

BY-LAW NO. 116-05

OF THE

CORPORATION OF THE CITY OF CAMBRIDGE

Being a by-law of the Corporation of the City of Cambridge respecting permits for construction, demolition and change of use and respecting inspections and the charging of permit fees and to repeal By-law 25-04 as amended.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, S.130, as amended, provides that a municipality may regulate matters not specifically provided for by the Municipal Act or any other Act for purposes related to health, safety and well-being of the inhabitants of the municipality;

AND WHEREAS, Section 7 of the Building Code Act 1992, S.O. 1992, c.23, as amended, empowers council to pass by-laws respecting permits for construction, demolition, occupancy, change of use, mechanical, plumbing, sewage systems and conditional permits and respecting inspections and the charging of permit fees;

AND WHEREAS, Section 35 of the Building Code Act 1992, S.O. 1992 c.23, as amended, provides that the Building Code Act and the building code supersede all municipal by-laws respecting the construction or demolition of buildings;

AND WHEREAS, Section 3(1) of the Building Code Act 1992, S.O. 1992, c.23, as amended, provides that the council of each municipality is responsible for the enforcement of the Building Code Act in the municipality;

AND WHEREAS Section 3(2) of the Building Code Act 1992, S.O. 1992 c. 23, as amended, provides that the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of the Building Code Act in the areas in which the municipality has jurisdiction;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF CAMBRIDGE enacts as follows:

1. CITATION AND DEFINITIONS

1.1 Short Title

This by-law may be cited as the "Building By-law".

1.2 Definitions

In this by-law:

1. Act means the Building Code Act 1992, S.O. 1992, c. 23, as amended;
2. as constructed plans means construction plans and specifications that show the building and the location of the building on the property as the building has been constructed;

3. building means
 - (a) a structure occupying an area greater than 10 m² consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures, and service systems appurtenant thereto;
 - (b) a structure occupying an area of 10 m² or less that contains plumbing, including the plumbing appurtenant thereto;
 - (c) plumbing not located in a structure;
 - (d) a sewage system; or
 - (e) structures designated in the building code;
4. Building Code means regulations made under section 34 of the Act;
5. Chief Building Official means the Chief Building Official appointed by a by-law of the Corporation of the City of Cambridge for the purpose of enforcement of the Building Code Act;
6. farm building means a building or part thereof which does not contain a residential occupancy and which is associated with and located on land devoted to the practice of farming and used essentially for the housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds;
7. floor area means the space on any storey of a building between exterior walls and required firewalls including the space occupied by interior walls and partitions, unless otherwise defined herein.
8. permit means permission or authorization in writing by the Chief Building Official to perform work regulated by this by-law and the Act and, in the case of an occupancy permit, to occupy any building or part thereof;
9. plumbing means a drainage system, a venting system and a water system or parts thereof;
10. sewage system means a sewage system as defined in Section 1(a) of the Regulations.

1.3 Additional Definitions

Any words or phrases used in this By-law defined by the *Building Code* shall be deemed to have an equivalent meaning.

2. **PERMITS**

2.1 Classes of Permits (Ontario Building Code Act, Section 7(a))

1. The classes of *permits* with respect to the construction, demolition, occupancy, change of use, mechanical, *plumbing*, *sewage systems* and conditional *permits* shall be as set out in Schedule A.

2. *Permit* fees shall be as contained in Schedule 'A' of the City of Cambridge By-law authorizing the provision of fees and charges for services or activities provided by the Corporation of the City of Cambridge.
3. Partial Building Permit (Ontario Building Code Act, Section 8(1)) (Partial *permits* are appropriate where the construction authorized by the permit complies with the *Act*, *Building Code* and other applicable laws):

When, in order to expedite work, approval of a portion of the *building* or project is desired prior to the issuance of a *permit* for the complete *building* or project, application shall be made and fees paid for the complete project. Complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the *Chief Building Official*.

