

Comprehensive Development Fees and Charges Study – Phase 2

Town of Carleton Place

Final Report

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Chapter 1
Introduction

1. Introduction

1.1 Background Information

The Town of Carleton Place (Town) retained Watson & Associates Economists Ltd. (Watson) to undertake Phase 2 of a comprehensive review of its development-related fees and charges as part of its agreement under the federal Housing Accelerator Fund (HAF). This phase builds upon the initial work completed under Phase 1.

Phase 1 focused on establishing an administrative framework that outlines the types of fees imposed, their statutory authority, and the timing of their collection. In addition, it evaluated opportunities to consolidate and simplify the fee structure and proposed financial incentives to encourage the development of the Town's priority housing forms. Phase 2 continues that work and reflects the Town's ongoing commitment to ensuring its development fee framework is transparent, cost-justified, and aligned with legislative requirements, while supporting the development of priority housing forms that meet community needs.

The primary objective of this phase of the study is to review and validate key development-related fees, including planning application fees, building permit fees, and engineering inspection fees. A key component of this review is the development of an activity-based costing (A.B.C.) model to quantify and substantiate the full cost of service delivery for each applicable fee category. This includes the identification and allocation of direct costs, indirect costs, and capital costs associated with development review and approval processes.

The A.B.C. methodology provides a defensible framework for assigning resource costs across service areas and ensures that fees accurately reflect the level of effort and resources required to deliver services. This approach enhances transparency, supports informed decision-making, and ensures alignment with best practices observed across municipalities in Ontario.

In addition to substantiating the full cost of services, the study considered various policy objectives, including improving cost recovery, supporting financial sustainability, and encouraging priority development outcomes. With respect to incentivizing priority housing forms in the Town, the study considered discounted rates or reductions to be offered as financial incentives for priority housing types identified during phase 1 of the

project, such as missing middle housing (e.g., semi-detached bungalow and bungalow townhouse units). The findings and recommendations are intended to ensure that the Town's fees are cost-justified, transparent, and supportive of its long-term growth and development objectives.

The fees within the scope of this study are planning application fees, building permit fees, and engineering fees, referred to collectively as development application approvals processing (D.A.A.P.) fees. The D.A.A.P. fees included in this review are governed by various provincial legislation, including the *Planning Act*, *Municipal Act*, and *Building Code Act, 1992*, and the study is undertaken in accordance with these statutory frameworks.

The following chapters of this report outline the legislative context, methodology, policy considerations, and the resulting findings and recommendations of the development-related fee review.

1.2 Legislative Context for the Imposition of Development Application Fees

Development application fees are governed by multiple statutes, each with specific requirements. The Town's statutory authority for imposing planning application fees is provided under section 69 of the *Planning Act*. Building permit fees are imposed under section 7 of the *Building Code Act.* For municipal services where specific statutory authority is not provided (i.e., engineering fees), municipalities can impose fees and charges under Section 391 of the *Municipal Act*. This section provides a summary of the applicable legislative authority for the imposition of fees within the scope of this review.

1.2.1 Planning Act, 1990

Section 69 of the *Planning Act* allows municipalities to impose fees through a by-law for the purposes of processing planning applications. In determining the associated fees, the Act requires that:

> "The council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee

constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff."

Section 69 establishes the requirements that municipalities must consider when undertaking a full cost recovery fee design study. The Act specifies that municipalities may impose fees through by-law and that the anticipated costs of such fees must be cost-justified by application type as defined in the tariff of fees (e.g., Subdivision, Development Permit Amendment, etc.). Given the cost justification requirements by application type, this would suggest that cross-subsidization of planning application fee revenues across application types is not permissible. For instance, if Official Plan Amendment application fees were set at levels below full cost recovery for policy purposes, this discount could not be funded by Subdivision application fees set at levels higher than full cost recovery. Our interpretation of Section 69 is that any fee discount must be funded from other general revenue sources, such as property taxes. In comparison to the cost justification requirements of the *Building Code Act*, where the justification point is set at the aggregate level of the Act, the requirements of the *Planning Act* are more stringent in this regard.

The legislation further indicates that the fees may be designed to recover the "anticipated cost" of processing each type of application, reflecting the estimated costs of processing activities for an application type. This reference to anticipated costs represents a further costing requirement for a municipality. It is noted that the statutory requirement is not the actual processing costs related to any one specific application. As such, actual time docketing of staff processing effort against application categories or specific applications does not appear to be a requirement of the Act for compliance purposes. As such, our methodology, which is based on staff estimates of application processing effort, meets with the requirements of the Act, and is in our opinion, a reasonable approach to determining anticipated costs.

The Act does not specifically define the scope of eligible processing activities and there are no explicit restrictions to direct costs as previously witnessed in other statutes. Moreover, amendments to the fee provisions of the *Municipal Act* and *Building Code Act* provide for broader recognition of indirect costs. Acknowledging that staff effort from multiple business units is involved in processing planning applications, it is our opinion that such fees may include direct costs, capital-related costs, support function costs directly related to the service provided, and general corporate overhead costs apportioned to the service provided.

The legislation caps fees for development and redevelopment, which include affordable housing. Specifically, it prohibits charging more than the maximum fee prescribed for the type of application being made, in order to help support the creation of affordable housing units. Planning application fees can be paid under protest with an appeal to the OLT if the applicant believes the fees were inappropriately charged or are unreasonable. The OLT will hear such an appeal and determine if the appeal should be dismissed or direct the municipality to refund payment in such amount as determined. These provisions confirm that fees imposed under the *Planning Act* are always susceptible to appeal. Unlike other fees and charges (e.g., development charges), there is no legislated appeal period related to the timing of by-law passage, mandatory review period, or public process requirements.

1.2.2 Building Code Act, 1992

The Town's statutory authority for imposing building permit fees is governed by the provisions of section 7 under the *Ontario Building Code Act*. This section provides a summary of the legislative authority for building permit fees imposed by the Town.

Section 7(1) of the *Building Code Act* provides municipalities with general powers to impose fees through passage of a by-law. The Act provides that:

"The council of a municipality…may pass by-laws

(c) requiring the payment of fees and prescribing the amounts of the fees,
  (i) on application for and on issuance of permits,
  (ii) for maintenance inspections,
  (iii) for providing documentation, records or other information under section 15.10.4, and
  (iv) for providing information under subsection 15.10.6 (2);
(c.1) requiring the payment of interest and other penalties, including payment of collection costs, when fees are unpaid or are paid after the due date;
(d) providing for refunds of fees under such circumstances as are prescribed;

Section 7(2) imposes additional requirements on municipalities in establishing fees under the Act, in that:

"The total amount of the fees authorized under clause (1)(c) must not exceed the anticipated reasonable cost of the principal authority to administer and enforce this Act in its area of jurisdiction."

In addition, section 7 of the Act also requires municipalities to:

- Reduce fees to reflect the portion of service performed by a Registered Code Agency;
- Prepare and make available to the public annual reports with respect to the fees imposed under the Act and associated costs; and
- Undertake a public process, including notice and public meeting requirements, when a change in the fee is proposed.

The Ontario Amendments to the National Building Code provides further details on the contents of the annual report and the public process requirements for the imposition or change in fees, including:

- With respect to the annual report, it must contain the total amount of fees collected, the direct and indirect costs of delivering the services related to the administration and enforcement of the Act, and the amount of any reserve fund established for the purposes of administration and enforcement of the Act.
- It is also required that notice of the preparation of the annual report be given to any person or organization that has requested such notice.
- Prior to a change in fees, municipalities must hold at least one public meeting and that at least 21-days' notice be provided via regular mail to all interested parties. The notice shall also include, or be made available upon request to the public, an estimate of the costs of administering and enforcing the Act, the amount of the fee or change in existing fee and the rationale for imposing or changing the fee.

The Act specifically requires that fees "must not exceed the anticipated reasonable costs" of providing the service and establishes the cost justification test at the global *Building Code Act* level. With the Act requiring municipalities to report annual direct and indirect costs related to fees, this would suggest that *Building Code Act* fees can include general corporate overhead indirect costs related to the provision of service. Moreover, the recognition of anticipated costs also suggests that municipalities could include costs related to future compliance requirements or fee stabilization reserve fund contributions. As a result, *Building Code Act* fees modelled in this exercise include direct costs, capital

related costs, indirect support function costs directly consumed by the service provided, and corporate management costs related to the service provided, as well as provisions for future anticipated costs.

1.2.3 Municipal Act, 2001

Part XII of the *Municipal Act* provides municipalities and local boards with broad powers to impose fees and charges via passage of a by-law. These powers, as presented in s.391 (1), include imposing fees or charges:

- "for services or activities provided or done by or on behalf of it;
- for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- for the use of its property including property under its control."
- This section of the Act also allows municipalities to charge for capital costs related to services that benefit existing persons. The eligible services for inclusion under this subsection of the Act have been expanded by the *Municipal Statute Law Amendment Act*. Moreover, the amendments to the Act have also embraced the broader recognition for cost inclusion within municipal fees and charges with recognition under s.391(3) that "the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets".

Fees and charges included in this review, permissible under the authority of the *Municipal Act,* would include development engineering fees.

In contrast to cost justification requirements under other legislation, the *Municipal Act* does not impose explicit requirements for cost justification when establishing fees for municipal services. In setting fees and charges for these services, however, municipalities should have regard for legal precedents and the reasonableness of fees and charges. The statute does not provide for appeal of fees and charges to the OLT; however, fees and charges may be appealed to the courts if municipalities are acting outside their statutory authority. Furthermore, no public process or mandatory term for fees and charges by-laws are required under the Act. There is, however, a requirement that municipal procedural by-laws provide for transparency with respect to the imposition of fees and charges.

Chapter 2
Activity-Based Costing User Fee Methodology

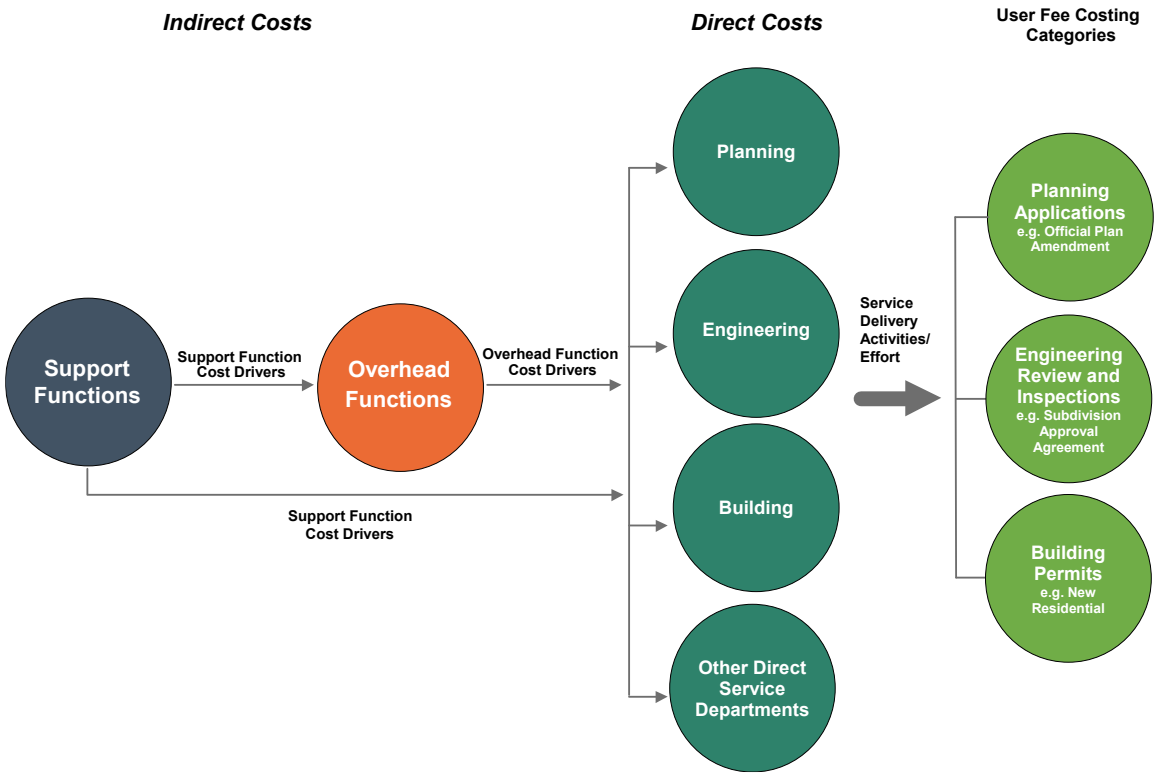
2. Activity-Based Costing User Fee Methodology

2.1 Activity-Based Costing Methodology

An A.B.C. methodology, as it pertains to municipal governments, assigns an organization's resource costs through activities to the services provided to the public. Conventional municipal accounting structures are typically not well-suited to the costing challenges associated with application processing activities, as these accounting structures are business unit-focused and thereby inadequate for fully costing services with involvement from multiple business units. An A.B.C. approach better identifies the costs associated with the processing activities for specific application types and thus is an ideal method for determining the full cost of processing applications and other user-fee activities.

As illustrated in Figure 2-1, an A.B.C. methodology attributes processing effort and associated costs from all participating municipal business units to the appropriate service categories (user fee costing categories). The definition of these user fee costing categories is further explained in Section 2.2. The resource costs attributed to processing activities and user fee costing categories include direct operating costs, indirect support costs, and capital costs. Indirect support function and corporate overhead costs are allocated to direct business units according to operational cost drivers (e.g., human resource costs allocated based on the relative share of full-time equivalent positions supported). Once support costs have been allocated amongst direct business units, the accumulated costs (i.e., indirect, direct, and capital costs) are then distributed across the various user fee costing categories, based on the business unit's direct involvement in the processing activities. The assessment of each business unit's direct involvement in the user fee review processes is accomplished by tracking the relative shares of staff processing efforts across the sequence of mapped process steps for each user fee category. The results of employing this costing methodology provide municipalities with a better recognition of the costs utilized in delivering user fee processes, as it acknowledges not only the direct costs of resources deployed but also the operating and capital support costs required by those resources to provide services.

Figure 2-1
Activity-Based Costing Conceptual Flow Diagram



2.2 User Fee Costing Category Definition

The Town's business units deliver a variety of user fee-related services; these services are captured in various cost objects or user fee categories. A critical component of the full cost user fees review is the selection of the costing categories. This is an important first step as the process design, effort estimation, and subsequent costing is based on these categorization decisions.

The Town's A.B.C. user fee model allocates the service channel defined costs (i.e., direct, and indirect costs) presented in the following sections across the defined user fee categories. Categorization of user fees occurred during the project initiation stage of the study and through subsequent discussions with staff. Fee categorization decisions were made using the Town's existing fee structure to guide further disaggregation of application types into costing categories for fee review purposes. Each application type was disaggregated to understand the potential differences in processing effort. For example, building permit applications differentiated by type (i.e., residential and non-

residential) and further differentiated by size (i.e., small, medium, and large). Similarly, for planning applications, some categories were differentiated between major and minor. The fee categorization process was undertaken during the initial working sessions with Town staff at the outset of this review.

The user fee costing categories included in the A.B.C. model and later used to rationalize changes to the Town's fee structure are presented in tables throughout the report.

Efforts included under planning application costing categories include all related activities from pre-consultation through to final approval of applications and file closure.

Efforts under engineering costing categories include time spent on inspection activities and other non-*Planning Act* reviews that are led by the engineering department, such as engineering review for development permit, subdivision, water, wastewater and stormwater connections.

Efforts under building costing categories include all time associated with administration and enforcement of the *Building Code Act* and are primarily associated with staff from the Building division.

2.3 Process Map Documentation

Once the user fee costing categories have been established, the next step in the process is to create a link between the direct service departments and the costing categories. This is done through documenting the Town's review activities and generating process maps/steps. The process maps for planning application review were developed based on high-level process maps developed by the Town as part of a prior project. These steps were then refined through discussions with Town staff. Where no prior process maps existed, new process maps were developed in consultation with Town staff to reflect their current/anticipated processes.

2.4 Processing Effort Estimate Collection, Reasonability Check, and Cost Allocations

To capture each participating Town staff member's relative level of effort in processing activities related to user fees, staff were first asked to identify which departments and

individuals would be involved in each of the processes being analyzed. Town staff then estimated the amount of time each individual involved spends on any of the given process steps for each costing category.

The effort estimates were subsequently applied to average annual user fee volumes for the 2020-2025 period for planning and engineering applications and for the 2024-2025 period for building permits to assess the average annual processing time per position spent on each user fee category. The time range used for historical applications was assessed for each service to ensure the average annual applications/permits were representative of the average applications that the Town is currently staffed to accommodate.

Annual processing efforts per staff position were then measured against available processing capacity to determine overall service levels. The results of the initial capacity analysis were reviewed with staff to ensure that the effort on an annual and per application basis was appropriate. Time spent on non-development review activities was also discussed to ensure the responsibilities of each position were assessed across all areas of involvement. This review ensures only the time associated with development review is considered for cost recovery, and gives an opportunity for any further refinements to be made. Table 2-1 summarizes the utilization by department or division and by major fee review category (i.e. Planning, Engineering, Building). The utilization is presented as a percentage of available time by department/division and also expressed in utilized full-time equivalents (FTEs).

Table 2-1
Staff Capacity Utilization by Department and Business Unit

Department	FTE	Total Utilization (%)				Total Utilization (FTEs)			
		Planning	Engineering	Building	Grand Total	Planning	Engineering	Building	Grand Total
CAO Office	3	1.4%			**1.4%**	0.04			**0.04**
Planning	3	51.7%	0.7%	1.3%	**53.6%**	1.55	0.02	0.04	**1.61**
Building	5	1.0%		91.7%	**92.7%**	0.05		4.58	**4.64**
Engineering	2	7.5%	77.0%	1.0%	**85.5%**	0.15	1.54	0.02	**1.71**
Public Works	19	0.1%	0.9%		**1.0%**	0.02	0.17		**0.19**
Protective Services	35	0.0%			**0.0%**	0.01			**0.01**
Clerk's Office	2	0.6%			**0.6%**	0.01			**0.01**
Treasury	9	0.4%			**0.4%**	0.04			**0.04**
Community Services	115	0.0%			**0.0%**	0.01			**0.01**
Grand Total	**201**	**0.9%**	**0.9%**	**2.3%**	**4.1%**	**1.87**	**1.73**	**4.64**	**8.24**

Across the organization, 8.24 total FTEs are utilized on development review activities. Of this total, 23% (1.87 FTEs) is related to processing planning applications under the *Planning Act*, 21% (1.73 FTEs) is related to engineering inspections and reviews, and

56% (4.64 FTEs) is related to the administration and enforcement of the *Building Code Act*.

