plans:**

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.
- Design snow load to be noted on drawings.

#### **5. Sections and Details:**

- Cross sections will illustrate all the materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of; insulation, air barrier, vapor barrier, structural members, sheathing, backfill height, bracing and required connections. Individual story and overall building heights may be included.

#### **6. Building Elevations:**

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc., should be clearly illustrated.

#### **7. Electrical Drawings:**

- For simple projects, the electrical components can be shown on the floor plans.
- Show location of smoke alarms, carbon monoxide detectors, visual signals (where required) and 3-way switches.

#### **8. Heating, Ventilation and Air Conditioning Drawings:**

- Indicate locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design.
- Location and description of HVAC units and ventilation design summary.
- Indicate type and location of fire stops and/or rated closures when applicable.

#### **9. Details of Any Fuel Burning Appliances or Fireplaces:**

- Include method of construction for fireplaces.
- Type and location of chimney, and height above roof.
- Include specifications for pre-manufactured solid fuel appliances.

**Section H(iii)** Documents establishing compliance with applicable law. A complete list maybe found in the Ontario Building Code. Some of the more common examples would be:

**a. Planning Act**

- Zoning By-Laws – permitted uses
- Lot coverage restriction
- Setbacks
- Height restrictions
- Site plan agreements – required on all commercial properties and in some residential zones.

**b. Building Code Act**

- Sewage system permits, permits must be issued before a Building Permit
- Payment of fees

**c. Municipal Act**

- Entrance permits issued by the Seguin Township, Public Works Department if proposed driveway will be attached to an improved public street.

**d. Public Land Act**

- Ministry of Natural Resources approvals for crib docks exceeding 15m<sup>2</sup> (161 ft<sup>2</sup>) of cribbing
- Land Use Permit (letter of authorization to occupy the crown bed for any 1 1/2 story boathouse).

**e. Public Transportation and Highway Improvement Act**

- A Building Land Use Permit is required if proposed structure is located within 45m (148 ft.) of a Highway or 180m (591 ft.) of the centre point of an intersection.
- Entrance permit if proposed driveway will be attached to a highway.

**Section H(iv)** Statement to confirm applicant has reviewed the applicable laws and verified the proposed project is not in contravention.

**Section I** A written declaration that the applicant has submitted truthful documentation, and that in the case of a corporation or partnership-owned property, the applicant is authorized to sign on its behalf.

Your application will be processed and reviewed to ensure compliance with the Building Code, Zoning By-Law and any other Applicable Law. We will contact you if there are any problems or when the permit has been issued and is ready to pick up.

The approved drawings must be kept on the project site and available to the building inspector at all times. The building permit must be posted at the project site in a visible location.

## **Inspections**

### **Inspection Procedure**

All documents & plans stamped by the Township of Seguin must remain on site in order for the inspections to take place.

It is your responsibility to book the necessary inspections.

In general inspections are required before you cover something up that we will not be able to see later.

Please call (705) 732-4300 ext. 224 to book your inspection.

Please provide your building permit number when requesting inspections.

It is up to you to notify us when your project is ready for any of the inspections listed.

Important – No building can be occupied or used until a final inspection or occupancy inspection has been passed.

### **List of Required Inspections**

(Further inspections may be required for non-residential buildings)

1. Pre Footings
2. ICF Insulated Concrete Forms
3. Pre Backfill
4. Framing
5. Plumbing (Above and Underground)
6. HVAC (Heating Ventilation Air Conditioning)
7. Insulation / Vapour Barrier
8. Air Barrier
9. Solid Fuel Appliances
10. Final
11. Occupancy
12. Final (demolition)
13. Final (dock)
14. Other

## **Occupancy**

Conditions for residential occupancy generally include the following:

The following items must be substantial completed;

1. cladding,
2. roofing,
3. windows,
4. doors,
5. assemblies requiring fire resistance ratings,
6. closures,
7. insulation and vapour barriers,
8. air barriers,
9. site grading,
10. firefighting access routes,
11. plumbing fixtures

The following items must be complete, operational and tested;

1. electrical supply,
2. required exits,
3. floor access and egress systems,
4. handrails and guards,
5. smoke alarms, visual signals (where required) and carbon monoxide detectors,
6. fire separations and fire stopping's,
7. fume barriers and self-closing devices,
8. water supply,
9. drains and vents,
10. heating and ventilation,
11. lighting
12. sewage system.

