

# **PROPERTY MAINTENANCE**

## **Chapter 957 BUILDING PERMIT**

### **CHAPTER INDEX**

#### **Article 1 SHORT TITLE**

957.1.1 Citation

#### **Article 2 INTERPRETATION**

957.2.1 Act - defined  
957.2.2 Applicant - defined  
957.2.3 Chief Building Official - defined  
957.2.4 Ontario Building Code - defined  
957.2.5 Owner - defined  
957.2.6 Permit - defined  
957.2.7 Permit holder - defined  
957.2.8 Sales office/pavilion - defined  
957.2.9 Terms - not defined - meaning

#### **Article 3 GENERAL PROVISIONS**

957.3.1 Classes of permits - set out

#### **Article 4 PERMIT APPLICATIONS**

957.4.1 In writing - form - from Chief Building Official  
957.4.2 Work - use - occupancy - identified - described

## BUILDING PERMIT

- 957.4.3 Use - existing - proposed - identified - described
- 957.4.4 Land - description - identification
- 957.4.5 Plans - specifications - required
- 957.4.6 Fees - paid - as calculated - Schedule 'A'
- 957.4.7 Name - address - telephone numbers - all contractors
- 957.4.8 Corporate identity - property ownership
- 957.4.9 Owner acknowledgment - architect - engineer
- 957.4.10 Architect - engineer - acknowledgment
- 957.4.11 Builder - vendor - registration number
- 957.4.12 Valuation - estimated - proposed work
- 957.4.13 Signed - by applicant - certifying truth

### **Article 5 DEMOLITION PERMIT**

- 957.5.1 Structural design - method of demolition - required
- 957.5.2 Utilities - services - proof of termination

### **Article 6 PERMIT FOR PART OF A BUILDING**

- 957.6.1 Application - for entire project - required
- 957.6.2 Plans - specifications - as required
- 957.6.3 Fee - for entire project - plus administrative fee

### **Article 7 CONDITIONAL PERMITS**

- 957.7.1 Reasons - for need - stated
- 957.7.2 Approvals - types stated - times
- 957.7.3 Agreement - under Act - required

### **Article 8 CHANGE OF USE PERMITS**

- 957.8.1 Plans - specifications - showing current - proposed use

## BUILDING PERMIT

957.8.2 Obligation - to grant further permits - not implied

957.8.3 Application - incomplete - inactive - six months

### Article 9

#### PLANS AND SPECIFICATIONS

957.9.1 Sufficient to determine compliance

957.9.2 Engineer - design - review - where required

957.9.3 Plans - copies - drawn to scale

957.9.4 Site plan - referenced to registered survey

957.9.5 Site plan - information - requirement

957.9.6 Documentation - determined by Chief Building Official

957.9.7 As constructed - plans - survey - required

957.9.8 Refusal - application - information insufficient

957.9.9 Information - submitted - property of municipality

### Article 10

#### FEES

957.10.1 Calculation - Schedule 'A'

957.10.2 Fee - paid - before permit issued

957.10.3 Refund - withdrawal - abandonment - refusal to issue

957.10.4 Revocation - permit - no refund - exception

### Article 11

#### TRANSFER

957.11.1 Permitted - upon application

957.11.2 Fee - Schedule 'A'

### Article 12

#### NOTIFICATIONS

957.12.1 Stages of construction - two days in advance

957.12.2 Notice - effective - upon written - oral receipt

**Article 13  
FENCING - CONSTRUCTION SITES**

- 957.13.1 Public hazard - suitable enclosure - owner responsibility
- 957.13.2 Site unfenced - order to fence - from Chief Building Official
- 957.13.3 Hazard - how determined

**Article 14  
SEVERABILITY**

- 957.14.1 Validity

**Article 15  
TRANSITION**

- 957.15.1 Permits - subsequent
- 957.15.2 Prior permits - regulations
- 957.15.3 Application accepted - prior to enactment

**Article 16  
REPEAL - ENACTMENT**

- 957.16.1 Effective date
- 957.16.2 By-law - previous
- 957.16.3 Effective date - provisions - By-law 213-03
- 957.16.4 Schedule - part of Chapter

**SCHEDULE**

Schedule 'A' - Classes - Fees

---

**Article 1  
SHORT TITLE**

**957.1.1 Citation**

The short title for this Chapter shall be the Building Permits By-law.

