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MEMORANDUM

То:	Slavica Josipovic
From:	Andrew Mirabella
Date:	October 31, 2016
Re:	2016 Building Permit Fee Update Analysis

Municipalities in Ontario are responsible for ensuring that the delivery of local services is undertaken in accordance with the provisions of Provincial legislation. To offset the cost of providing services municipalities are permitted to charge fees. The Town of Halton Hills has levied such fees for many years. In 2011, the Town undertook an extensive review of all of its user fees to establish the full cost of providing services and determine appropriate fee rates for recovering some or all costs permitted under Provincial legislation over a five-year period.

In particular, the Phase 2 analysis of the 2011 study calculated fee rates that would recover the full cost of administering and enforcing the Building Code during building construction over a five-year period between 2011 and 2015. Full cost recovery fee rates are based on the average annual level of building construction activity and cost of providing Building Code services over the same time period. Hemson has now been retained to conduct a fee review update to determine whether a reasonable nexus between fee revenues and service costs still exists. This update analysis looks at the fees required to recover the full cost of enforcing the Building Code over the next five-years from 2017-2021. It should be noted that the 2011 fee model was used as the basis for completing this 2016 update analysis.

A. BUILDING CODE ACT FEE PROVISIONS

To pay for the costs of providing Building Code services, municipalities are permitted to charge fees for processing building permit applications. The *Building Code Act* (the

Act) requires that permit fees not exceed "the anticipated reasonable costs to administer and enforce the Building Code during building construction". In addition, municipalities are required to prepare annual reports that record the amount of fees received and the costs incurred in administering the process.

Ontario Regulation 305/03 expands on the requirements, specifying that annual reports must record both the direct and indirect costs of reviewing applications and conducting building inspections. In this regard:

- direct costs include the costs of reviewing building permit applications and inspecting buildings; and
- indirect costs include the support and overhead costs of administering and enforcing the process.

Annual reports must also include the balance of any building permit reserve funds municipalities may have.

The Regulation also sets out the requirements for a public process that must accompany the setting of fees, including:

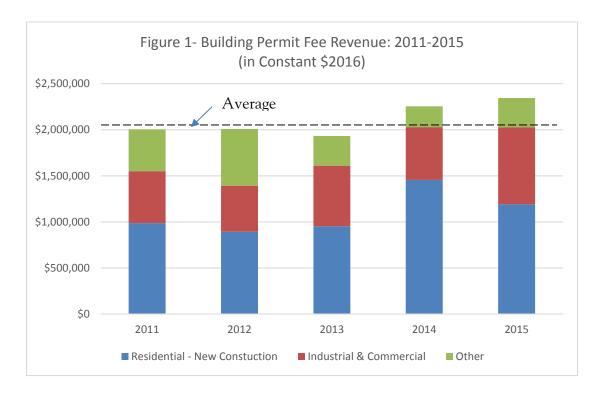
- holding at least one public meeting;
- providing 21 days' notice of the public meeting; and
- providing in the notice an estimate of the costs of providing Building Code services as well as the amount and rationale for new fees.

B. BUILDING PERMIT FEE REVENUE

The building permit fee structure in Halton Hills has been in place for several years. The Town's current practice is to match anticipated revenues and expenditures on an annual basis; therefore, all fee rates are increased by 3% to account for the effects of inflation on an annual basis.

Figure 1 displays the revenue generated from building permit applications issued by the Town for the various categories and types of application in the five-year period from 2011 to 2015. The table shows that the average annual fee revenue generated over the period was \$2.1 million, the five-year average is lower than the revenues achieved in recent years (2014 and 2015) as the Town has seen increased commercial /industrial developments as well as higher than average residential constriction activity.

A forecast of future building permit revenue in Halton Hills over the five-year period from 2017 to 2021 has been prepared for fee setting purposes. The forecast is based on existing growth forecasts for the Town, an analysis of current and proposed planning applications and discussions with Town staff. Overall, it is assumed that revenues will remain reasonably in-line with existing trends as the Town will continue to see fairly consistent residential construction activity relative to historic trends, although it should be noted that moderately less industrial and commercial permit activity is expected as commercial developments/expansions and industrial developments on the 401 corridor lands is not anticipated to occur at the same rate moving forward. For the purposes of this analysis, the Town is assumed to generate about \$2.04 million per annum from 2017 to 2021.



C. ANALYSIS OF COSTS

This section presents analysis of the direct and indirect costs of delivering services required to process building permit applications in Halton Hills. It should be noted that the cost analysis is represented in constant \$2017.

1. Direct Costs

A number of Town staff are responsible for processing applications in respect to building matters in Halton Hills including Building Services, and the Development

Engineering Division of Infrastructure Services. All time spent by Town staff reviewing building permit applications and inspecting buildings, as well as the cost of the resources they use is considered to be a direct cost. Time shares have been determined based on information obtained from detailed staff interviews through the 2011 study as well as recent communications.

Although a portion of staff time is directly involved with Building Code activities, a significant share of time is unrelated to "administration and enforcement of the Building Code during building construction" as defined by the *Act* and is therefore excluded as a cost for fee recovery. This "other" staff time includes development applications review, pre-consultation work, zoning compliance, issuance of pool enclosure permits and related site inspections, administration of Two-Unit Houses Registration By-law, mandatory sewage systems maintenance inspections and general customer service activities.

