

**BUILDING DEPARTMENT FEES AND CHARGES**  
**PART OF SCHEDULE “A” TO BY-LAW 74-2024**

<b>BUILDING DEPARTMENT</b>	
Minimum permit fee = \$130.00	
<b>COMMERCIAL/INDUSTRIAL/INSTITUTIONAL &amp; LARGE SCALE RESIDENTIAL</b> (Apartments, Condos Hotels Etc.)	
<b>CONSTRUCTION TYPE</b>	<b>AMOUNT OF FEE OR CHARGE</b>
<ul style="list-style-type: none"> <li>New Building Construction</li> <li>Additions</li> <li>Renovations &amp; interior fit-ups</li> <li>Repairs</li> <li>Alterations</li> <li>Accessory Structures</li> </ul>	2.6 % of the value of construction for the first \$500,000 plus 1.3% for all valuation thereafter
<ul style="list-style-type: none"> <li><b>Non-Housing application review fee at discretion of Chief Building Official (CBO)</b> – Fee to be determined by Chief Building Official at time of application but shall not exceed \$5,000.00 amount required will be deducted from final payment of the permit fee</li> </ul>	
<b>NEW HOUSING FEES AND NEW ADDITIONAL DWELLING UNITS</b>	
<b>CONSTRUCTION TYPE</b>	<b>FEE/m<sup>2</sup> of Finished Area</b>
<ul style="list-style-type: none"> <li>New House (Includes, Single Detached House, Semi Detached House, &amp; Town House), Base Fee for one dwelling unit, additional dwellings charged separately.</li> <li>Area includes all floors above grade measured between the outside surfaces of exterior walls and the centre line of party walls, whether finished or unfinished, but does not include garages or below grade. Openings between storeys below are not deducted from the floor area.</li> <li>Any proposed finished below grade is charged separately as a finished basement fee.</li> </ul>	<p style="text-align: right;"> &lt;140 m<sup>2</sup> = \$3,000.00  140m<sup>2</sup> – &lt;160 m<sup>2</sup> = \$3,200.00  160 m<sup>2</sup> – &lt;180 m<sup>2</sup> = \$3,400.00  180 m<sup>2</sup> – &lt;200 m<sup>2</sup> = \$3,600.00  200 m<sup>2</sup> – &lt;220 m<sup>2</sup> = \$3,800.00  220 m<sup>2</sup> – &lt;240 m<sup>2</sup> = \$4,000.00  240 m<sup>2</sup> – &lt;260 m<sup>2</sup> = \$4,200.00  ≥ 260 m<sup>2</sup> = \$4,400.00 </p>
<ul style="list-style-type: none"> <li>Any additional dwelling unit in a house or residential accessory structure.</li> </ul>	<ul style="list-style-type: none"> <li>-----\$500.00 Flat Fee (each unit additional on top of base house fee noted above)</li> </ul>
<b>Application Review Fee for New Housing</b> – \$1,000.00 provided at time of application per house, this application deposit fee will be deducted from the final permit fee.	
<b>ACCESSORY STRUCTURES AND RENOVATION AND DEMOLITION FEES</b>	
<b>CONSTRUCTION TYPE</b>	<b>AMOUNT OF FEE OR CHARGE</b>
<ul style="list-style-type: none"> <li>Additions, Renovations, and Repairs/Alterations where not noted below</li> </ul>	<ul style="list-style-type: none"> <li>-----2.6% of value of construction</li> </ul>
<ul style="list-style-type: none"> <li>Finished Basement (not serving as an additional dwelling unit noted above)</li> </ul>	<ul style="list-style-type: none"> <li>-----\$250.00 flat fee</li> </ul>
<ul style="list-style-type: none"> <li>Small Landings (max 2.32m<sup>2</sup> in floor area) <i>with no roof</i></li> </ul>	<ul style="list-style-type: none"> <li>----- Minimum permit fee</li> </ul>

