

Chapter 363

BUILDING CONSTRUCTION AND DEMOLITION

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Schedule A to Ch. 363, Art. I, Classes of Permits and Permit Fees

Schedule B to Ch. 363, Art. I, Declaration Form for Time Frames

Schedule C to Ch. 363, Art. I, Demolition Permit Application Information

Schedule D to Ch. 363, Art. I, Drawing Submission Requirements

[HISTORY: Adopted by the Council of the City of Toronto as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Carbon monoxide detectors — See Ch. 387.
Development of land — See Ch. 415.
Fences — See Ch. 447.

Numbering of properties — See Ch. 598.
Residential rental property demolition and conversion control — See Ch. 667.

ARTICLE I
Building Permits
[Adopted 2005-06-16 by By-law No. 598-2005¹]

§ 363-1. Definitions and word usage.

A. As used in this article, the following terms shall have the meanings indicated:

ACT — The *Building Code Act, 1992*.²

APPLICANT — The owner of a building or property who applies for a permit, any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the demolition of a building and anyone acting under the authority of the person or corporation.

¹ Editor's Note: This by-law was passed under the authority of section 7 of the *Building Code Act, 1992*, S.O. 1992, c. 23. This by-law also repealed former Ch. 363, Art. I, Building Permits, adopted 1998-04-16 by By-law No. 163-1998, as amended.

² Editor's Note: See S.O. 1992, c. 23.

ARCHITECT — The holder of a licence, certificate of practice or a temporary licence issued under the *Architects Act*.³

BUILDING CODE — The regulations made under section 34 of the Act.

CHIEF BUILDING OFFICIAL — The person appointed by the City of Toronto as the Chief Building Official for the purposes of the enforcement of the Act.

INSPECTOR — An inspector appointed by the City of Toronto for the purposes of the enforcement of the Act.

OWNER — The registered owner of the land and includes a lessee, mortgagee in possession and the person in charge of the property.

PERMIT — Permission or authorization given in writing by the Chief Building Official to perform work, to change the use of a building or part of it or to occupy a building or part of it, as regulated by the Act and Building Code.

PERMIT HOLDER — The owner to whom a permit has been issued or, where a permit has been transferred, the new owner to whom the permit has been transferred.

PROFESSIONAL ENGINEER — A person who holds a licence or temporary licence under the *Professional Engineers Act*.⁴

PROPOSAL — A proposal to develop or redevelop land, to sever land or to construct, alter, add to or extend buildings or structures.

WORK — Construction or demolition or both of a building or part of it.

ZONING CERTIFICATE — A document issued by the Chief Building Official after a detailed review of a proposal intended for application for a permit to construct or demolish under section 8 of the Act to determine its compliance with zoning and identifying all applicable law related to the proposal as defined in Section 1.1.3.3 of the Building Code. [**Amended 2010-08-27 by By-law No. 1061-2010**]⁵

- B. Any word or term not defined in this article that is defined in the Act or the Building Code shall have the meaning in this article as ascribed to it in the Act or the Building Code.

³ Editor's Note: See R.S.O. 1990, c. A.26.

⁴ Editor's Note: See R.S.O. 1990, c. P.28.

⁵ Editor's Note: This by-law came into force 2011-01-01.

§ 363-2. Classes of permits; conflicts with Schedule A.

- A. The classes of required permits and the corresponding permit fees for construction, demolition and change of use of buildings are set out in Schedule A to this article, at the end of this chapter.
- B. In the event of a conflict between a provision in §§ 363-1 to 363-10.1, and a provision in Schedule A to this article, the provision in §§ 363-1 to 363-10.1 prevails.

§ 363-3. Applications for permits, forms.

- A. Every application for a permit under section 8 of the Act to construct or demolish a building shall be made by:
 - (1) The owner of the property on which the proposed construction or demolition is taking place; or
 - (2) The authorized agent of the owner of the property.
- B. An application referred to in Subsection A shall be in a form prescribed by the Minister.
- C. Applications, other than an application for a permit under section 8 of the Act, shall be on a form approved by the Chief Building Official, and the Chief Building Official is authorized to approve forms as he or she deems necessary for the administration of this article and the Act.
- D. The Chief Building Official is authorized to approve forms for supporting information required in conjunction with and additional to the application form prescribed by the Minister under section 8 of the Act, and the public shall be notified by posting a copy of the approved form on the City's website.
- E. Every permit application shall attach a list of documents that establishes compliance with all applicable law on the form prescribed.

§ 363-3.1. Required information to accompany an application.

[Amended 2005-06-16 by By-law No. 598-2005;⁶ 2008-12-03 by By-law No. 1299-2008;⁷ 2010-08-27 by By-law No. 1061-2010⁸]

- A. Every permit application shall include a zoning certificate.
- B. A permit application, in addition to a zoning certificate, shall:

⁶ Editor's Note: This by-law came into force 2005-10-01.

⁷ Editor's Note: This by-law came into force 2009-01-01.

⁸ Editor's Note: This by-law came into force 2011-01-01.

- (1) Identify and describe in detail the work, use and occupancy to be covered for which the permit application is made;
- (2) Identify and describe in detail the existing use and the proposed use for the premises;
- (3) Describe the land on which the work is to be done;
- (4) Be accompanied by the plans, specifications, documents and other information necessary for the complete review of the permit submission, as set out in Schedule D to this article at the end of this chapter and in accordance with the requirements of § 363-5, and including all architectural, structural, required mechanical, plumbing and electrical drawings and details, including shoring drawings and details, where the construction method will require such systems;
- (5) Be accompanied with a code compliance report prepared by an architect or professional engineer, where required by the Chief Building Official;
- (6) Be accompanied with a geotechnical report prepared by a professional engineer, where required by the Chief Building Official;
- (7) If required by the Chief Building Official, be accompanied with a report from a professional engineer with respect to the impact of vibration from the proposed construction methods and the measures to be employed to mitigate such impacts;
- (8) Be accompanied by the full building permit fees required by this article;
- (9) State the names, addresses, and telephone numbers of the owner, applicant, architect, engineer, or other designer for the work applied for;
- (10) If Subsection 1.2.2 of Division C Part 1 of the Building Code applies, be accompanied by a signed acknowledgement of the owner on the form prescribed, that an architect or professional engineer or both have been retained;
- (11) If Subsection 1.2.2 of Division C Part 1 of the Building Code applies, be accompanied by a signed statement from the architect or professional engineer or both on the form prescribed, undertaking to provide a general review;
- (12) Include where applicable, the registration number of the builder or vendor as provided in the *Ontario New Home Warranties Plan Act*⁹;

⁹ Editor's Note: See R.S.O. 1990, c. O.31.

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- (13) State the estimated valuation of the proposed work, including material, labour and related direct cost associated with the work, exclusive of the cost of the land;
 - (14) State the erection and removal date for all temporary buildings; and
 - (15) Be accompanied by documentation that confirms or demonstrates compliance with any required “applicable law” as set out in Subsection 1.4.1.3 of Division A Part 1 of the Building Code.
- C. A permit application filed without a zoning certificate shall be an incomplete application, but processing may commence provided it includes information that shall:
- (1) Identify and describe in detail the work, use and occupancy to be covered for which the permit application is made;
 - (2) Identify and describe in detail the existing uses and the proposed use for the premises;
 - (3) Describe the land on which the work is to be done;
 - (4) Be accompanied by the plans, specifications, documents and other information necessary for the review of the permit submission, as set out in Schedule D to this article at the end of this chapter and in accordance with the requirements of § 363-5, and including all architectural, structural, required mechanical, plumbing and electrical drawings and details, including shoring drawings and details, where the construction method will require such systems;
 - (5) If required by the Chief Building Official, be accompanied with a report from a professional engineer with respect to the impact of vibration from the proposed construction methods and the measures to be employed to mitigate such impacts;
 - (6) Be accompanied by a deposit equal to the preliminary estimate of the fees required by this article and if the preliminary estimate of the fees required is more than \$20,000 the deposit shall be the greater of \$20,000 or an amount equal to 60 percent of the estimated full building permit fees required by this article;
 - (7) State the names, addresses, and telephone numbers of the owner, applicant, architect, engineer, or other designer for the work applied for;
 - (8) If Subsection 1.2.2 of Division C Part 1 of the Building Code applies, be accompanied by a signed acknowledgement of the owner on the form prescribed, that an architect or professional engineer or both have been retained;

- (9) If Subsection 1.2.2 of Division C Part 1 of the Building Code applies, be accompanied by a signed statement from the architect or professional engineer or both on the form prescribed, undertaking to provide a general review;
- (10) Include where applicable, the registration number of the builder or vendor as provided in the *Ontario New Home Warranties Plan Act*¹⁰;
- (11) State the estimated valuation of the proposed work, including material, labour and related direct cost associated with the work, exclusive of the cost of the land; and
- (12) State the erection and removal date for all temporary buildings.

§ 363-3.2. Demolition.

- A. In addition to the requirements of § 363-3.1B or C, every permit application that includes demolition shall be accompanied by plans, specifications, documents and other information set out in Schedule C to this article, at the end of this chapter.
- B. In addition to the requirements of § 363-3B, every permit application that includes demolition shall: [**Amended 2008-12-03 by By-law No. 1299-2008**¹¹]
 - (1) If Subsection 1.2.2 of Division C Part 1 of the Building Code applies, be accompanied by structural design characteristics of the building and the method and time schedule of demolition.
 - (2) If Article 1.2.2.3 of Division C Part 1 of the Building Code applies, the applicant shall provide confirmation on a form prescribed by the Chief Building Official that a professional engineer has been retained to undertake the general review of the demolition.
 - (3) If Article 1.2.2.3 of Division C Part 1 of the Building Code applies, the professional engineer shall provide confirmation on a form prescribed by the Chief Building Official that he or she has been retained to undertake the general review of the demolition in accordance with the performance standards of the Professional Engineers of Ontario (the “PEO”).
 - (4) If the application includes the use of explosives during the course of demolition, be accompanied by, at the sole discretion of the Chief Building Official, an undertaking in favour of the City of Toronto, an insurance policy and performance bond, letter of credit or certified cheque, in a form satisfactory to the Chief Building Official, and subject to the following requirements:

¹⁰ Editor’s Note: See R.S.O. 1990, c. O.31.

¹¹ Editor’s Note: This by-law came into force 2009-01-01.

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- (a) The applicant, contractor and owner of the property containing the building to be demolished shall each indemnify jointly and severally the City, its officers, servants and agents against all claims of any kind resulting from the demolition.
- (b) The insurance policy shall:
 - [1] Be a third-party no-deductible liability insurance policy in an amount approved by the Chief Building Official, but providing not less than \$10,000,000 coverage;
 - [2] Include the City, its officers, servants and agents, and the Chief Building Official as additional named insured; and
 - [3] Include a cross-liability clause.
- (c) The performance bond, letter of credit or certified cheque shall be in an amount approved by the Chief Building Official, but not less than \$25,000, to cover the removal of protective work and to cover any damage occasioned to property of the City.

§ 363-3.3. Partial permit.

- A. Permit applications for part of the building shall be accepted for applications where a declaration that the application is not complete has been provided under § 363-3.1A and shall: **[Amended 2005-06-16 by By-law No. 598-2005;¹² 2008-12-03 by By-law No. 1299-2008¹³]**
 - (1) Include an application for the entire project; and
 - (2) Include plans and specifications covering the part of the work for which more expeditious approval is desired, together with information pertaining to the remainder of the work as may be required by the Chief Building Official.
- B. 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.
- C. Permit applications for part of the building shall not be accepted for any permit application where the application has been declared complete under § 363-3.1A.

¹² Editor's Note: This by-law came into force 2005-10-01.

¹³ Editor's Note: This by-law came into force 2009-01-01.

§ 363-3.4. Conditional permit.

- A. In addition to the requirements in § 363-3.1C, where an application for a conditional permit is made under subsection 8(3) of the Act, the application shall:
- (1) Use the provincial application form;
 - (2) Include complete plans, specifications, documents, and other information as required by this article;
 - (3) State the reason why the applicant or owner believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (4) State the necessary approvals which must be obtained in respect to the proposed building and the time in which such approvals will be obtained; and
 - (5) Be subject to the owner entering into an agreement as provided in subsection 8(3) of the Act.
- B. The Chief Building Official may, where conditions in subsections 8(3) to 8(5) of the Act and Subsection A have been fulfilled, issue a conditional permit for a building subject to compliance with the Act, the Building Code and any other applicable law.
- C. Where a conditional permit is issued for all or part of a building or project, the conditional permit does not authorize construction beyond the plans for which approval was given nor imply that approval will necessarily be granted for the entire building or project.

§ 363-3.5. Change in use.

- A. Even though no construction is proposed, no person shall change the use of a building or permit the change of use of a building or part of it, which would result in an increase in hazard as determined by the Building Code, unless a permit has been issued by the Chief Building Official.
- B. In addition to the requirements of § 363-3.1B or C, where an application is made for a change of use permit under subsection 10(1) of the Act the application shall:
- (1) Use the form approved by the Chief Building Official;
 - (2) Describe the building or part of it in which the occupancy is to be changed; and
 - (3) Include plans and specifications which show the current and proposed occupancy of all parts of the building, and include sufficient information to establish compliance with the requirements of the Building Code, including but not limited to floor plans, details of wall, floor and roof assemblies identifying required fire-resistance ratings and load-bearing capacities.

