

THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW 1883 – 2015

Being a By-law respecting Construction, Demolition, Change of Use, Conditional Permits and Inspections

WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992, c.23, as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, conditional permits, inspections and requiring payment of fees, and any non payment of fees, to be added to the tax roll, including penalties;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM ENACT 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,

- 2.1.1. “**Act**” means the Building Code Act, 1992, S.O. 1992, c.23, as amended.
- 2.1.2. “**As Constructed Plans**” means construction plans and specifications that show the building and location of the building on the property as the building has been constructed.
- 2.1.3. “**Building**” means
- (a) A structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them, or a structural system serving the function thereof including all plumbing works, fixtures and service systems appurtenant thereto;
 - (b) A structure occupying an area of ten square metres or less that contains plumbing including the plumbing appurtenant thereto;
 - (c) Plumbing not located in a structure;
 - (d) A *sewage system*; or

- (e) Structures designated under the *Building Code*.
- 2.1.4. “**Building Area**” means the greatest horizontal area of a *building* above grade,
(a) within the outside surface of the exterior walls, or

(b) within the outside surface of the exterior walls and the centre line of firewalls
- 2.1.5. “**Building Code**” means the Regulations made under Section 34 of the Act.
- 2.1.6. “**Chief Building Official**” means the Chief Building Official appointed by the By-law of the Corporation of the Township of Blandford-Blenheim for the purposes of enforcement of the Act.
- 2.1.7. “**Construct**” means to do anything in the erection, installation, extension or material alteration or repair of a *building* and includes the installation of a *building* unit fabricated or moved from elsewhere and “construction” has a corresponding meaning.
- 2.1.8. “**Corporation**” means the Corporation of the Township of Blandford-Blenheim.
- 2.1.9. “**Designated Structure**” means a designated structure as described in the Building Code Division A - Part 1 - Article 1.3.1.1 - Designated Structures.
- 2.1.10. “**Demolish**” means to do anything in the removal of a *building* or any material part thereof and “demolition” has a corresponding meaning.
- 2.1.11. “**Farm Building**” means all or part of a *building*,
(a) that does not contain any area used for residential occupancy,

(b) that is associated with and located on land devoted to the practice of farming, and

(c) that is used essentially for the housing of equipment or livestock or the production, storage or processing of agricultural and horticultural produce or feeds.

- 2.1.12. “**Gross Floor Area**” means for permit fees, the aggregate of the horizontal areas of each floor whether any such floor is above or below grade, measured between the exterior faces of the exterior walls of the *building* or structure at the level of each floor. No deductions shall be allowed for floor openings for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from the calculated floor area.
- 2.1.13. “**Owner**” includes, in respect of the property on which the *construction* or *demolition* will take place, the registered owner, a lessee and a mortgagee in possession.
- 2.1.14. “**Permit**” means written permission or written authorization from the Chief Building Official to perform work regulated by the By-law and the Act.
- 2.1.15. “**Permit Holder**” means the *owner* to whom the *permit* has been issued and who assumes primary responsibility for complying with the *Act* and the *Building Code*
- 2.1.16. “**Plumbing**” means a drainage system, venting system and a water system of parts thereof.
- 2.1.17. “**Sewage System**” means a sewage system as defined Division A, Part 1, Article 1.4.1.2. of the *Building Code*
- 2.1.18. Terms not defined in this by-law shall have the meaning ascribed to them in the *Act* or the *Building Code*.

3. CHIEF BUILDING OFFICIAL

- 3.1. The *Chief Building Official* is responsible to enforce the *Act*, the *Building Code*, and the Building By-law.
- 3.2. It is important that the authority to regulate rests with the Council and that the Chief Building Official **DOES NOT** have the discretion to vary the procedures set out in the by-law established by Council.

4. THE APPLICATION

- 4.1. To obtain a *permit*, the *owner* or agent authorized by the *owner*, shall file an application in writing by completing a prescribed form available at the office of

the *Chief Building Official* or from the *Building Code* website at www.obc.mah.gov.on.ca. Forms and drawings prescribed by the municipality under clause 7.(1)(b) & (f) of the Act are set out in **Schedule “B”** of this By-law.

4.2. INCOMPLETE APPLICATION

Where the Chief Building Official determines that an application is incomplete, the Chief Building Official may commence to process the application if the applicant acknowledges that the application is incomplete and completes the form prescribed by the *Chief Building Official*.

4.3. ABANDONED APPLICATION

Where an application for a *permit* remains incomplete or inactive for six months from the date the application was received by the Township, the application may be deemed by the *Chief Building Official* to have been abandoned and notice thereof shall be given to the applicant. If the applicant wishes to continue with the application prior to cancellation, the request shall be in the form of a written request. The *Chief Building Official* may allow the application to remain active and attach any conditions thereto.

5. CLASSES OF PERMITS

Classes of *permits* with respect to *construction*, *demolition* and change of use of *buildings* (as authorized by Sections 8.(1), and 10.(1) of the Building Code Act) and *permit* fees shall be as set out in **Schedule “A”** of this By-law.

5.1. CONSTRUCTION PERMIT

Where the application is made for a **construction permit** under Subsection 8.(1) of the *Act*, the applicant shall:

- 5.1.1. Use the Provincial application form, “Application for a Permit to Construct or Demolish”, as amended.
- 5.1.2. Identify and describe in detail the work and the type of occupancy to be covered by the permit for which application is made.
- 5.1.3. Describe the land on which the work is to be done, by a description that will readily identify and locate the building lot.
- 5.1.4. Include a minimum of **two (2) sets of complete plans and specifications** for the work being covered by the permit and show the

type of occupancy of all parts of the building. The list of plans or working drawings are described in **Schedule “B”**, attached to and forming part of this By-law.