Of the 3 individuals within the Planning department, 53.6% or 1.61 FTEs are utilized on development application approvals processing activities. This includes 51.7% (1.55 FTEs) related to planning application processing, 0.7% (0.02 FTEs) related to input on engineering inspection and review, and 1.3% (0.04 FTEs) related to building permit-related activities. The latter reflects zoning compliance review associated with new construction building permits, as well as administrative oversight by the Director. The remaining Planning department staff time not allocated to development review activities is utilized on other responsibilities, including planning policy development, participating in OLT proceedings related to appeals, etc.

Of the 5 individuals within the Building department, approximately 92.7%, or 4.64 FTEs, are allocated to development application approvals processing activities. Of this amount, approximately 91.7% (4.58 FTEs) is attributable to the administration and enforcement of the *Building Code Act*, including plan examination and inspection activities. A minor component (approximately 1.0%, or 0.05 FTEs) represents involvement in processing planning application processes.

Of the 2 individuals within the Engineering department, approximately 85.5%, or 1.71 FTEs, are allocated to development application approvals processing activities. This includes approximately 77.0% (1.54 FTEs) dedicated to engineering inspection and application review activities, 7.5% (0.15 FTEs) is associated with technical review and input into the processing of planning applications, and approximately 1.0% (0.02 FTEs) is associated with building permit-related engineering review functions.

In addition, other Town departments provide limited involvement in the processing of development application approvals. These include the Chief Administrative Office, Public Works, Fire Services, Treasury, Clerk's Services, and Community Services. Collectively, this cross-departmental involvement on processing planning applications is estimated at approximately 0.12 FTEs. Public Works staff also contribute to engineering processes, with involvement estimated at 0.17 FTEs.

It is important to note that the staff capacity utilization described above relates solely to time allocated to development application approval processing activities associated with the applicable user fee categories. Time spent on other statutory, operational, and administrative responsibilities comprises the remainder of staff capacity and has not

been included in this analysis. Accordingly, this study is limited in scope to the estimation of effort attributable to development-related review functions for cost allocation purposes and is not intended to assess the adequacy of staffing levels, operational efficiency, or overall organizational capacity across the Town's full range of services.

2.5 Full Cost of Providing Development Application Review Services

As defined in Section 2.1, the full cost of providing development application review services consists of direct, indirect, and capital costs. The following sections define each of these cost objects and how each of these are allocated to the individual costing categories.

2.5.1 Direct Costs

Direct costs refer to the employee costs (salaries, wages, and benefits), materials and supplies, services, and rents that are typically consumed by directly involved departments or business units. To identify the amount of direct costs that should be allocated to the user fee categories, cost drivers have been identified. Cost drivers are the non-financial operational data used to allocate shares of the defined costs across multiple user fee categories. Ideally, cost driver data documents the relative intensity of effort multiple employees deploy against a single cost object/fee category or the relative intensity of effort a single employee deploys against multiple cost objects/fee categories. For the purposes of a full cost user fee analysis, the cost drivers in an A.B.C. user fee model present the need to distribute multiple employee positions (direct costs) across multiple cost objects. The cost drivers for direct costs are the allocations of staff time to the individual user fee costing categories, which have been summarized in aggregate in Table 2-1 above. The Town's budgets for the departments directly involved in the development review processes were also examined to remove costs that are not related to development review, such as consulting and professional costs related to the Town's Official Plan and Development Permit By-law updates or studies related to development charge-eligible capital projects.

2.5.2 Indirect Costs

An A.B.C. review includes not only the direct cost of providing service activities but also the indirect support costs that allow direct service business units to perform these functions. The method of allocation employed in this analysis is referred to as a step costing approach. Under this approach, support functions and general corporate overhead functions are classified separately from direct service delivery departments. These indirect cost functions are then allocated to direct service delivery departments based on a set of cost drivers, which subsequently flow to the user fee categories according to staff effort estimates. Cost drivers are a unit of service that best represent the consumption patterns of indirect support and corporate overhead services by direct service delivery departments or business units. As such, the relative share of a cost driver (units of service consumed) for a direct department determines the relative share of support/corporate overhead costs attributed to that direct service department. An example of a cost driver commonly used to allocate human resource support costs would be a department or business unit's share of FTEs. Cost drivers are used for allocation purposes, acknowledging that these business units do not typically participate directly in the delivery of services, but that their efforts facilitate services being provided by the Town's direct business units.

The Town implemented its current indirect cost allocation methodology in 2022. Under this methodology, the majority of indirect costs are allocated to direct service departments based on their proportional share of the overall operating budget. Costs associated with Town Hall are distributed according to each department's proportionate share of full-time equivalent (FTE) staff at Town Hall.

The Town's methodology is based on the standardized methodology used for the preparation of the Province's Financial Information Return (FIR). Accordingly, this study has adopted the Town's established indirect cost allocations as a basis for the fees model.

An exception has been made for costs associated with the Director of Development Services. Given the Director's direct involvement in the review and processing of development applications, as well as coaching and oversight provided to departments directly engaged in development-related processes, these costs have been treated as direct program costs rather than indirect overhead.

Overall, the indirect support and corporate overhead allocation methodologies applied in this analysis reflect widely accepted practices across the municipal sector and provide a defensible basis for cost recovery.

2.5.3 Capital Costs

The inclusion of capital costs within the full cost user fees calculations follows a methodology similar to indirect costs. The replacement value of assets commonly utilized to provide direct business unit services has been included to reflect the capital costs of service. The approach used in estimating these costs includes the identification of the proportion of capital assets by direct department (e.g., Town Hall facility square footage occupied), the estimation of annualized capital costs by employing sinking fund replacement value or amortization, and the allocation of these annualized costs to the cost objects/user fee categories based on the respective departmental effort deployed.

With respect to the Town's model, capital costs have been identified for the use of facility space. The annualized costs have been based on the Town Hall's replacement cost, useful life, and the number of staff who work primarily from Town Hall. These costs have been allocated across the various fee categories and non-user fee activities based on the underlying effort estimates of direct department staff.

2.6 Building Code Act Reserve Fund Policy

The *Building Code Act* recognizes the legitimacy of creating a municipal reserve fund to provide for service stability and mitigate the financial and operational risk associated with a temporary downturn in building permit activity. Specifically, a reserve fund should be maintained to reduce the staffing and budgetary challenges associated with a cyclical economic downturn and the requirement for ongoing legislative turnaround time compliance. Without such a reserve fund, reduced permit volumes during a downturn could result in severe budgetary pressures and the loss of certified building staff, which would be difficult to replace during the subsequent recovery when mandatory permit processing turnaround times apply.

Although the *Building Code Act* does not prescribe a specific methodology for determining an appropriate reserve fund, municipalities have developed building permit reserve funds with the aim of providing service stabilization. It is recommended that the Town maintain a reserve balance of three times the annual direct cost of administering

and enforcing the *Building Code Act.* This target was established based on discussions regarding the decrease in building permit activity during housing downturns, compared with long-range historical averages, to inform the revenue that would be lost during those downturns. A target balance in this range would allow the Town to maintain its staff during a severe economic downturn.

The impact of anticipated building permit activity on costs, revenues (based on current and recommended fees), and reserve fund positions over the 2026 to 2035 period have been assessed in Section 3.2.6 of this report.

Chapter 3
Development Application Full Cost Assessment and Fee Recommendations

3. Development Application Full Cost Assessment and Fee Recommendations

3.1 Introduction

This chapter presents the full costs, cost recovery levels of current fees, and recommended fee structure and rates for the development application fees. To maintain the cost recovery levels presented in this report for the recommended fees, adjustments will need to be applied to the fee recommendations to index them annually based on the Town's annual budgeted cost increases or another appropriate index (e.g., the Consumer Price Index).

A municipal fee survey of the fees within the scope of this review was undertaken for market comparison purposes. The survey results were considered in discussions with Town staff in determining recommended user fees. The impact of the proposed fees on the total costs of municipal development fees for sample developments is presented in Chapter 4 of this report.

3.2 Full Cost of Providing Development Application Review Services

Table 3-1 summarizes the Town's annual costs of providing development application review services, together with annual revenues and cost recovery levels in aggregate by service area. The estimated annual costs reflect the organization's direct, indirect, and capital costs associated with processing activities at average historical volume levels. Annual revenues are also presented in aggregate and are based on average annual application and permit volumes using the existing 2026 fees. These historical averages cover the 2020 to 2025 period for planning and engineering, and the 2024 to 2025 period for building. The charging parameters for these applications, such as building area and number of residential units, were derived from historical application data provided by Town staff.

Table 3-1
Cost Recovery Assessment of Current Development Application Fees

Service Area	Direct Costs	Indirect Costs	Capital Costs	Total Costs	Current Fees		
					Annual Revenue	Cost Recovery	Surplus/ (Deficit)
Planning	331,552	59,080	6,826	397,459	279,156	70%	(118,303)
Engineering	233,864	48,220	6,068	288,152	96,500	33%	(191,652)
Building	684,776	168,527	17,972	871,275	931,863	107%	60,588
Total	**1,250,193**	**275,827**	**30,866**	**1,556,885**	**1,307,518**	**84%**	**(249,367)**

Overall, the total annual cost of development review activities is $1.6 million. Direct costs account for 80% of this amount, or $1.3 million, while indirect and capital costs account for the remaining 20%, or $306,700. In aggregate, revenues generated under the current fee structure and average annual application volumes total $1.3 million, representing 84% of total costs. This leaves an annual shortfall of $249,400, which must be funded from the municipal tax base or through draws from the building permit reserve fund.

By major service area, the largest annual revenue shortfall is associated with engineering review, where current fees are estimated to recover only 33% of annual costs, resulting in a shortfall of $191,700. Planning fees recover 70% of costs, leaving a shortfall of $118,300 that would need to be funded from the tax levy. In contrast, building permit fees are estimated to recover 107% of the full cost of service, allowing for contributions to the building permit reserve fund. The sustainability of this reserve fund is discussed further in Section 3.2.6.

Further details on the cost recovery assessment, recommendations, and revenue impacts by application type are provided in the following sections.

3.2.1 Full Cost of Planning Application Review

Table 3-2 summarizes the costing results and recovery levels for each major planning costing category within the Town's A.B.C. model.

Table 3-2
Cost Recovery Assessment of Current Planning Application Fees

Costing Category Group	Total Costs	Current Fees		
		Annual Revenue	Cost Recovery	Surplus/ (Deficit)
Official Plan and Development Permit By-law Amendment	21,985	16,900	77%	(5,085)
Development Permit Applications	177,920	106,308	60%	(71,612)
Miscellaneous Agreement	2,436	1,750	72%	(686)
Condominiums and Subdivisions	126,831	67,381	53%	(59,450)
Deeming Bylaw	252	250	99%	(2)
Consents	42,728	16,667	39%	(26,062)
Part Lot Control	21,056	68,333	325%	47,277
Other	4,251	1,567	37%	(2,684)
Total - Planning	**397,459**	**279,156**	**70%**	**(118,303)**

When assessed by application type:

- Official Plan Amendment (OPA) and Development Permit By-law Amendment (DPA) applications account for $22,000 in annual costs, with current fee revenues of $16,900, representing 77% cost recovery and an annual shortfall of $5,100.
- Development Permit applications represent the largest share of total costs at $177,900 annually. Current fees generate $106,300 in annual revenue, recovering 60% of costs and resulting in a shortfall of $71,600.
- Miscellaneous Agreement applications account for $2,440 in annual costs and recover $1,750 in revenue, or 72% of costs, leaving a modest annual shortfall of $686.
- Condominiums & Subdivisions account for $126,800 in annual costs, with current revenues of $67,400, resulting in 53% cost recovery and a shortfall of $59,500.
- Deeming Bylaw applications are effectively at full cost recovery, with annual costs of $252 and revenues of $250, representing 99% cost recovery and a negligible shortfall of $2.
- Consents account for $42,700 in annual costs and $16,700 in revenues, recovering 39% of costs and resulting in a shortfall of $26,100.

- In contrast, Part Lot Control generates a significant annual surplus, with revenues of $68,300 compared to costs of $21,100, representing 325% cost recovery and a surplus of $47,300.
- Other planning applications account for $4,250 in annual costs and $1,570 in revenues, resulting in 37% cost recovery and a shortfall of $2,680.

3.2.2 Planning Application Fee Recommendations

Development application fee recommendations are provided in Table 3-3. These fee recommendations are made to improve cost recovery within the legislative constraints of the *Planning Act* and the *Municipal Act,* while recognizing the affordability and competitiveness of the fees. All fee recommendations should be increased annually based on the Town's annual budgeted cost increases or other appropriate index (e.g., the Consumer Price Index) to maintain the proposed level of cost recovery.

Current fee structures have generally been maintained while increasing fees to full cost recovery levels, with consideration for the fees in comparator municipalities. The exception to these fee increases are for Part Lot Control applications where the current fees are recovering more than the full costs of service. For these fees reductions have been recommended for Minor Part Lot Control from $3,000 to $1,300, and for Major Part Lot Control from $4,500 to $1,600, to recover the anticipated full cost of processing those applications.

Overall, the fee recommendations have attempted to better align the Town's revenues to their annual costs of service by type of review and to the type and size of anticipated development applications in the future.

Fee recommendations have been made in consultation with Town staff, with consideration given to the results of the cost and cost recovery analysis, as well as a review of fees for comparable applications in comparator municipalities. Proposed fees for OPA and DPA applications, Deeming By-law applications, Part Lot Control applications, and certain other minor application categories have been established to recover the full cost, based on the estimated anticipated cost of processing these applications. Proposed fees for Development Permit applications, Consents, Plans of Subdivision and Condominium, and certain miscellaneous agreement categories have been established below full cost recovery levels. In these instances, the modelled full cost recovery fees were determined to be higher than those observed in comparator municipalities (excluding outliers), and fees have therefore been adjusted to align more

closely with the prevailing range in those municipalities while remaining supported by and not exceeding the Town's anticipated costs of processing the applications. The recommendations presented herein would result in the planning application fees increasing from approximately 70% cost recovery to approximately 82% cost recovery.

The primary drivers of the proposed increase in revenue are adjustments to Development Permit, Subdivision and Condominium application fees, which are collectively projected to increase annual revenue by $81,200. Other fee categories (excluding Part Lot Control) are projected to contribute an additional $11,500 in revenue. As noted above, Part Lot Control application fees currently exceed the anticipated costs of processing these applications. The proposed fee reductions, intended to align the fees with the anticipated costs of processing these applications, are projected to decrease revenues by $46,600. In total, based on average annual historical application volumes, the proposed fee changes would result in net additional revenues of approximately $46,100, which would not need to be funded from the tax base.

Modelled revenue increases may diverge from budgeted increases due to differences in future application volumes, application types, and characteristics compared to historical averages. Specifically, the modelled revenues reflect historical averages while the budget is prepared based on forward-looking projections. Table 3-4 presents the annual revenues and cost recovery levels associated with the proposed fees for the same major application types summarized in Table 3-2 above.

Table 3-3
Recommended Planning Fees

Type of Fee or Charge / Construction Type	Current Amount of Fee or Charge	Proposed Amount of Fee or Charge
Official Plan Amendment (OPA)	$6,000.00	$8,200.00
Development Permit Amendment (DPA)	$6,000.00	$7,600.00
Combined OPA/DPA	$9,000.00	$9,000.00
Modifications to OPA/DPA requiring a subsequent public meeting	$2,500.00	$6,900.00
Development Permit Applications		
Class 1	$350.00	$650.00
Class 1-new residential builds within a plan of subdivision	$1,000.00	$1,500.00
Class 1A	$2,500.00	$3,800.00
Class 2	$5,500.00	$8,300.00
Class 3	$7,500.00	$11,300.00
File reactivation (inactive for more than 12 months)	50% of the current activation fee	50% of the current activation fee
Revision during development permit application process (where new circulation is required)	50% of the applicable DP application fee	50% of the applicable DP application fee
Condominiums and Subdivisions		
Condominium exemption fee	$1,000.00	$0.00
Extension of draft conditions for subdivisions and condominiums	$1,500.00	$3,200.00
Subdivision draft approval	$5,000.00	$8,000.00
Condominium draft approval	$5,000.00	$8,000.00
Major amendment after draft approval	$7,500.00	$8,000.00
Minor amendment	$3,000.00	$3,200.00
Execution of subdivision or condominium agreement	$5,000.00 plus 1 % value of works	$8,000 plus 1.5% value of the works
Lifting one foot reserve (per reserve)	$3,000.00	$3,000.00
Amendment to subdivision, condominium, or development agreement - Major	$2,500.00	$4,500.00
Amendment to subdivision, condominium, or development agreement - Minor	$2,500.00	$2,500.00
General		
Deeming Bylaw	$2,500.00	$2,500.00
Consent applications (per lot or instrument created)	$2,500.00	$3,000.00
Part Lot Control (per block) - Minor (creating individual housing ownerships)	$3,000.00	$1,300.00
Part Lot Control (per block) - Major (revisions to signed subdivision plans)	$4,500.00	$1,600.00

Table 3-3 (cont'd)
Recommended Planning Fees

Type of Fee or Charge / Construction Type	Current Amount of Fee or Charge	Proposed Amount of Fee or Charge
Miscellaneous agreement with Town	$3,500.00	$4,000.00
Compliance report	$200.00	$550.00
Additional consultation meetings (in person, email, or phone) as follows at a cost of $126.00/hours	$50/hour	$126/hour
Pre-consultation stage	Two (2) pre-consults; charges begin after second pre-consult	Two (2) pre-consults; charges begin after second pre-consult
Additional consultation meetings (in person, email, or phone) during - Application circulation stage	Four (4) consultations; charges begin after fourth consult	Four (4) consultations; charges begin after fourth consult
Additional consultation meetings (in person, email, or phone) during - Drafting of agreement stage	Two (2) pre-consults; charges begin after second consult	Two (2) pre-consults; charges begin after second consult

Table 3-4
Cost Recovery Assessment of Recommended Development Application Fees

Costing Category Group	Total Costs	Proposed Fees		
		Annual Revenue	Cost Recovery	Surplus/ (Deficit)
OPA and DPA	21,985	22,067	100%	81
Development Permit Applications	177,920	160,608	90%	(17,312)
Miscellaneous Agreement	2,436	2,000	82%	(436)
Condominiums and Subdivisions	126,831	94,330	74%	(32,501)
Deeming Bylaw	252	250	99%	(2)
Consents	42,728	20,000	47%	(22,728)
Part Lot Control	21,056	21,717	103%	660
Other	4,251	4,308	101%	57
Total - Planning	**397,459**	**325,280**	**82%**	**(72,179)**

3.2.3 Full Cost of Engineering Review

The annual cost of the engineering review services is approximately $288,200. Costs are compared with revenues derived from applying current fees to average parameters (e.g., the number of applications and the average cost of works). Costing and fee recovery levels for the major engineering reviews are summarized in Table 3-5. Annual

revenues, based on the Town's current fee structure and average historical activity levels, are estimated at $96,500, or 33% of costs.

