

THE CORPORATION OF THE VILLAGE OF OIL SPRINGS

BY-LAW NO. 467 OF 2007

(This By-law may be cited as the Building By-law)

WHEREAS Section 3(1) of the Building Code Act, S.O. 1992, C. 23 as amended by S.O. 2006, C. 19, Schedule O, SS 1,2 in force June 22, 2006, states that the Council of each municipality is responsible for the enforcement of this Act.

AND WHEREAS Section 3(5) of the Building Code Act states "The Council of a County and one or more municipalities in the County may enter into an Agreement for the enforcement by the County of this Act in the municipalities and for charging the municipalities the whole or part of the cost of enforcement".

AND WHEREAS Section 3(6) of the Building Code Act states that where such agreement is in effect, the County shall appoint a Chief Building Official and such inspectors as are necessary for that purpose.

AND WHEREAS Section 7 of the Building Code Act empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspection.

NOW THEREFORE the Council of the Village of Oil Springs, County of Lambton enacts as follows:

1. DEFINITIONS:

In this by-law:

- 1.1. "ACT" means the Building Code Act, 1992, including amendments thereto.
- 1.2. "AGREEMENT" means an agreement under Section 3(5) of the Act.
- 1.3. "APPLICANT" means the person making an application under this by-law including an authorized agent.
- 1.4. "APPLICATION" means a written request for a permit under Section 3 of this by-law.
- 1.5. "AS CONSTRUCTED PLANS" means as constructed plans as defined in the Building Code.
- 1.6. "BUILDING" means a building as defined in Section 1(1) of the Act, and includes plumbing not located in a structure and sewage system.
- 1.7. "BUILDING CODE" means the regulations made under Section 34 of the Act.
- 1.8. "CHIEF BUILDING OFFICIAL" means the Chief Building Official appointed by By-law by the Corporation for the purposes of enforcement of the Act.
- 1.9. "CONSTRUCT" means to do anything in the erection, installation, extension or material alterations or repair of a building and includes the installation of a building unit fabricated or removed from elsewhere and "constructed" has a corresponding meaning.
- 1.10. "CORPORATION" means The Corporation of the Village of Oil Springs.
- 1.11. "DEMOLITION" means to do anything in the removal of a building or any material part thereof and "demolition" has a corresponding meaning.
- 1.12. "FARM BUILDING" means a farm building as defined in the Building Code.
- 1.13. "PERMIT" means written permission or written authorization from the Chief Building Official or Inspector to perform work regulated by this by-law and the Act.
- 1.14. "PLUMBING" means a drainage system, a venting system and a water system or parts thereof.

2. CLASSES OF PERMITS.

- 2.1 Classes of Permits with respect to the construction, demolition and change of use of building and permit fees shall be set as per other buildings in this by-law.
- 2.2 Any structure or building defined as "building" in the "Act" on site for more than 12 months requires a permit and fee as per other buildings in this by-law.
- 2.3 A permit and fee will be required for buildings or structures on site less than 12 months. This is considered a temporary structure.

3. INFORMATION TO BE INCLUDED IN APPLICATION FOR PERMIT

- 3.1 **To obtain a permit, an application may be made at the County Administration Building in Wyoming, Ontario**
- 3.2 The application shall be made by the owner or an agent authorized in writing by the owner.
- 3.3 Except as otherwise permitted by the Chief Building Official, every application shall:
- a) include a completed Permit Application form, as set out in Schedule "B", signed by the owner or an authorized agent who will certify the truth of its contents;
 - b) be accompanied with the fee prescribed in Schedule "A" of this by-law;
 - c) provide a legal description and municipal address of the land on which the work is to be done;
 - d) identify and describe, in detail, the work to be done;
 - e) state the valuation of the proposed work including the materials and labour;
 - f) identify the intended use and occupancy of the building;
 - g) state the names, addresses and telephone numbers of the owner, the architect, professional engineer or designer, where applicable, and the constructor or demolisher;
 - h) include complete plans and specifications as required by this by-law for the work to be covered by the permit;
 - i) be accompanied by a written acknowledgement by the owner that an architect or professional engineer has been retained to carry out the field review of the construction, where required by the Building Code; and
 - j) include a grading plan showing final grading to be carried out.
- 3.4 Every application for a demolition permit under Section 8(1) of the Act shall be fully completed in the form, manner and content satisfactory to the Chief Building Official and shall:
- a) contain the information required by clause 3.3; and
 - b) be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric, telephone or other utilities and services.
- 3.5 Every application for a conditional permit under Section 8(3) of the Act shall be fully completed in the form, manner and content satisfactory to the Chief Building Official and the Corporation shall:
- a) contain the information required by clause 3.3.
 - b) contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require;
 - c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
 - e) state the time in which plans and specifications of the complete building will be filed with the chief building official; and
 - f) state how the proposal conforms to Section 34 and 38 of the Planning Act.
- 3.6 Every application for a change in use permit under Subsection 10(1) of the Act shall be fully completed in the form, manner and content satisfactory to the Chief Building Official and shall:
- a) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
 - b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;

- c) include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities;
- d) be accompanied by the required fee;
- e) state the name, address and telephone number of the owner; and
- f) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

4. **INCOMPLETE APPLICATION**

- 4.1 A permit may be denied if the application is deemed incomplete by the Chief Building Official.