Where a *permit* is issued for part of a *building* or project, such *permit* shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire *building* or project.

4. Conditional Permit: A conditional *permit* may be issued by the *Chief Building Official* in accordance with Section 2.2.2(c) of this by-law.
5. Change of Use Permit: A change of use *permit* is required where a change in use of a *building* or part of a *building* would result in an increase in hazard as determined under Section 2.4.1.2(1) of the *Building Code* even though no construction is proposed.
6. Sewage System Permit: A *sewage system permit* is required for all Classes of Systems as defined in Section 8.1.2.1(a), (b), (c), (d) and (e), Classification of Systems in the *Building Code*.
7. Structural Sign Permit: A structural sign *permit* is required in respect of the structural requirements for signs contained in Section 3.14 of the *Building Code*.
8. Special Building Permit: A special *building permit* is required where construction has commenced prior to the issuance of the construction *permit*.

2.2 Application for Permit (Building Code Act, Section 7(b))

1. To obtain a *permit*, the owner or an agent authorized in writing by the owner, shall file an application in writing by completing a prescribed form available at the offices of the municipality or from the *Building Code* website www.obc.mah.gov.on.ca. Forms prescribed by the municipality under Clause 7(f) of the *Act* shall be those forms authorized by the Chief Building Official.
2. Every application for a *permit* shall be submitted to the *Chief Building Official* and shall contain the following information:
 - (a) Where application is made for a construction *permit* under Subsection 8(1) of the *Act*, the application shall:
 - (i) use the provincial application form, "Application for a Permit to Construct or Demolish";

- (ii) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the *Building Code* and as described in this by-law for the work to be covered by the *permit*;
 - (iii) identify and describe in detail the work and occupancy to be covered by the *permit* for which application is made;
 - (iv) describe the land on which the work is to be done by a description that will readily identify and locate the building lot;
 - (v) include complete plans and specifications as described in this by-law for the work to be covered by the *permit* and show the occupancy of all parts of the *building*;
 - (vi) be accompanied by the required fee as contained in Schedule 'A' of the City of Cambridge By-law authorizing the provision of fees and charges for services or activities provided by the Corporation of the City of Cambridge;
 - (vii) state the names, addresses, telephone numbers, fax numbers and email addresses of the owner, architect or engineer, where applicable or other designer, contractor or constructor;
 - (viii) be accompanied by a signed acknowledgement of the owner that they have retained an Architect or Professional Engineer to carry out field review of the construction where required by the *Building Code*. This written acknowledgement shall be completed by filling out a "Commitment Form" and submitting it to the *Chief Building Official* as part of the *Building Permit* application and prior to the issuance of a *Building Permit*;
 - (ix) be accompanied by a signed acknowledgement of the Architect(s), Professional Engineer(s) and/or other professionals as appropriate that they have been retained by the owner to carry out field review of the construction where required by the *Building Code*. This written acknowledgement shall be completed by filling out a "Commitment Form" and submitting it to the *Chief Building Official* as part of the *Building Permit* application and prior to the issuance of a *Building Permit*;
 - (x) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.
- (b) Where application is made for a demolition permit under Subsection 8(1) of the *Act*, the application shall:
- (i) use the provincial application form, "Application for a Permit to Construct or Demolish";
 - (ii) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the *Building Code* and as described in this by-law for the work to be covered by the *permit*;

