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AMENDED REPORT

Report To: Chair Horner and Members of the Community Development and Tourism Committee

Meeting Date: June 27, 2024

Subject: By-Law #2020-14 Fees and Charges By-Law Amendment

From: Rajbir Sian, Director of Development and Tourism

Recommendation

THAT the report of the Chief Building Official, "By-Law #2020-14 Fees and Charges By-Law Amendment", dated June 27, 2024, be received;

AND THAT a public meeting be held in accordance with the Building Code Act, Section 7(6) regarding amendments to the fees and charges.

Executive Summary

The purpose of this report is to amend the fees and charges By-Law #2020-14 to incorporate additional fees for dormant permits and non-compliant orders, revise existing fees, and incorporate fees not captured in the current by-law.

Background & Discussion

To further our efforts in closing dormant permits and proactively prevent permits from becoming dormant, additional fees are proposed to incentivize compliance from permit holders. The proposal of additional fees applied to all permits that remain inactive for one year, and to further apply another set of fees for each month until the permit is reactivated or revoked, is meant to encourage our customers to keep their projects moving along. The outstanding fees owing will be captured on the permit and must be paid prior to occupancy or closing of the file.

This methodology will also apply to Orders that have surpassed the set compliance date, to achieve compliance prior to laying charges under the Building Code Act (BCA). An additional fee will be charged to the owner if compliance has not been achieved by the compliance date provided in the Order and will be collected during the permit process similar to how we are currently collecting fees for building without a permit.

Proposed Amendments:

- Permits that have been sitting dormant for twenty-four months will be charged an automatic fee of \$1,000 and an additional \$200 for each month it remains open. The applicant can request an extension for their permit and it may be granted at the discretion of the Chief Building Official, or the permit will be revoked.
- A fee is currently charged when an Unsafe Order is issued, but not for other orders. This will be changed to charge a fee for all orders issued.
- A fee of \$500 will be applied each month for Orders that surpass their compliance deadline.

Additional amendments proposed are to further clarify the application of fees that can vary in interpretation, the removal of replicated fees, and the addition of two new categories: demountable stages and structures and foundation only permits.

Proposed Amendments:

- Remove hourly rate for a Notice of Change. The Notice of Change fee will cover the time spent reviewing the application. The hourly rate can be disputed by customers on time spent on a review.
- Add a note *fee for decommissioning a septic system not applicable when it is a replacement system*. The fee for the new septic system will cover this.
- Remove water and sewer connection fee from miscellaneous, there is already a fee for site servicing.
- Add a foundation only fee for phased permits proposed at \$2.41/sq. m. Having a separate fee for the foundation only is consistent with other building divisions. The amount proposed is within range of comparable municipal building departments.

Municipalities that have the Foundation Only fee	per sq. m
Centre Wellington	2.15
Saugeen Shores	2.35
Cambridge	2.30
Guelph	2.15
Guelph Eramosa	2.47
Niagara	3.03

Municipalities that have the Foundation Only fee	per sq. m
Average	\$2.41

- Add demountable stage and structures to “miscellaneous”. The Ministry has added demountable stages and supporting structures into the Ontario Building Code (OBC). The fees for temporary stages and supporting structures should fall in line with temporary tents.
- Tent permit fee should be clarified that it is per application up to five tents on one application. The fee is currently up for interpretation on whether the fee applies to each tent or each application for a tent.

Financial, Staffing, Legal, or IT Considerations

None at this time.

In Support of Strategic Plan Priorities and Objectives

Governance - identify opportunities to improve governance and service delivery

Respectfully Submitted By:

Rajbir Sian
Director of Development and Tourism

Prepared by: Becky MacNaughtan, Chief Building Official

Attachment: By-law 2020-14 Fees and Charges By-law – with proposed amendments

Reviewed by: Sonya Pritchard, Chief Administrative Officer

FEES PAYABLE FOR SPECIFIC CLASSES OF PERMITS

Building Permits

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Partial Building Permit	Flat Rate	\$523	\$547	\$572	\$598	\$625	-
Conditional Building Permit	Flat Rate	\$1,046	\$1,093	\$1,143	\$1,195	\$1,250	-

Demolition Permit

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Residential Outbuilding	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Residential Dwelling Unit	Flat Rate	\$213	\$284	\$378	\$503	\$670	-
Non-Residential	Flat Rate	\$521	\$566	\$615	\$668	\$725	-
Decommission Septic <i>*N/A when it's included in the permit to replace a septic*</i>	Flat Rate	\$184	\$211	\$243	\$279	\$320	-

