

PROCEDURE
DOCUMENTATION

REGIONAL MUNICIPALITY OF SUDBURY
BUILDING SERVICES SECTION
PERMIT CONTROL SECTION
PROCEDURE DOCUMENTATION

INDEX

Policies and Procedures, with respect to:

ZONING BY-LAWS - INTERPRETATIONS

BY-LAW SECTION

ONTARIO BUILDING CODE ACT

FIELD PROCEDURES - BUILDING INSPECTION

PERMIT CONTROL GROUP - Building Permit Applications
Building Permit Fees
Building Permit Project Files
Building Permit Issuance
Administration

OFFICE PROCEDURES

PERSONNEL

PLANS EXAMINATION

VEHICLES (REGIONAL)

ZONING BY-LAWS - INTERPRETATIONS

SUBJECT

PURSUANT TO

Additions to Legal Non-Conforming Buildings	General Zoning Policy
Required Yard Clarifications	General Zoning Policy
Yard Clarifications	General Zoning Policy
Coverage of Required Rear Yards by Swimming Pools	General Zoning Policy
Removal of Building Agreement	General Zoning Policy
Lot Consolidation Agreement	General Zoning Policy
Swimming Pool Enclosure - Permit Application	General Zoning Policy
Rear Yard Requirements - Zoning Interpretation	300 Series Zoning By-laws
Accessory Building Location	Interim Zoning By-law
Zoning Word Change, Section 3.2.2.2.(b)	Interim Zoning By-law

ZONING BY-LAWS - INTERPRETATIONS

SUBJECT

PURSUANT TO

Accessory Buildings	City of Sudbury Zoning By-law
Home Occupations	City of Sudbury Zoning By-law 95-500Z
Mobile Homes in "M1" Zones	By-law #62.192
Carport Location	Regional By-law for Valley East, Onaping Falls and Capreol (all Zones)
Waterfront Structures	Regional By-law for Valley East, Onaping Falls and Capreol (all Zones)
Front Lot Line of Corner Lots with Daylight Triangles taken from them	Zoning By-law, Section 2.35, Town of Valley East
Site Plan control Area (Regional Municipality of Sudbury)	By-law #95-150P

/isc
August 28, 1996



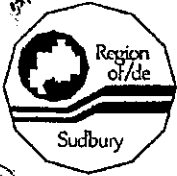
**REGIONAL MUNICIPALITY OF SUDBURY
BUILDING SERVICES SECTION
PROCEDURE DOCUMENTATION**

EFFECTIVE DATE: March 13, 1979	NO. OF PAGES: 1
REVISION DATE: March 21, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: General Zoning Policy	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspector

ADDITIONS TO LEGAL NON-CONFORMING BUILDINGS	HISTORY:
<p>A building permit may be issued for an addition to a Legal Non-Conforming Building if it is legal non-conforming with respect to <u>location</u> and if the proposed addition is in compliance with the requirements of the applicable zoning by-law.</p> <p>If a legal survey, showing the location of the building is available, no site inspection will be required. Otherwise a site inspection will be conducted to substantiate the building location.</p> <p>Legal non-conforming buildings that have <u>encroachments</u> or <u>uses</u> not in compliance with the applicable zoning by-law must be referred to the Committee of Adjustment.</p> <p>If there is any doubt or question whether a permit can be issued, direction should be sought from the Chief Building Official.</p>	

CROSS REFERENCES:

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY
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REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: March 23, 1979	NO. OF PAGES: 2	
REVISION DATE: March 21, 1996	DEPARTMENT: Planning and Development	
PURSUANT TO POLICY: General Zoning Policy	SECTION: Building Services	
	GROUP: Building Inspection & Building Permit Services	
	POSITION: Building Inspector & Permit Control Clerks	
REQUIRED YARD CLARIFICATIONS:		HISTORY:
<p><u>Required Front Yard</u> In all areas the required front yard shall be considered as the minimum front yard setback for a main building under the applicable zoning. It shall be measured from the front lot line towards the main building and extend from site lot line to side lot line.</p> <p><u>Required Side Yard Other than Required Flank Side Yard</u> In all areas the required side yard shall be considered as the minimum side yard setback for a main building under the applicable zoning. It shall be measured from the side lot line towards the main building and extend from the required front yard to the required rear yard.</p> <p><u>Required Rear Yard Other than Corner Lots</u> In all areas the required rear yard shall be considered as the minimum rear yard setback for a main building under the applicable zoning. It shall be measured from the rear lot line toward the main building and extend from side lot line to side lot line.</p> <p><u>Required Flank Side Yard</u> In all areas the required flank side yard shall be considered as the minimum flank yard setback for a main building under the applicable zoning. It shall be measured from the flank side lot line toward the main building and extend from the required front yard to the rear lot line.</p>		
CROSS REFERENCES:		
DEPARTMENT HEAD	SECTION HEAD	PREPARED BY
W.E. Lautenbach	G.A. Mazza, P.Eng.	

REQUIRED YARD CLARIFICATIONS: - continued

HISTORY - continued

Required Rear Yard - Corner Lot

In all areas the required rear yard of a corner lot shall be considered as the minimum rear yard set-back for a main building under the applicable zoning. It shall be measured from the rear lot line toward the main building and extend from the required flank side yard to the side lot line opposite the flank side lot line.

FEES:



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: March 16, 1979	NO. OF PAGES: 1
REVISION DATE: March 21, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: General Zoning Policy	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspector

YARD CLARIFICATIONS	HISTORY:
<p><u>Front Yard</u> In all areas the front yard shall be considered as that area from the front lot line to the closest point of the main building and from side lot line to side lot line.</p> <p><u>Side Yard Other Than Flank Side Yard</u> In all areas the side yard shall be considered as that area from the side lot line to the closest point of the main building and from the front yard extending to the back yard.</p> <p><u>Rear Yard Other Than Corner Lots</u> In all areas the rear yard shall be considered as that area from the rear lot line to the closest point of the main building and from side lot line to side lot line.</p> <p><u>Flank Side Yard</u> In all areas the flank side yard shall be considered as that area from the flank side lot line to the closest point of the main building and from the front yard to the rear lot line.</p> <p><u>Rear Yard - Corner Lot</u> In all areas the rear yard of a corner lot shall be considered as that area from the rear lot line to the closest point of the main building and from the side lot line to the flank side yard.</p>	

CROSS REFERENCES:

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY
J.E. Lautenbach	G.A. Mazza, P.Eng.	



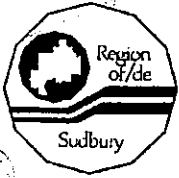
REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: April 18, 1979	NO. OF PAGES: 1
REVISION DATE: March 25, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: General Zoning Policy	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Inspector

COVERAGE OF REQUIRED REAR YARDS BY SWIMMING POOLS	HISTORY:
<p>The intent of regulations regarding the maximum coverage of rear yards is to protect "sun" and "air" rights of neighbours.</p> <p>Since swimming pools do not infringe upon these rights, it is allowable that they cover more of a required rear yard than permitted by the by-law.</p>	

CROSS REFERENCES:

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY
W.E. Lautenbach	G.A. Mazza, P.Eng.	



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: April 2, 1996

NO. OF PAGES: 2

REVISION DATE: April 4, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Zoning By-law

GROUP: Inspectors

POSITION: Permit Clerks and Plans Examiners

REMOVAL OF BUILDING AGREEMENT

HISTORY:

It is required that the "REMOVAL OF BUILDING AGREEMENT - REQUEST FORM" be completed, if a permit application is received for construction of a dwelling on a property on which another building already exists and where the construction of the second dwelling unit would be contrary to the Zoning By-law in an "R1" zone.

Following are the requirements for removal of a building:

1. The Owner(s) will be required to deposit \$1,000.00 to guarantee the removal of the existing building within three (3) months of occupancy of the new building. The Owner(s) may instead convert the building to an accessory building not for human habitation within the same time period; the same deposit will apply. If the building is demolished, the deposit will be returned and the Agreement removed from title. If the building is converted, the deposit will be returned but the Agreement will remain on title.
2. Any Mortgages or Charges on title to the subject properties will have to be postponed to this Agreement.
3. The Owner(s) must pay registration fees of \$50.00 for the Agreement and the same amount for any required Postponements of Charge/Mortgage and any discharge of the Agreement.

... 2/.

CROSS REFERENCES:

Inter Office Correspondence, dated April 2, 1996, from the Director of Legal Services/Regional Solicitor

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

E. Lautenbach

G.A. Mazza, P.Eng.

I.S. Clarke, CPS, AMCT

REMOVAL OF BUILDING AGREEMENT - continued

HISTORY - continued

- 2 -

4. The agreement will be prepared at a charge of \$315.00 (plus G.S.T. of \$22.05) by Regional Legal Services, and will be prepared as soon as possible, given workload at any given time. The Owner(s) will be contacted once the Agreement (and Postponements, if any) are ready for signing and may pick them up if desired; otherwise they shall be mailed out.
5. A building permit should not be issued until Legal Services advises the Agreement (and Postponements) have been registered.
6. One copy of the "**REMOVAL OF BUILDING AGREEMENT - REQUEST FORM**" should be kept on file
one copy of the form should be given to the applicant
and
one copy should be forwarded to Legal Services

Attachment: Removal of Building Agreement - Request Form

FEES: \$1,000.00 -	to guarantee the removal of the existing building within three months of occupancy of the new building (to be returned if the building is demolished)
\$50.00 -	for the Agreement
\$50.00 -	for any required Postponements of Charge/Mortgage and any discharge of the Agreement
\$315.00 -	(plus G.S.T. of \$22.05) for preparation of the Agreement by Regional Legal Services.



**THE REGIONAL MUNICIPALITY OF SUDBURY
REMOVAL OF BUILDING AGREEMENT - REQUEST FORM**

(To be used if a building exists on the property that would be contrary to the Zoning By-law with the new building such as a second dwelling unit in an "R1" zone)

Date: _____

Application Number: _____

Name(s) in Full of Owner(s) _____

Mailing Address: _____

Telephone Number: Home: _____ Work: _____

Description of Properties: Parcel(s): _____

Lot: _____ Conc.: _____

Lot: _____ Plan: _____

Township: _____

Street: _____ Number: _____

Area Municipality: _____

Owner(s) has applied for a Building Permit to construct: _____

Zoning By-law Number: _____

Type of Building to be Removed: _____

NOTICE TO APPLICANT:

1. The Owner(s) will be required to deposit \$1,000.00 to guarantee the removal of the existing building within three months of occupancy of the new building. The Owner(s) may instead convert the building to an accessory building not for human habitation within the same time period; the same deposit will apply. If the building is demolished, the deposit will be returned and the Agreement removed from title. If the building is converted, the deposit will be returned, but the Agreement will remain on title.

2. Any Mortgages or Charges on title to the subject properties will have to be postponed to this Agreement.

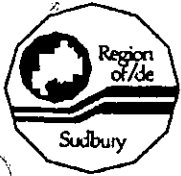
The Owner(s) must pay registration fees of \$50.00 for the Agreement and the same amount for any required Postponements of Charge/Mortgage and any discharge of the Agreement.

4. This Agreement will be prepared at a charge of \$315.00 (plus G.S.T. of \$22.05) by Regional Legal Services, and will be prepared as soon as possible given workload at any given time. The Owner(s) will be contacted once the Agreement (and Postponements, if any) are ready for signing, and may pick them up if desired, otherwise they shall be mailed out.

Permit Control Clerks

BUILDING CONTROLS

1. THE PERMIT SHOULD NOT BE ISSUED UNTIL LEGAL ADVISES THE AGREEMENT (AND POSTPONEMENTS) HAVE BEEN REGISTERED.
2. KEEP ONE COPY OF THIS FORM FOR THE FILE, GIVE ONE TO THE APPLICANT, AND SEND THE THIRD TO THE LEGAL DEPARTMENT.



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: April 2, 1996	NO. OF PAGES: 2
REVISION DATE: April 4, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Zoning By-law	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Permit Clerks and Plans Examiners

LOT CONSOLIDATION AGREEMENT	HISTORY:
<p>It is required that the "<u>LOT CONSOLIDATION AGREEMENT - REQUEST FORM</u>" be completed, if a permit application is received for construction of a building on a lot or parcel line or if more than once piece of land is necessary to meet zoning requirements, or if an accessory building is to be placed on a piece of land by itself.</p> <p>Following are the requirements for Lot Consolidation:</p> <ol style="list-style-type: none"> 1. The Agreement will provide that all lots will remain together under common ownership and may not be independently sold, mortgaged or otherwise dealt with except as a block. 2. Any Mortgages or Charges on title to the subject properties will have to be postponed to this Agreement. 3. The Owner(s) must pay registration fees of \$50.00 for the Agreement and the same amount for any required Postponements of Charge/Mortgage. 4. The agreement will be prepared at a charge of \$315.00 (plus G.S.T. of \$22.05) by Regional Legal Services, and will be prepared as soon as possible, given workload at any given time. The Owner(s) will be contacted once the Agreement (and Postponements, if any) are ready for signing and may pick them up if desired; otherwise they shall be mailed out. <p style="text-align: right;">... 2/.</p>	

CROSS REFERENCES:
Inter Office Correspondence, dated April 2, 1996, from the Director of Legal Services/Regional Solicitor

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY:
W.E. Lautenbach	G.A. Mazza, P.Eng.	I.S. Clarke, CPS, AMCT

LOT CONSOLIDATION AGREEMENT - continued

HISTORY - continued

- 2 -

5. A building permit should not be issued until Legal Services advises the Agreement (and Postponements) have been registered.

6. One copy of the "**LOT CONSOLIDATION AGREEMENT - REQUEST FORM**" should be kept on file
one copy of the form should be given to the applicant
and
one copy should be forwarded to Legal Services

Attachment: Lot Consolidation Agreement - Request Form

FEES: \$50.00 - for the Agreement
\$50.00 - for any required Postponements of Charge/Mortgage
\$315.00 - (plus G.S.T. of \$22.05) for preparation of the Agreement
by Regional Legal Services.

13



THE REGIONAL MUNICIPALITY OF SUDBURY

LOT CONSOLIDATION AGREEMENT - REQUEST FORM

(To be used if a building straddles a lot or parcel line, or if more than one piece of land is necessary to meet zoning requirements, or if an accessory building is to be placed on a piece of land by itself)

Date: _____

Application Number: _____

Name(s) in Full of Owner(s) _____

Mailing Address: _____

Telephone Number: _____

Home: _____ Work: _____

Description of Properties: _____

Parcel(s): _____

Lot: _____ Conc.: _____

Lot: _____ Plan: _____

Township: _____

Street: _____ Number: _____

Area Municipality: _____

Owner(s) has applied for a Building Permit to construct: _____

Zoning By-law Number: _____

Zoning Category: _____

NOTICE TO APPLICANT:

1. The Agreement will provide that all lots will remain together under commc ownership and may not be independently sold, mortgaged or otherwise dealt with except as a block.
2. Any Mortgages or Charges on title to the subject properties will have to be postponed to this Agreement.
3. The Owner(s) must pay registration fees of \$50.00 for the Agreement and the same amount for any required Postponements of Charge/Mortgage.
4. This Agreement will be prepared at a charge of \$315.00 (plus G.S.T. of \$22.05) by Regional Legal Services, and will be prepared as soon as possible given workload at any given time. The Owner(s) will be contacted once the Agreement (and Postponements, if any) are ready for signing, and may pick them up if desired, otherwise they shall be mailed out.

Permit Control Clerk

BUILDING CONTROLS

1. THE PERMIT SHOULD NOT BE ISSUED UNTIL LEGAL ADVISES THE AGREEMENT (AND POSTPONEMENTS) HAVE BEEN REGISTERED.
2. KEEP ONE COPY OF THIS FORM FOR THE FILE, GIVE ONE TO THE APPLICANT, AND SEND THE THIRD TO THE LEGAL DEPARTMENT.



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: January 1973	NO. OF PAGES: 2
REVISION DATE: August 21, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: General Zoning Policy	SECTION: Building Services
	GROUP: Inspection/Plans Examination/Permit Control & Project Administration
	POSITION: Inspectors/Plans Examiners/Permit Control Clerks

SWIMMING POOL ENCLOSURE-PERMIT APPLICATION	HISTORY:
<ol style="list-style-type: none"> 1. Plans must be submitted. 2. A Permit is required. 3. The fence height has to be four feet (4') minimum. 4. If the fence is of chain link construction, it shall not be greater than 1½' diamond mesh. 5. Openings in vertical boards shall not exceed 1½". 6. All horizontal bracing or attachments located on the outside of the fence must be at least four feet (4') apart. 7. Gates must conform to fence requirements and be equipped with self-closing and self-latching devices located at the top of the gate and on the inside of the gate. 8. Barbed wire or electrical fences are prohibited. 9. Fences located within four feet (4') of the pool must be six feet (6') in height and a continuous handhold is required along the edges of the pool. <p style="text-align: right;">... 2/.</p>	<p>This procedure has been developed to ensure that the by-law regulations pertaining to safety with respect to swimming pools and swimming pool enclosures are adhered to.</p>

CROSS REFERENCES:

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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- 2 -

- 10. Refer to the by-law to determine the size, location and materials required for posts, horizontal rails, mesh, etc.
- 11. The purpose of the enclosure is to make the swimming pool **not** readily accessible to small children.
- 12. Diagonal bracing on the outside of the fence is prohibited.

NOTE: The Town of Nickel Centre has no by-law regulations respecting swimming pool enclosures; however, a permit is required for the pool and common sense dictates that a required fence be provided.

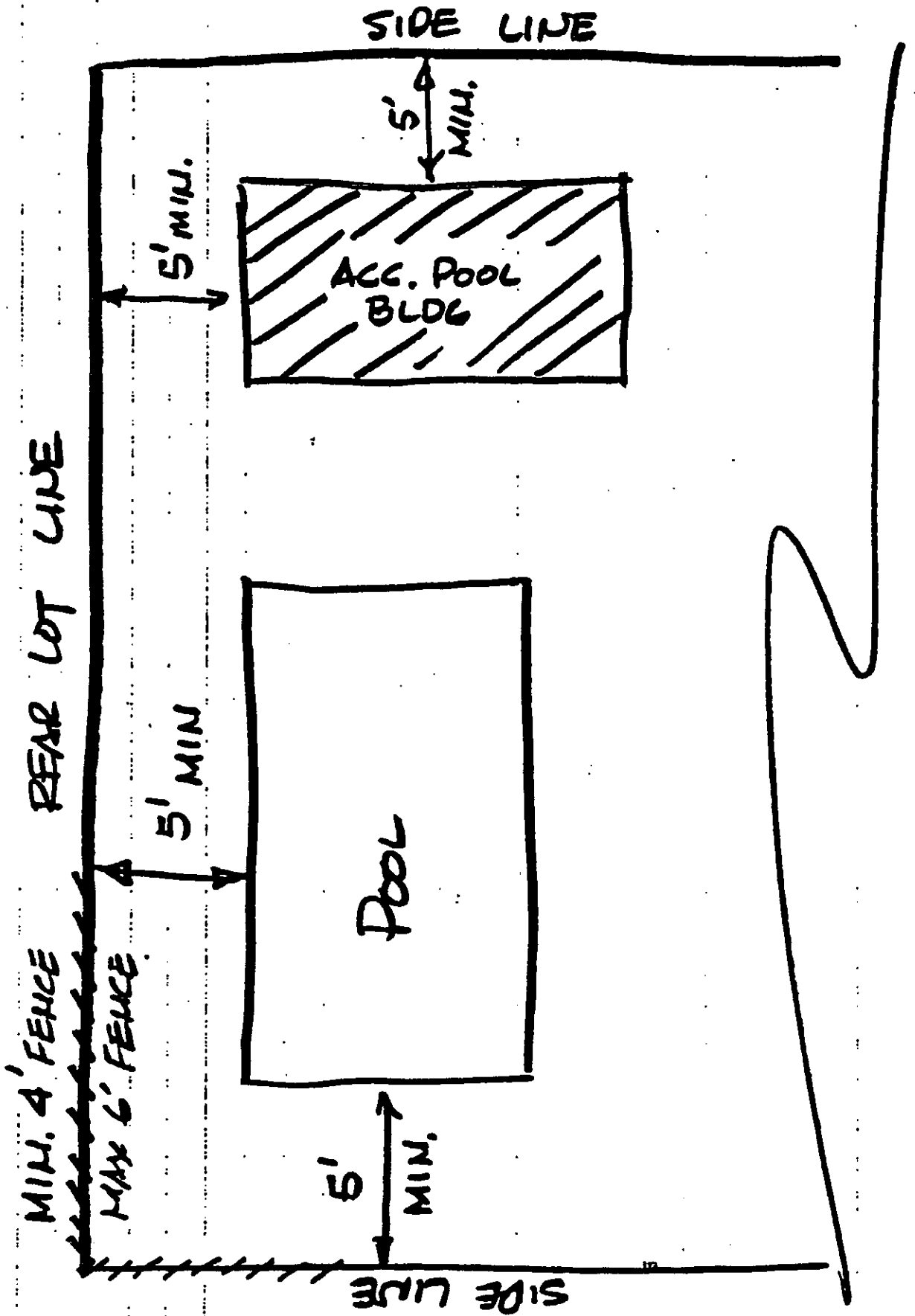
In the Town of Rayside-Balfour approval for the fence must be obtained in writing from either the Clerk or the By-law Enforcement Officer.

Fences must comply with applicable zoning regulations.

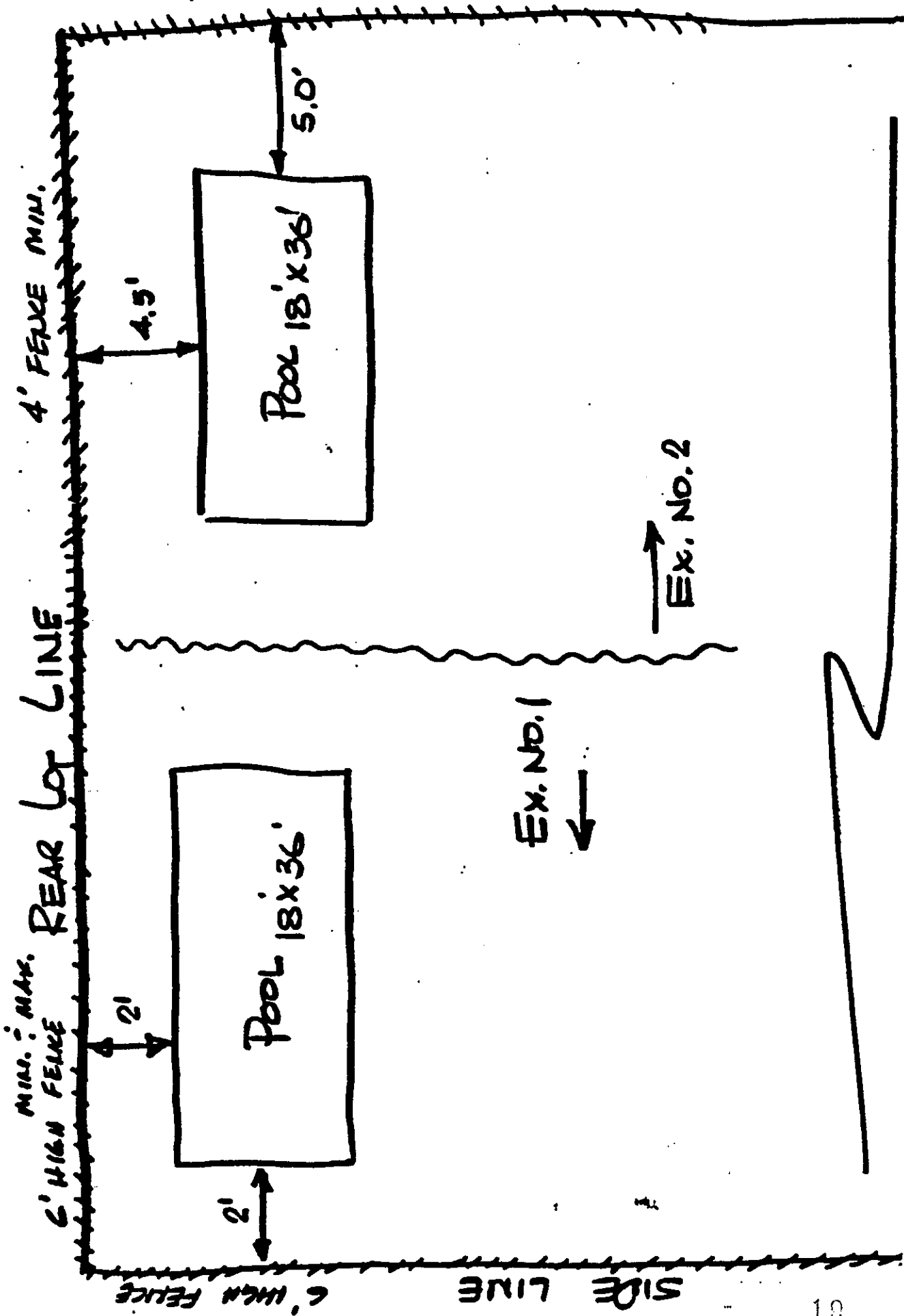
Attachment: Drawing 83 series only
Drawing 62-192 only

FEES:

- 83 SERVICES ONLY -



-62-192 only -





REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: December 9, 1992	NO. OF PAGES: 1
REVISION DATE: August 20, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: 300 Series Zoning By-laws	SECTION: Building Services
	GROUP: Inspection/Plans Examination/Permit Control & Project Administration
	POSITION: Inspectors/Plans Examiners/Permit Control Clerks

REAR YARD REQUIREMENTS-ZONING INTERPRETATION	HISTORY:
<p>The attached information should assist in determining the application of the zoning by-law to rear yard requirements.</p> <p>It is extremely important to note that the definition of CORNER SIDE YARD means a yard extending from the front yard to the rear lot line of a corner lot and from the flankage lot line of such lot to the nearest part of any main building or structure on such lot.</p> <p>REAR YARD means a yard extending across the full width of a lot between the rear lot line of such lot and the nearest part of any main building or structure on such lot, BUT EXCLUDING ANY PART OF A CORNER SIDE YARD AS DEFINED HEREIN.</p> <p>CONSEQUENCE: The zoning requirements spelled out herein, attempt to explain the need to give extra care to the determination of REAR YARDS and the subsequent effect on REAR YARD COVERAGE when constructing accessory buildings in the REAR YARD.</p> <p>Any questions in this respect should be directed to the Chief Building Official</p> <p>Attachments (7): I-24 I-25 Drawing Lot 120, Renee Crescent (2) I-48 Maps - Garson (2)</p>	<p>This procedure has been developed to demonstrate the application of the zoning by-law to rear yard requirements.</p>

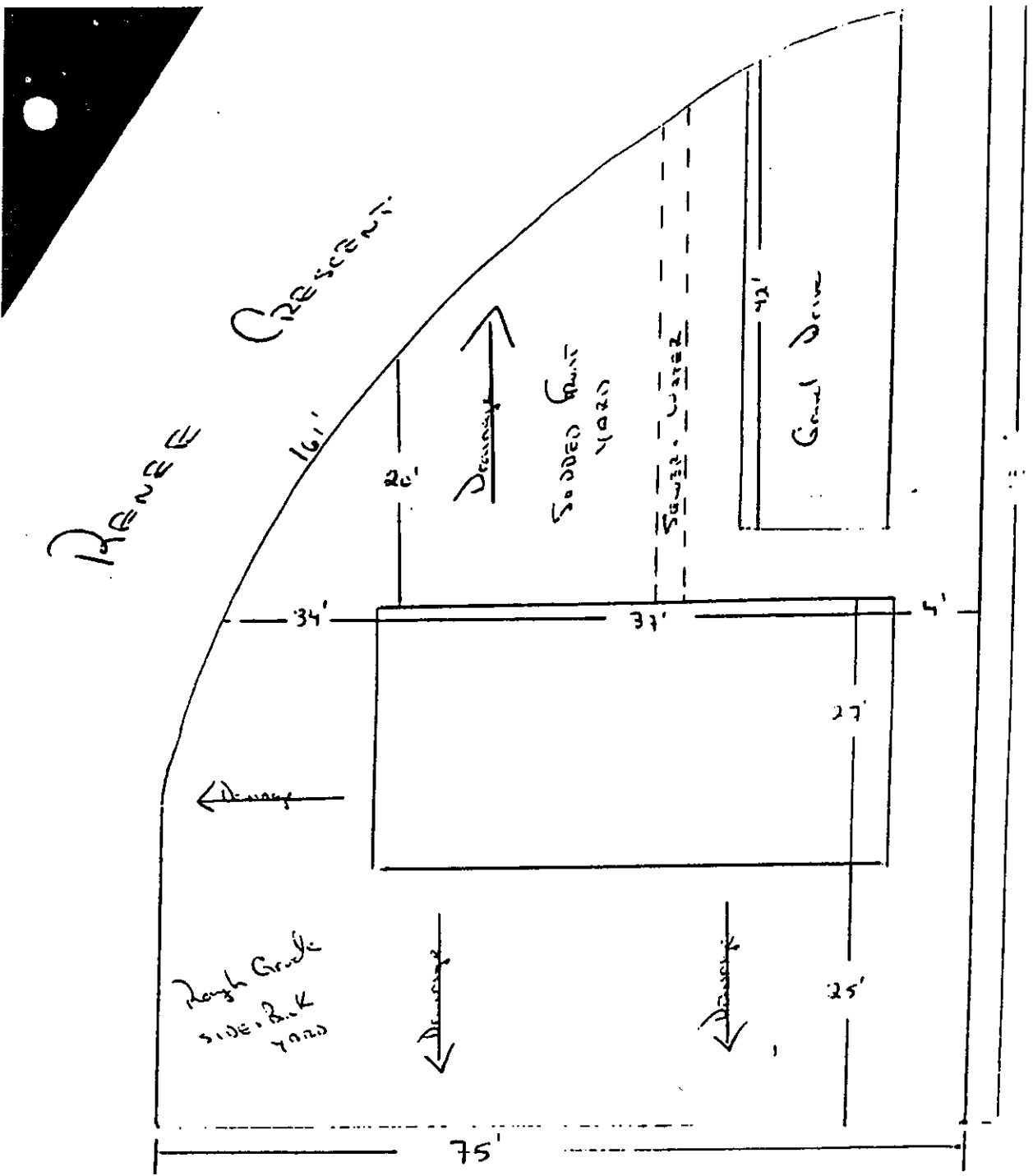
CROSS REFERENCES: Memo dated December 9, 1992 from the Director of Building Controls to Plans Examiners, Inspectors and Permit Control Clerks.

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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- (109) (a) "LOT" means an area of land under one ownership, other than a road, which is used as the site of, and pertains to, one or more main buildings, structures or uses, together with any buildings, structures or uses accessory thereto, regardless of whether or not such area of land constitutes a registered lot.
- (b) "CORNER LOT" means a lot located directly adjacent either to an intersection of two or more roads or to a bend in a road, where the said intersection or bend has an interior angle, measured along the street lines of such lot, of not more than 135 degrees, but does not include any lot having three or more distinct interior lot lines where such lot is so shaped that, if it were deemed to be an interior lot, the lot frontage of such lot would be less than the lot depth thereof.
- (c) "REVERSE CORNER LOT" means a corner lot the rear lot line of which abuts a key lot.
- (d) "INTERIOR LOT" means any lot which abuts a road but which is not a corner lot.
- (e) "KEY LOT" means an interior lot having an interior side lot line which coincides with the rear lot line of a corner lot.
- (f) "THROUGH LOT" means an interior lot abutting two or more roads.
- (g) "LANDLOCKED LOT" means a lot which does not abut a road, other than a waterfront lot.
- (h) "WATERFRONT LOT" means a lot having a shoreline but no street line.
- (i) "THROUGH WATERFRONT LOT" means a waterfront lot having two or more separate shorelines.
- (110) "LOT AREA" means the total horizontal area within the lot lines of a lot, excluding any part of a navigable waterbody.
- (111) "LOT COVERAGE" means that part of a lot, or that percentage of the lot area of a lot, covered by the perpendicular projections onto a horizontal plane of all buildings on the lot.

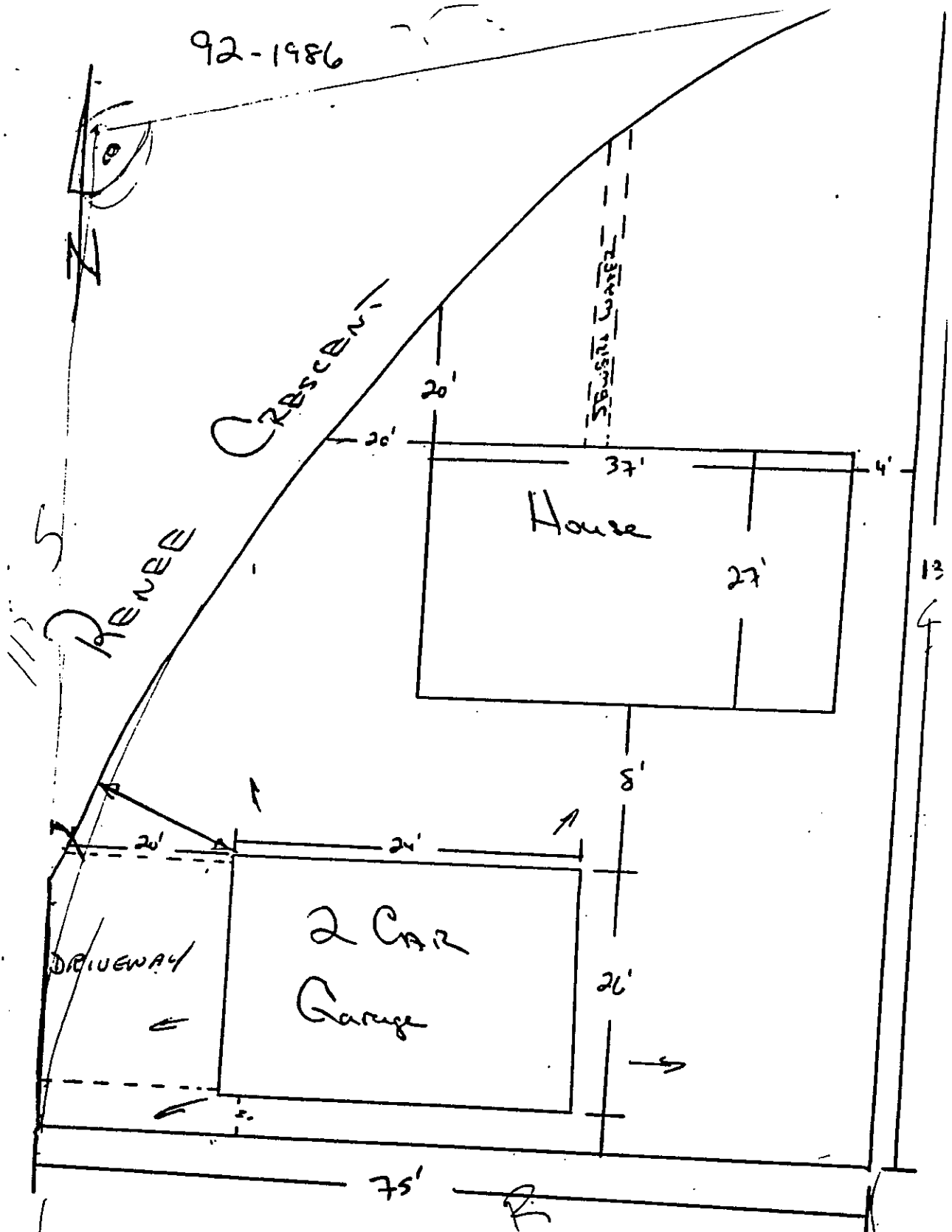


- (112) "LOT DEPTH" means the shortest horizontal distance between the mid-point of the front lot line of a lot and the mid-point of the rear lot line of the said lot.
- (113) "LOT FRONTAGE" means the horizontal distance between the side lot lines of a lot, such distance being measured:
- (i) along a line perpendicular to the side lot lines, in the case either of a lot having parallel side lot lines or of a corner lot having a bent corner but where the side lot lines are parallel except for such bend; or
 - (ii) along a line which is parallel to, and 6 m distant from, the front lot line, in any other case.
- (114) (a) "LOT LINE" means any boundary of a lot or the vertical projection thereof.
- (b) "FRONT LOT LINE" means:
- (i) in the case of an interior lot other than a through lot, the street line of such lot;
 - (ii) in the case of a corner lot where:
 - 1. the street lines are not of equal length, the shorter street line
 - 2. where the street lines are of equal length, either street line shall be deemed a front lot line provided that the resulting lot frontage of the said lot does not exceed the resulting lot depth thereof;where the street lines meet in a curve or in a series of straight lines which together form a bend, the street line shall be deemed to include the projection of a straight street line, or in the case of a curve, the projection of the tangent of the curve to their point of intersection;
 - (iii) in the case of a through lot, any one street line of such lot, other than a street line abutting a reserve established by a public agency to restrict or control access to an abutting road from such lot.



Lot 120 Renee
 Plan 53M-10915
 Zoning - R1

92-1986



Lot 120 Renee Crescent
 Plan 53m-1095
 Zoning R1 KFM
 - Revised Plot Plan - hot

- (d) "REAR YARD" means a yard extending across the full width of a lot between the rear lot line of such lot and the nearest part of any main building or structure on such lot, but excluding any part of a corner side yard as defined herein.
- (e) "REAR YARD DEPTH" means the shortest horizontal dimension of a rear yard between the rear lot line of a lot and the nearest part of any main building or structure on such lot.
- (f) "INTERIOR SIDE YARD" means a yard extending from the front yard to the rear yard of a lot and from an interior side lot line of such lot to the nearest part of any main building or structure on such lot.
- (g) "INTERIOR SIDE YARD WIDTH" means the shortest horizontal dimension of an interior side yard between an interior side lot line of a lot and the nearest part of any main building or structure on such lot.
- (h) "CORNER SIDE YARD" means a yard extending from the front yard to the rear lot line of a corner lot and from the flankage lot line of such lot to the nearest part of any main building or structure on such lot.
- (i) "CORNER SIDE YARD WIDTH" means the shortest horizontal dimension of a corner side yard between the flankage lot line of a corner lot and the nearest part of any main building or structure on such lot.
- (j) "SIDE YARD" means an interior side yard or corner side yard.
- (k) "EXTERIOR YARD" means a yard abutting a street line, and includes a front yard and a corner side yard as defined herein.
- (l) "INTERIOR YARD" means a yard which is not an exterior yard.
- (m) "REQUIRED YARD" means that part of a yard which:
 - (i) is located adjacent to a lot line;
 - (ii) has the minimum front yard depth, rear yard depth or side yard width required hereby.

PART
PLAN
53R-7104

2
LANE

LINE BETWEEN THE N 1/4 AND THE S 1/4
OF LOT 5, CON. 2 GARSON

PART 8
PLAN 53R-7104

NATIONAL

JUDY
COURT

CANADIAN

AVENUE

RAVINA

RENÉE

CRESCENT

VICTORIA

PRIMROSE

JOHN

STREE

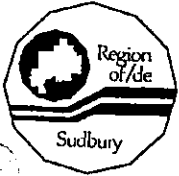
PARCEL 1564 S.E.S.

BLOCK 7 - RESERVE

BLOCK 8 - RESERVE

PRIMROSE

PLAN 53R-7104



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: August 29, 1979	NO. OF PAGES: 1
REVISION DATE: March 25, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Interim Zoning By-law	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspector

ACCESSORY BUILDING LOCATION	HISTORY:
<p>When dealing with the location of accessory buildings under the Interim Zoning By-law, section 3.1.1. Page 21, the following is important to remember:</p> <p>This section allows for the placing of an accessory building to "no closer than two (2) feet from any lot line", but does not take into consideration the eave projection.</p> <p>Section 3.1.4. of this by-law regarding permitted projections allows eaves to extend into required side yards to no closer than two (2) feet from the lot line.</p> <p>We shall be required to advise the people that the eave of the accessory building can be no closer than two (2) feet to the lot line. This may place the wall of the building three (3) feet from the line depending on the width of the eave projection.</p>	

CROSS REFERENCES:
Sudbury Zoning By-law - Accessory Buildings

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY
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REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: March 2, 1979

NO. OF PAGES: 1

REVISION DATE: March 25, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Interim Zoning By-law Section 3.2.2.2.(b)

GROUP: Inspectors

POSITION: Building Inspector

ZONING WORD CHANGE, Section 3.2.2.2.(b)

HISTORY:

The above noted section reads: " Where no garage or carport is attached or where no access to the rear yard is provided from a public road, then one side yard must not be less than nine (9) feet."

The Planning Department has been questioned as to the wording of this section and Building Controls have been advised that there should be a word change in this statement.

The word "or", located between "attached" and "where", should be changed to read: "and."

The intent of this statement is that if a building is constructed without an attached garage or carport, then the side yard on that side would be required to be nine (9) feet to comply with the parking space required in Section 2.7.1 of this by-law.

CROSS REFERENCES:

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY

J.E. Lautenbach

G.A. Mazza, P.Eng.



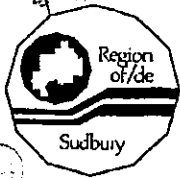
REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 4, 1979	NO. OF PAGES: 1
REVISION DATE: March 26, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Sudbury Zoning By-law	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspector

ACCESSORY BUILDINGS	HISTORY:
<p>Section 2.2.9., City of Sudbury Zoning By-law as amended by By-law 79-25 reads as follows:</p> <p><u>2.2.9. Location of Accessory Buildings</u></p> <p>Except as provided for in subsection 2.2.10. and 7.1.2., accessory buildings must comply with all yard requirements of the district but may be located in a required rear yard provided that such buildings occupy no more than thirty (30) percent of the area of a required rear yard and are located not closer than two (2) feet from rear and/or side lot line and not closer than a permitted major structure from a side lot line abutting a street.</p> <p>All accessory buildings must therefore have no part of the structure closer than two (2) feet from the lot line. As a result section "3.6. - Permitted Projections" is not to be applied to eaves, etc..., on accessory buildings.</p> <p>Although pools may now be erected to within two (2) feet of a lot line please refer to By-law 78-70 in regards to the supply of safety hand holds.</p>	

CROSS REFERENCES:
Interim Zoning By-law - Accessory Building Location

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY
W.E. Lautenbach	G.A. Mazza, P.Eng.	30



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: July 12, 1995	NO. OF PAGES: 2
REVISION DATE: August 230, 1995	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: City of Sudbury Zoning By-law 95-500Z	SECTION: Building Services
	GROUP: Building Inspection & Permit Services
	POSITION: Building Inspectors & Permit Control Clerks

HOME OCCUPATIONS

City of Sudbury Zoning By-law 95-500Z which was adopted on July 12, 1995, states as follows:

Notwithstanding any other provision hereof to the contrary, home occupations shall be permitted in any zone, except in an R7 Zone, subject to the following provisions:

- (i) A home occupation shall be conducted as an indoor accessory use within a permitted dwelling, other than a seasonal dwelling, without changing the primary residential character thereof.
- (ii) No person who does not reside in the dwelling unit to which a home occupation is accessory shall be employed on the premises in conjunction therewith.
- (iii) No goods, wares or merchandise shall be displayed for sale or rent in conjunction with a home occupation.
- (iv) No retail use of the premises shall be permitted as a home occupation.
- (v) Except in Open Space Zones, no open storage shall be permitted in conjunction with a home occupation and no part of any accessory building or structure shall be used for a home occupation.
- (vi) The total floor area used primarily for a home occupation shall not exceed the equivalent of 25% of the dwelling unit area of the dwelling unit to which such home occupation is accessory.

