

The Corporation of the Township of  
**Algonquin Highlands**  
**By-Law 2024-61**

**Being a By-Law Respecting Construction, Demolition, Change of Use Permits, Inspections and Administration**

**Whereas** Section 7 of the Building Code Act, 1992, S.O. 1992 c.23 (hereinafter referred to as the “Act”), empowers Council to pass certain bylaws respecting construction, conditional permits, sewage systems, demolition and change of use permits and inspections;

**Whereas** Section 8 of the Municipal Act, 2001, S.O. 2001, c.25 (hereinafter referred to as the “Municipal Act”) provides that the powers of a municipality under the Municipal Act or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**And Whereas** Section 9 of the Municipal Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

**And Whereas** Section 11 of the Municipal Act provides that a lower-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein;

**And Whereas** Section 398.2(2) of the Municipal Act provides that fees or charges imposed in accordance with this By-law constitute a debt owed to the municipality for which the Treasurer may add the outstanding fees or charges, including interest on the unpaid balance, to the tax roll for the property owned by the persons responsible for paying the fees and charges, and the amount shall be collected in the same manner as municipal taxes;

**And Whereas** Section 425(1) of the Municipal Act authorizes municipalities to pass by-laws providing that any person who contravenes a by-law of the municipality passed under said Act is guilty of an offence;

**And Whereas** Section 426 of the Municipal Act provides that no person shall hinder or obstruct, or attempt to hinder or obstruct any person who is exercising a power or performing a duty under a by-law passed under this Act;

**And Whereas** Section 429(1) of the Municipal Act provides that a municipality may establish a system of fines for offences under a By-law of the municipality passed under this Act;

**And Whereas** Section 434.1 of the Municipal Act enables the councils of local municipalities to establish a system of administrative penalties and whereas Section 434.2 establishes an administrative penalty constitutes a debt of the person which may be added to the tax roll;

**And Whereas** Section 436 of the Municipal Act provides that a municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with a by-law, or an order made under a by-law, or court order made under this Act;

**And Whereas** pursuant to Section 2 of the Trespass to Property Act, R.S.O. 1990, c. T.21, as amended, makes it an offence for every person who is not acting under right or authority conferred by law and who, without the express permission of the occupier, the proof of which rest on the defendant, enter on premises when entry is prohibited under the Act or engages in an activity on the premises when the activity is prohibited under the Act or does not leave the premises immediately after he or she is directed to do so by the occupier of the premises or a person authorized by the occupier;

**And Whereas** pursuant to Section 5 of the Trespass to Property Act, R.S.O. 1990, c. T.21, as amended, allows a Municipality as “occupier” to post signs, prohibiting activities within an area;

**Now Therefore** the Council of the Corporation of the Township of Algonquin Highlands enacts as follows:

## **Section 1 - Short Title**

1.1 The short title of this by-law is the “Building By-law”.

## **Section 2 – Definitions**

In this By-law:

- 2.1 **Act:** means the Building Code Act, 1992 S.O. 1992 as amended, including amendments thereto.
- 2.2 **Additional Inspection:** means an inspection deemed necessary by the Chief Building Official (applicable to existing buildings or defective/deficient new buildings, to pay for the additional inspections that are required as a result of poor construction, or to evaluate existing projects for renovation or addition where applicants may be unsure of requirements).
- 2.3 **Applicable Law:** means applicable law as defined in the Building Code.
- 2.4 **Applicant:** means the owner of a building or property who applies for a permit, or any person authorized in writing by the owner to apply for a permit on the owner’s behalf.
- 2.5 **As Constructed Plans:** means as constructed plans as defined in the Building Code.
- 2.6 **BCIN:** means Building Code Identification Number issued by the Ministry of Municipal Affairs and Housing.
- 2.7 **Building:** means a building as defined in Section 1(1) of the Act.
- 2.8 **Building Code:** means the regulations made under Section 34 of the Act.
- 2.9 **Chief Building Official:** means the Chief Building Official appointed by By-law by the Council of the Corporation of the Township of Algonquin Highlands under Section 3(2) of the Act.
- 2.10 **Construct:** as defined in Section 1(1) of the Act.
- 2.11 **Conditional Permit:** as set out in Section 8(3) of the Act.
- 2.12 **Corporation:** means The Corporation of the Township of Algonquin Highlands.
- 2.13 **Floor Area:** means the aggregate of the floor area measured between the exterior faces of the exterior walls of the building or structure at the level of each floor, and in the case of a dwelling, excluding any porches, basements or cellars.
- 2.14 **Minister:** means the Minister of Municipal Affairs and Housing.
- 2.15 **Owner:** includes the registered owner of a property, a lessee, mortgagee in possession, or person otherwise in charge of any property, acting as the authorized agent of the owner.

