POLICIES

Greater Grand Sudbury
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INTEROFFICE MEMO

February 9, 2010

TO: BUILDING SERVICES TECHNICAL STAFF

FROM: G. A. Mazza

RE: By-law 2010-14 Amending By-law 2009-101
Clearing of Yards & Certain Vacant Lots

Attached for your information is a copy of the above noted amending by-law with the change to the definition of "Swimming Pool".

If you have any questions or concerns, please do not hesitate to contact me.

G. A. MAZZA, P. ENG.
DIRECTOR OF BUILDING SERVICES/
CHIEF BUILDING OFFICIAL

/vk
Attachment

B. Gutjahr
G Mazza
Policy

RECEIVED

FEB 0 9 2010

OFFICE OF
CHIEF BUILDING OFFICIAL

BY-LAW 2010-14

A BY-LAW OF THE CITY OF GREATER SUDBURY TO AMEND BY-LAW 2009-101, A BY-LAW OF THE CITY OF GREATER SUDBURY TO REQUIRE THE CLEARING OF YARDS AND CERTAIN VACANT LOTS

AND WHEREAS the Council of the City of Greater Sudbury deems it desirable to amend By-law 2009-101, a By-law to Require the Clearing of Yards and Certain Vacant Lots;

NOW THEREFORE THE COUNCIL OF THE CITY OF GREATER SUDBURY HEREBY ENACTS AS FOLLOWS:

1. By-law 2009-101 of the City of Greater Sudbury, a By-law to Require the Clearing of Yards and Certain Vacant Yards is amended by adding to Subsection (1) immediately after the definition of "Refuse" and immediately before the definition of "Vacant Lot", the following definition of "Swimming Pool":

   "Swimming Pool" means a structure which is located on or in or above the ground and which is capable of containing an artificial body of water for swimming, wading, diving or recreational bathing with a water depth of 0.6 metres or more at its deepest point;"

2. By-law 2009-101 of the City of Greater Sudbury, a By-law to Require the Clearing of Yards and Certain Vacant Yards is further amended by repealing Section 9 and enacting the following Section 9 in its place and stead:

   "Swimming Pool

   9. No owner who has a swimming pool in his or her yard shall fail to:

      (a) keep or maintain the swimming pool in an operational condition;

      (b) maintain the water in the swimming pool such that the water is not discoloured; or

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(c) maintain the water in the swimming pool in a condition which is not malodorous."

3. This By-law shall come into force and take effect immediately upon final passage.

READ AND PASSED IN OPEN COUNCIL this 27th day of January, 2010

DEPUTY Mayor

A. Haché Clerk

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From: Corrie-Jo Delwo
To: Building Services Staff - Inside; Dennis Lenzi; Paul Sajatovic
Date: 2/10/2010 10:03 AM
Subject: NDCA Circulation of Approvals Procedure

Attached please find the final procedure for circulation of approvals to the NDCA office. If you have any questions, please don't hesitate to ask. Corrie.

Corrie-Jo Delwo
Coordinator of Permits & Approvals Integration
Growth & Development/Building Services, City of Greater Sudbury
705-674-4455, ext. 4426
Fax: 705-675-1075
Cell: 705-665-4720
cj.delwo@city.greatersudbury.on.ca

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PROCEDURE DOCUMENTATION

TITLE: Nickel District Conservation Authority Approval Circulation

Effective Date: Immediately

Revised Date: November 5, 2009

PURPOSE: To provide direction to staff in determining which building permit applications should be forwarded to the NDCA for comments

PROCEDURE

The following procedure has been developed to assist you in determining which building permit applications should be forwarded to the NDCA for comments.

All building permit applications will be circulated to NDCA for comments except for the following:

- Fire damage repairs, except for major rebuilds
- Fireplaces and chimneys
- Insurance claims
- Interior renovations, except for finished basements
- Plumbing retrofits
- Roof repairs
- Weeping Tiles
- 2nd storey additions

Circulation of building permit applications requiring SPCA is not required unless a "conditional" permit is requested by the applicant.

On behalf of the NDCA, a user fee of $23.00 [subject to an Annual Inflationary Increase on January 1st of every year as per By-law 2009-1F, Part 8, Subsection 18(1)] will be collected for reviewing and commenting on building permit applications.

HISTORY

The Nickel District Conservation Authority (N.D.C.A.) is in the business of managing watersheds. The City of Greater Sudbury is connected by watersheds; actions taken, either positive or negative, can impact the health of the entire watershed. The NDCA operates under the authority of the Ontario Conservation Authorities Act and are thus deemed as applicable law (Division A, Part 1, Section 1.4.1.3 of the Ontario Building Code regulation).