... 2/.

HISTORY:

This procedure has been developed in order to facilitate applications dealing with home occupations

CROSS REFERENCES:

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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HOME OCCUPATIONS - continued

HISTORY - continued

- 2 -

- (vii) No external display or advertising, other than a permitted name plate sign, nor any other external indication that a home occupation is being conducted on the premises, shall be permitted in conjunction with a home occupation.
- (viii) No home occupation shall create or become a public nuisance, particularly with regard to noise, odours, traffic, parking, emissions or radio or television interference.
- (ix) The home occupation shall not involve the use of the premises as a base of operations for persons who are employed by or associated with the home occupation, nor shall the premises be used to assemble or rally such persons for transportation to a work site.

FEES:



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: February 27, 1984	NO. OF PAGES: 1
REVISION DATE:	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: By-law 62-192	SECTION: Building Services
	GROUP: Inspectors/Plans Examiners/Permit Controls Group
	POSITION: Inspectors/Plans Examiners/Permit Control Clerk

MOBILE HOMES IN "MI" ZONES	HISTORY:
<p>An examination of the definitions of "Dwelling Units", "Dwellings-One Family" and "Mobile Homes" has determined that both "Dwellings-One Family" and "Mobile Homes" are "Dwelling Units."</p> <p>Therefore, it has been decided that since Zoning By-law 62-192 only precludes mobile homes in the definition of "Dwelling-One Family", contained in Section 1.17, where any zone permits a dwelling unit not described as a "One Family Dwelling", either a one-family dwelling or a mobile home would be a permitted use.</p> <p>"A dwelling unit for a watchman and his family employed on the premises" is a permitted use in all "M" zones in By-law #62-192; therefore, a mobile home would also be permitted.</p>	<p>There has always been some question where mobile homes may be permitted.</p> <p>In a report from the By-law Enforcement Officer to the Director of Building Controls dated February 21, 1984, it is noted that a decision on how to deal with this subject was reached at a meeting held February 20, 1984. This meeting was attended by the Regional Planning Director, the Chief Building Inspector, the By-law Enforcement Officer, a Plans Examiner and the Director of Planning Development.</p>

CROSS REFERENCES: Inter-office memo dated February 27, 1984 from the Director of Building Controls to all Inspectors.

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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35



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: January 8, 1985

NO. OF PAGES: 2

REVISION DATE: March 26, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Regional By-law for Valley East, Onaping Falls and Capreol
All Zones.

GROUP: Inspectors

POSITION: Building Inspector

CARPORT LOCATION

HISTORY:

When dealing with the location of a carport attached to a single dwelling the following policy will apply:

Under Part II section 1(4), no part, including the eaves, of a carport may be closer than 0.6m (2') to an interior side yard lot line. The front and rear of the carport may be enclosed (such as a tool crib) provided the enclosure does not encroach upon the required side yard of the applicable zone.

Under definition (43) "Carport" means, "a partially enclosed private garage, having a roof but open at each end and on at least one side except for any necessary structural roof supports." This definition opens the possibility that an applicant may wish to construct a full wall along the side lot line, within the required side yard, contending that it is the "structural roof support."

It will be the policy that the applicant may erect posts as close as 0.6m (2') from the interior side yard lot line. However, if they wish to erect a wall within the required side yard, the wall cannot be covered. If the applicant intends to cover the wall it must be erected outside the required side yard

CROSS REFERENCES:

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY

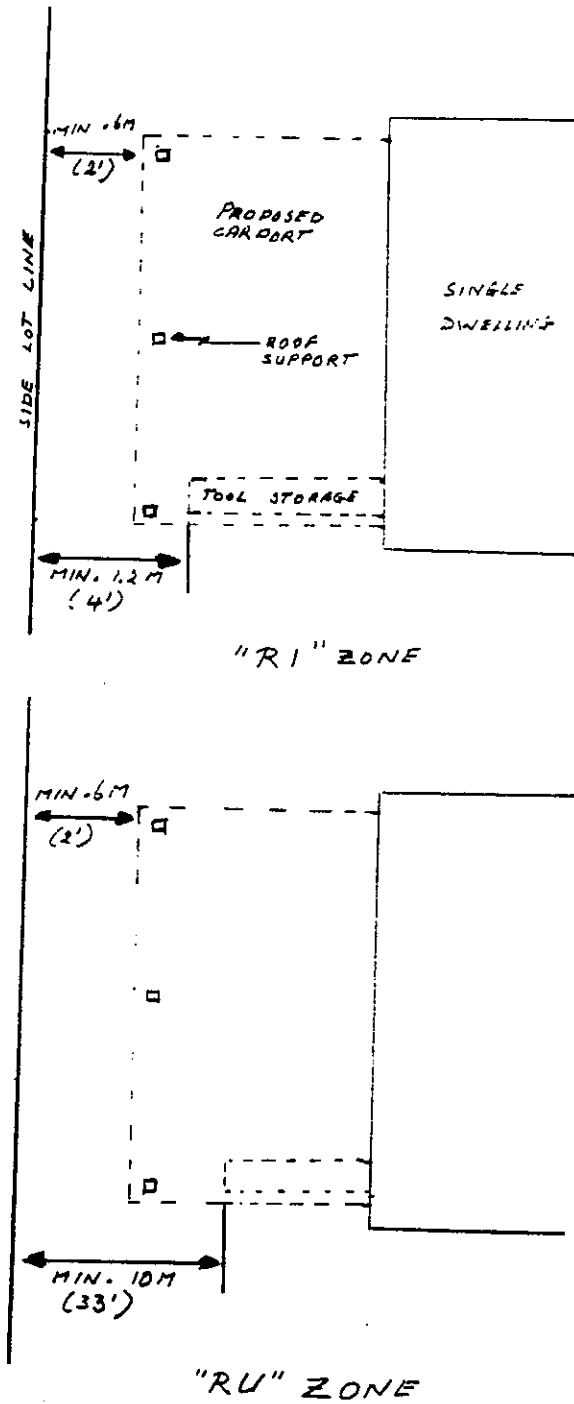
W.E. Lautenbach

G.A. Mazza, P.Eng.

34

CARPORT LOCATION - continued

HISTORY - continued



FEES:



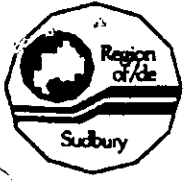
REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: January 8, 1985	NO. OF PAGES: 1
REVISION DATE: March 26, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Regional By-law for Valley East, Onaping Falls and Capreol All zones	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspector

WATER FRONT STRUCTURES	HISTORY:
<p>Under Part II Section I(6) the only permitted structures allowed up to the edge of a navigable water body will be a boat house, dock, sauna and/or water pump building or any combination of the above.</p>	

CROSS REFERENCES: See definition (207) (b) "Navigable Water Body"
See Part II Section 3(1), (3), (5)
See Part II Section 19 (1) (i), (iv)

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY 36
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REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: March 12, 1979

NO. OF PAGES: 1

REVISION DATE: March 25, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Zoning By-law, Section 2.35, Town of Valley East

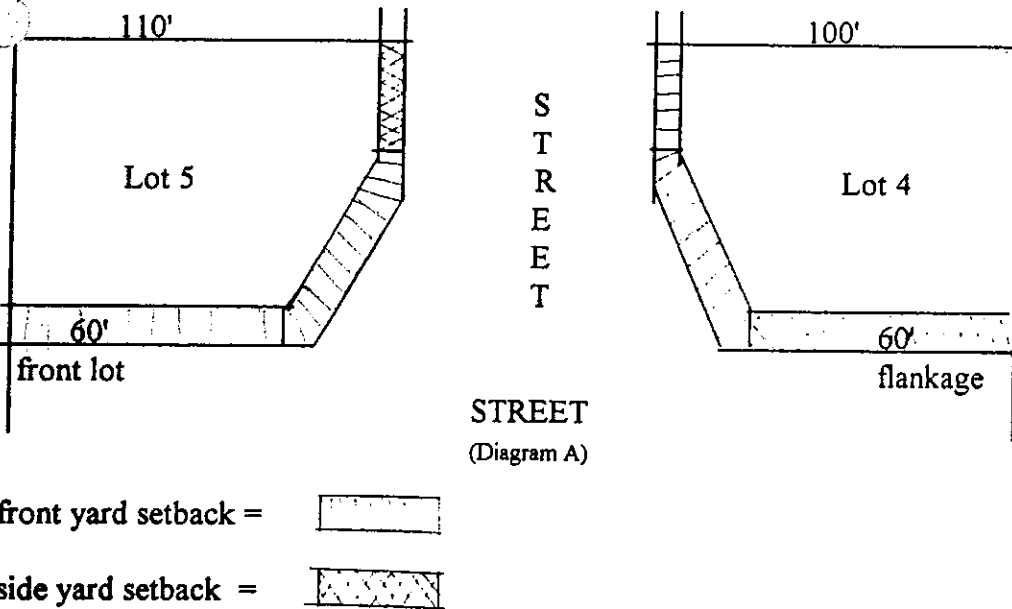
GROUP: Inspectors

POSITION: Building Inspector

FRONT LOT LINE OF CORNER LOTS WITH DAYLIGHT TRIANGLES TAKEN FROM THEM

HISTORY:

The front lot line of corner lots with daylight triangles taken from them will be considered as the shortest actual frontage plus the frontage of the daylight hypotenuse. Therefore, the flankage of the lot will be the remainder of the actual frontage. At the same time the minimum front yard is to be considered parallel to the hypotenuse. (see diagram A)



... 2/.

CROSS REFERENCES:

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY

E. Lautenbach

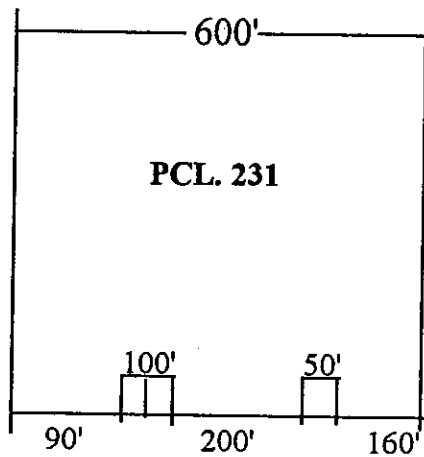
G.A. Mazza, P.Eng.

37

FRONT LOT LINE OF CORNER LOTS WITH DAYLIGHT TRIANGLES TAKEN FROM THEM - continued

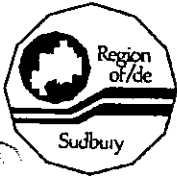
HISTORY - continued

In the case of lots with broken frontage; for example, in rural zones where lots have been split from parcels, the frontage shall be the total of all the broken frontages. (see diagram B)



Lot Frontage of Pcl. 231 = 160' + 200' + 90" = 450 feet
(Diagram B)

RES:



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: August 9, 1995	NO. OF PAGES: 3
REVISION DATE: August 27, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: By-law 95-150P	SECTION: Building Services
	GROUP: Inspection/Plans Examination/Permit Control & Project Administration
	POSITION: Inspectors/Plans Examiners/Permit Control Clerks

REGIONAL MUNICIPALITY OF SUDBURY - SITE PLAN CONTROL AREA

HISTORY:

1. The whole of the Regional Municipality of Sudbury is designated and continues as a Site Plan Control area, except for the areas described hereafter.

a) In the areas of The Regional Municipality of Sudbury governed by By-law 95-500Z, the following lands are excluded from Site Plan Control:

- i) lands zoned R1, Single Residential, except for uses permitted in Section 17 of Part II;
- ii) lands zoned R2, Double Residential, except for uses permitted in Section 17 of Part II;
- iii) lands zoned P, Public Park, except for uses permitted in Section 17 of Part II;
- iv) lands zoned RU, Rural;
- v) lands that are located in any of the Industrial Zones of Part V of this By-law, located more than 152.4 metres (500 feet) from both the nearest Residential Zone and from the nearest Regional Road or Provincial Highway, except for matters under Section 41, Subsections (7)(a)1, (7)(a)2, and (7)(a)8 of the Planning Act, R.S.O. 1990, Chapter P.13.

... 2/.

The Official Plan allows for the designation of Site Plan Control Areas pursuant to Section 41 of the Planning Act, R.S.O. 1990, Chapter P.13 as amended.

This procedure sets out the designated Site Plan Control Area as per By-law 95-150P.

CROSS REFERENCES:

DEPARTMENT HEAD E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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- 2 -

(b) In the areas of The Regional Municipality of Sudbury governed by By-laws 83-300, 83-301, 83-302, 83-303 and 83-304, the following lands are excluded from Site Plan Control:

- (i) lands zoned R1, Single Residential, except for uses permitted under Section 17 of Part II;
- ii) lands zoned R2, Double Residential, except for uses permitted under Section 17 of Part II;
- iii) lands zoned P, Public Park, except for uses permitted under Section 17 of Part I;
- iv) lands zoned RU, Rural;
- v) lands zoned A, Agricultural Reserve, and
- vi) lands that are located in any of the Industrial Zones of Part V of these By-laws located more than 152.4 metres (500 feet) from both the nearest Residential Zone and from the nearest Regional Road or Provincial Highway, except for matters under Section 41, Subsections (7)(a)1, (7)(a)2 and (7)(a)8 of the Planning Act, R.S.O. 1990, Chapter P.13.

2. Notwithstanding Section 1 of this By-law, the following classes of development are excluded from Site Plan Control:

- a) single family dwellings,
- b) two-family dwellings,
- c) triplex dwelling,
- d) fourplex dwelling

and building accessory to the above four (4) uses.

3. Pursuant to Subsection (7) of Section 41 of the Planning Act, the Regional Commissioner of Planning and Development is hereby designated as the appointed officer of the Region to administer Site Plan Control in accordance with the provisions of Section 41 of the Planning Act and the Development Control Guide of Regional Council as amended from time to time.

4.(1) Every person who contravenes this by-law is guilty of an offence and upon conviction is liable,

- (a) on a first conviction to a fine of not more than \$20,000;
- (b) and a subsequent conviction to a fine of not more than \$10,000 for each day or part thereof upon which the contravention has continued after the day on which the person was first convicted.

... 3/.

- 3 -

(2) Where a corporation is convicted under subsection (1), the maximum penalty that may be imposed is,

- (a) on a first conviction a fine of not more than \$50,000; and
- (b) on a subsequent conviction a fine of not more than \$25,000 for each day or part thereof upon which the contravention has continued after the day on which the corporation has been convicted, and not as provided in subsection (1).

5. That this by-law shall come into for and take effect immediately on the final passage thereof.

READ AND PASSED IN OPEN COUNCIL this 9th day of August, 1995

EES:

41

BY-LAW SECTION

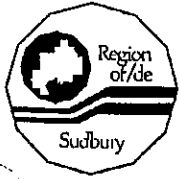
SUBJECT

Ground Sign - City of Sudbury

PURSUANT TO

Permit Issuance Policy

/isc
August 28, 1996



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: April 5, 1979	NO. OF PAGES: 1
REVISION DATE: March 27, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: permit issuance	SECTION: By-law Enforcement Section
	GROUP: By-law Enforcement
	POSITION: By-law Enforcement Officers

GROUND SIGN - CITY OF SUDBURY	HISTORY:
<p>When dealing with an application for a ground sign in the City of Sudbury, an approval must be received from the Sudbury Hydro Commission, regarding the location of the sign, before the sign permit is issued.</p>	

CROSS REFERENCES:

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: 43
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ONTARIO BUILDING CODE ACT

SUBJECT

PURSUANT TO

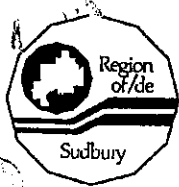
Unsafe Buildings - Emergency Orders	Ontario Building Code - S.O. C.23 S-17(1)
Combustible Skylights	Ontario Building Code - 3.2.2.5.(2)
Unprotected Openings	Ontario Building Code - 3.2.3.8.(1)
Sprinklered Cellars	Ontario Building Code - 3.2.2.8.(3)
Construction of Guards	Ontario Building Code - 3.3.1.12.(2)
Mobile Homes & Modular Construction	Ontario Building Code - 9.1.1.4.
Ungraded Lumber	Ontario Building Code - 9.3.31.
Insulated Doors in lieu of Storm Doors	Ontario Building Code- 9.6.4.3.
Products of Combustion Detector	Ontario Building Code - 9.10.18.13.(10)
Vapour Barrier	Ontario Building Code - 9.19.1.2.
Moisture Barriers on Foundation Walls	Ontario Building Code - 9.26.5.6.(1)
Order to Comply	Ontario Building Code - Regulation - Section 9.14.4 Act - Section 18.(1).(c)

ONTARIO BUILDING CODE ACT

SUBJECT

PURSUANT TO

Demolition Permit Applications	Ontario Building Code - Section 5.(1) and 2.4.1.1.
Revocation of Building Permits	Ontario Building Code Act 8(10) Section 25 and By-law 91-85
Anchorage of Smaller Buildings	Ontario Building Code - Section 9.23.6.3
Occupancy Permits	Ontario Building Code Act - Part 7
Stop Work Order	Ontario Building Code Act - Section 8 (5)
Insulation in Contact with the Ground	Ontario Building Code - Section 9.25.3.3. (Materials)
Insulation of Foundation Walls	Ontario Building Code - Section 9.25.4.9.
Fire Safety Issues for Repair and Replacement Projects	Ontario Building Code and the Ontario Fire Marshal's Office Guidelines
Foundation Wall Drainage and Insulation	Building Code Act - Articles 9.14.2.1., 9.25.4.9., 9.38.3.7. and 9.38.3.8.



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: November 24, 1993	NO. OF PAGES: 9
REVISION DATE: August 12, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Ontario Building Code - S.O. C. 23 S-17(1)	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspector

UNSAFE BUILDINGS - EMERGENCY ORDER	HISTORY:
<p>Information, including an Emergency Order, from the City of Vaughan, dated July 20, 1993, dealing with an unsafe building.</p> <p>This information is provided in the event the Regional Municipality of Sudbury has to deal with a similar situation</p> <p>Attachments</p>	<p>Attached is an Emergency Order employed by the City of Vaughan to deal with an old, dilapidated, ruinous, unsafe building. Amendments to the Ontario Building Code provide for these kind of Orders and July 21, 1993 use of the Emergency Order was probably one of the first times it was used</p>

CROSS REFERENCES:

Memo, dated November 24, 1993, from the Director of Building Controls to the Regional Solicitor

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: 46
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EMERGENCY ORDER
BUILDING CODE ACT S.O. 1992 C.23 S.17(1)
Order Number: [REDACTED]

TO OWNER: [REDACTED] ONTARIO LIMITED
[REDACTED]
[REDACTED]

Take notice that on July 6, 1993 pursuant to S.15 of the Building Code Act S.O. 1992 C.23 an inspector appointed pursuant to the Act attended and inspected the premises know municipally as 261 Millway Avenue.

The inspector during the inspection found contrary to S.15(2)(b) and S.17 of the Building Code Act that the premises were unsafe and in a condition that poses an immediate danger to the health and safety of persons outside the building or to persons whose access to the building has not reasonably been prevented.

I hereby order that the building at:

[REDACTED] Avenue
[REDACTED]
[REDACTED]
City of Vaughan

be brought into conformity with the Building Code Act by doing the following work immediately to remedy the unsafe conditions at this location:

see attached Schedule "A"

As it has been determined that the unsafe conditions at 261 Millway Avenue are not only unsafe pursuant to S. 15(2)(b) of the Building Code Act but constitute an immediate danger pursuant to S. 17(1) of the Act. I will cause measures to be taken immediately to remedy the dangers. Costs of these measures will be itemized and you will be notified of them.

After completion of the necessary work pursuant to S. 17(7) of the Building Code Act, I will cause an application to a judge of the Ontario Court (General Division) requesting confirmation of this order and recovery of the costs of the work to be done.



Date: 20-07-93

M. M. Navabi, P.Eng
Chief Building Official

EMERGENCY ORDER
Schedule "A"
Order Number: E-930001

The requirements listed below are to be carried out immediately:

1. Secure the doors to the multi-storey building area to prevent unauthorized access into the structure.
2. Provide and maintain hoarding or barricades around all openings through the garage roof slab and at the entrances to the underground garage area to prevent unauthorized access.
3. Provide and maintain hoarding or barricades around the perimeter of the building site to prevent unauthorized access.
4. Remove all debris and refuse from the areas adjacent to public thoroughfares.
5. Remove the standing water from the underground garage area.

NOTE: Hoarding or barricades shall be not less than 1.8m in height and be constructed of reasonably smooth panels without openings or of maximum 2 inch chain link. Access openings through hoarding or barricades shall be equipped with gates which shall be kept closed and locked when the site is unattended.

WEIR & FOULDS
Barristers & Solicitors

H.S.O. Morris, Q.C.
A.S. Weir, Q.C.
W.T.R. Wilson
G.R. Baker, Q.C.
R.R. Wozenie
K. Prehogan
J.D. Winberg
B.N. McLellan
J.M. Buhman
D.R. Rogers
R.H. Kroman
J. Rosolak
J.B.A. Wilkinson
G.W. Ackerley
W. Kady
W.D. Coughlin
S.A. Metcalfe

J.P. Hamilton
M.J. McQuaid, Q.C.
B. Finlay, Q.C.
W.J. McNaughton
L.C.E. Tanaka
I.J. Lord
M.A. Gray
J.D. Campbell
D.K. Laushway
R.J. Lachuk
D.P. Ferguson
A.G. Formosa
J. O'Sullivan
D.S. Brown
O.C. Brahmst
W.T. Egan
T.D. Hancock

M.S. Archibald, Q.C.
P.D. Wending
G.H. Rust-O'Eye
L.J. O'Connor
R.S. Sieghart
R.B. Warren
J.S. Pypasniak
G.M. Caplan
J.G. Richards
L.M. Duffy
E. Mitchell
M.L. Sparrow
D.R. Wingfield
B.H. Engell
M.M. Chambers
S.G. Foran
J.A. Keith

J.D. McKellar, Q.C.
N.W.C. Ross
R.W. Rosenman
W.A.D. Millar
P.M. Peral
J.G. Cowan
C.J. Tzekas
A.V. Craig
L.A. Borsook
D.S. Tarsnis
A.K. Clute
M.J. Dougherty
P.M. Dargie
G.M. Freedman
J. Conte
B.H. Kussner

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Telephone (416) 896-1110
Fax (416) 896-0803

Please Reply to Toronto Office

Telephone (416) 365-1110
Fax (416) 365-1875

Direct Line (416) 947- 5067

CITY OF VAUGHAN BUILDING STANDARDS RECEIVED July 21, 1993 JUL 26 1993	
RECEIVED	
FILE	
NAME	

BY PERSONAL SERVICE

[Redacted address lines]

Attention: [Redacted] President

Dear Sir:

Re: VAUGHAN, CITY OF
[Redacted]

We act for the City of Vaughan. We understand that you are an officer of the above-noted Corporation, owner of the premises in the City of Vaughan known municipally as [Redacted] Avenue being Block [Redacted] in the Regional Municipality of York.

Attached, please find an Order made pursuant to section 17 of the Building Code Act S.O. 1992, Chapter 23.

The Chief Building Official has determined that the following conditions exist at 261 Millway Avenue:

- (i) the building is unsafe contrary to section 15 of the Building Code Act;
- (ii) the building poses an immediate danger to the health and safety of the members of the public contrary to section 17 of the Building Code Act.

Because of the immediate danger found, the Chief Building Official has ordered removal of the dangerous conditions forthwith.

The Chief Building Official has or will take any measures necessary to terminate the danger by entry upon the land. You will be served with a further statement by the Chief Building Official describing the measures taken and providing details of the amounts spent in taking these measures to render the building safe.

Thereafter, an application will be made to the Ontario Court (General Division) to affirm the Order and work undertaken. The costs of the remedial works are to the owner's account and may be recovered by action, added to the property tax bill, secured by a lien against the property or applied against any Letter of Credit extant.

The above measures are supplementary and separate to the Property Standards By-law Order issued by the City of Vaughan's Property Standards Official on March 10, 1993.

Please be advised that the City of Vaughan shall hold the owner liable for any measures necessary to terminate the danger or arising therefrom. Further, it shall look to the owner to indemnify and save harmless the City of Vaughan and/or agents and employees from all actions, suits, claims and demands whatsoever which may arise directly or indirectly by reason of the aforementioned action.

Yours truly,



Ian James Lord

LJL/nkm

Attachment.

c.c.

Theresa A. Caron, Commissioner of Legal Services and City Solicitor
Mani Navabi, Chief Building Official
Jack Hamilton, Senior Officer, By-law Enforcement

WEIR & FOULDS
Barristers & Solicitors

H.S.O. Morns, O.C.
A.S. Wakim, O.C.
W.T.R. Wilson
G.R. Baker, O.C.
R.P. Wozenie
K. Pienogan
J.D. Mincerg
B.N. McLellan
J.M. Buniman
D.R. Rogers
R.H. Kroman
J. Rosolak
J.B.A. Wilkinson
G.W. Ackerley
W. Kady
W.D. Coughlin
S.A. Metcalfe

J.P. Hamilton
M.J. McGuaid, O.C.
B. Finlay, O.C.
W.J. McNaughton
L.D.E. Tanaka
T. J. Jiro
M.A. Gray
J.D. Campbell
D.K. Laushway
R.J. Lachnick
D.P. Ferguson
A.G. Formosa
J. O'Sullivan
O.S. Brown
O.C. Branmst
W. Egan
T.D. Hancock

M.S. Archibald, O.C.
P.O. Wendling
G.H. Rust-O'Eye
L.J. O'Connor
R.S. Seigninor
R.B. Warren
J.S. Pypasniak
G.M. Caplan
J.G. Richards
L.M. Dufy
E. Mitchell
M.L. Sparrow
D.R. Wingfield
B.H. Engell
M.M. Chambers
S.G. Foran
J.A. Keith

J.D. McKellar, O.C.
N.W.C. Ross
R.W. Rosenman
W.A.D. Millar
P.M. Pere
J.G. Cowan
C.S. Tzekas
A.V. Craig
L.A. Borsock
D.S. Tarshis
A.K. Clute
M.J. Dougherty
P.M. Daigle
G.M. Freedman
J. Conte
B.H. Kussner

TORONTO
Exchange Tower
Suite 1600
P.O. Box 480
2 First Canadian Place
Toronto, Canada M5X 1L5

MISSISSAUGA
50 Burnhamthorpe Rd. West
Suite 902
Mississauga, Ont. L5B 3C2
Telephone (416) 896-1110
Fax (416) 896-0803

Please Reply to Toronto Office

Telephone (416) 365-1110
Fax (416) 365-1876

Direct Line (416) 947- 5067

July 22, 1993

BY PERSONAL SERVICE

The Royal Bank of Canada
[REDACTED]
[REDACTED]
[REDACTED]

Attention: [REDACTED]

AMD TO:
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

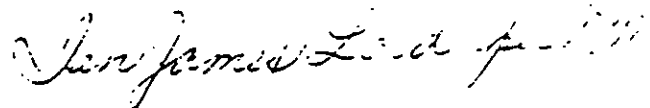
Dear Sir/Madam:

Re: CITY OF VAUGHAN
re: [REDACTED] Avenue
[REDACTED]

We act for the City of Vaughan in respect of the above-noted property. A review of the title to the property indicates you may have an interest in the lands and improvements by way of a charge on the property.

Pursuant to the provisions of section 17 of the Building Code Act, please find attached a copy of an Order served upon the owner of the property 766551 Ontario Limited. We also attach a copy of our covering correspondence which is self-explanatory.

Yours truly,



Ian James Lord

IJL/nkm
Attachment.
c.c.

Theresa A. Caron, Commissioner of Legal Services and City Solicitor
Mani Navabi, Chief Building Official
Jack Hamilton, Senior Officer, By-law Enforcement



TO: Scott C. Somerville,
Chief Administrative Officer

FROM: Barry Gambles,
Manager of Customer and Administrative Services

RE: Emergency Order # E-930001
261 Millway Avenue
Block 3 Plan 65M-2545

DATE: August 17, 1993



The following is the cost breakdown for the work ordered on the emergency order.

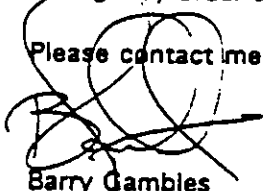
<u>ITEM</u>	<u>DESCRIPTION OF WORK</u>	<u>COST (incl. taxes)</u>
<u>#1</u>	Secure the doors to the multi-storey building area to prevent unauthorized access into the structure. Performed by City of Vaughan, Public Works.	Included with Item 5
<u>#2&3</u>	Provide and maintain hoardings or barricades around all openings through the garage roof slab and at the entrance to the underground garage area to prevent unauthorized access. Provide and maintain hoardings or barricades around the perimeter of the building site to prevent unauthorized access. Performed by Roma Fence Ltd.	\$12,674.20
<u>#4</u>	Remove all debris and refuse from the area adjacent to the public thoroughfares. Performed by Romano Contracting Ltd.	\$4,012.50
<u>#5</u>	Remove the standing water from the underground garage area. Performed by City of Vaughan Public Works Department:	
	• Labour cost	\$2,929.04
	• Pump Rental	\$1,437.50
	• Diesel Fuel	\$108.27
	Total	\$21,161.51

Each department/supplier has provided the above costs verbally, invoices have not yet been received.

memorandum

These cost have not been posted as taxes at this time. The City's outside Counsel, Mr Andrew Sturgeon of Weir & Foulds, advises that upon receipt of invoices, a financial statement must be prepared by the City. Weir & Foulds must then serve the statement on the owner, prior to making an application to a Judge of the Ontario Court (General Division), for an Order confirming the emergency order and for authorization to post the costs as taxes.

Please contact me at Ext 232 if you require any additional information.



Barry Gambles
Manager of Customer and Administrative Services

cc. M.M Navabi



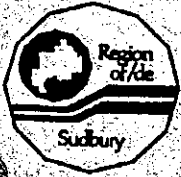
REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 19, 1979	NO. OF PAGES: 1
REVISION DATE: March 26, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Ontario Building Code - 3.2.2.5.(2)	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building inspector

COMBUSTIBLE SKYLIGHTS	HISTORY:
<p>It was intended that this sentence which places limitations on the use of plastic skylights, apply only in buildings required to be of non-combustible construction. Sentence 3.1.4.5.(1) also confirms this intention</p>	

CROSS REFERENCES: Branch Opinion August 1979 #8

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY 54
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REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 18, 1979

NO. OF PAGES: 1

REVISION DATE: March 26, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Ontario Building Code 3.2.3.8.(1)

GROUP: Inspectors

POSITION: Building Inspector

UNPROTECTED OPENINGS

HISTORY:

According to staff of the Ottawa division of Building Research, the area of unprotected openings may be increased by four times the permitted area, when a building has sprinklers and wired glass is also used.

CROSS REFERENCES:

Branch Opinion August 1979 #8

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY

W.E. Lautenbach

G.A. Mazza, P.Eng.

55



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 13, 1979

NO. OF PAGES: 1

REVISION DATE: March 26, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Ontario Building Code - 3.2.2.8.(3)

GROUP: Inspectors

POSITION: Building Inspector

SPRINKLERED CELLARS

HISTORY:

The 3,000 square feet in this sentence means the building area of the cellar. Even where the cellar is subdivided by fire separations, sprinklers are still required when the building area of the cellar exceeds 3,000 square feet or as provided for in other sections of the code.

CROSS REFERENCES:

Branch Opinion August 1979 #8

56

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY

W.E. Lautenbach

G.A. Mazza, P.Eng.



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 28, 1979

NO. OF PAGES: 1

REVISION DATE: March 26, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Ontario Building Code - 3.3.1.12.(2)

GROUP: Inspectors

POSITION: Building Inspector

CONSTRUCTION OF GUARDS

HISTORY:

It seems important to provide the background to the requirement that guards be constructed with openings not greater than four (4) inches.

It followed accidents involving small children and balconies and is intended, therefore, for situations where small children are normally expected to be present.

Requiring compliance when children are not normally present, office buildings and industrial buildings for example, is a distortion of the purpose of the requirement the opinion of the branch.

The building inspector is expected to use some discretion in the application of the requirement that guards be constructed with openings not greater than four (4) inches.

If small children are not expected to occupy the area where the guards are located, it follows that relief from the requirement may be permissible.

CROSS REFERENCES:

Branch Opinion August 1979 #8

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY

W.E. Lautenbach

G.A. Mazza, P.Eng.



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: March 7, 1979

NO. OF PAGES: 1

REVISION DATE: March 26, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Ontario Building Code - 9.1.1.4.

GROUP: Inspectors

POSITION: Building Inspector

MOBILE HOMES & MODULAR CONSTRUCTION

HISTORY:

The subject of mobile homes is a controversial one to say the least. The C.S.A. Certification program advises that mobile homes must satisfy C.S.A. Standard Z240; however, this standard does not mean that the mobile home complies with either the regulations of the National Building Code or the Ontario Building Code.

C.S.A. has established a manufactured home certification program which does provide some assurance that the structure does comply with the National Building Code under certification program A277. It has been our practice to permit modular homes to be constructed in the Regional Municipality of Sudbury on residential lots; however, the homes in question must satisfy C.S.A. standard A277.

CROSS REFERENCES:

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

March 27, 1996



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 13, 1979	NO. OF PAGES: 1
REVISION DATE: March 26, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Ontario Building Code - 9.3.31.	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspector

UNGRADED LUMBER

HISTORY:

The span tables listed in the Ontario Building Code are developed on the basis of graded lumber. The Building Contractors requested a departure from the regulation requesting permission to use non-graded lumber; however, there is no information available which would permit the determination of the sizes required for specific spans if this practice was adopted.

It is the consensus of the authors of the Ontario Code that constructors of dwellings be required to use graded lumber.

In some instances, an owner wanting to construct a barn, or an accessory building may be permitted to use non-graded lumber provided that the Inspector is satisfied with the quality of the lumber to be used and that there are no inherent dangers to the occupants of the building being constructed. In such a case the span tables for #3 grade are to be used.

CROSS REFERENCES:

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY:
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REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: March 21, 1979

NO. OF PAGES: 1

REVISION DATE: March 26, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Ontario Building Code - 9.6.4.3.

GROUP: Inspectors

POSITION: Building Inspector

INSULATED DOORS IN LIEU OF STORM DOORS

HISTORY:

The code makes reference to the use of storm doors; however, they may be omitted provided the entrance door is constructed of suitable material containing an insulated sandwich panel without openings or windows.

CROSS REFERENCES:

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

March 27, 1996



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 17, 1979

NO. OF PAGES: 1

REVISION DATE: March 26, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Ontario Building Code - 9.10.18.13.(1)

GROUP: Inspectors

POSITION: Building Inspector

PRODUCTS OF COMBUSTION DETECTOR

HISTORY:

The amendments to this sentence led a few people to assume that they can have a battery-powered unit permanently mounted on a standard outlet box and not have a switch between the unit and the distribution panel. The assumption is not correct.

The detector must be electrically powered and connected to the building electrical supply.

CROSS REFERENCES:

Branch Opinion August 1979 #8

DEPARTMENT HEAD

W.E. Lautenbach

SECTION HEAD

G.A. Mazza, P.Eng.

PREPARED BY:

March 27, 1996



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 20, 1979

NO. OF PAGES: 1

REVISION DATE: March 26, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Ontario Building Code - 9.19.1.2.

GROUP: Inspectors

POSITION: Building Inspector

VAPOUR BARRIER

HISTORY:

The single, continuous vapour sheet is common to the mobile home industry where shop conditions permit controlled application. All other buildings should comply with ventilation requirements specified in subsection 9.19.1 and sentences 9.26.5.11(1) and (2).

CROSS REFERENCES:

Branch Opinion August 1979 #8

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

62



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: April 10, 1979	NO. OF PAGES: 2
REVISION DATE: March 26, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Ontario Building Code - 9.26.5.6.(1)	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspector

MOISTURE BARRIERS ON FOUNDATION WALLS	HISTORY:
<p>Condensation is a serious problem in residential basements. The question remains, "Where does the moisture come from?"</p> <p>The moisture may result from the water which is associated with the materials used at the outset of construction.</p> <p>Water can penetrate through the walls if the exterior is not damp-proofed properly.</p> <p>Water may results from the usage of the building.</p> <p>There are areas of the Building Code which conflict, notably subsection 9.20.15.1.(1) - Damp-proofing for Masonry Walls vs. 9.13.5.3.(3) - Damp-proofing for Walls. These conflicting regulations have been brought to the attention of the National Research Council.</p> <p>Mr. Misbbki, of the Ministry of Consumer and Commercial Relations, is of the opinion that there would be no problem if a 15 lb. felt material was applied to the exterior basement wall even if it extended above grade level in that its sole purpose was to prevent moisture from penetrating from the outside through to the insulation. The 15 lb. felt type paper is not the cause of the problem. Opinion has it that it makes little difference whether the 15 lb. felt is applied above grade or if it is not applied. However, there may be some benefits in its application in that any moisture which penetrates the wall from the exterior would undoubtedly be prevented from contacting the insulation.</p> <p style="text-align: right;">... 2/.</p>	<p> </p>

CROSS REFERENCES:

63

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY:
W.E. Lautenbach	G.A. Mazza, P.Eng.	

MOISTURE BARRIERS ON FOUNDATION WALLS -
continued

HISTORY - continued

If a Building Inspector notes that the 15 lb. felt paper has been applied above grade, he should not require that it be removed. Our only concern is that the membrane is a breather type material which permits transferral of vapour through it. If, however, the Building Inspector is being asked to describe the Code requirements, it is to be spelled out that the regulations contradict themselves and there is no need to install the membrane above grade.

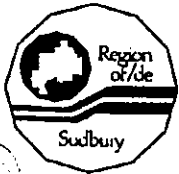
It is of interest to note that other cities throughout the province have experienced this same difficulty; listed are two areas where the problem was dealt with in two difference ways:

1) North Bay, Ontario - The Chief Building Official in North Bay has opted for the application of 15 lb. felt to be applied to the interior of the masonry wall between the masonry wall and the insulation. The Ministry of Consumer and Commercial Relations was made aware of the problems and found no reasons why the procedures adopted by North Bay could not prove effective.

2) Windsor, Ontario - Apparently the builders in that area became extremely agitated by virtue of the condensation problems that were appearing in the basements of buildings they constructed. Int this instance, a large industrial type dehumidifier was placed in the basements of the homes which were suffering the worst and, after the equipment removed a considerable amount of water, the problem did not return.

FEES:

64



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: February 22, 1996

NO. OF PAGES: 2

REVISION DATE:

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services & By-law Enforcement

Section 9.14.4. O.B.C. Regulation

GROUP: Inspectors and Permit Control

Section 18.(1).(c) O.B.C. Act

POSITION: Inspectors and Front Desk Clerks

ORDER TO COMPLY

HISTORY:

Procedure - once order has been issued:

- The inspector shall provide photo copies of orders issued to the Chief By-law Enforcement Officer.
- For review and placing into a post date system in By-Law Enforcement for follow-up seven (7) days after compliance date.
- Front Desk to Ensure that order to comply is post dated to the original inspector who issued the order to comply for continuity if legal procedures are eventually initiated.
- Inspectors shall provide photocopies of order to comply issued on building progress to Project Research Group for their use immediately upon return from field.

Procedure - Inspectors/Front Desk

- Inspector when visiting a possible "Building with Permit" Violation based on a complaint from the general public shall be provided the municipal address including last recorded name of owner from property data base on site inspection sheets by front desk staff.

... 2/.

CROSS REFERENCES:

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY

W.E. Lautenbach

G.A. Mazza, P.Eng.

G.A. Mazza, P.Eng.

65

ORDER TO COMPLY - continued

HISTORY

- 2 -

If municipal address and owner's name are not readily available from complainant, front desk shall ensure that a proper set of directions are made available by complainant for inspector's use.

- 2) Whenever possible especially for "Building Without Permit" orders, a photograph of construction should be obtained on initial site review. The photograph should be signed by the inspector, dated and include a description of photograph provided in the margin of photograph for use in any legal procedures.
- 3) Inspectors' orders shall bear a description of the infraction in layman's terms under "Nature of Contravention." A complete recitation of actual code regulation reference is not required and the order does not provide a concise or clear description of the infraction, to the contravener. "Location" portion of the form denotes where within the building structure the infraction is to be found. The section reference portion of the form is used to provide the builder/contractor information on a clause or section which has been contravened. The reference section shall indicate whether it is an Ontario Building Code Act or Regulation that has been referenced.

Section 9.14.4 O.B.C. Regulation
Section 18.(1).(c) O.B.C. Act

- 4) Order to comply which have not been served directly to the contravener of the code must be mailed by registered mail. If registered mail is incorrectly addressed the front desk staff shall check with Treasury to obtain the name of the individual who is paying the tax bill for the property under consideration and re-mail. If registered mail is not accepted the front desk staff shall bring this to the attention of the C.B.O. or the Chief By-law Enforcement Officer for further direction. Signed acknowledgements of registered mail received shall be placed with the Order to Comply.

Enclosure: Sample Order to Comply form

FEES: N/A

66

ORDER TO COMPLY WITH ACT OR BUILDING CODE

Name of Municipality Phone

Date of Inspection	Time : a.m./p.m.	Permit No.
--------------------	---------------------------------------	------------

Location of building (municipal address)

Owner

Occupant

Contractor

A CONTRAVENTION OF THE BUILDING CODE ACT AND/OR BUILDING CODE IS FOUND TO EXIST AT THE ABOVE-NOTED LOCATION BY REASON OF THE FOLLOWING:

PENALTIES ARE PROVIDED FOR VIOLATION OF THE BUILDING CODE ACT AND BUILDING CODE

NATURE OF CONTRAVENTION	LOCATION	SECTION REFERENCE

REQUIRED ACTION	
<input type="checkbox"/> Comply with Act or Code <input type="checkbox"/> Obtain permit for <input type="checkbox"/> Post permit card <input type="checkbox"/> Secure against illegal entry	<input type="checkbox"/> Do not cover or enclose, pending inspection <input type="checkbox"/> Uncover for the purpose of inspection <input type="checkbox"/> Call office for inspection appointment <input type="checkbox"/> Other

CONTINUED ON SCHEDULE 'A' ATTACHED

YOU ARE HEREBY ORDERED TO TAKE THE ACTIONS SET OUT ABOVE ON OR BEFORE19.....

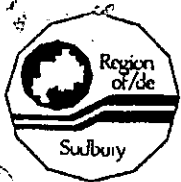
.....
 Date order issued

.....
 Signature of Inspector

Stop work order — If an order of an inspector made under section 12 or 13 is not complied with within the time specified in it, or where no time is specified, within a reasonable time, the Chief Building Official may order that all or any part of the construction or demolition cease. Such order shall be served on such persons affected thereby as the Chief Building Official determines and a copy shall be posted on the site of the construction or demolition. The order is effective from the time it is posted. If an order to cease construction or demolition is made, 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. See section 14.

