

## SCHEDULE 'A' TO BY-LAW NO. 2005-67

### CLASSES OF PERMITS

The following classification of permits shall apply in the City of Pembroke:

1. *Construction (Building) Permit*: this permit applies to most forms of construction including new construction, repairs, renovation, under Parts 2, 3, 4, 7, 8, 9, and 11, respectively of the Building Code for Group A-F Occupancies and includes plumbing and farm buildings, moving buildings and signs governed under Section 3.14 of the Building Code.
2. *Demolition Permit*: this permit applies to govern the type and method of demolition under the Building Code. The applicant for a demolition permit is required to retain a professional engineer to undertake a general review of the project during demolition if the building meets certain criteria as outlined in Article 2.3.2.3 of the Building Code.
3. *Conditional Permit*: this permit may be issued in 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 (i.e. compliance with some applicable law). The requirements of clauses 8(3)(a), (b) and (c) of the Act must, however, be complied with before a conditional permit may be issued.
4. *Change of Use Permit*: this class of permit is used where a change in use would result in an increase in hazard (as determined under Sentence 2.4.1.2(1) of the Building Code) even though no construction may be proposed.
5. *Partial Permit*: this class of permit may be issued to expedite construction because of weather conditions, financing or other legitimate reasons.

### REFUNDS

1. Where a permit has been issued pursuant to this By-law and the applicable fees have been paid, fees may be refunded based on the following formula and to Section 5.1 of this By-law:
  - a) 80% where the application is withdrawn or only administrative functions have been performed;
  - b) 60% where plan review and applicable law compliance has been completed or the permit has been issued and the application is withdrawn or construction does not commence;
  - c) 0% for permits or inspections valued at \$100 or less.

## **SCHEDULE 'B' TO BY-LAW NO. 2005-67**

### **PLANS, DRAWINGS AND SITE PLAN**

Except as otherwise authorized by the chief building official, the following list of plans, working drawings and site plan information, shall be submitted with an application.

I. Site plan showing the true dimensions and/or legal description of the lot to be built upon or otherwise used, the proposed or existing location, dimensions of all buildings and setbacks from all property lines and the shoreline of a water body, where applicable, all major topographic or other features on or abutting the lot such as water bodies, slopes, roads, utility corridors and easements, landscaping (natural vegetation cover or planted), loading and parking spaces, lot area and building coverage, a north arrow, scale, civic address and lot and concession number.

II. Floor Plans

III. Foundation plans

IV. Framing plans

V. Reflected ceiling plans

VI. Sections and details

VII. Building elevations

VIII. Electrical drawings

IX. Heating, Ventilation and Air Conditioning Drawings

X. Plumbing Drawings

XI. Fire Alarm and Sprinkler Plan

Two (2) complete sets of the site plan, all drawings and other specifications or information shall be submitted unless otherwise stipulated by the chief building official.

## SCHEDULE 'C' TO BY-LAW NO. 2005-67

### PRESCRIBED FORMS

The following forms constitute the forms used by the Corporation of the City of Pembroke in the administration of the Building Code Act:

- |               |  |
|---------------|--|
| <b>Form 1</b> | Application Form (Building Code Sentence 2.4.1.1A.(2) and Schedule 1 (Designer Information) (06/07/05) and Schedule 2 (Sewage System Installer Information) (06/07/05) |
| <b>Form 2</b> | Building, Plumbing & Demolition, Conditional and Change Of Use Permit  |
| <b>Form 3</b> | Order To Comply (Pursuant to Subsection 12(2) of the Building Code Act, 1992)  |
| <b>Form 4</b> | Order Not To Cover Or Enclose (Pursuant to Subsection 13(1) of the Building Code Act, 1992)  |
| <b>Form 5</b> | Order To Uncover (Pursuant to Subsection 13(6) of the Building Code Act, 1992)   |
| <b>Form 6</b> | Stop Work Order (Pursuant to Subsection 14(1) of the Building Code Act, 1992)  |
| <b>Form 7</b> | Order Requiring Test and Samples (Pursuant to Subsection 18(1) (f) of the Building Code Act, 1992)   |

## **SCHEDULE 'D' TO BY-LAW NO. 2005-67**

### **INSPECTIONS**

Notice of readiness to inspect shall be given to the chief building official for the following inspections unless otherwise stipulated by the chief building official.

1. of the commencement of the construction of the building,
2. of the readiness to construct the footings,
3. of the substantial completion of the footings and foundations,
4. where the building is within the scope of Part 9, of the substantial completion of:
  - a. structural framing,
  - b. insulation and vapour barriers, and
  - c. ductwork and piping for heating and air-conditioning systems,
5. where the building is within the scope of parts of this Code other than Part 9, of the substantial completion of:
  - a. structural framing of each storey,
  - b. insulation and vapour barriers, and
  - c. roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment,
6. of the commencement of the construction of:
  - a. masonry fireplaces and masonry chimneys,
  - b. factory-built fireplaces and allied chimneys,
  - c. stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys,
7. of the substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
8. of the substantial completion of interior finishes and heating, ventilating, air-conditioning and air-contaminant extraction equipment,
9. of the substantial completion of exterior cladding, fire access routes and site grading.
10. of the completion of construction and installation of components required to permit occupancy by Sentences 2.4.3.1.(2) and 2.4.3.2.(1),
11. of the 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 appliances, and
12. of the completion and availability of drawings of the building as constructed.
13. Re-inspection of any phase of construction not completed as specified above, or where an inspection revealed non-compliance with the Building Code, or where any other circumstance set out in Section 6.2 of this By-law applies.