

By-law No. 2019-039

Schedule A

2021 Permit Fees

1. Rules for Determining Permit Fees

- 1.1. The minimum fee for a *permit* shall be \$158.51, unless otherwise stated in this By-law.
- 1.2. Permit fees shall be rounded up to the nearest full dollar amount.
- 1.3. Fees for a required permit are set out in this Schedule and are due and payable upon submission of an application for a permit.
- 1.4. For new buildings and additions, fees for sprinkler and fire alarm systems, finished basement areas in a *house* and any balconies, decks, patio and porch structures are in addition to the applicable Service Index permit fee.
- 1.5. For the purpose of this Schedule the occupancy classification and floor area shall be determined on the following basis:
- (a) The occupancy classification shall be established in accordance with the occupancy definitions of the *Ontario Building Code*. For multiple occupancy floor areas, the permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
 - (b) The floor area calculation is the sum of the areas of all floors including finished basement areas, balconies, lofts, mezzanines, habitable attic spaces, mechanical penthouses and shall be measured to the outer face of the exterior walls and to the centre line of party walls, firewalls or demising walls.
 - (c) For interior finishes, alterations or renovations, the area of proposed *work* is the actual space receiving the *work*, e.g. tenant suite and measurements are taken to the inner face of walls.
 - (d) Except for interconnected floor spaces, no deductions shall be made for openings within the floor area, i.e. stairs, elevators, ducts.
 - (e) Unfinished basements for a *house* are not included in calculating the floor area. A future basement finish is subject to a *building permit* and fees in accordance with this By-law.
 - (f) A garage serving a *house* to which it is attached or built-in shall not be included in the floor area calculations.
 - (g) Decks and wood burning fireplaces shall be charged the *permit* fee in accordance with this By-law in addition to the applicable floor area calculations.
 - (h) Horizontal projection of sloping and stepped floors shall be used in lieu of actual surface area.
 - (i) Where interior alterations and renovations require relocation of not more than 9 sprinkler heads, standpipe components or fire alarm components, no additional charge is applicable.
 - (j) Where Demolition of partitions or alterations to existing ceilings are part of an alteration or renovation *permit*, no additional charge is applicable.
- 1.6. A temporary *building* is considered to be a *building* that will be erected for not more than three years.

- 1.7. Permit fees for temporary tents and stages shall be charged for each property and for each event on a single property.
- 1.8. Permit fees for multiple decks, tents or stages constructed simultaneously on a single property shall be 50% of the applicable permit fee listed in **Schedule "A"**.
- 1.9. For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the *Chief Building Official*.

2. Calculating Permit Fees

- 2.1. Permit fees shall be calculated using the following formula unless otherwise specified in this Schedule:

$$\text{Permit Fee} = \text{SI} \times \text{A}$$

Where: SI = the fee multiplier based on the service index for the type/classification of the *work* proposed; and
 A = total floor area of the *work* involved.

3. Rules for Determining the Refund of Fees

- 3.1. Fees that may be refunded shall be a percentage of the permit fees payable under this By-law, calculated as follows:
- (a) 75 percent if administrative functions only have been performed.
 - (b) 70 percent if administrative and zoning functions only have been performed.
 - (c) 50 percent if administrative, zoning and plans examination functions have been performed.
 - (d) 45 percent if the *permit* has been issued and no field inspections have been performed subsequent to *permit* issuance.
 - (e) 5 percent shall additionally be deducted for each field inspection that has been performed after the *permit* has been issued.
- 3.2. Where the *Chief Building Official* deems it appropriate, a refund of other than specified in section 3.1. may be granted.
- 3.3. No refunds shall be payable where the calculated refund is less than the minimum fee.
- 3.4. The following fees shall not be refundable:
- (a) application for transfer of application or *permit*,
 - (b) request for *conditional permit*,
 - (c) revision to *permit*,
 - (d) authorization of alternative solution, and
 - (e) request for deferral.
- 3.5. The refund shall be returned to the person named on the fee receipt, unless such person advises the *Chief Building Official*, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.
- 3.6. Refund provisions are not applicable where the *permit* has been signed off and the occupancy inspection completed.
- 3.7. No refund of *building permit* fees on any application or *permit* after 2 years from the date the application was submitted, deemed to be abandoned, refused to be issued or request to be withdrawn.

4. Administration Fees

4.1. Authorization of an Alternative Solution

Where an application is submitted to the *Chief Building Official* for the authorization of an alternative solution, the application shall be accompanied by the required fee as set out in **Schedule "A"** in addition to the required *building permit* fees.

4.2. Building Code Act Orders

- (a) To offset additional investigative and administrative costs where an Order has been issued pursuant to the *Act* a fee as set out in **Schedule "A"** shall be paid and an additional \$264.19 shall be paid. Payment of these fees does not relieve any person or corporation from complying with the *Act* or the *Building Code* or any other applicable law.
- (b) To offset additional costs associated with the investigation, inspection, administration and rectification of an unsafe *building* where an Unsafe Order has been issued pursuant to the *Act*, a fee as set out in **Schedule "A"** shall be paid. Payment of these fees does not relieve any person or corporation from complying with the *Act* or the *Building Code* or any other applicable law.

