

## Amended by By-law 8-2016

**Note:** This consolidation is prepared for convenience only. For accurate reference the original by-laws should be reviewed.

# Schedule 'B' to By-law 33-2009

## Part "A"

### Fees Payable for *Permits*

(Effective January 1, 2019)

#### Floor Area Calculation

##### Floor area shall:

- a) be calculated by measuring to the outer face of exterior walls and to the center of party walls or demising walls, except when calculating interior renovation work,
- b) where there are no exterior walls, be calculated by measuring to the perimeter of the building and/or structure,
- c) include all habitable areas, including mezzanines, finished attics and enclosed balconies,
- d) include a roof area with an occupancy,
- e) include interior partitioning, corridors, lobbies, washrooms, service rooms, etc.,
- f) include floor openings for stairs, escalators, elevators, shafts, ducts, etc.
- g) not include the area of the floor opening found above the lowest floor level in an interconnected floor space or atrium.
- h) not include the area of an unfinished basement of a *house*.
- i) be calculated by measuring the area affected or serviced by the heating, ventilation and air-conditioning (HVAC) system, the sprinkler system and the fire alarm system.

#### Shell Building Definition

A shell building is defined as consisting of the structural foundation and framing system and the exterior envelope and does not contain building services such as heating, ventilation and air-conditioning (HVAC) system, sprinkler system, plumbing facilities, etc.

#### Interior Renovations / Alterations

The floor area used for the calculation of *permit* fees for interior renovations / alterations shall be the greater of the actual area of the floor being renovated and/or altered or **50 sq. m.**

#### Occupancy Classifications and Fees

The occupancy classifications used in this by-law shall be based on the *building code* major occupancy classifications.

For floor areas with mixed occupancies, the fee shall be calculated based on each major occupancy within the *building*.

#### Minimum Fee

A minimum fee of **\$138** shall be charged unless the fee is a larger amount as otherwise stated in this By-law.

#### Model House Fee

Where the floor area of a new model *house* is less than the original model *house* floor area, no fee refund is payable.

## **Revised Floor Area**

Where the floor area of revised plans is less than the original floor area, no fee refund is payable.

## **Permit Fees Not listed in Fee Table**

For *permit* types not listed, the *permit* fee shall be calculated on the basis of **1.03%** of estimated construction value, or as determined by the *chief building official* or his/her designate.

## **No Additional Fee**

No additional *permit* fee shall be charged for a fireplace and unfinished basement where they are proposed and constructed at the same time as the detached dwelling, semi-detached dwelling, duplex or townhouse they serve.

No additional *permit* fee shall be charged for plumbing and drains, sprinkler system, fire alarm system, electromagnetic locks or other mechanical system or equipment proposed and installed at the same time as the construction they serve.

## Schedule 'B' to By-law 33-2009

### Part "A"

### Fees Payable for *Permits*

#### Classes of *Permits* and *Permit Fees*

Item	Class of <i>Permit</i>	By-law Reference	Fee Payable
1.	<i>Building Permit</i>	6.2.1. 14.1.2.	See Schedule 'B' Part "B" The minimum fee payable on any application shall be <b>\$138</b> flat fee
2.	<i>Demolition Permit</i>	6.2.2.	<b>\$27.70</b> for each 100 square metres of floor area or part thereof
3. a)	Conditional <i>Building Permit</i> (Detached Dwelling, Semi-Detached Dwelling, Duplex (not including Townhouse))	6.2.3.	Applicable <i>Permit</i> Type and Fee payable plus <b>\$138</b> flat fee
3. b)	Conditional <i>Building Permit</i> (All other <i>building permit</i> types)	6.2.3.	Applicable <i>Permit</i> Type and Fee payable plus <b>\$692</b> flat fee
3. c)	Conditional <i>Building Permit</i> for Fire Code Retrofit not compliant with Zoning By-law	6.2.3.	<b>\$0</b>
4.	<i>Change of Use Permit</i>	6.2.4.	a) Where no construction is proposed <b>\$138</b> flat fee b) Where construction is proposed - fee based upon <i>Permit</i> Type found in Schedule 'B', Part "B"
5.	Occupancy <i>Permit</i> for an Unfinished <i>Building</i>	6.2.5.	<b>\$692</b> flat fee
6.	<i>Permit</i> for Stage of Construction (partial <i>permit</i> )	6.2.6.	<b>\$692</b> each stage of construction requested
7.	Fire Code Retrofit <i>Permit</i>	6.2.7.	<b>\$209</b> flat fee

A minimum fee of **\$138** shall be charged unless the fee is a larger amount.