## **Airtightness requirements for new houses**

All houses must comply with increased air barrier requirements in the Ontario Building Code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. A blower door test to verify the air tightness of the house must be conducted during construction if the *NRCan EnerGuide80* option is used, or if the *SB-12 Performance* or *Energy Star* options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

An Energy Efficiency Design Summary (EEDS) must be submitted with a building permit application when proposing a house or small residential building. The standard form is provided in the Seguin permit application package.

## **Revocation of Permits**

The Chief Building Official may revoke a permit if, after six months after its issuance the construction or demolition of which it was issued has not, in the opinion of the Chief Building Official, been seriously commenced or if the construction or demolition of the building is in the opinion of the Chief Building Official, substantially suspended or discontinued for a period of more than 1 year.

## **Helpful Information**

### **Septic Approval Contact**

Septic approval must be obtained and a copy of the permit or positive file review submitted prior to the issuance of a Building Permit for a residential building such as a cottage, house, guest cabin, 1.5 story boathouse or if the proposed construction will increase the number of bedrooms on the property, increase the floor area of a residential use by 15% of the finished floor area or add any plumbing fixtures.

Contact:

North Bay Mattawa Conservation Authority  
69 Bowes St  
Parry Sound ON P2A 2L5  
705-746-7566  
[www.nbmca.on.ca](http://www.nbmca.on.ca)

### **Electrical Permit Inspections Contact**

Electrical inspections are required for all electrical work (new installations and modifications). The Electrical Safety Authority will provide information on permits and inspection requirements for the work being done. Electrical Final Certificates are to be submitted prior to a Final Inspection or granting occupancy.

Contact:

Electrical Safety Authority  
P.O. Box 24143  
Pine Bush Postal Outlet  
Cambridge ON N1R 8E6  
1-877-372-7233  
[www.esasafe.com](http://www.esasafe.com)

## **Land Use Permit Ministry of Transportation**

A Building Land Use Permit is required if a proposed structure is located within 45m (148 ft.) of a Highway or 180m (591 ft.) of the centre point of an intersection.

An Entrance Permit will be required if a proposed driveway will be attached to a highway.

Contact:

Ministry of Transportation  
207 Main Street West  
Huntsville, ON P1H 1Y1  
1-800-255-7814 Ext. 234  
[www.hcms.mto.gov.on.ca](http://www.hcms.mto.gov.on.ca)



## **Land Use Permits Ministry of Natural Resources and Forestry**

### Dock and Boathouse Permit Requirements Update

Effective June 1, 2017 the Ministry of Natural Resources and Forestry (MNRF) is no longer requiring approvals in the form of Land Use Permits and work permits for docks or boathouses unless the proposed project fits one of the following descriptions;

- A work permit from the MNRF is required if the dock will be supported on a new crib structure that occupies 15m<sup>2</sup> or more of the lake bed (shore lands).
- A work permit from the MNRF is required if a crib structure occupying 15m<sup>2</sup> or more of the lake bed will be completely removed..
- A Land Use Permit from the MNRF is required on any 1.5 story boathouse that contains human habitation.

#### Contact:

Bracebridge Field Office  
1350 High Falls Road  
Bracebridge, ON P1L 1W9  
705-645-8747

or

Parry Sound District Office  
7 Bay Street  
Parry Sound, ON P2A 1S4  
705-773-4202

[www.ontario.ca/page/crown-land-work-permits](http://www.ontario.ca/page/crown-land-work-permits)

In addition to the MNRF requirements above, any dock/boathouse that exceeds 10m<sup>2</sup> in area requires a building permit from the Township of Seguin. Any required MRNF approvals must be in place before a building permit can be issued. If you have any questions, please contact the Building Department at the Township of Seguin office to discuss.

Please be advised that the above permits must be in place prior to Seguin Township issuing a building permit.

