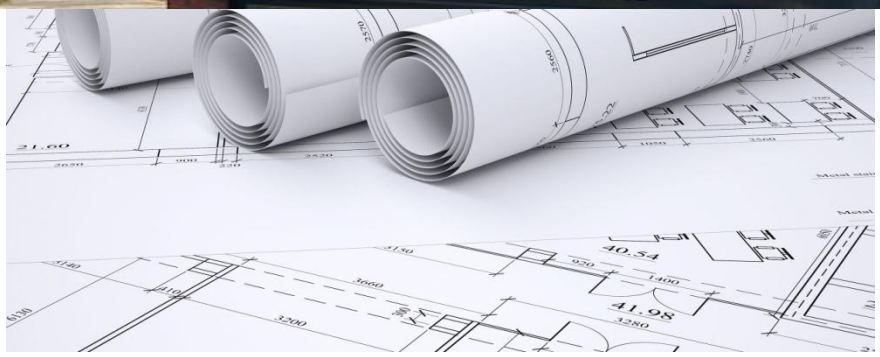






TOWN OF NIAGARA-ON-THE-LAKE

PLANNING APPLICATION AND BUILDING PERMIT FEES REPORT

OCTOBER 2025

DFA Infrastructure International Inc.

TABLE OF CONTENTS

1 Introduction 1

1.1 Objectives of Review 1

2 Legislative Overview 2

3 Methodology 4

3.1 Review Process 4
3.2 Fee Calculations 4

4 Planning Fees 6

4.1 Application Activity Levels 6
4.2 Capacity Utilization 6
4.3 Cost of Service and Current Revenues 7
4.4 Basis for New Planning Fees 8
4.5 Proposed New Planning Fees 9

5 Building Permit Fees 11

5.1 Application Activity Levels 11
5.2 Capacity Utilization 12
5.3 Cost of Service and Current Revenues 12
5.4 Basis for Building Permit Fees 15
5.5 Proposed New Building Permit Fees 16

6 Public Engagement 17

6.1 Public Meeting 17

7 Recommendations 18

APPENDICES

APPENDIX A: Proposed 2026 Planning Application Fees
APPENDIX B: Planning Application Fees Comparisons
APPENDIX C: Proposed 2026 Building Permit Fees
APPENDIX D: Building Permit Fees Comparisons

Disclaimer:

The information and statements contained in this report are based on the best available information at the time of preparation and intended use solely by the Town of Niagara-on-the-Lake The statements shall not have any meaning other than those intended by the author. The author is not in any way liable for use and/ or interpretation of the information contained in the document

1 Introduction



DFA Infrastructure International Inc. was retained by the Town of Niagara-on-the-Lake (Town) to review and update its planning and building fees. These fees have not been reviewed for many years and an update is long overdue to more closely align with the costs of service. Current revenues generated from the planning fees do not cover the cost of service resulting in heavy reliance on tax funding to process applications. Similarly, the building permit fee revenues have fallen below costs causing the reserve to be fully depleted. This report presents the cost of service analyses and the proposed new fees to be implemented by the Town in 2026.

1.1 Objectives of Review

The main purpose of the study is to ***determine the cost of service and develop new fees that reasonably recover the costs while maintaining market competiveness***. ***The intent is for the new fees to take effect in January 2026.*** The key objectives include the following:

- Compliance with governing legislation and regulations.
- Determining the cost of service to process planning and building permits applications.
- Assessing historical activity levels and revenue levels.
- Projecting future activity levels due to growth.
- Identifying opportunities to add new and remove existing fee categories.
- Determining the proposed new fees based on the cost of service and market fees charged by other municipalities.
- Obtaining stakeholder input on the proposed new fees prior to approval and implementation.

2 Legislative Overview

The *Planning Act, 1990* and the *Ontario Building Code Act, 1992* govern the setting of the respective planning application and building permit fees.



The Planning Act, 1990

The *Planning Act, 1990* is the provincial legislation that governs land use planning in Ontario and the processing of various types of planning applications by municipalities.

Section 69 of the Act allows municipalities to establish fees by by-law for processing applications.

- Fees must reflect the anticipated cost of processing each type of application.
- Costs may include:
  - ✓ direct staff time;
  - ✓ capital-related costs; and
  - ✓ support and overhead costs

Municipalities cannot set fees that cross-subsidize the cost of service between major types of applications.

The Building Code Act, 1992

The *Building Code Act, 1992* is the provincial legislation that governs the construction renovation and change-of-use of buildings across Ontario through O.Reg. 332/12 (i.e. the *Ontario Building Code (OBC)*). Municipalities enforce the OBC through building permits and inspections.

The *Building Code Act, 1992* allows municipalities to undertake the following:

- Set fees to recover the cost of processing permits (i.e. full cost recovery). The fees cannot exceed the costs that are reasonably expected to be incurred to administer and enforce the OBC.
- Establish a building permit reserve fund to provide sustainable funding for building permit departments during periods of low construction activity. The reserve fund balance must be included in annual reports.

O. Reg. 305/03 requires municipalities to implement the following:

- Hold at least one (1) public meeting with 21 days' notice regarding fee changes.

- Provide public information on:
  - ✓ estimated costs of administering and enforcing the Act; and
  - ✓ the amount and rationale for any new fee or fee change

- Prepare annual reports that provide the:
  - ✓ direct costs of processing applications. These include the costs of reviewing building permit applications conducting inspections and capital related costs including contributions to the building permit reserve fund;
  - ✓ indirect costs of processing applications. These include other departmental support and corporate overhead costs;
  - ✓ total fees collected; and
  - ✓ the reserve fund balance.

3 Methodology

3.1 Review Process

The main elements of the review process include the following:

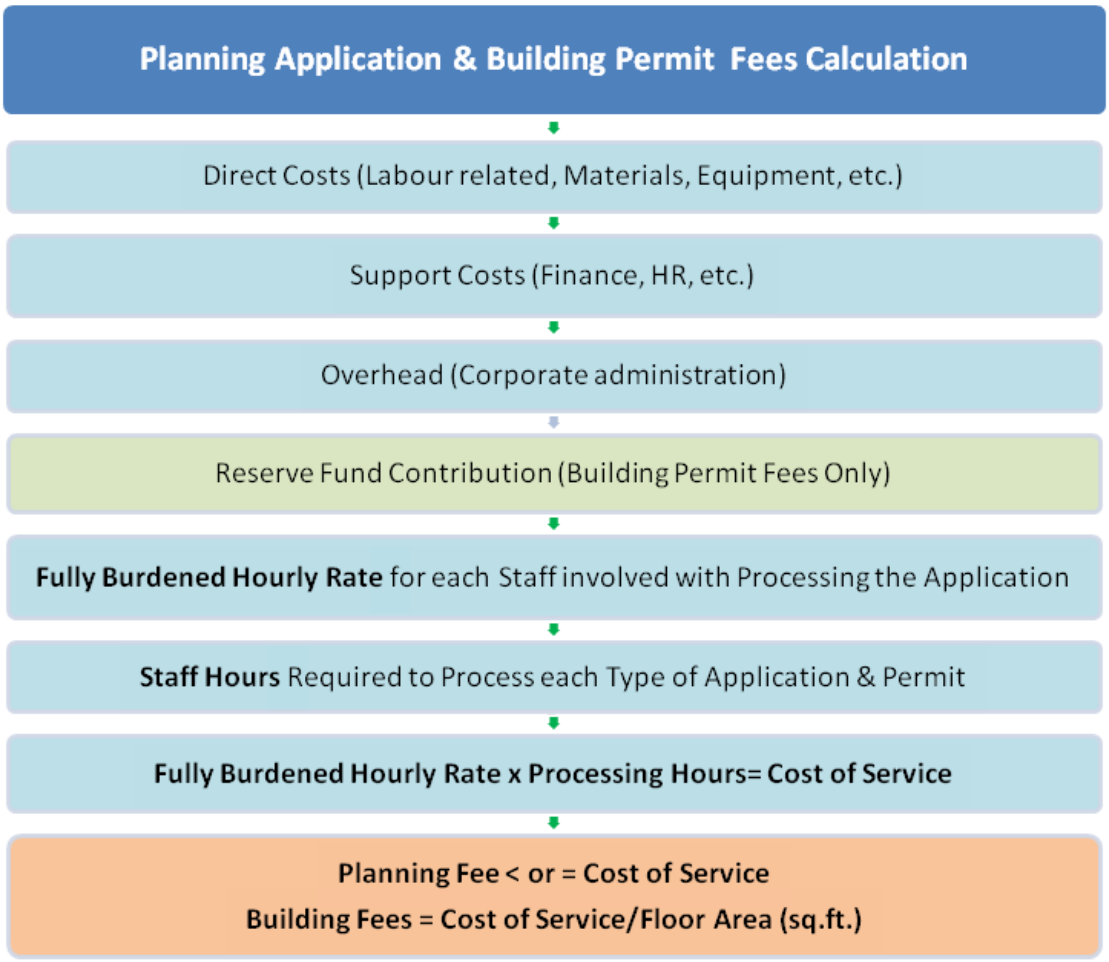
- Historical information review including the number and type of applications, revenues and costs;
- Legislative review;
- Confirming inventory of application types and current fees;
- Staff workshop to determine application review process and time required and validation;
- Cost of service calculations;
- Municipal comparisons;
- Refining the list of types of applications (i.e. adding, removing, combining application types);
- Establishing the fees based on the cost of service, consideration to market fees within the Niagara region for the updated list of application types;
- Public consultation including a public meeting; and
- Finalization of fees based on input received.

3.2 Fee Calculations

The approach to the fee calculations for both planning and building fees reflects activity-based costing. The main steps are summarized in **Figure 3-1**. The cost of service includes the direct costs related to staff time to review and process applications, staff benefits, materials and the indirect costs such as support and corporate overhead costs. The building permit costs also include an annual reserve fund contribution of $250,000 to rebuild the reserve which currently has a zero ($0) balance. The contribution amount reflects the withdrawals from the reserve fund in the last two (2) years.

These costs are allocated to each staff person involved with the respective applications and divided by the number of productive hours to arrive at a *fully burdened hourly rate (FBHR*) for each staff person. The cost of service for each application type is the sum of the FBHR applied to application review time for all staff involved with the respective application. The building permit cost of service is converted to a cost per square foot based on the average area for the type of application.

Figure 3-1: Fee Calculations Process



4 Planning Fees

4.1 Application Activity Levels



The number of planning applications over the past 4 years (2021-2024) and projected applications for the next five (5) years (2025-2029) are shown in **Table 4-1**. The future applications are based on an annual growth rate of 1% for both residential and non-residential using recent development estimates and anticipated applications. There was activity for the main types of applications but not in all categories for which fees currently apply.

On average there are approximately 269 planning applications received by the Town per year based on the number of applications between 2021 and 2024. This includes an average of six (6) Official Plan amendments and eight (8) draft plans of subdivision/condominium. Most of the applications are for zoning by-law amendments, site plans, consents, minor variances and heritage permit and grant reviews. The number of applications is expected to increase to approximately 282 by 2029. These projections are subject to change with the future housing market and associated development activity.