- 5.1.5. State the names, addresses and telephone numbers of the owner and of the Architect or Engineer, where applicable, or other designer or contractor.
- 5.1.6. Be accompanied by written acknowledgement of the owner that he has retained an Architect or Professional Engineer, licensed to practice engineering in Ontario, to carry out the field review of the construction where required by the Building Code and,
- 5.1.7. Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

5.2. DEMOLITION PERMIT

Where the application is made for a **demolition permit** under Subsection 8.(1) of the *Act*, the applicant shall:

- 5.2.1. Use the Provincial application form, “Application for a Permit to Construct or Demolish”, as amended.
- 5.2.2. Contain the information required by clauses 5.1.2 to 5.1.7 of this By-law.
- 5.2.3. **MAY** be required to be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, electric, telephone or other utilities and services.
- 5.2.4. When required by the *Building Code*, be accompanied by a signed acknowledgement of the *owner*, on a form prescribing by the *Chief Building Official* confirming that a Professional Engineer has been retained to undertake the general review of the project during *demolition*.
- 5.2.5. When required by the *Building Code*, be accompanied by a signed statement of a Professional Engineer, on a form prescribed by the *Chief Building Official* confirming an undertaking to provide a general review of the project during *demolition*.
- 5.2.6. Provide information with respect to the rehabilitation of the site i.e. grading, leveling and landscaping upon completion of the demolition.

5.3. CONDITIONAL PERMIT

Where the application is made for a **conditional permit** under Subsection 8.(3) of the *Act*, the applicant shall:

- 5.3.1. Use the Provincial application form, “Application for a Permit to Construct or Demolish”, as amended.
- 5.3.2. Contain the information required by clauses 5.1.2 to 5.1.7 of this By-law.
- 5.3.3. Contain such other information, plans and specifications concerning the complete project as the Chief Building Official MAY require.
- 5.3.4. State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit were not granted.
- 5.3.5. State the necessary approvals, which must be obtained in respect of the proposed building and the time in which such approvals will be obtained.
- 5.3.6. State the time in which plans and specifications of the complete *building* will be filed with the *Chief Building Official*.
- 5.3.7. Be accompanied with a completed Conditional Permit Agreement and security as prescribed by the *Chief Building Official*.

5.4. CHANGE OF USE PERMITS

Where the application is made for a **change of use permit** under Subsection 10.(1) of the *Act*, the applicant shall:

- 5.4.1. Use the Provincial application form, “Application for a Permit to Construct or Demolish”, as amended.
- 5.4.2. Every application for a **change of use permit** issued under Subsection 10.(1) of the *Act* shall be submitted to the *Chief Building Official* for review and shall:
- 5.4.3. Describe the *building* in which the occupancy is to be changed, by a description that will readily identify and locate the *building*,

- 5.4.4. Identify and describe in detail the current and proposed occupancies of the *building* or part of a *building* for which the application is made,
- 5.4.5. 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 required fire resistance ratings and load bearing capabilities and details of the existing sewage system, if applicable,
- 5.4.6. Be accompanied by the required fee permit, as per **Schedule “A”** of this By-law.
- 5.4.7. State the name, address and telephone number of the *owner*, and
- 5.4.8. Be signed by the *owner* or his or her authorized agent who shall certify the truth of the contents of the application.

5.5. OCCUPANCY PERMIT

- 5.5.1. A person shall not occupy or permit to be occupied any *building* or part of it unless the *Chief Building Official* or a person designated by the *Chief Building Official* has issued a *permit* authorizing occupation of the building or part of it in accordance with Division C, Part 1, Article 1.3.3.1., or 1.3.3.4. of the *Building Code*.
- 5.5.2. A person may occupy or permit to be occupied a *building* intended for residential occupancy that has not been fully completed at the date of occupation provided that the building complies with Division C, Part 1, Article 1.3.3.2. of the *Building Code*.
- 5.5.3. Where a person has occupied or permitted the occupancy of a *building* under Article 1.3.3.1. or 1.3.3.2., such person shall notify the *Chief Building Official* forthwith upon completion of the *building*.

5.6. WORK WITHOUT PERMIT

- 5.6.1. Any person or Corporation who commences *construction, demolition* or change of use of a *building* before submitting an application for a *permit* or receiving a *permit*, shall provide the Township with a letter from an

Architect and/or Engineer, licensed to practice Engineering in Ontario, stating that the “**as- constructed**” structure or part thereof, complies with the requirements of the Ontario Building Code, as amended, unless otherwise directed by the *Chief Building Official*.

5.7. REVOCATION OF PERMIT

5.7.1. The *Chief Building Official* may revoke a permit issued under the *Act*, in accordance with Section 8.(10) of the *Act*.

5.8. CHANGE OF APPROVED PLANS

5.8.1. After the issuance of a *permit* under the *Act*, notice of any material change to the reviewed plans, specification 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 **PRIOR** to proceeding with the proposed changes.

5.8.2. Such change to the reviewed plans, specifications or documents shall not be made without the *Chief Building Official's* written authorization.

5.8.3. A fee shall be levied for any review of the changes that is required as per **Schedule “A”** of this By-law.

5.9. ALTERNATIVE SOLUTIONS/COMPLIANCE ALTERNATIVES

5.9.1. Where an application for a *permit* requires an Alternative Solution/Compliance Alternative to meet Compliance with Division B for a material system or *building* design, the following shall be provided for review by the *Chief Building Official*:

5.9.2. Any applicable provisions of the *Building Code* that are to be met.

5.9.3. A description of the material, system or *building* design in question.

5.9.4. Documentation that the proposed material, system or *building* design will provide the level of performance required by the *Building Code*.
References to SA-1 objective and functional statements are required.

5.10. PLANS AND SPECIFICATIONS

5.10.1. Sufficient information 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 to the *Act*, the *Building Code* and any other applicable law.

