

THE CORPORATION OF THE TOWN OF PARRY SOUND

BY-LAW NO: 2005-4847

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Being a By-law to regulate Construction of Buildings and other matters pursuant to the Building Code Act

WHEREAS the Council of the Corporation of the Town of Parry Sound, hereinafter referred to as "The Council", recognizes the obligations placed upon it by the Building Code Act; and

WHEREAS The Council deems it appropriate to regulate certain matters pursuant to the Building Code Act;

AND WHEREAS significant changes to the Act and the Building Code take effect July 1, 2005, with further changes to the Building Code taking effect January 1, 2006;

NOW THEREFORE under the authority of and subject to the provisions of the Building Code Act, S.O. 1992, c.23, as amended . The Council enacts as follows:

1. **SHORT TITLE**

1.1 This by-law may be cited as "the Building By-law"

2. **DEFINITIONS**

2.1 In this by-law,

2.1.1a "Act" means the Building Code Act, including amendments and regulations, and
"the code" means the Ontario Building Code.

2.1.2a the following terms are as defined in the Act:

"As Constructed Plans", "Building", "Chief Building Official", "Plumbing", "Construct", "Demolish".

2.1.2b the following terms are as defined in the Act and the Building Code, as appropriate in the context of the code and this by-law:

"Registered", "Qualified", "Designer"

2.1.2c The Chief Building Official for The Municipality will be identified, from time to time, in a staff appointment by-law.

2.1.2d The acronym CBO means Chief Building Official where it appears in this by-law.

2.1.3 "The Corporation" means The Corporation of the Town of Parry Sound

2.1.4 "Permit" means a printed or typed document bearing the signature of the Chief Building Official, which authorizes work regulated by The Act and this by-law

2.1.5 "The Works" means any construction, demolition or other activity which is regulated by the Act, and is the subject of an application for a permit, or has been permitted.

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- 2.1.6 “The Proponent” means the person who will ultimately pay for The Works, but does not include a prospective tenant who will pay only rent, and does not include a landlord who will not ultimately pay for any portion of The Works and remains at arms length from the building permit process.
- 2.1.7 “The Contractor” means a person who will provide labour, material, supervision, equipment, or any combination of them directly to The Proponent in order to perform The Works, but may include a sub-contractor if appropriate in the context, and also includes “The Proponent” and the land owner if they undertake to do the work of a contractor.
- 2.1.8 “The Designer” means a person who produces or provides some or all of the documents which are submitted in support of a building permit application.
- 2.1.9 “Basic Construction” means a single construction project which is subject to the building code and having an estimated value of less than that specified in Schedule “C” to this by-law.

3. **CLASSES OF PERMITS**

- 3.1 Whereas sentence 7(a) of The Act authorizes The Council to prescribe classes of permits, The Council hereby prescribes the classes of permits defined in Schedule A to this by-law.
- 3.2 The Council hereby delegates authority to the Chief Building Official to create and use additional classes of permits if the necessity for such additional classes becomes apparent.
- 3.3 The Council hereby authorizes the Chief Building Official to issue a single permit which authorizes work in one or more classes, at the sole discretion of the CBO.
- 3.4 Where signs are sufficiently described in an application for a permit to confirm compliance with the Act, the Code and The Sign By-law, any class of permit issued is deemed to include the signs.

4. **REQUIREMENTS FOR APPLICATIONS**

4.1 **Forms**

- 4.1.1 Whereas sentence 7(b) of The Act authorizes The Council to prescribe that permit applications be accompanied by plans, specifications, documents or other information, and, sentence 7(e) of The Act authorizes The Council to prescribe application forms, and article 34.(1).28 of The Act authorizes application forms to be prescribed by the province, and whereas the Province may not at the date of passing this by-law have prescribed forms, the Chief Building Official is hereby authorized to create and distribute suitable forms, and once created and distributed, the forms are hereby prescribed.
- 4.1.2 Where the CBO or Province has created forms and distributed or

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otherwise made them available, an application for a permit under this by-law shall be made on either the form created by the CBO, or the Provincial form, whichever takes precedence. If the Provincial form is not suitable for the class of permit requested, the CBO's form takes precedence.