Table 4-1: Number of Planning Applications

	Historical (2021-2024)					Projected (2025-2029)				
Application Type	2021	2022	2023	2024	4-Year Annual Average	2025	2026	2027	2028	2029
Pre-Consultation Meetings	116	111	89	86	101	102	103	104	105	106
Official Plan Amendment	5	6	9	4	6	6	6	6	6	6
Zoning By-law Amendment	13	26	25	21	21	21	21	21	21	21
Other By-laws - Part Lot Control	0	2	2	0	1	1	1	1	1	1
Draft Plan of Subdivision/Condominium	2	8	7	15	8	8	8	8	8	8
Site Plan & Site Plan Amendments	22	12	10	14	15	15	15	15	15	15
Consent	21	33	35	15	26	26	26	26	26	26
Minor Variance	42	48	39	23	38	38	38	38	38	38
Fence Variance	6	4	0	5	4	4	4	4	4	4
Sign Variance	1	0	2	1	1	1	1	1	1	1
Heritage Permits/ Review/ Grants	58	27	63	38	47	50	51	52	53	54
Telecommunications Facilities	5	2	0	2	2	2	2	2	2	2
Annual Planning Applications	**291**	**279**	**281**	**224**	**269**	**274**	**276**	**278**	**280**	**282**

4.2 Capacity Utilization

The level of effort and time required for staff to review and process planning applications vary depending on the type and complexity of the applications. The time estimated to be spent on planning applications in 2025 by Planning Staff relative to the total available productive hours represents the

utilization of the available capacity. This is estimated at approximately 56% for Planning indicating an available planning staff capacity of 44%.

4.3 Cost of Service and Current Revenues

Table 4-2 shows the annual cost of service and revenues (based on current fees) for planning applications for the period 2025-2029. Only applications that are received would trigger a cost to process and a revenue from the respective fee. Therefore the cost and revenue projections reflect only the types of applications that have historically been processed for which a fee currently applies.



Table 4-2: Planning Applications - Annual Cost of Service vs. Revenue at Current Fees

Application Type	2025	2026	2027	2028	2029
Pre-Consultation Meetings	$ 435,219	$ 448,276	$ 461,680	$ 475,442	$ 489,569
Official Plan Amendment	$ 171,553	$ 174,984	$ 178,483	$ 182,053	$ 185,694
Zoning By-law Amendment	$ 435,479	$ 444,189	$ 453,072	$ 462,134	$ 471,376
Other By-laws - Part Lot Control	$ 8,802	$ 8,978	$ 9,158	$ 9,341	$ 9,528
Draft Plan of Subdivision/Condominium	$ 176,664	$ 180,197	$ 183,801	$ 187,477	$ 191,227
Site Plan & Site Plan Amendments	$ 392,499	$ 400,349	$ 408,356	$ 416,523	$ 424,853
Consent	$ 300,923	$ 306,942	$ 313,080	$ 319,342	$ 325,729
Minor Variance	$ 369,319	$ 376,705	$ 384,239	$ 391,924	$ 399,762
Fence Variance	$ 25,893	$ 26,411	$ 26,939	$ 27,478	$ 28,027
Sign Variance	$ 4,823	$ 4,919	$ 5,018	$ 5,118	$ 5,221
Heritage Permits/ Review/ Grants	$ 122,769	$ 127,729	$ 132,838	$ 138,100	$ 143,520
Telecommunications Facilities	$ 1,243	$ 1,268	$ 1,294	$ 1,320	$ 1,346
Annual Cost of Service	**$ 2,445,185**	**$ 2,500,946**	**$ 2,557,958**	**$ 2,616,251**	**$ 2,675,853**
Projected Annual Revenues at Current Fees	**$ 783,775**	**$ 785,210**	**$ 786,645**	**$ 788,080**	**$ 789,515**
Annual Surplus (Deficit)	**($1,661,410)**	**($1,715,736)**	**($1,771,313)**	**($1,828,171)**	**($1,886,338)**
Annual Revenue Shortfall (%)	**212%**	**219%**	**225%**	**232%**	**239%**

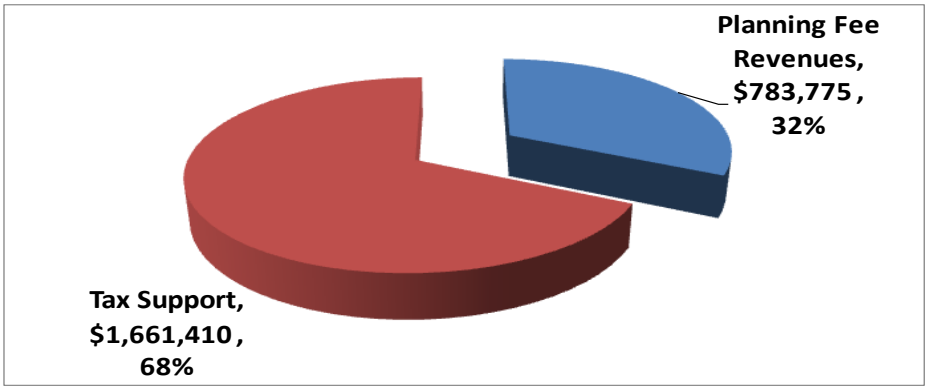
The 2025 cost of service is estimated to be approximately $2.44 million increasing to approximately $2.68 million by 2029 due to the anticipated increase in the number of applications. This assumes a 2% annual increase to the input costs (e.g. salaries and related costs).

The annual revenue is estimated at approximately $0.78 million for 2025 increasing to approximately $0.79 million by 2029. The revenues are based on the 2025 fee schedule and are

not sufficient to cover the full cost of processing the applications.The result is a growing funding deficit between 2025 and 2029 averaging approximately $1.8 million per year. The current overall revenue shortfall for planning applications is estimated at approximately 212% of current revenues in 2025 and 219% in 2026 as noted in **Table 4-2**. The 2026 cost of service is the basis for the new planning fees.

The annual deficit is currently offset by funding from the tax base i.e. the current fee levels are not sufficient to recover the cost of service. The revenues at the current fee levels cover only 32% (approximately $0.78 million) of the cost of service as indicated in **Figure 4-1**. The remaining 68% (approximately $1.7 million) is subsidized by taxes.

Figure 4-1: 2025 Planning Fee Revenues vs. Tax Support



4.4 Basis for New Planning Fees

The proposed new fees consider the cost of service estimated for 2026 (2025 costs adjusted for 2% inflation), market competitiveness, adjustments to the list of application types and the need to reduce the level of tax subsidy required to offset costs.

Full Cost Recovery

- **Table 4-2** shows the approximate increases to the respective current (2025) planning fees to recover the 2026 full cost of service.
- The *Planning Act, 1990* does not allow cross subsidization between major categories. Therefore the required increases for full cost recovery vary by major application category as noted in **Table 4-3**. The respective fee increases for full cost recovery in 2026 for official plan and zoning amendments are approximately 146%, 194% for site plans and 117% for draft plans of subdivision and condominium. Increases for other applications are generally higher ranging from 289% to 476%. These high increases that are now required due to the lack of historical annual fee increases that facilitate lower and smoother increases.

Market Competiveness

- Benchmarking with other Niagara municipalities was considered to ensure that market prices are considered in establishing the new fees. However the fees charged by other municipalities are based on their respective costs which are different from the Town's cost of service and may not be fully recovered through the fees charges by the municipalities. Therefore the comparisons would not be "apples to apples" but rather provide an indication of current market prices. The Town's cost of service for most planning applications exceed the current average fees charged by Niagara municipalities. The proposed new fees reflect mostly the average market fees and the full cost of service where practical in order to remain competitive.

Adjustments to the List of Fees

- Adjustments to the list of fees to better reflect the level of effort are required for certain applications. This is intended to achieve fairness for both the applicant and the Town. Adjustments include introducing new fee categories as needed where there is historical activity but currently no fees. New categories are also introduced to better reflect the level of effort required for complex versus standard applications (e.g. Official Plan and Zoning By-Law Amendments).

Tax Subsidy of Revenue Shortfalls

- Reducing the level of tax subsidy that would be required in the future by generating a greater portion of the revenues from the fees to cover the cost of service.

Table 4-3: Fee Increases Required to Recover the 2026 Full Cost of Service

Planning Applications	% Increase in 2026 for Full Cost Recovery
Zoning & Official Plan Amendments	146%
Draft Plan of Subdivision/Condominium	117%
Site Plan & Site Plan Amendments	194%
Consents & Variances	289%
Telecommunications Facilities	31%
Pre-Consultation	335%
Other	476%

4.5 Proposed New Planning Fees

The fees required for full cost recovery, the current fees and ***proposed new planning fees are presented in Appendix A***. The percentage increases due to the proposed new fees and new fee

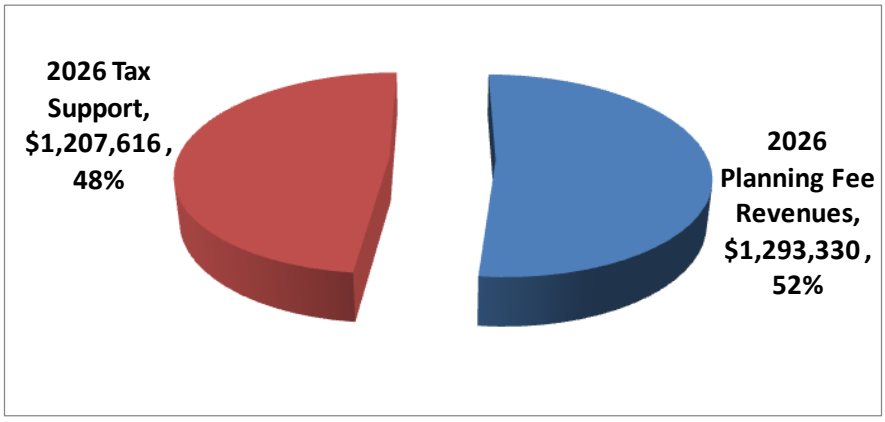
categories are also shown. The new fees generally reflect the average market fees and represent lower increases to the current fees than those required for full cost recovery shown in **Table 4-3.** The general 2026 fee increases are summarized in **Table 4-4**.

Table 4-4: 2026 General Fee Increases

Planning Applications	% Increase in 2026 due to New Fees
Zoning & Official Plan Amendments	15% - 146%
Draft Plan of Subdivision/Condominium	8% - 118%
Site Plan & Site Plan Amendments	7% - 62%
Consents & Variances	0% - 94%
Telecommunications Facilities	31%
Pre-Consultation	32% - 74%
Other	0% - 476%

The new fees are expected to generate revenues to recover approximately 52% ($1.3 million) of the cost of service. A tax subsidy would be required for the remaining 48% ($1.2 million) as shown in **Figure 4-2**. However, the subsidy would be less than the amount currently requird by approximately $450,000.

Figure 4-2: NEW Planning Fee Revenues vs. Tax Support



Fees related to Niagara Region planning related reviews under the existing agreement with the Town will be additional to the Town' s fees as noted in **Appendix A**. Comparisons of the proposed fees in the major categories to those in other municipalities are provided in **Appendix B.**

5 Building Permit Fees

5.1 Application Activity Levels

The number of building permit applications over the past 4 years (2021-2024) and projected permit applications for the next five (5) years (2025-2029) are shown in **Table 5-1**.