Table 3-5
Engineering Reviews Full Cost Impacts by Costing Category

Costing Category Group	Total Costs	Current Fees		
		Annual Revenue	Cost Recovery	Surplus/ (Deficit)
Development Permit Class 1A	7,483	4,534	61%	(2,949)
Development Permit Class 2	44,723	11,315	25%	(33,408)
Development Permit Class 3	40,358	8,412	21%	(31,946)
W Connections	18,596	1,017	5%	(17,579)
WW/SW Connections	11,059	678	6%	(10,381)
Full Commissioning - Water	29,534	339	1%	(29,195)
CLIECA Form - Wastewater	1,361	1,333	98%	(27)
CLIECA Form - Stormwater	1,531	1,500	98%	(31)
Licence of Occupation Agreement	1,834	1,000	55%	(834)
Subdivision - Engineering	122,283	62,747	51%	(59,536)
Condo - Engineering	4,733	100	2%	(4,633)
Pre-servicing agreement	3,127	3,000	96%	(127)
Municipal Drinking Water Form 1/2	1,531	525	34%	(1,006)
Total - Engineering	**288,152**	**96,500**	**33%**	**(191,652)**

When assessed by application type:

- Development Permit Class 1A applications account for $7,500 in annual costs, with current fee revenues of $4,500, representing 61% cost recovery and an annual shortfall of $3,000.
- Development Permit Class 2 and Class 3 applications represent significant engineering review categories. Development Permit Class 2 applications account for $44,700 in annual costs and $11,300 in revenues, recovering 25% of costs and resulting in a shortfall of $33,400. Development Permit Class 3 applications account for $40,400 in annual costs and $8,400 in revenues, recovering 21% of costs and resulting in a shortfall of $32,000.
- Water and wastewater/stormwater connection reviews recover only a small share of costs. Water Connections accounts for $18,600 in annual costs and $1,000 in revenue, resulting in 5% cost recovery and a shortfall of $17,600. WW/SW Connections account for $11,100 in annual costs and $680 in revenues, representing 6% cost recovery and a shortfall of $10,400.
- Full Commissioning - Water accounts for $29,500 in annual costs but generates only $340 in revenues, resulting in 1% cost recovery and a shortfall of $29,200.

In contrast, the CLIECA Form - Wastewater and CLIECA Form - Stormwater categories are near full cost recovery at 98%, with annual shortfalls of $27 and $31, respectively. Licence of Occupation Agreement applications account for $1,800 in annual costs and $1,000 in revenues, representing 55% cost recovery, while Municipal Drinking Water Form 1/2 applications recover 34% of costs, with annual costs of $1,530, revenues of $530, and a shortfall of $1,010.

- Subdivision - Engineering is the largest engineering costing category from an annual cost perspective, accounting for $122,300 in annual costs. Current fee revenues of $62,800 recover 51% of these costs, resulting in a shortfall of $59,500. Condo - Engineering accounts for $4,700 in annual costs but generates only $100 in revenues, representing 2% cost recovery and a shortfall of $4,600. Pre-servicing agreements are close to full cost recovery, with annual costs of $3,100, revenues of $3,000, and 96% cost recovery.

3.2.4 Engineering Fee Recommendations

Fee recommendations are presented in Table 3-6. The following bullets highlight the major changes to the Town's fee schedule:

- Increase the fees for Development Approval and Agreements (Development Permit Classes 1A, 2, and 3, Subdivision) from 1% of the cost of works to 2% of the cost of works;
- Increase the fees imposed per Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) form from $1,000 to $1,020;
- Increase the fees for Municipal Drinking Water Form 1 and 2 from $350 to $1,020
- Introduce the following new fees:
    - Licence of Occupation agreement - $1,830; and
    - Full Commissioning – Water – 2% of the value of works.

The recommendations presented herein would increase the engineering review and application fees from 33% to 65% cost recovery, generating an additional $91,200 in annual revenue. The recommendations reflect a gradual or phased approach to increasing cost recovery and help moderate the impact of fee increases on applicants. The proposed cost recovery levels by major application type are presented in Table 3-7 below.

Table 3-6
Recommended Engineering Fees

Type of Fee or Charge / Construction Type	Current Amount of Fee or Charge	Proposed Amount of Fee or Charge
Development Approval and Agreement	1% value of works	2% value of works
CLI ECA Form (Consolidated Linear Infrastructure Environmental Compliance Approval) - per form	$1,000.00	$1,020.00
Inspection Services	$95.00/hour	$95.00/hour
Subdivision approval agreement	1% value of works	2% value of works
Condominium approval and agreement	$1,000.00 + $1,500.00 deposit for costs	$2,000.00 plus $3,000 deposit for costs
Additional consultation meetings (in person, email, or phone) *after 2-pre-cons: 4 application reviews; 2 agreement consults	$250.00	$500.00
Third party peer review	Cost to be borne 100% by Developer	Cost to be borne 100% by Developer
Project Management Fee	$150.00/hour	$150.00/hour
Pre-servicing agreement	$3,000.00	$3,130.00
Municipal Drinking Water Form 1 or 2	$350.00	$1,020.00
Licence of Occupation Agreement	n/a	$1,830.00
Full Commissioning - Water	n/a	2% value of works

Table 3-7
Cost Recovery Assessment of Recommended Engineering Fees

Costing Category Group	Total Costs	Proposed Fees		
		Annual Revenue	Cost Recovery	Surplus/ (Deficit)
DP-1A	7,483	9,069	121%	1,585
DP-2	44,723	22,630	51%	(22,093)
DP-3	40,358	16,823	42%	(23,535)
W Connections	18,596	2,033	11%	(16,563)
WW/SW Connections	11,059	1,356	12%	(9,703)
Full Commissioning - Water	29,534	678	2%	(28,856)
CLIECA Form - Wastewater	1,361	1,360	100%	(1)
CLIECA Form - Stormwater	1,531	1,530	100%	(1)
Licence of Occupation Agreement	1,834	1,830	100%	(4)
Subdivision - Engineering	122,283	125,494	103%	3,211
Condo - Engineering	4,733	200	4%	(4,533)
Pre-servicing agreement	3,127	3,130	100%	3
Municipal Drinking Water Form 1/2	1,531	1,530	100%	(1)
Total - Engineering	**288,152**	**187,662**	**65%**	**(100,489)**

3.2.5 *Full Cost of Building Permit Review*

Annual costs of administering and enforcing the *Building Code Act* total approximately $871,000. Costs are compared with revenues derived from the application of current fees to average parameters (e.g., gross floor area, construction values) and permit volumes. Costing and fee recovery levels for the major permit categories are summarized in Table 3-8. Annual revenues based on the Town's current fee structure and average historical activity levels are estimated at $931,000 or 107% of costs.

However, as discussed in the following sections, fee recommendations should be made in the context of a detailed analysis of forecast building permit activity, cost, revenues, and *Building Code Act* reserve fund levels.

Table 3-8
Cost Recovery Assessment of Current Building Permit Fees

Costing Category Group	Total Costs	Current Fees		
		Annual Revenue	Cost Recovery	Surplus/ (Deficit)
Non-Residential and Residential Non-Housing				
Non-Residential (ICI) - New, Addition	73,501	228,846	311%	155,345
Non-Residential (ICI) - Renovation	108,347	87,648	81%	(20,699)
Residential (Non-Housing) - New, Addition	31,967	180,083	563%	148,115
Residential (Non-Housing) - Renovation	52,703	51,056	97%	(1,648)
Accessory Structures (ICI and Non-Housing)	2,450	1,263	52%	(1,187)
Sub-total - Non-Residential and Residential Non-Housing	**268,969**	**548,896**	**204%**	**279,927**
Residential				
Residential - New	238,339	332,198	139%	93,858
Residential - Renovation	41,567	20,943	50%	(20,624)
Additional Dwelling Unit	8,643	3,575	41%	(5,068)
Accessory Structures (Residential)	69,690	8,080	12%	(61,610)
Sub-total - Residential	**358,239**	**364,796**	**102%**	**6,557**
Other				
Demolition Permits	4,856	1,170	24%	(3,686)
Other/Miscellaneous	50,295	17,001	34%	(33,294)
Fixed Managerial/ Administrative Time	188,916	-	0%	(188,916)
Sub-total - Other	**244,067**	**18,171**	**7%**	**(225,896)**
Total - Building	**871,275**	**931,863**	**107%**	**60,588**

When assessed by permit type:

- Non-residential and residential non-housing (e.g., apartments, condos, hotels) building permits account for $269,000, or 31% of the total annual costs of service. Revenues from these fees recover 204% of the costs of review and inspection and account for 59% of permit revenues.
- Residential (e.g. single and semi-detached houses, townhouses, or row houses) building permits account for $358,000 in annual costs, compared to estimated revenues of $364,400, generating a revenue surplus of $6,600. Revenue from residential building permits accounts for 39% of permit revenues.
- All other permit types account for 28% of the annual costs ($244,100) but only 2% of total revenue ($18,200), resulting in a cumulative under recovery of $225,900.

The above points illustrate that the fees for new residential and new non-residential construction are generating revenues in excess of the marginal costs of processing, while all other permit types are recovering less than the full costs of service. This pattern is typical across municipalities in Ontario, as the cost recovery test is set in aggregate at the *Building Code Act* level and not by type of individual permit. Furthermore, the fee design strategy has been designed to recover costs while not setting minor permit fees at levels that would disincentivize compliance with the Building Code process, thereby driving up the cost of enforcement.

A detailed analysis of forecast building permit activity, revenues, and *Building Code Act* reserve fund levels is contained in Section 3.2.6, which has been used to inform recommended fee structure revisions.

3.2.6 Building Permit Fee Recommendations

As noted in Section 2.6, it is recommended that the Town adopt a policy to maintain its *Building Code Act* reserve fund for service stabilization at a target of at least three times the annual direct costs of service. Based on the annual direct costs presented in Table 3-1, the 2026 target reserve fund balance would be approximately $2.1 million. The actual 2026 year-end reserve fund balance is projected to be $2.2 million, or 105% of the target.

To assess the ability of current and proposed fees to recover the full cost of service and support long-term reserve fund sustainability, forecast costs and revenues were reviewed over the 2026 to 2035 period. Overall, permit volumes are expected to remain below historical averages in the near term, reflecting recent construction activity levels.

The building permit volume forecast by major permit category is presented in Table 3-9 and was developed in consultation with staff based on recent trends, observed market conditions, and historical averages where appropriate.

Residential permit activity is generally expected to remain flat over the first three years of the forecast, followed by a gradual increase through to 2031; however, volumes are not anticipated to return to the elevated levels observed during 2021 and 2022. This trend is particularly evident in repeat low- and medium-density residential construction, where volumes decrease significantly in 2026 before gradually recovering in subsequent years. High-density residential activity is expected to remain constrained throughout the forecast period. Residential renovation activity is anticipated to

experience a slight decline in the near term, followed by a gradual return to historical averages.

Non-residential (ICI) permit activity is expected to remain elevated in the near term, reflecting a recent surge in activity, and gradually return to more typical historical levels over a three- to five-year period. In contrast, ICI renovation activity is forecast to remain stable across the forecast period, consistent with recent trends.

Permits related to residential non-housing construction are expected to remain below historical levels in the near term, with gradual normalization over time. Accessory structure permits are forecast to generally follow residential construction trends, with a lag of approximately one to two years. Across the accessory and residential renovation categories, modest growth is observed in the latter half of the forecast period, reflecting the broader recovery in residential activity.

In aggregate, the total number of annual building permits is expected to decline in the early years of the forecast relative to historical averages, consistent with a conservative outlook, and then increase gradually over time. Overall, the forecast reflects a cautious near-term outlook, followed by steady recovery and stable long-term activity levels, which support the Town's objective of maintaining a reserve balance equivalent to approximately three years of direct operating costs.

Based on forecast development activity and costs of service, the Town's current fees would not be sufficient to fund the full cost of service, contribute to the reserve fund for service sustainability, and maintain a balance of at least three times the annual direct costs. It should be noted that detailed discussions were held with staff regarding the current staff complement's ability to process the increased permit volumes forecast. It was determined that, in part due to the technology improvements made, staff have sufficient capacity to accommodate the increased permit volumes forecast.

Table 3-10 shows the reserve fund's continuity over the forecast period, including forecast costs, revenues, contributions/draws from the reserve fund, and the target reserve fund balance.

Table 3-9
Building Permit Volume Forecast (2026-2035)

Costing Category Group	Historical Average (2024-2025)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Non-Residential (ICI) - New, Addition	7.6	7.9	7.9	7.9	7.1	6.8	6.4	7.2	7.2	7.2	7.2
Non-Residential (ICI) - Renovation	26.5	26.5	26.5	26.5	26.5	26.5	26.5	26.5	26.5	26.5	26.5
Residential (Non-Housing) - New, Addition	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6
Residential (Non-Housing) - Renovation	4.6	4.6	4.6	4.6	4.6	4.6	4.6	4.6	4.6	4.6	4.6
Accessory Structures (ICI and Non-Housing)	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Residential - New	90.6	77.9	77.9	77.9	83.4	88.3	93.3	97.3	100.3	102.3	104.3
Additional Dwelling Unit	6.5	5.5	5.5	5.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5
Residential - Renovation	18.5	18.5	18.5	18.5	19.4	20.4	21.4	22.5	23.6	24.8	26.0
Other/Miscellaneous	84.0	84.0	84.0	84.0	84.0	84.0	84.0	84.0	84.0	84.0	84.0
Accessory Structures (Residential)	43.0	43.0	43.0	43.0	40.9	40.9	42.1	43.3	45.1	46.9	48.7
Demolition Permits	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0
Fixed Managerial/ Administrative Time	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total	**294**	**281**	**281**	**281**	**285**	**291**	**298**	**305**	**311**	**316**	**321**

Table 3-10
Building Reserve Fund Forecast – Based on Current Fees, No Inflation (2026-2035)

Description	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Opening Balance	2,138,428	2,157,795	2,176,243	2,171,699	2,137,479	2,083,533	2,011,818	1,950,840	1,859,631	1,735,310
Revenue	890,642	890,642	890,642	884,814	889,795	897,544	960,754	973,391	982,393	991,474
Expense	871,275	893,756	916,817	940,474	964,741	989,634	1,041,446	1,083,559	1,124,598	1,167,348
Contribution/(Draw)	19,367	(3,114)	(26,176)	(55,660)	(74,946)	(92,090)	(80,692)	(110,167)	(142,205)	(175,874)
Interest		21,562	21,632	21,439	21,000	20,375	19,715	18,958	17,885	16,474
Closing Balance	**2,157,795**	**2,176,243**	**2,171,699**	**2,137,479**	**2,083,533**	**2,011,818**	**1,950,840**	**1,859,631**	**1,735,310**	**1,575,910**
Direct Costs		702,445	720,570	739,163	758,235	777,800	818,522	851,620	883,875	917,474
Reserve Fund Target (3x Direct Costs)		2,107,335	2,161,710	2,217,488	2,274,706	2,333,399	2,455,565	2,554,860	2,651,624	2,752,421
Reserve Fund/Expense Ratio		3.10	3.01	2.89	2.75	2.59	2.38	2.18	1.96	1.72

As such, fee increases of 2.2% have been recommended to ensure full cost recovery and contributions to the reserve fund for future service sustainability. As shown in Table 3-11, building permit fee revenue based on the recommended fees discussed above, plus continuing to increase fees annually at inflationary levels (2% annual indexing beginning in 2027), has been assumed for the purpose of this report and would result in the Town accumulating a reserve fund balance of $2.8 million or 3.0 times the annual direct costs of service by 2035. Importantly, the projections show that the Town's reserve target multiple of at least three times the annual direct costs of service would be maintained over the forecast period, which mitigates the risks to service provision in the event of a downturn in permit activity.

Additionally, it is recommended to update the study in four to five years to account for changes in service costs, development activity, reserve fund accumulation, and Town policies. It is also recommended that the Town maintain its practice of reviewing the reserve fund target balance annually in accordance with its Reserve and Reserve Fund Policy.

As previously stated, generalized fee increases of approximately 2.2% have been proposed, except as noted below. The proposed changes to the permit fee schedule are summarized as follows:

- Differentiate the fees for demolition permits by applying the minimum permit fee for small demolitions, and introducing a $700 fee for large demolitions
- Introduce the reduced permit fee (25% reduction) for bungalows of up to 140 square meters, which was contemplated in the Phase 1 Study as an incentive to encourage the development of missing middle housing forms.
- Increase the fees for all other new residential building permits by 5%.

The Town's current and recommended building permit fees are presented in Table 3-12. The fees presented are the 2026 dollars, which will subsequently be increased annually at inflationary levels (2% annual indexing beginning in 2027 has been assumed for the purpose of this report).

The recommendations presented herein would increase the building permit fees from 107% to 109% cost recovery, generating an additional $21,200 in annual revenue. The proposed cost recovery levels by major application type are presented in Table 3-13 below.

