**THE CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**

# By-law No. 2005-40

**Being a by-law to provide for the CONSTRUCTION, DEMOLITION, CHANGE OF USE AND TRANSFER OF PERMITS AND INSPECTIONS**

## BY-LAW INDEX

**Part 1**

**DEFINITIONS**

1.1 Definitions

Act - defined

Applicant – defined

Architect - defined

Basement – defined

Building Code – defined

Chief Building Official - defined

Construct – defined

Demolish - defined

First storey – defined

Inspector – defined

Owner - defined

Permit - defined

Permit holder – defined

Professional Engineer – defined

Storey - defined

Work - defined

1.2 Word - term - not defined - meaning

**Part 2**

**CLASSES OF PERMITS**

2.1 Set out - Schedule “A”

**Part 3**

**PERMITS**

3.1 File application - on forms - prescribed

3.2 Information - submitted - to Chief Building Official

3.3 Partial Permits - Requirements

3.4 Partial Permits- Limitations

3.5 Inactive Permit Application

**Part 4**

**PLANS AND SPECIFICATIONS**

4.1 Information - sufficient - to determine conformity

4.2 Two complete sets - required - unless specified

4.3 Plans - drawn to scale - on durable material - legible

4.4 Site plans - referenced - to plan of survey - certified

4.5 As Constructed Plans

4.6 Plans property of Corporation

**Part 5**

**FEES AND REFUNDS**

5.1 Due - payable - upon application - Schedule “A”

5.2 Performance deposit Due- payable – upon application – Schedule “E”

5.3 Work without permit

5.4 Refunds

**Part 6**

**TRANSFER OF PERMITS**

6.1 Application - completed - by new owner

6.2 Fee - Schedule “A”

6.3 New owner - permit holder - upon transfer

**Part 7**

**REVOCATION OF PERMITS**

7.1 Notice of Revocation

7.2 Deferral of Revocation

7.3 Fee for Deferral

**Part 8**

**NOTICE REQUIREMENTS FOR INSPECTIONS**

8.1 Notice - each stage - to Chief Building Official

8.2 Time periods - inspections

**Part 9**

**VALIDITY**

9.1 Severability

**Part 10**

**CONTRAVENTION OF BY-LAW - OFFENCE**

10.1 Offence

**Part 11**

**REPEAL - ENACTMENT**

11.1 By-law previous

11.2 Applications prior to July 1, 2005

11.3 Short Title

11.4 Effective Date

Schedule “A” Classes of Permits and Fees

Schedule “B” Prescribed Forms

Schedule “C” Required Plans

Schedule “D” General Review Form

Schedule “E” Agreement Re Use of Performance Deposit

**THE CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**

## BY-LAW NUMBER 2005-40

**BEING** a By-Law respecting Construction, Demolition and Change of Use Permits and Inspections.

**WHEREAS** section 7 of the *Building Code Act, 1992* S.O. 1992, Chapter 23 as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, transfer of permits, inspections and the setting and refunding of fees;

**THEREFORE,** the Municipal Council of The Corporation of the The Corporation of the Township of East Hawkesbury **ENACTS AS FOLLOWS:**

### SHORT TITLE

**BUILDING PERMIT BY-LAW**

**Part 1**

### DEFINITIONS

**1.1 Definitions**

In this by-law:

**Act - defined**

"Act" means the *Building Code Act, 1992, S.O. 1992, c.23,* as amended.

**Applicant-defined**

"applicant” means the owner of a building or property who applies for a permit or any person authorized by the owner to apply for a permit on the owner’s behalf, or any person or Corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or Corporation.

**Architect - defined**

“architect” means the holder of a licence, certificate of practice or a temporary licence issued under the Architects Act as defined in the Building Code.

**Basement – defined**

**“**basement” means a storey or storeys of a building located below the first storey.

**Building Code - defined**

"Building Code” means the regulations made under section 34 of the Act.