Table 5-1: Number of Building Permit Applications

	Historical (2021-2024)					Projected (2025-2029)				
Application Type	**2021**	**2022**	**2023**	**2024**	**4-Year Annual**	**2025**	**2026**	**2027**	**2028**	**2029**
New Construction/ Additions										
Group C: Residential Occupancies										
- Single, Semi, Duplex Dwelling	73	24	51	82	57.50	58	59	60	61	62
- Multiple Unit Dwellings (apartments, townhouses, etc.)	66	10	42	0	29.50	30	30	30	30	30
- Hotel/Motel	0	0	0	3	0.75	1	1	1	1	1
Group D: Business and Personal Service Occupancies	0	0	0	2	0.50	1	1	1	1	1
Group F: Industrial Occupancies	0	0	0	6	1.50	2	2	2	2	2
Special Classes Occupancies										
Farm Building	19	31	23	19	23.00	23	23	23	23	23
Greenhouses	0	0	0	1	0.25	0.25	0.25	0.25	0.25	0.25
Tent/temporary fabric structure										
- less than 225 m2	0	0	0	36	9.00	9	9	9	9	9
Residential										
- Garage/carport/ accessory building	0	0	0	32	8.00	8	8	8	8	8
- Uncovered deck - less than 300 sf	0	0	0	4	1.00	1	1	1	1	1
Alterations & Repairs - Interior										
Group A & B Occupancies	10	0	8	9	6.75	7	7	7	7	7
Group C	265	286	218	33	200.50	203	205	207	209	211
Group D & E	51	50	71	18	47.50	48	48	48	48	48
Group F	9	11	12	1	8.25	8	8	8	8	8
Foundation	0	0	0	2	0.50	1	1	1	1	1
Finished basement (residential unit)	0	0	0	35	8.75	9	9	9	9	9
Secondary dwelling unit	0	0	6	0	1.50	2	2	2	2	2
Partial Permits - Staged Construction										
Foundation (Complete to grade including underground servi	0	0	0	1	0.25	0.25	0.25	0.25	0.25	0.25
Designated Structures										
Communication Tower (not including accessory building)	0	0	0	1	0.25	0.25	0.25	0.25	0.25	0.25
Solar Collectors - Residential	0	0	0	3	0.75	1	1	1	1	1
Plumbing Only										
Residential	0	0	0	9	2.25	2	2	2	2	2
Other Occupancies	0	0	0	1	0.25	0.25	0.25	0.25	0.25	0.25
Other Permit Types										
Demolition										
- Up to 3,000 sf	0	0	0	19	4.75	5	5	5	5	5
- Private	0	0	0	40	10.00	10	10	10	10	10
Wind Turbines										
Change of Use	0	0	0	4	1.00	1	1	1	1	1
Convert a Conditional Permit	0	0	0	2	0.50	1	1	1	1	1
Annual Building Permits	**493**	**412**	**431**	**364**	**425**	**431**	**434**	**437**	**440**	**443**

The future applications are based on an annual growth rate of 1% for both residential and non-residential using recent development estimates and anticipated applications. There was activity for some but not all types of building permits for which fees currently apply. There were also three (3) solar collector applications in 2024 but no established fee for this type of permit.

On average there are approximately 425 building permit applications per year based on applications between 2021 and 2024. Most of the applications are for residential (Group C Occupancy) permits with approximately 201 related to alterations. The number of applications is expected to increase to approximately 443 by 2029.

5.2 Capacity Utilization

The level of effort and time required for staff to review and process building permit applications including inspections vary depending on the type of application. The time estimated to be spent on building permit applications in 2025 by the Building Staff relative to the total available productive hours represents the utilization of the available capacity. This is estimated to be approximately 42% with 58% remaining available capacity.

5.3 Cost of Service and Current Revenues

Table 5-2 shows the annual cost of service and revenues (based on current fees) for building permit applications for the period 2025-2029. Only applications that are received would trigger a cost to process and revenue from the respective fee. Therefore the cost and revenue projections reflect only the types of building permit applications that have historically been processed for which a fee currently applies.



The 2025 cost of service is estimated to be approximately $0.89 million increasing to approximately $1 million by 2029 due to the anticipated increase in the number of permits. This assumes a 2% annual increase to the input costs (e.g. salaries and related costs). The cost of service also includes annual contributions of $0.25 million to a dedicated Building Permit Reserve Fund that would be utilized to offset costs during years of low activity and revenues.

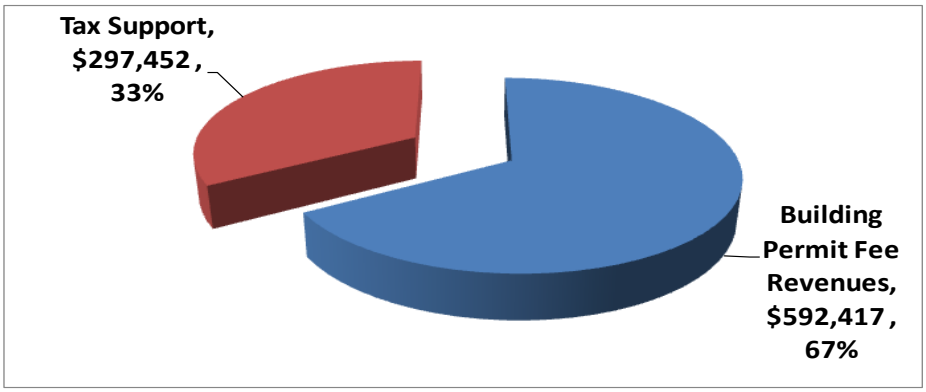
The annual revenue is estimated at approximately $0.60 million for 2025 increasing to approximately $0.61 million by 2029. The revenues are based on the 2025 fee schedule and are not sufficient to cover the full cost of processing the building permits. The result is a growing funding deficit between 2025 and 2029 averaging approximately $0.34 million per year. The annual deficit is currently offset by funding from the Building Permit Reserve Fund.

Table 5-2: Building Permit Applications - Annual Cost of Service vs. Revenue at Current Fees

Application Type	2025	2026	2027	2028	2029
New Construction/ Additions					
Group C: Residential Occupancies					
- Single, Semi, Duplex Dwelling	$ 209,982	$ 217,874	$ 225,998	$ 234,360	$ 242,966
- Multiple Unit Dwellings (apartments, townhouses, etc.)	$ 163,041	$ 166,302	$ 169,628	$ 173,020	$ 176,481
- Hotel/Motel	$ 15,831	$ 16,309	$ 16,800	$ 17,304	$ 17,822
Group D: Business and Personal Service Occupancies	$ 8,021	$ 8,181	$ 8,345	$ 8,512	$ 8,682
Group F: Industrial Occupancies	$ 10,487	$ 10,696	$ 10,910	$ 11,128	$ 11,351
Special Classes Occupancies					
Farm Building	$ 34,220	$ 34,904	$ 35,603	$ 36,315	$ 37,041
Greenhouses	$ 243	$ 248	$ 253	$ 258	$ 263
Tent/temporary fabric structure					
- less than 225 m2	$ 7,134	$ 7,277	$ 7,423	$ 7,571	$ 7,723
Residential					
- Garage/carport/ accessory building	$ 10,791	$ 11,007	$ 11,227	$ 11,451	$ 11,680
- Uncovered deck - less than 300 sf	$ 1,015	$ 1,035	$ 1,056	$ 1,077	$ 1,098
Alterations & Repairs - Interior					
Group A & B Occupancies	$ 2,970	$ 3,029	$ 3,090	$ 3,152	$ 3,215
Group C	$ 246,587	$ 253,996	$ 261,604	$ 269,414	$ 277,432
Group D & E	$ 145,334	$ 148,241	$ 151,205	$ 154,229	$ 157,314
Group F	$ 2,247	$ 2,292	$ 2,337	$ 2,384	$ 2,431
Foundation	$ 1,794	$ 1,830	$ 1,867	$ 1,904	$ 1,942
Finished basement (residential unit)	$ 10,825	$ 11,042	$ 11,263	$ 11,488	$ 11,718
Secondary dwelling unit	$ 2,523	$ 2,608	$ 2,694	$ 2,784	$ 2,875
Designated Structures					
Communication Tower (not including accessory building)	$ 298	$ 304	$ 310	$ 317	$ 323
Plumbing Only					
Residential	$ 967	$ 987	$ 1,006	$ 1,026	$ 1,047
Other Occupancies	$ 415	$ 423	$ 432	$ 441	$ 449
Other Permit Types					
Demolition					
- Up to 3,000 sf	$ 4,400	$ 4,488	$ 4,578	$ 4,670	$ 4,763
Pool					
- Private	$ 9,758	$ 9,953	$ 10,152	$ 10,355	$ 10,562
Convert a Conditional Permit	$ 347	$ 354	$ 361	$ 369	$ 376
Annual Cost of Service	**$ 889,869**	**$ 914,032**	**$ 938,806**	**$ 964,206**	**$ 990,245**
Projected Annual Revenues at Current Fees	**$ 592,417**	**$ 597,029**	**$ 601,641**	**$ 606,253**	**$ 610,865**
Annual Surplus (Deficit)	**($297,452)**	**($317,003)**	**($337,165)**	**($357,953)**	**($379,381)**
Annual Revenue Shortfall (%)	**50%**	**53%**	**56%**	**59%**	**62%**

The overall revenue shortfall is estimated at 50% of current revenues for 2025 and 53% for 2026 as noted in **Table 5-2.** The 2026 cost of service is the basis for the new fees. The current fee levels are not sufficient to recover the cost of service and provide for annual contributions to the reserve fund. The revenues at the current fee levels cover only 67% (approximately 0.59 million) of the cost of service as indicated in **Figure 5-1**. The remaining 33% (approximately $0.3million) will require a subsidy.

Figure 5-1: Building Permit Fee Revenues vs. Tax Support



Building Permit Reserve Fund

The Building Permit Reserve Fund was fully depleted at the end of 2024 to offset the year-end revenue shortfall. Because the reserve balance is zero ($0) a deficit is anticipated at the end of 2025 due to the projected revenue shortfall of approximately $0.3 million. At the current fee and revenue levels the deficit position is expected to continue to grow as shown in **Table 5-3**. The accumulated deficit is projected to be at approximately $1.69 million by 2029.

Table 5-3: Building Reserve Fund Projections

Application Type	2025	2026	2027	2028	2029
Reserve Projections at Current Fee & Revenue Levels					
Opening Balance	$0	($297,452)	($614,455)	($951,620)	($1,309,573)
Contributions	$0	$0	$0	$0	$0
Withdrawals	($297,452)	($317,003)	($337,165)	($357,953)	($379,381)
Closing Balance	($297,452)	($614,455)	($951,620)	($1,309,573)	($1,688,953)
Closing Balance as a Percentage of Cost of Service	-33%	-67%	-101%	-136%	-171%
Reserve Projections at Proposed New Fees & Revenue Levels					
Opening Balance	$0	($297,452)	($47,452)	$202,548	$452,548
Contributions	$0	$250,000	$250,000	$250,000	$250,000
Withdrawals	($297,452)	$0	$0	$0	$0
Closing Balance	($297,452)	($47,452)	$202,548	$452,548	$702,548
Closing Balance as a Percentage of Cost of Service	-33%	-5%	22%	47%	71%

Annual reserve fund contributions of $250,000 are included in the cost of service to be recovered through the proposed new fees beginning in 2026. This will facilitate rebuilding the reserve fund to a positive balance of approximately $0.70 million by 2029. This would be approximately 71% of the 2029 estimated cost of service.

5.4 Basis for Building Permit Fees

The proposed new fees considers the full cost of service estimated for 2026 (2025 costs including the reserve fund contribution adjusted for 2% inflation), market competitiveness, adjustments to the list of fees and removal of the subsidy.

Full Cost Recovery

- **Table 5-2** shows that the required increase to the current (2025) building permit fees to recover the 2026 full cost of service is approximately 53%. This is required to fully fund the service as allowed under the OBC and includes the annual contribution to the building permit reserve fund. Therefore the proposed new fees reflect mostly the full cost recovery.

Market Competiveness

- Benchmarking with other Niagara municipalities was considered to ensure that market prices are considered in establishing the new fees. However the fees charged by other municipalities are based on their respective costs. These are different from the Town's cost of service and may not be fully recovered through the fees charged by the municipalities. Therefore the comparisons would not be "apples to apples" but rather provide an indication of current market prices. The Town's cost of service for many building permit applications exceeds the current average fees charged by Niagara municipalities while others fall below the average.

Adjustments to the List of Fees

- There are minor adjustments to the list of fees to better reflect the level of effort and need for certain types of building permit applications. This is intended to achieve fairness for both the applicant and the Town. Adjustments include Introducing new fee categories where there is historical activity but currently no fees. A few new categories were introduced to better reflect the type of building activity.

Subsidy of Revenue Shortfalls

- Eliminating the subsidy that would be required by generating sufficient revenue to fully recover the cost of service and provide for contributions to the building reserve fund.