- 2.16 **Partial Permit:** means written permission or written authorization from the Chief Building Official to perform certain limited construction of a project where the balance of the drawings of the project will be submitted at a later date.
- 2.17 **Person:** means and includes any person, firm, partnership, corporation, company, association, or organization of any kind.
- 2.18 **Permit:** means permission or authorization given in writing by the Chief Building Official to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and the Building Code.
- 2.19 **Permit Holder:** means the person to whom the permit has been issued and who assumes the primary responsibility for complying with the Act and the Building Code.
- 2.20 **Permit Maintenance Fee:** is an annual fee for a permit issued under the Building Code that remains open after three (3) years from the date of issuance until such time the permit is closed.
- 2.21 **Plumbing:** means plumbing as defined in Section 1(1) of the Act.
- 2.22 **Revised Drawings:** means building drawing/plans that have been submitted with changes to the original drawings/plans that have been approved.
- 2.23 **Sewage System:** means a sewage system as defined in Division A, Part 1, Subsection 1.4.1.2 of the Building Code.
- 2.24 **Special Inspection:** means an inspection that is requested and carried out that may or may not be in connection with a building permit, at the discretion of the Chief Building Official and/or on permits greater than 3 years old.

Terms not defined in this By-law shall have the meaning ascribed to them in the Act or the Building Code.

### Section 3 – Classes of Permits

- 3.1 For the purposes of the Act and the Building Code, there shall be five (5) classes of Permits as set forth below:
- a) Building Permit, respecting the complete construction of a building or part of a building;
  - b) Conditional Building Permit, respecting the construction of a building subject to conditions imposed pursuant to subsection 8(3) of the Act;
  - c) Demolition Permit, respecting the demolition of a building or part of a building;
  - d) Change of Use Permit, respecting a change in use of a building or part of a building which results in an increase in hazard as determined under the Building Code.
  - e) Building Permit, respecting the installation of new and replacement Sewage System.

## **Section 4 – Classes of Permits and Administration Fees**

- 4.1 Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule "A" to this By-law.
- 4.2 The Chief Building Official shall determine the required fees calculated in accordance with Schedule "A" of the Township Comprehensive Fees and Charges By-law for the work proposed and the applicant shall pay such fees. No permit shall be issued until all fees have been paid in full.
- 4.3 Administration Fee(s) in respect to additional cost(s) above the fees for building permits shall be as set out in Schedule "A" to this By-law.

## **Section 5 – Requirements for Applications**

- 5.1 To obtain a permit, the owner or an agent authorized by the owner, shall file with the Chief Building Official, an application in writing by completing a prescribed form by the Ministry of Municipal Affairs and Housing.
- 5.2 Where application is made for a building permit under the Act, the application shall:
  - a) Identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
  - b) Identify and describe in detail the existing use(s) and the proposed use(s) for which the premises are intended;
  - c) Describe the land on which the work is to be done, by a description that will readily identify and locate the site on which the building or demolition is to occur;
  - d) Be accompanied by complete plans and specifications as described in the by-law, and in accordance with Schedule "B";
  - e) Be accompanied by the required fees as calculated in accordance with Schedule "A" of the Township Comprehensive Fees and Charges By-law;
  - f) State the names, addresses and telephone numbers of the owner, applicant, architect, engineer or other designer and the constructor or person hired to carry out the construction or demolition as the case may be;
  - g) When Division "C" Section 1.2.2.1 of the Building Code applies, be accompanied by a signed acknowledgement of the owner on a form prescribed by the Chief Building Official that an Architect or Professional Engineer or both have been retained to carry out the general review of the construction or demolition of the building;
  - h) When Division "C" Section 1.2.2.1. of the Building Code applies, be accompanied by a signed statement of the Architect or Professional Engineer, or both, and on a form prescribed by the Chief Building Official undertaking to provide general review of the construction or demolition of the building;
  - i) Include where applicable, the registration number of the builder or vendor as provided in the in the Ontario New Home Warranties Act;
  - j) State estimated valuation of the proposed work including consulting fees, material and labour and;

- k) Be signed by the applicant who shall certify as to the truth of the contents of the application;
- l) Include, where applicable, the BCIN or the required stamp and forms of the designer or firm on every document associated with the application;
- m) Provide, where applicable, evidence of the insurance required by the Act, or registration with the Ministry of Municipal Affairs and Housing; and
- n) Be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the Chief Building Official to be unnecessary.