**Chief Building Official - defined**

“Chief Building Official” means a Chief Building Official appointed by by-law by the Corporation of the Township of East Hawkesbury for the purposes of enforcement of the Act.

**Construct – defined**

“construct” means construct as defined in subsection 1(1) of the Act.

**Corporation – defined**

“Corporation” means the Corporation of the Township of East Hawkesbury.

**Demolish – defined**

“demolish” means demolish as defined in subsection 1(1) of the Act.

**First storey – defined**

“first storey” means the storey with its floor closest to grade and having its ceiling more than 1.8m (5 ft 11 in) above grade.

**Inspector - defined**

“inspector” means an inspector appointed by by-law by the Corporation of the Township of East Hawkesbury for the purposes of enforcement of the Act.

**Owner - defined**

"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 - defined**

"permit” means permission or authorization given in writing from the Chief Building Official to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and Building Code.

**Permit holder-defined**

“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.

**Professional Engineer - defined**

“professional engineer” or “engineer” means a person who holds a licence or temporary licence under the Professional Engineers Act, as defined in the Building Code.

**Storey – defined**

“storey” means that portion of a building which is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it.

**Work - defined**

“work” means construction or demolition of a building or part thereof, as the case may be.

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

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

**Part 2**

### CLASSES OF PERMITS

**2.1 Set out - Schedule “A”**

The classes of permits set out in Schedule “A” of this By-law are hereby established.

**Part 3**

### PERMITS

**3.1 File application - on forms – prescribed**

To obtain a permit, the owner or an agent authorized in writing by the owner shall file an application in writing by completing a prescribed form available from the Chief Building Official or from the Building Code website www.obc.mah.gov.on.ca. Application forms prescribed by the Corporation under clause 7(f) of the Act are set out in Schedule “B” to this By-Law.

**3.2** **Information - submitted - to Chief Building Official**

Every application for a permit shall be submitted to the Chief Building Official,

and contain the following information:

(1) Where application is made for a construction permit under subsection 8(1) the Act, the application shall:

(a) use the provincial application form, “Application for a Permit to Construct or Demolish”; and

(b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code and as described in this by-law for the work to be covered by the permit; and

1. include completed form as set out in Schedule “D” where applicable; and

(d) include completed form as set out in Schedule “E”, “Agreement for Use of Performance Deposit”.

(2) Where application is made for a demolition permit under subsection 8(1) of

the Act, the application shall:

(a) use the provincial application form, “Application for a Permit to Construct or Demolish”; and

(b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B and Sentence 2.4.1.1(2) of the Building Code and as described in this by-law for the work to be covered by the permit; and

(c) include completed form as set out in Schedule “D” where applicable, and

1. include completed form as set out in Schedule “E”, “Agreement for Use of Performance Deposit”, where applicable, and

(e) include;

(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;

(ii) a security deposit in such an amount as prescribed by the chief building official to ensure that the site will be backfilled and graded with clean fill material to his or her satisfaction and that all private drain connections will be excavated and properly sealed at the property line.

(3) Where application is made for a conditional permit under subsection 8(3) of

the Act, the application shall:

(a) use the provincial application form, “Application for a Permit to Construct or Demolish”;

(b) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the Building Code and as described in this by-law for the work to be covered by the permit;

(c) include completed form as set out in Schedule “E”, “Agreement for Use of Performance Deposit”, where applicable;

(d) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;

(e) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and

(f) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official."

(4) Where application is made for a change of use permit issued under subsection 10(1) of the Act the application shall:

(a) describe the building in which the occupancy is to be changed, by a

description that will readily identify and locate the building;

(b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;

(c) include complete plans and specifications showing 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 capacities, details of the existing sewage system, if any;

(d) be accompanied by the required fee;

(e) state the name, address and telephone number of the owner;

(f) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

(5) Where application is made for a transfer of permit because of a change of ownership of the land, as permitted under clause 7(h) of the Act, the application shall:

(a) provide the names and addresses of the previous and new land owner;

(b) provide the date that the land ownership change took place;

(c) describe the permit that is being transferred.