## Schedule 'B' to By-law 33-2009

### Part "A"

### Fees Payable for *Permits*

#### Classes of *Permits* and *Permit Fees* (continued)

#### Other *Permit Fees*

Item	Fee Type	By-law Reference	Fee Payable
8.	<i>Alternative Solution Examination Fee</i>	14.2.2.	<b>\$138</b> / hour, in addition to applicable type of <i>permit</i> fee (minimum 1 hour for <i>house</i> or 4 hours for other <i>building</i> )
9.	Dormant <i>Permit</i> File Reactivation fee	10.3.	<b>\$209</b> flat fee
10.	Inspection Fee - Additional	14.3.	<b>\$138</b> per inspection
11.	Inspection of Backflow Device on fire main	14.3.	<b>\$138</b> each device
12.	Limiting Distance Agreement	16.	<b>\$656</b> flat fee
13.	Overtime Fee for <i>Building Inspector</i> or Plans Examiner	14.4.	<b>\$143</b> per hour, minimum 4 hours
14.	Resubmission of Application previously found to be incomplete	9.5.	25% of <i>permit</i> fee
15.	Revision to application or <i>permit</i>	11. 14.2.1.	<b>\$138</b> per hour (minimum 1 hour for <i>house</i> or 4 hours for other <i>building</i> )
16.	Transfer of <i>permit</i>	12.	<b>\$138</b> flat fee
17.	Occupancy or <i>Building Code Compliance Letter</i>	14.6.	<b>\$138</b> flat fee
18.	<i>Permit Surcharge</i>	14.5.	Surcharge applies after an Order is issued for building without a <i>permit</i> shall be the greater of: a) Surcharge of 25% of <i>permit</i> fee when construction has begun and a <i>permit</i> application has been received, and b) Surcharge of 50% of <i>permit</i> fee when construction has begun and no <i>permit</i> application has been received.

A minimum fee of **\$138** shall be charged unless the fee is a larger amount.

## Schedule 'B' to By-law 33-2009

### Part "B"

#### Permit Types and Permit Fees

#### Major Occupancy Classification (New or Addition)

##### Group A Major Occupancy (Assembly)

Item	Type of Permit	Fee (\$)
19.	All Types (Including Recreation Facility, School, College, University, Library, Place of Worship, Restaurant, Theatre, Pool, Arena, Gymnasium)	\$22.86 / sq. m.
20.	Public Pool	\$6.56 / sq. m.

##### Group B Major Occupancy (Care or Detention)

Item	Type of Permit	Fee (\$)
21.	All Types (Including Hospital, Nursing Home, Home for the Aged, Detention Quarters)	\$24.64 / sq. m.

##### Group C Major Occupancy (Residential)

Item	Type of Permit	Fee (\$)
22.	Apartment	\$13.11 / sq. m.
23.	House	\$13.42 / sq. m.
24.	Motel, Hotel	\$20.00 / sq. m.

##### Group D Major Occupancy (Business & Personal Service)

Item	Type of Permit	Fee (\$)
25.	Shell <i>Building</i> – Office, Bank, Medical Clinic	\$13.57 / sq. m.
26.	Complete <i>Building</i> – Office, Bank, Medical Clinic	\$16.96 / sq. m.

##### Group E Major Occupancy (Mercantile)

Item	Type of Permit	Fee (\$)
27.	Shell <i>Building</i> – Retail Store, Department Store, Supermarket, Convenience Store	\$12.33 / sq. m.
28.	Complete <i>Building</i> – Retail Store, Department Store, Supermarket, Convenience Store, Gas Station Kiosk	\$15.52 / sq. m.

##### Group F Major Occupancy (Industrial)

Item	Type of Permit	Fee (\$)
29.	Industrial – (11,600 sq. m. or less)	\$13.02 / sq. m.
30.	Industrial – (more than 11,600 sq. m.)	\$6.51 / sq. m.
31.	Car Wash, Repair Garage	\$11.85 / sq. m.
32.	Parking Garage, including roof area used for parking	\$6.16 / sq. m.