§ 363-3.6. Construction vibrations.

[Added 2008-05-27 by By-law No. 514-2008¹⁴]

A. Definitions.

As used in this section, the following terms shall have the meanings indicated:

CONSTRUCTION EQUIPMENT — Any equipment or device designed for use in construction, or material handling including, but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers or trucks, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, ditchers, compactors and rollers, pumps, concrete mixers, graders, or other material handling equipment.

CONSTRUCTION VIBRATION — Vibration occurring as a result of the operation of construction equipment during construction.

FREQUENCY OF VIBRATION — The rate of oscillation that occurs in one second, measured in hertz where one hertz equals one cycle per second;

PEAK PARTICLE VELOCITY — The maximum rate of change with respect to time of the particle displacement, measured on the ground, and velocity amplitudes are given in units of millimetres per second from zero to peak amplitude.

VIBRATION CONTROL FORM — The form prescribed by the Chief Building Official to provide information regarding construction vibration to accompany an application for a permit.

ZONE OF INFLUENCE — The area of land within or adjacent to a construction site, including any buildings or structures, that potentially may be impacted by vibrations emanating from a construction activity where the peak particle velocity measured at the point of reception is equal to or greater than five mm/sec at any frequency or such greater area where specific site conditions are identified by the professional engineer in a study contemplated in Subsection C(3)(a).

B. Table 1.0 “Prohibited Construction Vibrations.”

(1) No person shall carry on a construction activity resulting in construction vibrations that exceed the levels set out in Table 1.0 “Prohibited Construction Vibrations”:

¹⁴ Editor’s Note: This by-law came into force on the day that was 60 days after it was passed.

Table 1.0
Prohibited Construction Vibrations

Frequency of Vibration (hertz)	Vibration Peak Particle Velocity (mm/sec)
Less than 4	8
4 to 10	15
More than 10	25

- (2) Where the professional engineer has submitted a report under Subsection D and identified lower levels than set out in Table 1.0 above, then levels exceeding those in the report shall be the prohibited construction vibrations.

C. Vibration control form.

- (1) In addition to the other requirements of this article, an applicant for a permit for construction, including demolition, shall submit as part of the permit application a vibration control form that provides the following information and is accompanied by plans and other documents set out below.
- (2) The vibration control form shall identify whether the construction activity will include blasting, deep foundations, drilled caisson, large-scale soil compaction or construction within the water table, or any other construction activity or method that has the potential to cause vibrations which may impact on buildings or structures outside of the construction site that is the subject of the permit application.
- (3) If construction activities as described in Subsection B(1) are identified, the vibration control form shall also include the following:
- (a) A preliminary study, including a plan showing the construction site and adjacent land and buildings, prepared by a professional engineer that identifies the zone of influence of vibrations and whether the zone of influence will extend beyond the legal boundaries of the construction site that is the subject of the permit application;
 - (b) The existence within the zone of influence of any buildings that have been designated under the *Ontario Heritage Act*,¹⁵ and
 - (c) A general review commitment certificate and letter of undertaking in a form acceptable to the Chief Building Official.

¹⁵ Editor's Note: See R.S.O. 1990, c. O.18.

- (4) In determining the zone of influence for the construction, the professional engineer shall consider the following:
 - (a) Soil conditions of the construction site and adjacent land;
 - (b) Weather conditions that will exist at the time of construction that may result in construction vibrations;
 - (c) Whether the proposed construction will be above or below the water table;
 - (d) The presence of heritage designated or listed properties and sensitive structures or buildings or infrastructure;
 - (e) The precise location of the source of vibration;
 - (f) Any unique site conditions;
 - (g) Whether it would be prudent, in the circumstances, to have a zone of influence that is larger than would result if the analysis had only been restricted to the predicted peak particle velocity values set out in Column 1 of the table in Subsection B; and
 - (h) Such further matters identified by the professional engineer which may be relevant to identifying the zone of influence in a specific situation.
- (5) After the issuance of a building permit, if a construction activity that was not identified in a vibration control form is proposed or commenced, the applicant shall comply with the requirements this section, where in the opinion of the Chief Building Official the construction activity may contribute to vibrations.

D. Pre-construction consultation and monitoring program.

If a zone of influence will extend beyond the legal boundaries of the construction site that is the subject of the permit application, the applicant shall:

- (1) Carry out a public pre-construction consultation with all property owners and occupants within the zone of influence advising of the possibility of construction vibrations and the provisions of this section.
- (2) As part of an application for a permit provide a report from a professional engineer addressing the following matters:
 - (a) A summary of the pre-construction consultations between the applicant and the owners and occupants of properties within the zone of influence, including comments provided to the applicant by the owners and occupants during the consultations;
 - (b) Pre-construction measurements of background vibrations within the zone of influence;

- (c) Pre-construction inspection of adjacent buildings and structures within the zone of influence to identify existing cracks in walls, floors and exterior cladding of the first two storeys above grade and interior finishes of all storeys below grade in sufficient detail to facilitate comparison of pre-construction and post-construction condition;
- (d) Where it is not possible to gain access for a pre-construction inspection, statements of the efforts made to gain access;
- (e) Identification of mitigation measures to reduce the impacts of construction-related vibrations within the zone of influence; and
- (f) A monitoring program to measure variances in the vibration levels before and during construction activities which shall be verified by a professional engineer, and shall include:
 - [1] The number and location of seismographs to be used;
 - [2] The sampling frequency;
 - [3] The result transmittal protocol;
 - [4] Ambient vibration levels;
 - [5] A public communications protocol;
 - [6] A complaints protocol during construction; and
 - [7] Procedures for construction method alteration to address the occurrence of excessive vibrations.

- (3) The mitigation measures and monitoring program required under Subsection D(2)(e) and (f) shall be implemented so that construction activities do not exceed maximum frequency-based limits for peak particle velocity as set out in Subsection B or such lower levels as may be identified by the professional engineer as being prudent taking into consideration site-specific conditions.
- (4) The monitoring program shall include no less than one on-site seismograph that is to be operated continuously to record the vibration frequency and peak particle velocity for construction vibrations at all times during construction activities identified in Subsection C(2).

E. Monitoring of vibrations during construction.

The applicant shall monitor the vibration levels and report on the monitoring as follows:

- (1) The applicant shall monitor vibration levels during construction in accordance with the monitoring program submitted with the application for a permit under Subsection D(2)(f).

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- (2) Where in the opinion of the professional engineer it is prudent to do so, monitoring shall be based to detect levels below those set out in the table in Subsection B.
- (3) The applicant shall submit a copy in writing of all vibration measurements recorded as part of the monitoring program to the building inspector assigned to the project at the end of each workday, or as requested by the building inspector.
- (4) Construction activity shall not be carried on when it will result in vibration measurements that exceed the prohibited construction vibration levels set out in Subsection B.

F. Public communications and complaint protocol.

The applicant shall, in addition to the pre-construction survey required in Subsection C, provide for the following public communications and complaints protocols:

- (1) At least one week before the commencement of construction activity that may cause vibrations, the applicant shall notify the ward Councillor and owners and occupants of properties within the zone of influence of the scheduled construction activity;
- (2) The notice required under Subsection F(1) shall include the following:
 - (a) An explanation of the proposed construction activity and its potential to produce vibrations;
 - (b) A statement of the levels of construction vibration that are prohibited in this section;
 - (c) The address of the construction site where the construction activity will occur;
 - (d) The date and time that the work will occur;
 - (e) The name, address, telephone number, and other contact information through which a person affected by vibrations may contact the applicant and the person carrying out the construction activity for the applicant; and
 - (f) Contact information for Toronto Building staff assigned to the project.
- (3) In the event that the applicant receives a complaint or is otherwise notified of a complaint about vibrations from the construction activity, the applicant shall cause the professional engineer monitoring the project to immediately perform vibration measurement at the complainant's location during activities representative of the offending operation and to provide to the complainant

and to the building inspector assigned to the project a copy of the measurement results including an interpretation by the professional engineer of the possible impacts such construction vibrations might have on the building or structure of the complainant; and

- (4) In the event that the measurements at the complainant's location exceed the limits set out in Subsection B, all construction activity generating the vibrations shall immediately cease and not resume until mitigation measures are implemented to reduce the vibration levels so that they are below the limits set out Subsection B.

§ 363-4. Abandoned permit.

- A. Where an application for a permit remains inactive or incomplete for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned without any further notice.

§ 363-5. Plans and specifications.

- A. Every applicant for a permit shall furnish:
 - (1) With each application for a building permit, sufficient plans, specifications and documents, as outlined in Schedule D to this article at the end of this chapter, to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use will conform to the Act, the Building Code, and any other applicable law; and
 - (2) A site plan referenced to a current plan of survey certified by an Ontario Land Surveyor, and a copy of the survey shall be filed with the City 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 or any other applicable law.
- B. As part of the first building permit application on each lot within a newly created plan of subdivision, the application shall include a lot grading and building siting control plan prepared by a professional engineer.
- C. As part of the first building permit application on each lot within a newly created plan of subdivision, the application shall include a site certificate of conformance prepared by a professional engineer that the building permit drawings conform to the subdivision grading and building siting control plan and the lot grading and building siting control plan.
- D. The site plan referred to in Subsection A(2) shall include:
 - (1) Lot size and dimensions of the property and setbacks to any existing or proposed buildings;

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- (2) Existing and finished ground elevations of the property and the elevations of the streets abutting the property;
 - (3) Existing rights-of-way, easements and municipal services;
 - (4) Dimensions of setbacks of proposed buildings from buildings located on the adjacent lots; and
 - (5) Dimensions of setbacks of buildings located on the adjacent lots from their respective front property lines.
- E. Plans submitted under Subsection A and as outlined in Schedule D to this article, at the end of this chapter, shall be legible and be drawn to scale upon paper or other suitable and durable material. **[Amended 2008-12-03 by By-law No. 1299-2008¹⁶]**
- (1) Upon paper or other suitable and durable material; and
 - (2) In an electronic format conforming to all applicable guidelines as prescribed by the Chief Building Official.
- F. Except where the submitted document is a form described in § 363-3, the number of plans, specifications, documents and other information shall be submitted as follows: **[Amended 2008-12-03 by By-law No. 1299-2008¹⁷]**
- (1) One copy in electronic format; and
 - (2) Two hard copies on suitable, durable material.
- G. Forms described in § 363-3 shall be submitted as one electronic copy, and one signed hard copy. **[Added 2008-12-03 by By-law No. 1299-2008¹⁸]**
- H. Applications shall not be considered submitted until the requirements of Subsections F and G are met. **[Added 2008-12-03 by By-law No. 1299-2008¹⁹]**
- I. Submissions that do not meet electronic formatting guidelines prescribed shall be assessed a Printing/Scanning/Conversion Service Charge to recover the costs associated with bringing the submission into compliance. **[Added 2008-12-03 by By-law No. 1299-2008²⁰]**
- J. The original of any approval from other City Division, Board, Agency or other external agency shall be submitted together with an electronic version, or otherwise

¹⁶ Editor's Note: This by-law came into force 2009-01-01.

¹⁷ Editor's Note: This by-law came into force 2009-01-01.

¹⁸ Editor's Note: This by-law came into force 2009-01-01.

¹⁹ Editor's Note: This by-law came into force 2009-01-01.

²⁰ Editor's Note: This by-law came into force 2009-01-01.

will be subject to Subsections H and I. [**Added 2008-12-03 by By-law No. 1299-2008²¹**]

- K. The Chief Building Official may require the additional information to be provided any time prior to the completion of work. [**Amended 2008-12-03 by By-law No. 1299-2008²²**]
- L. On completion of the construction of a building, the Chief Building Official may require a set of as-constructed plans, including a plan of survey showing the location of the building. [**Amended 2008-12-03 by By-law No. 1299-2008²³**]
- M. For amendments to any part of a previously submitted electronic file, whether it is a document, form, specifications or plan, the new up-to-date version of the file shall be resubmitted electronically. [**Added 2008-12-03 by By-law No. 1299-2008²⁴**]
- N. Plans and specifications furnished according to this article or otherwise required by the Act become the property of the municipality and will be disposed of or retained in accordance with relevant legislation. [**Amended 2008-12-03 by By-law No. 1299-2008²⁵**]

§ 363-6. Fees.

- A. The Chief Building Official shall determine the required fees for the proposed work, calculated in accordance with Schedule A to this article, at the end of this chapter, and the applicant or owner shall pay the fees.
- B. Refusal of permit.
 - (1) No permit shall be issued until the full fees for it have been paid.
 - (2) Despite Subsection B(1), where permit fees are greater than \$20,000, a part permit for excavation and shoring may be issued before the full fees have been paid if the deposit required under § 363-3.1C(6) has been paid.
- C. The fee for a zoning certificate shall be 25 percent of the total permit fee applicable to a proposal as calculated in accordance with Schedule A to this article, at the end of this chapter, provided that for each additional review required prior to the issuance of a zoning certificate the applicant shall pay an additional fee equal to 10

²¹ Editor's Note: This by-law came into force 2009-01-01.