Ensuring that homes and people are protected from the threats of flooding and erosion is the most important activity undertaken by the N.D.C.A. and all Conservation Authorities. Plans for new homes and developments are carefully reviewed and criteria set to ensure people, property, and natural features, are properly protected from the potentially life threatening impacts of these natural hazards.

It was established on December 10, 1997, when a building permit application is being circulated to the NDCA for comments, that a copy of our zoning maps be attached to our approval requests. These zoning maps provided information as to whether or not a particular property was within a watershed area.

At that time a new procedure was implemented that all residential applications for new and interior renovations (as it relates to finishing a basement) and all construction occurring on waterfront properties be circulated to the NDCA for comments, except for decks, pools, sheds, roof repairs, windows & door replacement, siding, weeping tiles, and 2nd storey additions.

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PROCEDURE DOCUMENTATION

TITLE: Nickel District Conservation Authority Approval Circulation

Effective Date: Immediately
Revised Date: November 5, 2009

PURPOSE: To provide direction to staff in determining which building permit applications should be forwarded to the NDCA for comments

On January 21, 1998 a memo was circulated to Permit Customer Services Clerks advising them to circulate to NDCA all residential building applications for new and interior renovations (as it relates to finishing a basement), including accessory buildings such as garages, storage buildings and barns regardless of whether they are situated in a flood plain or not.

On February 18, 1998 accessory structures larger than 200 sq.ft. were requested to be circulated to the NDCA for comments.

On May 1, 2002 a revised procedure was circulated to staff outlining that all building permit applications for new construction and interior renovations for finished basements be forwarded to the NDCA for comments. Staff was also instructed to send all approvals for accessory structures and including accessory structures under 200 sq.ft., decks, and pools that were near a water body, to the NDCA for comments.

On November 4, 2009, a meeting was held between Building Services and NDCA where it was established that because the zoning maps have not been revised and the watershed areas are not clearly defined and is creating problems for Building Services staff to determine if a property lies within a flood zone (the zoning maps are being revised and will not be available to staff until fall of 2010 along with the Zoning By-law), all building permit applications will be circulated to NDCA for comments except for the following:

- Fire damage repairs, except for major rebuilds
- Fireplaces and chimneys
- Insurance claims
- Interior renovations, except for finished basements
- Plumbing retrofits
- Roof repairs
- Weeping Tiles
- 2nd storey additions

REFERENCES

Memos to Permit Customer Services Clerks dated December 10, 1997, January 21, 1998 and February 18, 1998; Procedure No. EDPS.PS.BS.PSC.1.0 dated May 1, 2002; Ontario Building Code, 2006; By-law 2009-1F, Miscellaneous User Fees, dated January 14, 2009

SIGNATURES:

Guido Mazza, P.Eng., Director of Building Services/CBO	**Andre Guillot, Acting Manager of Code Compliance/Deputy CBO**	**Corrie-Jo Delwo, Coordinator of Permits & Approvals Integration**

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Rec'd. May 1/02 from Gisele Martin

Sudbury	**PROCEDURE DOCUMENTATION**	**Procedure No.**	**EDPS.PS.BS.PSC. 1.0**
		No. of Pages: 2	**Page No.: 1**

TITLE: Collection of New User Fee
Nickel District Conservation Authority (NDCA)

Effective Date:		
Revised Date:		
Department	Economic Development & Planning Services	EDPS
Division	Planning Services	PS
Section	Building Services	BS
Group(s)	Permit Services	PS
Position	Permit Services Clerks	PSC

PURPOSE:

To provide for the collection of fees at the building permit stage on behalf of the Nickel District Conservation Authority

PROCEDURE

Building Services will be responsible for collecting a new user fee in the amount of $35 on behalf of the NDCA for reviewing and commenting on building permit applications.

The following procedures were developed to assist you in determining which building permit applications should be forwarded to the NDCA for comments.

Generally, <u>all building permit applications will be circulated</u> to NDCA for comments <u>except for the following:</u>

- accessory buildings under 200 sq.ft*
- decks*
- fences*
- fire damage repairs, except for major rebuilds
- fireplaces and chimneys
- insurance claims
- interior renovations, except for finished basement**
- plumbing retrofits
- pools*
- roof repairs

HISTORY

Reductions in provincial funding has prompted the NDCA to impose user fees for reviewing and commenting on all planning applications.

At their General Board meeting on March 20, 2002, the NDCA reaffirmed a resolution previously passed by their Board on February 13, 2002 approving the implementation of new fee schedules for plan review services, effective April 2, 2002.

