

Ontario Association of Architects
2025 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
- 2024 Building Code (O. Reg. 163/24), 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 – 3rd amendment is Jan. 16, 2025 (O. Reg. 5/25)

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, Conservation & Parks and 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 2024 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)