²² Editor's Note: This by-law came into force 2009-01-01.

²³ Editor's Note: This by-law came into force 2009-01-01.

²⁴ Editor's Note: This by-law came into force 2009-01-01.

²⁵ Editor's Note: This by-law came into force 2009-01-01.

percent of the total permit fee applicable. **[Amended 2010-08-27 by By-law No. 1061-2010²⁶]**

- D. Where an applicant or owner submits and pays in full for a zoning certificate as defined in § 363-1, the fees for the review shall be credited in full to the subsequent permit application and reduce the amount to be paid under § 363-6A. **[Amended 2010-08-27 by By-law No. 1061-2010²⁷]**
- E. Upon written request the Chief Building Official shall determine the amount of fees, if any, that may be refunded in accordance with Schedule A to this article, provided that the request is received no later than one year after the application in the case of:
- (1) Withdrawal of the application;
 - (2) Abandonment of an application under § 363-4;
 - (3) Refusal to issue a permit; or
 - (4) A request for revocation of a permit under clause 8(10)(e) of the Act.
- F. For all applications made on or after January 1, 2006, the required fees shall be calculated in accordance with Schedule A to this article plus an amount equal to 4.6% of the amount in Schedule A. **[Added 2005-12-07 by By-law No. 1029-2005]**
- G. In addition to the fees set out above, there shall be a fee of \$40 for each new residential unit included in an application made on or after January 1, 2006. **[Added 2005-12-07 by By-law No. 1029-2005]**
- H. For all applications made on or after January 1, 2007, the required fees shall be the fee calculated under Subsections F and G together with an annual increase based upon a rate equal to the annual wage adjustment increase, effective January 1, 2007, provided that if the wage adjustment is not known on the first day of January then the rate of increase shall be the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) for the Toronto Census Metropolitan Area, published by Statistics Canada during the twelve-month period ending on October 1 in the year immediately preceding the rate increase, and the fees shall be so adjusted on the first day of January each successive year thereafter. **[Added 2005-12-07 by By-law No. 1029-2005]**
- I. Requests to the Chief Building Official to evaluate Alternative Solution Submissions shall be charged a fee of \$2,000 per Alternative Solution Submission. **[Added 2008-12-03 by By-law No. 1299-2008²⁸]**

²⁶ Editor's Note: This by-law came into force 2011-01-01.

²⁷ Editor's Note: This by-law came into force 2011-01-01.

²⁸ Editor's Note: This by-law came into force 2009-01-01.

- J. Requests to the Chief Building Official to evaluate a building material, system or design shall be charged \$5,000 for each evaluation. Any cost of required third party review, testing, or evaluation deemed necessary by the Chief Building Official as part of the evaluation shall be added to the evaluation fee. **[Added 2008-12-03 by By-law No. 1299-2008²⁹]**
- K. Where a fee for Energy Devices and Equipment is paid under Part E of Schedule A, no additional fee shall be payable to evaluate such Energy Devices and Equipment as an Alternate Solution Submission. **[Added 2008-12-03 by By-law No. 1299-2008³⁰]**
- L. Any demolition or building permit application associated with the renovation, remediation, demolition of a property identified as a marijuana grow operation shall be assessed a fee of \$5,000 for plan review, inspection and administration in addition to any fee prescribed under § 363-6A, and an additional fee of \$750 for an assessment report, remediation plan review and clerical administration costs of Toronto Public Health. **[Added 2008-12-03 by By-law No. 1299-2008³¹]**
- M. Requests to the Chief Building Official for the disclosure of plans, files, drawings, or any other record shall be accompanied with a payment of \$65 for each plan, file, drawing or record requested. **[Added 2008-12-03 by By-law No. 1299-2008³²]**

§ 363-7. Revocation of permit.

- A. Before revoking a permit under clause 8(10)(b) or (c) of the Act, the Chief Building Official shall serve the permit holder with written notice of the intention to revoke the permit.
- B. Before revoking a permit under clause 8(10)(a), (d), (e) or (f) of the Act, the Chief Building Official may serve the permit holder with written notice of the intention to revoke the permit.
- C. A notice under Subsection A or B may be served personally or by registered mail sent to the last known address of the permit holder, and if a notice is served by registered mail, the permit holder shall be conclusively deemed for all purposes to have been served with the notice on the third day after the day of mailing.
- D. If on the expiration of 30 days from the date of service of notice of intention to revoke a permit, the ground for revocation continues to exist, the Chief Building Official may revoke the permit without further notice to the permit holder.

²⁹ Editor's Note: This by-law came into force 2009-01-01.

³⁰ Editor's Note: This by-law came into force 2009-01-01.

³¹ Editor's Note: This by-law came into force 2009-01-01.

³² Editor's Note: This by-law came into force 2009-01-01.

- E. Upon revocation of a permit, the Chief Building Official has the sole discretion to dispose of any plans or any other information submitted with the permit application, or to return any of them to the permit holder.

§ 363-8. Deferral of revocation.

- A. A permit holder may within 30 days from the date of service of a notice under § 363-7 request in writing the Chief Building Official to defer the revocation by stating reasons why the permit should not be revoked.
- B. The Chief Building Official having regard to any changes to the Act, Building Code or other applicable law may allow the deferral, in writing.
- C. The non-refundable fee for a request for a deferral, set out in Schedule A to this article, at the end of this chapter, shall accompany a request for deferral.

§ 363-9. Transfer of permit.

- A. Permits and permit applications are transferable only upon the current permit holder and previous owner giving written authorization for the transfer to the new owner, and upon issuance of a transfer permit the new owner shall then be the permit holder.
- B. The fee set out in Schedule A to this article shall be paid by the permit holder.

§ 363-10. Notifications for inspections.

- A. The permit holder shall give notices for inspections for each stage of construction required under Article 1.3.5.1 of Division C, Part 1, of the Building Code to the Chief Building Official at least two business days in advance of each stage of construction specified in it. [**Amended 2008-12-03 by By-law No. 1299-2008³³**]
- B. The permit holder shall give notices for inspections respecting the stage of construction under Clause 1.3.5.2.(i), (d) and (g) of Division C, Part 1, of the Building Code to the Chief Building Official at least two business days in advance of each stage of construction specified in it. [**Amended 2008-12-03 by By-law No. 1299-2008³⁴**]
- C. A notice given under this section is not effective until the Chief Building Official actually receives written or oral notice.
- D. Upon actual receipt of a notice, the inspector shall undertake a site inspection of the building to which the notice pertains in accordance with the time periods stated in

³³ Editor's Note: This by-law came into force 2009-01-01.

³⁴ Editor's Note: This by-law came into force 2009-01-01.

Article 1.3.5.3 of Division C, Part 1, of the Building Code for notification given under Subsection A. [Amended 2008-12-03 by By-law No. 1299-2008³⁵]

§ 363-10.1. Request for zoning certificate.

[Amended 2008-12-03 by By-law No. 1299-2008;³⁶ 2010-08-27 by By-law No. 1061-2010³⁷]

- A. Every request for a zoning certificate shall:
- (1) Identify and describe in detail the work, use and occupancy to be covered for which the proposal is made;
 - (2) Identify and describe in detail the existing use and proposed use for which the premises is intended;
 - (3) Be accompanied by sufficient plans and specifications in accordance with § 363-5 including a site plan referenced to a current plan of survey and complete architectural drawings and details to enable the Chief Building Official to determine whether the proposal complies with the City's zoning by-laws; and
 - (4) Be accompanied by documents and information relating to applicable law as set out in Sentence 1.1.3.3.(1) of the Building Code.
- B. An applicant or owner shall pay a fee at the time of request for a zoning certificate that is equal to 25 percent of the calculated permit fees in accordance with Schedule A to this article, at the end of this chapter.
- C. The Chief Building Official shall provide to an applicant or owner who submits a request for a zoning certificate with:
- (1) A zoning certificate.
 - (2) An examiner's notice identifying in detail any required additional information that the Chief Building Official deems necessary to complete the review required to issue a zoning certificate.
- D. The zoning certificate notice referred to in Subsection C shall be sent to the applicant or owner who made the request.
- E. If a notice is given under Subsection C(2) requiring additional information or if the owner submits additional information requiring additional review or re-examination of a proposal for a zoning certificate in addition to the fee provided in Subsection B,

³⁵ Editor's Note: This by-law came into force 2009-01-01.

³⁶ Editor's Note: This by-law came into force 2009-01-01.

³⁷ Editor's Note: This by-law came into force 2011-01-01.

the applicant shall pay an additional fee equal to 10 percent of the calculated permit fees.

- F. Where after a re-examination additional submissions are made by the applicant or owner requesting further examination for a pre-application applicable law review, the applicant or owner shall, before the issuance of a notice under Subsection C(1), pay additional fees based on the hourly rate of examination set out in Schedule A to this article at the end of this chapter.
- G. If substantial changes are made to a proposal after a zoning certificate review has been completed, a new request for a zoning certificate must be made which shall be accompanied by the full fees in accordance with Subsection B.
- H. All plans, specifications and documents submitted for pre-application applicable law review will be retained on file in accordance with the City's retention by-law but in no case shall retention be less than one year from the date of notice.

ARTICLE II
Demolition Control
[Adopted 2006-09-27 by By-law No. 1009-2006³⁸]

§ 363-11. Designation of area of demolition control.

The geographic area of the City of Toronto is designated as an area of demolition control.

§ 363-11.1. Co-ordination with Chapter 667, Residential Rental Property Demolition and Conversion Control.

[Added 2007-07-19 by By-law No. 885-2007]

- A. The Chief Building Official shall make a preliminary assessment to determine if Chapter 667, Residential Rental Property Demolition and Conversion Control, applies to the proposed demolition, except that the Chief Planner shall make all assessments on the application of § 667-2B.

³⁸ Editor's Note: This by-law repealed former Art. II, Demolition Control, adopted 1998-07-31 by By-law 488-1998, as amended; it also repealed Schedule E to Ch. 363, Art. II, Demolition Control in Former City of Scarborough. This by-law was passed under the authority of section 33 of the *Planning Act*, R.S.O. 1990, c. P.13. This by-law comes into force 2007-01-31.

Section 2 of this by-law stated: 2. Transition. A by-law listed in section 3 continues to apply for purposes of processing any demolition permit application for a residential property accepted by the Chief Building Official before January 31, 2007.

Section 3 of this by-law stated: 3. Repeal. A. Except for the purposes set out in section 2, the following are repealed: (1) Former Borough of East York By-law No. 133-90, "To designate an area of Demolition Control in the Borough of East York and to delegate authority to the Chief Building Official to issue certain demolition permits", as amended; (2) Section 304-38 of Chapter 304, Zoning By-law, of the Etobicoke Zoning Code (the codified version of By-law No. 488-1998, "To introduce Demolition Control for certain areas within the former City of Etobicoke", which was also codified as § 363-11 of The City of Toronto Municipal Code); (3) Former City of North York By-law No. 29695, "A By-law respecting demolition control"; (4) Former City of Toronto Municipal Code Chapter 146, Building Construction and Demolition, Article II, Demolition Control (§§ 146-15 and 146-16); (5) Former City of York By-law No. 4034-81, "To designate the area comprising the Borough of York as an area of demolition control", as amended and codified in former City of York Municipal Code, Demolition- Planning, Chapter 416, Demolition Control Area, Articles 1 and 2 (§§ 416.1.1, 416.2.1 and 416.2.2).

- B. If the Chief Building Official is of the opinion that Chapter 667 may apply, the application shall be forwarded to the Chief Planner to make a final determination on the application of Chapter 667.
- C. Despite § 363-12, if the Chief Planner has determined that approval is also required under Chapter 667, the Chief Building Official may only issue a demolition permit under this article after preliminary approval is granted under Chapter 667, unless Council provides otherwise.
- D. Despite Subsection C and § 363-12, if the proposed demolition application is delegated to the Chief Building Official under this article but not delegated to the Chief Planner under § 667-11 of Chapter 667, the Chief Planner in consultation with the Chief Building Official may report on the two applications to the community council or standing committee for Council's approval.
- E. The Chief Building Official may issue one demolition permit for the purposes of this article and Chapter 667.

§ 363-12. Authority to issue demolition permits.

A. Incidental demolition.

The Chief Building Official is authorized to issue demolition permits for parts of residential properties where the application to demolish falls within the following categories:

- (1) Demolition incidental to interior or exterior alterations, or both, or additions to portions of a residential property, if the residential property contains less than six dwelling units and, after alteration, will continue to be used for the same use; or
 - (2) Demolition incidental to alterations or additions, or both, to existing commercial portions of a residential property.
- B. Demolition of property not located in the former City of Toronto; less than six dwelling units and issued building permit.
- (1) Subsection B applies to an application for a demolition permit for all or part of a residential property, if the residential property: contains less than six dwelling units, a building permit has been issued to erect a new building on the site of the residential property sought to be demolished, and the residential property is not located within the geographic area of the former City of Toronto.
 - (2) To obtain a demolition permit under this subsection, an applicant shall file an application in writing on forms prescribed by and available from the Chief

Building Official and shall supply any other information relating to the application as required by the Chief Building Official.