- (iii) contain the information and items required by clauses 2.2.2(a)(iii) to (x); and
 - (iv) be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the disconnection and plugging 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) use the provincial application form, "Application for a Permit to Construct or Demolish";
 - (ii) use the Conditional Permit Application Form authorized by the *Chief Building Official*;
 - (iii) include complete plans and specifications, documents and other information as required by Article 2.4.1.1B of the *Building Code* and as described in this by-law for the work to be covered by the *permit*;
 - (iv) contain the information and items required by clauses 2.2.2(a)(iii) to (x);
 - (v) contain such other information, plans and specifications concerning the complete project as the *Chief Building Official* may require;
 - (vi) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional *permit* is not granted;
 - (vii) state the necessary approvals which must be obtained in respect of the proposed *building* and the time in which such approvals will be obtained;
 - (viii) if required by the *Chief Building Official*, include an agreement in writing by the applicant and such other persons as the *Chief Building Official* determines with the Municipality dealing with the matters pursuant to clause 8(3)(c) of the Building Code Act;
 - (ix) state the time in which *as constructed plans* will be filed with the *Chief Building Official*; and
 - (x) be accompanied by a security deposit as prescribed by 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) use the Change of Use Application Form authorized by the *Chief Building Official*;

- (ii) describe the *building* in which the occupancy is to be changed by a description that will readily identify and locate the *building*;
 - (iii) identify and describe in detail the current and proposed occupancies of the *building* or part of a *building* for which the application is made;
 - (iv) include 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*, including floor plans, details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities and details of the existing *sewage system*, if any;
 - (v) be accompanied by the required fee as contained in Schedule 'A' of the City of Cambridge By-law authorizing the provision of fees and charges for services or activities provided by the Corporation of the City of Cambridge;
 - (vi) state the name, address, telephone number, fax number and email address of the owner; and
 - (vii) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.
- (e) Where application is made for a *plumbing permit* under Subsection 8(1) of the *Act*, the application shall:
- (i) contain the information and items required by clauses 2.2.2(a)(i) to (x); and
 - (ii) contain such other information, methods and specifications concerning the complete project as the *Chief Building Official* may require.
- (f) Every application for a *sewage system permit* shall be submitted to the *Chief Building Official* and contain the following information:
- (i) the information required by clauses 2.2.2(a)(i) to (x) of this by-law;
 - (ii) the name, address, telephone number, fax number and email address of the person installing the *sewage system*;
 - (iii) where the person installing the *sewage system* is required to have a license under the *Act* and the *Building Code*,
 - 1) the number and date of issuance of the license; and
 - 2) the name of the qualified person supervising the work to be done under the *sewage system permit*;
 - (iv) a site evaluation which shall include all of the following items, unless otherwise specified by the *Chief Building Official*:
 - 1) the date the evaluation was done;

- 2) name, address, telephone number and signature of the person who prepared the evaluation;
- 3) a scaled map of the site showing:
 - A. the legal description, lot size, property dimensions, existing rights-of-way, easements or municipal/utility corridors;
 - B. the location of items listed in Column 1 of Tables 8.2.1.6.A, 8.2.1.6.B and 8.2.1.6.C of the Ontario Building Code regulations;
 - C. the location of the proposed *sewage system*;
 - D. the location of any unsuitable, disturbed or compacted areas; and
 - E. proposed access routes for system maintenance;
- (v) depth to bedrock;
- (vi) depth to zones of soil saturation;
- (vii) soil properties, including soil permeability; and
- (viii) soil conditions, including the potential for flooding.
- (g) Where application is made for a transfer of *permit* under the *Act*, the application shall:
 - (i) use the Transfer of Building Permit Application Form authorized by the *Chief Building Official*;
 - (ii) include the required fee as contained in Schedule 'A' of the City of Cambridge By-law authorizing the provision of fees and charges for services or activities provided by the Corporation of the City of Cambridge;
 - (iii) written statement from the new owner agreeing to responsibility for all conditions of approval upon which the *permit* was issued; and
 - (iv) where applicable, proof of engagement from the design professional(s) to undertake field review.
3. When a written request has been received requesting "Permission to Extend the Permit" (O.B.C. Act, Section 8(10)), an hourly rate shall be paid as contained in Schedule 'A' of the City of Cambridge By-law authorizing the provision of fees and charges for services or activities provided by the Corporation of the City of Cambridge;
4. No person shall make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a *permit* was issued without notifying, filing details with and obtaining the authorization of the *Chief Building Official*.

