

SCHEDULE "A" TO BY-LAW NO. 2023-033

CLASSES OF PERMITS AND PERMIT FEES

Permit fees are based on, either a base fee plus per square foot fee, or a flat fee, as determined through the table below. The determined square footage of the building, or part of the building, that the permit has been applied for is calculated via the greater gross floor area (GFA) of the values indicated on the submitted application form or by calculation by building department staff.

Costing Category Description	Fees	
	Base/Flat Fee	Per Sq. Ft. of GFA Fee
Group A - All Assembly Occupancies		\$1.70
Group B - All Institutional Occupancies (including retirement homes)		\$1.70
1. Group C - Residential (3 units or less)		\$1.70
2. Group C - Residential (4 units or more)		\$1.40
3. Group C - Residential Finished Basement	\$100 base fee plus per sq.ft. fee	\$0.25
4. Group C - Residential Additions		\$1.40
5. Group C - Garages, Carports & Accessory Buildings	\$100 base fee plus per sq.ft. fee	\$0.50
6. Group C - Porches and Decks	\$130.00	
Fences for swimming pool enclosures/hot tubs	\$130.00	
Pools (designated as public pools, as per OBC)	\$300.00	
Group D - Unfinished Area (shell only)		\$1.12
Group D - Finished Area		\$1.40
Group E - Unfinished Area (shell only)		\$1.12
Group E - Finished Area		\$1.40
Group F - Unfinished Area (shell only)		\$0.70
Group F - Finished Area		\$0.87
Greenhouses and Fabric Covered Pre-Engineered Storage Buildings		\$0.25
Farm Buildings		\$0.40
Temporary Buildings	\$130.00	
Demolition only - 600m <sup>2</sup> or less in building area	\$130.00	
Demolition only - greater than 600m <sup>2</sup> in building area	\$500.00	
Where construction and/or demolition commenced prior to permit issuance	50% surcharge (\$209 Min. - \$5,235 Max.)	
Conditional/Partial Permit Fee	25% surcharge for each request/application (\$300 Min. - \$5,235 Max.)	
1. Change of Use Only - Farm Building	\$130	
2. Change of Use Only - Residential	\$300	
3. Change of Use Only - Non-Residential	\$300	
Renovations – Residential	\$130 base fee plus per sq.ft. fee	\$0.50
Renovations - Non-Residential	\$300 base fee plus per sq.ft. fee	\$0.50
Partial occupancy of an unfinished building	Residential: \$60 Flat Fee/per suite, Non-Residential: \$300 Flat Fee/per suite	
Re-Examination of Plans/Change in Lot	\$130/hr (1 hr min.)	

Costing Category Description	Fees	
	Base/Flat Fee	Per Sq. Ft. of GFA Fee
Dormant Application Renewal	\$130.00	
Permit Renewal	\$130.00 plus applicable re-examination plans fee	
Renewal - Administrative Process	\$130.00	
Permit Transfer/Permit Revocation Deferrals	\$130.00	
Agency Letter of Approval (Building)	\$130.00	
Preliminary Inspection/Consulation	\$130/hr (1 hr min.)	
Permit/Property File Search	\$130/hr (1 hr min.)	
Re-Inspection Fee	\$130.00	
Alternative Solution Application	\$100/hr (\$300 min.) plus third party costs, as may be required plus 25%	
Limiting Distance Agreement	\$300 per agreement plus third party costs, as may be required plus 25%	
Third Party Costs/Peer Review	Actual costs plus 25%	
Annual Maintenance Fee for Dormant Permits applied for after Dec. 31, 2011	\$250.00	
1. Order issued pursuant to sections 12, 13 or 18 of the Act (Order to Comply, Order not to Cover/Uncover, Order Requiring Tests, etc.)	\$300.00	
2. Order issued pursuant to section 14 of the Act (Stop Work Order)	\$400.00	
3. Order issued pursuant to subsection 15.9(4) of the Act (Unsafe Building)	\$300.00	
4. Order issued pursuant to subsection 15.9(6) of the Act (Prohibit Occupancy)	\$400.00	
5. Order issued pursuant to subsection 15.10(1) of the Act (Emergency Order)	\$400.00	
Registration/Discharge of Orders on Property Title	Actual costs plus 25%	

Taxes are not applicable.

