

SCHEDULE A CLASSES OF PERMITS AND FEES

1. Rules for Determining Permit Fees

- 1.1. The minimum fee for a permit shall be \$150.00, unless otherwise stated in this Chapter.
- 1.2. Permit fees shall be rounded up to the nearest full dollar amount.
- 1.3. Permit fees for a required permit are set out in this Schedule and are due and payable upon submission of an application for a permit.
- 1.4. For new buildings and additions, fees for sprinkler and fire alarm systems, finished basement areas in a house and any balconies, decks, patio and porch structures are in addition to the applicable Service Index permit fee.
- 1.5. The occupancy classification and floor area shall be determined in accordance with the occupancy definitions of the Building Code. For multiple occupancy floor areas, the permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- 1.6. The floor area calculation is the sum of the areas of all floors including finished basement areas, balconies, lofts, mezzanines, habitable attic spaces, mechanical penthouses and shall be measured to the outer face of the exterior walls and to the centre line of party walls, firewalls, or demising walls.
- 1.7. Except where otherwise exempt, in addition to the fees calculated according to section 2 of this Schedule, fees shall also be assessed according to the number of plumbing fixtures and the size of supply piping and drainage piping as applicable.
- 1.8. For interior finishes, alterations or renovations, the area of proposed work is the actual space receiving the work, e.g., tenant suite and measurements are taken to the inner face of walls.
- 1.9. Except for interconnected floor spaces, no deductions shall be made for openings within the floor area, i.e., stairs, elevators, ducts.
- 1.10. A garage serving a house to which it is attached or built-in shall not be included in the floor area calculations.
- 1.11. Horizontal projection of sloping and stepped floors shall be used in lieu of actual surface area.
- 1.12. Where demolition of partitions or alterations to existing ceilings are part of an alteration or renovation permit, no additional charge is applicable.
- 1.13. A temporary building is a building that will be erected for not more than three years.
- 1.14. Permit fees for temporary tents and stages shall be charged for each property and for each event on a single property.
- 1.15. Permit fees for multiple decks, tents or stages constructed simultaneously on a single property shall be 50% of the applicable permit fee listed in this Schedule.
- 1.16. For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the Chief Building Official.

2. Calculating Permit Fees

Permit fees shall be calculated using the following formula unless otherwise specified in this Schedule:

$$\text{Permit Fee} = \text{SI} \times \text{A}$$

Where:

- SI = the fee multiplier based on the Service Index for the classification of the work proposed; and
- A = total floor area in ft² of the work involved.

3. Refund of Fees

- 3.1. Fees that may be refunded shall be a percentage of the permit fees payable under this Chapter, calculated as follows:
 - (a) 80 percent if administrative functions only have been performed.
 - (b) 70 percent if administrative and zoning functions only have been performed.
 - (c) 50 percent if administrative, zoning and plans examination functions have been performed.
 - (d) 45 percent if the permit has been issued and no field inspections have been performed after permit issuance.
 - (e) 5 percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
- 3.2. Where the Chief Building Official deems it appropriate, a refund of other than specified in Section 3.1. may be granted.
- 3.3. No refunds shall be payable where the calculated refund is less than the minimum fee.
- 3.4. The following fees shall not be refundable:
 - (a) application for transfer of application or permit,
 - (b) request for conditional permit,
 - (c) revision to permit,
 - (d) authorization of alternative solution, and
 - (e) request for deferral of revocation.
- 3.5. The refund shall be returned to the person named on the fee receipt, unless such person advises the Chief Building Official, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.
- 3.6. Refund provisions are not applicable where an occupancy inspection has been completed.
- 3.7. No refund of Building Permit fees on any application or permit after 2 years from the date the application was submitted, deemed to be abandoned, refused to be issued or request to be withdrawn.

4. Administrative Fees

4.1. Building Code Act Orders

- (a) To offset additional investigative and administrative costs, where an Order has been issued pursuant to the Act, a fee as set out in this Schedule shall be paid.
- (b) To offset additional costs associated with the investigation, inspection,

administration, and the remediation of an unsafe building where an Unsafe Order has been issued pursuant to the Act, a fee as set out in this Schedule shall be paid.

