

(as approved by  
bylaw 3181(2011))

**SCHEDULE "A"**

TO BY-LAW NO. 2686 (2005)

Permit fees for construction of buildings and structures, listed by classification of major occupancy, are calculated on the basis shown below for each occupancy classification or class of permit unless shown otherwise.

Unless stated otherwise, a minimum permit fee of \$225.00 shall apply.

<u>CLASS OF PERMIT</u>	<u>PERMIT FEES</u>
<b>A. NEW CONSTRUCTION &amp; ADDITIONS:</b>	
1. <u>Assembly Occupancies - Group A</u>	
School, church, restaurant, theatre, educational or recreational facility and similar occupancies	\$16.80 per m <sup>2</sup> (\$1.56 per ft. <sup>2</sup> )
2. <u>Institutional Occupancies - Group B</u>	
Hospital, nursing home, reformatory, prison and similar occupancies	\$16.80 per m <sup>2</sup> (\$1.56 per ft. <sup>2</sup> )
3. <u>Residential Occupancies - Group C</u>	
a. Single Family Dwelling, Semi-detached dwelling & duplex dwelling	\$14.21 per m <sup>2</sup> (\$1.32 per ft. <sup>2</sup> )
b. Multiple unit dwelling, apartment dwelling, townhouse dwelling, hotels, motels, other residential buildings or parts thereof	\$8.13 per m <sup>2</sup> (\$0.76 per ft. <sup>2</sup> )
c. Residential additions other than as noted in Section 7 (d) below.	\$14.21 per m <sup>2</sup> (\$1.32 per ft. <sup>2</sup> )
4. <u>Business/Personal Services Occupancies - Group D</u>	
Office, bank, medical office/clinic and similar occupancies	\$16.80 per m <sup>2</sup> (\$1.56 per ft. <sup>2</sup> )
5. <u>Mercantile Occupancies - Group E</u>	
Store, shopping mall/plaza, shop, market, retail outlet and similar occupancies	\$16.80 per m <sup>2</sup> (\$1.56 per ft. <sup>2</sup> )
6. <u>Industrial Occupancies - Group F</u>	
Industrial mall, plaza, garage, plant, factory, warehouse, manufacturing building and similar occupancies	\$16.80 per m <sup>2</sup> (\$1.56 per ft. <sup>2</sup> )
7. <u>Special Occupancies/Categories</u>	
a. Farm buildings:	
i. New farm buildings	\$2.07 per m <sup>2</sup> (\$0.19 per ft. <sup>2</sup> )
ii. Additions or alterations for farm buildings	\$3.24 per m <sup>2</sup> (\$0.30 per ft. <sup>2</sup> )

b.	Tents	\$225.00 flat fee per tent
c.	Park model trailer, mobile home, air supported structure and similar buildings	\$225.00 flat fee per unit
d.	Accessory Buildings/Structures:	
	i. Garage/carport, deck/porch/patio, sunroom/solarium, shed or other accessory building	\$6.78 per m <sup>2</sup> (\$0.63 per ft. <sup>2</sup> )
	ii. Private Swimming Pool or Spa	\$225.00 flat fee
	iii. Public Swimming Pool or Spa	\$750.00 flat fee
e.	Designated Buildings/Structures:	
	As listed in Division A 1.3.1.1 of the Ontario Building Code	Based on estimated value of construction at \$15.00/\$1,000

**B. ALTERATIONS & REPAIRS:**

1. Interior Alterations/Repairs/Tenant Improvements

a.	Assembly occupancies	\$4.26/m <sup>2</sup> (\$0.40/ft <sup>2</sup> ) gross floor area
b.	Institutional, Business/Personal Service and Mercantile occupancies	\$4.26/m <sup>2</sup> (\$0.40/ft <sup>2</sup> ) gross floor area
c.	Residential occupancies	\$3.23/m <sup>2</sup> (\$0.30/ft. <sup>2</sup> ) gross floor area
d.	Industrial occupancies	\$4.26/m <sup>2</sup> (\$0.40/ft <sup>2</sup> ) gross floor area
2.	Alter/replace roof structure	\$2.63 per m <sup>2</sup> (\$0.24 per ft <sup>2</sup> )
3.	Fireplace, woodstove, insert, chimney and similar construction	\$225.00 flat fee

