

## By-law 47-2023

### THE CORPORATION OF THE MUNICIPALITY OF WEST PERTH

#### Being a By-law to provide for the administration and enforcement of the Building Code Act within the Municipality of West Perth

**Whereas** Section 3(1) of the *Building Code Act, 1992*, as amended, (hereinafter the “Act”) provides that the council of each municipality is responsible for the enforcement of this Act in the municipality;

**Whereas** Section 7 of the Act authorizes the council of a municipality to pass certain By-laws prescribing classes of permits, permit application documents, fees, inspections, and other related matters;

**Whereas** Section 7.1 of the Act requires that a principal authority shall establish and enforce a code of conduct for the chief building official and inspectors;

**Whereas** Section 35 of the Act provides that the Act and the Building Code supersede all municipal by-laws respecting the construction or demolition of buildings; and,

**Whereas** Section 398 of the *Municipal Act, 2001*, as amended, provides for the addition of unpaid permit application fees through the tax roll.

**Now therefore** be it resolved that the Council of the Corporation of the Municipality of West Perth enacts as follows:

#### 1. SHORT TITLE

1.1. This By-law may be cited as the “Building By-law”.

#### 2. DEFINITIONS

In this By-law:

- “Act” means the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended;
- “As constructed plans” means as constructed plans as defined in the Building Code;
- “Architect” means a holder of a license, a certificate of practice, or a temporary license under the *Architects Act* as defined in the Building Code;
- “Building” means a building as defined in Section 1(1) of the Act;
- “Building Code” means the regulations made under Section 34 of the Act;
- “Chief Building official” means the Chief Building Official appointed by the by-law of the Corporation of the Municipality of West Perth for the purposes of enforcement of the Act;
- “Complete” means a building permit application in accordance with Div. C Part 1 Article 1.3.1.3. (5) of the Building Code, as amended, submitted with all required approvals appended in order to comply with the building permit timelines as noted in Div. C Part 1 Article 1.3.1.3. of the Building Code, as amended;
- “Corporation” means the Corporation of the Municipality of West Perth;
- “Demolish” means demolish as defined in the Act;
- “Farm Building” means a farm building as defined in the Building Code;
- “Municipality” means the Municipality of West Perth;
- “Owner” means the owner of a building and includes the registered owner of, the person shown on the assessment roll as owner of, and the actual owner of a building or any property on which a building is located;
- “Permit” means written permission or written authorization from the Chief Building Official to perform work regulated by this By-law and the Act, or to change the use of a building or part of a building or parts thereof as regulated by the Act;
- “Plumbing” means plumbing as defined Section 1(1) of the Act;
- “Professional Engineer” means a person who holds a license or a temporary license

under the *Professional Engineers Act*, as defined in the Building Code;

- “Sewage System” means a sewage system as defined in Section 1(1) of the Act.
- Other terms not defined in this By-law shall have the meaning ascribed to them in the Act or the Building Code.

### 3. CLASSES OF PERMITS

3.1 Classes of Permits are set forth in Schedule “A” attached hereto and forming part of this By-law.

### 4. APPLICATION REQUIREMENTS

4.1. To obtain a Permit, an applicant shall file a complete application for the class of permit required in the applicable form prescribed by the Province of Ontario and the Chief Building Official.

4.2. Every application shall be submitted electronically using the software prescribed by the Municipality utilizing the form for the applicable class permit.

4.3. Every application for a permit shall be submitted to the Chief Building Official, or their designate, and contain the following information:

- (a) Where application is made for a construction permit under Subsection 8(1) of the Act, the application shall:
  - (i) include the proposed or existing occupancy of all parts of the building.
- (b) Where application is made for a demolition permit under Subsection 8(1) of the Act, the application shall:
  - (i) include the existing occupancy of all parts of the building; and,
  - (ii) be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the termination and capping off of all water, sewer, gas, electric, telephone or other utilities and services.
- (c) Where application is made for a conditional permit under Subsection 8(3) of the Act, the application shall:
  - (i) include the proposed or existing occupancy of all parts of the building;
  - (ii) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
  - (iii) state the necessary approvals, which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
  - (iv) include an agreement in writing by the applicant and such other persons as the Chief Building Official determines appropriate and with the Corporation dealing with the matters required pursuant to Section 8(3)(c) of the Building Code Act;
  - (v) the agreement must be authorized to be entered into by the principal authority; and,
  - (vi) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official.
- (d) Where application is made for a Change of Use permit issued under Subsection 10(1) of the Act, the application shall be submitted to the Chief Building Official and shall:
  - (i) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
  - (ii) identify and describe, as required by the Chief Building Official, the current and proposed occupancies of the building or part of a building for which the application is made;
  - (iii) include, as may be required by the Chief Building Official, plans and specifications which show the current and proposed occupancy of all parts of the building and which contain sufficient information to establish compliance with the requirements of the Building Code, as amended, including floor plans, details of walls, ceiling and roof assemblies identifying required fire resistance

