15th Annual Industry Workshop

Wednesday November 28, 2018
The Wright Auto Sales Lounge – The AUD
9:00 – 12:00
Hannah Evans – Director
Building and Development Branch
“nothing to share at this time as we are awaiting direction from the government”
“I will mention that the Ministry is now the Ministry of Municipal Affairs and Housing”
Development Charges

2019 Development Charge Rates

• City of Kitchener (4.3% increase from 2018)*
  
  Single = $11,573  
  Townhouse = $8,199  
  Multiple = $6,387  
  Non-Res = $5.54 sq. ft.

• Region of Waterloo (4.3% increase from 2018)*
  
  Single = $  
  Townhouse = $  
  Multiple = $  
  Non-Res = $ sq. ft.

• School Boards (WRDSB & WCDSB) rates remain unchanged

*The new 2019 development charge rates will apply to all permits issued in 2019*
2019 Permit Fees

NO CHANGE from 2018 rates

- Singles, semis, towns - $1.19/sq. ft.
- Apartment Building - $1.19/sq. ft.
- Interior Finishes - $0.41/sq. ft.
  (basement finishes & major renovations)
- Deck - $106.00 each
- Solar Panels - $106.00 for singles and duplex’s
- Residential Revisions - $106.00 (min), will be charged for each revision submitted (minor adjustment to $0.20 a sq. ft.)

Complete applications for 10 business day (new Single Detached Dwelling) review must be applied for by end of Wednesday December 12th, 2018
Div. C – 1.3.1.3(5) – Complete Application

(e) that payment is made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the Act, to be paid when the application is made,

• Review is underway for online payment options
• Public Portal 2.0 is also key
• Notice will be provided on implementation date
• Building Permit Fees **ONLY**
Inactive Permit Applications

• Every March and September the Manager of Permits reports on application with no activity within the past 6 months
• MBO’s issue Intent to Cancel letter to the permit applicant, then application is cancelled if there is no response
• If application is cancelled and owner intends to now go ahead, a new complete permit application must be filed for review
Inactive Permit Applications

• A partial refund may be applicable on cancelled applications where permit fees have been collected up front, rebates are per our Building By-Law refund policy
• Extenuating circumstances are evaluated case by case, with no more than one extension
Date

APPLICANT

Dear Sir/Madam:

RE: Address
PERMIT NUMBER
Permit Description

An application for Building Permit for the above noted property was received by this office on Tuesday July 26, 2016 and according to By-Law #2005-128 sec. 3.6:

Where an application for a permit remains incomplete or inactive for 6 months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant. If an application is deemed to be abandoned, a new application must be filed for the proposed work.

Your permit application will be cancelled unless a written reply of intent is received by this office no later than insert date. According to By-Law #2005-128, Schedule “A” 5, the applicant will be entitled to a refund of the paid permit fees, if applicable.

Any questions or concerns you may have with the above may be directed to the undersigned.

Respectfully,

Tim Benedict, CET, CBCO
Manager of Building
519-741-2200 ext 7845
Plumbing Inspection Report

- Now available online in a fillable form

https://forms.kitchener.ca/Forms/plumbing-inspection-report
Now available online in a fillable form

[Link to form](https://forms.kitchener.ca/Forms/HVAC-inspection-report)
Infiltration Gallery Report

Expectations

• Report to be submitted electronically with the following information;
  – Location (Lot and Civic Number)
  – Distance from Foundation and Depth Below Footing
  – Soil Type
  – Design Volume and Actual Volume
  – Granular Type and Filter Fabric Type
  – Type of Piping to Infiltration Gallery
  – Signed by P.Eng

As of January 1, 2019 we will no longer accept an email simply stating that the Infiltration Gallery was Installed
Storm Water Utility Update

- New Infiltration Galleries Pamphlet

Maintenance:
Infiltration galleries are located underground and are designed to be relatively maintenance-free. Since the gutter systems and downspouts of a residential home lead directly into these galleries, it’s important to regularly remove leaves and debris from the gutters to prevent clogging of the system. Some galleries also have a screen near the ground surface with a cleanout port that should be opened and cleaned periodically.

