



**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

WHEREAS Section 7 of the *Building Code Act*, 1992, S.O. 1992, Chapter 23, as amended authorizes Council to pass by-laws respecting construction, demolition and change of use permits and related matters;

AND WHEREAS the Council of the City of Mississauga desires to repeal By-law 29-2000, as amended and enact a new building by-law for the issuance of permits and related matters, including a fee schedule for all applicable building permit fees:

NOW THEREFORE the Council of The Corporation of the City of Mississauga ENACTS as follows:

PART I - DEFINITIONS

1. For the purposes of this By-law, the following definitions and interpretations shall govern:
 - (1) Act” means the *Building Code Act*, 1992, S.O. 1992, Chapter 23 as amended;
 - (2) “applicant” means the owner of a building or property who applies for a permit or the person authorized by the owner to apply for a permit on the owner’s behalf;
 - (3) “architect” means a holder of a license, a certificate of practice, or a temporary license under the Architect’s Act as defined in the Building Code;
 - (4) “as constructed plans” means as constructed plans as defined in the Building Code;
 - (5) “building” means a building as defined in Section 1(1) of the Act;
 - (6) “Building Code” means the regulations made under Section 34 of the Act;
 - (7) “Chief Building Official” means the Chief Building Official appointed by Council under Section 3 of the Act for purposes of enforcement of the Act;
 - (8) “construct” means to construct a building as defined in Section 1(1) of the Act;
 - (9) “Corporation” means the Corporation of the City of Mississauga;
 - (10) “demolish” means to do anything in the removal of a building or any material part thereof as defined in Section 1(1) of the Act

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

- (11) “forms” means the applicable Provincial or municipal prescribed forms as set out in Schedule “C” to this By-law;
 - (12) “inspector” means an inspector appointed under Section 3 of the Act;
 - (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;
 - (14) “permit” means written permission or written authorization from the Chief Building Official to perform work regulated by this By-law and the Act, or to change the use of a building or part of a building or parts thereof as regulated by the Act;
 - (15) “plumbing” means plumbing as defined in Section 1(1) of the Act;
 - (16) “professional engineer” means a person who holds a license or a temporary license under the Professional Engineer’s Act;
 - (17) “registered code agency” means a person or entity that has the qualifications and meets the requirements described in subsection 15.11(4) of the Act;
 - (18) “regulations” means regulations made under the Act;
 - (19) “sewage system” means a sewage system as defined in Section 1(1) of the Act;
 - (20) “work” means construction or demolition of a building or part thereof, as the case may be.
2. Terms not defined in this By-law shall have the meaning ascribed to them in the Act or the Building Code.

PART II - CLASS OF PERMIT

3. Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedules “A” and “B” to this By-law.

PART 111 - PERMIT APPLICATION

4. To obtain a permit, the owner or an agent authorized in writing by the owner shall file with the Chief Building Official an application in the prescribed form as set out in Schedule “C” to this By-law.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

General Requirements

5. All applications for a permit, in addition to meeting all other application requirements set out in this By-law, shall:
- (1) identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
 - (2) identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended;
 - (3) include the legal description, the municipal address and where appropriate the unit number of the land on which the work is to be done;
 - (4) be accompanied by plans and specifications as described in this By-law;
 - (5) be accompanied by the required fees as calculated in accordance with Schedules “A” and “B” to this By-law;
 - (6) be accompanied by the completed “Listing of Applicable Law” form in accordance with Schedule “C” to this By-law;
 - (7) state the name, address and telephone number of the owner, and where the owner is not the applicant, the authorized agent, and where applicable, the qualified architect, engineer or other designer and the constructor or person hired to carry out the construction or demolition, as the case may be;
 - (8) when Section 2.3 of the Building Code applies, be accompanied by a signed acknowledgement of the owner on the prescribed form that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
 - (9) when Section 2.3 of the Building Code applies, be accompanied by a signed statement of the architect or professional engineer, or both, on the form prescribed, undertaking to provide general review of the construction or demolition of the building;
 - (10) include, where applicable, the applicant’s registration number where an applicant is a builder or vendor as defined in the *Ontario New Home Warranties Plan Act*; and
 - (11) be signed by the owner or authorized agent who shall certify as to the truth of the contents of the application.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

6. In addition to the general requirements set out above, an application for a construction permit shall:
 - (1) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (2) include complete plans and specifications, documents and other information as required by section 2.4.1.1B of the Building Code and as described in this By-law for the work covered by the permit.

7. In addition to the general requirements set out above, an application for a construction permit for part of a building shall:
 - (1) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (2) include plans and specifications covering the work for which more expeditious approval is desired, together with such information pertaining to the remainder of the work as may be required by the Chief Building Official;
 - (3) be accompanied by the required fee for the entire project and required administrative fee for the partial permit as calculated in accordance with Schedule “A” to this By-law; and
 - (4) where a partial permit is requested the application is deemed to be incomplete.