• Accessory Structure (deck, shed, garage etc.) with no foundation below grade (floating and detached)	• ----- \$160.00 flat fee
• Accessory Structure (deck, shed, garage etc.) with a foundation below grade	• ----- \$200.00 flat fee
• Foundation repairs	• ----- Minimum permit fee
• Solid wood burning appliance installation/replacement (wood stove, furnace etc.)	• ----- Minimum permit fee
• Water Service or sewer service replacement or installation per house	• ----- Minimum permit fee
• Sea container (accessory storage use >15m <sup>2</sup> in area)	• ----- Minimum permit fee for each container installed
<b>DEMOLITION</b>	
• Demolition permit (no significant construction required)	• ----- Minimum permit fee
<b>ADMINISTRATIVE FEES</b>	
<b>TYPE OF FEE OR CHARGE</b>	<b>AMOUNT OF FEE OR CHARGE</b>
• Conditional permit agreement (housing)	• ----- \$330.00 per building (house, townhouse block, semi block) plus all development charges for project are due at conditional permit issuance
• Conditional permit (non-housing)	• ----- \$1,100.00 plus all development charges for project are due at conditional permit issuance
• Partial permit (foundation only)	• ----- Minimum permit fee (per each dwelling unit)
• Change of use permit (no construction proposed/required)	• ----- Minimum permit fee
• Revision to permit	• ----- Minimum permit fee + at the discretion of the Chief Building Official staff time at a rate of \$60.00/hr where applicable
• Construction or Demolition without a permit (at discretion of the CBO)	• ----- <b>If no order required</b> -required permit fee x up to 50% • ----- <b>If order required</b> -required permit fee x up to 100%
• Additional inspection fee (for 3 <sup>rd</sup> or more inspections of a prescribed inspection) at the discretion of the Chief Building Official	• ----- Minimum permit fee (payment is required prior to inspection taking place)
• Alternative solution proposal	• ----- \$330.00 flat fee (per proposal) plus any third-party review costs as noted below
• Third Party Review Costs	• ----- Applicant to pay all costs associated with the third-party review, with receipts provided to applicant to justify third-party costs
• Orders registered on title • Orders removed from title	• ----- Owner responsible to pay all registration costs plus 10% administration fee

	with receipts provided to applicant to justify all registration costs
• AGCO Clearance Requests	• ----- Minimum permit fee
• Building Compliance Report – For the following items related only to the Ontario Building Code Act: <ul style="list-style-type: none"> <li>○ Unresolved Orders</li> <li>○ Open Permits</li> <li>○ Outstanding Inspections</li> </ul>	• ----- Minimum permit fee
• Request for copies or scans of individual permit records (not required to be an FOI request) for each	• ----- Minimum permit fee per individual permit + scanning or printing costs, where applicable, of \$0.50 per page of 11x17 or less in size, and \$1.00 / page larger than 11 x17
• Transfer of permit	• ----- Minimum permit fee
• Limiting distance agreement	• ----- \$330.00 flat fee

**NOTES:**

1. Decks, porches, landings, and verandahs are all measured for floor area to the outside plane of walls of the platform.
2. No permit fee shall be less than the minimum fee.
3. There are no refunds for amounts less than the minimum permit fee.
4. The building permit rates may be adjusted annually by Council on, and effective the 1<sup>st</sup> of January based upon previous year's 2<sup>nd</sup> quarter Building Construction Price Index by utilizing the lower rate between Non-Residential Cost Index and Residential Cost Index for the Ottawa Area. Where such index indicates negative growth, the fees shall remain at the level established for the prior year.

**REFUND FOR CANCELLED PERMITS AND APPLICATIONS**

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• 75% refund of permit fees	• ----- No review functions have been performed
• 50% refund of permit fees	• ----- Permit is filed, and administrative and planning/engineering functions have been performed & plans examination completed
• 25% refund of permit fees, minus 5% for each inspection that has been conducted	• ----- Permit has been issued

**POOL & HOT TUB ENCLOSURE PERMITS**

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Enclosures serving private pools or hot tub required by the Pool Enclosure By-Law	• ----- Minimum permit fee

**SIGN REMOVAL AND/OR STORAGE**

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Sign Removal (Town Staff)	• ----- \$100.00 Flat Fee
• Sign Removal (Requiring 3 <sup>rd</sup> Party Removal)	• ----- All associated costs determined by invoice from the 3 <sup>rd</sup> Party
• Sign Storage Fee by Town (days 1-14)	• ----- \$5.00/day
• Sign Storage Fee by Town (days 15-30)	• ----- \$10.00/day
• Sign Storage Fee by Third Party	• ----- All associated costs determined by invoice from the 3 <sup>rd</sup> Party
• Sign Retrieval Fee	• ----- \$25.00 Flat Fee

• Disposal of Sign if not Retrieved	• -----All associated costs determined by invoice to be paid by the Owner
• Submittal for approval of Council under section 7 of By-law 28-2024 (For Profit)	• ----- \$250.00
• Submittal for approval of Council under section 7 of By-law 28-2024 (Not For Profit)	• -----No Charge