Calculations are divided by: payroll and other capital and operating costs. Payroll costs amounting to \$1.68 million and including all benefits and overtime, account for the majority (96%) of the direct costs. Direct operating cost were determined by multiplying the time staff shares attributed to building permit review by the 2017 operating budget projections. The total other operating and capital direct costs that can be attributed to Building Code activities is \$74,455.

Space costs include shares of the operating costs of the civic centre building (including common space) as well as the shares of the capital replacement cost of the building. Consistent with the Town's corporate model, space allocations are included as part of the indirect cost calculations.

The total direct cost of administering and enforcing the Building Code amounts to \$1.75 million.

Table 1 – Summary of Direct Costs				
Payroll	\$1,677,495			
Operating Budget	\$74,455			
Total Direct Costs	\$1,751,950			

2. Indirect Costs

The indirect cost of Building Code activities in Halton Hills represents the share of costs of the Town's corporate departments that can reasonably be attributed as overhead support of the building permit review service.

The indirect costs were calculated based on what drives the cost of the corporate departments' support of Building Code activities. The total indirect costs amount to \$169,200 and are based on Town budget documents. As mentioned, the total corporate costs include for facility maintenance and replacement.

It is recommended that a portion of the annual permit fee revenue corresponding to the cost shares of the civic centre and workstations capital replacement be set aside in the Town's reserve funds for building and equipment replacement.

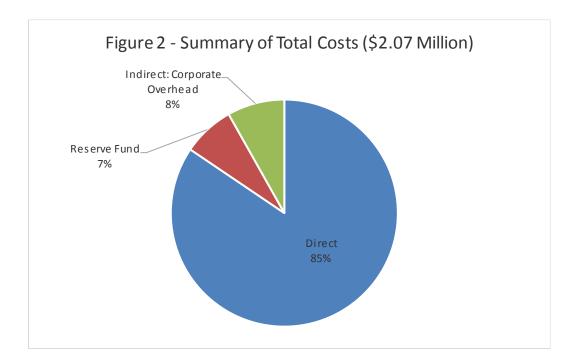
3. Reserve Fund Provision

The *Act* allows for the factoring of anticipated costs when determining the full cost of providing Building Code services. Given the Town's historical practice of managing shortfalls through a reserve fund, this approach has been used for the full cost recovery fee analysis. Using this approach, a reserve fund target of 1.5 times the departments operating budget has been set for the end of the five-year period. This amount would be sufficient to offset the revenue shortfall resulting from multi-year low permit volume and any other budget variances which may occur.

In order to achieve the reserve fund target over the five years requires a total additional contribution of approximately \$765,000 through fee revenue. To achieve this an additional \$153,000 per year has been incorporated into the full cost recovery fee rates.

4. Cost Summary

A summary of the analysis of costs is displayed in Figure 2 below. It shows that the total annual cost of administering and enforcing the Building Code in the Town is \$2.07 million, of which \$1.75 million (85%) are direct costs, \$169,200 (8%) are indirect costs and \$153,000 (7%) are contributions required to build the reserve fund.



D. FULL COST BUILDING PERMIT FEES

This section presents full cost recovery fee rates in light of the cost analysis presented in the previous section. Given the provisions of the *Building Code Act*, Council has the authority to increase current fees in order to recover the full cost of the process. Based on the estimated costs compared to the anticipated average fee revenue an increase of 1.87% is justified.

The analysis of costs reveals that the projected annual cost of administering and enforcing the Building Code in Halton Hills over the five-year period 2017 to 2021 amounts to \$2.07 million. The average annual permit revenue during the same period is anticipated to be \$2.04 million. The maximum permit fees that can be justified under the *Act* therefore amount to an increase of 1.87% on the fees currently levied. This calculation is shown below:

Average Annual Costs 2017-2021	\$2.07 million
Average Annual Revenues 2017-2021	\$2.04 million
Difference	1.87%

A new fee schedule incorporating a 1.87% increase in fee rates is set out in Table 2.

Consistent with current practice, it is recommended that the fees be increased annually to cover rising costs caused by the level of inflation which can reasonably be anticipated over the five-year cycle.

E. COMPARISON OF FEES

In order to provide an understanding of the current and full cost recovery fee rates in Halton Hills in relation to similar and surrounding municipalities, a building permit fee comparison was prepared. The results of this comparison are presented in Table 3. The rates for the other municipalities are those that are currently in force and may not recover the full cost of providing Building Code services.

The table shows that the current building permit fees for residential, commercial, and office construction in Halton Hills fall into the mid to upper range of fee rates levied in Halton Region and elsewhere. Given that the calculated full cost recovery rates for these types of construction, if adopted, would be almost the same as the current rates the Town would remain within this upper range of fee rates yet still competitive with

municipalities like the City of Toronto and (for commercial and office construction) the Towns of Oakville and Burlington.

Current fees for industrial construction in Halton Hills fall into the lower-mid range of fee rates. The calculated full cost recovery rates for industrial buildings would remain competitive in the Halton Region and GTA context.

Note that this comparison does not take into account any service level differences that may exist in terms of, for example, the time taken to process an application or the high level of customer service provided to applicants in Halton Hills.