1. be accompanied by the required fee;
2. be accompanied by copy of the registered Transfer/ Deed of Land
3. be signed by the new land owner or his or her authorized agent who shall certify the truth of the contents of the application.

**3.3 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; and

(c) where a partial permit is requested, the application is deemed to be incomplete.

**3.4 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.

**3.5 Inactive Permit Application**

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

**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 Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will conform with the Act, the Building Code and any other applicable law.

**4.2 Two complete sets - required - unless specified**

Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of the plans and specifications as described in this By-law and Schedule “C” of this by-law.

**4.3 Plans - drawn to scale - on durable material - legible**

Plans shall be drawn to scale (min. 1:75 or 3/16"= 1') on paper, cloth, electronic media approved by the Corporation or other durable material and shall be legible.

**4.4 Site plans - referenced - to plan of survey**

Site plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall show:

(1) Lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;

(2) existing and finished ground levels or grades; and

(3) existing rights-of-way, easements and municipal services.

**4.5 As constructed plans**

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 Corporation**

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

**Part 5**

### FEES AND REFUNDS

**5.1 Due - payable - upon application - Schedule “A”**

The Chief Building Official shall determine the required fees for the work proposed calculated in accordance with Schedule “A” of this By-law and the applicant shall pay such fees.

* 1. **Performance deposit Due- payable – upon application – Schedule “E”**

Each application for a Building Permit for the construction of groups A to F buildings, interior alterations or exterior alterations of Group C buildings and all other classifications, designated structures and for the construction or major alterations of farm buildings and residential garages shall be accompanied by a “performance deposit”, in an amount as prescribed in Schedule “A” of this By-Law.

The applicant shall be required to agree, in writing, in the form of Schedule “E” of this By-Law, that the said deposit will remain in the possession of the Corporation until the building(s) have been completed in accordance with the plans and specifications, to the satisfaction of the Chief Building Official, and any damage to sidewalks, curbs, streets or other municipal works or property has been repaired, all to the satisfaction of the Road Superintendent, and any monies expended by the Corporation in cleaning streets of material carried from the construction site by vehicles have been repaid to the Corporation.

If the final inspection has not been carried out and approved, within two (2) years from the date of the issuance of the building permit, the said deposit or any part thereof may, on the recommendation of the Chief Building Official, be forfeited to and become the property of the Corporation as set out in the Agreement, in the form of Schedule “E”.

**5.3 Work without permit**

Any person or Corporation who commences construction, demolition or changes the use of a building before submitting an application for a permit or before 14 calendar days have elapsed from the date on which an application for a permit has been accepted by the municipality unless the permit has already been issued, shall in addition to any other penalty under the Act, Building Code, or this by-law pay an additional fee equal to 100% of the amount calculated as the regular permit fee but in no case shall the additional fee exceed $5,000.00, in order to compensate the Corporation for the additional work incurred by such early start of work.

**5.4 Refunds**

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 amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule “A” of this By-law.

**Part 6**

### TRANSFER OF PERMITS

**6.1 Application - completed - by new owner**

A permit may be transferred if the new land owner completes the permit application form in accordance with the requirements of Part 3 of this By-law.

**6.2 Fee - Schedule** “A”

A fee shall be payable on an application for a transfer of permit as provided in Schedule “A” of this By-law.

**6.3 New owner - permit holder - upon transfer**

The new owner shall, upon a transfer of a permit, be the permit holder for the purpose of the Act and the Building Code.

**Part 7**

### REVOCATION OF PERMITS

**7.1 Notice of Revocation**

Prior to revoking a permit under subsection 8(10) of the Act, the Chief Building Official may serve a notice by personal service or registered mail at the last known address to the permit holder, and 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.