- ratings and load bearing capacities and details of the existing sewage system, if any;
- (iv) state the name, address, and telephone number of the owner; and,
  - (v) be signed by the owner or their authorized agent who shall certify the truth of the contents of the application.
- (e) Where an application for a permit or for authorization to make a material change to a plan, specification, document, or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under section 9 of the Act is requested, the following information shall be provided:
- (i) a description of the proposed material, system or building design for which authorization under section 9 of the Act is requested;
  - (ii) any applicable provisions of the Building Code; and,
  - (iii) evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.
- (f) Where the application is made for a sewage system permit, the application shall include:
- (i) a site evaluation which shall state the date on which the evaluation was completed and shall include the name, address, telephone number and signature of the person who prepared the evaluation and a scaled map of the site (showing legal description, lot size, property dimensions, existing rights-of-way, easements, or municipal/utility corridors);
  - (ii) the location of items listed in Column 1 of Tables 8.2.1.5. for Class 1, 2 & 3 systems, and 8.2.1.6.A. and 8.2.1.6.B. for Class 4 and 5 systems, of the Ontario Building Code;
  - (iii) the location of the proposed sewage system;
  - (iv) the location of any unsuitable, disturbed, or compacted areas;
  - (v) proposed access routes for system maintenance;
  - (vi) depth to bedrock;
  - (vii) depth to zones of soil saturation;
  - (viii) soil properties, including soil permeability; and,
  - (ix) soil conditions, including the potential for flooding.

## **5. PLANS AND SPECIFICATIONS**

- 5.1. Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use will conform with the Act, the Building Code, and any other applicable law.
- 5.2. Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of the plans and specifications required under this By-law when submitting hard copies. Hard copies will only be accepted in lieu of digital submission when permitted by the Chief Building Official.
- 5.3. Plans shall be drawn to scale, shall be legible and without limiting the generality of the foregoing, shall include working drawings as set out in Schedule "B" to this By-law unless otherwise specified by the Chief Building Official.
- 5.4. Plans and specifications furnished according to this By-law or otherwise required by the Act, become property of the Municipality and will be disposed of or retained in accordance with relevant legislation.
- 5.5. Site plans shall be referenced to an up-to-date survey as prepared by an Ontario Land Surveyor (O.L.S.) and when required to demonstrate compliance with the Act, a copy of the survey shall be submitted to the Chief Building Official. Site Plans shall show:
- (a) lot size and the dimensions of property lines and setbacks to any existing or

- proposed buildings;
- (b) existing and finished ground levels or grades;
- (c) existing rights-of-way, easements, municipal services and fencing; and,
- (d) existing and proposed fire access routes and existing and proposed fire hydrant locations.

- 5.6. The granting of a permit, the review of the drawings and specifications or inspections made by the Chief Building Official or an inspector shall not in any way relieve the owner of a building from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of this By-law, the Act and the Building Code, as amended, including ensuring that the occupancy of the building, or any part thereof, is in accordance with the terms of this By-law and the Building Code, as amended.
- 5.7. The Chief Building Official may require that a set of plans of a building or any class of buildings as constructed be filed with the Chief Building Official on completion of construction under such conditions as may be prescribed in the Act, Section 7(g).
- 5.8. The Chief Building Official may deem an application for a permit to have been abandoned and revoke said application six months after the date of filing unless such application is being seriously proceeded with. The applicant will be informed with reasons for the revocation.