TOWN OF HALTON HILLS 2016 USER FEE UPDATE FULL COST RECOVERY BUILDING PERMIT FEES

Classes of Permit	Current Fees		11	Full Cost Recovery Fees	
	Fee Rate	Basis of Fee	Fee Rate	Basis of Fee	
BUILDING SERVICES					
PART A CLASS OF PERMIT	A 004.00		A 040.00		
Change of Use Permit	\$ 601.00		\$ 612.26		
Conditional Building Permit Demolition Permit		Flat Rate		Flat Rate	
		Flat Rate		Flat Rate	
Demolition Permit with Environmental Review		Flat Rate		Flat Rate	
Demolition Permit with General Review		Flat Rate		Flat Rate	
Minimum Building Permit Fee - Other than Small residential	\$ 286.00	Flat Rate	\$ 291.36	Flat Rate	
Minimum Building Permit Fee - Residential	\$ 222.00	Flat Rate	\$ 226.16	Flat Rate	
Minimum Building Permit Fee - Residential	\$ 222.00		\$ 220.10		
PART B CLASS OF PERMIT					
Additional Plans Examination or Inspection Fee	\$ 103.00	\$/hour + disbursements & \$15	\$ 104.93	\$/hour + disbursements & \$15	
(Post Issuance Review)		administration charge		administration charge	
Authorizing Partial Occupancy (non-residential)	\$ 396.00	Flat Rate	\$ 403.42	Flat Rate	
Building Permit Fee for Construction Commenced		1.5 times the required fee as stated in		1.5 times the required fee as stated in	
without a Permit		Part C		Part C	
Building Permit Specific agreements (i.e. Limiting	\$ 481.00	Flat fee	\$ 490.01	Flat fee	
Distance) Building Permit Transfer Fee	\$ 114.00	Flat Rate	\$ 116.14	Flat Rate	
Continuous or Special Inspection	•	Mon to Fri (per hour)		Mon to Fri (per hour)	
Continuous of Special Inspection		Sat & Sun (\$/m2,minimum 4 hours)		Sat & Sun (\$/m2,minimum 4 hours)	
Document Review Fee		per hour		per hour	
Document Review Fee		Flat Rate		Flat Rate	
Early Review of House Model Drawings		per Model		per Model	
For phased projects, in addition to the permit fee for		Flat fee - Small Residential		Flat fee - Small Residential	
the complete building, an additional fee for each	φ 222.00		φ 220.10		
phase					
For phased projects, in addition to the permit fee for	\$ 286.00	Flat fee - Other than Small Residential	\$ 291.36	Flat fee - Other than Small Residential	
the complete building, an additional fee for each	φ 200.00		φ 291.30		
phase					
Permit Extensions (additional review required) -	\$ 114.00	Flat Rate	\$ 116.14	Flat Rate	
Small Residential	φ 114.00	That i vale	φ 110.14		
Permit Extensions (additional review required) - All	\$ 228.00	Flat Rate	\$ 232.27	Flat Rate	
Other Occupancies	φ 220.00		φ 202.27		
Plans review of alternative solutions	\$ 665.00	Flat rate (additional fee for review	\$ 677.46	Flat rate (additional fee for review	
	• •••••	exceeding 6hrs, \$103.30/hr)		exceeding 6hrs, \$103.30/hr)	
PART B CLASS OF PERMIT					
Re-examination fee (applicable for	\$ 103.30	(\$/hour + disbursements & %15	\$ 105.24	(\$/hour + disbursements & %15	
"Supplemental/01" permits and for review after		administration charge) - Minimum		administration charge) - Minimum	
"Deficiency Letter" has been issued)		\$222.00 for residential & \$286.00 for	11	\$222.00 for residential & \$286.00 for	
De completion fector desirie textion fector i de la	¢ 001.00	non-residential	¢ 005.11	non-residential	
Re-examination fee - administration fee associated	\$ 221.00	Part 3 Flat Fee	\$ 225.14	Part 3 Flat Fee	
with "Undertakings"	¢ 400.00	Dart 0 Elet Eas	¢ 440.00	Dart 0 Elet Eac	
Re-examination fee - administration fee associated with "Undertakings"	\$ 108.00	Part 9 Flat Fee	\$ 110.02	Part 9 Flat Fee	
Residential Resiting	\$ 222.00	Flat Rate	\$ 226.16	Flat Rate	
Security for conditional permit agreement (Footings,		\$/m2 (minimum determined by CBO		\$/m2 (minimum determined by CBO	
Foundations and/or Site Servicing)	ψ 13.22	based on scope of work)	φ 13.47	based on scope of work)	
Written requests for information concerning a	\$ 103.30	per hour	\$ 105.24		
building compliance with the current building code	φ 103.30	per nour	φ 105.24	per nour	
building compliance with the current building code			11		
Written requests to support Provincial license	\$ 114.00	flat fee	\$ 116.14	flat fee	
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TOWN OF HALTON HILLS 2016 USER FEE UPDATE FULL COST RECOVERY BUILDING PERMIT FEES