- (3) The Chief Building Official shall issue the demolition permit subject to the following conditions:
 - (a) That the applicant for the demolition permit construct and substantially complete the new building to be erected on the site of the residential property to be demolished not later than two years from the day demolition of the existing residential property is commenced.
 - (b) That on failure to complete the new building within the time specified in Subsection B(3)(a), the City Clerk shall be entitled to enter on the collector's roll, to be collected in like manner as municipal taxes, the sum of \$20,000 for each dwelling unit contained in the residential property in respect of which the demolition permit is issued and that such sum shall, until payment, be a lien or charge upon the land in respect of which the permit to demolish the residential property is issued.
- (4) Where the Chief Building Official refuses to issue a demolition permit under Subsection B(3) because the provisions of Subsection B have not been met, an applicant may appeal to the community council in writing setting out the reasons why the application should be approved or why the conditions in Subsection B(3) should be varied or waived, and the Chief Building Official shall forward a report to the community council.
- (5) The community council shall recommend to Council whether to issue or refuse to issue the demolition permit, including conditions, if any, to be attached to the demolition permit, or the community council under delegated authority, shall issue, with or without attaching conditions, or refuse to issue the demolition permit. **[Amended 2007-03-06 By-law No. 176-2007]**

C. Demolition of property located in the former City of Toronto; less than six dwelling units and issued building permit.

- (1) Subsection C applies to an application for a demolition permit for all or part of a residential property, if the residential property: contains less than six dwelling units, a building permit has been issued to erect a new building on the site of the residential property sought to be demolished, and the residential property is located within the geographic area of jurisdiction of the former City of Toronto.
- (2) To obtain a demolition permit under this subsection, an applicant shall file an application in writing on forms prescribed by and available from the Chief Building Official and shall supply any other information relating to the application as required by the Chief Building Official.

- (3) The applicant shall prepare a notice advising of the application, in the form required by the Chief Building Official, and shall immediately post the notice on the property in a manner so that the notice is visible to passers-by, for a period of not less than 14 days.
- (4) The Chief Building Official shall consider the application not earlier than 14 days after the notice is posted and, where the provisions of this section have been met, the Chief Building Official shall issue the demolition permit unless he or she receives one of the following, in which case the Chief Building Official shall refer the application to the community council for consideration:
 - (a) A written notice of an objection to the issuance of the demolition permit;
 - (b) A request from the Councillor for a ward in which the property is located that the application be referred to the community council; or
 - (c) A written objection from the applicant respecting the conditions in Subsection C(5).
- (5) A demolition permit issued under Subsection C(4) shall be issued subject to the following conditions:
 - (a) That the applicant for the demolition permit construct and substantially complete the new building to be erected on the site of the residential property to be demolished not later than two years from the day demolition of the existing residential property is commenced.
 - (b) That on failure to complete the new building within the time specified in Subsection C(5)(a), the City Clerk shall be entitled to enter on the collector's roll, to be collected in like manner as municipal taxes, the sum of \$20,000 for each dwelling unit contained in the residential property in respect of which the demolition permit is issued and that such sum shall, until payment, be a lien or charge upon the land in respect of which the permit to demolish the residential property is issued.
- (6) Where the Chief Building Official refuses to issue a demolition permit under Subsection C(4) because the provisions of Subsection C have not been met, an applicant may appeal to the community council in writing setting out the reasons why the application should be approved or why the conditions in Subsection C(5) should be varied or waived, and the Chief Building Official shall forward a report to the community council.
- (7) Where the Chief Building Official has referred the application to the community council for consideration under Subsection C(4), the Chief Building Official shall forward a report to the community council.

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- (8) The community council shall recommend to Council whether to issue or refuse to issue the demolition permit, including conditions, if any, to be attached to the demolition permit, or the community council under delegated authority, shall issue, with or without attaching conditions, or refuse to issue the demolition permit. **[Amended 2007-03-06 By-law No. 176-2007]**
- D. Demolition of property with less than six dwelling units and no building permit issued, or six or more dwelling units.
- (1) Subsection D applies to an application for a demolition permit for all or part of a residential property, if the residential property contains:
- (a) Less than six dwelling units and no building permit has been issued to erect a new building on the site of the residential property sought to be demolished; or
- (b) Six or more dwelling units (whether or not a building permit has been issued to erect a new building on the site of the residential property sought to be demolished).
- (2) To obtain a demolition permit under Subsection D, an applicant shall file an application in writing on forms prescribed by and available from the Chief Building Official and shall supply any other information relating to the application as required by the Chief Building Official.
- (3) The Chief Building Official and the Chief Planner shall forward a report respecting the application to the community council.
- (4) The community council shall recommend to Council whether to issue or refuse to issue the demolition permit, including conditions, if any, to be attached to the demolition permit, or the community council under delegated authority, shall issue, with or without attaching conditions, or refuse to issue the demolition permit. **[Amended 2007-03-06 By-law No. 176-2007]**
- E. The community council in Subsections B, C and D shall be the community council for the geographic area in which the property is located.
- F. If the property is located in the geographic area of more than one community council, the Chief Building Official and, under Subsection D, the Chief Planner shall report to a community council responsible for one of the geographic areas in which the property is located, and notice of the report will be given to the councillor of any ward in which the property is located.

§ 363-12.1. Fees.

Despite the issuance of a demolition permit under section 33 of the *Planning Act*³⁹ instead of subsection 8(1) of the *Building Code Act, 1992*,⁴⁰ as permitted by subsection 33(8) of the *Planning Act*, the fees payable shall be calculated as set out in § 363-6, Article I, Building Permit, with necessary changes.

ARTICLE III
Fencing of Construction and Demolition Sites
[Adopted 2000-10-05 by By-law No. 721-2000⁴¹]

§ 363-13. Definitions.

As used in this article, the following terms shall have the meanings indicated:

RESIDENTIAL SITE — A construction or demolition site for a building that is used only for residential purposes and that is not more than three storeys in building height and not more than one level below grade.

§ 363-14. Fence required; conditions for exemption.

- A. Unless granted an exemption under Subsection B, a person issued a construction or demolition permit under the *Building Code Act, 1992*,⁴² for any work in the City of Toronto shall erect and maintain a fence to enclose the construction or demolition site, including any areas where equipment is operated or equipment or material is stored.
- B. The Chief Building Official is authorized to grant an exemption from the requirement in Subsection A to erect a fence if the Chief Building Official is satisfied that conditions at a site would not present a particular hazard to the public after having regard for:
- (1) The proximity of the site to occupied dwellings;
 - (2) The proximity of the site to places frequented by the public, including streets, parks, businesses and workplaces;
 - (3) The effectiveness of any existing fencing adjacent to the site;
 - (4) The feasibility and effectiveness of fencing the site;

³⁹ Editor's Note: See R.S.O. 1990, c. P.13.

⁴⁰ Editor's Note: See S.O. 1990, c. 23.

⁴¹ Editor's Note: This by-law was passed under the authority of clauses 7(i) and (j) of the *Building Code Act, 1992*, S.O. 1992, c. 23. This by-law also repealed Municipal Code Chapter 113, Construction Site Fencing, of the former City of Etobicoke; and By-law No. 31856 of the former City of North York.

⁴² Editor's Note: See S.O. 1992, c. 23.

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- (5) Any proposed security measures to deter entry to the site;
 - (6) The hazard presented by the activity occurring and materials used on the site;
 - (7) The expected duration of the hazard; and
 - (8) Any other safety considerations.
- C. Where work on a construction or demolition site is substantially suspended or abandoned, the Chief Building Official may revoke an exemption granted under Subsection B by serving written notice of the revocation on the permit holder.

§ 363-15. General requirements

Every fence required by this article shall:

- A. Be erected at the perimeter of the site to fully enclose the site.
- B. Be built to deter entry by unauthorized persons or vehicles.
- C. Have no rails, other horizontal or diagonal bracing, attachments or pattern of openings on the outside that would facilitate climbing.
- D. Contain no opening more than 150 millimetres wide or less than 900 millimetres above the bottom of the fence except where required for access to and from the site.
- E. At any access opening, be equipped with gates that shall:
 - (1) Contain wire mesh or similar material sufficient to provide visibility for traffic entering or exiting the site;
 - (2) Be built to specifications that provide performance and safety at least equivalent to the fence; and
 - (3) Deter entry by unauthorized persons;
- F. Be maintained:
 - (1) In good repair with no gaps larger than 100 millimetres below the fencing and be free of graffiti and posters; [**Amended 2001-04-27 by By-law No. 218-2001**]
 - (2) Free from health, fire and accident hazards; and
 - (3) So that any access opening is closed and locked or securely reinstalled when the site is unattended.
- G. Be removed not later than 30 days after completion of the construction or demolition work.

§ 363-16. Fence height.

A fence required by § 363-14 shall:

- A. If erected on a residential site between an excavation on the site and a public sidewalk or lane that is within 3.0 metres of the excavation, have a height not less than 1.8 metres above the grade outside the enclosed area.
- B. If erected on any other residential site, have a height not less than 1.2 metres above the grade outside the enclosed area.
- C. If erected on any other construction or demolition site, have a height not less than 1.8 metres above the grade outside the enclosed area.

§ 363-17. Fence construction standards.

A fence required by § 363-14 shall be built to the following minimum standards:

- A. If erected between an excavation and a public sidewalk or lane that is within 3.0 metres of the excavation, the fence shall be built of wood.
- B. If built of wood, the outside face shall be smooth exterior grade plywood or wafer board 12.5 millimetres thick that is close-boarded, securely nailed or screwed to 89 millimetre by 89 millimetre vertical posts spaced at 2.4 metre centres and embedded sufficiently deep into the ground to provide a rigid support, and securely nailed or screwed to 39 millimetre by 89 millimetre horizontal rails secured to the vertical posts at the top, bottom and intermediate locations at 600 millimetre centres.
- C. If built with plastic mesh, the fencing shall be fastened securely at 200 millimetre centres to steel T or 50 millimetre wide U posts, spaced at not more than 1.2 metre centres and embedded at least 600 millimetres into the ground, with the top and bottom of the plastic mesh secured horizontally by an 11-gauge lacing cable threaded through the mesh and looped and fastened to each post.
- D. If built with chain link, the mesh shall have openings no larger than 50 millimetres and shall be fastened securely both to vertical steel posts, spaced at not more than 2.4 metre centres and embedded at least 600 millimetres into the ground, and to top and bottom horizontal steel rails or 9-gauge steel wire.
- E. Any hoarding, canopy or similar protective barrier required under provincial law may form part of the fence.
- F. The fence may be a combination of the fence types specified in this article or may be built of other materials if the fence can be shown to provide performance and safety equivalent to fence types specified and the Chief Building Official authorizes its use.

§ 363-18. Conflicting provisions.

Where this article conflicts with any other by-law, the more restrictive by-law applies.

§ 363-19. Transition.

- A. If erected before the day this article comes into force, the following fences are deemed to comply with § 363-14 of this article:
- (1) Any fence in the former City of Etobicoke erected and maintained in compliance with Municipal Code Chapter 113, Construction Site Fencing, of the former City of Etobicoke; and
 - (2) Any fence in the former City of North York erected and maintained in compliance with By-law No. 31856 of the former City of North York.
- B. If erected before April 23, 1998, any fence in the former City of Toronto erected and maintained in compliance with former City of Toronto Municipal Code Chapter 146, Building Construction and Demolition, Section 5.1 (Fencing of Construction and Demolition Sites) is deemed to comply with § 363-14 of this article.

ARTICLE IV

Agreements

[Adopted 2002-02-15 by By-law No. 123-2002⁴³; amended in its entirety
2002-10-31 by By-law No. 854-2002]

§ 363-20. Authority to approve and execute limiting distance agreements.

The authority to approve the entering into of limiting distance agreements under the *Building Code*, O. Reg. 403/97, and the authority to execute such agreements on behalf of the City, is delegated to the Chief Building Official and the Deputy Chief Building Officials where the following conditions are met:

- A. No land that is owned by the City is affected by the agreement.
- B. The agreement does not impose any obligations on the City.
- C. The agreement is satisfactory to the City Solicitor.

§ 363-21. Conditional permit agreements.

- A. The Chief Building Official and the Deputy Chief Building Officials are authorized to take the following actions with respect to the processing of conditional permit agreements under section 8 of the *Building Code Act, 1992*:⁴⁴

⁴³ Editor's Note: This by-law was passed under the authority of section 102.1 of the *Municipal Act*, R.S.O. 1990, c. M.45. By-law No. 291-2002, enacted 2002-04-18, corrected By-law No. 123-2002 to delete "Article III" and substitute "Article IV"; said By-law No. 291-2002 came into force 2002-02-15.

⁴⁴ Editor's Note: See S.O. 1992, c. 23.