## **6. FEES**

- 6.1. Fees for a required permit shall be as set out in Schedule "A" of this By-law and are due and payable upon submission of an application for a permit.
- 6.2. Where an application is made for a conditional permit, a conditional permit application fee shall be payable at the time of application for the conditional permit and in addition to such fee, prior to issuance of the conditional permit, the applicable construction permit fee shall be paid for the complete project.
- 6.3. Fees payable for a permit issued under subsection 8(1) of the Act or a conditional permit issued under subsection 8(3) of the Act are based on floor area, floor area shall mean the total floor space of all storeys above grade (or below grade for an underground home), measured as the horizontal area between the exterior walls of the building.
- 6.4. With respect to an application for a change of use permit issued under Subsection 10(1) of the Act, the change of use permit fee shall be utilized when no construction is proposed or required. When construction is proposed or required and will result in a change of use, the appropriate construction permit fee shall be utilized.
- 6.5. Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total cost of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services. Provided that where an application is made for a conditional permit, fees shall be paid for the complete project.
- 6.6. The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee and where disputed by the applicant, the applicant shall pay the required fee and within six months of completion of the project, shall submit an audited statement of the actual costs, and where the audited costs are determined to be less than the valuation, the Chief Building Official shall issue a refund.
- 6.7. When studies, briefs and/or third-party (peer) reviews are required prior to or during plans review, the applicable review fee(s), must be paid in full prior to the permit

being issued.

**6.8. Increased Fee: Commencing Work without a Permit**

Any person or corporation who commences construction or demolition or changes the use of a building before obtaining a permit shall be subject to and pay an additional fee in connection with the application for a permit that is intended to cover additional costs incurred by the Municipality in enforcing the Act, and such additional fee shall be equal to 100% of the amount calculated as the regular permit fee up to a maximum amount of five thousand dollars (\$5,000.00).

- 6.9.** Unpaid application fees or any other fees/charges imposed under this By-law referenced in Section 6.1 may be added to the tax roll for the property to which the application fees and/or other fees/charges relate, and such amounts constitute a debt to the municipality.
- 6.10.** The Municipality shall prepare an annual report outlining the fees and costs of Building Code enforcement, in accordance with Subsection 7(4) of the Act.
- 6.11.** In the case of withdrawal of an application or abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant (if any), in accordance with Schedule "A". There shall be no refund of permit fees where a permit has been revoked.

**7. INSPECTIONS AND NOTICE REQUIREMENTS**

- 7.1.** Inspections are required in accordance with the Building Code. It is the obligation of the applicant to request the inspector to carry out in sections at each of the necessary stages of construction.
- 7.2.** Upon receipt of a mandatory inspection notice, an inspector (or a Registered Code Agency, if applicable) shall undertake a site inspection no later than two days after the notice is given. This time period excludes Saturdays, holidays and all other days when the offices are not open for the transaction of business with the public.
- 7.3.** In the case of site inspections of sewage systems, upon receipt of a mandatory inspection notice, an inspector (or a Registered Code Agency, if applicable) shall undertake a site inspection no later than five days after the notice is given. This time period excludes Saturdays, holidays and all other days when the offices are not open for the transaction of business with the public.
- 7.4.** Additional notice and/or inspection on a permit specific basis may be required and shall be at the discretion of the Chief Building Official.

**8. TRANSFER OF PERMITS**

- 8.1.** Permits are transferable only upon a change of property ownership, the new owner shall complete a permit application as required in Section 4 of this By-law.
- 8.2.** A fee, as prescribed in Schedule "A", shall be payable upon application for a transfer of permit.

**9. CONSTRUCTION SITE SAFETY**

- 9.1.** Where, in the opinion of the Chief Building Official, or Inspector, a construction or Demolition site presents a hazard to the public, the Chief Building Official, or Inspector may require the owner to erect such fences as deems appropriate to the circumstances by the Chief Building Official.

9.2. In considering the hazard presented by the construction or demolition site, the necessity for fences and the height and characteristics of such fences, the Chief Building Official or Inspector shall have regard for:

- (a) the proximity of the building site to other buildings;
- (b) the proximity of the construction or demolition site to lands accessible to the public;
- (c) the hazards presented by the construction or demolition activities and materials;
- (d) the feasibility and effectiveness of site fences; and the duration of the hazard.

