

Corporation of the Township of Fauquier-Strickland

By-law number 2005-33

Being a by-law respecting construction, demolition, moving and the change of use permits and inspections, to prohibit or regulate the erection of signs and other advertising devices.

WHEREAS, the general municipal powers of the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides Council with the authority to pass by-laws to enable it to govern its affairs;

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

AND WHEREAS, Section 1(1) of the Municipal Act 2001, S.O. 2001, chapter 25, as amended, provides that municipalities may pass by-laws respecting matters within spheres of jurisdiction;

AND WHEREAS, paragraph 7 of Section 1(1) of the Municipal Act 2001, as amended provides that fences and signs are included in the spheres of jurisdiction;

AND WHEREAS, Section 99 of the Municipal Act 2001, as amended, provides rules respecting advertising devices, including signs;

AND WHEREAS, Section 99(1) provides that the municipality shall give public notice of its intention to pass the by-law.

NOW THEREFORE Council of the Corporation of the Township of Fauquier-Strickland enacts as follows;

1. The short title for by-law number 2005- shall be “The Building By-law”.
2. Schedule “One” as attached, forms part of this by-law and is hereby adopted.
3. Any person who contravenes this by-law or parts thereof, is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, as amended, and all the provisions of the said Act shall apply to any offence under the provisions of this by-law.
4. That By-law number 1981-14 and By-law number 78-15 are hereby repealed.
5. That any other by-law or by-laws, or parts of by-laws that is/are inconsistent with this by-law are hereby deemed repealed.
6. This by-law shall come into force and take effect on the date of final passing.

Read a first time
this 28th day of November, 2005

Reeve

Clerk

Read a second time
this 9th day of January
2006.

Reeve

Clerk

Read a third time and passed
this 10th day of April
2006.

Reeve

Clerk

Schedule “One”
By-law number 2005-33
The Building By-law

Part 1
Definitions

1. Definitions:
in this by-law:

Act: means the Building Code Act, 1992, S.O. 1992, C. 23 as amended.

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 demolition of a building or buildings and anyone acting under the authority of such or corporation.

Architect: means for the purposes of the Building Code Act and the Ontario Building Code, the holder of a licence, a certificate of practice or a temporary licence under the Architect’s Act as defined in the Building Code and must possess a Building Code Identification Number.

Building Code: means the regulations made under Section 34 of the Act.

Building Department Staff: means the Chief Building Official or his/her designate.

Chief Building Official: means the Chief Building Official appointed by by-law of the Corporation of the Township of Fauquier-Strickland for the purposes of enforcement of the Act.

Contractor: means the person/business who is conducting work under contract/agreement to a structure/dwelling.

Demolish: means to do anything in the removal of a building or any material part thereof.

Designer: means a person responsible for the design of a structure of a dwelling.

Municipality: means the Corporation of the Township of Fauquier-Strickland.

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.

Permit: means permission or authorization given in writing from the Chief Building Official or his/her designate to perform work, to change the use of a building or parts thereof, or to occupy a building or parts thereof, as regulated by the Act and Building Code.

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.

Residential Site: means a construction or demolition site for a building that is used only for residential purposes and that is not more than three storeys in building height and not more than one level below ground.

Work: means a construction, renovation or demolition of a building or part thereof, as the case may be.

Professional Engineer: or engineer means a licenced professional engineer who holds a certificate of authorization issued by the Association of Professional Engineers of Ontario or who is employed by a partnership or corporation authorized by the Association to offer professional engineering services to the public and who holds a current Building Code Identification Number.

1.2 **Word - term - not defined - meaning**

Any word or term not defined in this by-law shall have the meaning ascribed to it in the Building Code Act, 1992.

Part 2
CLASSES OF PERMITS

2.1 Set out - Schedule “A”

Classes of permits with respect to the construction and demolition of buildings or structures shall be set out in Schedule “A” to Schedule “One”.