## **Article 2 INTERPRETATION**

### **957.2.1 Act - defined**

“Act” means the *Building Code Act, 1992*.

### **957.2.2 Applicant - defined**

“applicant” means the owner of a building or property who applies for a permit or any person authorized to apply for a permit on the owner’s behalf.

### **957.2.3 Chief Building Official - defined**

“Chief Building Official” means the chief building official appointed under section 3 of the Act.

### **957.2.4 Ontario Building Code - defined**

“Ontario Building Code” means the regulations made under section 34 of the Act.

### **957.2.5 Owner - defined**

“owner” means the registered owner of the land and includes a lessee, mortgagee in possession and the person in charge of the property.

### **957.2.6 Permit - defined**

“permit” means permission or authorization given in writing by the Chief Building Official to perform work regulated by the Act and Ontario Building Code, or to occupy a building or part thereof prior to its completion.

### **957.2.7 Permit holder - defined**

“permit holder” means the “owner”. By-law 79-98, 20 April, 1998.

### **957.2.8 Sales office/pavilion - defined**

Sales office/pavilion means a building or group of buildings built adjacent to each other, for the purpose of the sale of residential or commercial suites or dwelling units for a temporary period of time and may include up to five (5) model homes. By-law 213-03, 20 October, 2003.

### **957.2.9 Terms - not defined - meaning**

Terms not defined in this Chapter shall have the meaning ascribed to them in the Act or the Ontario Building Code.

## **Article 3 GENERAL PROVISIONS**

### **957.3.1 Classes of permits - set out**

The classes of permits are:

- (a) permit to erect, install, extend or materially alter or repair a building and includes new buildings, additions and existing buildings;
- (b) permit to demolish a building;
- (c) permit for change of ownership;
- (d) permit to revise an issued permit;
- (e) conditional permit under subsection 8 (3) of the Act;
- (f) permit for temporary buildings and structures;
- (g) permit for on-site sewage systems are regulated by Part 8 of the Ontario Building Code;
- (h) permit for change of use as required under subsection 10 (1) of the Act.

#### **Article 4** **PERMIT APPLICATIONS**

##### **957.4.1 In writing - form - from Chief Building Official**

To obtain a permit, an applicant shall file an application in writing on forms available from the Chief Building Official.

##### **957.4.2 Work - use - occupancy - identified - described**

Every permit application shall identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made.

##### **957.4.3 Use - existing - proposed - identified - described**

Every permit application shall identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended.

##### **957.4.4 Land - description - identification**

Every permit application shall 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 building or demolition is to occur.

##### **957.4.5 Plans - specifications - required**

Every permit application shall be accompanied by plans and specifications as described in Article 9.

##### **957.4.6 Fees - paid - as calculated - Schedule 'A'**

Every permit application shall be accompanied by the required fees as calculated in accordance with Schedule 'A'.

**957.4.7 Name - address - telephone numbers - all contractors**

Every permit application shall state the names, addresses and telephone numbers of the owner, applicant, architect, engineer or other designer, and the constructor or person hired to carry out the demolition, as the case may be.

**957.4.8 Corporate identity - property ownership**

Every permit application shall be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the Chief Building Official to be unnecessary.

*[Next Page 957.7]*



**957.4.9 Owner acknowledgment - architect - engineer**

Every permit application shall when section 2.3 of the Ontario Building Code applies, or as required by the Chief Building Official, be accompanied by a signed acknowledgment from 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.

**957.4.10 Architect - engineer - acknowledgment**

Every permit application shall, when section 2.3 of the Ontario Building Code applies, or as required by the Chief Building Official, be accompanied by a signed statement from an 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.

**957.4.11 Builder - vendor - registration number**

Every permit application shall include, where applicable, the registration number of the builder or vendor as provided in the *Ontario New Home Warranties Plan Act*.

**957.4.12 Valuation - estimated - proposed work**

Every permit application shall state the estimated valuation of the proposed work including material and labour.

**957.4.13 Signed - by applicant - certifying truth**

Every permit application shall be signed by the applicant who shall certify as to the truth of the contents of the application.

