

**Schedule "B" to By-Law No. 2024-134
 Building**

1. Calculation of Permit Fees

Permit fees shall be calculated based on the formula given below, unless otherwise specified in the schedule.

The minimum fee for a permit shall be \$309.70 unless specifically stated as a flat rate.

Any fee not determined in the following is determined at the discretion of the Chief Building Official.

Permit Fee = Service Index (SI) x Total gross floor area (A)

Note: Gross floor area (A) is measured to the outer face of exterior walls and to the centre of fire walls.

2. Permit Fees

Building Classification & Construction **Service Index (SI)**
\$ / ft²

2.1 Non Residential Occupancies

<u>Group A</u> (Assembly occupancies) Churches, Schools, Arenas, etc.	<u>Group B</u> (Care occupancies) Detention, Nursing homes, Group homes, Hospitals, etc.
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a) New Construction	1.29
b) Renovation / Alteration to the above	0.58
c) Accessory Buildings to the above	0.45

<u>Group D</u> (Business & Personal Services) Offices, Hair Salons, Banks, etc.	<u>Group E</u> (Mercantile) Retail Stores, Supermarkets, Restaurants up to 30 seats, etc.
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a) New Construction	1.29
b) Renovation / Alteration to the above	0.58
c) Accessory Buildings to the above	0.79

Group F
(Industrial Occupancies)
Warehouses, Manufacturing, etc.

a) New Construction	1.17
b) Renovation / Alteration to the above	0.58
c) Accessory Buildings to the above	0.79
d) Fire Code Retrofit as a result of Fire Department inspection	

Minor – as determined by CBO	Minimum Fee
Major – as determined by CBO	0.58
	of floor area affected

Agricultural Storage Buildings (*Maximum \$ 800.00*)
Pole barn, Coverall style building, etc. 0.31

Agricultural Barns, Riding Arenas, Viewing areas,
 Agricultural Processing Buildings 0.58

Greenhouse (Maximum \$800) 0.31
 Greenhouse Subject to Site Plan Control 0.58

2.2	Residential Occupancies	
	<u>Group C</u>	
	(Residential Occupancies)	
	a) New Construction - gross floor area above grade	1.98
	b) New Construction – basement/crawl space	0.58
	c) Renovation/Alteration/finishing basement	0.58
	d) Accessory Building / Garage	0.58
	e) Decks, covered porches, balconies	
	i) As part of the original dwelling permit – Less than 108 sq.ft.	Included in dwelling permit fee
	ii) As part of the original dwelling permit – Over 108 sq.ft.	\$ 309.70 each
	iii) Separate permit (not part of original dwelling permit)	\$ 309.70 each
	f) Solid fuel burning appliance (woodstove, pellet stove, fireplace, etc.)	Minimum fee
2.3	Other Miscellaneous Work	Flat Rate
	Portable Buildings (School portables, sales office or portables used as accessory buildings, etc.)	\$ 371.65
	Tents (short term for special events or a summer season)	
	Up to 2,420 ft ² aggregate area	Minimum fee
	Over 2,420 ft ² aggregate area	\$ 371.65
	Demolition	\$ 185.83
	Demolition - Engineered	\$ 371.65
	Change of Use (No construction proposed)	Minimum fee
	Designated structures under Div A 1.3.1.1.	\$ 371.65
	Retaining walls	
	Signs under Div B 3.15	
	Solar Collector on a building >5m ² total area	
	Wind Turbine >3kW	
	Outdoor pool, public spa under Div B 3.11 & 3.12 etc.	
	Plumbing, over 6 Fixtures	Minimum fee
	Plumbing, 0-6 Fixtures	\$ 92.92
2.4	Sewage System	Flat Rate
	Septic Size Verification	\$ 123.89
	Sewage System Permit/New or Replacement (Class 2, 3, or 4)	\$ 671.45
	Septic Tank Replacement/Holding Tank Replacement	\$ 256.44