8. In addition to the general requirements set out above, an application for a demolition permit shall:
 - (1) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (2) when Section 2.3 of the Building Code applies, be accompanied by a signed General Demolition Review Commitment Certificate on a form prescribed by the Chief Building Official in Schedule “C” to this By-law;
 - (3) include complete plans and specifications, documents and other information as required by section 2.4.1.1B of the Building Code and as described in this By-law for the work to be covered by the permit;
 - (4) be accompanied by a Demolition Notification of Service, on a form prescribed by the Chief Building Official in Schedule “C” to this By-law; and

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

- (5) be accompanied by a signed Property Status Form on a form prescribed by the Chief Building Official in Schedule “C” to this By-law; and
 - (6) indicate method of demolition.
9. In addition to the general requirements set out above, an application for a conditional permit pursuant to subsection 8(3) of the Act, shall:
- (1) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (2) include complete plans and specifications, documents and other information as required by section 2.4.1.1B of the Building Code and as described in this By-law for the work to be covered by the permit;
 - (3) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (4) state the necessary approval which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
 - (5) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official; and
 - (6) require the owner and such other persons as the Chief Building Official determines to enter into an agreement with the municipality.
10. In addition to the general requirements set out above, an application for a change of use permit shall:
- (1) use the provincial application form, “Application for a Permit to Construct or Demolish”;
 - (2) describe the building in which the use is to be changed, by a description that will readily identify and locate the building;
 - (3) identify and describe in detail the current and proposed uses of the building or part of a building for which the application is made;

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

- (4) include plans and specifications showing the current and proposed use 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 and, details of the existing “sewage system”, if any.
11. An application for occupancy of an unfinished building permit pursuant to Section 2.4.3 of the Building Code. shall:
 - (1) use the application form in Schedule “C to this By-law, “Application for Permit to Occupy a Building Prior to Completion”;
 - (2) indicate the total floor area proposed for occupancy;
 - (3) indicate the total number and location of units proposed for occupancy; and
 - (4) be signed by the owner or authorized agent who shall certify the truth of the contents of the application.
12. In addition to the general requirements set out above, an application for a “sewage system” permit shall:
 - (1) use the provincial application form “Application for a Permit to Construct or Demolish”;
 - (2) include complete plans and specifications, documents and other information as required under section 2.4.1.1B of the Building Code and as described in this By-law for the work to be covered by the permit;
 - (3) include a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - (a) include the date the evaluation was done;
 - (b) include name, address, telephone number and signature of the person who prepared the evaluation;

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

- (c) a scaled map of the site showing:
 - A. the legal description, lot size, property dimensions, existing right-of-ways, easements or municipal/utility corridors;
 - B. the location of items listed in Column 1 of Tables 8.2.1.5.A., 8.2.1.5.B. and 8.2.1.5.C. of the Building Code;
 - C. the location of the proposed sewage system;
 - D. the location of any unsuitable disturbed or compacted areas;
 - E. proposed access routes for system maintenance;
 - F. depth to bedrock;
 - G. depth to zones of soil saturation;
 - H. soil properties, including soil permeability; and
 - I. soil conditions, including potential for flooding.
- 13. After the issuance of a permit under the Act notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued, shall be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without the prior written authorization of the Chief Building Official.
- 14. Notification of any material change may be in the form of an application for revision to a permit where changes are major and may take the form of a revision permit being issued.
- 15. The Chief Building Official may, where the relevant provisions of this By-law are met, issue a permit for part of a building subject to compliance with the Act, the Building Code and any other applicable law.
- 16. The Chief Building Official may, where the relevant provisions of this By-law and Subsections 8(3) to 8(5) of the Act, are met, issue a conditional permit for a building subject to compliance with the Act, the Building Code and any other applicable law.
- 17. The Chief Building Official is authorized to enter into agreements with respect to conditional permits.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

18. The issuance of a permit for a part of a building or a conditional permit shall not be construed to authorize construction beyond that for which approval was given nor obligate the Chief Building Official to grant any further permit or permits for the building.
19. 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.
20. Where an application has been deemed to be abandoned, a new application must be filed for the proposed work.
21. Where a building permit application is submitted that does not meet the requirements of section 2.4.1.1B(5) of the Building Code and to which the time periods prescribed in Column 3 of Table 2.4.1.1B of the Building Code do not apply, the applicant shall complete the “Acknowledgement By Applicant of Incomplete Application Form” prescribed by the Chief Building Official in Schedule “C” to this By-law.