Part 3
PERMITS

3.1 Application for permit

To obtain a permit, the applicant shall file an application for permit using the provincial form (Schedule “F”) to construct or demolish in accordance with the Ontario Building Code with the building department staff of the Town of Kapuskasing or the municipality and, except as otherwise permitted by the Chief Building Official, every application shall:

- a. identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
- b. describe the land on which the work is to be done, by a description that will readily identify and locate the site on which the construction, demolition or change of use is to occur;
- c. be accompanied by plans, specifications, documents and other information required by this by-law;
- d. state the estimated valuation of the proposed work including materials, labour and related direct costs associated with the work exclusive of the cost for the land;
- e. state the names, addresses and telephone numbers of the owner, contractor, architect or engineer, of other designer or person who will carry out the work;
- f)
 - i) when section 2.3 of the Building Code applies, be accompanied by a signed acknowledgement of the owner on a form prescribed by the Chief Building Official that the owner has

retained an architect or professional engineer or both to carry out the field review of the construction or demolition of the building;

- ii when section 2.3 of the Building Code applies, 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;
- g) be accompanied by a preliminary estimate of the project construction costs;
- h)
 - i) in the case of land in respect of which an accepted area or subdivision grading plan has been filed with the municipality, be accompanied by a lot grading plan bearing the signature and seal of a professional engineer who certifies thereon that the plan generally conforms with accepted area or subdivision grading plan filed with the municipality.
 - ii in the case of land in respect to which no accepted area or subdivision grading plan has been filed with the municipality, be accompanied by a lot grading bearing the signature and seal of a professional engineer, a landscape architect or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan will be compatible with the existing drainage patterns
- i) in the case of demolitions, be further accompanied by,
 - i proof satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the cutting off and plugging of all services
- j) in the case of a conditional permit under subsection 8(3) of the Act, the application shall also,
 - i contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require;

- ii state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - iii state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
 - iv state the time in which plans and specifications of the complete building will be filed with the Chief Building Official and;
- k) in the case of a change of use permit issued under subsection 10(1) of the Act, the application shall also,
 - i describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
 - ii identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
 - iii include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including floor plans, details of wall, ceiling and roof assemblies identifying the required fire resistance ratings and load bearing capacities;
- l) include where applicable the registration number of the builder or vendor as provided in the Ontario New Home Warranty Plan Act, R.S.O. 1990, c. 31 as amended or replaced from time to time;
- m) state, for all proposed temporary buildings, the date of removal of the temporary buildings, and;
- n) be signed by the applicant who shall certify the truth of the contents of the application.

- o) permits shall not be required for the following items for a single detached dwelling:
 - i kitchen cupboards and counter-tops with **no** plumbing modifications
 - ii flooring on existing sub-floors not requiring modification
 - iii interior trim and doors
 - iv landscaping
 - v driveways (pavement, inter-locking stones, concrete, etc.)
 - vi washroom vanity
 - vii residential windows and/or doors without structural alterations

- p) permits required from other authorities must be presented prior to permit issuance. (ei. Electrical Safety Authority, Health Unit)

3.2 **Partial permit requirements:**

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,

- a) application shall be made and all applicable fees paid for the complete project, and;
- b) complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the Chief Building Official.

3.3 **Partial permit limitations:**

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.

3.4 **Inactive permit application:**

Where an application for a permit remains incomplete or inactive for 1 year after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice shall be given to the applicant. If an application is deemed to be abandoned, a new application must be filed for the proposed work.

3.5 **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 a permit was issued, must be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without his or her written authorization.

3.6 **Moving permit:**

- a) Any person desiring to move a building must first obtain a permit and release form to be completed as per Schedule “D” from the Building Department and if the building is to be taken from one locality to another, or to temporarily encroach upon or occupy a portion of any municipal highway, a permit to so encroach upon or occupy such highway must be obtained from the municipality, and any person acting contrary to this regulation will render himself/herself liable to the penalties of this by-law.

- b) Every person who proceeds under permit from the Building Department to remove any building shall be responsible to the Municipality for, and shall indemnify the said Municipality against all damage or injuries thereby occasioned to any person or property by the removal of such building. No building shall be removed upon any highway so as to unreasonably block any such highways of the Township of Fauquier-Strickland to vehicular traffic, or any of the sidewalks, without authority of Council by resolution, nor until a bond of indemnify against all loss has been filed with the Treasurer.

Part 4

PLANS AND SPECIFICATIONS

4.1 **Information sufficient to determine conformity:**

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

4.2 **Two complete sets required:**

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.