Removal of order - prohibition — No person shall remove the copy of any order posted under this Act unless authorized by an inspector or obstruct the visibility of an order. See section 20.

The personal information on this form was collected pursuant to the *Building Code Act* and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, s. 14 (1) (c).



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: January 19, 1994	NO. OF PAGES:
REVISION DATE:	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Ontario Building Code	SECTION: Building Services
	GROUP: Inspectors/Permit Control Group
	POSITION: Building Inspectors/Permit Control Clerks

DEMOLITION PERMIT APPLICATIONS	HISTORY:
<p>The Ontario Building Code reads as follows:</p> <p>5.(1) Building Permits No person shall construct or demolish or cause to be constructed or demolished a building in a municipality unless a permit has been issued therefor by the chief official.</p> <p>2.4.1.1. Requirements for Permits (1) A person is exempt from the requirement to obtain a permit under Section 5 of the Act</p> <ul style="list-style-type: none"> (a) for the demolition of building located on a farm, or (b) for the construction or demolition of a building in territory without organization." <p>The key to the above is the Ontario Building Code Act <u>exempting</u> the requirement for a permit for the DEMOLITION OF BUILDINGS LOCATED ON A FARM.</p> <p style="text-align: right;">... 2/.</p>	<p>This procedure has been developed to assist in the issuance of Demolition Permits and to ensure that such permits are not issued for buildings that are exempt from such permits or for buildings that fall under the Heritage Act and the Rental Housing Protection Act.</p>

CROSS REFERENCES: Inter-office memo dated January 19, 1993 from the Director of Building Controls to the Inspectors and the Permit Control Clerks - **Speed Memo** dated January 18, 1994 from the Director of Building Controls to the Supervisor Permit Control and Administration - and a **Speed Memo** dated January 19, 1994 from the Director of Building Controls to the Chief Building Inspector, the By-law Enforcement Officer and the Supervisor Permit Control & Administration

DEPARTMENT HEAD E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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68

- 2 -

Prior to issuing permits for the demolition of buildings each of the area municipalities is to provide comments. It has to be ascertained that the area municipality clears the demolition proposal and, in particular, is satisfied that their interest in the Heritage Act and the Rental Housing Protection act is preserved. The area municipality must advise accordingly that there is no objection to the demolition proposal before a demolition permit is issued.

Within the City of Sudbury all aspects of the Heritage Act and the Rental Housing Protection Act - 1986, will be administered by the City of Sudbury prior to the issuance of a demolition permit. Demolition permits are issued **only** after authorization to do so has been received from the respective municipality.

DEMOLITION PERMITS - APPLICATION PROCEDURES

- (1) The applicant for a permit respecting the demolition of a building shall retain a professional engineer to undertake the general review of the project during demolition, where
 - (a) the building exceeds 3 (three) storeys in building height or 600 m² in building area (6,458 sq.ft.);
 - (b) the building structure includes pre-tensioned or post-tensioned members;
 - (c) it is proposed that the demolition will extend below the level of the footings of any adjacent building an occur within the angle of repose of the soil, drawn from the bottom of such footings; or
 - (d) explosives or a laser are to be used during the course of demolition.
- (2) Where a permit is required for the demolition of a building in Sentence (1), the structural design characteristics of the building and the method of demolition shall be included in the application for a permit to demolish the building.
- (3) No person shall commence demolition of a building or any part of a building before the building has been vacated by the occupants except where the safety of the occupants is not affected.

... 3/.

- 3 -

Applicants are advised that approvals must be obtained from the departments listed below prior to the issuance of a demolition permit within the Regional Municipality of Sudbury.

1. Electric Utility Companies:

Sudbury - Sudbury Hydro, 500 Regent Street, Sudbury ON P3E 3Y2

Capreol - Capreol Hydro, 105 Young Street, Capreol, ON P0M 1H0

Coniston - Nickel Centre Hydro, 31 Second Avenue, Box 140, Coniston, ON P0M 1M0

Any INCO - Huronia Power, General Engineering Building, Hwy. 17 W
Surface plant only Copper Cliff, ON P0M 1N0

All other - Ontario Hydro, 957 Falconbridge Road, Sudbury, ON
Areas P3A 4R8

2. Telephone Bell Telephone, Business Office, Minto Street, Civic Square, Sudbury, ON P3E 3L9

3. M.O.E. Ministry of the Environment, 199 Larch Street, Sudbury, ON P3E 1C3

4. Centra Gas Centra Gas Ontario Inc., 828 Falconbridge Road, Sudbury, ON P3A 4S3

5. Sewer & Water Public Works Department, Engineering Support Section, 200 Brady Street, P.O. Box 3700, Sudbury, ON P3A 5W5

Once the approvals have been obtained, the permit will be issued at the Building Services Section, Regional Municipality of Sudbury, 200 Brady Street

6. The applicant must provide a letter from the owner giving him authorization to demolish the building.

... 4/.

- 4 -

7. **Applicable Municipality**

Valley East Clerk's Department, 1678 Main Street, Val Caron,
ON P0M 3A0

Rayside-Balfour Clerk's Department, Town Hall, Highway 144,
Chelmsford, ON P0M 1L0

Onaping Falls Clerk's Department, Nickel Street, Levack, ON
P0M 2C0

Capreol Clerk's Department, 9 Morin Street, Capreol, ON
P0M 1H0

Nickel Centre Clerk's Department, 190 Church Street, Garson,
ON P0M 1V0

Walden Clerk's Department, Municipal Office, Black Lake
Road, Lively, ON P0M 2E0

City of Sudbury Property Administrator, 200 Brady Street, Civic
Square, Box 5000, Sudbury, ON P3A 5P3

8. **Ministry of Labour** Construction Safety Branch, 1538 Lasalle
Boulevard, Sudbury, ON P3E 5P9 (Owner to
advise Construction Safety Branch only)

9. A basement, cellar or excavation left after the demolition, dismantling or
moving of a building or other structure shall:

(a) be backfilled to grade level

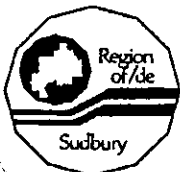
or

(b) have adequate fencing along its open sides.

**SECTION 163 AND 165 OF THE CONSTRUCTION SAFETY ACT
AND REGULATIONS FOR CONSTRUCTION PROJECTS 156/84**

Where a permit has been issued pursuant to the Act, the person to whom
it is 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.

EES: \$49.00



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: November 20, 1992	NO. OF PAGES: 3
REVISION DATE:	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Building Code Act 8(10) - Section 25 and By-law 91-85	SECTION: Building Services
	GROUP: Inspectors/Permit Control Group
	POSITION: Supervisor of Permit Control & Administration

REVOCAION OF BUILDING PERMITS	HISTORY:
<p>Under the authority of the Building Code Act, Section 8(10) Revocation of Permit, Subject to Section 25, the Chief Building Official may revoke a permit issued under this act.</p> <p>The following policy has been developed to deal with the revocation of building permits:</p> <ol style="list-style-type: none"> 1. A notice of the Region's policy regarding revocation of a building permit will be printed on the building permit application and the building permit. The revocation date will be shown on the building permit. A copy of this notice will be provided to the Supervisor of Permit Control & Administration. 2. A notice of revocation of permit will be sent to permit holder by Registered Mail. This notice will also advise the permit holder he is entitled to a refund of fees if any. Regional Development charges are also refundable through Treasury or from applicable area municipality. Treasury has advised that Regional Development Fees will not be refunded with interest. <p>Schedule "B" to By-law 91-85 - Refund of Permit Fees - will be attached to notice of revocation.</p> <p>Building permit holders will not receive advance notice of permit revocation since it is felt they already be aware of revocation policy which is noted on building permit application and building permit. The building permit will also include the date of revocation.</p> <p style="text-align: right;">... 2/.</p>	<p>The increasingly large volume of active permits necessitated that, in order to provide efficient and effective service, the number of active permits be reduced to a manageable number.</p> <p>The Building Code Act provides for requirement to revoke building permits, if no construction activity has proceeded within six (6) construction months of the date of the permit issuance and also the revocation of a permit where a building start has been made (i.e. foundation put in place) but building activity has ceased on site for a period of twelve (12) months.</p> <p>This matter was dealt with by the Engineering Committee at its meeting of November 5, 1992 and deemed acceptable by the Committee.</p>

CROSS REFERENCES:
Inter-office Memo dated November 20, 1992 to the Director of Building Controls from the Regional Engineer

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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- 2 -

3. Refund calculations must be done at the time the Permit Control Clerk (PCC) is assigned the task of revoking a building permit. Refund requests will not automatically be done therefore doing refund calculations at this time will allow us to expedite the refund request at the time it is received. This will also lessen the workload of the PCC who receives the refund request as the calculation will already have been done.
4. "Authority to refund" slips are to be filled and forwarded to Treasury for processing. Mailing address of homeowner is to be verified by PCC before sending "Authority to Refund" slip to Treasury.
5. An "Active Building Permit Report" must be generated every year in May, June, July, August and November. PCC will be assigned this task on a rotation basis.

We will no longer be concerned with "inactive Building Permit Reports" prior to 1994. Revocation of permits prior to 1994 will be dealt with on an on-going basis as required.

(A computer program has been designed to produce an "inactive building permit report" for 1994. This report will be obtainable by November 1994)

... 3/.

FEES:

REVOCATION OF BUILDING PERMITS - continued

HISTORY - continued

- 3 -

6. The following information must be entered on the computer in order to accommodate building services statistics and to indicate the permit has been revoked:

- **An end date must be entered**
- **A cancellation date must be entered**
- **Under the "Notes" screen, amount of refund should be included**
- **File is to be retained for a period of six (6) months or transferred at the time the refund has been initiated through the Treasury Department**
- **If difficulties are encountered in contacting owner of property, it is important to record the means by which you attempted to contact owner. (The Area Municipality is a good source to contact in order to locate an individual.)**
- **If property owner cannot be located, this should be noted on building permit project file; then file can be put away in archives.**

Attachments.

FEES:

74



NOTICE

RE: NOTICE OF REVOCATION OF BUILDING PERMIT #

Please be advised that under the authority of the Building Code Act, Section 8(10), the above mentioned building permit has been revoked for the following reason:

8(10) Revocation of Permits. Subject to section 25, the chief building official may revoke a permit issued under this Act,

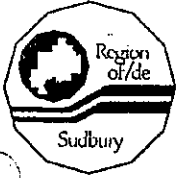
- (a) *if it was issued on mistaken, false or incorrect information;*
- (b) *if, after six months after its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the chief building official, been seriously commenced;*
- (c) *if the construction or demolition of the building is, in the opinion of the chief building inspector official, substantially suspended or discontinued for a period of more than one year;*
- (d) *if it was issued in error;*
- (e) *if the holder requests in writing that it be revoked; or*
- (f) *if a term of the agreement under clause (3)(c) has not been complied with.*

Under certain circumstances you may be entitled to a refund of permit fees. These refunds are calculated as per Schedule 'B' to By-law 91-85 being the Building and the Issuance of Building Permits By-law. If you require more information with respect to a permit fee refund, you may contact the Regional Building Controls Department at 673-2171, Ext. 278.

(Date)



Guido Mazza, P.Eng.
Chief Building Official



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 28, 1993

NO. OF PAGES: 1

REVISION DATE: August 20, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Ontario Building Code Act - Section 9.23.6.3.

GROUP: Inspections/Permit Control Group

POSITION: Building Inspectors/Plans Examiners/Permit Control Clerks

ANCHORAGE OF SMALLER BUILDINGS

HISTORY:

Section 9.23.6.3 of the Ontario Building Code provides the requirements for anchorage of smaller buildings, including most mobile homes. These requirements are permissive and provides the builder with an opportunity to use alternate methods.

Please note that the buildings must be anchored to withstand the forces that may cause overturning.

Attach. Section 9.23.6.3. O.B.C.

CROSS REFERENCES: Memo dated September 28, 1993 to Inspectors, Plans Examiners and Permit Control Clerks from the Director of Building Controls.

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

I.S. Clarke, CPS, AMCT

76

9.23.5.2. Notching of Framing Materials.

Floor, roof and ceiling framing members may be notched provided the notch is located on the top of the member within half the joist depth from the edge of bearing and is not deeper than one-third the joist depth, unless the depth of the member is increased by the size of the notch.

9.23.5.3. Wall Studs. Wall studs shall not be notched, drilled or otherwise damaged so that the undamaged portion of the stud is less than two-thirds the depth of the stud if the stud is *loadbearing* or 40 mm (1⁹/₁₆ in) if the stud is *non-loadbearing*, unless the weakened studs are suitably reinforced.

9.23.5.4. Top Plates. Top plates in walls shall not be notched, drilled or otherwise weakened to reduce the undamaged width to less than 50 mm (2 in) unless the weakened plates are suitably reinforced.

9.23.5.5. Roof Trusses. Roof truss members shall not be notched, drilled or otherwise weakened unless such notching or drilling is allowed for in the design of the truss.

9.23.6. Anchorage**9.23.6.1. Anchorage of Building Frames**

(1) *Building frames* shall be anchored to the *foundation* unless a structural analysis of wind and earth pressures shows anchorage is not required.

(2) Except as provided in Article 9.23.6.3., anchorage shall be provided by embedding the ends of the first floor joists in concrete, or fastening the sill plate to the *foundation* with not less than 12.7 mm (½ in) diam anchor bolts spaced not more than 2.4 m (7 ft 10 in) o.c.

(3) Anchor bolts referred to in Sentence (2) shall be fastened to the sill plate with nuts and washers and shall be embedded not less than 100 mm (4 in) in the *foundation* and so designed that they may be tightened without withdrawing them from the *foundation*.

9.23.6.2. Anchorage of Columns and Posts. Exterior columns and posts shall be anchored to resist uplift and lateral movement.

**9.23.6.3. Anchorage of Smaller Buildings**

(1) *Buildings* not more than 4.3 m (14 ft 1 in) in width and not more than 1 *storey* in *building height* may be anchored by means of corrosion-resistant steel rods or cables of not less than 12.7 mm (½ in) diam, attached to the *building* frame near each corner of the *building* in such a manner that will develop the full strength of the rod or cable.

(2) Each rod or cable described in Sentence (1) shall be anchored to the ground by means of ground anchors having a withdrawal resistance of not less than 500 N for each metre of length (34 lb for each foot of length) of the *building*.

(See A-9.15.1.1. in Appendix A.)

9.23.7. Sill Plates

9.23.7.1. Size of Sill Plates. Where sill plates provide bearing for the floor system they shall be not less than 38 mm by 89 mm (2 in by 4 in) material.

9.23.7.2. Levelling of Sill Plates

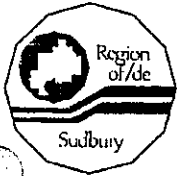
(1) Except as permitted in Sentence (2) sill plates shall be levelled by setting them on a full bed of mortar.

(2) Where the top of the *foundation* is level, sill plates referred to in Sentence (1) may be laid directly on the *foundation* provided the junction between the *foundation* and the sill plate is caulked or sealed with an acceptable gasket plate or a layer of mineral wool at least 25 mm (1 in) thick before being compressed. (See also Article 9.23.2.3.)

9.23.8. Beams to Support Floors

9.23.8.1. Bearing for Beams. Beams shall have even and level bearing and shall have not less than 89 mm (3½ in) length of bearing at end supports.

9.23.8.2. Priming of Steel Beams. Steel beams shall be shop primed.



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: January 19, 1994	NO. OF PAGES: 3
REVISION DATE: August 20, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Ontario Building Code Act - Part 7	SECTION: Building Services
	GROUP: Inspection/Plans Examination/Permit Control & Project Administration
	POSITION: Inspectors/Plans Examiners, Permit Control Clerks/Project Research Clerk

OCCUPANCY PERMITS	HISTORY:
<p>All buildings are regulated by Part 7 of the Building Code Act, which reads as follows:</p> <p style="padding-left: 40px;">"7 <u>CONDITIONS FOR OCCUPANCY</u></p> <p>Except as authorized by the regulations, no person shall occupy or use or permit to be occupied or used any building or part thereof newly erected or installed,</p> <ul style="list-style-type: none"> (a) until notice of the date of completion of the building or part thereof is given to the chief official; (b) until, <ul style="list-style-type: none"> (i) an inspection is made pursuant to such notice, or (ii) ten days have elapsed after the service of the notice or after the date of completion, whichever occurs last; and (c) until an order made by an inspector under section 8 is complied with. R.S.O. 1980, C. 51, S. 7" <p>The regulations, on the other hand, provide for the occupancy of unfinished buildings and takes into consideration two different size ranges of structures.</p> <p style="text-align: right;">... 2/.</p>	<p>This is the procedure connected with <u>conditions for occupancy</u>.</p>

CROSS REFERENCES: Inter-office memo dated February 2, 1993 from the Director of Building Controls to Inspectors, Permit Control Clerks, Plans Examiners, By-law Enforcement Officers, Project Research Clerk and Committee of Adjustment

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY:
W.F. Lautenbach	G.A. Mazza, P.Eng.	I.S. Clarke, CPS, AMCT

70

- 2 -

SMALL BUILDINGS

Firstly, following is the description of the regulations and our procedures as they affect the occupancy of the smaller size range of buildings.

The regulations, under 2.4.3.2.(1), read as follows:

"A person may occupy or permit to be occupied a building intended for RESIDENTIAL occupancy that has not been fully completed at the date of occupation provided that

- (a) the building
 - (i) is not more than 3 storeys in building height,
 - (ii) has not more than 1 dwelling unit above another dwelling unit,
 - (iii) has not more than 2 dwelling units sharing a common means of egress, and
 - (iv) has no accommodation for tourists,
- (b) the following building components and systems are complete and operational:
 - (i) required exits, handrails and guards, fire alarm and detection systems, and fire separations, and
 - (ii) water supply, sewage disposal, lighting and heating systems, and

(c) [not applicable].

2.4.3.3. Where a person has occupied or permitted the occupancy of a building under this Subsection, such person shall notify the chief official forthwith upon completion of the building."

... 3/.

FEES:

79

- 3 -

PROCEDURES

1. Persons wanting to occupy those buildings described in Section 2.4.3.2.(1) must
 - (a) provide the chief official with a notice that the building or part thereof has been completed. This notice will confirm that the building's construction has progressed to the stage where occupancy is permitted.
 - (b) An inspection will be conducted upon receipt of the notice of completion.
 - (c) If the Inspector identifies any outstanding or new deficiencies, the appropriate Order will be issued.
 - (d) If it is determined that occupancy has occurred prior to a building having reached the stage when it can be occupied, then the appropriate Orders will be issued and charges laid, if necessary.
 - (e) If there are no outstanding Orders at the time the Inspector conducts the inspection resulting from his having received a notice of completion, the building can be occupied.

LARGE BUILDINGS

2. all of the procedures that are currently in effect with respect to those buildings subject to the regulations described in section 2.4.3.1.(2) will remain as is, i.e., larger buildings.

Attachm.: Date of Completion Notice
 Inspection Notice
 Conditions for Occupation (Advice to Owners & Constructors)

FEES: \$49.00



DATE OF COMPLETION NOTICE

Send to: Building Controls Division,
The Regional Municipality of Sudbury,
200 Brady Street, Sudbury
Phone: 673-2171

APPLICANT

PERMIT NO.

OWNER

LOCATION OF BUILDING

DESCRIPTION OF BUILDING

Please be advised that upon the date of this notice the building

- newly constructed
- installed

at the above stated location has been constructed in full compliance with all of the applicable provisions of the Building Code Act, and regulations made thereunder and of any by-law, or amendments thereto, of the municipality which, in part, or in whole regulates the structural requirements, the erection, alteration, location, use etc. of the building, and is:

- fully complete and ready for occupancy
or
- partially complete and ready for non-residential occupancy in
accordance with Article 2.4.3.1 (1) and (2) of the Code
or
- partially complete and ready for residential occupancy in
accordance with Article 2.4.3.2 (1) of the Code.

and that full compliance has been made with any order made by an inspector
under Section 8 of the Building Code Act.

Date

Signature of Applicant/Owner/Agent



INSPECTION NOTICE

The Regional Municipality of Sudbury
200 Brady Street, Sudbury
Phone: 673-2171

APPLICANT	PERMIT NO.
OWNER	
LOCATION OF BUILDING	
DESCRIPTION OF BUILDING	

Pursuant to a *Date of Completion Notice*, an inspection of the building herein described was conducted and the items listed are to be corrected forthwith

1. There are ___ outstanding orders made by an inspector under Section 8 of the building code act.
2. There are several deficiencies that need to be corrected/ listed as follows

ITEM	DESCRIPTION	CORRECTIVE MEASURES

Date

Inspector



CONDITIONS FOR OCCUPATION

Advice to Owners & Constructors

1. Except as authorized by the regulations, no person shall occupy or use or permit to be occupied or used any building or part thereof newly erected or installed,
 - (a) until notice of the date of completion of the building or part thereof is given to the chief official;
 - (b) until,
 - (i) an inspection is made pursuant to such notice, or
 - (ii) ten days have elapsed after the service of the notice or after date of completion, whichever occurs last;

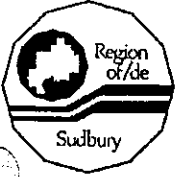
and
 - (c) until any order made by an inspector under section 8 is complied with

2. Residential buildings that are not fully completed may be occupied if they are:
 - (i) not more than 3 storeys in building height,
 - (ii) has not more than one dwelling unit above another dwelling unit,
 - (iii) has not more than 2 dwelling units sharing a common means of egress, and
 - (iv) has no accommodation for touristsprovided that the following building components and systems are complete and operational:
 - (i) required exits, handrails and guards, fire alarm and detection systems, and fire separation, and
 - (ii) water supply, sewage disposal, lighting and heating systems.

3. All remaining buildings are subject to the provisions of Article 2.4.3.1 (1) and (2) prior to occupancy.

Date

Inspector



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

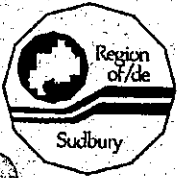
PROCEDURE DOCUMENTATION

EFFECTIVE DATE: July 12, 1992	NO. OF PAGES: 1
REVISION DATE: August 21, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Building Code Act - Section 8 (5)	SECTION: Building Services
	GROUP: Inspection
	POSITION: Building Inspectors

STOP WORK ORDER	HISTORY:
<p>It is of the utmost importance that the Chief Building Official's Order be <u>POSTED ON THE SITE OF THE CONSTRUCTION.</u></p> <p>Furthermore, the Order is to be served upon those persons that the Chief Building Official specifies and they should include the owner of the property, the contractor and his workmen as well as the mortgagees. These persons can be served personally or by registered mail.</p> <p>It is extremely important that the Inspector understand these procedures in order that the proper steps are taken when orders are issued.</p>	<p>This procedure has been developed to familiarize the Building Inspection Section Staff with the process regarding issuance of Stop Work Orders.</p>

CROSS REFERENCES: Inter-office memo dated July 2, 1992 from the Director of Building Controls to the Inspectors.

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: July 15, 1993	NO. OF PAGES:
REVISION DATE: August 22, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Ontario Building Code - Section 9.25.3.3. (Materials)	SECTION: Building Services
	GROUP: Inspections/Plans Examination/Permit Control & Administration
	POSITION: Inspectors/Plans Examiners/Permit Control Clerks

INSULATION IN CONTACT WITH THE GROUND

The current provision of the Ontario Building Code deals with the subject of insulation in contact with the ground.

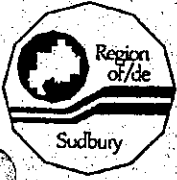
If during site inspections the observation is made that Type 1 Polystyrene insulation (white beaded insulation) is positioned so that it is in contact with the ground, the constructor is to be advised promptly that this is an improper practice.

HISTORY:

Inspectors have expressed concerns about the proper installation of the proper insulation. This procedure sets out the proper practice

CROSS REFERENCES: Memo from the Director of Building Controls dated July 15, 1993 to the Inspectors, Plans Examiners and Permit Controls Clerks.

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY
W.E. Lautenbach	G.A. Mazza, P.Eng.	I.S. Clarke, CPS, AMCT



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

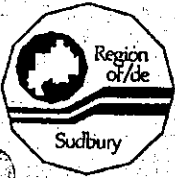
EFFECTIVE DATE: June 4, 1993	NO. OF PAGES: 1
REVISION DATE: August 22, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Ontario Building Code - Section 9.25.4.9.	SECTION: Building Services
	GROUP: Inspections/Plans Examination/Permit Control & Administration
	POSITION: Inspectors/Plans Examiners/Permit Control Clerks

INSULATION OF FOUNDATION WALLS	HISTORY:
<p>This procedure sets out the requirements for the extent of insulation for foundation walls and the requirement for control of convection currents in masonry walls.</p> <p>The Ontario Building Code includes the following regulations:</p> <p style="padding-left: 40px;">"9.25.4.9 Extent of Insulation for Foundation Walls</p> <p style="padding-left: 80px;">(1) The upper part of foundation walls enclosing heated space shall be insulated from the underside of the subfloor to not less than 600 mm (23 5/8 in) below the finished ground level.</p> <p style="padding-left: 80px;">(2) If a foundation wall is constructed of hollow masonry units, one or more of the following shall be used to control convection currents in the core space,</p> <p style="padding-left: 120px;">(a) filling the core spaces,</p> <p style="padding-left: 120px;">(b) at least one row of semi-solid blocks at or below grade, or</p> <p style="padding-left: 120px;">(c) other similar methods."</p> <p>It is necessary to remind the contractors of these specific Building Code requirements.</p> <p>Any questions with respect to this matter should be directed to the Chief Building Official.</p>	<p>There appears to be a lack of appreciation by block layers that a regulation exists with respect to convection control procedures in foundations walls. This procedure has been developed to ensure that inspectors take the appropriate steps to enforce the fulfilment of the convection control requirements.</p>

CROSS REFERENCES: Memo from the Director of Building Controls dated June 4, 1993 to the Inspectors, Plans Examiners and Permit Controls Clerks.

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY I.S. Clarke, CPS, AMCT
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86



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: January 1, 1993	NO. OF PAGES: 1
REVISION DATE: August 23, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Ontario Building Code and guidelines from the Ontario Fire Marshal's Office	SECTION: Building Services
	GROUP: Inspection/Plans Examination/Permit Control and Project Administration
	POSITION: Inspectors/Plans Examiners/Permit Control Clerks

FIRE SAFETY ISSUES FOR REPAIR AND REPLACEMENT PROJECTS	HISTORY:
<p>This procedure addresses fire safety issues for specific types of repair and replacement projects as follows:</p> <ol style="list-style-type: none"> 1. Asbestos Removal 2. Ceiling Replacement 3. Re-roofing 4. Window Replacement 5. Boiler/Furnace Replacement 6. Barrier-Free Provisions (Except elevators and exit stairs) 7. Mechanical Systems Upgrading 8. Lighting Systems <p>Except as specifically noted in the guidelines from the Office of the Fire Marshal, these projects do not require approval from the office of the Fire Marshal. It is the responsibility of the building administration and its agents to comply with the fire safety requirements identified herein as well as any applicable Provincial Legislation such as the Ontario Building Code for the specific project.</p> <p>The Office of the Fire Marshal provides consultative services on fire safety related matters for items covered in this guideline on request. Any inquiries should be directed to the Research and Standards Section of the Office.</p>	<p>The Ministry of the Solicitor's office of the Fire Marshal has developed guidelines to address fire safety issues for specific types of repair and replacement projects as quoted in this procedure.</p>

CROSS REFERENCES: Guideline circulation from the Office of the Fire Marshal (Ministry of the Solicitor-General), dated January 1, 1993.

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY I.S. Clarke, CPS, AMCT
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REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: August 20, 1996	NO. OF PAGES:
REVISION DATE: August 27, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Building Code Act - Articles 9.14.2.1., 9.25.4.9., 9.38.3.7. and 9.38.3.8.	SECTION: Building Services
	GROUP: Inspection/Plans Examination
	POSITION: Inspectors/Plans Examiners

FOUNDATION WALL DRAINAGE AND INSULATION	HISTORY:
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<p>The 1996 interim amendments are changes to Articles 9.14.2.1. (Foundation Wall Drainage), (.25.4.9. (Extent of Insulation for Foundation Walls), 9.38.3.7. and 9.38.3.8.</p> <p>With these amendments the Ontario Building Code no longer requires houses to be built with "full height basement insulation." As well, a foundation drainage layer is no longer required unless the basement insulation extends to more than 900 mm (ft 11 in) below the adjacent exterior ground level.</p> <p>Attached is the Background Information Sheet in which you will find the explanations for the amendments.</p> <p>Attachment: Regulation to amend Regulation 61 of Revised Regulations of Ontario, 1990 made under the Building Code Act, 1992</p>	<p>The 1996 interim amendments (O. Reg. 395/96) to the 1990 Ontario Building Code (O. Reg. 61 of the Revised Regulations of Ontario 1990) became effective August 20, 1996.</p>
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CROSS REFERENCES: Inter-officed memo dated August 26, 1996 from the Chief Building Official to the Building Inspectors and Plans Examiners

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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Filed as O. Reg. **395/96**

On **AUG 20 1996**

Proposed Ontario
Gazette date **Sept 7/96**

REGISTRAR OF REGULATIONS L0674.E/:

FAX

To: **Guido Mazza**

Dept: _____

Fax No.: **705/675-1075**

No. of Pages: **3**

From: **Tommy**

Date: **08/22/96**

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**REGULATION TO AMEND
REGULATION 61 OF REVISED REGULATIONS OF ONTARIO, 1990
MADE UNDER THE
BUILDING CODE ACT, 1992**

Note: Regulation 61 has not been amended in 1996. For prior amendments, see the Table of Regulations in the Statutes of Ontario, 1995.

1. Article 9.14.2.1. of the Regulation is revoked and the following substituted:

9.14.2.1. Foundation Wall Drainage

(1) Unless it can be shown to be unnecessary, drainage shall be provided at the bottom of every foundation wall that contains the building interior.

(2) Except as permitted in Sentences (2.3), (2.4) and (2.5), where the insulation on a foundation wall extends to more than 900 mm below the adjacent exterior ground level a drainage layer shall be provided on the exterior surface of the foundation wall.

(2.1) The drainage layer required in Sentence (2) shall be provided by

- (a) not less than 19 mm mineral fibre insulation with a density of not less than 57 kg/m³,
- (b) not less than 100 mm of free draining granular material, or
- (c) a system which can be shown to provide equivalent performance to that provided by the materials described in Clause (a) or (b).

(2.2) Where mineral fibre insulation, crushed rock or other drainage layer medium is provided adjacent to the exterior surface of a foundation wall, it shall extend to the footing

89

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AUG 23 1996

level and facilitate drainage of ground water to the foundation drainage system.

(2.3) Except when the insulation provides the drainage layer required in Sentence (2), when exterior insulation is provided, the drainage layer shall be installed on the exterior face of the insulation.

(2.4) The drainage layer required in Sentence (2) is not required

(a) when the foundation wall is not required to be dampproofed, or

(b) when the foundation wall is waterproofed.

(2.5) The drainage layer in Sentence (2) is only required where the foundation wall is constructed after the day this Regulation comes into force.

(3) Where drainage is required in Sentence (1), the drainage shall conform to Subsection 9.14.3. or 9.14.4.

2. Article 9.25.4.9. of the Regulation is revoked and the following substituted:

9.25.4.9. Extent of Insulation for Foundation Walls

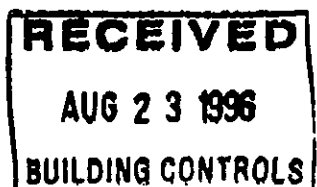
(1) The upper part of foundation walls enclosing heated space shall be insulated from the underside of the subfloor to not less than 600 mm below the adjacent exterior ground level.

(2) The insulation required by Sentence (1) may be provided by a system installed

(a) on the interior of the foundation wall,

(b) on the exterior face of the foundation wall, or

(c) partially on the interior and partially on the exterior, provided the thermal performance of the system is equivalent to that permitted in Clause (a) or (b).



(3) If a foundation wall is constructed of hollow masonry units, one or more of the following shall be used to control convection currents in the core spaces,

- (a) filling the core spaces,
- (b) at least one row of semi-solid blocks at or below grade, or
- (c) other similar methods.

3. Articles 9.38.3.7. and 9.38.3.8, of the Regulation are revoked and the following substituted:

9.38.3.7. Insulation applied to the exterior of a foundation wall or slab-on-ground floor shall extend down at least 600 mm below the adjacent exterior ground level or shall extend down and outward from the floor or wall for a total distance of at least 600 mm measured from the adjacent exterior ground level.

9.38.3.8. Insulation applied to the interior of foundation walls enclosing heated space shall extend from the underside of the subfloor to not less than 600 mm below the adjacent exterior ground level.

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BUILDING CONTROLS

FIELD PROCEDURES - BUILDING INSPECTION

SUBJECT

PURSUANT TO

Weeping Tile Connection to Sanitary Sewer

Directive from Chief Building Inspector

Footing Inspection Procedures

Directive from Director of Building Controls

Blasting Requirements

Correspondence from Director of Building Controls

Safety Wear and Equipment

Memo from Director of Building Controls

Ground Work Testing - Plumbing

Memo from Director of Building Controls

Natural Gas Fireplaces and Appliances

The Energy Act - Chapter 139, Section 15(1)
and (2)

O.Reg. 244/89-15(1), (2) and 3 - Ontario
Gas Utilization Code

Day Nurseries

Day Nurseries Act, Regulation 262,
Section 4(1)(d) and (c)

Business Licences

By-law 74-100, Section 10a and 11
Schedule 19 - Section 32(1)

Special Occasion Permits

Liquor Licence Act, Regulation 389/91,
Section 11

Liquor Licences

Liquor Licence Act, Chapter L.19,
Sections 32.(1), 44.(19) and 45.(2)
Regulation 719 Sections 12.(2) and 50

/isc

August 28, 1996



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: December 13, 1984

NO. OF PAGES: 1

REVISION DATE: March 26, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Directive from Chief Building Inspector

GROUP: Inspectors

POSITION: Building Inspector

WEEPING TILE CONNECTION TO SANITARY SEWER

HISTORY:

All Building Controls Staff was advised that as of December 13, 1984 weeping tile water will not be allowed into any sanitary sewer within the Regional Municipality of Sudbury.

No exceptions will be allowed except for persons renewing weeping tile that is already draining to sump pit and P-trap.

CROSS REFERENCES:

Memo dated December 13, 1984 from the Chief Building Inspector to All Building Controls Staff

DEPARTMENT HEAD

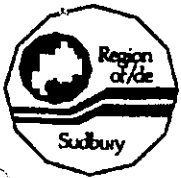
SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

95



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: June 8, 1982

NO. OF PAGES: 5

REVISION DATE: March 27, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Office Procedure

GROUP: Inspectors

POSITION: Building Inspector

FOOTING INSPECTION PROCEDURES

HISTORY:

INSPECTOR-BUILDER RELATIONSHIP

The footing inspection is one of the most important inspections performed by the building inspector since it involves matters which are important other than the suitability of the underlying soils supporting the footing. It is at this stage that the inspector has an excellent opportunity to provide the builder with an understanding of the services which are available through the Building Services Section and the manner in which the services are delivered.

The inspector should consider his/her department since this first impression of the inspector's performance will be a lasting one. The inspector is a representative of the Regional Municipality of Sudbury and the Building Services Section and as such conveys the image and the spirit of the municipality and the section to the community.

The Building Inspector can accomplish a great deal by adopting the following simple steps:

- The inspector is to identify him/herself to the builder, preferably with a handshake.
- The inspector is to be courteous, considerate and polite.
- Deficiencies are to be pointed out in a firm but understanding manner with a full explanation of the significance of the deficiency noted.

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CROSS REFERENCES: - Order to Comply

- Directive, dated June 8, 1982, from the Director of Building Controls

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

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9/1

- 2 -

- The inspector is not to engage in any arguments with the builder even though at times this may be difficult, especially when the builder has some unkind comment to make about the inspector's role, occupation or whatever. If a constructor insults, curses and/or demeans an inspector, the incident is to be recorded in the project file and the Chief Building Official is to be advised immediately.

REGULATIONS - FOOTING INSPECTIONS

The Building Inspector must have knowledge of the following:

- a) Zoning By-laws applicable to the property.
- b) Site Plan drawings.
- c) Foundation drawings.
- d) Building Code requirements respecting footings and foundations.
- e) Committee of Adjustment decisions applicable to the property.

ZONING REGULATIONS

The inspector is to review the site to ensure that the construction is in compliance with the zoning regulations.

1. **PERMITTED USE** - Is the contemplated use compatible with the zoning By-law?
2. **BUILDING PERMIT** - Has the building permit been acquired and if so, is it properly displayed?
3. **EASEMENTS** - Are the easements properly shown on the Site Plan drawing and is the construction taking place so that the building does not encroach on the easements?
4. **EAVES AND CHIMNEYS** - Are the eaves and chimneys constructed so as not to encroach into the required yards?
5. **PLOT PLAN** - Is the construction taking place in accordance with the original plot plan? Changes may require the submission of a new Plot Plan.

- 3 -

BUILDING BY-LAWS AND REGULATIONS

1. **EXCAVATION** - Has the excavation been performed so as to provide for the safety of those who are working on the footings and foundations?
2. **FROST COVER** - Is it apparent from the depth of the excavation that adequate frost cover will be provided?

NOTE: The introduction of patio doors into basement living areas has resulted on many occasions, in footings with insufficient frost cover.
3. **FORM WORK** - Have the footing forms been constructed so that the footings will be of proper width and depth?
4. **UNDERLYING SOIL CONDITIONS** - Is the ground upon which the footings are to be placed suitable to carry the applied loads?
5. **FOOTINGS ON ROCK AND SOIL** - Have adequate precautions been taken to provide suitable footing anchorage to rock? Is the rock face clean of soil and deleterious material?
6. **FOOTINGS ON ROCK** - Have adequate dowels been provided to provide suitable footing anchorage to rock? Is the rock face clean of soil and deleterious material?
7. **STEP FOOTINGS** - Are step footings required in accordance with the Ontario Building Code?
8. **ICE, SNOW AND FOOTINGS** - Is the form work free of ice, snow and water and any loose material?
9. **WINTER CONSTRUCTION** - Has adequate precaution been taken to provide suitable heat of the concrete during winter construction?
10. **WEEPING TILES TRANSVERSING FOOTINGS** - Has the footing been constructed to provide an extra four (4) inches of concrete in those areas where the weeping tiles transverse the footings?

- 4 -

11. **FORM WORK** - Are the dimensions consistent with the dimensions on the drawings? Do the forms appear to be straight, square and true? Has the Plans Examiner indicated any reason for permitting a change in dimension of the footings?

PROCEDURES TO BE FOLLOWED IF DEFICIENCIES ARE NOTED

1. The Building Inspector is to communicate with the builder the deficiencies which have been noted on site and arrange for remedial work to be undertaken. If it is apparent that the builder is going to perform the work in accordance with the inspector's suggestions, then there may be no need to issue an Order to Comply.

If the constructor does not repair the deficiency as verbally agreed upon with the Building Inspector, an Order to Comply is to be issued forthwith with a reasonable amount of time provided to permit the work to be done.

In some instances, the performance of a builder may be unsatisfactory by virtue of past experiences and, in this case, an Order to Comply is to be issued immediately.

If the builder is not on the site, the inspector is to leave written instructions either on the posted permit or on part of the structure indicating the nature of the deficiencies and the action to be taken to remedy them. The inspector is to telephone the constructor and advise on the results of the inspection.

2. The inspector is to make detailed comments on the project sheet and post-date to an appropriate time for a future inspection.
3. The inspector is to observe the building materials on site and advise the owner if there are any inadequacies apparent.

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97

- 5 -

4. In some instances it may be necessary for the inspector to acquire an engineer's report which comments on the suitability of the soils or footings.
- a) A report may be required when it has been agreed that the constructor may proceed with the construction prior to the inspector attending on the site. The Engineer's Report must be sufficient in content to convey that the constructor may proceed with the work. The inspector is to arrange to visit the site and inspect the work.
 - b) In some instances, the inspector will note that the underlying soils are insufficient to support the building being constructed and may request that an Engineer's Report be prepared to establish the suitability of the conditions. Work may proceed only after the inspector has authorized the activity and subject to his having reviewed the Engineer's Report.

The Inspector is to review the "lay of the land" on the property being inspected to determine if there is any likelihood of a grading problem being encountered.

PROCEDURE TO BE FOLLOWED IF NO DEFICIENCIES ARE NOTED

1. The on-site building permit is to be filled out by the inspector so that there is a clear indication of the approval to proceed to the next stage of construction.
2. The inspector is to indicate on the project building permit that the work has been inspected and approved.

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98



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 5, 1979	NO. OF PAGES: 1
REVISION DATE: March 27, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Office Procedure	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspector

BLASTING REQUIREMENTS	HISTORY:
<p>Persons who want to conduct blasting operations on their property are first required to obtain a clearance from the City of Sudbury Physical Services Department and to advise the Construction Safety Branch of the Ministry of Labour of their proposal.</p> <p>In the event the work is carried out on Regional property, permits have to be acquired from the Regional Municipality of Sudbury.</p> <p>Notwithstanding the above, there are few regulations administered by the municipalities with respect to blasting.</p>	

CROSS REFERENCES:
Correspondence dated November 15, 1978, from the Director of Building Controls to Councillor S. Campbell.

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: " 99
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REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: October 12, 1979	NO. OF PAGES: 1
REVISION DATE: March 27, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Office Policy	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspectors

SAFETY WEAR AND EQUIPMENT	HISTORY:
<p>Staff must continually be aware of the need to be safely protected from injury. By virtue of the role of the Building Services Section's staff in the municipal inspection field it must also set an example.</p> <p>It is mandatory for staff to wear safety shoes and a safety helmet when conducting an inspection of any project where construction has already started.</p>	

CROSS REFERENCES:
Inter Office memo, dated September 12, 1979, from the Director of Building Controls

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: 100
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REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 28, 1979

NO. OF PAGES: 1

REVISION DATE: March 27, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Office Policy

GROUP: Inspectors

POSITION: Building Inspector

GROUND WORK TESTING - Plumbing

HISTORY:

All ground work plumbing must be tested prior to being accepted by the Inspector.

If extenuating circumstances are recognized and the Inspector finds that an alternate method may be adequate, the Inspector is to contact the Chief Building Official and the matter is to be reviewed and accurate records are to be kept of the procedure adopted.

It is recognized that in retrofitting a building, or where new plumbing is being installed and connected to old systems, the Inspector may have to use discretion in arriving at an installation which is safe.

In the event that an Inspector finds that he/she is required to use his/her own judgement, the matter is to be documented and recorded for the next Inspector's information.

The Inspector is to bring the matter to the attention of the Chief Building Official as well.

CROSS REFERENCES:

Inter Office Memo to file, dated May 22, 1979, from the Director of Building Controls.

