

**THE CORPORATION OF THE COUNTY OF DUFFERIN**

**BY-LAW # 2010-24**

**A BY-LAW UNDER THE BUILDING CODE ACT  
RESPECTING PERMITS AND RELATED MATTERS.  
(BUILDING BY-LAW - REPEALS BY-LAW 2005-25)**

WHEREAS the Council of the Corporation of the County of Dufferin deems it advisable to enact a new by-law and repeal By-law 2000-10 in order to comply with Bill 124;

AND WHEREAS section 7 of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, (the "Act") authorizes the council of an upper-tier municipality, that has entered into an agreement under section 3(5), to pass by-laws concerning the issuance of permits and related matters;

AND WHEREAS the Corporation of the County of Dufferin has entered into an agreement under section 3(5) with participating local municipalities for the enforcement of the Act;

AND WHEREAS section 7.1 requires the Corporation of the County of Dufferin to establish and enforce a code of conduct for the chief building official and inspectors;

NOW THEREFORE, the Corporation of the County of Dufferin hereby enacts as follows.

1. **SHORT TITLE:**

This By-Law may be cited as the "Building By-Law".

2. **DEFINITIONS:**

(1) In this By-law;

(a) "**Act**" means the Building Code Act, 1992, including amendments thereto

(b) "**applicant**" means the owner of a building or property who applies for a permit or the person authorized in writing by the owner to apply for a permit on the owner's behalf.

(c) "**as constructed plans**" means as constructed plans as defined in the Building Code.

(d) "**building**" means a building as defined in Section 1(1) of the Act.

(e) "**Building Code**" means the regulations made under Section 34 of the Act.

- (f) **"Chief Building Official"** means the Chief Building Official appointed by the by-law of The Corporation of the County of Dufferin for the purposes of enforcement of the Act.
  - (g) **"Corporation"** means The Corporation of the County of Dufferin.
  - (h) **"farm building"** means a farm building as defined in the Building Code.
  - (i) **"inspector"** means an inspector appointed under section 3, 6.1 or 6.2 of the Act
  - (j) **"owner"** means registered owner of the land and includes a lessee, mortgagee in possession, and the person in charge of the property.
  - (k) **"permit"** means written permission or written authority from the chief building official to perform work regulated by this by-law and the Act.
  - (l) **"permit holder"** means the person to whom the permit has been issued.
  - (m) **"plumbing"** means plumbing as defined in Section 1(1) of the Act.
  - (n) **"sewage system"** means a sewage system as defined by the Building Code.
- (2) Terms not defined in this By-law shall have the meaning ascribed to them in the Act or the Building Code.

**3. CLASSES OF PERMITS:**

- (1) For the purposes of the Act and the Building Code, there shall be eight classes of permits as set forth in Schedule "A" appended to and forming part of this By-law, namely:
  - (a) building permit, respecting the complete construction of a building including farm buildings or a part of a building;
  - (b) partial building permit, respecting the partial construction of a building or part of a building;
  - (c) conditional building permit, respecting the construction of a building subject to conditions imposed pursuant to subsection 8(3) of the Act.
  - (d) demolition permit, respecting the demolition of a building or part of a building;

- (e) change of use permit, respecting a change in use of a building or part of a building which results in an increase in hazard as determined under the Building Code; and,
- (f) on site sewage system, respecting the exterior underground services on a property servicing one or more buildings,
- (g) sign permit,
- (h) plumbing permit.

**4. PERMIT APPLICATIONS:**

(1)

To obtain a permit, the applicant shall file an application in writing by completing a prescribed form available from the Chief Building Official or from the Building Code website [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca). Forms prescribed by the Corporation under clause 7(f) of the Act shall be as set out in Schedule "D" to this By-law.

**Building Permits**

(2)

Every building permit application shall:

- (a) identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
- (b) identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended;
- (c) describe the land on which the work is to be done, by a description that will readily identify and locate the site on which the building construction or demolition is to occur;
- (d) be accompanied by plans and specifications as described in Section 5 of this by-law;
- (e) be accompanied by the required fees in accordance with Schedule "A";
- (f) state the name, address, telephone number and facsimile number of the owner, applicant, architect, engineer or other designer, and the constructor or person hired to carry out the construction or demolition, as the case may be;

- (g) when Section 2.3 of the Building Code applies, be accompanied by a signed Letter of Undertaking from the owner on a form prescribed by the Chief Building Official that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
- (h) when Section 2.3 of the Building Code applies, be accompanied by a signed statement of the architect or professional engineer retained under (g), or both, on the form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building;
- (i) include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act;
- (j) state estimated valuation of the proposed work including consulting fees, material and labour; and
- (k) be signed by the applicant who shall certify as to the truth of the contents of the application.