- (1) To approve the entering into a standard form conditional permit agreement and to execute the agreement on behalf of the City;
 - (2) To approve an assignment of a conditional permit agreement and to execute the consent to the assignment of the agreement on behalf of the City; and
 - (3) To approve the release of a registered conditional permit agreement when the agreement is no longer necessary and to execute the release of the agreement on behalf of the City.
- B. Before approving an agreement, assignment or release under Subsection A, the Chief Building Official or Deputy Chief Building Official shall consult with the member of Council for the land to which the conditional permit application or conditional permit relates.

ARTICLE V

Right of Entry

[Adopted 2008-10-30 by By-law No. 1154-2008⁴⁵]

§ 363-22. Definitions.

- A. As used in this article, the following terms shall have the meanings indicated:

ALTERATION — Includes, for example, but is not limited to, a structural change to the exterior or interior of an existing building, fence or other structure, but does not include a total replacement of an existing building, fence or other structure.

APPLICANT — The owner or occupant of a building or property who applies for a permit, or any person authorized by the owner or occupant to apply for a permit on the owner's or occupant's behalf.

BUILDING — The same meaning as in section 1 of the *Building Code Act, 1992*.⁴⁶
[This meaning is noted as follows for reference purposes only:

- (1) A structure occupying an area greater than 10 square metres consisting of a wall, roof and floor or any of them or a structural system serving the function

⁴⁵ Editor's Note: This by-law was passed under the authority of section 101 of the *City of Toronto Act, 2006*, S.O. 2006, c. 11. This by-law came into force 2009-02-28 and also repealed the following by-laws: By-law No. 11-94, being a by-law "To permit the entry of persons on the land of another for the purpose of making repairs" of the former Borough of East York; Municipal Code Chapter 128, Entry on Adjoining Lands, Article I, General Provisions, of the former City of Etobicoke; By-law No. 15337, being a by-law "To permit the entry of one person on the land of another for the purpose of making repairs" as amended, of the former City of Scarborough; Municipal Code Chapter 146, Building Construction and Demolition, Article III, Right of Entry, of the former City of Toronto; and By-law No. 2757-77, being a by-law "To provide for the entry of an owner or occupant of lands upon adjoining lands for the purpose of making repairs to a building," as amended, of the former City of York and as codified in former City of York Municipal Code, Property Maintenance, Chapter 789, Entry Upon Adjoining Land For Repair. This by-law also provided that, despite the repeal of the aforementioned by-laws, any investigation, enforcement action or other legal proceeding commenced under or in respect of a by-law listed above before the coming into force of this article shall be continued under and in conformity with the respective provisions of the by-law.

⁴⁶ Editor's Note: See S.O. 1992, c. 23.

- thereof including all plumbing, works, fixtures and service systems appurtenant thereto;
- (2) A structure occupying an area of 10 square metres or less that contains plumbing, including the plumbing appurtenant thereto;
 - (3) Plumbing not located in a structure;
 - (4) A sewage system; or
 - (5) Structures designated in the building code.

BUSINESS DAY — A day when City offices are open during its regular hours of business, other than a Saturday or a Sunday or other holiday.

EXECUTIVE DIRECTOR — The Executive Director, Municipal Licensing and Standards or his or her designate for the purposes of this article.

HIGH-IMPACT WORK — A repair or alteration that requires entry on the adjoining land for the erection of temporary structures, such as scaffolding; the placement of, or access for, any type of heavy equipment; or the distressing of the adjoining land, including the removal of a structure or fence, or the excavation or removal of any landscaping or paving.

LOW-IMPACT WORK — A repair or alteration that requires entry on the adjoining land to carry out work that does not include the erection of temporary structures, such as scaffolding; the placement of, or access for, any type of heavy equipment; and the distressing of the adjoining land, including the removal of a structure or fence, or the excavation or removal of any landscaping or paving.

OFFICER — A City employee whose duties include the enforcement of this article.

PERMIT — A permit issued under this article that authorizes right of entry on adjoining lands for the purposes set out in § 363-23A.

PERMIT HOLDER — The owner or occupant to whom a permit has been issued.

REPAIR — Includes:

- (1) Maintenance and upkeep; and
- (2) The provision of facilities, the making of additions or alterations or the taking of any other action that may be required to ensure that a building, fence or other structure conforms with the standards established in a by-law or Act.

- B. As used in this article, the terms OCCUPANT, OWNER, and PROPERTY shall have the same meaning as in subsection 15.1(1) of the *Building Code Act, 1992*.⁴⁷ [These meanings are noted as follows for reference purposes only:
- (1) OCCUPANT — Any person or persons over the age of 18 years in possession of the property.
 - (2) OWNER — Includes:
 - (a) The person for the time being managing or receiving the rent of the land or premises in connection with which the word is used, whether on the person's own account or as agent or trustee of any other person, or who would receive the rent if the land and premises were let; and
 - (b) A lessee or occupant of the property who, under the terms of a lease, is required to repair and maintain the property in accordance with the standards for the maintenance and occupancy of property.
 - (3) PROPERTY — A building or structure or part of a building or structure, and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings, fences and erections thereon whether heretofore or hereafter erected, and includes vacant property.]

§ 363-23. Right of entry on consent or by permit.

- A. The owner or occupant of land may enter adjoining land, at any reasonable time, for the purpose of making repairs or alterations to any building, fence or other structures on the land of the owner or occupant but only to the extent necessary to carry out the repairs or alterations:
- (1) If the owner of the adjoining land has given prior consent to this entry; or
 - (2) If the Executive Director has issued a permit for this entry and the entry occurs during the period specified in the permit.
- B. The power of entry under Subsection A(2) is subject to compliance with the following conditions:
- (1) The power of entry may only be exercised by a permit holder or his or her employees or agents and only if they comply with all of the conditions of the permit and the provisions of this article.
 - (2) A person exercising the power of entry must display or, on request, produce proper identification.

⁴⁷ Editor's Note: See S.O. 1992, c. 23.

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- (3) The permit holder shall provide reasonable notice of the proposed entry to the occupant of the adjoining land, as described in § 363-24B(10)(d).
 - (4) The permit holder, his or her employees or agents, shall not create any hazards or allow any hazards to exist on the adjoining land.
 - (5) The permit holder shall, in so far as is practicable, restore the adjoining land to its original condition and shall provide compensation for any damages caused by the entry or by anything done on the adjoining land.
 - (6) Without limiting the generality of Subsection B(5), restoring the adjoining land to its original condition includes removing any equipment or materials left on the adjoining land as a result of the entry.
- C. The power of entry under Subsection A(2) does not authorize:
- (1) Entry into a building on the adjoining land;
 - (2) The use of the adjoining land for any other work or activity other than that described on the permit;
 - (3) The storage of materials or equipment, or the parking of vehicles, on the adjoining land; and
 - (4) An exemption to any person from complying with other City by-laws.
- D. In the case of entry under the consent of the owner of the adjoining land under Subsection A(1), the conditions and limitations in Subsections B and C apply to the power of entry, with necessary modifications, unless the owner granting the consent and the owner or occupant exercising the right of entry agree otherwise.

§ 363-24. Permit application.

- A. To obtain a permit, the owner shall file a complete application with the Executive Director on a form prescribed by the Executive Director.
- B. An application for a permit must include the following:
- (1) The name, address, and telephone number of all contractors that will carry out the proposed work for which entry is required on the adjoining land;
 - (2) The municipal business licence number of every contractor or trade that is required to be licensed by the City;
 - (3) (Reserved)⁴⁸

⁴⁸ Editor's Note: Former § 363-24B(3), which contained specific permit application requirements pertaining to insurance, was repealed 2009-08-06 by By-law No. 663-2009.

- (4) The nature of the proposed work that requires use of the adjoining land and the proposed use of the adjoining land, including what equipment will be used, if and how the adjoining land will be distressed, and whether any nuisances will result from the proposed use of the adjoining land (for example, dust, fumes, noise, or restricted access);
- (5) The proposed attenuating measures to control each of the nuisances identified under Subsection B(4);
- (6) An estimate of the time that the proposed work will require use of the adjoining land, as described in Subsection B(4); **[Amended 2009-08-06 by By-law No. 663-2009]**
- (7) The days and times that entry will be required;
- (8) The proposed remediation measures required to bring the adjoining land, in so far as is practicable, to its original condition;
- (9) An estimate of the time required to do the remediation work described in Subsection B(8) (which estimate will be considered for purposes of enforcement);
- (10) A signed form acknowledging the permit holder's obligation to:
 - (a) Use the adjoining land only to the extent necessary to carry out the work on the adjoining land as outlined in the permit;
 - (b) Not use the adjoining land for any other purpose, including for the storage of materials or equipment and the parking of vehicles;
 - (c) Provide a security deposit and agree to its forfeiture if deemed necessary by the Executive Director to comply with the owner's obligations to restore the adjoining land and provide compensation for damages;
 - (d) Provide at least 24 hours' notice in writing to the occupant of the adjoining land before any contractor enters the adjoining land;
 - (e) Systematically mitigate all nuisances with respect to the use of the adjoining land to the extent practicable;
 - (f) Restore the adjoining land to its original condition and provide compensation for any damages caused by the entry or by anything done on the adjoining land to the satisfaction of the Executive Director; **[Amended 2009-08-06 by By-law No. 663-2009]**
 - (g) Without limiting Subsection B(10)(f), to hold both the City and the owner of the adjoining land harmless in the event of any damages to people or property as a result of anything done on the adjoining land to

the extent allowable by law; and **[Amended 2009-08-06 by By-law No. 663-2009]**

- (h) Maintain, and, if applicable, in the case of a non-commercial permit holder require a contractor to maintain, third party bodily injury and property damage insurance, as described in Subsection B(11); **[Added 2009-08-06 by By-law No. 663-2009]**
- (11) A certificate of insurance, satisfactory to the Executive Director in consultation with the Manager of Insurance and Risk Management, for the third party bodily injury and property damage insurance with a limit of not less than \$1,000,000, or as increased under Subsection B(11)(d), that is applicable throughout the term of the permit; as follows: **[Amended 2009-08-06 by By-law No. 663-2009]**
- (a) From the permit holder;
 - (b) From a contractor retained by a non-commercial permit holder, where the permit holder's interest in the property is insured under a personal liability insurance policy, to carry out all or part of the proposed work on the adjoining land;
 - (c) In the case of a commercial permit holder, where the permit holder's interest in the property cannot be insured under a personal liability insurance policy, and in the case of a contractor as described in Subsection B(11)(b):
 - [1] The insurance policy shall be a commercial general liability insurance policy with a limit of not less than \$1,000,000, per occurrence, or as increased under Subsection B(11)(d), of third party bodily injury and property damage coverage; and
 - [2] The insurance policy shall include both the City of Toronto and the owner of the adjoining land, as an additional insured and include a cross liability clause; and
 - (d) In all cases, the minimum limit of \$1,000,000 may be increased for a specific permit, by the Executive Director in consultation with the Manager of Insurance and Risk Management, as an additional condition under § 363-26C; and
- (12) The permit application fee set out in Appendix C, Schedule 15, of Municipal Code Chapter 441, Fees and Charges.
- C. The notice required under Subsection B(10)(d) may be served personally on the person to whom it is directed or by registered mail to the last known address of that person, in which case it shall be deemed to have been given on the third day after it is mailed.

- D. The permit application fee is non-refundable.

§ 363-25. Notice to adjoining-land owner.

- A. After receiving a completed application, the Executive Director shall notify the owner of the adjoining land in writing that a permit has been requested to enter the adjoining land, and the notice shall provide all of the relevant information, set out in § 363-24B, as determined by the Executive Director.
- B. The owner of the adjoining land may, within 10 business days of the date specified in the notice, make a submission to the Executive Director to provide details of any circumstances that may be considered by the Executive Director in establishing the conditions of the permit.
- C. The Executive Director may extend the submission time under Subsection B for not more than 10 business days.
- D. The Executive Director shall provide the owner of the adjoining land with a copy of any permit or renewal of a permit that applies to the adjoining land.

§ 363-26. Permit issuance; renewal; revocation.

- A. The security deposit, required under § 363-27, shall be submitted before a permit is issued.
- B. A permit issued under this article shall indicate the period and times during which the right of entry may be exercised, and this period shall not commence earlier than five business days from the date of issuance.
- C. The permit shall also set out any additional conditions, as determined by the Executive Director that reasonably relate to the right of entry (for example the protection of a particular plant).
- D. The permit holder or owner, if not the permit holder, may apply to the Executive Director for a renewal of the permit before the expiry date of the right of entry under the current permit.
- E. A permit-renewal application shall include all the information and other documents required under § 363-24B.
- F. After a complete permit-renewal application is received, the Executive Director shall notify the owner of the adjoining land in writing that a permit-renewal application has been requested by the applicant.
- G. The owner of the adjoining land may, within 10 business days from the date specified in the notice, make a submission to the Executive Director providing details of any circumstances that may be considered by the Executive Director in

reviewing the permit-renewal application. **[Amended 2009-08-06 by By-law No. 663-2009]**

- H. If a renewal is granted, it shall deem the existing permit to continue for the period specified in the approval and may provide that the right of entry is subject to any existing conditions or additional conditions as established by the Executive Director.
- I. The Executive Director may revoke a permit or deny the renewal of a permit if there is non-compliance with the permit conditions.
- J. If a permit is revoked or is not renewed, the permit holder shall, in so far as is practicable, restore the adjoining land to its original condition and provide compensation for any damages caused by the entry or by anything done on the adjoining land, to the satisfaction of the Executive Director. **[Amended 2009-08-06 by By-law No. 663-2009]**

§ 363-27. Security deposit.