Table 3-11
Reserve Fund Continuity
Recommended Fees (with annual inflationary increases)

Description	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Opening Balance	2,138,428	2,178,501	2,236,285	2,290,153	2,333,483	2,377,714	2,425,987	2,516,213	2,602,214	2,681,686
Revenue	911,348	929,575	948,167	960,801	985,532	1,014,008	1,107,084	1,144,095	1,177,782	1,212,457
Expense	871,275	893,756	916,817	940,474	964,741	989,634	1,041,446	1,083,559	1,124,598	1,167,348
Contribution/(Draw)	40,073	35,819	31,349	20,327	20,792	24,374	65,638	60,536	53,184	45,109
Interest		21,964	22,520	23,003	23,439	23,899	24,588	25,465	26,288	27,042
Closing Balance	**2,178,501**	**2,236,285**	**2,290,153**	**2,333,483**	**2,377,714**	**2,425,987**	**2,516,213**	**2,602,214**	**2,681,686**	**2,753,838**
Direct Costs		702,445	720,570	739,163	758,235	777,800	818,522	851,620	883,875	917,474
Reserve Fund Target (3x Direct Costs)		2,107,335	2,161,710	2,217,488	2,274,706	2,333,399	2,455,565	2,554,860	2,651,624	2,752,421
Reserve Fund/Expense Ratio		3.18	3.18	3.16	3.14	3.12	3.07	3.06	3.03	3.00

Table 3-12
Recommended Building Permit Fees

Type of Fee or Charge / Construction Type	Current Fee or Charge	Proposed Fee of Charge
Minimum Permit Fee	**$130.00**	**$133.00**
Non-Housing Fees Commercial / Industrial / Institutional & Large Scale Residential (Apartments, Condos, Hotel Etc.)		
• New Building Construction • Additions • Renovations & interior fit-ups • Alterations / Repairs • Accessory Structures	2.6 % of the value of construction for the first $750,000 plus 1.3% for all valuation thereafter	2.66 % of the value of construction for the first $750,000 plus 1.33% for all valuation thereafter
Non-Housing application review fee at discretion of Chief Building Official (CBO)	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	Fee to be determined by Chief Building Official at time of application but shall not exceed $5,100.00 amount required will be deducted from final payment of the permit fee
New Housing Fees and New Additional Dwelling Units		
• New House (Includes, Single Detached House, Semi Detached House, & Town House), Base Fee one dwelling unit, additional dwellings charged separately.	<140 m2 - $3,200.00 140m2 - <160 m2 = $3,400.00 160 m2 - <180 m2 = $3,600.00 180 m2 - <200 m2 = $3,800.00 200 m2 - <220 m2 = $4,000.00 220 m2 - <240 m2 = $4,200.00 240 m2 - <260 m2 = $4,400.00 >=260 m2 = $4,600.00	< 140 m2 = $3,350.00 140m2 - <160 m2 = $3,560.00 160 m2 - <180 m2 = $3,770.00 180 m2 - <200 m2 = $3,980.00 200 m2 - <220 m2 = $4,190.00 220 m2 - <240 m2 = $4,400.00 240 m2 - <260 m2 = $4,610.00 >=260 m2 = $4,820.00
• 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.		
• New Bungalor House up to 140 m2 (Includes, Single Detached House, Semi Detached House, & Town House), Base Fee one dwelling unit, additional dwellings charged separately.	$3,200.00	$2,500.00
Any additional dwelling unit in a house or residential accessory structure.	$550.00 Flat Fee (each unit additional on top of base house fee noted above)	$560.00 Flat Fee (each unit additional on top of base house fee noted above)
Application Review Fee for New Housing	$1,100.00 provided at time of application per house, this application deposit fee will be deducted from the final permit fee.	$1,125.00 provided at time of application per house, this application deposit fee will be deducted from the final permit fee.

Table 3-12 (Cont'd)
Recommended Building Permit Fees

Type of Fee or Charge / Construction Type	Current Fee or Charge	Proposed Fee of Charge
Housing Accessory Structures and Renovation and Demolition Fees		
Additions, Renovations, and Repairs/Alterations where not noted below	2.6% of value of construction	2.66% of value of construction
Finished Basement (not serving as an additional dwelling unit noted above)	$250. 00 flat fee	$256. 00 flat fee
Small Landings (max 2.32m^2 in floor area) with no roof	Minimum permit fee	Minimum permit fee
Accessory Structure (deck, shed, garage etc.) with no foundation below Grade (floating and detached)	$160. 00 flat fee	$164. 00 flat fee
Accessory Structure (deck, shed, garage etc.) with a foundation below Grade	$200.00 flat fee	$205.00 flat fee
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.	The Chief Building Official may prescribe additional inspection fees for accessory structures that include additional construction such as plumbing, heating, ventilation, etc.
Foundation repairs	Minimum permit fee	Minimum permit fee
Solid wood burning appliance installation/replacement (wood stove, furnace etc.)	Minimum permit fee	Minimum permit fee
Water Service or sewer service replacement or installation per house	Minimum permit fee	Minimum permit fee
Sea container (accessory storage use >15m^2 in area)	Minimum permit fee for each container installed	Minimum permit fee for each container installed
Demolition permit (no significant construction required)/Small	Minimum permit fee	Minimum permit fee
Demolition permit - Large	Minimum permit fee	$700.00

Table 3-12 (Cont'd)
Recommended Building Permit Fees

Type of Fee or Charge / Construction Type	Current Fee or Charge	Proposed Fee of Charge
Administrative Fees		
Record Retrieval of Archived Building Permits: • Single Record • Each additional record for the same property	 $75.00 $25.00	 $77.00 $26.00
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	$338.00 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	$1,125.00 plus all development charges for project are due at conditional permit issuance
Change of use permit (no construction proposed/required)	Minimum permit fee	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	Minimum permit fee + at the discretion of the Chief Building Official staff time at a rate of $61.00/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%	-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)	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	$338.00 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	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	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	Minimum permit fee
Building Compliance Report-For the following items related only to the Ontario Building Code Act: -Unresolved Orders -Open Permits -Outstanding Inspections	Minimum permit fee	Minimum permit fee

Table 3-12 (Cont'd)
Recommended Building Permit Fees

Type of Fee or Charge / Construction Type	Current Fee or Charge	Proposed Fee of Charge
Administrative Fees		
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 l page larger than 11 x17	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 l page larger than 11 x17
Transfer of permit	Minimum permit fee	Minimum permit fee
Limiting distance agreement	$300.00 flat fee	$307.00 flat fee
Refund for Cancelled Permits and Applications		
75% refund of permit fees	No review functions have been performed	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	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	Permit has been issued

Table 3-13
Cost Recovery Assessment of Recommended Building Permit Fees

Costing Category Group	Total Costs	Proposed Fees		
		Annual Revenue	Cost Recovery	Surplus/ (Deficit)
Non-Residential and Residential Non-Housing				
Non-Residential (ICI) - New, Addition	73,501	233,965	318%	160,464
Non-Residential (ICI) - Renovation	108,347	89,609	83%	(18,738)
Residential (Non-Housing) - New, Addition	31,967	184,111	576%	152,143
Residential (Non-Housing) - Renovation	52,703	52,198	99%	(506)
Accessory Structures (ICI and Non-Housing)	2,450	1,292	53%	(1,159)
Sub-total - Non-Residential and Residential Non-Housing	**268,969**	**561,174**	**209%**	**292,205**
Residential				
Residential - New	238,339	339,700	143%	101,361
Residential - Renovation	41,567	21,411	52%	(20,155)
Additional Dwelling Unit	8,643	3,653	42%	(4,990)
Accessory Structures (Residential)	69,690	8,252	12%	(61,438)
Sub-total - Residential	**358,239**	**373,016**	**104%**	**14,777**
Other				
Demolition Permits	4,856	1,481	30%	(3,375)
Other/Miscellaneous	50,295	17,398	35%	(32,898)
Fixed Managerial/ Administrative Time	188,916	-	0%	(188,916)
Sub-total - Other	**244,067**	**18,878**	**8%**	**(225,189)**
Total - Building	**871,275**	**953,069**	**109%**	**81,794**

Chapter 4
Impact of Recommended Fees on Sample Development Types

4. Impact of Recommended Fees on Sample Development Types

4.1 Introduction

The fee recommendations presented in Chapter 3 also considered the affordability of the increases and the Town's fee competitiveness compared to neighbouring municipalities.

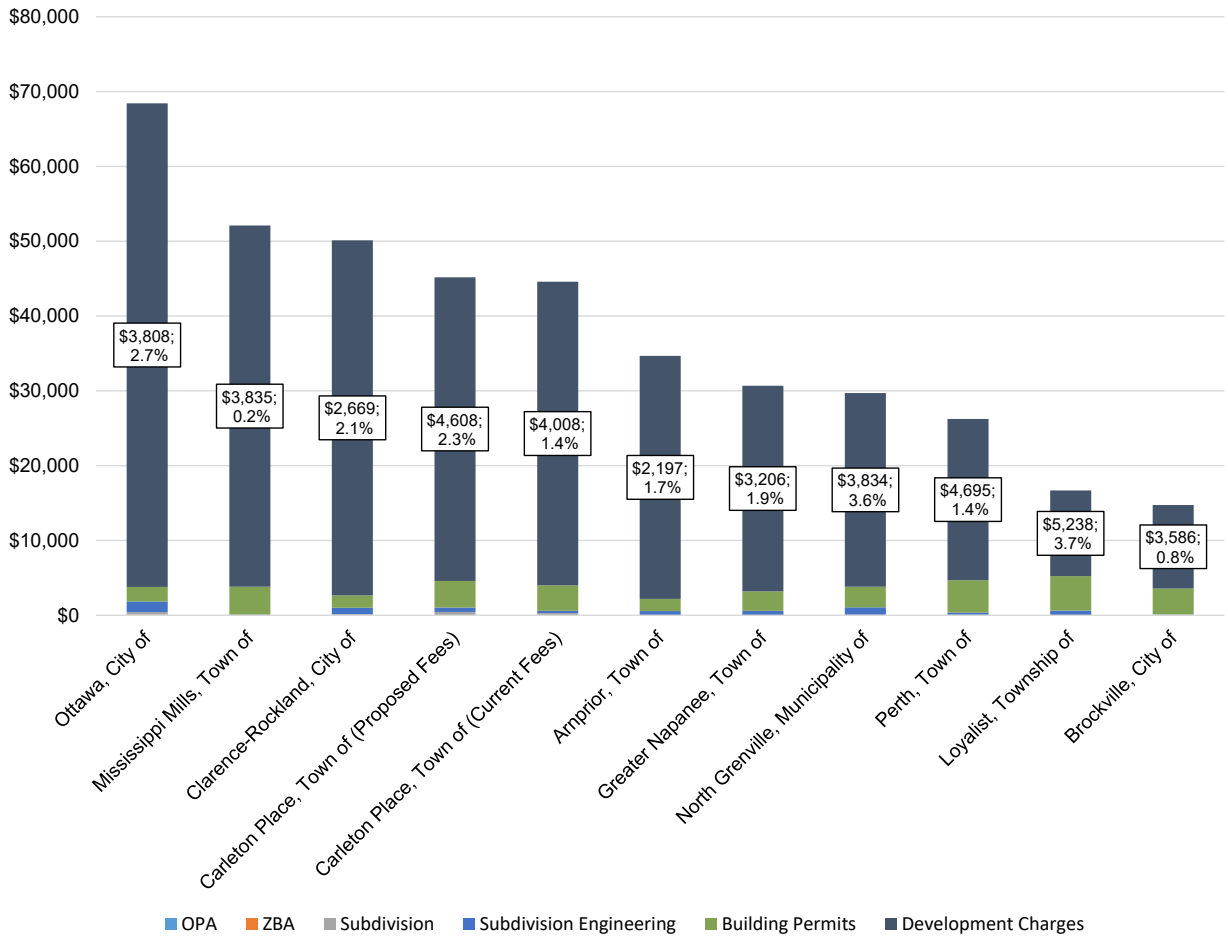
To fully understand the overall impacts that these fee recommendations will have on the competitiveness of the Town's total development fees (i.e., including planning, building, engineering fees, and development charges), an impact analysis for two sample developments has been prepared comparing the Town's current and proposed cost of development to other comparable municipalities. The following section provides an overview of the potential cost implications for two development types (i.e., a 549-unit subdivision development and a big-box commercial development requiring a site plan). A residential deck permit impact is also provided due to the sensitivity to fee changes at the individual applicant level. Increases in fees may influence application behaviour, potentially resulting in fewer permit applications and a corresponding increase in the need for enforcement and compliance activities where work proceeds without permits.

4.2 Subdivision Development Impacts

Figure 4-1 examines the total development fees and charges, including planning (i.e., Development Permit Amendment and subdivision), engineering fees, building permit fees, and development charges, related to a 549-unit (1,701 sq. ft. per unit) subdivision. This provides a comprehensive analysis of the impacts of the recommended fees, presented on a per-unit basis. The recommended fees result in a $600 per-unit increase, which is a 24.1% increase in the Town's planning, engineering, and building permit fees, or a 1.3% increase in the total development fees and charges payable for the development. The increase is primarily driven by subdivision-related engineering inspection fees (approximately $291 per unit), followed by building permit fees (approximately $160 per unit) and subdivision planning application fees (approximately $149 per unit). This increase leaves the Town's rank in the municipal comparison unchanged at fourth out of the 10 comparator municipalities. Furthermore, when examining what share of the total development fees payable the proposed planning

application, building permit, and engineering fees would represent, the Town's fees would be 2.3% of the total fees, which is in line with the share of the 10 comparator municipalities, indicating these proposed fees are in line with the cost recovery policies of the other municipalities.

Figure 4-1
549-Unit Subdivision Development Impacts

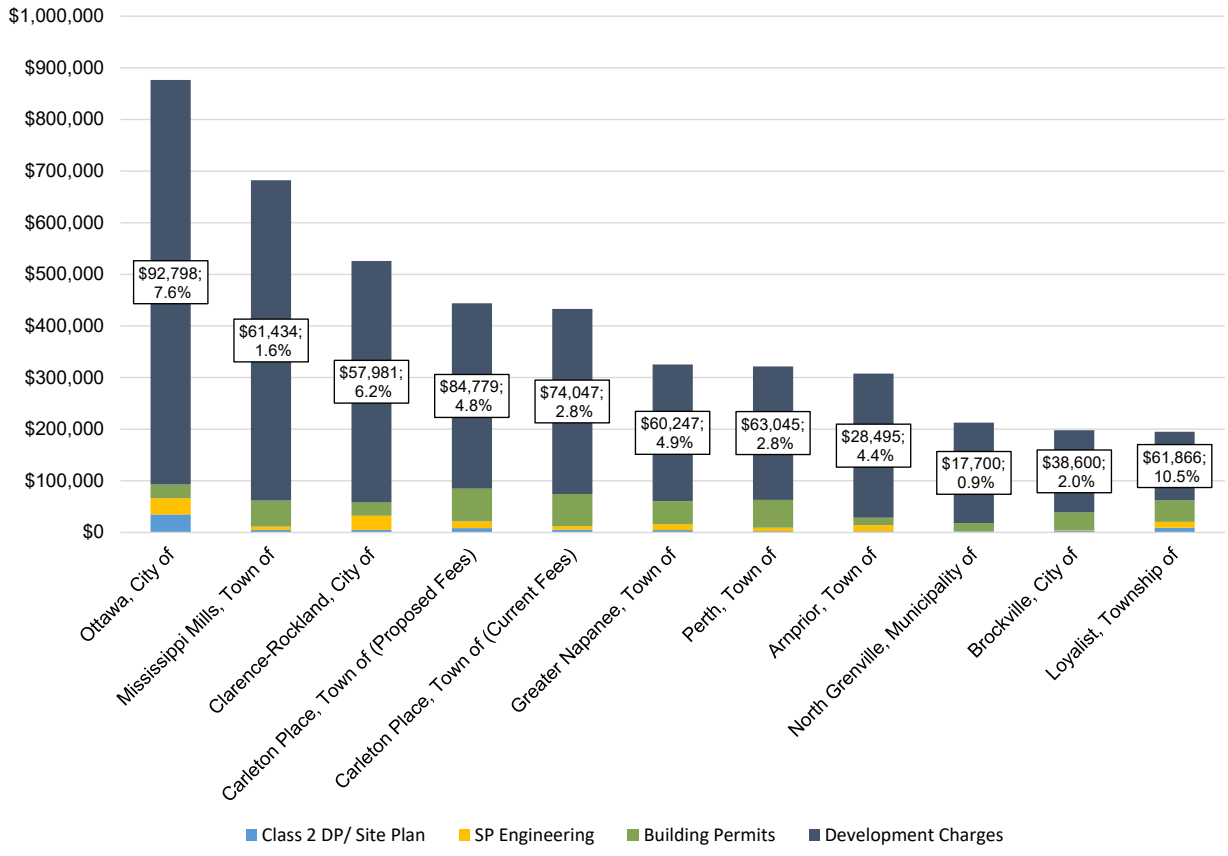


4.3 Class 2 Development Permit/Site Plan Development Impacts

Figure 4-2 examines the total development fees and charges, including planning (i.e., Development Permit Class 2), engineering fees, building permit fees, and development charges, related to a 20,000 sq.ft. big-box retail development. This provides a comprehensive analysis of the impacts of the recommended fees. The recommended

fees result in a $10,700 increase, which is a 14.5% increase in the Town's planning, engineering, and building permit fees, or a 2.1% increase in the total development fees and charges payable for the development. The increase is primarily driven by higher engineering-related review and inspection costs (approximately $6,500), with additional contributions from planning application fees (approximately $2,800) and building permit fees (approximately $1,432). This increase leaves the Town's rank in the municipal comparison unchanged at fourth out of the 10 comparator municipalities. Furthermore, when examining what share of the total development fees payable the proposed planning application, building permit, and engineering fees would represent, the Town's fees would be 4.8% of the total fees, which is in line with the share of the 10 comparator municipalities, indicating these proposed fees are in line with the cost recovery policies of the other municipalities.

