

SCHEDULE "A"

BY-LAW 387-2006

CLASSES OF PERMITS, PERMIT FEES AND REFUNDS

1. Calculation of Permit Fees

- (a) Permit fees shall be calculated based on the formula given below, unless otherwise specified in the schedule:

Permit Fee	=	SI x A
Where SI	=	Service Index for the classification of the work proposed and,
A	=	floor area in m ² of the work involved

- (b) Floor area is measured to the outer face of exterior walls and to the centre of party walls or demising walls, except when calculating interior partition work, and shall include all levels of the building.
- (c) In calculating floor area for interior finishes, partitioning, corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where any of these areas are constructed in a shell only building, fees shall be calculated at the finished rate in 3(A).
- (d) No deductions shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from the calculated floor area.
- (e) Where they serve single dwelling units, no additional fee applies for decks, fireplaces, unfinished basements and attached garages proposed and constructed at the same time as the single dwelling they serve.
- (f) No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve.
- (g) No additional fee applies to a roof-like structure projecting from the exterior face of the building proposed and constructed at the same time as the building.
- (h) For interior partitioning, floor areas used for the calculation of fees shall be the lesser of:
- (i) the area contained within a rectangle encompassing the partitions being erected; or
 - (ii) the actual area of the tenant space;
- but in no case shall be less than 50m².
- (i) The occupancy classifications used in this bylaw are based on the Building Code major occupancy classifications. For mixed occupancy floor areas, the fee multiplier for the major occupancy of the floor area applies.
- (j) Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.
- (k) For classes of permits not described in this Schedule, the chief building official shall determine a reasonable permit fee.

2012 FEE SCHEDULE

2. MINIMUM FEE

<ul style="list-style-type: none"> detached, semi-detached, townhouse, rowhouse, duplex or live/work residential projects 	\$204.00
<ul style="list-style-type: none"> non-residential projects or residential greater than three storeys, unless otherwise stated 	\$306.00

3. PERMIT FEES

CLASS OF PERMIT, OCCUPANCY CLASSIFICATION	Fee Multiplier (\$ per m ² or as otherwise specified)
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A. CONSTRUCTION: NEW BUILDINGS; ADDITIONS TO EXISTING BUILDINGS; ALTERATION OR UNIT FINISH

GROUP "A" ASSEMBLY	
<ul style="list-style-type: none"> Transit Station, Subway, Bus Terminal 	\$12.75
<ul style="list-style-type: none"> All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums 	\$15.30
<ul style="list-style-type: none"> Portable Classrooms - New 	flat fee \$357.00
<ul style="list-style-type: none"> - Relocated 	flat fee \$204.00
<ul style="list-style-type: none"> Alteration, Renovation, Interior Finish, Unit Finish 	\$4.08
GROUP "B" INSTITUTIONAL	
<ul style="list-style-type: none"> New 	\$19.38
<ul style="list-style-type: none"> Alteration, Renovation, Interior Finish, Unit Finish 	\$4.08
GROUP "C" RESIDENTIAL	
<ul style="list-style-type: none"> Custom Detached Dwelling, Semi-Detached Dwellings, Townhouses, Row-houses, Duplexes, Live/Work Units 	(min. \$1530.00) \$12.75
<ul style="list-style-type: none"> Certified Model 	\$12.75
<ul style="list-style-type: none"> Detached Dwellings, Semi-Detached Dwellings, Townhouses, 	
<ul style="list-style-type: none"> Row-houses, Duplexes, Live/Work Units Sited from a Certified Model 	(min. \$1530.00) \$10.71
<ul style="list-style-type: none"> Residential Addition - heated 	\$9.18
<ul style="list-style-type: none"> Residential Addition - unheated 	\$7.14
<ul style="list-style-type: none"> Motels, Hotels and all other Residential Occupancies 	\$15.30
<ul style="list-style-type: none"> Alteration, Renovation, Interior Finish, Unit Finish 	\$4.08
Stand Alone Miscellaneous for Detached, Semi-Detached, Townhouse, Row-House, Duplex or Live/Work Residential:	
<ul style="list-style-type: none"> Accessory Structure, Shed 	flat fee \$204.00
<ul style="list-style-type: none"> Balcony Repair/Balcony Guard Replacment 	flat fee \$204.00
<ul style="list-style-type: none"> Basement Finish 	flat fee \$204.00
<ul style="list-style-type: none"> Below Grade Entrance 	flat fee \$255.00
<ul style="list-style-type: none"> Carport 	flat fee \$204.00
<ul style="list-style-type: none"> Deck 	flat fee \$204.00
<ul style="list-style-type: none"> Door, New Opening 	each \$102.00
<ul style="list-style-type: none"> Fire Code Retrofit (OFC S. 9.8) 	flat fee \$204.00
<ul style="list-style-type: none"> Fire Damage Repair 	flat fee \$204.00
<ul style="list-style-type: none"> Fireplace, wood-burning 	flat fee \$204.00
<ul style="list-style-type: none"> Foundation for relocated building 	flat fee \$304.00
<ul style="list-style-type: none"> Garage 	flat fee \$204.00
<ul style="list-style-type: none"> Porch 	flat fee \$204.00
<ul style="list-style-type: none"> Porch Enclosure 	flat fee \$204.00
<ul style="list-style-type: none"> Re-roof (Except Shingle Replacement Only) 	\$1.22
<ul style="list-style-type: none"> Solar Panels (Domestic Hot Water or Photovoltaic, any area) 	flat fee \$204.00
<ul style="list-style-type: none"> Window, New Opening 	each \$102.00
GROUP "D" BUSINESS AND PERSONAL SERVICES	
<ul style="list-style-type: none"> Shell 	\$11.22
<ul style="list-style-type: none"> Finished 	\$14.79
<ul style="list-style-type: none"> Temporary Structure (pre-fabricated/constructed on site) 	\$5.10 /\$10.20
<ul style="list-style-type: none"> Alteration, Renovation, Interior Finish, Unit Finish 	\$3.57

