



THE CORPORATION OF THE CITY OF BRAMPTON

# BY-LAW

80-99

*Number* \_\_\_\_\_

A By-law under the Building Code Act, 1992  
respecting permits and related matters,  
and repeals By-law 83-94.

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WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992 c.23, as amended, authorizes a municipal council to pass by-laws concerning the issuance of permits and related matters;

THEREFORE, the Council of The Corporation of the City of Brampton ENACTS as follows:

1. **SHORT TITLE**

This By-law may be cited as the "Building By-law."

2. **DEFINITIONS**

(1) In this By-law,

- (a) "**Act**" means the Building Code Act, 1992, including amendments thereto;
- (b) "**applicant**" means the **owner** of a building or property who applies for a **permit** or any person authorized by the **owner** to apply for a **permit** on the owner's behalf, or any person or corporation empowered by statute to cause the demolition of a building or buildings and anyone acting under the authority of such person or corporation;
- (c) "**Building Code**" means the regulations made under Section 34 of the **Act**;
- (d) "**chief building official**" means the **chief building official** appointed by Council under Section 3 of the **Act**;
- (e) "**Corporation**" means The Corporation of the City of Brampton;
- (f) "**owner**" means the registered owner of the land and includes a lessee, and mortgagee in possession;
- (g) "**permit**" means permission or authorization given in writing by the **chief building official** to perform work, to change the use of a building or part thereof, as regulated by the **Act** and **Building Code**;
- (h) "**permit holder**" means the **owner** to whom a **permit** has been issued;

- (2) Terms not defined in this By-law shall have the meaning ascribed to them in the **Act** or the **Building Code**.

**3. CLASSES OF PERMITS**

Classes of **permits** for the construction, demolition and change of use of buildings shall be as set out in Schedule "A" of this By-law.

**4. PERMITS**

- (1) An **applicant** for a permit shall file an application in writing on forms prescribed by and available from the **chief building official**, and shall supply any other information relating to the application as required by the **chief building official**.
- (2) Every **permit** application shall:
- (a) identify and describe in detail the work, use and occupancy to be covered by the **permit** for which the application is made;
  - (b) identify and describe in detail the existing uses and the proposed use for which the premises are intended;
  - (c) describe the land on which the work is to be done, by a description that will readily identify and locate the site on which the construction, demolition or change of use is to occur;
  - (d) be accompanied by plans, specifications, documents and other information required by this By-law;
  - (e) be accompanied by the required fees as set out in Schedule "A: to this By-law;
  - (f) be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the **chief building official** to be unnecessary;
  - (g) state the names, addresses and telephone numbers of the **owner**, the **applicant**, the architect, engineer or other designer, and the person who will carry out the work applied for;
  - (h) when Section 2.3 of the **Building Code** applies, be accompanied by a signed statement of the **owner** on a form prescribed by the **chief building official** that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
  - (i) when Section 2.3 of the **Building Code** applies, be accompanied by a signed acknowledgement of the architect or professional engineer, or both, on a form prescribed by the **chief building official**, undertaking to provide general review of the construction or demolition of the building;
  - (j) include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act. R.S.O. 1990, c.O.31, as may be amended or replaced from time to time;
  - (k) state estimated valuation of the proposed work including material, labour and related direct costs associated with the work exclusive of the cost of the land; and

- (1) be signed by the **applicant** who shall certify as to the truth of the contents of the application.
- (3) In addition to the requirements of 4(2) of this By-law every **permit** application that includes demolition, shall:
  - (a) when section 2.3 of the **Building Code** applies, be accompanied by structural design characteristics of the building and the method and time schedule of demolition; and
  - (b) where the application includes the use of explosives during the course of demolition, be accompanied by, at the sole discretion of the **chief building official**, an undertaking, insurance policy, and performance bond, letter of credit or certified cheque, in a form satisfactory to the chief building official, but subject to the following requirements:
    - (i) the undertaking shall be in favour of the City of Brampton and in it the **applicant**, contractor and **owner** of the property containing the building to be demolished shall each indemnify jointly and severally the City, its officers, employees, servants and agents, against all claims of any kind resulting from the demolition,
    - (ii) the insurance policy shall:
      - A. be a third-party no-deductible liability insurance policy in an amount approved by the **chief building official**, but providing not less than ten million dollars (\$10,000,000.) coverage;
      - B. include the City, its officers, servants and agents, and the **chief building official** as additional named insureds; and
      - C. include a cross-liability clause,
    - (iii) the performance bond, letter of credit or certified cheque shall be in an amount approved by the **chief building official**, but such amount shall not be less than twenty-five thousand dollars (\$25,000.00), to cover the removal of protective work and to cover any damage occasioned to property of the City.
- (4) In addition to the requirements of 4(2) of this By-law every construction **permit** application for part of a building shall:
  - (a) include an application for the entire project; and
  - (b) include plans and specifications covering the part of the work for which more expeditious approval is desired, together with such information pertaining to the remainder of the work as may be required by the **chief building official**.
- (5) In addition to the requirements of subsection 4(2) of this By-law, every conditional **permit** application for the construction of a building shall:
  - (a) state the reasons why the **applicant** believes that unreasonable delays in construction would occur if a conditional **permit** is not granted;
  - (b) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and