Applying for credits?
In March 2012, Council approved the stormwater credit policy. Incentives are provided to property owners who use best management practices (BMPs) to reduce the quantity and improve the quality of stormwater runoff entering the municipal stormwater system. Some examples of BMPs include infiltration galleries, rain barrels and rain gardens.

Stormwater BMPs supports the city’s stormwater management policies and water quality initiatives. If an infiltration gallery has been installed on your property either by yourself, a previous owner or homeowner, you can apply for a stormwater credit either through a billing at stormwater@kitchener.ca or by filling out an application and following the instructions on our stormwater credits webpage: stormwater@kitchener.ca.

Property owners can apply for stormwater credits of up to 45 per cent of the stormwater portion of their utility bill as of October 1, 2012. If approved, credits will be applied to the stormwater portion of your utility bill.

What is stormwater?
Stormwater is water produced from rainfall or snowfall. When stormwater falls on water absorbant surfaces such as rooftops or driveways, it must be directed to surfaces that absorb water well or to a stormwater management system.

What is an infiltration gallery?
An infiltration gallery, also known as soak away pits or dry wells, are stone reservoirs that are built on properties to receive stormwater supplied from rooftop downspouts. These systems infiltrate the stormwater into the surrounding soils to recharge the groundwater.

How do you find out if you have one?
If your downspouts empty directly into the ground instead of into a sewer, this could be an indicator that you have an infiltration gallery on your property. While downspout connections to the municipal storm sewers are no longer permitted, downspouts positioned in the ground are most likely connected to an infiltration gallery.

What do infiltration galleries look like?
Contact the Building Division at the City of Kitchener to review your property file for any documentation regarding an infiltration gallery prior to any excavating. If an infiltration gallery is located in your back yard and you would like to install a pool, please obtain a pool permit before contacting Stormwater Utility (stormwater@kitchener.ca) to learn more about options. Staff will help to ensure that a pool will not compromise an existing infiltration gallery, and will assist in determining if this can be possible.

stormwater@kitchener.ca
Healthy and Safety Reminders

- Ensure to maintain a clean site
- No smoking in Buildings under Construction (Smoke-Free Ontario Act and Occupational Health and Safety Act)
- Access to Buildings, keep all stairs and pathways clear from snow and ice
- Maintain safe access and egress from buildings at all times
  - Including when tarped by the brick layers
Healthy and Safety Reminders

• Be mindful of noise
  – Loud cutting, drilling, sawing, etc. to be suspended in the area while the inspector is present to conduct the requested inspection
• Be mindful when using gas powered equipment in enclosed areas. (e.g. basements)

For safety reasons, inspections will be postponed during inclement weather (e.g. snow storms). Notification will be sent via email contact list, Facebook and Twitter
Healthy and Safety Reminders

- Ladders are to be set up in accordance with the OHSA standards
- Highlights
  - Free from defects or loose rungs
  - Placed on firm and level footing or support surface
  - Shall be secured or tied off at the top and bottom

Figure 20-6: Methods of Securing Ladder Base
Healthy and Safety Reminders

• Ladders shall extend at the upper level at least 900mm (3’-0”) above the landing surface.

• The base is not less than ¼ and not more than 1/3 of the supported height of the ladder.

• Improper ladder setups will result in a rescheduled building inspection.
Healthy and Safety Reminders

- Ensure the ladder selected is the right one for the job!
  - Is it tall enough without having to step on the top step?

- Improper ladder setups for inspection will result in the inspection not being completed and must be rescheduled.
Healthy and Safety

- The Corporation is working on raising awareness of asbestos for staff and the public.
Healthy and Safety

Safety Expectations
The City of Kitchener places a high level of importance on the safety of our inspectors. As with all employers, the City of Kitchener is obligated through workplace legislation, where reasonable in the circumstances, to protect our workers from injury or illness in the workplace. When our inspectors visit your project, this becomes their workplace. Any information you have regarding the presence of asbestos on your project must be shared at the time of permit application. If asbestos is or is likely to be present, inspectors will expect any work that could disturb asbestos to be suspended 24 hours prior to their inspection and that dusts generated from that work are adequately controlled.