#### INTERPRETATION NOTES TO SCHEDULE "A"

In addition to referring to the Building Code or the Act, in determining the fees under this By-Law, the Chief Building Official may have regard to the following explanatory notes, as may be required in the calculation of permit fees:

1. For purposes of determining permit fees, gross floor area (GFA) shall mean the total area of all floors above grade, measured between the outside surfaces of exterior walls, as well as the total finished area of all floors below grade;
2. for individual dwelling units;
3. In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work (i.e. tenant space, room(s), etc.);

4. Mechanical penthouses and floors, mezzanines, lofts, habitable attic and interior balconies are to be included in all gross floor area calculations;
5. Except for interconnected floor spaces, no deduction is made for openings within gross floor areas (i.e. stairs, elevators, escalators, shafts, ducts and similar openings);
6. Unfinished basements for single-detached dwellings, semi-detached dwellings, duplexes, triplexes and rowhouses are not included in the gross floor area when calculating permit fees;
7. Corridors, lobbies, washrooms, lounges and similar areas are to be included and classified according to the major classification for the floor area on which they are located; and
8. Temporary buildings are considered to be buildings that will be erected for not more than one year

SCHEDULE "B" TO BY-LAW 2023-033

ADMINISTRATIVE INSPECTION/LOT GRADING PERFORMANCE DEPOSIT

<b>Inspection Performance Deposit - Value of Work</b>	<b>Refundable Fee</b>
<b>Residential</b>	
Value less than \$25,000.00	\$Nil
Value between \$25,000.00 and \$99,999.99	\$500.00
Value between \$100,000.00 and \$299,999.99	\$2,000.00
Value between \$300,000.00 to \$499,999.99	\$3,000.00
Value equal to or over \$500,000.00	\$5,000.00
<b>Non-Residential</b>	
Value less than \$50,000.00	\$Nil
Value between \$50,000.00 and \$299,999.99	\$2,000.00
Value between \$300,000 and \$999,999.99	\$5,000.00
Value equal to or over \$1,000,000.00	\$10,000.00
<b>Lot Grading Performance Deposit</b>	
Development without Site plan Control Agreement	\$2000.00
Development with Site plan Control Agreement	Site plan deposit to be used

INTERPRETATION NOTES TO SCHEDULE "B"

In determining the value of work under this By-Law, the Chief Building Official may have regard to the following explanatory notes, as may be required in the calculation of permit fees:

1. The value of work shall be the estimated cost of construction, as declared on the permit application form, or as determined by the Chief Building Official, whichever is higher;
2. When determining the value of work, the Chief Building Official may, at his or her discretion, use a current recognized construction cost index or consultant in determining the actual cost of construction;
3. Subject to Section 6.7 of this By-Law, once any expenses incurred by the Applicant or Permit Holder have been deducted by the Chief Building Official, any remaining funds shall be refunded in accordance with interpretation Notes 4 or 5, as the case may be;

REFUND OF ADMINISTRATIVE PERFORMANCE DEPOSITS

Inspection Deposit

4. Once a Permit has been closed, the Chief Building Official shall, after applying any applicable deductions, refund the balance of the administrative performance deposit fee in whole or in part to the Owner, in accordance with the following provisions:
  - a) One hundred per cent (100%) of the administrative performance deposit is to be refunded if the Work and all required inspections are fully completed within two (2) years of the date of issuance of the Permit;
  - b) Seventy-five per cent (75%) of the administrative performance deposit is to be refunded if the Work and all required inspections are fully completed within three (3) years of the date of issuance of the Permit;