5.5 Proposed New Building Permit Fees

The proposed new building permit fees the current fees and those required for full cost recovery are presented in **Appendix C**. The new fees generally reflect a 53% increase to recover the full cost of service i.e. the new fees are expected to generate revenues to recover 100% of the costs. Comparisons of the proposed fees in the major categories to those in other municipalities are provided in **Appendix D**.

6 Public Engagement

Table 6-1 lists the activities undertaken to engage stakeholders and obtain feedback. In addition informal discussions were held with developers as opportunities arose to discuss the proposed fees and obtain feedback.



Table 6-1: Public Engagement Activities

Activity	Location
• Public Meeting	• Held at Town Council Chambers on September 21, 2025 from 4:00 p.m. to 7:00 p.m.
• Public Meeting Notice	• Notice of the Public Meeting was sent via email to interested parties, and those who frequently submit planning applications and building permit applications to the Town • Notice of the Public Meeting was posted in the local newspapers 21 days in advance of the meeting, as well as through several posts on the Town's social media platforms
• Supporting Information (Status Update Report, Proposed Draft Fees, Fee Comparison Tables, Draft Building Permit By-law, current Fees)	• Posted on the Town's website via the Projects & Initiatives webpage (https://www.notl.com/business-development/projects-initiatives/building-permits-and-planning-applications-fee-review)

6.1 Public Meeting

The public meeting was held at the Town Council Chambers and included poster boards with fee comparison charts, a running power point presentation, attendance registry and comment sheet. ***No members of the public or development community attended the Public Meeting***.

A few minor changes were made to the proposed planning application fees following the Public Meeting to better categorize a few applications and improve clarity. No changes were made to the proposed building permit fees except for rounding of fees to the nearest dollar for ease of administration.

7 Recommendations

The following are the main recommendations for consideration by the Town.



1 That the proposed new planning application fees contained in **Appendix A** to this report be implemented beginning January 1, 2026;

2 That the proposed new building permit application fees contained in **Appendix B** to this report be implemented beginning January 1, 2026;

3 That the respective fee by-laws contain a requirement for annual fee increases in accordance with the Non Residential Building Construction Price Index (NRBCPI);

4 That the Planning and Building Fees be reviewed and updated in five (5) years to maintain alignment with the latest costs and activity levels.

Appendix A

PROPOSED 2026 PLANNING APPLICATION FEES

TOWN OF NIAGARA-ON-THE-LAKE: PLANNING APPLICATION FEES AND CHARGES				
FEE DESCRIPTION	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**	**% Increase due to Proposed New Fees**
ZONING & OFFICIAL PLAN				
Official Plan Amendment - Standard	$24,150	$9,835	$13,940	42%
Official Plan Amendment - Major (Review of 4 or more Studies)	$24,150	New	$24,150	
Official Plan Amendment - For each subsequent submission after 2 Submissions of Plans and Studies for Review	$1,587	New	$1,590	
Aggregate Resource Extraction		New	Full Cost Recovery	
Zoning By-Law Amendment	$22,738	$9,260	$14,980	62%
Zoning By-Law Amendment - Complex (review of 4 or more studies required for the application)	$22,738	New	$22,740	
Zoning By-Law Amendment - Request for a Minister's Zoning Order (MZO)/ Review Ministry Initiated MZO	$18,861	New	$18,860	
Zoning By-Law Amendment - For each subsequent submission after 2 Submissions of Plans and Studies for Review	$1,587	New	$1,590	
Minor Zoning By-law amendment (e.g. Agricultural Purposes Only (APO), Temporary Use Zoning Renewals)	$7,956	$3,240	$7,960	146%
Other By-laws (e.g. deeming, part lot control, Holding (H) removal)	$5,758	$2,345	$2,700	15%
Official Plan and Zoning By-Law Amendment Combined - Major (4 or more studies for review)	$46,888	New	$32,820	
Official Plan and Zoning By-Law Amendment Combined - Standard	$46,888	New	$20,250	
Official Plan and Zoning By-Law Amendment Combined - For each subsequent submission after 2 Submissions of Plans and Studies for Review	$1,587	New	$1,590	

TOWN OF NIAGARA-ON-THE-LAKE: PLANNING APPLICATION FEES AND CHARGES				
FEE DESCRIPTION	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**	**% Increase due to Proposed New Fees**
SUBDIVISION				
Draft Plan of Subdivision- base charge	$22,525	$10,400	$18,880	82%
Draft Plan of Subdivision - base charge plus fee per lot or block (for an additional maximum charge $25,000)	$368	$170	$370	118%
Final Plan Approval/Condition Clearance	$4,278	$1,975	$4,280	117%
Draft Plan of Subdivision - For each subsequent submission after 2 Submissions of Plans and Studies for Review	$1,587	New	$1,590	
Extension of Draft Plan approval	$4,440	$2,050	$2,840	39%
Modification of Draft Plan approval	$11,490	$5,305	$8,610	62%
Subdivision Agreement base charge	$12,096	$5,585	$8,000	43%
Minor Amendment to Subdivision Agreement Subdivision	$4,462	$775	$1,200	55%
CONDOMINIUM				
Draft Plan of Condominium Fee	$22,525	New	$15,400.00	
Draft Plan of Condominium - Conversion	$22,525	New	$12,660.00	
Modification of Draft Plan of Condominium	$11,490	$5,305	$8,610	62%
Draft Plan of Condominium - For each subsequent submission after 2 Submissions of Plans and Studies for Review	$1,587	New	$1,590	
Extension To Draft Plan Approval	$4,440	$2,050	$2,840	39%
Condominium Agreement Fee	$12,096	$5,585	$6,010	8%
Minor Amendment to Condominium Agreement	$4,462	$775	$1,200	55%

TOWN OF NIAGARA-ON-THE-LAKE: PLANNING APPLICATION FEES AND CHARGES				
FEE DESCRIPTION	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**	**% Increase due to Proposed New Fees**
SITE PLAN				
Site Plan Application or Amendment - Standard	$26,690	$9,070	$14,680	62%
Site Plan Application or Amendment - Minor (e.g. minor building addition or parking changes, limited supporting studies required)	$8,387	$2,850	$4,860	71%
Site Plan - Clearance (Standard)	$2,207	$750	$800	7%
Site Plan - Clearance (Minor)	$2,207	$750	$400	-47%
Site Plan Resubmission - For each subsequent submission after 2 Submissions of Plans and Studies for Review	$1,587	New	$1,590	
Site Plan Discharge Fee (Legal costs will be additional)		New	$780	
Minor Amendment to Site Plan Agreement	$4,462	$775	$400	-48%
COMMITTEE OF ADJUSTMENT APPLICATIONS				
Minor Variance & Legal Non-Conforming Use Application	$9,618	$2,475	$2,480	0%
Fence & Sign Variance	$4,430	$1,140	$2,210	94%
Consent	$12,590	$3,240	$4,150	28%
Combined Minor Variance & Consent Application	$19,235	$4,950	$4,950	0%
Final Consent Certification - Condition Clearance	$874	$225	$430	91%
Adjournment/Re-circulation Fee	$4,935	$1,270	$1,270	0%
Appeal Fees for Fence & Signs (non-refundable)	$1,205	$310	$600	94%
Change of conditions		New	$840	
Validation Certificate		New	$2,490	

TOWN OF NIAGARA-ON-THE-LAKE: PLANNING APPLICATION FEES AND CHARGES				
FEE DESCRIPTION	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**	**% Increase due to Proposed New Fees**
TELECOMMUNICATION FACILITIES				
Rapid processing Stream	$634	$485	$630	30%
Preferred Processing Stream	$1,582	$1,210	$1,580	31%
Full Processing Stream	$3,955	$3,025	$3,960	31%
PRE-CONSULTATION FEE				
Consent and Minor Site Plan Applications and Telecommunication Facilities	$2,176	$500	$660	32%
All other Applications (No- fee for Variances)	$4,352	$1,000	$1,740	74%
OTHERS				
Cash-in-lieu of Parkland: Residential - 5% of appraised value: Commercial - 2% of appraised value; Appraised value is considered the market value on the day as determined under the applicable section of the Planning Act				
Development Agreement preparation	$1,785	$310	$890	187%
Minor Amendment to Development Agreement	$4,462	$775	$400	-48%
Cash-in-Lieu of Parking (per stall)	NA	$72,805	$75,480	4%
Cash-in-Lieu of Parking Review Fee		New	$3,120	
Heritage Grant Applications	$2,504	$435	$300	-31%
Heritage Permit Application - Demolition		New	$500	
Renewable Energy Review	$16,812	$2,920	$2,920	0%

TOWN OF NIAGARA-ON-THE-LAKE: PLANNING APPLICATION FEES AND CHARGES				
FEE DESCRIPTION	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**	**% Increase due to Proposed New Fees**
Scoping for a Terms of Reference		New	$300	
Lifting of a Reserve		New	$890	
Fee for A Model Home Agreement		New	$890	
Engineering Review Fee (Deposit). Final fee will be actual review cost less the deposit		New	$4,000	
Miscellaneous Planning Reviews (Deposit). Final fee will be actual review cost less the deposit		New	$2,000	
Conformity Statement	$1,295	$225	$650	189%
Zoning/Use Statement Only (Permitted use, liquor license clearance, other)	$605	$105	$300	186%
REFUND OF FEES				
Refund of fees would be to the extent provided for under the Planning Act, R.S.O., 1990				
REACTIVATION				
Any application which has been withdrawn or has been inactive for a period of one year shall be considered abandoned and a full fee shall be required to activate a new application				
NIAGARA REGION FEES				
All planning applications are subject to additional fees that would apply for planning services provided by Niagara Region under the agreement between the Town and the Region for such services. These fees shall be the most current fees indicated the Niagara Region fees by-law as may be indexed annually or amended from time to time.				

TOWN OF NIAGARA-ON-THE-LAKE: PLANNING APPLICATION FEES AND CHARGES				
FEE DESCRIPTION	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**	**% Increase due to Proposed New Fees**
APPEAL TO THE ONTARIO LAND TRIBUNAL (OLT)				
Municipal Processing Fee		New	$500	
CONSULTING SERVICES				
Where any application requires the Town to hire a consultant to review supporting technical studies on behalf of the Town, the applicant shall be responsible for all costs, and those costs shall be payable upon submission of an invoice from the Town				
LEGAL/ADMINISTRATION FEES				
Applicants are responsible for payment of all legal fees associated with the registration of documents for Planning Services.				

