

BY-LAW NUMBER 143-2025

A BY-LAW RESPECTING THE ISSUANCE OF VARIOUS PERMITS AND THE SCHEDULING OF INSPECTIONS

Passed the 8th day of September, 2025.

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WHEREAS the Council of The Corporation of the City of Windsor is responsible for the enforcement of the Building Code Act, S. O. 1992, c. 23, as amended within the boundaries of the City of Windsor;

AND WHEREAS Section 7 of the said Building Code Act, S. O. 1992, c. 23, as amended authorizes the councils of municipalities to pass By-laws respecting the issuance of construction, demolition and change of use permits;

AND WHEREAS it is deemed expedient to repeal By-law 49-2018 and replace it with a new consolidated By-law;

THEREFORE the Council of the Corporation of the City of Windsor enacts as follows:

PART 1 SHORT TITLE

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

PART 2 DEFINITIONS

2.1 In this by-law:

ACT means the Building Code Act, 1992, S.O. 1992, c. 23, as amended or any successor thereof.

ACTUAL VALUE OF CONSTRUCTION means the actual value of the work and materials incorporated into the work thereof and all costs necessarily incidental to the subject matter of construction.

APPLICANT means the Owner of a Building or property who applies for a Permit or any Person authorized by the Owner to apply for a Permit on the Owner's behalf, or any Person or corporation empowered by statute to cause the construction or demolition of a Building or buildings and anyone acting under the authority of such Person or corporation.

BUILDING means a structure as defined in the Act.

BUILDING CODE means the Regulations made under Section 34 of the Act.

BUSINESS DAY means any day other than a Holiday as defined in the Legislation Act, 2006, S.O. 2006, Saturday, and all other days when the offices of the City are not open for the transaction of business with the public.

CHIEF BUILDING OFFICIAL means the Chief Building Official or his/her designate duly appointed by Council and having jurisdiction for the enforcement of the Act.

CHIEF FIRE OFFICIAL means the Fire Chief of the City as appointed by Council.

CONSTRUCT means to do anything in the erection, installation, extension or material alteration or repair of a Building and includes the installation of a Building unit fabricated or moved from elsewhere and "construction" has a corresponding meaning.

CITY means The Corporation of the City of Windsor.

COUNCIL means the Council of the City.

DEMOLISH means to do anything in the removal of a Building or any material part thereof and "demolition" has a corresponding meaning.

DWELLING means a building or structure that is occupied for the purpose of human habitation. A correction institution, hotel, motel home, recreational vehicle, tent trailer or travel trailer is not a dwelling.

ELECTRONIC SUBMISSION means the filing of an application for Permit or alternative solution, including all required forms, documents and drawings, submitted through an online application procedure approved by the Chief Building Official.

ESTIMATED VALUE OF THE WORK means the estimated value of the work and materials to be incorporated into the work thereof and all costs necessarily incidental to the subject matter of construction.

INFILL means construction on an existing property within an established neighbourhood, surrounded by neighbouring buildings.

LOT means a parcel of land, the boundaries of which are on record in the Windsor (Essex) Land Registry Office No. 12.

OWNER includes the registered Owner, the Person for the time being managing or receiving the rent of the land or premises in connection with which the word is used, whether on the Person's own account or as agent or trustee of any other Person, or who would receive the rent if such land and premises were let, or a lessee or occupant of the property who, under the terms of a lease, is required to repair and maintain the property in accordance with the standards of this by-law.

PARKING AREA means an area used for parking spaces, bicycle parking spaces and loading spaces and includes all collector aisles and parking aisles capable of being maintained for the parking of more than five (5) operable motor vehicles. An outdoor storage yard is not a parking area.

PARTIAL PERMIT means a Permit issued by the Chief Building Official to Construct part of a Building.

PERMIT means a written authorization issued by the Chief Building Official to perform work regulated by the Act and the Building Code or to occupy a Building or part thereof.

PERMIT HOLDER means the Person to whom the Permit has been issued and who assumes the primary responsibility for compliance with the Act and the Building Code.

PERSON includes any individual, an Owner, occupant, agent, contractor, tenant, firm, proprietorship, partnership, association, syndicate, trust, corporation, department, bureau or mortgagee.

PLAN REVIEW means the review of drawings which are submitted to the Building Department.

REGISTERED CODE AGENCY means a Person that has the qualifications and meets the requirements described in Subsection 15.11(4) of the Act.

REVISED SUBMISSION means additional information filed with the Chief Building Official which depicts one or more changes to the proposed or as-constructed design of a *building* or part of a Building for which a Permit has already been issued and for which approval by the Chief Building Official is required.

PUBLIC WAY means a sidewalk, street, highway, square or other open space to which the public has access, as of right or by invitation, express or implied.

2.2 Any word or term not defined in this by-law shall have the meaning ascribed to it in the Act or the Ontario Building Code.

PART 3 CODE OF CONDUCT FOR BUILDING OFFICIALS

3.1 Code of Conduct

The Chief Building Official and Inspectors shall be governed by the Code of Conduct as set out in Schedule 5 this By-law, with respect to exercising powers and performing duties under the Act.

PART 4 REQUIREMENTS TO OBTAIN A PERMIT

4.1 Obtaining a Permit

To obtain a Permit, the Owner or an agent authorized in writing by the Owner shall file an application in writing by completing a prescribed form available from the Chief Building Official or from the Ministry of Municipal Affairs' website www.mah.gov.on.ca. Application forms prescribed by the City under Clause 7 (1)(f) of the Act are set out in Schedule 1 of this By-law.

4.2 Construction Permits

Where an application is made for a Construction Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form A, Application for a Permit to Construct or Demolish, and other required forms as set out in Schedule 1 of this By-law;
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law; and
- (3) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

4.3 Demolition Permits

Where an application is made for a Demolition Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form A, Application for a Permit to Construct or Demolish, and other required forms as set out in Schedule 1 of this By-law;
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.1.(3) and Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law;
- (3) Confirmation that:
 - a. Arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities, and that the work has been completed;
 - b. The Owner will comply with the City's Property Standards By-law at the completion of demolition;
 - c. No heritage restrictions exist;
 - d. There are no Demolition Control By-law restrictions, and

- e. A licensed professional pest control company has inspected the property and structures for evidence of rat infestation, and submitted a completed Form A.8.2, Rat Infestation Review Form.
- (4) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

4.4 Conditional Permits

Where an application is made for a Conditional Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form A, Application for a Permit to Construct or Demolish and other required forms as set out in Schedule 1 of this By-law;
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law;
- (3) A written statement regarding:
 - a. The reasons why the Applicant believes that unreasonable delays in construction would occur if a conditional Permit is not granted;
 - b. The necessary approvals which must be obtained in respect of the proposed Building and the time in which such approvals will be obtained;
 - c. An up-to-date construction schedule for the entire project, supported by a letter from the general contractor to confirm the ability to carry out construction in accordance with the construction schedule;
 - d. Any other documentation required to demonstrate that an unreasonable delay will occur if the Conditional Permit is not issued; and
 - e. The date on which complete plans, specifications and documentation of the Building will be filed with the Chief Building Official.
- (4) A signed Conditional Permit Agreement as drafted by the City; and
- (5) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law, and the provision of providing securities via an irrevocable letter of credit or an approved alternative payment method.

4.5 Change of Use Permits

Where an application is made for a Change of Use Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form B, Change of Use Application as set out in Schedule 1 of this By-law.
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law.