- 5.10.2. After the issuance of a *permit* under the *Act*, any material change to a plan, specification, document or other information on the basis of which the *permit* was issued shall not be made without the written authorization of the *Chief Building Official*.
- 5.10.3. Each application shall, unless otherwise specified by the *Chief Building Official*, be accompanied by **two (2) complete sets of plans and specifications** as required under this by-law.
- 5.10.4. Plans shall be drawn to scale (Min 3/16"= 1') on paper, mylar or other durable material and 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 otherwise specified by the *Chief Building Official*.
- 5.10.5. Site plans shall be accurately drawn to scale, and when required by the *Chief Building Official* to demonstrate compliance with the *Act*, the *Building Code* or other applicable law, a copy of an up-to-date plan of survey (Real Property Report) prepared by an Ontario Land Surveyor (OLS) shall be submitted. Site Plans shall show the following, if applicable:
- 5.10.5.1. Lot size and the dimensions of the property lines and setbacks to any existing or proposed *buildings*
 - 5.10.5.2. Existing and finished ground levels or grades
 - 5.10.5.3. Existing rights-of-way, easements and municipal services
 - 5.10.5.4. Conservation Authorities regulated areas, if applicable
 - 5.10.5.5. MDS I & II requirements, if applicable
 - 5.10.5.6. Location of overhead electrical conductors with respect to the property, if applicable
 - 5.10.5.7. Location of the existing septic tank and leaching system, if applicable
 - 5.10.5.8. Verification by an Ontario Land Surveyor (OLS) of By-law compliance, MAY be required before proceeding past foundation stage of construction, if required by the *Chief Building Official*.

5.10.6. Lot Grading Plans shall be submitted as follows:

- 5.10.6.1. In the case of land in respect of which an accepted area or subdivision grading plan has been filed with the Corporation, a lot grading plan bearing the signature and seal of the subdivider's professional engineer who is responsible for the overall subdivision grading certifying thereon that the lot grading plan conforms with the accepted area or subdivision grading plan filed with the Corporation, or if an agreement has been registered in the case of an accepted area or subdivision, the lot grading plans shall be submitted in accordance with the conditions as specified in the agreement; or,
- 5.10.6.2. In the case of land in respect of which no accepted area or subdivision grading plan has been filed with the Corporation, a lot grading plan may be required at the discretion of the Chief Building Official bearing the signature and seal of a professional engineer, a Landscape Architect (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan will be compatible with the existing drainage patterns.
- 5.10.6.3. In all cases the lot grading plan may be required as determined by the Chief Building Official to be reviewed and approved by the Township Engineer.
- 5.10.6.4. Two (2) sets of a lot grading plans to show the following details:
 - 5.10.6.4.1. Existing elevations at lot corners;
 - 5.10.6.4.2. Proposed elevations at lot corners;
 - 5.10.6.4.3. Proposed elevations for top of footings and top of foundation walls;
 - 5.10.6.4.4. Proposed elevations at the corners of the proposed building and/or structure;
 - 5.10.6.4.5. All drainage swales, embankments, retaining walls and catch basins;

- 5.10.6.4.6. Existing elevation of curb and/or street along the frontage of the proposed building lot; and,
- 5.10.6.4.7. Existing elevation of lot corners on the abutting lots as well as the existing elevation of the finished grades around structures located on these lots.

(Amended by By-Law 1963-2016)

6. PAYMENT OF FEES

- 6.1. Fees for a required permit shall be as set out in **Schedule “A”** and are due and payable upon the submission of an application for a permit **OR** as directed by the *Chief Building Official*.
- 6.2. The Township’s policy for collection of permit fees, is, the permit fees are due on completion of the plan/application review and when the permit is ready to be picked up, after the applicant is notified.
- 6.3. If, after a building permit has been issued, the *owner* and/or the authorized agent of the *owner*, increases the size of the *building* without the approval of the *Chief Building Official*, then the additional fee for the increased size of the *building* shall be paid to the Township, **PRIOR** to proceeding with any further *construction*.

7. DEPOSITS

- 7.1. The engineer letter deposit will be refunded only when the Township receives a final inspection report from an Engineer/Architect, licensed to practice engineering in Ontario, indicating that construction complied with the drawings/specifications review and approved by the engineer including the requirements of the *Building Code*.
- 7.2. Lot grading deposit (less cost incurred by the Township) will be released when the Township receives a “final lot grading certificate” from an Ontario Land Surveyor (OLS) or an engineering firm qualified to do lot grading plans. If the lot grading has not been completed within one (1) year of occupancy, the Township MAY use the lot grading deposit to undertake the lot grading, as per the approved lot grading plan.
- 7.3. Hard surfacing driveway deposit will be refunded once the driveway has been hard surfaced, i.e. paving, concrete paving stones, from property line to Township/County road. If the hard surfacing of the driveway from property line

to Township/County road has not been completed within one (1) year after occupancy, the Township MAY use the hard surfacing driveway deposit to hard surface the driveway from the property line to Township/County road.

- 7.4. Deposit will be refunded to the original payee of the deposit submitted, unless otherwise directed in writing by the original payee.

8. REFUNDS

- 8.1. In the case of withdrawal of an application or 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 percentage of the paid amount of permit fees that may be refunded to the applicant, in accordance with the following:

- 8.1.1.1. Eighty percent (80%) if, in the opinion of the *Chief Building Official*, administrative functions only have been performed
- 8.1.1.2. Seventy percent (70%) if, in the opinion of the *Chief Building Official*, administrative and zoning functions only have been performed
- 8.1.1.3. Forty-five percent (45%) if, in the opinion of the *Chief Building Official*, administrative, zoning and plan examination functions only have been performed
- 8.1.1.4. Thirty-five percent (35%) if the *permit* has been issued and no field inspections have been performed subsequent to *permit* issuance

- 8.2. No refund shall be made of an amount less than one hundred (\$100.00) dollars.

- 8.3. No refund shall be made unless the owner or his agent therefore makes a written request within 6 months of the date of permit issuance.

- 8.4. There shall be no refund of permit fees where a permit has been revoked under 8.(10)(a) or 8.(10)(f) of the Act.

9. TRANSFER OF PERMITS

- 9.1. A *permit* may be transferred if the new land owner completes the Provincial application form in accordance with the requirements of Part 5 of the By-law.