Change of Use

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Change of Use Permit (No Construction)	Flat Rate	\$177	\$196	\$217	\$240	\$265	-
Change of Use Permit (Construction)	\$/m2	Major Occupancy Classification	Major Occupancy Classification	Major Occupancy Classification	Major Occupancy Classification	Major Occupancy Classification	-

Site Servicing

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Residential	Flat Rate	\$200	\$221	\$245	\$271	\$300	-
Non-Residential	Flat Rate	\$272	\$309	\$350	\$397	\$450	-
Site Plan Control Review	Flat Rate	\$544	\$617	\$700	\$794	\$900	-

Assembly Occupancies (Group A) School, Church, Community Hall, Restaurant

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Finished Building	\$/m2, Min	\$14.91	\$15.97	\$17.11	\$18.34	\$19.65	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2, Min	\$4.07	\$4.82	\$5.71	\$6.76	\$8.00	\$600
Public Pool, Spa	-	\$603	\$757	\$951	\$1,194	\$1,500	-
School Portable	-	\$301	\$379	\$475	\$597	\$750	-

Institutional Occupancies (Groups B1, B2, B3) Hospital, Nursing Home, Police Station

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Finished Building	\$/m2	\$16.85	\$17.51	\$18.19	\$18.91	\$19.65	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$4.07	\$4.82	\$5.71	\$6.76	\$8.00	\$600

Residential Occupancies (Group C) House, Apartment, Motel

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Multiple Unit Residential – Three (3) separate units or greater	\$/m2	\$15.49	\$16.36	\$17.29	\$18.27	\$19.30	\$600
Detached, Semi-Detached and Townhouse Dwellings – Two (2) separate units or Ipcc	\$/m2	\$14.05	\$15.21	\$16.47	\$17.83	\$19.30	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$4.42	\$5.67	\$7.28	\$9.35	\$12.00	\$200
Finishing Basement	-	\$4.42	\$5.67	\$7.28	\$9.35	\$12.00	\$200
Additional Residential Unit	-	\$14.05	\$15.21	\$16.47	\$17.83	\$19.30	\$600

Business and Personal Service Occupancies (Group D) Office, Bank, Beauty Parlour

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Shell Building	\$/m2	\$10.02	\$10.02	\$10.02	\$10.02	\$10.02	\$600
Finished Building	\$/m2	\$13.58	\$14.50	\$15.48	\$16.53	\$17.65	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$4.07	\$4.82	\$5.71	\$6.76	\$8.00	\$600

Mercantile Occupancies (Group E) Store, Shop, Supermarket

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Shell Building	\$/m2	\$9.68	\$9.68	\$9.68	\$9.68	\$9.68	\$600
Finished Building	\$/m2	\$12.94	\$13.98	\$15.11	\$16.33	\$17.65	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$4.07	\$4.82	\$5.71	\$6.76	\$8.00	\$600

Industrial Occupancies (Groups F1, F2, F3) Warehouse, Repair Garage, Factory

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Shell Building	\$/m2	\$7.61	\$7.61	\$7.61	\$7.61	\$7.61	\$600
Finished Building	\$/m2	\$9.56	\$10.34	\$11.17	\$12.07	\$13.05	\$600
Parking Garage, Service Floors, Mezzanines	\$/m2	\$6.46	\$6.74	\$7.03	\$7.34	\$7.66	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$7.61	\$7.61	\$7.61	\$7.61	\$7.61	\$600

Agricultural Occupancies Hay Storage, Silo, Riding Arena, Livestock Barn

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Finished Building	\$/m2	\$2.57	\$2.71	\$2.86	\$3.02	\$3.18	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$1.92	\$2.02	\$2.13	\$2.25	\$2.37	\$200
Silo, Grain Bin	Flat Rate	\$251	\$262	\$274	\$287	\$300	-

On-Site Sewage System

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Residential (New)	Flat Rate	\$551	\$563	\$575	\$587	\$600	-
Residential (Replacement)	Flat Rate	\$551	\$563	\$575	\$587	\$600	-
Non-Residential (New)	Flat Rate	\$952	\$964	\$976	\$988	\$1,000	-
Non-Residential (Replacement)	Flat Rate	\$952	\$964	\$976	\$988	\$1,000	-
Replacement Tank	Flat Rate	\$230	\$235	\$240	\$245	\$250	-
Leaching Bed Repair, Minor Alteration	Flat Rate	\$392	\$394	\$396	\$398	\$400	-