5. **PLANS, SPECIFICATION AND INFORMATION FOR ALL CONSTRUCTION**

- 5.1 The following clauses outline the plans, specifications and information which shall be submitted with all applications for construction of buildings, or change of use as specified in Part 10 of the Code.
 - 5.2 Where the work is subject to site plan control under Section 41 of the Planning Act, R.S.O. 1990, as amended, a copy of the approval by the municipality and where a site plan agreement is required, a copy of such agreement shall be provided.
 - 5.3 If required by the Chief Building Official, current survey plans shall be provided in duplicate prepared by an Ontario Land Surveyor defining and monumenting the limits of the lot upon which the construction or demolition is to be carried out and showing:
 - a) the public highways immediately adjoining the lot;
 - b) the position and forms of each survey monument and the evidence used to define the limits of the public highway;
 - c) all rights-of-way and easements within or adjoining the lot in which the proposed work is to be carried out;
 - d) the location, type, number of stories and the municipal numbers of all buildings on the lot on which the proposed work is to be carried out;
 - e) the required elevation of grades in relation to the Canadian Geodetic Datum, and crown of road elevations;
 - f) complete referencing by astronomic bearing and dimensioning of all limits and monuments to enable re-establishment if lost or disturbed.
 - 5.4 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Building Code and any other applicable law.
 - 5.5 Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of the plans and specifications required under this by-law.
 - 5.6 Plans shall be drawn to scale on paper, cloth or other durable material, be legible and without limiting the generality of the foregoing, include such working drawings as set out in Schedule "B" to this By-law unless otherwise specified by the Chief Building Official.
 - 5.6.1 All buildings over 600 square metres and those described in Division C, Part 1, Table 1.2.1.1 of O. Reg. 350/06 shall be designed and reviewed by an architect and/or professional engineer.
 - 5.7 It shall be unlawful to erase, alter or modify any drawings or specifications approved by the Chief Building Official without written consent. If, during the progress of the work, any alteration is desired, notice of intention stating clearly all the revisions to be made must be submitted in writing to the Chief Building Official and consent shall be first obtained before any alteration may be made.
- #### 6. **BUILDING OR BUILDINGS MOVED**
- 6.1 Buildings which are moved shall be construed as new construction, for calculation of permit fee, and must conform to the provisions of this By-law according to the purpose for which they are to be used.
 - 6.2 An application for a building permit shall be completed for any building to be moved in the municipality and the fees as laid down in this section and Schedule "A" of this By-law shall apply. The applicant is also required to pay the Chief Building Official's traveling costs incurred pursuant to Section 6.3.

- 6.3 The applicant shall arrange with the Chief Building Official to inspect the said building before it is moved and shall pay the fees required by Section 6.2 prior to the inspection.
- 6.4 One building permit shall be required for the relocation of a building. The permit shall be referred to as a "Building/Relocation Permit".
- 6.5 The applicant or his building mover is responsible for obtaining all other permits necessary (i.e. hydro, Union Gas, telephone, police and any other road authorities).
- 6.6 The applicant shall supply the Corporation with a map of the route proposed to move the building before any permit is issued and the route shall not be changed unless the Corporation approves the change.

7. APPROVAL IN PART

- 7.1 Where a permit is issued for part of a building or project this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.

8. FEES

- 8.1 Fees for a required permit shall be in accordance with schedule "A" of this By-law and are due and payable upon submission of an application for a permit.
- 8.2 For extra inspections made necessary because of faulty or defective work or because of the work not being ready for inspection, the hourly fee charge by the County of Lambton to the Village of Oil Springs in addition to the cost of mileage, will be billed back to the permit holder for each inspection after the second inspection that is for the same purpose.
- 8.3 Where the fees are based on the square footage of a building this shall include garages, porches, canopies and walkout basements.
- 8.4 The applicant will be required to deposit Five Hundred Dollars (\$500.00) with the Corporation of the Village of Oil Springs, by way of cash, cheque or money order and enter into an indemnity agreement with the Village of Oil Springs whereby the applicant will pay the cost of damage repairs to any property of the Village resulting from the moving of a building or the construction of new building or any work done under a building permit, whether such damage is caused by the negligence of the applicant or not. Such deposit shall be returned to the applicant upon completion of the project when the Corporation has satisfied itself that the applicant has complied with such plans, specifications, details and other requirements of the By-law and there are no outstanding accounts.

