The Corporation of the City of Kingston
Building Division

Guidelines for Industrial, Commercial, Institutional and Multi Unit Residential Projects

This document has been prepared in an Accessible Format.
Table of Contents: This document includes 20 pages of information.

Scope .......................................................................................................................... 4

Building Permits .......................................................................................................... 4

Permit Applications – Types and Requirements .......................................................... 5

Inspections .................................................................................................................... 5

Contacts ...................................................................................................................... 5

Building Permits .......................................................................................................... 5
  General information about building permits. .............................................................. 5

Building Code Act 1-1 Building Definition ................................................................. 7
  Inspections ................................................................................................................ 7

Preparing and Applying for a Building Permit ........................................................... 8
  Zoning By-Laws. ....................................................................................................... 8
  Applicable Law. ........................................................................................................ 8

Ontario Building Code in Objective-Based Format. .................................................... 9

Preparing to Apply for a Building Permit. ................................................................. 9

Permit Application Types and Requirements ............................................................. 10
  New Buildings and Additions to Existing Buildings ............................................... 10
  Plans, Specifications and Additional Documentation ............................................ 11

Permit Applications, Types and Requirements ......................................................... 12
  Change of Use .......................................................................................................... 12

Demolition Permit ...................................................................................................... 13

Conditional Building Permit ..................................................................................... 14
Guidelines for Industrial, Commercial, Institutional and Multi Unit Residential Projects.

Scope:

This guide explains the process of applying for a building permit within the City of Kingston for construction projects of Industrial, Commercial, Multi-Unit Residential and Institutional use.

The following information is provided as a guideline to understanding the building permit approval process and is not intended to be a complete list of requirements for building permits. Reference should always be made to the following governing documents:

2. Zoning By-laws within the City of Kingston; and
3. Applicable Law referenced under Section 8 of the Building Code Act and further defined under Division A, 1,4,1,3 of Ontario Regulation 305, 06.

Refer to Appendix A, for statutory provisions and contact information of responsible agencies.

Building Permits: Listed below are 9 items.

1. General Information about Building Permits.
2. BCA 1-1 Building Definition.
3. Inspections.
5. Preparing to Apply for a Building Permit:
9. Summary or Requirements for Designers under the Ontario Building Code.
Permit Applications – Types and Requirements: Listed below are 6 items.

1. New Buildings and Additions to Existing Buildings.
2. Interior Alterations to Existing Buildings.
3. Change of use Permit.
5. Conditional Building Permit.
6. Occupancy Permit.

Inspections

1. Prescribed Notices and Inspections Chart.
2. Other Inspections.

Contacts

- Other Agencies.

Building Permits:

General information about building permits. Listed below are 8 items.

1. Under the Ontario Building Code Act, it is unlawful for anyone to start any construction or demolition work before obtaining a permit. A building permit is legal permission to begin construction or demolition.
2. Building permits are issued by the Building Department.
3. Building permits ensure that local Zoning By-laws, safety standards and other applicable laws are met. Construction regulations dictate what types of construction are allowed in the community and ensure that the construction meets minimum building standards to safeguard the life, health and safety of the building’s occupants.
4. The building permit process protects the interests of the property owners and occupants, as well as the interests of everyone in the community.
5. A building permit is required for all construction or alteration work to any units, buildings or structures, including plumbing.

6. Zoning compliance is required for any change in the use of land, building or structure for residential, industrial, commercial or institutional purposes within the City of Kingston.

7. Under the Sign By-Law, all signs displayed, erected or altered within the City of Kingston require a sign building permit with some exceptions.

8. The City of Kingston offers a fast tracking permit process at additional cost to the applicant and must be approved by the Supervisor or Manager of Building Services. The fee is based on an hourly rate to review drawings at $87.00 per hour.
Building Code Act 1-1 Building Definition: Listed below are 3 items.

1. A structure occupying an area greater than 10 square meters 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,
2. A structure occupying an area of 10 square meters or less that contains plumbing, including the plumbing appurtenant thereto,
3. Plumbing not located in a structure, (c-1) a sewage system; or structures.

Inspections: Listed below are 5 items.