## Article 5 DEMOLITION PERMIT

**957.5.1 Structural design - method of demolition - required**

In addition to the requirements of Sections 957.4.2 through 957.4.13 inclusive every demolition permit application shall, when section 2.3 of the Ontario Building Code applies, be accompanied by structural design characteristics of the building and the method of demolition.

**957.5.2 Utilities - services - proof of termination**

In addition to the requirements of Sections 957.4.2 through 957.4.13 inclusive every demolition permit application shall be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the termination and capping of all the water, sewer, gas, electric or other utilities and services.

**Article 6**  
**PERMIT FOR PART OF A BUILDING**

**957.6.1 Application - for entire project - required**

In addition to the requirements of Sections 957.4.2 through 957.4.13 inclusive, every building permit application for part of a building shall include an application for the entire project.

**957.6.2 Plans - specifications - as required**

In addition to the requirements of Sections 957.4.2 through 957.4.13 inclusive, every building permit application for part of a building shall 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.

**957.6.3 Fee - for entire project - plus administrative fee**

In addition to the requirements of Sections 957.4.2 through 957.4.13 inclusive, every building permit application for part of a building shall be accompanied by the required fee for the entire project and required administrative fee for partial permit as calculated in accordance with Schedule 'A'.

**Article 7**  
**CONDITIONAL PERMITS**

**957.7.1 Reasons - for need - stated**

In addition to the requirements of Sections 957.4.2 through 957.4.13 inclusive, every conditional permit application for the construction of a building shall state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted.

**957.7.2 Approvals - types stated - times**

In addition to the requirements of Sections 957.4.2 through 957.4.13 inclusive, every conditional permit application for the construction of a building shall state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained.

**957.7.3 Agreement - under Act - required**

In addition to the requirements of Sections 957.4.2 through 957.4.13 inclusive, every conditional permit application for the construction of a building shall be subject to the applicant entering into an agreement as provided for in the Act.

## Article 8 CHANGE OF USE PERMITS

### 957.8.1 Plans - specifications - showing current - proposed use

In addition to the applicable requirements of Sections 957.4.2 through 957.4.13 inclusive, every change of use permit application shall 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 Ontario Building Code including, floor plans, details of wall, floor and roof assemblies identifying required fire resistance ratings and load bearing capacities.

### 957.8.2 Obligation - to grant further permits - not implied

The Chief Building Official shall not, by reason of the issuance of a permit or permits for a part or parts of the building issued under Article 6 and 7, be under any obligation to grant any further permits therefor.

### 957.8.3 Application - incomplete - inactive - six months

Where an application for a permit remains incomplete and 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.

## Article 9

## PLANS AND SPECIFICATIONS

### 957.9.1 Sufficient to determine compliance

Every applicant shall furnish sufficient plans, specifications, calculations, documents and other information to enable the Chief Building Official to determine whether the proposed work conforms to the Act, the Ontario Building Code, and any other applicable law.

### 957.9.2 Engineer - design - review - where required

The Chief Building Official may require where deemed appropriate that a professional engineer design and review work for all or part of the work.

### 957.9.3 Plans - copies - drawn to scale

Plans submitted shall be copies of originals drawn to scale upon paper, or other suitable and durable material.

### 957.9.4 Site plan - referenced to registered survey

Site plans submitted shall be 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 and retained by 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 Ontario Building Code, and any other applicable law.

**957.9.5 Site plan - information - requirement**

Site plans must include:

- (a) lot size and dimensions of the property;
- (b) setbacks from existing and proposed buildings to property boundaries and to each other;
- (c) location of egress points and the number of exterior risers;
- (d) existing and finished ground elevations, including grades, pattern of drainage and swale and sloped grading details;
- (e) existing and proposed elevations of underside of footings, finished basement slab, top of foundation wall and finished first floor; and
- (f) existing rights of way, easements and municipal services.

**957.9.6 Documentation - determined by Chief Building Official**

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 respecting the examination or circulation of the permit application.

**957.9.7 As constructed - plans - survey - required**

On completion of the construction of a building, the Chief Building Official may require a set of plans of the building as constructed, including a plan of survey showing its location.