- (3) A written and diagrammatical description to identify:
 - a. The location of the Building,
 - b. The current occupancy of the Building or part of a Building for which the application is made, and
 - c. The proposed occupancy that the current occupancy is to be changed to.
- (4) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

4.6 Sewage System Permits

Where an application is made for a Sewage System Permit under Section 8 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form A, Application for a Permit to Construct or Demolish and other required forms as set out in Schedule 1 of this By-law.
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law.
- (3) A site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - a. The date of the evaluation was done;
 - b. The name, address, telephone number and signature of the Person who prepared the evaluation; and
 - c. A scaled map of the site showing:
 - i. The legal description, Lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors;
 - ii. The location of items listed in Column 1 of Tables 8.2.1.6.A, 8.2.1.6.B and 8.2.1.6.C of the Building Code;
 - iii. The location of the proposed sewage system;
 - iv. The location of any unsuitable, disturbed or compacted areas;
 - v. Proposed access routes for system maintenance;
 - vi. Depth to bedrock and zones of soil saturation;
 - vii. Soil properties, including soil permeability; and
 - viii. Soil conditions, including the potential for flooding.
- (4) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

4.7 Partial Occupancy Permits

Where an application is made for a Partial Occupancy Permit under Section 11 of the Act, the Applicant shall submit to the Chief Building Official all of the following:

- (1) Form C, Partial Occupancy Permit Application as set out in Schedule 1 of this By-law.
- (2) Complete plans and specifications, documents and other information as required by Sentence 1.3.1.3.(5), Division C of the Building Code, Applicable Law, and as prescribed in Schedule 2.1, and Schedule 2.2, of this By-law.
- (3) A written statement indicating the expected occupancy date(s) and the portion(s) of the Building to be occupied.
- (4) Written confirmation that all necessary Permit(s) and approvals from other municipal departments and/or outside agencies having jurisdiction have been obtained.
- (5) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law.

PART 5 SUBMISSION REQUIREMENTS

5.1 Plans and Specifications

Every Applicant shall electronically submit sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed Building, construction, demolition, partial occupancy or change of use will contravene the Act, the Building Code or any other Applicable Law.

The Chief Building Official shall determine the plans, specifications, documents and other information required to be submitted with an application in order to deem it complete according to Sentence 1.3.1.3.(5), Division C of the Building Code having regard for:

- (1) The scope of the proposed work;
- (2) The requirements of the Building Code, the Act and other Applicable Law; and
- (3) The requirements of this Section and Schedule 2.1, and Schedule 2.2, of this By-law.

An Electronic Submission is to be made in a Portable Document Format (PDF). Plans, specifications, documents and other information are to be legible when printed to scale. Drawings to be minimum size of 8.5" x 11.0" and shall be complete, fully dimensioned and to scale.

Upon readiness to construct footings for a Building, a survey prepared by an Ontario Land Surveyor indicating the location and elevation of the top of the footings shall be submitted, prior to a foundation/backfill inspection being undertaken.

Upon completion of the construction of a Building, or part of a Building, a set of plans of the Building or part of a Building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the Building, shall be submitted.

5.2 Alternative Solutions

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 Part 2, Section 2.1., Division C of the Building Code is required, the application shall include documentation in accordance with Part 2, Article 2.1.1.1., Division C of the Building Code.

Such information shall be accompanied with Form A.9.1, Alternative Solution Application, and Form A.9.2, Alternative Solution Authorization Form as prescribed by the Chief Building Official.

5.3 Revisions to Permit

Where there is material or system change during construction and/or to the plans, specifications, documents or other information on the basis of which a Permit was issued, the Owner or authorized agent is required under Section 8(12) of the Act to notify the Chief Building Official and shall submit the following:

- (1) Form D, Plan Resubmission Application;
- (2) Revised plans and specifications illustrating the changes, including all supporting documentation as may be requested by the Chief Building Official; and
- (3) Payment of the required fees as calculated in accordance with Schedule 3 of this By-law. In the event the area of work is reduced, there shall be no refund.

PART 6 PERMIT ABANDONMENT, TRANSFER, CANCELLATION AND REVOCATION

6.1 Abandonment

An application for a Permit shall be deemed to have been abandoned six (6) months after the date of filing of the application with the Chief Building Official unless a Permit has been issued.

When a Permit has been issued and subsequently abandoned by the original Applicant, the said Permit can be assigned to the successor in title and can therefore claim to continue Building under the said Permit. A written request made within one (1) year of Permit issuance and proof of land title must be submitted to the Chief Building Official.

Where the application has been abandoned, withdrawn, or rejected, one set of drawings and design calculations (if applicable) filed with the application will be marked "Not For Construction" then returned to the Applicant. Fees will be refunded without interest thereon in accordance with this By-law.

6.2 Transfer

Upon change of ownership, Permit applications and Permit(s) shall be transferred to the new Owner with the approval of the Chief Building Official.

Form H, Transfer of Permit Application shall be submitted along with the required fee as identified in Schedule 3.

Upon the transfer of Permit by the Chief Building Official, the new Owner shall be the Permit Holder for the purpose of this By-law, the Act and the Building Code.

6.3 Cancellation

A Permit Holder of an issued Permit can submit a request in writing to the Chief Building Official to cancel a Permit where no substantial work has been performed. The Chief Building Official, after considering the implication of canceling a Permit may agree to cancel the Permit as requested. The Chief Building Official may impose conditions for the canceling of a Permit to ensure the property is in a safe condition. Fees shall be refunded in accordance with this By-law.

6.4 Revocation

Where the Chief Building Official considers revoking a Permit under Subsection 8(10)(b) or (c) of the Act, the Chief Building Official may give written notice by email and/or regular mail of the intention to revoke to the Permit Holder at their last known email and/or mailing address and, if on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, the Permit may be revoked without further notice and all submitted plans and other information may be disposed of. Fees shall be refunded in accordance with this By-law.

In reference to Subsection 8(10)(c) of the Act, “substantially suspended or discontinued” is to be measured from the date of the last documented site inspection.

6.5 Deferral of Revocation

Within thirty (30) days of receipt of a notice of intention to revoke a Permit, a Permit Holder may request of the Chief Building Official in writing, that the Chief Building Official defer the revocation of such Permit, subject to the following conditions and processes:

- (1) A request for deferral shall set out the reasons why the Permit should not be revoked and the date by which the work will be commenced, resumed or completed; and
- (2) Having considered the circumstances of the request and having determined that there have been no changes to the Act and the Building Code and any other Applicable Law which would have prevented the issuance of the original Permit, the Chief Building Official may allow a deferral to a prescribed date and shall notify the Permit Holder in the same manner above.

PART 7 FEES AND REFUNDS

7.1 Fees

Upon submission of a Permit application, the Applicant shall pay the required deposit fee as set out in Schedule 3 of this By-Law.

Prior to the issuance of a Permit or any revision to a Permit, the Applicant shall:

- (1) Provide proof of payment of any levies, charges and deposits, and
- (2) Remit the fees set out in Schedule 3 of this By-law, as amended and approved annually by City Council within 30 days of payment notification.

7.2 Refunds

The Chief Building Official shall refund 40% of the Building Permit fee upon written request by the Permit Holder.

There shall be no refund of Permit fees where:

- (1) Work has commenced and is abandoned thereafter;
- (2) More than six (6) months has elapsed from the date of Permit issuance;
- (3) A Permit has been revoked, except where:
 - a. No work has commenced and the Applicant requests cancellation no more than six (6) months after the Permit has been issued; or
 - b. The Permit has been issued in error.
- (4) The total calculated refund amount is less than \$100.00.