#### **Demolition Permits**

- (3) In addition to the requirements of Subsection 4(2), every demolition permit application shall:
  - (a) be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the termination and capping of all water, sewer, gas, electric, telephone or other utilities and services and that 2.3.2.3. of the Building Code has been complied with.

#### **Partial Building Permits**

- (4) In addition to the requirements of Subsection 4(2) above, every building permit application for part of a building shall:
  - (a) include an application for the entire project; and
  - (b) include plans and specifications covering the part of the work for which more expeditious approval is desired, together with such information, plans and specification pertaining to the remainder of the work as may be required by the Chief Building Official.

- (c) where a permit is issued for part of a building or project this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.

### **Conditional Building Permits**

- (5) In addition to the requirements of Subsection 4(2), every conditional permit application for the construction of a building or part thereof shall be supplemented by:
  - (a) a written statement from the applicant explaining the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
  - (b) a written acknowledgment from the applicant of the necessary approvals which must be obtained in respect of the proposed construction and the time period in which such approvals shall be obtained by the applicant; and,
  - (c) a written agreement, in the form provided by Schedule "D", executed by the applicant, the owner and such other persons the chief building official determines for the purposes set out in clause 8(3) (c) of the Act.
- (6) The Chief Building Official is hereby authorized to execute the written agreement referred to in clause 4(5) (c) herein on behalf of the County of Dufferin where:
  - (a) the applicant has complied with subsection 4(5) herein; and,
  - (b) the Chief Building Official is satisfied that the compliance required under Section 8 of the Act has been achieved.
- (7) Where deemed necessary by the Chief Building Official, the agreement referred to in clause 4(5) (c) herein may be registered on title to the lands upon which is located or will be located the building or part thereof for which the application for permit has been made, and the Chief Building Official may require financial securities to be provided to the County of Dufferin.

### **Change of Use Permits**

- (8) Every application for a change of use permit issued under subsection 10(1) of the Act shall be submitted to the Chief Building Official, and shall:
  - (a) describe the building or part thereof in which the use is to be changed, by a description that will readily identify and locate the building;

- (b) identify and describe in detail the existing and proposed use of the building or part thereof in which the application for a permit is made;
- (c) include plans and specifications which show the current and proposed use of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building code including, floor plans, details of wall, floor and roof assemblies and identifying required fire resistance rating and load bearing capacities;
- (d) be accompanied by the required fee;
- (e) state the name, address and telephone number of the owner; and,
- (f) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

#### **Sewage System Permit**

- (9) Every application for a sewage system permit shall be submitted to the Chief Building Official, and contain the following information:
  - (a) identify and describe in detail the work and occupancy to be covered by the permit for which application is made,
  - (b) describe where the work is to be done, by a description that will readily identify and locate the building lot,
  - (c) include complete plans and specifications as described in this by-law for the work to be covered by the permit and show the occupancy of all parts of the building,
  - (d) state the valuation of the proposed work including materials and labour and be accompanied by the required fee,
  - (e) state the names, addresses and telephone numbers of the owner, architect or engineer, where applicable, or other designer or constructor,
  - (f) be accompanied by a written acknowledgment of the owner that he has retained an architect or professional engineer to carry out the field review of the construction where required by the Building Code, and

- (g) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application,
- (h) the name, address, telephone number and license number of the person installing the sewage system,
- (i) where the person named in (h) above requires a license under the Act and the Building Code,
  - (i) the number and date of issuance of the license, and
  - (ii) the name of the qualified person supervising the work to be done under the sewage system permit
- (j) a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:
  - (i) the date the evaluation was done,
  - (ii) name, address, telephone number and signature of the person who prepared the evaluation,
  - (iii) a scaled map of the site showing
    1. the legal description, lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors,
    2. the location of items listed in Column 1 of Tables 8.2.1.5.A., 8.2.1.5.B. and 8.2.1.5.C.,
    3. the location of the proposed sewage system,
    4. the location of any unsuitable, disturbed or compacted areas and,
  - (iv) depth to bedrock,
  - (v) depth to zones of soil saturation,
  - (vi) soil properties, including soil permeability, and
  - (vii) soil conditions, including the potential for flooding.