C.	DEMOLITION:	\$225.00 per 100 m <sup>2</sup> (1,075 ft. <sup>2</sup> ) in building area or part thereof
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**D. MISCELLANEOUS:**

1.	Permit for partial occupancy of a building prior to being fully completed (does not apply to single family dwellings)	\$225.00 per suite/unit
2.	Permit for the change of use of a building or part thereof (no construction required)	\$225.00 flat fee

3.	a.	Transfer of a permit to a new owner	\$225.00 flat fee
	b.	Request for deferral of permit revocation	\$225.00 flat fee
4.		Permit to move a building/structure	\$225.00 flat fee
5.		Conditional Permit	\$600.00 flat fee
6.		Photocopying & Printing	\$0.25 per page
7.		Clearance Letter	\$75.00
8.		Building Code Order Compliance Letter	\$150.00
9.		Hourly Rate	\$55.00 per hour
10.		Re-inspection Fee	\$55.00 flat fee
11.		Alternate Solution Application	\$1,000.00 plus any additional fees incurred in the evaluation process such as third party testing/independent consulting review

E. PARTIAL PERMIT/STAGED CONSTRUCTION:

1.	Building Foundation - complete to grade level (plus plumbing)	15% of applicable class above
2.	Building shell	75% of applicable class above
3.	Building completion	10% of applicable class above

F. PLUMBING:

For plumbing work not included in any of the above classes of permit.	\$225.00 for any plumbing installations, including up to the first six fixtures, plus \$10.00 for each additional fixture.
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G. REFUND OF PERMIT FEES:

1.	Where only administrative functions have been completed ( <i>application received and cost analysis complete</i> )	90%
2.	Where only administrative and zoning functions have been completed	80%
3.	Where administrative, zoning and plans examination functions have been performed	60%
4.	Where the permit has been issued and no field inspections have been performed subsequent to permit issuance	50%

- 5. Deduction for each field inspection performed subsequent to permit issuance 5%
- 6. No fees shall be refunded after twelve (12) months from the date of permit issuance

H. CONSTRUCTION PRIOR TO PERMIT ISSUANCE:

Where construction has commenced prior to the issuance of a permit for any class of permit described herein.

All applicable permit fees shall be doubled and the minimum permit fee shall be \$450.00.

I. EXPLANATORY NOTES TO SCHEDULE "A":

- 1. "m<sup>2</sup>" is the gross area of all floors at or above grade measured from the outer face of exterior walls, outer limits of other supporting structure, and as noted otherwise and includes mezzanines, lofts and habitable attics. (Imperial equivalents have been provided for information purposes.)
- 2. Major occupancy classifications are based on the Ontario Building Code.
- 3. Plumbing fees are normally included with the permit fees for the applicable class of permit. Fees for plumbing work only are listed in "F" above.
- 4. If, in the opinion of the Chief Building Official, the construction cannot be categorized or classed as described in the above schedule, the permit fee shall be \$15.00 for each \$1,000 of estimated value of construction.
- 5. Moving permit authorizes moving only. A separate permit is required for the foundation and other applicable construction.
- 6. Notwithstanding the refund provision, no refund shall be made of any amount less than \$20.00.
- 7. Re-inspection fee is applicable where an inspection request is premature or not prepared and the inspector must re-attend the site to complete the necessary inspection.
- 8. An hourly rate will be charged where an application has been received or a permit has been issued and the permit applicant makes/requests a material change to the plan, specification, document or other information. The Chief Building Official may require a fee deposit prior to commencing review of the proposed revisions or the issuance or amendment of the permit.