2.3 Plans and Specifications (Ontario Building Code Act, Section 7(b))

1. Sufficient information shall be submitted with each application for a *permit* to enable the *Chief Building Official* to determine whether or not the proposed construction, demolition or change of use will conform with the *Act*, the *Building Code* and any other applicable law.
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.
3. Plans shall be drawn to scale on paper, cloth or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule C to this by-law unless otherwise specified by the *Chief Building Official*.
4. Site plans shall be referenced to an up-to-date survey and, where required to demonstrate compliance with the *Act*, the *Building Code* or other applicable law, 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 and municipal services; and
 - (d) proposed fire access routes and existing fire hydrant locations.
5. The granting of a permit, the review of the drawings and specifications or inspections made by the *Chief Building Official* 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 and the *Building Code*, 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*.
6. The *Chief Building Official* may require a set of *as constructed plans* of a *building* or any class of *buildings* be filed with the *Chief Building Official* on completion of the construction under such conditions as may be prescribed in the *Building Code* (Ontario Building Code Act, Section 7(g)).

2.4 Equivalents

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 equivalent materials, techniques and systems for which authorization under Section 9 of the *Act* is requested, the following information shall be provided:

1. use the Application for Use of Equivalent Form authorized by the *Chief Building Official*;
2. a description of the proposed material, system or building design for which authorization under Section 9 of the *Act* is requested;

3. any applicable provisions of the *Building Code*;
4. evidence that, in the opinion of the *Chief Building Official*, the proposed material, system or building design will provide the level of performance required by the *Building Code*;
5. include the required fee as contained in Schedule 'A' of the City of Cambridge By-law authorizing the provision of fees and charges for services or activities provided by the Corporation of the City of Cambridge.

3. FEES (Ontario Building Code Act, Section 7(c))

- 3.1 Fees for a required *permit* shall be as contained in Schedule 'A' of the City of Cambridge By-law authorizing the provision of fees and charges for services or activities provided by the Corporation of the City of Cambridge and are due and payable upon submission of an application for a *permit*.
- 3.2 The *Chief Building Official* may place a valuation on the cost of the proposed structural work as contained in Schedule 'A' of the City of Cambridge By-law authorizing the provision of fees and charges for services or activities provided by the Corporation of the City of Cambridge, for the purposes of establishing the *permit* fee, and where disputed by the applicant, the applicant shall pay the required fee under protest 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.
- 3.3 Where the application is made for a conditional permit, fees shall be paid for the complete project.
- 3.4 Where fees payable in respect of an application for a change of use *permit* issued under Subsection 10(1) of the *Act* are based on floor area, floor area shall mean the total floor space of all storeys subject to the change of use.
- 3.5 A special *permit* fee with respect to construction, change of use, demolition, heating, ventilation, air conditioning, electrical, *plumbing* or drainage work shall be paid by the owner where any work was commenced prior to the issuance of a *permit*.

The special *permit* fee shall be the regular *permit* fee plus an additional fee equal to 100% of the amount calculated as the regular permit fee, but in no case shall the additional fee exceed \$5,000.00, in order to compensate the City for the additional work performed as a result of commencing work prior to permit issuance.

Payment of the special permit fee does not allow construction, change of use, demolition, heating, ventilation, air conditioning, electrical, *plumbing* or drainage work to continue without a *permit*.

- 3.6 An additional fee of 10% of the original *permit* fee shall be paid where ownership changes on a property. If there are changes to plans, contractors or professional services, a new plans review may, at the discretion of the *Chief Building Official*, be required and the *Chief Building Official* may require the issuance of a further *permit* and payment of applicable fees.