PART IV - PLANS AND SPECIFICATIONS

22. Every applicant shall submit sufficient information, including plans, specifications, documents and other information, 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 with the Act, the Building Code and any other applicable law.
23. Each application shall, unless otherwise determined by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this By-law.
24. Plans shall be drawn to scale on paper or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule “D” to this By-law.
25. Site Plans submitted shall be referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such survey shall be filed with the municipality unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work is in compliance with the Act, the Building Code, and any other applicable law. The site plan shall show:
 - (1) lot size and the dimensions of property lines and setbacks to any existing or proposed buildings;

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

- (2) existing and finished ground levels or grades; and
 - (3) existing right-of-way, easements and municipal services.
26. The Chief Building Official may refuse an application if any of the above is deemed to be incomplete or insufficient at the time of application.
27. On completion of the construction, the Chief Building Official may require that a set of plans of the building or any class of buildings as constructed including a plan of survey showing the location be filed with the Chief Building Official.

PART V - EQUIVALENTS

28. Where an application for a permit or for authorization to make a material change to the plan, specification, document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under Section 9 of the Act is requested, the application shall provide:
- (1) a description of the proposed material, system or building design for which authorization under Section 9 of the Act is requested;
 - (2) any applicable provisions of the Building Code; and
 - (3) evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.
29. Such information may be provided by incorporation in the permit application or in the prescribed form “Equivalent Evaluation and Authorization” prescribed by the Chief Building Official in Schedule “C” to this By-law.

PART VI - PRESCRIBED NOTICES AND INSPECTIONS

30. The person to whom a permit has been issued under Section 8 of the Act shall give to the Chief Building Official notice of the readiness for inspection in accordance with prescribed notices described in s. 2.4.5.1 and s. 2.4.5.3.2 of the Building Code. These mandatory notification stages and inspections are listed in Schedule “E” to this By-law.
31. Notices shall be given as required by s. 2.4.5.1 of the Building Code.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

PART VII - REGISTERED CODE AGENCIES

32. Where the Municipality has entered into agreements with registered code agencies the Chief Building Official is authorized to enter into services agreements with registered code agencies and appoint them to perform specified functions from time to time pursuant to s. 4.1 of the Act.

PART VIII - FEES

33. The Chief Building Official shall determine the required fees for the work proposed and the applicant shall pay the fees calculated in accordance with Schedule “A” and “B” to this By-law. No permit shall be issued until the fees therefore have been paid in full.
34. 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 in accordance with Schedule “A” to this By-law, in order to compensate the Corporation for the additional work incurred by such early start to work.
35. Where Fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit issued under Subsection 8(3) of the Act are based on a floor area, the floor area shall mean the total floor space of all stories above grade, or below grade for an underground building, measured as the horizontal area between the outer face of exterior walls and to the centre of party walls or demising walls.
36. Fees payable in respect of a conditional permit issued under Subsection 8(3) of the Act shall be paid for the complete project plus the applicable additional fee in accordance with Schedule “A” to this By-law.
37. Where Fees payable in respect of an application for a change of use permit issued under Subsection 10(1) of the Act are based on a floor area, the floor area shall mean the total floor space of all stories subject to the change of use.
38. An additional re-examination fee of 25% of the total building permit fee payable is required to be paid prior to the issuance of the permit for any permit application made, where an applicant submits an application but does not provide an “Acknowledgement By Applicant of Incomplete Application Form” in Schedule ‘C’, and in the initial review, the application is determined to be non-compliant with this By-law and other applicable law.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

PART IX - CHANGING PERMIT FEES

39. Prior to passing a By-law to change the fees the City shall:
- (1) hold at least one public meeting at which any person who attends has an opportunity to make representations with respect to the matter;
 - (2) ensure that a minimum of 21 days notice of the public meeting is given to every person and organization that has, within five years before the day of the meeting, requested such notice; and
 - (3) ensure that the notice include an estimate of the costs for administering and enforcing the Act, the amount of the fee and change to the existing fee and the rationale for imposing or changing the fee.
40. Any person or organization wishing to receive notice as set out above should make such request in writing to the Clerk's office.

PART X - REFUNDS

41. In the case of withdrawal of an application or, abandonment of all or a portion of the work or, the non-commencement of the work or, the refusal or revocation of a permit, upon written request by the applicant 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" to this By-law.