All Service Fees and Permit Deposits are non-refundable.

PART 8 HOARDING

8.1 General Requirements

Every Person to whom a construction or demolition Permit is issued shall maintain a fence to enclose the site of the construction or demolition.

8.2 Covered Way Exceptions

Where the construction may constitute a hazard to the public, work shall not commence on the construction, alteration or repair of a Building until a covered way, as described in Subsection 8.3 hereof, has been provided to protect the public, except where:

- (1) The work is done within a solid enclosure;
- (2) The Building is at a distance of greater than 4.5 metres from a Public Way used by pedestrians; or
- (3) Site conditions warrant a distance greater than provided in clause (2) hereof.

8.3 Covered Way Construction

A covered way shall:

- (1) Have an unobstructed height of not less than 2.4 metres;
- (2) Have an unobstructed width of not less than 1.1 metres or, if it is over a sidewalk that is less than 1.1 metres wide, have a width equal to the width of the sidewalk;
- (3) Shall be capable of supporting any load likely to be applied to it and capable of supporting a load of at least 2.4 kilonewtons per square metre;
- (4) Shall have a weather-tight roof;
- (5) Shall have the side adjacent to the project covered with a partition that has a smooth surface on the Public Way side;

(6) Shall have a railing one metre high from ground level on the street side; and

(7) Shall have adequate lighting within the Public Way.

8.4 Construction Fencing

In addition to the requirements pertaining to Public Way Protection as set out in the Occupational Health and Safety Act, the Permit Holder shall comply and shall not cause or permit any builder or constructor under the Permit to fail to comply with the provisions of this Section.

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 require the erection of fencing around the construction or demolition site as set out in this section.

In considering the hazard presented by a construction or demolition site and the necessity for fencing the Chief Building Official shall have regard for:

- (1) The proximity of the construction or demolition site to occupied dwelling;
- (2) The proximity of the construction or demolition site to lands accessible to the public, including but not limited to streets, parks, and commercial and institutional activities;
- (3) The hazards presented by the construction or demolition activities and materials;
- (4) The feasibility and effectiveness of site fencing; and
- (5) The duration of the hazard.

General Provisions:

- (1) Construction fencing required under this section shall be 1.8 metres in height, as measured from the highest adjacent grade;
- (2) Construction fencing required under this Section shall be located on the perimeter of the construction site as determined by the Chief Building Official and constructed as follows:
 - a. Chain link construction, the chain link shall be securely fastened to at least 38mm diameter metal tube or pipe or the same thickness T-bar posts. Such metal posts shall not be more than 2.43m on centre and embedded into the ground, providing a secure and rigid support;
 - b. Wood construction, the exterior face shall be at least 12.7mm thick exterior grade plywood, particle board or equivalent material constructed so as not to provide footholds for climbing. The fencing shall be supported by at least 38mm wide by 89mm thick posts spaced at not greater than 2.43m on centre and embedded into the ground, providing a secure and rigid support; and
 - c. Other materials or methods may be substituted provided that there is an equivalent barrier between properties and an equivalent degree of safety and support provided subject to approval by the Chief Building Official.

- (3) Access openings through construction fences shall be equipped with gates which shall:
- a. Accommodate construction vehicles, machines and any other equipment providing services, including emergency vehicles, to the construction site provided that these openings are closed off when no construction is being carried out on site including daily shut-downs;
 - b. Be kept closed and locked when the site is unattended; and
 - c. Be maintained in place until completion of the construction or demolition activity, or when the construction progresses to a point where the same level of security can be achieved by securing the Building.
- (4) Construction fencing required under this Section shall be removed no later than 30 days after completion of the construction or demolition work.

8.5 Work Shutdown

When work on a construction site is suspended or ceases so that it will not be occupied during normal working hours, the hazardous part of the construction site shall be protected by a fence or barricade constructed according to the requirements of Subsection 8.4 hereof.

PART 9 ENVIRONMENTAL IMPACTS

- 9.1 The Applicant and/or contractor shall make every effort to minimize the amount of dust generated during construction and/or demolition. A method of dust control can be, but is not limited to, wetting-down the construction debris during the actual construction and/or demolition.

Consideration for neighbouring properties shall be given when construction processes generate dust. The Ministry of Environment and/or Ministry of Health will be contacted when complaints occur.

Where the Applicant and/or contractor believes that hazardous materials exist in a building, the Ministry of the Environment & the Ministry of Labour shall be contacted by the Applicant and/or contractor and an assessment shall be made prior to the start of demolition. Hazardous materials shall be safely removed as required by the respective authority(ies).

If required by the Chief Building Official, full or partial draping of a Building under construction, particularly high-rise projects, may be required in order to mitigate flying debris.

PART 10 USE OF EXPLOSIVES DURING DEMOLITION

- 10.1 No person shall perform or cause to be performed any work involving the use of explosives unless:
- (1) An application for a Demolition Permit has been filed with the Chief Building Official, such application being on a prescribed form as set forth in Schedule 1 hereto, and such application shall be accompanied with evidence that the Applicant has in effect public liability coverage in an amount not less than Five Million (\$5,000,000.00) Dollars; and
 - (2) Use of Explosives Information:

- a. Evidence that the Building is not on a Lot in or adjacent to a residential area designated under the applicable Zoning By-law.
- b. A declaration that the contractor shall comply with all applicable law respecting the transportation, storage, handling and use of explosives, including, but not limited to, the Explosives Act, R.S.C. 1985, c. E-17, the Occupational Health and Safety Act, R.S.O. 1990, c. O.1, and the Fire Code, and that, in the absence of legislative requirements, the demolition shall be conducted in accordance with CSA (Canadian Standards Association) standard S350-M1980, Code of Practices for Safety in Demolition of Structures.
- c. A copy of the letter of retention of a professional engineer experienced in the use of explosives during the course of the demolition that has been retained to undertake the design and general review of all components of the demolition.
- d. A report on the demolition plan, prepared by the professional engineer described in clause 2(c) of this By-law that includes the following:
 - (i) Structural design characteristics of the Building sought to be demolished;
 - (ii) Particulars of the method of demolition describing in detail the dates, times, duties, procedures, safety precautions, explosives, vibrations, noise and dust effect of the method on:
 - 1. The Building sought to be demolished;
 - 2. Buildings in the area of influence;
 - 3. Public and private utilities and infrastructures in the vicinity, for example: electricity, sewer, water, telephone, gas, cable, district heating and cooling, streetcar and similar services, and
 - 4. Residents in the area of influence.
- e. The measures employed to isolate the Building sought to be demolished from its surroundings, and the proposal to inform residents in the area of influence of the demolition.
- f. A precondition survey with pictures prepared by the professional engineer depicting interior and exterior conditions of all Buildings, public and private utilities, bridges, underground structures and structural improvements, streets and any similar thing, within the area of influence of the demolition.
- g. Where, in the opinion of the professional engineer, Buildings in the area of influence of the demolition may suffer damage as a result of the use of explosives during the course of the demolition, written consent of the owners of the Buildings concerned, giving permission for an in-depth inspection of their structures by the professional engineer prior to demolition, and the results of this inspection shall be included in the demolition plan required under clause 2(d) of this schedule.
- h. A letter from the Ministry of Labour confirming that a notice of the project has been filed and that the demolition procedures have been reviewed for compliance with the Occupational Health and Safety Act.

