



## THE CORPORATION OF THE CITY OF MISSISSAUGA BUILDING BY-LAW 60-12

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, inspections, and related matters;

AND WHEREAS the Council of the City of Mississauga desires to repeal By-law 0029-2011, 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 *Architects Act*;
  - (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) “**change of use permit**” means a permit issued under subsection 10.(1) of the Act;
  - (8) “**Chief Building Official**” means the Chief Building Official appointed by Council under Section 3.(2) of the Act for purposes of enforcement of the Act;
  - (9) “**conditional permit**” means a permit issued under subsection 8.(3) of the Act;
  - (10) “**construct**” means to construct a building as defined in Section 1.(1) of the Act;
  - (11) “**City**” means The Corporation of the City of Mississauga;
  - (12) “**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;
  - (13) “**forms**” means the applicable Provincial or municipal prescribed forms as set out in Schedule “C” to this By-law;
  - (14) “**inspector**” means an inspector appointed under Section 3.(2) of the Act;
  - (15) “**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;

- (16) “**partial permit**” means a permit issued by the Chief Building Official to construct part of a building;
  - (17) “**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, or to occupy a building or part thereof, as regulated by the Act and Building Code;
  - (18) “**plumbing**” means plumbing as defined in Section 1.(1) of the Act;
  - (19) “**professional engineer**” means a person who holds a license or a temporary license under the *Professional Engineer’s Act*;
  - (20) “**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;
  - (21) “**regulations**” means regulations made under the Act;
  - (22) “**sewage system**” means a sewage system as defined in Section 1.(1) of the Act;
  - (23) “**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 - CLASSES OF PERMIT

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

## PART III - 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.

### General Requirements

5. All applications for a **permit** to **construct** a building, 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 Schedule “D” to this By-law;
  - (5) be accompanied by the required fees as calculated in accordance with Schedules “A” and “B” to this By-law;
  - (6) 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;
  - (7) when Division C, Part 1, Subsection 1.2.2. 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**;

- (8) when Division C, Part 1, Subsection 1.2.2. 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**;
  - (9) for residential **buildings** regulated by Division B, Part 9, be accompanied by a completed “Energy Efficiency Design Summary” form prescribed by the **Chief Building Official** in Schedule “C” to this By-law;
  - (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.
6. In addition to the general requirements set out above, an application for a **permit** to **construct** a **building** shall:
- (1) use the provincial application form, “Application for a Permit to Construct or Demolish”; and
  - (2) include complete plans and specifications, documents and other information as required by Division C, Part 1, Sentence 1.3.1.3.(5) 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 **permit** to **construct** 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) be deemed to be an incomplete application where a **partial permit** is requested.
8. In addition to the general requirements set out above, an application to **demolish** a **building** or any material part thereof shall:
- (1) use the provincial application form, “Application for a Permit to Construct or Demolish”;
  - (2) when Division C, Part 1, Subsection 1.2.2. of the **Building Code** applies, be accompanied by a completed “General Review Demolition Commitment Certificate” 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 Division C, Part 1, Sentence 1.3.1.3.(5) of the **Building Code** and as described in this By-law for the **work** to be covered by the **permit**; and
  - (4) indicate the 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 Division C, Part 1, Sentence 1.3.1.3.(5) 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 **City**.
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; and
  - (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**.
11. An application for occupancy of an unfinished **building permit** pursuant to Division C, Part 1, Subsection 1.3.3. 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 to the truth of the contents of the application.
12. An application for a **permit** to occupy a **building** of residential occupancy pursuant to Division C, Part 1, Article 1.3.3.4. of the **Building Code** shall:
  - (1) use the application form in Schedule “C” to this By-law, “Application for Permit to Occupy a Building of Residential Occupancy”.
13. 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 Division C, Part 1, Sentence 1.3.1.3.(5) 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;
    - (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 Division B, Part 8, Column 1 of Tables 8.2.1.6.A: 8.2.1.6.B; and 8.2.1.6.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.
14. 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**.
  15. Where a material change set out in Section 13 of this By-law is substantial, then the **Chief Building Official** may require the **applicant** to submit an application for a revision to the **permit** in which case a revision **permit** must be issued by the **Chief Building Official** before any **work** described in the material change can be commenced.
  16. 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.
  17. 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.
  18. The **Chief Building Official** is authorized to enter into agreements with respect to **conditional permits**.
  19. 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**.
  20. 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**.
  21. Where an application has been deemed to be abandoned, a new application must be filed for the proposed **work**.