DEPARTMENT HEAD

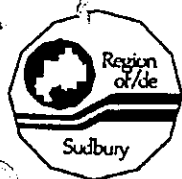
SECTION HEAD

PREPARED BY:

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101



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: February 9, 1996	NO. OF PAGES: 2
REVISION DATE: April 9, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: 1. The Energy Act 2. The Ontario Building Code	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Inspectors

NATURAL GAS FIREPLACES AND APPLIANCES - INSPECTIONS	HISTORY:
<ul style="list-style-type: none"> - Inspections for the installation of non-solid fuel fired appliances and vents for the above noted are regulated by standards administered by other agencies (Energy Act, Centra Gas, ICG Propane.) - The Energy Act section 15-(1) and (2) clearly states the intention of the Act which requires that written notice be given to the distributor of a hydrocarbon so that the distributor may inspect the installation, and accept the installation and use of the appliance as being in compliance with the Act and regulations, "B-149 Ontario Gas Installation Code." - A contractor who installs fireplaces or appliances in other than a single family dwelling, must be licensed through the Ministry of Consumer and Commercial Relations, Energy Branch. - It is interesting to note that the definition of a "single-family dwelling" in the Energy Act includes "a detached house, one unit of row housing or one unit of a semi-detached, duplex, triplex or quadruplex house." <p>PROCEDURES</p> <ul style="list-style-type: none"> - Ontario Building Code Officials are not required to do inspections for the installation of natural gas fireplaces, appliances and vents for these appliances. (Section 7.1.1 O.B.C. and Section 9.21.1.2 O.B.C.) <p style="text-align: right;">... 2/.</p>	<div style="border: 1px solid black; height: 100%; width: 100%;"></div>

CROSS REFERENCES:

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: J. Dupuis Building Inspector
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102

**NATURAL GAS FIREPLACES AND APPLIANCES -
INSPECTIONS - continued**

HISTORY - continued

- 2 -

- This does not alleviate the other requirements of the O.B.C. such as: service rooms, fire separation penetrations, combustion air, servicing clearances, gas ranges (clearance from cabinets.)

Attachment: Chapter 139, Section 15 (1) and (2) - Energy Act
O.Reg.244/89 - 15 (1), (2) and (3) -Ontario Gas Utilization Code

FEES:

103

Dangerous accidents

9. Subject to the regulations, where it appears that carbon monoxide poisoning, asphyxiation, explosion or fire has occurred because of the use or handling of a hydrocarbon,

(a) the handler shall forthwith notify an inspector of the occurrence by telephone, telegraph or other direct means; and

(b) no person shall, except in the interests of public safety, saving life, relieving human suffering, continuity of service or preservation of property, interfere with or disturb any wreckage, article or thing at the scene of and connected with the occurrence, but in no case shall the wreckage, article or thing be carried away or destroyed by any person unless permission so to do is given by an inspector. R.S.O. 1980, c. 139, s. 9.

Sale of appliance where approval required

10. Where the regulations require the approval of an appliance or any equipment or other thing employed or to be employed in the handling or use of a hydrocarbon, no person shall offer for sale, sell, lease, rent, buy or install the appliance or equipment or other thing unless it is approved. R.S.O. 1980, c. 139, s. 10.

Installation, etc., of appliances

11. No person shall install, alter, repair, service or remove any appliance or any equipment or other thing employed or to be employed in the handling or use of a hydrocarbon except in accordance with the regulations. R.S.O. 1980, c. 139, s. 11.

Handler's licence

12. No person shall handle a hydrocarbon unless he is the holder of a licence for that purpose. R.S.O. 1980, c. 139, s. 12.

Registration of contractors

13. No person shall be a contractor unless he is registered for the purpose. R.S.O. 1980, c. 139, s. 13.

Installer's certificate

14.—(1) Subject to the regulations, no person shall install, alter, purge, activate, repair, service or remove any appliance or any equipment or other thing employed or to be employed in the handling or use of a hydrocarbon unless he is the holder of a certificate for the purpose.

Exception

(2) Subsection (1) does not apply where the installing, altering, purging, activation, repair, service or removal is done by a person in the presence of a holder of the certificate referred to in subsection (1). R.S.O. 1980, c. 139, s. 14.

Notice of initial activation of appliance

15.—(1) A person shall initially activate an appliance in to be supplied with a hydrocarbon gas or vapour first giving notice in writing to the contractor...

of the premises at which the installation was made or is to be made and the type of appliance supplied or to be supplied.

(2) Where premises are connected to a supply of hydrocarbon by pipeline for the first time, no person shall initially activate an appliance in the premises that is connected to the pipeline until the distributor of the hydrocarbon has examined the installation of the appliance and has accepted the installation and use as being in compliance with this Act and the regulations. R.S.O. 1980, c. 139, s. 15. ^{Examination before initial activation of appliance}

16. A distributor shall have access, at all reasonable times and upon reasonable notice, to all parts of every premises to which he supplies a hydrocarbon by pipeline for the purpose of, ^{Access by distributor}

- (a) examining any appliance in or on the premises and disconnecting the appliance if it, its installation or its use does not conform with this Act or the regulations; and
- (b) placing, protecting, setting, shutting off, removing, repairing or altering any meter or regulator owned by the distributor in or on the premises. R.S.O. 1980, c. 139, s. 16.

17.—(1) No person shall activate a pipeline until it has been examined and accepted as being in accordance with the regulations. ^{Initial activation of pipeline}

(2) The examination and acceptance required by subsection (1) shall be made by a person who holds a certificate as a pipeline inspector issued under the regulations. R.S.O. 1980, c. 139, s. 17. ^{idem}

18.—(1) No person shall dig, bore, trench, grade, excavate or break ground with mechanical equipment or explosives without first ascertaining the location of any pipeline that may be interfered with. ^{Duty to inquire before excavation}

(2) Where the owner of a pipeline is requested by any person about to dig, bore, trench, grade, excavate or break ground with mechanical equipment or explosives to give the location of a pipeline for the purpose of subsection (1), he shall within a reasonable time of the receipt of the request and having regard to all the circumstances of the case, furnish reasonable information as to the location of the pipeline. R.S.O. 1980, c. 139, s. 18. ^{Duty to provide information}

19. No person shall interfere with or damage any pipeline without authority to do so. R.S.O. 1980, c. 139, s. 19. ^{Interference with pipeline}

(8) A 704A, 704B, 705A, 705B, 706A or 706B certificate issued under this section expires on the second birthday of the holder next following the issuance of the certificate, unless it is renewed.

(9) Where a certificate referred to in subsection (8) is renewed, the renewed period shall be for two years expiring on the birthday of the holder of the certificate.

(10) A 704X certificate issued under this section expires two years after the date of issue and is not renewable.

(11) A 704T certificate issued under this section expires three years from the date of issue and is not renewable.

(12) An applicant who does not pass an examination with respect to the subject-matter of the type of certificate applied for may not try another examination until at least thirty days after the date of the taking of the examination that is failed and only after a new application is made under subsection (1).

(13) The Director may issue a new certificate of the same type to a person who applies for a renewal of a certificate that has been expired for a period of up to but not exceeding twelve months after the expiry date shown on the certificate, upon payment of the fee referred to in subsection (2).

(14) An application for renewal of a certificate that is made more than twelve months after the expiry date shown on the certificate shall be treated as an application for a certificate under subsection (1).

(15) The holder of a certificate or a renewal thereof shall notify the Director within six days of any change in the address of the holder.

14. Where a person applies for a renewal of more than one valid certificate issued under section 13, a single application shall be made for all the renewals and upon payment of a fee of \$21, the Director shall issue to the applicant a single certificate appropriately endorsed.

15.—(1) A person who installs an appliance or works on an installed appliance in his or her own single-family detached dwelling within the meaning of the code adopted under section 19 is exempt from section 14 of the Act.

(2) It is the responsibility of the person referred to in subsection (1), to forthwith notify the gas distributor following completion of the installation or work performed.

(3) The gas distributor shall, upon being notified under subsection (2), inspect the installation or work for compliance with the Act and Regulations.

(4) A person who is not the holder of a certificate 704A or 704B and is employed by a distributor who supplies natural gas is exempt from section 14 of the Act where the person is, after receiving a training course by the employer for the purpose, employed only to,

- (a) shut off all types of appliances of any input;
- (b) turn off gas service;
- (c) reactivate gas service to a single-family dwelling; and
- (d) relight appliances installed in a single-family dwelling.

16.—(1) The holder of a valid 704A certificate may install, alter, purge, activate, repair, service or remove an appliance of any British thermal unit per hour input and its equipment and in connection therewith may,

- (a) install or remove any piping to an appliance downstream of the meter;
- (b) install, service, remove or replace any vent or vent connector together with its associated draft control devices;
- (c) disconnect and reconnect not more than five feet in horizontal measurement of water piping in order to replace water heaters with approved water heaters and carry out the replacement necessary to complete the reconnection of controls and components that form part of an approved water heater;
- (d) clean, oil, service or replace any electrical component or accessory forming part of an appliance;
- (e) perform such tasks as are necessary to replace controls and components forming part of an appliance other than the replacement of a low water cut-off; and
- (f) install, service, remove or replace components and accessories forming part of a refrigerating or air-conditioning unit,

and may perform the functions of the holder of a 704B, 705A, 705B, 706A or 706B certificate.

Residential appliance: an *appliance* commonly used in, but not restricted to, a dwelling unit.

Safety limit control: a safety control intended to prevent an unsafe condition of temperature, pressure, or liquid level.

Safety shut-off valve see "*Valve*"

Secondary air see "*Air supply*"

Semirigid connector see "*Connector*"

Service regulator: a *pressure regulator* installed on a service line to control the pressure of the gas delivered to the customer.

Single-family dwelling: a dwelling unit consisting of a detached house, one unit of row housing, or one unit of a semi-detached, duplex, triplex or quadruplex house.

Space-heating appliance: an *appliance* connected to a heat distribution system for the supply of heat to rooms or spaces within a *building*.

Special Venting System: a system, including all required components between the *flue* outlet of the *appliance* and the *vent* termination, for the removal of *flue gases* to the outdoors from an *appliance* bearing a *Special Venting System* label and having either

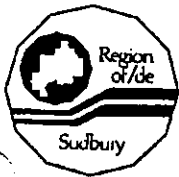
- (a) a positive venting pressure and a *flue gas* temperature exceeding 275°F (135°C), or
- (b) a positive or negative venting pressure and a *flue gas* temperature of up to and including 275°F (135°C).

Structure: the entire *building* in which an *appliance(s)* is installed.

Thermally-actuated automatic vent damper device: an *automatic vent damper device* dependent for operation exclusively upon the direct conversion of the thermal energy of the vent gases into mechanical energy.

Trial-for-ignition period (*flame establishing period*): the interval of time permitted by the *combustion safety control* between the initiation of the opening and the initiation of the closing of the gas shut-off device if a flame has not been detected.

Valve: a device by which the flow of a fluid may be started, stopped, or regulated, by a movable part which opens or obstructs passage.



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: February 23, 1996

NO. OF PAGES: 2

REVISION DATE:

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Day Nurseries Act

GROUP: Inspectors

Regulation 262, Section 4(1)(d) and (e)

POSITION: Inspector

DAY NURSERIES

HISTORY:

- 1) The Day Nursery Licence Applicant requests an inspection and an approval letter from Building Controls and submits this letter when received from Building Controls to the Ministry of Community and Social Services.
- 2) A permit is required if there is construction or a change of use involved. Routine building inspections are scheduled by the applicant as required. Upon completion of the construction, the applicant requests an acceptance letter from Building Controls which is forwarded to him/her.
- 3) When no permit is required, Building Controls respond to a request to inspect received from the licence applicant. Building Controls inspects to verify that a permit is not required and that no changes have been made to the original construction.
- 4) When an inspection is requested and a permit is not required the applicant must submit to Building Controls a floor plan of the day nursery showing dimensions, exits, etc.

- Where there is construction or a change of use and a permit has been issued, routine inspections would be performed by the building inspector when requested by the contractor.

Where no building permit is required Building Controls respond to a request to inspect received from the licence applicant. In this case Building Controls inspect to verify that a permit is not required and to check health and safety items.

.../2.

CROSS REFERENCES:

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY

W.E. Lautenbach

G.A. Mazza, P.Eng.

W. Skyba

109

DAY NURSERIES - continued

HISTORY - continued

- 2 -

- 5) The following will be inspected by a building inspector whenever a request to inspect a day nursery is received:
 - a) exit facilities, travel distances to exits, means of egress
 - b) washroom facilities
 - c) fire equipment
 - d) guards and handrails
 - e) emergency lighting
- 6) When the building inspector does not approve the premises, a second inspection must be scheduled by the applicant.
- 7) When the building inspector does approve the premises, Building Controls prepares an approval letter for the applicant.

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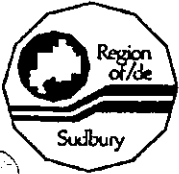
FEES: \$67.00 - for inspection
\$33.00 - for acceptance letter

OR

The price of the building permit
\$33.00 - for acceptance letter

All of the above mentioned fees are designated as revenue generated by the Building Services Section.

110



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: February 22, 1996	NO. OF PAGES: 2
REVISION DATE: August 15, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: By-law 74-100 Sections 10a and 11 Schedule 19 - Section 32(1)	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspector

BUSINESS LICENCES	HISTORY:
<ol style="list-style-type: none"> 1) Business Licences are applied for at the City Licensing Department. 2) Forms generated by City Licensing are given to the applicant for completion by Building Controls, the Fire Department and the Sudbury & District Health Unit. 3) These forms are brought to Building Controls by the applicant. 4) The applicant pays a fee which goes into the Building Controls budget. 5) The By-law Enforcement Section checks the zoning to verify that the requested use is permitted. 6) If the By-law Enforcement Section approves the application, they forward the forms to Building Controls to schedule a site inspection. 7) A Building Inspector along with inspectors from the fire Department and the Health Unit inspect the site. 8) The Building Inspector checks for construction; <ol style="list-style-type: none"> a) yes - instruct the applicant to apply for a building permit prior to doing any inspections. b) no - check for change of use. <p style="text-align: right;">... 2/.</p>	<p>Prior to Regional Government Building Controls, As a City Department, did Business Licence Inspections under the By-law. When Regional Government was formed, Building Controls continued these same inspections as they had in the past.</p>

CROSS REFERENCES:

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY
W.E. Lautenbach:	G.A. Mazza, P.Eng.	W. Skyba

- 2 -

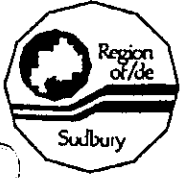
- i) yes - instruct the applicant to obtain a building permit prior to doing any inspections.
- ii) no - check the following:
 - path of travel
 - emergency lighting
 - exits and panic hardware
 - washroom facilities
 - hood and suppression systems under NFPA 96

- 9) If the applicant has a Building Permit, inspect to verify that construction is completed according to the plans submitted and the O.B.C.
- 10) When the site is approved, one copy of each application form is left on-site with the applicant.
- 11) The applicant returns the completed forms to the City Licensing Department so that a licence may be issued.

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FEES:

- 1) **Building Controls - \$67.00 paid by the applicant**
- 2) **By-Law - Nil**



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: February 23, 1996	NO. OF PAGES: 1
REVISION DATE:	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Liquor Licence Act Regulation 389/91, Section 11	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Inspector, C.B.O., Secretary to C.B.O.

SPECIAL OCCASION PERMITS	HISTORY:
<ol style="list-style-type: none"> 1) The Liquor Licence Board requires that the applicant contact Building Controls for an inspection. 2) The applicant requests the inspection from Building Controls in writing and accompanies this request with a sketch of the property where the event is being held. This sketch must show existing and temporary buildings and the distances between the buildings and structures on the site. Building Controls requires approval letters from the Sudbury & District Health Unit, the Fire Department and the Regional Police. These letters can accompany the inspection request or be given to the inspector on-site. 4) Building Controls requires confirmation in writing from the L.L.B.O. stating the occupancy limits. 5) The inspection results are given to the C.B.O. who has the secretary prepare a letter for the applicant stating whether or not Building Controls has any objections. 6) The various required documents are placed in the file. 7) It is the applicant's responsibility to provide an original copy of the letter from Building Controls to the Liquor Licence Board. 	<p>A liquor licence can be issued only if the premises where liquor is to be served meets all the health and safety requirements of a public place. Liquor inspectors are not qualified to inspect public places to verify their safety for public use. Municipal Health Units, Fire Departments and Building Controls Departments are required under applicable law by the Liquor Licence Act to perform these inspections.</p>
FEES: \$67.00 - for inspection) \$33.00 - for letter) Paid to the Building Controls Budget	

CROSS REFERENCES:
Liquor Licences

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY W. Skyba
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REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: February 22, 1996

NO. OF PAGES: 2

REVISION DATE:

DEPARTMENT: Planning and Development

PURSUANT TO POLICY: Liquor Licence Act

SECTION: Building Services

Chapter L.19, Sections 43.(1), 44.(19) and 45.(2)

GROUP: Inspectors

Regulation 719 Sections 12.(2) and 50.

POSITION: Inspector, C.B.O., Secretary to C.B.O.

LIQUOR LICENCES

HISTORY:

- 1) The Liquor Licence Board requires that the applicant contact Building Controls for an inspection.
- 2) The applicant requests, in writing, the inspection from Building Controls.
- 3) A Building Inspector, accompanied by an inspector from the Sudbury & District Health Unit and an Inspector from the Fire Department, attends at the site.
- 4) If the Building Code Act applies to the premises, the Building Inspector will calculate the maximum capacity. (O.B.C. 3.1.16 for calculation.) If the Building Code Act does not apply to this premises, the calculation for maximum capacity will be done by the Fire Department
- 5) The Building Inspector will ensure that the premises complies with:
 - a) all zoning by-laws respecting the use of the premises
 - b) the Building Code Act

- A liquor licence can be issued only if the premises where liquor is to be served meets all the health and safety requirements of a public place. Liquor inspectors are not qualified to inspect public places to verify their safety for public use. Municipal Health Units, Fire Departments and Building Controls Departments are required under applicable law by the Liquor Licence Act to perform these inspections.

... 2/..

CROSS REFERENCES:

Special Occasion Permits

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY

W.E. Lautenbach

G.A.Mazza, P.Eng.

W. Skyba

- 2 -

- 6) To ensure that public safety is maintained, the Building Inspector examines the following for conformance to the Building Code:
- a) emergency lighting
 - b) exit signs and panic hardware
 - c) free paths of egress
 - d) heat and smoke detectors
 - e) adequate numbers of public washrooms.
- 7) If the deficiencies do not pass the inspections noted in 6) the file will be postdated for a second inspection. Deficiencies are noted in the file.
- 8) If the premises passes the inspections noted in 6) inspection results are given to the C.B.O. who signs inspection notice off and gives the documentation to the secretary for preparation of a letter outlining the results of the inspection and stating maximum occupancy load.

The applicant is responsible for ensuring that the original copy of this letter is forwarded to the Liquor Licence Board.

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FEES: \$67.00 - paid to Building Controls Budget

PERMIT CONTROL GROUP

SUBJECT

PURSUANT TO

BUILDING PERMIT APPLICATIONS

Approvals and Documentation X-ray facility	Ministry of Health, X-ray Inspection Service
Flood Plain - Health Unit Approval	Memo from Chief Building Inspector
Commercial Applications	Directive from Chief Building Official
Drawings for Part 3 Building Permits	Directive from Director of Building Controls
Permit Approval Forms Circulation	Directive from Director of Building Controls
Development Charges - Collection, Building Permit Applications and Development Charge Certificate	Memos from the Director of Building Controls and the Inspector of the Town of Valley East
OFM Plan Approval Program for Schools, Colleges and Universities	Letter from LMCBO and OFM Communique #93-010

COLLECTION OF FEES

Collection of Fees - Not Applicable - Area Municipalities	Memo from Director of Building Controls
Building Permit Fees - Refunds	Memo from Director of Legal Services/ Regional Solicitor

PERMIT CONTROL FILES

Conditional Closing of Building Permit Files	Memo from Director of Building Controls
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BUILDING PERMIT ISSUANCE

Issuance of Permits - Seasonal Dwellings	Memo from Director of Building Controls
House Numbering	Memo from Chief Building Inspector
Legal Lots - Definition of Building Lots	History of Older By-laws
Approvals of Refreshment Vehicles/Chip Stands	Directive from Director of Building Controls
Responsibility for Construction Problems if Building Permit Applicant is not the Property Owner	Declaration Form and Letter of Authorization

PERMIT CONTROL GROUP

SUBJECT

PURSUANT TO

BUILDING PERMIT ISSUANCE - continued

Occupancy Permit for Buildings subject to Site Plan Controls	Directive from the Chief Building Official
Issuance of Plumbing Permits	Directive from Director of Building Controls
Issuance of Building Permits for Winter Construction	Directive from Director of Building Controls
Housing Construction in Advance of Services	Established in-House Policy
Office Automation System Procedures-Building Permit Approvals	Directive from Director of Building Controls
Industrial Buildings - Permit Applications (Submission of Plans to Ministry of Labour)	Letter from the Ontario Ministry of Labour
Decision rendered by the Committee of Adjustment - Minor Variances	Memo from the Director of Building Controls

ADMINISTRATION

Requests for Building Inspections	Directive from the Supervisor of Building Permit Services and Project Administration
Approval of Construction Plans by Permit Control Clerks	Directive from the Supervisor of Building Permit Services and Project Administration
Ministry of the Environment - Applicable Law - Administrative Procedures	Inter-office Memo from Director of Building Controls

/isc
August 28, 1996



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

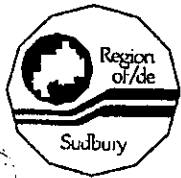
PROCEDURE DOCUMENTATION

EFFECTIVE DATE: July 24, 1996	NO. OF PAGES:
REVISION DATE:	DEPARTMENT: Planning and Development
PURSUANT TO POLICY:	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Permit Control Clerks/Plans Examiners

COMMENTS FOR SITE PLAN CONTROL APPLICATIONS	HISTORY:
<p>Request for comments/concerns regarding new applications for Site Plan Control Agreements are forwarded to the Chief Building Official from Site Plan Control Officer. Chief Building Official assigns request to one of the three Plans Examiners, who performs the zoning check and drafts reply letter to the Site Plan Control Officer prior to the due date indicated in the Site Plan Control Officer's request.</p> <p>Upon receipt of a commercial Building Permit application that requires Site Plan Control, the PERMIT CONTROL CLERK is to check Site Plan Control Zoning Check files in the Chief Building Official's files to see whether a zoning check has been performed. If a zoning check has been done, it is to be pulled out of the Chief Building Official's file and placed in the Building Permit application file.</p> <p>The PLANS EXAMINER who subsequently reviews the project is to check the comments made on the Site Plan Control response to ensure that no changes have been made from the earlier submission that would contravene other sections of the by-law and also to ensure that Building Services has commented at the Site Plan Control circulation stage.</p>	<p> </p>

CROSS REFERENCES: 118

DEPARTMENT HEAD W.E. Lautenbach <i>W.E. Lautenbach</i>	SECTION HEAD G.A. Mazza, P.Eng. <i>G.A. Mazza</i>	PREPARED BY: <i>Kerry Scott</i>
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REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: November 26, 1993	NO. OF PAGES: 1
REVISION DATE: August 14, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Ministry of Health	SECTION: Building Services
	GROUP: Inspectors/Permit Control Group
	POSITION: Inspectors/Permit Control Clerks

BUILDING PERMIT APPLICATION - X-RAY FACILITY	HISTORY:
<p>Construction of Permanent X-ray facilities requires the approval of the structural shielding design plan of the facility by the Ontario Ministry of Health's X-ray Inspection Service</p> <p>To expedite the review process, the Ministry requires the detailed calculation used to determine the shielding requirements (calculations are optional in case of dental and podiatric facilities).</p> <p>It is necessary that all the requested information is included. If any information is omitted or inaccurate, the submission will be rejected.</p> <p>The Ministry requires that the completed form together with 2 copies of the plan be submitted to them.</p> <p>The plan approval process requires three to five (3-5) weeks for completion</p> <p>Attachments: Form 2, Application for Approval of Permanent X-Ray Location Form 3A, Application for Approval of Permanent X-Ray Location - Medical General information Sheet with sample layout plan</p>	<p>The Ministry of the Environment requires that certain documents, dealing with the structural shielding design plan of X-ray facilities, are completed and included with the submission for approval of the plans for the construction of X-ray facilities.</p>

CROSS REFERENCES:
Letter received November 26, 1993 from the Manager, X-ray Inspection Service, Ontario Ministry of Health

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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Application for Approval of Permanent X-ray Location

Registration no. _____

Note: Insert "X" in all applicable boxes.

Return completed form with 2 copies of plan to:

X-Ray Inspection Service
7 Overlea Blvd., 6th Floor
Toronto, Ontario M4H 1A

Under the Act and the regulations made thereunder, the undersigned, as owner agent

applies for approval of a permanent x-ray location. The application covers a total of _____ rooms. It is accompanied by one completed Form 3 for each x-ray room for which approval is sought and by related floor plans in duplicate.

Note: Please refer to the Information Sheet and Plan Layout Example to ensure your submission is complete. Omission of any detail will result in the rejection of this plan.

Substantial alterations to the existing equipment, to its location, or to the x-ray area associated with it requires reapproval. Please notify the X-Ray Inspection Service of any changes and submit a new plan for approval.

Have you been previously registered with us? Yes No

Are you currently registered with us? Yes No

If yes, previous registration no(s). _____

If yes, current registration no(s). _____

A: The owner submitting this plan for approval has never before been registered with XRIIS:

B: The owner submitting this plan for approval was/is previously/currently registered with the XRIIS:

- New facility
- Acquisition of an existing facility from
Name and registration no. of previous owner: _____

- Opening an additional facility, present facility remains open
- Changing location of an existing facility, closing present facility
- Moving x-ray equipment within an existing facility
- Acquisition of an existing facility from
Name and registration no. of previous owner: _____

- Compliance with inspector's direction
- Other _____

- Compliance with inspector's direction
- Re-opening a facility
- Other _____

The Owner of the machine is (will be):

Name _____

The X-ray facility will be (is) located at:

Number, street _____

Suite no. _____

Proposed opening date. _____

City and Postal Code _____

Telephone number _____

The facility owner will be (is) located at:

Address _____

Same as above

Telephone number _____

Your approved plans can either be picked up at the X-Ray Inspection Service office or mailed to you. Please check the appropriate box:

Pick up plans

Name _____

Mail the approved plan to:

Name _____

Telephone number _____

Telephone number _____

Call when ready

Business Address _____

City and Postal Code _____

Date. _____

Signature of applicant _____

Name (please type or print) _____



Registration Number _____

This sheet refers to x-ray room no. _____ of _____ x-ray rooms for which approval is sought in this application.

The applicant identifies this room as _____ and it is so marked on the drawings.

The x-ray machine(s) installed in this room have _____ x-ray tube(s).

Note: If there is more than one machine in this x-ray room, provide information regarding the other machines on an attached sheet.

Equipment Identification

Make	Model	Use		
		Radiography	Fluoro	Remote control

To be completed for specialized equipment only:

The machine is used exclusively for : Mammography Therapy Skull Unit Angiography Computerised Axial Tomography
 Other (specify) _____

For the X-Ray machine to be installed in this room:

(a) The maximum rated tube voltage is: _____	(b) The maximum rated tube current is: _____
(c) The anticipated maximum radiographic workload for the: Primary tube is: _____ milliamperes-minutes per week Auxiliary tube is: _____ milliamperes-minutes per week	(d) The anticipated maximum fluoroscopic workload for the: Primary tube is: _____ milliamperes-minutes per week Auxiliary tube is: _____ milliamperes-minutes per week

The nature of the construction and the material of the boundaries of the room is as follows:

Boundries	Material	Thickness of materials in millimetres	Lead thickness in millimetres
Floor			
Walls North			
Walls South			
Walls East			
Walls West			
Ceiling			
Door 1			
Door 2			
Control booth wall			
Control booth window			
Upright bucky			

Important: The information requested in the table below has to be reconciled with your drawing. The application cannot be processed without it.

Space behind (underneath, over) the:	Who occupies the space adjacent to?	For what percentage of your working day is the space occupied? %	What percentage of the exp. time are the primary beam and auxillary beam pointed toward this space?	
			Primary %	Auxiliary %
Floor				
Walls North				
Walls South				
Walls East				
Walls West				
Ceiling				
Control booth				
Fluoro screen				12%

Shielding incorporated into the x-ray machine and accessories (e.g. shielded and interlocked enclosures; leaded tables, chest-stands or other backdrops, etc).

None

Yes—Specify: _____

Note: Please refer to the information sheet and **Plan Example** to ensure your submission is complete. It cannot be assessed unless all required information is submitted. Omission of any details will result in a rejection of your plan.

Re-approval: Substantial alteration to the x-ray equipment, its use, its location or to the surrounding environment, requires re-approval. PLEASE NOTIFY THIS SERVICE OF ANY SUCH CHANGES AND APPLY FOR RE-APPROVAL.

Ministry use only: (Examiner's notes)

INFORMATION SHEET – RADIOLOGY
(Diagnostic and Therapeutic – Less than 150 kVp)

HOSPITALS
CLINICS
MEDICAL

The purpose of this information is to help the applicant to prepare the submission so that the shielding evaluation will result in maximum protection with a minimum cost.

I. PLAN – General Specifications (2 COPIES REQUIRED)

- 1) Drawn to a scale of not less than 5mm: 250mm (¼ inch: 1 foot)
- 2) Indicating construction North;
- 3) Giving name of the facility, the complete address, including suite number if applicable. If more than one room is involved each room must be numbered.
- 4) Specifying the use and degree of occupancy of each area or room adjacent to the x-ray room;
- 5) Specifying the location of the control booth and the x-ray switch position;
- 6) Specifying the location of the x-ray table and wall stand (if applicable).
- 7) Indicating the normal position of the x-ray tube, and the limits of its travel within the room;
- 8) Indicating location of the darkroom and the storage of unused film.
- 9) Specifying that the doors leading to the x-ray room and accessible to the general public and uninformed staff will have self-closing devices and bear a suitable sign with the words "unauthorized entry prohibited".
- 10) Specifying that unused film stored in the vicinity of the x-ray source, is kept in a lead lined box (or equivalent).
- 11) Lead shielding of walls (if applicable) is to be applied from the floor to a height of 2100mm (7 feet), or as directed.
- 12) The general design of the x-ray room should be such that a useful beam is *never* pointed toward the control booth.

II. FORM 2.

- 1) Make sure the form is completed and signed.
- 2) The REASON for submission is most important. Please mark the appropriate box and fill in the opening date.

III. FORM 3 – A separate form is required for each x-ray room.

Make sure the information on Form 3 coincides with the required drawing, e.g.

1. (a) Identifies this space as X-ray room No. 2
(b) X-rays will be used for the purpose of mammography
2. (a) Identify the USE of the equipment
(b) Identify the specialized equipment will be used
EXCLUSIVELY for: e.g. mammography

3. Make sure the workload information is specified. Allow for any future increase in the number of patients.

EXAMPLE OF WORKLOAD CALCULATION:

Radiography

$$\frac{5 \text{ (patients/day)} \times 3 \text{ (films/patient)} \times 5 \text{ (weekdays)} \times 100 \text{ (milliamperes)} \times 1 \text{ (second exposure)}}{60 \text{ (seconds)}} = 125 \text{ mA min/week}$$

Fluoroscopy

$$10 \text{ (patients/day)} \times 2.5 \text{ (minutes of examination time per patient)} \times 5 \text{ (weekdays)} \times 1.5 \text{ (milliamperes)} = 187.5 \text{ mA min/week}$$

Total workload is 312.5 mA min/week.

If workload is not given, evaluation will be made on basis of 1000 mA min (radiography) and 2000 mA min (Fluoroscopy) per week.

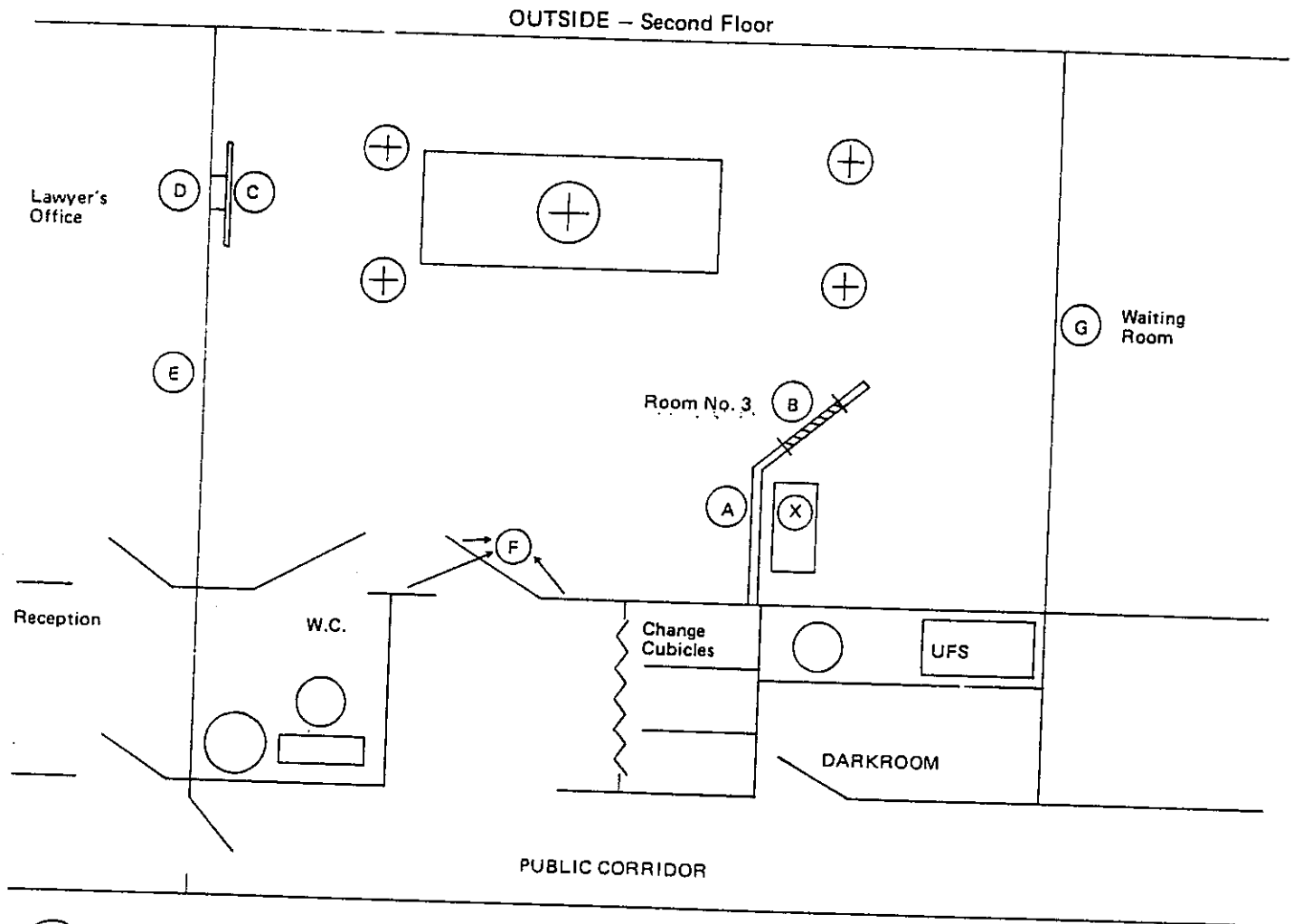
4. Identify and indicate the material and its thickness of each boundary (floor, etc.) e.g.
Floor 100mm (4") concrete and 3.5mm (1/8") steel pan
Wall north Drywall – 32mm (1.1/4"), 0.5mm (1/64") lead added.
Wall south 150mm (6") concrete block (solid) and 50mm (3") of plaster.

Note: Please also describe these construction details on the plan drawing.

5. Make sure the occupancy of adjacent areas is fully described and that possible shielding of accessories is indicated. The following provides an *EXAMPLE*. IT DOES NOT CORRELATE IN ANY WAY WITH A PLAN LAYOUT EXAMPLE.

Space behind (underneath, over) the:	Who occupies the space?	For what percentage of your working day is the space occupied? %	What percentage of the exp. time is the primary beam pointed towards this space? %
Floor	Library Employees	100	60
Walls North	Storage	10	0
East	X-ray room 3	100	10
South	2nd Floor outside	0	0
		50	0

SCALE 5mm : 250mm (1/4 inch : 1 foot)



⊕ X-RAY HEAD – NORMAL POSITION

⊕ X-RAY HEAD – LIMITS OF MOVEMENT

Above x-ray room No. 3 – occupied apartment
 Below x-ray room No. 3 – Dental office

Construction and Shielding (All lead sheet from the floor to 2100mm (7') high)

Floor: 0.8mm (1/32") lead sheet added to wood – North west half of the room

Ceiling: 0.4mm (1/64") lead sheet added to wood – North west half of the room

- A Booth wall: 1.6mm (1/16") lead added to 32mm (1 1/4") drywall
- B Booth window 1.6mm (1/16") lead equivalent glass
- C Chest Stand: 0.8mm (1/32") lead equivalent
- D 1.6mm (1/16") lead added to 32mm (1 1/4") drywall – area behind the chest stand 1200mm x 2400mm (4' x 8')
- E 0.8mm (1/32") lead added to 32mm (1 1/4") drywall
- F 0.4mm (1/64") lead added to 32mm (1 1/4") drywall and door with self closing device and warning sign
- G 150mm (6") hollow concrete block
- X Exposure switch
- UFS 1.6mm (1/16") lead lined unused film storage.

IMPORTANT NOTES:

- (1) THE ORIGINAL AND ADDED (LEAD) SHIELDING, VALUES USED ABOVE HAVE BEEN ASSIGNED ARBITRARILY AND ARE NOT, REPEAT NOT STANDARD DESIGN FACTOR.
- (2) THE INFORMATION ABOVE DOES NOT CORRELATE WITH THE EXAMPLE TABLE IN THE INFORMATION SHEET

APPENDIX II

Shielding guides for diagnostic X-ray installations

To determine the shielding necessary for a diagnostic x-ray installation certain preliminary information is essential. In many instances the thickness of lead or concrete required to reduce radiation levels to the maximum permissible can be determined directly from Tables 4 and 5 of this Appendix. In other cases the required thickness of shielding can be calculated using the formulae contained in this Appendix, in conjunction with Figures 1 to 3. In both instances answers to the following questions are required:

1. What is the distance between the nearest point of the area to be shielded and the mean operational position of the x-ray tube?
2. Is the area to be designated as a controlled or uncontrolled area, i.e. will the area be occupied by radiation workers (subject to the limit of 100 mrem or 1mSv per week) or non-radiation workers (subject to the limit of 10 millirem or 0.1mSv per week)?
3. What will be/is the occupancy factor (T) of the area? The occupancy factor is defined as the time an area is normally occupied, expressed as a fraction of the working week. (If not accurately known, use Table 1).
4. Will the intervening shield between the x-ray tube and the occupied area act as a primary or secondary protective barrier, i.e. will the barrier be required to attenuate the direct useful beam or stray (leakage and scattered) radiation only?
5. What will the use factor (U) of the required protective barrier? The use factor is defined as the fraction of the operational time during which the useful beam will be/is directed at the barrier or area under consideration. (If not accurately known, use Table 2).
6. What will be/is the workload (W) of the x-ray unit? The workload indicates the operational time of an x-ray machine expressed in terms of milliampere-minutes per week.
7. What will be/is the maximum and average operating tube potential, and output?

Table 1—Occupancy Factors

The occupancy factors given in this table are for use as a guide in planning shielding for facilities where actual occupancy factor data are not available.

T = 1 (Full occupancy)	Control space, offices, nurses' stations, corridors and waiting spaces large enough to hold desks, wards and patients' rooms, darkrooms, workrooms and shops, rest rooms and lounge rooms routinely used by occupationally exposed personnel, living quarters, children's play areas, and occupied space in adjoining buildings.
T = 1/4 (Partial occupancy)	Corridors too narrow for desks, utility rooms, rest rooms and lounge rooms not used routinely by occupationally exposed personnel, elevators using operators, unattended parking lots, patient's dressing rooms.
T = 1/16 (Occasional occupancy)	Closets too small for future occupancy, toilets not used routinely by occupationally exposed personnel, stairways, automatic elevators, sidewalks, streets.

Table 2—Use Factors For Primary Protective Barriers*

The use factors given in this table are for use as a guide in planning shielding for facilities where actual use factor data are not available.

U = 1 (Full use)	Floors of radiation rooms, walls containing a vertical cassette holder; any other walls, doors or ceiling areas routinely exposed to the useful beam.
U = 1/4 (Partial use)	Doors and wall areas of radiation rooms not routinely exposed to the useful beam.
U = 1/16 (Occasional use)	Ceiling areas of radiation rooms not routinely exposed to the useful beam.

*Note: The use factor for secondary protective barriers is always taken to be 1.

Table 3 — Typical Workloads (W) For Busy Department

	Daily Patient Load	Workload mA-min/week	
	≤100 kVp	125 kVp	150 kVp
Chest (36 cm x 43cm) (14" x 17")	60	150	—
Cystoscopy	8	600	—
Fluoroscopy including spot filming	24	1500	600
Fluoroscopy without spot filming	24	1000	400
Fluoroscopy with image intensification including spot filming	24	750	300
General Radiography	24	1000	400
Special Procedures	8	700	280

Table 4: Primary Protective Barrier Requirements For 100 mR per Week (Controlled Area)

The tabulated values give the minimum amount of lead or concrete shielding required to reduce the exposure in controlled areas to 100 mR (25.8 μC/kg) in one week. These thicknesses of shielding are for the case of the single source of radiation. If more than one source irradiates the location of interest the contribution from each source must be taken into account in determining the amount of shielding required. Also, full account should be taken of planned or existing structural materials when calculating a barrier requirement.

The thicknesses of lead and concrete required have been rounded off to next highest 0.05 mm and 0.5 cm, respectively.

It should be noted that lead sheet is commercially available only in discrete thicknesses given in Table 7.

Note: To compute the shielding required for an uncontrolled area, where the maximum permissible weekly exposure is 10 mR (2.58 μC/kg), it is necessary to add an additional tenth-value layer of shielding. Tenth-value layers for lead and concrete are given in Table 6 of this Appendix.