- i. Where considered appropriate by the Chief Building Official, written approval from any of the following:
 - (i) The Chief Administrative Officer, the Fire Chief, the Medical Officer of Health or any other City official responsible for public works, fire matters, health matters, parks or recreational matters.
- j. Evidence of compliance with any other reasonable criteria the Chief Building Official determines to be necessary in respect to the specific property for which the demolition permit is requested.

PART 11 REGISTERED CODE AGENCIES

11.1 General Requirements

Council may authorize the Chief Building Official to enter into service agreements with Registered Code Agencies and appoint them to perform one or more of the specified functions described in Section 15.15 of the Act.

Registered Code Agencies shall be used only during work overloads and for specialized projects.

PART 12 INSPECTION NOTICES

12.1 General Requirements

The Permit Holder shall notify the Chief Building Official of each stage of construction as listed in Schedule 4. In addition, the Permit Holder shall provide the notice of completion as prescribed by Section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and Subsection 1.3.3., Division C of the Building Code are complied with.

A notice pursuant to this part of this By-law is not effective until proper notice is actually received by the Chief Building Official.

Upon receipt of proper notice, the inspector shall undertake a site inspection of the Building to which the notices relate in accordance with the time periods stated in Article 1.3.5.3., Division C of the Building Code and Section 11 of the Act.

PART 13 VALIDITY AND SEVERABILITY

- 13.1 Should any section, subsection, clause or provision of 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 14 LIST OF SCHEDULES

- 14.1 The following schedules, attached hereto, shall form part of this By-law:

- Schedule 1 List of Applicable Forms Required for Permit
- Schedule 2.1 Documents and Drawings Required for Permit Application
- Schedule 2.2 Information Required on Drawings
- Schedule 3 Fees
- Schedule 4 Inspection Notices
- Schedule 5 Code of Conduct for Building Officials

PART 15 REPEAL AND TRANSITION

- 15.1 Except as provided by Section 15.2 hereof, By-law Number 49-2018 “A By-law Respecting the Issuance of Various Permits and the Scheduling of Inspections”, is hereby repealed.
- 15.2 Notwithstanding Section 15.1 hereof, the provisions of By-law 49-2018, shall continue to apply to any applications submitted under the said by-law until such applications have been concluded.

PART 16 EFFECTIVE DATE

- 16.1 This by-law shall come into force and take effect on the day of the final passing thereof.

DREW DILKENS, MAYOR

CITY CLERK

By signing this by-law on September 8, 2025, Mayor Drew Dilkens will not exercise the power to veto this by-law, and this by-law is deemed passed as of this date.

First Reading – September 8, 2025
Second Reading – September 8, 2025
Third Reading – September 8, 2025

**SCHEDULE 1 TO BY-LAW 143-2025 LIST
OF APPLICABLE FORMS REQUIRED FOR
PERMIT**

Building Department
350 City Hall West 2nd Floor
Windsor, Ontario N9A 6S1
TEL: 519-255-6267
EMAIL: buildingdept@citywindsor.ca

Forms are required by the Chief Building Official but not attached to this By-Law. As such, they may be amended to reflect changes to Provincial Legislation, Municipal By-Laws, etc. Forms are available at the Building Department, or online at www.citywindsor.ca.

Form	Title
A	Application for a Permit to Construct or Demolish
A.1	Designer Information
A.2	Sewage System Installer Information
A.3	Commitment to General Review by Architect and Engineers
A.4	Licensed Contractors
A.5	Commitment to Coordinate Engineered Products
A.6.1	Energy Efficiency Design Summary: Prescriptive Method
A.6.2	Energy Efficiency Design Summary: Performance & Other Acceptable Compliance Methods
A.7	Residential Mechanical Ventilation and HVAC Design Summary
A.8.1	Demolition Permit Application Checklist
A.8.2	Rat Infestation Review Form
A.9.1	Alternative Solution Application
A.9.2	Alternative Solution Authorization Form
B	Change of Use Application
C	Partial Occupancy Permit Application
D	Plan Resubmission Application
E	Liquor Licence Application
F	Sign Permit Application
G	Mobile Sign Permit Application
H	Transfer of Permit Application

**SCHEDULE 2.1 TO BY-LAW 143-2025
DOCUMENTS AND DRAWINGS REQUIRED FOR
PERMIT APPLICATION**

Building Department
350 City Hall West 2nd Floor
Windsor, Ontario N9A 6S1
TEL: 519-255-6267
EMAIL: buildingdept@citywindsor.ca

Row	Class of Permit	Documents and Drawings Required
1	New Construction – Residential Part 9 Buildings	
	<ul style="list-style-type: none"> • Detached house • Semi-detached house • Row house • Duplex • Double duplex • Triplex • Fourplex • Multi-unit dwelling, (under 600 m²) 	<p>Documents</p> <ul style="list-style-type: none"> • Form A – Application for a Permit to Construct or Demolish • Form A.1 – Designer Information • Form A.2 – Sewage System Installer Information (if on sewage system) • Form A.4 – Licensed Contractors • Form A.5 – Commitment to Coordinate Engineered Products • Form A.6.1 or A.6.2 – Energy Efficiency Design Summary • Form A.7 – Residential Mechanical Ventilation and HVAC Design Summary <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Civil Drawings • Architectural Drawings • Structural Drawings • Engineered Products
2	Construction – Residential Part 9 Buildings	
	<ul style="list-style-type: none"> • Alterations • Additions • Accessory buildings • Basement renovations • Repairs • Deck • Porch • Replacement porch • Pool 	<p>Documents</p> <ul style="list-style-type: none"> • Form A – Application for a Permit to Construct or Demolish • Form A.1 – Designer Information • Form A.2 – Sewage System Installer Information (if on sewage system) • Form A.4 – Licensed Contractors • Form A.5 – Commitment to Coordinate Engineered Products • Form A.6.1 or A.6.2 – Energy Efficiency Design Summary • Form A.7 – Residential Mechanical Ventilation and HVAC Design Summary • Heritage Alteration Permit (if required) <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Architectural Drawings • Structural Drawings • Engineered Products
3	New Construction – Non-Residential and Other Residential not provided for in Row 1 or 2	
	<ul style="list-style-type: none"> • New Buildings • Additions 	<p>Documents</p> <ul style="list-style-type: none"> • Form A – Application for a Permit to Construct or Demolish • Form A.1 – Designer Information (Part 9 Small Buildings) • Form A.2 – Sewage System Installer Information (if on sewage system) • Form A.3 – Commitment to General Review by Architect and Engineers (Part 3 Buildings) • Form A.4 – Licensed Contractors • SB-10 – Energy Efficiency Design Summary • Heritage Alteration Permit (if required) • Geotechnical Report <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Civil Drawings • Architectural Drawings • Structural Drawings • HVAC Drawings • Plumbing Drawings • Fire Protection Drawings • Electrical Drawings