4.3. Change of Ownership and Transfer of Permit

To transfer a *permit* from a *permit holder* to another, a minimum fee of \$52.84 shall be payable in addition to other applicable fees.

4.4. Change of Use (No Construction)

For the change of use of a major occupancy where no construction is proposed or required, a minimum fee of \$105.68 shall be payable.

4.5. Compliance and Agency Letters

- (a) For written requests on information for status of active *building permits* and *Building Code Act* orders, the fee as set out in **Schedule "A"** shall be paid.
- (b) *Sewage system* review related to planning applications such as minor variances, consents and setbacks, the fee as set out in **Schedule "A"** shall be paid.
- (c) For written requests in support of provincial license applications such as an AGCO liquor licence, the fee as set out in **Schedule "A"** shall be paid.

4.6. Conditional Building Permits

- (a) For conditional *building permits*, the fee shall be the normal *building permit* fee for the proposed construction plus the fee as set out in **Schedule "A"**.
- (b) The minimum fee for a *conditional permit* application shall be \$135.14.
- (c) The maximum fee for each *permit* application shall be \$3,069.00. (The proponent is responsible for the registration of the *conditional permit* agreement on title to the lands.).

4.7. Constructing without a Permit

Where *work* or construction has commenced prior to the issuance of a *building permit*, an administrative surcharge for the unlawful *work* of 200% of the required *permit* fee shall be paid. The minimum surcharge fee shall be \$105.68. The maximum surcharge fee shall be \$5,000.00.

4.8. Dormant Permit Files and Deferred Inspections

Where a *permit* has been dormant for a period of more than 12 months, the fee as set out in **Schedule “A”** shall be payable in addition to other applicable fees.

4.9. Permit File Maintenance

To offset additional administrative costs where a request has been received to view or require information or reports from a *permit* file that has been closed or deemed dormant, the fee as set out in **Schedule “A”** shall be payable in addition to other applicable fees.

4.10. Re-Inspection Fees

Where an *Inspector* determines that *work* for the stage of construction that has been requested to be inspected is not substantially complete, is not ready for an inspection or where previous infractions have not been corrected, the fee as set out in **Schedule “A”** shall be payable prior to subsequent inspections related to that stage of construction being scheduled.

4.11. Revision to a Permit and Reviewed Drawings

- (a) Where a *supplementary submission* or a *revised submission* related to a *building permit application* is required or unauthorized modifications from the reviewed *permit* drawings occur on site, the fee as set out in **Schedule “A”** shall be payable.
- (b) Where an increase in floor area has been constructed, additional *building permit* fees at the applicable service index and administrative fees noted above may be payable.

4.12. Scanning/Conversion of Paper Documents Service Charge

Where paper drawings, *plans and specifications* exceed 11”x17” (Ledger, B or A3 size) a scanning conversion and filing fee as set out in **Schedule “A”** shall be payable to recover the administrative costs associated with handling, scanning and storing the paper documents.

SCHEDULE A

Classes of Permits and Fees

Table 1: 2021 Service Index Fees by Major Occupancy

A.	New Buildings, Additions and Mezzanines	Permit Fee (\$/ft ²)
	Group A: Assembly Buildings	
01	Finished	\$0.95
02	Shell	\$0.90
03	Interior Alterations, Renovations and Tenancy Work	\$0.53
	Group B: Detention, Care & Treatment and Care Buildings	
04	Finished	\$1.05
05	Shell	\$0.90
06	Interior Alterations, Renovations and Tenancy Work	\$0.53
	Group C: Residential	
07	Detached, Semi-detached, Row Houses	\$1.05
08	Pre-fabricated Detached Dwelling	\$0.79
09	Multi-Unit Buildings, Motels, Hotels	\$1.05
10	Interior Alterations, Renovations	\$0.53
	Group D: Business & Personal Service Buildings	
11	Finished	\$1.05
12	Shell	\$0.90
13	Interior Alterations, Renovations and Tenancy Work	\$0.53
	Group E: Mercantile Buildings	
14	Finished	\$1.05
15	Shell	\$0.90
16	Interior Alterations, Renovations and Tenancy Work	\$0.53
	Group F: Industrial Buildings	
17	Finished	\$0.79
18	Shell	\$0.69
19	Interior Alterations, Renovations and Tenancy Work	\$0.42
20	Specialized Industrial Buildings	\$0.79
21	Warehouses	\$0.79
22	Underground Parking Garages	\$1.32

SCHEDULE A**Classes of Permits and Fees****Table 2: 2021 Fees for Miscellaneous Permit Types**