1. Construction is required to start within 6 months from the date the building permit is issued.
2. The Building Code lists a number of mandatory inspections documented in the prescribed notices and inspections chart on page 11 of this document. These apply to all building types unless otherwise noted.
3. The building permit must be posted on site and associated drawings must be kept and maintained on the site of construction at all times.
4. Inspections can be arranged by calling 613-546-4291 extension 3280 between 8 a.m. and 4:30 p.m. with 48 hours advance notice; or by emailing the inspector directly using our inspector area map. This map can also be found at City of Kingston web site link under “Related Documents”.
5. The cost for these inspections is included in the building permit fee.
Preparing and Applying for a Building Permit:

Zoning By-Laws.

Zoning By-laws apply to all properties within the city of Kingston regardless of the requirement for a building permit. A building permit cannot be issued unless it complies with all applicable provisions of the Zoning By-laws.

The applicable Zoning By-law specifies the permitted uses and regulations for each property within the City of Kingston. Such items may include: the use of land and buildings, setbacks to lot lines, number of parking and loading spaces required, maximum gross floor area and building heights.

Applicable Law.

Approvals from outside agencies may also be required prior to the issuance of a building permit.

The most common Applicable Law approvals required are:

Site Plan Approval from the Development and Design Division of the Planning and Building Department to the Planning Department for a minor variance or re-zoning to amend the Zoning By-law may be required.

The specific zoning designation of a property and the relevant section(s) of the Zoning By-law can be obtained in a number of ways:

Zoning By-laws are accessible on our website at www.cityofkingston.ca

Information on zoning is available from Customer Service at the Planning and Building Department Counter at 1211 John Counter Boulevard.

1. Conservation Authority Approval from the governing Conservation Authority.
2. Development Charges from the Development Services Division of the Planning and the Building Department.
Ontario Building Code in Objective-Based Format.


Under the Building Code Act, a building permit is required for the construction and/or alteration of any structure greater than 10m² or 108 sq. ft. in area.

The Ontario Building Code sets out technical requirements for the construction, including renovation and demolition of buildings, the change of use of existing buildings where the change would result in an increase in hazard, and the maintenance and operation of on-site sewage systems. The Code is essentially a set of minimum provisions respecting the safety of buildings with reference to public health, fire protection, accessibility and structural sufficiency. Its primary purpose is the promotion of public safety through the application of appropriate uniform building standards.

Preparing to Apply for a Building Permit.

Architects and professional engineers are qualified and registered by the Ontario Association of Architects and by the Association of Professional Engineers of Ontario, respectively, and are not required to be registered or qualified with the Ministry of Municipal Affairs and Housing.

If applicable, drawings must be stamped and signed by an Architect, Professional Engineer or both.

If a designer or a design firm is hired to provide design services, a building permit cannot be issued if the designer or design firm is not qualified and or registered.
Permit Application Types and Requirements.

New Buildings and Additions to Existing Buildings.

Under the authority of Sections 7 and 8 of the Building Code Act, the following information is required for a complete building permit application submission:

Prescribed Application Forms and Fees:

- Application for a Permit to Construct or Demolish.
- Permit Application Checklist with Acknowledgement of Incomplete Application.
- Applicable Law form.

Building Permit Fee is typically based on the Project Estimated Value for the classification of the work proposed and the floor area in squared feet of the work involved. Refer to Building Services Fee Summary for more information. This form can also be found at www.CityofKingston.ca/business/building-permits under “How much will my Building Permit cost?”
Plans, Specifications and Additional Documentation: Listed below are 15 items.