- (c) Payment of these fees does not relieve any person or corporation from complying with the Act or the Building Code or any other applicable law.

4.2. **Change of Use (No Construction)**

For the change of use of a major occupancy where no construction is proposed or required, a minimum fee of \$100 shall be payable.

4.3. **Compliance and Agency Letters**

- (a) For written requests on information for status of active Building Permits and Building Code Act Orders, the fee as set out in this Schedule shall be paid.
- (b) Sewage system review related to planning applications such as minor variances, consents, and setbacks; the fee as set out in this Schedule shall be paid.
- (c) For written requests in support of provincial license applications such as an AGCO liquor licence, the fee as set out in this Schedule shall be paid.

4.4. **Conditional Building Permits**

- (a) For conditional Building Permits, the fee shall be the normal Building Permit fee for the proposed construction plus the fee as set out in this Schedule.
- (b) The minimum fee for a conditional permit application shall be \$500.00.
- (c) The maximum fee for a conditional permit application shall be \$5,000.00. (The proponent is responsible for the registration of the conditional permit agreement on title to the lands.).

4.5. **Constructing without a Permit**

- (a) Where work or construction has commenced prior to the issuance of a Building Permit, an administrative surcharge for the unlawful work of 100% of the required permit fee shall be paid.
- (b) The minimum surcharge fee shall be \$150.00.
- (c) The maximum surcharge fee shall be \$10,000.00.

4.6. **Dormant Permit Files and Deferred Inspections**

Where a permit has been dormant for a period of more than 12 months, the fee as set out in this Schedule shall be payable in addition to other applicable fees.

4.7. **Permit File Maintenance**

To offset additional administrative costs where a request has been received to view or require information or reports from a permit file that has been closed or deemed dormant, the fee as set out in this Schedule shall be payable in addition to other applicable fees.

4.8. **Re-Inspection Fees**

Where an Inspector determines that work for the stage of construction that has been requested to be inspected is not substantially complete, is not ready for an inspection or where previous infractions have not been corrected, the fee as set out in this Schedule shall be payable prior to subsequent inspections related to that stage of construction being scheduled.

4.9. Revision to a Permit and Reviewed Drawings

- (a) Where a supplementary submission or a revised submission related to a Building Permit application is required or unauthorized modifications from the reviewed permit drawings occur on site, the fee as set out in this Schedule shall be paid.
- (b) Where an increase in floor area has been constructed, additional Building Permit fees at the applicable service index and administrative fees noted above shall be payable.

4.10. Scanning/Conversion of Paper Documents Service Charge

Where paper drawings, plans and specifications exceed 11"x17" (Ledger, B or A3 size) a scanning conversion and filing fee as set out in this Schedule shall be paid to recover the administrative costs associated with handling, scanning, and storing the paper documents.

SCHEDULE A**CLASSES OF PERMITS AND FEES****Table 1: New Buildings, Additions and Alterations**

Major Occupancy		Permit Fee (\$/ft²)
Group A: Assembly Buildings		
1	Finished	\$1.51
2	Shell	\$1.21
3	Interior Alterations, Renovations and Tenancy Work	\$0.50
Group B: Detention, Care & Treatment and Care Buildings		
4	Finished	\$1.95
5	Shell	\$1.76
6	Interior Alterations, Renovations and Tenancy Work	\$0.50
Group C: Residential		
7	House - Detached, Semi-detached, Row House	\$1.53
8	House - Certified Model	\$1.25
9	House - Prefabricated	\$1.15
10	Multi-Residential Unit Buildings, Motels, Hotels	\$1.81
12	Interior Alterations, Renovations	\$0.31
13	Additional Dwelling Units	\$1.53
Group D: Business & Personal Service Buildings		
14	Finished	\$1.56
15	Shell	\$1.23
16	Interior Alterations, Renovations and Tenancy Work	\$0.50
Group E: Mercantile Buildings		
17	Finished	\$1.56
18	Shell	\$1.27
19	Interior Alterations, Renovations and Tenancy Work	\$0.50
Group F: Industrial Buildings		
20	Finished	\$0.82
21	Shell	\$0.59
22	Interior Alterations, Renovations and Tenancy Work	\$0.40
23	Warehouses	\$0.75
24	Parking Garages	\$1.25