A. Lead

Tube Potential kVp	Effective Workload (WUT) mA-min per Week	mm of lead required at a source distance of					
		1m	2m	3m	4m	5m	8m
50	3000	0.45	0.35	0.30	0.25	0.20	0.15
	2000	0.40	0.30	0.25	0.20	0.20	0.15
	1000	0.35	0.25	0.20	0.20	0.15	0.15
	500	0.35	0.25	0.20	0.15	0.15	0.10
	300	0.30	0.20	0.15	0.15	0.10	0.10
	100	0.20	0.15	0.10	0.10	0.10	0.05
70	50	0.20	0.15	0.10	0.10	0.05	0.05
	3000	1.15	0.85	0.70	0.60	0.55	0.40
	2000	1.10	0.80	0.65	0.50	0.45	0.35
	1000	0.90	0.65	0.50	0.40	0.35	0.25
	500	0.80	0.55	0.40	0.35	0.30	0.20
	300	0.70	0.45	0.35	0.25	0.25	0.15
85	100	0.50	0.30	0.20	0.15	0.15	0.10
	50	0.40	0.25	0.15	0.10	0.10	0.05
	3000	1.90	1.45	1.25	1.10	1.00	0.70
	2000	1.80	1.35	1.15	0.95	0.85	0.65
	1000	1.55	1.20	0.95	0.75	0.65	0.50
	500	1.40	0.95	0.75	0.65	0.55	0.35
100	300	1.20	0.80	0.65	0.50	0.45	0.25
	100	0.95	0.55	0.40	0.30	0.25	0.15
	50	0.75	0.45	0.25	0.20	0.15	0.10
	3000	2.65	2.10	1.80	1.60	1.40	1.05
	2000	2.50	1.95	1.65	1.40	1.25	0.90
	1000	2.20	1.70	1.40	1.15	1.00	0.70
100	500	1.95	1.40	1.10	0.90	0.75	0.50
	300	1.75	1.25	0.95	0.75	0.60	0.35
	100	1.35	0.85	0.60	0.45	0.35	0.20
	50	1.10	0.65	0.40	0.30	0.20	0.10

Tube Potential kVp	Effective Workload (WUT) mA-min per Week	mm of lead required at a source distance of					
		1m	2m	3m	4m	5m	8m
125	3000	3.05	2.50	2.15	1.95	1.75	1.40
	2000	2.90	2.35	2.00	1.75	1.60	1.25
	1000	2.60	2.05	1.75	1.50	1.35	1.00
	500	2.30	1.80	1.45	1.25	1.10	0.75
	300	2.10	1.60	1.25	1.05	0.90	0.60
	100	1.70	1.15	0.90	0.70	0.55	0.30
	50	1.45	0.90	0.65	0.50	0.40	0.20
150	3000	3.40	2.80	2.50	2.25	2.05	1.70
	2000	3.20	2.65	2.30	2.05	1.90	1.50
	1000	2.95	2.35	2.00	1.80	1.60	1.25
	500	2.65	2.10	1.75	1.55	1.35	1.00
	300	2.45	1.85	1.55	1.35	1.15	0.80
	100	2.00	1.45	1.15	0.90	0.75	0.50
	50	1.70	1.20	0.90	0.70	0.50	0.30
200	3000	5.1	4.2	3.6	3.3	3.0	2.7
	2000	4.8	3.9	3.3	2.9	2.7	2.4
	1000	4.3	3.4	2.9	2.6	2.3	1.8
	500	3.9	3.0	2.5	2.2	1.9	1.5
	300	3.5	2.7	2.2	1.9	1.7	1.2
	100	2.9	2.0	1.7	1.4	1.2	0.8
	50	2.5	1.7	1.3	1.1	0.9	0.5
250	3000	9.0	7.3	6.3	5.7	5.2	4.2
	2000	8.5	6.8	5.8	5.1	4.7	3.7
	1000	7.7	6.0	5.1	4.4	4.0	3.0
	500	6.8	5.2	4.3	3.7	3.3	2.4
	300	6.2	4.7	3.8	3.2	2.8	1.2
	100	5.0	3.5	2.7	2.2	1.8	1.2
	50	4.3	2.8	2.2	1.7	1.4	0.8

Tube Potential kVp	Effective Workload (WUT) mA-min per Week	mm of lead required at a source distance of					
		1m	2m	3m	4m	5m	8m
300	3000	14.0	11.4	9.7	8.7	7.8	6.2
	2000	13.3	10.5	9.0	7.7	7.2	5.6
	1000	11.8	9.2	7.7	6.7	5.9	4.5
	500	10.5	7.9	6.6	5.5	4.8	3.5
	300	9.5	7.3	5.7	4.8	4.2	2.9
	100	7.5	5.2	4.0	3.2	2.7	1.8
	50	6.4	4.2	3.1	2.4	2.0	1.2

B. Concrete

Tube Potential kVp	Effective Workload (WUT) mA-min per Week	cm of concrete required at a source distance of					
		1m	2m	3m	4m	5m	8m
50	3000	4.5	3.5	3.0	2.5	2.5	2.0
	2000	4.0	3.0	2.5	2.0	2.0	1.5
	1000	3.5	2.5	2.0	2.0	1.5	1.5
	500	3.0	2.5	2.0	1.5	1.5	1.0
	300	3.0	2.0	1.5	1.5	1.0	1.0
	100	2.0	1.5	1.0	1.0	0.5	0.5
	50	2.0	1.0	1.0	0.5	0.5	0.5
70	3000	11.5	9.0	8.0	7.0	6.5	5.0
	2000	11.0	8.5	7.5	6.5	6.0	4.5
	1000	9.5	7.5	6.5	5.5	5.0	3.5
	500	8.5	6.5	5.5	4.5	4.0	2.5
	300	8.0	5.5	4.5	3.5	3.0	2.0
	100	6.0	4.0	3.0	2.5	2.0	1.0
	50	5.0	3.0	2.0	1.5	1.0	0.5

Tube Potential kVp	Effective Workload (WUT) mA-min per Week	mm of lead required at a source distance of					
		1m	2m	3m	4m	5m	8m
250	3000	5.10	3.30	2.40	2.05	1.85	0.60
	2000	4.40	2.70	2.10	1.80	1.00	0.50
	1000	3.40	2.15	1.50	0.70	0.55	0.25
	500	2.70	1.50	0.70	0.50	0.30	
	300	2.40	1.00	0.50	0.30	0.15	
	100	1.00	0.40	0.10			
50	0.65	0.10					
300	3000	8.55	5.60	3.75	3.25	2.75	0.80
	2000	7.80	4.85	3.35	2.75	2.50	0.65
	1000	6.35	3.40	2.70	1.00	0.75	0.40
	500	4.85	2.75	1.00	0.65	0.50	0.15
	300	3.75	1.50	0.70	0.45	0.30	
	100	2.70	0.60	0.25			
50	1.00	0.30					

B. Concrete

Tube Potential kVp	Effective Workload (WUT) mA-min per Week	cm of concrete required at a source distance of					
		1m	2m	3m	4m	5m	8m
50	3000	1.5	1.0	0.5	0.5		
	2000	1.5	0.5	0.5			
	1000	1.0	0.5				
	500	0.5					
	300	0.5					
	100						
50							

128

Tube Potential kVp	Effective Workload (WUT) mA-min per Week	cm of concrete required at a source distance of					
		1m	2m	3m	4m	5m	8m
70	3000	3.5	2.0	1.0	0.5	0.5	
	2000	3.0	1.5	0.5	0.5		
	1000	2.0	1.0	0.5			
	500	1.5	0.5				
	300	0.5					
	100	0.5					
50							
85	3000	5.5	3.5	2.5	1.0	0.5	0.5
	2000	4.5	3.0	1.0	0.5	0.5	
	1000	4.0	1.0	0.5	0.5		
	500	3.0	0.5	0.5			
	300	1.5	0.5				
	100	0.5					
50							
100	3000	9.0	6.0	4.5	1.5	1.0	0.5
	2000	8.0	5.0	2.0	1.0	0.5	0.5
	1000	7.0	3.6	1.0	0.5	0.5	
	500	5.0	1.0	0.5	0.5		
	300	3.5	0.5	0.5			
	100	1.0	0.5				
50	0.5						
125	3000	11.5	8.0	6.0	3.0	2.0	0.5
	2000	10.5	7.5	4.0	2.0	1.5	0.5
	1000	9.0	5.5	2.0	1.0	0.5	
	500	7.0	2.0	1.0	0.5		
	300	6.0	1.5	0.5			
	100	2.0	0.5				
50	1.0						

Tube Potential kVp	Effective Workload (WUT) mA-min per Week	cm of concrete required at a source distance of					
		1m	2m	3m	4m	5m	8m
150	3000	15.5	11.0	8.5	5.5	3.5	1.5
	2000	13.5	10.0	7.5	3.5	2.5	1.0
	1000	12.0	7.5	3.5	2.5	1.5	
	500	9.5	3.5	2.0	1.0		
	300	8.0	2.5	1.0			
	100	3.0	0.5				
200	3000	21.0	15.0	12.5	9.0	7.0	4.0
	2000	19.0	14.0	11.0	7.0	5.5	3.0
	1000	16.5	11.5	6.5	5.0	3.0	1.0
	500	14.0	7.0	4.5	3.0	1.5	
	300	12.0	5.5	3.0	1.5		
	100	6.5	2.5	0.5			
250	3000	25.5	19.0	16.0	13.5	9.0	5.5
	2000	23.0	17.5	14.5	9.0	7.5	4.0
	1000	20.5	15.0	9.0	6.5	5.0	2.0
	500	17.5	11.5	6.0	4.0	3.0	
	300	15.3	7.0	4.5	2.5	0.5	
	100	8.0	3.5	1.0			
300	3000	29.0	22.5	18.5	16.0	11.0	7.5
	2000	26.0	20.5	17.0	14.0	9.5	6.0
	1000	24.0	18.0	14.0	9.0	7.0	3.5
	500	20.5	14.5	8.5	6.0	4.5	1.0
	300	18.0	9.5	6.5	4.0	2.5	
	100	10.5	5.5	2.5			
	50	8.0	3.0				

Table 6: Half-Value Layers and Tenth-Value Layers For Heavily Filtered X-Radiation Under Broad-Beam Conditions

Tube Potential kVp	Attenuation Material			
	Lead (mm)		Concrete (cm)	
50	HVL	TVL	HVL	TVL
70	0.06	0.17	0.43	1.5
85	0.17	0.52	0.84	2.8
100	0.22	0.73	1.25	4.5
125	0.27	0.88	1.6	5.3
150	0.28	0.93	2.0	6.6
200	0.30	0.99	2.24	7.4
250	0.52	1.7	2.5	8.4
300	0.88	2.9	2.8	9.4
	1.47	4.8	3.1	10.4

Table 7: Commercial Lead Sheets

Inches	Thickness	Weight in Pounds for 1 Square Foot Section		
		Millimeter Equivalent	Nominal Weight	Actual Weight
1/64		0.40	1	0.92
3/128		0.60	1 1/2	1.38
1/32		0.79	2	1.85
5/128		1.00	2 1/2	2.31
3/64		1.19	3	2.76
7/128		1.39	3 1/2	3.22
—		1.50	—	3.48
1/16		1.58	4	3.69
5/64		1.98	5	4.60
3/32		2.38	6	5.53
—		2.5	—	5.80
1/8		3.0	—	6.98
3/16		3.17	8	7.38
5/32		3.97	10	9.22
3/16		4.76	12	11.06
7/32		5.55	14	12.9
1/4		6.35	16	14.75
1/3		8.47	20	19.66
2/5		10.76	24	23.60
1/2		12.70	30	29.50
2/3		16.93	40	39.33
1		25.40	60	59.00

Notes:

1. The density of commercially rolled lead is 11.36 g. cm⁻³.
2. The commercial tolerances are ± 0.005 inches for lead up to 7/128 and ± 1/32 heavier sheets.
3. Lead sheet less than 1/32 inch thick is frequently more expensive than heavier sheet in cost of material and cost of installation.

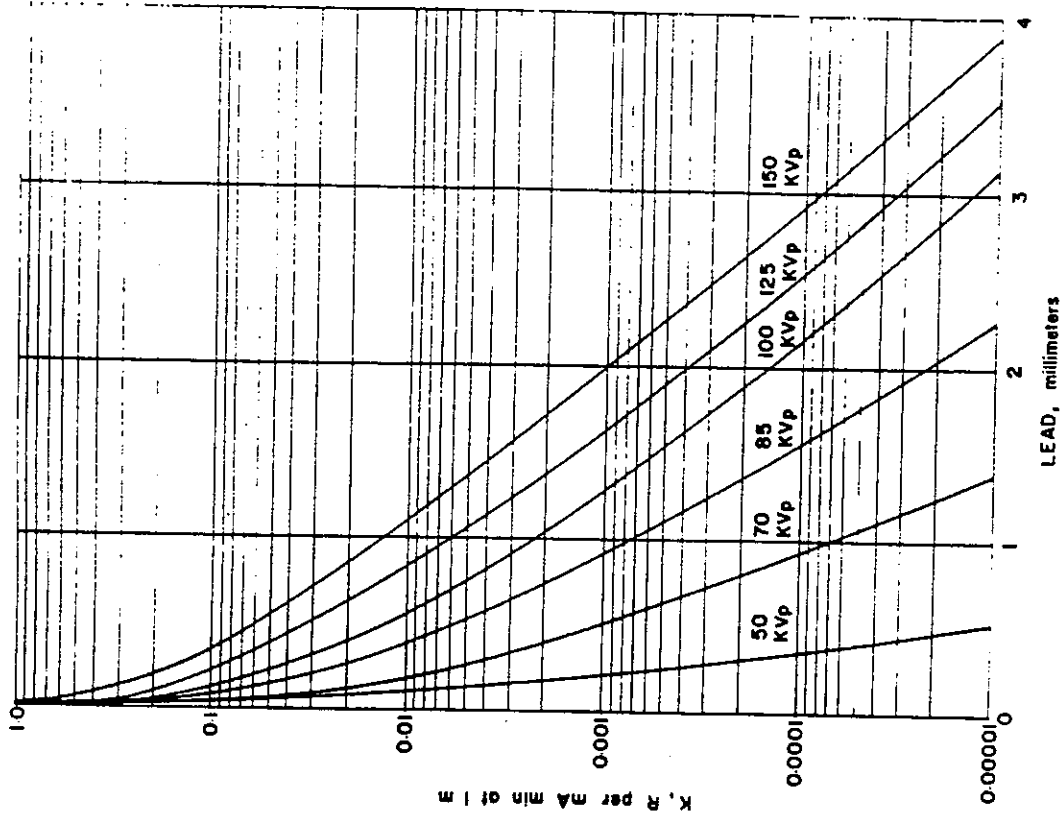


Figure 1: Attenuation in lead of x-rays generated at 50 to 300 kVp.

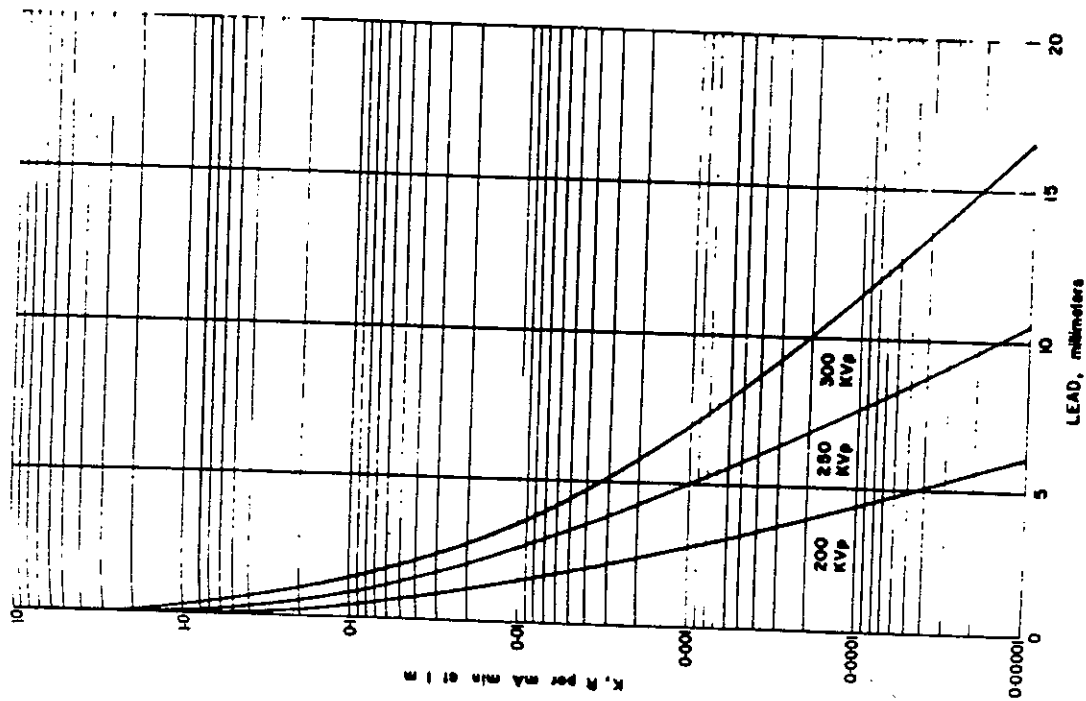


Figure 1: (Cont'd)

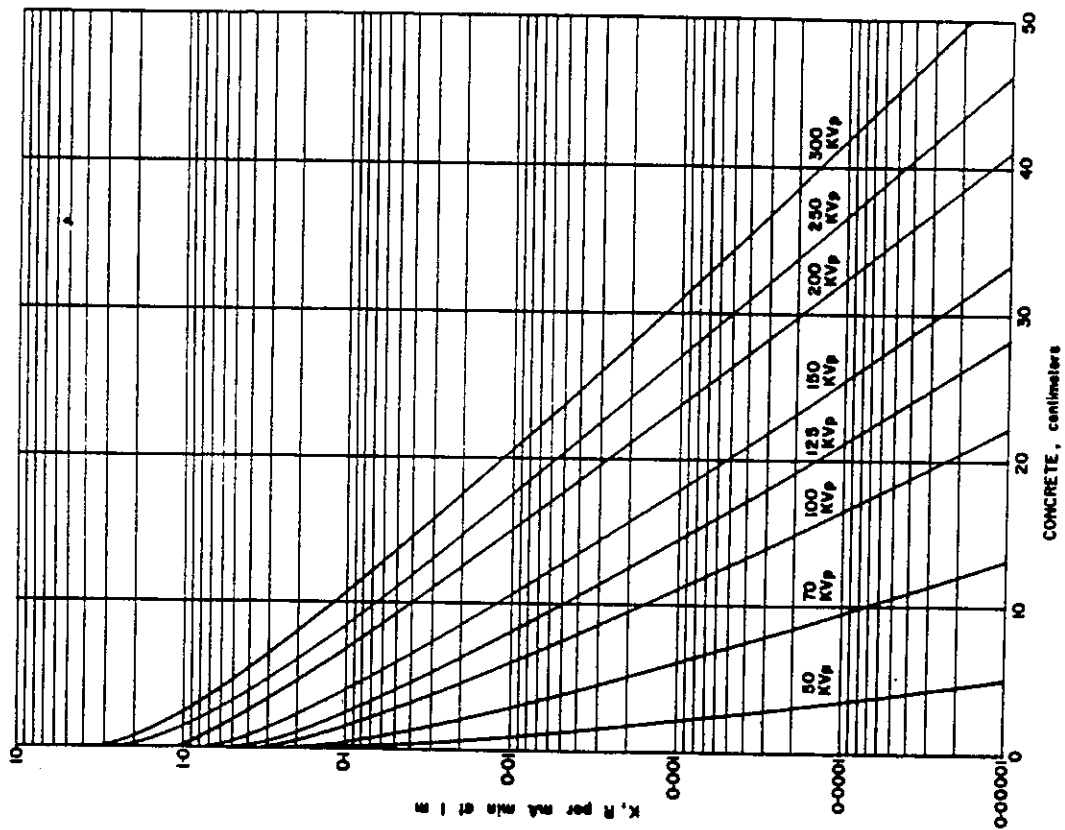


Figure 2: Attenuation in concrete of x-rays generated at 50 to 300 kVp.

Formulae for calculation of shielding requirements

In cases where Tables 4 and 5 are not applicable or where more accurate values are required, the thickness of shielding required can be calculated using the formulae given below. This method requires knowing the Workload W, in mA-min. per week. This method requires occupancy factor T and the distance d, in metres, from the source to the occupied area. Typical values of T, U and W are given in Tables 1 to 3 respectively.

This method involves computation of an average value for the exposure per unit workload at unit distance, K, (in R/mA-min at 1 metre) and then using the curves shown in Figures 1 and 2 and to determine the thickness of lead or concrete required to reduce radiation levels to the required value.

1. Primary protective barriers

For primary protective barriers the value of K can be computed from the following equation:

$$K = \frac{Pd^2}{WUT} \dots\dots\dots(1)$$

where: P = maximum permissible weekly exposure rate expressed in R/week. For controlled areas P = 0.1 R/week; for uncontrolled areas P = 0.01 R/week.
 d = distance in metres from the target to the primary area.
 W = workload in mA-min/week.
 U = use factor.
 T = occupancy factor.
 K = exposure per unit workload at unit distance, in R/mA-min at 1 metre.

Example: Determine the thickness of primary barrier required to protect a controlled area 3 metres from the target of a 150 kVp diagnostic unit having a weekly workload of 2000 mA-min. The wall has a use factor of 1 and the occupancy factor of the area beyond the wall is 1.

For this case,

- P = 0.1 R
- d = 3 m
- W = 2000 mA-min
- U = 1
- T = 1

Using equation (1), $K = \frac{0.1 \times (3)^2}{2000 \times 1 \times 1} = \frac{0.9}{2000}$
 $= 0.00045$ or 4.5×10^{-4} .

The 150 kVp curves of Figures 1 and 2, respectively show that the required barrier thickness is 2.3 mm of lead or 20.5 cm of concrete.

2. Secondary protective barriers

Secondary protective barriers are required to provide shielding against both leakage and scattered radiation. Since these two types of radiation are of different qualities, it is necessary to determine the barrier thickness requirements for each separately. If the computed barrier thicknesses for leakage and scatter radiations are about the same, one half-value layer should be added to the larger one to obtain the total secondary barrier thickness. If the computed leakage and scattering thicknesses differ by at least three half-value layers, the larger of the two will be adequate.

2.1 Barrier against leakage radiation

To determine the barrier thickness required to protect against leakage radiation it is necessary to calculate the transmission factor, B, required to reduce the weekly exposure to P. For a diagnostic-type tube housing, where the maximum allowable leakage from the housing is 0.1 roentgen in an hour, the transmission factor is given by the following formula:

$$B = \frac{600 IPd^2}{WT} \dots\dots\dots(2)$$

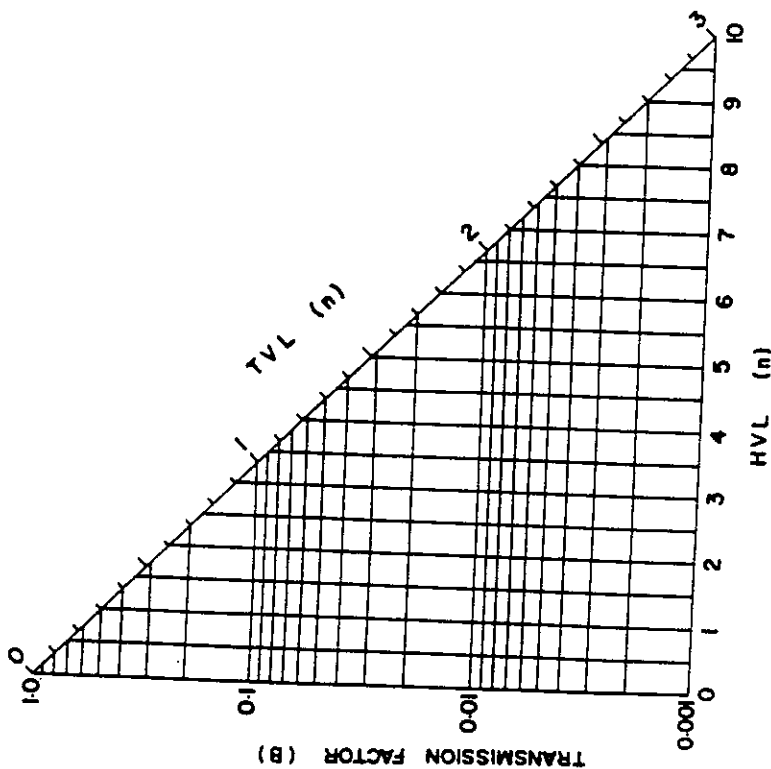


Figure 3: Relation between the transmission factor B and the number of half-value layers, N, or tenth-value layers, n.

where: P = maximum permissible weekly exposure rate, expressed in R/week. For controlled areas $P = 0.1$ R/week; for uncontrolled areas $P = 0.01$ R/week.

d = distance in metres from the tube housing to the secondary barrier.

I = tube current in milliamperes.

W = workload in mA-min/week.

T = occupancy factor.

Having calculated the transmission factor, B, the barrier thickness, as a number of half-value layers, N, or tenth-value layers, n, can be determined from Figure 3. The required barrier thickness in mm of lead or cm of concrete can be obtained from Table 6, for the appropriate energy.

Example: Determine the thickness of barrier required to protect a controlled area 2 metres from the housing of a 200 kVp diagnostic unit having a weekly workload of 2000 mA-min. Assume that the tube operates at 5 mA and that the area in question has an occupancy factor of 1. For this case,

$$P = 0.1 \text{ R}$$

$$d = 2 \text{ m}$$

$$W = 2000 \text{ mA-min}$$

$$T = 1$$

$$I = 5 \text{ mA}$$

Using equation (2),

$$B = \frac{600 \times 5 \times 0.1 \times (2)^2}{2000 \times 1} = \frac{1200}{2000} = 0.6$$

From Figure 3, a transmission 0.6 corresponds to 0.13 TVL's or 0.7 HVL's. From Table 6 the HVL for 200 kVp is 0.52 mm lead or 2.5 cm concrete. Thus the required barrier thickness for protection against leakage radiation is

$$(0.7 \times 0.52) = 0.36 \text{ mm lead}$$

$$(0.7 \times 2.5) = 1.75 \text{ cm concrete}$$

2.2 Barrier against scatter radiation

Scattered radiation has a much lower exposure rate than that of the incident beam and usually is of lower energy. However, for x-ray machines operating below 500 kVp it is usually assumed that the scattered x-rays have the same barrier penetrating capability as the primary beam. For x-rays generated at kVp's of less than 500 kV, the value for K can be determined from the formula —

$$K = \frac{400 Pd^2 D^2}{a WTF} \dots\dots\dots(3)$$

- where: K = exposure per unit workload at 1 metre, expressed in R per mA-min at 1 m.
- P = maximum permissible exposure rate, expressed in R/week. For controlled areas P = 0.1 R/week. For uncontrolled areas, P = 0.01 R/week.
- d = distance in metres from the target to the scatterer
- D = distance in metres from the scatterer to the secondary barrier

- a = ratio of scattered to incident exposure (Tabulated in Table 8)
- W = workload in mA-min/week
- T = occupancy factor
- F = field area in cm².

Having computed K from formula (3), the curves shown in Figures 1 and 2 are then used to determine the thickness of lead or concrete required in the same way as for the primary barrier. If the barrier thickness for leakage and for scattered radiation differ by at least 1 TVL, the thicker of them will be adequate. If they differ by less than 1 TVL, 1 HVL should be added to the thicker one to obtain the required total secondary barrier thickness.

Table 8: Ratio, a, of Scattered to Incident Exposure

Tube Potential kVp	Scattering Angle (From Central Axis of Beam)				
	30°	45°	60°	90°	120° 135°
50	.0005	0.0002	0.00025	0.00035	0.0008 0.0010
70	0.00065	0.00035	0.00035	0.0005	0.0010 0.0013
85	0.0012	0.0007	0.0007	0.0009	0.0015 0.0017
100	0.0015	0.0012	0.0012	0.0013	0.0020 0.0022
125	0.0018	0.0015	0.0015	0.0015	0.0023 0.0025
150	0.0020	0.0016	0.0016	0.0016	0.0024 0.0026
200	0.0024	0.0020	0.0019	0.0019	0.0027 0.0028
250	0.0025	0.0021	0.0019	0.0019	0.0027 0.0028
300	0.0026	0.0022	0.0020	0.0019	0.0026 0.0028



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: October 2, 1979

NO. OF PAGES: 1

REVISION DATE: March 26, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Office Procedure

GROUP: Inspectors

POSITION: Building Inspector

FLOOD PLAIN

HISTORY:

It is required that, before a Health Unit Approval Form is stamped with regards to zoning, all inspectors must first check the zoning maps to determine whether in fact the proposed new dwelling will be located in a flood plain.

If in fact it is in a flood plain this should be marked on the Health Unit Approval Form to key them into that item.

CROSS REFERENCES:

Inter-office Memo, dated May 17, 1979, from the Chief Building Inspector

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

135



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: May 19, 1994	NO. OF PAGES:
REVISION DATE: April 4, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Ontario Building Code	SECTION: Building Services
	GROUP: Inspectors/Permit Control Group
	POSITION: Permit Clerks

COMMERCIAL APPLICATIONS	HISTORY:
<ol style="list-style-type: none"> 1. DETERMINE IF APPLICATION IS COMMERCIAL (RED TAG) i.e. residential in excess of four (4) units is red-tagged and is subject to Site Plan Control (SPC). 2. DETERMINE IF SITE PLAN CONTROL IS REQUIRED (BLUE TAG) - KEY WORDS, "A substantial increase in the usability of the building." -- ask the Site Plan Control Officer - if SPC is required, applicant must provide a comprehensive site plan and see SPC Officer prior to application for a building permit. 3. If no SPC is required, check for all appropriate zoning regulations as in any permit application. <p><u>PARKING REQUIREMENTS</u> Have Applicant supply all of the calculations (See parking calculation form)</p> <p>i.e. Calculations should show existing parking requirements in conjunction with proposed requirements and all of this information is incorporated into a comprehensive site plan. (Calculation sheet should show all existing and proposed square footage of all uses.)</p> <p>Applicant requires a minimum of three (3) sets of building plans.</p> <p>Plans should include architectural, structural, mechanical and electrical drawings.</p> <p style="text-align: right;">.../2.</p>	

CROSS REFERENCES:

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: G.Y. Martin
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COMMERCIAL APPLICATIONS - continued

HISTORY - continued

- 2 -

3. - continued

See Check off list for required approvals.

Letter of Authorization To be signed by owner if professional project review is required.

Also, "Letters of Commitment" to be signed by each professional (architectural/structural/mechanical and electrical, if professional review of project is required.)

OBC Part 2 determines if the above two (2) conditions (Letter of Undertaking and Letters of Commitment) must be met.

"Briefly," all assembly buildings (see OBC Appendix) and institutional buildings require the seal and signature of professionals.

All other buildings in excess of three (3) storeys or larger than 60 M² of gross area (excluding basement) require seals - signatures on plans and above mentioned letters.

4. See OBC Part 2, Section 2.3.1.1.(3) For interior renovations where professional seals are not required.

However, if substantial electrical or mechanical work is being done in these interior renovations, then professional seals and letters of commitment are required for permit.

Attachments: OBC Checklist

FEES:

137

- (b) the structural requirements for signs regulated by Section 3.8,
- (c) a communication tower exceeding 16.6 m (54 ft 6 in) above ground level,
- (d) a pedestrian bridge,
- (e) a crane runway,
- (f) an exterior storage tank and its supporting structure which is not regulated by the Gasoline Handling Act or the Energy Act,
- (g) a dish antenna or a solar collector that is mounted on a *building* and has a face area equal to or greater than 5 m² (53.8 ft²), and
- (h) an *outdoor pool* that has a water depth greater than 3.5 m (11 ft 6 in) at any point.

(2) *Public pools* are designated structures to which Section 3.11 applies.

2.1.3. Building Size Determination

2.1.3.1. Building Divided by Firewalls

(1) Where a *firewall* divides a *building*, each portion of the *building* so divided shall be considered as a separate *building*, except for the purpose of

- (a) *gross area* determination in Section 2.3,
- (b) a fire alarm and detection system in Sentence 3.2.4.2.(1) or Article 9.10.17.1., or
- (c) a *plumbing system* interconnected through a *firewall*.

(See Appendix A.)

2.1.3.2. Building Divided by Vertical Fire Separations

(1) Except as permitted in Sentence (2), where portions of a *building* are completely separated by a vertical *fire separation* that has a *fire-resistance rating* of at least 1 h and extends through all *storeys* and *service spaces* of the separate portions, each separate portion is permitted to be considered as a separate *building* for the purpose of determining *building height* provided

- (a) each separated portion is not more than 3 *storeys* in *building height* and is used only for *residential occupancies*, and

- (b) the unobstructed path of travel for the fire fighter from the nearest *street* to an entrance of each separated portion is not more than 45 m (147 ft 8 in).

(See Appendix A.)

(2) The vertical *fire separation* in Sentence (1) may terminate at the floor assembly immediately above a *basement* provided the *basement* conforms to Article 3.2.1.2.

Section 2.2 Materials, Appliances, Systems and Equipment

2.2.1. General

2.2.1.1. Characteristics of Materials, Appliances, Systems and Equipment. All materials, *appliances*, systems and equipment installed to meet the requirements of this Code shall possess the necessary characteristics to perform their intended functions when installed in a *building*.

2.2.1.2. Used Materials, Appliances and Equipment. Unless otherwise specified, used materials, *appliances* and equipment may be reused when they meet the requirements of this Code for new materials and are satisfactory for the intended use.

2.2.2. Building Materials Evaluation Commission

2.2.2.1. Application Fee. The fee on an application to the Building Materials Evaluation Commission is \$500.00.

Section 2.3 Design and General Review

2.3.1. Design

2.3.1.1.(1) Except as permitted in Sentences (2) and (3), the *construction*, including, for greater certainty, enlargement or alteration, of every *building* or

part thereof described in Table 2.3.1.A. and this Article shall be designed and reviewed by an *architect*, *professional engineer* or both.

(2) An *architect* may provide the services within the practice of professional engineering in any *building* described in Table 2.3.1.A., or a *professional engineer* may provide the services within the practice of architecture in any *building* described in Table 2.3.1.A. where to do so does not constitute a substantial part of the services provided by the other profession related to the *construction* of the *building* and is necessary

- (a) for the *construction* of the *building* and is incidental to the other services provided by the *architect* or *professional engineer*, or
- (b) for coordination purposes.

(3) The requirement for an *architect* does not apply to the preparation or provision of a design for interior space for a *building*, including finishes, fixed or loose furnishings, equipment, fixtures and partitioning of space, and related exterior elements such as signs, finishes and glazed openings used for display purposes, that does not affect or is not likely to affect,

- (a) the structural integrity,
- (b) a fire safety system or *fire separation*,
- (c) a main entrance or *public corridor* on a floor,

- (d) an *exit* to a public thoroughfare or to the exterior,
- (e) the *construction* or location of an exterior wall, or
- (f) the usable floor space through the addition of a *mezzanine*, infill or other similar element,

of the *building*. (See Appendix A.)

(4) Where a *building* or part thereof described in Table 2.3.1.A. is designed by an *architect* or a *professional engineer* or a combination of both as required by this Article, all plans, sketches, drawings, graphic representations, specifications and other documents that are prepared by an *architect*, *professional engineer* or both and that form the basis for the issuance of a building permit or any changes thereto authorized by the *chief building official* shall bear the signature and seal of the *architect*, *professional engineer* or both, as applicable.

(5) Where the *foundations* of a *building* are to be constructed below the level of the footings of an adjacent *building* and within the angle of repose of the *soil*, as drawn from the bottom of the footings, the *foundations* shall be designed by a *professional engineer*.

(6) The thermal design of a *building* in accordance with Section 9.38 shall be prepared and provided by an *architect* or *professional engineer* or a combination of both.

Table 2.3.1.A.(4)
Forming Part of Sentence 2.3.1.1.(1)

Building Classification by Major Occupancy	Building Description	Design and General Review by:
Assembly occupancy only	Every building	Architect and professional engineer ⁽¹⁾
Assembly occupancy and any other major occupancy except industrial	Every building	Architect and professional engineer ⁽¹⁾
Institutional occupancy only	Every building	Architect and professional engineer ⁽¹⁾
Institutional occupancy and any other major occupancy except industrial	Every building	Architect and professional engineer ⁽¹⁾
Column 1	2	3

Table 2.3.1.A.(4) (Cont'd)
Forming Part of Sentence 2.3.1.1.(1)

Building Classification by Major Occupancy	Building Description	Design and General Review by:
Residential occupancy only	Every building that exceeds 3 storeys in building height	Architect and professional engineer ⁽¹⁾
	Every building that exceeds 600 m ² (6460 ft ²) in gross area and that contains a residential occupancy other than a dwelling unit or dwelling units	Architect ⁽²⁾
Residential occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in gross area and contains a dwelling unit above another dwelling unit	Architect ⁽²⁾
	Every building that exceeds 600 m ² (6460 ft ²) in building area, contains 3 or more dwelling units and has no dwelling unit above another dwelling unit	Architect ⁽²⁾
Residential occupancy and any other major occupancy except industrial, assembly or institutional occupancy	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and professional engineer ⁽¹⁾
Business and personal services occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and professional engineer ⁽¹⁾
Business and personal services occupancy and any other major occupancy except industrial, assembly or institutional occupancy	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and professional engineer ⁽¹⁾
Mercantile occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and professional engineer ⁽¹⁾
Mercantile occupancy and any other major occupancy except industrial, assembly or institutional occupancy	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and professional engineer ⁽¹⁾
Industrial occupancy only and where there are no subsidiary occupancies	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect or professional engineer ⁽³⁾
Industrial occupancy and one or more other major occupancies where the portion of the area occupied by one of the other major or subsidiary occupancies exceeds 600 m ² (6460 ft ²)	The non-industrial portion of every building	Architect and professional engineer ⁽¹⁾
	The industrial portion of every building	Architect or professional engineer ⁽³⁾
Industrial occupancy and one or more other major occupancies where no portion of the area occupied by one of the other major or subsidiary occupancies exceeds 600 m ² (6460 ft ²)	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect or professional engineer ⁽³⁾
Column 1	2	3

Notes To Table 2.3.1.A.

- (1) An architect shall provide services within the practice of architecture and a professional engineer shall provide the services within the practice of professional engineering.
- (2) An architect may engage a professional engineer to provide services within the practices of professional engineering.
- (3) Only a professional engineer may provide services within the practice of professional engineering.
- (4) Requirements for design and general review by an architect or professional engineer or a combination of both for the construction, enlargement or alteration of a building are set out in the Architects Act, 1984 and the Professional Engineers Act, 1984.

2.3.2. General Review

2.3.2.1. General Review by Architect or Professional Engineer

◆ (1) Except as permitted in Sentence (2), a person who intends to *construct* or have constructed a *building* required to be designed by an *architect*, *professional engineer* or both, shall ensure that an *architect*, *professional engineer* or both are retained to undertake the general review of the *construction* of the *building* in accordance with the performance standards of the Ontario Association of Architects or the Association of Professional Engineers of Ontario, as applicable, to determine whether the *construction* is in general conformity with the plans, sketches, drawings, graphic representations, specifications and other documents that are prepared by an *architect*, *professional engineer* or both and that form the basis for the issuance of a *building* permit or any changes thereto authorized by the *chief building official*; copies of written reports arising out of the general review shall be forwarded to the *chief building official* by the *architect*, *professional engineer* or both who have been retained to undertake the general review of the *construction* of the *building*.

(2) An *architect* or a *professional engineer* need not be retained to undertake the general review of *construction* of a *building* where the *building* is designed in accordance with Section 9.38.

2.3.2.2.(1) Only an *architect* may carry out or provide the general review of the *construction* of a *building*

- (a) that is constructed in accordance with a design prepared or provided by an *architect*, or
- (b) in relation to services that are provided by an *architect* in connection with the design in accordance with which the *building* is constructed.

(2) Only a *professional engineer* may carry out or provide the general review of the *construction* of a *building*

- (a) that is constructed in accordance with a design prepared or provided by a *professional engineer*, or

- (b) in relation to services that are provided by a *professional engineer* in connection with the design in accordance with which the *building* is constructed.

2.3.2.3.(1) The applicant for a permit respecting the *demolition* of a *building* shall retain a *professional engineer* to undertake the general review of the project during *demolition*, where

- (a) the *building* exceeds 3 storeys in *building* height or 600 m² (6460 ft²) in *building* area,
- (b) the *building* structure includes pre-tensioned or post-tensioned members,
- (c) it is proposed that the *demolition* will extend below the level of the footings of any adjacent *building* and occur within the angle of repose of the *soil*, drawn from the bottom of such footings, or
- (d) explosives or a laser are to be used during the course of *demolition*.

Section 2.4 Permits and Inspections

2.4.1. Permits

2.4.1.1. Requirement for Permits

(1) A person is exempt from the requirement ◆ to obtain a permit under Section 8 of the Act

- (a) for the *demolition* of a *building* located on a farm, or
- (b) for the *construction* or *demolition* of a *building* in territory without municipal organization.

(2) Where a permit is required for the *demolition* of a *building* in Sentence 2.3.2.3.(1), descriptions of the structural design characteristics of the *building* and the method of *demolition* shall be included in the application for a permit to demolish the *building*.

(3) No person shall commence *demolition* of a *building* or any part of a *building* before the *building* has been vacated by the occupants except where the safety of the occupants is not affected.

(4) A person is exempt from the requirement ◆ to obtain a permit under Section 10 of the Act for the

greater fire fighting capabilities than smaller ones. Similarly, older, well established municipalities may have better fire fighting facilities than newly formed or rapidly growing ones. The level of municipal fire protection considered to be adequate will normally depend on both the size of the municipality (i.e. the number of buildings to be protected) and the size of buildings within that municipality. Since larger buildings tend to be located in larger municipalities, they are generally favoured with a higher level of municipal protection.

The municipality may, in the light of its fire fighting capability, elect to introduce zoning restrictions to ensure that the maximum building size is related to available municipal fire protection facilities. This is, by necessity, a somewhat arbitrary decision and should be made in consultation with the local fire fighting service, who should have an appreciation of their limitations in fighting fires.

The requirements of Subsection 3.2.3. are aimed at preventing fire spread from thermal radiation provided adequate fire fighting is envisaged. It has been found that periods of from 10 to 30 min usually elapse between the outbreak of fire in a building and the attainment of high radiation levels. During this period, the specified spatial separations are expected to prove adequate to inhibit ignition of the exposed building facade or interior of an adjacent building by radiation. Subsequently, however, reduction of the fire intensity by fire fighting and the protective wetting of the exposed building facade will often be necessary as supplementary measures to inhibit fire spread.

The water supply requirements for fire protection installations are dependent on the requirements of any sprinkler installations and also on the number of fire streams that may be needed at any fire, having regard to the length of time such streams will have to be used. Both these factors are largely influenced by the conditions at the building to be equipped, and it is necessary that the quantity and pressure of water for the protection of both the interior and exterior of the building be ascertained before the water supply is decided upon. Water supplies may be a public waterworks system where pressure and discharge capacity are adequate, automatic fire pumps, pressure tanks, manually controlled fire pumps in combination with pressure tanks, gravity tanks and manu-

ally controlled fire pumps operated by remote control devices at each hose station.

A-3.1.2. Use Classification. The purpose of classification is to determine which requirements apply. This Code requires classification in accordance with every major occupancy for which the building is used or intended to be used. Where necessary, an application clause has been inserted in this Part to explain how to choose between the alternative requirements which multiple occupancy classification may present.