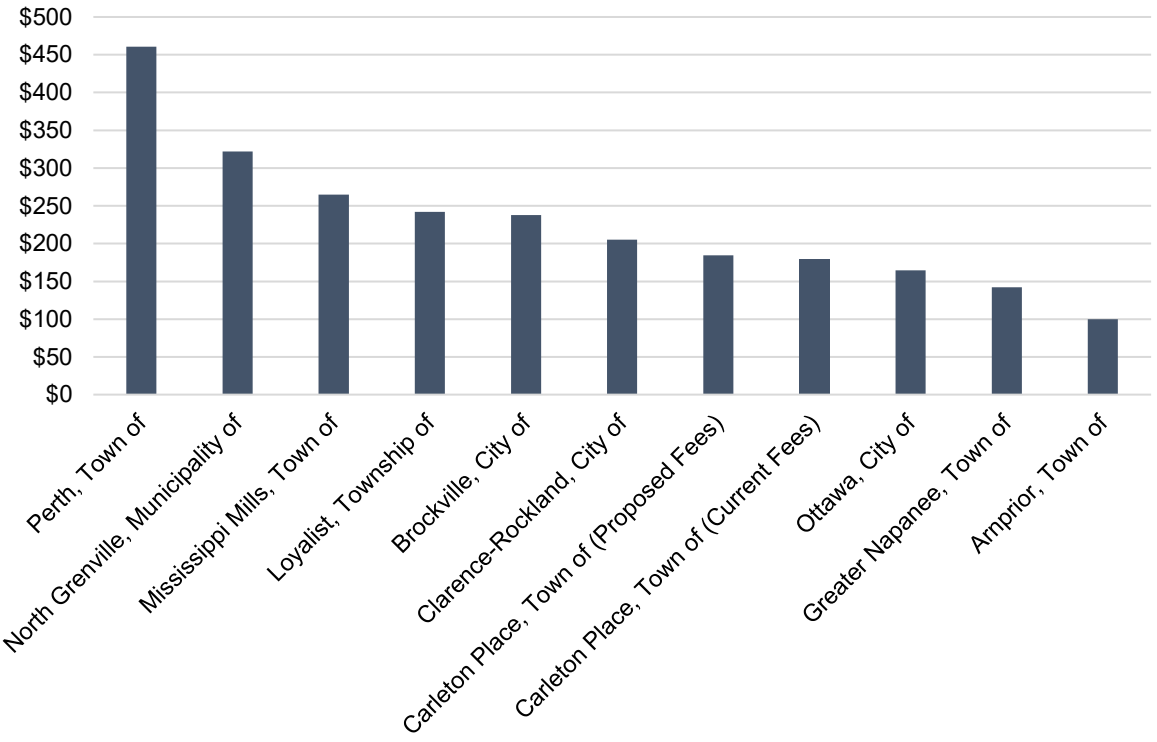
Figure 4-2
Class 2 Development Permit/Site Plan Development Impacts



4.4 Residential Deck Comparison

Figure 4-3 shows the fee for a residential deck. At the current fees, the Town has the fourth-lowest fees among the 10 comparator municipalities. As discussed earlier, deck permit applications have shown higher sensitivity to fee levels at the individual applicant level. The comparison demonstrates that the Town's relative position within the comparator group remains unchanged. The proposed increase leaves the Town's rank in the municipal comparison unchanged at fourth out of the 10 comparator municipalities.

Figure 4-3
Residential Deck



Chapter 5
Financial Incentives

5. Financial Incentives

Phase 1 of the Development Fees and Charges Review established a framework to support the Town's housing priorities through the strategic use of financial incentives. As part of this work, a ranked list of priority housing forms was identified based on the Town of Carleton Place 2024 Community Housing Needs Assessment (Community Housing Needs Assessment) report and discussions with Town staff. The priorities, ranked from highest to lowest, were established as:

- Non-profit housing;
- Affordable housing, including rental housing;
- Missing middle housing, including semi-detached and townhouse bungalows;
- Accessible senior housing; and
- Intensified mixed-use developments in 15-minute neighbourhoods.

A range of financial incentives intended to encourage the development of these priority housing forms was proposed as part of Phase 1 work. These incentives were informed by a review of applicable legislation, existing municipal programs, and best practices across Ontario municipalities, and were designed to be implemented primarily through the Town's Community Improvement Plan (C.I.P.) or fee structures, where permitted.

Phase 1 focused on establishing the types and structure of incentives, rather than quantifying the exact level of financial support. As noted in the Phase 1 report, the specific fee-based incentives were to be completed as part of Phase 2, in conjunction with the review of development-related fees and cost recovery assessments.

Since the completion of Phase 1, the Town has updated its Community Improvement Plan to incorporate the recommended incentive framework. The proposed fee incentives to support the recommendations from Phase 1 are summarized below.

Planning and Engineering Fee Reductions for Affordable Rental Housing
The Phase 1 report identified a potential reduction of approximately 50% in planning and engineering fees for affordable rental housing. It was acknowledged that the final level of the incentive would be determined in Phase 2, with consideration given to the Town's cost recovery requirements and applicable legislative framework, including the *Planning Act* and the *Municipal Act, 2001*.

As part of Phase 2, the Town's existing cost recovery levels for planning application were reviewed as discussed in Section 3.2.1 and 3.2.2. Under subsection 69(1) of the *Planning Act*, municipalities are required to ensure that planning application fees do not exceed the anticipated cost of processing the respective application type. This requirement limits the extent to which costs associated with one development category or application type can be redistributed to other application types.

Based on this analysis, any reduction in fees for a particular type of planning application, including those related to affordable rental housing, would necessitate corresponding increases to other fees in the same category in order to maintain the desired level of cost recovery. While some degree of cross-subsidization may be permissible, the analysis indicates that the magnitude of the required increases would result in fee levels that exceed those of comparable municipalities. A similar observation was made with respect to engineering fees, which are established under the authority of the *Municipal Act, 2001*.

This outcome raises concerns about the competitiveness of the Town's fee structure. While competitiveness is not a statutory requirement, it is an important consideration in maintaining a reasonable and balanced fee framework. Although planning and engineering fees represent a small share of the total municipal development fees payable, elevated fee levels may introduce risk by discouraging development activity or influencing development decisions in favour of other municipalities.

Accordingly, while the provision of planning and engineering fee reductions for affordable rental housing remains a desirable policy objective consistent with the Town's housing priorities, it is not recommended that such reductions be implemented through adjustments to the Town's fee structure. Instead, it is recommended that the Town consider using Housing Accelerator Fund (HAF) funding or other external funding sources to support the cost of these incentives. This approach allows the Town to advance its housing objectives while maintaining compliance with legislative cost recovery requirements and preserving a reasonable and competitive fee framework.

Incentive for Smaller Housing Units

Phase 1 recommended reduced building permit fees for semi-detached bungalow units up to 1,500 square feet and up to 1,400 square feet for bungalow townhouse units to support missing middle housing forms. While a reduction of up to approximately 30% was identified as a potential target, the exact percentage was not established and was

to be confirmed through Phase 2 based on detailed cost analysis and fee model calibration. Phase 1 also recognized the Town's existing fee structure, which provides relatively lower fees for smaller housing units, as an implicit incentive supporting more missing middle housing forms.

A new fee for units up to 140 square meters (approximately 1,500 square feet) has been proposed. The proposed fee of $2,500 provides a 25% reduction relative to the proposed fee for other residential dwelling units. The proposed refinements to the fee schedule for residential permits are presented in Table 3-12.

Chapter 6
Conclusion

6. Conclusion

Summarized in this report is the legislative context for the imposition of development review fees, the methodology undertaken, A.B.C. model results, the associated full cost recovery, fee structure recommendations, and market impacts.

The intent of this review is to provide the Town with a recommended fee structure for Council's consideration to appropriately recover the service costs from benefiting parties. The recommended planning application fees would generate an additional $46,100 in annual revenue, improving cost recovery from 70% to 82%. Engineering fees would generate an additional $91,200 in fee revenue, increasing cost recovery from 33% to 65%. Building permit fees would generate an additional $21,200 in revenue, recovering the full costs of service and contributing to the reserve fund for future service sustainability. As noted earlier, the cost recovery levels of the recommended fees are presented in 2026 dollar values. The Town should consider annual inflationary increases to the fees to maintain desired cost recovery levels. Interim adjustments to fees may be required if there are greater than inflationary increases to Town review costs, changes in organizational structure, or other legislative changes that impact the intensity of involvement on a per application basis.

In addition to the fee recommendations, this assignment also considers the financial incentives initially proposed through Phase 1 for priority housing forms. A 25% reduction has been incorporated within the recommended building permit fee structure for small bungalows up to 140 square metres to encourage the development of the missing middle.

While planning and engineering fee reductions for affordable rental housing remain a desirable policy tool, the analysis demonstrates that implementing such incentives through the fee structure would adversely impact cost recovery and competitiveness. For these incentives, the Town is encouraged to utilize external funding sources, such as the Housing Accelerator Fund, to support these initiatives in a manner that is consistent with legislative requirements and the Town's long-term financial sustainability.

It is recommended that the Town consider revisiting its development review fees every four to five years to ensure that the fees and associated revenue are aligned with

processing costs to maintain a sound fiscal position and mitigate any potential appeal risk associated with the fees.



Appendices

Appendix A
Planning, Engineering and Building Permit Fee Municipal Comparators

This appendix provides a survey of development-related fees based on publicly available fee schedules from comparator municipalities. It is important to note that there is considerable variation in both the level of fees and the underlying fee structures across municipalities. Where possible, fees from comparator municipalities have been aligned with the Town's fee structure to facilitate direct comparison. However, due to differences in application categories, fee bases (e.g., flat fees versus percentage-based fees), and the scope of services included, direct comparisons are not always possible. This appendix is provided to support a general understanding of how the Town's fees compare within the broader municipal context.

Table A-1
Planning and Engineering Fees Survey

Fee Description	Town of Carleton Place - Current Fees		North Grenville		City of Ottawa	
	Fee	Description	Fee	Description	Fee	Description
Pre-consultation	50	per hour, two free consultation meetings			1,068	Per Applicaiton Phase
OPA	6,000	OPA	2,500	OPA (separate engineering review fees shall be applied)		OPA:
	2,500	Modifications requiring subsequent public meetings			42,430.84	OPA
					820	Conversation Authority Fee
					1,400,000	Urban and Village Boundary Expansion (see note)
DPA/ZBA	6,000	Development Permit Amendment (DPA)	1,000	ZBA (Minor)	19,272.84	ZBA (Minor)
			2,000	ZBA (Major)	36,372.84	ZBA (Major)
			1,000	Removal of Holding	6,814	Resubmission (within 6 months)
					12,450	Lifting of Holding By-law
Combined Applications	9,000	Combined OPA & DPA			10%	Planning fee reduced by
Subdivision	5,000	Draft Plan Approval		Draft Plan:		Subdivison Draft Plan:
	1,500	Extension	3500	Base fee	73,888.84	1 to 40 units
	2,500	Amendment	50	Per lot/unit	131,130.84	41 to 250 units
	7,500	Amendment after Approval (Major)	1500	Amendment	159,362.84	251+ units
	3,000	Amendment after Approval (Minor)		Transfer of Subdivision Blocks or Lots (costing category)	61,761.84	Non-residential uses
	2,500	Deeming By-law			15,895	Additional fee for combination of res and non-res
		Execution of Agreement:			4,120	Additional Conservation Authority Fee
	5,000	Base fee			6,704	Extension of Draft Plan Approval
	1%	Value of Works			11,065.04	Revision/Re-circulations
Condominium	5,000	Draft Plan Approval		Condominium Draft Plan:		Vacant Land Condo:
	1,500	Extension	2500	Base fee	34,671.33	With Concurrent Site Plan Control App.
	2,500	Amendment ot agreement	30	Per Unit	72,777.73	Without Concurrent Site Plan Control App.
	7,500	Amendment after Approval (Major)	2500	Condominium Conversion	33,464.19	New Standard, Common Elements, Phase, or Leasehold Condos
	3,000	Amendment after Approval (Minor)			7,925.04	Revision or Extension for a Plan of Condo
	1,000	Condo Exemption				
		Execution of Agreement:				
	5,000	Base fee				
	1%	Value of Works				
Site Plan	5,500	Class 2 (Site Plan)	900	Site (Minor)	84,259.99	Complex - Base Fee
			2000	Site Plan (Major-Greenfield)	34,835.15	Standard (Urban) - Base Fee
			100	Schedule Amendment only	30,567.15	Standard (Rural) - Base Fee
					56,779.80	Complex - Revision
					16,015.96	Standard (Urban) - Revision
					1,423	Standard (Rural) - Revision
					6,582	Extension (Urban)
					1,423	Extension (Rural)
					1,000	Value of Hard and Soft Service <$50,000
					5,000	Value of Hard and Soft Service <$300,000
					10,000	Value of Hard and Soft Service >$300,000
Part Lot Control		Part Lot Contorl, Per Block:	600	Lift Part Lot Control		Lifting Part Lot Control:
	4,500	Major (revisions to signed subdivision plans)	600	Renewal of Part Lot Control	13,699.05	Base Fee
	3,000	Minor (creating individual housing ownerships)			125	Conservaiton Authority Fee
					3,051.96	Extensioon of Part Lot Control
					1,572.96	Additional charge per By-law
Consent	2,500	Consent applications	350	Consent Review	4276	Consent
					1917	Secondary Consent
					798	Recirculation of Consent
Minor Variance	350	Class 1 (Minor Variance)	650	Minor Variance/Permissions	3754	Minor Variance / Permission
	1,000	Class 1-new residential builds within a plan of subdivision	100	Fence Variance	1917	Seconary Minor vairance / Permission
	2,500	Class 1A				
Concurrent Minor Variance/Consent					6393	Combined Consent & minor Variance / Permisison
					3834	Combined Secondy ConSent & minor Variance / Permisison
Compliance Letters	200	Compliance Report	50	LLBO, MVDL & Other Compliance Letters		
			100	Zoning Compliance Letters		
Subdivision/Condo Engineering Review and Inspection	1%	Development Approval and Agreement, Value of Works	3.5%	of Estimated Cost of the Subdivision Works	5%	of Value of Hard Services
	1,000	CLI-ECA form, per form			2.5%	of Value of Soft Services
	95	Inspection Services, per hour			5,773.17	Third and Subsequent Engineering Review Fees
	1%	Subdivision Approval Agreement, of Value of Works				
	1,000	4th and Subsequent Subdivision Submissions				
	1,000	Condominium approval and agreement (+$1,500 deposit)				
	250	Additional Consultation meetings, per meeting				
	100%	Third Party Peer Review, Cost Recovery				
	150	Project Management Fee, per hour				
	3,000	Pre-servicing Agreement				
	350	Municipal Drinking water Form 1 or 2				
Lifting one foot reserve (per reserve)	3,000	Lifting one foot reserve (per reserve)	300	Lift 0.3 m Reserve Blocks and Transfer of all Other Subdivision Blocks/Lots	3,452.64	(includes $1,161.64 Legal Fee + HST)
					2,353.64/lot	If Rural (includes $1,161.64 Legal Fee + HST)
Encroachment Agreement	3,500	Encroachment agreement with Town				

Table A-1 (continued)
Planning and Engineering Fees Survey

Fee Description	Town of Carleton Place - Current Fees		City of Brockville		Town of Arnprior	
	Fee	Description	Fee	Description	Fee	Proposed 2025 Fees
Pre-consultation	50	per hour, two free consultation meetings				
OPA	6,000	OPA	3,100	OPA	2,000	OP Amendment
	2,500	Modifications requiring subsequent public meetings	830	Modifications that require subsequeent public meetings		
DPA/ZBA	6,000	Development Permit Amendment (DPA)	3,100	ZBA	2,000	Zoning Amendment
			830	Modifications that require subsequent public meetings		
				Extension of Temporary Use		
			1,995	Removal of H		
			550			
Combined Applications	9,000	Combined OPA & DPA	4,600	Concurrent ZBA & OPA		
Subdivision	5,000	Draft Plan Approval		Subdivision:	3,000	Subdivision Agreement (plus legal and engineering costs -
	1,500	Extension	4,525	Application fee		$20,000 deposit)
	2,500	Amendment	95	Per Lot	1,100	Agreement Amendment
	7,500	Amendment after Approval (Major)	305	Per Block	800	Review of Red Line Changes to Draft Plan
	3,000	Amendment after Approval (Minor)	140	Registration for Subdivision applications	325	Deeming By-law
	2,500	Deeming By-law	2,100	Appeal (Deposit)	800	Extension of Draft Plan Approval (Required Annually)
		Execution of Agreement:	895	Modifications that require subsequeent public meetings		
	5,000	Base fee		Extension of Draft Plan Approval		
	1%	Value of Works	515	Red Line Changes, Amend to Draft Plan Cond		
			662.5	Lot Releases, Subdivision Agreement		
			158	Registration fees for Lot Releases, Sub Agreement		
			140	Deeming of a Plan of Subdivision		
			663	Amendment to Agreement		
			662			
Condominium	5,000	Draft Plan Approval		Condominium:	3,000	Condominium Approval (plus legal and enginnering costs -
	1,500	Extension	4,500	Application and Conversion Fee		$20,000 deposit required)
	2,500	Amendment ot agreement	140	Registration for Condo Applications and Conversions	1,500	Condominium - exemption
	7,500	Amendment after Approval (Major)	2,105	Exemptions from Planning Act Approval	800	Extension of Draft Plan Approval (Required annually)
	3,000	Amendment after Approval (Minor)	662	Amendment to Agreement		
	1,000	Condo Exemption	2,100	Appeal (Deposit)		
		Execution of Agreement:	140	Registration for Condo Agreement		
	5,000	Base fee	515	Extension of Draft Plan Approval		
	1%	Value of Works	662	Red Line Changes		
Site Plan	5,500	Class 2 (Site Plan)		Site Plan Control	2,000	Site Plan Application (plus legal and engineering costs -
			1,236	Base fee (Max of 3,400 total)		$10,000 deposit)
			614	Base fee (Parking Lots Only)	550	Site Plan Agreement Amendment
			65	Per Dwelling Unit (Max of 3,400 total)	300	Release of Site Plan
			0.65	Per Square Metre (Max of 3,400 total)		
			1,208	Reactivation of Application		
			225	Approval of Minor Change		
			375	Amendment to Site Plan Control Agreement		
			140	Registration Fee for Amendments to Site Plan Control Agreement		
Part Lot Control		Part Lot Contorl, Per Block:	609.75	Removal of Pat Lot Control	600	Part Lot Control (per By-law, amendment, or extension)
	4,500	Major (revisions to signed subdivision plans)	140	Registration Fee Removal of Part Lot Control		
	3,000	Minor (creating individual housing ownerships)				
Consent	2,500	Consent applications	895	Consent	1500	per lot, bundary adjustment, or easement
			510	Modification that require subsequent public meetings	500	Reciculation
			285	Request to Change conditions of Provisional Consent	300	Deferral
					500	Validation of Title/Certificate of Cancellation
Minor Variance	350	Class 1 (Minor Variance)	895	Minor Variance	1,500	Minor Variance
	1,000	Class 1-new residential builds within a plan of subdivision	510	Modification that require subsequent public meetings	500	Recirulation
	2,500	Class 1A			300	Deferral Fee
Concurrent Minor Variance/Consent			1,420	Concurrent Consent and Minor Variance		
Compliance Letters	200	Compliance Report	80	Driveway/Driveway Expansion Letter	150	Zoning and building compliance reports
Subdivision/Condo Engineering Review and Inspection	1%	Development Approval and Agreement, Value of Works		Subdivision Review:	100%	Cost Recovery
	1,000	CLI-ECA form, per form	530	<10 Units		
	95	Inspection Services, per hour	1,080	10-20 Units		
	1%	Subdivision Approval Agreement, of Value of Works	1,600	20-30 Units		
	1,000	4th and Subsequent Subdivision Submissions	2,150	30-40 Units		
	1,000	Condominium approval and agreement (+$1,500 deposit)	2,675	40-50 Units		
	250	Additional Consultation meetings, per meeting	3,200	>50 Units		
	100%	Third Party Peer Review, Cost Recovery	480	Stormwater Management (per treatment system)		
	150	Project Management Fee, per hour	200	Stormwater Mgmt (per treatment system per sub)		
	3,000	Pre-servicing Agreement		Subdivision Resubmission:		
	350	Municipal Drinking water Form 1 or 2	400	<10 Units		
			540	10-20 Units		
			800	20-30 Units		
			1,100	30-40 Units		
			1,300	40-50 Units		
			1,600	>50 Units		
				Subdivision Inspection and Deficiency List:		
			500	<10 Units		
			750	10-20 Units		
			1,000	20-30 Units		
			1,500	30-40 Units		
			2,000	40-50 Units		
			2,500	>50 Units		
Lifting one foot reserve (per reserve)	3,000	Lifting one foot reserve (per reserve)			600	Lifting of 0.3 m reserve – per by-law
Encroachment Agreement	3,500	Encroachment agreement with Town	200	Encroachment agreement (PW)	1,000	By-law Requests (Encroachment by-law, Sign By-law
			300	Encroachment agreements (Clerks)		Exemption, etc.)