- 4.1.3 If neither form prescribed in sub-section 4.1.2 takes precedence, either may be used, at the discretion of the applicant.
- 4.2 Plans & Documents
- 4.2.1 Each application for a permit shall, unless otherwise specified by the CBO, be accompanied by two complete sets of the plans, specifications, and other documents from which The Contractor will build or undertake The Works.
- 4.2.2 Sufficient information shall be submitted with an application for a permit to enable the Chief Building Official to determine whether or not The Works will conform with the Act, The Building Code and any other applicable law.
- 4.2.3 Plans shall be drawn to scale and be on paper, cloth or other durable material. Plans shall be legible, and, without limiting the generality of the foregoing, shall include such drawings and information as set out in Schedule "B" to this by-law, unless otherwise specified by the Chief Building Official.
- 4.2.4 Specifications, whether a separate document, or written on a plan shall clearly prescribe materials to be used, and the manner of installing them. Specifications shall not be generic or give options to the contractor. The CBO will consider submissions from The Proponent, The Designer, or The Contractor which give specificity to a generic specification as an application for approval of a change to the plans under section 8.(12) of the Act.
- 4.2.5 Whereas section 15.11 of the Act requires designers to be qualified, and includes the phrase "Prepare a design or give other information or opinion concerning whether a building or part of a building complies with the building code" to describe the activities a designer undertakes, every such design, information, or opinion submitted to the Chief Building Official or The Corporation shall be in writing.
- 4.2.6 Notwithstanding sub-sections 4.2.2 through 4.2.5, the Chief Building Official may accept a submission which is in a digital (computer readable) format.
- 4.2.7 Where a new building is proposed, an existing building is to be enlarged (in height or area), or the exterior walls of an existing building will be altered, or existing site work will be extended, altered or repaired, a site plan shall be submitted with the application. It shall be referenced to an up-to-date survey prepared by an Ontario Land Surveyor. This survey shall show the size of the lot and the dimensions of the lot lines, and shape and setback of any existing buildings, and shall show any existing rights-of-

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way, easements and location of municipal services which are at or near the surface of the ground or which are below ground and can be located with reasonable certainty. A copy of the survey shall be provided to the CBO.

4.3 Other Required Information

4.3.1 Every application for a permit shall:

4.3.1.1 Describe the land upon which The Works will be undertaken, by legal description and if available, municipal address.,

4.3.1.2 State the valuation of the proposed work including materials and labour, and be accompanied by the required fee,

4.3.1.3 State the name, address, telephone number, facsimile number, and e-mail address, of all owners, architects, engineers, designers, contractors, and The Proponent, if any, along with the name of at least one individual person who is responsible for the project on behalf of any identified corporation, and shall clearly identify which designer is responsible for which part(s) of The Works,

4.3.1.4 Include a statement from the Owner or The Proponent that he has retained an architect, professional engineer or both to carry out the field review of the construction or demolition where required by the Building Code, and

4.3.1.5 Be signed by the owner or his authorized agent, who by their signature certifies the truth of the contents of the application.

4.3.2 Without limiting the generality of the foregoing, every application for a permit shall include all information prescribed in the Building Code.

4.3.3 In addition, an application for a **demolition** permit shall,

4.3.3.1 Include documentation of the means by which utilities will be terminated, including but not limited to water, sewer, gas, electricity, telephone, or cable television, and

4.3.3.2 Include documentation which identifies each class of waste which will be generated by the demolition and specifies the means by which each class will be disposed.