PART XI - PRE-APPLICATION ZONING AND APPLICABLE LAW REVIEW

42. An application for a complete review of zoning and applicable law may be submitted which shall:
1. Use the provincial application form "Application for a Permit to Construct or Demolish;
 2. Identify and describe in detail the work, use and occupancy (where applicable the existing use and occupancy), for which the application is made;
 3. Be accompanied by sufficient plans and specifications including a site plan and necessary architectural/engineering drawings to enable the Chief Building Official to determine compliance with zoning and applicable law requirements;

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

4. Be accompanied by documents and information that will establish compliance with applicable law as set out in sentence 1.1.3.3(1) of the Building Code; and
 5. A review fee equal to 25% of the calculated building permit fee in accordance with Schedules "A" and "B" to this By-law.
43. A full review of the application and attached documentation will be conducted and the Chief Building Official will advise the applicant if:
1. The application complies with all requirements of the zoning by-law(s) and applicable law referred to in 1.1.3.3(1) of the Building Code; or
 2. Identify in detail areas of non-compliance and/or additional information required to determine compliance.
44. Upon compliance with the zoning by-law(s) and all applicable law and, submission of a complete application for a building permit, the full 25% fee paid for this pre-application review shall be credited towards the applicable building permit fee.

PART X11 - FENCING

45. Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, the Chief Building Official may, under Clauses 7(i) and 7(j) of the Act, require the erection of such fencing as the Chief Building Official deems necessary to abate that hazard.
46. The height of every fence shall be a minimum of 4 feet (1.2 meters) and a maximum of 6 feet (1.8 meters), to be measured from the highest adjacent grade and, shall be of a description as determined by the Chief Building Official.

PART XIII - TRANSFER OF PERMITS

47. Every person who acquires land on which construction or demolition is occurring in respect of which a permit has been issued, shall apply to transfer the permit.
48. Every application for a transfer of permit shall be submitted to the Chief Building Official and shall:
 - (1) use the provincial application form, "Application for a Permit to Construct or Demolish";
 - (2) include such information as may be determined by the Chief Building Official; and

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

- (3) be accompanied by the required fee as required in Schedule “A” to this By-law.

PART XIV - PENALTY

49. Every person who contravenes any provision of this By-law is guilty of an offence and liable:
- (1) on a first conviction to a fine of not more than \$25,000, and
 - (2) on any subsequent conviction, to a fine of not more than \$50,000.
50. Where the person convicted is a corporation, the maximum fines are \$50,000 on a first offence and \$100,000 for any subsequent conviction.

PART XV - MISCELLANEOUS

51. All Schedules to this By-law form part of this By-law.
52. A reference to the singular or the masculine shall be deemed to refer to the plural or feminine as the context may require.
53. Should any section, subsection, clause or provision in this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

PART XVI – SCHEDULES

54. The following Schedules are attached to and form part of this By-law:
- | | |
|--------------|---|
| Schedule “A” | Permit Fees and Refunds |
| Schedule “B” | Building Classification and Permit Fees |
| Schedule “C” | Forms |
| Schedule “D” | Plans and Specifications |
| Schedule “E” | Prescribed Notices/Inspections |

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

PART XVII - REPEAL

55. By-law 29-2000, as amended, is repealed effective July 1, 2005.

PART XVIII - SHORT TITLE

56. This By-law shall be known and may be cited as the “Building By-law”.

PART XIX - EFFECTIVE DATE

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

ENACTED AND PASSED this 6th day of July, 2005.

Signed by: Hazel McCallion, Mayor and Crystal Greer, City Clerk

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

**SCHEDULE "A"
PERMIT FEES AND REFUNDS**

1. FEES

The minimum fee for a permit shall be \$100.00 for residential and \$150.00 for non-residential, unless stated otherwise.

1.1 CLASS OF PERMIT

PERMIT FEE

1.1.1 Construct a building as defined by Section 1 of the Building Code Act, including a building intended for farming purposes, may be divided into the following classes of permits:

See Schedule "B" for Building classifications and permit fees.

1.1.1.1. Complete Building

For new building construction including additions and alterations to existing buildings (this permit includes associated drains, plumbing and mechanical works, but does not include mechanical site services that serve more than one building.)

1.1.1.2 Foundation Component

1.1.1.3 Foundation to Roof Component (Superstructure)

1.1.1.4 Plumbing Component

1.1.1.5 Drain Component (this permit may include drains within a building and/or mechanical site services that serve one building only.)

1.1.1.6 Mechanical Component

For heating, ventilation, air conditioning and air contaminant extraction systems

1.1.1.7 Designated Structures

Includes all structures designated under Subsection 2.1.2 of the **building code**

1.1.2 For permits required in Article 1.1.1.1 when divided into partial permits. otherwise.

\$250.00 additional fee for each partial permit, unless stated otherwise.

1.1.3 Site services (for mechanical site services that serve more than one building.)

\$150.00 for each building or block of units serviced.