## **Entrance/Driveway Approval**

In order for your Building Permit Application to be considered complete, an approved entrance to a Township of Seguin approved public street is required. This is not required for existing sites where a principal building or structure and a previous approved entrance exist. If you do not have an entrance to your property, it is necessary to complete the Entrance Application forms.

The Entrance Approval will be in the form of a letter from the Public Works Department, which will approve the type of entrance required for the proposed lot development (i.e. an approval for a bush lot entrance may not be satisfactory for a proposed residential property).

Locations that do not have a principal building or structure, or that have an existing access but only minimal development, will require a site inspection from Public Works to determine the suitability of the entrance. If the entrance is suitable, the Building Department and the applicant will be notified of an approved entrance. If not, a new driveway application must be submitted, and the remediation work must be completed and approved by the Director of Public Works.

Approval will be subject to the Applicant meeting the current By-Law requirements for entrance onto Township of Seguin Roads. We provide for a commitment to customer service and will make every effort to respond to all Approval requests, in a timely manner.

Please direct all inquiries to:

Public Works Department  
Township of Seguin  
5 Humphrey Drive,  
Seguin, ON, P2A 2W8  
(705) 732-4300

## **Building Permit Fees**

You may calculate your **Permit Fee** pursuant to the attached [Fee Schedule A to Building By-law 2019-031](#), being a By-law respecting construction, Demolition, Change of Use and Inspections

For more complicated and complex construction projects, the fee will be calculated at the time of the Plans Examination and you will be advised, at that time, of the amount.

Please be aware that a Building Permit may not be issued until the fee has been received

THE CORPORATION OF THE TOWNSHIP OF SEGUIN  
BY-LAW No. 2019-031

**SCHEDULE A – BUILDING PERMIT FEES & ADMINISTRATION FEES**

	<b><u>TYPE OF STRUCTURE / PROJECT</u></b>	<b><u>RATE TO DETERMINE ESTIMATED CONSTRUCTION VALUE (CV)</u></b> <sup>(1)</sup>	<b><u>PERMIT FEE CALCULATION</u></b> <sup>(2)</sup>
A.1	Dwelling, boathouse (habitable space only), guest cabin (bunkie), and other habitable space up to and including 1000 ft <sup>2</sup>	\$125/ft <sup>2</sup> of finished floor area	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$150</b>
A.2	Dwelling, boathouse (habitable space only), guest cabin (bunkie), and other habitable space over 1000 ft <sup>2</sup>	Total area (ft <sup>2</sup> ) of finished floor of all storeys minus (-) 1000 ft <sup>2</sup> times (x) 0.025 plus (+) \$125 times (x) total area (ft <sup>2</sup> ) of finished floor of all storeys	\$11 per \$1000 of CV (or part thereof)
A.3	Dwelling, boathouse (habitable space only), guest cabin (bunkie), and other habitable space over 8000 ft <sup>2</sup>	\$300/ft <sup>2</sup> of finished floor area	\$11 per \$1000 of CV (or part thereof)
A.4	Addition(s) to dwelling, boathouse (habitable space only), guest cabin (bunkie), and other habitable space where the total finished floor area after the addition is up to and including 1000 ft <sup>2</sup>	\$125/ft <sup>2</sup> of additional finished floor area	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$150</b>
A.5	Addition(s) to dwelling, boathouse (habitable space only), guest cabin (bunkie), and other habitable space where the total finished floor area of the entire building after the addition is over 1000 ft <sup>2</sup>	Total area (ft <sup>2</sup> ) of finished floor after the addition minus (-) 1000 ft <sup>2</sup> times (x) 0.025 plus (+) \$125 times (x) total area (ft <sup>2</sup> ) of finished floor of addition	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$150</b>