NOTES:

1. Cash in Lieu of Parking Fee for 2026 is based on the 2025 2nd Quarter NRBCPI and subject to change prior to implementation

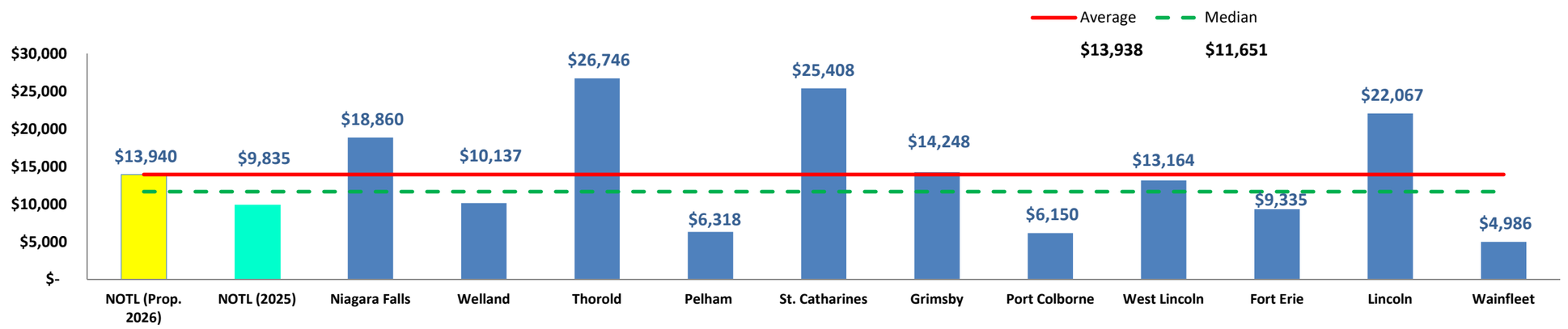
Appendix B

PLANNING APPLICATION FEES COMPARISONS

APPENDIX B: TOWN OF NIAGARA-ON-THE-LAKE
PLANNING APPLICATION FEES COMPARISONS

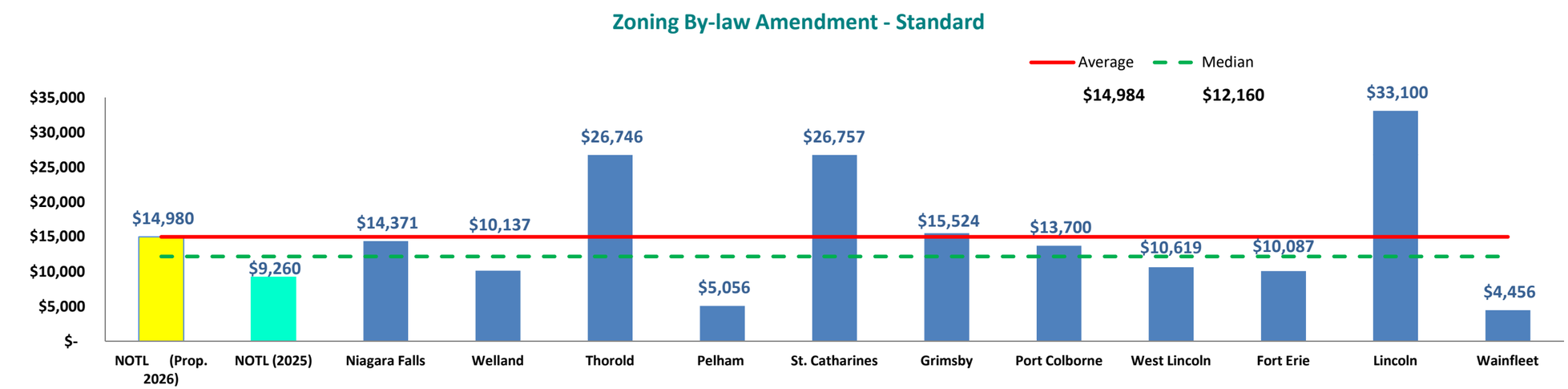
Official Plan Amendment - Standard

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 13,940	$ 9,835	$ 18,860	$ 10,137	$ 26,746	$ 6,318	$ 25,408	$ 14,248	$ 6,150	$ 13,164	$ 9,335	$ 22,067	$ 4,986
Average	$ 13,938	$ 13,938	$ 13,938	$ 13,938	$ 13,938	$ 13,938	$ 13,938	$ 13,938	$ 13,938	$ 13,938	$ 13,938	$ 13,938	$ 13,938
Median	$ 11,651	$ 11,651	$ 11,651	$ 11,651	$ 11,651	$ 11,651	$ 11,651	$ 11,651	$ 11,651	$ 11,651	$ 11,651	$ 11,651	$ 11,651



Zoning By-Law Amendment - Standard

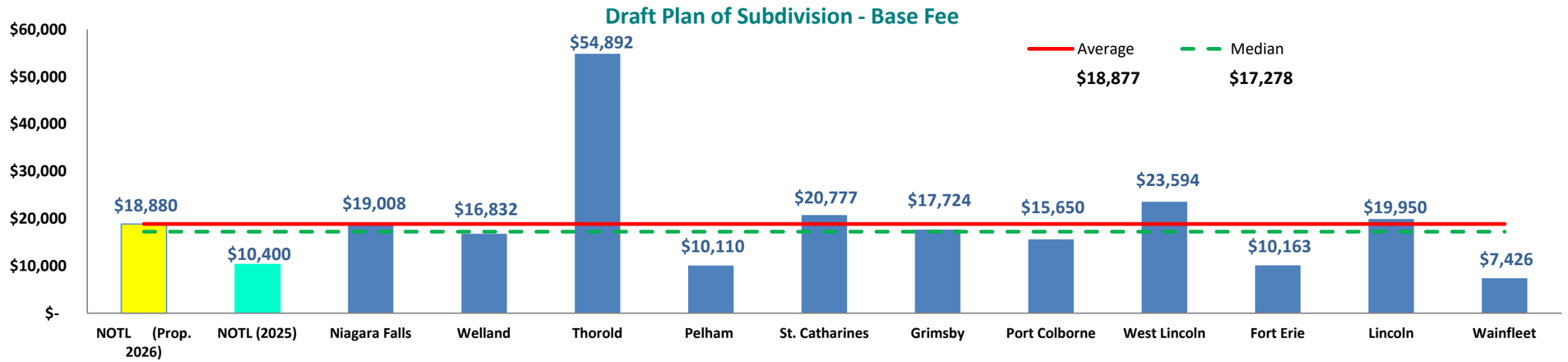
	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 14,980	$ 9,260	$ 14,371	$ 10,137	$ 26,746	$ 5,056	$ 26,757	$ 15,524	$ 13,700	$ 10,619	$ 10,087	$ 33,100	$ 4,456
Average	$ 14,984	$ 14,984	$ 14,984	$ 14,984	$ 14,984	$ 14,984	$ 14,984	$ 14,984	$ 14,984	$ 14,984	$ 14,984	$ 14,984	$ 14,984
Median	$ 12,160	$ 12,160	$ 12,160	$ 12,160	$ 12,160	$ 12,160	$ 12,160	$ 12,160	$ 12,160	$ 12,160	$ 12,160	$ 12,160	$ 12,160



APPENDIX B: TOWN OF NIAGARA-ON-THE-LAKE
PLANNING APPLICATION FEES COMPARISONS

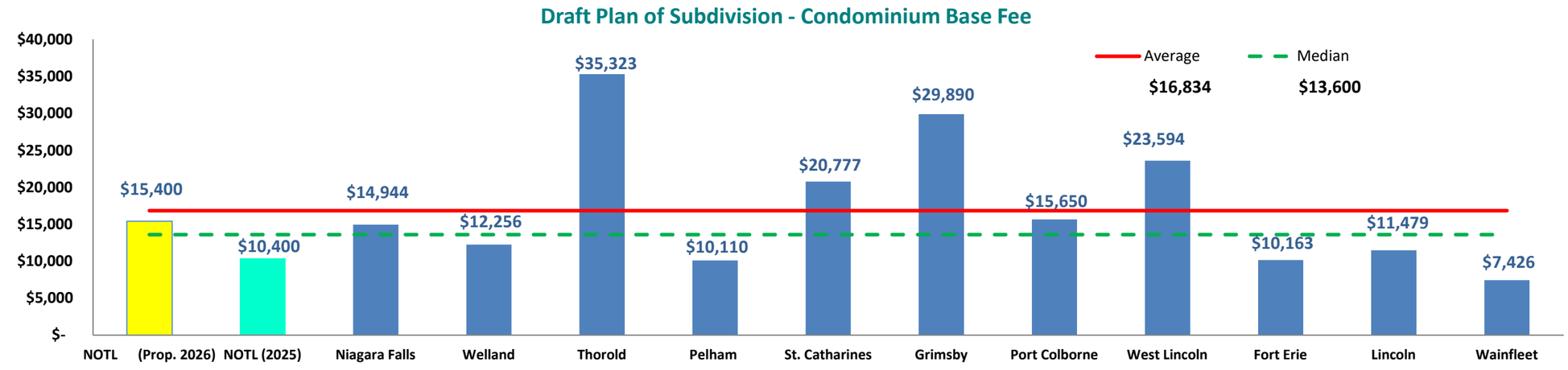
Plan of Subdivision

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 18,880	$ 10,400	$ 19,008	$ 16,832	$ 54,892	$ 10,110	$ 20,777	$ 17,724	$ 15,650	$ 23,594	$ 10,163	$ 19,950	$ 7,426
Average	$ 18,877	$ 18,877	$ 18,877	$ 18,877	$ 18,877	$ 18,877	$ 18,877	$ 18,877	$ 18,877	$ 18,877	$ 18,877	$ 18,877	$ 18,877
Median	$ 17,278	$ 17,278	$ 17,278	$ 17,278	$ 17,278	$ 17,278	$ 17,278	$ 17,278	$ 17,278	$ 17,278	$ 17,278	$ 17,278	$ 17,278



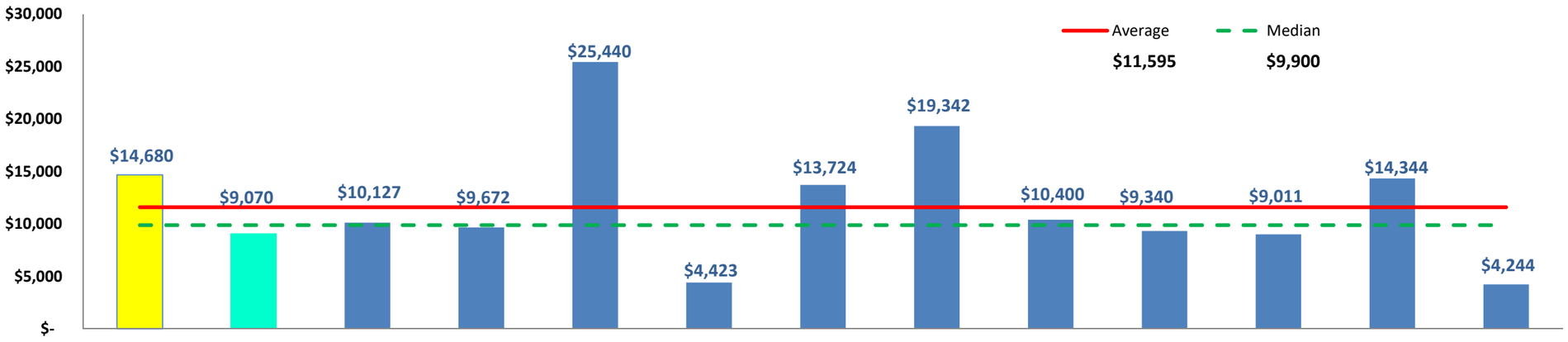
Plan of Condominium

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 15,400	$ 10,400	$ 14,944	$ 12,256	$ 35,323	$ 10,110	$ 20,777	$ 29,890	$ 15,650	$ 23,594	$ 10,163	$ 11,479	$ 7,426
Average	$ 16,834	$ 16,834	$ 16,834	$ 16,834	$ 16,834	$ 16,834	$ 16,834	$ 16,834	$ 16,834	$ 16,834	$ 16,834	$ 16,834	$ 16,834
Median	$ 13,600	$ 13,600	$ 13,600	$ 13,600	$ 13,600	$ 13,600	$ 13,600	$ 13,600	$ 13,600	$ 13,600	$ 13,600	$ 13,600	$ 13,600



