

**Ontario Association of Architects**  
**2023 Admission Course**  
**The Building Code Act and the Building Permit Application Process**

**Presenter**        Mike Seiling, C.E.T., C.B.C.O., Chief Building Official, City of Kitchener.

**Description**

The class will learn about the Building Code Act legislation, the fundamentals of the building permit application process, the role of municipal officials, and what those officials expect from architects.

**Course Objectives**

To describe the purpose, scope and key content of the Building Code Act;  
To appreciate the fundamental obligations of the architect and municipal building officials in the permit application process and in the general review of construction;  
To identify key strategies for successfully navigating the building permit process;  
To describe mechanisms for resolving disputes about design compliance.

**Course Topics**

Legislation and regulations governing design and construction:

- Building Code Act, 1992
- 2012 Building Code (O. Reg. 332/12), as amended
- 2020 National Building Code
- Fire Prevention and Protection Act, 1997, as amended
- 2015 Ontario Fire Code (O. Reg. 213/07, as amended)
- Occupational Health & Safety Act
- Ontario Heritage Act
- Referenced Standards i.e., NFPA 13 Standard for the Installation of Sprinkler Systems

Ontario's Building Regulatory System:

- Objective Based Code format (eff. 2006)
- Acceptable Solutions (Division B) or Alternative Solutions
- Amendments – latest amendment is May 12, 2023 (O. Reg. 89/23)

Key Players in the review, approval and construction process:

- Municipal Building Officials
- Municipal Fire Department, Fire Prevention Officers
- Ministry of Municipal Affairs & Housing, Building & Development Branch
- Building Code Commission
- Building Materials Evaluation Commission
- Ministry of Environment & Ministry of Labour
- Ministry of the Solicitor General, Office of the Fire Marshal

## The Building Permit Application and Inspection process:

- Obligations of the owner, architect and the municipality
- The approval processes
- Relationship of Planning, Building and other approvals
- The architect's responsibilities
- OBC design requirements
- Available resources
- Use of pre-application meetings
- Building permit submission requirements
- Prescribed time frames; complete applications
- Plan Review Process
- Design interpretation and dispute resolution
- Alternative Solutions
- Issuance of the building permit
- Conditional Building Permits
- Role of Municipal Building Officials (Inspectors)
- Construction contraventions and enforcement
- Construction without a permit
- Order to Comply, Stop Work Order, Order Prohibiting Occupancy
- Architect's responsibilities during construction
- General Review Reports
- Minimum occupancy standards

## Texts

- The 2012 Building Code – (Act and Regulations)
- OAA Practice Bulletin: A.9 – OBC Data on Drawings (Dec. 17, 2004)
- OAA Practice Tip: PT.03 – OBC Data on Drawings (Oct. 28, 2016)
- OAA Practice Tip: PT.04 – 2006 Building Code: (BC) – Project Code Review – General (V1.1 Oct. 2, 2008)
- OAA Practice Tip: PT.05 – General Review – Building Code (BC) and Non-Code Related Matters including PDFs of General Review Report (EABO form) and Final Review Report (EABO) (V2.1 May 15, 2020)
- OAA Practice Tip: PT.08 - Application for Building, Demolition or Conditional Permits- Architect's Participation in the Permit Process (V3.2 May 17, 2017)
- OAA Regulatory Notice: RN.06 – General Review – Professional Standards for Building Code Related Matters (V2.0 Nov. 16, 2021)
- OAA Regulatory Notice: RN.09 – General Review where Contractor Proceeds without a Building Permit (V2.0 Nov. 16, 2021)
- Architects Act – Sections 11.(1)-(6)