

**SCHEDULE “C” OF BY-LAW 2014-26
(The Building By-law)**

**PERMIT FEES AND ADMINISTRATIVE CHARGES
Consolidated Office Version**

2025 Fees effective as of February 1, 2025 to January 31, 2026.

PART 2 - FEE CALCULATIONS GUIDE

2.1 Minimum Permit Fee Calculation

The minimum fee for any permit application for work proposed shall be seventy-three dollars (\$73.00).

2.2 Total Permit Fee Calculations

The summation of all applicable fees found Tables 1 to 3 shall result in the total Permit Fee.

PART 3 – 2025 FEE TABLES

Table 1- Permits

Permit type	Project Type	Base Fee
Building	New Buildings, Structures and Designated Structures as defined by the Building Code not listed below.	\$17.00 per thousand dollars of project value
	All Additions and Renovations/Alterations to buildings or structures.	\$17.00 per thousand dollars of project value
Change of Use	Where compensating construction is required.	\$17.00 per thousand dollars of project value
	Pursuant to s.10 of the <i>Building Code Act</i> where no construction is proposed or required.	\$73.00 flat fee
Demolition	Complete building or structure demolition	\$109.00 per structure
	Partial demolition of structure or building	\$73.00 per structure
Occupancy	Applicable to only projects that require occupancy pursuant to the building code.	\$30.00 per unit
Partial Permit	Requested by applicant. Where a permit is issued to allow partial construction of a building.	\$73.00 per request, plus applicable fees noted in Table 1
Plumbing	Plumbing fixtures	\$10.00 per fixture trap (minimum \$73.00) plus, \$36.00 per cross connections to non-potable water systems as regulated by the building code, including but not limited to, hydronic heating, sprinkler and irrigation systems.
	Connection to municipal water system	See By-law 2009-08, as amended, for related charges.
On-Site Sewage Systems	Construction or alteration of a Class 2, 3, 4, or 5 sewage system other than a Class A sewage system	\$978.00 per sewage system
	Construction or alteration of a Class A sewage system. *(Class A system represents flows greater than 4500 litres)	\$1080.00 per sewage system
	Installation or replacement of septic tank only	\$772.00 per sewage system
	Plans Review to confirm location only of existing sewage system	\$103.00 per sewage system
	On-Site Review to confirm location only of existing sewage system	\$257.00 per sewage system
	Review of Performance Level of Existing On-Site Sewage System	\$515.00 per sewage system
	Certificate of Approval renewal	\$154.00 per sewage system

	Review for new lots in a subdivision, condominium, severance or lot addition	\$515.00 per lot
	Review for Minor Variance application or Zoning By-Law amendment	\$463.00 per sewage system
	Review for Minor Variance in combination with a Review of Performance Level	\$720.00 per sewage system
	Review for Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A sewage system	\$1183.00 per sewage system
Sign	All new or replacement signs that require a building permit, as prescribed in the building code.	\$17.00 per thousand dollars of project value
Solar photovoltaic system	As regulated by the building code	\$109.00 per permit
Swimming pools (public)	As regulated by the building code	\$17.00 per thousand dollars of project value
Swimming pools (private)	See By-law 2014-33, as amended, for related charges.	\$17.00 per thousand dollars of project value
Tents	As regulated by the building code	\$109.00 per tent
Wood stove, Fireplace or new chimney	As regulated by the building code	\$73.00 per unit

Table 2 – Clerical & Administrative Fees

Function	Detail	Fee
Clerical	Additional Inspections	\$97.00 per repeat re-inspections of same stage of construction, at the Chief Building Officials discretion.
	Building Compliance Title Search	\$97.00 each
	Compliance Letters to other Government Authorities	\$97.00 per letter
	Consent & Zoning By-law Amendment Application Review and comments	\$97.00 per report issued
	Renewal of building permit	\$73.00 per deferral of revocation of permit that may be revoked in accordance to the building code.
	Review of revised permit documents	\$73.00 per hour
	Special requests for file research	\$73.00 per hour
	Transfer of Permit to new property owner	\$73.00 per permit
	911 roadside identification sign & installation	Civic # blade/post = \$103.00 each
Investigations To offset additional investigative and administrative costs.	Construct or Demolish without Permit Issued	Double normal permit fee, \$18,199.00 maximum prior to the issuance of an Order pursuant to the <i>Building Code Act</i> .
	Non Compliance Re-Inspection	\$121.00 per inspection. Where an Order not complied with, additional site inspections to review status of non-compliance.
	Order registered on title	\$607.00 per Order
	Issuance of Summons	\$607.00 a Summons plus legal expense
	Subdivision Lot Grading Non-compliance	\$97.00 per site inspections or meetings to determine or observe corrective measures where grading not installed as per approved subdivision plan.
Third Party Review or Consultation	Where determined by the Chief Building Official that peer review and/or consultation by a third party consultant is required.	The applicant or permit holder shall reimburse the municipality all fees and expenses of the consultant, in addition to the fees noted in this schedule.

Table 3 – Conditional Permits & Agreements

Permit type	Agreement Type	Fee
Conditional Building Permits Note: Where determined by the Chief Building Official that peer review and/or consultation by a third party consultant is required to process any application. The applicant shall reimburse the municipality all fees and expenses of the consultant, in addition to the fees noted in this table.	Simple agreement, not listed below	\$243.00, plus applicable fees noted in Table 1, and refundable deposits stipulated in the agreement.
	Other agreements, including but not limited to, remediation of buildings or structures previously used as illicit marijuana grow-op or clandestine labs.	\$2,427.00, plus applicable fees noted in Table 1 and refundable deposits stipulated in the agreement.
	Retrofit Order from Fire Department	Applicable fees noted in Table 1
	Request to use Alternative Solution	\$2,427.00, plus applicable fees noted in Table 1
	Request for Chief Building Official to accept Alternative Material	\$2,427.00, plus applicable fees noted in Table 1
	Temporary Two Dwelling Agreement	\$243.00 fee, plus a refundable \$10,000.00 deposit.
	Temporary Trailer Agreement	\$243.00 fee per unit, plus a refundable \$3,000.00 deposit per unit.

PART 4 – REFUND OF PERMIT FEES

4.1 General Provisions:

(1) Refunds of fees collected under the authority of Tables 1 to 3, shall be provided in accordance with other provisions of this Part, where the;

- Building Permits have been issued, but no construction has commenced,
- Building Permits have not been revoked,
- Building Permit Applications have not expired,

4.2 Refund Provisions for Permit Fees found in Tables 1 to 3 of this Schedule:

(1) Requests for refunds must be submitted to the Chief Building Official in writing who will determine the amount of Permit Fees, if any, that may be refunded.

(2) Except as provided in sentence (3), the amount of fees refundable shall be calculated based on the total of all building permit fees collected under the authority of Tables 1 to 3 of this Schedule, as follows:

- 75 percent refundable if applicant cancels application prior to release of permit for issuance;
- 50 percent refundable if Chief Building Official has released the permit for issuance;

(3) Notwithstanding sentence (2), no refund shall be made of an amount less than \$36.50.