

THE CORPORATION OF THE TOWN OF COCHRANE

BY-LAW NUMBER 1210-2017

BEING A BY-LAW to repeal and replace Building By-law 111-2001 and to the appointment of a Chief Building Official and Inspectors under the Ontario Building Code Act; and secondly being a by-law to regulate construction, demolition and change of use, inspections and related matters; and thirdly to appoint a Chief Building Official, Deputy Chief Building Official, and Inspectors (including plumbing inspectors) under the Ontario Building Code Act.

WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992, Chapter 23, empowers Council to pass certain by-laws respecting construction, demolition, change of use, permits, inspections and related matters.

AND WHEREAS Section 3 (2) of the Building Code Act, 1992, S.O. 1992, Chapter 23, provides that each municipality shall appoint a Chief Building Official and Inspectors for the purpose of enforcement of the Act.

NOW THEREFORE the Corporation of the Town of Cochrane by its Council enacts as follows:

1. **THAT** By-law No. 111-2001 be hereby repealed and replaced with this By-law No. 1210-2017
2. This By-law may be cited as the "Building By-law."
3. **DEFINITIONS**
 - a) In this by-law,
 - (i) **"Act"** means the Building Code Act, 1992, S.O. 1992, Chapter 23 including amendments thereto.
 - (ii) **"Applicant"** means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation.
 - (iii) **"Building Code"** means the regulations made under Section 34 of the Act.
 - (iv) **"Chief Building Official"** means the Chief Building Official appointed by by-law of the Corporation of the Town of Cochrane for the purposes of enforcement of the Act.
 - (v) **"Defective Plumbing"** means plumbing which at the time of inspection does not conform to the regulations
 - (vi) **"Finishing"** means any plumbing performed after the roughing-in.
 - (vii) **"Inspector"** means an inspector appointed by by-law by the Corporation of the Town of Cochrane for the purposes of enforcement of the Act.
 - (viii) **"Maintenance"** means the repair of plumbing, including the repair of taps and valves by replacing worn parts but shall not mean or include the installation, construction, reconstruction, and relocation of plumbing or additions thereto.
 - (ix) **"Municipality"** means The Corporation of the Town of Cochrane.
 - (x) **"Owner"** means the registered owner of the property and includes a lessee, mortgagee in possession, and the authorized agent in lawful control of the property.
 - (xi) **"Permit"** means written permission or authorization given in writing from the Chief Building Official to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and Building Code.

- (xii) **"Permit Holder"** means the owner to whom a permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred.
 - (xiii) **"Plumbing"** means a drainage system, a venting system and a water system or parts thereof.
 - (xiv) **"Plumbing Contractor"** means any person performing or hired to perform for his or its own use or benefit, or for that of another, with or without remuneration or gain, any plumbing work within the limits of the Corporation of the Town of Cochrane.
 - (xv) **"Registered Code Agency"** means a person or entity that has the qualifications and meets the requirements described in Subsection 15.11(4).
 - (xvi) **"Valuation of the Proposed Work"** means the completed value of all construction or work related to the building, including finishes, roofing, electrical, plumbing, drains, heating, air-conditioning, fire extinguishing systems, elevators and any other equipment and all materials, overhead, professional and related services, current monetary worth of all contributed labour and an evaluation of work by own forces.
4. Any word or terms not defined in this by-law shall have the meaning ascribed to them in the Act or the Building Code.
5. **CLASSES OF PERMITS** - Classes of permits with respect to the construction, demolition and change of use of buildings shall be as set out below.
- a) **Building & Demolition Permits**
No person shall construct or demolish a building or cause a building to be constructed or demolished within the geographic limits of the Corporation of the Town of Cochrane unless a permit has been issued therefore by the Chief Building Official. No person shall carry out plumbing unless a building permit has been issued by the Chief Building Official.

Exceptions to the above requirement for a building permit include structures required for the mining extraction purposes (e.g., head frames), underground structures including fuel tanks, sheds less than 108 ft² in area and residential swimming pools.
 - b) **Partial Permit**
When in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the complete building or project, application shall be made and fees paid for the complete project as well as fees established in the User Fee By-law for each stage of construction. Complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the Chief Building Official.

Where a permit is issued for part of a building or project, this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project and such applications are at the risk of the applicant.
 - c) **Change of Use Permit**
As per subsection 10(1) of the Act, no person shall change the use of a building or part of a building (even though no construction is proposed) that would result in an increase in hazard as determined under the Building Code unless the Chief Building Official has issued a permit.
 - d) **Occupancy Permit**
The permit holder or authorized agent shall notify the Chief Building Official or his designate official of the completion of a building for which an occupancy permit is required as per Section 1.3.3. of Division C of the Ontario Building Code.
 - e) **Sign Permit**
No person shall construct, repair, renew, and alter signage unless a permit has been issued by the Chief Building Official. Signage relating to home occupations and professions does not require a building permit.

f) Conditional Permit

Council authorizes the authority to issue conditional permits to the Chief Building Official. This class of permit may be issued at the discretion of the Chief Building Official to authorize any stage of construction, even though all of the requirements under subsection 8(2) of the Act have not been met. However before issuing such permits, the requirements of clauses 8(3)(a), (b), and (c) of the Act must be complied with.

6. REVISION TO PERMIT

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, must be given in writing to the Chief Building Official together with the details of such change. Any such change is not to be made without the written authorization of the Chief Building Official.

No person shall alter or cause a building to be altered except in accordance with approved plans

7. REVOCATION OF PERMITS

Pursuant to subsection 8(10) of the Act, the Chief Building Official has the authority to revoke a building permit. Generally, consideration will be given to revoking a permit, if in the opinion of the Chief Building Official:

- a) the permit was issued prematurely or in error;
- b) construction or demolition activity on the site has not commenced within a 6 month period from the date the permit was issued;
- c) construction activity has not proceeded in a meaningful way over a period of 12 months; and
- d) the project has been abandoned by the applicant who has advised so in writing to the Municipality

In the event that the Chief Building Official intends on revoking a permit under subsections b) or c) of this section, the applicant shall be advised in writing of the Chief Building Official's intention to revoke the permit and the applicant will be afforded an opportunity to respond in writing as to his/her intentions to continue with or abandon the permit. If in the opinion of the Chief Building Official, the response is not reasonable and/or is not reasonable from a timing perspective, the permit may be revoked.

8. APPLICATION FOR BUILDING PERMITS

To obtain a permit, the owner or an agent authorized in writing by the owner, shall file an application in writing by completing a prescribed form available from the Chief Building Official at the Municipal Office, 23 Fifth Street Cochrane, Ontario, or from the Municipality's website. Application forms prescribed by the Municipality under Clause 7(f) of the Act shall be as set out in Schedule "A" to this by-law.