**Sign Permit**

- (10) Every Application for a Sign Permit shall be submitted to the Chief Building Official and comply with the requirements of Section 4(2).

**Building Permit**

- (11) Every Application for a Building Permit shall be submitted to the Chief Building Official and comply with the requirements of Section 4(2).

**Permit Issuance**

- (12) The Chief Building Official shall not, by reason of the issuance of a permit or permits for part or parts of the building issued under Subsection (4), (5) and (8) of this Section be under any obligation to grant any further permits thereof.
- (13) Should a permit holder wish to make any material change to any plan, specification, document or other information on the basis of which the permit was issued, the permit holder shall file an application for revision to the permit, and the provisions of Sections 4 and 5 herein shall apply to such application.

**Revision To Permit**

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

**5. PLANS AND SPECIFICATIONS:**

- (1) Every applicant shall submit sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed construction, demolition, or change of use conforms to the Act, the Building Code, and any other applicable law.
- (2) Site Plans submitted shall refer to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with the municipality unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work conforms, to the Act, the Building Code, and any other applicable law. Site plan will include:



- (a) lot size and dimensions of the property;
  - (b) setbacks from existing and proposed buildings to property boundaries and to each other;
  - (c) existing and proposed finished ground levels or grades and;
  - (d) existing rights of way, easements and municipal services.
- (3) Plans submitted shall be legible and drawn upon paper or other suitable and durable material.
  - (4) The Chief Building Official shall determine the number of copies of plans, specifications, documents and other information required to be furnished with an application for permit having regard for the requirements of any Act, regulation or by-law respecting the examination or circulation of the application.
  - (5) On completion of the construction of a building, or part thereof, the Chief Building Official may require a set of as constructed plans, including a plan of survey showing the location of the building.
  - (6) The Chief Building Official may refuse an application if any of the above is deemed to be incomplete or insufficient at the time of the application.
  - (7) Plans and specifications furnished according to this by-law or otherwise required by the Act become the property of the municipality and will be disposed of or retained in accordance with relevant legislation.

**6. FEES AND REFUNDS:**

- (1) The Chief Building Official shall determine the required fees in accordance with Schedule "A" and the applicant shall pay the fees so calculated. No permit shall be issued until the fees therefore have been paid in full.
- (2) In the case of withdrawal, or abandonment of an application, or refusal for issuance of a permit, upon written request, the Chief Building Official shall determine the amount of fees, in any, that may be refunded, in accordance with Subsection 6(4).
- (3) There shall be no refund of permit fees where a permit has been revoked, except where the permit was issued in error, or where the applicant requests revocation no more than six months after the permit is issued. In such cases, the amount of refund shall be calculated in accordance with Subsection 6(4).
- (4) Subject to Subsections 6(2) and 6(3) the fees that may be refunded shall be in

accordance with Schedule "B".

**7. TRANSFERS:**

Permits are transferable only upon the new owner or his/her authorized agent completing a permit application and paying the administration fee prescribed in Schedule A. The new owner shall then be the permit holder for the purpose of the Act and the Building Code and any other applicable law.

**8. NOTICES TO THE CHIEF BUILDING OFFICIAL:**

(1)

Additional notice required to be given to the Chief Building Official pursuant to subsection 2.4.5.2 of the Building Code shall be given by the permit holder to the Chief Building Official at least 48 hours in advance of the stages of construction specified therein.

(2) A notice pursuant to this section is not effective until written or oral notice is actually received by the Chief Building Official, by a Building Inspector or designate.