**7.2 Deferral of Revocation**

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

**7.3 Fee for Deferral**

A request for deferral shall be accompanied by the non-refundable fee therefore set out in Schedule “A” of this By-law.

**Part 8**

### NOTICE REQUIREMENTS FOR INSPECTIONS

**8.1 Notice prior - each stage - to Chief Building Official**

The permit holder shall notify the Chief Building Official or a Registered Code Agency where one is appointed, of each stage of construction for which a mandatory notice is required under Article 2.4.5.1 of the Building Code. In addition, the permit holder shall provide the notice of completion as prescribed by Section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and subsection 2.4.3 of the Building Code are complied with.

**8.2 Time Periods - Inspections**

Upon receipt of proper notice, the inspector or a registered code agency, if one is appointed, shall undertake a site inspection of the building to which the notices relate in accordance with the time periods stated in Article 2.4.5.3 of the Building Code and section 11 of the Act.

**Part 9**

### VALIDITY

**9.1 Severability**

In the event that any provision of this by-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this by-law.

**Part 10**

### CONTRAVENTION OF BY-LAW - OFFENCE

**10.1** Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the *Building Code Act, 1992*, S.O. 1992, c.23, as amended.

**Part 11**

### REPEAL - ENACTMENT

**11.1 By-law previous**

By-law 95-29 and all of its amendments are hereby repealed.

**11.2 Applications prior to July 1, 2005**

Notwithstanding section 12.1 of this By-law, for any application received prior to July 1, 2005 the permit fee shall be calculated in accordance with Schedules “A” and “B” of By-law 95-29

**11.3 Short Title**

**This by-law may be referred to as the Building Permit By-law.**

**11.4 Effective date**

This by-law comes into force on July 1, 2005.

**READ A First, Second and Third Time and Passed in Open Council this 20th day of June, 2005**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mayor Acting Clerk**

**THE CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**

# SCHEDULE “A”

**BY-LAW 2005-40**

**CLASSES OF PERMITS AND FEES**

**1. Calculation of Permit Fees**

Permit fees shall be calculated based on the formula given below, unless otherwise specified in this schedule:

Permit Fee (rounded to the nearest dollar) = SI x A

where SI = Service Index for Classification of the work proposed and,

A = floor area in m2 of work involved

**2. Administration Permit Fee**

An administration fee of $50.00 shall be charged for all building permits issued, unless otherwise indicated.

**3. Classes of Permits and Fees**

**a) CONSTRUCTION**

**BUILDING CLASSIFICATION SERVICE INDEX (SI)**

**$/m2 unless otherwise indicated**

**Group A** [Assembly Occupancies] 3.01

All Recreation Facilities, Schools, Libraries, Places of Worship,

Restaurants, Theatres, Arenas, Gymnasiums, and all other

Group A Buildings

**Group B** [Institutional Occupancies] 3.01

Institutional, Hospitals, Nursing Homes, and

other Group B Buildings

**Group C** [Residential Occupancies] **MINIMUM FEE OF $400.**

Single Detached Dwellings, Semis and

Duplexes:

Basement 1.51

First Storey 5.27

Additional storey(s) above first storey 3.39

Mobile homes:

On Pier 3.77

On Full Foundation 5.27

All other residential Occupancies 6.78

**Group D** [Business and Personal Service Occupancies) 3.01

Fire halls and all other Group D Buildings (Finished)

**Group E** [Mercantile Occupancies] 3.01

Retail Stores, Department Stores, Supermarkets and

All Other Group E Buildings

**Group F** [Industrial Occupancies] 2.41

Industrial Buildings, Warehouses

All Other Group F Buildings

**b) ALTERATIONS AND RENOVATIONS**

Interior alterations (Partitions, Finishings etc.)

