

SCHEDULE "A" TO BY-LAW No. 100 - 2005

RESPECTING CLASSES OF PERMITS AND PERMIT FEES

1. CALCULATION OF PERMIT FEES

- (1) Permit fees shall be the product of the fee multiplier prescribed in **Section 6 Permit Fees** for the class of construction involved and the appropriate measure of the gross floor area of the project in square feet. For certain classes of construction the fee shall be a flat rate. Where plans are metric, 1 sq. m. = 10.764 sq. ft. or 1 m. = 3.281 ft.
- (2) Where the work regulated by a permit cannot be calculated otherwise, an application fee shall be calculated as \$7.00 for each \$1,000.00 value of the work proposed.
- (3) Fees for major revisions, partial renovations, building reclassification, and for classes of permits or construction not described or included in this schedule shall be determined by the Chief Building Official who shall have regard to the complexity and amount of service required relative to the classes of construction described herein.
- (4) The Chief Building Official may impose the value of the construction where in his/her opinion the declared value does not reflect the true value of all proposed work including design, labour and materials.
- (5) Floor area shall be the gross area of all floors whether above or below grade measured from the outer face of exterior walls to the centre of party walls or demising walls unless noted otherwise.
- (6) Mezzanines, lofts, habitable attics and occupied roof spaces shall be included in the gross floor area. Except for interconnected Floor spaces and atriums above the first level there shall be no deduction from the gross floor area for openings such as stairs, elevators, shafts, etc.
- (7) Crawl spaces of a height of 5ft or less are not included in the gross area.
- (8) Where the project does not have a floor or exterior walls, e.g., carports and pole barns, the greatest horizontal area of the roof structure shall be used to calculate gross area.
- (9) For signs, the area used for fees shall be the gross area of all sign faces.
- (10) New construction and additions include plumbing and all other regulated building services and components in the calculated fee.
- (11) The fee for a conditional permit where granted shall be equal to the regular permit fee plus a surcharge of 15% of the regular permit fee to cover additional administration and agreement.
- (12) The fee for a staged permit shall be equal to the regular permit fee plus an additional surcharge of \$30.00 for each stage issued subsequent to the original first stage permit.

2. MINIMUM PERMIT FEES

- (1) Except where specifically noted otherwise in this schedule, a minimum fee of \$30.00 shall be applied for all R1 and R2 zoned residential work and \$100.00 for all other zoned areas work.
- (2) Each separate structure shall require a separate application, fee and permit.
- (3) Revision or amendment to a permit or plans shall be at full cost recovery.

- (4) Tents on City property for civic functions shall be exempt from fees and permits provided that they have previously been professionally designed and are erected on existing engineered locations. In all other situations tents designated in the Building Code shall require application for a permit and payment of fees.

3. CLASSES OF PERMITS AND FEES

- (1) Buildings shall be classified according to the Major Occupancy based upon the Occupancy classifications in the Ontario Building Code.
- (2) For mixed occupancy floor areas, the permit fees for each of the applicable area classifications may be used, but only where such area exceeds 10% of the gross floor area.
- (3) Temporary buildings are structures that will be installed or erected for less than 180 days; all other structures are considered permanent.

4. EXEMPTION FROM PERMIT AND FEES

- (1) Painting and decorating, replacement millwork and cabinets without plumbing, replacement hot water heaters, replacement oil or gas fired appliances, replacement shingling of roofs of R1 and R2 zoned buildings, replacement of same size doors and windows, construction of residential fences, construction or demolition of structures less than 108 ft² without plumbing, demolition of buildings destroyed by fire and sheds or trailers required solely for the duration of construction projects are exempt from permits and fees.

5. VALIDITY OF PERMITS

- (1) Where a permit has been issued and the work is not completed two years from the date of issue a new application is required for completion of the remainder of the work.

6. PERMIT FEES

Class of Permit, Occupancy and work description Construction – New Buildings, Additions, Mezzanines		FEE (\$/ft ²)	FEE (\$/lin ft)	FLAT FEE (\$)
Group A:	Assembly Buildings			
	Shell Building only	0.60		
	Finished Building with interior walls/rooms	0.70		
	Portable Classrooms per unit			75.00
	Outdoor Public Patio			50.00
	Outdoor Public Pool			200.00
Group B:	Institutional			
	Without detention/retention facilities	0.75		
	With detention/retention facilities	0.80		
Group C:	Residential			
	Detached, Semi, Row, Townhouse, Duplex	0.50		
	Attached/Detached Garage/Carport (per bay)			75.00
	Shed, Uncovered Deck, Porch	0.25		
	Private Swimming Pools above ground			40.00
	Private Swimming Pools in ground			60.00
	Apartment Building, Residential Care Facility	0.55		
	Hotel, Motel, Residential School	0.65		
Group D:	Business and Personal Services			
	Office Buildings Shell building only	0.50		
	Office Buildings with interior walls/rooms	0.60		
Group E:	Mercantile			
	Retail Stores Shell building only	0.45		
	Retail Stores with interior walls/rooms	0.55		