SCHEDULE "B"

TO BY-LAW NO. 2686 (2005)



Application for Change of Use, Transfer of Permit  
and Occupancy of Unfinished Building

The Corporation of The Town of Pelham  
20 Pelham Town Square, P. O. Box 400 Fonthill ON L0S 1E0  
Telephone: 905 892-2607 Fax: 905 892-5055

For Use of Municipal Authority			
Application Number:	Permit Number (if different):	Date Received:	Roll Number:

A. Purpose of Application	<input type="checkbox"/> Partial Occupancy - Unfinished Building	<input type="checkbox"/> Change of Use - No construction
	<input type="checkbox"/> Transfer of Permit - Ownership	
Proposed use of building: _____ Current use of building (if applicable): _____		
Description of Work: _____		

B. Applicant Information - Applicant is: <input type="checkbox"/> the owner or, <input type="checkbox"/> the authorized agent of the owner (if corporation or partnership, name of person applying on its behalf)				C. Owner Information - (if different from applicant) (if corporation or partnership, name of person applying on its behalf)											
Last Name		First Name		Middle Initial		Last Name		First Name		Middle Initial					
Corporation or Partnership (if applicable)				Corporation or Partnership (if applicable)											
Full Address: Building Number		Street Name		Unit		Lot/Conc		Full Address: Building Number		Street Name		Unit		Lot/Conc	
Municipality		Province		Postal Code		Country		Municipality		Province		Postal Code		Country	
Telephone ( ) -		Fax Number(optional) ( ) -		Cell Number (optional) ( ) -				Telephone ( ) -		Fax Number(optional) ( ) -		Cell Number (optional) ( ) -			

D. Former Owner (if applicable)				E. Project Information (Full Address of Project)									
Last Name		First Name		Middle Initial		Building Number		Street Name		Unit		Lot/Conc	
Corporation or Partnership (if applicable)				Municipality				Province		Postal Code			
Full Address: Building Number		Street Name		Unit		Lot/Conc		Plan Number		Lot/Parcel Number			
Municipality		Province		Postal Code		Country		Other Location Information - describe area to be occupied					
Telephone ( ) -		Fax Number(optional) ( ) -		Cell Number (optional) ( ) -									

F. Permit Via	<input type="checkbox"/> Mail	<input type="checkbox"/> Pick Up	To:	<input type="checkbox"/> Applicant	<input type="checkbox"/> Owner	<input type="checkbox"/> Authorized Agent
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G. Building Designer/Architect/Engineer		
Name:	Telephone Number: ( ) -	Fax Number: ( ) -

H. Declaration of Applicant	
I _____ certify that:	
(Print name)	
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.	
2. I have authority to bind the corporation or partnership (if applicable). _____	
(Date) (Signature of Applicant)	
Personal information contained in this form is collected under the authority of subsection 8(1.1) of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to the Chief Building Official of the municipality of the Town of Pelham.	

# SCHEDULE "C"

TO BY-LAW NO. 2686 (2005)

## Plans & Specifications

### Type of Building

### \* Required Plans and Specifications

1. Detached house, semi-detached house, townhouse or row house containing not more than two dwelling units in each house and the building systems, works, fixture and service systems appurtenant to these buildings including ancillary buildings that serve the main building.

Architectural, structural, mechanical (including HVAC but not plumbing), site services and electrical as determined by the scope of the work involved, noting that for alterations or repairs the Chief Building may accept less.

2. All other buildings including their ancillary buildings.

Architectural, structural, mechanical (including HVAC and plumbing), site services an electrical as determined by the scope of the work involved, noting that for alterations and repairs the Chief Building Official may accept less.

\* This required information is in addition to any information specified in Part 3 and 4 of this by-law.

# SCHEDULE "D"

TO BY-LAW NO. 2686 (2005)

## COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

### Part A - Owner's Undertaking

Permit Application No.

