

**The Corporation of The
Municipality of Trent Lakes**

By-law No. B2017-004

**Being A By-law Respecting Construction,
Demolition, Change of Use Permits and Inspections**

Whereas the *Building Code Act* R.S.O. 1992, Chapter 23, Section 7, and the *Municipal Act* S.O. 2001, as amended, Section 8 vest in this Council the authority to enact by-laws regulating construction, demolition, change of use permits and inspection, and for requiring deposits to be paid.

And Whereas the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, permits a local municipality to direct that where an owner has defaulted, the municipality may have the default remedied at the owner's expense and add the cost to the tax roll;

Now Therefore the Council of The Corporation of the Municipality of Trent Lakes enacts as follows:

1 Short Title

1.1 This By-law shall be known as The Building By-law.

2 Definitions

2.1 In this By-law:

“**Accessory Building**” means a detached building that is not used for human habitation, but the use of which is subordinate and naturally, customarily and normally incident to exclusively devoted to a main building or use and is located on the same lot.

“**Act**” means the *Building Code Act, 1992*, R.S.O. 1992 Chapter 23 as amended.

“**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 demolition of a building and anyone acting under the authority of such person or corporation.

“**Architect**” means a holder of a license, a certificate of practice, or a temporary license under the *Architects Act* as defined in the *Building Code*. This person must be registered in the Province of Ontario.

“**As Constructed Plans**” means as constructed plans as defined in Division A 1.4.1.2.

“**Authority Having Jurisdiction**” means the *Chief Building Official* of the Municipality of Trent Lakes and any official authorized by him or her to administer this By-law.

“**Building/Structure**” means building as defined in the *Building Code Act* 1(1).

“**Building Code**” means the regulations made under Section 34 of the Act.

“**Building Inspector or Inspector**” means an Inspector appointed by the Municipality pursuant to the provision of this By-law, and includes the *Chief Building Official*, the Municipal Engineer and Fire Department representative.

"Chief Building Official" means the person appointed by the Municipality pursuant to the provision of this By-law, and is appointed by By-law, in accordance with the Building Code Act 1(1).

"Construct" means to do anything in the erection, installation, extension or material alteration or repair, removal of any building or structure of any part thereof, as defined in subsection 1(1) of the Act.

"Construction Value" means the total value of all design services, labour, materials, overhead and related services attributable to and/or required for the design and construction of the work for which an application has been submitted.

"Designer" means a designer as defined in Division 1.4.1.2 of the Building Code.

"Effective Grade Level" means the average level of ground at a particular location taking into consideration the surrounding ground level for a horizontal distance of 1.2 meters (4 feet) either side of the locations being considered.

"Farm Building" means a farm building as defined in the Building Code.

"Homeowner" means the owner of a building who is engaged in performing plumbing, or building for him or herself.

"Municipality" refers to the Corporation of the Municipality of Trent Lakes.

"Notice By Municipality" means written notice either personally delivered or sent by prepaid registered mail or courier to the owner at the address shown in the last revised assessment roll. If sent by prepaid registered mail or courier, the notice shall be deemed received on the fifth day after mailing.

"Occupancy Certificate" means a certificate that shall be issued upon the readiness for occupancy of the building. **This certificate shall be applied and paid for at the time of issuance of the building permit.**

"Owner" means the registered owner of the property and includes a lessee, mortgage in possession, and the authorized agent in lawful control of the property.

"Permit" means permission or authorization given in writing from 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 *Ontario Building Code*.

"Permit Holder" means the person to whom the *permit* has been issued and who assumed the primary responsibility for complying with the *Act* and the *Ontario Building Code*, or where a permit has been transferred, the new owner to whom the permit has been transferred.

"Plumbing Fixture" means any item connected directly to drainage piping via a trap, and the term "Appliance" shall mean: a pump, a water heater, a dishwasher, and automatic clothes washer, etc.

"Professional Engineer" or "Engineer" means a person who holds a license or temporary license under the Professional Engineers as defined in the *Building Code*.

"Regulations" refer to the Regulations made under the *Building Code Act* R.S.O. 1992 Chapter 23, as amended.

“Work” means construction or demolition of a building or part thereof, as the case may be.

Word (not defined) - Any word not defined in this By-law, which is defined in the *Act* of the *Building Code*.

3 Terms Not Defined

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

4 Classes of Permits

- 4.1 Classes of permits with respect to the construction, occupancy, demolition and change of use of buildings are set out in Schedule ‘A’ annexed hereto.

5 Permit Applications

- 5.1 To obtain a *permit*, the *applicant* shall file an application in writing on the form specified by the *Chief Building Official* or from the Building Code website www.obc.mah.ca, and shall supply any other information relating to the application as required by the *Chief Building Official*. The prescribed form shall be as set out in Schedule ‘D’ of this By-law.

5.2 Building Permit Information for Residential Permit Applications Within a Plan of Subdivision

Every application for a *permit* shall be submitted to the *Chief Building Official* and contain the following information:

1. Where application is made for a construction *permit* under subsection 8(1) of the *Ontario Building Code Act*, the application shall
 - a. Use the provincial application form, “Application for a Permit to Construct or Demolish”; and
 - b. Include complete plans and specifications, documents and other information as required by Section 7 of the *Act* and as described in this By-law for the *work* to be covered by the *permit*; and
 - c. Include completed form as set out in Schedule ‘D’ where applicable.
 - d. For new single detached, duplex, or semi-detached dwelling be accompanied by:
 - i. In the case of land in respect of which an accepted area of subdivision grading plan has been filed with the Municipality, a lot grading plan bearing the signature and seal of the subdivisions owner’s *Professional Engineer* who is responsible for the overall subdivision grading certifying thereon that the lot grading plan conforms with the accepted area or subdivision grading plan filed with the Municipality.
 - ii. In the case of land (less than 1 hectare) in respect of which no accepted area or subdivision grading plan has been filed with the Municipality, a lot grading plan bearing the signature and seal of a *Professional Engineer*, or a *Landscape Architect* (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor who certifies thereon that the drainage

scheme depicted by the plan will be compatible with the existing drainage patterns.