Planning and Building Services staff subsequently met with the NDCA to further discuss the impact these fees will have on our application process and customer service.

Additional staff meetings were held and a protocol for processing various planning applications was developed and subsequently reviewed with the NDCA.

REFERENCES: Memos to Permit Services Clerks dated December 10, 1997, January 21, 1998 and February 18, 1998
NDCA's Plan Review Pre-consultation Response Form and Public Notice regarding collection of fees, including NDCA's Schedule of Fees and their General Board resolution implementing the 2002 Fee Schedule for plan review services.

				PREPARED BY:
Bill Lautenbach Division Head	Guido Mazza, P.Eng. Section Head	Rheal Pitre Manager of Technical Services		Gisèle Martin Co-ordinator of Quality Assurance Permits and Customer Service

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Collection of New User Fee
Nickel District Conservation Authority (NDCA) - continued

- weeping tiles
- 2nd storey additions

* If proposed construction is near a water body, review with Manager of Technical Services to determine whether to circulate to NDCA.

** Permit Services Clerks will be required to take the following steps when processing an application for a <u>finished basement</u>:

a. <u>New application</u>

- Automatic circulation to NDCA

b. <u>Revising a current Building Permit for a Single Family Dwelling Or Seasonal Residence</u>

- Review previous comments received by NDCA with Manager of Technical Services in order to determine if circulation is necessary.

Circulation of building permit applications requiring SPCA is not required unless a "conditional" permit is requested by the applicant.

NDCA presently provides free consulting services to the public for proposed construction and/or requests for altering waterways. They will comment whether they have any concerns with the proposed construction on the attached " Plan Review Pre-consultation Response Form". The client will be provided with a signed original of this form to be submitted to Building Services when applying for a permit. **Depending on their response, circulation to NDCA may be required.**

If this form is not provided at the application stage, the Permit Services Clerk is to ask the applicant if he has consulted with the NDCA and proceed accordingly.

It is standard practice to collect building permit fees at the application stage. Permit Services Clerks are required to stamp "PAID" on the approval form prior to circulating to the NDCA.

HISTORY - continued

Staff also decided that the NDCA would collect their own fees.

NDCA's schedule of new fees for 2002 was presented to the Development Liaison Advisory Committee (DLAC) at their meeting on March 7, 2002.

The committee members voiced their concerns about the impact these fees would have on the public, particularly the City's "One-Stop-Shop" concept.

DLAC does not want applicants sent to the NDCA to pay this user fee. Staff were directed to collect these fees at the application stage.

Collection of New User Fee **Nickel District Conservation Authority (NDCA)** - continued	**HISTORY** - continued
A fee will not be charged if: ▸ construction is taking place in the newly annexed townships of Aylmer, Cleland, Dill, Dryden, MacKelcan, Parkin, Rathbun and Scadding; (circulation to NDCA must still take place) and ▸ circulation to NDCA is for a conditional permit. NDCA has prepared a Notice concerning their new user fees for distribution to applicants. The Building Permit System has been modified to enable staff to enter the fees being collected for NDCA into the Building Permit Fees Collection screen. The "transaction code" to be entered on fees screen is "ND". NDCA staff have been granted access to Option 3 - Building Permit Approvals on the Permit Application Menu in order to respond "on-line" to facilitate speedier replies. If NDCA approves an application with conditions, they will insert the word "CONDITIONAL" in the Description" field. Permit should not be issued until NDCA's comments are received. Building Services requires an original copy of signed document for our records. Attachments	
FEE: $35 per permit application	

B Lauterbach
P Sajatovic
S Jonasson
M L Gauvreau
E Stankiewicz
J Darmanin
J Wilkin
R Swiddle (2)
Binder

BY-LAW 2002-113F

BEING A BY-LAW OF THE CITY OF GREATER SUDBURY TO AMEND BY-LAW 2002-9F TO ESTABLISH FEES FOR CERTAIN APPLICATIONS AND SERVICES UNDER THE PLANNING ACT AND SERVICES PROVIDED BY THE ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENT

WHEREAS the Council of the City of Greater Sudbury passed By-law 2002-9F to establish fees for certain applications and services under the *Planning Act*, and for services provided by the Economic Development and Planning Department;

NOW THEREFORE THE COUNCIL OF THE CITY OF GREATER SUDBURY HEREBY ENACTS AS FOLLOWS:

1. By-law 2002-9F is hereby amended by deleting therefrom Schedule "A" and replacing it with the attached Schedule "A".

2. The Director of Planning Services and Clerk are hereby authorized to enter into an Agreement with the Nickel District Conservation Authority for the collection and remittance of Nickel District Conservation Authority fees by the City of Greater Sudbury.