### 5.3 Demolition Permits

5.3.1 In addition to the requirements of Subsection 5.2 above, every demolition permit application shall;

- a) When Division "C" Section 1.2.2.1 of the Building Code applies, be accompanied by structural design characteristics of the building and the method and time schedule of the demolition; and
- b) Be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, electric, telephone or other utilities and services.

### 5.4 Partial Building Permits

5.4.1 In addition to the requirements of Subsection 5.2 above, every construction permit application for part of a building shall;

- a) Include an application for the entire project and include plans and specifications covering the part of the work for which more expeditious approval is required, together with such information pertaining to the remainder of the work as may be required by the Chief Building Official.

### 5.5 Conditional Building Permits:

5.5.1 In addition to the requirements of Subsection 5.2 above, every conditional permit application for the construction of a building shall;

- a) State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted; and
- b) State necessary approvals which must be obtained in respect of the proposed building and the time in which the approvals will be obtained.

### 5.6 Change of Use Permits

5.6.1 In addition to the applicable requirements of Subsection 5.2 above, every change in use permit application shall;

- a) Describe the building or part thereof in which the occupancy is to be changed, and;
- b) Include plans and specifications which show the current and proposed occupancy of all parts of the building and the site, where appropriate; and which contain sufficient information to establish compliance with the requirements of the Building Code, including floor plans, details of wall, ceiling and roof assemblies, identifying required fire resistance ratings and load bearing capacities.

## 5.7 Sewage Systems

5.7.1 In addition to the requirements of Subsection 5.2 above, every application for a new or replacement Sewage System Permit shall be submitted to the Chief Building Official and contain the following information:

- a) Application for a sewage system permit;
- b) Proposed sewage system design;
- c) Calculation sheet;
- d) Schedule 2 sewage system installer information.

## 5.8 Permit Issuance

5.8.1 The Chief Building Official may, where conditions in Subsection 5.4 above have been fulfilled, issue a permit for part of a building subject to compliance with the Act, the Building Code and any other applicable legislation.

5.8.2 The Chief Building Official may, where conditions in Section 8(3) to 8(5) of the Act and Subsection 5.5 above have been fulfilled, issue a conditional permit for a building subject to compliance with the Act, the Building Code and any other applicable law.

5.8.3 The Chief Building Official shall not, by reason of the issuance of a permit or permits for a part or parts of the building issued under Subsections 5.4 and 5.5 be under any obligation to grant any further permit or permits, therefore.

5.8.4 All permits are required to be posted in a conspicuous place on the property in respect of which the permit was issued in accordance with the Act.

## 5.9 Abandoned Applications

5.9.1 Where an application for a permit remains incomplete or inactive for six (6) months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant.

## 5.10 Equivalent

5.10.1 Where an application for a Permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a Permit was issued, contains an equivalent material, system or building design for which authorization under section 8(12) of the Act is requested, the following information shall be provided;

- a) Description of the proposed material, system or building design for which authorization under section 8(12) of the Act is requested;
- b) Any applicable provisions of the Building Code; and

- c) Evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

#### 5.11 Permit Maintenance Fee

5.11.1 Where the Chief Building Official confirms that a Building Permit(s) remain open after three (3) years, the Township shall send to the current property owner, an invoice for the Permit Maintenance Fee as set out in Schedule "A" of the Township Comprehensive Fees and Charges By-law.

5.11.2 Annual invoicing shall continue until such time as the permit(s) is revoked, closed or cancelled.

### **Section 6 – Plans and Specifications**

#### 6.1 Every Applicant shall furnish:

- a) Sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed work conforms to the Act, the Building Code and any other applicable law;
- b) A site plan referenced to a current plan of survey certified by a registered Ontario Land Surveyor of which a copy shall be retained by the municipality, unless this requirement is waived by the Chief Building Official who may be able to determine without a certified survey plan that the proposed work will conform to the Act, the Building Code and any other applicable law.

