

**Schedule "B" to By-Law No. 2025-###
Building**

1. Calculation of Permit Fees

Permit fees shall be calculated based on the formula given below, unless otherwise specified in the schedule.

The minimum fee for a permit shall be in accordance with the specified rate for the current year **unless specifically stated as a flat rate.**

Any fee not determined in the following is determined at the discretion of the Chief Building Official.

$$\text{Permit Fee} = \text{Service Index (SI)} \times \text{Total gross floor area (A)}$$

Note: Gross floor area (A) calculated in square feet and is measured to the outer face of exterior walls and to the centre of fire walls.

2. Permit Fees

Building Classification & Construction Table 2.1	Service Index (SI) \$/ ft ²
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3. Refund of Permit Fees

3.1 Pursuant to this by-law, the portion of the total calculated permit fees that may be refunded shall be a percentage of the total fees payable under this by-law, calculated as follows in regard to functions undertaken by the municipality:

- a) 75% if only administrative functions have been performed;
- b) 50% if administrative and plans examination functions have been performed;
- c) 25% if the permit has been issued and no field inspections have been performed subsequent to permit issuance; or
- d) 0% if any field inspections have been performed subsequent to permit issuance.

However, in all cases a minimum permit fee will be retained.

3.2 The permit fee shall be returned to the person named on the fee receipt, unless such person advises the Chief Building Official, in writing and prior to release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it. When only the minimum fee, or less has been collected/submitted, no refund will be processed.

4. Conditional Permits

Conditional permit application requests to be reviewed in accordance with the OBC and the current procedure.

4.1 Securities

As requested, and issued by the Chief Building Official, to be paid in addition to applicable permit fees in accordance with the fees specified in Table 2.1.

The amount deemed shall be the amount of the security deposit required in the form of a letter of credit.

For all projects subject to a conditional permit agreement, if the Chief Building Official determines that the subject construction has not been removed or the lands have not been restored to its original state in accordance with the agreement, the securities may be drawn upon in full or in part to restore the lands. Should the Township incur additional costs, the Township shall have a lien on the lands for such amount.

5. Notes

- 5.1 Total fee is payable upon receipt of completed application and invoice.
- 5.2 Where a person is found to have commenced construction or demolition of a building without a permit having been issued, the permit fee listed in Table 2.1 shall be doubled, minimum fee of Minimum Permit Fee in accordance with Table 2.1 in addition to required fees will be applied.
- 5.3 Indexing - Table 2.1 prescribes a 2.5% annual increase to permit fees without amendment to this By-law, effective January 1st each year, commencing as of the date of passing of this by-law.

6. Cost Recovery

Where an Order is issued under the Building Code Act, the property owner or any other person responsible for the action, shall pay fees in accordance with Table 2.1. Where an Order is issued under the Act and where the named achieved eventual compliance with the Order, the Township may choose not to prosecute the named if satisfactory settlement is reached.

7. Additional Costs

When the Township, or another municipal, provincial, or federal agency/entity on the Township's behalf, takes actions or pays money to rectify failures, by-law infractions or situations created by, or on behalf of a person, including but not limited to non-compliance with the terms of any agreement, or permit, or license, such person shall be responsible for all costs paid or payable by the Township including the cost of staff time, equipment expenses and other expenses incurred by the Township. The person shall be invoiced for all costs. The minimum invoice shall not be for less than three (3) hours of time or \$ 1,000.00.