	Class of Permit	Fee (\$)
B.	Miscellaneous Work – Stand Alone Permits	
23	Accessory Apartment Unit	\$528.38
24	Accessory Building - Residential (Garage, Shed, etc.)	\$132.10
25	Decks/Porches (unenclosed) - Residential	\$132.10
26	Fire Code Retrofit (9.3. OFC)	\$528.38
27	Fire Code Retrofit (9.8. OFC)	\$528.38
28	Fire Code Retrofit/Repair - all other	\$528.38
29	Finished Basement - Residential	\$317.03
30	Fireplaces, Wood Burning Stoves	\$132.10
31	Move or Relocate a Building	\$132.10
32	Portable Classrooms	\$264.19
C.	Demolition	
33	Residential House	\$158.51
34	All Other Buildings 1.2.2.3.(1) OBC	\$317.03
35	Building located on property subject to the <i>Heritage Act</i>	\$2,113.52
D.	Mechanical and Fire Protection Systems	
36	Heating, Ventilation, Air Conditioning (non- <i>House</i> category)	\$369.87
37	Fire Alarm System (New or Replacement)	\$369.87
38	Fire Sprinkler System (New or Replacement)	\$528.38
39	Commercial Cooking Exhaust and Ventilation System	\$422.70
40	Spray Booth, Dust Collector System	\$369.87
E.	Plumbing	
41	Backflow Preventer	\$105.68
42	Interceptors (Grease or Oil)	\$158.51
43	New or Repair Sanitary Service: Residential	\$158.51
44	New or Repair Water Service: Residential	\$158.51
45	Plumbing - Internal	\$132.10
46	Rain Water Harvesting System	\$52.84
47	Site Servicing: Private Property	\$8.18 for each \$1,000 of construction value
F.	Private On-Site Sewage Systems	
48	New or Replacement Sewage System	\$528.38
49	Part 11 Performance Level Review for Building Expansion	\$369.87
50	Septic Repair	\$264.19
51	Septic Tank Decommissioning	\$52.84
52	Septic Tank Replacement	\$158.51
53	Class 5 Sewage System and Agreement	\$528.38

	Class of Permit	Fee (\$)
G.	Designated Structures	
54	Public Pool/Spa	\$422.70
55	Retaining Wall	\$317.03
56	Signs Regulated by the <i>Building Code</i>	\$317.03
57	Solar Collector - Residential	\$52.84
58	Solar Collector - Non -Residential	\$317.03
59	A Structure Supporting A Wind Turbine(Output greater than 3kW)	\$528.38
H.	Temporary Buildings	
60	Tents and Stages up to 225m ² (2,242ft ²)	\$132.10
61	Tents and Stages greater than 225m ² (2,242ft ²)	\$211.35
I.	Other Construction	
62	Balcony guard replacements, balcony repairs, canopies, parking garage repairs or other repairs and other construction not set out in items A through H	\$12.69 for each \$1,000 of construction value

SCHEDULE "A"**Classes of Permits and Fees****Table 3: 2021 Administration Fees in Addition to Permit Fees**

J.	Administration: Miscellaneous	Fee
63	Building Code Act - Order	\$317.03
64	Building Code Act - Stop Work Order	\$528.38
65	Building Code Act - Unsafe Building Order	\$528.38
66	Deferral of Revocation fee	\$105.68
67	Dormant Building Permit	\$105.68
68	Permit File Retrieval Fee	\$105.68
69	Transfer of Permit Application or Building Permit	\$105.68
70	Scanning and conversion of paper documents to electronic format	\$5.12 per page
K.	Agreements	
71	Class 5 Sewage System (Holding Tank) Agreement	\$528.38
72	Class 5 Sewage System (Holding Tank) Extension	\$158.52
73	Limiting Distance Agreement	\$528.38
L.	Alternative Solutions	
74	All Buildings/systems under Part 9 of the Building Code	\$792.57
75	All other Buildings/systems	\$1,056.76
76	Building located on property subject to the Heritage Act	\$158.38
M.	Compliance Letters	
77	AGCO Agency Letter - Active Building Permit	\$105.68
78	AGCO Agency Letter - No Active Building Permit	\$132.10
79	Building Permit Compliance Letter	\$105.68
80	Private On-Site Sewage System Compliance Letter	\$211.36
N.	Conditional Building Permits	
81	New House	\$317.03
82	All Buildings	10% of full permit fee
83	An Amendment to Conditional Building Permit Agreement	\$108.11
O.	Inspection Fees	
84	Additional Occupancy Inspection	\$105.68
85	Refundable Inspection Fee	\$528.38
86	Re-Inspection Fee	\$105.68
P.	Lot Grading	
87	Grading Deposit: New House or House addition greater than 400ft ²	\$3,069.00
Q.	Revision to a Reviewed Permit Drawing	
88	Major Revision up to 3 hours review time	\$264.19
89	Major Revision for each hour after 3 hours review time	\$132.10 per hour
90	Minor Revision	\$52.84