4.3.4 In addition, an application for a **conditional** permit shall,

4.3.4.1 State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted,

4.3.4.2 Identify all necessary approvals which are outstanding at the time of application, and state the time frame within which it is anticipated that these approvals will be obtained,

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4.3.4.3 Identify all pending plans, specifications or documents and identify the time frame within which they will be submitted,

4.3.4.4 Identify the portion of The Works to which the application pertains, and

4.3.4.5 Indicate that the applicant is committed to entering into an agreement as described in sentence 8.(3) (c) of the Act.

4.3.5 In addition, an application for a **change of use** permit shall:

4.3.5.1 Include a set of floor plans of the entire building which clearly indicates all suites, and their most recent or current occupancy (as defined in the building code),

4.3.5.2 Include a set of floor plans delineating all parts of the building proposed for a change of use, and what the proposed use(s) is, and

4.3.5.3 Include other plans or documents as necessary to indicate the construction of the building in order to establish compliance with Code requirements including but not limited to structural adequacy, fire safety, plumbing facilities and Construction Index.

5. **REVIEW PROCESS**

5.1 **Preliminary Review**

5.1.1 Whereas sentence 2.4.1.1B.(5) of the Building Code defines a complete application, and whereas it may take time to determine whether an application is complete, a person may apply for a preliminary review of their application.

5.1.2 An application for a preliminary review must include a preliminary review agreement form as prescribed in Schedule “D” to this by-law.

5.1.3 Upon receipt of a preliminary review application the chief building official will cause a preliminary review of the documents submitted and respond to the applicant according to the terms of the preliminary review agreement.

5.2 **Premature Application**

5.2.1 Whereas sentence 2.4.1.1B.(1) of the Building Code specifies time frames for dealing with a complete application, if during review of an application it is found to be incomplete, the Chief Building Official will advise the applicant and an identified responsible designer, in writing, that the application was found to be incomplete, and will advise them why the application is incomplete.

5.2.2 If an application has been found to be incomplete, review of the application will be suspended.

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5.2.3 Where 5.2.2 above has been applied, review of an application will be resumed, when documentation has been provided which corrects the deficiency identified in 5.2.1 above, and the re-submission fee has been paid. The re-submission fee is specified in schedule C.

5.2.4 The Chief Building Official may, at his sole discretion, waive the re-submission fee for a Registered Designer or a Qualified Designer, provided the designer submits a corrected document promptly.

6. FEES

6.1 A fee is payable for every permit and service provided under this by-law. Permit fees are due and payable upon submission of an application for a permit.

6.2 The amount of the fee for any permit or service provided under this by-law is hereby prescribed as the greater of \$50.00, the value prescribed in Schedule "C" to this by-law, or a value prescribed elsewhere in this by-law.

6.3 The fee for a Permit of the Repair Class is \$100, but no fee is payable for a Repair Class Permit where the application and notice requirements of this by-law have been met.

6.4 Where a fee is computed based on the value of proposed work, "value" means the total fair market value of The Works, including the cost of all material, labour, equipment, overhead and professional and related services. "In kind" or volunteer labour, or donations to a project shall be valued at a quantity and rate reasonable for the local market for the equivalent goods and services.

6.5 The Chief Building Official may place a value on The Works for the purposes of establishing the permit fee and statistical reporting.

6.6 If the value established in section 6.5 is disputed by the applicant, the fee shall be paid as computed. The applicant may protest the fee. Such a protest shall be in writing. Once the project is complete, and if a protest has been made, the applicant shall submit an audited statement of the actual value of The Works. The Chief Building Official will re-calculate a true permit fee based on the audited actual value, as if this value had been available at the time the permit was issued, and will refund any overpayment of the fee paid with respect to the true permit fee.

7. REFUNDS

7.1 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, upon request of the applicant, a portion of the fee shall be refunded. The amount of the refund will be computed by the Chief Building Official according to the rules prescribed in Schedule "C" to this by-law. The amount of the refund may be nil.

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7.2 Every request for a fee refund shall be in writing, and shall unequivocally withdraw an application, state that a project will not commence, or state that the work is abandoned and will not resume. Upon receipt of such a request, the Chief Building Official will cancel all applicable permits.