Row	Class of Permit	Documents and Drawings Required
4	Construction – Non-Residential and Other Residential not provided for in Row 1 or 2	
	<ul style="list-style-type: none"> • Alterations • Renovations • Repairs • Interior fit up 	<p>Documents</p> <ul style="list-style-type: none"> • Form A – Application for a Permit to Construct or Demolish • Form A.1 – Designer Information (Part 9 Small Buildings) • Form A.2 – Sewage System Installer Information (if on sewage system) • Form A.3 – Commitment to General Review by Architect and Engineers (Part 3 Buildings) • Form A.4 – Licensed Contractors • SB-10 – Energy Efficiency Design Summary • Heritage Alteration Permit (if required) • Geotechnical Report • Parking Displacement Plan (due to parking garage repairs) <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Civil Drawings • Architectural Drawings • Structural Drawings • HVAC Drawings • Plumbing Drawings • Fire Protection Drawings • Electrical Drawings
5	Construction – Designated Structures under Article 1.3.1.1 of Division A of the Ontario Building Code	
	<ul style="list-style-type: none"> • Retaining wall • Pedestrian bridge • Crane runway • Exterior storage tank and supporting structure • Signs • Solar collector • Structure supporting wind turbine generator • Dish antenna • Outdoor pool • Outdoor public spa • Permanent solid nutrient storage facility 	<p>Documents</p> <ul style="list-style-type: none"> • Form A – Application for a Permit to Construct or Demolish • Form A.3 – Commitment to General Review by Architect and Engineers • Form A.4 – Licensed Contractors • Geotechnical Report • Heritage Alteration Permit (if required) <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Architectural Drawings • Structural Drawings • HVAC Drawings • Plumbing Drawings • Fire Protection Drawings • Electrical Drawings
6	Change of Use	
	<ul style="list-style-type: none"> • When no construction required 	<p>Documents</p> <ul style="list-style-type: none"> • Form B – Change of Use Application <p>Drawings</p> <ul style="list-style-type: none"> • Site Plan • Architectural Drawings • Details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities • Details of the existing sewage system (if any) • HVAC Drawings – showing current and proposed fresh air ventilation, including calculations

Row	Class of Permit	Documents and Drawings Required
7	Demolition	
	<ul style="list-style-type: none"> Demolition 	<p>Documents</p> <ul style="list-style-type: none"> Form A – Application for a Permit to Construct or Demolish Form A.3 – Commitment to General Review by Architect and Engineers Form A.8.1 – Demolition Permit Application Checklist Form A.8.2 – Rat Infestation Review Form Council approval in a Demolition Control Area Designated Substance Survey (if required) Method of Demolition Report (if required) Confirmation of Utility Services Disconnection Heritage Alteration Permit (if required) <p>Drawings</p> <ul style="list-style-type: none"> Site Plan Structural Drawings
8	Partial Occupancy	
	<ul style="list-style-type: none"> Partial occupancy 	<p>Documents</p> <ul style="list-style-type: none"> Form C – Partial Occupancy Permit Application <p>Drawings</p> <ul style="list-style-type: none"> Architectural Drawings (identifying area to be occupied)
9	Tents	
	<ul style="list-style-type: none"> Small Tents (60 m² to less than 225 m² in aggregate ground area) Large Tents (225 m² or larger in aggregate ground area) 	<p>Documents</p> <ul style="list-style-type: none"> Form A – Application for a Permit to Construct or Demolish Form A.3 – Commitment to General Review by Architect and Engineers (for Large Tents) <p>Drawings</p> <ul style="list-style-type: none"> Site Plan Structural Drawings (for Large Tents)

Notes:

1. The Forms described in this Schedule are available from the Chief Building Official.
2. A description of the information required on drawings is contained in Schedule 2.2.
3. The Chief Building Official may waive the requirements for any specified documents or drawings where the scope of the work, Applicable Law or Building Code requirements do not necessitate its submission.

Drawing Type	Information Required	Class of Permit								
		Row Number (Schedule 2.1)								
Site Plan		1	2	3	4	5	6	7	8	9
	Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads, easements, and key plan	✓	✓	✓	✓	✓	✓	✓		✓
	Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines	✓	✓	✓	✓	✓	✓	✓		✓
	Dimensions and location of parking and vehicle access and fire routes, hydrants, and fire department connection	✓	✓	✓	✓		✓			
	Dimensions and location of barrier-free parking, barrier free curb, ramps, path of travel to building and building access, loading spaces, bicycle spaces, and refuse area	✓	✓	✓	✓		✓			
Civil Drawings		1	2	3	4	5	6	7	8	9
	Signature and seal of Professional Engineer, Landscape Architect or Ontario Land Surveyor	✓		✓	✓					
	Property lines, easements, sidewalks, driveways, building location, curb cuts, and retaining walls. Property details (address, lot number, subdivision name), surveyor/engineer's information (name, contact details, professional stamp), and scale and north arrow	✓		✓	✓					
	Existing and proposed elevations within the site and at property lines, centerline of the road(s), adjacent properties, retaining wall elevation, slopes of driveways, and drainage flow and swales	✓		✓	✓					
	Location of catch basins, above and below ground utilities, and connections to services			✓	✓					
	Site servicing details, pipe materials, and parking lot details			✓	✓					
	Cross section of both front/rear yard and side yard with minimum 2% and maximum 8% slope, catch basin location, rear yard drain detail, swale detail, sump pump detail, grout/bentonite plug detail and location, roof drainage, back water valve, and retaining walls (if needed, with height and material details)	✓								
	Spot elevations (existing and proposed ground heights at key points), finished Floor Elevation (FFE) (for buildings, garages, basements), and top of Foundation (TOF) & Top of Curb (TOC) Elevations	✓	✓		✓					
Architectural Drawings		1	2	3	4	5	6	7	8	9
	Ontario Building Code Data Matrix			✓	✓	✓	✓			
	Existing plans showing construction and room/space identification of all floors in the area of proposed work or occupancy, and key plan location of work		✓	✓	✓	✓	✓			
	Plans of all floors including basements complete with all rooms and room names	✓	✓	✓	✓		✓		✓	
	Roof plan showing slope, drainage, fire rating, and construction details	✓	✓	✓	✓		✓			
	Building elevations showing grade, floor and ceiling heights, overall building height and mid point of sloped roofs, exterior finish materials, window heights and sizes, and spatial separation calculations	✓	✓	✓	✓	✓				
	Residential construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications, party wall and fire separations, and life safety equipment	✓	✓	✓	✓					
	Stairs, guards and handrail dimensions and details, window sizes and height above floor level, location and fuel type of all fireplaces	✓	✓	✓	✓					
	Mezzanine plan showing construction, guardrails, and egress			✓	✓					
	Location and details of barrier free entrances, barrier free path of travel, and barrier free washrooms			✓	✓		✓			
	Reflected ceiling plans, bulkhead details, and horizontal service shaft details			✓	✓					
	Roof equipment screening, anchorage for window washing, and roof access			✓	✓					
	Building cross sections showing grade, floor and ceiling heights, horizontal, and vertical fire separations	✓	✓	✓	✓		✓			