- (c) be subject to the **applicant** and such other persons as the **chief building official** determines, entering into an agreement as provided for in Subsection 8(3) of the **Act**.
- (6) In addition to the applicable requirements of subsection 4(2) of this By-law, every change of use **permit** application shall:
  - (a) describe the building or part thereof in which the occupancy is to be changed; and
  - (b) include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the **Building Code** including, floor plans, details of wall, floor and roof assemblies identifying required fire resistance rating and load bearing capacities.
- (7) The **chief building official** shall, where conditions in subsection 4(4) of the By-law have been fulfilled, issue a **permit** for part of a building subject to compliance with the **Act**, the **Building Code** and any other applicable law.
- (8) The **chief building official** may, where conditions in subsection 8(3) to 8(5) of the **Act** and subsection 4(5) of this By-law have been fulfilled, issue a conditional **permit** for a building subject to compliance with the **Act**, the **Building Code** and any other applicable law.
- (9) The **chief building official** shall not, by reason of the issuance of a **permit** for which application was made under subsection 4(4) or subsection 4(5) of this By-law, be under any obligation to grant any further **permit** therefor.
- (10) Where an application for a **permit** remains incomplete or inactive for six months after it is made, the application may be deemed by the **chief building official** to have been abandoned and notice thereof shall be given to the **applicant**.

## 5. PLANS AND SPECIFICATIONS

- (1) Every **applicant** shall furnish,
  - (a) sufficient plans, specifications, documents and other information to enable the **chief building official** to determine whether the proposed construction, demolition, or change of use conforms to the **Act**, the **Building Code** and any other applicable law; and
  - (b) a site plan referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with the municipality unless this requirement is waived because the **chief building official** is able, without having a current plan of survey, to determine whether the proposed work conforms to the **Act**, the **Building Code** and any other applicable law.
- (2) The site plan referred to in subsection 5(1) of this By-law shall include:
  - (i) lot size and dimensions of the property and setbacks to any existing or proposed buildings;
  - (ii) existing and finished ground elevations of the property and elevations of the streets abutting the property;
  - (iii) existing rights of way, easements and municipal services;

- (iv) dimensions of setbacks of proposed buildings located on adjacent lots; and
- (v) dimensions of setbacks of buildings located on adjacent lots from their respective front property lines.
- (3) Plans submitted under subsection 5(1) of this By-law shall be legible and be drawn to scale upon paper or other suitable and durable material.
- (4) The **chief building official** shall determine the number of plans, specifications, documents and other information required to be furnished with an application for **permit** having regard for the requirements of any act, regulation or by-law (including this By-law) respecting the examination or circulation of the application.
- (5) The **chief building official** may require additional information to be provided at any time prior to the completion of the work.
- (6) On completion of the construction of a building, the **chief building official** may require a set of as constructed plans, including a plan of survey showing the location of the building.
- (7) Plans and specifications furnished according to this By-law or otherwise required by the **Act** become the property of the municipality and will be disposed of or retained in accordance with relevant legislation.

6. **FEES**

- (1) The **chief building official** shall determine the required fees for the work proposed calculated in accordance with Schedule "A" of this By-law and the **applicant** shall pay such fees.
- (2) No **permit** shall be issued until full fees therefor have been paid
- (3) Upon written request from the **applicant** or **owner** the **chief building official** shall determine the amount of fees, if any, that may be refunded in accordance with Schedule "A" of this By-law in the case of:
  - (a) withdrawal of an application,
  - (b) abandonment of an application pursuant to subsection 4(10) of this By-law,
  - (c) refusal to issue a **permit**, or
  - (d) request for revocation of a **permit** pursuant to clause 8(10)(e) of the **Act**.