**957.9.8 Refusal - application - information insufficient**

The Chief Building Official may refuse a permit application if any of the information required is deemed to be incomplete or insufficient at the time of application.

**957.9.9 Information - submitted - property of municipality**

Plans and specifications furnished according to this Chapter or otherwise required by the Act become the property of the municipality and will be disposed of or retained in accordance with relevant legislation.

**Article 10****FEES****957.10.1 Calculation - Schedule 'A'**

The Chief Building Official shall determine the required fees in accordance with Schedule 'A' and the applicant shall pay the fees so calculated.

**957.10.2 Fee - paid - before permit issued**

No permit shall be issued until the fees therefor have been paid in full.

**957.10.3 Refund - withdrawal - abandonment - refusal to issue**

In the case of withdrawal or abandonment of a permit application, or refusal for issuance of a permit, and upon written request, the Chief Building Official shall determine the amount of fees, if any, that may be refunded, in accordance with Schedule 'A'.

**957.10.4 Revocation - permit - no refund - exception**

There shall be no refund of permit fees where a permit has been revoked, except where the permit was issued in error, or where the applicant requests revocation no more than six months after the permit is issued. In such cases, the amount of refund shall be calculated in accordance with the Schedule 'A'.

## **Article 11 TRANSFER**

**957.11.1 Permitted - upon application**

Permits are transferable only upon the new owner completing a permit application form conforming to the requirements of Articles 4 through 8 inclusive.

**957.11.2 Fee - Schedule 'A'**

A fee, as prescribed in Schedule 'A' shall be payable on a transfer of permit by the new owner who shall thenceforth be the permit holder for the purpose of the Act and the Ontario Building Code.

## **Article 12 NOTIFICATIONS**

**957.12.1 Stages of construction - two days in advance**

Notices respecting stages of construction required by subsection 2.4.5 of the Ontario Building Code shall be given by the permit holder to the Chief Building Official or his or her designate at least forty eight hours in advance of the stages of construction specified therein.

**957.12.2 Notice - effective - upon written - oral receipt**

A notice pursuant to this Article is not effective until written or oral notice is actually received by the Chief Building Official or his or her designate.

**Article 13**  
**FENCING - CONSTRUCTION SITES**

**957.13.1 Public hazard - suitable enclosure - owner responsibility**

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.

**957.13.2 Site unfenced - order to fence - from Chief Building Official**

If fencing has not been provided in accordance with Section 947.13.1 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 or she deems appropriate to the circumstances such as described in the National Building Code, section 8.2.

**957.13.3 Hazard - how determined**

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; and
- (e) the duration of the hazard.

**Article 14**  
**SEVERABILITY**

**957.14.1 Validity**

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

**Article 15**  
**TRANSITION**

**957.15.1 Permits - subsequent**

Subject to Section 957.15.2, this Chapter shall apply to:

- (a) any application for a permit that is accepted by the Chief Building Official on or after the date of the coming into force of the enabling by-law; and,
- (b) any written request for information concerning compliance with the Ontario Building Code and applicable law accepted by the Chief Building Official on or after the date of the coming into force of the enabling by-law.

**957.15.2 Prior permits - regulations**

Despite the repeal of By-law 149-95, as amended by By-law 68-98, that by-law continues to apply to an application for a permit for a work that was accepted by the Chief Building Official prior to the date of the coming into force of the enabling by-law. By-law 79-98, 20 April, 1998.

**957.15.3 Application accepted - prior to enactment**

Notwithstanding the provision of By-law 213-03, the provisions of By-law 79-98 shall continue to apply to an application for a permit that is accepted by the Chief Building Official prior to the date of coming into force of By-law 213-03. By-law 213-03, 20 October, 2003.

**Article 16  
REPEAL - ENACTMENT**

**957.16.1 Effective date**

This Chapter comes into force on May 19, 1998.

**957.16.2 By-law - previous**

Upon this Chapter coming into force, By-law 149-95, as amended by By-law 68-98, is repealed. By-law 79-98, 20 April, 1998.

**957.16.3 Effective date - provisions - By-law 213-03**

The provisions of By-law 213-03 come into force and effect November 3, 2003. By-law 213-03, 20 October, 2003.