- 9.2. A fee shall be payable on an application for a transfer of permit as provided in **Schedule “A”** of this By-law.
- 9.3. The new owner shall, upon transfer of a permit, be the permit holder for the purpose of the Act and the Building Code.
- 9.4. Written permission must be provided to the Township by the building designer(s) to use the plans, specifications and documents submitted for a building permit.

10. PERMIT TO BE POSTED

- 10.1. Where a *permit* has been issued pursuant to the *Act*, the person to whom it was issued shall have the *permit* or copy thereof posted at all times during the *construction* or *demolition* in a conspicuous place on the property for which the *permit* was issued as per Division C, Part 1, Article 1.3.2.1. of the *Building Code*.

11. NOTICE OF REQUIREMENTS FOR INSPECTION

- 11.1. The *owner* or an authorized agent shall notify the *Chief Building Official* by 4:30 PM at least two (2) business days **PRIOR** to each stage of *construction* for which a mandatory notice is required under Division C – Part 1 – Article 1.3.5.1. “Prescribed Notices” of the *Building Code* and for additional notices as permitted under Division C – Part 1 – Article 1.3.5.2. “Additional Notices” of the *Building Code* as set out in **Schedule “C”** of this By-law.
- 11.2. Upon receipt of proper notice, the Building Inspector shall undertake a site inspection of the *building* to which the notice relates in accordance with the time periods stated in Division C, Part 1, Sentence 1.3.5.3.(4) of the *Building Code* and Section 10.2 of the Act.
- 11.3. Notice may be given in one of the following ways:
 - Phone message at (519) 463-5347
 - In person at the Township Administrative Building
 - Via an email to the Township Chief Building Official and/or Building Inspector

12. AS CONSTRUCTED PLANS

- 12.1. 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 with respect to the property lines, other *buildings* on the property and MDS I and II requirements, if applicable.

13. FENCING

- 13.1. In addition to the requirements pertaining to Public Way Protection as set out in the Occupational Health and Safety Act, the *owner* or builder shall comply with the provisions of this Section.
- 13.2. The person to whom the building permit is issued in respect of *construction* which will take place at a construction site shall erect or cause to be erected and maintained a fence enclosing the construction site in accordance with the provisions of this chapter.
- 13.3. Where there is fencing on or adjoining a *construction* site erected prior to the application for a building permit in respect of that site, such fencing shall be deemed to be in compliance with this Section provided it is extended along the entire perimeter of the construction site as determined by the *Chief Building Official* and the extended fencing erected in accordance with this Section.
- 13.4. The height of every fence shall be a minimum of 4 feet (1.2 meters) and a maximum of 6 feet (1.8m), to be measured from the highest adjacent grade.
- 13.5. Every fence required under this Section shall be located on the perimeter of the *construction* site and constructed as follows:
- 13.5.1. If of chain link construction, the chain link shall be fastened to a 1.5 inch (38mm) diameter metal bar which is securely fastened to metal posts at not greater than 10 feet (3.04m) on center and embedded into the ground to provide rigid support;
- 13.5.2. If of wood construction, the exterior sheathing shall be 0.5 inch (12mm) exterior grade plywood, particle board or equivalent material that will not provide footholds for climbing; The exterior sheathing shall be supported by 2 inch by 4 inch nominal size wood posts spaced at not greater than 8 feet (2.43m) on center and embedded into the ground to

provide a rigid support;

- 13.5.3. If the fence is of snow fence or plastic mesh type, the fencing should be securely fastened to T-bar posts at not greater than 10 feet (3.04m) on center and embedded into the ground to provide a rigid support; and;
- 13.5.4. Other material(s) or methods may be substituted provided that there is an equivalent barrier between properties and an equivalent degree of safety is provided.
- 13.5.5. The fence may provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the construction site provided that these openings are closed off when the site is shut down for the day.

14. CODE OF CONDUCT

- 14.1. The Code of Conduct and associated policies, as required under Section 7.1(1) of the Act are set out in **Schedule “D”** of this By-law.

15. SEVERABILITY

- 15.1. If any section, subsection, clause, paragraph or provision of this by-law is found, by a board of competent jurisdiction, to be invalid or beyond the powers of Council to enact, such section, subsection, clause, paragraph or provision shall be deemed to be severable from the remainder of this by-law and all the other parts or sections of this by-law shall be deemed to be separate and independent there from and are enacted as such.

16. METRIC CONVERSION

- 16.1. Where the text of this By-law refers to imperial measurement, conversion to metric equivalents may be accepted as considered appropriate by the *Chief Building Official*.

17. CONTRAVENTION OF BY-LAW OFFENCE

- 17.1. Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to any penalties as provided in Section 36.(1) of the *Act*.

18. REPEAL OF BY-LAWS

18.1. By-laws 234-78, 949-92 and 1729-2012 of the Corporation of the Township of Blandford-Blenheim are hereby repealed.

19. EFFECTIVE DATE

19.1. This By-law shall be deemed to have come into full force and effect on the date of passing.

Read a first and second time this 21st day of January, 2015.

Read a third time and finally passed this 21st day of January, 2015.

(SEAL)

MAYOR
MARION WEARN

CAO / CLERK
FRAN BELL

SCHEDULE "A" of Building By-Law No. 1883 – 2015

CLASSES OF PERMITS AND PERMIT FEES

<u>CLASS OF PERMIT</u>	<u>PERMIT FEE</u>
1) <u>RESIDENTIAL TYPE</u>	
a) New Residential Dwellings	\$125.00 plus \$1.25 per square foot of gross floor area
b) Additions to Residential Dwellings	\$125.00 plus \$1.25 per square foot of gross floor area
c) Renovations to Residential Dwellings	\$150.00 Flat Rate
d) Porches, Decks (Note: uncovered wood decks/porches less than 2'- 0" above grade – building permit not required but must comply with Township Zoning By-law)	\$125.00 plus 20 cents per square foot
e) Attached or Detached Garage or Carport	\$125.00 plus 20 cents per square foot
f) Storage or Garden Sheds (Note: Over 108 sq.ft.)	\$125.00 plus 20 cents per square foot
g) Garden or Small Yard Sheds (Note: under 108 sq.ft.)	N/C – must comply with Township Zoning By-law