**9. CODE OF CONDUCT**

The Corporation shall enforce a Code of Conduct for the Chief Building Official and inspectors, as set out in Schedule "C"

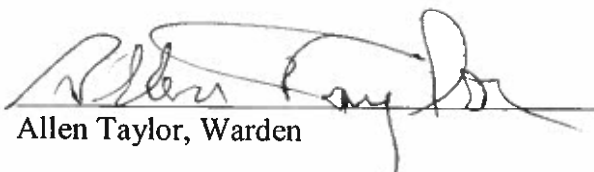
**10. SEVERABILITY:**

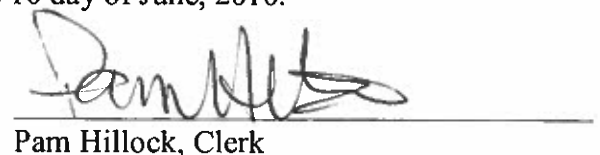
Should any section, subsection, clause or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

**11. DATE BY-LAW TAKES EFFECT**

The by-law shall be effective when the Building Code Act, S.O. 1992, c.23, as amended by S.O. 2002, C. 17, Schedule C, s.1-6 is in force.

READ a first, second and third time and finally passed this 10 day of June, 2010.

  
Allen Taylor, Warden

  
Pam Hillock, Clerk

**SCHEDULE “A” TO BY-LAW NUMBER 2010-24**  
**CLASSES OF PERMITS AND PERMIT FEES**

1. Except where a minimum flat fee is indicated for the Occupancy Classification or Type of Construction, the fee per ft<sup>2</sup> of floor area set out in Schedule “A” shall be used by the Chief Building Official in determining the permit fee.
2. For the purpose of this Schedule the occupancy classification and floor area shall be determined on the following basis;
  - a) The occupancy classification shall be established in accordance with the occupancy definitions of the Ontario Building Code and its appendices.
  - b) The floor area shall be measured to the outer face of exterior walls and to the centre line of party walls or demising walls. No deductions shall be made for openings within the floor area (e.g. stairs and stair openings, ducts, elevators, escalators). Floor area shall include all habitable areas, including mezzanines, finished attics and enclosed balconies. The following shall apply to Part B of Schedule A in determining the fee payable for a given building type:
    - Assembly Occupancies – The “Assembly Occupancies” rate shall apply to the total floor area of floors which are principally of assembly use. Other rates shall be applied to other floors based on the principal use of the total floor area.
    - Institutional Occupancies – The “Institutional Occupancies” rate shall apply to the floor areas of floors which are principally of institutional use. Other rates shall be applied to other floors based on the principal use of these areas.
    - Residential Occupancies – For detached, semi-detached and townhouses dwellings, the floor areas of unfinished basements shall not be included in the area calculations, but the fee is inclusive of these areas.

For other residential occupancies, the “Residential Occupancies” rate shall apply to the floor areas of floors which are principally of residential use. Other rates shall be applied to other floors based on the principal use of the total floor area.
    - Business and Personal Services Occupancies – The applicable “shell” rate shall be applied to the floor areas of a speculative structure, where the only finished floor areas are to be the common areas (e.g. lobby, corridors, washrooms). The “Interior Partitioning and Finishing” rate

shall be applied where finished floor areas are to be provided in other than common areas. Other rates shall be applied to other floors based on the principal use of the total floor area.

- Mercantile Occupancies - The “Mercantile Occupancies” rate shall be applied to the floor areas of a speculative structure, where the only finished floor areas are to be the common areas (e.g. lobby, corridors, washrooms). The “Interior Partitioning and Finishing” rate shall be applied where finished floor areas are to be provided in other than common areas. Other rates shall be applied to other floors based on the principal use of the total floor area.
  - Industrial Occupancies – Each “Industrial Occupancies” rate includes incidental finished office space to a maximum of 10% of the total floor area. The “Interior Partitioning and Finishing” rate shall be applied where additional finished space is provided. Other rates shall be applied to other floors based on the principal use of the total floor area.
3. “Construction Value”, as used in Item 12 of Part B of Schedule A, means the value of the proposed construction as determined by the Chief Building Official, whose determination of that value shall be final.
  4. No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve.
  5. Where they serve single dwelling units, no additional fee applies fireplaces and unfinished basements proposed and constructed at the same time as the single dwelling they serve. The appropriate “shell” fee applies to non-residential unfinished basements.
  6. A minimum fee of \$125 shall be charged for all work unless otherwise stated in this schedule.
  7. **ADMINISTRATIVE FEES**
    - a) Where an order to comply and a stop work order has been issued with respect to construction and demolition commenced prior to issuance of permit, the permit fee prescribed in Schedule “A” shall be increased to cover additional administrative costs by the greater of \$200 or 15% except where work commenced prior to the filing and acceptance of an application, the fee shall be increased by the greater of \$200 or 25%.