9.3. Every fence required by this section shall:

- (a) be erected so as to fully enclose all areas of the site which present a hazard;
- (b) create a continuous barrier and be sufficient to deter unauthorized entry;
- (c) have a height not less than 1.2 meters above grade at any point, unless the Chief Building Official or Inspector determines that a greater minimum height is necessary;
- (d) if constructed of plastic mesh, snow fencing, or other similar materials, be securely fastened at 200mm on centre to vertical posts not more than 1.2 metres apart, and horizontal members or a minimum 11-gauge cable at the top and bottom; and,
- (e) be maintained in a vertical plane and in good repair.

## **10. CODE OF CONDUCT**

10.1. In accordance with Subsection 7.1(1) of the Act, the Municipality has established and will enforce a Code of Conduct for Building Officials and Inspectors. This is attached hereto and forms a part of this By-law as Schedule "C".

## **11. SEVERABILITY**

11.1. If any section, subsection, clause, paragraph or provision of this By-law is found, by any Board of competent jurisdiction, to be invalid or beyond the powers of the Council to enact, such section, subsection clause, paragraph or provision shall be deemed to be severable from the remainder of this By-law, and all other sections or parts of this By-law shall be deemed to be separate and independent therefrom and are enacted as such.

## **12. PENALTIES**

12.1. Any person who contravenes any provision of this By-law is guilty of an offence as provided for in Section 36 of the Act.

## **13. REPEAL**

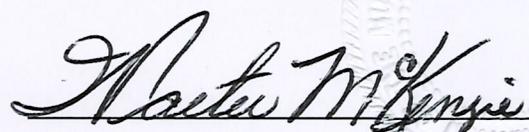
13.1. That By-law 61-2005 and all amendments thereto are hereby repealed on the day which this By-law comes into force and effect.

## **14. DATE AND EFFECT**

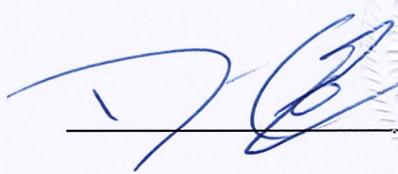
14.1. This By-law shall come into full force and effect on the final date of passing.

Read a first and second time this 5th day of September 2023.

Read a third and final time and finally passed this 5th day of September 2023.



Mayor Walter McKenzie



Clerk Daniel Hobson

**Schedule "A" to By-law 47-2023  
CLASSES OF PERMITS AND FEES**

CLASS OF PERMIT	DESCRIPTION	OCT 1, 2023 - DEC 31, 2023		JAN 1, 2024 - DEC 31, 2024		JAN 1, 2025 - DEC 31, 2025	
		FLAT FEE	FEE PER SQ FT	FLAT FEE	FEE PER SQ FT	FLAT FEE	FEE PER SQ FT
<b>Minimum Fee</b>							
	Minimum Fee	\$ 140		\$ 144		\$148	
<b>Group A – Assembly Occupancies</b>							
	New & additions: first 40,000 sq ft		\$ 0.92		\$ 1.20		\$ 1.48
	New & additions: over 40,000 sq ft		\$ 0.77		\$ 1.00		\$ 1.23
	Renovations		\$ 0.77		\$ 1.00		\$ 1.23
<b>Group B – Institutional Occupancy</b>							
	New & additions: first 40,000 sq ft		\$ 0.92		\$ 1.20		\$ 1.48
	New & additions: over 40,000 sq ft		\$ 0.77		\$ 1.00		\$ 1.23
	Renovations		\$ 0.77		\$ 1.00		\$ 1.23
<b>Residential</b>							
	Residential, mobile homes, additions		\$ 0.86		\$ 1.13		\$ 1.39
	Detached accessory-decks, sheds		\$ 0.43		\$ 0.57		\$ 0.70
	Renovating unfinished space (e.g. basement)		\$ 0.43		\$ 0.57		\$ 0.70
	Fencing-Site Plan & Privacy	\$200		\$ 206		\$212	
	Swimming pool, hot tub & fencing	\$200 (Includes Water Smart Video)		\$ 206 (Includes Water Smart Video)		\$ 212 (Includes Water Smart Video)	
	Alterations & renovations		\$ 10 per \$ 1,000		\$ 10 per \$ 1,000		\$ 10 per \$ 1,000
<b>Plumbing</b>							
	Stand-Alone Plumbing	\$ 140	+ \$ 10 per fixture	\$ 144	+ \$ 10 per fixture	\$ 148	+ \$ 10 per fixture
	New construction	N/A	N/A	N/A	N/A	N/A	N/A
	Lateral sewer connection	\$ 200		\$ 206		\$ 212	
<b>Group D – Business and Personal Services</b>							