**957.16.4 Schedule - part of Chapter**

Schedule 'A' forms part of this Chapter. By-law 79-98, 20 April, 1998.

# BUILDING PERMIT

## SCHEDULE

### Schedule 'A' - Classes - Fees

#### (1) CALCULATION OF PERMIT FEES

- (a) Permit fees payable shall be the product of the fee multiplier prescribed in (3) PERMIT FEES for the class of construction involved and the appropriate measure of the floor area of the project. For certain classes of construction the fee is a flat rate.
- (b) Fees for major revisions, partial renovations, building reclassifications, and for classes of permits or construction not described or included in this schedule shall be determined by the Chief Building Official who shall have regard to the complexity and amount of service required relative to the classes of construction described herein.
- (c) 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).
- (d) 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.
- (e) 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. The appropriate "shell only" fee in (3)(A) applies to non residential unfinished basements.
- (f) 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.
- (g) For interior partitioning, floor areas used for the calculation of fees shall be the lessor of:
  - (i) the area contained within a rectangle encompassing the partitions being erected, or

## BUILDING PERMIT

- (ii) the actual area of the tenant space;

but in no case shall the fee be less than \$150.

- (h) The occupancy classifications used in this Chapter are based on the Ontario Building Code major occupancy classifications. For mixed occupancy floor areas, the fee multiplier for the area of each occupancy applies.
- (i) 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. Where a change of use permit is denied, fees paid may be credited to an alteration permit which incorporates the construction required to accommodate the change of use.
- (j) Except for temporary buildings on construction sites for office or sales purposes including sales office/pavilion, fees for temporary buildings, including tents, apply to buildings erected for less than 30 days.

### (2) MINIMUM FEE

- (a) A minimum fee of \$75 shall be charged for all residential work and \$150 for all non-residential work unless otherwise stated in this schedule.
- (b) Only applicants for building permits with a permit fee equal to or in excess of \$20,000 may elect to either:
  - (i) Pay the full permit fee at the time of application; or
  - (ii) Pay 50% of the permit fee at the time of application and the balance at the time of permit issuance. (minimum amount to be paid \$10,000)

# BUILDING PERMIT

## 3. PERMIT FEE

Class of permit, occupancy classification and work description	Fee Multiplier (\$/m <sup>2</sup> of floor area or otherwise specified)
<b>(A) CONSTRUCTION: New buildings, additions to existing buildings</b>	
Group A: Assembly Transit Station, Bus Terminal	11.60
Portable Classroom(s) \$200/portable classroom	(Flat Fee) maximum \$1000
Other assembly occupancies - shell only	10.85
Other assembly occupancies - partitioned and/or finished	13.75
Group B: Institutional Shell only	12.10
Partitioned and/or finished	15.00
Group C: Residential Single/semi-detached dwelling, townhouse, duplex (less than or equal to 325 square metres in floor area)	9.50
Single/semi-detached dwelling, townhouse, duplex (greater than 325 square metres in floor area)	10.55
Hotel, Motel	13.95
All other multiple unit residential buildings	8.35
Unfinished basement to accommodate a building moved from elsewhere	3.60
Finishing basement	2.50
Attached or detached garage or other detached structure less than 50 square metres in floor area accessory to a single/semi-detached dwelling, townhouse or duplex	\$100 (Flat Fee)
Attached or detached garage or other detached structure greater than or equal to 50 metres in floor area accessory to a single/semi-detached dwelling, townhouse or duplex.	\$200 (Flat Fee)
Unenclosed deck or porch attached to a single/semi-detached dwelling or townhouse	\$50 (Flat Fee)
Structures accessory to all other residential occupancies	3.55
Group D: Business & Personal Services Shell only	8.70
Partitioned and/or finished	11.60
Group E: Mercantile Shell only	7.10
Partitioned and/or finished	10.00
Group F: Industrial Shell only	5.60
Partitioned and/or finished	8.10
Gas station, car wash	7.20
Parking garage (underground, aboveground, open air)	3.70
Farm building	3.10
Miscellaneous Sales trailer	6.00
Sales office/pavilion	10.55
Permanent tent, air supported structure	4.20
Mezzanines	per intended occupancy
Mechanical penthouse	5.85
Temporary building/structure (less than 30 days) or temporary tents	\$150 (Flat Fee)
Moving or relocating a building	\$150 (Flat Fee)
Communication Tower	\$200 (Flat Fee)
Retaining wall	\$7/m of length maximum \$300