#### 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 **City** unless this requirement is waived by the **Chief Building Official** because he or she 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**;
  - (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 to accept an application for a **permit** if any of the requirements for the application set out in this By-law, **Act** or **Building Code** are 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 - ALTERNATIVE SOLUTIONS

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 alternative solution for which approval in accordance with Division C, Part 2, Section 2.1. is required, the application shall include documentation in accordance with Division C, Part 2, Article 2.1.1.1.
29. Such information shall be accompanied with the prescribed **forms** “Alternative Solution Authorization Form” and “Alternative Solution Application” as 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 Subsection 8.(1) of the **Act** shall give to the **Chief Building Official** notice of the readiness for inspection in accordance with prescribed notices described in Division C, Part 1, Article 1.3.5.1., and Division C, Part 1, Article 1.3.5.3. of the **Building Code**. These mandatory notification stages and inspections are listed in Schedule “E” to this By-law.

#### PART VII - REGISTERED CODE AGENCIES

31. Where the **City** 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 Section. 4.1 of the **Act**.

#### PART VIII - FEES

32. 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.

33. Any person 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 **Chief Building Official** 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 **City** for the additional **work** incurred as a result of the commencement of the construction.
34. 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 and below grade, measured as the horizontal area between the outer face of exterior walls and to the centre of party walls or demising walls.
35. 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.
36. 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.

#### PART IX - CHANGING PERMIT FEES

37. 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.
38. 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

39. 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 X1 - FENCING

40. 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.(1)(i) and 7.(1)(j) of the **Act**, require the erection of such fencing as the **Chief Building Official** deems necessary to abate that hazard.
41. 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 XII - TRANSFER OF PERMITS

42. 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**.
43. 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
  - (3) be accompanied by the required fee as required in Schedule “A” to this By-law.

## PART XIII - PENALTY

44. Any 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 \$50,000.00 and
  - (2) on any subsequent conviction, to a fine of not more than \$100,000.00.
45. When the person convicted is a corporation, the maximum fines are \$100,000.00 on a first offence and \$200,000.00 for any subsequent offence.

## PART XIV – MISCELLANEOUS

46. All Schedules to this By-law form part of this By-law.
47. A reference to the singular or the masculine shall be deemed to refer to the plural or feminine as the context may require.
48. 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 XV – SCHEDULES

49. 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

## PART XVI - REPEAL

50. By-law 0029-2011, as amended, is repealed effective at the end of the day on which this By-law is enacted and passed.

## PART XVII - SHORT TITLE

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



PART XVIII - EFFECTIVE DATE

52. This By-law comes into force at the beginning of the day after the day this By-law is enacted and passed.

**ENACTED AND PASSED this 11<sup>TH</sup> day of April, 2012.**

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

**SCHEDULE "A"**

**Permit Fees and Refunds**

**1. FEES**

The minimum fee for a permit shall be \$125.00 for residential and \$210.00 for non-residential, unless stated otherwise.