Who can I call to help?
The Occupational Hygiene Association of Ontario provides a listing of consultants qualified in Asbestos consulting.
This listing can be found on their website here:
https://www.ohao.org/index.php/consultantsdirectory/55-asbestos-consulting

Where can I find out more?
Government of Canada – Health Canada
https://www.canada.ca/en/health-canada/services/air-quality/indoor-air-contaminants/health-risks-asbestos.html

Ontario Ministry of Labour
https://www.labour.gov.on.ca/english/hs/faqs/asbestos.php

Asbestos Safety Information
City of Kitchener Building Division
Healthy and Safety

What is Asbestos?

Asbestos refers to a group of naturally occurring minerals once used widely in many building materials. Chrysotile is the most common form of asbestos found in Ontario. It was used in a number of materials due to its tensile strength, poor heat conduction and versatility. The material, in no longer in use, can be present in structures built prior to the 1990’s.

Why is it dangerous?

All forms of asbestos are classified as carcinogens to humans. When asbestos-containing materials are disturbed, intentionally or unintentionally, asbestos can be released into the air; and exposure to harmful airborne asbestos can cause serious health concerns for anyone working or living on your property. Breathing in asbestos fibers can cause serious health problems, lung diseases, and cancer. This animation shows how asbestos fibers damage lung tissue and cause serious disease.

Where was it used?

If you are renovating or demolishing a home built before 1990, it’s likely that at least some parts of the home will contain asbestos. Asbestos is only harmful when materials containing asbestos are disturbed.

It’s hard to know for sure where asbestos could be because it’s often mixed with other materials.

Some examples include:

- Vinyl tiles and linoleum sheet flooring
- Roof felt and shingles
- Loose, blown-in insulation, such as vermiculite
- Stucco
- Gypsum board filling compound, and patching and joint compound for walls and ceilings
- Incandescent light fixture backing

What can you do?

Before work starts on any structure built in 1990 or earlier, it’s important to identify any asbestos in your home/project and have it properly removed, for the health and safety of everyone working on your project.

The safe removal and disposal of asbestos is a shared responsibility, and contractors/homeowners have a role to play.

There are two main steps you need to take to ensure the health and safety of everyone working on your project: identify asbestos-containing materials in your home, safely remove any asbestos in your home.

Specific requirements for safety exist for asbestos removal. Hire a professional contractor or consultant familiar with asbestos removal. When hiring, confirm that they are qualified and have insurance that covers the type of asbestos work they will be completing. The person you hire should discuss the specific steps that must be taken to prepare the work area to make sure that:

- The dust is controlled
- The right personal protective clothing and equipment is used
- There is appropriate clean-up of the work area and waste removal
Healthy and Safety

• Changes coming to the Building By-law (refresh)
• We will be asking more questions at permit intake regarding asbestos and other general site safety items through a new form.
• Expected timing Spring 2019
# Healthy and Safety

## A. Project Information

<table>
<thead>
<tr>
<th>Building number, street name:</th>
<th>Unit number</th>
<th>Municipality: Kitchener</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age of Building:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text</td>
</tr>
</tbody>
</table>

## B. Project Information / Hazards

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you aware of any asbestos or asbestos containing materials on this property?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will any asbestos or asbestos containing materials be disturbed or removed prior to or during the proposed construction project?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has a designated substance or asbestos survey been completed for this property?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, can this be shared with the City for worker safety purposes?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will there be any demolition/ removal of materials happening outside the scope of the permit application work?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there or will there be any safety hazards our staff need to be aware of when visiting the site? (check all that apply)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Dogs</td>
<td>□ Concrete cutting</td>
<td>□ Spray foam application</td>
</tr>
<tr>
<td>□ Abrasive blasting</td>
<td>□ Chemical applications</td>
<td></td>
</tr>
<tr>
<td>□ Slip Hazards</td>
<td>If yes, please explain:</td>
<td></td>
</tr>
<tr>
<td>□ Fall Hazards</td>
<td>If yes, please explain:</td>
<td></td>
</tr>
<tr>
<td>□ Other. Please List:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Question to ministry? Other safety hazards they see...