CLASS OF PERMIT, OCCUPANCY CLASSIFICATION	Fee Multiplier (\$ per m ²)
GROUP "E" MERCANTILE	
• Shell	\$11.22
• Finished	\$14.79
• Alteration, Renovation, Interior Finish, Unit Finish	\$3.57
GROUP "F" INDUSTRIAL	
• Shell	
• Major Occupancy Warehouse or Distribution	\$6.63
• Major Occupancy Manufacturing/Processing/Repair or High Hazard	\$6.63
• Finished	
• Major Occupancy Warehouse or Distribution	\$9.69
• Major Occupancy Manufacturing/Processing/Repair or High Hazard	\$10.20
• Gas Station, Car Wash	\$9.18
• Canopies	\$4.59
• Parking Garage	\$4.59
• Mezzanine, open area, no new mechanical services	\$4.59
Alteration, Renovation, Interior Finish, Unit Finish	
• Major Occupancy Warehouse or Distribution	\$3.06
• Major Occupancy Manufacturing/Processing/Repair or High Hazard	\$3.57
B. CHANGE OF USE	
Change of Use (to an occupancy of higher hazard, including any proposed construction and/or upgrading required thereto)	All classifications \$91.80 per hour, minimum 4 hours (367.20)
C. DEMOLITION	
Residential:	
• Detached, Semi-Detached, Townhouse, Row-House, Duplex Dwellings, Subject to Demolition Control By-Law	each \$1,530.00
• Accessory Building, Including Farm Building	flat fee \$204.00
• Non-residential or multi-unit residential other than described above	flat fee \$510.00
• Implosion	each \$1,530.00
D. STAND ALONE MISCELLANEOUS	
• Air Supported Structure	flat fee \$306.00
• Balcony Repair	each \$306.00
• Ceiling - new, replacement	\$0.36
• Door - new, man door or overhead loading	each \$102.00
• Electromagnetic Locks	each \$40.80
• Emergency Lighting	each \$40.80
• Emergency Power	flat fee \$306.00
• Farm Building	min \$306.00 \$3.06
• Fire Alarm	flat fee \$306.00
• Fire Code Retrofit (other than residential)	flat fee \$306.00
• Fire Damage Repair	flat fee \$306.00
• Fire Suppression (Other than Sprinkler System)	flat fee \$306.00
• Foundation for Relocated Building, each	flat fee \$306.00
• Mechanical Penthouse	\$6.12
• Parking Garage Repair	\$1.22
• Racking System	flat fee \$510.00
• Re-Roofing (except shingle replacement only)	\$1.00
• Solar Collector Panels Supported by Building (other than Designated Structure)	flat fee \$510.00
• Shoring	flat fee \$306.00
• Sprinklers	flat fee \$306.00
• Standpipe and Hose System	flat fee \$306.00
• Tent, permanent (including sprung structures)	\$3.57
• Tent, temporary	flat fee \$204.00
• Underpinning	\$9.18/lin.m.