**1.1 CLASS OF PERMIT**

**PERMIT FEE**

<b>1.1.1</b>	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:  <b>1.1.1.1.</b> 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.) <b>1.1.1.2</b> Foundation Component <b>1.1.1.3</b> Foundation to Roof Component (Superstructure) <b>1.1.1.4</b> Plumbing Component <b>1.1.1.5</b> Drain Component (this permit may include drains within a building and/or mechanical site services that serve one building only.) <b>1.1.1.6</b> Mechanical Component For heating, ventilation, air conditioning and air contaminant extraction systems <b>1.1.1.7</b> Designated Structures Includes all structures designated under Division A, Part 1, Article 1.3.1.1. of the Building Code	See Schedule "B" for Building classifications and permit fees.
<b>1.1.2</b>	For permits required in Article 1.1.1.1 when divided into partial permits.	\$320.00 additional fee for each partial permit, unless stated otherwise.
<b>1.1.3</b>	Site services (for mechanical site services that serve more than one building.)	\$320.00 for each building or block of units serviced.
<b>1.1.4</b>	Sewage System	\$520.00 for a new or replacement sewage system. \$260.00 for repairs to an existing sewage system.
<b>1.1.5</b>	Demolish a building or interior demolition	\$15.75 per 100 square metres or portion thereof of gross floor area demolished, minimum \$210.00. Accessory residential structure \$125.00 each.
<b>1.1.6</b>	Authorize occupancy of a building prior to its completion.	\$160.00 per dwelling unit or \$15.75 per 100 square metres or part thereof of a Commercial or Industrial Building.

## **SCHEDULE "A"**

### **Permit Fees and Refunds**

- |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                        |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.1.7</b>  | Authorize occupancy of a building of residential occupancy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$100.00 per dwelling unit payable at time of building permit application or permit issuance as applicable.                                                                                            |
| <b>1.1.8</b>  | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$110.00 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 \$160.00 per hour if worked on overtime |
| <b>1.1.9</b>  | Change of use permit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$110.00 per hour or portion thereof of permit application review and inspection time, minimum \$250.00.                                                                                               |
| <b>1.1.10</b> | Conditional permit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Regular fee for complete building plus an additional 20% of the fee, minimum \$550.00 to a maximum of \$5,500.00.                                                                                      |
| <b>1.1.11</b> | Transfer permit (to new owner)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$150.00.                                                                                                                                                                                              |
| <b>1.1.12</b> | Duplicate copy of permit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$100.00                                                                                                                                                                                               |
| <b>1.1.13</b> | Alternative Solution Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$550.00                                                                                                                                                                                               |
| <b>1.2</b>    | 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 \$130.00 or the additional review time spent, measured to the nearest whole hour, multiplied by the hourly rate of \$110.00, if the hours are worked on regular time or \$160.00 per hour if worked on overtime.                                                                                                                                                                                         |                                                                                                                                                                                                        |
| <b>1.3</b>    | Only applicants for building permits with a value of over \$5,500 may elect to either:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                        |
|               | <b>1.3.1</b> Pay the full permit fee at the time of application; or                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                        |
|               | <b>1.3.2</b> Pay 50% of the full permit fee at the time of application per building permit application to a maximum amount of \$11,000 and the balance at the time of permit issuance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                        |
| <b>1.4</b>    | 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 \$80.00 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 \$5,500.00. |                                                                                                                                                                                                        |

## **SCHEDULE "A"**

### **Permit Fees and Refunds**

#### **2. REFUNDS OF PERMIT FEES**

- 2.1** Pursuant to Part 10 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.
- 2.2** If the calculated refund is less than \$150.00, 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 \$100.00 the difference will not be refunded.

**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**

<b>Building Classification</b>	<b>Service Index (SI) \$/m<sup>2</sup></b>
<b>(A) CONSTRUCTION:</b> New buildings and additions:	
Group A: Assembly Occupancies	
Schools, libraries, churches, theatres, arenas, pools, restaurants, recreation centre, transit stations, bus terminals, etc.	15.00
Restaurant (shell)	12.00
Group B: Institutional Occupancies	
Hospital, nursing homes, care homes, etc.	19.00
Group C: Residential Occupancies	
Detached, semis, townhouses, duplexes	13.40
All other multiple unit residential buildings (apts. etc)	14.50
Hotels, motels	15.00
Residential addition	9.80
Unheated addition	8.50
Detached garage/shed building to single dwelling	4.50
Issued Repeats to detached, semis, townhouses, duplexes	12.40
Basement apartment	8.00
Group D: Business and Personal Services Occupancies	
Office buildings (shell)	11.25
Office buildings (finished)	14.50
Funeral homes, banks, medical clinic, fire halls, etc.	14.50
Group E: Mercantile Occupancies	
Retail stores (shell/ strip plazas)	10.50
Retail stores (finished) supermarkets, department stores, car dealerships, etc.	14.00