8. **INSPECTIONS and NOTICES**

8.1 Whereas section 7 of the Act allows for a by-law to prescribe the time within which a notice must be given, and the effect of such a prescription is to make the notice mandatory, The Council hereby requires that notice of each stage of construction specified in the Building Code shall be given to the Chief Building Official not later than two (2) days after the stage of construction has been reached.

8.2 Every notice required by section 8.1 shall be provided in writing. A document sent by facsimile machine which is received by The Municipality is deemed to be in writing for the purpose of giving notice.

8.3 The Chief Building Official may cause a list of required notices to be printed on the face of a permit. Such a list is provided for convenience of inspection and record keeping and as a courtesy to the permit holder. Such a list does not relieve the permit holder or person to whom a permit is issued of any responsibilities with respect to notice imposed on them by the Building Code.

8.4 Subsequent to receiving a notice pursuant to section 8.2, The Chief Building Official may cause an inspection of work to be made. Where the Building Code prescribes that an inspection be made, the Chief Building Official will cause an inspection to be made.

8.5 The Chief Building Official will make every reasonable effort to schedule an inspection at the convenience of a permit holder, but the CBO has the right to cause an inspection to be made at any time during the two full working days following the day upon which a notice is received.

9. **AS CONSTRUCTED PLANS**

9.1 Whereas section 7 of the Act authorizes requirements being made with respect to As Constructed Plans, and sub-section 2.4.6 of the Building Code gives further authority, The Council hereby enacts that the Chief Building Official may, at his sole discretion, require any person responsible for construction to provide plans for the entire building, or any portion or any sub-system or part of it, showing the as constructed state.

9.2 The Chief Building Official may cause notice of this requirement to be printed on a building permit.

9.3 Any person who receives written notice of the requirement for an as constructed plan shall submit the plan to the Chief Building Official within 90 days of the construction being completed.

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10. REPAIR PERMITS

10.1 A contractor who holds a Licence with a Repair Contractor Endorsement appropriate for the work (under the Business Licence By-law), and who is registered or qualified as a designer as appropriate pursuant to the Building Code, and having paid the licence fee prescribed, is deemed to hold a Building Permit of the Repair class provided he has submitted the prescribed building application form prior to starting the work, and, that he notifies the Chief Building Official no earlier than 24 hours before starting the work, and no later than 1 hour after starting the work.

10.2 Item 10.1, and item 6.3, have no effect if The Council has not made provision for Repair Contractor Endorsements in a Business Licence By-law.

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11. SEVERABILITY & TRANSITION

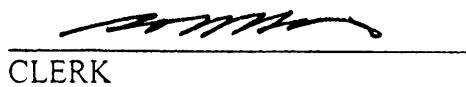
11.1 If any provision of this by-law is found by a court of competent jurisdiction to be unlawful, the balance of the by-law remains in effect to the extent permitted by the removal of the unlawful provision.

11.2 This by-law takes effect the date of passing.

11.3 By-law #93-3637 (as amended) is hereby repealed.

READ a FIRST time this 2nd day of August, 2005.


MAYOR

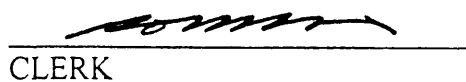

CLERK

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READ a SECOND and THIRD time, PASSED, SIGNED and SEALED

this 2nd day of August, 2005.


MAYOR


CLERK

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SCHEDULE "A" to the Building By-law

The following classes of permit are prescribed and described:

Class	Description
Construction	Perform any construction. The construction is limited to that described in the permit documents.
Demolition	Perform any demolition. The demolition is limited to that described in the permit documents.
Change of Use	Permits a Change of Use. The previous and new use must be described in the permit documents. The permit documents may describe existing or new or proposed circumstances which form the basis for the permit being issued.
Plumbing	Perform plumbing not associated with work on a structure.
Sign	Permit one or more signs regulated by the Building Code.
Conditional	Permits any class of work, but imposes conditions, and other requirements.
Continuation	Permits any class of work, but acknowledging that some of the work was performed prior to application for a permit.
Temporary Structure	Permits any class of work, but specifies a date by which The Proponent has committed to remove The Works.
Repair	Authorizes repair work by a class of person described in section 10 of this by-law.