- e. In the case of a subdivision, provide prior to constructing the foundations, an interim grading certificate bearing the signature and seal of a *Professional Engineer*, or a *Landscape Architect*, or an *Ontario Land Surveyor* certifying that the elevation of the top of the foundations will confirm with the lot grading plan specified in clauses 5.2 (d)(i)(ii).
- f. Provide a final lot grading certificate within seven (7) months of occupancy:
 - i. Bearing the signature and seal of the subdivision owner's *Professional Engineer* certifying that the finished elevations and grading of the land generally conforms with the accepted area or subdivision grading plans and the lot grading plan specified in clauses 5.2(d)(i)(ii) of this By-law.

5.3 Construction Permit (General Construction Permit)

Every application for a *permit* shall be submitted to the *Chief Building Official* and contain the following information:

1. Identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
2. Identify and describe in detail the existing land use and proposed use(s) for which the premises are intended;
3. 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 construction or demolition will occur.
4. State the names, addresses and telephone numbers of the owner, applicant, architect, engineer or other designer, and the contractor or person hired to carry out the demolition as the case may be;
5. State the estimated construction value of the proposed work;
6. Be accompanied by plans and specifications as described in the By-law;
7. Be signed by the applicant who shall certify as to the truth of the contents of the application;
8. When Division C Part 1.21 of the *Building Code* applies, be accompanied by a signed statement of the architect or professional engineer, or both, on a form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building; and
9. If application is being made for an agricultural purpose, the number and type of livestock on the whole of the property shall be provided, as well the type of manure and manure storage for the determination of Minimum Distance Separation calculations.

5.4 Demolition Permits

To obtain a *permit*, the *applicant* shall file an application in writing on the form specified by the *Chief Building Official* or from the Building Code website www.obs.mah.ca, and shall supply any other information relating to the application as required by the *Chief Building Official*. The prescribed form shall be as set out in Schedule 'D' to this By-law.

1. Include fully dimensioned floor plans of the building if required by the Chief Building Official; and

2. When Division C Part 1.2.1 of the Code applies, be accompanied by structural design characteristics of the building and the method and time of the demolition.
3. Be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services.

5.5 Change of Use Permits

To obtain a *permit*, the *applicant* shall file an application in writing on the form specified by the *Chief Building Official* or from the Building Code website www.obc.mah.ca, and shall supply any other information relating to the application as required by the *Chief Building Official*. The prescribed form shall be as set out in Schedule 'D' to this By-law.

1. Describe the building or part thereof which the occupancy is to be changed, by a description that will readily identify and locate the building;
2. Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
3. State the name, address and telephone number of the owner;
4. Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application;
5. Include plans and specifications which show the current and proposed occupancy of the building, and which contain sufficient information to establish compliance with the requirements of the *code*, including floor plans, details of the wall, floor and roof assemblies identifying required fire resistance ratings and load bearing capacities;
6. The *Chief Building Official* shall, where conditions in subsection (4) above have been fulfilled, issue a *permit* for part of a building subject to compliance with the *Act*, the Building Code and any applicable law;
7. 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 a construction or conditional permit, be under obligation to grant any further permit or permits thereof.

5.6 Permit Not Required

No application or *permit* is required for:

1. Ordinary repairs to building for maintenance purposes, but such repairs shall not include the cutting away or the construction of any wall partition or portion thereof, the removal or cutting away of any beams, joists or pillars or other supports or the removal, change or closing of any stairway or required exit or means of egress or any change from existing materials, and;
2. Non-structural changes not involving a change of tenancy when the estimated *construction value* of the work is less than \$1000.00.

5.7 Abandoned Permits

An application for a *permit* may be deemed to have been abandoned six (6) months after the date of filing, unless the *applicant* has proceeded with such application.

5.8 Moved Buildings

In addition to the requirements of Section 5.3, all moved buildings shall:

1. In the case where a building is moved within the limits of the Municipality, a Building *permit* will be required at the new site and the said cost evaluation shall be computed based on the definition of *construction value* for the entire project.

5.9 Temporary Structures

A building *permit* for a temporary *structure* may be issued provided that the requirements of the zoning By-law are met, and any other applicable agencies have issued a *permit* or written statement with no objections to the temporary structure.

5.10 Building Without a Building Permit in Place

Any person or Corporation who commences construction, demolition or changes the use of a building before submitting an application for a permit or before 14 calendar days have elapsed from the date on which an application for a permit has been accepted by the Municipality unless the permit has already been issued, shall in addition to any other penalty under the Act, Building Code or this By-law pay an additional fee equal to 100% of the amount calculated as the regular permit fee but in no case shall the additional fee exceed \$5000.00, in order to compensate the Municipality for the additional work incurred by such early start to work.

5.11 Incomplete Application

Where an application is found to be incomplete and does not comply with Division C 1.3.1.2 of the *Building Code*, the application may be accepted for processing if the applicant acknowledges same and completes the form as set out in Schedule 'B' of this By-law.

5.12 Agricultural Building Permits

Permits for agricultural buildings with the purpose of housing animals will not be granted by the *Chief Building Official* until all applicable law has been adhered to as part of the building permit application. This applicable law refers to the new regulations under the Nutrient Management Act and all requirements of the Act must be adhered to. Required nutrient management plans and strategic plans as required by this Act must be part of the building permit application. Prior to the building permit being issued a "Record of Approval" must be received as part of the building permit application.

6 Plans, Specifications and Other Documents

Every applicant shall furnish:

6.1 Information Sufficient To Determine Conformity

Sufficient information shall be submitted with each application for a permit to enable the *Chief Building Official* to determine whether or not the proposed construction, demolition, change of use or transfer of *permit* will conform to the *Act*, the *Building Code* and any other applicable law.