Table A-1 (continued)
Planning and Engineering Fees Survey

Fee Description	Town of Carleton Place - Current Fees		Town of Perth		Town of Mississippi Mills	
	Fee	Description	Fee	Description	Fee	Description
Pre-consultation	50	per hour, two free consultation meetings	254	Per each proposal for first 2 meetings		
			611	Per each proposal after		
OPA	6,000	OPA	3,054	Principal OPA	9,826.2	OPA
	2,500	Modifications requiring subsequent public meetings				Additional engineering review fee beyond 24 hours**** of staff time.
DPA/ZBA	6,000	Development Permit Amendment (DPA)	2,545	Principal Zoning Amendment	7,418.8	Major ZBA (Change of Zone)*
			1,018	Lifting or Placing of Holding Zone	5,518.6	Minor ZBA (amendment to zoning performance)
					2,453.5	Minor ZBA - Condition (for surplus farm dwellings or as condition of approval)
					2,131.4	Lift of Holding Provision
					50%	Extension of Temporary Use, of Major ZBA Fee
						*Additional engineering review fee beyond 12 hours**** of staff
Combined Applications	9,000	Combined OPA & DPA	5,090	Combined OPA/ZBA	15,245	Joint OPA/ZBA
						Additional engineering review fee beyond 30 hours**** of staff time.
Subdivision	5,000	Draft Plan Approval		Plan of Subdivision:	12,218	Plan for Subdivision
	1,500	Extension	3,563	Base fee	30%	Redline Changes, of Plan of Subdivision Application Fee)
	2,500	Amendment	51	Per unit/block/lot	916.8	Extension of Subdivisions Agreement
	7,500	Amendment after Approval (Major)		Major Amendment After Draft Plan Approval:		
	3,000	Amendment after Approval (Minor)	3,054	Base fee		
	2,500	Deeming By-law	51	Per Unit/Block/Lot		
		Execution of Agreement:		Minor Amendment After Draft Plan Approval		
	5,000	Base fee	2,036	Base fee		
	1%	Value of Works	51	Per unit/Block/Lot		
			1,018	Deeming By-law (Plus Legal Fees)		
Condominium	5,000	Draft Plan Approval		Plan of Conominium:	3,439.1	Plan for Condominium
	1,500	Extension	3,563	Base fee	30%	Redline Changes, of Plan of Condo Application Fee
	2,500	Amendment ot agreement	51	Per Unit		
	7,500	Amendment after Approval (Major)	1,018	Condominium Exemption Fee		
	3,000	Amendment after Approval (Minor)				
	1,000	Condo Exemption				
		Execution of Agreement:				
	5,000	Base fee				
	1%	Value of Works				
Site Plan	5,500	Class 2 (Site Plan)	2,545	Principal Site Plan Application (Plus Legal Fees)	4,989.5	Major Site Plan Control Outside Almonte
			1,018	Site Plan Amendment (Plus Legal Fees)	5,678.5	Major Site Plan Control Inside Almonte
			1,527	Site Plan Control - Minor (Plus Legal Fees)	3,513.4	Minor Site Plan Control Outside Almonte
					4,271.2	Minor Site Plan Control Inside Almonte
					440.9	Lite Site Plan Control
					30%	of Base Fee, Red Line Amendment to Major
					30%	of Base Fee, Red Line Amendment to Minor
					30%	of Base Fee, Red Line Amendment to Lite
Part Lot Control		Part Lot Contorl, Per Block:	1,018	Part Lot Control Exemption (per block)	1,452	Lifting Part Lot Contorl
	4,500	Major (revisions to signed subdivision plans)				
	3,000	Minor (creating individual housing ownerships)				
Consent	2,500	Consent applications	1,323	Consent Review Fee	1,869	Consent to Sever
			102	Consent Mailing List		
Minor Variance	350	Class 1 (Minor Variance)	1,003	Minor Variance	1,166	Minor Variance
	1,000	Class 1-new residential builds within a plan of subdivision				
	2,500	Class 1A				
Concurrent Minor Variance/Consent						
Compliance Letters	200	Compliance Report	153	Zoning Certificate, per unit requested		Zoning Compliance Report (typically combined with Building
						Open File Report:
					259	with 10 or more business days notice
					518	with less than 10 business days notice
					155.40	Zoning Certificate
Subdivision/Condo Engineering Review and Inspection	1%	Development Approval and Agreement, Value of Works	1%	Of Cost of Securities for Engineering		Engineering Fees Condo/Subdivision:
	1,000	CLI-ECA form, per form			6,216	<= 10 units (max 120 hours)
	95	Inspection Services, per hour			13,777.80	11-20 units (max 120 hours)
	1%	Subdivision Approval Agreement, of Value of Works			20,666.6	20-100 units (max 180 hours)
	1,000	4th and Subsequent Subdivision Submissions			27,555.5	100-300 units (max 270 hours)
	1,000	Condominium approval and agreement (+$1,500 deposit)			41,333.8	300 + units (max 400 hours)
	250	Additional Consultation meetings, per meeting			40%	Pre-Servicing/Front Ending Agreement, of subdivison Fee
	100%	Third Party Peer Review, Cost Recovery			30%	Additional engineering fee of Plan of Subdivision fee
	150	Project Management Fee, per hour			13,777.80	Industrial, Commercial, Institutional (max 120 hours)
	3,000	Pre-servicing Agreement				
	350	Municipal Drinking water Form 1 or 2				Hourly Engineering Review Fee (when time exceeded)
					180	per hour, Senior Engineer
					120	per hour, Engineer
					100	per hour, Technologist
Lifting one foot reserve (per reserve)	3,000	Lifting one foot reserve (per reserve)	1,018	Lifting of One Foot Reserve, per reserve (Plus Legal)	1,147	Lifting of 1 ft. Reserves
Encroachment Agreement	3,500	Encroachment agreement with Town			917	Encroachment Agreement
						Additional engineering review fee hourly rate, as required ****

Table A-1 (continued)
Planning and Engineering Fees Survey

Fee Description	Town of Carleton Place - Current Fees		Clarence Rockland		Greater Napanee	
	Fee	Description	Fee	Description	Fee	Description
Pre-consultation	50	per hour, two free consultation meetings			100	Pre-Cosultation Meeting
OPA	6,000 2,500	OPA Modifications requiring subsequent public meetings	5,017	OPA (Deposit of 5,000)	3,000	OPA
DPA/ZBA	6,000	Development Permit Amendment (DPA)	4,202 2,101 878	Minor ZBA Major ZBA Holding Provision	2,500 1,000	ZBA Removal of "H" Symbol
Combined Applications	9,000	Combined OPA & DPA				
Subdivision	5,000 1,500 2,500 7,500 3,000 2,500 5,000 1%	Draft Plan Approval Extension Amendment Amendment after Approval (Major) Amendment after Approval (Minor) Deeming By-law Execution of Agreement: Base fee Value of Works	6,303 118 2,100 81 3,100 1,090 1,254 1,261 2,760 4,015 5,017	Draft plan, plus per dwelling unit (includes tonhouses dwelling and block) Submission of the draft Plan of Subdivision following the lapse of approval of the Draft Plan of Subdivision [per dwelling unit, plus (including townhouses dwelling) and block] Revision of a Draft Plan of Subdivision Request to extend draft approval (Subdivsion or Site Plan) Ammendment to the Subdivision Agreement Pre-service Agreement Preparation Fee Subdivision Agreement Preparation Fee Administration Fee Legal Fees - Subdivision	4,000 6,000 1,000 2,000 1,000 500	Request Draft Plan Approval - 20 Units or Less Request Draft Plan Approval - 21 Units or More Amend Draft Plan Conditions Request for Final Plan Approval Amend Subdivision or Condiminium Agreement Extension of Draft Plan Approval
Condominium	5,000 1,500 2,500 7,500 3,000 1,000 5,000 1%	Draft Plan Approval Extension Amendment ot agreement Amendment after Approval (Major) Amendment after Approval (Minor) Condo Exemption Execution of Agreement: Base fee Value of Works	6,300 120 1,254 690 683 439 439 878	Condominium Plan, plus per dwelling Exemption of Condominium Plan Condominiun Conversion Land severance review fee Changes to conditions after provisional consent is given by the Committee Recirculation of application following a change in the scope of the application Minor Variance Application	4,000 6,000 1,000 2,000 1,000 500	Request Draft Plan Approval - 20 Units or Less Request Draft Plan Approval - 21 Units or More Amend Draft Plan Conditions Request for Final Plan Approval Amend Subdivision or Condiminium Agreement Extension of Draft Plan Approval
Site Plan	5,500	Class 2 (Site Plan)	2,100 121 2,630 125 3,152 4,728 3,150 84 1,051	Site Plan application - Residential (up to 40 units), plus Per unit Site Plan application - Residential (More than 41 units), plus Per unit Site Plan application - Commercial, Industrial, Institutional (Less than 5000 sq ft) Commercial, Industrial, Institutional, other non-residential (5000 square feet and up) Mixed used (per residential unit) , plus per residential unit Creation of/or addition to private parking area	2,000 4,500	Minor Site Plan: Up to 20 multi-family residential units or commercial/industrial development totaling up to 465 m2 (5,000 ft2) Major Site Plan: Greater than 20 multi-family residential units or commercial/industrial development totaling greater than 465 m2 (5,000 ft2)
Part Lot Control	 4,500 3,000	Part Lot Contorl, Per Block: Major (revisions to signed subdivision plans) Minor (creating individual housing ownerships)	439 409 1,050 80 690	Lifting of 0.30 meter reserve Encroachment Part-Lot Control Application, plus per lot Part-Lot Control Extension	1,000 100	Application for Lifting Part Lot Control, plus per lot created
Consent	2,500	Consent applications	683 439 439	Land severance review Change of conditions after provisional consent given Recirculation following change in scope	1,500 1,000	Severance/Consent (deposit only required if property is not on municipal services) Certificate of Validation
Minor Variance	350 1,000 2,500	Class 1 (Minor Variance) Class 1-new residential builds within a plan of subdivision Class 1A	878	MV	1,000	Minor Variance
Concurrent Minor Variance/Consent						
Compliance Letters	200	Compliance Report				
Subdivision/Condo Engineering Review and Inspection	1% 1,000 95 1% 1,000 1,000 250 100% 150 3,000 350	Development Approval and Agreement, Value of Works CLI-ECA form, per form Inspection Services, per hour Subdivision Approval Agreement, of Value of Works 4th and Subsequent Subdivision Submissions Condominium approval and agreement (+$1,500 deposit) Additional Consultation meetings, per meeting Third Party Peer Review, Cost Recovery Project Management Fee, per hour Pre-servicing Agreement Municipal Drinking water Form 1 or 2	263 132 100 79 5,017 504 3% 663 5% 4% 3%	Lot Grading review per dwelling Senior Engineer Hourly Rate applicable to docoument research and miscellaneous engineering requests Junior Engineer Hourly Rate applicable to document research and miscellaneuous engineering requests Engineering technologist Hourly Rate applicable to document research and miscellaneous engineering requests Subdivision Engineering: Subdivision Engineering Fee (for 2 reviews) Engineering Review (estimated cost) Engineering Review Additional Submissions Site Plan Engineering: City Engineering Fee Engineering Fee (site works under $100,000) Engineering Fee (site works between $100,000-500,000) Engineering Fee (site works over $500,000)		Cost Recovery
Lifting one foot reserve (per reserve)	3,000	Lifting one foot reserve (per reserve)	439	Lifting of 0.30 m reserve		
Encroachment Agreement	3,500	Encroachment agreement with Town	409	Encroachment		

Table A-1 (continued)
Planning and Engineering Fees Survey

Fee Description	Town of Carleton Place - Current Fees		Loyalist	
	Fee	Description	Fee	Description
Pre-consultation	50	per hour, two free consultation meetings	300	Pre-Cosultation
OPA	6,000	OPA	5,000	Minor OPA
	2,500	Modifications requiring subsequent public meetings	8,700	Major OPA
DPA/ZBA	6,000	Development Permit Amendment (DPA)	3,000	Minor ZBA
			5,000	Major ZBA
			1,400	Lift Holding Provision
Combined Applications	9,000	Combined OPA & DPA		
Subdivision	5,000	Draft Plan Approval	8,000	20 Units or Less - Sub, condo or conversion
	1,500	Extension	15,000	21 Units or More - Sub, condo or conversion
	2,500	Amendment	1,700	Amend Draft Plan Conditions of subdivision or condominium / redline - Notice not required
	7,500	Amendment after Approval (Major)		
	3,000	Amendment after Approval (Minor)	4,700	Amend Draft Plan Conditions of subdivision or condominium / redline - Notice required
	2,500	Deeming By-law		
		Execution of Agreement:	2,000	Request for draft plan extension
	5,000	Base fee	1,500	Condo exemption
	1%	Value of Works	Cost Recovery	Final Plan of Subdivision/ Condominium Approval
Condominium	5,000	Draft Plan Approval	8,000	20 Units or Less - Sub, condo or conversion
	1,500	Extension	15,000	21 Units or More - Sub, condo or conversion
	2,500	Amendment ot agreement	1,700	Amend Draft Plan Conditions of subdivision or condominium / redline - Notice not required
	7,500	Amendment after Approval (Major)		
	3,000	Amendment after Approval (Minor)	4,700	Amend Draft Plan Conditions of subdivision or condominium / redline - Notice required
	1,000	Condo Exemption		
		Execution of Agreement:	2,000	Request for draft plan extension
	5,000	Base fee	1,500	Condo exemption
	1%	Value of Works	Cost Recovery	Final Plan of Subdivision/ Condominium Approval
Site Plan	5,500	Class 2 (Site Plan)	5,000	Minor Site Plan - residential development less than 40 multi-family units or commercial/industrial development less than 370 sq. m. (4,000 sq.ft.)
			7,000	Medium Site Plan - residential development between 41 &75 multi-family units or commercial/industrial development between 371 sq. m. (4,000 sq. ft.) and 930 sq. m. (10,000 sq.ft.)
			9,000	Major Site Plan - residential development is above 75 multi-family units or commercial/ industrial development above 930 sq. m. (10,000 sq.ft.)
				Application for Lifting Part-Lot Control
			1,900	Site plan amendment - minor
			650	Site plan amendment
Part Lot Control		Part Lot Contorl, Per Block:	1,900	Application for Lifting Part-Lot Control
	4,500	Major (revisions to signed subdivision plans)		
	3,000	Minor (creating individual housing ownerships)		
Consent	2,500	Consent applications	2,300	Consent
			2,000	Technical Consent
			600	Validation of Title
Minor Variance	350	Class 1 (Minor Variance)	1,500	Minor Variance
	1,000	Class 1-new residential builds within a plan of subdivision		
	2,500	Class 1A		
Concurrent Minor Variance/Consent				
Compliance Letters	200	Compliance Report		
Subdivision/Condo Engineering Review and Inspection	1%	Development Approval and Agreement, Value of Works	100	Pre Consultation
	1,000	CLI-ECA form, per form	300	Application to Committee of Adjustment
	95	Inspection Services, per hour		Application for OPA/ZBA:
	1%	Subdivision Approval Agreement, of Value of Works	300	Minor
	1,000	4th and Subsequent Subdivision Submissions	500	Major
	1,000	Condominium approval and agreement (+$1,500 deposit)	Cost Recovery	Application for Subdivision/Condominium
	250	Additional Consultation meetings, per meeting		
	100%	Third Party Peer Review, Cost Recovery	Cost Recovery	Application for Site Plan
	150	Project Management Fee, per hour		
	3,000	Pre-servicing Agreement		
	350	Municipal Drinking water Form 1 or 2		
Lifting one foot reserve (per reserve)	3,000	Lifting one foot reserve (per reserve)		
Encroachment Agreement	3,500	Encroachment agreement with Town		

