

# SCHEDULE “A” TO BY-LAW NUMBER 48-2023

## CLASSES OF *PERMITS*, FEES AND REFUNDS

January 1, 2026

### 1. ADMINISTRATIVE FEES

- 1.1. The fee for the *pre-application review* of applications shall be \$44. This fee is non-refundable and a credit for this fee will be applied to the total building *permit* fee.
- 1.2. Once a *permit* application has been accepted, the non-refundable fee to transfer the application to a new *permit applicant* or *permit holder* or to change the project address is \$44.
- 1.3. Where a *permit* is issued and remains incomplete 24 months after the date of *permit* issuance, a non-refundable *permit* maintenance fee equal to the minimum fee in accordance with Section 2 of this Schedule, will be charged yearly.

### 2. MINIMUM FEE

- 2.1. Except where a flat fee applies, the minimum *permit* fee for any *minor permit* application in Sections A, and B of Table 2 shall be \$146.
- 2.2. Except where a flat fee applies, the minimum *permit* fee for any *moderate permit* application in Sections A, and B of Table 2 shall be \$329.
- 2.3. Except where a flat fee applies, the minimum *permit* fee for any *major permit* application in Sections A, and B of Table 2 shall be \$549.

### 3. CALCULATION OF *PERMIT* FEES

- 3.1. *Permit* fees shall be calculated on the basis of:
  - 3.1.1. the flat rate where indicated in the Tables of this Schedule;
  - 3.1.2. the product of the applicable fee multiplier in Column 3 of Table 2 of this Schedule and the related floor area or other measure specified in Column 2, or
  - 3.1.3. where a fee is not listed in Table 2, the *permit* fee shall be calculated on the basis of 1.5% of the estimated *construction value*, or as determined by the *Chief Building Official* or their designate.
- 3.2. Except for classes of *permits* subject to flat rates, fees shall be based on the appropriate measure of the floor area of the project.
- 3.3. For any *permit* application for a class of *permit* described under Section B of Table 2, floor area used for the calculation of fees shall be the lesser of:
  - 3.3.1. the area contained within a single rectangle encompassing all of the proposed work, or
  - 3.3.2. the actual area of the tenant space.
- 3.4. When calculating fees based on floor areas, floor area is measured to the outer face of exterior walls and to the centerline of party walls or demising walls, except when calculating interior partition work. When measuring floor areas for interior partitioning, corridors, lobbies, washrooms, lounges, and other similar facilities 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 applicable partitioned rate in Table 2.
- 3.5. When measuring floor area, no deduction shall be allowed for floor openings required for facilities such as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from measured floor area.
- 3.6. Where incorporated with an application for a class of dwelling described in Item A4 of Table 2, no additional fee is required for decks less than 4.5m<sup>2</sup>, fireplaces, unfinished basements, attached garages, heating or plumbing systems.

- 3.7. Where incorporated with an application for a class of *permit* described under Section A and B of Table 2, no additional fee shall be levied for mechanical, fire protection or green technology systems that form part of the work proposed under the application.
- 3.8. The occupancy classifications used in this By-law are based on the *building code* major occupancy classifications. For mixed occupancy classifications, the total payable fee shall be calculated by applying the fee multiplier for each occupancy prescribed in Table 2 to the floor area measured for each individual occupancy and taking the sum of the fees calculated for each occupancy.
- 3.9. As deemed necessary by the *Chief Building Official*, where an independent third party is engaged to provide review of a document or drawing submitted with a *permit* application, alternative solution proposal, perform an inspection, or *partial occupancy permit*, the *Corporation* may require that all or part of the associated costs be fully paid by the *applicant*.
- 3.10. Notwithstanding anything to the contrary in this By-law, construction or alteration of all *buildings* and structures on lands owned by the *Corporation*, and is funded, in part or in whole, by the *Corporation* shall not be subject to *permit* fees.