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Hote/Motel \$ 22.68 Sm2 \$ 23.10 Sm2 Relocating or moving of a house \$ 21.00 Sm2 \$ 12.01 Sm2 Residential additions (Houses) \$ 16.61 Sm2 \$ 12.31 Sm2 Residential additions (Houses) \$ 8.65 Sm2 \$ 8.81 Sm2 Residential additions (Houses) \$ 23.00 Bit attack \$ 23.43 Bit attack Single/smit dwelling, comhouse, .475 m2 \$ 21.73 Sm2 \$ 22.43 Bit attack Single/smit dwelling, comhouse, .325 475 m2 \$ 19.83 Sm2 \$ 22.43 Bit attack Single/smit dwelling, comhouse, .325 475 m2 \$ 19.83 Sm2 \$ 24.348 Bit attack Single/smit dwelling, comhouse, .325 475 m2 \$ 19.83 Sm2 \$ 24.348 Bit attack Single/smit dwelling, comhouse, .325 475 m2 \$ 19.80 Sm2 \$ 24.48 Bit attack Single/smit dwelling, comhouse, .326 475 m2 \$ 16.45 Sm2 \$ 16.76 Sm2 Single/smit dwelling, comhouse, .326 475 m2 \$ 16.61 Sm2 \$ 16.61 \$ 243.48 Bit attack </td <td></td> <td></td> <td></td> <td></td> <td></td>					
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Relocating or moving of a house \$ 12.08 Sm2 \$ 12.31 Sm2 Residential additions (Houses) \$ 8.61 Sm2 \$ 8.81 Sm2 Residential additions (Houses) \$ 8.65 Sm2 \$ 8.81 Sm2 Single/semi dwelling, townhouse, -245 m2 \$ 21.73 Sm2 \$ 22.34 Sm2 Single/semi dwelling, townhouse, -255 m2 \$ 19.80 Sm2 \$ 22.34 Sm2 Single/semi dwelling, townhouse, -255 m2 \$ 19.80 Sm2 \$ 20.26 Sm2 Single/semi dwelling, townhouse, -255 m2 \$ 19.80 Sm2 \$ 20.26 Sm2 Values accessory to small residential \$ 7.91 Sm2 \$ 8.00 Sm2 Value town unite town unite unit residential building \$ 19.16 Sm2 \$ 5 7.90 Sm2 Group D [Business and Personal Service \$ 9.11.73 Sm2 \$ 9.72 Sm2 \$ 9.81 Sm2 Building Finished \$					
Residential additions (Houses) \$ 16 e1 f Ym2 \$ 17 23 g Ym2 Residential attrations and repairs (Houses) \$ 233 00 flat rate \$ 243.48 flat rate \$ 20.28 g/m2 \$ max \$ 243.48 flat rate \$ 243.					
Residential alterations and repairs (Houses) \$ 8.65 S/m2 \$ 8.81 S/m2 Single/semi dwelling, towrhouse, 2475 m2 \$ 2173 S/m2 \$ 22.43 S/m2 Single/semi dwelling, towrhouse, 2325 m2 \$ 17.00 S/m2 \$ 17.32 S/m2 Single/semi dwelling, towrhouse, 252475 m2 \$ 19.89 S/m2 \$ 20.26 S/m2 Single/semi dwelling, towrhouse, 252475 m2 \$ 19.89 S/m2 \$ 20.66 S/m2 Single/semi dwelling, towrhouse, 252475 m2 \$ 19.89 S/m2 \$ 20.66 S/m2 Single/semi dwelling, towrhouse, 254475 m2 \$ 19.89 S/m2 \$ 8.06 S/m2 Walkouts, exterior stars and ramps \$ 20.900 [flat rate \$ 16.76 S/m2 \$ 16.76 S/m2 Corup D [Business and Personal Service \$ 19.63 S/m2 \$ 19.52 S/m2 \$ 4.72 S/m2 Building Finishing only (with shell building permit) \$ 4.63 S/m2 \$ 11.95 S/m2 Building Finished \$ 15.80 S/m2 \$ 10.10 S/m2 Building Finished areas \$ 7.90 S/m2 </td <td></td> <td></td> <td></td> <td></td> <td></td>					
Roof over deck (Houses) S 239.00 flat rate S 243.48 flat rate Single/semi dwelling, townhouse, <325 m2					·
single/semi dwelling, townhouse, -475 m2 \$ 21.73 §/m2 \$ 17.00 §/m2 \$ 17.32 §/m2 \$ 17.20 §/m2 \$ 17.32 §/m2 \$ 17.32 §/m2 \$ 17.32 §/m2 \$ 20.26 §/m2 \$ 2					
Single/semi dwelling, townhouse, -325 n2 \$ 17.00 \$ m2 \$ 17.32 \$m2 Single/semi dwelling, townhouse, -325-475 m2 \$ 19.89 \$m2 \$ 2026 \$m2 Structures accessory to small residential \$ 7.91 \$m2 \$ 8.06 \$m2 Structures accessory to small residential buildings \$ 16.45 \$m2 \$ 16.76 \$m2 All other multiple unit residential buildings \$ 19.16 \$m2 \$ 19.52 \$m2 Cocupancies \$ 19.16 \$m2 \$ 19.52 \$m2 Building Finished \$ 19.16 \$m2 \$ 4.73 \$m2 Building Finished areas \$ 19.73 \$m2 \$ 4.72 \$m2 Single/semi dwell building permit) \$ 4.63 \$m2 \$ 9.81 \$m2 Building Finished areas \$ 9.73 \$m2 \$ 9.81 \$m2 Single/semi dwell building permit) \$ 3.96 \$m2 \$ 9.81 \$m2 Building Finished areas \$ 9.79 \$m2 \$ 16.10 \$m2 Building Finished areas \$ 9.79 \$m2 \$ 9.81					