Class of Permit, Occupancy and work description Construction – New Buildings, Additions, Mezzanines	FEE (\$/ft ²)	FEE (\$/lin ft)	FLAT FEE (\$)
Group F: Industrial			
Warehouse/Factory shell building only	0.35		
Warehouse/Factory with interior walls/rooms	0.45		
Parking Garage (under or above ground/open air)	0.30		
Farm Building/greenhouse - low human occupancy	0.10		
Other Designated Structures:			
Air supported structures	0.20		
Retaining walls over 3 ft high		1.50	
Communications Tower			200.00
Demising wall or firewall		0.50	
Signs (other than painted on building)	0.30		
Storage tanks above ground/per tank			100.00
Storage tanks below ground/per tank			50.00
Staged Permit: Foundation to Grade Level			
Counts toward total permit fee	0.15		
Interior Finishes: All Classifications			
Interior finishes to previous unfinished areas	0.25		
Miscellaneous Categories:			
Building fabricated elsewhere and moved onto site (mobile/prefab homes)	0.35		
Fireplace/woodstove incl. outdoor (each)			50.00
Exterior ramps and stairways			45.00
Balcony Guard (replace)			30.00
Foundation repair or drain tile replacement (SFD)			50.00
Deck and stairways (replace same size)			30.00
Reclad exterior (siding per building storey)			40.00
Shore land structure for private dock	0.25		
Boathouse (single storey only)	0.35		
Dock, floating, pile or crib by length		1.50	
Elevator, Lift, Escalator			75.00
Pre-fabricated "Cover-All" Style Structures	0.20		
Temporary tents and buildings (max. 180 days)			30.00
Major demolition more than 1500 ft ²	0.05		
Change of use (no construction)			75.00
Barrier Free Access to SFD or semi-detached			50.00
Class of Permit, Occupancy and work description	(\$/ft²)	(\$/lin ft)	(\$)
Mechanical Work: independent of building permit			
HVAC per residential suite			40.00
HVAC per non-residential suite			50.00
Sprinkler system (N.F.P.A. 13)			150.00
Commercial kitchen, spray booth			75.00
Electrical Work: independent of building permit			
Fire alarm system			100.00
EMLD/hold open device (each)			5.00
Plumbing Work: independent of building permit			
Plumbing per fixture/drain (min. \$30.00)			10.00
Conversion from private to municipal service			50.00
Alterations and Renovations: All Classifications			
Partitions, washrooms, etc. less than 200 ft ²			40.00
Minor demolitions less than 1500 ft ²			40.00
Alterations to previous finished areas	0.20		
Replacement Roofing with structural work, built up roofing or metal roofing	0.15		

Class of Permit, Occupancy and work description	FEE (\$/ft²)	FEE (\$/lin ft)	FLAT FEE (\$)
Occupancy: All Buildings Prior to Final Completion Per suite or unit (excluding detached homes)			50.00
Change of Permit Holder: Property changes hands prior to completion			30.00
Deferred Inspection: Permit has been dormant 12 months or more			50.00
Plans Examination Deposit: Non-refundable, credited to final permit fee			Deposit
Plans Examination under 1,000 ft ²			30.00
Plans Examination over 1,001 ft ² to 6,000ft ²			100.00
Plans Examination over 6,001 ft ² to 25,000ft ²			250.00
Plans Examination over 25,001 ft ²			1,000.00
Special Charges: Application fee where a Registered Code Agency will perform the plans examination and inspection functions for the municipality Inspection requested outside normal hours Re-inspection if work not ready when called Re-inspection to verify Order complied with Where inspector is on location as work progresses Re-examination of plans after permit issued Special research of records request			Larger of 10% of normal fee or 200.00 Per hr 60.00 Per call 30.00 Per call 30.00 Per hr 60.00 Per hr 50.00 Per hr 50.00
Special Inspection Fees where work is started prior to a permit being issued: at commencement stage of: Footings, foundations or other work to grade Structural framing or any part above grade At substantial completion of: Building completed or occupied Demolition or partial demolition			Fee Increase 25% 50% 100% 100%

SCHEDULE “B” TO BY-LAW NO. 100 - 2005

RESPECTING REFUND OF PERMIT FEES

REFUND OF FEES

1. Refund of fees paid must be made in writing to the Chief Building Official within one calendar year from the date of application for the original permit.
2. Notwithstanding any refund stated or calculated using this schedule there shall be no refund of fees paid where the original fee was less than Fifty Dollars (\$50.00) or the calculated refund is less than Thirty Dollars (\$30.00).
3. Refund of fees shall not be made where the permit has been signed off and occupancy inspection completed.
4. Refund shall be made to the person named on the original fee receipt unless that person makes a written request to release the refund to another named person.

Stage of Permit Process or Site Work when Refund Requested	Portion of Fee Refundable
CBO unable to issue permit for any reason	90%
Deposit paid and plan examination in process or complete	No Refund of plans examination deposit
Refund requested after permit issued but prior to any site work	80% less any plans examination deposit
Refund requested after construction started (all construction to be removed from the property)	50% less an additional 5% per inspection made and less any plans examination deposit
Refund requested after construction started and abandoned before completion without removal of construction	No Refund of Fees
Conditional Permit at any stage following signing of agreement (the agreement will still be enforced)	Applicable stage refund less the conditional permit surcharge fee
Permit Revoked for any reason	No Refund of Fees