Project Description:

Address of Project:

Municipality:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read and agrees to the above

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

### Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL ☐ ELECTRICAL ☐ SITE SERVICES ☐ OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

SCHEDULE "E"

TO BY-LAW NO. 2686 (2005)

Demolition Permit Declaration



THE CORPORATION OF THE  
**TOWN OF PELHAM**

20 Pelham Town Square, P.O. Box 400, Fonthill ON L0S 1E0  
Telephone: (905) 892-2607 Facsimile: (905) 892-5055

DECLARATION RE: CLEARANCES FOR DEMOLITION PERMIT

I, \_\_\_\_\_, applicant for Demolition Permit # \_\_\_\_\_,  
(please print name)

have obtained clearances from the following utility agencies:

- |    |                    |                                   |
|----|--------------------|-----------------------------------|
| 1. | Pen West Utilities | 1-877-270-3938                    |
|    | or                 |                                   |
|    | Hydro One          | 1-800-263-3644                    |
| 2. | Consumers Gas      | 1-800-400-2255 (Ontario One Call) |
|    | or                 |                                   |
|    |                    | (905) 685-4841                    |
| 3. | Bell Canada        | 1-800-400-2255 (Ontario One Call) |
|    | or                 |                                   |
|    |                    | (4104)                            |
| 4. | Cable Television   | 1-800-400-2255 (Ontario One Call) |

I understand where Town services are provided to the building that I must cut and properly cap at the property line any sanitary sewer, water and/or storm sewer services and that the Town's inspection staff must be allowed to inspect each disconnected municipal service for compliance before covering. I further understand that any water meter(s) in the building to be demolished must be returned to the Town.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

SCHEDULE "F"

TO BY-LAW NO. 2686 (2005)

ACKNOWLEDGEMENT BY APPLICANT OF INCOMPLETE APPLICATION

Pursuant to Sentence 2.4.2.1 1B(5) of the Building Code



The Corporation of The Town of Pelham  
20 Pelham Town Square, P. O. Box 400 Fonthill ON L0S 1E0  
Telephone: 905 892-2607 Fax: 905 892-5055

Part A

A prescreening of the application to: \_\_\_\_\_  
(describe work)

at \_\_\_\_\_ reveals that the application is incomplete in that  
(location of work)  
the following items are missing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As such, the application is not entitled to the processing time periods prescribed in Column 3 of Table 2.4.1.1B of the Building Code.

The Town of Pelham will however accept the incomplete application for processing if the Acknowledgement below is completed.

Part B

I \_\_\_\_\_  
(print name of applicant)

acknowledge that my application to \_\_\_\_\_  
(describe work)

at \_\_\_\_\_  
(location of work)

does not meet the requirements of 2.4.1.1B (5) of the Building Code and therefore is not entitled to the time periods prescribed in Column 3 of Table 2.4.1.1B of the Building Code.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SCHEDULE "A"

TO BY-LAW NO. #2686 (2005)  
As Amended by By-law # 2822 (2006)

Permit fees for construction of buildings and structures, listed by classification of major occupancy, are calculated on the basis shown below for each occupancy classification or class of permit unless shown otherwise.

Unless stated otherwise, a minimum permit fee of \$125.00 shall apply.

<u>CLASS OF PERMIT</u>	<u>PERMIT FEES</u>
A. NEW CONSTRUCTION & ADDITIONS:	
1. <u>Assembly Occupancies - Group A</u>	
School, church, restaurant, theatre, educational or recreational facility and similar occupancies	\$11.20 per m <sup>2</sup> (\$1.04 per ft. <sup>2</sup> )
2. <u>Institutional Occupancies - Group B</u>	
Hospital, nursing home, reformatory, prison and similar occupancies	\$11.20 per m <sup>2</sup> (\$1.04 per ft. <sup>2</sup> )
3. <u>Residential Occupancies - Group C</u>	
a. Single Family Dwelling, Semi-detached dwelling & duplex dwelling	\$9.47 per m <sup>2</sup> (\$0.89 per ft. <sup>2</sup> )
b. Multiple unit dwelling, apartment dwelling, townhouse dwelling, hotels, motels, other residential buildings or parts thereof	\$5.42 per m <sup>2</sup> (\$0.50 per ft. <sup>2</sup> )
c. Residential additions other than as noted in Section 7 (d) below.	\$9.47 per m <sup>2</sup> (\$0.89 per ft. <sup>2</sup> )
4. <u>Business/Personal Services Occupancies - Group D</u>	
Office, bank, medical office/clinic and similar occupancies	\$11.20 per m <sup>2</sup> (\$1.04 per ft. <sup>2</sup> )
5. <u>Mercantile Occupancies - Group E</u>	
Store, shopping mall/plaza, shop, market, retail outlet and similar occupancies	\$11.20 per m <sup>2</sup> (\$1.04 per ft. <sup>2</sup> )
6. <u>Industrial Occupancies - Group F</u>	
Industrial mall, plaza, garage, plant, factory, warehouse, manufacturing building and similar occupancies	\$11.20 per m <sup>2</sup> (\$1.04 per ft. <sup>2</sup> )