SCHEDULE A**CLASSES OF PERMITS AND FEES****Table 2: Fees for Miscellaneous Permit Types**

Class of Permit		Fee (\$)
A.	Miscellaneous Work	
1	Accessory Building - Residential (Garage, Shed, etc.)	\$175.00
2	Decks - Residential	\$185.00
3	Finished Basement - Residential	\$250.00
4	Move or Relocate a Building	\$125.00
5	Portable Classrooms	\$134.00
6	Shoreline Docks	\$100.00
B.	Demolition	
7	House	\$150.00
8	All Other Buildings under 1.2.2.3.(1) OBC	\$400.00
C.	Mechanical and Fire Protection Systems	
9	Commercial Cooking Exhaust and Ventilation System	\$394.00
10	Fire Alarm System	\$350.00
11	Fire Sprinkler System	\$500.00
12	Spray Booth, Dust Collector System	\$394.00
D.	Plumbing	
13	Backflow Preventor	\$100.00
14	Basic Fee per Unit for all Building Types	\$50.00
15	Each Fixture	\$8.21
16	Each Stack	\$16.38
17	Each Manhole	\$20.45
18	Water Service or Sanitary Service Connection to Main	\$50.00
19	Residential Service Connection (per lot)	\$175.00
20	Site Servicing: Private Property	\$8 per \$1,000 of construction value
E.	Sewage Systems	
21	New or Replacement Class 4 Sewage System	\$644.00
22	Part 11 Performance Level Review for Building Expansion	\$200.00
23	Septic Tank or Leaching Bed Replacement	\$264.00
F.	Designated Structures	
24	Public Pool or Public Spa	\$628.00
25	Retaining Wall	\$300.00
26	Signs Regulated by the Building Code	\$300.00
G.	Temporary Buildings	
27	Tents and Stages up to 225m ² (2,242ft ²)	\$125.00
28	Tents and Stages greater than 225m ² (2,242ft ²)	\$250.00
H.	Other Construction	
29	Other work not set out in items A through G	\$13.34 per \$1,000 of construction value

SCHEDULE A**CLASSES OF PERMITS AND FEES****Table 3: Administration Fees in Addition to Permit Fees**

Class of Administration Fee		Fee (\$)
A.	Administration: Miscellaneous	
1	Building Code Act - Order to Comply	\$375.00
2	Building Code Act - Stop Work Order	\$375.00
3	Building Code Act - Unsafe Building Order	\$375.00
4	Deferral of Revocation fee	\$100.00
5	Dormant Building Permit	\$100.00
6	Permit File Retrieval Fee	\$50.00
7	Occupancy of a Building without an Occupancy Permit	\$500.00
8	Registering an Order on Title (as per the Building Code Act)	\$200.00
9	Transfer of Permit Application or Building Permit	\$134.00
10	Scanning of paper documents to electronic format	\$5.00 per page
B.	Agreements (\$)	
11	Class 5 Sewage System (Holding Tank) Agreement	\$500.00
12	Class 5 Sewage System (Holding Tank) Extension	\$150.00
13	Limiting Distance Agreement	\$500.00
C.	Alternative Solutions (\$)	
14	All buildings/systems under Part 9 of the Building Code	\$750.00
15	All other buildings/systems	\$1,000.00
16	Building located on property subject to the Heritage Act	\$150.00
D.	Compliance Letters (\$)	
17	AGCO Agency Letter	\$100.00
18	Building Permit File Compliance Letter	\$60.00
19	Private Sewage System Compliance Letter	\$100.00
E.	Conditional Building Permits (\$)	
20	New House	\$500.00
21	All Buildings	10% of full permit fee
22	Amendments to Conditional Building Permit Agreement	\$200.00
F.	Inspection Fees Fee (\$)	
23	Occupancy Permit Inspection	\$75.00
24	Re-Inspection Fee	\$150.00
25	Sewage System Maintenance Inspection	\$150.00
G.	Revision to a Reviewed Permit Drawings	
26	Major Revision up to 3 hours review time	\$250.00
27	Major Revision for each hour after 3 hours of review time	\$125 per hour
28	Minor Revision	\$50.00