3. This By-law shall come into force and take effect on upon passage.

READ THREE TIMES AND PASSED IN OPEN COUNCIL this 25th day of April, 2002.

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Interoffice Correspondence

H:RMANBC...\\WPDATA\ APPROVALS.MIN\REVISION.NDCA

February 18, 1998

MEMO TO: Corrie Caporale
Julie Forget
Lyne McInnes

FROM: Gisèle Martin, Supervisor
Building Permit Services

SUBJECT: **Circulation of Building Permit Applications to the NDCA Storage Building Construction Projects**

In consultation with the CBO, I wish to advise that building applications for the construction of storage buildings larger than 200 sq.ft. will be sent to

the NDCA for their comments. Any building smaller than 200 sq. ft. can therefore be considered a shed which you are not required to send to the NDCA for comments.

Hopefully the above information addresses your concerns.

c.c. G. Mazza
M. Tedeschi (FYI)
A. McCann

Interoffice Correspondence

H:RMANBC...\\WPDATA\ APPROVALS.MIN\NDCA.APP

January 21, 1998

MEMO TO: Corrie Caporale
Julie Forget
Lyne McInnes

FROM: Gisèle Martin, Supervisor
Building Permit Services

SUBJECT: **Circulation of Building Permit Applications to NDCA for Comments**

In reference to my memo dated December 10, 1998 regarding the above.

All residential building applications for new and interior renovations (as it relates to finishing a basement), **including accessory buildings such as garages, storage buildings and barns** will be circulated to the NDCA for comments **regardless of whether they are situated in a flood plain or not.**

Should you have any concerns wrt the above, be sure to let me know.

Gisèle

c.c. G. Mazza
M. Tedeschi (FYI)
A. McCann

file - procedures

Region of Sudbury

Interoffice Correspondence

December 10, 1997

H:RMANBC...\\WPDATA\ APPROVALS.MIN\NDCA.APP

MEMO TO: Corrie Caporale
Julie Forget
Lyne McInnes

FROM: Gisèle Martin, Supervisor
Building Permit Services

SUBJECT: Circulation of Building Permit Applications to NDCA for Comments

The result of a meeting held December 9, 1997 with NDCA staff has prompted a change in procedures as it relates to the circulation of building permit applications to the NDCA.

Effective immediately, all residential building applications for new and interior renovations (as it relates to finishing a basement) will be circulated to the NDCA for comments, except for the following works of construction:

- decks
- pools
- sheds
- roof repairs, door, siding, and window installation
- weeping tiles
- 2nd storrie addition

The NDCA has requested that a copy of our zoning map be attached to our approval requests to enable them to process these quickly.

All building permit applications for construction occurring on waterfront properties must also be circulated to the NDCA.

A formal procedure expanding on the above noted changes will be provided to you in due course.

Should you have any concerns wrt the above, be sure to let me know.

Gisèle

c.c. G. Mazza
M. Tedeschi (FYI)

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INTEROFFICE MEMO

October 6, 2009

TO: Building Services Technical Staff

FROM: G. A. Mazza

RE: O. Reg. 365/09 – Renewable Energy Approval

Attached for your information is a copy of a notification from David Brezer, Director and Chief Building Official, Ministry of Municipal Affairs & Housing regarding the above which is self explanatory.

If you have any questions, please do not hesitate to come and see me.

Guido Mazza/pr

G. A. MAZZA, P. ENG.
DIRECTOR OF BUILDING SERVICES/
CHIEF BUILDING OFFICIAL

GAM/vk

REGISTRAR OF REGULATIONS
Filed as O. Reg. 365/09
On
SEP 23 2009
Proposed source law publication dates:
e-Laws Sept 25/09
Ontario Gazette Oct 10/09

RECEIVED
OCT 06 2009
OFFICE OF
CHIEF BUILDING OFFICIAL

ONTARIO REGULATION

made under the

BUILDING CODE ACT, 1992

Amending O. Reg. 350/06

(Building Code)

Note: Ontario Regulation 350/06 has previously been amended. For the legislative history of the Regulation, see the Table of Consolidated Regulations – Detailed Legislative History at www.e-Laws.gov.on.ca.

1. Clause 1.4.1.3. (1) (a) of Division A of Ontario Regulation 350/06 is amended by adding the following subclause:

(vi.1) section 47.3 of the *Environmental Protection Act*, with respect to the issuance of a renewable energy approval,

2. This Regulation comes into force on the day on which subsection 4 (1) of Schedule G to the *Green Energy and Green Economy Act, 2009* comes into force.