1. Site Plan, 2 sets of drawings including site statistics and spatial separation calculations.
2. Site servicing drawings, 2 sets are required showing storm, sanitary, domestic water and fire protection water supply including fire hydrants.
4. Sprinkler drawings, 2 sets complete with hydraulic calculations and water supply flow test data.
5. Specifications, 2 sets of Architectural, Structural, Mechanical and Electrical.
6. Canadian Construction Materials Centre and the Building Materials Evaluation Commission require 2 copies of the authorization reports where applicable.
7. Geotechnical Subsoil Investigation report, 1 copy.
8. Heat loss and heat gain calculations, 1 copy.
9. American Society of Heating, Refrigerating and Air-Conditioning Engineers Journal section 90.1 or Model National Energy Code for Buildings (MNECB); and Supplementary Standard SB-10, 1 copy and compliance forms, where applicable.
11. Commitment to General Reviews by architect and engineers.
13. Letter of Use - Industrial storage or manufacturing uses shall include a detailed description of the processes and materials or chemicals used or stored and the method of storage.
14. Equivalent evaluation and documentation are required to be submitted as per 2 1 1 1 Division C-Part 2 of the Ontario Building Code with every Alternative Solution proposed.

15. Kitchen Exhaust drawings (2 copies) designed in compliance with NFPA 96, applicable to all commercial cooking facilities.

NOTE: Applicant must retain a qualified designer to assess the existing premises and to prepare the plans. Even if no construction is proposed, upgrades to one or more of the following areas may be required: fire separation and fire resistance rating of demising walls, exits, door hardware, washroom facilities, HVAC system, exit signs and emergency lighting, fire alarm system. Ontario Building Code, Division C – 1 2 1 1 (3) requires that an architect be retained where the construction affects structural integrity, fire separations, public corridor systems, exit enclosures, exterior walls and additions of new mezzanines.

Permit Applications, Types and Requirements:

Change of Use:

Under the authority of Section 10 of the Building Code Act, a Change of Use building permit is required if the change would result in an increase in hazard as determined in accordance with Ontario Building Code, Division C, 1, 3, 1, 4.

As part of the submission requirements, the qualified designer shall undertake a performance level analysis based on Division B10, 3, 2, 2. and determine any reduction in the performance level of the building or part thereof as a result of the change of use.

In a building that contains more than one major occupancy, a change in the use of one major occupancy may result in the re-classification of the entire building for the most restrictive major occupancy contained.

The qualified designer shall then initiate a comparison analysis addressing all issues arising from the new building classification, including: type of construction, exposing building face, fire separations, occupant load, fire alarm, standpipe, exits, travel distance, spatial separation, washroom count, barrier free compliance, structural performance based on new loading conditions, exit signs, etc.
Demolition Permit:

Under the authority of Sections 7 and 8 of the Building Code Act, a Demolition Permit is required for the removal of a building or any material part thereof. A person is exempt from the requirement to obtain a permit under Section 8 of the Building Code Act for the demolition of a building located on a farm.

Under Ontario Building Code, Division C – 1, 2, 2, 3, (1), the applicant for a permit respecting the demolition of a building shall retain a professional engineer to undertake the general review of the project during demolition, where;

- The building exceeds 3 story’s in building height or 600m² in building area.
- The building structure includes pre-tensioned or post- tensioned members.
- The demolition work will extend below the level of footings of any adjacent building and occur within the angle of repose of the soil, drawn from the bottom of such footings.

Explosives or a laser are to be used during the course of demolition. With the application for a permit to demolish a building falling under the above-mentioned criteria, the applicant shall submit two copies of a demolition report describing the structural design characteristics of the building as well as the method of demolition, signed and sealed by the professional engineer.

For any other building, submit two copies of the Site Plan identifying the building proposed to be demolished together with the prescribed building permit application and fees.
Conditional Building Permit: Listed below are 7 items.

In accordance with Subsection 8, (3) of the Building Code Act, a conditional permit may be issued by the Chief Building Official for any stage of construction, if:

1. Compliance with by-laws passed under the Planning Act and with such other applicable law as may be set out in the Building Code has been achieved in respect of the proposed building or construction;

2. The Chief Building Official is of the opinion that unreasonable delays in the construction would occur if a conditional permit is not granted; and

3. The applicant and such other person as the Chief Building Official determines, agree in writing with the municipality to, assume all risk in commencing the construction,

4. Obtain all necessary approvals in the time set out in the agreement.

5. At the applicant’s expense, remove the building and restore the site in the manner specified in the agreement if approvals are not obtained or plans filed in the time set out in the agreement, and

6. Comply with such other conditions as the Chief Building Official considers necessary, including the provision of security to remove the building and restore the site in the manner specified in the agreement if approvals are not obtained or plans filed in the time set out in the agreement.