1.1.4 Sewage System

\$420.00 for a new or replacement sewage system.
\$210.00 for repairs to an existing sewage system.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

**SCHEDULE “A”
PERMIT FEES AND REFUNDS**

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| 1.1.5 Demolish a building. | \$11.00 per 100 square metres or portion thereof of gross floor area demolished, minimum \$100.00. |
| 1.1.6 Authorize occupancy of a building prior to its completion. | \$100.00 per dwelling unit or \$32.00 per 300 square metres or part thereof of a Commercial or Industrial Building. |
| 1.1.7 Material change (revision) to a plan, specification, or other information accompanying a permit application, or on the basis of which a permit was issued by the Chief Building Official . | \$75.00 per hour or portion thereof of permit application review and site inspection required in relation thereto, if the hours are worked on regular time or \$115.00 per hour if worked on overtime. |
| 1.1.8 Permit for change of use | \$75.00 per hour or portion thereof of permit application review and inspection time, minimum \$150.00. |
| 1.1.9 Conditional permit | Regular fee for complete building plus an additional 20% of the fee, minimum \$200.00 to a maximum of \$5,000.00. |
| 1.1.10 Transfer permit (to new owner) | \$100.00. |
| 1.1.11 Pre-Application Zoning and Applicable Law Review | 25% of the calculated permit fee in accordance with Schedule “B” for Building Classification and Permit Fees. The full 25% calculated building permit fee will be credited to the applicant upon submission of a completed building permit application. |
| 1.2 | In order to compensate the City of Mississauga for additional work and expense in plan examination, if new, additional or revised information is submitted for a permit application which applies to some or all of the permit which has already been reviewed, the greater of \$115.00 or the additional review time spent, measured to the nearest whole hour, multiplied by the hourly rate of \$75.00, if the hours are worked on regular time or \$115.00 per hour if worked on overtime. |

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

**SCHEDULE "A"
PERMIT FEES AND REFUNDS**

- 1.3** Only **applicants** for building permits with a value of over \$5,000 may elect to either:
- 1.3.1** Pay the full permit fee at the time of application; or
- 1.3.2** Pay 50% of the full permit fee at the time of application per building permit application to a maximum amount of \$10,000 and the balance at the time of permit issuance.
- 1.4** With respect to work commenced prior to permit issuance or permit application as described in 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5 and 1.1.7 above, to compensate the municipality for the additional expenditure required because of such unlawful commencement, the permit fee prescribed shall be increased by the greater of \$75.00 or with respect to work commenced before permit application 20% and, with respect to work commenced after permit application, but before permit issuance, 10% of the required permit fee based on the entire work to be performed and exclusive of any part into which the application for permit may be sub-divided, to a maximum of \$5,000.00.
- 1.5** An additional re-examination fee of 25% of the total permit fee payable will be required to be paid prior to the issuance of the permit for any permit application made where it was declared complete and the initial review revealed that the application was not in compliance with any applicable law referred to in the Building Code

2. REFUNDS OF PERMIT FEES

- 2.1** Pursuant to Subsection 5(2) of this By-law, the portion of the total calculated permit fee that may be refunded shall be a percentage of the total fees payable under this By-law, calculated as follows in regard to functions undertaken by the municipality:
- 2.1.1** 85% if administrative functions only have been performed;
- 2.1.2** 75% if administrative and zoning or **building code** permit application review functions only have been performed;
- 2.1.3** 55% if administrative, zoning and **building code** permit application review functions have been performed;
- 2.1.4** 45% if the permit has been issued and no field inspections have been performed subsequent to permit issuance, and
- 2.1.5** 5% shall additionally be deducted for each field inspection that has been performed subsequent to permit issuance.
- 2.1.6** 0% after a period of not less than **three (3)** years from the date of application being received, if the application has not been cancelled, or the permit has not been issued, or an issued permit has not been acted upon.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

**SCHEDULE "A"
PERMIT FEES AND REFUNDS**

- 2.2 If the calculated refund is less than \$100.00, no refund shall be made for the fees paid.
- 2.3 The refund shall be returned to the owner named on the application for a building permit or person named on the fee receipt, unless such person advises the **Chief Building Official**, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.
- 2.4 The refund, if applicable, shall be the difference between total calculated fee for functions undertaken and the deposit made at time of permit application.
- 2.5 If an overpayment of a permit fee occurs on a permit application and the overpayment is less than \$50.00 the difference will not be refunded.
- 2.6 No refund shall be applicable for the Pre-Application Zoning and Applicable Law Review

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

**SCHEDULE "B"
Building Classifications and Permit 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 = Service Index (SI) X Total floor area (A),
where floor area (A) is measured to the outer face of exterior walls and to the centre of party walls or demising walls, except when calculating partition work.

