

**BUILDING PERMIT FEES**

**Part A Classes of Permits and Fees Payable**

Item	Class of Permit	Fee Payable
1	Building Permit	See Part C
2	Change of Use Permit	\$640.00
3	Change of Use Permit – 2 unit registration	\$232.00
4	Conditional Building Permit	\$1,764.00
5	Demolition Permit	\$232.00
6	Demolition Permit with Environmental Review	\$460.00
7	Demolition Permit with Additional or General Review	\$360.00
8	Minimum Building Permit Fee - Non-Residential	\$304.00
9	Minimum Building Permit Fee - Residential	\$232.00
10	Pool Enclosure Permit	\$256.00
11	Two-Unit House Registration	\$1107.00
12	Two-Unit House Registration – House Pre-approved (NEW)	\$232.00

**Part B General Fees**

Item	Type of Fee	Fee Payable
1	Additional Plans Examination or Inspection Fee (Post Issuance Review)	\$110.00/hour + disbursements & 15% administration charge
2	Authorizing Partial Occupancy (Non-Residential)	\$408.00
3	Building Permit Fee for Construction Commenced Without a Permit	1.5 times the required fee as stated in Part C
4	Building Permit Specific Agreements (i.e. Limiting Distance)	\$505.00
5	Building Permit Transfer Fee	\$118.00
6	Compliance Letter – Other Properties (Flat Rate)	\$303.00
7	Compliance Letter – Single Residential Unit	\$150.00
8	Continuous, Special or Additional Inspection (Mon. to Fri., per hour)	\$108.40/hour + disbursements
9	Continuous, Special or Additional Inspection (Sat. & Sun., minimum 4 hours)	\$138.83/hour + disbursements
10	Damage Deposit - Residential (Flat Rate) Damage Deposit - Non-residential	\$637 \$41.00/per metre up to max. of \$1000.00
11	Document – Building Permits including Engineering Document (photocopying/prints larger than 11 x 17) (NEW)	\$8.00/sheet
12	Document Search Fee – Plan of Survey or Building Location	\$16.00
13	Document Review Fee	\$105.16/hour

Item	Type of Fee	Fee Payable
14	Document Search Fee	\$46.00
15	Early Review of House Model Drawings	\$1,220.00/model
16	For Phased Projects, in Addition to the Permit Fee for the Complete Building, an Additional Fee for each Phase (Small Residential)	\$232.00
17	For Phased projects, in addition to the permit fee for the complete building, an additional fee for each phase (other than Small Residential)	\$300.00
18	Lot Grading Resubmission	\$246.00
19	Permit Extensions (Additional Review Required) - Small Residential Occupancies	\$118.00
20	Permit Extensions (Additional Review Required) - All Other Occupancies	\$239.00
21	Photocopy – colour	\$0.60/sheet
	Photocopy – 8.5 x 11, 8.5 x 14 or 11 x 17	\$0.50/sheet
	Photocopy Building Permits and/or drawings larger than 11 x 17	\$8.00/sheet
22	Plans Review of Alternative Solutions (additional fee for review exceeding 5 hrs, \$110.00/hr)	\$719.00
23	Residential re-siting	\$229.00
24	Re-examination Fee (Administration Fee associated with “Undertakings”)	\$228.00 (Part 3) \$112.00 (Part 9)
25	Re-examination Fee - (Applicable for “Supplemental/01” Permits and for Review after “Deficiency Letter” has been issued)	(\$110.00/hour + disbursements & 15% administration charge) – Minimum \$232.00 for residential & \$304.00 for non-residential
26	Registration and Discharge of various orders under the Building Code Act from title in the Land Registry Office (NEW)	\$350.00
27	Security for Conditional Permit Agreement (Minimum determined by CBO)	\$14.08/m <sup>2</sup>
28	Septic Maintenance Inspection – Third Party	\$62.00
29	Septic Maintenance Inspection – Town	\$247.00
30	Written Requests for Information concerning a building compliance with the current Building Code	\$110.00/hour
31	Written Requests for Information to support Provincial License Applications where there is a current Permit or Application	\$122.00
32	Written Response for Inquiries	\$129.00