The Following Information Items Shall Be Provided either on Plans or Specifications submitted with an application for a permit:

Item	Description	Requirement
Building Code Summary	Checklist (yes/no and code reference) for significant code items, indicating major occupancy(s), building area, gross floor area, professional design, combustible-non-comb.-combination, floor construction / fire resistance, fire alarm, standpipe, sprinklers, occupant load, interconnected floor spaces, fire wall(s), roof assembly & covering, mezzanines, high building, public pool and/or spa, barrier free, tent / air supported structure, health requirements, seasonal dwelling, dock, farm building, post disaster building	Provide a comprehensive Building Code Summary.
Additional Building Code Summary - High Buildings	Further Checklist of items specified in subsection 3.2.6 of the Building Code. Provide one if appropriate.	
Exterior & Interior Wall Layout and Construction	Walls separate interior spaces from the external environment, and interior spaces from each other. Typically shown on a floor plan and in cross sections and elevation views.	Show limiting distance, fire resistance rating, combustible or non-combustible components, air barrier, vapour barrier, insulation, cladding, interior finish(s), exits, vertical shafts, fire stopping, treatment of penetrations, arrangement of elements.

<p>Windows, Doors</p>	<p>Typically shown on elevation views. Sometimes shown on specifications. Often shown on a schedule. Windows and doors serve to separate environments and to allow some communication between environments. Doors usually form part of a means of egress.</p>	<p>Elevation views must be provided. Schedule, specification or notes on drawing shall be provided. Combination is acceptable. Demonstrate code compliance with respect to size, hardware, fire resistance, structural requirements, arrangement, appurtenances, heat loss resistance, flashing. Show optional elements of the design such as swing direction, fixed vs operable, etc.</p>
<p>Roof - material, flashings, ventilation, drainage, penetrations, slope(s), and may include parapets and other architectural features. drainage.</p>	<p>Typically shown on elevation views with more detail in a cross section. Care must be taken when detailing wall / roof intersections.</p>	<p>Provide plan view, cross section and details unless otherwise approved by CBO.</p>
<p>Foundations - piers, pier footings, piles, strip footings, below grade walls, waterproofing, dampproofing, retaining walls, sub-soil drainage and disposal.</p>	<p>Foundations transfer the design loads to the ground, and sometimes resist moisture entrance into the building. Typically shown on a plan view and in one or more cross sections. Floatation for a dock shall be considered a foundation.</p>	<p>Show foundations clearly, without obstruction by other construction details. Specify construction materials and arrangement. Clearly illustrate design loads and which part of the code is used. Show elevation of backfill and any structural elements which resist lateral soil loads.</p>
<p>Structure - Columns, Beams, Joists, Decking, Studs, Sheathing, Connections, Fasteners.</p>	<p>The structure transfers the design loads to the foundation. Handrails and guards are also structural elements. Typically shown on a plan view for each level and in one or more cross sections and/or detail drawings.</p>	<p>Clearly illustrate design loads, which part of the code is used, construction materials, element sizes and arrangement. Show fire resistance, and treatment of penetrations.</p>