6.2 Information Regarding Plans Submitted For Application

1. Each application shall, unless otherwise specified by the *Chief Building Official*, be accompanied by two complete sets of the plans and specifications as described in this By-law and Schedule 'C' of this By-law.
2. Plans submitted shall be legible and drawn to scale upon paper or other suitable and durable material. *Effective January 1, 2006, all plans designed for a residential application shall be designed by a person qualified under the requirements of Division C 3.2.4 of the Ontario Building Code.*
3. On completion of the construction of a building, the *Chief Building Official* may require a set of *As Constructed Plans*, including a plan of survey showing the location of the building.
4. Plans and specifications furnished, according to this By-law or otherwise required by the *Act* become the property of the Municipality, and will be disposed of or retained in accordance with the By-laws and policies of the Municipality.
5. The *Chief Building Official* may refuse the plans submitted with an application to construct, if in the opinion of the *Chief Building Official* the plans do not contain the correct or enough technical information.

6.3 Site Plans

Site plans shall be referenced to an up-to-date survey and, when required to demonstrate compliance with the *Act*, The Building Code or other applicable law, a copy of the survey shall be submitted to the *Chief Building Official*. Site plans shall show:

1. The boundaries and dimensions of the lot;
2. Accurate building locations and setbacks from existing and proposed buildings to property lines and to each other;
3. The location of all existing and proposed vehicular or pedestrian entrance or exit points, driveways, fire lanes, walkways and parking lots;
4. The location of any swimming pool, swimming pool enclosures and/or other recreation facility;
5. The drainage grading elevations to indicate surface flow away from the structure and onto public drain system;
6. The location of all easements and/or reserves affecting the lot;
7. Location of private sewage disposal as well as the septic permit file number issued by the Peterborough County City Health Unit; and
8. The location of a domestic water well if used.

6.4 Soil Conditions

Information regarding the existence of any soil condition which may, in any manner, affect the use or safety of the proposed building or facility shall be submitted to the *Chief Building Official*.

6.5 Registered Deed

A copy of the registered deed of the property shall be provided if requested by the *Chief Building Official*.

6.6 General Review by an Architect of Engineer

When Division C 1.2.2 of the *Ontario Building Code* applies, a signed "General Review Form" shall be provided as part of the building permit application process, as 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. The prescribed form shall be as set out in Schedule 'E' annexed hereto.

6.7 Tarion (New Home Warranty)

Where applicable, the registration number of the builder or vendor as provided in the *Ontario New Home Warranties Plan Act* shall be provided to the *Chief Building Official* on the applicable form.

6.8 Equivalentents

Where an *applicant* is proposing the use of an equivalent under Section 9 – (1) of the *O.B.C. Act*, he shall submit to the *Chief Building Official*:

1. An application in writing;
2. A description of the proposed material, system or building design for with authorization under Section 9 of the *Act* is requested;
3. A complete list of applicable provisions of the *Code*;
4. Evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

7 Permits

7.1 No *permit* shall be issued until the prescribed fees in effect on the date the application, properly completed, are received by the *Chief Building Official*.

7.2 The *Chief Building Official* shall issue a permit for the construction of the footing and/or foundation and/or any other defined part of a building on receipt of a properly completed application together with all required fees for all of the work identified on the application subject to compliance with the *Act*, the *Code* and this By-law.

7.3 The *Chief Building Official* shall not by reason of the issuance of a *permit* or *permits* for part(s) of a building be under any obligation to grant any further *permit(s)* thereto.

8 Permit Revocation

8.1 Prior to revoking a *permit* under Section 8. (10) of the *Act*, the *Chief Building Official* shall give written notice of intention to revoke to the *permit holder* at his last known address on file with the *Chief Building Official*, and if on the expiry of fourteen (14) days from the date of such notice, the grounds for revocation continues to exist, the *permit* may be revoked without further notice.

8.2 On receipt of a notice of intention to revoke a *permit*, a *permit holder* may request in writing within fourteen (14) days from the date of revocation, the *Chief Building Official* to defer the revocation of such *permit*, and such request shall:

1. Set out the reasons why the *permit* should not be revoked;
2. Where applicable, the date by which the work will be commenced or resumed; and
3. Be accompanied by the fee specified in Schedule 'A'.

8.3 Having considered the circumstance of the request and having determined that there have been no changes to the *Act* and the *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 writing of his or her decision.

9 Transfer of Permit

9.1 Where a new owner wishes to transfer a *permit*, he shall:

1. File an application in writing, Schedule 'D';
2. Supply any other information relating to the application as required by the *Chief Building Official*; and
3. Submit the prescribed fee.

9.2 Upon approval of the transfer of *permit*, the new owner shall henceforth be the permit holder for the purposes of the *Act* and the *Code*.

10 Revisions

10.1 After the issuance of a *permit* under the *Act*, where a person is desirous of making a material change or causing a material change to be made to a plan, specification, document or other information on the basis of which a *permit* was issued and notifies the *Chief Building Official* under subsection 8(12) of the *Act*, an application shall be made in the same manner as for the original *permit*.

11 Required Notice

11.1 Every permit holder shall provide the *Chief Building Official* with at least two (2) working days prior to each stage of construction for which notice in advance is required by the *Code* unless otherwise approved by the *Chief Building Official*.

12 Construction Value

12.1 Where an application is made for a minor revision to a *permit* and the *Chief Building Official* determines that the work involved in plan processing and enforcement is minor, such revision shall be process without charge.

12.2 Where the fees are based on the cost or valuation of the proposed work, such cost or valuation shall mean the total cost of all work regulated by the *permit* including the cost of all material, labour, equipment, overhead and professional and related services.

12.3 The *Chief Building Official* may place a valuation on the cost of work even if the *permit applicant* or holder disagrees with the valuation, the prescribed fee shall be paid before the issuance of the *permit*.

13 Payment of Fees and Refunds

13.1 Fees for a required *permit* shall be as set out in the Fees and Charges By-law under the Building Department Services and are due and payable upon issuance of said permit.