From: Andre Guillot
To: Building Inspectors; Permit Services; Plans Examiners; Ron Liinamaa
Date: 4/27/2009 1:43:13 PM
Subject: Staff please note

As of Today , A Building Permit will be required for the following :

An elevated deck / stairs of more than 24 " above grade attached or detached providing principal access to a building .

Andre Guillot
Plans Examiner
CGS Building Services
674-4455, extension 4326
andre.guillot@city.greatersudbury.on.ca

CC: Corrie-Jo Delwo; Guido Mazza; Valerie Klotz

From: Bill McCaffrey
To: Alfio Mazzuchin; andre.guillot@city.greatersudbury.on.ca; bill yourth; Ed Picco; Eric Wong; Guido Mazza; Markku Makitalo; Rick Vincent; Sherri Budgell
Date: 1/22/2009 11:04:57 AM
Subject: fire damper / smoke damper

Lady and gentlemen;

As you are all aware we have been discussing the need for protection of openings in an un-rated fire separation; specifically duct or transfer grill openings.

There is no Code requirement for smoke dampers only fire dampers though there are UL rated smoke dampers available. The issue of concern is that in an assembly designed to protect against the passage of smoke does not fulfill its purpose with a fire damper that is typically actuated by heat not smoke.

I have contacted the Ministry and they confirmed that fire dampers meet the required method of protection for openings in an un-rated fire separation even though they may not immediately protect against the passage of smoke.

I was informed that there are ongoing discussions at the national level with regards to this issue.

In summary unless fire dampers are waived by 3.1.8.8., fire dampers are considered acceptable protection of transfer grill or duct openings in a fire separation designed for smoke control only.

Bill

Bill McCaffrey B.Comm.,CBCO
Plans Examiner
City of Greater Sudbury
705-674-4455 ext 4628
bill.mccaffrey@city.greatersudbury.on.ca

9.8.6.2. (December 11, 2006)

December 11, 2006

Dave Henderson
Director, Industry Relations
Ontario Home Builders' Association
20 Upjohn Rd., Suite 101
North York, Ontario M3B 2V9

Dear Mr. Henderson,

Thank you for your inquiry about landings in garages attached to dwelling units.

Sentences (1) to (3) of Article 9.8.6.2. of Division B of the 2006 Building Code state:

9.8.6.2. Required Landings

(1) Except as provided in Sentences (2) to (4) and Sentence 9.9.6.6.(2), a landing shall be provided

(a) at the top and bottom of each flight of interior and exterior stairs, including stairs in garages,
(b) at the top and bottom of every ramp with a slope greater than 1 in 50, and
(c) where a doorway opens onto a stair or ramp.

(2) Where a door at the top of a stair in a dwelling unit swings away from the stair, no landing is required between the doorway and the stair.

(3) Except for an entrance from an attached garage, a landing may be omitted at the top of an exterior stair serving a secondary entrance to a single dwelling unit, provided

(a) the stair does not contain more than 3 risers,
(b) except as provided in Clause (c), the door is a sliding door or swings away from the stair, and
(c) where a storm or screen door is provided, it may swing over the stair if it is equipped with hardware to hold it open.

Supplementary Standard SA-1 attributes the following functional statements and objectives to the requirements in this Article: [F30-OS3.1], [F10-OS3.7], where:

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OS3.1 An objective of this Code is to limit the probability that, as a result of the design or construction of a building, a person in or adjacent to the building will be exposed to an Page 2 of 2 unacceptable risk of injury due to hazards caused by tripping, slipping, falling, contact, drowning or collision.

OS3.7 An objective of this Code is to limit the probability that, as a result of the design or construction of a building, a person in or adjacent to the building will be exposed to an unacceptable risk of injury due to hazards caused by persons being delayed in or impeded from moving to a safe place during an emergency.

F10 To facilitate the timely movement of persons to a safe place in an emergency.

F30 To minimize the risk of injury to persons as a result of tripping, slipping, falling, contact, drowning or collision. Sentence 9.8.6.2.(1) applies to all landings in all buildings regulated by Part 9 of Division B. It contains the general requirement that a landing is to be provided at the top and bottom of each flight of interior and exterior stairs, including stairs in garages. The basis for this requirement is set out in the above noted objectives and functional statements.

Sentences (2) and (3) contain exceptions to the general requirement of Sentence (1). According to Sentence (2), a landing is not required at the top of a stair provided the door in a dwelling unit swings away from the stair.

The exceptions in Sentence (3) are not generally applicable to stairs in an attached garage in a dwelling unit.