Drawing Type	Information Required	Class of Permit								
		Row Number (Schedule 2.1)								
	Enlarged sections and detail plans of washrooms and exit stairs			✓	✓					
	Wall sections, plan and section construction details	✓	✓	✓	✓		✓			
Architectural Drawings (continued)		1	2	3	4	5	6	7	8	9
	Exit stair enclosure, wall construction details, fire separations and listed design numbers, and door numbers referenced to a door schedule			✓	✓		✓			
	Door and hardware schedule, door and frame details, window schedule, and room finish schedule			✓	✓					
Structural Drawings		1	2	3	4	5	6	7	8	9
	Foundation plans, floor and roof framing plans, footing, column and beam schedules, structural details, and material specifications	✓	✓	✓	✓	✓				
	Design specifications, live and dead loading, wind and snow loading, earthquake loading, and geotechnical report design basis			✓	✓	✓				
	Structural drawings sealed by a Professional Engineer for all structural elements not within the scope of Part 9 of the Building Code	✓	✓	✓	✓	✓		✓		✓
	Roof and floor truss drawings sealed by a Professional Engineer	✓	✓	✓	✓	✓				
HVAC Drawings		1	2	3	4	5	6	7	8	9
	Heating, ventilating and air conditioning plans, service shafts, and equipment layout and schedules			✓	✓	✓				
	Fire damper locations, and kitchen exhaust equipment			✓	✓					
	Structural design for support of equipment			✓	✓					
Plumbing Drawings		1	2	3	4	5	6	7	8	9
	Plumbing and drainage plans, location of fixtures and sizing of under and above ground storm, sanitary and water service piping, and appurtenances			✓	✓	✓				
	Location of fire stopping, specifications of plumbing, and fire stopping materials			✓	✓					
Fire Protection Drawings		1	2	3	4	5	6	7	8	9
	Fire hydrant locations, sprinkler and standpipe distribution plans, hydraulic calculations and schedules, sprinkler head layout, and fire hose cabinet locations	✓	✓	✓	✓					
	Location and specification of emergency lighting, exit signage emergency generators, fire alarm system equipment, diagrams, and specifications	✓	✓	✓	✓					
	Location of smoke alarms and carbon monoxide detectors	✓	✓	✓	✓					
Electrical Drawings		1	2	3	4	5	6	7	8	9
	Electrical supply and distribution plans, location of power and lighting outlets, equipment schedule, and transformer location	✓	✓	✓	✓	✓				
	Location and specification of emergency lighting, emergency generators, and exit signage	✓	✓	✓	✓	✓				

Notes:

1. Where indicated by a check mark (✓), the information described is required to be included on the drawings for the class of permit specified in Schedule 2.1.
2. Required information may be located or consolidated on other drawings rather than as specified in this schedule.
3. The Chief Building Official may waive the requirement for any required information specified in this Schedule due to limited scope of work, Applicable Law or Building Code requirements.

MINIMUM PERMIT FEE	
A minimum permit fee of \$235.00 will be assessed for the processing and issuance of permits, except where otherwise noted in this By-law.	

GENERAL APPLICATION FEES		
1	Zoning Certificate Fee - Small Residential Permits (alterations***, decks, pools, backwater valves, etc.), Tent Permits and, non-structural Mechanical Roof Top Unit Replacement Permits	\$65.00 per permit (non-refundable)
2	Zoning Certificate Fee – New Home Construction	\$130.00 per permit (non-refundable)
3	Zoning Certificate Fee– All other Permits not listed in 1 and 2 above	\$225.00 per permit (non-refundable)
4	Permit Holdback Fee	\$1200.00 per permit
5	Permit Deposit – Applicable to any residential permit that creates a new dwelling unit	\$500.00 per dwelling unit (non-refundable)
6	Permit Deposit – All other permit types - All permit deposits are non-refundable	Minimum \$80.00 to a maximum of \$5000.00 per permit (deposit amount is based on the permit application type) (non-refundable)

BASE PERMIT FEES		
Residential		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
1	Part 9 – Residential (OBC**; Group C) (New, Alteration***, and Additional Dwelling Units) (Fee calculation to include the sum of all roofed areas ⁽²⁾ i.e. attached garages, carports, covered porches, supported roofs over attached decks or landings, etc.)	\$1.75 [\$18.84]* ⁽²⁾ -Plus \$500.00 Mechanical Fee per dwelling unit -Plus applicable extras: attached Deck/Porch without a Roof, Basement Floor Area Fee ⁽³⁾ , Plumbing Fees, Finished Basement Floor Area Fee ⁽⁴⁾ and any other applicable fees indicated in this By-law/Schedule
2	Part 3 – Residential, Group C occupancies as set out in the OBC** (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$2.40 [\$25.83]* ⁽²⁾ -Plus \$500.00 Mechanical Fee per dwelling unit -Plus Plumbing Fees and any other applicable fees as indicated in this By-law/Schedule
Industrial / Commercial / Institutional (ICI)		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
3	Industrial / Commercial / Institutional (OBC**; Group A, B, D, E, F) (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$2.80 [\$30.14]* ^{(2) (7) (8)} -Plus Plumbing Fees and any other applicable fees indicated in this By-law/Schedule
Post Disaster Buildings		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
4	Post Disaster Buildings (as defined in Division A, Article 1.4.1.2 of the OBC**) (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$4.10 [\$44.13]* ⁽²⁾ -Plus Plumbing Fees and any other applicable fees indicated in this By-law/Schedule

ADDITIONAL PERMIT FEES

Note: Any fees listed below may be applicable individually or in addition to "General Application Fees", "Base Permit Fees", and "Miscellaneous Permit Fees and Charges". The proposed scope of work determines the applicability of "Additional Permit Fees".

Heating, Ventilating and Air Conditioning Systems (HVAC) Fees (Existing Buildings Only)

1	Part 9 - Residential (OBC**; Group C)	\$535.00 per unit / system
2	Part 3 – Residential Group C occupancies as listed in the OBC**	\$535.00 per unit / system
3	Furnace Replacement Only (located in an individual residential unit)	\$300.00 per furnace unit
4	Industrial / Commercial / Institutional (OBC**: Groups A, B, D, E, F)	\$17.50 per \$1000 construction value (Min. \$500.00)
5	Post Disaster Buildings (defined in Division A, Article 1.4.1.2. of the OBC**)	\$17.50 per \$1000 construction value (Min. \$500.00)

Life Safety and 'Other' Mechanical System Fees

1	Mechanical Roof Top Unit Replacement	\$300.00 per roof top unit
2	Chiller / Boiler Installation (All Building types) (New, Alteration***)	\$17.50 per \$1000 construction value (Min. \$500.00)
3	Cooling Tower Installation (All Building types) (New, Alteration***)	\$17.50 per \$1000 construction value (Min. \$500.00)
4	Sprinkler System (All Building types) (New, Alteration***)	\$17.50 per \$1000 construction value (Min. \$500.00)
5	Fire Alarm System (All Building types) (New, Alteration***)	\$17.50 per \$1000 construction value (Min. \$500.00)
6	Standpipe System (All Building types) (New, Alteration***)	\$17.50 per \$1000 construction value (Min. \$500.00)
7	Fire Suppression System (All Building types) (New, Alteration***)	\$17.50 per \$1000 construction value (Min. \$500.00)
8	Spray Booth (New, Alteration***)	\$535.00 per unit / system
9	Dust Collector (New, Alteration***)	\$535.00 per unit / system
10	Laboratory Hood	\$17.50 per \$1000 construction value (Min. \$500.00)
11	Kitchen Hood	\$535.00 per unit / system
12	Solar Panel System	\$17.50 per \$1000 construction value (Min. \$500.00)