## C. Declaration

I ___________ (Print name) declare that:

1. The information contained in this form is true to the best of my knowledge.
2. That if the health and safety information contained in this form changes or becomes available throughout the duration of this construction project I will inform the City of this information or changes.

Date ___________ Signature ___________
Healthy and Safety

• A new on site safety checklist and asbestos awareness risk assessment will be carried out by the inspector prior to entering the building.
• If information isn’t provided to support the site is safe to enter the inspection may be re-scheduled for another time.
Public Portal 2.0

- The upgrade will allow for additional permit types to be available for online applications.
- Looking at expanding to other Divisions, i.e. Planning, Engineering.
- Minor changes noticeable to the end user.
- Website to be updated with additional explanatory material highlighting the changes, prior to implementation.
Online Portal Applications

• Ability to copy over application information when applying for multiple building permits.
Online Portal Continued
### Online Portal Continued

#### Apply for Permit - Application Form

<table>
<thead>
<tr>
<th>Details</th>
<th>Type</th>
<th>Permit Number</th>
<th>Address</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Building (Multi/Rownhouse (3 or More), New Construction)</td>
<td></td>
<td>18 129697</td>
<td>18 VALLEYBROOK DR</td>
<td>Nov 22, 2018</td>
</tr>
<tr>
<td>Description of Work</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>e.g. Permit is for new house with double car garage</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Application Form**

**Permit Info**

Please enter or select the information required. **NOTE:** Fields with "*" are mandatory.

- **Online Services Info:**
  - Applicant: First and Last name *
  - Plumbing Contractor *
  - Other Contacts to be added (optional)
  - Add'l Comments for Staff (optional)

- **Permit Info:**
  - Deck included? *
  - # of Bedrooms Existing

- Correspondence
• Uploads to applications via the online portal is to be limited to information dealing with the building permit and any material changes made either before or after issuance.

• Reports dealing with inspection issues are to be emailed directly to the Building Inspector involved.
Conditional Permit Process

- Model Home permits: no changes,
- Building Code Act Subsection 8 (3) allows for conditional permit when SPA & conditions are not 100% complete. i.e. Footing & Foundation, provided conditions including sections 34 and 38 of the Planning Act, signed conditional agreement & a letter of credit
- Process change in part because of Downtown Development Charge Exemption Expires Feb. 28/19,
- Conditional Permit Process Letter, dated July 2018

Open link here to view conditional permit letter.
1. Permits for freestanding signs greater than 1.8m (5.9’) above ground level will be required to be designed by a professional engineer.

2. Permits for all types of projecting building signs weighing more than 25kg (55lbs) will be required to be designed by a professional engineer.

• Planning staff continues to be the lead on sign permits
• Building staff reviews for structural compliance i.e. footing & pier size, reinforcing, fastening details, additional snow loading, etc.
• Changes take effect on appl’ns received after Jan. 1, 2019
• Complete application requirements www.kitchener.ca/en/city-services/sign-permits.aspx
NEW Permit Expeditor Role

• Once application is received, a preliminary review will take place to ensure the application is complete and all required drawings / forms have been submitted.

• Preliminary review will take place within 2 business days as prescribed in the Building Code.
Complete Permit Application

Complete application requirements:
- One digital copy and one full-size set of drawings (stamped)
- Ontario Building Code Matrix
- Application Form
- Commitment to General Review Form (signed by owner)
- Schedule 1 Form (if BCIN Designer)
- Flow Control Roof Drainage Form (if applicable)
- Soils Report Required (New and Additions)
- Energy Efficiency Certification Form & SB-10 Forms (if applicable)
- Building & Fire Code Design Form (if applicable)

All forms can be found on our website Kitchener.ca/building
Incomplete Permit Applications

Incomplete/Light Permit Applications:

• A significant increase in the number of incomplete permit applications filed – this slows down permit issuance

• All applications deemed to be incomplete will be placed back into “Application” stage and will only be placed “Under Review” once all required documents / drawings have been received

