

**SCHEDULE “C” OF BY-LAW 2014-26
(The Building By-law)**

**PERMIT FEES AND ADMINISTRATIVE CHARGES
Consolidated Office Version**

2023 Fees effective as of February 1, 2023, to January 31, 2024.

PART 2 - FEE CALCULATIONS GUIDE

2.1 Minimum Permit Fee Calculation

The minimum fee for any permit application for work proposed shall be seventy-three dollars (\$73.00).

2.2 Total Permit Fee Calculations

The summation of all applicable fees found Tables 1 to 3 shall result in the total Permit Fee.

PART 3 – 2023 FEE TABLES

Table 1- Permits

| Permit type | Project Type | Base Fee |
|-------------------------------|--|--|
| Building | New Buildings, Structures and Designated Structures as defined by the Building Code not listed below. | \$17.00 per thousand dollars of project value |
| | All Additions and Renovations/Alterations to buildings or structures. | \$17.00 per thousand dollars of project value |
| Change of Use | Where compensating construction is required. | \$17.00 per thousand dollars of project value |
| | Pursuant to s.10 of the <i>Building Code Act</i> where no construction is proposed or required. | \$73.00 flat fee |
| Demolition | Complete building or structure demolition | \$109.00 per structure |
| | Partial demolition of structure or building | \$73.00 per structure |
| Occupancy | Applicable to only projects that require occupancy pursuant to the building code. | \$30.00 per unit |
| Partial Permit | Requested by applicant. Where a permit is issued to allow partial construction of a building. | \$73.00 per request, plus applicable fees noted in Table 1 |
| Plumbing | Plumbing fixtures | \$10.00 per fixture trap (minimum \$73.00) plus, \$36.00 per cross connections to non-potable water systems as regulated by the building code, including but not limited to, hydronic heating, sprinkler and irrigation systems. |
| | Connection to municipal water system | See By-law 2009-08, as amended, for related charges. |
| On-Site Sewage Systems | Construction or alteration of a Class 2, 3, 4, or 5 sewage system other than a Class A sewage system | \$978.00 per sewage system |
| | Construction or alteration of a Class A sewage system. *(Class A system represents flows greater than 4500 litres) | \$1080.00 per sewage system |
| | Installation or replacement of septic tank only | \$772.00 per sewage system |
| | Plans Review to confirm location only of existing sewage system | \$103.00 per sewage system |
| | On-Site Review to confirm location only of existing sewage system | \$257.00 per sewage system |
| | Review of Performance Level of Existing On-Site Sewage System | \$515.00 per sewage system |
| | Certificate of Approval renewal | \$154.00 per sewage system |

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|---|--|---|
| | Review for new lots in a subdivision, condominium, severance or lot addition | \$515.00 per lot |
| | Review for Minor Variance application or Zoning By-Law amendment | \$463.00 per sewage system |
| | Review for Minor Variance in combination with a Review of Performance Level | \$720.00 per sewage system |
| | Review for Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A sewage system | \$1183.00 per sewage system |
| Sign | All new or replacement signs that require a building permit, as prescribed in the building code. | \$17.00 per thousand dollars of project value |
| Solar photovoltaic system | As regulated by the building code | \$109.00 per permit |
| Swimming pools (public) | As regulated by the building code | \$17.00 per thousand dollars of project value |
| Swimming pools (private) | See By-law 2014-33, as amended, for related charges. | \$17.00 per thousand dollars of project value |
| Tents | As regulated by the building code | \$109.00 per tent |
| Wood stove, Fireplace or new chimney | As regulated by the building code | \$73.00 per unit |

Table 2 – Clerical & Administrative Fees

| Function | Detail | Fee |
|---|---|--|
| Clerical | Additional Inspections | \$97.00 per repeat re-inspections of same stage of construction, at the Chief Building Officials discretion. |
| | Building Compliance Title Search | \$97.00 each |
| | Compliance Letters to other Government Authorities | \$97.00 per letter |
| | Consent & Zoning By-law Amendment Application Review and comments | \$97.00 per report issued |
| | Renewal of building permit | \$73.00 per deferral of revocation of permit that may be revoked in accordance to the building code. |
| | Review of revised permit documents | \$73.00 per hour |
| | Special requests for file research | \$73.00 per hour |
| | Transfer of Permit to new property owner | \$73.00 per permit |
| | 911 roadside identification sign & installation | Civic # blade/post = \$103.00 each |
| Investigations To offset additional investigative and administrative costs. | Construct or Demolish without Permit Issued | Double normal permit fee, \$18,199.00 maximum prior to the issuance of an Order pursuant to the <i>Building Code Act</i> . |
| | Non Compliance Re-Inspection | \$121.00 per inspection. Where an Order not complied with, additional site inspections to review status of non-compliance. |
| | Order registered on title | \$607.00 per Order |
| | Issuance of Summons | \$607.00 a Summons plus legal expense |
| | Subdivision Lot Grading Non-compliance | \$97.00 per site inspections or meetings to determine or observe corrective measures where grading not installed as per approved subdivision plan. |
| Third Party Review or Consultation | Where determined by the Chief Building Official that peer review and/or consultation by a third party consultant is required. | The applicant or permit holder shall reimburse the municipality all fees and expenses of the consultant, in addition to the fees noted in this schedule. |

Table 3 – Conditional Permits & Agreements

| Permit type | Agreement Type | Fee |
|---|--|--|
| Conditional Building Permits Note: Where determined by the Chief Building Official that peer review and/or consultation by a third party consultant is required to process any application. The applicant shall reimburse the municipality all fees and expenses of the consultant, in addition to the fees noted in this table. | Simple agreement, not listed below | \$243.00, plus applicable fees noted in Table 1, and refundable deposits stipulated in the agreement. |
| | Other agreements, including but not limited to, remediation of buildings or structures previously used as illicit marijuana grow-op or clandestine labs. | \$2,427.00, plus applicable fees noted in Table 1 and refundable deposits stipulated in the agreement. |
| | Retrofit Order from Fire Department | Applicable fees noted in Table 1 |
| | Request to use Alternative Solution | \$2,427.00, plus applicable fees noted in Table 1 |
| | Request for Chief Building Official to accept Alternative Material | \$2,427.00, plus applicable fees noted in Table 1 |
| | Temporary Two Dwelling Agreement | \$243.00 fee, plus a refundable \$10,000.00 deposit. |
| | Temporary Trailer Agreement | \$243.00 fee per unit, plus a refundable \$3,000.00 deposit per unit. |

PART 4 – REFUND OF PERMIT FEES

4.1 General Provisions:

- (1) Refunds of fees collected under the authority of Tables 1 to 3, shall be provided in accordance with other provisions of this Part, where the;
- Building Permits have been issued, but no construction has commenced,
 - Building Permits have not been revoked,
 - Building Permit Applications have not expired,

4.2 Refund Provisions for Permit Fees found in Tables 1 to 3 of this Schedule:

- (1) Requests for refunds must be submitted to the Chief Building Official in writing who will determine the amount of Permit Fees, if any, that may be refunded.
- (2) Except as provided in sentence (3), the amount of fees refundable shall be calculated based on the total of all building permit fees collected under the authority of Tables 1 to 3 of this Schedule, as follows:
- 75 percent refundable if applicant cancels application prior to release of permit for issuance;
 - 50 percent refundable if Chief Building Official has released the permit for issuance;
- (3) Notwithstanding sentence (2), no refund shall be made of an amount less than \$36.50.