13.2 Fees are based on the cost of valuation of the proposed work. Such cost of valuation shall mean the total cost of all work regulated by the *permit*, including the cost of all material, labour, equipment, overhead and professional and related services, as established by the *Chief Building Official*.

- 13.3 The *Chief Building Official* may place a valuation on the cost of the proposed work for the purposes of establishing the *permit* fee, and where disputed by the *applicant*, the *applicant* shall pay the required fee under protest and upon completion of the project, shall submit an audited statement of the actual costs, and where the audited costs are determined to be less than the valuation, the *Chief Building Official* may issue a refund.
- 13.4 In the case of abandonment of all or a portion of the work or of the non-commencement of any project, the *Chief Building Official* shall determine the amount of refund of *permit* fees, if any, that may be returned to the *permit* holder, in accordance with subsection (2) hereof.
1. Eighty (80%) percent if application is filed and no processing or review functions have been performed;
 2. Seventy (70%) percent if administrative and zoning functions only have been performed;
 3. Forty-five (45%) percent if administrative, zoning and plan examination functions have been performed;
 4. Thirty-five (35%) if the permit has been issued and no field inspections have been performed subsequent to permit issuance.
 5. Five (5%) percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
- 13.5 No refund shall be made when the amount is calculated to be one hundred dollars (\$100.00) or less.
- 13.6 The fee for the transfer of *permit* is non-refundable.
- 13.7 There shall be no refund of *permit* fees where a *permit* has been revoked.
- 13.8 Where fees are based on a floor area, floor area shall mean the total floor space of all storeys above grade measured as the horizontal area between the exterior walls of the building. In the case of a walk out basement or elevated bungalow, the floor area shall be calculated as floor space for finished rooms, or half of the lower level whichever is greater. Covered decks, attached garages and carports are included in building area calculations.
- 13.9 Any and all fees, as invoiced, for a building permit that are in arrears may result in the Municipality adding said fees to the tax roll and be collected in a like manner as taxes, pursuant to Section 446(3) of the *Municipal Act, 2001*, as amended.

14 Inspection Notifications

- 14.1 Pursuant to Section 7(e) of the *Act*, not less than two (2) business days, not including day of notice, in advance of the following stages of construction the owner or an authorized agent shall notify the *Chief Building Official*:
1. Of the commencement of the construction of the building;
 2. Of the readiness to construct the footings;
 3. Of the substantial completion of the footings and foundations;
 - a. Repeat inspection for I.C.F. foundation
 4. Where the building is within the scope of Division B Part 9, of the substantial completion of:
 - a. Structural framing
 - b. Ductwork and piping for heating and air conditioning systems

- c. Insulation and vapour barriers, and
 - 5. Where the building is within the scope of parts of the Code other than Part 9, of the substantial completion of:
 - a. Structural framing of each storey
 - b. Roughing in of heating, ventilation, air-conditioning and air contaminant extraction equipment, and
 - c. Insulation and vapour barriers
 - 6. Of the commencement of the construction of
 - a. Masonry fireplaces and masonry chimneys
 - b. Factory-built fireplaces and allied chimneys
 - 7. Of the substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems;
 - 8. Of the substantial completion of interior finishes and heating, ventilation, air-conditioning and air-containment extraction equipment;
 - 9. Of substantial completion of exterior cladding, fire access routes and side grading; and
 - 10. Of the completion and availability of drawings of the building as constructed.
- 14.2 Pursuant to Section 7(e) of the *Act*, not less than two (2) business days, not including the day of notice, in advance of the following stages of construction, the owner shall notify the *Chief Building Official*
- 1. Of the completion of underground water service;
 - 2. Of the completion of underground drainage piping, building drains and sewers;
 - 3. Of the completion of all piping rough-in below ground;
 - 4. Of the completion of all piping rough-in above ground; and
 - 5. Of the completion of the plumbing after all fixtures and appliances are connected.
- 14.3 A notice pursuant to this section is not effective until written or oral notice is received by the *Chief Building Official*.
- 14.4 (i) An extra Inspection fee **will be** assessed to the permit holder when an inspection has been scheduled and upon arrival at the site, the inspector determines that the required work is not completed nor ready for the inspection.
- (ii) An extra Inspection fee **will not be** assessed to the permit holder when the inspection has been scheduled for the re-inspection of components that had failed the original inspection.

15 General Provisions

- 15.1 A building *permit* is required for the construction of any building as defined. A change of use *permit* is required when the use of a building or part thereof is made and construction is not contemplated or if construction is to be completed as part of the change of use. Permit fees will be based on Schedule 'A'.
- 15.2 Where, in the opinion of the *Chief Building Official*, it is necessary for the public safety, the owner shall cause to be erected on the street line adjacent to any building being constructed, altered, repaired or demolished, a suitable type of fence at least four (4) feet in height, if the *Chief Building Official* determines a four (4) foot fence is not adequate he may require a six (6) foot fence be erected, with sufficient overhead boarding to protect passerby's, and no such fence shall be removed until the work has been completed and permission for removal has been