**Part C Building Classifications & Fees Payable**

Permit Fees shall be calculated based on the formula given below (unless otherwise specified in this schedule)

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

where  
 “SI” is Service Index  
 “A” is floor area in m<sup>2</sup> of work involved

Item	Building Classification	Service Index (SI) \$/m <sup>2</sup> unless otherwise indicated
1	<b>Group A [Assembly Occupancies]</b> Alterations/Renovations Places of Worship Portable Classroom (Flat Rate) Recreation Restaurants School/Library Theatre Other	\$10.85 \$21.74 \$490.00 \$23.05 \$23.61 \$21.74 \$23.05 \$23.62
2	<b>Group B [Institutional Occupancies]</b> Alterations/Renovations Hospital Institutional Building Interior Alterations/Partitioning/Renovations for Nursing Homes, Dental, Medical, etc. Clinics Nursing Home Other	\$13.58 \$27.16 \$27.16 \$11.05 \$21.75 \$27.16
3	<b>Group C [Residential Occupancies]</b> Additions (Houses) Alterations and Repairs (Houses) Basement Finish Carport Deck (Flat Rate) Deck – simple design and <15m <sup>2</sup> (Flat Rate) Garage Hotel/Motel Mobile Home Installation (Flat Rate) Other Multiple-Unit Residential Buildings Porch (Flat Rate) Relocating or Moving of a House Roof over Deck or Porch (Houses) (Flat Rate) Single/Semi Dwelling, Townhouse <325 m <sup>2</sup> (<3500 ft <sup>2</sup> ) Single/Semi Dwelling, Townhouse 325 m <sup>2</sup> - 475 m <sup>2</sup> (3500 ft <sup>2</sup> – 5000 ft <sup>2</sup> ) Single/Semi Dwelling, Townhouse >475 m <sup>2</sup> (> 5000 ft <sup>2</sup> ) Structures Accessory to all Small Residential Occupancies Walkouts, Exterior Stairs and Ramps (Flat Rate)	\$17.68 \$9.21 \$8.52 \$5.88 \$255.00 \$232.00 \$8.43 \$24.16 \$640.00 \$17.67 \$255.00 \$12.63 \$255.00 \$17.78 \$20.80 \$22.72 \$8.43 \$247.00

Item	Building Classification	Service Index (SI) \$/m <sup>2</sup> unless otherwise indicated
4	<b>Group D</b> [Business and Personal Service Occupancies] Alteration/Renovations to Existing Finished Areas Building Finished Building Shell Building Finishing Only (with Shell Building Permit)	\$10.26 \$20.41 \$12.50 \$4.93
5	<b>Group E</b> [Mercantile Occupancies] Alteration/Renovations to Existing Finished Areas Building Finished Building Shell Building Finishing Only (with Shell Building Permit)	\$8.42 \$16.83 \$12.86 \$4.22
6	<b>Group F</b> [Industrial Occupancies] Alterations/Renovations Building Shell (<1000m <sup>2</sup> ) Building Shell (1000 - 5000 m <sup>2</sup> ) Building Shell (5000 -15000 m <sup>2</sup> ) Building Shell (>15000 m <sup>2</sup> ) Building Finished (<1000m <sup>2</sup> ) Building Finished (1000 - 5000 m <sup>2</sup> ) Building Finished (5000 - 15000 m <sup>2</sup> ) Building Finished (>15000 m <sup>2</sup> ) Interior Finishing (With Shell Building Permit) Mezzanines (Open Storage) Canopy over Pump Island Car Wash, Gas Station, Repair Garage Parking Garage – New Parking Garage – Repairs	\$6.17 \$11.87 \$9.89 \$8.24 \$6.58 \$14.80 \$12.35 \$10.72 \$9.08 \$4.36 \$8.02 \$5.76 \$13.94 \$7.32 \$3.66
7	<b>Miscellaneous</b> Agricultural – Farm Building Agricultural – Pole Barn Crane Runway Demising Walls, Fire Separations, Fire Walls (Flat Rate) Exterior Tank and Support Fire Protection – Fire Alarm System - Other than Small Residential (Flat Rate) Fire Protection - Fire Alarm System - Small Residential (Flat Rate) Fire Protection - Sprinklers (minimum fee \$568.00 for Other than Small Residential)	\$4.13 \$2.05 \$788.00/system \$459.00 \$578.00/structure \$919.00 \$459.00 \$0.57