- A. The security deposit for a permit for low-impact work is \$500.
- B. The minimum security deposit for a permit for high-impact work is \$2,000.
- C. The Executive Director shall determine the amount of the security deposit required for a permit for high-impact work above the minimum amount set out in Subsection B and shall base this amount on the information in the permit application, the inspection by officers, any submissions by the owner of the adjoining land, and any other information deemed reasonable by the Executive Director for this purpose.
- D. If in his or her submission, under § 363-25B, the owner of the adjoining land requests a review of the amount of the security deposit established by the Executive Director, the submission shall include a detailed estimate in a form acceptable to the Executive Director.
- E. The security deposit amount established by the Executive Director after any review of a submission under § 363-25B shall be deemed final.
- F. The security deposit for a permit shall be in the form of a certified cheque made out to the City Treasurer.
- G. In the case of low-impact work, the City may hold the security deposit for no more than 60 days after the completion of the work requiring entry on the adjoining land, the completion of any remediation work on the adjoining land, the expiry of the right of entry under the permit, and the completion of any action by the City, whichever is later, to ensure compliance with the permit holder's obligations under § 363-23B(5).

- H. Despite Subsection G and to ensure compliance with the permit holder's obligations under § 363-23B(5), including unseen damages, in the case of high-impact work, the security deposit shall be held for the later of:
- (1) One year after the completion of the work requiring entry on the adjoining land and the completion of any remediation work on the adjoining land, whichever is later; and
 - (2) Sixty days after the completion of any action by the City.
- I. If within the period in Subsection G or after the period in Subsection H the Executive Director determines that the permit holder has not complied with the requirements to restore the land and pay compensation for damages as required under § 363-23B(5), the City may provide the owner of the adjoining land with all or part of the security deposit and return any remainder to the permit holder.
- J. The owner of the adjoining land and the permit holder may on consent authorize the City to provide the owner of the adjoining land with all or part of the security deposit at a date earlier than that provided under Subsection I.

§ 363-28. Emergency exception.

- A. If a building, fence or other structure on the land poses an immediate danger to the health or safety of any person, the owner or occupant of the building, fence or other structure or his or her employee or agent may enter the adjoining land without a permit or prior consent, but only to the extent necessary to terminate the emergency.
- B. The owner shall, to the extent possible, notify the occupant of the adjoining land of the emergency and the need to enter the adjoining land before entering the adjoining land.
- C. All work necessary to terminate the emergency and that requires entry on the adjoining land shall be carried out as if a permit had been granted under this article and is subject to compliance with the conditions in § 363-23B, other than notice, and to any other permit conditions retroactively imposed by the Executive Director.
- D. Unless the owner of the adjoining land waives this requirement, the owner undertaking the work on the adjoining land shall apply for a permit retroactively for the work performed to terminate the emergency as well as for any other work that will require entry on the adjoining land.

§ 363-29. Inspection.

- A. An officer, other employee, or agent of the City may enter on lands at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

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- (1) This article;
 - (2) A condition of a permit issued under this article;
 - (3) A direction or order of the City made under this article or the *City of Toronto Act, 2006*;⁴⁹ or
 - (4) An order made by a court under section 372 of the *City of Toronto Act, 2006*.⁵⁰
- B. A person carrying out an inspection under Subsection A may:
- (1) Require the production for inspection of documents or things relevant to the inspection;
 - (2) Inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - (3) Require information from any person concerning a matter related to the inspection; and
 - (4) Alone, or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.

§ 363-30. Orders to comply.

- A. An officer who finds a contravention of this article may make one or more orders requiring discontinuance of the contravening activity or to do work to correct the contravention under section 384 or 385 of the *City of Toronto Act, 2006*.⁵¹
- B. The order may be served personally on the person to whom it is directed or by registered mail to the last known address of that person, in which case it shall be deemed to have been given on the third day after it is mailed.
- C. If there is evidence that the occupant of the land is not the registered property owner, the notice shall be served on both the registered property owner and the occupant of the land.
- D. If the address of the owner is unknown or the City is unable to effect service on the owner or occupant under Subsection B, a placard stating the terms of the order and placed in a conspicuous place upon land on or near the property shall be deemed to be sufficient notice to the owner. **[Amended 2009-08-06 by By-law No. 663-2009]**

⁴⁹ Editor's Note: See S.O. 2006, c. 11.

⁵⁰ Editor's Note: See S.O. 2006, c. 11.

⁵¹ Editor's Note: See S.O. 2006, c. 11.

- E. If the delay necessary to give an order under the preceding subsections would result in an immediate danger to the health or safety of any person, the order may be served personally on the person to whom it is directed or by a placard stating the terms of the order and placed in a conspicuous place upon land on or near the property.

§ 363-31. Remedial action.

- A. If a person fails to comply with an order to do work to correct a contravention of this article, the Executive Director, or persons acting upon his or her instructions, may enter the lands at any reasonable time for the purposes of doing the things described in the order at the person's expense.
- B. If the security deposit is not sufficient to cover the City's costs, under section 386 of the *City of Toronto Act, 2006*,⁵² the City may recover the costs of doing it by action, or the costs may be added to the tax roll and collected in the same manner as property taxes.

§ 363-32. Offences.

- A. Every person who contravenes a provision of this article is guilty of an offence.
- B. Every person who fails to comply with a term or condition of a permit under this article is guilty of an offence.
- C. Every person who contravenes an order under subsection 384(1) or 385(1) of the *City of Toronto Act, 2006*,⁵³ is guilty of an offence.
- D. Any person who does not permit entry by a person under the authority of a permit issued under this article, except in the case of non-compliance with the conditions in § 363-23B and C or the permit, is guilty of an offence under section 367 of the *City of Toronto Act, 2006*.⁵⁴

⁵² Editor's Note: See S.O. 2006, c. 11.

⁵³ Editor's Note: See S.O. 2006, c. 11.

⁵⁴ Editor's Note: See S.O. 2006, c. 11.

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SCHEDULE A TO CH. 363, ART. I
CLASSES OF PERMITS AND PERMIT FEES
[Amended 2008-12-03 by By-law No. 1299-2008;⁵⁵ 2010-02-23 by By-law No. 195-2010⁵⁶]

1. Permit fees shall be calculated based on the formula given below unless otherwise specified in this schedule:

$$\text{Permit fee} = \text{SI} \times \text{A}$$

Where:

SI = Service index for classification of the work proposed

A = Floor area in m² of work involved

2. A minimum fee of \$84.00 shall be charged for all work.
3. Class of permits and permit fees.

A. Construction

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m ² unless otherwise indicated)
Group A (Assembly Occupancies)	
All recreation facilities, schools, libraries, places of worship, theatres, restaurant (finished), arenas/gymnasiums/pools	21.00
Restaurants (shell)	17.58
Open public swimming pools	5.65
Transit stations, subways, bus terminals	16.25
All other Group A buildings	21.00
Group B (Institutional Occupancies)	
Institutional, hospitals, nursing homes and other Group B buildings	22.35

⁵⁵ Editor's Note: This by-law came into force 2009-01-01.

⁵⁶ Editor's Note: This by-law came into force 2010-04-06.

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A. Construction (cont'd)

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m² unless otherwise indicated)
Group C (Residential Occupancies)	
Single-family dwellings, semis, townhouses, duplexes, live/work units	12.60
All other multiple-unit buildings, motels above 2 stories and hotels	19.95
Certified plans – housing:	
For certification of plans	6.30
Permits for certified plans	10.70
All other residential occupancies	12.60
Group D (Business and Personal Service Occupancies)	
Office buildings (shell), all other Group D buildings (shell)	13.20
Office buildings (finished), banks, medical clinics, fire halls and all other Group D buildings (finished)	16.60
Group E (Mercantile Occupancies)	
Mercantile occupancies, retail stores (shell)	10.70
Retail stores (finished), department stores, supermarkets and all other Group E buildings (finished)	14.10
Group F (Industrial Occupancies)	
Industrial buildings, warehouses, self storage buildings (shell - less than 7,500 m ²)	8.40
Industrial buildings (finished – less than 7,500 m ²)	11.55
Industrial buildings, warehouses, self-storage buildings (shell – greater than 7,500 m ²)	6.80
Industrial buildings (finished – greater than 7,500 m ²)	10.20
Gas stations, car washes	10.50
Parking garages (underground, open air)	5.50
All other Group F buildings	11.55

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B. Alterations and Renovations

Interior Alterations (Partitions, Finishings, Etc.)

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m² unless otherwise indicated)
Groups A, B and D	3.40
Groups C, E and F	3.15

C. Demolition

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m² unless otherwise indicated)
All buildings and occupancies	0.11
Environmental review (in addition to Service Index)	700.00
Implosion (in addition to Service Index)	1,575.00

D. Designated Structures (O.B.C. 2.1.2.)

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m² unless otherwise indicated)
Communication tower	288.75/structure
Crane runway	288.75/structure
Exterior tank and support	288.75/structure
Pedestrian bridge	288.75/structure
Retaining wall	8.40/linear metre
Satellite dish, solar collector	288.75/structure

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E. Stand Alone and Miscellaneous Work

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m² unless otherwise indicated)
Air-supported structures	6.00
Balcony guards (replacements)	1.57/linear metre
Balcony repairs	14.70/balcony
Basements – finishing – in dwellings/townhouses	4.20
Basements – unfinished – non-residential	4.20
Canopy without enclosure	4.50
Ceilings (added or replacement)	0.42
Demising walls (no other construction)	4.20
Electromagnetic locks	31.50 each – maximum 315.00
Emergency lighting	36.75/storey – maximum 367.50
Energy efficiency devices and equipment	92.94 per installation
Farm buildings	7.35
Fire alarms	52.50/storey – maximum 525.00
Fire doors retrofit	21.00 each – maximum 315.00
Fireplaces, wood stoves	84.00 each
Mechanical service spaces and penthouses	7.35
Parking garage repairs:	
Slab reconstruction	4.20
All other repairs	1.57
Portable classrooms:	
Permits for non-certified portable classrooms	105.00/portable
For certification	105.00/portable
Permits for certified portable classrooms	52.50/portable
Repairs or re-cladding of walls, re-roofing (non-structural)	0.52
Re-roofing with structural work, raise roof structure	4.20
Residential decks, porches, carports	84.00 each
Shoring	8.40/linear metre
Sign structure	55.00 per installation
Single-family detached garages, accessory structures	84.00 each
Sprinklers	0.42
Standpipes (retrofit)	36.75 each – maximum 367.50

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E. Stand Alone and Miscellaneous Work (cont'd)

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m ² unless otherwise indicated)
Temporary structures: Tents	
Tent (to certify)	84.00 up to two tents – 26.25 each additional tent
Permit for certified tent	84.00 per tent
All other temporary tents	1.05/m ² up to 225m ² , plus 0.26 m ² for additional area over 225m ²
Trailers, sales pavilions and temporary buildings	10.50
Underpinning	8.40/linear metre
Window replacements (except for single-family dwelling)	2.10 each

F. Stand Alone Mechanical Work

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m ² unless otherwise indicated)
Heating, Ventilating and Air Conditioning (HVAC)	
Group A and B	
Assembly, institutional, restaurants	1.30
Group C	
Single-family detached or attached dwellings, townhouses: Heating and ventilating only, complete with new ductwork, etc.	131.25 flat fee
Heating, ventilating and air conditioning	183.75 flat fee
Boiler/furnace replacement	105.00 flat fee
A/C unit addition	105.00 flat fee
Other Group C buildings	0.95
Group D and E	
All Group D and E buildings	1.05

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F. Stand Alone Mechanical Work (cont'd)

BUILDING CLASSIFICATION	SERVICE INDEX (SI) (\$/m ² unless otherwise indicated)
Group F	
Small buildings (up to 230 m ²)	157.50 flat fee
Laboratories	1.30
Parking garages	0.26
All other Group F buildings (more than 230 m ²)	0.73
HVAC Alterations	
Add-on system (unit heater, make-up air unit, exhaust fan) and/or ductwork alterations	131.25 flat fee
Boiler/furnace replacement or A/C unit	262.50 flat fee
Special Ventilation Systems	
Commercial kitchen exhaust, spray booth, dust collector, etc.	315.00 flat fee
Plumbing and Drainage Systems	
Fixtures/equipment/roof drains: Single-family dwelling	15.75 each
All other buildings	21.00 each
Piping for single-family detached or attached dwellings: Water services, sanitary and storm buried piping	84.00 flat fee
Repairs, replacement and additions of buried plumbing and drainage piping, pool drains	84.00 flat fee
Piping for all other buildings: Inside sanitary and storm piping	1.78/linear metre
Outside water services, sanitary and storm piping	1.78/linear metre
Other Plumbing Work	
Manholes, catch basins, interceptors and sumps complete with pumps	26.25 each
Backflow prevention (devices requiring testing)	63.00 each
Private sewage systems: Holding tank	262.50 flat fee
Septic system	525.00 flat fee

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

4. Other charges.

ITEM	CHARGE
Additional review fee	If new, additional or revised information is submitted for a permit application which applies to some or all of the permit which has already been reviewed, the greater of \$84.00 or the additional review time spent, measured to the nearest whole hour, multiplied by the rate of \$63.00 per hour. This is to compensate the City for additional work and expense in plan examination.
Authority to occupy before completion	\$315.00 minimum charge PLUS for any examination and inspection time over 5 hours, \$63.00 per hour.
Conditional permit under Section 8(3) of the <i>Building Code Act</i>	Additional fee equal to 10 percent of the full fees for the entire project, with a minimum fee of \$210.00 and a maximum fee of \$2,100.00.
Part permit	\$210.00 per permit PLUS \$63.00 per hour for any review time over 1 hour.
Permit for change of use	\$63.00 per hour of examination and inspection time, with a minimum fee of \$210.00.
Permit to revise an issued permit	\$63.00 per hour of examination and inspection time.
Special inspection	\$63.00 per hour of inspection time.
Transfer of permit	\$84.00 per permit.
Routine compliance search	\$105.00 flat fee, per address.