#### 6.2 A site plan shall include the following:

- a) Lot size and dimensions of the property;
- b) Setbacks from any existing or proposed buildings, property lines, roads, watercourse (as defined in current zoning by-law), hydro or telephone lines, sewage system, easements or rights of way;
- c) Existing and finished ground levels or grades.

6.3 Plans shall be submitted electronically utilizing the Township's Online Building Permitting software, shall be clearly legible, and drawn to scale.

6.4 The Chief Building Official shall determine the number of plans, specifications, documents and other information required to be furnished with an application for a permit having regard for the requirements of the Act, regulation or by-law respecting the examination or circulation of the application.

6.5 Plans and specifications furnished according to this by-law or otherwise required by the Act become the property of the Corporation and will be disposed of or retained in accordance with relevant legislation.

#### 6.6 A site plan for a septic system must also include the following:

- a) The location and setbacks of the septic tank, leaching bed and any pump chamber;
- b) The loading area and 15m mantle;
- c) The location of wells and water supply including adjacent properties; and
- d) All other setbacks as per tables 8.2.1.5., 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. of the Building Code.

6.7 The Chief Building Official may require that a set of as constructed plans be filed with the Corporation upon the completion of the construction.

- 6.8 After the issuance of a permit under the Act, notice of any material change to a plan, specification, document, or other information on the basis of which the permit was issued, must be given in writing to the Chief Building Official, together with revised drawings with the details of such change which is not to be made without written authorization from the Chief Building Official.

## **Section 7 – Permit Revocation, Deferral or Revocation and Transfer**

### **7.1 Revocation of Permit**

- a) Prior to revoking a permit under Clauses 8 (10) (b) and (c) of the Act, the Chief Building Official shall give written notice of intention to revoke to the permit holder at his last known 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.

### **7.2 Deferral of Revocation**

- a) On receipt of a notice of intention to revoke a permit, a permit holder may request in writing within thirty (30) days from the date thereof that the Chief Building Official defer the revocation of such permit.
- b) 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 or resumed.
- c) 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.

### **7.3 Transfer of Permit**

- a) If land changes ownership after a building permit has been issued, a building permit may be transferred to the new owner.
- b) When a building permit is transferred, the new owner assumes all responsibility and may be required to provide additional information and, if necessary, proof of engagement of a design professional.
- c) Changes made to plans submitted for the original building permit may require payment of an additional fees.

## **Section 8 – Notice and Requirements for Inspections**

- 8.1 The Owner, builder, Permit Holder or authorized agent shall notify the Chief Building Official at least two (2) business days in advance of each stage of construction as specified in Division “C” section 1.3.5.1 of the and 1.3.5.2 of the Building Code.
- 8.2 A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official.

## **Section 9 – As Constructed Plans**

- 9.1 The Chief Building Official may require that a set of plans of a building, or any class of buildings, as constructed, be filed with the Chief Building Official on completion of construction, under such conditions as may be prescribed in the Building Code.



## **Section 10 – Registered Code Agencies**

- 10.1 The Chief Building Official is authorized to enter into and sign contracts for service agreements with Registered Code Agencies and appoint them to perform specified functions from time to time in order to maintain the time periods for Permits prescribed in subsection Division “C” section 1.3.1. of the Ontario Building Code.
- 10.2 The Registered Code Agency may be appointed to perform one or more of the specified functions described in section 15.15 of the Act.

## **Section 11 - Refunds**

- 11.1 Upon written request, the Chief Building Official shall determine the amount of the fees, if any, that may be refunded in accordance with Schedule "A" of this by-law in the case of:
- a) Withdrawal of application;
  - b) Abandonment of application;
  - c) Refusal to issue permit;
  - d) Request for revocation of permit pursuant to Clause 8(10)(e) of the Act.

## **Section 12 – Collection**

- 12.1 In addition to every other remedy available at law, fees that are due and unpaid may be added to the tax roll of the property owner who is responsible for paying the fee and may be collected in the like manner as municipal taxes.

## **Section 13 – Fencing at Unsafe Building, Construction and Demolition Sites**

- 13.1 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 such fencing as he or she deems appropriate to the circumstances.
- 13.2 In considering the hazard presented by the construction of demolition site, the necessary fencing and height and characteristics of such fencing, the Chief Building Official shall have regard for:
- a) the proximity of the building site to other buildings;
  - b) the proximity of the construction or demolition site to lands accessible to the public;
  - c) the hazard presented by the construction or demolition activities and materials;
  - d) the feasible and effectiveness of such fences; and
  - e) the duration of the hazard.