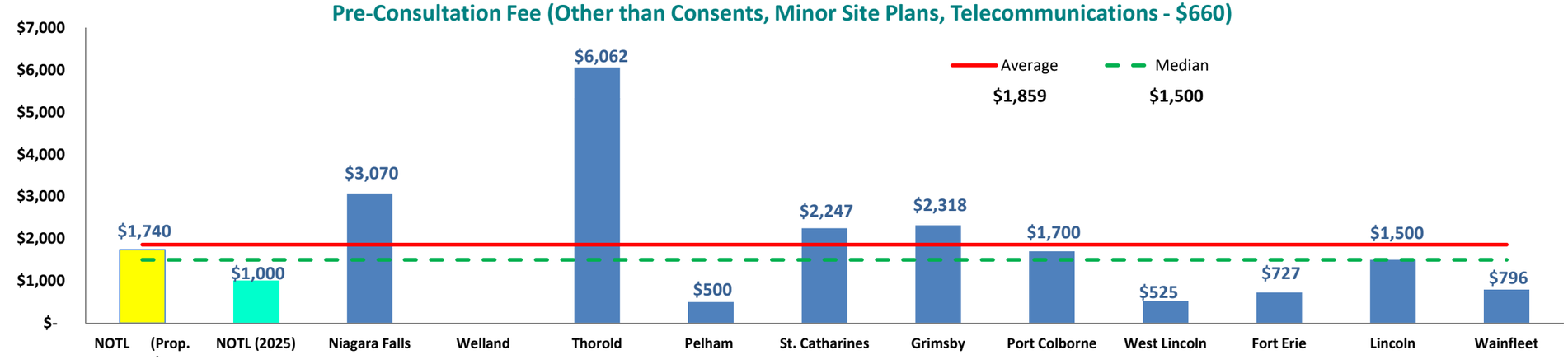
Site Plan Application

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 14,680	$ 9,070	$ 10,127	$ 9,672	$ 25,440	$ 4,423	$ 13,724	$ 19,342	$ 10,400	$ 9,340	$ 9,011	$ 14,344	$ 4,244
Average	$ 11,595	$ 11,595	$ 11,595	$ 11,595	$ 11,595	$ 11,595	$ 11,595	$ 11,595	$ 11,595	$ 11,595	$ 11,595	$ 11,595	$ 11,595
Median	$ 9,900	$ 9,900	$ 9,900	$ 9,900	$ 9,900	$ 9,900	$ 9,900	$ 9,900	$ 9,900	$ 9,900	$ 9,900	$ 9,900	$ 9,900



Pre-Consultation Fee

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 1,740	$ 1,000	$ 3,070		$ 6,062	$ 500	$ 2,247	$ 2,318	$ 1,700	$ 525	$ 727	$ 1,500	$ 796
Average	$ 1,859	$ 1,859	$ 1,859	$ 1,859	$ 1,859	$ 1,859	$ 1,859	$ 1,859	$ 1,859	$ 1,859	$ 1,859	$ 1,859	$ 1,859
Median	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500

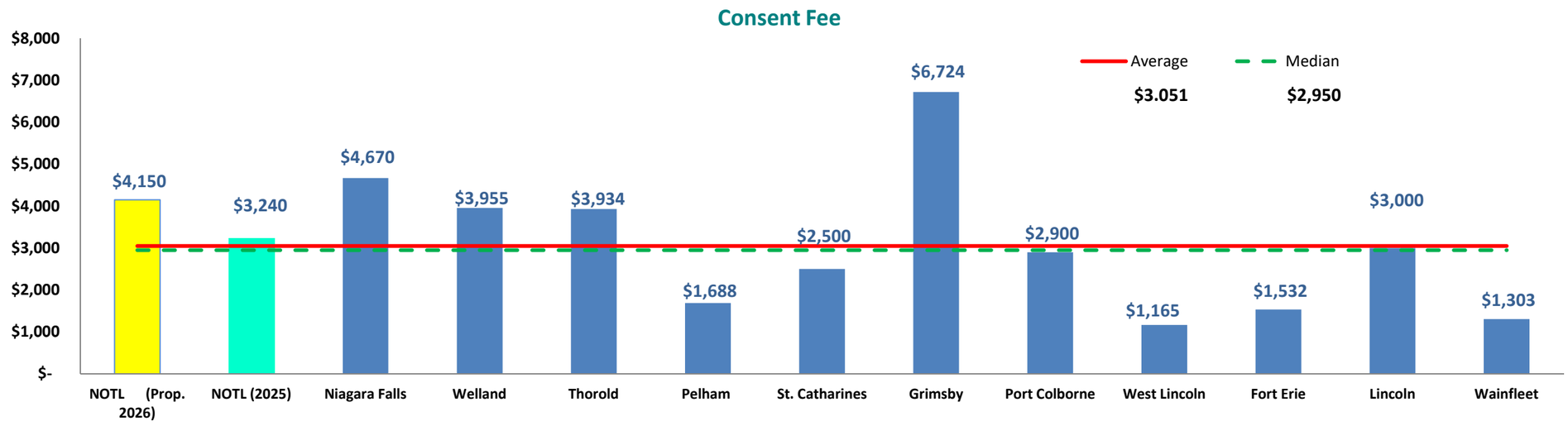


APPENDIX B: TOWN OF NIAGARA-ON-THE-LAKE
PLANNING APPLICATION FEES COMPARISONS

2026)

Consents

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 4,150	$ 3,240	$ 4,670	$ 3,955	$ 3,934	$ 1,688	$ 2,500	$ 6,724	$ 2,900	$ 1,165	$ 1,532	$ 3,000	$ 1,303
Average	$ 3,051	$ 3,051	$ 3,051	$ 3,051	$ 3,051	$ 3,051	$ 3,051	$ 3,051	$ 3,051	$ 3,051	$ 3,051	$ 3,051	$ 3,051
Median	$ 2,950	$ 2,950	$ 2,950	$ 2,950	$ 2,950	$ 2,950	$ 2,950	$ 2,950	$ 2,950	$ 2,950	$ 2,950	$ 2,950	$ 2,950



Appendix C

PROPOSED 2026 BUILDING PERMIT FEES

TOWN OF NIAGARA-ON-THE-LAKE: BUILDING PERMIT FEES				
FEE DESCRIPTION	**Fee Basis**	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**
GENERAL				
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				
MINIMUM PERMIT FEE				
Notwithstanding the fees indicated below, a minimum fee of shall be charged for all work, unless otherwise noted	Minimum Fee	$230	$150	$230
NEW CONSTRUCTION/ADDITIONS				
GROUP A - ASSEMBLE OCCUPANCIES				
Examples: School, church, restaurant, daycare, hall, recreation facility, other	per sq.ft..	$3.02	$1.97	$3.02
Shell only	per sq.ft..	$2.38	New	$2.38
GROUP B - INSTITUTIONAL OCCUPANCIES				
Examples: Hospital, retention facility, nursing home, other	per sq.ft..	$3.31	$2.16	$3.31
GROUP C - RESIDENTIAL OCCUPANCIES				
- Single, Semi, Duplex Dwelling	per sq.ft..	$2.16	$1.41	$2.16
- Multiple Unit Dwellings (apartments, townhouses, etc.)	per sq.ft..	$2.16	$1.41	$2.16
- Hotel/Motel	per sq.ft..	$2.16	$1.41	$2.16
- Other residential	per sq.ft..	$2.16	$1.41	$2.16

TOWN OF NIAGARA-ON-THE-LAKE: BUILDING PERMIT FEES				
FEE DESCRIPTION	**Fee Basis**	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**
GROUP D - BUSINESS AND PERSONAL SERVICES				
Examples: Office, Bank, other	per sq.ft..	$2.82	$1.84	$2.82
Shell only	per sq.ft..	$2.22	$1.45	$2.22
GROUP E - MERCANTILE OCCUPANCIES				
Examples: Store, plaza/mall, retail shop, other	per sq.ft..	$2.82	$1.84	$2.82
Shell only	per sq.ft..	$2.22	$1.45	$2.22
GROUP F - INDUSTRIAL OCCUPANCIES				
Examples: Industrial mall/plaza, garage, plant, factory, warehouse, other	per sq.ft..	$1.42	$0.93	$1.42
Shell only	per sq.ft..	$1.12	$0.73	$1.12
SPECIAL CLASSES OCCUPANCIES				
- Farm Building	per sq.ft..	$0.44	$0.29	$0.44
- Greenhouses	per sq.ft..	$0.26	$0.17	$0.26
- Trailer	Each	$229.65	$150.00	$230.00
- Tent/temporary fabric structure	Each	$387.34	$334.00	$387.00
- Residential: Garage/carport/ accessory building	per sq.ft..	$0.61	$0.40	$0.61
- Residential: Uncovered deck less than 300 sq.ft..	Each	$229.65	$150.00	$230.00
- Residential: Uncovered deck greater than 300 sq.ft..	Each	$263.33	$172.00	$263.00
- Residential: Covered deck/porch	per sq.ft..	$0.61	$0.40	$0.61
- Residential: Sunroom/solarium addition	per sq.ft..	$1.42	$0.93	$1.42

TOWN OF NIAGARA-ON-THE-LAKE: BUILDING PERMIT FEES				
FEE DESCRIPTION	**Fee Basis**	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**
ALTERATIONS AND REPAIRS				
Group A & B Occupancies	per sq.ft..	$1.03	$0.67	$1.03
Group C, D & E	per sq.ft..	$0.90	$0.59	$0.90
Group F	per sq.ft..	$0.60	$0.39	$0.60
Foundation	per sq.ft..	$0.60	$0.39	$0.60
Finished basement (residential)	per sq.ft..	$0.60	$0.39	$0.60
Secondary dwelling unit	per sq.ft..	$0.90	New	$0.90
Roof structure	per sq.ft..	$0.26	$0.17	$0.26
Woodstove/fireplace/chimney	per sq.ft..	$230	$150.00	$230.00
Kitchen Hood Exhaust and Suppression System	Flat Fee	$402.65	$263.00	$403.00
Fire Alarm, sprinkler, standpipe upgrades/installations	per sq.ft..	$367.50	New	$368.00
Other minor alterations - no plans	Flat Fee	$230	$150	$230.00
HVAC	Flat Fee	$230.00	New	$230.00
Electromagnetic Locks	Flat Fee	$230	New	$230.00
PARTIAL PERMITS / STAGED CONSTRUCTION				
Percentage of total fee for application occupancy:				
- Foundation (complete to grade including underground services)	Minimum Fee plus %	min fee +20%	min. fee plus 15%	min fee +20%
- Building Shell	Minimum Fee plus %	min fee +30%	min. fee plus 75%	min fee +30%
- Building Completion	Minimum Fee plus %	min fee +50%	New	min fee +50%

TOWN OF NIAGARA-ON-THE-LAKE: BUILDING PERMIT FEES				
FEE DESCRIPTION	**Fee Basis**	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**
DESIGNATED STRUCTURES				
Communication Tower (not including accessory building)	Flat Fee	$442	$289	$442
Retaining Wall/Pedestrian Bridge	Fee per linear foot	$5.31	$3.47	$5.31
Solar Collectors	Flat Fee	$230	New	$230
Signs - not structurally supported by building	Flat Fee	$442	New	$442
Other Designated Structures	Flat Fee	$442	$289	$442
PLUMBING ONLY				
Residential Services				
- Building sanitary, storm or water services(individually or in combination)	Flat Fee	$230	$150	$230
- Interior alterations with or without additional fixtures	Min.Fee plus charge per unit	$230 plus $14.01/ fixture	$150 plus $9.16/ fixture	$230 plus $14.01/ fixture
Other Occupancies:				
- Fixture, appliance, catch basin, interceptor, sewage ejector, roof drain, other	Min.Fee plus charge per unit	$230 plus $17.68 each	$150 plus 11.55 each	$230 plus $17.68 each
- Buried Piping (including storm, sanitary & water services)	Min.Fee or charge per linear foot	$230 or $1.42 per ft	$150 or $0.93 per ft	$230 or $0.93 per ft
DEMOLITION				
All buildings up to 3,000 sq. ft. (gross)	Flat Fee	$230	$150	$230
Demolitions greater than 3000 sq. ft. (gross)	per sq.ft..	$0.11	$0.07	$0.11
MOVE				
Move (not including building)	Flat Fee	$230	$150	$230