- obtained from the *Chief Building Official*.
- 15.3 The granting of a building *permit*, the approval of the drawings and specifications or inspections made by the *Chief Building Official* or an inspector during the construction shall not, in anyway, relieve the owner or his agent from full responsibility for carrying out the work in accordance with the *Act*, the *Building Code*, any other applicable law, this By-law or any other By-law of the Municipality.
- 15.4 No building material, debris, materials from the buildings being demolished or materials from excavation shall be placed on or allowed to accumulate on any public street, road allowance, alley or lane until permission therefore has been obtained from the *Chief Building Official*. A sufficient number of red lights shall be maintained by the owner at his own expense from sunset to sunrise on all such materials placed on any public street, road allowance, alley or lane.
- 16 Registered Code Agency (RCA's)**
- 16.1 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 Division C 1.3.1.3 (table) of the *Ontario Building Code*.
- 17 Equivalents**
- 17.1 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 application shall provide:
1. A description of the proposed material, system or building design for which authorization under Section 8. (12) of the *Act* is requested;
 2. Any applicable provision of the *Building Code*;
 3. Evidence that the proposed material, system or building design will provide the level of performance required by the Building Code; and
 4. The applicable fee.
- 18 Enforcement**
- 18.1 Enforcement will be in accordance with the *Ontario Building Code Act*.
- 19 Site Documents**
- 19.1 Where a building *permit* has been issued pursuant to the *Act*, the person to whom it was issued shall have the permit or a copy thereof posted at all times during construction or demolition in a conspicuous place on the property in respect of which the *permit* was issued.
- 19.2 The person in charge of the construction of a building shall keep and maintain on the site of the construction:
1. At least one (1) copy of drawings and specifications, certified by the *Chief Building Official* or a person designated by him or her, to be a copy of those submitted with the application for the permit to construct the building, together with changes that were authorized by the *Chief Building Official* or a person designated by him or her, and

2. Authorizations or facsimiles thereof received from the Building Materials Evaluation Commission, including specified terms and conditions.

20 Severability

- 20.1 Should any section, subsection, clause or provision of this By-law be declared by 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.

21 Repeal

- 21.1 By-law Number B2015-071, as amended, is hereby repealed.

22 Effective Date

- 22.2 This By-law comes into full force and effect on date of passing.

Read a first and second time this 10th day of January, 2017.

Read a third time and finally passed this 10th day of January, 2017.


Bev Matthews, Mayor


Kari Stevenson, Clerk

List of Schedules to This By-law

Schedule	Description of Schedule
Schedule 'A'	Acknowledgement by Applicant of Incomplete Application
Schedule 'B'	Plans and Specifications
Schedule 'C'	Application to Construct or Demolish
Schedule 'D'	Application For Change of Use, Transfer of Permits and Occupancy Permits
Schedule 'E'	Commitment to General Review Form
Schedule 'F'	Order to Comply
Schedule 'G'	Order Requiring Tests and Samples
Schedule 'H'	Order to Uncover
Schedule 'I'	Order Not to Cover or Enclose
Schedule 'J'	Stop Work Order

Schedule 'A'

By-law No. B2017-004

Acknowledgement by Applicant of Incomplete Application

Pursuant to Sentence Division C 1.3.1.2, 1.1.1.3 of the *Building Code*

Part A

A pre-screening of the application to _____
(describe work)

at _____ reveals that the application is incomplete in that
(location of work)

the following items are missing:

As such, the processing time periods prescribed in Column 3 of Table 1.3.1.3 of the *Building Code* are not applicable. The Municipality of Trent Lakes, however, will commence processing the incomplete application if the Acknowledgement below is completed.

Part B

I _____
(print name of applicant)

acknowledge that my application to _____ at
(describe work)

_____ does not meet the requirements of Division C
(location of work)

1.3.1.3(5) of the *Building Code* and therefore the processing time periods prescribed in Table 1.3.1.3 of the *Building Code* are not applicable. Notwithstanding the above, I request that the Municipality commence processing the incomplete application. I understand that a permit cannot be issued until all the required information is submitted, reviewed for compliance and all fees paid.

I have authority to bind the corporation of partnership (if applicable).

(Date)

(Signature of Applicant)

Schedule 'B'

By-law No B2017-004

Plans and Specifications

The following are lists of plans, working drawings, information and forms that may be required to accompany applications for Permits according to the scope of work.

1. Plans and Working Drawings

a) Site Plan	k) Engineered Product Design (ICF, beams, etc.)
b) Lot Grading Plan	l) Architectural Drawings
c) Floor Plans	m) Electrical Drawings
d) Foundation Plans	n) HVAC Drawings and Design Calculations
e) Framing Plans	o) Plumbing Drawings
f) Roof Plans	p) Fire Alarm Drawings
g) Reflected Ceiling Plan	q) Sprinkler Drawings
h) Sections and Details	r) Travel Distance Plans
i) Building Elevations	s) Exit Capacity Plans
j) Structural Drawings (Roof and Floor Truss)	t) Engineered Truss Drawings, Heaving/Ventilating Design, Engineered Structural Components (eg. TJI joists, parallam designs)

Two sets of drawings shall be submitted on paper or other durable material. Two full sized sets to a legible, recognized scale. We may accept smaller sets if done to a legible and recognizable scale.

If applicable, drawings must be stamped by an Architect or Professional Engineer or both.

All drawings shall be fully dimensioned, note all sizes and types of construction materials to be used and their respective locations, all finishes to all walls, ceilings and floors and all existing and proposed fire separations. Alterations and renovations and additions must differentiate between the existing building and new work being proposed.

2. Other Information

Additional information which may be required:

1. A copy of the specification documents.
2. Spatial separation calculations.
3. Fire protection reports.
4. Building code related reports.

3. Forms

1. Building/Demolition Permit application (MMAH application)
2. Entrance permit (culvert permit)
3. Declaration of Applicant for Building Permit (TARION)
4. Designer Information (Schedule 1)
5. Plumbing Permit

List of other agency permits and applicable information required

1. Kawartha Region Conservation Authority (KRCA): permit or letter stating permit not required.
2. Ministry of Transportation (MTO): permit or land use permit for all construction or land use within 45 metres of a Provincial Highway. This includes entrance permits and sign permits.
3. County of Peterborough: entrance permit from all County Roads.
4. Peterborough County City Health Unit (PCCHU): septic permit.
5. Ministry of Agriculture and Food: Nutrient Management Plans and Strategic Plans are required by the Nutrient Management Act.
6. Source Water Protection.