Every application for a building permit shall be submitted to the Chief Building Official, and contain the following information to be completed on the prescribed application form:

- a) Where application is made for a building permit under Subsection 8.(1) of the Act, the application shall:
 - (i) identify and describe in detail the work and occupancy to be covered by the permit for which application is made,
 - (ii) describe the land on which the work is to be done by a description that will readily identify and locate the building lot,
 - (iii) include complete plans and specifications as described in this by-law for the work to be covered by the permit and show the occupancy of all parts of the building,
 - (iv) state the value of the proposed work including materials and labour and be accompanied by the required fee,
 - (v) state the names, addresses and telephone numbers of the owner, architect or engineer, where applicable, or other designer or constructor,
 - (vi) be accompanied by a signed acknowledgment of the owner on a form prescribed by the Chief Building Official that an architect or professional engineer, or both, have been retained to carry out that general review of the construction or demolition of the building, as described in Division C, Section 1.2.2. of the Building Code,
 - (vii) be accompanied by a signed statement of the architect or professional engineer, or both, on a form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building, as described in Division C, Section 1.2.2. of the Building Code,
 - (viii) include, where applicable, the registration number of the builder or vender as provided in the Ontario New Home Warranties Plan Act, and

- (ix) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.
- b) Where application is made for a demolition permit under Subsection 8(1) of the Act, the application shall
 - (i) contain the information required by Clauses (a)(i) to (ix).
 - (ii) be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric, telephone or other utilities and services.
 - (iii) Retain a professional engineer to undertake a general review of the project during demolition if the building meets the criteria as outlined in the Building Code.
 - c) Where application is made for a change of use permit under 10(1) of the Act, the application shall
 - (i) contain the information required by Clauses (a)(i) to (ix),
 - (a) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building,
 - (b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made,
 - (c) include plans and specification which show the current and proposed occupancy of all parts of the building and which contain sufficient information and establish compliance with the requirements of the Building Code, including floor plans, details of walls, ceilings and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing "sewage system", if any,
 - (d) be accompanied by the required fee, and
 - (e) state the name, address and telephone number of the owner.
 - d) Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall
 - (i) contain the information required by Clauses (a)(i) to (ix),
 - (ii) include complete plans and specifications, documents, and other information as required by the Building Code and as described in this by-law for the work to be covered by the permit;
 - (iii) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (iv) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
 - (v) state the time in which plans and specifications of the complete building will be filed with the Chief Building Officials.

9. COMPLETE AND INCOMPLETE APPLICATIONS

In order for an application to be considered complete, the applicant must satisfy the information requirements listed in Section 8 of this By-law. In addition, permit applications must be accompanied by the required fee under the Municipality's User Fees By-law in order to be considered a complete application.

An application is deemed to be incomplete where the Chief Building Official determines within 2 working days that the proposed work or change of use will not comply with the Act, the Ontario Building Code, or any other applicable law. The Chief Building Official may refuse an application if anything required by this Section is omitted or submitted in an incomplete or unsatisfactory state at the time of application and written statement of reason for the refusal must be provided.

9.1 EXISTING STRUCTURES ERECTED WITHOUT A BUILDING PERMIT

The Chief Building Official (CBO) will not accept or consider building permit applications for any existing structures erected without a building permit and that would otherwise require an occupancy permit. Building permit applications will only be accepted in cases where the applicant meets all of the requirements of Section 8 and 9 of the Building By-law.

In cases where the Municipality becomes aware of any existing structures built without a building permit and that otherwise would have required an occupancy permit, the Municipality shall ensure that any outstanding structural and other life safety items are remedied under the Municipality's Property Standards By-law.

Under such circumstances, the Municipality will not undertake any inspections of the subject building. The Municipality shall require the owner to retain a professional engineer and/or architect to inspect the subject building and to prepare a report assessing the structural soundness and safety of the subject building to ensure that the structure is in compliance with the Property Standards By-law.

The Municipality may also require a third party peer review be completed for the subject report at the sole cost of the owner. The Municipality may then undertake an inspection(s) of the subject building for the purposes of verifying that any remedial measures recommended in the report have been completed.

In the event that Engineer or Architect report identifies remedial measures to be completed to ensure the safety of the building and its occupants, the owner shall be required to submit a complete building permit application and to secure any required building permits prior to any work being undertaken.

The CBO shall maintain an ongoing database of identified properties that accommodate existing structures erected without a building permit. The purpose of this database would be to serve public notice to prospective purchasers or their solicitors advising of the status of such properties through building code compliance requests and other property compliance requests and/or inquiries.

Building Code compliance relating to existing structures built without a building permit and that would otherwise require an occupancy permit will be the sole responsibility of the affected property owner and may be confirmed through completion of building reviews by qualified engineers or architects. To this end, the Municipality shall not review, accept or offer any opinions with respect to such reviews and shall not consider or accept building permit applications in such instances.

10. EQUIVALENTS

Where an application for a permit or the 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 alternative solution, the following documentation shall be provided of the Chief Building Official:

- a) the solution must identify an applicable objective, functional statement and acceptable solutions;
- b) describing a basis for past performance, establish tests of the solutions or other evaluation of the solution; or
- c) any other tests standards that provide comparable results to the recognized standards in the Ontario Building Code

11. PLANS AND SPECIFICATIONS

Sufficient plans, specifications, documents and other information including a site plan, shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Building Code any other applicable law.

Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this by-law. Plans shall be drawn to scale on paper, or other suitable and durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "B" to this by-law unless specified by the Chief Building Official.

In addition, for larger scaled residential developments and for all non-residential developments, the Chief Building Official will require the submission of "final approved drawings as revised as well as "as built" drawings in a format that is compatible with the Municipality's preferred software.

12. THE SITE PLAN

The site plan shall be referenced to an up-to-date survey and when required to demonstrate compliance with the Act, Building Code or other applicable law, a copy of the survey shall be submitted to the Chief Building Official. This requirement may be waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, the Building Code and other applicable law.

The Site plan shall show:

- a) lot size and the dimensions of the property lines and setbacks to any existing or proposed buildings,
- b) the direction of drainage flow,
- c) existing right-of-way, easements and municipal services,
- d) dimensions of setbacks of proposed buildings from buildings located on adjacent lots, and
- e) proposed fire access routes and existing fire hydrant locations.

For larger scaled residential developments and for all non-residential developments, the Chief Building Official will require the submission of "final approved drawings as revised as well as "as built" drawings in a format that is compatible with the Municipality's preferred software.

13. PAYMENT OF FEES

Fees payable for a required permit shall be in accordance with the Municipality's User Fee By-law, as amended, that is in effect at the time and that are due and payable upon submission of an application for a permit when received by the Chief Building Official. Applications shall not be considered complete until associated fees are paid in full.

No permit shall be issued until the fees have been paid in full.

Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) and 8(3) of the Act are based on the valuation of the proposed work including the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services. The valuation of the proposed work shall mean as defined under Section 3(a)(xi) and shall not include provisions for site work not specifically relating to the building(s) (e.g., landscaping, walkways, driveways, curbing, and the like).

For residential development that is typically undertaken and/or managed by the owner of the proposed development, or in cases where reasonable costing is difficult to determine, the following table shall be used to arrive at the value of construction. It is noted that these values may be adjusted annually based on a cost of living index at the discretion of the Chief Building Official.

	2016
Re-roofing (residential)	\$65
Re-roofing (commercial, industrial, institutional)	\$200
New Residential Roof (includes trusses, sheathing and insulation)	\$150
Minor foundation repairs, weeping tiles, damp proofing	\$75
Residential Accessory Garages, Sheds, carports (includes additions)	\$0.40/sq.ft.
Portable Structures; office, camp for workers and storage	
a) 33 sq. meters or less	\$125
b) Cluster	per unit
Storage Container / Sea Can	\$120
Structural repairs and alterations to existing deck / balcony or new construction under 8' x 8'	\$50
New decks / balconies larger than 8' x 8'	\$100
New Construction, including additions (excluding alterations)	
New Residential Construction (including Single Family Dwellings, Semi-detached & Duplex)	\$1.28/sq.ft.
Group B (Care or Detention Buildings)	\$1.75/sq.ft
Group C (Apartments, Hotels, Motels, Townhouses)	
Group D (Business and personal services buildings)	\$1.34 sq.ft
Group E (Mercantile Buildings)	
Group F (Industrial Buildings)	
Group F (Industrial Building) shell only	\$0.86/sq/ft
Signs	
c) For signs up to and including 4' x 8'	\$75
d) For signs greater than 4' x 8'	\$125
Demolition permits	\$50
Change of use permits	\$50
Renewal of any permit	\$50
All permits including additions, alterations, buildings moving and repairs other than those listed above shall be based on the evaluation of the work and shall be:	
a) \$34.00 application fee, and	
b) \$8.50 per \$1,000.00	
*Minimum permit fee of \$50.00	

14. DISPUTES OVER FEES

The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee or for the purposes of establishing the valuation for statistical purposes and where disputed by the applicant, the applicant shall pay the required fee under protest and within six months of completion of the project, shall submit an audited statement of the actual costs, and where the audited costs are determined to be less than the valuation, the Chief Building Official shall issue a refund and correct the application.

15. DOUBLING OF PERMIT FEES

The Chief Building Official has the discretion to double the value of building permit fees for any class of permits if construction has commenced prior to the issuance of permit in order to recover the Municipality's additional costs for such matters.

Generally, this provision will be used in cases where individuals have been known to commence construction without a building permit in the past and not for first time offenders.

16. REFUNDS

In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project for which the permit fee is greater than Fifty (\$50.00), the Chief Building Official shall determine the percentage of fee eligible for a refund, if any.

17. CHANGING PERMIT FEES

The requirements for holding a public meeting and the justification for a fee change shall be completed in compliance with the Act and Building Code prior to any adjustments occurring to a building permit fee.

18. PRESCRIBED AND ADDITIONAL NOTICE REQUIREMENTS FOR INSPECTIONS

The owner or an authorized agent shall notify the Chief Building Official or an inspector at least forty-eight (48) hours prior to each stage of construction for which notice in advance is required under Division C, Section 1.3.5 of the Building Code for prescribed notices and for additional notices as set out in Schedule "C".

19. PRESCRIBED APPLICATION AND OTHER FORMS

The forms prescribed for use as permit applications, permits, orders and inspection reports shall be as set out in Schedule "A" to this by-law.

20. AS CONSTRUCTED PLANS

The Chief Building Official may require that a set of "as constructed" plans of a building or any class of buildings in hard copy and digital format compatible with the Municipality's preferred software be filed with the Chief Building Official on completion of construction under such conditions as may be prescribed in the Building Code.

21. TRANSFER OF PERMIT

- a) If the registered owner of the land to which the permit applies changes, the permit is transferable only upon the new owner completing a permit application, to the requirements of Section 8 of this By-law. The new owner shall then be the permit holder for purposes of the Act and the Building Code and assume all responsibilities for compliance with the permit documents.
- b) The fee for transferring a permit shall be as set out in the Municipality's User Fee By-law, as amended.

22. APPOINTMENT OF CHIEF BUILDING OFFICIAL AND INSPECTORS

The Corporation of the Corporation of the Town of Cochrane considers it desirable to appoint a Chief Building Official, Acting Chief Building Official, and Inspectors for the purposes of administration and enforcement of the Act. The following positions are appointed as Chief Building Official, Acting Chief Building Official and Inspectors:

Name	Appointment
Director of Protective Services	Chief Building Official
Building Inspectors	Inspector

23. CODE OF CONDUCT & CONFLICT OF INTEREST

The Chief Building Official, Inspectors and Administrative supportive staff shall adhere to the Corporation of the Town of Cochrane's Code of Conduct and Conflict of Interest policies for Employees.

24. DRAINAGE & LOT GRADING

A final inspection may not be conducted until such time as the applicant has demonstrated, to the satisfaction of the Municipality's Engineer that their property meets the approved lot drainage and grading plan that has been completed in conjunction with the registered subdivision.

In cases where an approved and registered lot drainage and grading plan does not exist for a lot (e.g., infill lots), the applicant will be required to complete a lot drainage and grading plan to the satisfaction of the Municipality's Engineer before the building permit is issued. A final inspection may not be conducted until such time as the applicant has demonstrated, to the satisfaction of the Chief Building Official or Inspector, that their property meets the approved lot drainage and grading plan that has been approved by the Municipality's Engineer.

25. ANNUAL REPORTS & PERFORMANCE MEASURES

The Chief Building Official shall complete annual reports concerning building permit activity, revenues and the reasonable costs associated with the administration of the Act and Building Code. Annual reports shall also include a summary of performance measures to ensure that services are being delivered in accordance with the requirements of the Act and Building Code.

26. ISSUING ORDERS

The Chief Building Official and Inspectors shall apply "people skills" in dealing with situations that may require an order to be issued. As such, each situation must be approached with a degree of caution, calm, fairness, firmness and reasonableness. Generally, orders should be issued in more serious cases.

Wherever possible, the issuance of orders relating to more minor infractions should be avoided. Generally, the following progressive approach will be adopted by the Chief Building Official and Inspectors in dealing with situations that may result in the issuance of an order:

- a) **Verbal Persuasion** - depending upon the severity of the matter, persuasion in person or by telephone should be used before an order is made and served. In cases where verbal persuasion is used, staff shall document this communication.
- b) **Correspondence** - a letter is forwarded to the offender, encouraging and requesting compliance and demanding a written reply and compliance before a given date. An inspection report should also be provided to the offender documenting the nature of the offence.
- c) **Issuance of the Order** - used as a last resort for minor offences and may be the first line of action for more serious infractions.