## SCHEDULE "B"

### Building Classifications and Permit Fees

	Service Index (SI) \$/m <sup>2</sup>
Group F: Industrial Occupancies	
Warehouses, factories (shell)(≤10,000m <sup>2</sup> )	7.00
Warehouses, factories: (Single tenancy) (finished) (≤10,000m <sup>2</sup> )	10.00
Warehouses, factories (shell) (>10,000m <sup>2</sup> )	6.50
Warehouses, factories : (Single tenancy) (finished) (>10,000m <sup>2</sup> )	9.50
Gas stations, car washes	9.50
Canopies (over gas pumps, storage, etc.)	4.00
Parking garages	5.00
Mezzanines and racking systems	5.00
Offices in warehouses or factories	3.00
Miscellaneous:	
Permanent tents, air supported structures	4.00
Pedestrian bridges, crane runways, etc.	3.00
Finishing basements (Detached, semis, townhouses, duplexes)	4.00
Unfinished basement (non-residential)	4.50
Repair or reclad wall (per surface area)	0.30
Parking garage repairs (minor concrete repairs)	2.00
Sprinkler	0.45
	Max. 3,000.00
Trailers or buildings on construction sites for office or sales purpose	9.00
New roof or replacement	4.00
Roof membrane replacement	3.50
<b>(B) ALTERATIONS:</b>	
Interior alterations and partitioning to new or existing construction and change of occupancy classification:	
Group A: Assembly occupancies (restaurants, churches, etc.)	4.75
Group B: Institutional occupancies	4.75
Group C: Residential occupancies	4.75
Group D: Business and personal services occupancies	4.75
Group E: Mercantile occupancies	4.75
Group F: Industrial occupancies (≤10,000m <sup>2</sup> )	4.75
Industrial occupancies (>10,000m <sup>2</sup> )	2.50

SCHEDULE "B"

Building Classifications and Permit Fees

(C)	OTHER MISCELLANEOUS WORK:	Flat Fee
	New portable classrooms, new mobile homes, etc.	\$425.00 each
	Moving or relocating a building (portable classrooms, etc.)	\$220.00 each
	Temporary tents	\$160.00 each
	City temporary tents (see note #7)	\$160.00
	Communication and transmission towers	\$300.00 each
	Solar Collectors	
	(detached dwelling, semi-detached dwelling, townhouse dwelling)	\$225.00
	(industrial, commercial, institutional, and multi-residential)	\$500.00
	Foundation for Tanks, Silos, Dust Collectors, etc.	\$300.00 each
	Demising walls only	\$250.00 each
	Fire alarm system	\$550.00
	Fire suppression system	\$300.00
	Electromagnetic locks	\$225.00 each
		Max. \$1,200.00
	Decks, porches, basement walkout, etc. to single dwelling	\$125.00 each
	Fireplaces, wood stoves, etc.	\$125.00 each
	Window replacements (for multiple unit residential and	
	Non residential buildings)	\$6.25 each
	Underground and above ground storage tank	\$300.00 per tank
	Balcony guard replacements (per m.)	\$12.50/m
		Max. \$1,200.00
	Retaining walls (per m.)	\$8.00/m
		Service Index (SI)
		\$/m <sup>2</sup>
(D)	MECHANICAL COMPONENTS:	
	Heating, ventilation, air conditioning etc.	
	(work independent of building permit):	
	Group A: Assembly occupancies	1.00
	Group B: Institutional occupancies	1.00
	Group C: Residential occupancies	1.00
	Group D: Business and personal service occupancies	1.00
	Group E: Mercantile occupancies	1.00
	Group F: Industrial occupancies	1.00