Single/semi dwelling, townhouse, 325-475 m2 \$ 19.89 S/m2 \$ 20.26 S/m2 Structures accessory to small residential \$ 7.91 \$/m2 \$ 8.06 \$/m2 Valkouts, exterior stairs and ramps \$ 239.00 flat rate \$ 243.48 flat rate Walkouts, exterior stairs and ramps \$ 239.00 flat rate \$ 243.48 flat rate At other multiple unit residential buildings \$ 16.45 \$/m2 \$ 16.76 \$/m2 Building Finished \$ 19.16 \$/m2 \$ 19.52 \$/m2 Building Finishing only (with shell building permit) \$ 11.73 \$/m2 \$ 11.95 \$/m2 Building Finished \$ 11.50 \$/m2 \$ 16.10 \$/m2 Building Finished \$ 15.60 \$/m2 \$ 16.10 \$/m2 Building Finished \$ 12.07 \$/m2 \$ 16.10 \$/m2 Building Finished only (with shell building permit) \$ 15.79 \$ 4.03					
Structures accessory to small residential \$ 7.91 \$/m2 \$ 8.06 \$/m2 occupancies \$ 239.00 flat rate \$ 243.48 flat rate All other multiple unit residential buildings \$ 16.45 \$/m2 \$ 16.76 \$/m2 Group D (Business and Personal Service Occupancies) \$ 19.16 \$/m2 \$ 19.52 \$/m2 Building Finished \$ 19.16 \$/m2 \$ 19.52 \$/m2 Building Finished only (with shell building permit) \$ 4.63 \$/m2 \$ 11.95 \$/m2 Building Finished areas \$ 9.63 \$/m2 \$ 16.10 \$/m2 Building Finished \$ 15.80 \$/m2 \$ 16.10 \$/m2 Building Finished \$ 12.07 \$/m2 \$ 16.10 \$/m2 Building Finished \$ 12.07 \$/m2 \$ 16.10 \$/m2 Building Finished (<tdonora)< td=""> \$ 5.79</tdonora)<>					
Walkouts, exterior stairs and ramps \$ 239.00 flat rate \$ 243.48 flat rate All other multiple unit residential buildings \$ 16.45 \$/m2 \$ 16.76 \$/m2 Group D [Business and Personal Service Occupancies] \$ 19.16 \$/m2 \$ 16.76 \$/m2 Building Finished \$ 19.16 \$/m2 \$ 4.72 \$/m2 Building Finishing only (with shell building permit) \$ 4.63 \$/m2 \$ 4.72 \$/m2 Building Finishing only (with shell building permit) \$ 4.63 \$/m2 \$ 9.81 \$/m2 Building Finished \$ 11.73 \$/m2 \$ 16.10 \$/m2 Building Finished \$ 15.80 \$/m2 \$ 16.10 \$/m2 Building Finished \$ 12.07 \$/m2 \$ 4.03 \$/m2 Building Finished \$ 12.07 \$/m2 \$ 8 8.06 \$/m2 Building Finished \$ 12.07 \$/m					\$/m2
All other multiple unit residential buildings \$ 16.45 \$/m2 Group D [Business and Personal Service Occupancies] Building Finished \$ 19.16 \$/m2 \$ 19.52 \$/m2 Building Finishing only (with shell building permit) \$ 4.63 \$/m2 \$ 4.72 \$/m2 Building Finishing only (with shell building permit) \$ 11.73 \$/m2 \$ 11.95 \$/m2 Group E [Mercantile Occupancies] \$ 9.81 \$/m2 Building Finished \$ 15.80 \$/m2 \$ 16.10 \$/m2 Building Finished \$ 15.80 \$/m2 \$ 16.10 \$/m2 Building Finished \$ 15.80 \$/m2 \$ 4.03 \$/m2 Building Finished \$ 15.80 \$/m2 \$ 16.10 \$/m2 Building Finished on only (with shell building permit) \$ 3.96 \$/m2 \$ 16.10 \$/m2 Building Finished only (with shell building permit) \$ 3.96 \$/m2 \$ 16.10 \$/m2 Building Finished (1000 m2) \$ 13.89 \$/m2 \$ 16.10 \$/m2 Building	occupancies				
Group D Business and Personal Service Image: Comparison of the image: Comparison	Walkouts, exterior stairs and ramps	\$ 239.00	flat rate	\$ 243.48	flat rate
Occupancies] Image: Constraint of the symptotic symptot sympto	All other multiple unit residential buildings	\$ 16.45	\$/m2	\$ 16.76	\$/m2
