

## Tables 3A to 3F – Application & Administrative Fees & Deposits

	Fee per m <sup>2</sup> unless otherwise noted	
<b>3A – Permit Applications &amp; Active Permits</b>		
<b>Additional Inspections</b>	\$92.00	Per Inspection
<b>Change of Use Application</b>		
- No construction proposed or required	\$110.00	Per Application
- Compensating construction is required	Use appropriate fees listed elsewhere in this schedule	
<b>Conditional Building Permit Agreements</b>		
- Simple Agreement	\$241.50	Per Agreement
- Other	\$2,100.00	Per Agreement
- plus, Third Party Review	Out of pocket cost recovery + 15%	
<b>Deferral of revocation of building permit</b>		
	\$120.00	Per Permit
<b>Lot Grading Approvals from Town Engineer</b>		
- Administrative assistance for Individual Dwelling (houses)	\$60.00	Per Project
- plus, Town Engineer Review	\$300.00	Per Project
- Administrative assistance for all other Buildings	\$120.00	Per Project
- plus, Town Engineer Review	\$100.00	Per Hour
<b>Processing and collection of applicable law approvals</b>		
- Per Individual Dwelling (houses)	\$63.00	Per Project
- For all other Buildings or Structures	\$140.30	Per Project
- plus, Third Party Review	Out of pocket cost recovery + 15%	
<b>Request to use Alternative Solution</b>		
	\$1,100.00	Per Request
- plus, Third Party Review of design submission	Out of pocket cost recovery + 15%	
<b>Request for CBO to accept Alternative Material</b>		
	\$1,100.00	Per Request
- plus, Third Party Review of design submission	Out of pocket cost recovery + 10%	
<b>Request for Partial Permit</b>		
	\$210.00	Per Request
- plus, Third Party Review of design submission	Out of pocket cost recovery + 15%	
<b>Review of revised permit documents</b>		
	\$78.00	Per Hour
<b>Site Visits – prior to permit issuance</b>		
	\$80.00	Per Site Visit
<b>Third Party Review</b>		
	Out of pocket cost recovery + 15%	
<b>Transfer of Permit to new property owner</b>		
	\$125.00	Per Permit
<b>3B – Archived Permit</b>		
- Notwithstanding the fees described below, the fee applied to reactivate a permit shall not exceed the original permit fee value		
<b>Review of permit file documents</b>	\$92.00	Per Hour
<b>Maintenance Fee of all files not closed within 24 months</b>		
	\$110.00	Per Year
<b>Site Visits</b>		
	\$92.00	Per Site Visit
<b>Third Party Review</b>		
	Out of pocket cost recovery + 15%	
<b>3C – Investigations</b>		
- To offset additional investigative and administrative costs, the following fees apply;		

<b>Construct or Demolish without Permit Issued</b>		
- Prior to the issuance of an Order pursuant to the Building Code Act		Double normal permit fee \$15,000.00 max
- Order pursuant to the Building Code Act		\$230.00 per Order issued
- Order not complied with, additional site inspections to review status of non-compliance		\$115.00 per inspection
- Order registered on title		\$345.00 per Order
- Issuance of Summons		\$345.00 a Summons plus legal expense
<b>Other Non-compliance Building Code Act &amp; Code Matters</b>		
- Order to Comply pursuant to the Building Code Act		\$230.00 per Order issued
- Stop Work Order pursuant to the Building Code Act		\$230.00 per Order issued
- Unsafe Order pursuant to the Building Code Act		N/C
- Order not complied with, additional site inspections to review status of non-compliance		\$100.00 per Inspection
- Order registered on title		Cost recovery + 15%
- Issuance of Summons		Cost recovery + 15%
<b>3D – After-hours Inspections</b>		
<b>Non-Emergency Call</b>	\$250.00	Per Hour
<b>Emergency Call</b>	\$320.00	Per Hour
<b>3E – Miscellaneous Clerical Functions</b>		Fee
<b>Building Compliance Title Search or Septic Use permit</b>		
Septic use permit	\$25.00 each	Flat Fee
Regular response	\$50.00 each	Flat Fee
48 hr “quick” response	\$100.00 each	Flat Fee
<b>Compliance Letters to other Government Authorities</b>		
- Unrelated to a active permit or permit application	\$115.00	Per Letter
- Where there is a active permit or permit application	\$115.00	Per Letter
<b>Comprehensive Occupancy Certificate</b>		\$230.00 each Flat Fee
<b>Consent Application Review</b>		\$126.50 Per Application
<b>Special Requests for File Research</b>		\$69.00 Per Hour +HST
<b>3F – Extra Services Deposit</b>		
- Collected at permit issuance to offset any additional inspection and administrative costs not anticipated but incurred by the municipality during a project.		
- Any fees deducted from the deposit shall be calculated in accordance with Table 3A to 3E of this schedule.		
- Unused portion of deposit is fully refundable, see Part 4 of this schedule for details		
<b>Group A, B, C – High Density Residential, D, E, &amp; F</b>		
- New, Additions & Renovations	\$150.00 per 100 m <sup>2</sup> (or part thereof)	
- Stand-alone projects not applicable to above	\$500.00	Per Project

<b>Group C – Low Density Residential</b> (Houses - singles, towns, etc...)		
- New Dwelling	\$500.00	Per Project
- All other projects	\$250.00	Per Project
<i>Exemptions</i> - Tents, Signs, residential decks & sheds		
<b>Lot Grading Deposit – All other projects</b> (unless otherwise specified in a development agreement)	\$3,000.00	Per Lot

## **PART 4 – REFUND OF PERMIT FEES**

### **4.1 General Provisions**

- (1) Refunds of fees collected under the authority of Tables 1A to 1F, and 2A to 2E, 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 or archived,
  - Building Permit Applications have not expired,
- (2) Fees collected under the authority of Tables 3A to 3E are non-refundable.
- (3) Refunds of fees collected under the authority of Table 3F, shall be provided in accordance with other provisions of this Part, where;
  - the building, or any part thereof, has not been occupied prior to the issuance of an occupancy certificate;
  - a final inspection has been performed which indicates that the project is completed and the file may be closed;

### **4.2 Refund Provisions for Permit Fees found in Tables 1A to 1F and 2A to 2E 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 1A to 1F, and 2A to 2E of this Schedule, as follows:
  - 75 percent refundable if applicant cancels application prior to building code plans examination review is performed;
  - 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 \$60.00.

**4.3 Refund Provisions for Extra Services Deposit found in Table 3F of this Schedule and Deposits posted under a Conditional Building Permit.**

- (1) Requests for refunds must be submitted to the Chief Building Official in writing who will determine the amount of deposits, if any, that may be refunded, provided the request is received no later than one year after the date of the last inspection performed. Upon expiration of the one year timeframe noted above, monies collected shall be considered forfeited.