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|---|--------------------|
| h) Swimming Pools
(Note: decks as per 1(d) above) | \$150.00 flat rate |
| i) Wood Burning Stoves, Appliances,
Fireplaces & Fireplace inserts | \$150.00 Flat Rate |

2) AGRICULTURAL TYPES

- | | |
|--|--|
| a) New Animal and Poultry Housing
Buildings | \$125.00 plus 20 cents
per square foot of gross floor
area |
| b) Additions | \$125.00 plus 20 cents
per square foot of gross floor
area |
| c) Renovations | \$150.00 Flat Rate |
| d) Implement and Storage Buildings | \$125.00 plus 20 cents
per square foot of gross floor
area |
| e) Horizontal or Bunk Silos | \$125.00 plus 10 cents per square
foot |
| f) Liquid/Solid Manure Storage
Structures | \$125.00 plus 10 cents per square
foot |
| g) Vertical Silos, Grain Bins, etc. | \$150.00 Flat Rate |
| h) Greenhouses | \$125.00 plus 10 cents per square
foot |

3) COMMERCIAL, INDUSTRIAL & INSTITUTIONAL TYPES:

- | | |
|--|---|
| a) New Commercial, Industrial &
Institutional Buildings | \$125.00 plus \$1.25 per square
foot of gross floor area |
| b) Addition to Commercial, Industrial &
Institutional Buildings | \$125.00 plus \$1.25 per square
foot of gross floor area |
| c) Renovations to Commercial, Industrial,
Institutional Buildings | \$350.00 Flat Rate |

4) PLUMBING

- | | |
|----------------------------|----------------------------------|
| a) Single Family Dwellings | Included with Building
Permit |
| b) Multiple Dwellings | Included with Building |

	Permit
c) Commercial, Industrial & Institutional Buildings	Included with Building Permit
d) Water Service Connection	\$50.00 Flat Rate
e) Sanitary Connection	\$50.00 Flat Rate
f) Plumbing Inspection Only - To All Categories	\$50.00 + \$10/fixture

5) MISCELLANEOUS

a) Change of Use Permit (No construction proposed)	\$100.00 Flat Rate
b) Sign Permit – Section 3.14 OBC	\$150.00 Flat Rate
c) All Designated Structures (OBC)	\$350.00 Flat Rate
d) Demolition Permit – Non Farm Structures	\$50.00 Flat Rate
e) Temporary Structures	\$100.00 Flat Rate
f) Tents (Note: under 6,455 sq. ft)	N/C – Must comply with Township zoning by-law
g) Review changes to drawings, specifications & documents, <u>AFTER</u> building permit has been issued.	\$250.00 Flat Rate

6) DEPOSITS

a) Engineer Letter Deposit	\$500.00
b) Lot Grading Deposit	\$1,500.00
c) Hard Surfacing of Driveway Deposit	\$1,000.00

This is Schedule 'A' to By-law number 1883 - 2015 passed on the 21st day of January, 2015.

(SEAL)

MAYOR
MARION WEARN

CAO / CLERK
FRAN BELL

SCHEDULE “B” of Building By-Law No. 1883 – 2015
SCHEDULE OF DOCUMENTS, FORMS, DRAWINGS AND SPECIFICATIONS
REQUIRED FOR CONSTRUCTION, DEMOLITION AND CHANGE OF USE PERMITS

A minimum of 2 sets of the following types of drawings, specifications and documents at a legible scale (minimum 3/16” – 1’), are required to be submitted in order for the various types of Building Permit applications listed, to be considered a complete application pursuant to the *Building Code*, as amended and the Building By-law. Depending upon the nature, scope and scale of a project, other additional supporting drawings, specifications and documents MAY be required to demonstrate *Building Code* compliance at the discretion of the *Chief Building Official*.

REQUIRED DOCUMENTATION

Where applicable, the following supporting documentation shall accompany applications for a permit unless otherwise directed by the *Chief Building Official*:

- a) Use of the Provincial application form, “Application for a Permit to Construct or Demolish”, as amended
- b) Proof/confirmation of approval of all applicable law pursuant to Section “H” of the Provincial application form, “Application for a Permit to Construct or Demolish”
- c) Owner/Engineer/Architect’s letter of commitment and general review form
- d) Real Property Report (Survey Plan) prepared by an Ontario Land Surveyor (OLS)
- e) Driveway access permit approved by the authority having jurisdiction, as may be applicable
- f) Where required, an approved septic system permit or Performance Review and Change of Use Application by Oxford County Public Health & Emergency Services and/or Ministry of the Environment (MOE) approval, if applicable
- g) OMAFRA nutrient management strategy and/or plan sign-off form
- h) Heritage Permit pursuant to the Ontario Heritage Act
- i) Confirmation of compliance with OMAFRA minimum distance separation 1 or 2 (MDS I & II) prepared by an Ontario Land Surveyor (OLS), if applicable
- j) Zoning compliance certificate/pre-consultation letter
- k) Approved lot grading and drainage plan
- l) Geotechnical soils report
- m) Residential Mechanical Ventilation Design Summary form
- n) Energy Efficiency Design Summary form
- o) Fire stopping drawings and applicable data sheets.

REQUIRED DRAWINGS BY TYPICAL PROJECT TYPE

1) Demolitions

- a) Description of the structural design characteristics of the building and a method of demolition prepared by a Professional Engineer, licensed to practice engineering in Ontario, where deemed necessary by the Chief Building Official
- b) Site Grading and Rehabilitation Plan
- c) Confirmation that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric and telephone or other utilities and services
- d) The Township MAY require proof of liability insurance coverage to not less than \$2,000,000.00. Depending on the proposed demolition, the Township may require additional insurance coverage.
- e) Where a building is designated under the Heritage Act, approval of the Township Council to de-designate the building and permit demolition
- f) Copy of hazardous material report, if applicable.