Table A-2
Building Permit Fees Survey

Carleton Place (Current Fees)		North Grenville		City of Ottawa	
Type of Fee or Charge / Construction Type	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**
Minimum Permit Fee	**$130**				
Non-Housing Fees Commercial / Industrial / Institutional & Large Scale Residential (Apartments, Condos, Hotel		**A. New Construction (including Additions)**			
• New Building Construction • Additions • Renovations & interior fit-ups • Alterations / Repairs	2.6 % of the value of construction for the first $750,000 plus 1.3% for all valuation	Assembly - Group A, Institutional - Group B	5346 +0.58/ft2 > 6459 ft2	**Group A** (Assembly Occupancies) All (except as noted below) Schools, Colleges, Universities Community Centres, Theatres, Arenas, Recreational Facilities	 19.76 $/m2 23.67 $/m2 26.89 $/m2
		Residential - Group C Single Family, Semi Detachedm Duplex, Multiple	2600 +0.75/ft2 > 1500 ft2	**Group B** (Institutional Occupancies) Hospitals and Detention Facilities All other B occupancies	 31.60 $/m2 19.76 $/m2
		Churches and Community Halls	No Charge	Apartment Buildings (Part 9)	13.33 $/m2
		Business/Personal Services Occupancies - Group D Mercantile Occupancies - Group E	5544 +0.75/ft2 > 6459 ft2	Other Apartment Buildings (Part 3)	16.32 $/m2
		Industrial Occupancies - Group F	5090 +0.75/ft2 > 6459 ft2	Motels, and all Hotels (Part 3)	17.47 $/m2
		Agricultural Buildings	285 + $0.45/ft2 >6,459 ft2	**Group D** (Business and Personal Service Occupancies) Office Buildings less than or equal to 10 storeys and any other Group D building not listed below Office Buildings more than 10 storeys Banks, Medical Office, Police and Fire Stations	 16.66 $/m2 20.57 $/m2 18.84 $/m2
		Tents	310 + $0.65/ft2 >2,922 ft2	**Group E** (Mercantile Occupancies) All	 14.25 $/m2
				Group F (Industrial Occupancies) Industrial buildings, Warehouses Office area in any industrial building (car dealership) Parking Garage (below or above grade) and lightly serviced warehouses Multi level underground parking garage Single storey Self-Storage buildings	 11.03 $/m2 14.25 $/m2 5.52 $/m2 7.12 $/m2 5.52 $/m2
		Accessory Buildings/Structures: Detached garage, shed, boat house, other accessory buildings	310 + 0.75/ft2 > 300 ft2	**Miscellaneous** Shell Buildings for any classification above – Fee Reduce by First time fit-up for any classification above (full floor area)	 4.02 $/m2 4.02 $/m2
		Accessory Buildings/Structures: Above Ground Pool	100		
		Accessory Buildings/Structures: In Ground Pool (grading plan required)	310		
		Accessory Buildings/Structures: On Ground Pool	100		
		Accessory Buildings/Structures: Deck (without roof)	322		
		B. Alterations and Repairs			
		Occupancies – Groups A, B, D, E, F (Above $25,000)	3665 +0.58/ft2 > 6459 ft2		
		Residential Occupancies – Group C (Under $25,000)			
		Structural (minor alterations, repairs, renovations)	880		
		Retrofitting (minor alterations, repairs, renovation	318		
		Minor Alterations – Group A, B, D, E, F	1701 +0.65/ft2 > 6459 ft2		
		Alterations and repairs to existing buildings or building systems not provided above.	$12 for each $1,000 of reported construction value (min $100)		
Non-Housing Application Review Fee (required at time of application)	1.3% 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				**Group C** (Residential Occupancies)	
• New House (Includes, Single Detached House, Semi Detached House, & Town House), Base Fee 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 m2 = $3,200.00 140m2 - <160 m2 = $3,400.00 160 m2 - <180 m2 = $3,600.00 180 m2 - <200 m2 = $3,800.00 200 m2 - <220 m2 = $4,000.00 220 m2 - <240 m2 = $4,200.00 240 m2 - <260 m2 = $4,400.00 260 m2 = $4,600.00	Residential - Group C Single Family, Semi Detached Duplex, Multiple	2600 +0.75/ft2 > 1500 ft2	Detached, Semi-detached, Rowhouses, Stacked Townhouses, Duplexes	12.52 $/m2
		MobileHome. Residential Additions & Major Alterations	1197 +0.75/ft2 > 1500 ft2	Masterplans/Footprints for Detached, Semi-Detached, and Rowhouses	10.80 $/m2
				Finished basement for above residential	2.99 $/m2
Any additional dwelling unit in a house or residential accessory structure. Application Review Fee for New Housing	$500.00 Flat Fee (each unit additional on top of base house fee noted above) $1,000.00 provided at time of application per house, this application deposit fee will be deducted from the final permit fee.				
Accessory Structures and Renovation and Demolition Fees					
Additions, Renovations, and Repairs/Alterations where not noted below	2.6% of value of construction	MobileHome. Residential Additions & Major Alterations	1197 +0.75/ft2 > 1500 ft2	Permit to Construct (All other construction)	$12.75 per $1,000 or part thereof of the assessed valuation of the work, with a minimum fee of $117.00
				Permit to Construct (Farm buildings only)	$9.00 per $1,000 or part thereof of the assessed valuation of the work, with a minimum fee of $117.00 (Proof of OFA membership or FBR required)
Finished Basement (not serving as an additional dwelling unit noted above)	$250. 00 flat fee				
Small Landings (max 2.32m^2 in floor area) with no roof	Minimum permit fee				
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				
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.			Re-examination Fee (application with certified master plan)	Customizing certified master plan or Change of one certified master plan far another - $396
Foundation repairs	Minimum permit fee			Re-examination fee - all other applications where substantial change	Additional 10 per cent of the fee rate based on the same building classification by major occupancy of the original application
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^2 in area)	Minimum permit fee for each container installed				
Demolition permit (no significant construction required)	Minimum permit fee	**C. Demolition**			
		Part 9 - Residential	310		
		Other - Non Residential	1000	Demolition Agreement	$487 per agreement
		Demolition Permit Deposit	300	Permit to Demolish (Sewer disconnection fee may apply)	$117 far the first 5,000 square feet (464.5 square metres) of gross floor area or portion thereof, plus $12.75 far each additional 1,000 square feet (92.9 square metres) of gross floor area or part thereof
Administrative Fees		**E. Administrative**			
Record Retrieval of Archived Building Permits: • Single Record • Each additional record for the same property	$75.00 $25.00	File Fee Search	104		
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	Partial Occupancy (Commercial or multi-dwellings – unless all units included) Change of Use Transfer Permits Conditional Permit – Temporary Permit (site trailers) Conditional Permit – Full Build Agreement	312	Conditional Permit	(i) $379 far single detached, semi-detached and row house units (ii) $1,137 far all other

Table A-2 (continued)
Building Permit Fees Survey

Carleton Place (Current Fees)		North Grenville		City of Ottawa	
Type of Fee or Charge / Construction Type	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**
Conditional permit (non-housing)	$1,100.00 plus all development charges for project are due at conditional permit issuance	Partial Occupancy (Commercial or multi-dwellings – unless all units included) Change of Use Transfer Permits Conditional Permit – Temporary Permit (site trailers) Conditional Permit – Full Build Agreement	312		
Change of use permit (no construction proposed/required)	Minimum permit fee	Occupant load inspection and change of use report	126	Change of Use	$126 per application
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	Major Revisions to Building Drawings	10% of original building permit fee		
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%			Administrative surcharge (Construction begins before a permit is issued)	All Other - 50 per cent of permit fees calculated far a regular Permit to Construct, Demolish or Change of Use up to a maximum of $10,000 -15% of recovery costs paid to third party contractors far property owners' non-compliance with the Building Code Act Permit to Demolish - where the building was located on property subject to the Demolition Control By-law: $1,170 Permit to Demolish - where the building was located on designated property subject to the Heritage Act $3,510 Partial Permit - 50 per cent of permit fees calculated far the complete building far a Partial Permit to Construct up to a maximum of $5,000 far each stage of construction
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)	Re-inspect, defective and incomplete work, 3rd + additional response	205 (paid prior to inspection)		
Alternative solution proposal	$330.00 flat fee (per proposal) plus any third-party review costs as noted below	Alternate Solution Review	500 (plus peer review if required)	Alternative Solution	Tier I Review Process - $1,080 per application plus third party evaluation costs as may be required Tier II Review Process - $430 per application
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	Inspection for unit removal and/or unit verification requirements	78/unit		
•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				
AGCO Clearance Requests	Minimum permit fee				
Building Compliance Report-For the following items related only to the Ontario Building Code Act: -Unresolved Orders -Open Permits -Outstanding Inspections	Minimum permit fee	Compliance and other reports (fire, occupant load, LCBO, zoning, reports to other agencies, solicitors and real estate firms, file retrieval or research related to archive files)	104 + 45/hour for reports or actions exceeding 3 hours in prep		
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 I page larger than 11 x17				
Transfer of permit	Minimum permit fee	Partial Occupancy (Commercial or multi-dwellings – unless all units included) Change of Use Transfer Permits Conditional Permit – Temporary Permit (site trailers) Conditional Permit – Full Build Agreement	312	Transfer of Application or Permit	$117 per application
Limiting distance agreement	$300.00 flat fee			Limiting Distance Agreement	$406 per agreement
Refund for Cancelled Permits and Applications					
75% refund of permit fees	No review functions have been performed			Refundable Inspection Fee far single detached, semi-detached, Row house or townhouse dwelling units	$300 per unit
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				

Table A-2 (continued)
Building Permit Fees Survey

Carleton Place (Current Fees)		City of Brockville		Town of Arnprior	
Type of Fee or Charge / Construction Type	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**
Minimum Permit Fee	**$130**			**Minimum Permit Fee**	**100 - Residential & 200 - Commercial/ Industrial/ Institutional**
Non-Housing Fees Commercial / Industrial / Institutional & Large Scale Residential (Apartments, Condos, Hotel		**Class of Permit, Group A: Assembly Buildings**			
• New Building Construction	2.6 % of the value of construction for the first $750,000 plus 1.3% for all valuation	Finished (includes additions)	The greater of $1,296.00 or $2.96 per square foot	Building Permit – Residential Building Permit - New Residential - Non Living Space	$0.95 per square foot $0.42 per square foot
• Additions		Shell (includes additions)	The greater of $1,296.00 or $2.30 per square foot	Building Permit - Commercial/ Industrial/ Institutional	$0.75 per square foot
• Renovations & interior fit-ups		Alterations and Repairs	The greater of $663.00 or $0.85 per square foot	Renovation to Residential or Commercial or Institutional or Industrial (includes finished basement area in new home)	$0.25 per square foot
• Alterations / Repairs		**Class of Permit, Group B: Institutional Buildings**			
		Finished (includes additions)	The greater of $1,296.00 or $2.96 per square foot		
		Shell (includes additions)	The greater of $1,296.00 or $2.30 per square foot		
		Alterations and Repairs	The greater of $663.00 or $0.85 per square foot		
		Class of Permit, Group C: Residential Buildings			
		Apartment Buildings, Hotels & MotelsNew (Per unit)	$2,682 +$0.93 per sq.ft. exceeding 1,200 sq.ft.		
		Additions	The greater of $663.00 or $0.85 per square foot		
		Alterations and Repairs	The greater of $428.00 or $0.93 per square foot		
		Class of Permit, Group D: Business and Personal Services Buildings			
• Accessory Structures		Finished (includes additions)	The greater of $1,296.00 or $2.95 per square foot		
		Shell (includes additions)	The greater of $1,296.00 or $1.43 per square foot		
		Alterations and Repairs	The greater of $663.00 or $0.85 per square foot		
		Class of Permit, Group E: Mercantile Buildings			
		Finished (includes additions)	The greater of $1,296.00 or $1.73 per square foot		
		Shell (includes additions)	The greater of $1,296.00 or $1.12 per square foot		
		Alterations and Repairs	The greater of $663.00 or $0.85 per square foot		
		Class of Permit, Group F: Industrial and Agricultural Buildings			
		New industrial*	Fees for new freestanding industrial structures on "Greenfield" sites are waived		
		Finished (includes additions)	The greater of $1,704.00 or $1.38 per square foot for the first 50,000 square feet and $0.69 per square foot above 50,000 square feet		
		Shell (includes additions)	The greater of $1,704.00 or $0.71 per square foot for the first 50,000 square feet and $0.36 per square foot above 50,000 square feet		
Non-Housing Application Review Fee (required at time of application)	1.3% 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	Alterations and Repairs	The greater of $663.00 or $0.85 per square foot		
New Housing Fees and New Additional Dwelling Units		**Class of Permit, Group C: Residential Buildings**			
• New House (Includes, Single Detached House, Semi Detached House, & Town House), Base Fee one dwelling unit, additional dwellings charged separately.	140 m2 = $3,200.00 140m2 - <160 m2 = $3,400.00 160 m2 - <180 m2 = $3,600.00 180 m2 - <200 m2 = $3,800.00 200 m2 - <220 m2 = $4,000.00 220 m2 - <240 m2 = $4,200.00 240 m2 - <260 m2 = $4,400.00 260 m2 = $4,600.00	Single detached, semi-detached and row houseNew (Per unit)	$3,464 + $1.82 per sq.ft. exceeding 2,000 sq.ft. ((total living area excluding garage, carport, porches, and decks)	Building Permit – Residential Building Permit - New Residential - Non Living Space	$0.95 per square foot $0.42 per square foot
		Additions	The greater of $876.00 or $1.82 per square foot		
• 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.		**Class of Permit, Group C: Residential Buildings** **Housing: single detached, semi-detached, and row house**			
Any additional dwelling unit in a house or residential accessory structure.	$500.00 Flat Fee (each unit additional on top of base house fee noted above)	Alterations, Repairs and Finished Basements	The greater of $428.00 or $0.93 per square foot		
Application Review Fee for New Housing	$1,000.00 provided at time of application per house, this application deposit fee will be deducted from the final permit fee.				
Accessory Structures and Renovation and Demolition Fees		**Residential Decks and Garages**			
Additions, Renovations, and Repairs/Alterations where not noted below	2.6% of value of construction	Decks	The greater of $238.00 or $0.51 per square foot	Renovation to Residential or Commercial or Institutional or Industrial (includes finished basement area in new home)	$0.25 per square foot
		Enclosed Porches	The greater of $238.00 or $0.51 per square foot		

Table A-2 (continued)
Building Permit Fees Survey

Carleton Place (Current Fees)		City of Brockville		Town of Arnprior	
Type of Fee or Charge / Construction Type	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**
Finished Basement (not serving as an additional dwelling unit noted above)	$250. 00 flat fee	Detached Garages, Sheds and Accessory Building	The greater of $428.00 or $0.93 per square foot		
		Attached Garages	The greater of $876.00 or $1.82 per square foot		
		Other Permits:			
Small Landings (max 2.32m^2 in floor area) with no roof	Minimum permit fee	Industrial, public, or commercial accessory buildings	The greater of $663.00 or $0.85 per square foot		
Accessory Structure (deck, shed, garage etc.) with no foundation below Grade (floating and detached)	$160. 00 flat fee	Residential Demolition Permit	$367.00	Patio Deck Permit Fee	100
Accessory Structure (deck, shed, garage etc.) with a foundation below Grade	$200.00 flat fee	Non-Residential Demolition Permit	$1,020.00		
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.	Occupancy Permit	$367.00		
Foundation repairs	Minimum permit fee	New Residential Occupancy Permit	$112.00		
Solid wood burning appliance installation/replacement (wood stove, furnace etc.)	Minimum permit fee	Wood Burning Appliances, Fire Alarm, Kitchen Exhaust, Spray Booth, Dust Collector, Electromagnetic Lock, Sprinkler System etc.	306	Solid fuel burning appliance (includes compliance report) 2nd solid fuel burning appliance (when inspected simultaneously with 1st) Re-inspection of non-compliant appliance (per inspection) WETT Compliance Letter for solid fuel appliance with existing building permit (per appliance)	125 50 50 25
Water Service or sewer service replacement or installation per house	Minimum permit fee				
Sea container (accessory storage use >15m^2 in area)	Minimum permit fee for each container installed				
Demolition permit (no significant construction required)	Minimum permit fee			Demolition Permit - for 5000 square feet	100
				Demolition Permit - for each additional 1,000 square fee	50
		Confirmation of outstanding work orders	102		
Administrative Fees		Inspection fee for work commenced without a permit for Industrial, Commercial, Institutional, New Residential	50% surcharge of permit fee, minimum $465.00, maximum $5,605.00		
Record Retrieval of Archived Building Permits: • Single Record • Each additional record for the same property	$75.00 $25.00	Inspection fee for work commenced without a permit for all other residential	204		
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 agreement	25% of permit fee, minimum $367.00	Conditional Permit - Regular Permit fee plus:	400
Conditional permit (non-housing)	$1,100.00 plus all development charges for project are due at conditional permit issuance				
Change of use permit (no construction proposed/required)	Minimum permit fee	Change of Use Permit	362	Change of Use	200
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	Revisions to Permits	$158 + $0.12 per sw.ft. of revised building are	Revision to permit (re-examination fee)	250
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%	Last minute inspection request fee *Less than 2 days' notice is given or a request is made on site while there for another inspection.	71		
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)	Re-inspection Fee where more than 2 inspections are required for the same stage of construction	256	Additional Inspection Fee	90
Alternative solution proposal	$330.00 flat fee (per proposal) plus any third-party review costs as noted below	Alternative Solutions: Per Hour Alternative Solutions: Minimum (3 hours)	122 367	Revision to permit (re-examination fee)	250
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: -Unresolved Orders -Open Permits -Outstanding Inspections	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 I page larger than 11 x17				
Transfer of permit	Minimum permit fee	Transfer of Permit	316	Transfer of permit	90
Limiting distance agreement	$300.00 flat fee	Limiting Distance Agreements	Plus 25%		
Refund for Cancelled Permits and Applications					
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				