Occupancies] Image: Constraint of the symptotic symptot sympto					
Building Finished \$ 19.16 \$/m2 \$ 19.52 \$/m2 Building Finishing only (with shell building permit) \$ 4.63 \$/m2 \$ 4.72 \$/m2 Building Shell \$ 11.73 \$/m2 \$ 11.95 \$/m2 Alteration/renovations to existing finished areas \$ 9.63 \$/m2 \$ 9.81 \$/m2 Group E [Mercantile Occupancies] \$	Group D [Business and Personal Service				
Building Finishing only (with shell building permit) \$ 4.63 \$/m2 \$ 4.72 \$/m2 Building Shell \$ 11.73 \$/m2 \$ 11.95 \$/m2 Alteration/renovations to existing finished areas \$ 9.63 \$/m2 \$ 9.81 \$/m2 Group E [Mercantile Occupancies] \$ 15.80 \$/m2 \$ 16.10 \$/m2 Building Finished \$ 15.80 \$/m2 \$ 16.10 \$/m2 Building Finished \$ 12.07 \$/m2 \$ 12.30 \$/m2 Building shell \$ 12.07 \$/m2 \$ 12.30 \$/m2 Alteration/renovations to existing finished areas \$ 7.90 \$/m2 \$ 8.05 \$/m2 Building Finished (5000 m2) \$ 13.89 \$/m2 \$ 5.90 \$/m2 Building Finished (5000 m2) \$ 11.59 \$/m2 \$ 11.81 \$/m2 Building Finished (5000 m2) \$ 11.45 \$/m2 \$ 11.35 \$/m2 Building Finished (5000 m2) \$ 10.06 \$/m2 \$ 11.35 \$/m2 Building Finished (5000 m2) \$ 11.45 \$/m2 \$ 11.35			•		
Building Shell \$ 11.73 \$/m2 \$ 9.81 \$/m2 Alteration/renovations to existing finished areas \$ 9.63 \$/m2 \$ 9.81 \$/m2 Group E [Mercantile Occupancies] Building Finishing only (with shell building permit) \$ 15.80 \$/m2 \$ 16.10 \$/m2 Building Finishing only (with shell building permit) \$ 3.96 \$/m2 \$ 4.03 \$/m2 Building Finishing only (with shell building permit) \$ 12.07 \$/m2 \$ 12.30 \$/m2 Building Finished Cocupancies] Alteration/renovations to existing finished areas \$ 7.90 \$/m2 \$ 8.05 \$/m2 Building Finished (1000 m2) \$ 13.89 \$/m2 \$ 14.15 \$/m2 Building Finished (1000 m2) \$ 11.14 \$/m2 \$ 11.81 \$/m2 Building Finished (5000 fibood m2) \$ 11.14 \$/m2 \$ 14.15 \$/m2 Building Finished (1000 m2) \$ 11.14 \$/m2 \$ 10.25 \$/m2 Bui					
Alteration/renovations to existing finished areas \$ 9.63 \$/m2 \$ 9.81 \$/m2 Group E [Mercantile Occupancies]	Building Finishing only (with shell building permit)	\$ 4.63	\$/m2	\$ 4.72	\$/m2
Alteration/renovations to existing finished areas \$ 9.63 \$/m2 \$ 9.81 \$/m2 Group E [Mercantile Occupancies]		• • • • •			
Group E [Mercantile Occupancies]					
Building Finished \$ 15.80 \$/m2 \$ 16.10 \$/m2 Building Finishing only (with shell building permit) \$ 3.96 \$/m2 \$ 4.03 \$/m2 Building shell \$ 12.07 \$/m2 \$ 12.30 \$/m2 Building shell \$ 12.07 \$/m2 \$ 8.05 \$/m2 Alteration/renovations to existing finished areas \$ 7.90 \$/m2 \$ 8.05 \$/m2 Group F [Industrial Occupancies]	Alteration/renovations to existing finished areas	ə 9.63	\$/m∠	\$ 9.81	\$/m∠
Building Finished \$ 15.80 \$/m2 \$ 16.10 \$/m2 Building Finishing only (with shell building permit) \$ 3.96 \$/m2 \$ 4.03 \$/m2 Building shell \$ 12.07 \$/m2 \$ 12.30 \$/m2 Building shell \$ 12.07 \$/m2 \$ 8.05 \$/m2 Alteration/renovations to existing finished areas \$ 7.90 \$/m2 \$ 8.05 \$/m2 Group F [Industrial Occupancies]	Group E Margantila Occurrentiani				
Building Finishing only (with shell building permit) \$ 3.96 \$/m2 \$ 4.03 \$/m2 Building shell \$ 12.07 \$/m2 \$ 12.30 \$/m2 Alteration/renovations to existing finished areas \$ 7.90 \$/m2 \$ 8.05 \$/m2 Group F [Industrial Occupancies] Alteration/Renovations \$ 5.79 \$/m2 \$ 5.90 \$/m2 Building Finished (<1000 m2)		¢ 15.00	\$/m2	¢ 16.40	\$/m2