Prescribed Forms

1. Building Permit Application (Residential, Agricultural, Commercial/Industrial. Decks)
2. Building Permit
3. Demolition Permit
4. Order to Comply
5. Stop Work Order
6. Unsafe Building Order to Make Safe
7. Order Not to Cover or Enclose
8. Order to Uncover
9. Order Prohibiting Use or Occupancy of Unsafe Building
10. Emergency Order
11. Ontario New Home Warranties Act Form (TARION)

Schedule 'C'
By-law No. B2017-004
Application to Construct or Demolish

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>				
A. Project information				
Building number, street name		Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or Authorized agent of owner		
Last name	First name	Corporation or partnership		
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		

Application for a Permit to Construct or Demolish – Effective January 1, 2014

E. Builder (optional)				
Last name	First name	Corporation or partnership (if applicable)		
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)		
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.	Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?	Yes	No
iii. If yes to (ii) provide registration number(s):		
G. Required Schedules		
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities. ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.		
H. Completeness and compliance with applicable law		
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.	Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .	Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.	Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.	Yes	No
I. Declaration of applicant		
I _____ declare that: (print name)		
<ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. 		
_____	_____	
Date	Signature of applicant	

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

Schedule 1: Designer Information

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

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.			

Basis for exemption from registration: _____			
The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
Date _____		Signature of Designer _____	

NOTE:

For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practice, a limited license to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Energy Efficiency Design Summary: Performance & Other Acceptable Compliance Methods

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the Performance or Other Acceptable Compliance Methods described in Subsections 3.1.2. and 3.1.3. of SB-12,

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

B. Compliance Option [indicate the building code compliance option being employed in this house design]

<input type="checkbox"/> SB-12 Performance* [SB-12 - 3.1.2.]	* Attach energy performance results using an approved software (see guide)
<input type="checkbox"/> ENERGY STAR® [SB-12 - 3.1.3.]	* Attach Builder Option Package [BOP] form
<input type="checkbox"/> R-2000®* [SB-12 - 3.1.3.]	* Attach R-2000 HOT2000 Report

C. Project Building Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____m ² or _____ft ²	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement
Area of W, S & G = _____m ² or _____ft ²		<input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit <input type="checkbox"/> Air Source Heat Pump (ASHP) <input type="checkbox"/> Ground Source Heat Pump (GSHP)
SB-12 Performance Reference Building Design Package indicating the prescriptive package to be compared for compliance		
SB-12 Referenced Building Package (input design package): Package: _____ Table: _____		

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach ENERGY STAR BOP form]

Building Component	Minimum RSI / R values or Maximum U-Value ⁽¹⁾	Building Component	Efficiency Ratings
Thermal Insulation	Nominal Effective	Windows & Doors Provide U-Value ⁽¹⁾ or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		Mechanicals	
Walls Above Grade		Heating Equip.(AFUE)	
Basement Walls		HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		DWHR (CSA B55.1 (min. 42% efficiency))	#
Slab (all ≤600mm below grade, or heated)		Combined Space / Dom. Water Heating	

(1) U value to be provided in either W/(m²·K) or Btu/(h·ft²·F) but not both.

E. Performance Design Verification [Subsection 3.1.2. Performance Compliance]

The annual energy consumption using Subsection 3.1.1. SB-12 Reference Building Package is _____ GJ (1 GJ =1000MJ)
The annual energy consumption of this house as designed is _____ GJ
The software used to simulate the annual energy use of the building is: _____
The building is being designed using an air tightness baseline of:
<input type="checkbox"/> OBC reference ACH, NLA or NLR default values (no depressurization test required) <input type="checkbox"/> Targeted ACH, NLA or NLR. Depressurization test to meet _____ACH50 or NLR or NLA
<input type="checkbox"/> Reduction of overall thermal performance of the proposed building envelope is not more than 25% of the envelope of the compliance package it is compared against (3.1.2.1.(6)). <input type="checkbox"/> Standard Operating Conditions Applied (A-3.1.2.1 - 4.6.2) <input type="checkbox"/> Reduced Operating Conditions for Zero-rated homes Applied (A-3.1.2.1 - 4.6.2.5)

On Site Renewable(s): Solar: _____
 Other Types: _____

F. ENERGY STAR or R-2000 Performance Design Verification [Subsection 3.1.3. Other Acceptable Compliance Methods]

- The NRCan "ENERGY STAR for New Homes Standard Version 12.6" technical requirements, applied to this building design result in the building performance meeting or exceeding the prescriptive performance requirements of the Supplementary Standard SB12 (A-3.1.3.1).
- The NRCan, "2012 R-2000 Standard" technical requirements, applied to this building design result in the building performance meeting or exceeding the prescriptive performance requirements of the Supplementary Standard SB12 (A-3.1.3.1).

Performance Energy Modeling Professional

Energy Evaluator/Advisor/Rater/CEM Name and company: _____ Accreditation or Evaluator/Advisor/Rater License # _____

ENERGY STAR or R-2000

Energy Evaluator/Advisor/Rater/ Name and company: _____ Evaluator/Advisor/Rater License # _____

G. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer: Declaration of designer to have reviewed and take responsibility for the design work.

Name	BCIN	Signature

Guide to the Energy Efficiency Design Summary Form for Performance & Other Acceptable Compliance Methods

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- **SB-12 Performance** refers to the method of compliance in Subsection 3.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V10.51 or newer), and submit documents which show that the annual energy use of the proposed building is equal to or less than a prescriptive (referenced) building package.
- **ENERGY STAR** houses must be designed to **ENERGY STAR** requirements and verified on completion by a licensed energy evaluator and/or service organization. The **ENERGY STAR BOP** form must be submitted with the permit documents.
- **R-2000** houses must be designed to the **R-2000 Standard** and verified on completion by a licensed energy evaluator and/or service organization. The HOT2000 report must be submitted with the permit documents.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which **SB-12 Prescriptive** compliance package table applies.

Other Building Conditions: These construction conditions affect **SB-12 Prescriptive** compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Refer to SB-12 for further details.

E. Performance Design Summary

A summary of the performance design applicable only to the **SB-12 Performance** option.

F. ENERGY STAR or R-2000 Performance Method

Design to ENERGY STAR or R-2000 Standards.

G. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.2.1. are not requirements. The Table is not intended to require or suggest that the building meet those airtightness targets. They are provided only as default or reference values for the purpose of annual energy simulations, should the builder/owner decide to perform such simulations. They are given in three different metrics; ACH, NLA, NLR. Any one of them can be used. They can be used as a default values for both a reference and proposed building or, where an air leakage test is conducted and credit for airtightness is claimed, the airtightness values in Table 3.1.2.1. can be used for the reference building and the actual leakage rates obtained from the air leakage test can be used as inputs for the proposed building.

OBC Reference Default Air Leakage Rates (Table 3.1.2.1.)

Detached dwelling	3.0 ACH50	NLA 2.12 cm ² /m ²	NLR 1.32 L/s/m ²
Attached dwelling	3.5 ACH50	NLA 2.27 cm ² /m ²	NLR 1.44 L/s/m ²

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the **SB-12 Performance** option is used and an air tightness of less than 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

ENERGY STAR and **R-2000** may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labeling.

Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package): Package: _____ Table: _____

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____ m ² or _____ ft ²	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement
	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement
Area of W, S & G = _____ m ² or _____ ft ²		<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit
		<input type="checkbox"/> Air Sourced Heat Pump (ASHP)
		<input type="checkbox"/> Ground Sourced Heat Pump (GSHP)

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions

ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))

Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))

Airtightness substitution(s)

Airtightness test required (Refer to Design Guide Attached)

Table 3.1.1.4.B Required: _____ Permitted Substitution: _____

Table 3.1.1.4.C Required: _____ Permitted Substitution: _____

Building Component	Minimum RSI / R values or Maximum U-Value ⁽¹⁾		Building Component	Efficiency Ratings
	Nominal	Effective		
Thermal Insulation			Windows & Doors Provide U-Value ⁽¹⁾ or ER rating	
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			Mechanicals	
Walls Above Grade			Heating Equip.(AFUE)	
Basement Walls			HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)			DHW Heater (EF)	
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))	#
Slab (all ≤600mm below grade, or heated)			Combined Heating System	

(1) U value to be provided in either W/(m²·K) or Btu/(h·ft²·F) but not both.

E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.

Name	BCIN	Signature

Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the *SB-12 Prescriptive* design tables (this form is for this option (Option 1)),
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star*, or
4. Design to *R2000* standards.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- *SB-12 Prescriptive* requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the *SB-12 Prescriptive* option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which *SB-12 Prescriptive* compliance package table applies.

Other Building Conditions: These construction conditions affect *SB-12 Prescriptive* compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the *SB-12 Prescriptive* option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used.

OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm ² /m ²	1.81 in ² /100ft ²	0.93 L/s/m ²	0.18 cfm50/ft ²
Attached dwelling	3.0	2.12 cm ² /m ²	3.06 in ² /100ft ²	1.32 L/s/m ²	0.26 cfm50/ft ²

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the *SB-12 Prescriptive* option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

Schedule 'D'
By-law No. B2017-004
Application to Construct or Demolish

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: <u>Municipality of Trent Lakes</u> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or	Authorized agent of owner	
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		
D. Owner (If different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ()		Fax ()	Cell number ()	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

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

Schedule 1: Designer Information

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

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5 of Division C, of the Building Code.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
Date _____		Signature of Designer _____	

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1)(c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	
		Installer unknown at time of application (Continue to Section E)	
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="margin-left: 40px;">(print name)</p> <p style="margin-left: 40px;">I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p style="margin-left: 40px;">I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Date</p> <p style="margin-left: 200px;">_____</p> <p style="margin-left: 200px;">Signature of applicant</p>			

Schedule 'E'
By-law No. B2017-004
Commitment to General Review Form

Municipality of Trent Lakes
 Planning & Building Services, Building Division
 760 Peterborough County Road 36
 Trent Lakes, ON K0M 1A0
 Tel: (705) 738-3800 Fax: (705) 738-3801
 www.trentlakes.ca

**Commitment to General
 Reviews by Architect
 and Engineers**

A1) Project Information			
Full Address of Proj Building Number Street Name		Unit Number	Lot/con.
Municipality	Province	Postal Code	Country

A2) Declaration and Owner Information		
<p>Whereas the Ontario Building Code under subsection 2.3.1. requires that the project above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in the province of Ontario;</p> <p>NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:</p> <ol style="list-style-type: none"> 1. The undersigned architect and / or professional engineer(s) have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and / or Professional Engineers Ontario (PEO); 2. All general review reports by the architect and / or professional engineer(s) will be forwarded promptly to the Chief Building Official, and 3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction. <p>The undersigned hereby certifies that he / she has read and agrees to the above</p>		
Last Name	First Name	Middle Initial
Full Address Building Number Street Name		Unit Number Lot/con.
Municipality	Province	Postal Code Country
Telephone	Fax Number (optional)	Cell Number (optional)
Owner Signature _____ (signature) _____ (date) _____		

A3) Coordinator of the Work of all Consultants (if applicable)			
Company Name			
Full Address Building Number Street Name		Unit Number	Lot/con.
Municipality	Province	Postal Code	Country

Telephone	Fax Number (optional)	Cell Number (optional)
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part a

B) Declaration and Consultant Information

The undersigned architect and / or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and PEO

Architectural Structural Mechanical Electrical Site Services Other: _____

Last Name	First Name	Middle Initial
-----------	------------	----------------

Company Name (if applicable)

Building Number	Street Name	Unit Number	Lot/con.
-----------------	-------------	-------------	----------

Municipality	Province	Postal Code	Country
--------------	----------	-------------	---------

Telephone	Fax Number (optional)	Cell Number (optional)
-----------	-----------------------	------------------------

Signature

_____ (signature) _____ (date)

Architectural Structural Mechanical Electrical Site Services Other: _____

Last Name	First Name	Middle Initial
-----------	------------	----------------

Company Name (if applicable)

Building Number	Street Name	Unit Number	Lot/con.
-----------------	-------------	-------------	----------