Therefore, the 2006 Building Code (and as was the case in the 1997 Building Code) does not require a landing between a door and the top of a stair in a garage in a dwelling unit, provided the door swings away from the stair.

Under the Building Code Act, 1992, the local principal authority has jurisdiction for enforcing the Act and the Building Code. Designers should consult with the local principal authority before taking any action.

Sincerely,

Alek Antoniuk, OAA Manager (Acting)

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Last Modified: April 13, 2007

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From: Ed Picco
To: Mazza, Guido
Date: 2/8/2008 12:07:38 PM
Subject: Pre-engineered components

As per our brief but informative meeting with Guido, Sherri and Markku we have come to a resolution to the problem of accepting permit applications without pre-engineered shop drawings being submitted.

We will **not** be accepting any more applications where pre-engineered components are required and not received.
As per the Chief Building Official/Director of Building Services request, drawings for the pre-engineered components must be submitted at the application stage with the building drawings (see Builders' Bulletin dated January 2008)
Failure to comply will result in an incomplete application. Applicant will be asked to return and re-apply once all pre-engineered shop drawings are received.
Thankyou. Have a good day.
Ed

CC: Alfio Mazzuchin; Andre Guillot; Angela Lanteigne; Bill McCaffrey; Cheryl Gazzola; Corrie-Jo Caporale; Donna Walli; Julie Forget; Markku Makitalo; Rachelle Rouleau; Richard Beaudry; Ron Liinamaa; Sherri Budgell; Valerie Klotz

BUILDERS' BULLETIN

HVAC Drawings & Pre-Engineered Components

JANUARY, 2008

HVAC DRAWINGS

BACKGROUND

As of January 1, 2006, the Ontario Ministry of Municipal Affairs required that any firm submitting designs of any type to municipalities in connection with a building permit must be registered and obtain a Ministry issued designer registration number (Building Code Identification Number or BCIN #). For example: registration requirements for designers who design HVAC systems for the new build market.

During the period of January 1, 2006 and December 31, 2007, the Chief Building Official/Director of Building Services of the City of Greater Sudbury has permitted the issuance of "Conditional Foundation and/or Structural Shell" permits pending the submission of HVAC drawings due to the lack of "registered" designers within the City of Greater Sudbury.

Further to the general agreement and discussion by the membership of the Development Liaison Advisory Committee (DLAC) on September 20, 2007, the following changes are being implemented to improve the efficiency and turn around times in Building Services:

ADDITIONAL FEES FOR CONDITIONAL PERMITS

As of January 1, 2008, as per By-law 2005-165, the Building Services Section will be applying an additional fee of $230.00 to Building Permit applications upon which the applicant has requested a "conditional permit" pending the submission of HVAC drawings:

> "A BY-LAW OF THE CITY OF GREATER SUDBURY RESPECTING CONSTRUCTION, DEMOLITION, CHANGE OF USE PERMITS, INSPECTIONS AND FEES (Schedule 'C'):
>
> Conditional Permit $230.00"

Under Subsection 8(3) of the Ontario Building Code Act it gives chief building officials discretionary power to consider and issue Conditional permits. Conditional permits are intended to expedite construction when planning approvals are met but not all plans for the building are completed. This allows construction to start before all plans have been completed.

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Greater Grand Sudbury
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BUILDERS' BULLETIN

HVAC Drawings & Pre-Engineered Components

JANUARY, 2008

PRE-ENGINEERED COMPONENTS

ADDITIONAL REQUIRED DOCUMENTATION

As of January 1, 2008, the Chief Building Official/Director of Building Services has requested that drawings for the following must be submitted at the application stage with the building drawings; failure to comply will result in an incomplete application and a building permit will not be issued until pre-engineered shop drawings are received:

Pre-engineered components (two copies):

Truss engineering package - truss layout/truss designs
Engineered floor system package - floor layout / beam design/ floor joist span table
Engineered beam design (Glu-lam, LVL Parallam)
Structural component not prescribed in Part 9 of the Ontario Building Code, qualified stamped design by an engineer to be provided. (e.g. beam with point load, lintels under trusses spanning over 32'2", railing systems beyond scope of SB7)

All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work.

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From: Richard Beaudry
To: Building Services Office
Date: 2/27/2008 3:05:54 PM
Subject: Re : Barn Decision

To Staff,

Following is the interpretation of the setbacks for barns which was agreed upon by Planning, C/A and myself.

Under the 83-300 series by-laws and the 95-500Z by-law, it states in Rural and Agricultural Zones that barns must be 300 m (984') away from a residential building or residential zone.