Group C - Dwelling units 1.13

Exterior alterations

Group C- Dwelling Units 0.75

All other Classifications Fee of $7.00 per $1,000. of contract price

**Schedule A of By-Law 2005-40**

## Page 2

**BUILDING CLASSIFICATION SERVICE INDEX (SI)**

$/M² unless otherwise indicated

**c) DEMOLITION**

All Buildings and Occupancies 0.00

**d) DESIGNATED STRUCTURES (OBC 2.1.2.)**

Communication Tower Fee of $7.00 per $1,000. of contract price

Exterior Tank and Support Fee of $7.00 per $1,000. of contract price

**e) STAND ALONE AND MISCELLANEOUS WORK**

i) Farm Buildings

Farm shed 0.81

Farm livestock barn 1.08

Cover-all (building type) 0.33

Riding Arena 1.13

Manure lagoon

with concrete or steel walls Fee of $5.00 per $1,000. of contract price

Silo vertical or horizontal Fee of $5.00 per $1,000. of contract price

ii) Fireplaces, Wood Stoves $10.00 each

iii) Portable Classrooms $75.00 each

iv) Residential Decks, Porches, Carports 1.36

v) Residential Garages, Accessory structures 1.73

1. Residential Storage sheds

On Piers 1.28

On Slab 1.73

vii) Solarium 6.02

**f. STAND ALONE MECHANICAL WORK (HVAC & PLUMBING**

i) Plumbing and Drainage System

FIXTURES/EQUIPMENT

All Buildings $ 8.00 each

1. **Performance deposit**

The amount of the Performance Deposit to accompany the application of a Building Permit shall be as follows:

* 1. **Residential**

Construction of Dwelling Unit (s) $750.00 each

Addition to a Dwelling Unit (s) $500.00 each

Interior and/or exterior alterations and renovations $300.00 each

Garages $300.00 each

* 1. **Groups A, B, D, E, F**

Construction or Addition $750.00 each

Interior and/or exterior alterations $500.00 each

* 1. **Farm buildings**

Farm livestock barn or Addition $750.00 each

Farm shed, cover-all or riding arena $300.00 each

**Schedule A of By-Law 2005-40**

## Page 3

**5. Other Charges**

a) Conditional Permit

Sec 8(3) of Building Code Act:

Residential $150.00 flat fee in addition to fee

in section 3 above

Commercial $200.00 flat fee in addition to fee

in section 3 above

b) Permission to Defer $50.00 flat fee (no adm. fee)

Revocation

c) Permit for Change of Use $50.00 flat fee (no adm. fee)

d) Transfer of Ownership Permit $50.00 flat fee (no adm. fee)

**6. MISCELLANEOUS - CHARGES**

For classes of permits not described or included in this schedule, a reasonable permit fee shall be determined by the Chief Building Official.

**7. REFUNDS**

(a) Pursuant to Part 5 of this By-law, the fees that may be refunded shall be a percentage of the fees payable under this By-law, calculated by the Chief Building Official as follows:

(i) 90 percent if administrative functions only have been performed;

(ii) 80 percent if administrative and zoning functions only have been performed;

(iii) 60 percent if administrative, zoning and plan examination functions have been performed;

(iv) 50 percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance;

(v) a $60.00 fee for each field inspection that has been performed after the permit has been issued will be deducted from all refunds.

1. If the calculated refund is less than the minimum fee applicable to the work, no refund shall be made of the fees paid.

(b) Pursuant to Part 5 of this By-Law, the performance deposit may be remitted as follows:

1. in the case of withdrawal of an application, or refusal of a permit, or the non-commencement of any project, the Chief Building Official shall refund the full amount of the performance deposit.
2. in the case of abandonment of all or a portion of the work, the Chief Building Official shall withhold the performance deposit until such time as the abandoned work has been made in a safe condition, all work required to be performed has been completed and the site has been property fenced. In the event the work is carried out by the Corporation, the performance deposit may be applied against the cost to the Corporation for such work.