7. Special Occupancies/Categories

- a. Farm buildings:
  - i. New farm buildings \$1.38 per m<sup>2</sup> (\$0.13 per ft.<sup>2</sup>)
  - ii. Additions or alterations for farm buildings \$2.16 per m<sup>2</sup> (\$0.20 per ft.<sup>2</sup>)
- b. Tents \$125.00 flat fee per tent
- c. Park model trailer, mobile home, air supported structure and similar buildings \$125.00 flat fee per unit
- d. Accessory Buildings/Structures:
  - i. Garage/carport, deck/porch/patio, sunroom/solarium, shed or other accessory building \$125.00 for buildings or additions up to 28m<sup>2</sup> (300ft.<sup>2</sup>) gross floor area and \$4.52 per m<sup>2</sup> (\$0.43 per ft.<sup>2</sup>) for buildings or additions over 28m<sup>2</sup> (300ft.<sup>2</sup>) gross floor area.
  - ii. Swimming Pool \$125.00 flat fee per pool.
- e. Designated Buildings/Structures:
  - Communication tower, retaining wall, pedestrian bridge, wind turbine, crane runway and similar buildings/structures \$960.00 flat fee for each building or structure

B. ALTERATIONS & REPAIRS:

1. Interior Alterations/Repairs/Tenant Improvements

- a. Assembly occupancies \$2.84/m<sup>2</sup> (\$0.26/ft<sup>2</sup>) gross floor area
- b. Institutional, Business/Personal Service and Mercantile occupancies \$2.84/m<sup>2</sup> (\$0.26/ft<sup>2</sup>) gross floor area
- c. Residential occupancies \$2.15/m<sup>2</sup> (\$0.20/ft.<sup>2</sup>) gross floor area
- d. Industrial occupancies \$2.84/m<sup>2</sup> (\$0.26/ft<sup>2</sup>) gross floor area
- 2. Alter/replace roof structure \$1.75 per m<sup>2</sup> (\$0.16 per ft<sup>2</sup>)
- 3. Fireplace, woodstove, insert, chimney and similar construction \$125.00 flat fee
- 4. Construction of barrier free accessibility facilities for existing dwellings NIL

C. DEMOLITION:

- 1. Buildings/structures up to and including 100 m<sup>2</sup> in building area \$125.00 flat fee for each building or structure