A-3.1.2.A. Major Occupancy Classification. The following are examples of the major occupancy classifications described in Table 3.1.2.A.:

Group A, Division 1

- Motion picture theatres
- Opera houses
- Television studios admitting a viewing audience
- Theatres, including experimental theatres

Group A, Division 2

- Art galleries
- Auditoria
- Bowling alleys
- Churches and similar places of worship
- Clubs, nonresidential
- Community halls
- Court rooms
- Dance halls
- Day care centres
- Exhibition halls (other than classified in Group E)
- Gymnasias
- Lecture halls
- Libraries
- Licensed beverage establishments
- Museums
- Passenger stations and depots
- Recreation piers
- Restaurants
- Schools and colleges, nonresidential
- Undertaking premises

Group A, Division 3

Arenas
Indoor swimming pools
Rinks

Group A, Division 4

Amusement park structures (not elsewhere
classified)
Bleachers
Grandstands
Reviewing stands
Stadia

Group B, Division 1

Jails
Penitentiaries
Police stations with detention quarters
Prisons
Psychiatric hospitals with detention quarters
Reformatories with detention quarters

Group B, Division 2

Children's custodial homes
Convalescent homes
Hospitals
Infirmaries
Nursing homes
Orphanages
Psychiatric hospitals without detention quarters
Reformatories without detention quarters
Sanatoria without detention quarters

Group C

Apartments
Boarding houses
Camps for housing workers
Clubs, residential
Colleges, residential
Convents
Dormitories
Group homes
Hostels
Hotels
Houses
Lodging houses
Monasteries
Motels

Recreational camps
Retirement homes
Rooming houses
Schools, residential

Group D

Banks
Barber and hairdressing shops
Beauty parlours
Dental offices
Dry cleaning establishments, self-service, not
using flammable or explosive solvents or
cleaners
Laundries, self-service
Medical offices
Offices
Police stations without detention quarters
Radio stations
Small tool and appliance rental and service
establishments

Group E

Department stores
Exhibition halls
Markets
Restaurants with an occupant load of not more
than 30 persons consuming food and drink
Shops
Stores
Supermarkets

Group F, Division 1

Bulk plants for flammable liquids
Bulk storage warehouses for hazardous
substances
Cereal mills
Chemical manufacturing or processing plants
Distilleries
Dry cleaning plants
Feed mills
Flour mills
Grain elevators
Lacquer factories
Mattress factories
Paint, varnish and pyroxylin product factories
Rubber processing plants
Spray painting operations
Waste paper processing plants

Group F, Division 2

*1 FIRE ALARMS - OR
GR. 0 W/ F3 SUBSIDIARY
OCCUPANCY.*

- Aircraft hangars
- Box factories
- Candy plants
- Cold storage plants
- Dry cleaning establishments not using flammable or explosive solvents or cleaners
- Electrical substations
- Factories
- Freight depots
- Helicopter landing areas on roofs
- Laboratories
- Laundries, except self-service
- Mattress factories
- Planing mills
- Printing plants
- Repair garages
- Salesrooms
- Self-service storage buildings
- Service stations
- Storage rooms
- Television studios not admitting a viewing audience
- Tire storage
- Warehouses
- Wholesale rooms
- Woodworking factories
- Workshops

Group F, Division 3

- Creameries
- Factories
- Laboratories
- Power plants
- Salesrooms
- Sample display rooms
- Storage garages including open-air parking garages
- Storage rooms
- Warehouses
- Workshops

A-3.1.3.7.(3) Food Premises. This requirement is intended to apply to facilities where food is being prepared, stored, processed or served, such as restaurants, commercial kitchens, cafeterias, camps, milk plants and bakeries.

A-3.1.4.2.(1)(c) Thermal Barrier in Combustible Construction. Any thermal barrier that is accepted under the requirements of Sentence 3.1.5.11.(2) for noncombustible construction also acceptable for combustible construction.

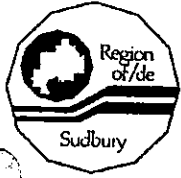
A-3.1.4.3.(1)(b)(i) Raceway Definition. The term raceway is defined in CSA C22.1, "Canadian Electrical Code, Part 1" and includes both rigid and flexible conduit.

A-3.1.5.2.(1)(b) Gypsum Board. Gypsum board of the typical thickness used in building construction and that is paper faced will not generally comply with the criteria in CAN4-S114-M for noncombustible materials even though there are no combustible components in the core. Gypsum board has satisfactory properties for resisting the spread of fire and Clause 3.1.5.2.(1)(b) has been included to specifically permit the use of paper faced gypsum board in a building of noncombustible construction.

A-3.1.5.4.(1) Skylight Spacing. The minimum spacing dimensions for skylight assemblies are based on the distance that flame must travel along a flat ceiling surface. Where ceilings have projecting beams or other features that would increase the distance the flame would have to travel along the surface, the distances specified may be measured accordingly.

A-3.1.5.5.(1) Combustible Cladding. These requirements allow for exterior wall assemblies incorporating combustible cladding elements on buildings of noncombustible construction. Since the tested assemblies must be representative of actual construction, the performance of the entire assembly is assessed with regard to its ability to resist flame propagation up the outside of a building. The thermal barrier protection limits the impact of an interior fire on the wall assembly.

These requirements, in combination, thus allow for wall assemblies containing both combustible cladding elements and non-loadbearing combustible framing members. These wall assemblies can be used as infill or panel type walls between structural elements, or attached directly to a loadbearing noncombustible structural system. They do not, however, waive other requirements specifically intended



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

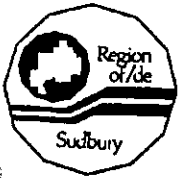
EFFECTIVE DATE: June 14, 1993	NO. OF PAGES: 1
REVISION DATE: August 21, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Director of Building Controls	SECTION: Building Services
	GROUP: Plans Examination/Permit Control & Project Administration
	POSITION: Plans Examiners/Permit Control Clerks

DRAWINGS FOR PART 3 BUILDING PERMITS	HISTORY:
<p>Applicants for building permits should be advised that they are required to submit a complete set of drawings which, for Part 3 buildings, include the structural, architectural, mechanical and electrical drawings.</p> <p>These drawings are to be submitted as a complete set and without qualifications such as "preliminary, not for construction."</p> <p>If an incomplete set of drawings is submitted, the engineer/architect should be made aware of the shortcomings and a formal request made that the complete drawings be submitted promptly since they are a requirement for the building permit.</p>	<p>There have been instances that applicants submit incomplete drawings or drawings with specific qualifications with applications for building permits.</p> <p>This procedure has been developed to ensure that the drawings submitted are complete, as required for the building permit</p>

CROSS REFERENCES: Inter-office memo dated June 14, 1993 from the Director of Building Controls to the Plans Examiners, with copies to the Building Inspectors and Permit Control Clerks.

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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145



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 27, 1991	NO. OF PAGES: 1
REVISION DATE: August 20, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Director of Building Controls	SECTION: Building Services
	GROUP: Inspection/Plans Examiners/Permit Control & Project Administration
	POSITION: Inspectors/Plans Examiners/Permit Control Clerks

PERMIT APPROVAL FORMS CIRCULATION

HISTORY:

The following departments have the facility to receive permit approval forms brought there by the applicants:

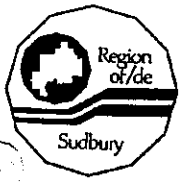
- City of Sudbury Engineering Department
- Regional Engineering Department
- City of Sudbury Fire Department

The applicant may be offered the opportunity to deliver the forms to the departments in question and this may expedite the building permit issuance procedure. The applicant is to be made aware, however, that delivery of the documents **does not** guarantee an immediate response.

This procedure has been developed in an effort to assist in expediting the process of building permit issuance.

CROSS REFERENCES: Inter-office memo dated September 27, 1991 from the Director of Building Controls to Staff.

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: June 11, 1992

NO. OF PAGES: 2

REVISION DATE: August 27, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Directives from the Director of Building Controls and a request received from the Town of Valley East

GROUP: Inspection/Plans Examination/Permit Control & Project Administration

POSITION: Inspectors/Plans Examiners/Permit Control Clerks

DEVELOPMENT CHARGES - COLLECTION, BUILDING PERMIT APPLICATIONS AND DEVELOPMENT CHARGE CERTIFICATE

HISTORY:

It is necessary that a Roads & Drainage comment form be sent to the area municipality for their review and approval for all **major works**. This includes construction of a new building, providing additional dwelling units, enlargement of a building (either vertically or horizontally) and all those major works that fall outside the category of minor alterations.

The introduction of development charges has resulted in the development of some procedures connected with the issuance of building permits.

The Roads & Drainage comment form need **not** be transmitted to the area municipality for **minor alterations** such as replacing siding, installing windows, decorative interior alterations, replacing shingles, repairing a roof, floor or walls, and similar works.

All information submitted for a permit should be assessed with a considerable amount of caution to ensure that development charges are collected properly.

The Town of Valley East has advised that they will not process or return the Development Charge Forms and/or Certificate for any application that does not entail the creation of a dwelling unit (i.e. deck, shed, porch, etc.) The town **does require** the form and certificate for the building of **new dwelling units** (Single-family dwelling or multi-family) and for **additions that create new dwelling units** (apartments)

... 2/.

CROSS REFERENCES: Inter-office memos dated September 4, 1991 and February 10, 1994 from the Director of Building Controls to Staff and a letter dated June 11, 1992 from the Inspector of the Town of Valley East to the Supervisor Administration and Building Permits.

DEPARTMENT HEAD

W.E. Lautenbach

SECTION HEAD

G.A. Mazza, P.Eng.

PREPARED BY:

I.S. Clarke, CPS, AMCT

147

DEVELOPMENT CHARGES - COLLECTION, BUILDING PERMIT APPLICATIONS AND DEVELOPMENT CHARGE CERTIFICATE - continued

HISTORY - continued

- 2 -

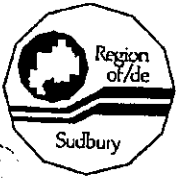
The Town of Valley East collects development charges whenever new dwelling units are created via the rezoning process since this adds to the residential density.

Please ensure, as per the Town of Valley East's request, that Building Permits are acquired for any new units created in a building and that the application information is circulated to the respective area municipality prior to approval.

For any projects that may cause you concern, you should consult with your supervisor on whether or not the Roads & Drainage comment form needs to be sent to the area municipality.

FEES:

143



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: August 1, 1993

NO. OF PAGES: 1

REVISION DATE: August 28, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Ontario Building Code & Ontario Fire Marshal's Office Requirements

GROUP: Inspection/Plans Examination/Permit Control & Project Administration

POSITION: Inspectors/Plans Examiners/Permit Control Clerks

SCHOOL PLAN APPROVAL - FIRE MARSHAL'S OFFICE

HISTORY:

Ontario Fire Marshal's Office (OFM) involvement with respect to school construction projects in the LMCBO represented municipalities is as follows:

As a result of the Pilot Project initiated by TACBOC/OFM on February 1st, 1992 a further school plan approval streamlining initiative in selected municipalities took effect August 1, 1993.

1. A preliminary review is required for addition, alterations or renovations to existing buildings. No final approval is required.
2. No review/final approval is required for new stand-alone buildings (i.e. not connected to an existing school)
3. OFM staff will be available for consultation on fire safety issues for any school project.

This initiative affects all municipalities represented in the Large Municipality Chief Building Officials Association (LMCBO).

School construction projects in all other municipalities will continue to require OFM review/approval.

These procedures will minimize duplication and streamline the approvals process for school construction projects. The adoption of OFM school fire safety requirements into the Building Code will ensure that the standard of fire safety will not be reduced. As well, the continuing involvement of OFM fire protection engineers in the review of work to existing school buildings will ensure that fire safety deficiencies are addressed. The attached document summarizes OFM's role in the overall plan approval process effective August 1, 1993.

Additional information can be obtained from the Research and Standards Section of the OFM at (416) 325-3200.

Attachment: OFM PLAN APPROVAL PROGRAM

CROSS REFERENCES: Letter from LMCBO DATED August 11, 1993 & OFM Communiqué: #93-010

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

I.S. Clarke, CPS, AMCT

149

File Reference
Référence

Ministry of
the Solicitor
General

Office of
the Fire
Marshal

7 Overlea Boulevard
3rd Floor
Toronto, Ontario M4H 1A6

Ministère du
Solliciteur
général

Bureau du
commissaire
des incendies

7, boulevard Overlea
3^e étage
Toronto (Ontario) M4H 1A6

Telephone/Téléphone:
(416) 325-3200

FAX (416) 325-3213

August 1, 1993

OFM PLAN APPROVAL PROGRAM

OCCUPANCY	OFM APPROVAL REQUIRED
Schools	- All elementary and secondary schools operated by public and separate school boards including portables with shared exit facilities (except as identified in items No. 1 and 2 on back of page).
Colleges & Universities	- All projects involving college and university facilities (except as identified in items No. 1 and 2 on back of page).
Hotels	- All projects in buildings regulated by the Hotel Fire Safety Act.
Hospitals	- All public and private hospitals including Children's Treatment Centres, Detox Centres, but excluding Community Health Units (except as identified in item No. 2 on back of page).
Nursing Homes	- All nursing homes licensed under Nursing Homes Act.
Welfare Buildings	- Homes for the Aged, Adult Facilities, Children's Facilities and Rehabilitation Workshops administered by Ministry of Community & Social Services.
Government Buildings	- On request from Ministry of Government Services for buildings such as Psychiatric Hospitals, Correctional Facilities, Court Houses, etc.

.../2

1. **Procedures for Schools, Colleges and Universities in Designated Municipalities**

Projects involving existing buildings receive a conceptual review by the Office of the Fire Marshal (OFM). Drawings for new, stand alone buildings in designated municipalities need not be submitted to the OFM however, staff are available for consultation respecting fire safety issues on all projects.

The following are designated municipalities for schools, colleges and universities:

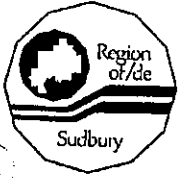
Barrie	London	St. Catharines
Brampton	Markham	Sarnia
Brantford	Mississauga	Sault Ste. Marie
Burlington	Nepean	Scarborough
Cambridge	Niagara Falls	Sudbury
East York	North Bay	Thunder Bay
Etobicoke	North York	Toronto
Gloucester	Oakville	Vaughan
Guelph	Oshawa	Waterloo
Haldimand-Norfolk	Ottawa	Whitby
Hamilton	Peterborough	Windsor
Kingston	Pickering	City of York
Kitchener	Richmond Hill	

2. **Minor Renovation Projects**

The following projects do not require OFM approval:

1. asbestos removal
2. ceiling replacement
3. re-roofing
4. window replacement
5. boiler/furnace replacement
6. barrier-free provisions (except stair lifts, elevators and exit stairs)
7. mechanical systems upgrading
8. lighting systems

A guideline relating to fire safety issues for these projects is available from the OFM.



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: October 18, 1993

NO. OF PAGES: 1

REVISION DATE: August 13, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Directive from the Director of Building Controls

GROUP: Inspectors/Permit Control Group

POSITION: Inspectors/Permit Control Clerks

PERMIT FEES - COLLECTION (AREA MUNICIPALITIES)

HISTORY:

It is noted and staff are reminded that the Regional Municipality of Sudbury and the Area Municipalities do **NOT** pay Building Permit fees, nor do they pay any fees connected with the application for a Building Permit.

Questions with regard to this matter should be directed to the Chief Building Official.

CROSS REFERENCES:

Inter-office Memo, dated October 18, 1993, from the Director of Building Controls

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

152



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: November 9, 1995

NO. OF PAGES: 1

REVISION DATE: August 13, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Directive from the Director of Legal Services/Regional Solicitor

GROUP: Inspectors/Permit Control Group

POSITION: Inspectors/Permit Control Clerks

BUILDING PERMIT FEES - REFUND

HISTORY:

It is confirmed that Building By-law 94-400B provides for return or partial return of Building Permit Fees under certain circumstances. If the Region was to return these fees, or partial fees, plus interest, it would have to be authorized in this By-law.

In the absence of such authorization, any return of a Building Permit Fee should be **without** interest. This is in no way a deposit, but instead a fee which is not expected to gain interest or be returned.

attachment: Policy dealing with the revocation of Building Permits

CROSS REFERENCES:

Inter-office Memo, dated October 18, 1993, from the Director of Building Controls

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

153

POLICY DEALING WITH THE REVOCATION OF BUILDING PERMITS

PURPOSE: TO COMPLY WITH THE REQUIREMENTS OF THE ONTARIO BUILDING CODE WHICH PROVIDES FOR THE REVOCATION OF BUILDING PERMITS IF NO CONSTRUCTION ACTIVITY HAS PROCEEDED WITHIN 6 CONSTRUCTION MONTHS OF THE DATE OF THE PERMIT ISSUANCE AND ALSO THE REVOCATION OF A PERMIT WHERE A BUILDING START HAS BEEN MADE (I.E. FOUNDATION PUT IN PLACE) BUT BUILDING ACTIVITY HAS CEASED ON SITE FOR A PERIOD OF 12 MONTHS.

1. A NOTICE OF THE REGION'S POLICY REGARDING REVOCATION OF A BUILDING PERMIT WILL BE PRINTED ON THE BUILDING PERMIT APPLICATION AND THE BUILDING PERMIT. THE REVOCATION DATE WILL BE SHOWN ON THE BUILDING PERMIT. A COPY OF THIS NOTICE WILL BE PROVIDED TO THE SUPERVISOR OF PERMIT CONTROL & ADMINISTRATION.
2. A NOTICE OF REVOCATION OF PERMIT WILL BE SENT TO PERMIT HOLDER BY REGISTERED MAIL. THIS NOTICE WILL ALSO ADVISE THE PERMIT HOLDER HE IS ENTITLED TO A REFUND OF FEES IF ANY. REGIONAL DEVELOPMENT CHARGES ARE ALSO REFUNDABLE THROUGH TREASURY OR FROM APPLICABLE AREA MUNICIPALITY. TREASURY HAS ADVISED THAT REGIONAL DEVELOPMENT FEES WILL NOT BE REFUNDED WITH INTEREST.

SCHEDULE "B" TO BY-LAW 91-85 - REFUND OF PERMIT FEES WILL BE ATTACHED TO NOTICE OF REVOCATION.

BUILDING PERMIT HOLDERS WILL NOT RECEIVE ADVANCE NOTICE OF PERMIT REVOCATION SINCE IT IS FELT THEY ALREADY BE AWARE OF REVOCATION POLICY WHICH IS NOTED ON BUILDING PERMIT APPLICATION AND BUILDING PERMIT. THE BUILDING PERMIT WILL ALSO INCLUDE THE DATE OF REVOCATION.

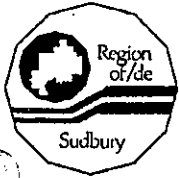
3. REFUND CALCULATIONS MUST BE DONE AT THE TIME THE PERMIT CONTROL CLERK (PCC) IS ASSIGNED THE TASK OF REVOKING A BUILDING PERMIT. REFUND REQUESTS WILL NOT AUTOMATICALLY BE DONE THEREFORE DOING REFUND CALCULATIONS AT THIS TIME WILL ALLOW US TO EXPEDITE THE REFUND REQUEST AT THE TIME IT IS RECEIVED. THIS WILL ALSO LESSEN THE WORKLOAD OF THE PCC WHO RECEIVES THE REFUND REQUEST AS THE CALCULATION WILL ALREADY HAVE BEEN DONE.
4. "AUTHORITY TO REFUND" SLIPS ARE TO BE FILLED AND FORWARDED TO TREASURY FOR PROCESSING. MAILING ADDRESS OF HOMEOWNER IS TO BE VERIFIED BY PCC BEFORE SENDING "AUTHORITY TO REFUND" SLIP TO TREASURY.
5. AN "INACTIVE BUILDING PERMIT REPORT" MUST BE GENERATED EVERY YEAR IN MAY, JUNE, JULY, AUGUST AND NOVEMBER. PCC WILL BE ASSIGNED THIS TASK ON A ROTATION BASIS.

WE WILL NO LONGER BE CONCERNED WITH "INACTIVE BUILDING PERMIT REPORTS" PRIOR TO 1994. REVOCATION OF PERMITS PRIOR TO 1994 WILL BE DEALT WITH ON AN ON-GOING BASIS AS REQUIRED.

(A COMPUTER PROGRAM HAS BEEN DESIGNED TO PRODUCE AN "INACTIVE BUILDING PERMIT REPORT" FOR 1994. THIS REPORT WILL BE OBTAINABLE BY NOVEMBER 1994.)

6. THE FOLLOWING INFORMATION MUST BE ENTERED ON THE COMPUTER IN ORDER TO ACCOMMODATE BUILDING SERVICES STATISTICS AND TO INDICATE THE PERMIT HAS BEEN REVOKED:
 - ▶ AN END DATE MUST BE ENTERED
 - ▶ A CANCELLATION DATE MUST ENTERED
 - ▶ UNDER THE "NOTES" SCREEN, AMOUNT OF REFUND SHOULD BE INCLUDED
 - ▶ FILE IS TO BE RETAINED FOR A PERIOD OF SIX(6) MONTHS OR TRANSFERRED AT THE TIME THE REFUND HAS BEEN INITIATED THROUGH THE TREASURY DEPT.
 - ▶ IF DIFFICULTIES ARE ENCOUNTERED IN CONTACTING OWNER OF PROPERTY, IT IS IMPORTANT TO RECORD THE MEANS BY WHICH YOU ATTEMPTED TO CONTACT OWNER. (THE AREA MUNICIPALITY IS A GOOD SOURCE TO CONTACT IN ORDER TO LOCATE AN INDIVIDUAL .)
 - ▶ IF PROPERTY OWNER CAN'T BE LOCATED, THIS SHOULD BE NOTED ON BUILDING PERMIT PROJECT FILE THEN FILE CAN BE PUT AWAY IN ARCHIVES

ATTACHS.



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: October 4, 1993

NO. OF PAGES:

REVISION DATE: August 13, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Directive from the Director of Building Controls

GROUP: Inspectors/Plans Examiners/Permit Control Group

POSITION: Inspectors/Plans Examiners/Permit Control Clerks

CONDITIONAL CLOSING OF BUILDING PERMIT FILES

HISTORY:

1. A Building Inspector, Plans Examiner or the Chief Building Official will complete the "**CONDITIONALLY CLOSED FILE**" form and attach it to the front of the permit. It is important that we can establish from reading this form at exactly what point the construction ceased and what was left outstanding in order to complete the file.
2. The file is then to be given to the Clerk-Typist/Receptionist. The Clerk-Typist/Receptionist will update the computer to indicate the file has been closed. The notes page must contain the information that the file was "**CONDITIONALLY CLOSED**". It should be noted in the computer at exactly what point the construction ceased and what was left outstanding.
3. WHEN TO CONDITIONALLY CLOSE A BUILDING PERMIT PROJECT FILE
 - (a) A file should be conditionally closed only after all attempts to complete the file have been exhausted. A letter should be sent out requesting that the present owners of the property contact the Building Services Section in order to complete the file. Also, an attempt should be made to contact the owners by telephone, if possible, and set up an inspection in order to determine the status of construction.

... 2/.

CROSS REFERENCES:

Inter-office memo dated October 4, 1993, from the Director of Building Controls

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

CONDITIONAL CLOSING OF BUILDING PERMIT FILES

- continued

HISTORY - continued

- 2 -

- 3. (b) A file should be conditionally closed if the construction or demolition of the building has been suspended or discontinued for a period of more than one year.

- 4. No reimbursement will be given for files that have been conditionally closed.

Attachment: "CONDITIONALLY CLOSED FILE"-form

FILES:



CONDITIONALLY CLOSED FILE

DATE FILE CLOSED: _____ BY: _____

ENTERED ON COMPUTER: YES ___ NO ___

PERMIT #: _____ PROJECT ADDRESS: _____

DESCRIPTION OF PROJECT: _____

APPLICANT/OWNER: _____ BUILDER: _____

ADDRESS: _____ ADDRESS: _____

CURRENT OWNER: _____ CURRENT PHONE # _____

CURRENT ADDRESS: _____

LEGAL DESCRIPTION:

TOWNSHIP	CONC.	LOT	PARCEL	REGISTERED PLAN	LOT	REFERENCE PLAN	PAR.
----------	-------	-----	--------	-----------------	-----	----------------	------

INSPECTIONS:

APPROVED

APPROVED

YES NO

YES NO

FOOTING

PLUMBING:

WEEPING TILE

GROUNDWORK ___

FRAMING

ROUGH-IN ___

INSULATION

FINAL ___

FINAL

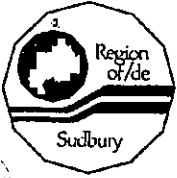
OCCUPANCY PERMITTED: YES ___ NO ___ PARTIAL ___ DATE: _____

LAST INSPECTION DATE: _____ TYPE OF INSPECTION: _____

ORDER TO COMPLY: YES ___ NO ___ STOP WORK ORDER: YES ___ NO ___

OUTSTANDING ITEMS: _____

WHY FILE NOT COMPLETED: _____



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: December 17, 1993

NO. OF PAGES: 1

REVISION DATE: August 13, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Directive from the Director of Building Controls

GROUP: Inspectors/Plans Examiners/Permit Control Group

POSITION: Inspectors/Plans Examiners/Permit Control Clerks

ISSUANCE OF PERMITS - SEASONAL DWELLINGS

HISTORY:

From time to time requests are received for the issuance of permits for buildings that are described as "Seasonal Dwellings." These buildings are described as follows:

Some persons who received permits to construct a seasonal dwelling are using these buildings year-round and disregard the provisions of the zoning by-law.

"Seasonal Dwelling", means a single, detached dwelling or mobile home dwelling erected and used as a secondary place of residence for seasonal vacations and recreational purposes and not as the principal residence of the owner or occupant thereof (83-300 series).

This procedure is intended to counteract this activity.

People taking out permits for the construction of a seasonal dwelling will be requested to sign an acknowledgement that the building to be constructed is a seasonal dwelling. This acknowledgement will also include the address of the person's primary place of residence.

attachments: Acknowledgement - Seasonal Dwelling
Section 7 - R7 Zone - Seasonal Residential - 83-300 Series B/L

CROSS REFERENCES:

Inter-office memo dated December 17, 1993, from the Director of Building Controls

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

157

ACKNOWLEDGEMENT
Seasonal Dwelling

I, _____, having applied to construct a seasonal dwelling at
(owner)
_____, Township of _____, acknowledge the
provisions of the zoning by-law which reads as follows:

"Seasonal Dwelling" means a single detailed dwelling or mobile home dwelling erected and used as a secondary place of residence for seasonal vacations and recreational purposes and not as the principal residence of the owner or occupant thereof.

My primary place of residence will be located at _____
Township of _____.

Date: _____
Permit No.: _____
Applicant: _____

SECTION 7 ~~R7 ZONE~~ SEASONAL RESIDENTIAL

83 Series

(1) SCOPE

The provisions of this Section shall apply in all Seasonal Residential (R7) Zones in addition to the General Provisions set out in Part II hereof, except as otherwise provided in Part VII hereof.

(2) USES PERMITTED

No person shall, within any R7 Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following R7 uses, namely:

- (i) a seasonal dwelling;
- (ii) a private cabin accessory to a permitted dwelling; or
- (iii) any use permitted in all zones under Section 17 of Part II hereof.

(3) ZONE REQUIREMENTS

No person shall, within any R7 Zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

(a) LOT AREA (MINIMUM)

- in accordance with the residential density restrictions set out in Section 12 of Part II hereof.

(b) LOT FRONTAGE (MINIMUM) - 45 m

(c) WATER FRONTAGE (MINIMUM)

The minimum total water frontage required for all shorelines of a waterfront lot or any other lot adjacent to a navigable waterbody shall be 45 m.

(d) LOT DEPTH (MINIMUM) - 60 m

(e) FRONT YARD DEPTH (MINIMUM) - 10 m

(f) CORNER SIDE YARD WIDTH (MINIMUM) - 10 m

(g) INTERIOR SIDE YARD WIDTH (MINIMUM) - 3 m

(h) REAR YARD DEPTH (MINIMUM) - 10 m

(i) LOT COVERAGE (MAXIMUM) - 10%

- (d) "GROUP DWELLING" means a multiple dwelling containing two or more dwelling units having private independent entrances directly from a yard and being attached together horizontally in whole or in part above grade and divided vertically from each other by common walls.
- (70) (a) "DWELLING, SINGLE" means a dwelling containing not more than one dwelling unit as the main use on a separate lot.
- (b) "SINGLE DETACHED DWELLING" means a freestanding single dwelling but does not include a mobile home dwelling.
- (c) "SEMI-DETACHED DWELLING" means one of a freestanding pair of single dwellings attached together horizontally in whole or in part above grade and divided vertically from each other by a common wall extending at least one storey above finished grade.
- (d) "ROW DWELLING" means one of a group of not less than three single dwellings which are located on distinct and separate registered lots but which are attached together horizontally in whole or in part above grade and divided vertically from each other by common walls extending at least one storey above finished grade.
- (e) "BOARDING HOUSE DWELLING" means a single detached dwelling containing three or more accessory guest rooms.
- (f) "MOBILE HOME DWELLING" means a freestanding single dwelling designed to be made mobile and constructed or manufactured to provide a permanent residence for one or more persons.
- (g) "SEASONAL DWELLING" means a single detached dwelling or mobile home dwelling erected and used as a secondary place of residence for seasonal vacations and recreational purposes and not as the principal residence of the owner or occupant thereof.
- (71) (a) "DWELLING UNIT" means a suite of one or more inter-connected habitable rooms which:
 - (i) is occupied and used in common by one or more persons as a single, distinct and self-contained housekeeping establishment; and
 - (ii) contains cooking and toilet facilities for the exclusive common use of the occupants thereof.
- (b) "ACCESSORY DWELLING UNIT" means a dwelling unit accessory to a permitted non-residential use on the same lot and occupied either by the owner of such lot or by a person employed thereon.

62-192

DEFINITIONS (CONT'D)

4.

- 1.13 COURT: An open, uncovered and unoccupied space appurtenant to a building and bounded on two or more sides thereby.
- 1.14 COURT - INNER: A court enclosed on all sides by exterior walls of a building or by exterior walls and lot lines on which walls are allowable.
- 1.15 COURT - OUTER: A court extending to a street line or opening upon any front, side or rear yard.
- 1.16 DWELLING UNIT: One or more rooms connected together but completely separate as a unit from all other rooms in the same structure and constituting an independent housekeeping unit for residential occupancy by humans with facilities for such humans to sleep, cook, and eat.
- 1.17 DWELLING - ONE FAMILY: A detached building containing one dwelling unit but shall not include a mobile home. (By-law 80-14)
- 1.18 DWELLING - TWO FAMILY: A detached building containing two dwelling units.
- 1.19 DWELLING - MULTIPLE: A building or portion thereof containing three or more dwelling units.
- 1.20 DWELLING ROW: A dwelling, one family, two (2) side walls of which are common with adjacent houses, not more than two and one-half (2½) storeys in height. When there are three (3) or more houses separated by common or party walls, the end houses shall each be considered a row dwelling for the purpose of this By-law.
- 1.21 DWELLING - SEMI-DETACHED: A detached building containing two (2) dwelling units where the common wall is situated on a lot line.
- 1.22 Deleted - By-law 63-79.
- 1.23 FAMILY: One or more persons whether or not related by blood, marriage, adoption and including domestic servants or gratuitous guests who live together in one dwelling unit and maintain a common household as distinguished from a group of persons occupying a boarding house.



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: October 4, 1979	NO. OF PAGES: 1
REVISION DATE: March 26, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Office Procedures	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspectors

HOUSE NUMBERING	HISTORY:
<p>If the subject application is for a new building within the limits of the City of Sudbury, a house number is available from this office and must be indicated in the proper location on the data sheet at the time the application is received.</p> <p>If the building is located in one of the area municipalities, the house number will be designated by the applicable municipality when they deal with the Roads and Drainage Comment Sheet. This number must then be transferred to the space allotted on the data sheet.</p> <p>If the house number is available, then this number must be indicated on the building permit.</p>	

CROSS REFERENCES:

Inter Office Memo, dated May 5, 1978, from the Chief Building Inspector

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY:
E. Lautenbach	G.A. Mazza, P.Eng.	



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: October 3, 1994

NO. OF PAGES: 1

REVISION DATE: April 4, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Definition of Building lots

GROUP: Inspectors

POSITION: Permit Clerks

LEGAL LOTS

HISTORY:

Older By-laws generally prohibit building on pieces of land not having road frontage. In general, lots are defined as parcels of land having road frontage. If the applicant fails to satisfy the lot definition, alternate considerations must be made before a permit is issued.

There is a need for staff to be alert of the fact that care and consideration must be exercised when determining whether or not an applicant should be allowed to build on a lot that does **NOT** have road frontage.

Where a property is landlocked or does not have road frontage, the applicant may arrange for a legal right-of-way from the subject property to a public road, **AND** obtain a minor variance for insufficient frontage before obtaining a Building Permit, providing of course, that all other matters have been approved.

Problems with this situation over several years necessitates the need for the adoption of measures to accommodate applicants through policy procedures

In some instances this situation can become so confusing that it is necessary to obtain an opinion from the Regional Solicitor.

In cases where questions remain, the matter should be discussed with the Chief Building Official.

CROSS REFERENCES:

DEPARTMENT HEAD

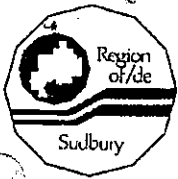
SECTION HEAD

PREPARED BY:

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163



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: April 1, 1987	NO. OF PAGES: 2
REVISION DATE: August 15, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from Director of Building Controls	SECTION: Building Services
	GROUP: Inspectors/Permit Control Group
	POSITION: Inspectors/Permit Control Clerks
APPROVAL OF REFRESHMENT VEHICLES/CHIP STANDS	HISTORY:
<p>When refreshment vehicle operators come in to apply for approval for their units it is important that they be provided with the most current and up-to-date information affecting their facility.</p> <p>The following items are to be considered before authorizing the establishment of a refreshment vehicle:</p> <ol style="list-style-type: none"> 1. A proposal should be supported by sufficient information to enable an inspector the opportunity to assess whether or not the refreshment vehicle complies with the zoning regulations. A drawing, showing the location of the refreshment vehicle and the surrounding buildings on the lot should be accurately described on a plot plan. 2. The use must satisfy the applicable zoning regulations. 3. The refreshment vehicles must not occupy parking spaces required by the buildings already on site. 4. Sufficient parking spaces must be provided to satisfy the zoning regulations determined by the size of the refreshment vehicle. 5. It must be established if a Site Plan Agreement currently affects the property and the refreshment vehicle is provided for in the agreement. <p style="text-align: right;">... 2/.</p>	<p>These procedures were put in place by the Director of Building Controls in an inter-office memo to staff dated April 1, 1987. On December 30, 1991 these procedures were confirmed in another inter-office memo from the Director of Building Controls to Building Inspectors, the By-law Section and the Site Plan Control Section.</p>
CROSS REFERENCES: - Inter-office memo dated December 30, 1991, including an inter-office memo dated April 1, 1987 from the Director of Building Controls to Building Inspectors, By-law Section and Site Plan Control Section.	
DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.
PREPARED BY: I.S. Clarke, CPS, AMCT	

APPROVAL OF REFRESHMENT VEHICLES/CHIP STANDS - continued

HISTORY - continued

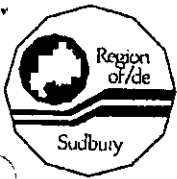
- 2 -

6. The signs erected to advertise the refreshment vehicle activities and/or its menu, must satisfy the applicable zoning regulations.
7. The vehicle must be set back from the property lines to satisfy the current zoning regulations.
8. All seating facilities connected with the refreshment vehicle must be shown on the drawing submitted.
9. The operator is to advise whether or not the refreshment vehicle is to be located at a single site or moved from place to place.

Any questions with respect to this procedure should be to the Chief Building Official.

FEES:

165



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: February 1, 1996	NO. OF PAGES: 1
REVISION DATE: February 1, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Letter of Authorization and Declaration Form	SECTION: Building Services
	GROUP: Building Permit Services & Project Administration
	POSITION: Permit Control Clerk

RESPONSIBILITY FOR CONSTRUCTION PROBLEMS IF BUILDING PERMIT APPLICANT NOT THE PROPERTY OWNER	HISTORY:
<p>Effective immediately, a Declaration Form will be handed out together with a Letter of Authorization when an applicant applies for a building permit on behalf of a property owner. A sample copy of the Declaration and the Letter of Authorization is attached to this procedure.</p> <p>A brief history of what prompted the requirement of signing a Declaration Form is provided in the next column.</p> <p>Attachments (2)</p>	<p>There is a concern about who would be held responsible if construction problems should occur with a particular building project when the permit has been applied for by someone other than the property owner. Would it be the applicant/contractor or the property owner?</p> <p>When applying for a building permit, the applicant must provide Building Permit Services & Project Administration (BPS&PA) with written authorization from the property owner.</p> <p>If the applicant does not have authority from the property owner, past practice has been to hand him/her a Letter of Authorization form which must be filled out by the property owner and submitted to this office prior to the permit being issued.</p> <p>Legal Services has prepared a Declaration form which Permit Control Clerks will hand out to applicants along with the existing Letter of Authorization. Although the Declaration is not a Statutory Declaration, it is felt that it could be used by the Region in case something goes wrong with construction.</p>

CROSS REFERENCES: Legal Opinions (Building Permit Services & Project Administration Files)
 Procedure Manual for Permit Control Clerk, Building Permit Services & Project Administration Section. 160

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: Gisèle Martin, Supervisor Building Permit Services & Project Administration
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LETTER OF AUTHORIZATION

***NOTE: THE INFORMATION REQUESTED BELOW CAN BE OBTAINED FROM YOUR CURRENT TAX BILL.

I/WE, IT _____
ADDRESS _____

Postal Code Phone Number

BEING THE REGISTERED OWNER OF THE BUILDING/LAND LOCATED AT:

ADDRESS:

Area Municipality No. Street Postal Code

LEGAL DESCRIPTION

Parcel Lot Concession Township

SUBDIVISION

Plan Lot

SEVERANCE

Plan Part Assessment Roll Number

GIVE MY PERMISSION TO:

Name of Applicant

Establishment Name No. Street

Municipality Postal Code Phone Number

TO APPLY FOR A BUILDING PERMIT, ON MY BEHALF, TO:

Brief Description of Work

COMMENTS:

Signature of Owner(s)

93-11-08/dd

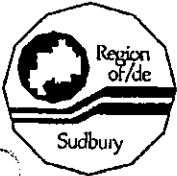
DATED: _____

DECLARATION

I, _____, solemnly declare that the
(Registered Owner)
information above-stated is to the best of my knowledge and belief true, and
acknowledge that the building permit could be revoked if certain procedures of the
Building Code Act are contravened. I further agree to assume responsibility for the
construction unless the agent is performing work as a registered builder under the
Ontario New Home Warranty Program.

Signature of Owner

Signature of Witness



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

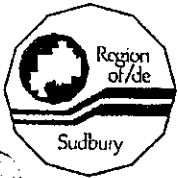
PROCEDURE DOCUMENTATION

EFFECTIVE DATE: August 16, 1996	NO. OF PAGES: 1
REVISION DATE:	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Chief Building Official	SECTION: Building Services
	GROUP: Inspectors/Permit Control Group
	POSITION: Inspectors/Permit Control Clerks

OCCUPANCY PERMITS FOR BUILDING SUBJECT TO SITE PLAN CONTROL	HISTORY:
<p>This procedure pertains to issuance of occupancy permits for buildings that are:</p> <ul style="list-style-type: none"> (1) subject to site plan control and/or (2) designed by an architect and/or engineer. <p>Occupancy permits will be issued only after the inspector has received confirmation that the building is appropriate for occupancy from the agencies listed below:</p> <ul style="list-style-type: none"> 1. Project Engineer(s) <ul style="list-style-type: none"> (a) Mechanical (b) Electrical (c) Structural 2. Applicable Hydro Authority 3. Applicable Fire Authority 4. Region's Engineering Support Section 5. Region's Site Plan Control Officer 6. Centra Gas (Where Applicable) 7. Final Plumbing Certificate 	<p>It has been found necessary to develop a procedure to deal with the issuance of Occupancy Permits for buildings designed by Engineers/Architects, that are subject to Site Plan Control.</p>

CROSS REFERENCES:

DEPARTMENT HEAD W.F. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: April 21, 1992

NO. OF PAGES: 1

REVISION DATE: August 20, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Directive from the Director of Building Controls

GROUP: Permit Control Group

POSITION: Permit Controls Clerks

ISSUANCE OF PLUMBING PERMITS

HISTORY:

1. Plumbing Permits are **not** to be issued where the project requires a Building Permit, until the building permit is issued.
2. Plumbing Permits are to be checked against the Building Permit to make certain that the number of units coincide exactly. The Plumbing Permit is **not** to be issued unless the issuer is satisfied that the number of units shown on the Plumbing Permit matches the number of units shown on the Building Permit.

FEES:

- \$8.30 Basic Fee
- \$4.10 for each fixture
- \$1.85 for each stack including rainwater leaders
- \$1.85 for each floor drain
- \$5.50 for each building drain
- \$1.85 for each hot water tank
- \$5.50 for each sewage lift pump
- \$9.00 for each conversion from a septic system to communal or municipal sewers and/or each conversion from a private water well to a communal or municipal waterworks

CROSS REFERENCES: Memo dated April 21, 1992 to Staff from the Director of Building Controls By-law 95-55B (being a By-law to amend By-law 94-400B) being a by-law respecting construction, demolition, change of use permits, inspections and fees.

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.F. Lautenbach

G.A. Mazza, P.Eng.

I.S. Clarke, CPS, AMCT

170



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

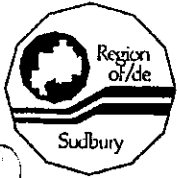
PROCEDURE DOCUMENTATION

EFFECTIVE DATE: October 3, 1994	NO. OF PAGES: 1
REVISION DATE: August 20, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Director of Building Controls	SECTION: Building Services
	GROUP: Inspection/Plans Examination/Permit Control & Project Administration
	POSITION: Inspectors/Plans Examiners/Permit Control Clerks

ISSUANCE OF BUILDING PERMITS FOR WINTER CONSTRUCTION	HISTORY:
<p>When cold weather is fast approaching it is necessary to remember that every effort should be made to ensure that permits are issued without undue delay.</p> <p>Costs to construct during the winter months sky rocket and the builders sometimes need to be reminded that they have to provide the approvals promptly in order that we may assist them in getting their permits without delay.</p>	<p>As construction costs become quite expensive during the winter months this procedure has been developed to ensure that permits are issued without undue delay and builders can proceed with their projects in a speedy manner.</p>

CROSS REFERENCES: Inter-office memo dated October 3, 1994 from the Director of Building Controls to Building controls Staff.

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY:
W.E. Lautenbach	G.A. Mazza, P.Eng.	I.S. Clarke, CPS, AMCT



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: January 1988	NO. OF PAGES: 2
REVISION DATE: August 27, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: In-house established procedure	SECTION: Building Services
	GROUP: Inspection/Plans Examination/Permit Control & Project Administration
	POSITION: Inspectors/Plans Examiners/Permit Control Clerks

HOUSING CONSTRUCTION IN ADVANCE OF SERVICING	HISTORY:
<p>A maximum of four (4) homes will be permitted in any one subdivision, subject to the following conditions:</p> <ol style="list-style-type: none"> 1. The lots must be within a draft approved or registered plan of subdivision 2. The building sites must abut an open public road where municipal sewer and water services are available, and access for housing contractors will be restricted to the open public road 3. Homes will only be permitted on those sites which, with the approval of the Land Division Committee, could be created as lots with frontage on an open public road and further, where the balance of the lands will have a minimum of sixty-six (66) feet frontage on an open public road. (This is necessary to ensure that parcels do not become landlocked and could eventually be developed should the subdivision not proceed.) 4. Building permit applications for sites within draft approved plans of subdivision must be accompanied by sufficient survey evidence to ensure that the structure's location will comply with the zoning by-law once the lots are registered 5. The owner will be required to enter into such agreements as may be deemed necessary to protect City and Regional interests <p style="text-align: right;">... 2/.</p>	<p>From time to time a contractor may request a permit for housing construction in a subdivision in advance of servicing.</p> <p>This procedure has been developed in order to properly deal with such a request.</p>

CROSS REFERENCES:

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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HOUSING CONSTRUCTION IN ADVANCE OF SERVICING
continued

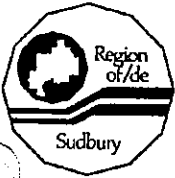
HISTORY - continued

- 2 -

6. Each request will be dealt with on its own merits and where it is felt that municipal interests cannot be adequately protected the request will not be granted
7. Where necessary, the proponent shall submit a rezoning application in order to permit more than one structure on one parcel of land
8. The proponent shall be responsible for preparation and, where necessary, registration of any legal documents and/or agreements that may be required.