9. CANCELLATION OF PERMIT OR APPLICATION

- 9.1 An application for a permit may be deemed to have been abandoned and cancelled 6 months after the date of filing, unless such application is being seriously proceeded with. A refund of a portion of the permit fee may be granted, pursuant to Section 10 of this By-law.
- 9.2 A permit may be revoked by the Chief Building Official if a material variation is found in the construction of the building, from the approved plans and specifications. A permit may also be revoked for any reason set out in Section 8(10) of the Act.

10. REFUNDS

- 10.1 In the case of withdrawal of an application or the abandonment of all or a portion of the Work or the non-commencement of any project, Council shall determine the amount of Paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "C" attached to and forming part of this By-law.

11. RENEWAL OF PERMIT

- 11.1 The Chief Building Official may renew a permit, subject to Section 8 of the Act, provided that the required fee set by the municipality is paid, and provided that the plans and specifications are made to comply with all the requirements of the Act in effect at the time of renewal.

12. TEMPORARY BUILDINGS

- 12.1 A restricted permit for a temporary building may be issued by the Chief Building Official authorizing for a limited time only for the erection and existence of a building or part thereof.

13. NOTIFICATION REQUIREMENTS FOR INSPECTIONS

13.1 Every holder of a permit issued under this by-law shall notify the Chief Building Official not less than two business days before reaching a stage of construction which requires an inspection as follows:

- a) readiness to construct footings
- b) substantial completion of footings and foundations prior to backfilling
- c) substantial completion of framing and hvac
- d) substantial completion of insulation and vapour barriers and air barrier
- e) commencement of construction of all solid fuel fireplaces and woodstoves
- f) readiness to occupy a building or portion thereof
- g) substantial completion of the building, site grading and fire access routes and as constructed plans.

13.2 The consent of the Chief Building Official may be required before construction proceeds beyond the substantial completion of foundations and footings. Prior to giving such consent, the Chief Building Official may require the owner or an authorized agent to provide a survey showing the location of the said foundations or footings on the property.

14. AS CONSTRUCTED DRAWINGS

14.1 Where the Chief Building Official has stated on the permit that as constructed drawings are required, and upon completion of building for which a permit has been issued, a set of plans of the building as constructed and completed shall be submitted to the Chief Building Official.

15. RESCIND BY-LAWS

This by-law shall come into force and take effect on January 1, 2008.
By-law No. 316 of 2002 is hereby repealed and replaced by this By-Law.

Read a first and second time this 18th Day of December, 2007.

Read a third time and finally passed this 18th Day of December, 2007.

Mayor

Clerk

SCHEDULE "A"

Buildings and Structures	Building Permit Fees
No permit will be required for roofing, shingling, eavestroughing or siding.	
1. Residential dwellings with or without attached garage	\$300.00 base fee plus \$0.30 per square foot to a maximum of \$1,000.00
2. Residential and Accessory Structures (garages, car ports, sheds)	\$150.00 base fee plus \$0.30 per square foot
3. Apartments and Multiple Housing	\$300.00 base fee plus \$0.30 per square foot per unit, to a maximum of \$2,000.00
4. Farm and accessory farm related	\$150.00 base fee
5. Building enlargements and alterations	\$150.00 base fee plus \$0.30 per square foot to a maximum of \$1,000.00
6. New Commercial, Institutional, Industrial and Assembly	\$300.00 base fee plus \$0.30 per square foot to a maximum of \$1,000.00
7. Swimming Pools including fence	\$150.00 base fee
8. Renewal of expired, cancelled or abandoned permits	\$150.00 base fee
9. Other permit or inspection fees not specifically covered in the schedule	\$150.00 base fee plus \$0.30 per square foot
10. Building Re-locations	\$150.00 base fee plus costs incurred by Chief Building Official for pre-permit inspection plus building permit fee as per the appropriate category plus \$10,000.00 Completion Agreement (refundable)
11. Building Demolition	\$150.00 base fee if area greater than 500 square feet
12. Items 1 - 11 (above) require a \$500.00 damage deposit. See Section 8.4 of this by-law.	

SCHEDULE "B"

**Building, & Plumbing Permit
Application**

A. Checklist for Building Permit Applications

Please ensure that the Checklist For Building Permit Applications is consulted, completed & signed.

B. Application for a Permit to Construct or Demolish

The Application for a Permit to Construct or Demolish must be completed. Also required is a site plan, lot grading & two copies of blueprints and/or plans.

C. Schedule 2: Applicable Law

This must list all the supporting documents being submitted that establish compliance with applicable law, ie. Nutrient management plans, minor variance, etc.