TOWN OF NIAGARA-ON-THE-LAKE: BUILDING PERMIT FEES				
FEE DESCRIPTION	**Fee Basis**	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**
POOLS				
Public Pool	Flat Fee	$965	$630	$965
Private pool	Flat Fee	$309	$202	$309
WIND TURBINES				
Pole Type - less than 3KW	Flat Fee	$230	$150	$230
Pole Type - greater than 3KW	Flat Fee	$442	$289	$442
Roof mounted	Flat Fee	$643	$420	$643
CHANGE OF USE				
Permit for changing the use of a building or part thereof (additional fees apply where construction is proposed)	Flat Fee	$230	$133	$230
CONDITIONAL PERMIT PERMITS				
CONDITIONAL PERMIT FEE	Flat Fee	$612	$400	$612
Amendment to Conditional Permit Agreement - Extension	Flat Fee	$230	New	$230
Convert a conditional permit to a regular permit	Flat Fee	$406	$265	$406
TRANSFER OF PERMIT				
Transfer of permit	Flat Fee	$230	30%	$230
DEFERRAL OF REVOCATION OF PERMIT				
Deferral of revocation of a permit	Flat Fee	$406	$265	$406
PERMIT FEES ESTABLISHED BY VALUE				
Permit fee based on value of construction	% of Construction Value	2%	New	2%

TOWN OF NIAGARA-ON-THE-LAKE: BUILDING PERMIT FEES				
FEE DESCRIPTION	**Fee Basis**	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**
OTHER CHARGES / FEES				
Building Permit Status/Clearance	Flat Fee	$61.24	$40.00	$61
Additional Inspection Request (not identified in regulation)	Flat Fee	$191.38	$125.00	$191
AGCO Agency Letter - Building sign off	Hourly Rate	$135	New	$135
Demolition and Construction Agreement	Flat Fee	$612.40	New	$612
Lot Grading Reviews (for proposed planning applications i.e. consents)	Flat Fee	$230	New	$230
Lot Grading and Damage Deposit (new dwelling unit)	Flat Fee	$4,593.00	$3,000.00	$4,500
Damage Deposit	Flat Fee	$2,296.50	$1,500.00	$2,250
Information requests	Base Fee plus Hourly Rate	$45 plus $25 per 1/2 Hour	New	$45 plus $25 per 1/2 Hour
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 plumbing or drain work.	2 x Applicable Fee	2 x Applicable Fee	2 x Applicable Fee	2 x Applicable Fee
RE-INSPECTION FEE				
Re - inspection fee due to improper work, not ready or similar	Flat Fee	$145	$95	$145
LIMITING DISTANCE AGREEMENT				
Limiting distance agreement	Flat Fee	$612	$400	$612
ALTERNATIVE SOLUTION				
All Buildings/systems under Part 9 of the OBC (minimum 5 hours)	Base Charge plus Hourly Rate above 5 Hours	$675 plus $135/hour above 5 Hours	New	$675 plus $135/hour above 5 Hours

TOWN OF NIAGARA-ON-THE-LAKE: BUILDING PERMIT FEES				
FEE DESCRIPTION	**Fee Basis**	**2026 Fees for Full Cost Recovery**	**Current Fees (2025)**	**Proposed 2026 Fees**
All other Buildings/systems (minimum 10 hours)	Base Charge plus Hourly Rate above 10 Hours	$1350 plus $135/hour above 10 Hours	New	$1350 plus $135/hour above 10 Hours
Deposit for 3rd Party Consultant review (if required). Final fee will be actual review cost less the deposit	Deposit	$4,000	$2,500	$4,000
AFTER HOURS SERVICE (in addition to permit fee)				
Single Family Dwelling (New, Additions, Renovations)	Flat Fee	$690	New	$690
All other projects except minor projects (noted below)	Flat Fee	$1,035	New	$1,035
Minor Projects (where minimum building permit fee applies)	Flat Fee	$345	New	$345

NOTES:

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.

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.

4. There are no deductions from gross floor area for openings such as stairs, ramps, shafts, etc.

5. Unfinished basements, crawl spaces, attached residential garages up to a double garage are not used in fee calculations of new dwellings units or additions greater than 1000 square feet.

6. Major Occupancy shall be based on the Ontario Building Code.

7. If the work cannot be described otherwise, the permit application fee shall be assessed on a contraction value as indicated on item 15 of the Schedule

8. Where a permit has been issued and the permit holder requests changes or revisions to the drawings an additional shall be levied at **$135 per 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.

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.

10. Damage and Road Cleaning Deposit is refundable when; on is complete and the file can be closed.

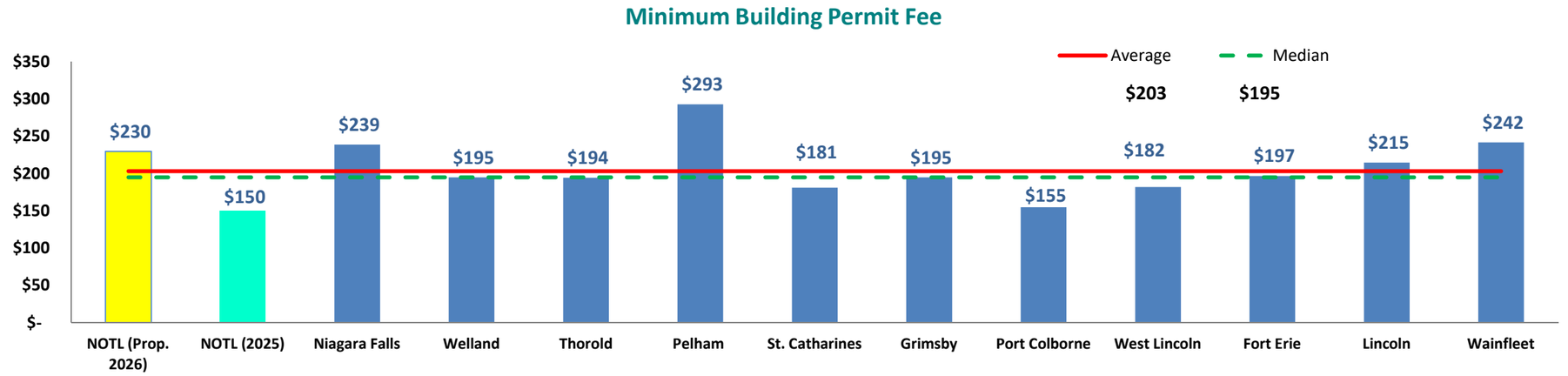
Appendix D

BUILDING PERMIT FEES COMPARISONS

APPENDIX D: TOWN OF NIAGARA-ON-THE-LAKE
BUILDING PERMIT FEES COMPARISONS

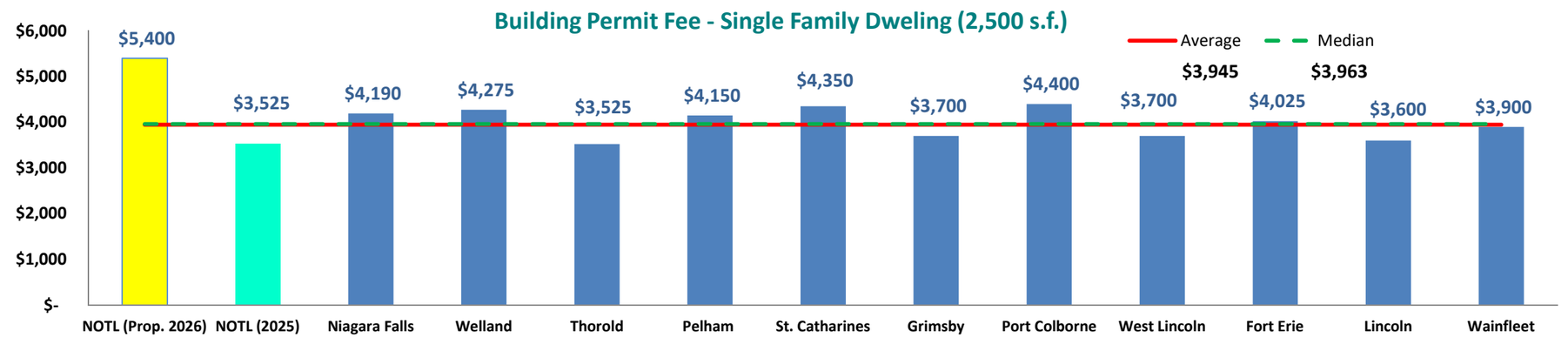
Minimum Building Permit Fee

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Minimum Fee	$ 230	$ 150	$ 239	$ 195	$ 194	$ 293	$ 181	$ 195	$ 155	$ 182	$ 197	$ 215	$ 242
Average	$ 203	$ 203	$ 203	$ 203	$ 203	$ 203	$ 203	$ 203	$ 203	$ 203	$ 203	$ 203	$ 203
Median	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195



Single Family Home 2500 sq.ft.

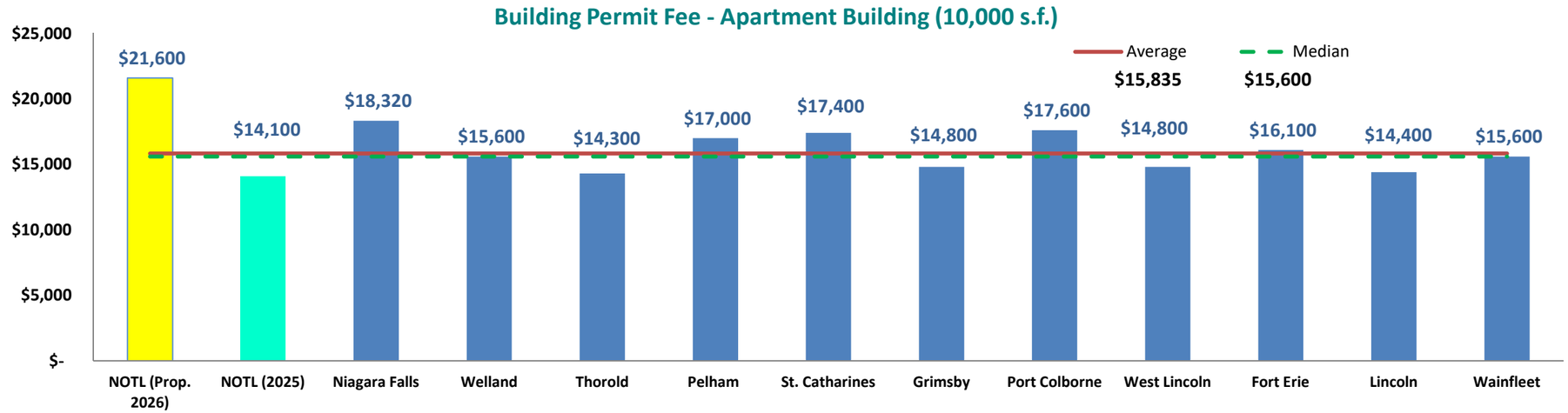
	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 5,400	$ 3,525	$ 4,190	$ 4,275	$ 3,525	$ 4,150	$ 4,350	$ 3,700	$ 4,400	$ 3,700	$ 4,025	$ 3,600	$ 3,900
Average	$ 3,945	$ 3,945	$ 3,945	$ 3,945	$ 3,945	$ 3,945	$ 3,945	$ 3,945	$ 3,945	$ 3,945	$ 3,945	$ 3,945	$ 3,945
Median	$ 3,963	$ 3,963	$ 3,963	$ 3,963	$ 3,963	$ 3,963	$ 3,963	$ 3,963	$ 3,963	$ 3,963	$ 3,963	$ 3,963	$ 3,963
Rate per sq.ft.	$2.16	$1.41	$1.68	$1.71	$1.41	$1.66	$1.74	$1.48	$1.76	$1.48	$1.61	$1.44	$1.56



APPENDIX D: TOWN OF NIAGARA-ON-THE-LAKE
BUILDING PERMIT FEES COMPARISONS

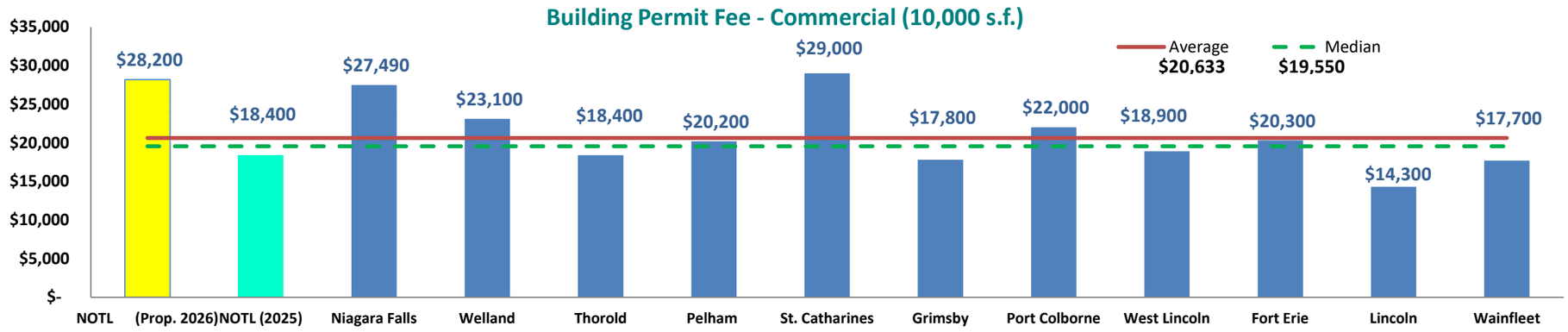
Apartment Building	10000 sq.ft.