CLASS OF PERMIT, OCCUPANCY CLASSIFICATION	Fee Multiplier (\$ per m ²)
• Wall - demising, each	flat fee \$204.00
• Wall - repair or re-clad	\$0.51
• Window - new	each \$102.00
• Designated Structures	
• Communication Tower (>16.6m), Wind Turbine (output >3kW)	flat fee \$306.00
• Outdoor Pool, Outdoor Spa	flat fee \$306.00
• Pedestrian Bridge	flat fee \$306.00
• Retaining Wall	\$8.16/lin.m.
• Tank, (Exterior) and Supports (not regulated by TSSA)	flat fee \$306.00
• Solar Collector, Dish Antenna (equal to or greater than 5m ²)	flat fee \$306.00
• Crane Runway	flat fee \$306.00
• Other Designated Structures not listed above	flat fee \$306.00
E. STAND ALONE MECHANICAL	
STAND ALONE MECHANICAL - HVAC	
• Group A	\$0.77
• Group B	\$0.77
• Group C	\$0.77
• Group D	\$0.77
• Group E	\$0.77
• Group F	\$0.77
• Alterations/Add-ons, per unit - Unit Heater; Make-up Unit; Exhaust Fan; Duct Alterations; Boiler/Furnace replacement etc. -	each \$153.00
• Special Ventilation Systems, per unit Commercial Cooking Exhaust; Spray Booth: Dust Collector, etc	each \$306.00
STAND ALONE MECHANICAL - PLUMBING	
Fixtures, Equipment, Drains:	
• Any fixtures, equipment, appliances, vented traps not otherwise covered in the schedule	each \$13.46
• Roof drains	each \$13.46
• Floor drains	each \$13.46
• Oil and Grease Interceptors	each \$56.10
• Sewage pumps or ejector serving one or more fixtures	each \$56.10
• Backflow prevention device (requiring testing)	each \$56.10
• Catch Basin/Manhole	each \$22.44
Piping:	
Detached, Semi-detached, Townhouse, Row-House, Duplex, Live/Work Residential:	
• New Service-Water services, sanitary and storm buried piping	flat fee \$204.00
• Repairs, replacement of an addition of buried plumbing and piping	flat fee \$204.00
• Site Services for Mechanical Services that serve more than one building (per building or townhouse block)	\$204.00
• Conversion-septic to municipal sanitary sewer; well to municipal water service	per service \$204.00
Non-residential and Residential Greater than Three Storeys:	
• Inside sanitary and storm piping	\$2.24/lin.m.
• Outside water service, sanitary and storm piping	\$2.24/lin.m.
• Site Services for Mechanical Services that serve more than one building (per building)	\$306.00
Private Sewage System:	
• Sewage system - Class 2, 3, 4, new or replacement	\$510.00
• Sewage system - Class 2, 3, 4, assessment of independent evaluation, repair or alteration	\$510.00
• Sewage system - Class 5 Holding Tank, new or replacement	\$510.00

4. ADMINISTRATION FEES

1) Change of Municipal Address - upon written request and the requested change conforms with municipal addressing policies		\$306.00
2) Compliance Letter		\$204.00
3) Conditional Permit - 10% of the full permit fee	min.	\$306.00
	max.	\$3,060.00
Amendment to Conditional Permit Agreement		\$306.00
4) Site Plan Approval and One Temporary Structure Agreement		\$1,020.00
Each Additional Temporary Structure Agreement or Amendment to a Temporary Structure Agreement		\$510.00
5) Document Reproduction	In accordance with Schedule "B"	
6) Overtime Services/Expedited Review, Special Inspections	Per hour min 3 hours	\$91.80
7) Phased Permits	Per permit	\$204.00
8) Revisions to an application or an issued permit, elective changes requiring the repetition of processes already completed. Adjusted up to the nearest hour.	Regular Service	\$76.80
	Overtime/Expedited Service	\$91.80
9) Re-siting of an issued permit for a detached, semi-detached or a townhouse block (additional fee under 3(A) of this schedule will also apply if there is an increase in floor area	Where construction has not started	\$306.00
	Where construction has started	\$612.00
10) Request to defer revocation	per building	\$204.00
11) Suspended or Incomplete Construction - request to determine compliance of the authorized construction where a building permit is suspended or deemed incomplete		
• Detached, Semi-detached, Townhouse, Row-house, Duplex, Live-work unit residential	flat fee	\$204.00
• Non-residential and Residential greater than three storeys	flat fee	\$306.00
12) Transfer of Permit to a new Owner		\$204.00
13) Liquor Licence Inspection		\$306.00
14) Building Permit Replacement		\$102.00
15) Alternative Solution Proposal Review	Deposit at time of application	\$306.00
	Plus regular Service per hour	\$76.50
	Overtime Service (rounded up to next hour) for review exceeding 4 hours	\$91.80
16) Limiting Distance Agreement		\$306.00
17) Administrative Fee Construction Start Prior to Permit Issue	50% of total permit fee to a maximum of	\$10,200.00
18) Concierge Permit Service		\$102.00
19) Approval for Transfer of Previously Approved Certified Models:		
• Abutting Registered Plan, Shared Construction, Office, Same Block Plan	Per model	\$102.00
• Separate Construction Office, Same Block Plan	Per model	\$204.00
20) Production and Review of Electronic Submissions Greater than 10 Pages in Length	Per submission	\$10.20