FEES:

173



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: February 18, 1993	NO. OF PAGES: 1
REVISION DATE: August 27, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Director of Building Controls	SECTION: Building Services
	GROUP: Inspection/Permit Control and Project Administration
	POSITION: Inspectors/Permit Control Clerks

OFFICE AUTOMATION SYSTEM PROCEDURES BUILDING PERMIT APPROVALS	HISTORY:
<p>Where a Building Permit is to be issued for <u>only</u> the foundations or a portion of the building, the application will have been supported by comments from the commenting agencies which advise that only a <u>part</u> of the building is being approved.</p> <p>If a partial permit is to be issued:</p> <ul style="list-style-type: none"> (a) the approvals that are incomplete are to contain a notation on the approval screen as follows: "SEE NOTES" (b) the notes field screen is to contain a message that reads as follows: <ul style="list-style-type: none"> - partial permit issued only - approvals must be received before issuing any new permits (c) as subsequent permits are issued the notes field screen should be advised accordingly. <p>FINAL PERMIT ISSUED DATE: _____</p>	<p>It is necessary to exercise caution with respect to inputting the required information into the computer where a building permit is to be issued for <u>only</u> the foundations or a portion of the building. This procedure has been developed to deal with these situations.</p>

CROSS REFERENCES: Inter-office memo dated February 18, 1993 from the Director of Building Controls to Permit Control Clerks.

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: February 4, 1994

NO. OF PAGES: 1

REVISION DATE: August 27, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Ontario Building Code Act

GROUP: Plans Examination/Permit Control & Project Administration

POSITION: Plans Examiners/Permit Control Clerks

INDUSTRIAL BUILDINGS- PERMIT APPLICATIONS

HISTORY:

The Ontario Ministry of Labour requires submission of plans as follows:
 for Industrial Buildings (Ontario Building Code, Group F, Divisions 1, 2 and 3)
 and
 for Arenas with fixed spectator seating and long span roof members (Ontario Building Code, Group A, Division 3) i.e. skating arenas and curling arenas

Ontario Ministry of Labour approval of plans is required for construction of certain buildings. This procedure has been developed to address this requirement.

Further information may be obtained from:

Ontario Ministry of Labour
 Professional & Specialized Services
 19 Larch Street, 6th Floor
 Sudbury, ON P3E 5P9

Telephone: 675-4479

CROSS REFERENCES: Letter dated February 4, 1994 from the Regional Engineer from the Sudbury office of the Ministry of Labour to the Permit Controls Department

DEPARTMENT HEAD

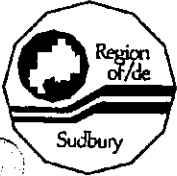
SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

I.S. Clarke, CPS, AMCT



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: December 2, 1992

NO. OF PAGES: 1

REVISION DATE: August 27, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Directive from the Director of Building Controls

GROUP: Inspection/Plans Examination/Permit Control & Project Administration

POSITION: Inspectors/Plans Examiners/Permit Control Clerks

DECISIONS RENDERED BY THE COMMITTEE OF ADJUSTMENT - MINOR VARIANCES

HISTORY:

Prior to issuance of a Building Permit, conditions rendered by the Committee of Adjustment with respect to a minor variance should be reviewed since they may have an effect on the issuance of the permit.

From time the time the Committee of Adjustment will render a decision on a minor variance that contains a condition affecting the variance. These conditions may have an effect on the issuance of a building permit and should therefore be very carefully reviewed prior to issuance of the Permit.

Following is an example of a decision rendered by the Committee of Adjustment that includes a condition that read as follows:

"That the owner maintain proper clearance from overhead conductors to the satisfaction of Sudbury Hydro; should line relocation be necessary in this regard, the owner/applicant will be responsible for all costs to relocate the existing plant, including engineering and legal fees."

This procedure has been developed to emphasize the importance of carefully scrutinizing Committee of Adjustment decisions.

Please note that the condition cannot be satisfied prior to construction.

It is the responsibility of the issuer of the Building Permit to alert the constructor to the content of the condition.

In a situation as described in the above example, this office should advise the owner/applicant, **BEFORE** a permit is issued, that it is his/her responsibility to write to Sudbury Hydro to acknowledge the condition and to advise that he/she would seek Hydro approval before occupying the building.

CROSS REFERENCES: Inter-office memo dated December 2, 1991 from the Director of Building Controls to Inspectors and Permit Control Clerks

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

I.S. Clarke, CPS, AMCT

- 176



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: July 22, 1996	NO. OF PAGES: 1
REVISION DATE:	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Supervisor of Building Permit Services and Project Administration	SECTION: Building Services
	GROUP: Inspectors/Permit Control & Administration
	POSITION: Clerk-Typists & Clerk-typist/Receptionist

REQUESTS FOR BUILDING INSPECTIONS	HISTORY:
<p>Please note that when requests for inspections are received from the public and in particular engineering firms or an engineer, every attempt must be made to accommodate such requests.</p> <p>If at any time problems are encountered to accommodate inspection requests from the public and in particular engineering firms, it is most important that the Chief Building Official or the Inspector in charge of setting up calls (or the Supervisor Building Permit Services and Project Administration should the Chief Building Official or the Inspector in charge of setting up calls not be available) is immediately notified of the situation. By following this instruction it will be possible to make arrangements to conduct these inspections on the date(s) requested.</p> <p>Requests for inspections that cannot be accommodated should be logged in the "Inspection Log Binder." The name of the caller, telephone number, type of inspection requested, building permit number and requested date of inspection should be recorded.</p> <p>The response to a query as to whether an engineer can conduct inspection in place of Building Inspectors, should be that Building Services must firstly be given the right of refusal before an Engineer is allowed to conduct his own inspection on behalf of a client. If Building Services cannot accommodate the inspection for the requested date of inspection, THEN AND ONLY THEN can an engineer have the right to conduct his/her own inspection.</p> <p>Any questions with respect to this procedure should be directed to the Supervisor Building Permit Services and Project Administration.</p>	<p>Building Services is responsible to review on-site construction to ensure building projects are being built according to plans and information submitted in order to avoid problems in the field. Building Services must firstly be given the right of refusal before an engineer is allowed to conduct his own inspection on behalf of a client.</p> <p>The realization that some engineering firms circumvent the inspection of certain building projects, by conducting their own inspections and then submitting engineering reports to the Building Services Section, has necessitated the implementation of this procedure.</p>

CROSS REFERENCES: Memo dated July 22, 1996 to Clerk-Typist/Receptionist and Clerk-Typists in the Building Permit Services and Project Administration Section.

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: 177 Gisèle Martin, Supervisor Building Permit Services & Project Administration
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REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

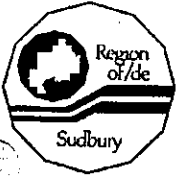
PROCEDURE DOCUMENTATION

EFFECTIVE DATE: May 14, 1996	NO. OF PAGES: 1
REVISION DATE:	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Supervisor, Building Permit Services and Project Administration	SECTION: Building Services
	GROUP: Permit Control Group
	POSITION: Permit Control Clerks

APPROVAL CONSTRUCTION PLANS	HISTORY:
<p>The approval of construction plans is beyond the scope of the Permit Control Clerks' job description. Therefore, under no circumstances, are Permit Control Clerks to sign off "pre-approved" construction drawings in place of a plans examiner</p>	<p>It has been noted that Permit Control Clerks sometimes approve "pre-approved" construction plans on behalf of plans examiners. As this is not within their Job Description, this directive is intended to put an end to this practice.</p>

CROSS REFERENCES: Memo dated May 14, 1996, to the Permit Control Clerks from the Supervisor Building Permit Services & Project Administration

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY: 178
W.E. Lautenbach	G.A. Mazza, P.Eng.	Gisèle Martin, Supervisor Building Permit Services & Project Administration



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: February 9, 1993	NO. OF PAGES: 2
REVISION DATE: August 27, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Building Code Act AND Ministry of the Environment Act	SECTION: Building Services
	GROUP: Inspection/Plans Examination/Permit Control & Project Administration
	POSITION: Inspectors/Plans Examiners/Permit Control Clerks

APPLICABLE LAW - ADMINISTRATIVE PROCEDURES	HISTORY:
<p>1. The Ministry of the Environment is extremely interested in any activity that results in the discharge of emissions into the air, e.g. body shops, restaurants, hearing systems, i.e., where there are large boilers but exempting small residential buildings/some of the smaller projects and exhaust fans.</p> <p>COMMENT: (it will be a matter of judgement whether residential buildings will require MOE approval)</p> <p>Buildings located on waste disposal sites must receive MOE approval (The Ministry of the Environment will provide Building Services with a set of maps showing location of the waste disposal sites. Ministry's interest is in recycling, storage and disposition of waste materials, particularly liquid and industrial waste such as oil, lubricants, etc.)</p> <p>2. Liquid chemicals must not be dumped without the site first having received approval from the Ministry. This includes bus depots, small industrial buildings, paint processing plants, machine shops, etc.</p> <p style="text-align: right;">... 2/.</p>	<p>The regulations under the Ministry of the Environment Act are deemed to be applicable law as described in the Building Code Act. This requires that extreme caution must be exercised before issuing a building permit and that the requirements of the Ministry of the Environment as they affect proposed construction must be included.</p> <p>On February 4, 1993 the Director of Building Controls met with the Ontario Ministry of the Environment's Acting District Supervisor and Junior Environmental Officer to discuss the regulations under the Ministry of the Environment Act as they affect the issuance of building permits. This procedure has been developed to include the requirements of the Ontario Ministry of the Environment as they affect proposed construction.</p>

CROSS REFERENCES: Inter-office memo dated February 9, 1993 to staff from the Director of Building Controls

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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- 2 -

2. continued

It was agreed that virtually every **industrial/commercial building** should be reviewed by the Ministry of the Environment before a building permit is issued.

The Ministry of the Environment will make every effort to expedite the turnaround time for their approval.

The Ministry of the Environment attempts to monitor the activity at waste disposal sites/hazardous material depositories.

The Regional Municipality of Sudbury issues **demolition permits** subject to approval by the Ministry of the Environment.

Because of its interest in large septic systems, large amounts of water should be reviewed by the Ministry of the Environment.

FEES:

180

OFFICE PROCEDURES

SUBJECT

PURSUANT TO

Letters to Regional Elected Officials

Memo from Director of Building Controls

Public Contact

Public Relations Policy

Acceptance of Gifts, Favours & Gratuities - Rules
of Conduct

Regional Conflict of Interest Policy

Fire Evacuation Procedure

Memo from Regional Safety Officer

Ordering Office Supplies & Signing Authority

Notice from the Secretary to the Commissioner
of Planning and Development

Booking Committee Room C16

Notice from the Commissioner of Health &
Social Services

Provision of Information to and Interviews by Media

Established Office Policy

/isc
August 28, 1996



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: October 3, 1979	NO. OF PAGES: 1
REVISION DATE: March 26, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Office Procedure	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Services Staff

LETTERS TO REGIONAL ELECTED OFFICIALS	HISTORY:
<p>All correspondence directed to Regional elected officials are to bear the signature of the Chief Building Official or the Commissioner of Planning and Development, depending on the nature and content of the correspondence.</p>	

CROSS REFERENCES:
Inter Office Memo, dated August 15, 1979, from the Director of Building Controls

DEPARTMENT HEAD E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY:
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REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: August 29, 1979	NO. OF PAGES: 1
REVISION DATE: March 26, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Regional Conflict of Interest Policy	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspectors (and all Section Staff)

ACCEPTANCE OF GIFTS, FAVOURS & GRATUITIES	HISTORY:
<p>The Building Inspector has no option but to refuse gifts, gratuities or favours from those they deal with on a professional basis in connection with the activities of the Building Services Section.</p> <p>Should you receive a gift and find it inconvenient to return, arrangements will be made in the office to have the gift returned to the sender and to include an appropriate note of thanks.</p> <p>The acceptance of any gift, favour or gratuity is considered a serious breach of the rules of conduct for a Building Inspector. You are instructed to report any complaints respecting this matter to the attention of the Chief Building Official.</p>	History section is currently blank

CROSS REFERENCES:

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: 184
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REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: October 9, 1979

NO. OF PAGES: 2

REVISION DATE: March 27, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Office Procedure

GROUP: Inspectors

POSITION: All Building Services Staff

FIRE EVACUATION PROCEDURE

HISTORY:

Although the best "Fire Prevention Procedure" is to follow good safe work habits and carry out periodic inspections of equipment and work areas, it is still possible for a fire to start for numerous reasons.

Following are the fire evacuation procedure and the routes that should be followed in the event the Fire Alarm sounds:

1. The Fire Alarm has two (2) speeds: 20 "dings" per minute and 120 "dings" per minute.
 When you hear the **slow speed** that is the sign to prepare to evacuate. Secure your area, put your coats and boots on (in winter time), alert those around you and stand by.
 When the **fast speed** starts after the slow speed, or if it commences right away, that is the signal that you have to evacuate the building using the designated fire routes.
2. Every area has one Fire Warden appointed. The fire warden ensures that every one leaves the building from their appointed area. The fire warden proceeds to the Information Desk to await further instructions and to advise people when they can re-enter the building and return to work.
3. The Maintenance Staff shall, as soon as possible, advise the fire wardens at the information desk of what is happening and when the employees can return to their desks.

... 2/.

CROSS REFERENCES:

Inter Office correspondence, dated May 9, 1979, from the Regional Safety Officer

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

E. Lautenbach

G.A. Mazza, P.Eng.

185

- 2 -

A person, on discovering a fire, shall alert the people in the immediate area, immediately sound the nearest fire alarm, and advise the switchboard of the location of the fire.

If the fire is small enough, the designated Fire Warden will fight the fire using the closest available fire extinguisher. If the fire is not a small one, evacuate the building immediately, using the designated fire escape routes.

DO NOT USE ELEVATORS.

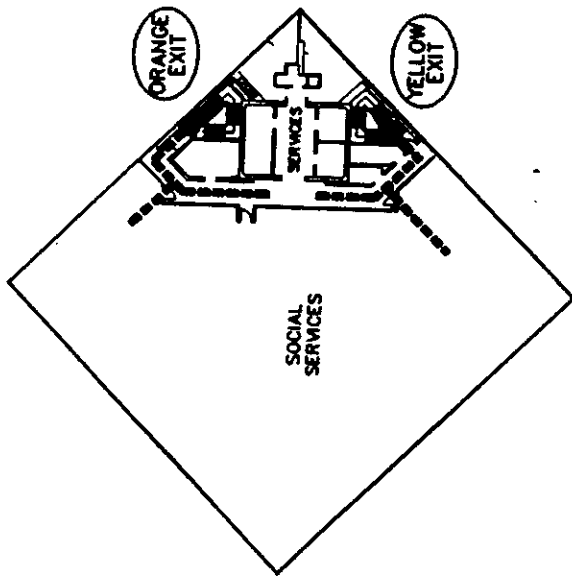
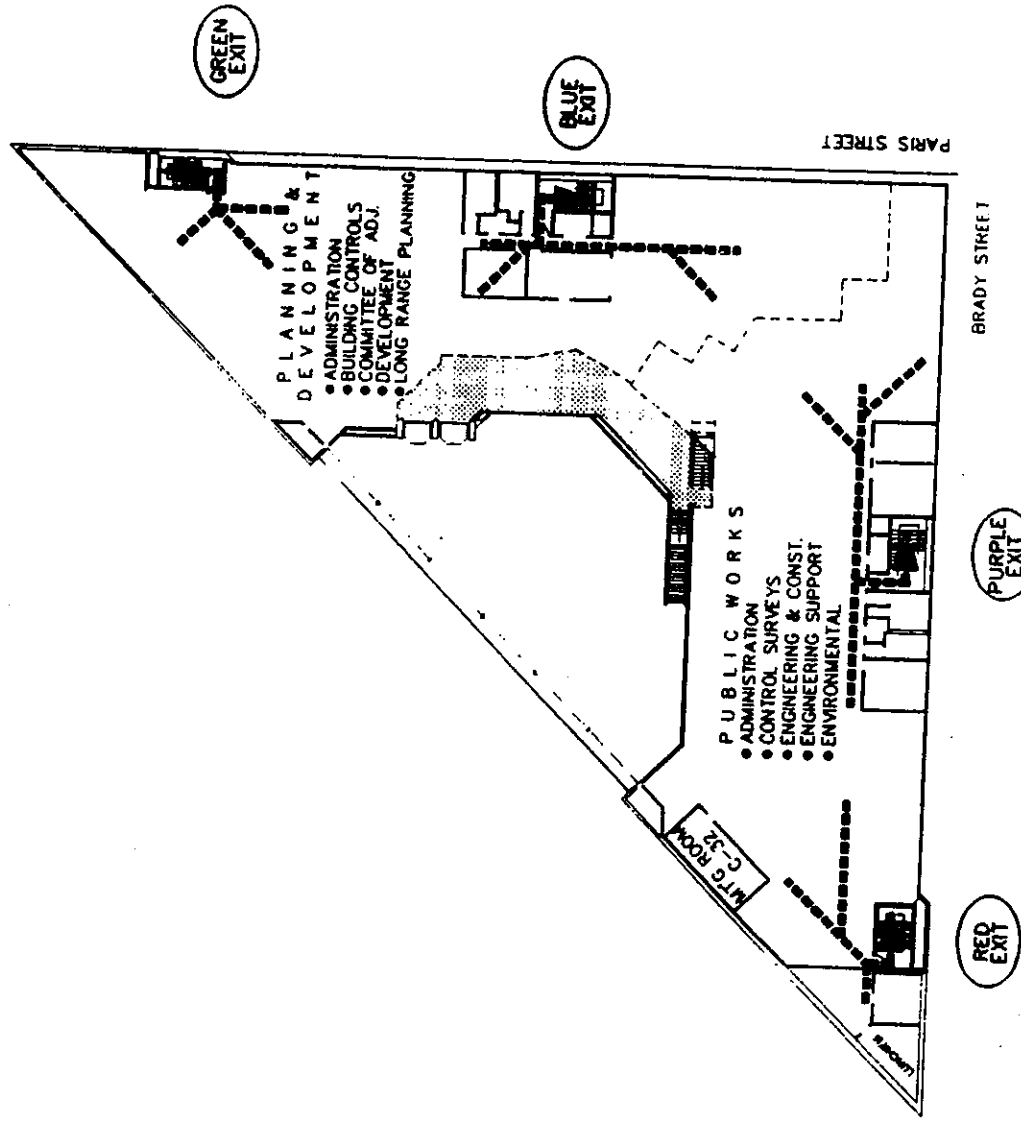
Department, Division and Section Heads will ensure that all their personnel are accounted for.

The Fire Chief, or his representative, will be in charge of all Fire Fighting.

ONLY RETURN TO THE BUILDING AFTER THE "ALL CLEAR" HAS BEEN SOUNDED.

EES:

186



	CIVIC SQUARE 3rd FLOOR PLAN FIRE ROUTES		
	DRAWN BY W J K DATE 1985-09-22 SCALE 1" = 50' APP'D	REVISION No. REV DATE CAD/FILE No.	A1726-4 4 OF 6
	187		



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

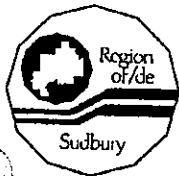
EFFECTIVE DATE: September 13, 1995	NO. OF PAGES: 1
REVISION DATE:	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Notice from the Secretary to the Commissioner of Planning & Development	SECTION: Building Services
	GROUP: All Building Services Staff
	POSITION: All Building Services Staff

ORDERING OFFICE SUPPLIES & SIGNING AUTHORITY	HISTORY:														
<p>The following persons in the Planning and Development have signing authority for accounts payable:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">W.E. (Bill) Lautenbach</td> <td style="width: 50%;">Guido Mazza</td> </tr> <tr> <td>Terri Korzeniecki</td> <td>Gisèle Martin</td> </tr> <tr> <td>Jill Gagnon</td> <td>Kerry Scott</td> </tr> <tr> <td></td> <td>Cleo Barnard</td> </tr> </table> <p>Ordering Supplies and General Items For:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Planning Section:</td> <td style="width: 50%;">Jill Gagnon</td> </tr> <tr> <td>Building Services Section:</td> <td>Kerry Scott</td> </tr> <tr> <td>By-law Enforcement Section:</td> <td>Cleo Barnard</td> </tr> </table> <p>It should be noted that Jill Gagnon, Kerry Scott and Cleo Barnard will be backup to each other should one of them not be available to order general supplies for their Section.</p> <p>It should also be noted that Section Head Approval is required for any ONE item over \$100.00.</p> <p>All staff should be aware that it is their responsibility if they take the last of any item from storage to bring the empty box (or container) to and advise the respective person in their Section that the item needs to be ordered.</p> <p>Any questions with respect to this procedure should be directed to the Secretary to the Commissioner of Planning & Development.</p>	W.E. (Bill) Lautenbach	Guido Mazza	Terri Korzeniecki	Gisèle Martin	Jill Gagnon	Kerry Scott		Cleo Barnard	Planning Section:	Jill Gagnon	Building Services Section:	Kerry Scott	By-law Enforcement Section:	Cleo Barnard	<p>The reorganization of the Planning Department has necessitated the development of this procedure in order that ordering of supplies and signing authority can be dealt with in the most expeditious manner.</p>
W.E. (Bill) Lautenbach	Guido Mazza														
Terri Korzeniecki	Gisèle Martin														
Jill Gagnon	Kerry Scott														
	Cleo Barnard														
Planning Section:	Jill Gagnon														
Building Services Section:	Kerry Scott														
By-law Enforcement Section:	Cleo Barnard														

CROSS REFERENCES: Inter-office memo dated September 13, 1995 from the Secretary to the Commissioner of Planning & Development

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY:
W.E. Lautenbach	G.A. Mazza, P.Eng.	I.S. Clarke, CPS, AMCT

100



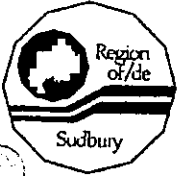
REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: July 31, 1995	NO. OF PAGES:
REVISION DATE:	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Notice from the Commissioner of Health & Social Services	SECTION: Building Services
	GROUP: All Building Services Staff
	POSITION: All Building Services Staff

BOOKING COMMITTEE ROOM C16	HISTORY:
<p>Committee Room C16 may be booked by contacting Luisa Rinaldi at extension 565.</p> <p>Room C16 is located on the 1st floor of the West Tower across from Seven Seas Travel. This room can accommodate approximately 16 persons.</p>	<p>From time to time it is necessary to book Meeting Room C16. Relocation of Departments within the Civic Square complex necessitated the development of this procedure.</p>

CROSS REFERENCES: Inter-office memo dated July 31, 1995 from the Commissioner of Health & Social Services.

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 10, 1992

NO. OF PAGES: 1

REVISION DATE: August 21, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services Section

Established office policy

GROUP: All Staff

POSITION: All Section Staff

PROVISION OF INFORMATION TO AND INTERVIEWS BY MEDIA

HISTORY:

Spokes persons for the Department, effective immediately, are the Department Head and the Section Heads.

From time to time members of the media will contact a regional employee for the purpose of gaining information or interviewing that employee on a specific subject.

Information to be provided to or interviews by the media shall be brought to the Department Head's attention prior to the event taking place, if at all possible. If this cannot be achieved, notification should be directed to the Department Head as early as possible following the event.

This procedure is deemed necessary to ensure appropriate and uniform response to the media.

At **no time** are employees below the level of Section Heads to provide information to or be interviewed by the media without first receiving the Department Head's **prior** approval.

During the absence of the Section Head any requests for information or interviews are to be referred to the Department Head or the acting Department Head in the former's absence.

CROSS REFERENCES: Inter-office memo dated September 10, 1992 from the Regional Engineer to the Divisions Heads

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

I.S. Clarke, CPS, AMCT

190

PERSONNEL ADMINISTRATION

SUBJECT

Staffing Policy

Staff Review Policy/Attrition

Policy and Administrative Detail Relating to
Vacation Accrual for Unionized Individuals Relieving
in Non-Union Positions

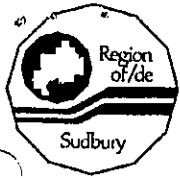
PURSUANT TO

Memo from Chief Administrative Officer

Memo from Chief Administrative Officer

Memo from Regional Benefits Officer

/isc
August 28, 1996



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: November 9, 1995	NO. OF PAGES: 3
REVISION DATE: August 13, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Chief Administrative Officer	SECTION: Building Services
	GROUP: Section Heads
	POSITION: Chief Building Official/Supervisor Permit Control

STAFFING POLICY	HISTORY:
<p>Given the facts that the Provincial Government will make announcements on reductions to provincial Transfer Grants to the municipal sector some time in November of 1995 and that the Region may be facing a deficit, the following measures are to be implemented immediately:</p> <ul style="list-style-type: none"> • All overtime is to be eliminated for the balance of the year unless deemed absolutely necessary; • All departments are to eliminate discretionary expenditures for the balance of the year unless essential; • The Financial Services Division is to monitor all budget accounts regularly as a control mechanism, and any problem areas are to be brought to the attention of the Commissioner of Corporate Services for immediate action; • Retroactive to October 17th, 1995 the Staffing Policy that was approved by Regional Council on September 8th, 1993 is reinstated. <p style="text-align: right;">... 2/.</p>	<p>Regional Council defeated the Resolution which would require that all further hiring of Full-time and Part-time Regional Employees be approved by Regional Council through the Finance Committee. Nevertheless Council's intent clearly is that "during this time of uncertainty, and in light of the Provincial Government Cuts that are to be announced at the end of November 1995, every vacancy must be carefully scrutinized and justified, and there are to be no surprises!!"</p> <p>Therefore, the STAFFING POLICY outlined in the memo dated October 20, 1995 from the Chief Administrative Officer entitled "Administrative Measures taken to Prepare for the Severe Cuts by the Provincial Government" is to be effective November 9th, 1995.</p>

CROSS REFERENCES:
Inter-office memo dated November 16, 1995, from the Chief Administrative Officer (including the memo dated October 20, 1995)

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: 192

- 2 -

In summary, this states:

FULL TIME POSITIONS

"Specifically, for all full-time positions that become vacant, and for which a replacement is requested, the following process will be carried out:

The supervisor in the area involved must prepare a report outlining:

- What functions are performed by this position?
- Is the position required?
- What happens if the position is not filled?
- What functions will be left undone if the position is not filled, and what are the consequences?
- Can the job be performed by others within the department or within the Corporation?
- Can the job be performed in some other manner?

This report is to be presented to the C.A.O. and the Regional Personnel Director by the Commissioner requesting the replacement, and only after approval has been received from this Committee, can a position be filled.

In an attempt to further ensure that staffing levels are maintained, and hiring is done only when absolutely necessary, we have also initiated a process whereby all part-time or temporary placements of an extended period must also be reviewed and justified. In this process, although logistics do not allow for the C.A.O. and the Director of Human Resources to review every part-time or temporary vacancy as it becomes available, the department must adhere to the following process.

... 3/.

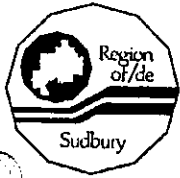
FEES:

- 3 -

PART TIME/TEMPORARY POSITIONS:

- The Commissioner must review every position vacancy and potential hiring in earnest with the intent of finding better or more imaginative and cost-effective ways of performing these essential functions.
- If it is determined that the position is required, then the position may be filled at the discretion of the Commissioner provided it is within the authorized complement and that there are dollars available within the applicable budget salary account.
- By the 10th of each month commencing November 10th, 1995, each department who filled any of these part-time/temporary positions will submit to the C.A.O.'s office a report outlining:
 1. Position(s) filled and the duration;
 2. A statement indicating the functions of the position(s);
 3. What would have happened if the position(s) had not been filled?
 4. What other alternatives were reviewed prior to a decision to fill?"

FEES:



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 28, 1993	NO. OF PAGES: 2
REVISION DATE: August 13, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Chief Administrative Officer	SECTION: Building Services
	GROUP: Section Heads
	POSITION: Chief Building Official/Supervisor Permit Control

STAFF REVIEW POLICY/ATTRITION	HISTORY:
<p>In keeping with the discussions surrounding Regional Council's acceptance of Resolution #93-547 (See under HISTORY), the uncertainty as it relates to the Region's year-end Budget Position, vis-a-vis deficit, and the absolute necessity that we not run a deficit in 1993, the Staff Review Policy/Attrition is amended effective SEPTEMBER 28TH, 1993 to read:</p> <p style="padding-left: 40px;">The following Procedure is to be carried out for:</p> <p style="padding-left: 40px;">All Full-time Positions which become vacant, and for which a replacement is requested:</p> <ul style="list-style-type: none"> - All Temporary placements in excess of twenty-five days; and - All Temporary Positions for which an extension is requested <p>The Supervisor in the area involved must prepare a Report outlining:</p> <ol style="list-style-type: none"> 1) What functions are performed by this Position? 2) Is the Position required? 3) What happens if the position is not filled? 4) What functions will be left undone if the Position is not filled, and what are the consequences? <p style="text-align: right; margin-right: 20px;">... 2/</p>	<p>On September 8, 1993 Regional Council passed resolution #93-547 which reads as follows:</p> <p style="padding-left: 20px;">"That Council Resolution #93-432, Part 2 be rescinded; and</p> <p style="padding-left: 20px;">That we return to the Staff Review Policy in place prior to the Social Contract Act. Specifically, that the policy as outlined in the C.A.O.'s report to Council dated June 19, 1992, Staff Review Policy/Attrition, and as re-emphasized in the C.A.O.'s report dated September 3rd, 1993, be re-implemented."</p>

CROSS REFERENCES:
Inter-office memo dated September 28, 1993, from the Chief Administrative Officer

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: <div style="text-align: right; font-size: 1.5em;">195</div>
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- 2 -

- 5) Can the job be performed by others within the Department or within the Corporation?
- 6) Can the job be performed in some other manner?

This Report is to be presented to the Chief Administrative Officer and the Regional Personnel Director by the Department Head requesting the Position placement, and a Position can be filled only after approval has been received from this Committee.

In an attempt to further ensure staffing levels are maintained and placements only occur when absolutely necessary:

- 1) The "decision maker" must review every Position placement in earnest with the intent of finding better and more imaginative and cost-effective ways of performing these essential functions.
- 2) If it is determined that the short-term placement (less than twenty-five (25) days) is required, then the Position may be filled at the discretion of the "decision maker" provided it is within the Authorized Complement, and that there are dollars available within the applicable Budget Salary Account.

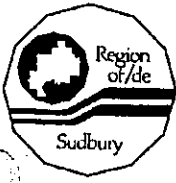
For clarity purposes, it is pointed out that all Position placements which fall within the aforementioned criteria, with the exception of those listed below, must flow through the Amended Procedure. The exceptions to this Procedure are:

- a) fifteen (15) Temporary Labourer Positions approved for the period September 1993 to April 1994;
- b) one (1) approved Temporary/Contract placement of Environmental Control Officer - Recycling/Reuse.

It is believed that this Procedure will be successful in maintaining just enough staff to allow the Region to carry out the necessary work plans and levels of service approved by Regional Council, and as well, to prepare us for the Organizational Review and the 1994 Budgetary Process.

FEES:

196



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 28, 1993	NO. OF PAGES: 2
REVISION DATE: August 13, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Benefits Officer	SECTION: Building Services
	GROUP: Section Heads
	POSITION: Chief Building Official/Supervisor Permit Control/Secretary to the Chief Building Official

VACATION ACCRUAL FOR UNIONIZED STAFF RELIEVING IN A NON-UNION POSITION	HISTORY:
<p>For any Local 207 or Local 6 employees who relieved in a non-union position for four (4) continuous pay periods (2 months) or longer, a memo should be forwarded to the Region's Benefits Officer. This memo should indicate how the employee(s) will take the resulting vacation accrual for such relief period.</p> <p>Attached is a copy of the policy, effective October 18, 1993, entitled "POLICY AND ADMINISTRATIVE DETAIL RELATING TO VACATION ACCRUALS FOR UNIONIZED INDIVIDUALS RELIEVING IN NON-UNION POSITIONS."</p> <p>It is necessary for the supervisor to discuss the following options (with the Department Head's concurrence) with the employee(s) concerned:</p> <ul style="list-style-type: none"> (A) Pay in lieu at relieving rate of pay; (B) Take accrued vacation days before the end of the year of accrual; (C) Carry over the accrued vacation into the following year. <p>The Benefits Officer then requires the following particulars regarding each employee who accrued vacation in accordance with the policy:</p> <ul style="list-style-type: none"> (1) Employee Name (2) Department and Employee Number (3) Period of Relief in Non-Union Position (4) Option taken by employee with Department Head's concurrence as outlined under (A), (B) or (C) above. <p style="text-align: right;">... 2/</p>	<p>From time to time Regional Department Heads find it necessary to have persons, who are employed in Non-Union Positions, relieve other persons within their department whose positions do not fall within the Union's jurisdiction.</p> <p>As this practice affects the relieving persons' vacation accrual, the necessary policy was developed to compensate the persons in the relieving positions in a fair manner</p>

CROSS REFERENCES:
Inter-office memo dated September 28, 1993, from the Benefits Officer

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: 197
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**VACATION ACCRUAL FOR UNIONIZED STAFF
RELIEVING IN A NON-UNION POSITION - continued**

HISTORY - continued

- 2 -

Vacation Accrual is based on the number of months an employee is relieving in the Non-Union position and the accrual is as follows:

2 MONTHS = 1 DAYS	7 MONTHS = 3 DAYS
3 MONTHS = 1.5 DAYS	8 MONTHS = 3.5 DAYS
4 MONTHS = 2 DAYS	9 MONTHS = 4 DAYS
5 MONTHS = 2 DAYS	10 MONTHS = 4.5 DAYS
6 MONTHS = 2.5 DAYS	11 MONTHS = 5 DAYS
	12 MONTHS = 5 DAYS

Attachment: Policy and Administrative Detail Relating to Vacation Accruals for Unionized Individuals relieving in Non-Union Positions.

FEES:

198

**POLICY AND ADMINISTRATIVE DETAIL RELATING TO
VACATION ACCRUALS FOR UNIONIZED INDIVIDUALS
RELIEVING IN NON-UNION POSITIONS**

The following Policy was implemented on JANUARY 1st, 1990:

When an Unionized Employee relieves in a Non-Union Position or is the Successful Applicant to a Non-Union Job Opportunity and the period is for a minimum of two (2) continuous months (four (4) continuous pay periods), he/she, at the discretion of the Department Head, shall either:

Accrue additional vacation days of up to a maximum of five (5) days per year (twelve (12) months), for the full period of continuous relief based on the number of completed pay periods of relief;

OR

shall be paid the equivalent.

ADMINISTRATIVE DETAIL

- 1) Periods of relief must be consecutive and are not cumulative.
- 2) Once the individual has worked in the relieving period for two (2) months (four (4) consecutive pay periods), the calculation of additional Vacation Days/Payment in Lieu shall be retro-active to the first day of relief.
- 3) Should the Department Head choose the accrual of Vacation Days, these days are to be taken during the calendar year of accrual or in the next calendar year as per supervisory approval.
- 4) Should the Department Head choose "Payment in Lieu", this payment will be made at the end of the relieving period and will be paid at the relieving rate.

**POLICY AND ADMINISTRATIVE DETAIL RELATING TO
VACATION ACCRUALS FOR UNIONIZED INDIVIDUALS
RELIEVING IN NON-UNION POSITIONS**

5) **For Vacation Entitlement Purposes:**

Immediately following the period of relief in the Non-Union Position, the Regional Personnel Department is to be advised BY LETTER of the methods by which the Employee will receive the accrued vacation; and, the options (with the concurrence of the Department Head) are:

- a) Pay-in-Lieu at his/her Relieving Rate of Pay to be paid immediately following the completion of the period in the Non-Union Position;
- b) Take accrued vacation days before the end of the year in which the vacation was accrued;
- c) Carry over the accrued vacation into the immediate following year for the purpose of taking the accrued vacation in days off in that year.

The LETTER must contain the following particulars:

- 1) Employee Name;
- 2) Department and Employee Number;
- 3) Period of relief in Non-Union Position;
- 4) Option taken by Employee with concurrence of Department Head as outlined under (a), (b) or (c) above;
- 5) Account Number to which the Vacation is to be charged.

Vacation Accrual is based on the number of months the Employee relieved in the Non-Union Position and the accrual is as follows:

2 Months = 1.0 Day	7 Months = 3.0 Days
3 Months = 1.5 Days	8 Months = 3.5 Days
4 Months = 2.0 Days	9 Months = 4.0 Days
5 Months = 2.0 Days	10 Months = 4.5 Days
6 Months = 2.5 Days	11 Months = 5.0 Days
	12 Months = 5.0 Days

PLANS EXAMINATION

SUBJECT **PURSUANT TO**

Plans Examination in the Absence of a Contractor

Procedural Statement from the Director of Building Controls

Site Plan Control - Zoning Review

Directive from the Chief Building Official

Building Projects Requiring Water Sprinkler Systems

Directive from the Chief Building Official

Advice to the Public re Status of Plans Examination

Directive from the Director of Building Controls

Location of Fire Hydrants

Directive from the Director of Building Controls

Construction Adjacent to Shorelines - Ministry of Natural Resources Approvals

Directive from the Director of Building Controls

Acceptance of Drawings (Plot Plans) for Permit Applications

Directives from Director of Building Controls

/isc

August 28, 1996



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

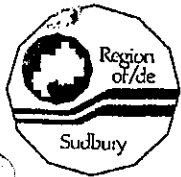
PROCEDURE DOCUMENTATION

EFFECTIVE DATE: October 5, 1979	NO. OF PAGES: 1
REVISION DATE: March 26, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Office Procedure	SECTION: Building Services
	GROUP: Inspectors
	POSITION: Building Inspector

PLANS EXAMINATION IN THE ABSENCE OF A CONTRACTOR	HISTORY:
<p>In order to provide engineers and architects with an opportunity to receive drawings and/or plans examination in those instances where a contractor has not been named or when tenders have not been awarded for the construction of a building, the following procedure will be applied.</p> <ol style="list-style-type: none"> 1) The architect/engineer will submit to the Regional Building Services Section 20% of the actual building permit fee with a minimum of \$250 or the actual building permit fee (if less than \$250), at the time the application is made for the plans to be reviewed. The fee will be called a "Plans Review Fee." 2) The architect/engineer will complete the building permit application form except that he/she need not include a signature. 3) Schedule "B" - Refund of Permit Fees - By-law #76-82, will not be altered or amended. 4) The building permit application form will be signed by the constructor and the difference between the building permit fee and the plans review fee made payable, prior to the issuance of the building permit. <p>It is to be understood that this is a procedural policy, without means for strict enforcement, and will remain in effect so long as the terms are adhered to in good faith.</p> <p>This procedure does not apply when a constructor has been named.</p>	<p>This procedure resulted from discussions with area architects and representatives of the Sudbury Construction Association.</p> <p>It is intended to hasten the building permit application procedure.</p> <p>It will save the constructor from unnecessary delay and inconvenience prior to the start of construction.</p>

CROSS REFERENCES:
Procedural Statement, dated March 31, 1978, from Director of Building Controls

DEPARTMENT HEAD E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY:
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REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: May 14, 1996	NO. OF PAGES: 1
REVISION DATE:	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Chief Building Official	SECTION: Building Services
	GROUP: Inspectors/Plans Examiners/Permit Control Group
	POSITION: Inspectors/Plans Examiners/Secretary to the Chief Building Official/Permit Control Clerks

SITE PLAN CONTROL - ZONING REVIEW	HISTORY:
<p>Site Plans will be assigned by the Chief Building Official to individual Plans Examiners for a zoning check to ensure the proposed structure meets the requirements of the relevant zoning by-law.</p> <p>The Plans Examiner will use the attached zoning check list as a basis for the review. If problems are discovered, comments will be forwarded to the Site Plans Control Officer on behalf of the Chief Building Official.</p> <p>The Secretary to the Chief Building Official will maintain a separate file for all site plan control submissions for future reference by the Permit Control Clerks at the time of Building Permit application.</p> <p>Any questions dealing with this procedure are to be directed to the Chief Building Official.</p> <p>Attachment: Zoning Check list</p>	<p>Problems have been encountered with commercial site plan projects that arrive at the Building Permit stage without input from Building Services. Subsequently applications to the Committee of Adjustment are then required in order to meet by-law considerations.</p> <p>To prevent these problems from happening again, the procedure has been changed to include the Building Services Section immediately in the circulation for comments on all Site Plan Agreements undertaken by the Region.</p>

CROSS REFERENCES: Memo dated April 24, 1996, to Plans Examiners from the Chief Building Official

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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203

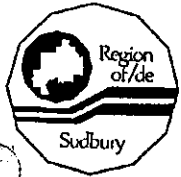
COMMERCIAL, INSTITUTIONAL & MULTIPLE RESIDENTIAL PERM APPROVAL REQUIREMENTS

This document to be attached to each Commercial Application Form.

PROJECT ADDRESS:			
PROJECT DESCRIPTION:			
APPLICANT'S NAME:			
PROPOSED USE:			
ZONING REQUIREMENTS			
Lot Frontage	Required	Provided	Approved Not Applicable Does Not Comply
Lot Depth			
Lot Area			
Floor Area/Ground Floor Area			
Gross Area			
Front Yard			
Side Yard (Drive)/Corner Side Yard			
Side Yard (Other)			
Rear Yard			
Lot Coverage			
Building Height			
Ground Area			
Gross Area			
Landscaping			
No. of Buildings			
Building Separation			
Required Courts			
Required Amenity Area			
Required Privacy Yards			
Buffering of Parking Areas			
Parking Requirements			
Loading Spaces			
Signs			
Access Requirements			
Flood Plain			
Lot Consolidation			
Open Storage			
Sight Triangle			
Yard Encroachments			
Special Restriction Near Residential Zones			
Referred to: Rezoning/Planning Site Plan Control Agt C of A/Land Div.			

COMMENTS:

PLANS EXAMINER'S SIGNATURE: _____



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: March 15, 1996

NO. OF PAGES: 1

REVISION DATE:

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Directive from the Chief Building Official

GROUP: Inspectors/Plans Examiners/Permit Control Group

POSITION: Plans Examiners/Permit Control Clerks

BUILDING PROJECTS REQUIRING WATER SPRINKLER SYSTEMS

HISTORY:

Per the request of the Supervisor Billing and Collection, Financial Services, it has been agreed that notification shall be forwarded via interoffice mail to Financial Services, through the Plans Examiners, of any new Building Permit application which involves the installation of a water sprinkler system.