• Notification will be sent to the applicant that the application is incomplete and will note what is still required to be submitted
Applying for a Building Permit

- Applications for Part 3 buildings must still be made in person here at City Hall or via courier

- Email applications will not be accepted

- Digital copy must be submitted with one set of printed drawings (full size)

**Note: do not submit locked drawings for review**
Resubmissions / response to status letters

• Status letter will state whether resubmission must be submitted digitally or as a hard copy

• Digital resubmissions can be sent via email attachments, file sharing sites (i.e. dropbox or ShareFile) directly to the applicable plans examiner

**Note: Partial submissions that fail to address all the outstanding deficiencies will not be accepted**
Once plan review is complete and the permit is ready to be picked up, approved permit drawings and associated documents will be available for download from the online public portal.

Approved permit drawings and all documents MUST be plotted full size, in colour and to scale and be on site at all times during the duration of construction.
Online Permit Registration

What are the Benefits of Registering?

⇒ Access your reviewed drawings
⇒ View your building permit in detail, including permit status
⇒ Book inspections and leave comments for your Inspector
⇒ View your inspection results, including access to Inspectors notes and deficiencies
⇒ Review your permit fees/refund in detail
⇒ Access documentation and correspondence
⇒ View final grading approval

Build Safe. Build Smart. Get a Permit.

Easy as 1, 2, 3...
2. From the green menu, click on “Registration” and fill in the fields
3. Building staff will email you with a password within 2 business days
Energy Efficiency Requirements SB-10

• Our current practice is only to check to ensure the proper forms are submitted and completed

• We are noticing issues on site with coordination of the design

• We are looking into our processes and in the near future you may receive more comments for us at plan review stage relating to SB-10 coordination and compliance
Some common issues we are currently seeing are:

- Make sure the R-values specified within the construction drawings match the submitted SB-10 forms.

- If a revision is made to wall types, ensure that the revised drawings match the SB-10 design or update the SB-10 and submit revised forms.
Door Latch Clearances

- Barrier-free door latch clearance at angled walls

![Diagram of door latch clearance at angled walls with dimensions 860 mm and 400 mm, 200 mm (8"), and 600 mm.](image)
Myths and Facts
Myths and Facts

Myth:
• Plans Examiners just look for things to be able to put a permit on hold so that the mandated review timeline is off.

Fact:
• We want to be able to issue all permit in 1 review. It is easier for the Plans Examiner
Myths and Facts

Myth:
• We are recognized or measured based on how many permits we put on hold and how many items we note in our status letters.

Fact:
• We are in the business of issuing permits
• We are measured based on how many permits we issue, not how many are on hold
• We would prefer to issue your permit than to have to put it on hold and send a letter
Myths and Facts

Myth:
• Your project is the only project on our desk.

Fact:
• We are working on numerous projects at a time.
• To be fair to everyone, generally we review and re-review permits in order of submission date and completeness.
Myths and Facts

Myth:
• Starting the project without a permit will speed up the review/processing time.

Fact:
• Permits are reviewed in order of submission date and completeness.
• Starting without the permit will only result in additional costs due to construction delays, including doubling permit fees.
Times have changed

• The City of Kitchener is very busy with construction. (this is a great thing)

• The OBC requires us to send notification in writing of any deficiencies within the mandated timeframe

• See the status letter as a required step in the process rather than an insult

• Staff no longer have time to call the applicant prior to sending the status letter to review
Times have changed

• Only minor items redlined on drawings by the plans examiner
• Items that modify the design are not redline items
• We are finding when we redline major items disagreements arise after permit issuance
Tips to expedite your permit

• Take the time needed up front;
  – Ensure the application is complete
  – Ensure the design complies with the OBC and OFC
  – Ensure re-submissions address ALL status letter items and only submit complete re-submissions.