## **Section 14 – Offences**

- 14.1 No Person shall:
- a) Construct a building without a permit contrary to Section 8(1) of the Act;
  - b) Cause construction of a building without a permit contrary to Section 8(1) of the Act;
  - c) Demolish a building without a permit contrary to Section 8(1) of the Act;
  - d) Cause demolition of a building without a permit contrary to Section 8(1) of the Act;

- e) Change plans without authorization contrary to Section 8(12) of the Act;
- f) Construct a building not in accordance with plans contrary to Section 8(13) of the Act;
- g) Change the use of a building without a permit contrary to Section 10(1) of the Act;
- h) Occupy a building newly erected without notice or inspection contrary to Section 11(1) of the Act;
- i) Obstruct or remove posted order without authorization contrary to Section 20 of the Act;
- j) Furnish false information on an application for a permit contrary to Section 36 (1)(a) of the Act;
- k) Commence demolition before a building has been vacated contrary to Div. C sentence 1.3.1.1(4) of the Building Code;
- l) Occupy an unfinished building without a permit contrary to Div. C sentence 1.3.3.1(1) of the Building Code; and
- m) Fail to provide notification of construction phase contrary to Div. C sentence 1.3.5.1(1) of the Building Code.

14.2 No Person shall Fail to Comply with:

- a) An order made by an inspector contrary to Section 12(2) of the Act;
- b) An order not to cover made by an inspector contrary to Section 13(1) of the Act;
- c) An order to uncover made by an inspector contrary to Section 13(6) of the Act;
- d) A stop work order made by the Chief Building Official under Section 14(1) of the Act;
- e) An order to remedy an unsafe building made by an inspector under subsection 15.9(4) of the Act;
- f) An order prohibiting use or occupancy of an unsafe building made by the Chief Building Official under subsection 15.9(6) of the Act; and
- g) An order to repair a dangerous building made by the Chief Building Official under subsection 15.10(1) of the Act.

**Section 15 – Penalty Provisions**

- 15.1 Every person who contravenes any provision of this by-law or the Act or is party to such with Section 36 of the Act is guilty of an offence;
- 15.2 Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended;

- 15.3 In addition to the penalties prescribed in section 15.1 and 15.2 of this by-law, the Chief Building Official may apply under subsection 36(1) and or 38(1) of the Act for additional penalties and/or fine up to Five Thousand Dollars (\$5,000.00) or the maximum fine applicable pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter P33;
- 15.4 For the purpose of this by-law, each day of a continuing offence shall be deemed to be a separate offence;
- 15.5 Every person who hinders or obstructs a person lawfully carrying out the enforcement of this by-law is guilty of an offence.

**Section 16 - Validity and Severability**

- 16.1 If a court of competent jurisdiction declares any provision or provisions of this by-law is invalid, such provision or provisions are deemed severable, and it is the intention of Council that the remainder of the by-law remain in full force and effect.
- 16.2 Where a provision of this by-law conflicts with the provision of another by-law in force within the Township, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.

**Section 17 - Transitional Rules**

- 17.1 After the date of the passing By-law 2020-23 is hereby repealed.
- 17.2 Any notice or order issued, proceeding being conducted, or other action being carried out under By-law 2020-23 is deemed to continue under this By-law.
- 17.3 This By-law shall come into force and effect on the 20<sup>th</sup> day of June 2024

**Read** a First, Second and Third time and finally passed this 20<sup>th</sup> day of June 2024.

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Mayor Liz Danielsen

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Deputy CAO/Clerk Dawn Newhook

The Corporation of the Township of  
**Algonquin Highlands**

**Schedule "A" To By-law 2024-XX – Administrative Fees and Refunds**

**Administrative Fees**

- 1) Where an order to comply is issued under the Act with respect to construction and demolition commenced prior to issuance of Permit, the Permit fee prescribed in Schedule "A" of the Township Comprehensive Fees and Charges By-law shall be increased to cover additional administrative costs by the greater of \$200.00 or twice the cost of the building permit fee.
- 2) Where a stop work order is issued under the Act with respect to construction and demolition commenced prior to issuance of Permit, the Permit fee prescribed in Schedule "A" of the Township Comprehensive Fees and Charges By-law shall be increased to cover additional administrative costs by the greater of \$200.00 or twice the cost of the building permit fee.
- 3) With respect to partial Permits the fee shall be the normal fee for the proposed construction plus an administration fee of 10% of that fee. The minimum administration fee of \$100.00 and a maximum of \$500.00 shall apply to partial Permits.
- 4) With respect to conditional Permits the fee shall be the normal fee for the proposed construction plus and administration fee of 10% of that fee. The minimum administration fee of \$100.00 and a maximum of \$1,000.00 shall apply to Conditional Permits.

