

PART 3 – FEE TABLES

3.1 Classes of Projects and Fee Index

(1) Except as provided otherwise, the following permit fees shall apply:

Tables 3A to 3F - Applications & Administrative Fees & Deposits

3A – Permit Applications & Active Permits		
Additional Inspections or Site Visit(s)	Per Inspection	\$125.00
Change of Use Application		
- No construction proposed or required	Per Application	\$125.00
Conditional Building Permit Agreements		
- Simple Agreement	Per Agreement	\$242.00
- Other	Per Agreement	\$2,100.00
- plus, Third Party Review	Out of pocket cost recovery + 15%	
Lot Grading Approvals from Town Engineer		
- Administrative assistance and Town Engineer Review for Individual Dwelling (houses)	Per Project	\$360.00
- Other buildings or additional Town Engineer Review if required	Per Hour	\$125.00
Processing and collection of applicable law approvals		
- Per Individual Dwelling (houses)	Per Project	\$63.00
- For all other Buildings or Structures	Per Project	\$140.00
- plus, Third Party Review	Out of pocket cost recovery + 15%	
Request to use Alternative Solution	Per Request	\$1,100.00
- plus, Third Party Review of design submission	Out of pocket cost recovery + 15%	
Request for CBO to accept Alternative Material	Per Request	\$1,100.00
- plus, Third Party Review of design submission	Out of pocket cost recovery + 10%	
Request for Partial Permit	Per Request	\$210.00
- plus, Third Party Review of design submission	Out of pocket cost recovery + 15%	
Review of revised permit documents	Per Hour	\$125.00
Third Party Review	Out of pocket cost recovery + 15%	
Transfer of Permit to new property owner	Per Permit	\$125.00

3B – Archived Permit

- Notwithstanding the fees described below, the fee applied to reactivate a permit shall not exceed the original permit fee value

Review of permit file documents	Per Hour	\$125.00
Maintenance Fee of all files not closed within 24 months	Per Year	\$200.00
Third Party Review	Out of pocket cost recovery + 15%	

3C – Investigations

- To offset additional investigative and administrative costs, the following fees apply;

Construct or Demolish without Permit Issued		
- 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	Per Order Issued	\$230.00
- Order not complied with, additional site inspections to review status of non-compliance	Per Inspection	\$115.00
- Order registered on title	Per Order	\$345.00
- Issuance of Summons	Per Summons plu	\$345.00
Other Non-compliance Building Code Act & Code Matters		
- Order to Comply pursuant to the Building Code Act	Per Order Issued	\$230.00
- Stop Work Order pursuant to the Building Code Act	Per Order Issued	\$230.00
- Unsafe Order pursuant to the Building Code Act		N/C
- Order not complied with, additional site inspections to review status of non-compliance	Per Inspection	\$100.00
- Order registered on title	Cost recovery + 15%	
- Issuance of Summons	Cost recovery + 15%	

3E – Miscellaneous Clerical Functions		
Building Compliance Title Search or Septic Use permit		
Septic use permit	Flat Fee	\$25.00
Regular response	Flat Fee	\$50.00
48 hr “quick” response	Flat Fee	\$125.00
Compliance Letters to other Government Authorities		
- Unrelated to an active permit or permit application	Per Letter	\$115.00
- Where there is an active permit or permit application	Per Letter	\$115.00
Comprehensive Occupancy Certificate	Flat Fee	\$230.00
Consent Application Review	Per Application	\$127.00
Special Requests for File Research	Per Hour +HST	\$125.00
Emergency Call	Per Hour	\$320.00
Credit Card transactions	2.4% convenience fee or fees as charged by the third-party service provider.	
3F – Extra Services Deposit		
<p>- Collected at permit issuance to offset any additional inspection and administrative costs not anticipated but incurred by the municipality during a project.</p> <p>- Any fees deducted from the deposit shall be calculated in accordance with Table 3A to 3E of this schedule.</p> <p>- Unused portion of deposit is fully refundable, see Part 4 of this schedule for details</p>		
Group A, B, C – High Density Residential, D, E, & F		
- New, Additions & Renovations	Per 100 m2 (or part thereof)	\$150.00
- Stand-alone projects not applicable to above	Per Project	\$500.00
Group C – Low Density Residential (Houses - singles, towns, etc...)		
- New Dwelling	Per Project	\$500.00
- All other projects	Per Project	\$250.00
Exemptions - Tents, Signs, residential decks & sheds		
Lot Grading Deposit – All other projects (unless otherwise specified in a development agreement)	Per Lot	\$5,000.00

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 the Chief Building Official has released the permit for issuance.

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 the deposits, if any, that may be refunded, provided the request is received no later than two years after the date of when occupancy is granted. Upon expiration of the two-year timeframe noted above, monies collected shall be considered forfeited.