• Staff want to be able to issue all permits in the least amount of reviews as possible, ideally the first review. This is easier and quicker for the Plans Examiner than putting a permit on hold.
Tips to expedite your permit

• Ensure to include all relevant information with your permit submission.
  – Is the building sprinklered?
  – Is there a fire alarm?
  – What is the area of renovated floor area?
  – What is the existing building area (if change of use)
  – Spatial separation calculations and site plan drawing (if new openings)
  – Fire Separations (note SB-2, ULC #, etc)

• Be cautious on including information that is not relevant to the permit submission.
  – More information is not necessarily good if it is not correct
Tips to expedite your permit

• Limit the calls, emails and meeting requests
• Constant calls / emails slow the process down vs. speeding it up.
  – Takes time to read/listen to the message
  – Takes time to return the message
  – Disrupts the work flow and takes time to get back into the permit we were reviewing, taking longer to get to your permit review
Tips to expedite your permit

• When a disagreement in interpretation arises, call the plans examiner to discuss your side first vs. issuing a response letter discounting the plans examiners comments.
  – just issuing a response slowing the process down.

• We want to work as a team (Building Officials + Consultants + Owners, etc.)

• Working together will result in more efficient processing of your permit and expediting it’s approval.
Inspection Topics

Items for discussion:
• Starting work prior to permit issuance
• Permit documentation on site
• Pre-construction inspection
• Site servicing drawings and inspections
• Fire stopping (Engineered Judgments)
• Architectural Drawings/SB-10 Forms
• Sprinkler and Standpipe drawings
• Submittal of occupancy/final reports
• Follow up to last years presentation
Starting Construction Work Prior to Permit Issuance

- Construction work as defined within the Ontario Building Code Act which has started without an issued building permit will result in doubling the building permit fees (Maximum $5,000.00) as indicated within the Building Division’s Building By-Law.
• Post a copy of the building permit on site.

• Provide a copy of approved permit drawings plotted to scale and in color including associated paperwork on site.

• Review the approved permit drawings to ensure changes or red lined comments are relayed to the appropriate site contacts prior to construction.
Highly recommend setting up a Pre-Construction Inspection meeting with the building inspector to review, but not limited to, the following:

- Review approved permit drawings and documents.
- Review required inspections.
- Review required reports and paperwork to be submitted.
- OBC related issues and/or questions.
- Discuss and mitigate mistakes we commonly see made on site, before they occur.
Site Servicing Drawings and Inspections

• In addition to the approved permit set of drawings, you are required to have an approved set of site servicing drawings on site for our plumbing inspectors to reference as needed.

• Any on-site, site servicing work requires a permit and may, or may not, be included with the building permit.

• All site servicing work **must** be inspected by one of our plumbing inspectors prior to being covered. Failure to do so may result in buried work to be uncovered.
Fire Stopping

• Provide fire stopping details to building inspector on site as they relate to site conditions.

• For larger projects we recommend calling for a “mock-up inspection” to ensure the installed fire stopping matches the submitted details.

• Fire stopping details which are Engineered Judgments are required to be stamped by a Architect or P. Eng. licensed in the Province of Ontario.
SB-10 Forms & Architectural Drawings

• R-values specified within the architectural drawings not matching submitted SB-10 forms. Ensure submitted and revised drawings match the SB-10 forms.
Submittal of Sprinkler & Standpipe Drawings

• If not included with permit application submit two plotted copies of P.Eng. stamped sprinkler & standpipe drawings including hydraulic calculations to the Building Division for review and approval by both Building & Fire Division’s prior to installation.
Submit occupancy/final reports in a timely manor prior to occupancy to allow the building inspector adequate time for review. To that end, we recommend submitting the reports to the building inspector as they become available to speed up review time.

As a reminder the reports should include the site address and permit number for the project.
Follow up to Last Years Presentation

- iPads have now been fully implemented.
- Continue submitting electronic pdf reports to the building inspector.
- Continue on calling in for required inspections.
- Continue keeping the building inspector informed of any site/building code related changes.
Submit a formal request to the Plans Examiner including the draft plan of subdivision #, proposed lot #, and a draft plan so the location can be determined relative to the new and existing subdivisions.