# BUILDING PERMIT

<b>(B) ALTERATION:</b>		
Alteration or repair to existing construction and partitioning of new or previously occupied construction, and		
<b>CHANGE OF USE:</b>		
No construction proposed and change of use results in an increase in hazard		
Group A: Assembly	Restaurant	5.00
	All other assembly occupancies	3.00
Group B: Institutional		3.00
Group C: Residential		
	Accessory Apartment	\$50 (Flat Fee)
	All other residential occupancies	3.00
Group D: Business and Personal Services		3.00
Group E: Mercantile		2.70
Group F: Industrial		2.60
All Occupancies (other than single family dwelling)	Parking Structure Repair	1.20
	Balcony Guard Replacement	\$1.45/m of length
<b>(C) DEMOLITION:</b>		
Group C: Residential	Single/semi-detached dwellings and accessory structures	\$100 (Flat Fee)
All other residential buildings		\$300 (Flat Fee)
All other occupancies		\$300 (Flat Fee)
<b>(D) MECHANICAL WORK: Heating, ventilation, air conditioning and fire protection not proposed with original building</b>		
Group A: Assembly	Heating, ventilation, air conditioning	0.75
Group B: Institutional	Heating, ventilation, air conditioning	0.75
Group C: Residential	Heating, ventilation, air conditioning	0.54
Group D: Business and Personal Services	Heating, ventilation, air conditioning	0.75
Group E: Mercantile	Heating, ventilation, air conditioning	0.54
Group F: Industrial	Heating, ventilation, air conditioning	0.54
All occupancies	Fire alarm	\$150 (Flat Fee)
Sprinkler System	\$300 (Flat Fee)	
Kitchen exhaust, spray booth, dust collector		\$300 (Flat Fee)
Electromagnetic lock	\$30 each	
		minimum \$150 maximum \$300
	Fireplace, woodstove	\$60 each
	Heating plant replacement	\$150 (Flat Fee)
<b>(E) MISCELLANEOUS:</b>		
Occupancy of a building prior to completion	Ontario Building Code 2.4.3.	\$150 (Flat Fee)
Storage tanks	Underground	\$50/tank (Flat Fee)
Storage tanks	Aboveground	\$300/tank (Flat Fee)
Swimming pool enclosure		\$150 (Flat Fee)
Signs		as per Sign By-law
Fire retrofit permits		\$50
Canopies for gas station pumps		\$4.50/m2
<b>(F) SEWAGE SYSTEMS:</b>		
Residential, Farm, Commercial, Industrial or Institutional Structures		\$500 (Flat Fee) for each application where the structure is 185 square metres or less, or, where the structure is greater than 185 square metres, \$3.00 for each square metre of the structure to a maximum of \$3000.00