Item	Building Classification	Service Index (\$I) \$/m <sup>2</sup> unless otherwise indicated
	<b>Miscellaneous Continued</b>	
	Fire Protection – Standpipe systems (minimum fee \$568.00 for Other than Small Residential)	\$0.57
	Fireplaces, Wood Stoves, Chimneys (Flat Rate)	\$336.00
	HVAC - Non-Residential (not proposed with the original Building Permit) (Flat Rate)	\$686.00
	HVAC - Residential (not proposed with the original Building Permit)	\$337.00/unit
	Pedestrian Bridge	\$814.00/structure
	Plumbing - Backflow Preventer	\$330.00/unit
	Plumbing - Backflow Preventer (up to 3 units or Complex Designs)	\$673.00
	Plumbing - Backflow Preventer (to be added if applicable to cost of Permit)	\$162.00/unit
	Plumbing – Non-Residential – Inside (Flat Rate)	\$686.00
	Plumbing – Residential serving more than one Dwelling – Outside	\$227.00/unit
	Plumbing – Residential – Inside (Flat Rate)	\$336.00
	Plumbing – Residential – Outside (Flat Rate)	\$330.00
	Plumbing – Work under RBFM program	\$229.00
	Retaining Wall	\$496.00/structure
	Sewage System - Assessment (Flat Rate)	\$223.00
	Sewage System (Flat Rate)	\$795.00
	Sewage System – Repair (Including Septic Tank Replacement) (Flat Rate)	\$453.00
	Sewage System (Other than Class 4) (Flat Rate)	\$453.00
	Shelf & Racking System	\$899.00
	Shelf & Racking System (S.3.16., OBC)	\$8.03
	Shoring and Underpinning	\$13.44/m
	Signs - Self Standing (Ground/Pylon) (Flat Rate)	\$366.00
	Signs - Fascia (Flat Rate)	\$239.00
	Solar Collector, Wind Turbine (Small residential projects) (Flat Rate)	\$337.00
	Solar Collector, Wind Turbine (minimum fee \$698.00 for Other than Small Residential)	\$3.09
	Special Systems: Commercial Kitchen Exhaust System, Spray Booths, Dust Collectors, Water Supply for Fire Fighting (Flat Rate)	\$686.00
	Stage (Flat Rate)	\$239.00
	Structure Accessory to Other than Small Residential Buildings	\$9.89
	Temporary Sales Office/Pavilion and any other prefabricated building (Other than Portable classrooms)	\$13.51
	Tent (>225 sqm) (Flat Rate)	\$408.00
	Tent (<225 sqm) (Flat Rate)	\$246.00

<b>8</b>	Fees of all other building types, structures and work not provided for in items A to F & Misc. above, will be based on \$17.60 for each \$1,000.00 of Construction Value or part thereof, with a minimum fee of \$232.00 for Residential and \$304.00 for Non-Residential.
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**Refunds - Upon Written Request**

<b>1.</b>	Calculated amounts under \$100	No Refund
<b>2.</b>	Building Permits – Where construction or demolition commenced.	No Refund
<b>3.</b>	Building Permits - Where Permit issued but no Inspection done	25% of Fee Refunded
<b>4.</b>	Building Permits - Where only Administrative Functions carried out	75% of Fee Refunded
<b>5.</b>	Building Permits - Where Permit not issued but Administrative functions & Technical plans review carried out.	50% of Fee Refunded
<b>6.</b>	Two Unit Houses – Where administrative functions & inspection carried out	35% of Fee Refunded
<b>7.</b>	Two Unit Houses – Where only administrative functions carried out	75% of Fee Refunded
<b>8.</b>	Compliance Letters – Where only administrative functions carried out	65% of Fee Refunded