#### 4. CALCULATION OF REFUNDS

- 4.1. Pursuant to Subsection 8.1.4 of this By-law, refunds shall be calculated as follows:  
Refund = [total *permit* fees payable x % functions undertaken]
- 4.2. The *permit* fee refund payable shall be proportionate to the functions undertaken by the *Corporation* in accordance with the following:
  - 4.2.1. 80% if administrative functions only have been performed;
  - 4.2.2. 70% if administrative functions and internal department review (ie. zoning, site plan control, grading, etc.) have been performed;
  - 4.2.3. 50% if administrative functions, internal department review (ie. zoning, site plan control, grading, etc.), and all or part of the *building code* review have been performed; and,
  - 4.2.4. 40% if all administrative functions and reviews have been completed and the *building permit* has been issued or is available to be issued.
- 4.3. Notwithstanding the foregoing, no refund is available:
  - 4.3.1. where a flat fee is charged;
  - 4.3.2. where the amount calculated in accordance with Schedule "A" to this By-law is the minimum fee, or less than the minimum fee;
  - 4.3.3. where a *permit* is revoked, except where a *permit* is issued in error, or the *applicant* requests revocation no more than twelve months after the *permit* is issued, or;
  - 4.3.4. applications or *permits* where construction or demolition has commenced.
- 4.4. Any refund shall be paid to the *permit holder*, unless that person directs the *Chief Building Official*, in writing, and prior to the release of the refund, that it be refunded to another person.
- 4.5. Pursuant to Part 13 of this By-law, 20% of the applicable *permit* fee paid shall be refunded where an application was made using a *Registered Code Agency* appointed under a service agreement with the *Chief Building Official*, those services are fully paid for by the *applicant* and have been completed in accordance with the *building code*, and the final certificate as defined by the *Act* has been submitted to the *Chief Building Official*.

**Table 1 – Fees Payable for Applications and *Permits***  
Forming Part of Schedule “A”

January 1, 2026

| Classes of <i>Permits</i> and <i>Permit</i> Fees |                                                                                |                                |                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item                                             | Class of <i>Permit</i>                                                         | By-law Reference               | Fee Payable                                                                                                                                                                                                                                                                                                                                   |
| 1.                                               | <i>Building Permit</i>                                                         | 5.2<br>Schedule A -<br>Part 2. | See Schedule “A” - Table 2<br>Minimum fee payable:<br><i>Minor Permits</i> - \$146<br><i>Moderate Permits</i> - \$329<br><i>Major Permits</i> - \$549                                                                                                                                                                                         |
| 2.                                               | Demolition <i>Permit</i>                                                       | 5.3                            | \$0.26 per square metre of floor area                                                                                                                                                                                                                                                                                                         |
| 3.                                               | <i>Permit</i> for a Stage of Construction<br>(Partial <i>Building Permit</i> ) | 5.4                            | An amount equal to 10% of the <i>building permit</i> fee for each<br>phase of construction.<br>Minimum fee in accordance with Item 1 of this table<br>Maximum fee is \$549<br><i>Partial permit</i> fees are non-refundable.                                                                                                                  |
| 4.                                               | Conditional <i>Building Permit</i>                                             | 5.5                            | An amount equal to 10% of the <i>building permit</i> fee.<br>Minimum fee in accordance with Item 1 of this table<br>Maximum fee is \$1098<br><i>Conditional permit</i> fees are non-refundable.                                                                                                                                               |
| 5.                                               | Change of Use <i>Permit</i><br>(No construction proposed)                      | 5.6                            | \$329 flat fee                                                                                                                                                                                                                                                                                                                                |
| 6.                                               | Site Servicing <i>Permit</i>                                                   | 5.7                            | An amount equal to 1.60% of the estimated <i>construction<br/>value</i> of the servicing                                                                                                                                                                                                                                                      |
| 7.                                               | Signs <i>Permit</i> (regulated by the<br><i>building code</i> )                | 5.8                            | \$274 per sign                                                                                                                                                                                                                                                                                                                                |
| 8.                                               | Occupancy <i>Permit</i> for an<br>Unfinished <i>Building</i>                   | 8.4                            | \$549 flat fee                                                                                                                                                                                                                                                                                                                                |
| Administrative and other <i>Permit</i> Fees      |                                                                                |                                |                                                                                                                                                                                                                                                                                                                                               |
| Item                                             | Fee Type                                                                       | By-law Reference               | Fee Payable                                                                                                                                                                                                                                                                                                                                   |
| 9.                                               | Resubmission of application<br>previously found to be incomplete.              | 5.10                           | 25% of <i>permit</i> fee                                                                                                                                                                                                                                                                                                                      |
| 10.                                              | Revision to application or <i>permit</i>                                       | 8.2                            | \$165 per hour<br>The minimum fee for the review shall be the minimum fee in<br>accordance with Item 1 of this table                                                                                                                                                                                                                          |
| 11.                                              | Alternative Solution Examination<br>Fee                                        | 8.2                            | \$165 per hour (minimum 1 hour for houses, and 4 hours for<br>other buildings).<br>Alternative Solution fees are nonrefundable.                                                                                                                                                                                                               |
| 12.                                              | Inspection Fee - Additional                                                    | 8.3                            | \$165 per inspection                                                                                                                                                                                                                                                                                                                          |
| 13.                                              | <i>Permit</i> Surcharge                                                        | 8.5                            | The greater of:<br>a) Surcharge of 25% of the <i>permit</i> fee when construction<br>has begun and a <i>permit</i> application has been received;<br>b) Surcharge of 50% of <i>permit</i> fee when construction has<br>begun and no <i>permit</i> application has been received, or<br>c) Minimum fee in accordance with Item 1 of this table |
| 14.                                              | Registration and/or Discharge of<br>an Order on/from Title                     | 8.6                            | \$329 flat fee (each)                                                                                                                                                                                                                                                                                                                         |
| 15.                                              | Transfer of <i>Permit</i>                                                      | 10                             | \$146 flat fee                                                                                                                                                                                                                                                                                                                                |
| 16.                                              | Spatial Separation Agreements                                                  | 14                             | \$329 flat fee                                                                                                                                                                                                                                                                                                                                |