## BUILDING PERMIT

Communal subsurface sewage disposal systems	\$500 (Flat Fee) for each application where the structure is 185 square metres or less, or, where the structure is greater than 185 square metres, \$3.00 for each square metres of the structure to a maximum of \$3000.										
Minor alterations or repairs to the sewage disposal system	\$200 (Flat Fee)										
Replacement of sewage system	\$500										
<b>(G) PLUMBING</b>											
For each fixture, appliance, floor drain, vented trap, backflow preventer or roof hopper	\$10										
<b>WATER SERVICES</b>											
For each water service: 50 mm (2") or less	\$20.00										
100 mm (4")	\$40.00										
150 mm (6")	\$60.00										
200 mm (8")	\$80.00										
250 mm (10")	\$100.00										
300 mm (12") or larger	\$120.00										
<b>DRAINS - RESIDENTIAL</b>											
(Single family dwellings including townhouses and semi-detached dwellings. For multiple dwellings and apartment buildings see Commercial.)											
For each residential drain and sewer (includes both storm and sanitary, inside, outside and floor drains)	\$50.00										
For each conversion to sewers	\$20.00										
For each conversion including sewer	\$50.00										
<b>DRAINS - COMMERCIAL</b>											
(Commercial and industrial buildings and units, institutional buildings, multiple dwellings and apartment buildings)											
For each storm or sanitary drain (inside) or each storm or sanitary sewer (outside)	<table border="0"> <tr> <td>100 mm (4") or less</td> <td>\$40.00</td> </tr> <tr> <td>150 mm (6")</td> <td>\$60.00</td> </tr> <tr> <td>200 mm (8")</td> <td>\$80.00</td> </tr> <tr> <td>250 mm (10")</td> <td>\$100.00</td> </tr> <tr> <td>300 mm (12") or larger</td> <td>\$120.00</td> </tr> </table>	100 mm (4") or less	\$40.00	150 mm (6")	\$60.00	200 mm (8")	\$80.00	250 mm (10")	\$100.00	300 mm (12") or larger	\$120.00
100 mm (4") or less	\$40.00										
150 mm (6")	\$60.00										
200 mm (8")	\$80.00										
250 mm (10")	\$100.00										
300 mm (12") or larger	\$120.00										
For each manhole, catch basin or area drain	\$20.00										
<b>4. ADMINISTRATIVE FEES</b>											
(a) Construction, alteration, demolition, mechanical work commenced prior to issuance of permit and where Stop Work Order has been issued, the permit fee prescribed in (3) shall be increased by the greater of \$100 or 25 per cent											
(b) Transfer of permit from permit holder to another person	\$100 (Flat Fee)										
(c) With respect to written requests for information concerning compliance with the Ontario Building Code and applicable law	regular service \$75 48 hours \$120										
(d) With respect to minor revisions of plans already examined	\$100 (Flat Fee)										
(e) With respect to major revision of plans already examined	(as determined by the Chief Building Official - minimum \$300)										
(f) With respect to phased projects, in addition to the fee for the complete building, an additional fee of \$100 for each phased permit shall be levied.											
(g) Conditional permits	\$5000 (flat fee)										
(h) With respect to changes of house models within a plan of subdivision where permits have been issued for both models involved, the fee shall be \$300 plus \$9.50/m <sup>2</sup> of increased floor area. Where the floor area is reduced, no refund applies.											
(i) Where upon request, an inspection reveals an infraction identified at a previous inspection and not remedied or, an inspection reveals that the stage of construction requested to be inspected, is not substantially completed, the fee shall be \$100 per inspection, payable upon receipt of a written invoice.											

## BUILDING PERMIT

- (j) With respect to the review of plans for compliance with the Ontario Building Code prior to application for building permit. in accordance with the fees set out in Schedule 'A' of this By-law

### 5. REFUNDS OF PERMIT FEES / TRANSFER OF FEES

- (a) Pursuant to Article 10 the fees that may be refunded shall be a percentage of the fees payable under this Chapter, calculated as follows:
- (i) 80 percent if administrative functions only have been performed;
  - (ii) 70 percent if administrative and zoning functions only have been performed;
  - (iii) 50 percent if administrative, zoning and plan examination functions have been performed;
  - (iv) 40 percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
  - (v) 5 percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued.

Where the Chief Building Official deems it appropriate, a refund of other than specified in (a) may be granted.

(b) If the calculated refund is less than the minimum fee applicable, no refund shall be made of the fees paid. No refund shall be issued where a minimum permit fee has been charged.

(c) The refund shall be returned to the person named on the fee receipt, unless such person advises the Chief Building Official, in writing and prior to the 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.

(d) Refund provisions are not applicable where a permit has been signed off and occupancy inspection completed.

(e) With respect to fees paid in accordance with Schedule 'A', Section (4)(j):

- (i) 80 percent if administrative functions only have been performed;
- (ii) 50 percent if Ontario Building Code review has been performed.

Where the Chief Building Official deems it appropriate, a refund of other than specified in (e) may be granted.

(f) Fees paid for a specific project in accordance with Schedule 'A', Section (4)(j), may be applied to permit fees required in accordance with Article 10 of this Chapter for the same project.

By-law 79-98, 20 April, 1998; Schedule 'A'; By-law 239-98, 16 November, 1998; By-law 213-03, 20 October, 2003.