D. Schedule 3: Designer Information

Schedule 3 – Designer Information must be completed by every person engaged in the business or providing design activities unless exempt from the requirement under Section. 2.17.4.1 (3).

E. Schedule A: Plumbing Permit Application

This schedule, as well as the Application for a Permit to Construct or Demolish, must be completed to obtain a plumbing permit.

CHECKLIST FOR BUILDING PERMIT APPLICATIONS

To be completed by the Applicant:

(for Single and Semi-detached Dwellings, Additions, Renovations, Accessory Buildings, Garages, Pools, Wood Stoves)

PROJECT ADDRESS		DATE:
Building No.	Street Name:	Unit No.:
PROJECT DESCRIPTION:		

The Applicant must check the following items:

- Is the application for the building permit completed fully and signed?
- Is a plumbing permit required and is Schedule A completed fully and signed?
- For buildings served by existing septic systems, is a septic assessment required? Is a copy of the assessment attached?
- Is a septic permit required and is Schedule 1a., 1b and 1c completed fully and signed?
- Are 2 copies of a site plan attached showing lot number, address, building location, setbacks, lot dimensions, septic system, water well, easements and right-of-ways, driveway entrance, utilities, topographical features, etc?
- Are 2 copies of a lot grading plan attached?
- Are 2 copies of the architectural drawings attached?
 - floor plan of each floor
 - finished basement plan if applicable
 - typical wall cross section
 - foundation plan
 - elevations
 - longitudinal cross section, if applicable
- Is designer information, Schedule 3, attached?
 - Foundation type _____ (concrete, masonry, ICF), height _____
 - Height of backfill. _____
 - Depth of existing foundation, if applicable _____
 - Beam and lintel sizes
 - Joist sizes and spans
 - Manufactured floor joist systems, layout and design
 - Roof truss, layout and design
 - Mechanical design, HVAC heat/loss calculations, duct and ventilation design, if applicable
- External approvals attached?
 - Minor variance approval, if applicable
 - Conservation Authority approval, if applicable
 - Entrance permit/curb cut permit, if applicable
 - Community Health Services Department approval, if applicable
- Coverage Calculation
 - Gross floor area above grade including attached garage, porches _____ sq. feet
 - Floor area of detached garage _____ sq. feet
 - Total floor area of additional accessory structures. _____ sq. feet
 - Total of the above areas = _____ sq. feet
 - Lot area = _____ sq. feet
 - Coverage = Total of the above areas / Lot area X 100 = _____ %

Incomplete or missing items may cause delay in the processing of your permit.

APPLICANT'S NAME (Please print):	APPLICANT'S SIGNATURE:

BUILDING INSPECTOR'S COMMENTS	DATE APPLICATION RECEIVED:

SCHEDULE 'A'

Plumbing Information

Owner Name:	Address of Proposed Work:
Plumber:	Municipality:

Please list the number of fixtures per floor on the following chart.

FLOOR	Basement	1	2	3	4	Total Number	X	Fixture Units	Total Fixture Units
Water closet							X	4	
Bath tub							X	1.5	
Wash basin							X	1.5	
Kitchen sink							X	1.5	
Laundry tubs							X	1.5	
Floor drain							X	2	
Showers							X	1.5	
Urinal							X	1.5	
Clothes washer							X	1.5	
Dish washer - domestic							X	.5	
Other sinks							X	1.5	
Drinking fountain							X	.5	
Hot water heater							X		
Sewage Pump							X		
Grease Interceptor							X		
Other fixtures							X		
TOTAL							Total Fixture Unit Count		

No. of Dwelling Units	R.W.L.	Water Lines
Soil Vent Stacks	Sanitary Lateral	Oil interceptor
Catch Basin	Storm Lateral	Backflow Preventor
Lawn Sprinkler System		

Signature

Date

Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: _____
 (Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Applicant Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()		Cell number ()
C. Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()		Cell number ()
D. Builder (optional)			
Last name		First name	Corporation or partnership (if applicable)
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()		Cell number ()
E. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)			
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____			

G. Attachments

- i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

H. Declaration of applicant

I _____ certify that:
(print name)

- 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 2. I have authority to bind the corporation or partnership (if applicable).

Date

Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge. 2. I have authority to bind the corporation or partnership (if applicable).			
Date		Signature of Designer	

*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

NOTE:

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 2.18.1.1?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2 now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have authority to bind the corporation or partnership (if applicable). <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>			

SCHEDULE "C"

Refund of Permit Fees

- A. The fees that may be refunded shall be a percentage of the fees payable under this By-Law as follows:
- i) 80% if administrative functions only have been performed;
 - ii) 70% if administrative and zoning functions have been performed;
 - iii) 45% if administrative, zoning and plan examination functions have been performed;
 - iv) 35% if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
 - v) 5% shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
- B. Notwithstanding paragraph A above, no refund shall be made if the amount is \$50.00 or less.