Miscellaneous Work:	Flat Fee per Unit
Alternate heating systems – solar, geothermal, etc:	
(detached dwelling, semi-detached dwelling, townhouse dwelling)	\$170.00
(industrial, commercial, institutional, and multi-residential)	\$300.00
Commercial kitchen exhaust (including related make-up air)	\$300.00
Spray booth, dust collector etc	\$300.00/unit
Furnace replacement:	
(detached dwelling, semi-detached dwelling, townhouse dwelling)	\$170.00
Boiler replacement:	
(detached dwelling, semi-detached dwelling, townhouse dwelling)	\$170.00
(industrial, commercial, institutional, and multi-residential)	\$300.00
HVAC unit installation:	
(unit heater, rooftop unit, make-up air unit)	\$170.00
Minor alterations to mechanical systems	
(duct work only, space heater, exhaust fan)	\$300.00/unit

SCHEDULE "B"

Building Classifications and Permit Fees

(E)	<b>PLUMBING AND DRAIN COMPONENTS:</b>	
	Plumbing Fixtures:	<b>Fee per Fixture</b>
	(Plumbing review only)	
	Group A: Assembly occupancies	\$ 30.00
	Group B: Institutional occupancies	\$ 30.00
	Group C: Residential occupancies	\$ 30.00
	Group D: Business and personal services occupancies	\$ 30.00
	Group E: Mercantile occupancies	\$ 30.00
	Group F: Industrial occupancies	\$ 30.00
		<b>\$/lin.m</b>
(F)	Miscellaneous Work:	
	Inside sanitary and storm piping	1.20
	Outside water services, sanitary and storm piping (when not included in complete building permit or permit for site services)	3.50
	Replacement of Domestic Water Risers:	\$6.50 per riser per floor (minimum \$150)
	Manholes, catchbasins, interceptors, sumps etc. (when not included in complete building permit or permit for site services)	\$ 30.00 each
	Backwater preventor (detached dwelling, semi-detached dwelling, townhouse dwelling)	\$170.00
	(industrial, commercial, institutional, and multi-residential)	\$300.00
		<b><u>FEES</u></b>
		<b>\$/m<sup>2</sup> *</b>
	All Signs	\$26.25 (minimum \$210.00)

\* Fee is per m<sup>2</sup> or part thereof, of the sign area of each sign face.

**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 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.
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 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 non-profit organization.



**THE CORPORATION OF THE CITY OF MISSISSAUGA  
BUILDING BY-LAW 60-12**

**SCHEDULE "C"  
FORMS**

Applicable provincially mandated forms and municipal forms authorized under Clause 7.(1)(f) of the Building Code Act.

Form 1	Application for a Permit to Construct or Demolish
Form 2	Supplementary Information to Application for a Permit to Construct or Demolish
Form 3	COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS
Form 4	APPLICATION FOR PERMIT TO OCCUPY A BUILDING PRIOR TO COMPLETION
Form 5	Alternative Solution Authorization Form & Alternative Solution Application
Form 6	GENERAL REVIEW DEMOLITION COMMITMENT CERTIFICATE
Form 7	ENERGY EFFICIENCY DESIGN SUMMARY (PART 9 RESIDENTIAL)
Form 8	Application for a Permit to Occupy a Building of Residential Occupancy (OBC Division C – 1.3.3.4.)

**NOTE:** *Forms are prescribed by the Chief Building Official, but not attached. As such, they may be amended to reflect changes to Provincial legislation, municipal by-laws, etc. Forms are available at the Building Division, 3<sup>rd</sup> floor, City Hall or on the website at [www.mississauga.ca](http://www.mississauga.ca).*

**THE CORPORATION OF THE CITY OF MISSISSAUGA  
BUILDING BY-LAW 60-12**

**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 details 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 60-12**