7. After a building permit application has been made, a conditional permit may be considered under certain circumstances. The following minimum information must be submitted, reviewed and satisfied for the issuance of a Foundation Permit. Always consult the Building Official as additional information may be required at any given stage.
Occupancy Prior to Completion Permit: Listed below are 19 items.

1. A building may be occupied prior to completion pursuant to Ontario Building Code Division C, subsection 1, 3, 3, 1. A permit authorizing occupation of a building or part of it prior to its completion may be issued where;

2. The structure of the building or part thereof is completed to the roof.

3. The enclosing walls of the building or part thereof are completed to the roof.

4. The walls enclosing the space to be occupied are completed, including balcony guards.

5. All required fire separations and closures are completed on all story’s to be occupied.

6. All required exits are completed and fire separated including all door, door hardware, self-closing devices, balustrades and handrails from the uppermost floor to be occupied down to grade level and below if an exit connects with lower story’s.

7. All shafts including closures are completed to the floor-ceiling assembly above the story to be occupied and have a temporary fire separation at such assembly.

8. Measures have been taken to prevent access to parts of the building and site that are incomplete or still under construction.

9. Floors, halls, lobbies and required means of egress are kept free of loose materials and other hazards. If service rooms should be in operation, required fire separations are completed and all closures are installed.

Plans, Specifications and Additional Documentation:

10. Clearance from the Planning Department required.

11. Full building permit fees including impost and development where applicable.

12. Site Plan, 2 sets.

13. Site servicing drawings, 2 sets.


15. Structural drawings, 2 sets.
16. Plumbing drawings, 2 sets showing all underground or below grade piping and drainage.
17. Geotechnical Subsoil Investigation Report, 1 copy.
18. Specifications, 2 sets.
19. Completed Plumbing Verification Form.

Note: The construction, enlargement or alteration of every building or part of it as described in the Ontario Building Code, Division C - Table 1, 2, 1, 1, shall be designed and reviewed by an architect, professional engineer or both.

Inspections by Outside Agencies: Listed below are 8 items.

Electrical installations require inspections. To arrange an inspection for any electrical installation, contact the Electrical Safety Authority at 1-877-372-7233.

1. All building drains, building sewers, water systems, drainage systems and venting systems are complete and tested as operational for the story’s to be occupied.
2. Required lighting, heating and electrical supply are provided for the suites, rooms and common areas to be occupied.
3. Required lighting in corridors, stairways and exits is completed and operational up to and including all story’s to be occupied.
4. Required standpipe, sprinkler and fire alarm systems are complete and operational up to and including all story’s to be occupied, together with required pumper connections for such standpipes and sprinklers.
5. Required fire extinguishers have been installed on all story’s to be occupied.
6. Main garbage rooms, chutes and ancillary services thereto are completed to story’s to be occupied.
7. Required firefighting access routes have been provided and are accessible.
8. The sewage system has been completed and is operational.
Installations of gas equipment and appliances require inspections. To arrange an inspection for any gas appliance or equipment installation, contact 1-800-263-3688.

Prescribed Notices and Inspections: Listed below are 23 items.