**Schedule ‘B’ to By-law 33-2009**  
**Part “B”**  
**Permit Types and Permit Fees (continued)**

**Other Occupancies**

Item	Type of <i>Permit</i>	Fee (\$)
33.	Attached Garage ( <i>House</i> )	\$4.05 / sq. m.
34.	Farm <i>Building</i>	\$4.17 / sq. m.
35.	Fire hall	\$16.96 / sq. m.
36.	Funeral Home	\$16.96 / sq. m.
37.	Relocate Pre-occupied Portable Classroom	\$274 flat fee
38.	Seasonal Use open-air structure (e.g., garden centre), Air Supported Structure / Temporary Sales Office	\$7.14 / sq. m.
39.	Tent or Other Temporary Structure – excluding farm <i>building</i> (more than 60 sq. m. in area) Note: A temporary structure means a <i>building</i> or structure intended to be erected and used for a period of not more than 12 months.	\$242 flat fee
40.	Tent or Other Temporary Structure – excluding farm <i>building</i> (more than 225 sq. m. in area) Note: A temporary structure means a <i>building</i> or structure intended to be erected and used for a period of not more than 12 months.	\$484 flat fee

No additional *permit* fee shall be charged for plumbing and drains, sprinkler system, fire alarm system, electromagnetic locks or other mechanical system or equipment proposed and installed at the same time as the construction they serve.

A minimum fee of \$138 shall be charged unless the fee is a larger amount.

Site services are included in the fee noted in Schedule ‘B’ provided that it is servicing one building only and it is installed at the same time as the building it serves.

**Schedule 'B' to By-law 33-2009**  
**Part "B"**  
**Permit Types and Permit Fees (continued)**

**Interior Finishing and Alterations**

**Interior Finishing and Alteration to Group A Major Occupancy (Assembly)**

Item	Type of Permit	Fee (\$)
41.	All Types Recreation Facility, School, College, University, Library, Place of Worship, Restaurant, Theatre, Pool, Arena, Gymnasium	\$11.42 / sq. m.

**Interior Finishing and Alteration to Group B Major Occupancy (Institutional)**

Item	Type of Permit	Fee (\$)
42.	All Types Hospital, Nursing Home, Home for the Aged	\$12.33 / sq. m.

**Interior Finishing and Alteration to Group C Major Occupancy (Residential)**

Item	Type of Permit	Fee (\$)
43.	Apartment	\$6.23 / sq. m.
44.	House, Finishing Basement	\$6.72 / sq. m.
45.	Motel, Hotel	\$10.25 / sq. m.
46.	Interior Gutting (house)	\$138 flat fee
47.	Interior Gutting (other than house)	\$3.28 / sq. m.

**Interior Finishing and Alteration to Group D Major Occupancy (Business & Personal Service)**

Item	Type of Permit	Fee (\$)
48.	Office, Funeral Home, Bank, Medical Clinic, Fire Hall	\$8.44 / sq. m.
49.	Interior Gutting	\$3.28/ sq. m.

**Interior Finishing and Alteration to Group E Major Occupancy (Mercantile)**

Item	Type of Permit	Fee (\$)
50.	Retail Store, Department Store, Supermarket, Convenience Store	\$7.77 / sq. m.
51.	Interior Gutting	\$3.28 / sq. m.

**Interior Finishing and Alteration to Group F Major Occupancy (Industrial)**

Item	Type of Permit	Fee (\$)
52.	Industrial (11,600 sq. m. or less)	\$6.50 / sq. m.
53.	Industrial (more than 11,600 sq. m.)	\$3.28 / sq. m.
54.	Car Wash, Repair Garage	\$5.90 / sq. m.
55.	Repairs to Parking Garage	\$3.06 / sq. m.

No additional *permit* fee shall be charged for plumbing and drains, sprinkler system, fire alarm system, electromagnetic locks or other mechanical system or equipment proposed and installed at the same time as the construction they serve.

The floor area used for the calculation of *permit* fees for interior renovations/ alterations shall be the greater of the actual area of the floor being renovated and/or altered or **50 sq. m.**

A minimum fee of \$138 shall be charged unless the fee is a larger amount.

**Schedule 'B' to By-law 33-2009**  
**Part "B"**  
**Permit Types and Permit Fees (continued)**

**Miscellaneous**

The *permit* fee for construction not provided for in this Schedule shall be calculated at **1.03%** of estimated construction value.