Table 2 – Permit Types and Permit Fees  
Forming Part of Schedule “A”

January 1, 2026

| Item                                                                                                            | Occupancy Classification and Work Description |                                                             | Multiplier            | Flat Fee                |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------|-----------------------|-------------------------|
| Section A: CONSTRUCTION of new <i>buildings</i> , additions to existing <i>buildings</i> , including mezzanines |                                               |                                                             |                       |                         |
| A1                                                                                                              | Group A - Assembly                            | Shell Only <sup>(1)</sup>                                   | \$9.02                |                         |
| A2                                                                                                              | Group A                                       | Complete <i>Building</i> (partitioned, finished, mezzanine) | \$18.07               |                         |
| A3                                                                                                              | Group B – Institutional                       | All Types                                                   | \$16.40               |                         |
| A4                                                                                                              | Group C – Residential                         | Detached, Semi-Detached, Duplex, Triplex, Townhouse         | \$14.22               |                         |
| A5                                                                                                              |                                               | Multiple Unit <i>Buildings</i> (<5 Storeys)                 | \$11.40               |                         |
| A6                                                                                                              |                                               | Multiple Unit <i>Buildings</i> (≥ 5 Storeys)                | \$8.54                |                         |
|                                                                                                                 |                                               | Motel, Hotel                                                | \$14.22               |                         |
| A7                                                                                                              | Group D – Business and Personal Services      | Shell Only <sup>(1)</sup>                                   | \$9.02                |                         |
| A8                                                                                                              |                                               | Complete <i>Building</i> (partitioned, finished, mezzanine) | \$15.36               |                         |
| A9                                                                                                              | Group E – Mercantile                          | Shell Only <sup>(1)</sup>                                   | \$9.02                |                         |
| A10                                                                                                             |                                               | Complete <i>Building</i> (partitioned, finished, mezzanine) | \$14.26               |                         |
| A11                                                                                                             | Group F – Industrial                          | Shell Only <sup>(1)</sup>                                   | \$6.22                |                         |
| A12                                                                                                             |                                               | Complete <i>Building</i> (partitioned, finished, mezzanine) | \$8.25                |                         |
| A13                                                                                                             |                                               | Unserviced Storage <i>Building</i>                          | \$4.83                |                         |
| A14                                                                                                             |                                               | Parking Garage                                              | \$3.84                |                         |
| A15                                                                                                             |                                               | Farm <i>Building</i>                                        | \$3.84                |                         |
|                                                                                                                 |                                               |                                                             |                       |                         |
| A16                                                                                                             | All Occupancies                               | Service Floors                                              | \$4.39                |                         |
| Section B: ALTERATION, REPAIR and OTHER STRUCTURES                                                              |                                               |                                                             |                       |                         |
| B1                                                                                                              | Group A – Assembly                            |                                                             | \$8.78                |                         |
| B2                                                                                                              | Group B – Institutional                       |                                                             | \$6.91                |                         |
| B3                                                                                                              | Group C – Residential                         | Accessory Dwelling Unit                                     | \$9.68                |                         |
| B4                                                                                                              |                                               | <i>Retrofit Accessory Apartment</i>                         |                       | \$146                   |