<p>Sprinklers, Standpipes</p>	<p>Sprinklers and Standpipes are a means of fire suppression. In some cases sprinklers are mandatory, in others optional. Standpipes are sometimes mandatory. Typically shown on a plan view for each level and in one or more cross sections and/or detail drawings, and often accompanied by a schedule (list) of components.</p>	<p>Provide a separate Sprinkler and/or Standpipe drawing(s) if required or planned in the building. Clearly illustrate sprinkler type(s), design flows, area of coverage, valves, pipe and hose material and sizes, hangers, pumps, and all other items to demonstrate code compliance.</p>
<p>Natural Ventilation, Mechanical Ventilation, Heating System, Air Conditioning System.</p>	<p>Almost all buildings require both natural and mechanical ventilation. Most buildings require a heating system. Typically shown on a plan view for each level and in one or more cross sections and/or detail drawings. Area of openable windows and intake and exhaust openings in walls is typically shown in a table (often referred to as a schedule). Good practice indicates the particular sentence of a reference standard which was used to establish a particular design feature.</p>	<p>Show all fans, pumps, and devices which will move media for heating, cooling or ventilation. Indicate the capacity at not less than 2 resistance levels. Show all ducts, pipes, heat exchangers and other devices, their material, size, arrangement, and resistance to flow of media. Show all fire protection devices. Show the indoor and outdoor design conditions, heat loss, and heat gain. Show any heating or cooling appliances, their fuel / heat source, and their rated output. Show any other information necessary to demonstrate code compliance, such as ASHRAE 90.1 or National Energy Code.</p>

<p>Plumbing</p>	<p>Plumbing is a system of piping to distribute water and/or collect wastewater, and conduct wastewater to a place of disposal. Rainwater and sewage are two distinct types of wastewater, and are treated differently by the Code. Typically shown on a plan view for each level and in one or more cross sections and/or detail drawings. Sometimes shown in a 3D “riser” diagram. Supply pipes from the source, and sewage pipes outside the building are typically shown on a site plan.</p>	<p>Show all pipes, fixtures and fittings, their material, size and arrangement. The plan must be sufficiently detailed, that code compliance will be achieved if The Works are constructed according to the plan. Show fire protection related to plumbing on the document.</p>
<p>Access / Egress / Accessibility / Barrier Free Design</p>	<p>Access and Egress facilities allow users to get into and leave the building and provide for movement between floors. Typically shown on a plan view for each level and in a cross section through each stair and ramp, along with further cross sections and/or detail drawings. Often shown on a site plan.</p>	<p>Show all stairs, landings, porches, balconies, ramps and similar features, and their appurtenances such as handrails and guards. Show elevators, stair lifts, dumbwaiters, escalators. Show accessibility provisions required by OBC 3.8. Show the arrangement, material, and size of all elements.</p>

<p>Electrical</p>	<p>Some electrical elements are regulated by the code such as Exit signs, fire alarm systems, motors for building services, lighting (service & emergency), switches, batteries, generators. Almost all electrical elements have a bearing on code compliance. Typically shown on a plan view for each level, exterior elevation views and likely with schematics and/or detail drawings, with more detail provided in specifications. Supply of main power is typically shown on a site plan.</p>	<p>Show all electrical elements, and their arrangement, which are regulated by the code and any additional elements proposed, in sufficient detail that a licenced electrician could install them, to perform their intended function, and a competent contractor could supply them.</p>
<p>In this table, arrangement means spacing, length, slope, plan orientation, elevation, fittings, or any other detail necessary to clearly illustrate the manner of assembly and the intended result of construction. In many cases, 3 views are necessary to clearly illustrate an arrangement.</p>		
<p>The Chief Building Official may accept plans which do not fulfill all of the requirements of this table where the CBO is of the opinion that code compliance will be achieved notwithstanding insufficiency of plans and provided The Proponent provides security sufficient to ensure any improperly installed part of The Works is corrected.</p>		

NOTICE: This Schedule takes effect in 2005 upon passing of the building by-law. Upon passing, Schedule F in “The Fees By-law” replaces this Schedule.

Where an application for a permit under the building by-law is submitted during a calendar year(s) specified in Table C1, the fee for a permit shall be calculated as described in the following table, and once calculated, becomes the prescribed fee.