Pending approval from the CBO, you may apply for the building permit(s). Regular submission requirements apply to the application(s).
Conditional Model Home Process

- Once permit/planning application has been made the Plans Examiner will initiate the Conditional Permit Agreement with our Legal Services staff.
- It is the responsibility of the applicant to fulfill all of the conditions and obtain the required signatures and return it to our Legal Division along with the letter of credit to be registered.
- The Legal Division will then notify the Plans Examiner once the conditional permit agreement is registered.
- Conditional Model Home permit(s) are issued after the agreement is executed and registered.
- This process is only for houses that will be used as model homes.
Committee of Adjustments:

• After a decision has been made there may be conditions placed on the decision. It is up to the applicant to clear these conditions with the applicable divisions.

• On Severance application all the conditions must be cleared and the deed for the newly created lot must be endorsed.
The City of Kitchener has a two-phase Site Plan application (SPA) processes:

- Phase 1 – Approval in Principal (AIP)
- Phase 2 – Full Site Plan Approval
Phase 1 - Approval in Principle.

- This completed application is circulated to staff for review and confirmation that the site plan layout is acceptable. The Site Plan Review Committee will provide comments regarding any required changes to the site plan that are required to issue the Approval in Principle. Once the layout is finalized, an Approval in Principle letter will be sent to the applicant that confirms the required conditions to be satisfied in order to obtain full Site Plan Approval and the conditions to be registered on title in a Section 41 Development Agreement.
Phase 2 - Full Site Plan Approval.

• The applicant will work with staff and agencies as appropriate to clear all of the required conditions of approval. Examples of typical conditions of approval are such items as landscape plans, lighting plans, engineering reports and drawings, cost estimate for site works and a letter of credit. Once all of the conditions are satisfied, Site Plan Approval will be granted and associated building permits may be issued.
Subdivisions

- After a 58M number has been granted pre-permit conditions of the subdivision agreement must be cleared prior to the release of any building permit. All these conditions can be found in Section 4 of the agreements.
Appendix A in the Ontario Building Code provides excellent examples for calculating the maximum allowable area of glazed openings in an exposed building face on staggered/skewed walls using 9.10.15.

Example:
Table 9.10.15.4.
Maximum Area of Glazed Openings in Exterior Walls of Houses
Forming Part of Sentences 9.10.15.4.(1) and (2)

<table>
<thead>
<tr>
<th>Maximum Total Area of Exposing Building Face, m²</th>
<th>Limiting Distance, m</th>
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1.2m = 7%

4.9m = 15% (interpolated)

8.3m = 28%
SB-12 – 3.1.1.1(10)

- Where a dwelling unit has a walkout basement the thermal performance level of the exterior basement wall shall be not less than that required for the above grade wall for the basement wall containing the door opening and any basement wall that has an exposed wall area above the ground level exceeding 50% of that basement wall area.
Structural Review

• As of July 1, 2018 some structural items are required to be designed/reviewed by an Engineer;
• Ensure the report or stamped drawings are submitted with the application to prevent the permit from being put on hold.
• When roof trusses exceed 40ft in length from bearing point to bearing point any of the supporting structure must be designed by an Engineer. This includes the girder supports.
• Stair Dimensions
  – Any stair that is not located inside a dwelling unit or an exterior stair that only serves one dwelling may be designed to the private stair dimensions. All other stairs shall be designed to the public dimensions.

• SB3
  – When both a fire resistance rating and STC are required in Part 9 an SB-3 assembly shall be specified on the drawings;
Continuous Insulation Details

• As promised at our previous workshop, the standard wall sections details are now posted on our website

• Don’t forget about the requirements for a continuous air barrier through the basement to be incorporated into your designs
• Leave room for minimum continuous insulation requirements behind services and proper insulation of ducts.
• Pay attention to walk out basement foundation walls that are required to be constructed the same as the main floor and second floor due to more than 50% of the foundation being exposed above finished grade. These walls will be marked on your approved plans.
Basement Insulation Reminders

The heating and plumbing are too close to the foundation wall and should be relocated to allow for the required continuous insulation.

