

## Impact on Oakville

We have worked hard to meet the requirements of the new legislation without compromising the outstanding level of service we have previously provided.

**Staff Certification** - All of our Building Services staff that are required to be qualified have been provincially certified and registered with the Ministry of Municipal Affairs and Housing (MMAH) in compliance with the changes to the Ontario Building Code as defined by Bill 124.

**Enhanced Review Process** - To ensure we meet the new timeframes for permit application evaluation, we have streamlined our internal processes.

**Higher Standards for Submission** - We will be paying special attention to the completeness of applications at the time of submission. The new legislation requires us to complete our examinations within tight timeframes. We will be insisting that all drawings and documents be completed, including proof of compliance with any Applicable Law(s), and sufficient copies provided before accepting the application for processing under the new legislation.

**Permit Fees** - Under the new legislation, building permit fees are directly tied to the costs of providing our services under the Ontario Building Code. We will be monitoring our operations under the new legislation to determine if any changes to our fees structure will be required.



## Impact on You

**Bill 124 is now in effect.** As of January 1, 2006, in general, all designers, architects and engineers must be provincially qualified and the Town of Oakville will require proof of their qualifications. The Town has access through the Ministry's database to verify the information provided. In the case of architects who have a parallel registration system, the Town also has the capability to verify any architects qualifications.

### Permits/Refusal Letters

As required by Bill 124 we are required to either issue you a permit or a refusal letter within the mandated timelines. In the case of the latter, we are also required to list all deficiencies that prevent us from issuing a permit.

Although the new rules do not require us to do so, we will continue to send out letters informing you of any deficiency found in each individual review. If the deficiency is such that it can be corrected and the updated information returned to us quickly, we will endeavour to continue processing the application to meet the timeline.

If we have to issue a refusal letter prior to the deficiencies being corrected, then we will do our best to re-review the application, but the mandated timelines will no longer apply.

## Communications & Feedback

To evaluate our success, we will be monitoring our performance against the timeframes required by the new legislation. We welcome your comments/feedback and want your input. Feel free to talk to one of our Building Services Representatives at 905-845-6601 ext. 7376 or e-mail us at [building@oakville.ca](mailto:building@oakville.ca).

Visit Building Services at [www.oakville.ca](http://www.oakville.ca) for more information about building in the Town of Oakville.

# BUILDING in Oakville



# Overview

## To our Valued Clients:

As of January 1, 2006, changes to the Ontario Building Code as mandated by Bill 124, are now in effect. As outlined in previous publications, the Town of Oakville has spent considerable time and effort to ensure that the high level of service you have come to expect from us is in no way adversely affected by these legislative changes.

We hope that the information contained in this package will help guide you through the new process. More details and the very latest information can be found on the Ministry of Municipal Affairs and Housing (MMAH) website at [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca).

Feel free to speak with any of our Building Services Representatives (BSRs) for more information, either at the front counter or through any of these easy access channels:

Open Line to BSRs: 905-845-6601 ext. 7376  
Fax: 905-338-4230  
Email: [building@oakville.ca](mailto:building@oakville.ca)

Shelly Switzer  
Director of Building Services  
Town of Oakville



# How this Affects You

The legislative changes to the Ontario Building Code are intended to:

- Streamline the approval process;
- Increase the safety and quality of building construction in Ontario;
- Create a more transparent and innovative regulatory environment for the construction industry;
- Provide certainty to the building trade; and
- Encourage partnerships between builders and municipalities.

**Standardized Application Form** - The Province has introduced a standardized permit application form that every municipality will use. For your application to be accepted, you will need to **complete** all areas of the application, including all associated schedules. The latest version of the standardized application form can be found on the Ministry of Municipal Affairs and Housing (MMAH) website at [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca).

**Applicable Law** - The Province has prepared a definitive list of "Applicable Laws". This will eliminate uncertainty and confusion as to what laws must be satisfied before a building permit can be issued. The complete list can be found on the Ministry's website.

**Timeframes for Municipal Review** - In addition, the Province has implemented specific timeframes in which your complete application must be reviewed by the municipality, and either issue a permit or a refusal letter which includes a complete and detailed list of deficiencies. Your application will be reviewed within the following timeframes:

Permit Type	Time for review
Most residential	10 days
Tents	10 days
Part 9 (Other) Buildings	15 days
Part 3 Large Buildings	20 days
Part 3 Large Complex Buildings	30 days
Demolitions	5 days

**"Complete" Application** - We point out that for an application to be deemed "complete", the provincial form must be filled out and accompanied by the required drawings plus proof of compliance with any relevant Applicable Law. While we will accept incomplete applications, we will only do a preliminary review as our workload permits and the timeframes do not apply until the application is "complete".

**Provincial Qualification & Registration** - We also remind all engineers, architects and designers that they are now required to be provincially qualified and, in many cases, registered.

Proof of applicable qualifications/registrations and, if required, insurance must be provided at the time of application submission by each person who prepared drawings, plans, specifications or other documents.

Qualifications can be registered with the MMAH through their QuARTS system. It is on Schedule 1 of the standardized application form (Designer Information) that you specify designer qualifications.



**By-law Changes** - To adapt to the Ontario Building Code changes, we have updated Building, Zoning and other by-laws that may affect your application. The by-law documentation can be found at [www.oakville.ca](http://www.oakville.ca).

Visit [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca) for specific details regarding the legislative changes.