1. Footing Division C – 1 3 5 1 (2) (a). Readiness to construct footings.
2. Backfill Division C – 1 3 5 1 (2) (b). Substantial completion of footings and foundations prior to commencement of backfilling.
3. Framing Part 9 Building Division C – 1 3 5 1 (2) (c). Substantial completion of structural framing, if the building is within the scope of Division B Part 9.
4. Framing Other than Part 9 Building Division C – 1 3 5 1 (2) (d). Substantial completion of structural framing, if the building is not a building to which Clause Division C – 1 3 5 1 (2) (c) applies.
5. HVAC Rough-In Part 9 Building Division C – 1 3 5 1 (2) (c). Substantial completion of ductwork and piping for heating and air conditioning, if the building is within the scope of Division B Part 9.
6. HVAC Rough-In Other than Part 9 Building Division C – 1.3.5.1.(2) (d). Substantial completion of rough-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment, if the building is not a building to which Clause Division C – 1 3 5 1 (2) (c) applies.
7. Insulation Division C – 1 3 5 1 (2) (e). Substantial completion of insulation, vapour barriers and air barriers.
8. Fire Separations Division C – 1 3 5 1 (2) (f). Substantial completion of all required fire separations and closures.
9. Fire Protection Systems Division C – 1 3 5 1 (2) (f). Substantial completion of all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems.
10. Fire Access Routes Division C – 1 3 5 1 (2) (g). Substantial completion of fire access routes.
11. Building Sewers Division C – 1 3 5 1 (2) (h) (i). Readiness for inspection and testing of building sewers.
12. Building Drains Division C – 1 3 5 1 (2) (h) (i). Readiness for inspection and testing of building drains.
13. Water Service Pipe Division C – 1 3 5 1 (2) (h) (ii) Readiness for inspection and testing of water service pipe.
14. Fire Service Main Division C – 1 3 5 1 (2) (h) (iii) Readiness for inspection and testing of fire service main.
15. Plumbing Rough-in – DWV Division C – 1 3 5 1 (2) (h) (iv). Readiness for inspection and testing of drainage systems and venting systems.
16. Plumbing Final Division C – 1 3 5 1 (2) (h) (vi). Readiness for inspection and testing of plumbing fixtures and plumbing appliances.
17. Pool and Spa Suction and Gravity Outlet System Division C – 1 3 5 1 (2) (i). Readiness for inspection of suction and gravity outlets, covers and suction piping service outlets of an outdoor pool described in Clause 1 3 1 1 (1) (j) of Division A, a public pool or spa.
18. Sewage System Excavation Division C – 1 3 5 1 (2) (k). Readiness to construct the sewage system.
19. Sewage System Completion Division C – 1 3 5 1 (2) (l). Substantial completion of the installation of the sewage system before the commencement of backfilling.
20. Site Services Division C – 1 3 5 1 (2) (m). Substantial completion of installation of plumbing not located in a structure before the commencement of backfilling.
21. Occupancy Prior to Completion Division C – 1 3 5 1 (2) (n). Completion of construction and installation of components required to permit the issue of an occupancy permit under Sentence 1 3 3 1 (2) of Division C or to permit occupancy under Sentence 1 3 3 1 (1) of Division C, if the building or part of the building to be occupied is not fully completed.
22. Final – Completion of Building BCA Section 11. Completion of the building or part prior to occupancy or use.
23. Final – Completion of Occupied Unfinished Building Division C – 1333 (1). Completion of the building where a person has occupied or permitted the occupancy under Section 1333 of division C-Occupancy of Unfinished Building.

Contacts:

Planning and Building Departments.

1211 John Counter Blvd. Kingston, Ontario, K7K 6C7. Telephone number 613-546-4291. Extension number 3280. Office Hours 8:00 am to 4:30 pm.

Fire and Emergency Services, Fire Prevention.

Telephone number 613-548-4001.

Utilities Kingston.


Post office box 790, Kingston, Ontario.

Telephone number 613-546-80000.

Office Hours: Monday to Friday 8:00 am to 5:00 pm.

Heritage and Urban Design Division.

www.heritage@cityofkingston.ca.

216 Ontario Street, Kingston, Ontario.

Telephone number 613-546-4291 extension number 1844.

Other Agencies:

Tarion, Ontario New Home Warranty.

Corporate Office: 5160 Yonge Street, 12th floor, Toronto, Ontario.

Cataraqui Region Conservation Authority.
1641 Perth Road. PO Box 160, Kingston, Ontario, K0H 1S0.
Telephone number 613-546-4228. www.cataraquiregion.on.ca.

Health Unit
221 Portsmouth Avenue, Kingston, Ontario, K7M 1V5.
Telephone number 613-549-1232. www.kflapublichealth.ca

Kingston Hydro, Hydro Locates.
Telephone number 1-800-400-2255.

Electrical Safety Authority, (Inspections and Certified Contractors)
1-877-372-7233.

Union Gas Inspections and Locates.
www.uniongas.com

1-877-683-8772

All addresses listed here are subject to change.