Despite the above, there may be circumstances where even minor infractions are dealt with immediately by the issuance of an order, such as, in cases where an individual or company has a history of repeated infractions. In cases involving unsafe conditions or emergency situations, the immediate issuance of an order would also be considered appropriate action.

27. RESCINDING ORDERS

The Chief Building Official has the authority to rescind any order made by the Chief Building Official or by any Inspector. Orders may be rescinded at the discretion of the Chief Building Official and will be provided in writing. The following will be considered by the Chief Building Official before rescinding an order:

- a) In cases where the Chief Building Official is of the opinion that the intent and spirit of the policy for issuance of an order outlined Section 26 of this By-law was not met; and
- b) In cases where an order was made in error or based on incomplete information and/or knowledge of the situation.

28. LEGAL ENFORCEMENT PROCEEDINGS

In enforcing the Act, the Chief Building Official and Inspectors shall generally follow the spirit and intent of the principles and progressive procedure for the issuing of orders established in Section 26 of this By-law. These steps include:

- a) **Verbal Persuasion** - depending upon the severity of the matter, persuasion in person or by telephone should be used before formal legal proceedings are considered. In cases where verbal persuasion is used, staff shall document this communication.
- b) **Correspondence** - a letter is forwarded to the offender, encouraging and requesting compliance and demanding a written reply and compliance before a given date.

- c) **Commencement of Legal Proceedings** - Will include either the issuance of tickets under the Provincial Offences Act for more minor infractions or through the Provincial Court System for more significant offences.

Despite the above, there may be circumstances where even minor infractions are dealt with immediately through the commencement of legal proceedings, such as, in cases where an individual or company has a history of repeated infractions.

29. USE OF REGISTERED CODE AGENCIES

The Chief Building Official is authorized to enter into and sign contracts for service agreements with Registered Code Agencies and appoint them to perform specified functions from time to time in order to maintain the time periods for permits prescribed in Division C, Section 1.3.1.3 of the Building Code.

The Registered Code Agency may be appointed to perform one or more of the specified functions described in Section 15.15 of the Act.


30. GENERAL PENALTY

Every person who contravenes any provision of this bylaw is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

31. SEVERABILITY


Should any section, subsection, clause or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the part so declared to be invalid.

READ a first and second time this 21st day of March, 2017.


MAYOR


CLERK

READ a third time and finally passed this 21st day of March, 2017.


MAYOR


CLERK

SCHEDULE "A"

**THE CORPORATION OF THE TOWN OF COCHRANE
BY-LAW 1210-2017**

Respecting Forms

FORM 1	Application for Building Permit (to also include Demolition, Partial, Sign, Change of Use, Conditional, Plumbing)
FORM 2	Permit for Building, Demolition, Partial, Sign, Change of Use, Conditional, Plumbing
FORM 3	Occupancy Permit
FORM 4	Site Inspection Report
FORM 5	Order to Comply with Act or Building Code
FORM 6	Stop Work Order
FORM 7	Order to Remedy Unsafe Building
FORM 8	Order Prohibiting Use or Occupancy of Unsafe Building
FORM 9	Order to Uncover
FORM 10	Order Not To Cover or Enclose
FORM 11	Order Requiring Tests and Samples
FORM 12	Emergency Order
FORM 13	Residential Occupancy Permit Checklist

FORM 1

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: TOWN OF COCHRANE <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit <input type="checkbox"/>			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is:		Owner or Authorized agent of owner	
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
D. Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	

Application for a Permit to Construct or Demolish – Effective January 1, 2014

FORM 1 (cont'd)

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes <input type="checkbox"/>	No <input type="checkbox"/>
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
Date _____		Signature of applicant _____		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

FORM 1 (cont'd)

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information					
Building number, street name				Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description			
B. Individual who reviews and takes responsibility for design activities					
Name			Firm		
Street address				Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail		
Telephone number		Fax number	Cell number		
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]					
<input type="checkbox"/> House <input type="checkbox"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings		<input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection		<input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <input type="checkbox"/> On-site Sewage Systems	
Description of designer's work					
D. Declaration of Designer					
I, _____ declare that (choose one as appropriate): (print name)					
<p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p>					
<p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p>					
<p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p>					
I certify that:					
<p>1. The information contained in this schedule is true to the best of my knowledge.</p> <p>2. I have submitted this application with the knowledge and consent of the firm.</p>					
Date			Signature of Designer		

NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

FORM 1 (cont'd)
Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C) <input type="checkbox"/> No (Continue to Section E) <input type="checkbox"/> Installer unknown at time of application (Continue to Section E)			
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
I _____ declare that:			
(print name)			
I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;			
<u>OR</u>			
I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.			
_____		_____	
Date		Signature of applicant	



DETACHED GARAGE CHECKLIST

**GARAGES OVER 28'x30' MUST HAVE QUALIFIED DESIGN DRAWINGS
including slab and slab reinforcement/thickening**

**PLEASE ENSURE YOU HAVE LOCATED YOUR PROPERTY LINE AND HAVE
COMPLETED LINE LOCATES BEFORE COMMENCING CONSTRUCTION**

Proximity to overhead power lines _____ (Min. 10 Feet) (B.3.1.19.1. (1)(a)(b))

Location of natural gas line _____ (Cannot build on line)

Proposed size of garage _____

Will the garage be heated? Yes _____ No _____

Set Backs: Side (3') _____ Rear (3') _____ Front (4') _____

Edge Thickening (for slab)

Edge Thickness/Width _____ Edge reinforcement: Mesh/Re-bar _____

Slab

Slab thickness _____ Slab reinforcement: Mesh/Rebar _____

Wood Floor

Sleepers _____ Floor Joists _____ Spacing _____ Sheathing Type _____

Floor Drain

Yes _____ No _____ Draining (not to sanitary) _____

Walls

Height _____

PT bottom plate _____

Sill gasket _____

Anchor type _____

Stud size _____

Spacing _____

Size of Doors _____

Size of Headers _____

Type of sheathing _____

Type of cladding _____

Roof

Pre-Eng. Truss _____

Rafters _____

Spacing of trusses _____

Truss Bracing _____

Type of sheathing: T&G _____

Edge Support _____ (H Clips)

Shingles _____

Tin _____ (Ice Guard)

Roofing membrane _____

**If garage is to be heated approved vapour barrier and soffit/roof venting must be installed.*

FORM 2

TOWN OF COCHRANE
Planning and Building Department
Phone: 416-273-4202
Fax: 416-273-4303



23-5th Street
PO Box 88
Cochrane, ON

CONSTRUCTION PERMIT

Issue Date

yyyy/mm/dd

Permit Number xxxx-xxx

Roll No. xxxxxxxxxxxxxxxx

Issued to (owner's name)

Address

Contractor's Name

Address

Area of building to be constructed (sq.ft.)

