



**Building Permit and Field Review Requirements for the
Installation of Sanitary, Storm and Water Works**

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INTRODUCTION

The purpose of this document is to standardize the requirements for building permit and field review for site servicing installed on properties not covered under subdivision agreements.

Plumbing not located within a structure is defined as a building by *The Ontario Building Code Act*. Plumbing includes, but is not limited to, sanitary sewers, storm sewers and water piping located on a property. Therefore, installation of sanitary sewers, storm sewers and water piping requires the issuance of a Building Permit prior to commencement of installation.

The Site Plan approval process should not be confused with the Building Permit issuance process. Both are separate and address different requirements. For example, Site Plan addresses stormwater management planning and the Building Permit addresses specific requirements for installation of piping systems.

Section 18 of *The Ontario Building Code Act* and Section 3.2 of *The Ontario Building Code* provides for general review of the construction of buildings in accordance with the performance standards of the Association of Professional Engineers of Ontario and for forwarding copies of written reports arising out of the general review to the Chief Building Official by a professional engineer retained to undertake the general review of the project.

Section 78 of Regulation 941 made under *The Professional Engineers Act* prescribes the performance standards with respect to general review of the construction, alteration or enlargement of a building by a professional engineer as provided for in *The Building Code Act*.

CITY OF STRATFORD REQUIREMENTS FOR ISSUANCE OF BUILDING PERMIT

Prior to permit issuance

- The professional engineer undertaking to provide general review of the construction of site services as required by Site Plan Control and the Ontario Building Code shall submit to the Chief Building Official a completed commitment form signed by the professional engineer who has been retained to carry out field review and also signed by the owner. (See Appendix A)
- The professional engineer retained to carry out field review shall submit to the Chief Building Official a written letter outlining the proposed rational sampling program to be undertaken to confirm construction is completed in accordance with Ontario Building Code requirements.
- The Chief Building Official will review and if required revise the proposed rational sampling program to be undertaken for field review. The final program is then signed and returned to the professional engineer. The professional engineer shall in turn give the owner/client a copy of the reviewed and accepted rational sampling program.

After permit issuance

Written reports arising from the field review shall be forwarded immediately to the Chief Building Official outlining progress of work, observed deficiencies and the status of their rectification.

Upon completion of the work and prior to putting the system into use (as per subsection 2.4.3 of *The Ontario Building Code*)

- The professional engineer undertaking to provide general review of the construction of site services shall provide to the Chief Building Official confirmation that the general review has been carried out in accordance with the Professional Engineers Act and the requirements of the Ontario Building Code.

EXAMPLE OF RATIONAL SAMPLING SUBMISSION

Submission Letter

June 21, 2007

City of Stratford
Building and Planning Department
82 Erie Street, 2nd Floor
Stratford, ON N5A 2M4

Attention: Mr. Dave Carroll, C.B.O.

**Re: Rational Sampling Program
123 Somewhere Street
Permit # 00-00000**

Dear Mr. Carroll:

We have been retained to carry out the general review of the construction of the site servicing for this building in conformance with Section 78 of Ontario Regulation 941, made under the Professional Engineers Act, 1990.

The scope of our review covers the sanitary sewer, storm sewer, stormwater management system and waterworks as shown on the drawing prepared by ABC Engineering under the professional seal of J. Doe, P. Eng. This review will be carried out in accordance with the PEO Guidelines for Professional Engineers Providing General Review of Construction as required by the Ontario Building Code.

Attached is the rational sampling program that we propose to follow in the execution of his work. Please advise us if you have any additional requirements with respect to this review.

Yours truly,

ABC Engineering

Sealed with P. Eng. Stamp

J. Doe, P. Eng.

Sampling Program

The site servicing and grading works for the proposed restaurant at 123 Somewhere St. includes the following:

1. Site Grading in accordance with ABC Engineering drawings ...;
2. Installation of approximately xx meters of storm sewer and related apparatus;
3. Installation of approximately xx meters of sanitary sewer and related apparatus;
4. Installation of approximately xx meters of watermain and related apparatus.

To confirm construction is completed in accordance with the Ontario Building Code, the following rational sampling program will be implemented.

Pre-construction Coordination

Prior to construction, the General Contractor will arrange a site meeting with the Engineer and the City of Stratford Building Inspector(s) to review the proposed construction schedule and provide the names and telephone numbers of all subcontractors involved in the servicing of the subject site.

Site Inspections

During the course of construction, the Engineer and/or his representative shall periodically inspect the site works as set out below, written reports arising out of the field review shall be forwarded immediately to the Chief Building Official for review.

1. Compaction and grading work on piping is to be inspected and tested by the Engineer – State number and frequency of inspections
2. Storm and Sanitary sewers and watermain to be inspected prior to backfilling trenches – State number and frequency of inspections

Note: If unusual circumstances or systems (ie frost protection, angle of repose, intersecting piping, meter chambers etc.) are involved, specific or additional site inspections shall be required. Please outline them as required.

Services Testing Inspection

The Engineer shall be responsible for review of testing of the sanitary service for exfiltration in accordance with the requirements of Div. B 7.3.6. of the Ontario Building Code. A report regarding the above mentioned review shall be submitted to the Chief Building Official.

The Engineer shall contact the City of Stratford Water Department (Mark Bouw, 519-271-0250 ext 281) to arrange a suitable program for testing and disinfection of watermains and services in accordance with the City of Stratford Water Service Regulations.

Review and General Conformance Certification

Upon the completion of the work and prior to putting the system into use, the Engineer shall provide to the Chief Building Official confirmation that the general review has been carried out in accordance with the Professional Engineers Act and the requirements of the Ontario Building Code.

EXAMPLE LETTER OF CONFIRMATION

June 21, 2007

City of Stratford
Building and Planning Department
82 Erie Street, 2nd Floor
Stratford, ON N5A 2M4

Attention: Mr. Dave Carroll, C.B.O.

**Re: Letter of Confirmation 123
Somewhere Street
Permit # 00-00000**

Dear Mr. Carroll:

We have carried out the general review of the construction of the sanitary sewer, storm sewer and watermain (or whatever applies to the specific case) work for this building in conformance with Section 78 of Ontario Regulation 941, made under the Professional Engineers Act, 1990.

The sanitary sewer, storm sewer, stormwater management system and waterworks (or whatever applies to the specific case) as shown on the drawing prepared by ABC Engineering under the professional seal of J. Doe, P. Eng. has been built in general conformity to the approved permit drawings and specifications including any amendments thereto and the review has been carried out in general conformance with the PEO Guidelines for Professional Engineers Providing General Review of Construction as required by the Ontario Building Code.

Yours truly,

ABC Engineering

Sealed with P. Eng. Stamp

J. Doe, P. Eng.

APPENDIX A – CITY OF STRATFORD STANDARD COMMITMENT FORMS