- c) Fifty per cent (50%) of the administrative performance deposit is to be refunded if the Work and all required inspections are fully completed within four (4) years of the date of issuance of the Permit;
- d) Twenty-five per cent (25%) of the administrative performance deposit is to be refunded if the Work and all required inspections are completed within five (5) years of the date of issuance of the Permit; and
- e) No refund of the administrative performance deposit will be awarded if the Work and all required inspections are not fully completed within five (5) years of the date of the issuance of the Permit. This will not relieve the Permit Holder of obligations under any regulations of any By-Law, the Act or the Building Code. The refund of the whole or part of the administrative performance deposit shall not be deemed a waiver of any provisions of any By-Law or the Act or the Building Code. Also, the refund shall not be construed as a certification or guarantee that the Building, for which a Permit was issued, meets all the requirements of any By-Law, the Act or the Building Code.

#### Lot Grading Deposit

- 5. Once a lot grading as-built plan has been approved by the Municipality, as per the Municipality's Lot Grading Policy, the Chief Building Official shall refund the administrative performance deposit to the Owner in accordance with the following provisions:
  - a) One hundred per cent (100%) of the administrative performance deposit is to be refunded if the lot grading plan has been approved, as per the Municipality's Lot Grading Policy, within two (2) years of the date of issuance of the Permit;
  - b) Unless otherwise extended by the Chief Building Official, no refund of the administrative performance deposit will be awarded if the as-built lot grading plan has not been approved, as per the Municipality's Lot Grading Policy, within two (2) years of the date of issuance of the Permit. This will not relieve the Permit Holder of obligations under any By-Law, the Act or the Building Code.

## SCHEDULE "C" TO BY-LAW NO. 2023-033

### PLANS AND DOCUMENTS REQUIRED FOR PERMIT APPLICATIONS

- 1.0 Except as noted in Sections 2.0, 2.1 and 2.2 of this Schedule and, where applicable, every Permit application shall be accompanied by two complete hardcopies of the following drawn to scale plans, specifications and/or documents:
- 1.1 Residential: Single-Detached, Semi-Detached, Duplex, Triplex, Rowhouse:
- a) Site Plan;
  - b) Grading Plan;
  - c) Floor Plans;
  - d) Building Elevations;
  - e) Cross Sections, as required (minimum of one section through each staircase);
  - f) Air-Barrier and Vapour Barrier Location Details;
  - g) Pre-Engineered Roof Truss and Floor Joist Layouts;
  - h) HVAC design and duct layout;
  - i) Residential Mechanical Ventilation Design Summary;
  - j) Energy Efficiency Design Summary (SB-12);
  - k) Spatial Separation Calculations.
- 1.2 All Other Uses:
- a) Ontario Building Code Data Matrix (Part 3 Buildings);
  - b) Commitment to General Review (where applicable);
  - c) Site Plan and Grading Plan;
  - d) Floor Plans;
  - e) Foundation Plans;
  - f) Roof Plans;
  - g) Reflected Ceiling Plans;
  - h) Building Elevations;
  - i) Cross Sections and Assemblies;
  - j) Structural Plans;
  - k) Mechanical Plans;
  - l) Plumbing Plans, including elevation drawings of plumbing layout;
  - m) Electrical Plans;
  - n) Fire Separation Plans;
  - o) Fire Protection Plans;
  - p) Door and Window Schedules;
  - q) Energy Efficiency Design Summary (SB-10);
  - r) Required Specifications;
  - s) Spatial Separation Calculations.
- 2.0 Plans and supporting documentation shall be provided in the English language and the application shall be deemed incomplete otherwise. Any required translation shall be at the expense of the Applicant and shall be paid in addition to the application fees.
- 2.1 Unless authorized by the Chief Building Official, plans and supporting documentation shall be drawn and presented in black and white format only.
- 2.2 Plans and supporting documentation shall be drawn and presented in a minimum size of 8 ½"x11" and a maximum size of 24"x36".

**3.0 Exceptions:**

- 3.1** The Chief Building Official may waive the requirement for multiple copies or may require additional copies of plans, specifications, or documents of any or all of the required information specified in this schedule due to the scope of proposed Work.