**Notes:**

1. Floor area shall be measured to the outer face of exterior walls and to the centerline of party walls or demising walls. Except for interconnected floor spaces, no deductions shall be made for openings within the floor area (e.g. stairs and stair openings, ducts, elevators, escalators). Floor areas shall include all habitable areas, including mezzanines, lofts, finished attics, mechanical penthouses or floors and enclosed or covered balconies.
2. In the case of interior alterations or renovations, the AREA OF THE PROPOSED WORK is the actual space receiving the work (i.e. tenant space).
3. For detached, semi-detached and townhouse dwellings, UNFINISHED BASEMENTS shall not be included in the area calculations. Except for new houses corresponding fees for porches, decks, roofs over porches and decks, walkouts, exterior stairs and ramps shall be added accordingly.
4. The applicable rates for new buildings do not include “SPECIAL SYSTEMS” such as sprinkler or standpipe systems, kitchen exhaust systems, fire alarm systems, water supply for fire fighting and site servicing for other than small residential buildings. (Corresponding fee shall be added accordingly).



5. The applicable “SHELL” rate shall be applied to the floor areas of a speculative structure, where “the finishing permits” shall be issued for the total area of building.
6. Each INDUSTRIAL OCCUPANCY rate includes incidental FINISHED OFFICE SPACE to a maximum of 10% of the total floor area.
7. For “All other multiple unit residential buildings” the fee does not include charges for COMMON ROOMS AND PARKING GARAGES, which will be calculated based on the corresponding fees.
8. The occupancy categories in this Section correspond with the major occupancy classification in the Building Code. For MIXED OCCUPANCY floor area, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
9. “CONSTRUCTION VALUE”, means the value of the proposed construction as determined by the Chief Building Official, whose determination of the value shall be final. Where there is no prescribed construction value, the CBO will determine building permit fees based on required time.
10. Application for a CONDITIONAL PERMIT shall be only accepted in conjunction with a complete full permit submission. All relevant fees, securities and signed Conditional Permit Agreement shall be also provided.
11. Upon request, the Chief Building Official may authorize a FAST TRACK, after hours service at a rate of 1.5 times the permit fee prescribed herein.
12. MINIMUM BUILDING PERMIT FEE includes plans review and 2 inspections. Any additional (required) inspections will be added to the minimum Building Permit fee.
13. In addition to the fees calculated in accordance with Parts A, B, or C, each application for consideration of an ALTERNATIVE SOLUTION shall be accompanied by a non-refundable fee of \$719.00. This fee includes 5 hours of review time. For each additional hour of review time, a \$110.00 fee shall be paid.
14. Where an inspector determines that work, for which an inspection has been requested, is not sufficiently complete to allow proper inspection, or an infraction which was previously identified has not been remedied, an ADDITIONAL INSPECTION FEE will have to be paid prior to subsequent inspection being scheduled.
15. Fees for INTERIOR ALTERATION/RENOVATIONS for any building classification not provided for in Part C of this fee schedule will be equal to .5 of the fee value proposed for the new construction.

16. The applicable rates for SOLAR COLLECTORS and WIND TURBINES (Other than Small Residential Projects) do not include the fees associated with alterations to the supporting buildings. Corresponding fees for such alterations will be added accordingly.
17. REGION-WIDE BASMENT FLOODING MITIGATION PROGRAM (RBFM) includes installation of backwater valves, disconnection of weeping tiles and installation of sump pumps and repairs of substandard private sanitary sewer laterals.
18. SEWAGE SYSTEM ASSESSMENT fee would be applicable whenever more than 30 minutes of review is required.
19. TWO-UNIT REGISTRATION – PRE-APPROVED fee will be used when a Building Permit for a Two-Unit House or an Accessory Apartment has been issued and all required inspections conducted and passed.
20. Building Permit Fees for CANOPIES, DECKS and RAMPS for “Other Than Small Residential” will be based on \$/\$1,000 of Construction Value.
21. REFUND upon return request for COMPLIANCE LETTERS where only administrative functions were carried out will be 65% of applicable fee.