



Hamilton

PLEASE READ BEFORE COMMENCING ANY WORK!

A building permit is required **PRIOR** to commencing construction.

**NOTIFY THIS DEPARTMENT BEFORE STARTING CONSTRUCTION.
PLEASE ENSURE THAT YOUR BUILDING PERMIT IS POSTED ON SITE.**

Notify this Department for each of the following inspections, where applicable:

- a) Readiness to construct the footings.
- b) Backfill, which may include; substantial completion of the footings and foundation, damp proofing, Stone, weeping tile and decking or lateral support of foundation walls.
- c) Roughing out of plumbing system.
- d) Completion of structural framing.
- e) Completion of insulation and vapour barrier installation.
- f) Installation of building drains and building storm drains.
- g) Installation of heating, ventilating and air-conditioning systems and equipment.
- h) In addition, where applicable, the commencement of the construction of:
 - I. Masonry fireplaces and masonry chimneys.
 - II. Factory-built fireplaces and connected chimneys.
 - III. Stoves, ranges, space heaters and add-on furnaces using solid fuels and connected chimneys.

For final inspection, call Inspector and submit a survey showing the location of the building on the lot, as built, and the date of completion of the building.

NOTE: FINAL INSPECTION CANNOT BE CARRIED OUT UNTIL THE BUILDING IS READY FOR OCCUPANCY.

Accessory building and exterior portions of heating and air-conditioning systems, etc., are subject to setback requirements of the Zoning By-Law. Installation before approval and issuance of a permit may require costly re-location or removal.

**YOU MAY CONTACT THE BUILDING INSPECTORS AT: (905) 546-2424 EXT. 7777,
BETWEEN THE HOURS OF 8:00 A.M. AND 3:00 P.M.**

The **Ministry of the Environment and Climate Change** requires you to have a plan to control emissions from your construction or demolition site. Dust and other air pollution from demolition and construction can impact greatly on the health and quality of life of people working and living close to these sites. Section 49 of Ontario Regulation 419/05 states that no contaminant shall be carried beyond the limits of the property on which your construction or demolition is taking place unless every step necessary to control the emission of the contaminant has been implemented. The easiest way to control these emissions is to prepare a contaminant control plan. A plan should include, but not be limited to:

1. Identification of the main sources of emission such as: On site traffic, Unpaved or paved roads/areas, Styrofoam rasping for stucco & Material spills
2. Potential causes for any high dust or contaminant emissions resulting from the identified sources.
3. Preventative and control measures in place to control any emissions identified.
4. Inspection and maintenance procedures to ensure effective implementation of any preventative or control measures.

Failure to control emissions from your site may result in stop work orders, tickets, or charges. If you have any questions or concerns regarding this letter, please call the

Hamilton District Office of the Ministry of the Environment and Climate Change at 905.521.7650

OTHER APPLICABLE LEGISLATION

As a holder of a valid building permit issued under section 8(1) of the Ontario Building Code Act, be advised that there is other applicable legislation which your proposed construction may be subject to. For your information, listed below are some applicable legislation you should be aware of and may wish to pursue to determine applicability and their requirements. For an additional comprehensive list, refer to Div. A. Article 1.4.1.3. of the Ontario Building Code.

Electrical Safety Authority -- All electrical wiring must be inspected by the Electrical Safety Authority (ESA), at 1-877-372-7233. Ensure that the minimum horizontal clearance requirements from existing power lines comply with the ESA requirements.

Public Trees on the Road Allowance or on Public Property -- Construction and/or equipment on site may affect publicly owned trees on the road allowance. For application of the Tree By-Law, please contact the Environmental Services Office at (905) 546-2424 ext. 7375.

Driveway Access -- New driveway approaches and/or culverts may require a permit issued by the Traffic Department. Contact for Residential at (905) 546-2424 ext. 4578 or Commercial at (905) 546-2424 ext. 5675.

Commercial Sewer & Water Permits -- Call (905) 546-2424 ext. 2822.

Smoke Alarms/ CO₂ --Existing residential dwellings are required to be equipped with smoke alarms on all floor levels as per the Ontario Fire Code. CO₂ Detectors are required adjacent to each sleeping area. Contact Hamilton Fire Prevention at (905) 546-2424 ext.1380.

Licence(Business establishment) -- May be required from the Parking & By-law Services Division at (905) 546-2782.

Ministry of Labour - Construction Health & Safety Branch -- Notice of Project required to be submitted for all projects valued at \$50,000 or more. Please call (905) 577-6221.

Locate Service --Call Before you Dig at 1-800-400-2255 for services location prior to excavation.

Technical Standards & Safety Authority— gasoline, fuel oil, waste oil, piping, and above or underground tanks Installation, Call 1-877-682-8772.

Contractor's Licence -- A Regional Trade Licence may be required by contractor. Contact Parking & By-law Services Division at (905) 546-2782.

Health Department -- Contact the Health Department/Environmental Health Branch at (905) 546-3570.

Alcohol and Gaming Commission -- Regarding licensing indoor and outdoor areas (416) 326-8700.