4.3 **Plans:**

Plans shall be drawn on paper and shall be legible and when possible drawn to scale. Plans must be completed by a certified designer, architect or engineer unless the owner is acting as the designer and contractor. The following is a list of plans or working drawings to accompany applications for permit:

- a) site plan
- b) floor plan(s)
- c) foundation plan(s)
- d) framing plan(s)
- e) roof plan(s)
- f) reflected ceiling plan(s)
- g) sections and details
- h) building elevations
- i) electrical drawings
- j) heating, ventilation and air conditioning drawings
- k) plumbing drawings
- l) fire alarms and sprinkler plan(s)

4.4 **Site plans:**

Site plans submitted shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such survey shall be filed with and retained by the municipality unless this requirement is waived in a circumstance where the Chief Building Official is able, without having a current plan a survey, to determine that the proposed work conforms to the Act, the Building Code, and any other applicable law. Site plans shall illustrate:

- b) lot size and the dimensions of property lines and setbacks to any existing or proposed buildings,
- c) existing and finished ground levels or grades,
- d) existing right of ways, easement and municipal services, and
- e) proposed fire access routes and existing fire hydrant locations.

4.5 As constructed plan:

On completion of the construction of a building, the Chief Building Official may require a set of as constructed plans, including a plan of survey showing the location of the building.

4.6 Plans property of municipality:

Plans and specifications furnished according to this by-law or otherwise required by the Act become the property of the municipality and will be disposed or retained in accordance with relevant legislation.

**Part 5
FEES, REFUNDS AND FINES**

5.1 Fess payable upon application:

The Building department shall determine the required fees for the work proposed calculated in accordance with Schedule “A” and the applicant shall pay such fees prior to permit issuance.

5.2 Work without a permit:

Any person, contractor or corporation who commences construction, renovation, demolition or changes the use of a building before making application or after an application is made for a permit, will be prosecuted and charged. (See schedule “C”)

5.3 Refunds:

In the case of withdrawal of an application, of the abandonment of all or a portion of the work, or refusal of a permit, or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule “B”.

Part 6
REVOCATION OF PERMITS

6.1 Notice to revoke:

Prior to revoking a permit under section 8(10) of the Act, the Chief Building Official will serve a notice by personal service or registered mail at the last known address of the permit holder, following a thirty (30) day period from the date of service the Chief Building Official may revoke the permit if grounds to revoke still exist, without any further notice.

6.2 Deferral of revocation:

A permit holder may within thirty (30) days from the date of service, request the Chief Building Official to defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regards to any changes to the Act, Building Code or other applicable law may allow the deferral, in writing.

Part 7
NOTICE REQUIREMENTS AND INSPECTIONS

7.1 36 hours prior to each stage:

The permit holder shall notify the Building Department at least 3 business days prior to each stage of construction for which advance notice is required under the Building Code.

7.2 Notification of inspections:

The owner or his authorized agent shall notify the Building Department of the following inspections and any other inspections that may be requested;

- a) the **commencement** of the construction of the building
- b) the **completion** of excavation
- c) the **completion** of **all** form work (before pouring concrete)
- d) the **completion** of footings, foundation, weeping tiles, stone cover and damp roofing, parging and **before** backfilling
- e) the **completion** of structural framing
- f) the **completion** of insulation and vapour barrier
- g) the **completion** of duct work and piping for heating and air conditioning systems

- h) upon **commencement** of masonry fire places and masonry chimneys
- i) upon **commencement** of the installation of factory built fire places, stoves and add-on furnaces using solid fuel and allied chimneys
- j) the **substantial completion** of all required separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems
- k) the **substantial completion** of interior finishes
- l) **Final Inspection** prior to occupancy (see Section 2.4.3 of the Building Code).

7.3 **Effectiveness of notice:**

A notice pursuant to this part of the by-law is not effective until written or oral notice is actually received by the Chief Building Official.

7.4 **Inspection of buildings**

The Building Department shall have the right to visit, enter or inspect from time to time and at all reasonable hours:

- a) Each building which is in the course of erection, alteration, reconstruction or being repaired or demolished.
- b) Any building which he/she has reason to believe is in a dangerous or defective condition in regard to its construction, or through damage by fire or accident.
- c) Any building which he/she has reason to believe is being used for a purpose for which it is not suited by reason of its construction, or which he/she has reason to believe is being altered or reconstructed without a permit having been obtained.

7.5 **Building permit to be displayed:**

The building permit, once issued shall be prominently displayed on the site of work. Work at the site shall not be commenced until the permit has been so displayed.