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

ITEM	CHARGE
Construction prior to permit	Additional fee equal to 50 percent of the permit fees for the project, or \$100.00, whichever is greater, to a maximum of \$20,000.00, when construction has commenced prior to the issuance of a building permit authorizing the construction. For construction projects where permit applications are submitted for each stage of construction, the additional fee shall be equal to 50 percent of the permit fees for the stage(s) of construction that has or have commenced prior to the issuance of the building permit authorizing the relevant stage of construction, to a maximum of \$20,000.00.
Other applicable fees	Fees for classes of permits or services not described or included in this schedule shall be based on: I. A fee of \$14.70 per \$1,000.00 of prescribed construction value, OR II. Where there is no prescribed construction value, a charge of \$63.00 per hour, to account for processing of the permit and inspections. For the purposes of this section, “prescribed construction value” will be calculated based on the Toronto Area Chief Building Officials Committee (TACBOC) Construction Value Standard Schedule that is in effect at the time of the permit application.

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BUILDING CONSTRUCTION AND DEMOLITION

5. Interpretation.

The following are explanatory notes for the calculation of permit fees:

- (a) The floor area of the proposed work is measured to the outer face of exterior walls and to the centre line of party walls or demising walls.
- (b) For interior alterations or renovations, the area of proposed work is the actual space receiving the work.
- (c) Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and balconies are to be included in all floor area calculations.
- (d) Except for interconnected floor spaces, no deductions are made for openings within the floor area.
- (e) Unfinished basements and attached garages for single detached, semi-detached, duplex and townhouse dwellings are not included in the floor area.
- (f) Fireplaces, porches, decks etc., are included in the permit fee for single detached, semi-detached, duplex and townhouse dwellings.
- (g) Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
- (h) Ceilings are included in both new shell and finished (partitioned) buildings. The Service Index for ceiling applies only when alterations occur in existing buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- (i) Where demolition of partitions or alteration to existing ceilings is a part of an alteration or renovations permit, no additional charge is applicable.
- (j) Corridors, lobbies, washrooms, lounges, etc., are to be included and classified according to the major classification for the floor area on which they are located.
- (k) The occupancy categories in the Schedule correspond with the major occupancy classifications in the Ontario Building Code. For mixed occupancy floor areas, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

6. Refunds.

The amount of fees refundable shall be calculated based on the total required fee, as follows:

- (a) 75 percent if the application is cancelled prior to review.
- (b) 50 percent if the application cancelled prior to permit issuance.
- (c) 40 percent if a permit has been issued and the project has been cancelled, minus \$84.00 for each field inspection performed up to the cancellation date.
- (d) In cases where the deposit paid is less than the total required fee calculated using this schedule, the amount of the refund shall be reduced by the amount owing.
- (e) No refund is due for any charges paid under Section 4 of this Schedule A or for certification of plans.
- (f) If the amount of fees refundable as calculated under this section is less than the minimum permit fee applicable to the work, there shall be no refund.
- (g) The refund shall be made payable to the party who paid the permit fees, or to other persons authorized in writing by the party who paid the permit fees.
- (h) Refunds shall be issued up to two years from the date of withdrawal, abandonment, refusal to issue a permit or request for revocation of a permit.
- (i) Refunds shall be calculated in accordance with the refund schedule in effect at the time the refund request is made.

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

**SCHEDULE B TO CH. 363, ART. I
DECLARATION FORM FOR TIME FRAMES**



Building Division

Declaration for Time Frames

District Offices:

<input type="checkbox"/> North York	416-395-7000	<input type="checkbox"/> Toronto and East York	416-392-7539
<input type="checkbox"/> Scarborough	416-396-7526	<input type="checkbox"/> Etobicoke York	416-394-8002

Application No. _____

IN THE MATTER OF an application for a permit as described below, pursuant to the City of Toronto Municipal Code, Chapter 363 and the Building Code Act, 1992, S.O. 1992, c. 23, as amended

Please type or print in ink

Project Location and Description		IBMS Property RSN:	
Street No.	Street Name	Lot	Registered Plan No.

Work Description _____

Applicant's Declaration		IBMS People RSN:	
I,	Last Name	First Name	Area Code and Telephone No.
Company Name (if applicable) _____			
of	Street No. and Name	Apt./Unit No.	Area Code and Fax No.
	City	Province	Postal Code
			Area Code and Mobile / Pager No.

DO DECLARE THAT:

1. I am
 - the owner of the land as described above and I am making this declaration as part of an application for a permit on this land.
 - the person authorized by the owner of the land (owner's agent) as described above and I am making this declaration as part of an application for a permit on this land.
2. The application for a permit is:
 - a complete application that does not contravene any applicable law, within the meaning of section 8 of the *Building Code Act*, S.O. 1992, c.23 as amended, and that the required documentation to confirm compliance with such applicable law has been submitted with the application and that the time period specified for issuance or refusal of a permit in the Building Code applies to this application, and I acknowledge that if an initial review of this application by the Building Division determines that there is non-compliance with applicable law that an additional payment of twenty-five (25%) of the total permit fee related to additional review may be required before the issuance of a building permit.
 - not a complete application within the meaning of section 8 of the *Building Code Act*, S.O., c.23 as amended, and that the required documentation to confirm compliance with applicable law has **not** been submitted with the application and that the time period specified for issuance or refusal of a permit in the Building Code **does not apply to this application**.

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the City of Toronto in the Province of Ontario this _____ day of _____ 200__.

.....
A Commissioner, etc.

.....
Print name legibly

The personal information on this form is collected under the City of Toronto Act, 1997, Toronto Municipal Code Chapter 363 and the Building Code Act, 1992, and will be used for processing building permit applications and creating aggregate statistical reports. Questions about this collection may be referred to the Customer Service Manager in the appropriate district at the number listed above.

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

**SCHEDULE C TO CH. 363, ART. I
DEMOLITION PERMIT APPLICATION INFORMATION**

1. Environmental Information:

Details and particulars in respect of the proposed demolition which state:

- (a) Whether there is compliance with Regulation 347 made under the *Environmental Protection Act*, R.S.O. 1990, c. E.19.
- (b) Whether the present owner has or any past owners had generators or a waste generator number.
- (c) Whether there are hazardous or controlled products, as defined in the Workplace Hazardous Materials Information System (WHMIS).
- (d) Whether there is a list of designated substances, including asbestos, as required under section 30 of the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1.
- (e) Whether there are any fluid storage tanks, above or below grade, on site.
- (f) Whether the structure to be demolished is insulated with urea formaldehyde.
- (g) Whether the structure contains polychlorinated biphenyls (PCBs) as defined under the *Environmental Protection Act*, R.S.O. 1990, c. E.19, Regulation 362.
- (h) Whether the structure contains chlorofluorocarbon (CFC) bearing refrigerant equipment which requires proper handling in accordance with any applicable City by-law respecting CFC's, including the following:
 - (i) Article I, Ozone-Depleting Substances, of Municipal Code Chapter 127, Air Pollution, of the former City of Toronto; and
 - (ii) By-laws respecting CFC of the former Cities of Etobicoke, North York, Scarborough and York and the former Borough of East York.
- (i) The nature of the past and present uses of the premises.
- (j) The precise nature of the waste, as defined under the *Environmental Protection Act*, R.S.O. 1990, c. E.19, and regulations made under that Act that will be generated by the demolition of the structure and the method of waste disposal.
- (k) The method of demolition and whether the method for handling air and dust emissions, recognizing on-site sources, complies with sections 6 and 11 of Regulation 346 made under the *Environmental Protection Act*, R.S.O. 1990, c. E.19.
- (l) What the final grading will be.

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

- (m) The post-closure plans.
- (n) The proposed enclosure of the land.
- (o) The size of the property on which the structure to be demolished is located.
- (p) Whether there will be discharge of contaminated waters resulting from either a dewatering process, storm runoff or other discharge contrary to any applicable City by-law respecting sewers, including: Chapter 681, Sewers, of the Municipal Code.

2. Use of Explosives Information:

- (a) Evidence that the building is not on a lot in or adjacent to a residential area designated as an “R district” under the applicable zoning by-law.
- (b) A declaration that the contractor shall comply with all applicable law respecting the transportation, storage, handling and use of explosives, including, but not limited to, the *Explosives Act*, R.S.C. 1985, c. E-17, the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, and the Fire Code, and that, in the absence of legislative requirements, the demolition shall be conducted in accordance with CSA (Canadian Standards Association) standard S350-M1980, Code of Practices for Safety in Demolition of Structures.
- (c) A copy of the letter of retention of a professional engineer experienced in the use of explosives during the course of the demolition that has been retained to undertake the design and general review of all components of the demolition.
- (d) A report on the demolition plan, prepared by the professional engineer described in clause 2(c) of this schedule that includes the following:
 - (i) Structural design characteristics of the building sought to be demolished;
 - (ii) Particulars of the method of demolition describing in detail the dates, times, duties, procedures, safety precautions, explosives, vibrations, noise and dust effect of the method on:
 1. The building sought to be demolished;
 2. Buildings in the area of influence;
 3. Public and private utilities and infrastructures in the vicinity, for example: electricity, sewer, water, telephone, gas, cable, district heating and cooling, streetcar and similar services, and
 4. Residents in the area of influence.

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

- (e) The measures employed to isolate the building sought to be demolished from its surroundings, and the proposal to inform residents in the area of influence of the demolition.
- (f) A precondition survey with pictures prepared by the professional engineer depicting interior and exterior conditions of all buildings, public and private utilities, bridges, underground structures and structural improvements, streets and any similar thing, within the area of influence of the demolition.
- (g) Where, in the opinion of the professional engineer, buildings in the area of influence of the demolition may suffer damage as a result of the use of explosives during the course of the demolition, written consent of the owners of the buildings concerned, giving permission for an in-depth inspection of their structures by the professional engineer prior to demolition, and the results of this inspection shall be included in the demolition plan required under clause 2(d) of this schedule.
- (h) A letter from the Ministry of Labour confirming that a notice of the project has been filed and that the demolition procedures have been reviewed for compliance with the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1.
- (i) Where considered appropriate by the Chief Building Official, written approval from any of the following:
 - (i) The City Manager, the Fire Chief, the Medical Officer of Health or any other City official responsible for public works, fire matters, health matters, parks or recreational matters.
 - (ii)
 - 1. Enwave District Energy Limited.
 - 2. Toronto Economic Development Corporation.
 - 3. City Planning division, Heritage Preservation Services.
 - 4. Toronto Hydro Corporation.
 - 5. Toronto Police Services Board.
 - 6. Toronto Transit Commission.
 - (iii) Ontario Ministry of the Environment.
 - (iv)
 - 1. Natural Resources Canada.
 - 2. The Toronto Port Authority.
 - (v)
 - 1. Bell Canada.
 - 2. Enbridge Consumers Gas.

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

3. Rogers Cable Inc.

- (j) Evidence of the execution of any agreements or undertakings required as part of the written approval required under clause 2(h) of this schedule.
- (k) Evidence of compliance with any other reasonable criteria the Chief Building Official determines to be necessary in respect to the specific property for which the demolition permit is requested.

