

Pursuant to section 7.4 of By-law 28-2016,  
the fees set out in Schedule "C" shall be adjusted annually....

**2018 PERMIT AND ADMINISTRATIVE FEES, AND REFUND PROVISIONS  
Schedule "C" to By-law 28-2016, revised**

Permit Fees shall be calculated in accordance to the following chart;

<b>Permit Type and Construction Type</b>	<b>2018 Permit Fee (effective Feb. 1, 2018)</b>
<b>Building - Commercial / Industrial / Institutional</b>	
New construction	2.08% of valuation for first \$500,000 and 1.04% of valuation thereafter
Additions, Renovations, Alterations, or Repairs (not mentioned elsewhere)	2.08% of valuation for first \$500,000 and 1.04% of valuation thereafter, and - \$10.40 per plumbing fixture
<b>Building - Residential All</b>	
New Construction	\$12.50 / m <sup>2</sup> of gross floor area, and - \$10.40 per plumbing fixture, and - \$207.90 if unfinished basement has plumbing rough-in, and - \$103.90 per garage bay (up to 15m <sup>2</sup> for garage size)
Addition	2.08% of valuation for first \$500,000 and 1.04% of valuation thereafter, and - \$10.40 per plumbing fixture, and - \$207.90 if unfinished basement has plumbing rough-in, and - \$103.90 per garage bay (up to 15m <sup>2</sup> for garage size)
Renovation, Alterations, or Repairs (not mentioned elsewhere)	2.08% of valuation for first \$500,000 and 1.04% of valuation thereafter, and - \$10.40 per plumbing fixture
<b>Building - Projects for Single Dwellings</b>	
Accessory Buildings, Deck and Porches	2.08% of valuation
Private Pools Enclosures	SEE POOL BY-LAW
Solid Fuel Burning (Wood stoves etc...)	\$103.90
<b>Demolition</b>	
Demolition (not mentioned elsewhere)	\$103.90 per building or part thereof
Demolition requiring Engineers Review (sub-section 1.2.3.2 Div. C of OBC)	See Fees listed under conditional permits and Security Fee deposit at CBO's discretion
<b>Misc Permits</b>	
<b>Conditional</b>	\$519.70, and - all applicable DP and building permit fees and Development Charges shall be collected at issuance of first permit, and - a Security Fee deposit at CBO's discretion, and - all Legal or third party consultant fees incurred by Town
<b>Partial Permit</b> Applicable only to where the Applicant requests a Partial Permit	\$103.90 Plus, all applicable DP and building permit fees and Development Charges shall be collected at issuance of first permit
<b>Change of Use</b>	
no construction proposed or required per Building Code	\$103.90
Where plans review of above stated application determines construction is required per Building Code	Apply all applicable project fees listed in this Schedule
<b>Administrative Function</b>	
<b>2018 Administrative Fee (effective Feb. 1, 2018)</b>	
<b>Revision to Permit or Request to Review Alternative Solution Proposal</b>	\$311.80 Plus, all Legal or third party consultant fees incurred by Town
<b>Re-inspections under valid permit</b>	\$103.90 per re-inspection – Plus any outstanding fees shall be paid in full to the Town prior to the issuance of a Certificate of Occupancy or a final Inspection report
<b>Investigations of</b>  Construction of New Buildings or Structures, or the Demolition of an entire Building or Structure, commencing prior to the issuance of a Building Permit	\$103.90 per site inspection to review status of non-compliance, and  <ul style="list-style-type: none"> <li>- All Legal or third party consultant fees incurred by Town to achieve compliance with the Code or Act, and</li> <li>- Prior to the issuance of any Order issued pursuant to the Building Code Act. The value of the normal permit fee shall be multiplied by 0.5 to determine the administrative fee portion of the total fees payable, or</li> <li>- After the issuance of any Order issued pursuant to the Building Code Act. The value of the normal permit fee amount shall be doubled (maximum \$15,589.60).</li> </ul>