7. **REVOCAION OF PERMIT**

- (1) Prior to revoking a **permit** under clause 8(10)(b) or clause 8(10)(c) of the **Act**, the **chief building official** shall serve the **permit holder** with or cause the **permit holder** to be served with written notice of the intention to revoke the **permit**.
- (2) Notice under subsection 7(1) of this By-law may be served either by personal service or by mailing the notice by registered mail addressed to the **permit holder**, at the last address the **permit holder** has communicated to the **chief building official** in writing; and where notice is served by mailing, the **permit holder** shall be conclusively deemed for all purposes to have been served with the notice on the fifth day after the day of mailing.

- (3) If on the expiration of thirty (30) days from the date of service of notice of intention to revoke a **permit**, the ground for revocation continues to exist, the **chief building official** may revoke the **permit** without further notice to the **permit holder**.
- (4) Upon revocation of a **permit** the **chief building official** has the sole discretion to dispose of any plans or any other information submitted with the **permit** application, or to return same to the **permit holder**.

#### 8. DEFERRAL OF REVOCATION

- (1) A **permit holder** may, within thirty (30) days from the date of notice of intention to revoke a **permit**, request the **chief building official** in writing to defer the revocation of the **permit**.
- (2) A request for deferral shall set out the reasons why the **permit** should not be revoked and the date by which the work will be commenced or resumed.
- (3) Having considered the circumstances of the request and having determined that there have been no changes to the **Act** and the **Building Code** and any other applicable law which would have prevented the issuance of the original **permit**, the **chief building official** may allow a deferral to a date to be determined by the **chief building official** and shall notify the **permit holder** of the decision.
- (4) A request for deferral of revocation shall be accompanied by the fee therefor set out in Schedule "A" of this By-law.

#### 9. TRANSFER OF PERMIT

- (1) Permits are transferable only upon the current permit holder and the new **owner** completing a **permit** application to the requirements of Section 4 of this By-law.
- (2) The fee therefor set out in Schedule "A" of this By-law shall be payable on a transfer of **permit** to the new **owner**, who shall thenceforth be the **permit holder** for the purpose of the **Act** and the **Building Code**.

#### 10. NOTIFICATIONS

- (1) Notices for inspections respecting stages of construction required by the **Building Code** shall be given by the **permit holder** to the **chief building official** at least two business days in advance of each stage of construction specified therein.
- (2) A notice pursuant to this section is not effective until written or oral notice is received by the **chief building official**.

#### 11. FENCING – CONSTRUCTION SITES

- (1) Where a construction site presents a hazard to the public, the **owner** of the construction site shall ensure that the construction site is suitably fenced to prevent public access onto the construction site.
- (2) If fencing has not been provided in accordance with Subsection 11.1 and, if in the opinion of the **chief building official**, the construction site presents a particular hazard to the public, the **chief building official** may require the **owner** to erect such fencing as he deems appropriate to the circumstances such as described in the National Building Code, Section 8.2

- (3) In considering the hazard presented by a construction site and the necessary fencing, the **chief building official** shall have regard for:
  - (a) the proximity of the construction site to occupied dwellings;
  - (b) the proximity of the construction site to lands accessible to the public, including but not limited to streets, parks and commercial and institutional activities
  - (c) the hazards presented by the construction activities and materials
  - (d) the feasibility and effectiveness of site fencing
  - (e) the duration of the hazard.

**12. SEVERABILITY**

Should any section, subsection, clause or provision of this By-Law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-Law as a whole or any part thereof, other than the part so declared to be invalid.

**13. ADMINISTRATION**

Any person who contravenes any of the provisions of this By-Law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.

**14. TRANSITION**

- (1) This By-Law comes into force on the day after the day it is passed.
- (2) This By-Law governs all **permit** applications made before this By-Law come into force.

**15. REPEAL**

ByLaw 83-94, as amended is hereby repealed.