**SCHEDULE "E"**

<b>PRESCRIBED NOTICES/INSPECTIONS*</b>		
<b>Notice/Inspection</b>	<b>OBC Reference</b>	<b>Description</b>
Footing	Division C – 1.3.5.1.(2)(a)	Readiness to construct footings
Backfill	Division C – 1.3.5.1.(2)(b)	Substantial completion of footings and foundations prior to commencement of backfilling.
Framing Part 9 Building	Division C – 1.3.5.1.(2)(c)	Substantial completion of structural framing, if the building is within the scope of Division B Part 9.
Framing other than Part 9 Building	Division C – 1.3.5.1.(2)(d)	Substantial completion of structural framing, if the building is not a building to which Clause Division C – 1.3.5.1(2)(c) applies.
HVAC Rough-In Part 9 Building	Division C – 1.3.5.1.(2)(c)	Substantial completion of ductwork and piping for heating and air conditioning, if the building is within the scope of Division B Part 9.
HVAC Rough-In Other than Part 9 Building	Division C – 1.3.5.1.(2)(d)	Substantial completion of rough-in, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause Division C – 1.3.5.1(2)(c) applies.
Insulation	Division C – 1.3.5.1.(2)(e)	Substantial completion of insulation and vapour barriers..
Air Barriers	Division C – 1.3.5.1.(2)(e.1)	Substantial completion of air barrier systems
Fire Separations	Division C – 1.3.5.1.(2)(f)	Substantial completion of all required fire separations and closures.
Fire Protection Systems	Division C – 1.3.5.1.(2)(f)	Substantial completion of all fire protection systems including standpipe, sprinkler, fire alarm, and emergency lighting systems.
Fire Access Routes	Division C – 1.3.5.1.(2)(g)	Substantial completion of fire access routes.
Building Sewers	Division C – 1.3.5.1.(2)(h)(i)	Readiness for inspection and testing of building sewers.
Building Drains	Division C – 1.3.5.1.(2)(h)(i)	Readiness for inspection and testing of building drains.
Water Service Pipe	Division C – 1.3.5.1.(2)(h)(ii)	Readiness for inspection and testing of water service pipe.
Fire Service Main	Division C – 1.3.5.1.(2)(h)(iii)	Readiness for inspection and testing of fire service main.
Plumbing Rough-in – DWV	Division C – 1.3.5.1.(2)(h)(iv)	Readiness for inspection and testing of drainage systems and venting systems.
Plumbing Rough-in – Water System	Division C – 1.3.5.1.(2)(h)(v)	Readiness for inspection and testing of the water distribution system.
Plumbing Final	Division C – 1.3.5.1.(2)(h)(vi)	Readiness for inspection and testing of plumbing fixtures and plumbing appliances.

**THE CORPORATION OF THE CITY OF MISSISSAUGA  
BUILDING BY-LAW 60-12**

**SCHEDULE "E"**

<b>PRESCRIBED NOTICES/INSPECTIONS*</b>		
<b>Notice/Inspection</b>	<b>OBC Reference</b>	<b>Description</b>
Pool/Spa Suction and Gravity Outlet System	Division C – 1.3.5.1.(2)(i)	Readiness for inspection of suction and gravity outlets, covers and suction piping outlets of an outdoor pool described in Clause 1.3.1.1.(1)(j) of Division A, a public pool or spa.
Pool/Spa Circulation/ Recirculation System	Division C – 1.3.5.1.(2)(j)	Substantial completion of the circulation/recirculation system of an outdoor pool as described in Clause 1.3.1.1.(1)(j) of Division A, a public pool or spa.
Sewage System Excavation	Division C – 1.3.5.1.(2)(k)	Readiness to construct the sewage system.
Sewage System Completion	Division C – 1.3.5.1.(2)(l)	Substantial completion of the installation of the sewage system before the commencement of backfilling.
Site Services	Division C – 1.3.5.1.(2)(m)	Substantial completion of installation of plumbing not located in a structure before the commencement of backfilling.
Occupancy Prior to Completion	Division C – 1.3.5.1.(2)(n)	Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(2) of Division C or to permit occupancy under Sentence 1.3.3.1.(1) of Division C if the building or part of the building to be occupied is not fully completed.
Final – Completion of Occupied Unfinished Building	Division C – 1.3.3.3.(1)	Completion of the building where a person has occupied or permitted the occupancy under Section 1.3.3. of Division C – Occupancy of Unfinished Building.
Final – Completion of Construction	Division C – 1.3.5.1.(2)(o)	Completion of construction and installation of components required to permit the issue of an occupancy permit under sentence 1.3.3.4.(5) of Division C.
Final – Completion of Building **	BCA Section 11.(2)	Completion of the building or part prior to occupancy or use.

\* 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 metres 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.