(2) PERMIT FEES

Building Classification	Service Index (SI)	
	\$/ft²	\$/m²
(A) CONSTRUCTION:		
New buildings and additions:		
Group A: Assembly Occupancies		
Schools, libraries, churches, theatres, arenas, gymnasiums, pools, restaurants, recreation centre	1.31	14.12
Transit stations, subways, bus terminals	1.18	12.66
Banquet hall in a restaurant	1.31	14.12
Group B: Institutional Occupancies		
Hospital, nursing homes, care homes, etc.	1.55	16.73
Group C: Residential Occupancies		
Detached, semis, townhouses, duplexes (#4,000ft ²)	0.96	10.29
Detached, semis, townhouses, duplexes (>4,000ft ²)	1.21	13.00
All other multiple unit apartment buildings	0.86	9.27
Hotels, motels	1.26	13.58
Residential addition	0.84	9.04
Unheated addition	0.74	7.91
Detached garage/shed building to single dwelling	0.37	3.96
Issued Repeats to detached, semis, townhouses, duplexes (#4,000ft ²)	0.86	9.27
Issued Repeats to detached, semis, townhouses, duplexes (>4,000ft ²)	1.08	11.64

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

**SCHEDULE "B"
Building Classifications and Permit Fees**

	Service Index (SI)	
	\$/ft²	\$/m²
Group D: Business and Personal Services Occupancies		
Office buildings (shell) up to 10 storeys	0.87	9.38
Office buildings (finished) up to 10 storeys	1.10	11.87
Offices buildings (shell) 10 storeys and over	0.97	10.40
Office buildings (finished) 10 storeys and over	1.18	12.66
Funeral homes, banks, medical clinic, fire halls, etc.	1.18	12.66
Group E: Mercantile Occupancies		
Retail stores (shell/ strip plazas)	0.79	8.47
Retail stores (finished) supermarkets, department stores, car dealerships, etc.	0.97	10.40
Group F: Industrial Occupancies		
Warehouses, factories (shell)(#20,000ft ²)	0.61	6.55
Warehouses, factories, (Single tenancy) (finished) (#20,000ft ²)	0.70	7.57
Warehouses, factories (shell)(20,001 to 50,000ft ²)	0.54	5.76
Warehouses, factories, (Single tenancy) (finished)(20,001 to 50,000ft ²)	0.60	6.44
Warehouses, factories (shell)(>50,000ft ²)	0.44	4.75
Warehouses, factories (Single tenancy) (finished)(>50,000ft ²)	0.50	5.43
Gas stations, car washes	0.80	8.59
Canopies over gas pumps, outside storage, etc.	0.33	3.61
Parking garages (underground)	0.44	4.75
Parking garages (open air)	0.39	4.18
Mezzanines and racking system	0.42	4.53
Offices in warehouses or factories	0.26	2.82
Miscellaneous:		
Permanent tents, air supported structures	0.32	3.39
Pedestrian bridges, crane runways, etc.	0.21	2.26
Farm buildings	0.32	3.39
Finishing basements (Detached, semis, townhouses, duplexes)	0.32	3.39
Unfinished basement (except detached, semis, townhouses, duplexes)	0.32	3.39
Repair or reclad wall (per surface area)	0.02	0.22
Ceiling (new or replacement)	0.03	0.34
Parking garage repairs	0.13	1.35
Sprinkler	0.03	0.32
Trailers or buildings on construction sites for office or sales purpose	0.74	7.91
New roof or replacement	0.32	3.39

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

**SCHEDULE "B"
Building Classifications and Permit Fees**

		Service Index (SI)	
		\$/ft²	\$/m²
(B)	ALTERATIONS:		
	Interior alterations and partitioning to new construction and change of occupancy classification:		
	Group A: Assembly occupancies (restaurants, churches, etc.)	0.37	3.96
	Group B: Institutional occupancies	0.27	2.88
	Group C: Residential occupancies	0.27	2.88
	Group D: Business and personal services occupancies	0.27	2.88
	Group E: Mercantile occupancies	0.27	2.88
	Group F: Industrial occupancies <50,000 ft ²	0.27	2.88
	>50,000 ft ²	0.14	1.51
(C)	RENOVATIONS:		
	Renovations, change of tenancy and minor alterations with less than 50% of partition relocation:		
	Group A: Assembly occupancies (restaurants, churches etc.)	0.18	1.94
	Group B: Institutional occupancies	0.14	1.51
	Group C: Residential occupancies	0.14	1.51
	Group D: Business and personal services occupancies	0.14	1.51
	Group E: Mercantile occupancies	0.14	1.51
	Group F: Industrial occupancies	0.14	1.51
(D)	OTHER MISCELLANEOUS WORK:		Flat Fee
	New portable classrooms, new mobile homes, etc.		\$375.00 each
	Moving or relocating a building (portable classrooms, etc.)		\$160.00 each
	Temporary tents		\$125.00 each
	City temporary tents (see note #7)		\$125.00
	Communication and transmission towers		\$210.00 each
	Foundation for Tanks, Silos, Dust Collectors, etc.		\$210.00 each
	Demising walls only		\$160.00 each
	Fire alarms		\$160.00 each
	Electromagnetic locks		\$150.00 each
			max. \$600.00
	Decks, porches, basement walkout, etc. to single dwelling		\$100.00 each
	Fireplaces, wood stoves, etc.		\$100.00 each
	Window replacements (except for single dwelling)		\$5.00 each
	Underground and above ground storage tank		\$210.00 per tank
	Balcony Repairs guard replacements (per lin. ft or m.)		\$10.00 per balcony
	Retaining walls (per lin. ft. or m.)		\$2.10/ft or 6.89/m