Plumbing Fees		Residential	Non-Residential		
1	Any Bathroom	\$113.00 per bathroom (Applicable on all new Part 9 - Residential construction)	N/A		
2	Any Bathroom - Rough-In (R/I) Plumbing	\$113.00 per R/I bathroom (Applicable on all new Part 9 - Residential construction) ⁽⁵⁾	N/A		
3	Rough-In (R/I) Plumbing	\$37.00 per R/I fixture (applicable on all residential alteration*** permits)	\$37.00 per R/I fixture		
4	Plumbing Fixture (Applicable on new or replacement fixtures)	\$37.00 per fixture (applicable on all residential alteration*** permits)	\$37.00 per fixture (applicable on all types of non-residential permits)		
5	Domestic Hot Water Tank Replacement	\$190.00 per tank	\$190.00 per tank		
6	Backwater Valve / Sump Pit / Sewage Ejector Pump Installations	\$17.50 per \$1000.00 of the estimated cost of the work (Min. \$290.00)	\$17.50 per \$1000.00 of the estimated cost of the work (Min. \$290.00)		
Lot Grading					
1	Lot Grading Review - Not applicable on Part 9 - Residential (OBC**, Group C) permit types	\$535.00			
Sewage System Fees					
1	Class 4 – (All Types – New or Repair)	\$1180.00			
2	Class 5 – Holding Tank	\$1180.00			
Sewer & Water Permits		Fee as indicated			
		Part 9 – Residential (OBC**, Group C) (New, Alteration***, and Additional Dwelling Units)	Part 3 – Residential, Group C occupancies as listed in the OBC** (New, Alteration***)	Industrial / Commercial / Institutional (OBC**, Groups A, B, D, E, F) (New, Alteration***)	Post Disaster Buildings (as defined in Div. A, Article 1.4.1.2. of the OBC** (New, Alteration***)
1	Sanitary Drainage Piping Servicing	\$270.00 per dwelling unit	\$3.85 / Ft [\$12.63 / M]* (Min. \$260.00)	\$3.85 / Ft [\$12.63 / M]* (Min. \$260.00)	\$3.85 / Ft [\$12.63 / M]* (Min. \$260.00)
2	Storm Drainage Piping Servicing	\$270.00 per dwelling unit			
3	Water Service Permit	\$95.00 per dwelling unit			
4	Storm Drainage - Not Connected to a building	\$3.85 / Ft [\$12.63 / M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$260.00)	\$3.85 / Ft [\$12.63 / M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$260.00)	\$3.85 / Ft [\$12.63 / M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$260.00)	\$3.85 / Ft [\$12.63 / M]* plus \$60.00 for each additional catch basin after the first catch basin (Min. \$260.00)
5	Piping Service Agreement	\$1105.00 per agreement			

Other Permit Types		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
1	Basement Floor Area (Part 9 - Residential – OBC**: Group C) (New Construction and Basement Additions)	\$1.20 [\$12.92]* ⁽³⁾ of the total basement floor area
2	Finished Basement Floor Area (Part 9 - Residential – OBC**: Group C; not including Additional Dwelling Units) (New and Existing Construction)	\$0.65 [\$7.00]* ⁽⁴⁾ -Plus applicable Mechanical and Plumbing Fees
3	Deck/Porch without a Roof (OBC**: Part 9, Group C)	\$0.95 [\$10.23]* ⁽²⁾ (Min. \$275.00)
4	Accessory Buildings (OBC**: Part 9, Group C) (New Shed, Detached Garage, Pool House, etc.; not including Additional Dwelling Units)	\$0.95 [\$10.23]* ⁽²⁾ (Min. \$275.00) -Plus applicable Mechanical and Plumbing Fees
5	Mezzanine (All Types)	Fee charged is equal to the “Base Permit Fee” for the associated occupancy type -Plus applicable Mechanical and Plumbing Fees
6	Shell Permit for OBC**: Group A, B, D, E, F Occupancies	\$2.00 [\$21.53]* ⁽²⁾ -Plus applicable Mechanical and Plumbing Fees
7	Interior Finishing (where only a Shell Permit was previously issued)	\$0.85 [\$9.15]* ⁽²⁾ (Min. \$240.00) -Plus applicable Mechanical and Plumbing Fees
8	Simple Group F (Industrial) Building ⁽⁸⁾ Occupancies	\$2.00 [\$21.53]* ⁽²⁾ -Plus applicable Mechanical and Plumbing Fees
9	Interior Alteration**** Permit Only for OBC**: Group A, B, D, E, F Occupancies (Fee calculation to include the sum of all floor areas, including underground)	\$0.85 [\$9.15]* ⁽²⁾ (Min. \$240.00) -Plus Mechanical Fees, Plumbing Fees and any other applicable fees indicated in this By-law/Schedule
10	Projects and items not specifically listed in this Schedule for OBC**: Groups A, B, C, D, E, F Occupancies	\$17.50 per \$1000.00 of the estimated cost of the work ^{(1) (6)} (Min. \$235.00)

MISCELLANEOUS PERMIT FEES AND CHARGES

Note: Any fees listed below may be applicable individually or in addition to “General Application Fees”, “Base Permit Fees”, and “Additional Permit Fees”. The proposed scope of work determines the applicability of “Miscellaneous Permit Fees and Charges”.

Demolition Permit Fee		\$ / Sq-Ft [\$ / Sq-M]*
1	Demolition Permit Fee (All Building Types)	\$0.17 [\$1.83]* ⁽²⁾ (Min. \$360.00)
Temporary Structures		\$ / Sq-Ft [\$ / Sq-M]*
<p>Temporary Building or Structure: Shall mean a seasonal building or structure designed, constructed and placed on the land in a manner that allows its removal after a period not to exceed 120 consecutive days. These structures do not meet the snow load requirements as set out in the Ontario Building Code.</p>		
1	Tents	\$195.00 per permit
2	Other Temporary Buildings or Structures (Applicable Fee same as “Other Permit Types, Fee Item No.10”)	\$17.50 per \$1000.00 of the estimated cost of the work ⁽¹⁾ (Min. \$235.00)

MISCELLANEOUS PERMIT FEES AND CHARGES - CONTINUED

Permit Resubmission Fee ⁽⁹⁾

1	Permit Resubmission – BEFORE permit is issued	\$250.00 per resubmission
2	Permit Resubmission – AFTER permit is issued	\$250.00 per resubmission -Plus additional applicable permit fees (No refund will be issued on original permit)
3	Permit Resubmission – due to application found to be incomplete	25% of application fee per permit resubmission (Min \$250.00)

Change of Use Permit

1	Change of Use Permit Fee (no construction required)	\$250.00 -Plus additional applicable permit fees
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Partial Occupancy Permit

		\$ / Sq-Ft [\$ / Sq-M]*
1	Partial Occupancy Permit Fee	\$0.05 [\$0.54]* for the area ⁽²⁾ to be occupied (Min. \$400.00)

Conditional Permit

1	Conditional Permit Fee	Regular fee for complete building -Plus 10% of application fees (Min.\$5000.00)
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Partial Permit

1	Partial Permit Fee	Regular fee for complete building -Plus \$765.00 flat fee per permit
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Alternative Solution Application & Special / Supplementary Review Fee

1	Alternative Solution Application Fee (per application)	\$355.00 minimum for up to 4 hours of review time plus \$110.00 per hour beyond the first 4 hours
2	Special Research Request Fee	
3	Supplementary Plans Review Fee	

Inspection Fee

1	Inspection requested but the work is incomplete	\$110.00 per inspection
2	Special inspection request (after-hours inspection)	\$590.00 minimum per inspection call
3	Inspection calls over the maximum two (2) inspections allowed for each stage of construction	\$110.00 per additional inspection call

MISCELLANEOUS PERMIT FEES AND CHARGES - CONTINUED

Work Without a Permit Penalty Fee

1	Work without a permit – for projects commenced prior to permit issuance	Permit fees are doubled where work commenced prior to obtaining a Building Permit (Min. \$1000.00 - Max. \$25,000.00)
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Administrative Fees (non-refundable)

1	Transfer of "Permit and/or Application" Fee	\$125.00
2	Search Fee	\$52.00
3	Property Information Letter	\$105.00
4	Permit Finalization Letter	\$31.00
5	Copying/Scanning/Printing	\$10.00 per ¼ hour of labour \$3.60 for the 1 st page copied \$0.65 per additional page copied
6	Re-Opening a Dormant Permit	\$275.00
7	E-Permitting User Fee	\$40.00
8	GIS (Geographic Information System)	7% of Building Permit Fees

