SCHEDULE "A" TO BY-LAW 89-2026 FEES AND CHARGES

BUILDING DEPARTMENT
Minimum permit fee = $135.00

NON-HOUSING FEES COMMERCIAL/INDUSTRIAL/INSTITUTIONAL & LARGE SCALE RESIDENTIAL
(Apartments, Condos Hotels Etc.)

CONSTRUCTION TYPE	AMOUNT OF FEE OR CHARGE
• New Building Construction • Additions • Renovations & interior fit-ups • Repairs • Alterations • Accessory Structures	2.7 % of the value of construction for the first $750,000 plus 1.35% for all valuation thereafter
• Non-Housing Application Review Fee (required at time of application)	1.35% of the value of construction up to a maximum review fee of $5,000. This application deposit fee will be deducted from final payment of the permit fee

NEW HOUSING FEES AND NEW ADDITIONAL DWELLING UNITS

CONSTRUCTION TYPE	FEE/m^2 of Finished Area
• Additional Inspection Fees	• ----------The Chief Building Official may prescribe additional inspection fees for accessory structures that include additional construction such as plumbing, heating, ventilation, etc.
• New House (Includes, Single Detached House, Semi Detached House, & Town House), Base Fee for one dwelling unit, additional dwellings charged separately. • Gross floor area of above grade stories as defined by the Ontario Building Code with no reduction for the open areas between any above grade story. • Any proposed finished below grade is charged separately as a finished basement fee.	<140 m^2 = $3,400.00 140$m^2$ – <160 m^2 = $3,600.00 160 m^2 – <180 m^2 = $3,800.00 180 m^2 – <200 m^2 = $4,000.00 200 m^2 – <220 m^2 = $4,200.00 220 m^2 – <240 m^2 = $4,400.00 240 m^2 – <260 m^2 = $4,600.00 ≥ 260 m^2 = $4,800.00
• Any additional dwelling unit in a house or residential accessory structure.	• ----------$600.00 Flat Fee (each unit additional on top of base house fee noted above)

Application Review Fee for New Housing – $1,000.00 provided at time of application per new house and 1.35% of the value of construction up to a maximum review fee of $500.00 for additions and renovations but not exceeding the final permit fee. This application deposit fee will be deducted from the final permit fee.

SCHEDULE "A" TO BY-LAW 89-2026 FEES AND CHARGES

ACCESSORY STRUCTURES AND RENOVATION AND DEMOLITION FEES	
CONSTRUCTION TYPE	**AMOUNT OF FEE OR CHARGE**
• Additions, Renovations, and Repairs/Alterations where not noted below	• ---------2.7% of value of construction but not exceeding the permit value as if the whole house was newly constructed
• Finished Basement (not serving as an additional dwelling unit noted above)	• ----- $260.00 flat fee (with plumbing) • ------- $205.00 flat fee (no plumbing)
• Small Landings (max 2.32m2 in floor area) with no roof	• ----------Minimum permit fee
• Accessory Structure (deck, shed, garage etc.) with no foundation below grade (floating and detached)	• ----------$165.00 flat fee
• Accessory Structure (deck, shed, garage etc.) with a foundation below grade	• ----------$205.00 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 >15m2 in area)	• --------- Minimum permit fee for each container installed
• Solar System Installation	• ----------$250.00 Flat Fee
DEMOLITION	
• Demolition permit for housing	• ----------Minimum permit fee
• Demolition permit for non-housing	• ---------- $700.00
ADMINISTRATIVE FEES	
TYPE OF FEE OR CHARGE	**AMOUNT OF FEE OR CHARGE**
Record Retrieval of Archived Building Permits: • Single Record • Each additional record for the same property	 • ---------- $75.00 • ---------- $25.00

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ADMINISTRATIVE FEES	
TYPE OF FEE OR CHARGE	**AMOUNT OF FEE OR CHARGE**
• Conditional permit agreement (housing)	• ----------$340.00 per building (house, townhouse block, semi block) plus all development charges for project are due at conditional permit issuance
• Conditional permit (non-housing)	• ------$1,200.00 plus all development charges for project are due at conditional permit issuance
• Conditional permit agreement (temporary building installations)	• ----------Minimum permit fee
• 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 **and** at the discretion of the Chief Building Official staff time at a rate of $75.00/hr where applicable
• Construction or Demolition without a permit (at discretion of the CBO)	• ---------- **If no order required**-required permit fee x up to 50% • ----------**If order required**-required permit fee x up to 100%
• Additional inspection fee (for 3rd 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 (housing and small buildings)	• -------$350.00 flat fee (per proposal) plus any third-party review costs as noted below
• Alternative solution proposal (non-housing, large and complex buildings)	• -------$700.00 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 and/or Orders removed from title	• --------- $1000.00 flat fee to cover all associated costs of the registration and removal of orders put on title
• AGCO Clearance Requests	• ----------Minimum permit fee

SCHEDULE "A" TO BY-LAW 89-2026 FEES AND CHARGES

ADMINISTRATIVE FEES

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Building Compliance Report – For the following items related only to the Ontario Building Code Act: o Unresolved Orders o Open Permits o Outstanding Inspections	• ---------- Minimum permit fee, or minimum permit fee **and** at the discretion of the Chief Building Official staff time at a rate of $75.00/hr. where applicable for large and complex property searches
• 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
• Projects that are special, unusual, appear under evaluated for level of work proposed, do not fall within a fee type otherwise noted in this schedule or in the opinion of the Chief Building Official require evaluation of fees.	• ---------- Fee to be determined with written justification by the Chief Building Official
• Transfer of permit	• ----------Minimum permit fee
• Limiting distance agreement	• ----------$340.00 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 1st of January based upon the previous year's 2nd 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
• Applications with a prescribed application review fee (prescribed application fee noted in this schedule at time of application)	• ----------No refund of review fee where that application is formally submitted for review. Fees paid in excess of the prescribed application review are fully refundable
• Applications without a prescribed application review fee (full permit fees required at time of application)	• ----- 75% where no review functions have been performed. • ----------50% where review functions have been performed.

SCHEDULE "A" TO BY-LAW 89-2026 FEES AND CHARGES

REFUND FOR CANCELLED PERMITS AND APPLICATIONS

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Where permit has been issued	• ----------25% refund of permit fees, minus 5% for each inspection that has been conducted
• Refund of administrative fees	• ----No refund for administrative fees for items including but not limited to conditional permit agreements, orders on title, alternative solutions, etc.

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
• Construct Pool or Hot Tub without a permit	• ----------Up to a $500.00 surcharge as determined by the Chief Building Official

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 3rd Party Removal)	• -----All associated costs determined by invoice from the 3rd 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 3rd 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