B.1	Commercial, Industrial or Institutional buildings (New or addition(s) to existing)	\$100/ft <sup>2</sup> of total floor area	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$200</b>
B.2	Accessory building to Commercial, Industrial or Institutional uses	\$45/ft <sup>2</sup> of total floor area	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$200</b>
C	Accessory building (boathouse*, boatport*, garage, carport, shed, porch, solarium, etc.), open boat storage building, farm building, and Addition(s) to such a building *Boathouse fee is separate from dock fee and is calculated based on the building area of the first storey of the building	\$45/ft <sup>2</sup> of total floor area	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$150</b>
D	Hunt Camp	\$100/ft <sup>2</sup> of total floor area	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$150</b>
E	Any dock or open deck that is over 108 ft <sup>2</sup> , or addition(s) to such structures where the total building area after the addition is over 108 ft <sup>2</sup>	\$35/ft <sup>2</sup> of total floor area	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$150</b>
F	Plumbing (only)	\$25/fixture	<b>Minimum \$150</b>
G	Temporary tent	\$5/ft <sup>2</sup> of total floor area	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$150</b>
H	Renovation or repair, including to foundation	Value to be determined by Chief Building Official	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$150</b>

I	Designated Structure (as per A.1.3.1.1. of OBCC) (i.e. solar PV panels, signs, etc.)	Value to be determined by Chief Building Official	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$150</b>
J	Foundation (new/replacement), or Building relocation on same property	Value to be determined by Chief Building Official	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$150</b>
K.1	HVAC system	Value to be determined by Chief Building Official	\$11 per \$1000 of CV (or part thereof) <b>Minimum \$150</b>
K.2	Solid Fuel Burning Appliance	Flat Rate	\$100/unit
L	Demolition	Flat Rate	\$60
M	Conditional permit		\$300, plus the permit fee for the entire building as per the above fees, plus security deposit
N	Change of Use	Flat Rate	\$100

	<b><u>ADMINISTRATION FEES</u></b>	<b><u>PAYABLE FEE</u></b>
O	Re-submission Fee - when submissions are deemed incomplete or contravene applicable law, they are required to be re-submitted with the required changes as noted upon the initial plans review. An administrative fee may be applied at the discretion of the Chief Building Official for the subsequent review(s).	\$100
P	Revisions to plans - submission of some or all permit plans for review and approval due to changes to the proposed construction.	\$50/page if plans are reviewed only, \$100/page if required after inspection(s)
Q	Transfer of Permit	\$100
R	Open Building Permit Annual Maintenance Fee - an administrative fee applied annually to each open permit file on a property until such time that the permit is closed. The applied fees are:	
	a) for any permit fee value under \$1,500	\$75
	b) for any permit fee value of \$1,500 or more but less than \$5,000	\$100
	c) for any permit fee value of \$5,000 or more but less than \$10,000	\$150
	d) for any permit fee value of \$10,000 or more	\$200
S	Additional / Special Inspections - inspections that are deemed necessary by the Chief Building Official or for a call-back inspection where the work was not substantially complete or the Township-approved permit drawings absent from site (applicable to existing buildings or defective/deficient new buildings)	\$150/inspection
T	Final Inspections on Old Permits - inspections on permits deemed to be "old" (open over 5 years) and a request must be made in writing to the Chief Building Official:	
	a) permit issued 5-10 years prior to request	\$150/inspection
	b) permit issued more than 10 years prior to request	\$300/inspection

U	Building Without a Permit - additional fee for constructing or demolishing a building/structure without a permit and is at the discretion of the Chief Building Official:	
	a) for any class of permit with construction value up to \$10,000	\$100
	b) for any class of permit with construction value of \$10,001 up to \$25,000	\$250
	c) for any class of permit with construction value over \$25,000	\$11 per \$1000 of CV (or part thereof) <b>Maximum \$1500</b>
	* Note that the BWOP admin fee may not be more than the actual permit fee.	
V	Review of Application for Alternative Solution	\$500 + additional costs

Footnotes:

(1) For the purposes of calculating permit fees from this Building By-law Fee Schedule A, *Floor Area* and *Finished Floor Area* may be measured to the exterior surface of the structure.

(2) For the purposes of calculating permit fees from this Building By-law Fee Schedule A, the Construction Value given on the application may be used to generate the permit fee (whichever CV is greater).

\*\*Under Special Circumstances, the fees noted in Schedule A may be waived by the Chief Administrative Officer or the Chief Building Official.