



THE CORPORATION OF THE TOWNSHIP OF NORWICH

BY-LAW NUMBER 20-2021

**TO AMEND BY-LAW NUMBER 16-2019, BEING A BY-LAW RESPECTING
CONSTRUCTION, DEMOLITION, CHANGE OF USE PERMITS
AND INSPECTIONS.**

WHEREAS Section 7 of the Building Code Act 1992, S.O. 1992, c. 23, empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections.

AND WHEREAS the Council for the Township of Norwich passed By-law No. 16-2019 March 12, 2019 respecting construction, demolition and change of use permits and inspections for the Township of Norwich.

AND WHEREAS the Council for the Township of Norwich deems it necessary and expedient to amend Schedule "A" to By-law 16-2019 insofar as it prescribes fees for the various classes of permits with respect to the construction, demolition and change of use of buildings and inspections.

NOW THEREFORE the Council of The Corporation of The Township of Norwich hereby enacts as follows:

1. That Schedule "A" to By-law No. 16-2019 insofar as it prescribes fees for the various classes of permits with respect to the construction, demolition and change of use of buildings and inspections, be and it is hereby replaced in its entirety with Schedule "A" attached hereto and forming part of this By-law.
2. That any other by-laws or provisions in other by-laws found to be inconsistent with this By-law are hereby deemed repealed.
3. That this by-law shall be effective upon the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 23rd DAY OF MARCH, 2021.

MAYOR
LARRY MARTIN

CAO/CLERK
KYLE KRUGER

SCHEDULE "A"
TO
BY-LAW 20-2021

CLASS OF PERMIT	CONSTRUCTION TYPE	BASE FEE <small>(payable upon receipt of application)</small>	ADJUSTMENT FEE
RESIDENTIAL CONSTRUCTION			
New Residential Construction	Group C, Low Density Residential: Single or Semi-Detached, Duplex, Triplex, Multi-Unit, and Townhouses (New and Additions)	\$1000	Base fee + \$.74/ sq. ft. Occupied/Finished Floor Area (see also attached garages and decks - \$.39/sq. ft. - no additional base fee added where attached to Dwelling)
	Group C, Medium Density Residential: Apartment Dwellings <6 storeys, Group Homes Including Retirement Homes (New and Additions)	\$1500	Base fee + \$.86/ sq. ft. Occupied/Finished Floor Area excluding parking structures (parking/storage structure to be calculated at \$.17/sq. ft. Floor Area.)
	Group C, High Density Residential: Apartment (>6 storeys), and Wood framed Mid-rise apartments (4>6 storeys)	\$2200	Base fee + \$.87/ sq. ft. Occupied/Finished Floor Area excluding parking structures (parking/storage structure to be calculated at \$.17/sq. ft. Floor Area.)
Residential buildings: Renovations, Alterations, Repairs, and Change of Use Migrant Worker Housing: New, Renovation and/or Repair	Extensive Renovations / Alterations, Converted Dwellings, Migrant Worker Housing (Bunkhouse >10 occupants), or Change of Use (adding suite(s))	\$550	Base fee + \$0.52/sq. ft. Finished Floor Area > 592 sq.ft. (55 sq.m.) OR \$12/\$1000 gross estimated construction cost (CBO's Discretion)
	Basic Renovations / Alterations (under \$15,000 or <55 sq. m.), Migrant Worker Housing (Bunkhouse <10 occupants)	\$400	Base fee + \$0.28/sq. ft. Finished Floor Area > 592 sq.ft. (55 sq.m.) OR \$10/\$1000 gross estimated construction cost (CBO's Discretion)
Residential Accessory Buildings and Related Construction	Attached or Detached Garage / Carport / Shops / Misc. Accessory Structures >592 sq.ft. (55 sq. m.)	\$400	Base fee + \$0.33/sq. ft. Building Area
	Decks / Garden Shed / Misc. Accessory Structures <592 sq.ft. (55 sq. m.)	\$250	Base fee + \$0.22/sq. ft. Building Area
	Accessory Building Renovations / Alterations	\$250	discretion of C.B.O.