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 21,600	$ 14,100	$ 18,320	$ 15,600	$ 14,300	$ 17,000	$ 17,400	$ 14,800	$ 17,600	$ 14,800	$ 16,100	$ 14,400	$ 15,600
Average	$ 15,835	$ 15,835	$ 15,835	$ 15,835	$ 15,835	$ 15,835	$ 15,835	$ 15,835	$ 15,835	$ 15,835	$ 15,835	$ 15,835	$ 15,835
Median	$ 15,600	$ 15,600	$ 15,600	$ 15,600	$ 15,600	$ 15,600	$ 15,600	$ 15,600	$ 15,600	$ 15,600	$ 15,600	$ 15,600	$ 15,600
Rate per sq.ft.	$2.16	$1.41	$1.83	$1.56	$1.43	$1.70	$1.74	$1.48	$1.76	$1.48	$1.61	$1.44	$1.56



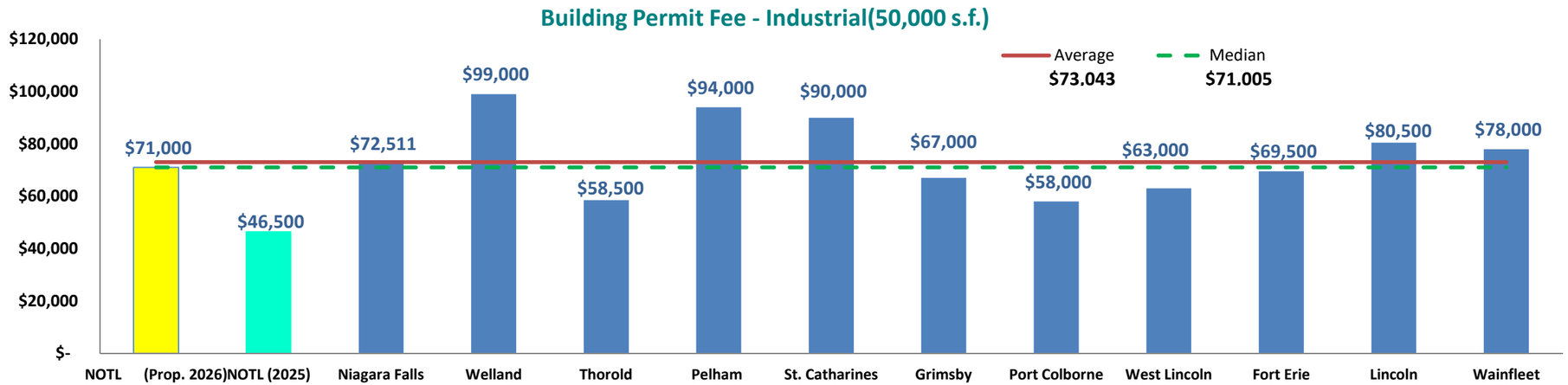
Commercial	10000 sq.ft.

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 28,200	$ 18,400	$ 27,490	$ 23,100	$ 18,400	$ 20,200	$ 29,000	$ 17,800	$ 22,000	$ 18,900	$ 20,300	$ 14,300	$ 17,700
Average	$ 20,633	$ 20,633	$ 20,633	$ 20,633	$ 20,633	$ 20,633	$ 20,633	$ 20,633	$ 20,633	$ 20,633	$ 20,633	$ 20,633	$ 20,633
Median	$ 19,550	$ 19,550	$ 19,550	$ 19,550	$ 19,550	$ 19,550	$ 19,550	$ 19,550	$ 19,550	$ 19,550	$ 19,550	$ 19,550	$ 19,550
Rate per sq.ft.	$2.82	$1.84	$2.75	$2.31	$1.84	$2.02	$2.90	$1.78	$2.20	$1.89	$2.03	$1.43	$1.77



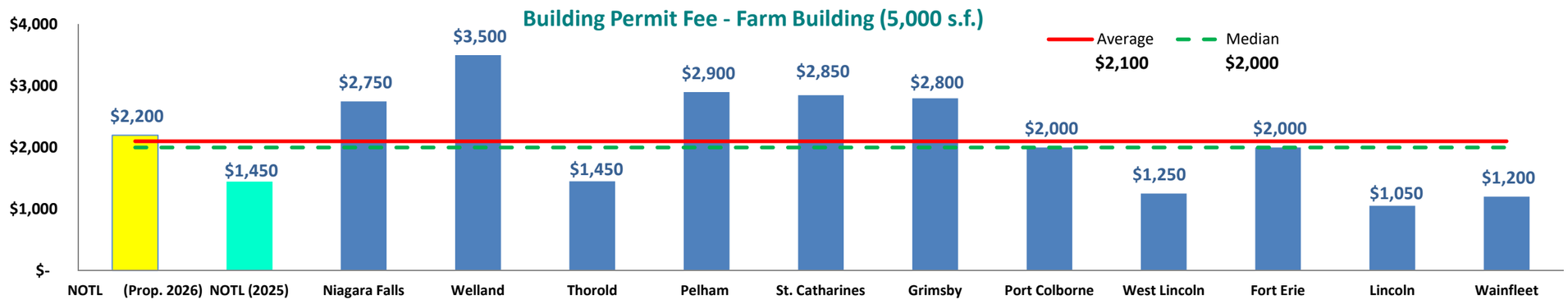
Industrial	50000 sq.ft.

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 71,000	$ 46,500	$ 72,511	$ 99,000	$ 58,500	$ 94,000	$ 90,000	$ 67,000	$ 58,000	$ 63,000	$ 69,500	$ 80,500	$ 78,000
Average	$ 73,043	$ 73,043	$ 73,043	$ 73,043	$ 73,043	$ 73,043	$ 73,043	$ 73,043	$ 73,043	$ 73,043	$ 73,043	$ 73,043	$ 73,043
Median	$ 71,005	$ 71,005	$ 71,005	$ 71,005	$ 71,005	$ 71,005	$ 71,005	$ 71,005	$ 71,005	$ 71,005	$ 71,005	$ 71,005	$ 71,005
Rate per sq.ft.	$1.42	$0.93	$1.45	$1.98	$1.17	$1.88	$1.80	$1.34	$1.16	$1.26	$1.39	$1.61	$1.56



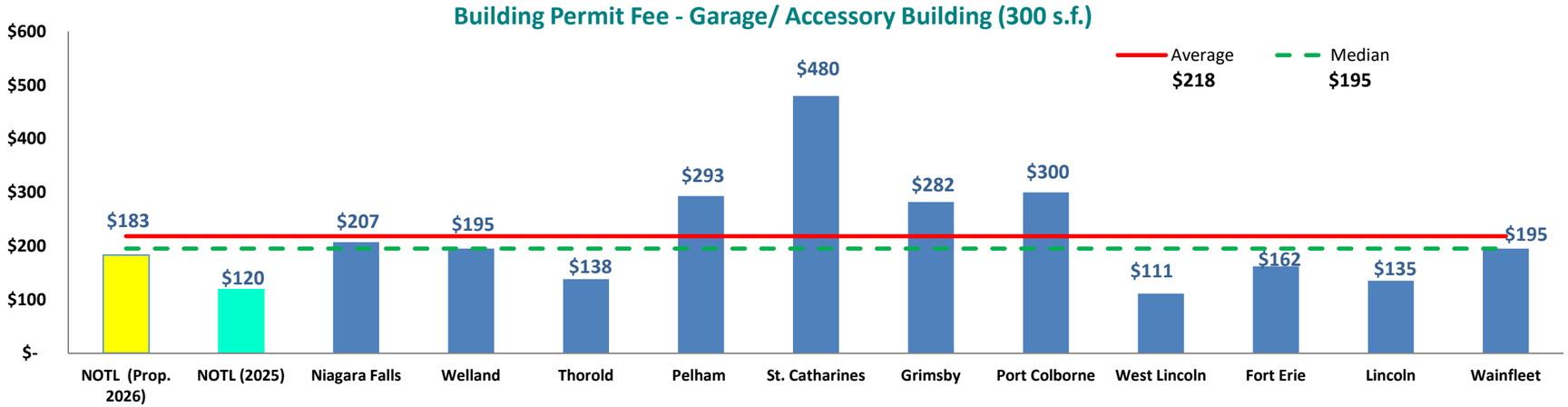
Farm Building	5000 sq.ft.

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 2,200	$ 1,450	$ 2,750	$ 3,500	$ 1,450	$ 2,900	$ 2,850	$ 2,800	$ 2,000	$ 1,250	$ 2,000	$ 1,050	$ 1,200
Average	$ 2,100	$ 2,100	$ 2,100	$ 2,100	$ 2,100	$ 2,100	$ 2,100	$ 2,100	$ 2,100	$ 2,100	$ 2,100	$ 2,100	$ 2,100
Median	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
Rate per sq.ft.	$0.44	$0.29	$0.55	$0.70	$0.29	$0.58	$0.57	$0.56	$0.40	$0.25	$0.40	$0.21	$0.24



Garage/Accessory Bldg 300 sq.ft.

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 183	$ 120	$ 207	$ 195	$ 138	$ 293	$ 480	$ 282	$ 300	$ 111	$ 162	$ 135	$ 195
Average	$ 218	$ 218	$ 218	$ 218	$ 218	$ 218	$ 218	$ 218	$ 218	$ 218	$ 218	$ 218	$ 218
Median	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195	$ 195
Rate per sq.ft.	$0.61	$0.40	$0.69	Flat Fee	$0.46	Flat Fee	$1.60	$0.94	$1.00	$0.37	$0.54	$0.45	$0.65



Finished Basement 600 sq.ft.

	NOTL (Prop. 2026)	NOTL (2025)	Niagara Falls	Welland	Thorold	Pelham	St. Catharines	Grimsby	Port Colborne	West Lincoln	Fort Erie	Lincoln	Wainfleet
Fee	$ 360	$ 234	$ 582	$ 450	$ 198	$ 216	$ 930	$ 564	$ 510	$ 444	$ 510	$ 270	$ 468
Average	$ 448	$ 448	$ 448	$ 448	$ 448	$ 448	$ 448	$ 448	$ 448	$ 448	$ 448	$ 448	$ 448
Median	$ 459	$ 459	$ 459	$ 459	$ 459	$ 459	$ 459	$ 459	$ 459	$ 459	$ 459	$ 459	$ 459
Rate per sq.ft.	$0.60	$0.39	$0.97	$0.75	$0.33	$0.36	$1.55	$0.94	$0.85	$0.74	$0.85	$0.45	$0.78