2. Payment of Permit Fees

1. Applicants for building permits with a permit fee value of over five thousand dollars (\$5,000) may elect to either:
 - (a) Pay the full permit fee at the time of application; or
 - (b) Pay 50% of the full permit fee at the time of application to a maximum amount of ten thousand dollars (\$10,000.00) and the balance at the time of permit issuance.
2. Applicants for building permits for a new house shall pay one thousand five hundred dollars (\$1,500.00) per unit at the time of application and the balance upon issuance of the permit. The deposit shall be non-refundable.
3. Complete fees shall be paid at the time of application for all other classes of permits.
4. Permit fees will be calculated at the time of application based upon the information provided on the application form. Adjustments will be made, as required, during the review process. The balance of fees owing, where the applicant was eligible for the payment of a deposit and adjustments as a result of corrected information, shall be paid upon permit issuance.
5. The method of payment for permit fees may be cash, cheque, credit card or debit card. Cheques returned for non-sufficient funds shall be replaced by a certified cheque in the amount of the permit fee plus the administrative charges as determined by the Chief Building Official. Replacement fees not provided within the specified time will result in revocation of the permit.

3. Refund of Fees

Pursuant to subsection 6(3) of the By-Law, the amount of fees refundable shall be calculated as follows:

- (a) Cancellation of a Permit Application:

Fees will be refunded in accordance with the following schedule only upon receipt of a written request for cancellation,

<i>If administrative functions only have been commenced</i>	90%
<i>If administrative and zoning review functions have been commenced</i>	70%
<i>If administrative, zoning and Building Code review functions have commenced</i>	40%
<i>If the review has been completed</i>	30%

- (b) Cancellation (revocation) of a permit at the request of the permit holder:

If within six (6) months of the issuance of a permit, no work has been commenced on the project for which the permit was issued, a refund of 30% of the total permit fee payable may be paid to the permit holder.

- (c) No refund is applicable after six (6) months has elapsed from the date of the issuance of the permit.

- (d) No refund of fees is applicable if the permit is revoked under section 8(10) of the Building Code Act, except that where a permit is issued at the error of the City and the permit is revoked, a refund for the total amount of the permit fee paid shall be issued.
- (e) No refund of fees is applicable for any administration fees paid under the Schedule "A".
- (f) The refund shall be paid to the owner named on the application for a building permit or the person or company named on the fee receipt, whichever, to be specified on the written request for cancellation.
- (g) Where an application for a certified model is cancelled at the request of an applicant or deemed abandoned pursuant to Subsection 4(9) of the By-law, no refund is applicable.

SCHEDULE "B"

PLAN REPRODUCTION AND REPORT PRICE LIST

ITEM	COST	APPLICABLE TAXES
Reports		
All Permits Issued	\$204.00 / year \$20.40 / month	HST HST
Monthly Permit Activity	\$204.00 / year \$20.40 / month	HST HST
New and Changed Municipal Address Notification	\$306.00 / year	HST
Municipal Address Listing	\$25.50 / plan	HST
Custom Report (Report Content Subject to Freedom of Information Guidelines)	\$91.80 / hr and minimum 3 hours plus administration fee of \$25.50	HST
Photocopies (8½X11, 8½X14) (Pick Up Only)		
• Drain Plans	\$10.20	HST
• Key Plans	\$10.20	HST
• Site Plans / Surveys	\$10.20	HST
• Certificates Of Final Inspections	\$10.20	HST
• Occupancy Permits	\$10.20	HST
Microfiche Prints and Plan Reproduction		
• House Plans	\$25.50 / set \$ 5.10 / plan	HST HST
• Ind., Com., Inst. Plans	\$ 5.10 / plan	HST
Large Format Prints and Plan Reproduction from Microfiche		
• 24 inches	\$10.20 / plan	HST
• 36 inches	\$12.24 / plan	HST
Colour Copies Of Documents Photocopies of Documents	\$ 5.10 / page \$ 3.06 / page	HST HST
Additional Plans Or Documents Required To Process A Permit Application - Added To Permit Fee		
• Plan	\$ 5.10 / page	N/A
• Photocopy	\$ 1.02 / page	N/A
Compliance Letters for Septic System or Other	\$204.00	N/A