**Schedule A of By-Law 2005-40**

## Page 4

**8. INTERPRETATION**

The following explanatory notes are to be observed in the calculation of permit fees:

* Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls. (excluding residential garages).
* In the case of interior alterations of renovations, area of proposed work is the actual space receiving the work e.g., tenant space.
* Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and interior balconies are to be included in all floor area calculations.
* Except for interconnected floor spaces, no deductions are made for openings within the floor area (e.g., stairs, elevators, escalators, shafts, ducts, etc.).
* The occupancy categories in the Schedule correspond with the major occupancy classifications in the Ontario Building Code. For mixed occupancy floor areas, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.

**THE CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**

# SCHEDULE “B”

**BY-LAW NUMBER 2005-40**

**FORMS PRESCRIBED BY THE CORPORATION**

NONE

**THE CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**

# SCHEDULE “C”

**BY-LAW NUMBER 2005-40**

**REQUIRED PLANS**

**List of Plans or Working Drawing to accompany applications for permits**

* + 1. Site Plan (two sets of plans)
    2. Floor Plans (two sets)
    3. Foundation Plans (two sets)
    4. Framing Plans (two sets)
    5. Roof Plans (two sets)
    6. Reflected Ceiling Plans (two sets)
    7. Sections and Details (two sets)
    8. Building Elevations (two sets)
    9. Electrical Drawings (two sets)
    10. Heating, Ventilation and Air Conditioning Drawings (two sets)
    11. Plumbing drawings (two sets)
    12. Fire Alarm and Sprinkler Plan (two sets)

Note: The Chief Building Official may specify that not all the above-mentioned plans are required to accompany an application for a permit.

**THE CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**

# SCHEDULE “D”

**BY-LAW NUMBER 2005-40**

**GENERAL REVIEW FORM**

General Review / Commitment Certificate Form 1 – Professional

Letter of Undertaking Form 2 – Owner / Applicant

**THE CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY**

# SCHEDULE “E”

**BY-LAW NUMBER 2005-40**

**AGREEMENT RE USE OF PERFORMANCE DEPOSIT**

I, , the applicant for a

building permit to on

Lot , Concession , hereby agree that as a condition precedent to the

validity of any permit issued to me by the Corporation of the Township of East Hawkesbury for the said work, and in consideration of the issuance of a Permit to me, hereby deposit with the Corporation of the Township of East Hawkesbury the sum of

$ as a Performance Deposit for the completion of all work as authorized and/or required by the permit and the repair of any damages to municipal property and payment for cleaning of municipal street as provided in the By-Laws of the Corporation of the Township of East Hawkesbury or otherwise, within such time limit as is provided in this and other said By-Laws or, if not specifically provided in the By-Laws, within such time as the Chief Building Official may, in his discretion consider adequate (to which exercise of discretion I hereby irrevocable submit) and in the event of my failure to so perform,

I hereby consent to the adoption of such procedures as may be necessary by the Corporation **Chief Building Official and/or Road Superintendent** or by any person appointed by him and/or them for such purpose, including unrestricted entry upon my property, to complete the said work and/or repair any damage and /or repay the Corporation for cleaning of municipal streets all as set out in the a said By-Laws, with payment for such procedures to be deducted from the said performance deposit and the balance, if any, to be refunded to me and for so doing this shall irrevocably constitute his good and sufficient authority.

**I FURTHER UNDERSTAND AND AGREE THAT,** if my final inspection has not been carried out and approved, within **two (2) years** from the date of the issuance of any building permit, that I will **forfeit my performance deposit of $**  , and that this amount will become part of the general revenues of the Corporation of the Township of East Hawkesbury, for their own use absolutely.

I HEREBY completely release the Corporation and its agents, employees and workmen from any and all claims for damages or otherwise which may arise as a result of the procedures herein authorized and taken by them, except for such claims as may arise as a result of negligence on the part of such agents, employees, or workmen.

DATED at the Corporation of the Township of East Hawkesbury this day of

, 20 .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Applicant