Building Permit Fees Table 2.1	2025 Fees		2026 Fees		2027 Fees		2028 Fees		2029 Fees		2030 Fees		2031 Fees	
	Flat	Per Sq. ft.	Flat	Per Sq. ft.	Flat	Per Sq. ft.	Flat	Per Sq. ft.	Flat	Per Sq. ft.	Flat	Per Sq. ft.	Flat	Per Sq. ft.
2.1 Non Residential Occupancies														
Group A, B, D & E														
a)New Construction		2.25	-	2.31	-	2.37	-	2.43	-	2.49	-	2.55	-	2.61
b)Renovation / Alteration to the above		1.01	-	1.04	-	1.06	-	1.09	-	1.11	-	1.14	-	1.17
c)Accessory Buildings to the above		0.79	-	0.81	-	0.83	-	0.85	-	0.88	-	0.90	-	0.92
Group F														
a)New Construction		1.60	-	1.64	-	1.68	-	1.73	-	1.77	-	1.81	-	1.86
b)Renovation / Alteration to the above		1.01	-	1.04	-	1.06	-	1.09	-	1.11	-	1.14	-	1.17
c)Accessory Buildings to the above		0.79	-	0.81	-	0.83	-	0.85	-	0.88	-	0.90	-	0.92
d)Fire Code Retrofit as a result of Fire Department inspection		-	-	-	-	-	-	-	-	-	-	-	-	-
Minor – as determined by CBO	Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee	
Major – as determined by CBO		1.01	-	1.04	-	1.06	-	1.09	-	1.11	-	1.14	-	1.17
Group G														
Storage Buildings - Pole barn, Coverall, Manure etc.		0.54	-	0.55	-	0.57	-	0.58	-	0.60	-	0.61	-	0.63
Barns, Riding Arenas, Agricultural Processing Buildings (veiwing areas - see Group A)		1.01	-	1.04	-	1.06	-	1.09	-	1.11	-	1.14	-	1.17
Greenhouse		0.54	-	0.55	-	0.57	-	0.58	-	0.60	-	0.61	-	0.63
Greenhouse Subject to Site Plan Control		1.01	-	1.04	-	1.06	-	1.09	-	1.11	-	1.14	-	1.17

2.2 Residential Occupancies														
Group C														
a)New Construction - gross floor area above grade		2.25	-	2.31	-	2.37	-	2.43	-	2.49	-	2.55	-	2.61
b)New Construction – basement/crawl space		0.66	-	0.67	-	0.69	-	0.71	-	0.73	-	0.74	-	0.76
c) Renovation/Alteration/finishing basement		0.66	-	0.67	-	0.69	-	0.71	-	0.73	-	0.74	-	0.76
d) Accessory Building / Garage		0.66	-	0.67	-	0.69	-	0.71	-	0.73	-	0.74	-	0.76
e) Decks, covered porches, balconies		-	-	-	-	-	-	-	-	-	-	-	-	-
i)As part of the original dwelling permit – Less than 108 sq.ft.	Included /W Dwelling			Included /W Dwelling	-	Included /W Dwelling	-	Included /W Dwelling	-	Included /W Dwelling	-	Included /W Dwelling	-	Included /W Dwelling
ii)As part of the original dwelling permit – Over 108 sq.ft.	350.00			359.38	-	368.36	-	377.57	-	387.01	-	396.69	-	406.61
iii)Separate permit (not part of original dwelling permit)	350.00			359.38	-	368.36	-	377.57	-	387.01	-	396.69	-	406.61
f) Solid fuel burning appliance (woodstove, fireplace, etc.)	350.00			359.38	-	368.36	-	377.57	-	387.01	-	396.69	-	406.61
2.3 Other Permits														
Portable Buildings (School, sales office, etc.)	400.00			410.72	-	420.99	-	431.51	-	442.30	-	453.36	-	464.69
Tents (short term for special events or a summer season)	-			-	-	-	-	-	-	-	-	-	-	-
Up to 2,420 ft2 aggregate area	Minimum Fee			Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee
Over 2,420 ft2 aggregate area	400.00			410.72	-	420.99	-	431.51	-	442.30	-	453.36	-	464.69
Demolition	250.00			256.70	-	263.12	-	269.70	-	276.44	-	283.35	-	290.43
Demolition - Engineered	400.00			410.72	-	420.99	-	431.51	-	442.30	-	453.36	-	464.69
Change of Use (No construction proposed)	Minimum Fee			Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee

Designated structures under Div A 1.3.1.1.	400.00		410.72	-	420.99	-	431.51	-	442.30	-	453.36	-	464.69	-
Retaining walls			-	-	-	-	-	-	-	-	-	-	-	-
Signs under Div B 3.15			-	-	-	-	-	-	-	-	-	-	-	-
Solar Collector on a building >5m2 total area			-	-	-	-	-	-	-	-	-	-	-	-
Wind Turbine >3kW			-	-	-	-	-	-	-	-	-	-	-	-
Outdoor pool, public spa under Div B 3.11 & 3.12 etc.			-	-	-	-	-	-	-	-	-	-	-	-
Plumbing, over 6 Fixtures	Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee		Minimum Fee	
Plumbing, 0-6 Fixtures	105.29		108.11	-	110.82	-	113.59	-	116.43	-	119.34	-	122.32	-
Service Trench Inspection, Water or Sewer - Each	125.00		128.35	-	131.56	-	134.85	-	138.22	-	141.67	-	145.22	-
Conditional Permit	2 x permit fees Min 1,500 Max 10,000		2 x permit fees Min 1,540 Max 10,268	-	2 x permit fees Min 1,579 Max 10,525	-	2 x permit fees Min 1,618 Max 10,788	-	2 x permit fees Min 1,659 Max 11,058	-	2 x permit fees Min 1,700 Max 11,334	-	2 x permit fees Min 1,743 Max 11,617	-
Conditional Permit - Securities (refundable)	Residential - \$50,000 Non-Res - \$150,000		Residential - \$51,340 Non-Res - \$154,020	-	Residential - \$52,624 Non-Res - \$157,871	-	Residential - \$53,939 Non-Res - \$161,817	-	Residential - \$55,288 Non-Res - \$165,863	-	Residential - \$56,670 Non-Res - \$170,009	-	Residential - \$58,086 Non-Res - \$174,259	-
2.4 Sewage System														
Septic Size Verification	450.00		462.06	-	473.61	-	485.45	-	497.59	-	510.03	-	522.78	-
Sewage System Permit/New or Replacement (Class 2, 3, or 4)	1,000.00		1,026.80	-	1,052.47	-	1,078.78	-	1,105.75	-	1,133.40	-	1,161.73	-
Septic Tank Replacement/Holding Tank Replacement	550.00		564.74	-	578.86	-	593.33	-	608.16	-	623.37	-	638.95	-
2.5 Miscellaneous														
Transfer Permit (to new owner)	105.29		108.11	-	110.82	-	113.59	-	116.43	-	119.34	-	122.32	-
Re-inspection Fee	105.29		108.11	-	110.82	-	113.59	-	116.43	-	119.34	-	122.32	-

Certified Model Home Review (Non-refundable)	750.00		770.10	-	789.35	-	809.09	-	829.31	-	850.05	-	871.30	-
L.L.B.O. inspection & letters for occupant loads	300.00		308.04	-	315.74	-	323.63	-	331.73	-	340.02	-	348.52	-
Permit Revision (in addition to applicable permit fees and review rate)	100.00		102.68	-	105.25	-	107.88	-	110.58	-	113.34	-	116.17	-
Review rate (Building Officials) –for review of revisions to plans, administration and enforcement	125.25		128.61	-	131.82	-	135.12	-	138.50	-	141.96	-	145.51	-
File Search - electronic documents	50.00		51.34	-	52.62	-	53.94	-	55.29	-	56.67	-	58.09	-
File Search - physical and scanned documents	100.00		102.68	-	105.25	-	107.88	-	110.58	-	113.34	-	116.17	-
Annual file maintenance fee (change effective Jan 1, 2026) Note: Applicable on all permits not closed after three (3) years on Building subsequent to issuance.	250.00		256.70	-	263.12	-	269.70	-	276.44	-	283.35	-	290.43	-
Lot Grading:														
Initial & Final Review - Assumed subdivisions/ Infill Lots	500.00		513.40	-	526.24	-	539.39	-	552.88	-	566.70	-	580.86	-
Initial & Final Review - Unassumed subdivisions/ ICI projects	1,000.00		1,026.80		1,052.47		1,078.78		1,105.75		1,133.40		1,161.73	
Each Subsequent review	150.00		154.02	-	157.87	-	161.82	-	165.86	-	170.01	-	174.26	-
Alternative Solutions:														
Alternative Solutions Examination Fee:			-	-	-	-	-	-	-	-	-	-	-	-
Base fee	600.00		616.08	-	631.48	-	647.27	-	663.45	-	680.04	-	697.04	-
plus per hour of review time	125.25		128.61	-	131.82	-	135.12	-	138.50	-	141.96	-	145.51	-

2.6 Septic Maintenance Program														
On-Site Sewage System Maintenance Program (O. Reg 315/10)			-	-	-	-	-	-	-	-	-	-	-	-
Administration/Inspection Fee: (change effective upon commencement of next cycle in accordance with Ontario Building Code)			-	-	-	-	-	-	-	-	-	-	-	-
One time/ 5 year cycle	450.00		450.00	-	450.00	-	450.00	-	450.00	-	450.00	-	450.00	-
Annually/5 year cycle	90.00		90.00	-	90.00	-	90.00	-	90.00	-	90.00	-	90.00	-
Minimum Permit Fee	350.00		359.38	-	368.36	-	377.57	-	387.01	-	396.69	-	406.61	-

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