| B5                                                                                                              |                                               | All other Residential Occupancies                           | \$7.16                |                         |
| B6                                                                                                              | Group D – Business and Personal Services      |                                                             | \$7.78                |                         |
| B7                                                                                                              | Group E – Mercantile                          |                                                             | \$5.64                |                         |
| B8                                                                                                              | Group F – Industrial                          |                                                             | \$4.57                |                         |
|                                                                                                                 |                                               |                                                             |                       |                         |
| B9                                                                                                              |                                               | Accessory Utility <i>Building</i> (garden shed, gazebo)     |                       | \$146                   |
| B10                                                                                                             |                                               | Below Grade Entrance                                        |                       | \$329                   |
| B11                                                                                                             |                                               | Detached or Semi-detached Carport/Garage <sup>(2)</sup>     |                       | \$216                   |
| B12                                                                                                             |                                               | Deck/Platform/Porch (unenclosed)                            |                       | \$146                   |
| B13                                                                                                             |                                               | Foundation/Unfinished Basement                              | \$4.39                |                         |
| B14                                                                                                             |                                               | Tent/Air Supported Structure                                | \$4.39                |                         |
| B15                                                                                                             |                                               | Retaining Wall (per metre of length or part thereof)        | \$12.07<br>\$854 min. |                         |
| B16                                                                                                             |                                               | Single, Detached Portable Classroom                         |                       | \$549                   |
| B17                                                                                                             |                                               | Temporary <i>Building</i> or Tent <sup>(3)</sup>            |                       | \$549                   |
| B18                                                                                                             |                                               | Temporary Sales Structure                                   |                       | \$549                   |
| Section C: MISCELLANEOUS                                                                                        |                                               |                                                             |                       |                         |
| C1                                                                                                              | Residential Service Connections               | Service Connection (per lot)                                |                       | \$146                   |
| C2                                                                                                              | Solar Panels                                  | Serving Individual Dwellings                                |                       | \$146                   |
| C3                                                                                                              |                                               | Serving all other <i>Buildings</i>                          |                       | \$476                   |
| C4                                                                                                              |                                               | Balcony Guard Replacement/Repair (per metre of length)      | \$1.65                |                         |
| C5                                                                                                              |                                               | Electromagnetic Locking Device (each)                       |                       | \$219/ea.<br>\$854 max. |
| C6                                                                                                              |                                               | Fireplace/Woodstove                                         |                       | \$146                   |
| C7                                                                                                              |                                               | Parking Structure Repair                                    | \$1.10                |                         |
|                                                                                                                 | Column 1                                      | 2                                                           | 3                     | 4                       |

Notes:

1. A shell *building* is defined as consisting of the foundation, structural framing system, exterior envelope, and roughed-in building services such as heating, ventilation, and air conditioning (HVAC) system, fire protection system, plumbing facilities, etc.
2. Applies to *buildings* equal to or greater than 20m<sup>2</sup> in *building* area.
3. Except for temporary *buildings* on construction sites for office or sales purposes, fees for temporary *buildings*, including tents, apply to *buildings* erected for 30 days or less.