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Fire Alarm	Flat Rate	\$335	\$350	\$366	\$383	\$400	-
Fire Sprinklers/Standpipe	Flat Rate	\$335	\$350	\$366	\$383	\$400	-
Smoke/Heat Detectors, Emergency Lighting, Magnetic Locking Devices	Flat Rate	\$335	\$350	\$366	\$383	\$400	-
Industrial Commercial Racking System	Flat Rate	\$335	\$350	\$366	\$383	\$400	-
Shelf and Rack Storage System 3.16	\$/m2	\$3.60	\$3.76	\$3.93	\$4.11	\$4.30	\$600
Commercial Cooking Exhaust, Spray Booth, Dust Collector	Flat Rate	-	-	-	-	\$300	-
Plumbing Fixtures (each) Residential	Per Fixture	\$15.68	\$16.40	\$17.15	\$17.93	\$18.75	\$200
Plumbing Fixtures (each) Non-Residential	Per Fixture	\$15.68	\$16.40	\$17.15	\$17.93	\$18.75	\$400
Plumbing System Multi-Residential	Flat Rate	\$251	\$262	\$274	\$287	\$300	-
Plumbing System Non-Residential	Flat Rate	\$335	\$350	\$366	\$383	\$400	-
Mechanical Unit Residential	Per Unit	\$200	\$200	\$200	\$200	\$200	-
Mechanical Unit Non-Residential	Per Unit	\$335	\$350	\$366	\$383	\$400	-
Mechanical System Residential	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Mechanical System Non-Residential	Flat Rate	\$335	\$350	\$366	\$383	\$400	-
Oil and Grease Interceptor	Flat Rate	\$251	\$262	\$274	\$287	\$300	-
Designated Structure (not already listed)	Flat Rate	\$334.60	\$349.88	\$365.84	\$382.54	\$400	-
Other Minor Residential Project	\$/m2	\$3.60	\$3.76	\$3.93	\$4.11	\$4.30	\$200
Other Minor Non-Residential Project	\$/m2	\$3.60	\$3.76	\$3.93	\$4.11	\$4.30	\$480

Administrative

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Inspection	Per Inspection	\$174	\$188	\$204	\$221	\$240	-

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
(Additional)							
Building Inspection Not Ready (Greater than 2) - Residential	Per Inspection	\$174	\$188	\$204	\$221	\$240	-
Building Inspection Not Ready (Greater than 2) – Non-Residential	Per Inspection	\$335	\$350	\$366	\$383	\$400	-
Plan Review Resubmission (Greater than 3) - Residential	Per Resubmission	\$174	\$188	\$204	\$221	\$240	-
Plan Review Resubmission (Greater than 3) – Non-Residential	Per Resubmission	\$335	\$350	\$366	\$383	\$400	-
Alternative Solution	Per Submission Per Hour	\$110	\$110	\$110	\$110	\$110	\$500
Notice of Change	Per Hour Per Application	Fees based on permit type.	Fees based on permit type.	Fees based on permit type.	Fees based on permit type.	Fees based on permit type.	\$160
Third Party Professional Review	-	Consultant Fee (Paid by Applicant)	Consultant Fee (Paid by Applicant)	Consultant Fee (Paid by Applicant)	Consultant Fee (Paid by Applicant)	Consultant Fee (Paid by Applicant)	-
Transfer of Ownership	Flat Rate	\$167.30	\$174.94	\$182.92	\$191.27	\$200	-
Fee for Permit Not	Construction	\$10 per	\$10 per	\$10 per	\$10 per	\$10 per	-

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Listed in Schedule A	Value	\$1,000 of construction /repair costs	\$1,000 of construction /repair costs	\$1,000 of construction /repair costs	\$1,000 of construction /repair costs	\$1,000 of construction /repair costs	
Building Without a Permit	-	2x Building Permit Fee	2x Building Permit Fee	2x Building Permit Fee	2x Building Permit Fee	2x Building Permit Fee	-
Unsafe Order All Orders	Flat Rate	\$261	\$273	\$286	\$299	\$313	-
Prohibit Occupancy Order	Flat Rate	\$261	\$273	\$286	\$299	\$313	-
Lapsed Orders (fee applied to orders that surpass their compliance date)	Flat Rate	\$0	\$500/month	\$500/month	\$500/month	\$500/month	
Minor Revisions of Plans Already Examined	Per Hour	\$110	\$110	\$110	\$110	\$110	\$160
Maintenance Fee for Files Not Closed Within 24 Months	Per Year	\$0	\$200 \$1,000 Plus \$200 each month it remains open	\$200 \$1,000 Plus \$200 each month it remains open	\$200 \$1,000 Plus \$200 each month it remains open	\$200 \$1,000 Plus \$200 each month it remains open	-