Notes to Schedule 3

- (1) **Estimated Cost of the work** shall mean the estimated value of the project as determined by the Chief Building Official.
- (2) **Floor Area** shall be measured to the outer face of the exterior walls or structure and, to the structural support at a roofed area. For interior alteration*** permits, except where the wall is part of the proposed construction, measurements will be taken to the inner face of walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (3) **Basement Floor Area** measurements shall be taken to the inner face of the foundation walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (4) **Finished Basement Floor Area** measurements shall be taken to the inner face of the foundation walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (5) **Rough-in Plumbing** is an automatic charge for all new Part 9 – Residential construction with basements.
- (6) **Additional Cost** equal to the "Base Permit Fee" per occupancy type may be charged if the scope of work is determined to be greater than the scope of work described on the permit application submission.
- (7) **Complex Group F (Industrial) Building**
For the purpose of building permit fees, a building will be considered a "Complex Group F (Industrial) Building" where:
 - a) The building occupancy meets the defined term in the Ontario Building Code, Div. A, Part 1, Section 1.4.1.2 "High Hazard Industrial Occupancy" (Group F, Division 1) and /or;
 - b) The building is non-compliant with the exemptions listed in Ontario Building Code, Div. B, Part 3, Section 3.2.8, Articles 3.2.8.1. and 3.2.8.2.
 NOTE: Buildings classified as described above will be subject to fees as indicated in Schedule 3, "Base Permit Fees", Industrial / Commercial / Institutional (ICI), Fee Item No. 3, plus any additional fees for that permit type.
- (8) **Simple Group F (Industrial) Building**
For the purpose of building permit fees, a building will be considered a "Simple Group F (Industrial) Building" where:
 - a) The Building Occupancy does not meet the "Complex Group F (Industrial) Building" as defined in this document.
 NOTE: Buildings classified as described in (8) a) above will be subject to Schedule 3, "Additional Permit Fees", Other Permit Types, Fee Item No. 8. Any building or portion of a building that is classified other than a "Simple Group F (Industrial) Building" or, that includes hazardous areas as noted in Ontario Building Code, Div. B, Part 3, Section 3.3.6 will be subject to, for the affected floor area(s), permit fees as indicated in Schedule 3, "Base Permit Fees", Industrial / Commercial / Institutional (ICI), Fee Item No. 3, plus any additional fees for that permit type.
- (9) **Permit Resubmission Fee**
For the purpose of assessing building permit fees, permit resubmissions will be subject to:
 - a) The Permit Resubmission Fee as indicated in Schedule 3, "Miscellaneous Permit Fees and Charges", Permit Resubmission Fee, Fee Item No. 1, 2, or 3 and,
 - b) Any other additional fees listed in Schedule 3 applicable to the new/alterd scope of work proposed in the permit resubmission including:
 - i. changes to the Zoning Certificate as listed in "General Application Fees"; and/or
 - ii. additional square footage not part of the original submitted permit application as listed in "Base Permit Fees"; and/or
 - iii. any other item as listed in "Additional Permit Fees"; and/or
 - iv. any other chargeable fee listed in Schedule 3 applicable to the scope of work and review of the permit.

*In all cases fees are calculated using the Imperial Unit cost noted in the tables. Fees noted in Metric Units are approximate values.

**OBC means Ontario Building Code (current edition)

*****Alteration** refers to an existing building, structure or system where the proposed construction includes (but is not limited to) renovations, repairs, modifications, extensions, installations, removals, additions or reductions to the existing building, structure or system.

******Interior Alteration** refers to an existing building where the proposed construction is limited to interior renovations, repairs, or modifications to the existing building interior only and does not affect exterior walls or existing fire separations.

Per Division C, Sentence 1.3.5.1 of the Ontario Building Code:

- (1) This Article sets out the notices that are required under section 10.2 of the Act.
- (2) The person to whom a permit under section 8 of the Act is issued shall notify the chief building official or, where a registered code agency is appointed under the Act in respect of the construction to which the notice relates, the registered code agency of,
 - (a) readiness to construct footings,
 - (b) substantial completion of footings and foundations prior to commencement of backfilling,
 - (c) substantial completion of structural framing and ductwork and piping for heating and air-conditioning systems, if the building is within the scope of Part 9 of Division B,
 - (d) substantial completion of structural framing and roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause (c) applies,
 - (e) substantial completion of insulation and vapour barriers,
 - (f) substantial completion of air barrier systems,
 - (g) substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
 - (h) substantial completion of fire access routes,
 - (i) readiness for inspection and testing of,
 - (i) building sewers and building drains,
 - (ii) water service pipes,
 - (iii) fire service mains,
 - (iv) drainage systems and venting systems,
 - (v) the water distribution system, and
 - (vi) plumbing fixtures and plumbing appliances,
 - (j) readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an outdoor pool described in Clause 1.3.1.1.(l)(j) of Division A, a public pool or a public spa,
 - (k) substantial completion of the circulation / recirculation system of an outdoor pool described in Clause 1.3.1.1.(l)(j) of Division A, a public pool or public spa and substantial completion of the pool before it is first filled with water,
 - (l) readiness to construct the sewage system,
 - (m) substantial completion of the installation of the sewage system before the commencement of backfilling,
 - (n) substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling,
 - (o) completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(3) or to permit occupancy under Sentence 1.3.3.2.(1), if the building or part of the building to be occupied is not fully completed, and
 - (p) completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.(4) or 1.3.3.5.(3).

PURPOSE

The following are the purposes of this Code of Conduct:

1. To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official (such reference to include the Deputy Chief Building Official) and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code.
2. To prevent practices, which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code by the Chief Building Official and Inspectors.

ENFORCEMENT GUIDELINES

Compliance with this Code of Conduct shall constitute a condition of employment as a Chief Building Official or Inspector appointed under the Building Code Act. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this Code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this Code shall be made in writing.

Any person who has reason to believe that this Code of Conduct has been breached may bring the matter to the attention of the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be brought to the attention of the Commissioner to whom the Chief Building Official reports.

Any Chief Building Official or senior staff person who receives information in writing concerning a significant breach of this Code shall investigate the matter, and where appropriate shall commence disciplinary action in accordance with the employment standards of the place of work. All communications received by the Chief Building Official or senior staff person concerning a breach of this Code shall be held in confidence. The Chief Building Official or senior staff person shall advise the Commissioner in writing about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

Where there is any conflict between the provisions of this Code of Conduct and the City of Windsor City of Windsor Employee and Volunteer Code of Ethics and Conflict of Interest Policy, the more stringent of the two documents shall apply.

CODE OF CONDUCT

In exercising powers and performing duties under the Building Code Act, the Chief Building Official and Inspectors shall:

1. Exercise powers in accordance with the provisions of the Building Code Act, the Ontario Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of the Chief Building Official and Inspectors;
2. Act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist;
3. Apply all relevant building by-laws, regulations, statutes and standards in a consistent and fair manner, independent of any influence by interested parties;
4. Comply with the City of Windsor Employee and Volunteer Code of Ethics and Conflict of Interest Policy;
5. Obtain the counsel of persons with expertise where the Chief Building Official or Inspector does not possess sufficient knowledge to make an informed judgment;
6. Act honestly, reasonably and professionally in the discharge of their duties;
7. Keep abreast of current building practices through continuous education; and
8. Promote the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier-free accessibility.