Main permitted use of building

Zone

Street & No.

Lot No.

Plan No.

Lot Size

Building Width

Building Length

Building Height

Yard Left

Yard Right

Yard Front

Yard Rear

Remarks

Issued by _____

The personal information on this permit has been collected pursuant to the Building Codes Act, 1992 and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, s. 14 (1) (c).

The person to whom this permit has been issued shall notify the Chief Building Official, the Plumbing Inspector, and the Electrical Inspector in advance of the stages of construction specified below. Permission is not included to dig, tunnel or bore into or under any part of a street, nor to occupy or obstruct any street, sidewalk or other municipal property. To obtain permission to occupy the street or sidewalk during construction, present this permit at the office of the Clerk of the municipality.

The owner or owner's agent is responsible for the proper setting of grades for the structure, and may request assistance from the Building Inspector. Unless otherwise specifically so provided and approved in writing by the appropriate inspector, full compliance is required with all the provisions of the Building Code made under the Building Code Act, 1992; the Electrical Safety Code adopted by regulation under the Electricity Act, 1998; and of any by-law of the municipality, which in whole or in part regulates structural requirements, erection, alteration, location, use, etc. of buildings. This permit is subject to revocation in accordance with the above-cited authorities.

FORM 2 (cont'd)

STAGES OF CONSTRUCTION REQUIRING NOTICE

- a) Commencement of the construction of the building;
- (b) Readiness to construct the footings;
- (c) Substantial completion of the footings and foundations;
- (d) Where the building is within the scope of part 9, of the substantial completion of:
 - i) structural framing,
 - ii) insulation and vapour barriers, and
 - iii) duct work and piping for heating and air conditioning systems;
- (e) Where the building is within the scope of the parts of the code other than part 9, of the substantial completion of:
 - i) structural framing of each storey,
 - ii) insulation and vapour barriers, and
 - iii) roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment;
- (f) Commencement of construction of:
 - i) masonry fireplaces and masonry chimneys,
 - ii) factory-built fireplaces and allied chimneys,
 - iii) stoves, ranges, space heaters and add-on furnace using solid fuels and allied chimneys;
- (g) Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems;
- (h) Substantial completion of interior finishes and heating, venting, air-conditioning and air-conditioning extraction equipment;
- (i) Substantial completion of exterior cladding, fire access routes and site grading;
- (j) Completion of construction and installation of components required to permit occupancy by sentences 2.4.3.1.(2) 2.4.3.1. (1);
- (k) Readiness for inspection and testing of:
 - i) building sewers, and building drains,
 - ii) water service pipes,
 - iii) drainage systems and venting systems,
 - iv) water distribution system, and
 - v) plumbing fixtures and plumbing and appliances, and
- (l) Completion and availability of drawings of the buildings as constructed.

2-004 Inspection

- (1) A contractor shall file with the inspection department a completed application for inspection of any work on an electrical installation:
 - (a) Before or within 48 hours after commencement of the work whether or not electrical power or energy has been previously supplied to the land, building or premises on which the work was performed; and
 - (b) Shall pay the fees prescribed by the inspection department.
- (2) An application for Inspection which has been refused in accordance with the provisions of Rule 2-008 shall, for purposes of Subrule (1) hereof, be deemed not to be a completed application.
- (3) Every contractor who undertakes an electrical installation is responsible for ensuring the electrical installation complies with this Code and for procuring an authorization for connection from the inspection department before the installation is used for any purpose.
- (4) The contractor shall give to the inspection department at least 48 hours notice in writing that the work on the electrical installation has been completed and that the installation is ready for a connection authorization, but where the work is being performed in a remote district or is not immediately accessible for any other reason, the notice shall be of such greater length as is necessary to accommodate the Inspection schedule of the Inspection department.
- (5) Inspections as required by the inspection department may be made at such time and in such manner as the Inspection department determines.
- (6) An electrical installation shall not be concealed or rendered inaccessible, until it conforms to this Code, and such concealment or rendering inaccessible has been authorized by an Inspector.
- (7) An Inspection may be deemed by the Inspection department to have been made an electrical installation or a group of electrical installations and connection authorized even though all portions of any installation in the group and all installations in the group have not been inspected, subject to conditions set out in the Code. See also subrules (8-11).

POST THIS CARD TO THE EXTERIOR OF THE BUILDING ON THE SIDE FACING THE STREET

FORM 2 (cont'd)

TOWN OF COCHRANE
Planning and Building Department
Phone: 403.947.4100
Fax: 403.947.4101



On the Spirit
We Grow
We Build
We Thrive

DEMOLITION PERMIT

☒ Commercial/Industrial/Institutional ☐ Residential/Accessory

District: COCHRANE

Project Purpose:

Issue Date
yyyy / mm / dd

Permit Number XXXX-XXX
Roll No. XXXXXXXXXXXXXXX

Issued to (owner's name) Address

Contractor's Name Address

Street & No.

Lot No. Plan No.

Lot Size

Permit Fee:

Remarks

Issued by _____

The owner or owner's agent is responsible for the proper setting of grades for the structure, and may request assistance from the Building Inspector. Unless otherwise specifically so provided and approved in writing by the appropriate inspector, full compliance is required with all the provisions of the Building Code made under the Building Code Act, 1992; the Electrical Safety Code adopted by regulation under the Electricity Act, 1998; and of any by-law of the municipality, which in whole or in part regulates structural requirements, erection, alteration, location, use, etc. of buildings. This permit is subject to revocation in accordance with the above-cited authorities.

All the statements and representation contained in the attached documents filed in support of this application shall be deemed part of this application for all purposes.

DECLARATION

I, the undersigned, _____ am the authorized owner/agent of owner named in the above application, and I certify the truth of all the statements or representations contained herein.

I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any by-laws or requirements of the Building Code Act or regulations made thereunder, notwithstanding anything included in or omitted from the plans or any other material filed in support of or in connection with the above application.

I acknowledge that in the event a permit is issued, any departure from specific condition, plans, specification, or building locations proposed in the above application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with bylaws or requirements of the Building Code Act or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any Official thereof and any such claim is hereby expressly waived.

Signature or owner/authorized agent

FORM 2 (cont'd)

STAGES OF CONSTRUCTION REQUIRING NOTICE

1. **CAPPING/DISCONNECTION OF SERVICES**
2. **COMPLETION OF DEMOLITION**
3. **OTHER APPLICABLE NOTIFICATIONS**

FORM 2 (cont'd)

TOWN OF COCHRANE
Planning and Building Department
Office: 10010, 10010
Fax: 10010, 10010



10010, 10010
10010, 10010
10010, 10010

CONDITIONAL P E R M I T

Issue Date

yyyy / mm / dd

Permit Number XXXX-XXX

Roll No. XXXXXXXXXXXXXXXX

Issued to (owner's name)

Address

Contractor's Name

Address

Area of building to be constructed (sq.ft.)

