

THE CORPORATION OF THE
T O W N O F P E L H A M
By-LAW #361 (1976)

Being the Municipal Building By-law
for the Corporation of the Town of
Pelham.

WHEREAS Subsection 2 of Section 5 of the Building Code
Act, 1974, empowers Municipal Councils to pass by-laws and regulations
respecting building permits;

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN
OF PELHAM ENACTS AS FOLLOWS:

Section 1 - Short Title -

1.1 - This by-law may be cited as "The Building By-law".

Section 2 - Permits -

2.1 - Classes of Permits -

2.1.1 - Classes of permits with respect to the construction and
demolition of buildings shall be as set out in Schedule "A" to this by-law.

2.2 - Application for Permit -

2.2.1 - To obtain a permit the owner or his authorized agent
shall file an application in writing by completing the prescribed forms
available at the offices of the municipality.

2.2.2 - Except as otherwise permitted by the Chief Official, every
application shall: (a) identify and describe in detail the work and occupancy
to be covered by the permit for which application is made,

(b) describe the land on which the work is to be done,
by a description that will readily identify and locate the building lot,

(c) be accompanied by complete plans and specifications
as described in Subsection 2.3,

(d) state the valuation of the proposed work and be
accompanied by the required fee,

(e) state the names, addresses and telephone numbers
of the owner, architect, engineer or other designer and constructor,

(f) be accompanied, where applicable, by a written
acknowledgement of the owner that he has retained the architect or pro-
fessional engineer to carry out the field review of the construction, as
described in Section 2.4 of the regulations, and,

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

2.2.3 - An application for a permit may be deemed to have been
abandoned and cancelled six (6) months after the date of filing, unless
such application is being seriously proceeded with.

2.3 - Plans, Specifications and Information -

2.3.1 - Sufficient information shall be submitted with each appli-
cation for a permit to enable the Chief Official to determine whether or not
the proposed work will conform with the Act, the regulations thereunder and
any other applicable law.

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2.3.2 - Plans shall be drawn to scale upon paper, cloth or other durable material.

2.3.3 - Plans, specifications and information furnished with the application shall be in numbers as prescribed by the municipality.

2.3.4 - Unless otherwise permitted by the Chief Official, site plans shall be referenced to a current plan of survey, certified by a registered Ontario Land Surveyor, and a copy of such survey shall be submitted.

2.4 - Approval in Part -

2.4.1 - When, in order to expedite work, a permit for a portion of the building is desired prior to the issuance of a permit for the whole project, application shall be made and fees paid for the complete project, and complete plans and specifications covering the portion of work for which immediate approval is desired shall be filed with the Chief Official.

2.4.2 - Should a permit be issued for part of a building the holder of each permit may proceed, but the municipality gives no assurances that permits required for the remainder of the project will be granted.

Section 3 - Fees -

3.1 - Fees for a required permit shall be in accordance with Schedule "A" to this by-law.

3.2 - Where the fees are based on the cost or valuation of the proposed work, such valuation shall mean the total cost of all work regulated by the permit including cost of professional and related services.

3.3 - The Chief Official shall place a valuation on the cost of work and if the permit applicant or holder disagrees with this valuation, the prescribed fee shall be paid before the issue of the permit. Upon completion of the work, if the actual cost of the work was less than the valuation placed by the Chief Official, an audited statement may be submitted detailing the cost of all component parts of the work. The Chief Official shall, if the statement contains the cost of all component parts of the work upon which the valuation was required to be based, value the work in accordance with this statement and issue the appropriate refund.

3.4 - In the case of non-commencement of any project and upon written request, the Chief Official shall determine the amount of refund of permit fees, if any, that may be returned to the permit holder, in accordance with Schedule "B" to this by-law.

Section 4 - Notifications -

4.1 - The owner or his authorized agent shall notify the Chief Official at least 24 hours in advance of the stages of construction specified in Section 2.10 of the regulations.

Section 5 -

5.1 - That By-law #25 (1970, By-law #184 (1973) and By-law #207 (1973) of the Corporation of the Town of Pelham be and the same is hereby rescinded.

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Section 6 - Date of Effect -

6.1 - This by-law shall come into force and effect upon the date of passing by Council of the Corporation of the Town of Pelham.

READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED BY COUNCIL THIS
15th. DAY OF March, 1976 A.D.

Doug. Beamer A.M.
MAYOR

[Signature]
CLERK

S C H E D U L E

" A "

to

By-law #361 (1976)

F E E S

- | | | |
|----|--|--|
| A. | Where value of construction does not exceed \$1,000 | \$5.00 Minimum |
| B. | Where value exceeds \$1,000 but does not exceed \$500,000 | \$5.00 plus \$3.00 per \$1,000 or fraction thereof in excess of \$1,000 |
| C. | Where value exceeds \$500,000 | \$1,250 plus \$1.50 per \$1,000 or fraction thereof in excess of \$500,000. Maximum \$2,500 |
| D. | Renewal or Re-assignment of permit where there is no change in proposed work | \$25.00 or one-half original permit fee whichever is lesser |
| E. | Demolition Permit (for inspection & issuance of demolition permit) | \$5.00 minimum. \$3.00 for each 1,000 square feet of floor area to be demolished |
| F. | Moving Permit | \$25.00 minimum, plus any additional expense incurred by the Town of Pelham other than policing by the Inspector |
| G. | Swimming Pool Permit | \$5.00 minimum where value exceeds \$1,000 - \$5.00 plus \$3.00 per \$1,000 in excess of \$1,000 |
| H. | Permit for Installation of a Gasoline or Oil Tank | \$5.00 |
| I. | Agricultural Buildings, such as barns, and sheds for full time bona fide farmers | \$5.00 plus \$1.50 per \$1,000 or fraction thereof in excess of \$1,000 |


Doug. Beaman A.M.

S C H E D U L E

" B "

to

By-law #361 (1976)

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 per cent if administrative functions only have been performed;
 - (ii) 70 per cent if administrative and zoning functions only have been performed;
 - (iii) 45 per cent if administrative, zoning and plan examination functions have been performed;
 - (iv) 35 per cent if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
 - (v) 5 per cent 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 of an amount less than \$10.00

Pat A.M.
Doug.