Pool Fence Permit	See Township of Norwich Fees by-law for adjusted fees		
Pools with decks	See Township of Norwich Fees by-law for adjusted fees + see deck construction adjustment rate (column 4)		
AGRICULTURAL BUILDINGS			
New / Additions to Principal Farm Buildings (Requiring NMA / MDS)	New/Additions to Animal and Poultry Housing Units	\$1000	Base fee + \$0.15/ sq. ft. Building Area >1093 sq. ft. (100 sq. m.)
	New/Addition to Manure Storage Facilities	\$550	Base fee + \$0.07/ sq. ft. Building Area >1093 sq. ft. (100 sq. m.)
New / Addition / Alteration to Accessory Farm Buildings and Structures (No NMA / MDS Required)	Hay Sheds, Implement Storage, Repair Shops, etc..	\$400	Base fee + \$0.10/ sq. ft. Building Area >1093 sq. ft. (100 sq. m.)
	Grain Bins, Silos, Horizontal Bunkers, Granaries etc. Reno./ Repair/ Change of Use to Existing Farm Buildings	\$200	Base fee + \$0.07/ sq. ft. Building Area
INSTITUTIONAL BUILDINGS			
Institutional (Group A & B)	New / Additions	\$1500	Base fee + \$1.05/ sq. ft. Floor Area >1093 sq. ft. (100 sq. m.) OR \$20/\$1000 Gross Project Value (CBO discretion)
	Renovation / Alterations	\$750	Base fee + \$0.49/ sq. ft. of Floor Area >1093 sq. ft. (100 sq. m.) OR \$12/\$1000 Gross Project Value (CBO discretion)
COMMERCIAL BUILDINGS			
Commercial (Group D & E)	New / Additions	\$900	Base fee + \$0.80/ sq. ft. of Floor Area >1093 sq. ft. (100 sq. m.) OR \$12/\$1000 Gross Project Value (CBO discretion)
	Renovation / Alterations	\$600	Base fee + \$0.34/ sq. ft. of Floor Area >1093 sq. ft. (100 sq. m.) OR \$12/\$1000 Gross Project Value (CBO discretion)
INDUSTRIAL BUILDINGS			
Industrial (Group 'F')	New / Additions	\$1000	Base fee + \$0.24/ sq. ft. Building Area >1093 sq. ft. (100 sq. m.) OR \$12/\$1000 Gross Project Value (CBO Discretion)
	Renovation / Alterations	\$500	Base fee + \$0.16/ sq. ft. Building Area >1093 sq. ft. (100 sq. m.) OR \$12/\$1000 Gross Project Value (CBO Discretion)
MISCELLANEOUS			
Demolitions	\$140	Base Fee + \$0.07/ sq. ft. where project is required to be engineered by the Code	
Signs	\$200	Base Fee + \$0.29/ sq. ft. Surface Area	
Woodstoves	\$200	N/A	
Water/Sewer Connections	\$200	N/A	
Conditional Permits	\$600	Base Fee + \$0.03/ sq. ft. Building Area	
Tents & Designated Structures	\$200	Base Fee + \$0.25/ sq. ft. where >225 sq. m. (2421 sq. ft.) or required to be engineered	
Wind Towers	\$220	Base Fee + \$15/ft. height for Wind Towers measured from base to hub	
Roof-Mounted Solar	\$220	Base Fee + \$.10/sq. ft. Total Surface Area	

Occupancy Permit (> 1 year from last requested insp.)	\$375	N/A
Moving Building or Temporary Mobile Home	\$350	Base Fee + \$0.21/sq. ft. Building Area OR \$10/\$1000 past first \$15000 (CBO Discretion)
Permit Renewal/ Revisions	\$300	N/A
SEWAGE SYSTEMS		
Class IV and V – Small System (New or Replacement), Serving Building(s) of any occupancy, where: <ul style="list-style-type: none"> - Q <3000L/day, - occupancy < 6 bedrooms / <45 FU's, <6000 sq. ft., OR - non-residential occupancy, occ. loads <150 persons 	\$875	
Class IV and V – Large System (New or Replacement), Serving Building(s) of any occupancy, where: <ul style="list-style-type: none"> - Q >3000 L/day, - occupancy >6 bedrooms / >45 FU's, >6000 sq. ft., OR - non-residential occupancy, occ.loads >150 persons 	\$2250	
Existing Class IV and V Systems – Repair, Alteration, Extension <ul style="list-style-type: none"> - includes tank replacement / repairs 	\$600	
Class II and III System – New, Replacement, Alteration, Repair	\$450	
ENFORCEMENT		
Additional Inspections	\$250 for each additional inspection as required, paid by person/party so requesting (applied at the discretion of the CBO)	
Enforcement Call-Backs (cost recovery)	\$250.00 per occurrence (applied at the discretion of the CBO)	
Construction without permit	Double the regular fee amount determined as per appropriate category (applied at the discretion of the CBO)	

DEPOSITS

**MUNICIPAL INFRASTRUCTURE
WITHIN URBAN AND VILLAGE
AREAS**

Damage Deposit shall be \$600.00 where no sidewalk is involved, \$1,200.00 where a sidewalk is in place and/or work is being done within the right of way.