Main permitted use of building

Zone

Street & No.

Lot No.

Plan No.

Lot Size

Building Width

Building Length

Building Height

Yard Left

Yard Right

Yard Front

Yard Rear

Remarks

Issued by

The personal information on this permit has been collected pursuant to the Building Codes Act, 1992 and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, s. 14 (1) (d).

The person to whom this permit has been issued shall notify the Chief Building Official, the Plumbing Inspector, and the Electrical Inspector in advance of the stages of construction specified below. Permission is not included to dig, tunnel or bore into or under any part of a street, nor to occupy or obstruct any street, sidewalk or other municipal property. To obtain permission to occupy the street or sidewalk during construction, present this permit at the office of the Clerk of the municipality.

The owner or owner's agent is responsible for the proper setting of grades for the structure, and may request assistance from the Building Inspector. Unless otherwise specifically so provided and approved in writing by the appropriate inspector, full compliance is required with all the provisions of the Building Code made under the Building Code Act, 1992; the Electrical Safety Code adopted by regulation under the Electricity Act, 1998; and of any by-law of the municipality, which in whole or in part regulates structural requirements, erection, alteration, location, use, etc. of buildings. This permit is subject to revocation in accordance with the above-cited authorities.

FORM 2 (cont'd)

STAGES OF CONSTRUCTION REQUIRING NOTICE

- a) Commencement of the construction of the building;
- (b) Readiness to construct the footings;
- (c) Substantial completion of the footings and foundations;
- (d) Where the building is within the scope of part 9, of the substantial completion of:
 - i) structural framing,
 - ii) insulation and vapour barriers, and
 - iii) duct work and piping for heating and air conditioning systems;
- (e) Where the building is within the scope of the parts of the code other than part 9, of the substantial completion of:
 - i) structural framing of each storey,
 - ii) insulation and vapour barriers, and
 - iii) roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment;
- (f) Commencement of construction of:
 - i) masonry fireplaces and masonry chimneys,
 - ii) factory-built fireplaces and allied chimneys,
 - iii) stoves, ranges, space heaters and add-on furnace using solid fuels and allied chimneys;
- (g) Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems;
- (h) Substantial completion of interior finishes and heating, venting, air-conditioning and air-conditioning extraction equipment;
- (i) Substantial completion of exterior cladding, fire access routes and site grading;
- (j) Completion of construction and installation of components required to permit occupancy by sentences 2.4.3.1.(2) 2.4.3.1. (1);
- (k) Readiness for inspection and testing of:
 - i) building sewers, and building drains,
 - ii) water service pipes,
 - iii) drainage systems and venting systems,
 - iv) water distribution system, and
 - v) plumbing fixtures and plumbing and appliances, and
- (l) Completion and availability of drawings of the buildings as constructed.

2-004 Inspection

- (1) A contractor shall file with the inspection department a completed application for inspection of any work on an electrical installation:
 - (a) Before or within 48 hours after commencement of the work whether or not electrical power or energy has been previously supplied to the land, building or premises on which the work was performed; and
 - (b) Shall pay the fees prescribed by the inspection department.
- (2) An application for inspection which has been refused in accordance with the provisions of Rule 2-008 shall, for purposes of Subrule (1) hereof, be deemed not to be a completed application.
- (3) Every contractor who undertakes an electrical installation is responsible for ensuring the electrical installation complies with this Code and for procuring an authorization for connection from the inspection department before the installation is used for any purpose.
- (4) The contractor shall give to the inspection department at least 48 hours notice in writing that the work on the electrical installation has been completed and that the installation is ready for a connection authorization, but where the work is being performed in a remote district or is not immediately accessible for any other reason, the notice shall be of such greater length as is necessary to accommodate the inspection schedule of the inspection department.
- (5) Inspections as required by the inspection department may be made at such time and in such manner as the inspection department determines.
- (6) An electrical installation shall not be concealed or rendered inaccessible, until it conforms to this Code, and such concealment or rendering inaccessible has been authorized by an Inspector.
- (7) An inspection may be deemed by the inspection department to have been made an electrical installation or a group of electrical installations and connection authorized even though all portions of any installation in the group and all installations in the group have not been inspected, subject to conditions set out in the Code. See also subrules (8-11).

POST THIS CARD TO THE EXTERIOR OF THE BUILDING ON THE SIDE FACING THE STREET



XXXX-XXX

BUILDING PERMIT

ADDRESS

DESCRIPTION
BUILDING TYPE
ISSUED - DATE

C.B.O.

THIS PERMIT MUST BE POSTED CONTINUOUSLY FROM THE DATE ISSUED UNTIL FINAL INSPECTION PASSED.

INSPECTIONS REQUIRED

ALL CONSTRUCTION STAGES & SYSTEMS PRIOR TO COVERING
48 HRS NOTICE

FORM 3



Name: Corporation of the Town of Cochrane
Phone: (705) 272-4262
Fax: (705) 272-4507
Address: 23 5th Street, Cochrane, ON

OCCUPANCY PERMIT

BUILDING/OCCUPANCY PERMIT NO: XXXX-XXX
PROPERTY ADDRESS:
LEGAL DESCRIPTION:

OWNER:
APPLICANT:
TO CONSTRUCT:

An occupancy inspection(s) of the Building was/were completed on _____

At the time of the inspection, the building met the minimum requirements for occupancy of an unfinished building set out in Division C, Sentence 1.3.3.1.(3) of the Building Code.

Any incomplete item(s) that do not prevent occupancy, but require further inspection(s) subject to additional notices in accordance to the municipal Building By-law, are identified in the box below.

COMMENTS:

OUTSTANDING ORDER TO COMPLY

☐ YES (See Attached)

☐ NO

Permission to occupy is hereby granted.

Print Name _____

Signature _____

Date: _____

Issued by: The Chief Building Official, CBO
or a person designated by the CBO

NOTE: Other approvals and inspections may be necessary from Utility Companies and/or other Agencies or Departments.

FORM 3 (cont'd)



Name: Corporation of the Town of Cochrane
Phone: (705) 272-4262
Fax: (705) 272-4507
Address: 23 5th Street, Cochrane, ON

OCCUPANCY PERMIT

BUILDING/OCCUPANCY PERMIT NO: XXXX-XXX
PROPERTY ADDRESS:
LEGAL DESCRIPTION:

OWNER:
APPLICANT:
TO CONSTRUCT:

An occupancy inspection(s) of the dwelling unit were completed on _____

At the time of the inspection(s), the dwelling unit met the minimum requirements for residential occupancy set out in Division C, Sentence 1.3.3.4.(4) of the Building Code.