Municipality	Province	Postal Code	Country
--------------	----------	-------------	---------

Telephone	Fax Number (optional)	Cell Number (optional)
-----------	-----------------------	------------------------

Signature

_____ (signature) _____ (date)

Architectural Structural Mechanical Electrical Site Services Other: _____

Last Name	First Name	Middle Initial
-----------	------------	----------------

Company Name (if applicable)

Building Number	Street Name	Unit Number	Lot/con.
-----------------	-------------	-------------	----------

Municipality	Province	Postal Code	Country
--------------	----------	-------------	---------

Telephone	Fax Number (optional)	Cell Number (optional)
-----------	-----------------------	------------------------

Signature

_____ (signature) _____ (date)

part b

Schedule 'F'
By-law No. B2017-004
Order to Comply

Principal Authority/Registered Code Agency Identification
 Name, Address, Telephone No, Building Code Identification Number

Order to Comply

Pursuant to Subsection 12(2) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Order issued to (name and address):

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the Building Code or the *Building Code Act, 1992*.

You are hereby ordered to correct the contraventions itemized below immediately, by the dates listed below, or by _____ (date).

Item	Reference	Description and location	Required action and compliance date

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone _____

Contact name (optional) _____

Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992 s. 14*]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]
- No construction affected by this Order is to be covered or enclosed until inspected and approved. [*Building Code Act, 1992 s. 13.1*]

Schedule 'G'
By-law No. B2017-004
Order Requiring Tests and Samples

Principal Authority/Registered Code Agency Identification
 Name, Address, Telephone No, Building Code Identification Number

Order Requiring Tests and Samples

Pursuant to Clause 18(1)(f) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1.

3.

2.

4.

Description of required tests and samples

The inspection on or about _____ (date) at the above-referenced address found the need for the following tests and samples.

You are hereby ordered at your expense to take and supply to the undersigned the tests and samples described below by _____ (date).

Item	Reference	Test and sample required

Order issued by:

Name _____ BCIN

Signature _____
 Telephone _____ no.

Contact name (optional) _____ Contact tel. number (optional)

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992 s. 36*]

Schedule 'H'
By-law No. B2017-004
Order to Uncover

Principal Authority/Registered Code Agency Identification
Name, Address, Telephone No, Building Code Identification Number

Order to Uncover

Pursuant to Subsection 13(6) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1.

3.

2.

4.

The inspection on or about ____ (date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code.

The part was covered or enclosed contrary to an Order Not to Cover or Enclose number ____ dated ____; The notice required to be given to the chief building official, registered code agency or inspector, before the part was covered or enclosed under a by-law, resolution or regulation made under clause 7(1)(e) of the *Building Code Act, 1992*, was not given or a notice required under section 10.2 was not received;

In cases where a notice required under section 10.2 is received, the period prescribed under subsection 10.2 (2) did not elapse before the part was covered or enclosed;

In cases where a notice required by a by-law, resolution or regulation made under clause 7(1)(e) is given,

- (i) the inspection period prescribed under clause 7 (1)(e) did not elapse before the part was covered or enclosed, or
- (ii) if an inspection period is not prescribed under clause 7(1)(e) a reasonable period of time after the notice was given did not elapse before the part was covered or enclosed; or The part has been constructed without a permit being issued.

You are hereby ordered to uncover or have uncovered, at your own expense, and make available for inspection the parts of the building described below immediately, or by ____ (date).

Description of area to uncover:

Order issued by:

Name _____ BCIN

Signature _____ Telephone

Contact name (optional) _____ Contact tel. number (optional)

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992* s. 20]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992* s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992* s. 24]
- Failure to comply with this Order could result in a Stop Work Order. [*Building Code Act, 1992* s. 14]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992* s. 36]

Schedule 'I'
By-law No. B2017-004
Order Not to Cover

Principal Authority/Registered Code Agency Identification
Name, Address, Telephone No, Building Code Identification Number

Order Not to Cover or Enclose

Pursuant to Subsection 13(1) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number:

Order issued to (name and address):

1.

3.

2.

4.

The above-referenced building was inspected on or about _____ (date).

You are hereby prohibited from covering or enclosing the parts of the building described below, pending an inspection. Please arrange for an inspection when the part of the building identified below is ready for inspection.

Item	Description of area not to cover or enclose

Order issued by:

Name _____ BCIN

Signature _____ Telephone

Contact name (optional) _____ Contact tel. number (optional)

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with this Order could result in an Order to Uncover and/or a Stop Work Order. [*Building Code Act, 1992 s. 13(6) and/or s. 14*]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992 s. 36*]

Schedule 'J'
By-law B2017-004
Stop Work Order

Principal Authority/Registered Code Agency Identification
Address, Telephone No, Building Code Identification Number

Name, _____

Stop Work Order

Pursuant to Subsection 14(1) of the *Building Code Act, 1992*

Order Number: (optional) _____

Date Order issued: _____

Address to which Order applies:

Application/Permit Number: _____

Order issued to (name and address):

1. _____

3. _____

2. _____

4. _____

The inspection on or about _____ (date) at the above-referenced address found the following contravention(s) of the *Building Code Act, 1992* or the Building Code have not been rectified as required by the Order(s) indicated below:

Order to Comply number _____, dated _____

Order Not to Cover or Enclose number _____, dated _____

Order to Uncover number _____, dated _____

You are hereby ordered to immediately cease construction and/or demolition as specified below:

Item	Details

Order issued by:

Name _____

BCIN _____

Signature _____

Telephone no. _____

Contact name (optional) _____

Contact tel. number (optional) _____

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s. 20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s. 25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s. 24*]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992 s. 36*]
- When a Stop Work Order is issued, no person shall perform any act in the construction or demolition of the building in respect of which the Order is made other than work necessary to carry out the Order to Comply, the Order Not to Cover or Enclose, or the Order to Uncover. [*Building Code Act, 1992 s. 14*]