Damage Deposits will be returned upon verification by the Township Roads Superintendent or designate, subsequent to the completion of any work done on entrance culverts, curbs, gutters, or ditches that is deemed necessary and performed by the Corporation, less any amount that is expended by the municipality to make repairs or for cleanup.

Where work has been done within the municipal lands, roads, etc., **the deposit will be held for the period of one calendar year**, after which the deposit becomes subject to the provisions below for extensions.

Notwithstanding such an extension granted by the Township Roads Superintendent, a remaining balance of the deposit will become forfeit to the Corporation.

NOTE: The Damage Deposit provisions are not applicable where the Corporation and applicant have entered into a subdivision agreement, severance agreement or site plan agreement that specifies the terms and conditions of a deposit for work done by the Corporation on lot grading, entrance culverts or ditches.

**LOT GRADING AND DRAINAGE
DEPOSIT**

When an Engineered Lot Grading and Drainage Plan is required by the Chief Building Official, a deposit of \$750.00 dollars shall be made.

Use of the Deposit may be deemed necessary when, in the opinion of the Chief Building Official;

- The lot grading (including topsoil) has not been completed in accordance with the approved Engineered Grading and Drainage plan and where the Chief Building Official receives confirmation of such non-conformance by the Engineer of record, or
- Grass sodding has not been placed, or there is no established growth from seeding over the distribution area of a septic system within one year from the last date of inspection, or completion of construction of the system, whichever is the lesser.

The deposit may be used when the depositor does not complete the grading and drainage work in compliance with the Engineered Grading and Drainage plan, as approved in accordance with the issuance of a Building Permit. In such a case, the deposit shall be used in balance against the cost of any work to grade, drain, seed or sod the lot as necessary to conform to the approved plan, and the requirements of Building Code.

REFUND OF DEPOSITS

This deposit less any portion expended by the municipality to obtain compliance will be refunded upon receipt of verification of compliance with the plan from the Professional Engineer or Ontario Land Surveyor who developed the plan.

The balance of the deposit remaining, if any, is refundable, without interest, when the construction is substantially completed and a final inspection of the construction has been completed in accordance with the Building Code requirements, and all entrance culverts approved by the Township Roads Superintendent.

NOTE: The Lot Grading and Damage deposit provisions are not applicable where the Corporation and applicant have entered into a subdivision agreement, severance agreement or site plan agreement that specifies the terms and conditions of a deposit for work done by the Corporation on lot grading, entrance culverts or ditches.

**BUILDING CONSTRUCTION
AND INSPECTION DEPOSIT**

The Building Construction and Inspection deposit is secured to ensure that all construction or demolition work commenced under a building or demolition permit is completed, inspected, and finalized in conformance with the provisions of this by-

	<p>law, the Building Code, and the Act.</p> <p>All deposits are to be held to secure compliance with the provisions of the Building Code which describe the prescribed inspections, notice of intent to occupy, conditions to the issuance of an occupancy permit, and requirement to request final inspections.</p> <p>VALUE OF DEPOSITS REQUIRED (BY TYPE OF USE)</p> <p>Where a notice of intent and permit to occupy a building for the purposes of a new residential dwelling unit is required, a deposit of \$1000 dollars per building permit will be made.</p> <p>Where an occupancy or use permit is required for the purposes of establishing a new Industrial, Commercial or Institutional suite of occupancy, a deposit of \$500 dollars per suite will be made.</p> <p>Where an occupancy or use permit is required for the purposes of establishing a new Agricultural livestock housing unit or the use of a new nutrient storage facility, a deposit of \$500 dollars per building will be made.</p> <p>REFUND OF DEPOSITS</p> <p>This deposit, less any portion expended by the municipality in enforcement of compliance, will be refunded without interest upon:</p> <ul style="list-style-type: none"> • issuance of an Occupancy or Use Permit for the building under permit where applicable; and • confirmation of completion of a final inspection by a building inspector, noting that construction has been fully completed in compliance with the Act, the Building Code, and in accordance with the application documentation. <p>FORFEITURE OF DEPOSIT</p> <p>In the event that a building permit is revoked in accordance with Subsection 8.(10) of the Building Code Act, or where construction or demolition occurs in contravention of Subsection 8.(13) of the Building Code Act, the deposit shall be forfeited to the Corporation. The balance of the deposit shall be retained by the Corporation and dispensed to the Building Department Cost Stabilization Reserve Fund.</p>
REQUEST FOR EXTENSION	<p>The applicants shall have the right to request an extension to any of the time periods prescribed under the DEPOSITS section of Schedule "A" as described above, provided such requests are received in writing no later than thirty days prior to the set time period.</p> <p>The Chief Building Official will consider such requests made upon the merits of the explanation and may, upon his or her discretion, allow a refund of the deposit in part or in full, without interest.</p>