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

**SCHEDULE "B"
Building Classifications and Permit Fees**

		Service Index (SI)	
		\$/ft²	\$/m²
(E)	MECHANICAL COMPONENTS:		
	Heating, ventilation, air conditioning etc. (work independent of building permit):		
	Group A: Assembly occupancies	0.08	0.86
	Group B: Institutional occupancies	0.07	0.75
	Group C: Residential occupancies	0.07	0.75
	Group D: Business and personal service occupancies	0.07	0.75
	Group E: Mercantile occupancies	0.07	0.75
	Group F: Industrial occupancies	0.07	0.75
	Miscellaneous Work:		Flat Fee Per Unit
	Commercial kitchen exhaust (including related make-up air)		\$210.00
	Spray booth, dust collector etc		\$210.00
	Furnace replacement		\$100.00
	Boiler replacement		\$210.00
	Boiler replacement for single dwelling		\$100.00
	Minor alterations to mechanical systems (Duct work only, space heater, exhaust fan, etc. unit heater, rooftop unit, make-up air unit etc.)		\$100.00
(F)	PLUMBING AND DRAIN COMPONENTS :		
	Plumbing Fixtures:		Fee per Fixture
	Group A: Assembly occupancies		\$ 21.00
	Group B: Institutional occupancies		\$ 21.00
	Group C: Detached, semis, townhouses and duplexes		\$ 21.00
	All other residential buildings		\$ 21.00
	Group D: Business and personal services occupancies		\$ 21.00
	Group E: Mercantile occupancies		\$ 21.00
	Group F: Industrial occupancies		\$ 21.00

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

**SCHEDULE "B"
Building Classifications and Permit Fees**

	\$/lin.ft.	\$/lin.m
Miscellaneous Work:		
Inside sanitary and storm piping	0.31	1.03
Outside water services, sanitary and storm piping (when not included in complete building permit or permit for site services)	0.94	3.10
Replacement of Domestic Water Risers:	\$5 per riser per floor(minimum \$100)	per fee
Manholes, catchbasins, interceptors, sumps etc. (when not included in complete building permit or permit for site services)	\$ 21.00 each	
(G) <u>Signs</u>		<u>FEES</u>
All Signs		\$21.00 per square metres (\$1.95 per square foot) or part thereof, of the sign area of each sign face. (minimum \$150.00)

NOTES:

1. Fees for classes of permit not described or included in this schedule shall be determined by the **Chief Building Official**.
2. The occupancy classification shall be established in accordance with the occupancy definitions of the **Ontario Building Code**.
3. Except as provided in Item 5, the floor area is the sum of the areas of all floors including basement and shall be measured to the outer face of the walls.
4. No deductions shall be made for openings within the floor area; i.e. stairs, elevators, ducts etc.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

**SCHEDULE "B"
Building Classifications and Permit Fees**

5. A garage serving only the dwelling unit to which it is attached or built in and an unfinished basement located within a dwelling unit shall not be included in the area calculations.
6. Issued models (house types) are referred to as ~~Issued repeats.~~ An ~~Issued repeat application~~ is a repeat of the identical house design that the applicant builder has previously submitted as a model for which a building permit has been issued.
7. City temporary tents are one or more tents which are installed as part of an outdoor special event which is hosted by a nonprofit organization.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

**SCHEDULE "C"
FORMS**

Applicable provincially mandated forms and municipal forms authorized under Clause 7 (f) of the Building Code Act.

- Form 1 - Application for a Permit to Construct or Demolish
- Form 2 - Applicable Law Form
- Form 3 - Acknowledgement By Applicant Of Incomplete Application Form
- Form 4 - COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS
- Form 5 - APPLICATION FOR PERMIT TO OCCUPY A BUILDING PRIOR TO COMPLETION
- Form 6 - DEMOLITION NOTIFICATION OF SERVICES
- Form 7 - PROPERTY STATUS CHANGE RENTAL HOUSING PROTECTION ACT
- Form 8 - Equivalent Evaluation and Authorization Form
- Form 9 - GENERAL REVIEW DEMOLITION COMMITMENT CERTIFICATE

You can access these forms at:

<http://www.mississauga.ca/portal/residents/permits>

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

**SCHEDULE “D”
PLANS AND SPECIFICATIONS**

Every application shall, unless otherwise determined by the Chief Building Official, be accompanied by two complete sets of working drawings prepared in accordance with generally accepted architectural and engineering practices, for the construction of the proposed building.