Building shell \$ 12.07 \$/m2 \$ 12.30 \$/m2 Alteration/renovations to existing finished areas \$ 7.90 \$/m2 \$ 12.30 \$/m2 Group F [Industrial Occupancies] \$					
Alteration/renovations to existing finished areas \$ 7.90 \$/m2 \$ 8.05 \$/m2 Group F [Industrial Occupancies] Alteration/Renovations \$ 5.79 \$/m2 \$ 5.90 \$/m2 Building Finished (<1000 m2)	building i misming only (with shell building permit)	ψ 3.90	ψ/112	φ 4.03	ψ/11/ ∠
Alteration/renovations to existing finished areas \$ 7.90 \$/m2 \$ 8.05 \$/m2 Group F [Industrial Occupancies] Alteration/Renovations \$ 5.79 \$/m2 \$ 5.90 \$/m2 Building Finished (<1000 m2)	Building shell	\$ 12.07	\$/m2	\$ 12.30	\$/m2
Group F [Industrial Occupancies] Solution <					
Alterations/Renovations \$ 5.79 \$/m2 \$ 5.90 \$/m2 Building Finished (<1000 m2)		+ 7.50		÷ 0.00	997 ** ****
Alterations/Renovations \$ 5.79 \$/m2 \$ 5.90 \$/m2 Building Finished (<1000 m2)	Group F [Industrial Occupancies]	1			1
Building Finished (<1000 m2)		\$ 5.79	\$/m2	\$ 5.90	\$/m2
Building Finished (>15000 m2) \$ 8.52 \$/m2 \$ 8.68 \$/m2 Building Finished (1000-5000 m2) \$ 11.59 \$/m2 \$ 11.81 \$/m2 Building Finished (5000-15000 m2) \$ 10.06 \$/m2 \$ 10.25 \$/m2 Building Shell (<1000 m2)	Building Finished (<1000 m2)		A	· · · · -	
Building Finished (1000-5000 m2) \$ 11.59 \$/m2 \$ 11.81 \$/m2 Building Finished (5000-15000 m2) \$ 10.06 \$/m2 \$ 10.25 \$/m2 Building Shell (<1000 m2)	Building Finished (>15000 m2)				
Building Finished (5000-15000 m2) \$ 10.06 \$/m2 \$ 10.25 \$/m2 Building Shell (<1000 m2)	Building Finished (1000-5000 m2)				
Building Shell (<1000 m2)	Building Finished (5000-15000 m2)				
Building Shell (1000-5000 m2) \$ 9.28 \$/m2 \$ 9.45 \$/m2 Building Shell (5000-15000 m2) \$ 7.74 \$/m2 \$ 7.89 \$/m2 Canopy over pump island \$ 5.41 \$/m2 \$ 5.51 \$/m2 Car wash, gas station, repair garage \$ 13.09 \$/m2 \$ 4.23 \$/m2 Interior Finishing (with shell building permit) \$ 4.15 \$/m2 \$ 4.23 \$/m2 Mezzanines (open storage) \$ 7.53 \$/m2 \$ 7.67 \$/m2 Parking Garage \$ 6.87 \$/m2 \$ 7.00 \$/m2	Building Shell (<1000 m2)	\$ 11.14		\$ 11.35	
Building Shell (5000-15000 m2) \$ 7.74 \$/m2 \$ 7.89 \$/m2 Canopy over pump island \$ 5.41 \$/m2 \$ 5.51 \$/m2 Car wash, gas station, repair garage \$ 13.09 \$/m2 \$ 13.34 \$/m2 Interior Finishing (with shell building permit) \$ 4.15 \$/m2 \$ 4.23 \$/m2 Mezzanines (open storage) \$ 7.63 \$/m2 \$ 7.67 \$/m2 Parking Garage \$ 6.87 \$/m2 \$ 7.00 \$/m2	Building Shell (>15000 m2)				
Canopy over pump island \$ 5.41 \$/m2 \$ 5.51 \$/m2 Car wash, gas station, repair garage \$ 13.09 \$/m2 \$ 13.34 \$/m2 Interior Finishing (with shell building permit) \$ 4.15 \$/m2 \$ 4.23 \$/m2 Mezzanines (open storage) \$ 7.53 \$/m2 \$ 7.67 \$/m2 Parking Garage \$ 6.87 \$/m2 \$ 7.00 \$/m2	Building Shell (1000-5000 m2)				
Car wash, gas station, repair garage \$ 13.09 \$/m2 \$ 13.34 \$/m2 Interior Finishing (with shell building permit) \$ 4.15 \$/m2 \$ 4.23 \$/m2 Mezzanines (open storage) \$ 7.53 \$/m2 \$ 7.67 \$/m2 Parking Garage \$ 6.87 \$/m2 \$ 7.00 \$/m2	Building Shell (5000-15000 m2)				
Interior Finishing (with shell building permit) \$ 4.15 \$/m2 \$ 4.23 \$/m2 Mezzanines (open storage) \$ 7.53 \$/m2 \$ 7.67 \$/m2 Parking Garage \$ 6.87 \$/m2 \$ 7.00 \$/m2	Canopy over pump island				
Mezzanines (open storage) \$ 7.53 \$/m2 \$ 7.67 \$/m2 Parking Garage \$ 6.87 \$/m2 \$ 7.00 \$/m2					
Parking Garage \$ 6.87 \$/m2 \$ 7.00 \$/m2					
Paking Garage - Repairs \$ 3.44 \$/m2 \$ 3.50 \$/m2					
	Paking Garage - Repairs	\$ 3.44	\$/m2	\$ 3.50	\$/m2