2) Residential Decks and Porches

- a) Plot/site plan
- b) Foundation plan
- c) Framing plan and guard details
- d) Where applicable, confirmation that the final lot grading and drainage is in accordance with the overall subdivision lot grading and drainage plans
Note: Properly completed Township of Blandford-Blenheim standard drawings for wood deck MAY be submitted for a building permit.

3) Residential Accessory Buildings

- a) Plot/site plan
- b) Foundation plan
- c) Floor plans
- d) Floor and roof framing plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beams, if applicable
- e) Building elevations
- f) Building sections
- g) Where applicable, confirmation that the final lot grading and drainage is in accordance with the overall subdivision lot grading and drainage plans.

4) Residential Additions and Renovations Permits

- a) Plot/site plan
- b) The following architectural plans prepared by a Provincially qualified designer OR the home owner:
 - i) Foundation plan
 - ii) Floor plans
 - iii) Floor and roof framing plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beams, if applicable
 - iv) Building elevations

- v) Building sections
- vi) Energy Efficiency Design Summary form
- vii) Residential Mechanical Ventilation Summary form
- viii) Approved septic system permit or Performance Review and Change of Use Application by Oxford County Public Health and Emergency Services and/or Ministry of the Environment (MOE) approval, if applicable
- ix) Heat loss/heat gain calculations including ductwork design

5) New Residential Single Family Dwelling and Semi Detached Dwelling

- a) Plot/site plan
- b) Approved lot grading and drainage plan
- c) Tarion Warranty Corporation (Ontario New Home Warranty Program) Section "F" completed on the Provincial application form
- d) Where applicable, an approved septic system permit by Oxford County Public Health and Emergency Services and/or Ministry of the Environment (MOE) approval, if applicable
- e) The following architectural plans prepared by a Provincially qualified designer AND/OR a homebuilder registered with the Tarion Warranty Corporation OR the homeowner:
 - i) Foundation plan
 - ii) Floor plans
 - iii) Floor and roof framing plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beams, if applicable
 - iv) Building elevations
 - v) Building sections
 - vi) Township of Blandford-Blenheim Energy Efficiency Design Summary form
 - vii) Township of Blandford-Blenheim Residential Mechanical Ventilation and Heating/Cooling Design Summary (HVAC) form
 - viii) Heat loss/heat gain calculations, including ductwork design

6) New Residential Townhouses, Row Houses

- a) Approved site development plan and agreement
- b) The following architectural plans prepared by a Provincially qualified designer AND/OR a home builder registered with the Tarion Warranty Corporation:
 - i) Foundation plan
 - ii) Floor plans
 - iii) Floor and roof framing plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beam, if applicable
 - iv) Building elevations
 - v) Building sections
 - vi) Energy Efficiency Design Summary form
 - vii) Residential Mechanical Ventilation Summary form
 - viii) Approved fire stopping drawings and manufacture technical information

- ix) Professional Engineer sealed firewall section detail, if applicable
- x) Heat loss/heat gain calculations, including ductwork design

7) New Residential Apartment Buildings

- a) Approved site development plan and agreement,
- b) Professional field review commitment forms from the design professionals,
- c) The following architectural plans prepared and stamped by an Architect and/or Professional Engineer licensed to practice engineering in Ontario as set out in the Architects Act and the Professional Engineers Act:
 - i) Foundation plan
 - ii) Floor plans
 - iii) Floor and roof structural plans
 - iv) Building elevations
 - v) Building sections
 - vi) Township of Blandford-Blenheim Energy Efficiency Design Summary form
 - vii) Where applicable:
 - (1) HVAC, electrical and plumbing system drawings
 - (2) Automatic sprinkler and standpipe drawings
 - (3) Fire alarm system
 - (4) Approve fire stopping drawings and manufacture technical information

8) Commercial and Industrial Interior Renovations (Part 9 Buildings)

- a) The following architectural plans prepared and stamped by a Provincially qualified designer OR the building owner:
 - i) Floor layout and framing plans including engineered floor plan layout/details, engineered beams, if applicable
 - ii) Building sections
 - iii) Where applicable:
 - (1) HVAC, electrical and plumbing systems drawings
 - (2) Automatic sprinkler and standpipe drawings
 - (3) An approved septic system permit or Performance Review and Change of Use Application, by Oxford County Public Health & Emergency Services and/or Ministry of the Environment (MOE) approval, if applicable
 - (4) Energy Design Summary Matrix (Building Code Volume 2, SB-10)
 - (5) Fire alarm system
 - (6) Approved fire stopping drawings and manufacture technical information

9) Commercial and Industrial Additions (Part 9 Buildings)

- a) Approved site development plan and agreement
- b) The following architectural plans prepared and stamped by a Provincially qualified designer:
 - i) Foundation plan
 - ii) Floor plans

- iii) Floor and roof structural plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beams, if applicable
- iv) Building elevations
- v) Building sections
- c) Where applicable:
 - i) HVAC, electrical and plumbing system drawings
 - ii) Energy efficiency design summary Matrix (Building Code Volume 2, SB-10)
 - iii) Automatic sprinkler and standpipe drawings
 - iv) Fire alarm system
 - v) Structural drawings stamped by a Professional Engineer licensed to practice engineering in Ontario,
 - vi) An approved septic system permit or Performance Review and Change of Use Application, by Oxford County Public Health and Emergency Services and/or the Ministry of the Environment (MOE) approval, if applicable
 - vii) Approved fire stopping drawings and manufacture technical data

10) New Commercial and Industrial Buildings (Part 9 Buildings)

- a) Approved site development plan and agreement
- b) The following architectural plans prepared and stamped by a Provincially Qualified Designer:
 - i) Foundation plan
 - ii) Floor plans
 - iii) Floor and roof structural plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beams, if applicable
 - iv) Building elevations
 - v) Building sections
- c) Where applicable:
 - i) HVAC, electrical and plumbing system drawings
 - ii) Energy efficiency design summary (Building Code Volume 2, SB-10)
 - iii) Automatic sprinkler and standpipe drawings
 - iv) Fire alarm system
 - v) An approved septic system permit by Oxford County Public Health and Emergency Services and/or the Ministry of the Environment approval, if applicable
 - vi) Approved fire stopping drawings and manufacture technical data