Submitted working drawings shall:

1. Be of sufficient detail and contain all information to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use conforms to the Act, the Building Code and, any other law;
2. Be dated and marked as “issued for construction”;
3. Be of sufficient detail to construct in accordance with submitted plans and specifications; and
4. Shall contain the necessary designer information as required by the Act.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

SCHEDULE “E”

PRESCRIBED NOTICES/INSPECTIONS* OBC 2.4.5.1.(2)/2.4.5.3.(1)		
Notice/Inspection	OBC Reference	Description
Footing	2.4.5.1.(2)(a)	Readiness to construct footings.
Backfill	2.4.5.1.(2)(b)	Substantial completion of footings and foundations prior to commencement of backfilling.
Framing – Part 9 of Buildings	2.4.5.1.(2)(c)	Substantial completion of structural framing, if the building is within the scope of Part 9.
Framing – Other Than Part 9 Building	2.4.5.1.(2)(d)	Substantial completion of structural framing, if the building is not a building to which Clause (c) applies.
HVAC Rough-In/Final – Part 9 Building	2.4.5.1.(2)(c)	Substantial completion of ductwork and piping for heating and air-conditioning, if the building is within the scope of Part 9.
HVAC Rough-In – Other Than Part 9 Building	2.4.5.1.(2)(d)	Substantial completion of rough-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause (c) applies.
Insulation	2.4.5.1.(2)(e)	Substantial completion of insulation, vapour barriers, and air barriers.
Fire Separations & Closures	2.4.5.1.(2)(f)	Substantial completion of all required fire separations and closures.
Fire Protection Systems	2.4.5.1.(2)(f)	Substantial completion of all fire protection systems including standpipe, sprinkler, fire alarm, and emergency lighting systems.
Fire Access Routes	2.4.5.1.(2)(g)	Substantial completion of fire access routes.
Building Sewers	2.4.5.1.(2)(h)(i)	Readiness for inspection and testing of building sewers.
Building Drains	2.4.5.1.(2)(h)(i)	Readiness for inspection and testing of building drains.
Water Service Main	2.4.5.1.(2)(h)(ii)	Readiness for inspection and testing of water service main.
Fire Service Main	2.4.5.1.(2)(h)(iii)	Readiness for inspection and testing of fire service main.
Drainage & Venting Systems	2.4.5.1.(2)(h)(iv)	Readiness for inspection and testing of drainage systems and venting systems.
Water Distribution System	2.4.5.1.(2)(h)(v)	Readiness for inspection and testing of the water distribution system.
Plumbing Fixtures &	2.4.5.1.(2)(h)(vi)	Readiness for inspection and testing of

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

SCHEDULE “E”

**PRESCRIBED NOTICES/INSPECTIONS*
OBC 2.4.5.1.(2)/2.4.5.3.(1)**

Notice/Inspection	OBC Reference	Description
Appliances		plumbing fixtures and plumbing appliances.
Pool/Spa Suction & Gravity Outlet System	2.4.5.1.(2)(i)	Readiness for inspection of suction and gravity outlets, covers and suction piping service outlets of an outdoor pool described in Clause 2.1.2.1.(1)(h), a public pool or a public spa.
Pool/Spa Circulation/Recirculation System	2.4.5.1.(2)(j)	Substantial completion of the circulation/recirculation system of an outdoor pool described in Clause 2.1.2.1.(1)(h), a public pool or a public spa.
Sewage System Excavation	2.4.5.1.(2)(k)	Readiness to construct the sewage system.
Sewage System Completion	2.4.5.1.(2)(l)	Substantial completion of the installation of the sewage system before the commencement of backfilling.
Site Services	2.4.5.1.(2)(m)	Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling.
Occupancy Prior To Completion	2.4.5.1.(2)(n)	Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 2.4.3.1.(2) or to permit occupancy under Sentence 2.4.3.2.(1), if the building or part of the building to be occupied is not fully completed.
Completion Of Building*	BCA Section 11	Completion of the building or part prior to occupancy or use.
Completion Of Occupied Unfinished Building	OBC 2.4.3.3.(1)	Completion of the building where a person has occupied or permitted the occupancy under Section 2.4.3. – Occupancy of Unfinished Building.

**THE CORPORATION OF THE CITY OF MISSISSAUGA
BUILDING BY-LAW 255-05**

SCHEDULE “E”

* Prescribed notices and/or inspections apply to all building types, unless otherwise noted.

** “Building” means, BCA 1.(1)

- (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 meters or less that contains plumbing, including the plumbing appurtenant thereto.
- (c) Plumbing not located in a structure.
- (c.1) A sewage system; or
- (d) Structures designated in the building code.