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

**SCHEDULE D TO CH. 363, ART. I,
DRAWING SUBMISSION REQUIREMENTS**

Small Building (as defined by OBC 2.20) Non-Residential

Page 1 of 2

Information Required	New Building or Addition	Interior Alterations	HVAC	Plumbing
General				
All drawings to be drawn on standardized sized sheets, drawn to scale and fully dimensioned.	■			
Drawings to be sealed, signed and dated by each professional design discipline.	□			
Letter of Undertaking and Commitment to General Review form for each design discipline.	□			
Building Code analysis on Building Design Information sheet.	□	□		
ASHRAE 90.1 Energy Certification Form.	□			
Specifications from each design discipline.	□	□		
Geotechnical Investigation Report.	□			
Site Plan				
Property lines and lot area referenced to a current survey.	■	□		
Location of all existing and proposed buildings including setbacks to property lines and distance to other buildings. All parking spaces.	■	□		
Fire route, fire department connections and fire hydrants.	■			
Existing and proposed grades. Proposed finished floor elevations of all buildings. Sidewalk elevations.	■			
Barrier free information including curb cuts, parking, ramps and all associated details.	■	□		
Summary of permitted and proposed zoning provisions.	■	□		
Key plan showing location of proposed and existing construction.	□		■	
Architectural Drawings				
Floor plans identifying rooms and spaces, wall construction and fire separations.	■	■		
Reflected ceiling plans and associated details.	■	□		
Roof plan and associated details including any screening requirements for mechanical roof top equipment.	■			
Building elevations.	■			
Building cross sections.	■	□		
Wall sections and details. Stair sections, plan and details.	■	□		
Enlarged detail plans and associated details.	■	□		
Door and room finish schedules if not in specifications.	■	□		
Structural Drawings				
Design information including loading, deflection, wind uplift, earthquake analysis and control flow drainage design on roof.	■			
Shoring and underpinning plans and details.	□			
Foundation plan and associated details.	■			
Floor and roof framing plans including beam and column schedule.	■			
Structural connection details.	■			
Exterior canopy or other structural framing information.	■			

Additional information may be required on a case-by-case basis

■ = required

□ = required where applicable

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

Small Building (as defined by OBC 2.20) Non-Residential

Page 2 of 2

Information Required	New Building or Addition	Interior Alterations	HVAC	Plumbing
Heating, Ventilation and Air Conditioning				
Layout and sizes of duct at each floor level.	■	□	□	
Type, location and size of equipment.	■	□	□	
Roof plan showing roof mounted equipment.	□	□	□	
Heat loss and heat gain calculations.	□	□	□	
Details of specialized systems.	□	□	□	
Plumbing				
Site services drawings showing water, storm and sanitary sewers.				
Water and drain layout at each floor level.	■	□		□
Plumbing risers and stack loads.	□			
Material, equipment and fixture specifications.	■	□		■
Storm drainage calculations. Length of water service, sanitary piping and storm piping. Number of catch basins and manholes.	□			■
Site Services				
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes and connection to municipal system.	□			□
Storm drainage calculations. Total length of water service, sanitary piping and storm piping. Total number of catch basins and manholes.	□			□
Storm water management approval or storm drainage calculations.	□			□
Electrical Drawings				
Electrical site servicing drawing where separate from mechanical.	■			
Lighting, power, emergency lighting, exit signage and electrical equipment.	■			
Fire alarm system drawings including alarm riser detail.	■			
Other Submissions				
Sprinkler riser diagram and hydraulic calculations. Sprinkler shop drawings.	□	□		
Drawings showing fire hose cabinets, standpipe risers and other standpipe information.	□	□		
Smoke venting information related to high-rise buildings.	□			

Additional information may be required on a case-by-case basis

■ = required □ = required where applicable

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

Small Building (as defined by OBC 2.20) Residential

Information Required	New Building	Addition	Interior Alterations	HVAC	Plumbing
General					
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned, signed & dated.	■	■	■	■	■
Site & Key Plan					
Property lines & lot area referenced to a current survey.	■	■			
Location of all existing & proposed buildings including setbacks to property lines and distance to other buildings.	■	■			
Overall dimensions of all buildings.	■	■			
Summary of permitted & proposed zoning provisions.	■	■	□		
Existing & proposed grades. Proposed finished 1 st flr elevations of all buildings.	□	□			
Location of septic bed, connection to existing system, septic tank & other equipment.	□	□			
Key plan showing location of existing & proposed construction.				■	■
Floor & Roof Plans					
Basement floor plan including foundation information & use of space.	■	□			
Floor plan of every upper level showing use of all spaces.	■	■	■		
Floor plan of every upper level showing structural framing above.	■	□			
Roof plan.	□	□			
Proprietary floor system layout & manufacturer bearing P. Eng. seal.	□	□			
Roof truss layout & shop drawings bearing P. Eng. seal.	□	□			
Location of all plumbing fixtures.	■	□	□		
Location of gas fireplaces & all solid fuel burning appliances.	□	□	□		
Location of smoke alarms & carbon monoxide detectors.	■	□	□		
Elevations					
Area of exposed building face. Area & percentage of unprotected openings. Required limiting distance.	■	■			
Exterior finishes.	■	■			
Window/door type, locations & sizes including height of sills above floor.	■	■			
Roof slope & finish.	■	■			
Exterior stairs, landings guards & handrails.	■	□			
Building Sections					
Floor to floor and floor to ceiling heights.	■	■	□		
Footing & foundation wall details including height of grade above basement floor.	■	□	□		
Specifications of all floor, wall & roof assemblies.	■	■	□		
Shoring or underpinning details.	□	□	□		
Stairs, landings, guards & handrails.	■	□	□		

Additional information may be required on a case-by-case basis

■ = required □ = required where applicable

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

Small Building (as defined by OBC 2.20) Residential

Page 2 of 2

Information Required	New Building	Addition	Interior Alterations	HVAC	Plumbing
Construction Details & Notes					
Typical wall section.	■	□	□		
Party wall section. Wall & floor fire separation details.	■	□	□		
Typical roof details.	■	□			
Guard details including connection detail.	■	□			
Building materials & specifications of all wall, floor & roof assemblies.	■	□			
Heating, Ventilation & Air Conditioning					
Layout and sizes of duct at each floor level.	□	□	□	□	
Type, location & size of equipment.	□	□		■	
Heat loss & heat gain calculations. Duct design calculations.	□	□		■	
Duct design calculations for new and/or existing system.	□	□		□	
Mechanical ventilation calculations.	□	□		□	
Plumbing					
Plumbing fixture count.	□	□			■
Connections to City storm, sanitary & water systems.	□	□			□
Septic design calculations including soil reports.	□	□			□
Site Services					
Connections to City storm, sanitary & water systems.	□	□			□
Septic design calculations including soil reports.	□	□			□
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes & connection to municipal system.	□				
Storm drainage calculations. Total length of water service, sanitary piping & storm piping. Total number of catch basins & manholes.	□				
Storm water management approval or storm drainage calculations.	□				

Additional information may be required on a case-by-case basis

■ = required □ = required where applicable

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

House (as defined by OBC 2.20)

Page 1 of 2

Information Required	New Building	Addition	Interior Alterations	HVAC	Plumbing
General					
All drawings to be drawn on standardized sized sheets, drawn to scale, fully dimensioned, signed & dated.	■	■	■	■	■
Site & Key Plan					
Property lines & lot area referenced to a current survey.	■	■			
Location of all existing & proposed buildings including setbacks to property lines and distance to other buildings.	■	■			
Overall dimensions of all buildings.	■	■			
Summary of permitted & proposed zoning provisions.	■	■	□		
Existing & proposed grades. Proposed finished 1 st flr elevations of all buildings.	□	□			
Location of septic bed, connection to existing system, septic tank & other equipment.	□	□			
Key plan showing location of existing & proposed construction.				■	■
Floor & Roof Plans					
Basement floor plan including foundation information & use of space.	■	□			
Floor plan of every upper level showing use of all spaces.	■	■	■		
Floor plan of every upper level showing structural framing above.	■	□			
Roof plan.	□	□			
Proprietary floor system layout & manufacturer bearing P. Eng. seal.	□	□			
Roof truss layout & shop drawings bearing P. Eng. seal.	□	□			
Location of all plumbing fixtures.	■	□	□		
Location of gas fireplaces & all solid fuel burning appliances.	□	□	□		
Location of smoke alarms & carbon monoxide detectors.	■	□	□		
Elevations					
Area of exposed building face. Area & percentage of unprotected openings. Required limiting distance.	■	■			
Exterior finishes.	■	■			
Window/door type, locations & sizes including height of sills above floor.	■	■			
Roof slope & finish.	■	■			
Exterior stairs, landings guards & handrails.	■	□			

Additional information may be required on a case-by-case basis

■ = required □ = required where applicable

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

House (as defined by OBC 2.20)

Page 2 of 2

Information Required	New Building	Addition	Interior Alterations	HVAC	Plumbing
Building Sections					
Floor to floor and floor to ceiling heights.	■	■	□		
Footing & foundation wall details including height of grade above basement floor.	■	□	□		
Specifications of all floor, wall & roof assemblies.	■	■	□		
Shoring or underpinning details.	□	□	□		
Stairs, landings, guards & handrails.	■	□	□		
Construction Details & Notes					
Typical wall section.	■	□	□		
Wall & floor fire separation details.	□	□	□		
Typical roof details.	■	□			
Guard details including connection detail.	■	□			
Building materials & specifications of all wall, floor & roof assemblies.	■	□			
Heating, Ventilation & Air Conditioning					
Layout and sizes of duct at each floor level.	□	□	□	□	
Type, location & size of equipment.	□	□		■	
Heat loss & heat gain calculations. Duct design calculations.	□	□		■	
Duct design calculations for new and/or existing system.	□	□		□	
Mechanical ventilation calculations.	□	□		□	
Plumbing					
Plumbing fixture count.	□	□			■
Connections to City storm, sanitary & water systems.	□	□			□
Septic design calculations including soil reports.	□	□			□
Site Services					
Connections to City storm, sanitary & water systems.	□	□			□
Septic design calculations including soil reports.	□	□			□
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes & connection to municipal system.	□				
Storm drainage calculations. Total length of water service, sanitary piping & storm piping. Total number of catch basins & manholes.	□				
Storm water management approval or storm drainage calculations.	□				

Additional information may be required on a case-by-case basis

■ = required □ = required where applicable

**TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION**

Large or Complex Building (as defined by OBC 2.20)

Page 1 of 2

Information Required	New Building or Addition	Interior Alterations	HVAC	Plumbing
General				
All drawings to be drawn on standardized sized sheets, drawn to scale & fully dimensioned	■	■	■	
Drawings to be sealed, signed and dated by each professional design discipline	■			
Letter of Undertaking and Commitment to General Review form for each design discipline	■	□		
Building Code analysis on Building Design Information sheet	■	□		
ASHRAE 90.1 Energy Certification Form	□			
Specifications from each design discipline	■	□		
Geotechnical Investigation Report	■			
Site Plan				
Property lines and lot area referenced to a current survey	■	□		
Location of all existing and proposed buildings including setbacks to property lines and distance to other buildings. All parking spaces.	■	□		
Fire route, fire department connections and fire hydrants	■			
Existing and proposed grades. Proposed finished floor elevations of all buildings. Sidewalk elevations.	■			
Barrier free information including curb cuts, parking, ramps and all associated details.	■	□		
Summary of permitted and proposed zoning provisions.	■	□		
Key plan showing location of proposed and existing construction	□		■	
Architectural Drawings				
Floor plans identifying rooms and spaces, wall construction and fire separations	■	■		
Reflected ceiling plans and associated details	■	□		
Roof plan and associated details including any screening requirements for mechanical roof top equipment	■			
Building elevations	■			
Building cross sections	■	□		
Wall sections and details. Stair sections, plan and details	■	□		
Enlarged detail plans and associated details	■	□		
Door and room finish schedules if not in specifications	■	□		
Structural Drawings				
Design information including loading, deflection, wind uplift, earthquake analysis and control flow drainage design on roof	■			
Shoring and underpinning plans and details	□			
Foundation plan and associated details	■			
Floor and roof framing plans including beam and column schedule	■			
Structural connection details	■			
Exterior canopy or other structural framing information	■			

Additional information may be required on a case-by-case basis

■ = required

□ = required where applicable

TORONTO MUNICIPAL CODE
BUILDING CONSTRUCTION AND DEMOLITION

Large or Complex Building (as defined by OBC 2.20)

Page 2 of 2

Information Required	New Building or Addition	Interior Alterations	HVAC	Plumbing
Heating, Ventilation and Air Conditioning				
Layout and sizes of duct at each floor level	■	□	□	
Type, location and size of equipment	■	□	□	
Roof plan showing roof mounted equipment	□	□	□	
Heat loss and heat gain calculations	□	□	□	
Details of specialized systems	□	□	□	
Plumbing				
Site services drawings showing water, storm and sanitary sewers				
Water and drain layout at each floor level	■	□		□
Plumbing risers and stack loads	□			
Material, equipment and fixture specifications	■	□		■
Storm drainage calculations. Length of water service, sanitary piping and storm piping. Number of catch basins and manholes.	□			■
Site Services				
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes and connection to municipal system	□			□
Storm drainage calculations. Total length of water service, sanitary piping and storm piping. Total number of catch basins and manholes.	□			□
Storm water management approval or storm drainage calculations	□			□
Electrical Drawings				
Electrical site servicing drawing where separate from Mechanical	■			
Lighting, power, emergency lighting, exit signage and electrical equipment	■			
Fire alarm system drawings including alarm riser detail	■			
Other Submissions				
Sprinkler riser diagram and hydraulic calculations. Sprinkler shop drawings.	□	□		
Drawings showing fire hose cabinets, standpipe risers and other standpipe information	□	□		
Smoke venting information related to high-rise buildings	□			