Table C1 - forming part of Schedule C to the Building By-law		YEAR ---->	2005	2006	2007-2010	2010-2015	2016-2020
CLASS OF PERMIT	Determination	Calculation Method					
Construction	Calculate	Rate per \$1000 of construction value	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00
Demolition	Specified		\$50	\$50	\$60	\$60	\$70
Change of Use	Specified		\$200	\$210	\$220	\$240	\$250
Plumbing	Calculate	Rate per \$1000 of construction value	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00
Sign	Specified		\$100	\$100	\$120	\$140	\$150
Conditional	Calculate and provide security	Rate per \$1000 of construction value	\$5.00	\$6.00	\$7.00	\$8.00	\$9.00
Continuation	Calculate	Rate per \$1000 of construction value	\$10	\$12	\$14	\$16	\$18
Temporary Structure	Specified		\$100	\$100	\$120	\$140	\$150
Basic Construction - Any Permit Class except Continuation if ‘Calculate’ in column 2.	the permit fee is to the right, where:		\$85	\$90	\$95	\$100	\$105
	the value of the work is less than or equal to the value to the right		\$5000		\$6000	\$7000	\$8000
For a Continuation permit where the value of the work is as specified in the row above, the fee is 2 times the fee specified in the row above.							

An application fee of \$50.00 shall be added to all calculated fees prior to performing any rounding. The added application fee for a Conditional Permit shall be \$250.

Where any fee in the above noted table is “per” a multiple of some quantity or value, the arithmetic shall be performed, and then the fee shall be computed by rounding up the arithmetic answer to the nearest multiple of \$5.00.

In this schedule “round” when used as a verb means to modify a number by changing the number of decimal places, or significant figures, to provide what is colloquially known as a round number, in which it is implied that all insignificant figures are zero. For example, \$25,321.11 rounded up to the nearest thousand dollars is \$25,000.

Re-submission fee is \$100 for each additional submission made subsequent to an initial submission / application.

REFUNDS - Table C2 forming part of Schedule C to the Building By-law

	Status of Permit / Inspection Process	Percentage of Fee Eligible for Refund *
1	Complete Application submitted. No processing or review of plans performed.	75% maximum
2	Plans reviewed and Permit Issued	50% maximum
3	1 inspection performed	40%
.	2 inspections performed	30%
	3 inspections performed	20%
	4 inspections performed	10%
	5 inspections performed	0%

* No refund shall result in the retention by the Town of Parry Sound of an amount less than:

- \$50.00 in the years 2005 - 2009 inclusive,
- \$60.00 in the years 2010 - 2014 inclusive,
- \$70.00 in the years 2015 - 2020 inclusive.

Schedule "D" to the Building By-law

Preliminary Review Agreement

To The Chief Building Official of _____

Dear Sir,

Enclosed please find an application for a building permit, pursuant to the requirements of the Building Code (as of July 1, 2005). This application is at a stage where I believe that you can reasonably review it.

I understand that this application may not meet the definition of a complete application under sentence 2.4.1.1B(5) of the Building Code. I also understand that certain obligations are imposed upon your Municipality by sub-sections 8.(2.2) and 8.(2.3) of the Building Code Act, with recourse prescribed under section 24.(1)(b) of the Act.

I hereby submit this agreement for your consideration under the following terms:

- 1) We, the undersigned, mutually benefit from this agreement,
- 2) The Municipality will not impose any additional fees should it be necessary to submit revised or additional documents prior to the issue of a permit, and
- 3) I, the applicant, will waive my privilege of recourse should the Municipality fail to meet its' obligations under sub-sections 8.(2.2) or 8.(2.3) of the Act, and
- 4) This agreement applies to the application for a permit under the Building Code Act having *hold number* _____.
- 5) All of the applicants, below signed, agree that references to I in this document and cover letter apply to each one of us in the singular, and all of us simultaneously.

Agreed this _____ day of _____, 20__

_____ (print name of applicant,
followed by signature)

_____ (print name of applicant,
followed by signature)

_____ (print name of applicant,
followed by signature)

_____ (print name of applicant,
followed by signature)

on behalf of the Municipality, this _____ day of _____, 20__ .

_____ (name Chief
Building Official)