CLASS OF PERMIT	DESCRIPTION	OCT 1, 2023 - DEC 31, 2023		JAN 1, 2024 - DEC 31, 2024		JAN 1, 2025 - DEC 31, 2025	
		FLAT FEE	FEE PER SQ FT	FLAT FEE	FEE PER SQ FT	FLAT FEE	FEE PER SQ FT
	New & additions: first 40,000 sq ft		\$ 0.85		\$ 1.11		\$ 1.37
	New & additions: over 40,000 sq ft		\$ 0.71		\$ 0.93		\$ 1.15
	Renovations		\$ 0.71		\$ 0.93		\$ 1.15
<b>Group E – Mercantile</b>							
	New & additions: first 40,000 sq ft		\$ 0.85		\$ 1.11		\$ 1.37
	New & additions: over 40,000 sq ft		\$ 0.71		\$ 0.93		\$ 1.15
	Renovations		\$ 0.71		\$ 0.93		\$ 1.15
<b>Group F – Industrial</b>							
	New & additions: first 40,000 sq ft		\$ 0.71		\$ 0.93		\$ 1.15
	New & additions: over 40,000 sq ft		\$ 0.59		\$ 0.77		\$ 0.95
	Renovations		\$ 0.59		\$ 0.77		\$ 0.95
<b>Agricultural</b>							
	New livestock buildings & additions: first 20,000 sq ft		\$ 0.28		\$ 0.37		\$ 0.46
	New livestock buildings & additions: over 20,000 sq ft		\$ 0.23		\$ 0.30		\$ 0.37
	Livestock renovation		\$ 0.14		\$ 0.19		\$ 0.24
	Sheds & shops		\$ 0.21		\$ 0.28		\$ 0.35
	Economy structures		\$ 0.14		\$ 0.19		\$ 0.24
	Grain storage (less than 10 meters)	\$ 140		\$ 144		\$ 148	
	Silos (greater than 10 meters)	\$ 300		\$ 309		\$ 318	
	Silos (horizontal)		\$ 0.12		\$ 0.16		\$ 0.20
	Manure Storage - Dry		\$ 0.12		\$ 0.16		\$ 0.20
	Manure Storage – Wet	\$ 650		\$ 670		\$ 690	
<b>Septic</b>							
	Class 2 & 3 leaching pits & cesspools	\$ 140		\$ 144		\$ 148	
	Class 4 leaching bed system	\$ 650		\$ 670		\$ 690	
	Class 5 holding tank system	\$ 560		\$ 577		\$ 594	

CLASS OF PERMIT	DESCRIPTION	OCT 1, 2023 - DEC 31, 2023		JAN 1, 2024 - DEC 31, 2024		JAN 1, 2025 - DEC 31, 2025	
		FLAT FEE	FEE PER SQ FT	FLAT FEE	FEE PER SQ FT	FLAT FEE	FEE PER SQ FT
	Septic tank replacement only	\$ 300		\$ 309		\$ 318	
	Septic bed replacement/addition to	\$ 350		\$ 361		\$ 372	
<b>Sign Permits</b>							
	Building & Property	\$ 200		\$ 206		\$ 212	
	Billboards	\$ 250		\$ 258		\$ 266	
<b>Other</b>							
	Woodstoves & chimneys	\$ 140		\$ 144		\$ 148	
	Tents (above 60 sq m)	\$ 140		\$ 144		\$ 148	
	Demolition	\$ 140		\$ 144		\$ 148	
	Driveway	\$ 140		\$ 144		\$ 148	
	Additional Plan Review (Resubmission) Where a non-compliant resubmission is submitted above and beyond the first resubmission	\$ 140		\$ 144		\$ 148	
	Premature/Additional Inspections Where an inspection request is premature and the inspector must re-attend the site to complete the necessary inspection, or an additional inspection is requested or required	\$ 210		\$ 216		\$ 222	
	Conditional Permits	Rate of building (as above) with written agreement + deposit					
	Change of use - No renovations	\$ 140		\$ 140		\$ 140	
	Change of use - With renovations/construction	Fee Schedule					
	Transfer of Owner	\$ 140		\$ 144		\$ 148	
	Zoning Certificate	\$ 90		\$ 93		\$ 96	
Fee based on \$1,000 of contracted construction value			\$ 10.00		\$ 10.00		\$ 10.00



### **Schedule "A" to By-law 47-2023 Continued**

**NOTE:** Where the permit fee cannot be accurately assessed on a square foot basis, the permit fee will be the minimum fee plus \$10/\$1,000 of contracted construction value.