Item	Type of <i>Permit</i>	Fee (\$)
56.	Accessory Structure - Residential (e.g., detached garage, carport, shed, etc.)	\$4.17 / sq. m.
57.	Balcony Guard – Replacement / Repair)	\$22 flat fee per balcony per suite
58.	Canopy, Roof-like structure (e.g. Gas Station canopy, etc.)	\$9.70 / sq. m. of roof/canopy
59.	Ceiling (new or replacement) – Non-residential	\$0.71 / sq. m.
60.	Communication or Transmission Tower; Wind Turbine for houses	\$416 flat fee each
61.	Deck, Porch, Residential Balcony per storey	\$138 flat fee each
62.	Interior Wall (Demising Wall, Firewall, Party Wall, partition)	\$13.44 / linear metre per storey
63.	Repairing/Recladding of exterior wall	\$6.73 / sq. m.
64.	Repairing/Replacing roof	\$6.73 / sq. m.
65.	Electromagnetic Lock	\$138 each, maximum \$692 at fee
66.	Fire Alarm System – New	\$692 flat fee
67.	Fire Alarm System – Alteration	\$277 flat fee
68.	Fire-damaged <i>Building</i> Repair	\$16.60 / \$1000 of estimated construction repair cost
69.	Fireplace, Wood Stove, etc.	\$138 flat fee
70.	Mechanical Penthouse / Room	\$6.56 / sq. m.
71.	Rack Storage	\$7.65 / sq. m.
72.	Relocate Pre-occupied <i>Building</i> – Foundation or Unfinished Basement	\$5.55 / sq. m.
73.	Retaining Wall	\$13.58 / metre
74.	Sign (Regulated by the Ontario <i>Building Code</i> )	\$277 flat fee / sign
75.	Solar Panels ( <i>house</i> )	\$138 flat fee / 10 panels
76.	Sprinkler system – new or alteration	\$0.70 / sq. m.
77.	Storage Tank – above or underground	\$138 flat fee each
78.	Window or <i>Door</i> Replacement (except for <i>house</i> )	\$8.32 / metre of window/door width

A minimum fee of **\$138** shall be charged unless the fee is a larger amount.



**Schedule 'B' to By-law 33-2009**  
**Part "B"**  
**Permit Types and Permit Fees (continued)**

**Mechanical System**

**Groups A, B and D Heating, Ventilation & Air Conditioning (HVAC)**

Item	Type of Permit	Fee (\$)
79.	Assembly, Institution, Restaurant and Office Building	\$1.37 / sq. m.

**Group C – Residential Building (HVAC)**

Item	Type of Permit	Fee (\$)
80.	House (with or without Air Conditioning)	\$209 flat fee
81.	Heating Unit Replacement – House	\$138 flat fee
82.	Apartment, Hotel, etc.	\$0.87 / sq. m.

**Groups E & F – Retail/Industrial (HVAC)**

Item	Type of Permit	Fee (\$)
83.	Small (250 sq. m. or less)	\$219 flat fee
84.	All Others (>250 sq. m.)	\$0.92 / sq. m.

**Special Ventilation System**

Item	Type of Permit	Fee (\$)
85.	Commercial Kitchen Exhaust, Spray Booth, Dust Collector, etc.	\$416 flat fee

**Minor Alterations All Buildings**

Item	Type of Permit	Fee (\$)
86.	Ductwork only or Air Conditioning Unit addition or repair	\$209 flat fee
87.	Add on system, Space Heater, Make-up Air Unit, Exhaust Fan, Geothermal system	\$209 flat fee

**Plumbing and Septic System**

**Plumbing**

Item	Type of Permit	Fee (\$)
88.	House	\$22 flat fee / fixture
89.	Service Connection (per residential unit – dry model (House permit includes))	\$138 flat fee
90.	All other buildings	\$30 flat fee / fixture
91.	<b>Inside Sanitary &amp; Storm Piping</b> All buildings – other than houses	\$1.97 / m.
92.	<b>Outside Water Services (domestic &amp; fire)</b> All buildings – other than houses	\$3.29 / m.

## Septic System

Item	Type of <i>Permit</i>	Fee (\$)
93.	Septic System (Residential) 1. new installation 2. repair to existing	1. \$918 flat fee 2. \$459 flat fee
94.	Septic System (Non-Residential) 1. new installation 2. repair to existing	1. \$1,835 flat fee 2. \$918 flat fee
95.	Conversion from Septic System to sewer	\$219 flat fee

## Other

Item	Type of <i>Permit</i>	Fee (\$)
96.	Backflow Preventer	\$72 flat fee each
97.	Holding Tank (new installation or repair to existing)	\$383 flat fee each
98.	Manhole, Catchbasin, Interceptor, Sump, etc.	\$72 flat fee each
99.	Site Services, Renewable Energy Project	1.09% of estimated construction value
	Temporary Signs	\$115
	Admin fee (municipal address fee)	\$113

A minimum fee of \$138 shall be charged unless the fee is a larger amount.