11) Assembly/Industrial/Commercial/Institutional Building Additions and Renovations (Part 3 Buildings)

- a) Approved site development plan and agreement, if applicable
- b) Professional Field Review Commitment forms from the design professionals
- c) The following architectural plans prepared and stamped by an Architect and/or Professional Engineer licensed to practice engineering in Ontario as set out in the Architects Act and the Professional Engineers Act:

- i) Foundation plan
- ii) Floor plans
- iii) Floor and roof structural plans
- iv) Building elevations
- v) Building sections
- d) Where applicable:
 - i) HVAC, electrical and plumbing system drawings
 - ii) Automatic sprinkler and standpipe drawings
 - iii) Fire alarm system
 - iv) Energy efficiency design summary Matrix (Building Code Volume 2, SB-10)
 - v) Professional field review commitment forms from the design professionals
 - vi) An approved septic system permit or Performance Review and Change of Use Application, by Oxford County Public Health and Emergency Services and/or the Ministry of the Environment (MOE) approval, if applicable
 - vii) Approved fire stopping drawings and manufacture technical data

12) New Assembly/Industrial/Commercial/Institutional Buildings (Part 3 Buildings)

- a) Approved site development plan and agreement
- b) Professional field review commitment forms from the design professionals
- c) The following architectural plans prepared and stamped by an Architect and/or Professional Engineer licensed to practice engineering in Ontario as set out in the Architects Act and the Professional Engineers Act:
 - i) Foundation plan
 - ii) Floor plans
 - iii) Floor and roof structural plans
 - iv) Building elevations
 - v) Building sections
- d) Where applicable:
 - i) HVAC, electrical and plumbing system drawings
 - ii) Energy efficiency design summary Matrix (Building Code Volume 2, SB-10)
 - iii) Automatic sprinkler and standpipe drawings
 - iv) Fire alarm system
 - v) Approve fire stopping drawings and manufacture technical data
 - vi) An approved septic system permit by Oxford County Public Health and Emergency Services and/or the Ministry of the Environment (MOE) approval, if applicable

13) Designated Structures – Division A – Part 1 – Article 1.3.1.1.

- a) The following plans prepared and stamped by a Professional Engineer, licensed to practice engineering in Ontario:
 - i) Site plan and/or approved site development plan and agreement
 - ii) Foundation plan
 - iii) Floor and roof plans

- iv) Floor and roof structural plans
- v) Sections
- vi) Professional Field Review Commitment forms from the design professionals

14) Use of an Equivalent / Alternated Solution

- a) The following plans and reports prepared and stamped by a professional engineer, licensed to practice engineering in Ontario:
 - i) Description of the proposed equivalent / alternate solution
 - ii) Demonstration of compliance with SA-1 objectives and functional statements matrix
 - iii) Supporting documentation (past performance, test and other evaluations)

15) Change of Use Permit

- a) Description of the proposed change of use
- b) Reduction in performance matrix
- c) Description of compensating measures or alternate measures
- d) The following plans prepared and stamped by a Professional Engineer, licensed to practice engineering in Ontario, if applicable:
 - i) Foundation plan
 - ii) Floor plans
 - iii) Floor and roof structural plan
 - iv) Building elevations
 - v) Building section
- e) Where applicable:
 - i) HVAC, electrical and plumbing system drawings
 - ii) Energy design summary
 - iii) Automatic sprinkler and standpipe drawings
 - iv) Fire alarm system
- f) An approved septic system permit or Performance Review and Change of Use Application approved by Oxford County Public Health and Emergency Services, and/or Ministry of the Environment (MOE) approval, if applicable

16) Farm Buildings

- a) Site plan
- b) Architectural drawings
- c) Structural drawings – pole frame structures require a Professional Engineer, licensed to practice engineering in Ontario, stamp on the drawings PRIOR to a building permit being issued

Where applicable:

- d) Mechanical drawings
- e) Electrical drawings
- f) MDS II calculations, if applicable

DRAWING COMPLETENESS

Unless otherwise directed by the *Chief Building Official*, the following information shall be shown on all plans or working drawings that accompany applications for permits. Depending upon the nature, scope and scale of a project, other additional information MAY be required to demonstrate Ontario Building Code compliance at the discretion of the *Chief Building Official*.

- 1) The Site Plan shall show:
 - a) The location, use, height and dimensions of any existing and proposed buildings including front, side and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings
 - b) Existing and proposed elevation contours of the building site and adjacent properties
 - c) Relation of buildings and finished grade to existing elevations and storm water drainage control plan of site, where applicable
 - d) All existing and proposed site services, parking layout, retaining walls, swimming pools, accessory building and any other such physical additions necessary to the site
 - e) Parking and gross floor area calculations, location and size of typical parking, loading and other handicapped spaces including aisle widths serving the parking spaces
 - f) Site statistics that may be relevant to what is being proposed, such as but not limited to: number of residential units, gross floor area, amenity area, proposed height, etc...
 - g) Elevation drawings clearly indicating compliance with height regulations, including various calculations such as average grade calculations, where required.