- b) With respect to partial permits, the fee shall be the normal fee for the proposed construction plus an administration fee of 10% of that fee. The minimum administration fee of \$125 and a maximum of \$500.00 shall apply to partial permits.
- c) With respect to conditional permits, the fee shall be the normal fee for the proposed construction plus an administration fee of 10% of that fee. The minimum administration fee of \$125 and a maximum of \$1000.00 shall apply to conditional permits.
- d) With respect to transferring a permit from one permit holder to another, the fee shall be \$250.
- e) With respect to minor revisions of plans already examined the fee shall be \$125.

**PART 'A' OF SCHEDULE 'A'**  
**FEE PAYABLE FOR SPECIFIC CLASSES OF PERMITS**

Item	Class of Permit	Fee Payable
1.	<b>Building Permit</b>	<b>See Part B</b>
2.	<b>Partial Building Permit</b>	Applicable Building Permit Fee payable plus the administration fee described in Subsection 7(b)
3.	<b>Conditional Building Permit</b>	Applicable Building Permit fee payable plus the administration fee described in Subsection 7(c)
4.	<b>Demolition Permit</b>	\$200 per building flat rate for residential & agricultural; \$500 per building flat rate for commercial, industrial & institutional
5.	<b>Change of Use Permit</b>	\$125 flat rate
6.	<b>Site Servicing / Permit for Plumbing</b>	\$250 flat rate

**PART 'B' OF SCHEDULE 'A'**  
**FEE PAYABLE FOR BUILDING PERMITS**

Item	Class of Permit	Fee Payable
1.	<b>Assembly Occupancies</b>	\$0.55 per square foot; minimum \$125
2.	<b>Institutional Occupancies</b>	\$0.55 per square foot; minimum \$125
3.	Residential Occupancies - <b>apartment buildings</b>	\$0.92 per square foot; minimum \$125
	- <b>detached, semi-detached and townhouse dwellings &amp; other residential occupancies</b>	\$0.92 per square foot; minimum \$125
4.	<b>Business &amp; Personal Service Occupancies</b> - <b>single storey business plazas (shell)</b> - <b>multi-storey office buildings (shell)</b> - <b>other business and personal service occupancies</b>	\$0.35 per square foot; minimum \$125

Item	Class of Permit	Fee Payable
5.	<b>Mercantile Occupancies</b> - single storey buildings  - multi-storey buildings	\$0.55 per square foot; minimum \$125
6.	<b>Industrial Occupancies</b> - unserviced storage buildings  - multi-storey buildings	\$0.55 per square foot; minimum \$125
7.	<b>Parking garages, unfinished basements and service floors in any building</b> - new structures  - Repairs	\$0.18 per square foot; minimum \$125
8.	<b>Interior partitioning and finishing (not part of original structure)</b>	\$0.18 per square foot; minimum \$125
9.	<b>Minor non-residential structures, alterations and plumbing only including:</b> - decks, gazebos (each) - partitioning a basement - fireplace, wood stove (each) - garage, carport, storage shed - water and sewer connection - other similar minor projects associated with a residential use	\$0.18 per square foot; minimum \$125 When calculating the square footage is not applicable: \$250 flat rate
10.	<b>Minor Residential Structures, Alterations and plumbing only including:</b> - school portables (each) - temporary prefabricated trailers (each) - temporary tent (each) - other similar minor structures associated with a non-residential use	\$250 flat rate
11.	<b>Sign</b>	\$125 flat rate
12.	<b>Farm Buildings – New or Alterations</b>	\$0.18 per square foot; minimum \$125
13.	<b>Swimming Pool Enclosures</b>	\$125 flat rate
Item	Class of Permit	Fee Payable
14.	<b>Inspections or Occupancy Permits that have not been completed within 18 months of permit issuance</b>	\$125 flat rate per inspection
15.	<b>On-site Sewage Permit – Class 4 &amp; 5 Residential (New or Replacement)</b>	\$600 flat rate

16.	<b>On-site Sewage Permit – Class 4 &amp; 5 Commercial (New or Replacement)</b>	\$1,030 flat rate
17.	<b>On-site Sewage Permit – Replacement Tank Only</b>	\$245 flat rate
18.	<b>On-site Sewage Permit – Leaching Bed Repair or Minor Alteration</b>	\$425 flat rate
19.	<b>On-site Sewage System Reviews &amp; Assessments</b> - severance / lot approval - Planning or Zoning amendment	\$245 flat rate
20.	<b>Alterations to existing buildings (not provided for in items 1 – 19)</b>	\$0.92 per square foot; minimum \$125
21.	<b>Residential Interior Renovations or Alterations</b>	\$0.35 per square foot; minimum \$125
22.	<b>Wind Turbines</b>	\$4,000 per wind turbine flat rate



**SCHEDULE B TO BY-LAW 2010-24**

**REFUNDS**

**PURPOSE**

To govern the refunds of building and demolition permits.