2.5 Miscellaneous	Flat Rate
Transfer Permit (to new owner)	\$ 92.92
Re-inspection Fee	\$ 92.92
Certified Model Home Review (Non-refundable)	\$ 244.77 per model
L.L.B.O. inspection & letters for occupant loads	\$ 123.89
Permit Revision (in addition to applicable permit fees and review rate)	\$ 92.92
Review rate (Building Officials) –for review of revisions to plans, administration and enforcement	\$ 111.49 per hour
File Search	\$ 50.00
No charge for current homeowners making simple requests *defined by CBO	
Annual file maintenance fee	\$ 123.89
Note: Applicable on permits not closed after three (3) years on Building and one (1) year of Sewage Systems subsequent to issuance.	
Lot Grading –	
Initial/First Review	\$ 250.00
Each Subsequent review	\$ 150.00
Alternative Solutions Examination Fee	\$ 619.42(base fee) plus \$ 111.49/hour of review time

**2.6 Septic Maintenance Program
On-Site Sewage System Maintenance Program
(O. Reg 315/10)**

Administration/Inspection Fee

One time/ 5 year cycle	\$ 145.00
Annually/5 year cycle	\$ 29.00/year

3. Refund of Permit Fees

3.1 Pursuant to this by-law, the portion of the total calculated permit fees that may be refunded shall be a percentage of the total fees payable under this by-law, calculated as follows in regard to functions undertaken by the municipality:

- a) 75% if only administrative functions have been performed;
- b) 50% if administrative and plans examination functions have been performed;
- c) 25% if the permit has been issued and no field inspections have been performed subsequent to permit issuance; or
- d) 0% if any field inspections have been performed subsequent to permit issuance.

However, a minimum of \$ 309.70 will be retained.

3.2 The permit fee shall be returned to the person named on the fee receipt, unless such person advises the Chief Building Official, in writing and prior to 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. When only the minimum fee has been collected/submitted, no refund will be processed.

4. Deposits & Securities

4.1 **Lot Grading Deposit** \$ 1,000.00
Applicable for new construction as required by Township policies & procedures. Refundable upon satisfactory inspection minus any applicable charges.

4.2 **Conditional Permit Security**
As requested and issued by the Chief Building Official, to be paid in addition to applicable permit fees.

For dwelling less than or equal to 3000 sq.ft (main floor) \$ 5,000.00

For dwelling greater than 3001 sq.ft. (main floor) \$10,000.00

For non-residential and/or any permits beyond the scope of footings and foundation, a letter is to be provided to the Chief Building Official from the Architect responsible for the project outlining the estimated cost in restoring the site to its original state. The amount deemed shall be the amount of the security deposit required in the form of a letter of credit.

For all residential and non-residential projects, if the Chief Building Official determines that the subject construction has not been removed or the lands have not been restored to its original state, the letter of credit may be drawn upon in full or in part to restore the lands. Should the Township incur additional costs, the Township shall have a lien on the lands for such amount.

5. Notes

5.1 Total fee is payable upon receipt of completed application.

5.2 Where a person is found to have commenced construction or demolition of a building without a permit having been issued, the permit fee shall be doubled, minimum fee of \$309.70 in addition to required fees will be applied to cover the cost of administration and enforcement.

5.3 Compassion fee - Permit fees for a rebuild due to fire (fire restoration or a new build same size) will be charged at 50% of the determined fees, but not less than the minimum fee. Additional new build beyond the original structure size will be charged at full permit fees as noted above.

5.4 That Schedule B shall be adjusted without amendment to this By-law annually on January 1st each year, commencing January 2019, in accordance with the most recent twelve month change in Statistics Canada Quarterly, Construction Price Statistics when such statistic represents an increase. Fees shall be rounded to the closest cent.

6. Cost Recovery

Where a building investigation results in the issuance of an Order under the Act the property owner or any other person responsible for the action, shall pay fees in accordance with the most recent fee schedule. Where an Order is issued under the Act and where the named achieved eventual compliance with the Order, the Township may choose not to prosecute the named, if satisfactory settlement is reached.

7. Additional Costs

When the Township, or another municipal, provincial, or federal agency/entity on the Township's behalf, takes actions or pays money to rectify failures, by-law infractions or situations created by, or on behalf of a person, including but not limited to non-compliance with the terms of any agreement, or permit, or license, such person shall be responsible for all costs paid or payable by the Township including the cost of staff time, equipment expenses and other expenses incurred by the Township. The person shall be invoiced for all costs. The minimum invoice shall not be for less than three (3) hours of time or \$ 1,000.00.