**Part 8
FENCES**

8.1 Fences:

No fences shall be erected in the Municipality to a greater height than seven (7) feet (2.1m). No permit is required but the owner/contractor shall contact the Building Department prior to erecting the fence in order to determine height requirements for potential safety hazards.

- a) Notwithstanding Section 8.1, Council of the Township of Fauquier-Strickland may authorize the erection of fences to a height not to exceed eight (8) feet (2.4m) for the purposes of enclosing patios, residential, commercial and industrial sites, private outdoor swimming pools or any other fences of a decorative or protective nature.

**Part 9
SIGNS**

9.1 Erection of signs:

All signs shall be of a permanent or a mobile type with suitable support and shall not be constructed of paper or any paper product.

**Part 10
NON-LIABILITY**

10.1 Non-liability of the Corporation:

The Township of Fauquier-Strickland or its agents/officers shall not be liable either directly or indirectly for any loss, damage or injury to any persons or property resulting from any failure of any construction on any building or structure erected under this by-law.

**Part 11
COMPLIANCE**

11.1 Certificate of compliance:

No person,

- a) who has caused a building or structure to be erected, altered or repaired without having first obtained a permit to do so where such a permit is required; or
- b) who, was issued a permit has caused a building or structure to be erected, altered or repaired contrary to the approved plans in respect of which a permit was issued;

shall use or permit to be used any such building or structure until such a time as a certificate of compliance as per Schedule “E” is obtained from the Building Department to the effect that the building or structure complies with the Building By-law of the municipality.

11.2 Ontario Building Code regulations:

The provisions of the Ontario Building Code, as amended, relating to all matters not specifically referred to in this by-law, are hereby adopted.

Part 12 PRESCRIBING FORMS

12.1 Prescribing forms:

The forms prescribed for use as applications for permits, for order and for inspection reports shall be as set out in Schedule “F” to Schedule One.

Part 13 CODE OF CONDUCT

13.1 Code of conduct:

The Corporation of the Township of Fauquier-Strickland maintains this code of conduct in accordance with the provisions of the Building Code Act. Building Officials undertake building certification functions that ensure quality, structural integrity and safety of buildings. Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The conduct and behaviour of the Township of Fauquier-Strickland’s Building Officials reflects on the Building Department’s commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence. Building Officials

observe both the letter and the spirit of this code of conduct as it pertains to situations that bear on their responsibilities. The Code of Conduct is outlined in Schedule "G".

SCHEDULE "A"
TO SCHEDULE "ONE"
OF BY-LAW NUMBER 2005-33

Respecting classes of permits and permit fees

Flat Rates:

Type of Construction		Flat Rate
1	<u>Swimming pools:</u> a) inflatable above ground b) hard shell above ground c) in-ground	\$50.00 \$80.00 \$150.00
2	a) residential alterations to siding b) residential window alterations c) residential re-roofing including soffit and fascia Any two of the above combined All three combined	\$50.00 \$50.00 \$50.00 \$75.00 \$100.00
3	Commercial kitchen exhaust installation	\$125.00
4	Communication tower	\$150.00
5	Signs all types	\$75.00
6	Minor foundation repairs, weeping tiles, damp-proofing, sewer connection	\$75.00
7	Minor alterations to siding and windows (commercial)	\$150.00
8	Residential brick and stone veneer	\$75.00
9	Re-roofing (commercial, industrial, institutional)	\$200.00
10	New residential roof (includes trusses, sheathing and insulation)	\$150.00
11	Prefabricated shed	\$50.00
12	Residential shed 20' X 20' and under and gazebos	\$80.00
13	Repairs and alterations to existing deck/balcony or new construction under 8' X 8' in size	\$50.00
14	New decks, verandahs and balconies larger than 8' X 8' in size	\$100.00

Type of Construction		Flat Rate
15	Solid fuel masonry fire place	\$115.00
16	Solid fuel wood stoves and factory built fireplaces	\$70.00
17	HVAC (residential)	\$50.00
18	Fire alarm system	\$90.00
19	Demolition permit - garage and/or shed	\$50.00
20	Demolition permit - residential	\$80.00
21	Demolition permit - commercial/industrial/institutional	\$300.00
22	Bulk storage tanks (commercial, industrial, institutional)	\$150.00
23	Tents (marquis style) and mobile homes	\$75.00
24	Plumbing modification	\$50.00
25	Garage slab replacement/repair	\$80.00
26	Chimney replacement (residential)	\$50.00
27	Minor interior residential alteration - moving door, holes in wall, new beam, roof insulation	\$75.00