**STATEMENT**

If a building or demolition permit is cancelled at the request of the holder within 6 months of the date of issuance, 50% of the permit fee collected shall be refunded.

Where, in the opinion of the Chief Building Official, any other type of building permit that has not been acted upon, and the holder requests cancellation prior to the commencement of the work, the holder of the permit shall be entitled to a refund of 50% of the permit fee paid less the sum of \$125 shall be retained by the County of Dufferin.

**SCHEDULE C TO BY-LAW 2010-24**

**CODE OF CONDUCT**  
**CODE OF CONDUCT FOR BUILDING OFFICIALS**

**PURPOSE:**

The County of Dufferin Building Department maintains this Code of Conduct in accordance with the provisions of the *Building Code Act*. In addition to Article 5: "Code of Conduct" in the County's Personnel Policy Manual, which applies to all county staff, this Code of Conduct for Building Officials applies to the Chief Building Official and all Building Officials appointed under the *Building Code Act* in the performance of their duties under the *Building Code Act* and the Building Code.

This Code of Conduct promotes the appropriate standards of behaviour by Building Officials in the exercise of their powers and the performance of their duties. It prevents practices which may constitute an abuse of power including unethical or illegal practices, and promotes appropriate standards of honesty and integrity.

**STATEMENT:**

Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The County of Dufferin Building Department is committed to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence. The County's Building Officials observe both the letter and the spirit of this Code of Conduct as it pertains to situations that arise in the performance of their duties.

**PROCEDURES:**

County of Dufferin Building Officials undertake at all times to:

1. Act in the public interest, particularly with regard to the safety of building works and structures;
2. Avoid situations where there may be, or where there may reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;

3. Avoid any conduct that could bring the Building Officials, the County of Dufferin or any of the County's Local Municipalities into disrepute;
4. Extend professional courtesy to all;
5. Not divulge any confidential or sensitive information or material that they become privy to in the performance of their duties, except in accordance with the laws governing the *Municipal Freedom of Information and Protection of Privacy Act*. Any requests for information this is not considered public information will be referred to the County Co-ordinator of the *Municipal Freedom of Information and Protection of Privacy Act*;
6. Apply all relevant building laws, regulations and standards strictly and without favour and independent of the influence of interested parties;
7. Comply with the provisions of the *Building Code Act*, the Building Code and any other Act, Law or By-Law that regulates or governs Building Officials or their functions;
8. Maintain their knowledge and understanding of the best current building practices, building laws and regulations by committing to a process of continuous education;
9. Perform their inspections and certifying duties impartially and in accordance with the highest professional standards; and
10. Not act beyond their level of competence or outside their area of expertise.

### **Responding to Allegations of Misconduct**

The *Building Code Act* provides that the performance of Building Officials will be measured against this Code of Conduct. In response to any allegation of a breach of this Code, the Chief Building Official shall direct an investigation and, where appropriate, recommend disciplinary action against any Building Official who fails to comply with this Code of Conduct. Where an allegation is made against the Chief Building Official, the Chief Administrative Officer will direct the investigation and make such recommendations as are reasonable.

Disciplinary action arising from violations of this Code of Conduct will be based on the severity and frequency of the violation in accordance with County Policies, and relevant employment laws and standards.

**SCHEDULE D TO BY-LAW 2010-24**

**APPLICATIONS AND FORMS PRESCRIBED BY REGULATION UNDER THE  
BUILDING CODE ACT AND COUNTY OF DUFFERIN**

1. Application for a Permit to Construct or Demolish
2. Conditional Permit Agreement
3. Order Requiring Tests and Samples
4. Stop Work Order
5. Order to Uncover
6. Order Not to Cover or Enclose
7. Order to Comply