READ a FIRST, SECOND and THIRD TIME and PASSED in OPEN COUNCIL  
this 26th day of April, 1999

*Approved as to  
content  
Campbell*

THE CORPORATION OF THE CITY  
OF BRAMPTON

*Peter Robertson*  
\_\_\_\_\_  
PETER ROBERTSON MAYOR

*Leonard J. Mikulich*  
\_\_\_\_\_  
LEONARD J. MIKULICH, CITY CLERK

APPROVED  
AS TO FORM  
LAW DEPT.  
BRAMPTON  
WCC  
DATE 10/1/99

## SCHEDULE "A"

BY-LAW NO. 80-99

### 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 <sup>2</sup> 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. In calculating floor area for interior 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 these areas are constructed in a shell only building, fees shall be calculated at the partitioned rate in 3(A).
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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 50m<sup>2</sup>
- (g) The occupancy classifications used in this bylaw are based on the Ontario Building Code major occupancy classifications. For mixed occupancy floor areas, the fee multiplier for each occupancy applies.
- (h) Where a change of occupancy from one classification to another classification of a higher hazard is proposed, the fee multiplier for the proposed occupancy applies.



**2. Minimum Fee**

A minimum fee of seventy-five dollars (\$75.00) shall be charged for all work, unless specified otherwise

**3. Permit Fees**

<b>CLASS OF PERMIT, OCCUPANCY CLASSIFICATION</b>	<b>Fee Multiplier</b> <i>(\$ per m<sup>2</sup> or as otherwise specified)</i>
<b>A. CONSTRUCTION: New Buildings, Additions to Existing Buildings</b>	
GROUP "A" ASSEMBLY	
• Transit Station, Subway, Bus Terminal	\$11 75
• All Recreation Facilities, Schools, Libraries, Places of Worship, Finished Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums	\$13 00
• Portable Classrooms - New	flat fee \$350 00
- Relocated	flat fee \$150 00
GROUP "B" INSTITUTIONAL	\$15.75
GROUP "C" RESIDENTIAL	
• Single Family Dwellings, Semi-Detached Dwellings, Townhouses, Duplexes, Live/Work units	<i>(min \$1,000 00)</i> \$9 10
• Motels, Hotels	\$13.00
• Residential Addition - heated	\$8 10
• Residential Addition - unheated	\$6.40
GROUP "D" BUSINESS AND PERSONAL SERVICES	
• Shell	\$9 00
• Finished	\$12 00
• Temporary Sales Office (pre-fabricated/constructed on site)	\$3 00 / \$8.10
GROUP "E" MERCANTILE	
• Shell	\$8.00
• Finished	\$9 25
GROUP "F": INDUSTRIAL	
• Shell - building less than 5,000 m <sup>2</sup> in gross floor area	\$6.00
- building equal to or greater than 5,000 m <sup>2</sup> in gross floor area	\$5.00
• Finished - building less than 5,000 m <sup>2</sup> in gross floor area	\$7.00
- building equal to or greater than 5,000 m <sup>2</sup> in gross floor area	\$6 00
• Gas Station, Car Wash	\$8.00
• Canopies over Pumps	\$3 50
• Parking Garage	\$4 00
<b>B. ALTERATIONS; RENOVATION; INTERIOR FINISH; UNIT FINISH:</b>	
Group A	\$3.00
Group B	\$3.00
Group C	\$3.00
Group D	\$3.00
Group E	\$2 70
Group F	\$2.60
<b>C. DEMOLITION:</b>	
All Buildings and Occupancies	
• Residential and Farm Buildings	flat fee \$100 00
• All Other	flat fee \$200 00
Implosion	flat fee \$1,500.00
<b>D. STAND ALONE MISCELLANEOUS:</b>	
• Accessory Building- residential	flat fee \$75.00
• Air Supported Structure	flat fee \$250 00
• Balcony Repair	<i>(per lineal m)</i> \$1.10
• Balcony Guard Replacement	<i>(per lineal m)</i> \$1 10
• Basement Finish	flat fee \$100 00
• Below Grade Entrance	flat fee \$150.00