Any incomplete item(s) that do not prevent occupancy, but require further inspection(s) subject to additional notices in accordance to the municipal Building By-law, are identified in the box below:

COMMENTS:

OUTSTANDING ORDER TO COMPLY

☐ YES (See Attached)

☐ NO

Permission to occupy is hereby granted.

Print Name _____

Signature _____

Date: _____

Issued by: The Chief Building Official, CBO
or a person designated by the CBO

NOTE: Other approvals and inspections may be necessary from Utility Companies and/or other Agencies or Departments.

FORM 5

Town of Cochrane, 23 5th Street, Cochrane, ON, (705) 272-4262

Order to Comply

Pursuant to Subsection 12(2) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number: XXXX-XXX

Order issued to (name and address):

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the Building Code or the *Building Code Act, 1992*.

You are hereby ordered to correct the contraventions itemized below immediately, by the dates listed below, or by _____ (date).

Item	Reference	Description and location	Required action and compliance date

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone no. _____

Contact name (optional) _____

Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992 s. 14*]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s. 36*]
- No construction affected by this Order is to be covered until inspected and approved. [*Building Code Act, 1992 s. 13*]

FORM 5 (cont'd)

Town of Cochrane, 23 5th Street, Cochrane, ON, (705) 272-4262

Order to Comply

Pursuant to Subsection 15.10.1.(2) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies: _____

Application/Permit Number: XXXX-XXX

Order issued to (name and address): _____

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the Building Code or the *Building Code Act, 1992*.

You are hereby ordered to correct the contraventions itemized below immediately, by the dates listed below, or by _____ (date).

Item	Reference	Description and location	Required action and compliance date

Order issued by:

Name _____	BCIN _____
Signature _____	Telephone no. _____
Contact name (optional) _____	Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992* s. 20]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992* s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992* s. 24]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992* s.36]

FORM 6

Town of Cochrane, 23 5th Street, Cochrane, ON, (705) 272-4262

Stop Work Order

Pursuant to Subsection 14(1) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies: _____

Application/Permit Number: XXXX-XXXX

Order issued to (name and address): _____

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the Building Code Act, 1992 or the Building Code have not been rectified as required by the Order(s) indicated below:

- ☐ Order to Comply number _____, dated _____
- ☐ Order Not to Cover number _____, dated _____
- ☐ Order to Uncover number _____, dated _____

You are hereby ordered to immediately cease construction and/or demolition as specified below:

Item	Details

Order issued by:

Name _____

Signature _____

Contact name (optional) _____

BCIN _____

Telephone no. _____

Contact tel. number (optional) _____

- Note:**
- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
 - An Order may be appealed to the Superior Court of Justice. [Building Code Act, 1992 s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
 - Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]
 - When a Stop Work Order is issued, no person shall perform any act in the construction or demolition of the building in respect of which the Order is made other than work necessary to carry out an Order to Comply, the Order Not to Cover, or an Order to Uncover. [*Building Code Act, 1992 s. 14*]

FORM 7

Name: Corporation of the Town of Cochrane
Phone: (705) 272-4262
Fax: (705) 272-4507
Address: 23 5th Street, Cochrane, ON

Order to Remedy Unsafe Building

Pursuant to Subsection 15.9-(4) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies: _____

Application/Permit Number: _____

Order issued to (name and address):

1. _____

3. _____

2. _____

4. _____

The inspection on or about _____ (date) at the above-referenced address found an unsafe condition, as defined in subsection 15.9-(2) of the *Building Code Act*, by reason of the following:

Item	Reference	Description and location of unsafe condition	Required remedial steps and compliance date

You are hereby ordered to take remedial steps set out above to render the building safe by the dates listed above or by _____ (date).

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone no. _____

Contact name (optional) _____

Contact tel. number
(optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in the Chief Building Official, by order, prohibiting the use or occupancy of the building and causing the building to be renovated, repaired or demolished to remove the unsafe condition. [*Building Code Act, 1992 s. 15.9-(6) to (9)*]
- Failure to comply with an Order is an offence, which could result in a fine. [*Building Code Act, 1992 s.36*]

FORM 8



Name: Corporation of the Town of Cochrane
 Phone: (705) 272-4262
 Fax: (705) 272-4507
 Address: 23 5th Street, Cochrane, ON

Order Prohibiting Use or Occupancy of Unsafe Building

Pursuant to Subsection 15.9-(6) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies: _____

Application/Permit Number: _____

Order issued to (name and address):

1. _____
2. _____
3. _____
4. _____

TAKE NOTICE that whereas the action required in the ORDER TO REMEDY UNSAFE BUILDING issued on the _____ (date) with respect to the above-mentioned building has not been complied with within the time specified in it, or where no time was specified, within reasonable time, it is hereby ordered that use or occupancy immediately cease as specified below.

All Occupancy <input type="checkbox"/>	All Use <input type="checkbox"/>
Partial Occupancy <input type="checkbox"/> (specify)	Partial Use <input type="checkbox"/> (specify)

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone no. _____

Contact name (optional) _____

Contact tel. number
(optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- If an order of an inspector under subsection 15.9-(4) is not complied with within the time specified in it, or where no time is specified, within a reasonable time, the Chief Building Official may cause the building to be renovated, repaired or demolished to remove the unsafe condition. For this purpose, the Chief Building Official, an inspector and their agents may enter upon the land and into buildings at any reasonable time without a warrant. [*Building Code Act, 1992 s. 15.9-(6)(b) and (7)*]
- Failure to comply with an Order is an offence, which could result in a fine. [*Building Code Act, 1992 s.36*]

FORM 9

Town of Cochrane, 23 5th Street, Cochrane, ON. (705) 272-4262

Order to Uncover

Pursuant to Subsection 13(6) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies: _____

Application/Permit Number: XXXX-XXX

Order issued to (name and address): _____

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code.

- ☐ The part was covered or enclosed contrary to an Order Not to Cover number _____ dated _____;
- ☐ The notice required to be given to the chief building official, registered code agent or inspector, before the part was covered or enclosed under a by-law, resolution or regulation made under clause 7(1)(e) of the *Building Code Act, 1992*, was not given or a notice required under section 10.2 was not received;
- ☐ In cases where a notice required under section 10.2 is received, the period prescribed under subsection 10.2 (2) did not elapse before the part was covered or enclosed;
- ☐ In cases where a notice required by a by-law, resolution or regulation made under clause 7(1)(e) is given,
 - (i) the inspection period prescribed under clause 7(1)(e) did not elapse before the part was covered or enclosed
 - (ii) if an inspection period is not prescribed under clause 7(1)(e) a reasonable period of time after the notice was given did not elapse before the part was covered or enclosed; or
- ☐ The part has been constructed without a permit being issued.

You are hereby ordered to uncover or have uncovered, at your own expense, and make available for inspection the parts of the building described below immediately, or by _____ (date).