TOWN OF HALTON HILLS 2016 USER FEE UPDATE FULL COST RECOVERY BUILDING PERMIT FEES

Miscellaneous			1		[
Miscellaneous					
Agricultural - Farm building	\$ 3.88	\$/m2	\$	3.95	\$/m2
Agricultural - Pole barn		\$/m2	\$		\$/m2
Crane runway		per system	\$	753.87	per system
Demising walls, fire separations, fire walls (flat fee)		flat fee	\$	439.08	
Demising wails, me separations, me wails (native)	\$ 431.00	liatiee	φ	439.00	
Exterior Tank and Support	• • • •	per structure	\$		per structure
Fire Protection - Fire Alarm System		flat rate	\$		flat rate
Fire Protection - Sprinklers		\$/m2 (Minimum fee \$549.00 for other than small residential)	\$		\$/m2 (Minimum fee \$549.00 for other than small residential)
Fire Protection - Sandpipe systems	\$ 0.54	\$/m2 (Minimum fee \$549.00 for other than small residential)	\$	0.55	\$/m2 (Minimum fee \$549.00 for other than small residential)
Fireplaces, wood stoves, chimneys	\$ 320.00	flat rate	\$	326.00	flat rate
HVAC - non-residential (not proposed with the	\$ 654.00	flat rate	\$	666.25	flat rate
original building permit) HVAC - residential (not proposed with the original	\$ 321.00	flat rate/unit	\$	327.01	flat rate/unit
building permit)					
Pedestrian Bridge		per structure	\$		per structure
Plumbing - Backflow preventer		flat rate	\$	327.01	
Plumbing - Bckflow preventer (to be added if applicable to cost of permit)		per unit	\$		per unit
Plumbing - Backflow preventer (up to 3 units or compex design)	\$ 654.00	per flat rate	\$	666.25	per flat rate
Plumbing - Non-Residential - Inside	\$ 654.00	flat rate	\$	666.25	flat rate
Plumbing - Residential serving more than one		per unit	\$	220.05	
dwelling - Outside					
Plumbing - Small Residential - Outside	• • • • •	flat rate	\$	326.00	
Plumbing - Small Residential - Inside		flat rate	\$	326.00	
Retaining wall		per structure	\$		per structure
Sewage System (Class 4)		flat rate	\$		flat rate
Sewage System - Repair (including Septic Tank Replacement)	•	flat rate	\$	440.09	flat rate
Sewage System Assessment	\$ 216.00	flat rate	\$	220.05	flat rate
Sewage System (Other than Class 4)		flat rate	\$	440.09	flat rate
Shoring and Underpinning	\$ 12.62		\$	12.86	
Sign - Fascia		flat rate	\$	232.27	
Signs - Self-standing		flat rate	\$	350.45	
Solar Collector, Wind Turbine (Other than Small Residential Projects)	\$ 652.24	flat rate	\$	664.46	flat rate
Solar Collector, Wind Turbine (Small Residential Projects)	\$ 327.00	flat rate	\$	333.13	flat rate
Special systems: commercial kitchen exhaust	\$ 654.00	flat rate	\$	666.25	flat rate
system, spray booths, dust collectors, water supply for fire fighting					
Stage	\$ 228.00	flat rate	\$	232.27	flat rate
Structure Accessory to Other than Small		\$/m2	\$		\$/m2
Residential Buildings	φ 3.20	ψ/112	Ψ	3.45	ψ/ΠΖ
Temporary sale office/Pavillion and other	\$ 12.68	per/m2	\$	12.92	per/m2
Temporary pre-fabricated building	¢ 005.00	fl=4 == 4 =	¢	000.40	fl=4 ==4=
Tent (<225 m2)		flat rate	\$	239.40	
Tent (>225 m2) The fees for all other building types, structures and		flat rate \$/\$1,000.00	\$ \$	396.29	\$/\$1,000.00
work not provided for the items A to F & misc. above, will be based on \$16.77 for each \$1,000.00 of Construction Value or part thereof, with a minimum fee of \$222.00 for Residential and \$286 for Non-residential	φ 10.77	aran,000.00	Ŷ	17.00	a a , ou . u
REFUNDS - UPON WRITTEN REQUEST					
Calculated amounts under \$100.00	No refunds				
Where permit issued & any constructionor demolition commenced	No refunds				
Where permit issued and no inspection done	25% of fee refunded				
Where permit not issued and administrative	75% of fee				
functions carried out	refunded				
Where permit not issued and technical plans review carried out	50% of fee refunded				
Devictorian for "Two II."					
Registration for "Two Unit House" General	\$ 921.81	Flat rate	\$	939.08	Flat rate
Pre-approved application		Flat rate	\$		Flat rate
Refund policy		Flat rate	\$		Flat rate
	+ 014.17		ι.Ψ	020.00	

TOWN OF HALTON HILLS 2016 USER FEE PREVIEW MUNICIPAL COMPARISONS - BUILDING PERMIT FEES

	Current Fee Rate (\$ per square metre)						
Municipality	Single	One Storey	Multi Storey	Industrial			
Municipality	Dwelling	Plaza Shell	Office Shell	Warehouse			
Whitby	\$11.47	\$10.32	\$11.95	\$8.02			
Mississauga	\$15.50 - \$16.75	\$12.20	\$13.00	\$7.50 - \$8.10			
Caledon	\$12.10 - \$13.20	\$12.80	\$14.00	\$6.40 - \$8.70			
Burlington	\$10.72 - \$13.81	\$12.14	\$13.83 - \$16.35	\$5.73 - \$8.38			
Milton	\$12.31	\$12.09	\$14.96	\$9.43			
Brampton	\$11.42 - \$13.58	\$11.96	\$11.96	\$7.07			
Clarington	\$12.31	\$12.09	\$14.96	\$9.43			
Aurora	\$15.50	\$10.25	\$10.50	\$7.15			
Oakville	\$16.00	\$15.60	\$16.70 - \$20.65	\$7.80 - \$13.90			
Newmarket	\$14.65	\$9.91	\$10.70	\$8.05			
Toronto	\$16.79 - \$26.57	\$14.25	\$18.78	\$9.06 - \$11.18			
Town of Halton Hills Current Town of Halton Hills Calculated	\$17.00 - \$21.73 \$17.32 - \$22.14	\$15.80 \$16.10					

Source: Municipal fees by-laws as of summer 2016

Note: Comparison does not account for any service level differences that may exist between municipalities. Note: Fees in other municipalities may not be full cost recovery.