

USER FEE DESCRIPTION	2023 (\$/SQ.FT) Approved
1. CALCULATION OF PERMIT FEES FOR CONSTRUCTION	
Permit fees shall be calculated based on the formula given below, unless otherwise specified in this schedule	
Permit fee = SI x A Where: SI = Service Index for Classification of the work proposed; and	
A = Floor area in square fee (sq.ft) of work involved	
2. MINIMUM PERMIT FEE	
Notwithstanding the fees indicated below, a minimum fee of \$150.00 shall be charged for all work, unless otherwise	
3. CLASSES OF PERMITS AND FEES	
3.1 CONSTRUCTION – NEW BUILDINGS, ADDITIONS, MEZZANINES	
Group A - Assembly Occupancies	
-School, church, restaurant, daycare, hall, recreation facility, other	1.97
Group B - Institutional Occupancies	
-Hospital, retention facility, nursing home, other	2.16
Group C - Residential Occupancies	
- Single, Semi, Duplex Dwelling	1.41
- Multiple Unit Dwellings (apartments, townhouses, etc.)	1.41
- Hotel/Motel	1.41
- Other residential	1.41
Group D - Business And Personal Services	
- Office, Bank, other	1.84
- Shell only	1.45
Group E - Mercantile Occupancies	

- Store, plaza/mall, retail shop, other	1.84
- Shell only	1.45
Group F - Industrial Occupancies	
- Industrial mall/plaza, garage, plant, factory, warehouse, other	0.93
- Shell only	0.73
3.2 SPECIAL CLASSES OCCUPANCIES	
- Farm Building	0.29
- Greenhouses	0.17
- Trailer/air support structure	minimum fee
- Tent/temporary fabric structure - less than 225 m2	172
- greater than 225 m2	334
Residential	
- Garage/carport/ accessory building	0.4
- Uncovered deck - less than 300 sf	minimum fee
- greater than 300 sf	172
- Covered deck/porch	0.4
- Sunroom/solarium addition	0.93
3.3 ALTERATIONS AND REPAIRS Interior Alterations & Repairs:	
- Group A & B Occupancies	0.67
- Group C, D & E	0.59
- Group F	0.39
- Foundation	0.39
- Finished basement (residential unit)	0.39
- Roof structure	0.17
- Woodstove/fireplace/chimney	minimum fee
- Kitchen Hood Exhaust and Suppression System	263
- Other minor alterations - no plans	minimum fee
3.4 PARTIAL PERMITS/STAGED CONSTRUCTION	
(Percentage of total fee for application occupancy)	

- Foundation (Complete to grade including underground services)	min. fee plus 15%
- Building Shell	min. fee plus 75%
4. DESIGNATED STRUCTURES	
- Communication Tower (not including accessory building) - flat fee	289
- Retaining Wall/Pedestrian Bridge	3.47/ft
5. PLUMBING ONLY :	
Residential Services	
- Building sanitary, storm or water services(individually or in combination)	minimum fee
- Interior alterations with or without additional fixtures	minimum fee plus 9.16/ fixture
Other Occupancies:	
- Fixture, appliance, catch basin, interceptor, sewage ejector, roof drain, other	min. fee plus 11.55 each
- Buried Piping (including storm, sanitary & water services)	min. fee or .93/ft
6. DEMOLITION	
- All buildings up to 3,000 sq. ft. (gross)	minimum fee
- Demolitions greater than 3000 sq. ft. (gross)	0.07/sq.ft.
7. MOVE (does not include building)	minimum fee
8. POOL	
- Public	630
- Private (above ground or inground pool)	202
9. WIND TURBINES	
- Pole Type - less than 3KW	minimum fee
- greater than 3KW	289
- Roof mounted	420
10. CHANGE OF USE	133
11. CONVERT A CONDITIONAL PERMIT (to a regular building permit)	265

12. OCCUPANCY (to provide for occupancy of unfinished building)	265
13. TRANSFER OF PERMIT	30% of original
14. DEFERRAL OF REVOCATION OF PERMIT	265
15. PERMIT FEES ESTABLISHED BY VALUE	
Minimum fee for first \$1,000 of value plus \$14.25 for each additional \$1,000.	
16. OTHER CHARGES/FEES	
Building Permit Status/Clearance	40
Additional Inspection Request (not identified in regulation)	125/hr
Lot Grading and Damage Deposit (new dwelling unit)	3,000
Damage Deposit	1,500
17. COMMENCEMENT OF WORK - NO PERMIT	
Where construction has commenced prior to the issuance of the required permit for any of the Classes the applicable fee shall be doubled. Construction is considered to be the placing of concrete or any	
18. RE-INSPECTION FEE (due to improper work, not ready or similar) - flat fee	95
19. CONDITIONAL PERMIT FEE REPORT	400
20. LIMITING DISTANCE AGREEMENT	400
21. REMOVAL OF STOP WORK ORDER	250
- Administration Fee	10%
Notes of Schedule "A"	
1. Permit fees are related to \$/square foot, \$/linear foot or flat fee as shown.	
2. Square foot refers to the gross area of all floors above grade as measured to the exterior of the building/structure.	

<p>3. Where there is no floor or exterior walls for the project, the area is considered to be the greatest horizontal area of the structure.</p>	
<p>4. There are no deductions from gross floor area for openings such as stairs, ramps, shafts, etc.</p>	
<p>5. Unfinished basements, crawl spaces, attached residential garages up to a double garage, porches and decks are not used in fee calculations of new dwellings units or additions greater than 1000 square feet.</p>	
<p>6. Major Occupancy shall be based on the Ontario Building Code.</p>	
<p>7. If the work cannot be described otherwise, the permit application fee shall be assessed on a contraction value as indicated on Item 13 of the Schedule.</p>	
<p>8. Where a permit has been issued and the permit holder requests changes or revisions to the drawings an additional shall be levied at \$95.00/hour rounded to the nearest one-half hours and the Chief Building Official may require a fee deposit prior to commencing review of the proposed revisions.</p>	
<p>9. Lot Grading, Damage and Road Cleaning Deposit (new dwelling unit) is refundable when the construction is complete and the file can be closed including the final grading being confirmed by an Ontario Land Surveyor or Professional Engineer. For construction of townhouses or similar drawings that consist of more than two residential units, the deposits shall be calculated on a per unit basis.</p>	
<p>10. Damage and Road Cleaning Deposit is refundable when;on is complete and the file can be closed.</p>	