- 2) The Architectural drawings shall show:
 - a) Designers and/or Firms Building Code Identification Number including statement of responsibility for the building design, i.e. Schedule 1:Designer Information Form
 - b) Architect's/Engineers/Designer's Ontario Building Code data matrix
 - c) Foundation plans and grade details
 - d) Each floor plan with exact dimensions of the layout of all proposed areas and their use
 - e) All wall thicknesses and type of construction, window and door openings and schedules, elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information

- f) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness etc...
 - g) Spatial separation table and calculations
 - h) Township of Blandford-Blenheim Energy Efficiency Design Summary Form
- 3) Structural drawings shall show:
- a) All foundation, floor, roof and wall structural elements indicating sizes, shapes and proper location, and all dead and live design loads and condition of loading
 - b) All reinforced concrete work indicating thickness and strength of concrete, size spacing, minimum cover and type of reinforcing steel
 - c) All lintel locations and sizes
 - d) Where applicable, engineered roof and floor, layout, truss and engineered wood products technical information data
- 4) The Mechanical and Electrical drawings shall show:
- a) For buildings defined in Part 9 of the Building Code, a separate set of drawings for heating, ventilation and air conditioning, electrical and plumbing systems by a qualified designer
 - b) Energy Efficiency Design Summary Matrix (Building Code Volume 2, SB-10 or SB-12)
 - c) For buildings defined in Part 3 of the Building Code, a separate set of drawings for heating ventilation air conditioning, electrical and plumbing systems by a qualified Engineer, licensed to practice engineering in Ontario
 - d) The location of all fire protection equipment, such as early warning, detection and suppression systems
 - e) Energy Efficiency Design Summary Matrix (Building Code Volume 2, SB-10)
 - f) Where the primary heat source is provided by a heat/hot water combination unit, solar or geothermal system, the design drawings and documents must be prepared by a Professional Engineer, licensed to practice engineering in Ontario
Such other approvals MAY be required by the Chief Building Official to demonstrate compliance with applicable law.

This is Schedule "B" to By-law Number 1883 - 2015 passed this 21st day of January, 2015.

(SEAL)

SCHEDULE “C” of Building By-Law No. 1883 – 2015

**REQUIRED NOTICES AND INSPECTIONS FOR CONSTRUCTION, DEMOLITION
AND CHANGE OF USE PERMITS**

The person to whom a permit under Section 8 of the Act is issued shall notify the *Chief Building Official* of the required prescribed notices as in Division C – Part 1 – Article 1.3.5.1.- “Prescribe Notices” of the Regulations and the following additional notices as permitted by Division C – Part 1 – Article 1.3.5.2. –“Additional Notices” of the Regulations:

- 1) Commencement of *construction*, Part 3 *buildings*
- 2) Readiness to construct footings
- 3) Substantial completion of footings and foundations prior to commencement of backfilling
- 4) 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, of Division B
- 5) Substantial completion of structural framing and roughing-in of HVAC and air-contaminant extraction equipment, if the *building* is not a *building* to which Sentence 4 applies
- 6) Substantial completion of structural framing for each storey, if the *building* is a type of *building* that is within the scope of Parts of Division B, other than Part 9, of Division B
- 7) Substantial completion of insulation, vapour barriers and air barriers
- 8) Substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems
- 9) Substantial completion of fire access routes
- 10) Readiness for inspection and testing of:
 - a) *Building sewers* and *building drains*
 - b) Water service pipes
 - c) Fire service mains
 - d) Drainage systems and venting systems
 - e) The water distribution system, and
 - f) Plumbing fixtures and plumbing appliances
- 11) Commencement of *construction* of:
 - a) Masonry fireplaces and masonry chimneys
 - b) Factory-built fireplaces and chimneys

- c) Stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys
- 12) Substantial completion of interior finishes
 - 13) Substantial completion of HVAC and air-containment extraction equipment
 - 14) Substantial completion of exterior cladding
 - 15) Substantial completion of site grading
 - 16) Readiness for inspection suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A of the building code, a public pool or public spa
 - 17) Substantial completion of the circulation/recirculation system of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A of the *building code*, a public pool or public spa and substantial completion of the pool before it is first filled with water
 - 18) Substantial completion of the pool deck and dressing room for a public pool or public spa and readiness for inspection of the emergency stop system for a public pool or public spa
 - 19) Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling
 - 20) Completion of *construction* and installation of components required to *permit* the issue of an occupancy permit under Sentence 1.3.3.1.(3) or to permit occupancy under Sentence 1.3.3.2.(1), if the building or part of the *building* to be occupied is not fully completed,
 - 21) Completion of *construction* and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.(4) and
 - 22) Completion and availability of drawings of the building as *constructed*

This is Schedule "C" to By-law Number 1883 - 2015 passed this 21st day of January, 2015.

(SEAL)

MAYOR
MARION WEARN

CAO / CLERK
FRAN BELL

SCHEDULE D
CODE OF CONDUCT FOR BUILDING OFFICIALS

Introduction:

The Township of Blandford-Blenheim maintains this code of conduct in accordance with the provisions of The Building Code Act. Building Officials undertake building certification functions that ensure the 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 Blandford-Blenheim's Building Official 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 as it pertains to situations that bear on their responsibilities.

Purpose:

The purposes of this policy code of conduct are:

- To promote fairness in the exercise of their powers and performance of their duties;
- Fidelity to public needs;
- To prevent practices which may constitute an abuse of power;
- Devotion to high ideals of personal honour and professional integrity

Standards of Conduct and Professionalism

Township of Blandford-Blenheim Building Officials shall at all times:

1. Act in the public interest, particularly with regard to the safety of building works and structures;
2. Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their building certifying functions;
3. Commit themselves to a process of continuous education;
4. Comply with the provisions of the *Building Code Act*, the Building Code and any other Act or Law that regulates or governs Building Officials or their functions;
5. Act in a professional manner to avoid conflict;
6. Not act beyond their level of competence or outside their area of expertise;

7. Apply all relevant building laws, regulations and standards strictly and without favour and independent of the influence of interested parties;
8. Perform their inspections and certifying duties impartially;
9. Not divulge any confidential or sensitive information or material, except in accordance with laws governing freedom of information and protection of privacy;
10. To act in a manner so as not to adversely impact on the Building Officials or the Township of Blandford-Blenheim;
11. To act in a professional manner at all times;
12. Accept responsibility for the conduct of their subordinate employees;
13. Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official.

Guideline for Responding to Misconduct Allegations

The Building Code Act provides that the performance of Building Officials will be measured against this code of conduct. If an allegation of a breach of this code is reported, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this code of conduct. If the allegation is made 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 powers and responsibilities as well as the severity of any misconduct.

Disciplinary action arising from violations of this code of conduct is the responsibility of the Chief Administrative Officer (or designate) and is subject to relevant employment laws and standards.