<b>Investigation of</b> Construction for Renovations or Additions, or Partial Demolitions commencing prior to the issuance of a Building Permit	\$103.90 per site inspection to review status of non-compliance, and <ul style="list-style-type: none"> <li>- All Legal or third party consultant fees incurred by Town to achieve compliance with the Code or Act, and</li> <li>- Prior to the issuance of any Order issued pursuant to the Building Code Act. The value of the normal permit fee shall applied, or</li> <li>- After the issuance of any Order issued pursuant to the Building Code Act. The value of the normal permit fee amount shall be doubled (maximum \$15,589.60); and,</li> </ul>
<b>Agency Letter of Approval</b>	\$207.90 per property
<b>Building Compliance Report</b>	\$31.20 per property
<b>Transfer/Renewal of Permit</b>	\$103.90 per transfer or renewal

### Alternative Fee Calculations

Structures that are of an unusual shape, or where projects are unique in nature, and where the application fees set out in this Schedule is not possible, or would be impractical, the Chief Building Official, at his discretion, may determine the value of the Permit Fee. The Chief Building Official may utilize some, all, or a combination thereof, of the following criteria to determine the Permit Fee:

- Inspection and revision review fees listed in this Schedule may be used to calculate a Permit Fee based upon an estimation of staff time that may spent on the file.
- Apply a fee, or combination of fees listed this schedule that in the judgment of the Chief Building Official, most closely reflects the proposed project.

### Minimum Fees

Notwithstanding the above, the minimum applicable fee for any permit application shall be collected in accordance to the following chart;

Minimum Fees - To be collected at time of Building Permit Application submission	2018 Permit Fee (effective Feb. 1, 2018)
<ul style="list-style-type: none"> <li>• Any project not listed elsewhere in this chart</li> <li>• Renovations</li> <li>• Accessory building or deck to single dwelling</li> <li>• Solid Fuel Appliance (Wood-stove)</li> <li>• Change of Use – no construction</li> <li>• Demolition</li> </ul>	\$103.90
<ul style="list-style-type: none"> <li>• Addition to building</li> <li>• Creation of a new suite or unit</li> </ul>	\$519.70
<ul style="list-style-type: none"> <li>• New Building – less than 300m<sup>2</sup> of gross floor area (not listed elsewhere)</li> </ul>	\$1,039.30
<ul style="list-style-type: none"> <li>• New Building – greater than 300m<sup>2</sup> of gross floor area (not listed elsewhere)</li> </ul>	\$2,078.60
<ul style="list-style-type: none"> <li>• New Building – greater than 600m<sup>2</sup> of gross floor area (not listed elsewhere)</li> </ul>	\$5,196.50

### Determination of Floor Area

The following method establishing the total floor area shall be used;

- Each floor area, shall be measured between the outside surfaces of exterior walls, or between the outside surfaces of exterior walls and the centre line of Firewalls or Party Walls. For structures like, Mezzanines, Decks/Porches, and Loading Docks the area shall be measured between the platform edge to platform edge, or between the platform edge to an abutting wall face. The summation of these calculations shall be considered the total gross floor area.
- A residential basement or a crawlspace contained in whole below grade, and with no interior finishes installed, or where no Use is proposed shall not be calculated as part of the total gross floor area.
- Notwithstanding the above, all walkout basements in dwellings shall have half of their total floor area calculated to the total gross floor area.
- No deductions shall be made for openings within a Floor, i.e. stairwells, elevator shafts, service shafts (ducts. etc.). A horizontal plane may be projected over sloping and stepped Floors to determine Floor area in lieu of actual surface area.

## REFUND OF PERMIT FEES

### General Provisions

- (1) Refunds of fees collected under the authority of this Schedule, shall be provided in accordance with other provisions of this Part, where the;
  - o Building Permits have been issued, but no construction has commenced,
  - o Building Permits have not been revoked,
  - o Building Permit Applications have not expired,
- (2) Requests for refunds must be submitted to the Chief Building Official in writing who will determine the amount of Fees, if any, that may be refunded.
- (3) Except as provided in sentence (3), the amount of fees refundable shall be calculated based on the total of fees collected under the authority of this Schedule and provisions listed in Part 7 of the Building By-law 28-2016, as follows:
  - o 75 percent refundable if applicant cancels application prior to release of permit for issuance;
  - o 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 \$101.00 until January 31<sup>st</sup> 2016, then not less than \$103.90 thereafter.