Description of area to uncover: _____

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone no. _____

Contact name (optional) _____

Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992* s. 20]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992* s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992* s. 24]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992* s. 14]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992* s.36]

FORM 10

Town of Cochrane, 23 5th Street, Cochrane, ON, (705) 272-4262

Order Not to Cover or Enclose

Pursuant to Subsection 13(1) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:
XXXX-XXX

Order issued to (name and address):

The above-referenced building was inspected on or about _____ (date).

You are hereby prohibited from covering or enclosing the parts of the building described below, pending an inspection. Please arrange for an inspection when the part of the building identified below is ready for inspection.

Item	Description of area not to cover or enclose

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone no. _____

Contact name (optional) _____

Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992* s. 20]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992* s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992* s. 24]
- Failure to comply with this Order could result in an Order to Uncover and/or a Stop Work Order. [*Building Code Act, 1992* s. 14]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992* s.36]

FORM 11

Town of Cochrane, 23 5th Street, Cochrane, ON, (705) 272-4262

Order Requiring Tests and Samples

Pursuant to Subsection 18(1)(f) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number: XXXX-XXX

Order issued to (name and address):

Description of required tests and samples

The inspection on or about _____ (date) at the above-referenced address found the need for the following tests and samples.

You are hereby ordered at your expense to take and supply to the undersigned the tests and samples described below by _____ (date).

Item	Reference	Test and sample required

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone no. _____

Contact name (optional) _____

Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992* s. 20]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992* s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992* s. 24]
- Failure to comply with this Order is an offence which could result in a fine. [*Building Code Act, 1992* s.36]

FORM 12



Name: Corporation of the Town of Cochrane
Phone: (705) 272-4262
Fax: (705) 272-4507
Address: 23 5th Street, Cochrane, ON

Emergency Order

Pursuant to Subsection 15.10 of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies: _____

Application/Permit Number: _____

Order issued to (name and address):

1. _____

3. _____

2. _____

4. _____

The inspection on or about _____ (date) at the above-referenced address found that the building poses an immediate danger to the health and safety of any person. The particulars of the dangerous conditions include:

In order to terminate the danger, the following remedial repairs, or other work, is required:

Order issued by:

Name _____ BCIN _____

Signature _____ Telephone no. _____

Contact name (optional) _____ Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- The chief building official may, before or after the order is served, take measures necessary to terminate the danger, and the chief building official, or an inspector, may, at any time, enter upon the land and into the building in respect of which the order was made without a warrant. [*Building Code Act, 1992 s.15*]
- The Crown, municipality, or a person acting on behalf of either of them is not liable to compensate the owner, occupant, or any other person by reason of anything done by or on behalf of the chief building official or an inspector in the reasonable exercise of his or her powers. [*Building Code Act, 1992 s.15*]
- Failure to comply with an Order is an offence which may result in a fine. [*Building Code Act, 1992 s. 36*]

SCHEDULE "B"
THE CORPORATION OF THE TOWN OF COCHRANE
BY-LAW 1210-2017

Respecting
List of Plans or Working Drawings
to Accompany Application for Permits

* Below is a list of plans or working drawings that may be required, but are not limited to the following:

1. Site Plan (including lot drainage and grading plans)
2. Floor Plans
3. Foundation Plans
4. Framing Plans (including pre-engineered floor systems)
5. Roof Plans (including pre-engineered truss systems)
6. Reflected Ceiling Plans
7. Section and Details
8. Building Elevations
9. Electrical Drawings
10. Mechanical Drawings (Heating, Ventilation and Air Conditioning Drawings)
11. Plumbing Drawings
12. Specifications
13. Property Survey
14. Room Schedules
15. Door and Window Schedules
16. Fire Alarm Sprinkler and Stand Pipe Plans

SCHEDULE "C"

THE CORPORATION OF THE TOWN OF COCHRANE BY-LAW 1210-2017

Division C 1.3.5 Notices and Inspections

Division C 1.3.5.1. Prescribed Notices

A minimum of 24 hours advanced notice must be provided by the applicant for the following inspections:

- a) readiness to construct footings,
- b) substantial completion of footing and foundations prior to commencement of backfilling,
- c) substantial completion of structural framing and ductwork and piping for heating and air-conditioning systems, if the building is within the scope of Part 9,
- d) substantial completion of structural framing and roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause (c) applies,
- e) substantial completion of insulation, vapour barriers,
- f) substantial completion of air barrier systems,
- g) substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency light systems,
- h) substantial completion of fire access routes,
- i) readiness for inspection and testing of:
 - (i) building sewers and building drains,
 - (ii) water service pipes,
 - (iii) fire service mains,
 - (iv) drainage systems and venting systems,
 - (v) the water distribution system, and
 - (vi) plumbing fixtures and plumbing appliances,
- j) readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Clause 1.3.1.1.(1)U) of Division A, a public pool or a public spa,
- k) substantial completion of the circulation/recirculation system of an outdoor pool described in Clause 1.3.1.1.(1)U) of Division A, a public pool or public spa and substantial completion of the pool before it is first filled with water,
- l) substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling, and

NOTE: IMPORTANT

- m) completion of construction and installation of components REQUIRED TO PERMIT the issue of an occupancy permit under Sentence Div. C 1.3.3.1.(3) or to PERMIT OCCUPANCY under Sentence Div. C 1.3.3.2. if the building or part of the building to be occupied is not fully completed.
- n) completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.

Division C 1.3.5.2 Additional Notices: Inspection

- a) commencement of construction of the building,
- b) substantial completion of structural framing for each storey, if the building is a type of building that is within the scope of Division B, other than Part 9,
- c) commencement of construction of:
 - (i) masonry fireplaces and masonry chimneys,
 - (ii) factory-built fireplaces and allied chimneys,
 - (iii) stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys,
- d) substantial completion of interior finishes,
- e) substantial completion of exterior cladding,
- f) substantial completion of site grading,
- g) substantial completion of the pool deck and dressing rooms for a public pool or public spa and readiness for inspection of the emergency stop system for a public pool or public spa,
- h) completion and availability of drawings of the building as constructed, and
- i) completion of a building for which an occupancy permit is required under Article 1.3.3.4.

SCHEDULE "D"

**THE CORPORATION OF THE TOWN OF COCHRANE
BY-LAW NO. 1210-2017: BUILDING BY-LAW**

PART 1 PROVINCIAL OFFENCES ACT

SET FINE SCHEDULE

Item	Offence Short Form Wording	Provisions creating or defining offence	Set Fine
1	Construct/demolish building – no permit	5. a)	\$300.00
2	Perform plumbing work – no permit	5. a)	\$300.00
3	Causing a building to be altered not in accordance with approved plans	6.	\$200.00

The general penalty provision for the offences listed above is section 30 of bylaw 1210-2017, a certified copy of which has been filed.