**CLASS OF PERMIT, OCCUPANCY CLASSIFICATION**

**Fee Multiplier**  
 (\$ per m<sup>2</sup> or as  
 otherwise specified)

**D. STAND ALONE MISCELLANEOUS: (cont'd)**

• Carport	flat fee	\$100 00
• Ceiling – new, replacement		0 32
• Communication Tower	flat fee	\$200 00
• Crane Runway	flat fee	\$250 00
• Deck	flat fee	\$75 00
• Electromagnetic Locks	\$30.00 ea. (max \$300 00)	
• Emergency Lighting	\$30 00 ea. (max \$300 00)	
• Emergency Power	flat fee	\$200.00
• Farm Building	\$3.00 (max \$250 00)	
• Fire Alarm	flat fee	\$200 00
• Fire Code Retrofit – O F C 9 8	flat fee	\$75 00
• Fire Code Retrofit – all other	flat fee	\$150 00
• Fire Damage Repair	flat fee	\$150 00
• Fireplace	flat fee	\$75 00
• Foundation for Relocated Building	(per lineal m)	\$4 00
• Garage – residential	flat fee	\$100.00
• Mechanical Penthouse		\$6 00
• Parking Garage Repair		\$1 20
• Pedestrian Bridge	flat fee	\$250.00
• Porch	flat fee	\$75 00
• Porch Enclosure	flat fee	\$75 00
• Satellite Dish	flat fee	\$150.00
• Shoring	(per lineal m)	\$4.00
• Solar Collector	flat fee	\$150 00
• Sprinkler(s)	flat fee	\$200 00
• Standpipe and Hose System	flat fee	\$200 00
• Tank, exterior and support	flat fee	\$200 00
• Tent, permanent		\$3 30
• Tent, temporary	flat fee	\$75 00
• Underpinning	(per lineal m)	\$6 50
• Wall - demising	flat fee	\$150.00
• Wall - repair or re clad		22
• Wall – retaining	(per lineal m)	\$6 50
• Window – replacement (except SFD)	\$5.00 ea (min \$75 00)	
• Window – new	\$75.00 ea. (max \$200 00)	
• Woodstove	flat fee	\$75 00

**E. STAND ALONE MECHANICAL:**

**HVAC**

1) HVAC System – new or replacement

Group A	\$0.75
Group B	\$0.65
Group C	\$0.54
Group D	\$0 65
Group E	\$0 65
Group F	\$0 65

2) Alterations/Add-ons

• Unit Heater, Make-up Air Unit, Exhaust fan, Duct Alterations, Boiler/Furnace Replacement, etc.	flat fee	\$125.00
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3) Special Ventilation Systems

• Commercial Cooking Exhaust; Spray Booth; Dust Collector; etc.	flat fee	\$200.00
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**PLUMBING**

1) Fixtures, Equipment, Drains

• Any fixtures, equipment, appliances, vented traps not otherwise covered in the schedule	\$12.00 per (min \$75 00 per permit)
• Roof drains	\$12.00 per (min \$75 00 per permit)
• Floor drains	\$12.00 per (min \$75 00 per permit)

**CLASS OF PERMIT, OCCUPANCY CLASSIFICATION**

**Fee Multiplier**  
 (\$ per m<sup>2</sup> or as  
 otherwise specified)

**E. STAND ALONE MECHANICAL: (cont'd)**

**PLUMBING (cont'd)**

- Oil and Grease Interceptors \$50 00 ea (min \$75 00 per permit)
- Sewage pumps or ejector serving one or more fixtures \$50 00 ea (min \$75 00 per permit)
- Backflow prevention device (requiring testing) \$50.00 ea (min \$75 00 per permit)
- Catchbasin/Manhole \$20 00 ea (min \$75 00 per permit)

2) Piping

Single Family Detached or Attached Dwelling

- Water services, sanitary and storm buried piping (per service) \$75 00
- Repairs, replacement an addition of buried plumbing and drainage piping (per service) \$75.00

All other Buildings

- Inside sanitary and storm piping (per lineal m) \$2.00
- Outside water services, sanitary and storm piping (per lineal m) \$2.00
- Conversion-septic to sanitary sewer; well to water service (per service) \$100 00

3) Private Sewage System

- Sewage system – class 2, 3, 4, 5 new or replacement \$500 00 ea
- Sewage system – class 2, 3, 4, 5 assessment or alteration \$250 00 ea
- Sewage system – class 1 \$75 00 ea
- Holding tank \$200.00 ea

4) Site Services for Mechanical Services that serve more than one building (per building or townhouse block)

\$100.00 ea

**4. Administration Fees**

1) Change of Municipal Address

- upon written request and the requested change conforms with municipal addressing policies

\$175 00

2.) Change of Use

\$2 60 per m<sup>2</sup> of the floor area that that is subject to the change of use

3.) Compliance Letter

\$75.00

4) Conditional Permit

10% of the full permit fee  
 min \$200.00  
 max. \$2,000.00

5) Document Reproduction

in accordance with Schedule "B"

6.) Model Certification prior to plan registration

(per model) \$250.00

7) Overtime Services / Special Inspections

(per hour) \$60 00

8) Partial / Phased Permits

(per permit) \$100 00

9.) Revisions to an application or an issued permit  
 Elective changes requiring the repetition of processes already completed Adjusted up to the nearest hour.