The exception to this is when the structure is not associated with an intensive agricultural use, the setbacks of 300m do not apply.

Under the definitions " Agricultural Use, Intensive ", it states when breeding, raising, boarding or training dogs, cats, horses or ponies for gain or profit, that you must adhere to the 300m setbacks.

When an applicant makes application for a barn for his own horses which he uses for his own enjoyment and not boarding others, he does not fall under the 300m setback. He would only have to meet the regular setbacks for that particular zone of the by-law. Should he use the horses for gain or profit he would have to meet the 300m setbacks. Furthermore it goes on to state that should any future residential building be established as a main use in an A zone it must be 300m away (if the existing barn is an intensive agricultural use).

The Nutrient Management Act still comes into play when you exceed 5 nutrients, regardless of the setbacks.

It is important to ask the following questions when taking an application for a barn:
- is the barn an intensive agricultural use ?
- if the barn is for horses, is gain or profit present ?
- can the 300m setbacks be achieved ?
- is the applicant aware of the Nutrient Management Act ?

It is also important to fill out a zoning check list so as to not forget any details.

Should you require further information, please see me.

Thank you.

Richard.

From: Corrie-Jo Caporale
To: Permit Customer Services Clerks; Plans Examiners
Date: 6/6/2008 3:25:48 PM
Subject: Health Unit Approvals for Accessory Structures, Additions, Interior Alterations

FYI

I spoke with the Health Unit and verified that Health Unit Approval is only required when adding plumbing or additional bedrooms for additions & interior alterations.

For accessory structures: if distances from the accessory structure to the treatment unit (holding tank) exceed minimum clearances of 1.5 m (4.9 ft) and distances from the accessory structure to the distribution piping exceed minimum clearances of 5 m (16.4 ft), as listed in 8.2.1.6 A & B of the OBC, Health Unit approval would not be required provided applicant is certain of their field bed location and can indicate it on the plot plan.

Corrie-Jo Caporale
Coordinator of Permit Approvals & Integration
Growth & Development/Building Services
705-674-4455, ext. 4426

Greater | Grand Sudbury
www.greatersudbury.ca

INTEROFFICE MEMO

October 21, 2009

TO: All Building Services Staff

FROM: G. A. Mazza

RE: By-law 2009-216
Citizen Service By-law

Please find enclosed the latest Citizen Service By-law passed by Council on September 9, 2009. We are to ensure that we govern our dealings with our citizen clients in a manner that adheres to the policy and goals outlined therein, passed by Council.

Thank you for your anticipated cooperation in this manner.

Regards.

GAM/vk
Enc.

BY-LAW 2009-216

A BYLAW OF THE CITY OF GREATER SUDBURY TO ADOPT A CITIZEN SERVICE POLICY

WHEREAS the Council of the City of Greater Sudbury deems it advisable to adopt a Citizen Service Policy;

NOW THEREFORE THE COUNCIL OF THE CITY OF GREATER SUDBURY ENACTS AS FOLLOWS:

1. The Citizen Service policy as outlined in Schedule "A" to this By-law is hereby established for the City of Greater Sudbury.

2. By-law 2003-26A is hereby repealed.

3. This By-law shall come into force and take effect immediately upon the final passing thereof.

READ AND PASSED IN OPEN COUNCIL this 9th day of September, 2009

J. Rodrigues Mayor

A. Haché Clerk

SCHEDULE "A"

to By-law 2009-216 of the City of Greater Sudbury

CITIZEN SERVICE POLICY

PREAMBLE:

The City of Greater Sudbury is committed to creating a challenging and rewarding work environment in which employees are motivated to respond to the needs of our citizens by providing the highest quality service in all municipal facilities, programs and service areas. We exist to serve our community and our goal is to provide citizens with great service that consistently exceeds citizens' expectations.

"CAN DO" SERVICE:

The City of Greater Sudbury promotes a 'can do' attitude amongst employees. Staff are positive and empowered to make effective and pro-active decisions when dealing with citizens. They use their common sense along with their technical and professional knowledge to make timely and effective decisions. This ensures that service is responsive to unique needs while addressing core services, policies and safety standards.

Our employees go the extra mile for citizens by:

* actively greeting citizens and ensuring that staff are clearly identified;
* listening to citizens and valuing their individual needs, experiences and differences;
* treating all citizens fairly and equitably;
* working co-operatively;
* encouraging problem resolution;
* being accountable for our individual actions and decisions;
* taking ownership for achieving conclusion to an issue; and
* finding alternatives for the citizens when we cannot help.