Table A-2 (continued)
Building Permit Fees Survey

Carleton Place (Current Fees)		Town of Perth		Town of Mississippi Mills	
Type of Fee or Charge / Construction Type	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**
Minimum Permit Fee	**$130**	Project Specific Min: New Building ≤ than 300m2 GFA Project Specific Min: New Building 301m2 to 599m2 of GFA Project Specific Min: New Building > than 600m2 of GFA Residential Project Min: Residential Minimum Fees: Detached Garage Creation of new Dwelling unit New Basement Install Carport Foudnation Repair (structural) Deck, verandah, landing Foundation Repair (Non Structural) All Construction Project Min: Addition to a building Min fee for projects not listed above	1,237 2,474 3,710 601 601 601 601 270 270 270 601 270	**Minimum Permit Fee**	**$265.0**
Non-Housing Fees Commercial / Industrial / Institutional & Large Scale Residential (Apartments, Condos, Hotel Etc.)		**All Construciton Project**		Apartment dwelling, additional dwelling unit within a detached/semi-detached/town/row house, or Modular Home per Subsection 4.1.6 of the Building Bylaw. 5 1,500 ft^2 *(139 m^2)*	$1,750.80
• New Building Construction • Additions • Renovations & interior fit-ups • Alterations / Repairs • Accessory Structures	2.6 % of the value of construction for the first $750,000 plus 1.3% for all valuation	Addition to a Building	601	**Farm Building Fees as defined by the OBC**	
		Minimum Fee for projects not listed above	270	Farm Building as defined by the OBC 5 *6,458 ft^2 (600 m^2)* and up to 3-storeys Does not include plumbing/ HVAC /insulation/ woodstove inspections.	$529.90
		Table 2 - New Construction and Additions - Area Fees (area fee = $/$Ft^2$)		Engineered Farm Buildings> 6,458 *ft^2 (600 m^2)* (OBC Part 4/NFBC) Does not include plumbing/ HVAC /insulation/ woodstove inspections. See *Miscellaneous Fees* below.	$1059.80
		Civic Performing Arts, Galleries, Museums	3.16	Plumbing / Insulation / HVAC / Woodstove Inspection	$132.50 per inspection
		Civic Centers, Community Centers, Recreation Centers, Libraries, Arenas, Courthouses, Places of Worship, Universities, Colleges, Lecture Halls	2.70	Additional progress inspections, re- inspection (per inspection, where previous inspection failed or was deemed not complete or not ready), non-typical construction details, etc. **	$132.50 per inspection
		High Schools, Technical Schools, Movie Theatres,Restaurants.	2.70	**All Buildings Not Covered Above**	
		Elementary Schools, Day Care.	2.70	New Building, Additions, Interior Fit-Up, Renovation, Demolition, etc.	2% of the first $1,000,000 of the Value of Construction and 1% thereafter with a minimum fee of $529.90
		Acute Care Hospitals, Laboratories.	3.66		
		Penitentiaries, Detention Facilities.	2.70		
		Nursing Homes, Long Term Care Residences.	2.70		
		Group Homes, Custodial Residences.	2.70		
		Medical Centers, Clinics, Civic Administration, Police Stations, Banks, Indoor Malls.	2.70		
		Offices, Restaurants. Office Building Shell. Strip Plazas, Stores, Supermarkets, Exhibition Halls, Retail Outlets, Car Dealerships.	2.70		
		Fire Stations, Gas Stations, Car Wash, Vehicle Maintenance & Admin.	2.70		
		Heavy, Specialized Industrial and Utilities (Breweries, Distilleries etc.).	2.70		
		Light Industrial, Warehouses, Service Floors, Mezzanines, Underground Parking Garages.	2.67		
		Storage Structures, Enclosed Shelters, Above Ground Parking Garages.	2.70		
		Table 3 - Renovations – Fees (fee type varies)			
		Group C - New Apartment Units. (area fee = $/$Ft^2$)	$ 2.55		
		All renovations to existing spaces in Group A, B, C, D, E, F Occupancies (fee=% of project value)	4%		
Non-Housing Application Review Fee (required at time of application)	1.3% 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		**New Construction and Additions - Area Fees (area fee = $/Ft2)**		**Residential Building Fees**	
• New House (Includes, Single Detached House, Semi Detached House, & Town House), Base Fee one dwelling unit, additional dwellings charged separately.	140 m2 = $3,200.00 140m2 - <160 m2 = $3,400.00 160 m2 - <180 m2 = $3,600.00	Group C - Residential Additions. (area fee = $/$Ft^2$)	2.55	**New Dwellings - per dwelling unit**	Includes all finished areas above the basement up to the size limits identified, all finished basement areas, all plumbing fixtures, rear deck 592 ft2 (55 m2) front porch and up to 3-bay attached garage (approx. 296 ft2 (27.5 m2) per garage bay).
		Single Detached, Semi Detached, Apartment Buildings, Condos, Hotels, Inns, Assisted Living, Senior's Residences.	2.55	Detached dwelling <= 3,200 ft^2 *(297 m^2 }*	$3,734.90
• 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.	180 m2 - <200 m2 = $3,800.00 200 m2 - <220 m2 = $4,000.00 220 m2 - <240 m2 = $4,200.00 240 m2 - <260 m2 = $4,400.00 260 m2 = $4,600.00	Row Townhouses/Stack Townhouse, Motels.	1.99	Semi-detached/Townhome/Rowhouse <= 2,500 ft^2 *{232 m^2 }*	$2,917.70
• Any proposed finished below grade is charged separately as a finished basement fee.				Shed/Garage <= 592 ft^2 *(55 m^2) Does* not include plumbing/ HVAC /insulation/ woodstove inspections. See *Miscellaneous Fees* in below.	$529.90
Any additional dwelling unit in a house or residential accessory structure.	$500.00 Flat Fee (each unit additional on top of base house fee noted above)			Uncovered decks <= 592 ft^2 *(55 m^2)*	$265.00
				Covered decks or unenclosed porches >= 592 ft^2 *(55 m^2)*	$529.90

Table A-2 (continued)
Building Permit Fees Survey

Carleton Place (Current Fees)		Town of Perth		Town of Mississippi Mills	
Type of Fee or Charge / Construction Type	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**
Application Review Fee for New Housing	$1,000.00 provided at time of application per house, this application deposit fee will be deducted from the final permit fee.				
Accessory Structures and Renovation and Demolition Fees				Basement Finishing <= 592 ft^2 *(55 m^2)* Does not include plumbing/ woodstove inspections. See *Miscellaneous Fees* below.	$529.90
Additions, Renovations, and Repairs/Alterations where not noted below	2.6% of value of construction			Additional charge for gross floor areas above grade over the prescribed maximums listed above.	$0.56/ ft^2
				Renovation or repairs to existing structure	2.0% of the Value of Construction to a maximum fee of 150% of a permitfor the comparable new structure with a minimum fee of $265
Finished Basement (not serving as an additional dwelling unit noted above)	$250. 00 flat fee	Finished Basement area for new build.	0.92 $/Ft2		
		Unfinished Basement area for new build	0.56 $/Ft2		
Small Landings (max 2.32m^2 in floor area) with no roof	Minimum permit fee				
Accessory Structure (deck, shed, garage etc.) with no foundation below Grade (floating and detached)	$160. 00 flat fee	Decks, Porches, Veranda's.	1.07 $/Ft2		
Accessory Structure (deck, shed, garage etc.) with a foundation below Grade	$200.00 flat fee	Residential Garages (detached and attached).	1.63 $/Ft2		
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.				
Foundation repairs	Minimum permit fee				
Solid wood burning appliance installation/replacement (wood stove, furnace etc.)	Minimum permit fee			Plumbing / Insulation / HVAC / Woodstove Inspection	$132.50 per inspection
Water Service or sewer service replacement or installation per house	Minimum permit fee			Additional progress inspections, re- inspection (per inspection, where previous inspection failed or was deemed not complete or not ready), non-typical construction details, etc. **	$132.50 per inspection
Sea container (accessory storage use >15m^2 in area)	Minimum permit fee for each container installed				
Demolition permit (no significant construction required)	Minimum permit fee			Residential Demolition - per structure	$265.00
Administrative Fees		**Table 5 - Admin and Project Specific Minimum Total - Fees (fee type varies)**		**Record Retrieval**	
Record Retrieval of Archived Building Permits: • Single Record • Each additional record for the same property	$75.00 $25.00			Archived Building Permit Record Per property single record search	$185.40
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			Each additional record	$79.50
Conditional permit (non-housing)	$1,100.00 plus all development charges for project are due at conditional permit issuance			Reproduction of record	at cost and supported by invoices
				Conditional Building Permit Agreement As *defined in the Ontario Building Code.* Only issued at the discretion of the CBO	$529.90
Change of use permit (no construction proposed/required)	Minimum permit fee			Change of Use Permit - no construction	$265.00
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	Revision of Permit (per revision)	270		
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%	Conditional Permit – All Development Charges collected at the time of permit issuance. (per application)	550	***Construction Without a Permit*** Surcharge applied in addition to the primary permit fee, issued at the discretion of the CBO No Order to Comply issued With Order to Comply issued	 Maximum 50% of permit fee as applicable for the scope of the project Maximum 100% of permit fee as applicable for the scope of the project
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)	Extra inspections or after re-inspection.(per inspection)	153		
Alternative solution proposal	$330.00 flat fee (per proposal) plus any third-party review costs as noted below	Alternative Solution Request Reviews. (per report submitted	270	Alternative Solution Application To be evaluated by the CBO	$1,059.80 maximum
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			Third party evaluation fee As required at the discretion of the CBO	at cost and supported by invoices plus 25% surcharge
AGCO Clearance Requests	Minimum permit fee				
Building Compliance Report-For the following items related only to the Ontario Building Code Act: -Unresolved Orders -Open Permits -Outstanding Inspections	Minimum permit fee	Building Compliance Report (FILE SEARCH REQUESTS) Plus $0.25 per 8 1/2X11 photo copies (per request and per property or suite)	143		
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 l page larger than 11 x17				
Transfer of permit	Minimum permit fee	Transfer of Permit (per request)	143	Permit transfer to new owner	$265.00
Limiting distance agreement	$300.00 flat fee			Limiting Distance Agreement	$265.00
Refund for Cancelled Permits and Applications					
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				

Table A-2 (continued)
Building Permit Fees Survey

Carleton Place (Current Fees)		Clarence Rockland		Greater Napanee	
Type of Fee or Charge / Construction Type	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**
Minimum Permit Fee	**$130**				
Non-Housing Fees Commercial / Industrial / Institutional & Large Scale Residential (Apartments, Condos, Hotel Etc.)		Group "A", "B", "D", "E" and "F" – New Construction	$4,590.00 up to 5,000 sq/ft in gross building area and $1.40 per sq/ft for buildings with a floor area over 5,000 sq/ft		
• New Building Construction • Additions • Renovations & interior fit-ups • Alterations / Repairs • Accessory Structures	2.6 % of the value of construction for the first $750,000 plus 1.3% for all valuation	Group "A", "B", "D", "E" and "F" – Additions and Major Alterations	$2,040.00 up to 2,500 sq/ft in gross building area and $1.40 per sq/ft for buildings with a floor area over 2,500 sq/ft	Permit to Construction A permit to construct a building or structure or enlarge, extend, alter, repair, renovate or do a material alteration to a building or structure within the meaning of the Act and Regulations	$11.00 per $1,000.00 or part thereof of the estimated value of work* up to $3,000,000.00, with a minimum fee of $100.00 $6.00 per $1,000.00 or part thereof of the estimated value of work above $3,000,000.00
		Group "A", "B", "D", "E" and "F" – Accessory building, minor alterations	$459.00 up to 1,500 sq/ft in gross building area and $0.40 per sq/ft for buildings with a floor area over 1,500 sq/ft		
		Farm buildings (for animals)	$1,020.00 up to 5,000 sq/ft in gross building area and $0.20 per sq/ft for buildings with a floor area over 5,000 sq/ft		
		Farm buildings (storage, without animals)	$816.00 up to 5,000 sq/ft in gross building area and $0.15 per sq/ft for buildings with a floor area over 5,000 sq/ft		
		Fabric covered steel truss buildings (Cover All)	$306.00 fixed fee		
		Silos	$204.00		
Non-Housing Application Review Fee (required at time of application)	1.3% 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					
• New House (Includes, Single Detached House, Semi Detached House, & Town House), Base Fee one dwelling unit, additional dwellings charged separately.	140 m2 = $3,200.00 140m2 - <160 m2 = $3,400.00 160 m2 - <180 m2 = $3,600.00 180 m2 - <200 m2 = $3,800.00 200 m2 - <220 m2 = $4,000.00 220 m2 - <240 m2 = $4,200.00 240 m2 - <260 m2 = $4,400.00 260 m2 = $4,600.00	Group "C" – Low Density Residential (single family dwellings)	$1,479.00 up to 1,500 sq/ft in gross building area and $0.80 per sq/ft for buildings with a floor area over 1,500 sq/ft	Permit to Construction A permit to construct a building or structure or enlarge, extend, alter, repair, renovate or do a material alteration to a building or structure within the meaning of the Act and Regulations	$11.00 per $1,000.00 or part thereof of the estimated value of work* up to $3,000,000.00, with a minimum fee of $100.00 $6.00 per $1,000.00 or part thereof of the estimated value of work above $3,000,000.00
• 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.		Group "C" – Multiple Residential	$1,530.00 up to 1,500 sq/ft in gross building area and $1.15 per sq/ft for buildings with a floor area over 1,500 sq/ft		
• Any proposed finished below grade is charged separately as a finished basement fee.		Group "C" – Residential Additions and Major Alterations	$638.00 up to 750 sq/ft in gross building area and $0.75 per sq/ft for buildings with a floor area over 750 sq/ft		
		Group "C" – Residential garage, carport, accessory building, deck, minor alteration	$153.00 up to 300 sq/ft in gross building area and $0.40 per sq/ft for buildings or structures with a floor area over 300 sq/ft		
Any additional dwelling unit in a house or residential accessory structure.	$500.00 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 house, this application deposit fee will be deducted from the final permit fee.				
Accessory Structures and Renovation and Demolition Fees					
Additions, Renovations, and Repairs/Alterations where not noted below	2.6% of value of construction				
Finished Basement (not serving as an additional dwelling unit noted above)	$250. 00 flat fee				

Table A-2 (continued)
Building Permit Fees Survey

Carleton Place (Current Fees)		Clarence Rockland		Greater Napanee	
Type of Fee or Charge / Construction Type	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**
Small Landings (max 2.32m^2 in floor area) with no roof	Minimum permit fee				
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				
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.				
Foundation repairs	Minimum permit fee				
Solid wood burning appliance installation/replacement (wood stove, furnace etc.)	Minimum permit fee	Solid fuel burning appliance	204		
Water Service or sewer service replacement or installation per house	Minimum permit fee				
Sea container (accessory storage use >15m^2 in area)	Minimum permit fee for each container installed				
Demolition permit (no significant construction required)	Minimum permit fee	Demolition (Residential)	204	Permit to Demolish A demolition permit to demolish a building or structure or a material part thereof within the meaning of the Act and the Regulations	$100.00 per application
		Demolition (Other)	408		
Administrative Fees					
Record Retrieval of Archived Building Permits: • Single Record • Each additional record for the same property	 $75.00 $25.00				
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	Change of Use / Conditional permits	255	Conditional Permit A permit to authorize the issuance of a conditional permit, as outlined in Section 8 (3) of the Building Code Act	$11.00 per $1,000.00 or part thereof of the estimated value of work* with a minimum charge of $100.00
Conditional permit (non-housing)	$1,100.00 plus all development charges for project are due at conditional permit issuance	Change of Use / Conditional permits	255		
		Foundation (partial permit)	$255.00 additional fees		
Change of use permit (no construction proposed/required)	Minimum permit fee	Change of Use / Conditional permits	255	Change of Use Permit A "Change of Use" permit, as outlined in Section 10(1) of the Building Code Act	$100.00 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	Permit renewal / Transfer of permit / Revision to permit / Temporary structures	153	Revision of a Permit	$11.00 per $1,000.00 or part thereof of the estimated value of work* with a minimum charge of $100.00
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%	Building without a permit fee	Double the permit fee, maximum $10,000.00		
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)			Re-inspections When the Building/Plumbing Inspector has been notified that any installation is ready for inspection and the same is not ready when the Inspector attends to inspect the same, or if the installation fails to conform to any requirement to which the same is obliged by law to conform, an additional fee shall be paid by the person to whom the permit has been issued for each additional inspection	25
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				
AGCO Clearance Requests	Minimum permit fee				
Building Compliance Report-For the following items related only to the Ontario Building Code Act: -Unresolved Orders -Open Permits -Outstanding Inspections	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 l page larger than 11 x17				
Transfer of permit	Minimum permit fee	Permit renewal / Transfer of permit / Revision to permit / Temporary structures	153		
Limiting distance agreement	$300.00 flat fee				
Refund for Cancelled Permits and Applications					
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				

Table A-2 (continued)
Building Permit Fees Survey

Carleton Place (Current Fees)		Loyalist	
Type of Fee or Charge / Construction Type	**Amount of Fee or Charge**	**Type of Fee or Charge / Construction Type**	**Amount of Fee or Charge**
Minimum Permit Fee	**$130**	**Minimum Permit Fee**	**$100.0**
Non-Housing Fees Commercial / Industrial / Institutional & Large Scale Residential (Apartments, Condos, Hotel Etc.)		Building Permit	$18.73 per $1,000 in construction value- Up to 1 million $7.49 per $1,000 in construction value- between $1 and $6 million $4.68 per $1,000 in construction value- over $6 million
• New Building Construction • Additions • Renovations & interior fit-ups • Alterations / Repairs • Accessory Structures	2.6 % of the value of construction for the first $750,000 plus 1.3% for all valuation	Plumbing	$10.00 per plumbing fixture, with a minimum charge for plumbing of $100.00
Non-Housing Application Review Fee (required at time of application)	1.3% 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			
• New House (Includes, Single Detached House, Semi Detached House, & Town House), Base Fee one dwelling unit, additional dwellings charged separately.	140 m2 = $3,200.00 140m2 - <160 m2 = $3,400.00 160 m2 - <180 m2 = $3,600.00 180 m2 - <200 m2 = $3,800.00 200 m2 - <220 m2 = $4,000.00 220 m2 - <240 m2 = $4,200.00 240 m2 - <260 m2 = $4,400.00 260 m2 = $4,600.00	Building Permit	$18.73 per $1,000 in construction value- Up to 1 million $7.49 per $1,000 in construction value- between $1 and $6 million $4.68 per $1,000 in construction value- over $6 million
		Plumbing	$10.00 per plumbing fixture, with a minimum charge for plumbing of $100.00
• 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.			
Any additional dwelling unit in a house or residential accessory structure.	$500.00 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 house, this application deposit fee will be deducted from the final permit fee.		
Accessory Structures and Renovation and Demolition Fees			
Additions, Renovations, and Repairs/Alterations where not noted below	2.6% of value of construction		
Finished Basement (not serving as an additional dwelling unit noted above)	$250. 00 flat fee		
Small Landings (max 2.32m^2 in floor area) with no roof	Minimum permit fee		
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		
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.		
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^2 in area)	Minimum permit fee for each container installed		
Demolition permit (no significant construction required)	Minimum permit fee	Demolition Permit	$150 for the 1st 5,00 ft2 of GFA + $100 per increment/portion of
Administrative Fees			
Record Retrieval of Archived Building Permits: • Single Record • Each additional record for the same property	$75.00 $25.00		
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	Regular permit fees + $500 + any legal fees incurred by municipality to register agreements
Conditional permit (non-housing)	$1,100.00 plus all development charges for project are due at conditional permit issuance		
Change of use permit (no construction proposed/required)	Minimum permit fee	Change of use	$150
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	Revision to permit	$100/submission
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)	Refundable inspection fee	$500 for permits in excess of $20,000
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		
AGCO Clearance Requests	Minimum permit fee		
Building Compliance Report-For the following items related only to the Ontario Building Code Act: -Unresolved Orders -Open Permits -Outstanding Inspections	Minimum permit fee	Compliance letter	$75
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 l page larger than 11 x17		
Transfer of permit	Minimum permit fee	Transfer of permit	$150
Limiting distance agreement	$300.00 flat fee		
Refund for Cancelled Permits and Applications			
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		