#### **REFUND OF FEES**

- I. Fees that may be refunded shall be a percentage of the fees payable under this By-law as follows:
  - a. 80% where the application was received and no administrative functions have been completed;
  - b. 60% where the application has been processed and the permit has been issued;
  - c. 10% additional deduction for each inspection completed;
  - d. 0% where the permit fee is the minimum fee or less.
  
- II. Refunds may be given at the discretion of the Chief Building Official.

**Schedule "B" to By-law 47-2023  
PLANS/DRAWING REQUIREMENTS**

List of Plans, Specifications, Documents and Other Information to Accompany Applications for Permits

Plans

1. Ontario Land Surveyors Plans
2. Site Plan
3. Contour of Grade Plans
4. Drainage (Stormwater Management) Plans
5. Foundation Plans
6. Architectural Plans
7. Structural Plans
8. Mechanical and Electrical Plans
9. Reinforced Concrete Plans
10. Chimney and Fireplace Plans
11. Renovation and Alteration
12. As Constructed Plans
13. Fire Alarms or Evacuation Plans (within buildings)
14. Fire Protection Plans – showing the type of fire assemblies, fire separations, fire compartments, fire resistance ratings and sprinklers system within buildings.
15. Schematic Plans – showing the type, location, and operation of all building fire emergency systems.
16. On-Site Sewage System Plans

Specifications

1. Specification on entrances to the property with necessary approvals in writing.
2. Specifications on sewer system and water supply whether Municipal or private, with necessary written approvals.
3. Specifications on the proposed occupancies.
4. Specifications on building materials or a method of construction and may require to be submitted by a registered professional engineer.
5. Specifications on soils investigations.
6. Specifications on any other applicable law as set out in Section 8(2)(a) of the *Building Code Act*, as amended.

Documents

1. Trade Certificates and Certification of Qualification.
2. Functional Servicing Report – required where the proposed scope of work is not regulated by site plan control and the proposal is for more than two dwelling units on one property, unless otherwise specified by the Chief Building Official. The scope of the report will include both the private and public services.
3. Stormwater Management Brief and Design – required where site plan control is not required and the proposal is for more than two dwelling units on one property, unless otherwise specified by the Chief Building Official.

**NOTE:** The Chief Building Official may specify that not all the above-mentioned plans are required to accompany an application for a permit.

**Schedule "C" to By-law 47-2023  
CODE OF CONDUCT FOR BUILDING OFFICIALS**

**Preamble**

The Code of Conduct applies to the Chief Building Official and inspectors appointed under the *Building Code Act* in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code.

The purpose of this Code is to promote appropriate standards of behavior and enforcement actions to ensure building officials apply standards of honesty and integrity, and to prevent practices constituting an abuse of power including unethical or illegal practices.

**Standards of Conduct**

Building Officials undertake to:

1. Always act in the public interest, particularly with regard to the safety of building works and structures.
2. Not to act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
3. Apply all relevant building by-laws, codes and standards appropriately and without favour.
4. Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards.
5. At all times abide by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring Building Officials into disrepute.
6. Comply with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws that regulate or govern Building Officials or their functions.
7. Not to act beyond their personal level of competence or outside their area of expertise.
8. Maintain current accreditation to act as an Ontario Building Official.
9. Maintain their knowledge and understanding of the best current building practices, the building laws and Codes relevant to their inspection and plan examination function.
10. Extend professional courtesy to all.

**Breaches of the Code of Conduct**

The Ontario *Building Code Act* provides that the performance of Building Officials will be measured against this Code of Conduct. The Municipal administration will review any allegations brought forward that the Code of Conduct has been breached. Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Municipal employer and will be based on the severity and frequency of the violation in accordance with relevant employment standards.