**Refunds**

- 1) Requests for refunds must be provided in writing from the applicant.
- 2) No refunds shall be made for a permit that has been revoked.
- 3) The fees that may be refunded shall be a percentage of the fees payable under this by-law as follows:
  - a) 80% if administrative functions only have been performed;
  - b) 70% if administrative and zoning functions only have been performed;
  - c) 40% if administrative, zoning and plan examination functions have been performed;
  - d) 30% if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
  - e) No Refund shall be issued after any building inspection has been carried out and/or after six (6) months of permit issuance.
- 4) Notwithstanding Section 1 above, no refund shall be made of an amount less than \$25.00 dollars.

Note: No portion of any Administration Fee is refundable.

The Corporation of the Township of  
**Algonquin Highlands**

**Schedule "B" To By-law 2024-XX – Plans, Specifications and  
Other Required Permits**

**Plans & Specifications**

List of Plan Working Drawings and Specifications to Accompany Applications for Building Permits:

- 1) Property Site Plan (including all current and proposed structures, setbacks from all property lines and showing location of power lines - a survey maybe be required)
- 2) Floor Plan
- 3) Foundation Plans
- 4) Framing Plans
- 5) Roof Plans
- 6) Cross Sections and Details
- 7) Building Elevations
- 8) Plumbing Drawings
- 9) Heating, Ventilation and Air Conditioning
- 10) Wood Burning Appliances and Chimneys
- 11) Engineered Product Specifications
- 12) Energy Efficiency Design Summary

**Other Required Permits**

- 1) Plumbing new, additional or changes
- 2) Replacing or upgrading vapour barrier/insulation
- 3) Replace or repair foundation drainage and damp-proofing
- 4) Upgrading or replacing heating system
- 5) Interior/Exterior renovation (structural)

**Note:** The Chief Building Official may specify that not all of the above mentioned plans are required to accompany an application for a permit and may require additional information.

The Corporation of the Township of  
**Algonquin Highlands**

**Part 1 Provincial Offences Act – Set Fine Schedule “C”**  
**By-Law 2024-61: Building By-Law**

<b>Item</b>	<b>Short Form Wording</b>	<b>Provision Creating or Defining Offence</b>	<b>Set Fine</b>
1	Construct building without permit	14.1 (a)	\$250.00
2	Cause construction of building without permit	14.1 (b)	\$250.00
3	Demolish building without permit	14.1 (c)	\$150.00
4	Cause demolition of building without permit	14.1 (d)	\$150.00
5	Change plans without authorization	14.1 (e)	\$150.00
6	Construct building not in accordance with plans	14.1 (f)	\$150.00
7	Change the use of building without permit	14.1 (g)	\$250.00
8	Occupy newly erected building without notice or inspection	14.1 (h)	\$250.00
9	Obstruct or remove posted order without authorization	14.1 (i)	\$300.00
10	Furnish false information on permit application	14.1 (j)	\$300.00
11	Commence demolition before building vacated	14.1 (k)	\$300.00
12	Occupy unfinished building without permit	14.1 (l)	\$300.00
13	Fail to provide notification of construction phase	14.1 (m)	\$150.00
14	Fail to comply with order to comply	14.2 (a)	\$400.00
15	Fail to comply with order not to cover	14.2 (b)	\$400.00
16	Fail to comply with order to uncover	14.2 (c)	\$400.00
17	Fail to comply with stop work order	14.2 (d)	\$400.00
18	Fail to comply with order to remedy unsafe building	14.2 (e)	\$400.00
19	Fail to comply with an order prohibiting use or occupancy of unsafe building	14.2 (f)	\$400.00
20	Fail to comply with order to repair dangerous building	14.2 (g)	\$500.00
21	Hinder or obstruct person lawfully carrying out enforcement duties	15.5	\$500.00

**Note:** the penalty provision for the offences indicated above is Section 15.2 of the By-law No. 2024-61, a certified copy of which has been filed.