\$60 00 per hr regular serv level  
 or  
 \$90 00 per hr overtime service

10.) Re-siting of an issued permit for a Detached, Semi-detached or a Townhouse block

(per unit) \$300.00

11.) Request to defer revocation

(per building) \$100.00

12) Suspended or Incomplete Construction – request to determine compliance of the authorized construction where a building permit is suspended or deemed incomplete

\$100 00  
 (per inspection including report)

13.) Transfer of Permit to a new Owner

\$75 00

**5. Payment of Permit Fees**

1. Applicants for building permits with a 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 new detached, semi-detached, townhouse and live/work units shall pay one thousand dollars (\$1, 000.00) per unit at the time of application and the balance upon issuance of the permit.
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. If an overpayment of a permit fee occurs on a permit application and the over payment is less that fifty dollars (\$50.00) the difference will not be refunded.
6. The method of payment for permit fees may be cash, cheque, credit card or debit card. Cheques returned for non-sufficient funds shall be replace 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.

**6. 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 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.
- (e) No refund is payable for any amount less than one hundred dollars (\$100.00).
- (f) No refund of fees is applicable for any Administration fees paid under the Schedule "A".
- (g) The refund shall be paid to the owner named on the application for a building permit or the person/company named on the fee receipt, whichever, to be specified on the written request for cancellation.

**SCHEDULE "B"**

**BY-LAW NO. 80-99**

**PLAN REPRODUCTION AND REPORT PRICE LIST**

ITEM	COST	7% GST	8% PST	TOTAL
<b>Reports</b>				
All Permits Issued	\$200 00 per year \$ 20 00 per month	\$14 00 \$ 1 40	N/A	\$214 00 \$ 21 40
Monthly Permit Activity	\$200 00 per year \$ 20 00 per month	\$14 00 \$ 1 40	N/A	\$214 00 \$ 21 40
New and Changed Municipal Address Notification	\$300 00 per year	\$21.00	N/A	\$321 00
<b>Photocopies (8½X11, 8½X14) (Pick Up Only)</b>				
• Drain Plans	\$10 00	\$0.70	\$0 80	\$11 50
• Key Plans	\$10 00	\$0 70	\$0 80	\$11 50
• Site Plans / Surveys	\$10 00	\$0 70	\$0 80	\$11 50
• Certificates Of Final Inspections	\$10 00	\$0 70	\$0 80	\$11.50
<b>Microfiche Prints and Plan Reproduction</b>				
• House Plans	\$25 00 per set \$ 5 00 per plan	\$1 75 \$0 35	\$2 00 \$0 40	\$28 75 \$ 5 75
• Ind., Com., Inst. Plans <i>(maximum of 10 plans per set)</i>	\$50 00 per set \$ 5 00 per plan	\$3 50 \$0 35	\$4 00 \$0 40	\$57.50 \$ 5 75
<b>Copies Of File Documentation</b>	\$3 00 per page	\$0 21	\$0 24	\$ 3 45
<b>Additional Plans Or Documents Required To Process A Permit Application - Added To Permit Fee</b>				
• Plan		N/A	N/A	\$ 5 00
• Photocopy		N/A	N/A	\$ 1 00
<b>Septic System Compliance Letters</b>		N/A	N/A	\$60 00
<b>ACCOUNT NUMBERS</b>		<b>Notes:</b>		
General Recoveries	1.241.00.899	1 FREEDOM OF INFORMATION REQUESTS - A \$5 00 administration fee (set out by the Commissioner for Freedom of Information and Protection of Privacy) <u>plus</u> the cost of printing, as set out in the price list, will be charged for all Freedom of Information requests. A letter setting out what documentation is being requested, an FOI # assigned and all documents stamped will be required for all requests other than from the Owner of the property (or its <u>direct</u> representative)  2 Do not print or photocopy until the money is received and receipted unless you are absolutely certain that the documentation will be picked up and paid for or is part of the permit fee.		
P.S.T. (8%)	1.922.00.000			
G.S.T. (7%)	1.929.06.000			