Attached is a copy of the form that shall be used to comply with this request.

A meeting with the Billing & Collection Supervisor, Financial Services, confirmed the needs for notification of this section when a building permit application has been received for a project which necessitates the implementation of a water sprinkler system.

Attachment: Sample Forms re Sprinkler Systems

CROSS REFERENCES: Memo dated March 15, 1996 to the Plans Examiners and the Supervisor of Building Permit Services and Project Administration, from the Chief Building Official.

DEPARTMENT HEAD

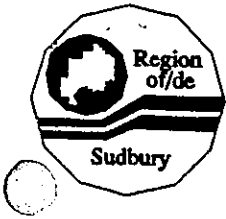
SECTION HEAD

PREPARED BY: 205

W.E. Lautenbach

G.A. Mazza, P.Eng.

Gisèle Martin, Supervisor
Building Permit Services & Project Administration



DATE: _____

**TO: AUKJE ROE
BILLING & COLLECTION SUPERVISOR
FINANCIAL SERVICES**

**FROM: GUIDO A. MAZZA, P. ENG.
CHIEF BUILDING OFFICIAL**

**SUBJECT: WATER BILLING & COLLECTION
SPRINKLER SYSTEMS**

**Building Services has received a Building Permit application, Number _____,
for construction at the following municipal address:**

which entails the application of a water sprinkler system.

**per PLANS EXAMINER
GUIDO A. MAZZA, P. ENG.
CHIEF BUILDING OFFICIAL
REGIONAL MUNICIPALITY OF SUDBURY
GAM*kcs**



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: September 8, 1994

NO. OF PAGES: 1

REVISION DATE: August 20, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Directive from the Director of Building Controls

GROUP: Plans Examination/Permit Control & Project Administration

POSITION: Plans Examiners/Permit Control Clerks

ADVICE TO PUBLIC RE STATUS PLANS EXAMINATION

HISTORY:

Caution should be exercised when responding to a caller's request for information on the status of the examination of his/her plans.

A response such as "Your plans are 10th in line" is **not** appropriate because the caller may be told the same thing when calling again several days later.

The question dealing with when plans are to be examined can best be answered by the Chief Building Official or the Plans Examiners themselves.

From time to time callers requesting information on the status of the examination of their plans receive advice from our section that is rather vague and prone to misinterpretation.

CROSS REFERENCES: Inter-office memo dated September 8, 1994 from the Director of Building Controls to the Permit Control Clerks, Plans Examiners, By-law Enforcement Section and Inspectors

DEPARTMENT HEAD

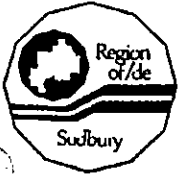
SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

I.S. Clarke, CPS, AMCT



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: June 1, 1993	NO. OF PAGES: 1
REVISION DATE: August 20, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from the Director of Building Controls	SECTION: Building Services
	GROUP: Plans Examination/Permit Control Group
	POSITION: Plans Examiners/Permit Control Clerks

LOCATION OF FIRE HYDRANTS	HISTORY:
<p>Plans submitted prior to issuance of a Building Permit should show hydrants, transformers, telephone poles, etc. If there is any conflict with the driveway location, the owner should be alerted, and a permit not issued until remedial steps have been taken.</p> <p>These kinds of problems can be averted through close observations of the plans and on-site facilities.</p>	<p>In the past the Region had a situation where a fire hydrant had to be relocated, although it was obvious prior to the construction of the dwelling, at the Region's expense.</p> <p>The Region was aware of the conflict early on, even before the footings were poured for the home in question, but no action was taken to have the builder/subdivision developer relocate the hydrant.</p> <p>Comments on the building permit circulation should have precipitated action on this case.</p>

CROSS REFERENCES: Inter-office memo dated June 1, 1993 from the Director of Building Controls to Building Inspectors, Permit Control Clerks and Plans Examiners.

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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200



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

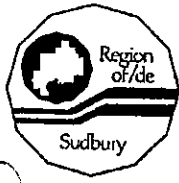
EFFECTIVE DATE: July 22, 1994	NO. OF PAGES:
REVISION DATE: August 20, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directive from Director of Building Controls and Legislation with respect to Public Lands Act /Lakes & Rivers Improvement Act/Fisheries Act	SECTION: Building Services
	GROUP: Inspection/Plans Examination/Permit Control & Project Administration
	POSITION: Inspectors/Plans Examiners/Permit Control Clerks

CONSTRUCTION ADJACENT TO SHORELINES - M.N.R. APPROVALS	HISTORY:
<p>All construction that occurs on or adjacent to a shoreline should first receive Ministry of Natural Resources Approval.</p> <p>Further information can be obtained from:</p> <p style="margin-left: 40px;">THE MINISTRY OF NATURAL RESOURCES 3767 Highway 69 South Suite 5 Sudbury, ON P3G 1E7</p> <p style="margin-left: 40px;">Telephone: (705) 522-7823</p>	<p>Construction and the use of certain building materials adjacent to shorelines affects fish habitat. To protect fish habitat the Ministry of Natural Resources has certain requirements to ensure that this habitat is not adversely affected by building projects.</p> <p>These requirements are covered in legislation developed to govern shoreline work.</p>

CROSS REFERENCES: Memo dated July 22, 1994 to Building Control Employees from the Director of Building Controls

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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209



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: March 2, 1994	NO. OF PAGES: 2
REVISION DATE: August 28, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Directives from the Director of Building Controls	SECTION: Building Services
	GROUP: Inspection/Plans Examination/Permit Control & Project Administration
	POSITION: Inspectors/Plans Examiners/Permit Control Clerks

ACCEPTANCE OF DRAWINGS WITH PERMIT APPLICATIONS	HISTORY:
<p><u>PREPARATION OF PLOT PLANS</u> (March 9, 1992 directive)</p> <p>Parking Space: In every instance a submitted plot plan must show the precise and exact location of the parking space(s), along with the other items normally included on the plot plan.</p> <p>Drainage Requirements: Drainage requirements should at all times be shown on the drawings. Drainage arrows shown on the drawings must indicate that the drainage will be in compliance with the Ontario Building Code.</p> <p><u>ACCEPTANCE OF DRAWINGS WITH BUILDING PERMIT APPLICATIONS</u> (April 15, 1992 directive)</p> <p>"Space": terms such as "unfinished space" should not be accepted on drawings. In order to ascertain whether the zoning by-law and building by-law requirements are met, "space" must be identified appropriately. We expect the applicant to be able to describe the use of the space, even if it is in general terms. For instance, unfinished space could be described as an unfinished basement.</p> <p style="text-align: right;">... 2/.</p>	<p>From time to time drawings and plans are received that are incomplete and/or illegible or have insufficient information.</p> <p>This procedure has been developed to focus attention on the problem areas that need to be carefully looked at before acceptance of plans and drawings for the building permit application process.</p>

CROSS REFERENCES: Inter-office memos, dated as indicated above, from the Director of Building Controls

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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ACCEPTANCE OF DRAWINGS WITH PERMIT APPLICATIONS - continued

HISTORY - continued

- 2 -

PLANS SUBMITTED FOR A RESIDENTIAL BUILDING PERMIT: (June 13, 1993 directive)

Plans submitted for the construction of residential buildings must be prepared so that they are **legible** and their details are clearly defined. Drawings that have been copied so many times that the information contained therein cannot be reviewed are **not acceptable**. The drawings must contain a title block complete with the name of the person who prepared the drawings. It must also be ascertained when accepting drawings that have been prepared by an architect and/or engineer that the professional has authorized the use of his/her drawings. (Drawings in our files are not to be copied and handed out to the general public without the permission of the individual who prepared the drawing originally.)

SUBMISSION OF PLANS FOR BUILDING PERMIT (March 2, 1994 directive)

Plans must be **legible**.

We are to discontinue immediately the practice of having copies made of old plans that were examined prior to the date of the most recent by-law amendments.

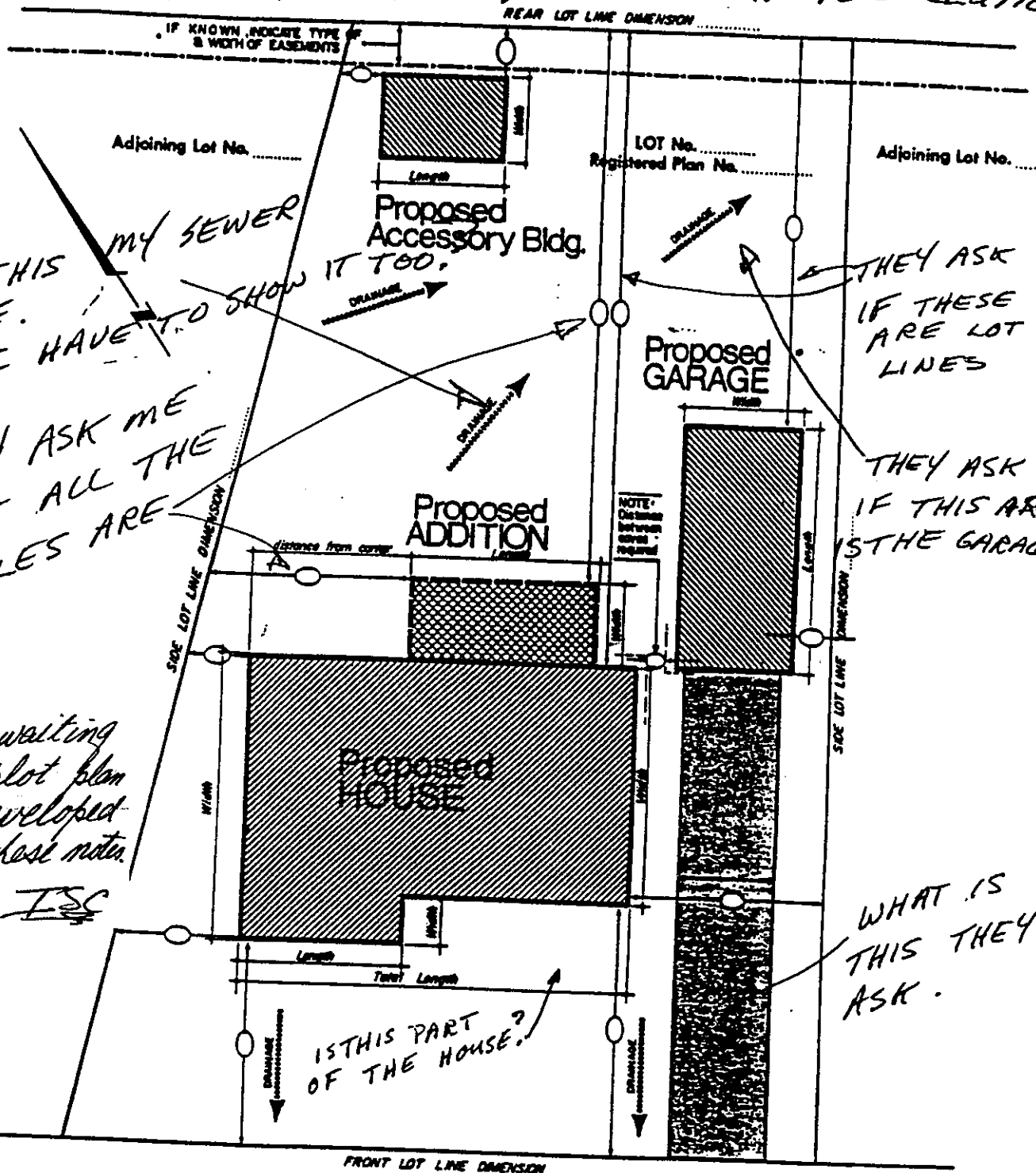
It is necessary that Plans Examiners and Inspectors date-stamp **all drawings** when they arrive. Also, the permit number and the address of the project have to be inserted on each drawing.

Attachment: Sample plot plan that includes the details required for the issuance of a Building Permit. Only plot plans as per this example are to be accepted by the Building Services Section. (November 4, 1992 directive)

FEES:

211

THIS IS WHAT WE HAND OUT NOW.
 & IT IS A PROBLEM, TOO CLUTTE



IS THIS MY SEWER LINE.
 DO I HAVE TO SHOW IT TOO.
 THEY ASK ME WHAT ALL THE CIRCLES ARE

THEY ASK IF THESE ARE LOT LINES

THEY ASK IF THIS ARE THE GARAGE

We are awaiting a new plot plan to be developed as per these notes.

ISC

IS THIS PART OF THE HOUSE?






WHAT IS THIS THEY ASK.

STREET NAME
 Name of Community Located in:

Scale

212

LEGEND

-  REQUIRED DIMENSION from Building to Lot Line
-  REQUIRED EXTERIOR DIMENSION of BUILDING
-  EASEMENT LINE
-  DIRECTION of Intended Surface DRAINAGE of finished site.
-  North direction

**Typical PLOT PLAN
 required for a
 Building Permit**

VEHICLES (Administration and Use of Regional)

SUBJECT

PURSUANT TO

Towing Service - Regional Vehicles

Regional Vehicles Towing Policy

Travelling out-of-town with Regional Vehicles

Memo P.W. Dept. Claims Co-ord/Admin.Asst.

Care of Regional Vehicles

Directive P.W.Dept.Claims Co-ord/Admin.Asst.

Rules and Regulations on the Use and Care of Regional Vehicles

Directive P.W.Dept.Claims Co-ord/Admin.Asst.

Use of Parking Key Card

Directive P.W. Dept.Claims Co-ord/Admin.Asst.

/isc

August 28, 1996



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: March 20, 1979

NO. OF PAGES: 1

REVISION DATE: March 27, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Office Procedure

GROUP: Inspectors

POSITION: All Building Services Staff

TOWING SERVICE - Regional Vehicles

HISTORY:

In the event of breakdown of a Regional Vehicle or of becoming stuck while operating a regional vehicle, the Regional Operations' garage has a tow truck available to enable you to get the vehicle back to the Operations' garage.

If the need for the use of the tow truck arises, call the Operations Division's garage at 560-2022

CROSS REFERENCES:

214

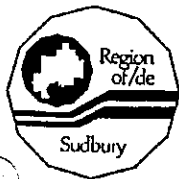
DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: June 1995	NO. OF PAGES: 2
REVISION DATE: August 14, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Public Works Dept. - Claims Co-ordinator/Administrative Assistant	SECTION: Building Services
	GROUP: Staff
	POSITION: All Building Services Staff

OUT-OF-TOWN TRAVEL WITH REGIONAL VEHICLES	HISTORY:
<p><u>PRIOR TO DEPARTURE</u></p> <p>In order to ensure safe transportation for staff travelling in regional vehicles, the Operations garage requires the servicing of these vehicles <u>every time they are driven out-of-town.</u></p> <p>Contact the Principal Pool Co-ordinator in the Public Works Department at extension 4294, a minimum of five (5) working days prior to departure to book a car.</p> <p>The Principal Pool Co-ordinator will co-ordinate the transfer of the vehicle assigned to the person who is travelling, to and from the garage for the mechanical service. <u>Staff booking the out-of-town vehicle, will be responsible for getting the vehicle to and from the garage, IF NECESSARY, as well as the gas tank fill-up prior to a trip.</u></p> <p>Out-of-town cars must be picked up at Civic Square Provincial garage and returned to Civic Square Provincial garage.</p> <p style="text-align: right;">... 2/</p>	<p>From time to time, members of Regional staff need to travel out-of-town for the purpose of attending meetings on behalf of the Regional Municipality of Sudbury or to attend courses or conferences in connection with the fulfilment of their employment tasks for the Region.</p>

CROSS REFERENCES:

Directive dated June 1995, from the Public Works Dept. - Claims Co-ordinator/Administrative Assistant

DEPARTMENT HEAD W.E. Lautenbach	SECTION HEAD G.A. Mazza, P.Eng.	PREPARED BY: I.S. Clarke, CPS, AMCT
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ON RETURN FROM TRIP

In an attempt to keep these designated out-of-town regional vehicles clean and in good condition, extra time and care must be taken by the driver on his/her return from a trip. Any comments you may have on the performance of the car driven while out-of-town will be noted and corrected if a problem exists.

Therefore, on your return:

1. complete the Light Vehicle Inspection Report immediately and return to the Principal Pool Co-ordinator. This will be forwarded to the Operations garage for their information;
2. an interior and exterior cleaning after each trip will ensure a clean vehicle for the next person (see attached list of establishments);
3. fuel tanks must indicate 'FULL" on return from a trip (see attached list of establishments);
4. park the Regional vehicle in Civic Square Provincial garage.

For your information: Out-of-town vehicles are equipped with flares and an emergency kit.

Attachment: Fuelling of Regional Vehicles (Schedule I)
Cleaning of Regional Vehicles (Schedule II)

EES:

REGIONAL VEHICLES

Gas for Regional vehicles can be obtained at the following depots:

Frobisher Depot - open 24 hours per day
- 7 days a week
Entrance to Frobisher Yard after normal working hours use East Gate.

Vehicle and employee gas cards are used in the Frobisher pumps.

Rayside-Balfour and Suez Depots

Open 8:00 a.m. to 4:30 p.m.

Vehicle and employee gas cards are used at the above Depots.

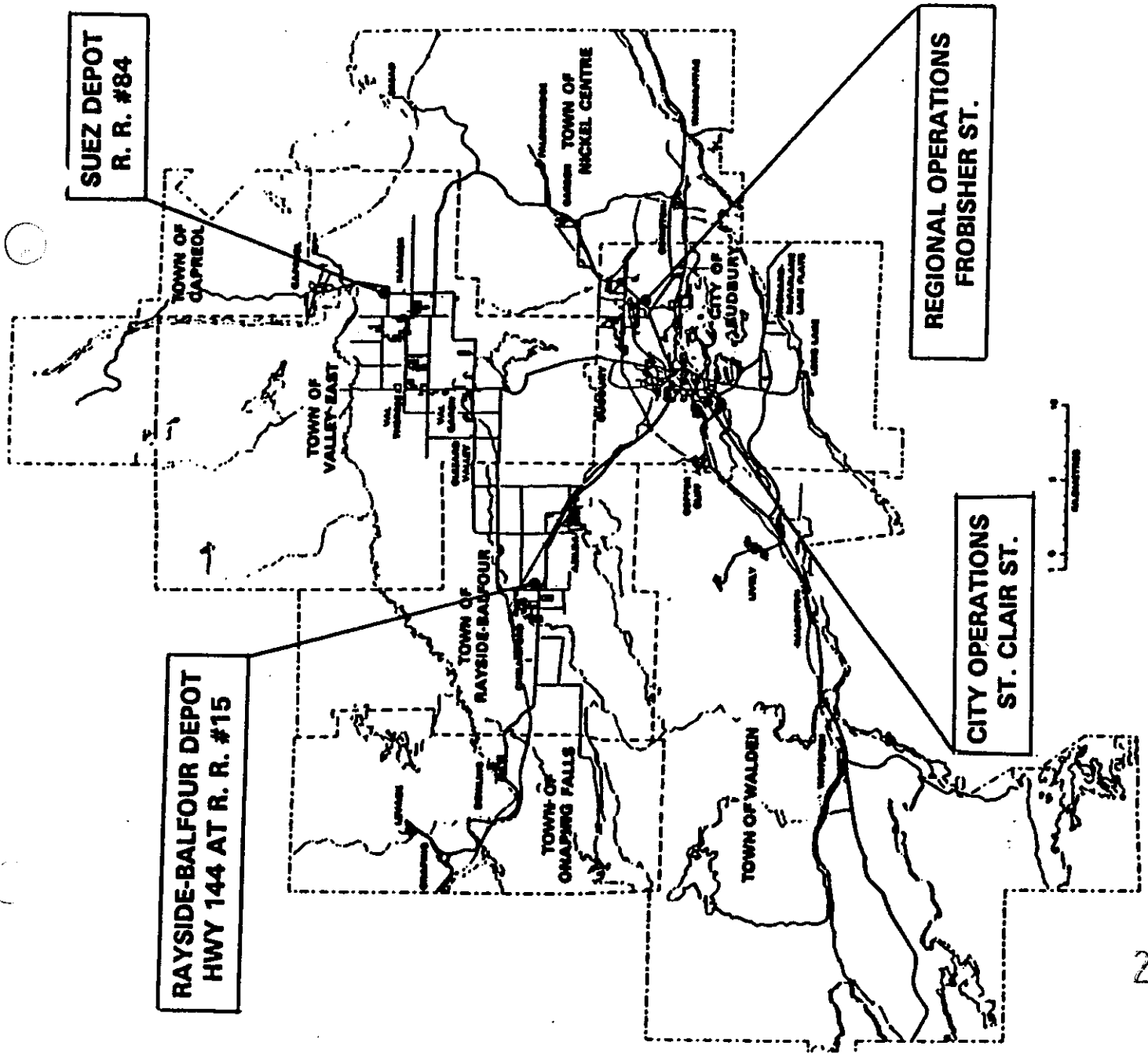
City Operations

Open 8:00 a.m. to 4:30 p.m.

Employee number and Regional vehicle number will have to be input as prompted.

Employee number is a five digit number beginning with the number 5;

Vehicle number is the assigned number with a 0 added to the end; e.g. R9430.





FUELLING AND CLEANING OF REGIONAL VEHICLES ^(Schedule II)

Accounts have been set up at the following establishments dealing with the purchase of fuel and car washes. The Regional vehicle number and your signature will be required.

*** FUEL ***

- Regional Operations Garage, Frobisher Street, Sudbury
- City of Sudbury Public Works Yard, St. Clair Street, Sudbury - **SEE DIRECTIONS ON REVERSE SIDE**

IF NECESSARY, fuel can also be obtained at the following service stations:

SUDBURY

Petro Station, Kingsway & Bancroft Dr.

LIVELY

Thompson's Fuel (T.T. Fuels), 100 Garland

HANMER

Roy's Esso, 485 Cote Blvd.

CHELMSFORD

Berthiaume Fuels, Hwy 144, (close to Errington)

*** CAR WASHES ***

Regional vehicles are expected to be kept clean and periodic exterior and interior cleaning are necessary. (This excludes interior shampooing.) In order to minimize the cost of this maintenance, the following establishments have been selected for specific cleaning services:

1. EXTERIOR CLEANING ONLY

It is suggested that all exterior washes be obtained at the following Gas Station/Car Washes. The Region has obtained reduced rates from these businesses:

- Regent Esso, 1813 Regent Street
- Nolin Shell, 476 Notre Dame
- Kingsway Shell, Kingsway near the Sorrento
- Petro Canada Car & Van Wash, 1190 Barrydowne

2. INTERIOR CLEANING ONLY - APPOINTMENTS ARE RECOMMENDED

It is suggested that, if at all possible, interior cleaning only be purchased from the car washes noted below and the exterior wash be obtained at the gas stations/car washes noted above under "Exterior Cleaning". Again, this is an attempt to reduce costs.

Auto Buff	- 875 Notre Dame Ave. (behind Burke's Plumbing & Heating) 560-6514
Showroom Shine	- 1665 Kingsway (corner of Kingsway & Second Ave.) 524-7469
National Auto Pride	- 679 Lorne Street (beside Country Style Donuts) 673-4323
Supershine	- 1224 Falconbridge Hwy (across from The Brick) 560-9794
Vision Auto Glass	- 453A Cochrane (across from Kingsway Hotel at lights) 671-2839
Northern Auto	- 1005 Martindale Rd, Sudbury (673-3004)

3. INTERIOR AND EXTERIOR CLEANING - APPOINTMENTS ARE RECOMMENDED

This full service applies to Out-of-town and Executive vehicles. See item 2 for locations.

NOTE: Interior shampooing of vehicles must be approved by our Regional garage staff. Please contact Judy Powell at Ext. 4294.

Judy Powell, Ext. 4294

218

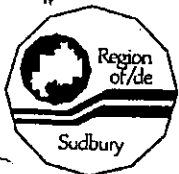
FUELLING AT CITY YARDS ON ST. CLAIR STREET

WHEN YOU ARE ASKED TO INPUT THE VEHICLE NUMBER, ENTER THE VEHICLE NUMBER AND ADD A ZERO (0) TO THE END.

FOR EXAMPLE: VEHICLE R943 WOULD BE ENTERED AS **R9430**

WHEN YOU ARE ASKED TO INPUT YOUR EMPLOYEE NUMBER, ENTER THE NUMBER FIVE (5) TO INDICATE YOU ARE A REGIONAL EMPLOYEE AND THEN ENTER YOUR FOUR DIGIT EMPLOYEE NUMBER.

FOR EXAMPLE: **58888**



REGIONAL MUNICIPALITY OF SUDBURY BUILDING SERVICES SECTION PROCEDURE DOCUMENTATION

EFFECTIVE DATE: June 7, 1995

NO. OF PAGES: 2

REVISION DATE: August 14, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Public Works Dept. - Claims Co-ordinator/Administrative Assistant

GROUP: Staff

POSITION: All Building Services Staff

CARE OF REGIONAL VEHICLES

HISTORY:

1. Oil level to be checked on a regular basis - preferably at each gas fill-up.
2. Fuel must not register below 1/4 tank at any time.
3. Light Vehicle Inspection Report to be completed every Monday morning and handed to designated Car Pool Co-ordinator.
4. Out-of-Town Travelling
 - (a) The Principal Car Pool Co-ordinator, Extension 4294, books and arranges vehicles for all out-of-town travelling.
 - (b) Immediately upon returning from out-of-town, the driver must complete a Light Vehicle Inspection Report and forward it to the Principal Car Pool Co-ordinator, Public Works Department (Engineering and Construction)

(See Procedure "Out-of-town travel with Regional Vehicles")
5. Parking Key Card assigned to vehicle must remain with the assigned vehicle at all times.
6. Log Out of Vehicles: Vehicles must be logged out on "Weekly Use Record" each time they are needed. Information must include:
 - Name of person booking the vehicle;
 - Time vehicle is required;
 - Purpose and destination of trip;
 - Expected time of return.

From time to time, members of Regional staff need to use a regional vehicle in the execution of their duties.

... 2/

CROSS REFERENCES:

Directive dated June 7, 1995, from the Public Works Dept. - Claims Co-ordinator/Administrative Assistant

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

I.S. Clarke, CPS, AMCT

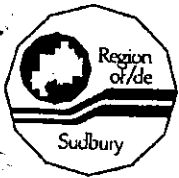
220

- 2 -

7. Keys must be returned to the key board at the end of each trip.
8. Security of Regional Vehicles
 - (a) Cars must be kept locked at all times. Unfortunately, vandalism does occur in the parking garage.
 - (b) Regional vehicles with no designated take-home driver must be parked at all times in the underground Provincial garage.
9. Regular Cleaning of Regional Vehicles is suggested, both interior and exterior.
10. Traffic Violations issued to the driver of a regional vehicle are his/her responsibility.
11. Assigned drivers are responsible for driving vehicles to and from the Operations garage for repairs or out-of-town servicing, if necessary.
12. In the event of a vehicle breakdown - Contact Operations garage at 560-2022 and/or the Principal Car Pool Co-ordinator, extension 4294. If after hours, contact Operations Answering Service at 560-2022 and ask for the Foreman on call.

FEES:

221



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: June 1995

NO. OF PAGES: 5

REVISION DATE: August 14, 1996

DEPARTMENT: Planning and Development

PURSUANT TO POLICY:

SECTION: Building Services

Public Works Dept. - Claims Co-ordinator/Administrative Assistant

GROUP: Staff

POSITION: All Building Services Staff

RULES AND REGULATIONS ON THE USE AND CARE OF REGIONAL VEHICLES

HISTORY:

The following procedures have been developed on the case and use of regional vehicles. If a situation develops which is not covered under these guidelines, please contact the Claims Co-ordinator/Administrative Assistant at extension 4219 or your Car Pool Co-ordinator for clarification.

From time to time, members of Regional staff need to use a regional vehicle in the execution of their duties. These rules and regulations were developed to ensure a safe means of transportation for staff using regional vehicles.

CHARGE OUT OF VEHICLES

Planning and Development (Building Controls, Sudbury Regional Development Corporation and Public Works (Engineering and Construction) are the designated Car Pool areas where regional cars and keys are charged out daily. A Log Book is available at each of these stations to record:

- a) date and time vehicle required
- b) purpose and destination of trip
- c) expected time of return.

Vehicles **must** be charged out for each use. This record enables the Car Pool Administration to determine the Region's vehicle needs, trace lost parking cards, unsecured and stolen vehicles, and empty gas tanks.

... 2/

CROSS REFERENCES:

Directive dated June 1995, from the Public Works Dept. - Claims Co-ordinator/Administrative Assistant

DEPARTMENT HEAD

SECTION HEAD

PREPARED BY:

W.E. Lautenbach

G.A. Mazza, P.Eng.

I.S. Clarke, CPS, AMCT

222

- 2 -

On return to Civic Square, the driver will park the vehicle in the secured Provincial Garage for overnight parking.

KEYS MUST BE RETURNED TO KEY BOARD AT END OF EACH TRIP. The key should not be passed along to another staff member without following the proper charge-out procedure.

SECURITY OF REGIONAL VEHICLES IN CIVIC SQUARE GARAGE

Cars must be kept locked at all times. An unlocked car makes us vulnerable to theft of the parking cards as well as theft of the vehicle itself. It is **imperative** that windows are closed and doors locked at all times.

FUELLING

The gas tank on regional vehicles **must not** register below the 1/4 full at any time. Gas is available at both Regional Frobisher Depot and the City's St. Clair Yards (see Schedule I). In case of an emergency, gas may be obtained at local gas pumps (see Schedule II).

REGIONAL VEHICLES - OUT-OF-TOWN AND EVENING USE

As well as daily bookings of regional vehicles, advanced bookings for out-of-town and evening usage are necessary in order to ensure a vehicle is available at a specific date and time.

Evening Meetings - 24-hour advance booking.

For **out-of-town** reservations, contact the Principal Car Pool Co-ordinator in Public Works at extension 4294, five (5) working days prior to departure. For your safety, servicing is **required** each time a regional vehicle travels out-of-town. A mechanical check and a test run by a qualified mechanic is carried out. This work needs to be fitted into the garage's work schedule and advance notice is necessary.

Once arrangements for servicing are scheduled by the Principal Car Pool Co-ordinator, it is then the responsibility of the employee requesting the out-of-town vehicle to get the vehicle to the Operation's garage for the necessary servicing and to return the vehicle to Civic Square after the servicing is completed.

... 3/.

FEES:

223

- 3 -

REGIONAL VEHICLES - OUT-OF-TOWN AND EVENING USE cont'd

When more than one employee is travelling to the same destination, **only one regional vehicle will be booked.**

Out-of-town vehicles are equipped with an emergency kit, safety flares, windshield washer fluid, ice scraper, spare tire and jack. If any of these items are missing, please report to the Principal Car Pool Co-ordinator, extension 4294.

Necessary repairs to a regional vehicle **while out-of-town** can be authorized by the driver up to approximately **\$300.00**. Anything beyond that must be authorized by our Operations Garage by calling (705) 560-2022. If after hours, the Answering Service will reach the Foreman on call.

OUT-OF-TOWN VEHICLES must be **picked up at Civic Square** and **returned to Civic Square** with the interior and exterior clean and with a full gas tank (see Schedule II).

Drivers **must** complete a Light Vehicle Inspection Report and forward it to the Principal Pool Co-ordinator in the Public Works Department (Engineering and Construction) immediately on return from the trip.

NOTE: **If an employee prefers travelling with his own personal vehicle, gas expenses only will be paid.**

LIGHT VEHICLE INSPECTION REPORT - Schedule III

A weekly Light Vehicle Inspection Report must be handed to your Car Pool Co-ordinator every Monday morning. If, however, a problem develops at any other time, please complete Light Vehicle Inspection Report immediately and forward it to your Car Pool Co-ordinator.

As noted above, a Light Vehicle Inspection Report must also be completed after **each out-of-town trip** and forwarded to the Principal Car Pool Co-ordinator in the Public Works Department (Engineering and Construction).

...4/.

FEES:

224

- 4 -

SCHEDULING OF VEHICLE MAINTENANCE

All scheduling for vehicle servicing and repairs will be arranged by the Principal Car Pool Co-ordinator in the Public Works Department (Engineering and Construction) and the Operations garage.

PARKING KEY CARDS

Every regional vehicle is assigned a numbered Civic Square garage parking key card. This card **must stay** with the assigned vehicle.

Care must be taken in the use of the key card. To avoid breaking the card, do **not** bend card on recessed stainless steel place. Keep card **completely flat** on recessed stainless steel plate. The card must be stored away from direct sunlight in order to prevent the card warping

THE PARKING CARD SHOULD BE STORED IN THE GLOVE COMPARTMENT AT ALL TIMES TO PREVENT BREAKAGE.

CLEANING OF REGIONAL VEHICLES

Weekly cleaning of regional vehicles is suggested. Complaints are often received regarding 'dirty vehicles' and 'empty' gas tanks. See Schedule II for list of car washing and cleaning firms.

VEHICLE ACCIDENTS

If you are involved in an accident while driving a regional vehicle, conduct yourself in the same manner as you would were it your own personal vehicle, e.g. call police, exchange name and address, name of insurance company, etc.

Report the accident to the Operations Garage as soon as possible, 560-2022 - ext. 667 and to the Principal Car Pool Co-ordinator in the Public Works Office, 673-2171 ext. 4294. A 'Vehicle Accident Report' form (Schedule IV) must be completed and forwarded to the Operations garage. The accident report can be obtained from the Principal Car Pool Co-ordinator in the Public Works Department. It will also be necessary to obtain estimates for repairs to the vehicle.

...5/.

FEES:

225

- 5 -

TEMPORARY STAFF - USE OF REGIONAL VEHICLES

Whenever temporary staff are required to drive a regional vehicle, it will be the responsibility of the supervisor to verify that this employee holds a valid driver's license as well as a good driving record.

IMPORTANT

- **Vehicle Parking Overnight** - All regional vehicles with no designated take-home driver **must be parked** at all times in the underground Provincial Garage.
- **Vehicle Mechanical Breakdown** - contact Operations garage at 560-2022 and/or the Principal Car Pool Co-ordinator in the Public Works Department at ext. 4294. After hours, contact Operations and ask for the Foreman on call.
- **Traffic violations** - issued to a driver of a regional vehicle are his/her responsibility.
- **Mileage** - Mileage will not be paid when regional vehicles are available.

If further details are required, please contact:

Claims Co-ordinator/Administrative Assistant
Commissioner of Public Works Office
Extension 4219

Attachemnts: Fuelling Regional Vehicles @ City Yards (Schedule I)
Fuelling & Cleaning Regional Vehicles (Schedule II)
Light Vehicle Inspection Report (Schedule III)
Vehicle Accident Report (Schedule IV)

FEES:

226

FUELLING AT CITY YARDS ON ST. CLAIR STREET

WHEN YOU ARE ASKED TO INPUT THE VEHICLE NUMBER, ENTER THE VEHICLE NUMBER AND ADD A ZERO (0) TO THE END.

FOR EXAMPLE: VEHICLE R943 WOULD BE ENTERED AS **R9430**

WHEN YOU ARE ASKED TO INPUT YOUR EMPLOYEE NUMBER, ENTER THE NUMBER FIVE (5) TO INDICATE YOU ARE A REGIONAL EMPLOYEE AND THEN ENTER YOUR FOUR DIGIT EMPLOYEE NUMBER.

FOR EXAMPLE: **58888**



FUELLING AND CLEANING OF REGIONAL VEHICLES ^(Schedule II)

Accounts have been set up at the following establishments dealing with the purchase of fuel and car washes. The Regional vehicle number and your signature will be required.

*** FUEL ***

- Regional Operations Garage, Frobisher Street, Sudbury
- City of Sudbury Public Works Yard, St. Clair Street, Sudbury - **SEE DIRECTIONS ON REVERSE SIDE**

IF NECESSARY, fuel can also be obtained at the following service stations:

SUDBURY

Petro Station, Kingsway & Bancroft Dr.

LIVELY

Thompson's Fuel (T.T. Fuels), 100 Garland

HANMER

Roy's Esso, 485 Cote Blvd.

CHELMSFORD

Berthiaume Fuels, Hwy 144, (close to Errington)

*** CAR WASHES ***

Regional vehicles are expected to be kept clean and periodic exterior and interior cleaning are necessary. (This excludes interior shampooing.) In order to minimize the cost of this maintenance, the following establishments have been selected for specific cleaning services:

1. EXTERIOR CLEANING ONLY

It is suggested that all exterior washes be obtained at the following Gas Station/Car Washes. The Region has obtained reduced rates from these businesses:

- Regent Esso, 1813 Regent Street
- Nolin Shell, 476 Notre Dame
- Kingsway Shell, Kingsway near the Sorrento
- Petro Canada Car & Van Wash, 1190 Barrydowne

2. INTERIOR CLEANING ONLY - APPOINTMENTS ARE RECOMMENDED

It is suggested that, if at all possible, interior cleaning only be purchased from the car washes noted below and the exterior wash be obtained at the gas stations/car washes noted above under "Exterior Cleaning". Again, this is an attempt to reduce costs.

Auto Buff	- 875 Notre Dame Ave. (behind Burke's Plumbing & Heating) 560-6514
Showroom Shine	- 1665 Kingsway (corner of Kingsway & Second Ave.) 524-7469
National Auto Pride	- 679 Lorne Street (beside Country Style Donuts) 673-4323
Supershine	- 1224 Falconbridge Hwy (across from The Brick) 560-9794
Vision Auto Glass	- 453A Cochrane (across from Kingsway Hotel at lights) 671-2839
Northern Auto	- 1005 Martindale Rd, Sudbury (673-3004)

3. INTERIOR AND EXTERIOR CLEANING - APPOINTMENTS ARE RECOMMENDED

This full service applies to Out-of-town and Executive vehicles. See item 2 for locations.

NOTE: Interior shampooing of vehicles must be approved by our Regional garage staff. Please contact Judy Powell at Ext. 4294.

Judy Powell, Ext. 4294

228

REGIONAL MUNICIPALITY OF SUDBURY LIGHT VEHICLE INSPECTION

DATE _____ DRIVER _____

VEHICLE NO _____ DESCRIPTION _____

	O.K.	DEFECTIVE
1 - Engine oil level	<input type="checkbox"/>	<input type="checkbox"/>
2 - Radiator coolant level	<input type="checkbox"/>	<input type="checkbox"/>
3 - Fuel supply	<input type="checkbox"/>	<input type="checkbox"/>
4 - Tire pressure & condition	<input type="checkbox"/>	<input type="checkbox"/>
5 - Brakes	<input type="checkbox"/>	<input type="checkbox"/>
6 - Instrument readings	<input type="checkbox"/>	<input type="checkbox"/>
7 - Lights	<input type="checkbox"/>	<input type="checkbox"/>
8 - Wipers & w/washers	<input type="checkbox"/>	<input type="checkbox"/>
9 - Horn	<input type="checkbox"/>	<input type="checkbox"/>
10 - Glass	<input type="checkbox"/>	<input type="checkbox"/>
11 - Body & paint condition	<input type="checkbox"/>	<input type="checkbox"/>
12 - Leaks - cooling system	<input type="checkbox"/>	<input type="checkbox"/>
- engine oil	<input type="checkbox"/>	<input type="checkbox"/>
- transmission	<input type="checkbox"/>	<input type="checkbox"/>
- axles	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: (explain items needing attention)

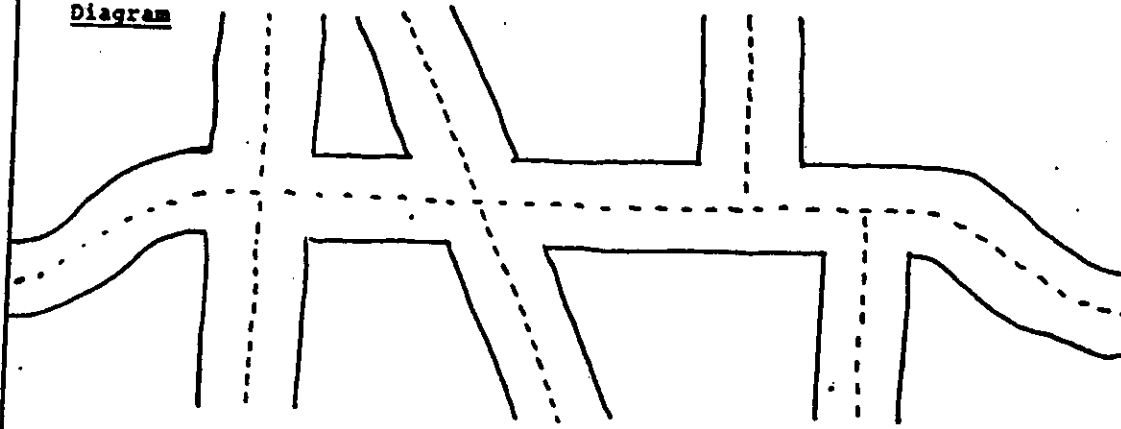
14026 Speedometer reading _____
Driver Signature _____

Witnesses: Name: _____
Address: _____
Name: _____
Address: _____
Name: _____
Address: _____

NARRATIVE DESCRIPTION OF ACCIDENT

State fully how the accident happened. Give details of any special circumstances or conditions such as curbs, grades, obstructions to view, what you did and action taken by other party.

Diagram

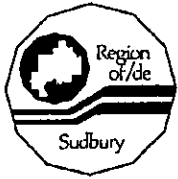


-Our vehicle 

-Other vehicle 

-Indicate direction of travel

Driver's Signature _____



REGIONAL MUNICIPALITY OF SUDBURY

BUILDING SERVICES SECTION

PROCEDURE DOCUMENTATION

EFFECTIVE DATE: November 7, 1995	NO. OF PAGES: 1
REVISION DATE: April 3, 1996	DEPARTMENT: Planning and Development
PURSUANT TO POLICY: Public Works Dept. - Claims Co-ordinator/Administrative Assistant	SECTION: Building Services
	GROUP: Inspectors
	POSITION: All Building Services Staff

USE OF PARKING KEY CARD AT THE CIVIC SQUARE GARAGE	HISTORY:
<p>Following is the procedure to follow in particular situations that may arise from time to time involving the Civic Square garage and the parking key cards:</p> <ol style="list-style-type: none"> a) if the parking gate arm is up when a Regional vehicle is entering or exiting the garage, the driver must still trigger the system by using the parking key card. This keeps the key card and the system synchronized. If this is not done, then the key card will not operate properly when next used to enter or exit the garage; b) should a driver experience problems entering or exiting the garage, he/she is to immediately proceed to the parking attendant's booth and have the attendant adjust the parking key card. Under no circumstances should a driver attempt to re-synchronize an "out of sync" parking key on his/her own. <p>This procedure is to be followed by all staff utilizing Regional vehicles.</p>	<p>Problems that developed from improper use of the parking key cards with respect to parking in the Civic Square parking garage necessitated the development of a policy to ensure a trouble free parking process.</p>

CROSS REFERENCES:
Memo from the Claims Co-ordinator/Administrative Assistant, Public Works Department

DEPARTMENT HEAD	SECTION HEAD	PREPARED BY:
W.E. Lautenbach	G.A. Mazza, P.Eng.	I.S. Clarke, CPS, AMCT

231