As a corporation, we support risk taking and problem solving and encourage innovation within the framework and guidelines provided to us by Council. Corporately we foster an 'open for business' attitude and work to simplify procedures and eliminate red tape.

SERVICE STANDARDS:

The City of Greater Sudbury is committed to:

* Providing clear, concise and accurate information and resources in a professional, courteous and helpful manner and in a variety of ways - in person, by telephone, mail, facsimile, e-mail and on the City of Greater Sudbury website.

* Providing services in both official languages in response to community needs.

* Creating a welcoming atmosphere, acknowledging citizens immediately, responding promptly to messages and inquiries and providing citizens with information as to our availability. This can include strategies such as using the vacation rule on e-mail to advise of a return date and updating voice mail messages to reflect absences from the office.

* Continuously monitoring, evaluating and improving our service level and implementing a process to measure our successes and get feedback from citizens.

* Providing close and convenient community based access to municipal services in Citizen Service Centres and through e-government solutions.

* Ensuring that public offices and facilities are accessible to those with special needs.

* Embedding citizen service standards and performance measures in all business plans and supporting service excellence across all levels of the corporation.

CALL HANDLING PROTOCOLS:

The City of Greater Sudbury is committed to:

* Answering all incoming calls to the Call Centre with a live voice during regular business hours.

* Using call resolution techniques to minimize the number of times a call is transferred.

* Giving citizens the choice of having their calls transferred either to another individual or to voice mail when the specific person for whom they are calling is not available.

* Ensuring that no calls are left unanswered.

STAFF SUPPORT:

* We promote professionalism among all staff. Staff are expected to maintain an appropriate appearance and restrict food consumption and personal grooming in public view.

* We provide staff training to ensure that our employees have an acceptance and understanding of our corporate vision, mission, values, goals and priorities and excel in customer service.

* We consider customer service skills in making hiring decisions for positions with high levels of citizen contact.

ACCESSIBILITY:

The City of Greater Sudbury respects the independence, dignity, integration, and equality of opportunity of all citizens;

Citizens with disabilities may use support persons, personal assistive devices and service animals when accessing municipal programs, services and facilities;

Communication with a citizen with a disability will be done in a manner that takes into account the citizen's disability.

SCHEDULE "A"

to By-law 2009-216 of the City of Greater Sudbury

Accessibility – Implementation Plan and Strategies

The City of Greater Sudbury shall attempt to:

1. Establish policies, practices and procedures on providing goods or services to people with disabilities.

2. Use reasonable efforts to ensure that its policies, practices and procedures are consistent with the core principles of independence, dignity, integration and equality of opportunity.

3. Set a policy on allowing people to use their own personal assistive devices to access City goods and use City services and about any other measures the City offers to enable them to access City goods and use City services.

4. Communicate with a person with a disability in a manner that takes into account his or his disability.

5. Allow people with disabilities to be accompanied by their guide dogs or service animals in City premises that are open to the public, unless the animal is excluded by another law. If a service animal is excluded by law, the City shall use other measures to provide services to the person with a disability.

6. Permit people with disabilities who use a support person to bring that person with them while accessing goods or services in premises open to the public or third parties.

7. Where admission fees are charged, provide notice ahead of time on what admission, if any, would be charged for a support person of a person with a disability.

8. Provide notice when facilities or services that people with disabilities rely on to access or use City goods or services are temporarily disrupted.

9. Train staff, volunteers, contractors, and any other people who interact with the public or other third parties on the City's behalf on a number of topics as outlined in the customer service standard.

10. Train staff, volunteers, contractors and any other people who are involved in developing City policies, practices and procedures on the provision of goods or services on a number of topics as outlined in the customer service standard.

11. Establish a process for people to provide feedback on how the City provides goods or services to people with disabilities and how the City will respond to any feedback and take action on any complaints. It will make the information about its feedback process readily available to the public.

12. Prepare one or more documents describing its policies, practices, and procedures and, upon request, shall give a copy of a document to any person.

Region of Sudbury

Interoffice Correspondence

H:RMANBC...\\WPDATA\

February 20, 1998

MEMO TO: Building Inspection Staff
Building Permit Services Clerks

FROM: Guido Mazza, P.Eng.
Chief Building Official

SUBJECT: **Procedure Documentation**
Refreshment Vehicles/Chip Stands

Attached is a copy of modified procedures concerning the installation of refreshment vehicles/chip stands.

These procedures should serve to alleviate any confusion you may have had in the past as to when a building permit is required for this type of structure.

Should you have any concerns regarding these procedures, feel free to consult with me.

Guido Mazza, P.Eng.
Chief Building Official

Attach.

c.c. M. Tedeschi (FYI)