The insulation was cut and the foundation wall is visible!
Electrical panel installed to allow for required continuous insulation behind the panel.
Basement Insulation Reminders

An example of a walkout basement that will require the foundation wall to be insulated the same as the above grade walls due to more than 50% of the foundation wall being above grade. The R-20 blanket insulation in this particular case would need to be removed and be replaced with R-5 continuous insulation plus a minimum of R-22 as required by package A6.
• Communicate the requirements of your project to your sub-trades since the basement insulation prescriptive requirements are fairly detailed and less forgiving from previous versions of the code.

• Set up a meeting with your inspector if you have questions on how the installation should be completed. The details may vary slightly from project to project.
Kitchener Utilities is installing red warning tags on the gas meter after installation. The intent of this procedure is to provide a visual reminder to the user of gas (i.e. home builder, heating contractor, or final customer) that a Distributer’s final inspection is required under the Ontario Regulation 212/01.

If a red warning tag is located on the meter, that means the final gas inspection has not yet occurred or been passed. The final gas inspection is required prior to occupancy as per OBC Division C 1.3.3.2.(1)(b)(iii) as the fuel source for the heating system is required to be inspected.
Final Gas Inspection

- Prior to occupancy when the installation has passed the distributers final inspection, this tag can be removed and the final inspection approved sticker can be applied (by Kitchener Utilities)
Final Gas Inspection

• The final inspection sticker is to be applied to the primary heating appliance (if forced air furnace, on the return air plenum) and/or the gas meter. This sticker verifies to the builder that a final inspection has been completed.
Backflow

- The Building Code requires the potable water system to be protected against the entry of contaminants, pollutants or other materials or substances.
Backflow

• The one backflow preventer that most of us are familiar with is the hose connection vacuum breaker but there are other risks of contamination such as sprinkler systems, lawn irrigation systems and boilers for in floor heating.

• When these systems are connected to the potable water system they will require backflow protection and we would expect to see these devices installed for our inspections.
“Prior to Occupancy Inspection an Alarm Monitoring system to the satisfaction of the Kitchener Fire Department is required to be installed. Contact 519-741-2651 for more details. “

** If this condition is on your permit remember to have it installed **
Zoning By-Law Update – CRoZBY/RIENS
RIENS = Residential Intensification in Established Neighbourhoods Study
Purpose of RIENS

Infill that “fits” with the neighbourhood

Engagement & education for neighbours
August 2018 Bylaw

- Interim measures ahead of CRoZBy
- Other recommendations through CRoZBy
Front Yard Setback

- Front yard setback based on the **average** of the setbacks of the two adjacent properties
- Provides flexibility while maintaining the existing streetscape character
- A new dwelling/addition must locate **within 1 metre of the average** setback line
Q: What if the adjacent property is zoned Commercial or Industrial?
A: The setback defaults to 4.5m

Q: For corner properties, do the regulations apply to a side lot line abutting a street?
A: No, the new setback regulations apply only to the front yard
Q: Who calculates the setback?
A: The applicant does through the survey information & Planning staff can assist

Q: Can I apply for a Minor Variance if I cannot meet the setback?
A: Yes
Committee of Adjustment

Example
Garage Setbacks

- Attached garages shall not project beyond the front face of the building
Information & Questions

• Bylaw can be found at: www.Kitchener.ca/RIENS

• City’s Interactive Mapping in the process of update but not current yet

• Contact Planning Division: 519-741-2426
Key Messages

• New bylaw only applies to the RIENS study area
• Have your surveyor identify the front setback of the adjacent properties to do the calculation
• Let us know how it is working!

planning@kitchener.ca
Thanks

Building Division Team
Planning Division Team
The AUD & Arenas
Dave McLaren (audio/visual)
Justin Readman
Margaret Love
Thanks – Presenters

Mike Seiling
Tammy Hogg
Leslie Collins
Trevor Oakley
Matt Ruetz
Scott Madter
Thanks

Jordan Hamilton
Ron Mancuso
Jamie Beitz
Justin Massecar
Scott Gibson
Jasmina Catana
Christine Wagner
Tom Czerlau
Jordan MacLaughlin
Shaun Kempel
Angela Dennis
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