Class “A” assembly buildings

Theatres, Schools, Arenas, Community Centres (Including all additions)		Service factor \$/ft ²	Service factor \$/m ²
1	Group A, Division 1 - Theatres	\$1.00	\$10.76
2	Group A, Division 2 - Bowling alleys, day cares, school	\$1.20	\$12.92
3	Group A, Division 3 - Arena, swimming pool, libraries	\$1.20	\$12.92

Class “B” buildings

Detention centres, hospitals, group homes (including all additions)		Service factor \$/ft ²	Service factor \$/m ²
1	Group B, Division 1, 2 and 3	\$1.20	\$12.92

Class “C” buildings

Apartments, hotels, shelters (including all additions)		Service factor \$/ft ²	Service factor \$/m ²
1	Apartments, motels, hotels	\$1.00	\$10.76
2	Single detached dwelling, semi-detached, duplex, townhouse	\$0.80	\$8.61

Class “D” buildings

Banks, Offices, small tool and appliance (including all additions)		Service factor \$/ft ²	Service factor \$/m ²
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Banks, Offices, small tool and appliance (including all additions)		Service factor \$/ft ²	Service factor \$/m ²
1	Offices	\$0.90	\$9.69

Class “E” buildings

Department stores, retail, plazas, big box stores, supermarkets (including all additions)		Service factor \$/ft ²	Service factor \$/m ²
1	Department stores, retail, plazas	\$0.80	\$8.61
2	Big box store (open concept)	\$0.70	\$7.53

Class “F” buildings

Bulk warehouse, dry cleaners, repair garages (including all addition)		Service factor \$/ft ²	Service factor \$/m ²
1	Open concept type buildings (shell only)	\$0.50	\$5.38
2	Partitioned type building (multiple interior compartments)	\$0.80	\$8.61

Note: Fee schedule is subject to annual revision.

SCHEDULE “B”

To schedule “One” of By-law number 2005-33

RESPECTING REFUNDS OF PERMIT FEES

1. The fees that may be refunded shall be a percentage of the fees payable under this by-law, as follows:
 1. 80 percent if administrative functions only have been performed.
 2. 70 percent if administrative and zoning functions only have been performed.
 3. 45 percent if administrative, zoning and plan examination functions have been performed.
 4. 35 percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance.
 5. 5 percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
2. Notwithstanding paragraph 1 above, no refunds shall be made of an amount less than \$20.00.

SCHEDULE "C"

To schedule "One" of By-law number 2005-33

CHARGES

Offence Short Form Wording	Provisions creating of defining offence	Set fines
Performing work without a permit	5.2	\$300.00
Placing a sign or advertising device without approval	9.1	\$200.00
Causing a building to be constructed not in accordance with approved plans	11.1	\$200.00
Erecting a fence over 7 feet (2.1m)	8.1	\$200.00
Moving a building without a permit	3.6	\$200.00

SCHEDULE "D"
To schedule "One" of By-law number 2005-33
Moving permit

CORPORATION OF THE TOWNSHIP OF FAUQUIER-STRICKLAND
MOVING PERMIT APPLICATION FORM

Roll #: From _____ Permit No. _____

Roll #: To _____ Date: _____

To the Chief Building Official, I, _____ do hereby apply to move a building pre-used as _____ located at _____
_____ on lot ____ Plan ____ or concession ____ to _____
_____ on lot ____ Plan ____ or concession ____ . The said building is to be used as a _____ at the new location.

THE MOVING ROUTE IS SHOWN IN COLOUR ON THE ATTACHED MAP

The building height from center line of road when placed on float is ____ft ____inches. The building width is ____ft ____inches. The contractor moving the building is : _____
_____. The building will be moved starting at ____pm/am on _____.

I, the undersigned hereby apply for permission to move the building described above through or in the Township of Fauquier-Strickland on a float, (wooden or steal skids are forbidden) and agree to comply with all rules, orders and regulations of the said Township, being expressly understood that the issuance of this permit does not relieve me from complying with other by-laws and provincial and municipal regulations and I further agree to indemnify and save harmless at all time the Corporation of the Township of Fauquier-Strickland from all claims for damages that may arise by reason of any work permitted under said permit. I will, if requested by the municipality, bond myself for the sum to be named and in a form approved by Council.