3.7 Interpretation

The following requirements are to be applied in the calculation of *permit* fees:

1. *Floor area* of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls (excluding residential garages);
2. In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite;
3. Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations;
4. Except for interconnected floor spaces, no deduction is made for openings within the *floor area* (e.g. stairs, elevators, escalators, shafts, ducts, etc.);
5. Unfinished basements for single family dwellings (including semis, duplexes and townhouses, etc.) are not included in the *floor area*;
6. Attached garages and fireplaces are included in the *permit* fee for single family dwellings;
7. Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable;
8. Ceilings are included in both new shell and finished (partitioned) *buildings*. The Service Index for ceiling applies only when alterations occur in existing *buildings*. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable;
9. Where demolition of partitions or alteration to existing ceilings is a part of an alteration or renovation *permit*, no additional charge is applicable;
10. Corridors, lobbies, washrooms, lounges, elevators and escalators are to be included and classified according to the major classification for the *floor area* on which they are located;
11. The occupancy categories correspond with the major occupancy classifications in the Ontario Building Code. For mixed occupancy *floor areas*, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the *floor area*.

3.8 Refund of Fees (Ontario Building Code Act, Section 7(d))

1. In the case of withdrawal of an application or the 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 B attached to and forming part of this by-law.
2. If the *building permit* has not been issued within six months of the *permit* application date, the *Chief Building Official* may return the application, refund permit fees paid, if any, in accordance with Schedule B attached to and forming part of this by-law, and terminate the application process.

4. NOTICE REQUIREMENTS FOR INSPECTIONS (Ontario Building Code Act, Section 7(e))

The owner or an authorized agent shall notify the *Chief Building Official* at least one complete business day prior to each stage of construction for which notice in advance is required under the *Building Code*. In addition to the prescribed mandatory notices listed in Sentence 2.4.5.1(2) of the *Building Code*, the owner or an authorized agent shall notify the *Chief Building Official* at least one complete business day prior to the following additional mandatory stages of construction listed in Clauses 2.4.5.2.(1) (a), (b), (c), (e), (g) and (h) of the *Building Code*.

5. FENCING OF EXCAVATIONS (Ontario Building Code Act, Sections 7(i) and (j))

5.1 For the purposes of fencing an excavation, a residential construction site means:

1. any construction site in respect of which a *building permit* has been issued for the construction of a new *building*;
2. the new building consists of a residential unit or units; and
3. where such excavation is within 2 metres of another existing dwelling unit;

excluding where the site is within a registered plan of subdivision which subdivision is being developed for the first time.

5.2 The person to whom a *building permit* is issued in respect of a residential construction site shall erect or maintain or cause to be erected and maintained a fence enclosing the residential construction site in accordance with the provisions of this by-law until the hazards are eliminated.

5.3 Where there is fencing on or adjoining a residential construction site erected prior to the application for a *building permit* in respect of that site, such fencing shall be deemed to be in compliance with this by-law provided it is extended along the entire perimeter of the residential construction site as determined by the *Chief Building Official* and the extended fencing is erected in accordance with this by-law.

5.4 Notwithstanding Section 5.3, the height of every fence shall be a minimum of 4 ft. (1.2 m) and a maximum of 6 ft. (1.8 m) to be measured from the highest adjacent grade.

5.5 Notwithstanding Section 5.3, every fence required under this by-law shall be located on the perimeter of the residential construction site as determined by the *Chief Building Official* and shall be constructed as follows:

1. if of chain link construction, the chain link shall be fastened to a 1 in. diameter metal bar which is securely fastened to metal posts at not over 10 ft. on centre and embedded into the ground to provide a rigid support;
2. if of wood construction, the exterior face shall be 1 in. exterior grade plywood, particle board or equivalent material that will not provide footholds for climbing. The facing shall be supported by 2 in. x 4 in. nominal size posts spaced at not more than 8 ft. on centre and embedded into the ground to provide a rigid support;
3. if the fence is of the snow fence or plastic mesh type, the fencing shall be securely fastened to T-bar posts at not over 10 ft. on centre and embedded into the ground to provide a rigid support.