Worker's Compensation Board -- All BUSINESSES having work completed should ensure that contractors are in good standing with the W.C.B. Please contact the Revenue Department at (905) 523-1800.

TransCanada Pipelines -- Prior to any excavation or blasting activity on or within 30 metres of a pipeline right-of-way, please call 1-800-827-5094 and/or 1-800-400-2255.

Revised Lot Grading Policy - Criteria and Standards for New Development as of 01/01/12

Financial Securities - Securities required by the City have changed for consistency and to ensure conformity with the revised standards. Refer to Section 2.5.1.1 and 2.5.1.2 of the policy.

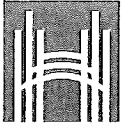
Plot Plan Approval - Design criteria for lot grading has been enhanced requiring consultants to specify existing and proposed features on the plot plan. Most notably, the plan must now show the top of the footing and the top of foundation wall elevations. Refer to Policy Section 2.5.4.3 for more detailed information.

Lot Grading Approval - The Lot Grading Approval and Certification process has also been enhanced. The City now requires: the builder's surveyor take elevations at different stages of house construction; provide the City with an as-built plot plan; and final approval of lot grading cannot occur until after at least (1) winter has passed and the sodding of the lot is complete. Refer to Policy Sections 2.5.3, 2.5.5 and 2.5.6 for more detailed information.

The new Lot Grading Policy, Criteria, and Standards may be viewed on the City's website at:

<http://www.hamilton.ca/CityDepartments/PlanningEcDev/Divisions/GrowthManagement/EngineeringDesignAndConstruction.htm>

Questions regarding the approved policy, contact: Growth Management Division 905-546-2424 Ext. 2822



Hamilton

Planning & Economic Development
Building Division
71 Main Street West
3rd Floor
Hamilton, Ontario,
Canada L8P 4Y5
www.hamilton.ca
Phone: (905) 546-2720
Fax: (905) 546-2764

Attention Property Owners:

Upon completion of the demolition of the building it would be in your best interest to complete the Section 357 Tax Appeal under the Municipal Act to remove the assessed value of the demolished structure. The application is located on the opposite side of this page. The assessment/tax reduction would commence from date of demolition onwards. For additional information you can obtain the information on our website www.hamilton.ca or call the Finance Division at 905-546-2424 ext. 2425. Please note an application under this section must be filed with the treasurer on or before February 28th of the year following the year in respect of which the application is made.

CITY OF HAMILTON

Tax Year

APPLICATION FORM FOR CANCELLATION OR REDUCTION OF TAXES UNDER SECTION 357 OR 358 OF THE MUNICIPAL ACT.

A Section 357 Tax Appeal is filed due to a change of event that occurred during the current taxation year (see list below). The deadline for submitting an application is February 28 of the year following the taxation year to which the application relates.

A Section 358 Tax Appeal is to cancel, reduce or refund taxes for one or both of the two years preceding the year in which the application is made. A Section 358 Tax Appeal may be filed for any overcharge caused by a gross or manifest error in the preparation of the assessment roll that is clerical or factual in nature, including transposition of figures, a typographical error or similar errors, but not an error in judgment in assessing the property (i.e. garage removed in 2006 but MPAC continues to assess value for 2007 and 2008 in current year 2009). An application must be filed between March 01 and December 31 of a year and may apply to taxes levied for one or both of the two years preceding the year in which the application is made and the application shall indicate to which year or years it applies.

Personal information on this form is collected under the authority of Section 357/358 of the Municipal Act, 2001

Please check appropriate box

Section 357 Section 358

Property
Address

Roll No.

Owner's Name

Mailing Address

City/Town

Prov.

Postal Code

Reason for Appeal

Contact No.:

Please check appropriate box

- Tax Class Conversion – 357 (1) (a)
- The land has become vacant or is now excess land -357 (1) (b)
- Property or part of property is now exempt -357 (1) (c)
- Razed by Fire – 357(1) (d) (i) (structure removed)
- Damaged by Fire – 357(1) (d) (ii) (structure to be repaired)
- Razed by Demolition - 357(1) (d) (i) (garage, house, shed, inground pool)
- Damaged by Demolition or otherwise - 357(1) (d) (ii)
- Gross or Manifest error – clerical or factual - 357(1) (f)
- Repairs/renovations preventing normal use (min. of 3 months) -357-(1)(g)
- Mobile unit on the property has been removed -357(1) (e)
- Gross or Manifest error – missed on the roll - clerical or factual - 358 (1)

Effective from: (Day/Month/Year)

to

Details of Reason for application

Revised 2009-10-26

I certify that the information on this form and all the attachments is true and correct.

Please print.

Name of Applicant

Signature of Applicant

Date

Ministry of the Environment
and Climate Change

Ministère de l'Environnement et de
l'Action en matière de changement
climatique



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9th Floor
Hamilton, Ontario L8P 4Y7
Tel.: 905 521-7650
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9e étage
Hamilton (Ontario) L8P 4Y7
Tél. : 905 521-7650
Télééc. : 905 521-7806

Dear Permit Holder,

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