I, _____ of the _____ in the District of Cochrane solemnly declare that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing them to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act".

Declared before me at the Township of Fauquier-Strickland in the district of Cochrane this ____ day of _____, 20____.

Chief Building Official/Inspector

Applicant

The following utilities, municipal and provincial departments must be notified and their signatures obtained as approving the route to be taken and the applicant is warned that he must comply with their requirements.

Fauquier-Strickland Public Works Foreman 339-4201. Date _____

Recommended not recommended remarks _____

Fauquier-Strickland Fire Chief 339-5501. Date _____

Recommended not recommended remarks _____

Ontario Northland Railways (if necessary) 272-5455. Date _____

Recommended not recommended remarks _____

Ontario Provincial Police 1-888-310-1122. Date _____

Recommended not recommended Remarks _____

Hydro One Area manager 335-2334. Date _____

Recommended not recommended Remarks _____

NorthernTel customer service manager 335-6097. Date _____

Recommended not recommended remarks _____

Ministry of Transportation 272-4333. Date

Recommended not recommended remarks

SCHEDULE "E"

To schedule "One" of By-law number 2005-33

Township of Fauquier-Strickland

Certificate of Compliance

Please be advised that the construction/renovation completed at

is in conformance with Building By-law number 2005-33 and the Ontario Building Code.

Dated this ____ day of _____, 20__.

Chief Building Official

SCHEDULE "F"
To schedule "One" of By-law number 2005-33

PRESCRIBED FORMS

Form 1	Application for Permit
Form 2	Order to Comply
Form 3	Order not to Cover or Enclose
Form 4	Order to Uncover
Form 5	Stop Work Order
Form 6	Order Requiring Tests and Samples

SCHEDULE “G”

To schedule “One” of By-law number 2005-33

CODE OF CONDUCT

Purpose

The purposes of this code of conduct are:

- a) To promote appropriate standards of behaviour by building officials in the exercise of their powers and performance of their duties.
- b) To prevent practices that may constitute an abuse of power, and
- c) To promote appropriate standards of honesty and integrity.

Standards of Conduct and Professionalism

The Corporation of the Township of Fauquier-Strickland building officials undertake at all times to:

- I. Act in the public interest, particularly with regards to the safety of building works and structures;
- II. Maintain their knowledge and understanding of the best building practice, the building laws and regulations relevant to their building certifying functions;

- III. Commit themselves to a process to continuous education so as to constantly be aware of developments in building design, practice and law relevant to their duties;
- IV. Comply with the provisions of the Building Code Act, the Ontario Building Code and any other Act or Law that regulates or governs building officials or their functions;
- V. Avoid situations where there may be, or where there may reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;
- VI. Not act beyond their level of competence or outside their area of expertise;
- VII. Apply all relevant building laws, regulations and standards strictly and without favour and independent of influence of interested parties;
- VIII. Perform their inspections and certifying duties impartially and in accordance with the highest professional standards;
- IX. Not divulge any confidential or sensitive information or material, that they became privy to in the performance of their duties, except in accordance with the laws governing freedom of information and protection of privacy;
- X. To avoid any conduct that could bring building officials or the Township of Fauquier-Strickland into disrepute;
- XI. Extend professional courtesy to all;
- XII. Accept responsibility for the conduct of their subordinate employees;
- XIII. Maintain current accreditation to perform functions assigned to them;

- XIV. Take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties;
- XV. Exemplify compliance with all regulations and standards that govern building construction, health and safety or other matters related to their status as a building official.

Guideline to responding to Misconduct Allegations

The Building Code Act provides that the performance of Building Officials will be measured against the code of conduct. In response to any allegation of breach of this code, the Chief Building Official shall direct and investigate and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this code of conduct. Where the allegation is against the Chief Building Official, Council will direct the investigation and make such recommendations as are reasonable.

In determining the appropriate discipline, the Chief Building Official or Council will have regard to the relevance of the conduct to the official's power and responsibilities as well as severity of any misconduct.

Disciplinary action arising from the violation of this code of conduct is the responsibility of the Township of Fauquier-Strickland administration and is subject to relevant employee agreements, employment laws and standards.