5.6 The fence may provide for openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the residential construction site provided that these openings are closed when the site is unattended by owner-authorized persons.

6. PENALTY CLAUSE

A person is guilty of an offence under Section 36 of the Building Code Act if a person contravenes this by-law.

7. EFFECTIVE DATE

This by-law comes into force on July 1, 2005.

8. VALIDITY

In the event that any provision of this by-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this by-law.

9. REPEAL CLAUSE

By-law No. 25-04 as amended of the Corporation of the City of Cambridge is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME

ENACTED AND PASSED, THIS 13th DAY OF JUNE A.D., 2005

"Doug Craig"

MAYOR

"David Calder"

CLERK

SCHEDULE 'A'
TO BY-LAW NO. 116-05
OF THE
CORPORATION OF THE CITY OF CAMBRIDGE
CLASSES OF PERMITS AND BUILDING FEES

Class of Permit shall include:

1. Building Permit (O.B.C.A. 8(1)) (A building includes a farm building.)
2. Demolition Permit (O.B.C.A. 8(1))
3. Plumbing Permit (O.B.C.A. 8(1)) (specific types noted)
4. Partial Permit (O.B.C.A. 8(1))
5. Conditional Permit (O.B.C.A. 8(3))
6. Change of Use Permit (O.B.C.A. 10(1))
7. Sewage System Permit (O.B.C.A. 8(1))
8. Structural Sign Permit (O.B.C. 2.1.2.1(b))
9. Special Building Permit (O.B.C.A. 7(a))
10. Occupancy Permit (O.B.C.A. 11(a)(b)(c))
11. Mechanical Permit (H.V.A.C.) (O.B.C.A. 8(1)) (specific types noted)
12. Transfer Permit (O.B.C.A. 7(h))
13. Equivalent Permit (O.B.C.A. 9(1))

SCHEDULE B
TO BY-LAW NO. 116-05
OF THE
CORPORATION OF THE CITY OF CAMBRIDGE
REFUND OF PERMIT FEES

1. The fees that shall, upon request be refunded shall be reduced by a cumulative percentage of the fees paid under this by-law, as follows:
 - (a) 20% if administrative functions have been performed;
 - (b) 10% if zoning function has been performed;
 - (c) 20% if plans examination function has been performed;
 - (d) 10% if grading function has been performed;
 - (e) 5% if *building permit* application has been issued; and
 - (f) 5% shall additionally be deducted for each field inspection that has been performed after the *permit* has been issued.
2. Notwithstanding paragraph 1 above, no refund shall be made of an amount less than the minimum *permit* fee as contained in Schedule 'A' of the City of Cambridge By-law authorizing the provision of fees and charges for services or activities provided by the Corporation of the City of Cambridge.
3. Notwithstanding paragraph 1 above, no refund shall be made unless the owner or authorized agent makes a written application for refund within 3 months of the written request by the owner or authorized agent for cancellation of the permit application or permit.
4. Notwithstanding paragraph 1 above, no refund shall be made where the Chief Building Official has revoked a permit under Section 8(10) of the Act.

SCHEDULE C
TO BY-LAW NO. 116-05
OF THE
CORPORATION OF THE CITY OF CAMBRIDGE
LIST OF PLANS OR WORKING DRAWINGS TO ACCOMPANY APPLICATIONS FOR PERMITS

1. Site Plan;
2. Floor Plan;
3. Foundation Plans;
4. Framing Plans;
5. Roof Plans;
6. Reflected Ceiling Plans;
7. Sections and Details;
8. *Building* Elevations;
9. Electrical Drawings;
10. Heating, Ventilation and Air Conditioning Drawings and calculations;
11. Plumbing Drawings;
12. Architectural Drawings;
13. Structural Drawings;
14. Specifications and All Related Soil, Engineering and Architectural Reports;
15. *Building Code* Matrix/Summary.

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