2.	Buildings/structures greater than 100 m <sup>2</sup> in building area	\$125.00 per 100 m <sup>2</sup> (1,075 ft. <sup>2</sup> ) in building area or part thereof
D.	MISCELLANEOUS:	
1.	Permit for partial occupancy of a building prior to being fully completed (does not apply to single family dwellings)	\$125.00 per suite/unit
2.	Permit for the change of use of a building or part thereof (no construction required)	\$125.00 flat fee
3.	a. Transfer of a permit to a new owner	\$125.00 flat fee
	A. Request for deferral of permit revocation	\$125.00 flat fee
4.	Permit to move a building/structure	\$125.00 flat fee
5.	Conditional Permit	\$600.00 flat fee
E.	PARTIAL PERMIT/STAGED CONSTRUCTION:	
1.	Building Foundation - complete to grade level (plus plumbing)	15% of applicable class above
2.	Building shell	75% of applicable class above
3.	Building completion	10% of applicable class above
F.	PLUMBING:	
	For plumbing work not included in any of the above classes of permit.	\$125.00 for any plumbing installations, including up to the first six fixtures, plus \$10.00 for each additional fixture.
G.	REFUND OF PERMIT FEES:	
1.	Where permit has been issued and no field inspections have been performed	50%
2.	Deduction for each field inspection performed	5%
H.	CONSTRUCTION PRIOR TO PERMIT ISSUANCE:	
	Where construction has commenced prior to the issuance of a permit for any class of permit described herein.	All applicable permit fees shall be doubled and the minimum permit fee shall be \$250.00.

I. EXPLANATORY NOTES TO SCHEDULE "A":

1. "m<sup>2</sup>" is the gross area of all floors at or above grade measured from the outer face of exterior walls, outer limits of other supporting structure, and as noted otherwise and includes mezzanines, lofts and habitable attics. (Imperial equivalents have been provided for information purposes.)
2. Major occupancy classifications are based on the Ontario Building Code.
3. Plumbing fees are normally included with the permit fees for the applicable class of permit. Fees for plumbing work only are listed in "F" above.
4. If, in the opinion of the Chief Building Official, the construction cannot be categorized or classed as described in the above schedule, the permit fee shall be \$15.00 for each \$1,000 of estimated value of construction.
5. Moving permit authorizes moving only. A separate permit is required for the foundation and other applicable construction.
6. Notwithstanding the refund provision, no refund shall be made of any amount less than \$20.00.

# SCHEDULE "A"

TO BY-LAW NO. 2686 (2005)

*Amended  
Replaced by 2903(2007)*

Permit fees for construction of buildings and structures, listed by classification of major occupancy, are calculated on the basis shown below for each occupancy classification or class of permit unless shown otherwise.

Unless stated otherwise, a minimum permit fee of \$125.00 shall apply.

<u>CLASS OF PERMIT</u>	<u>PERMIT FEES</u>
A. NEW CONSTRUCTION & ADDITIONS:	
1. <u>Assembly Occupancies - Group A</u>	
School, church, restaurant, theatre, educational or recreational facility and similar occupancies	\$3,250.00 for all new buildings or additions up to 232m <sup>2</sup> (2,500 ft. <sup>2</sup> ) gross floor area and \$14.00/m <sup>2</sup> (\$1.30/ft. <sup>2</sup> ) gross floor area for buildings with a gross floor area over 232m <sup>2</sup> (2,500 ft. <sup>2</sup> )
2. <u>Institutional Occupancies - Group B</u>	
Hospital, nursing home, reformatory, prison and similar occupancies	\$3,250.00 for all new buildings or additions up to 232m <sup>2</sup> (2,500 ft. <sup>2</sup> ) gross floor area and \$14.00/m <sup>2</sup> (\$1.30/ft. <sup>2</sup> ) gross floor area for buildings with a gross floor area over 232m <sup>2</sup> (2,500 ft. <sup>2</sup> )
3. <u>Residential Occupancies - Group C</u>	
a. Single Family Dwelling, Semi-detached dwelling & duplex dwelling	\$2,375.00 per dwelling unit for dwelling units up to 200m <sup>2</sup> (2,150 ft. <sup>2</sup> ) gross floor area and \$11.84/m <sup>2</sup> (\$1.10/ft. <sup>2</sup> ) for dwelling units with gross floor area over 200m <sup>2</sup> (2,150ft. <sup>2</sup> )
b. Multiple unit dwelling, apartment dwelling, townhouse dwelling, hotels, motels, other residential buildings or parts thereof	\$1,400.00 per unit for units up to 200m <sup>2</sup> (2,150ft. <sup>2</sup> ) gross floor area and \$6.78/m <sup>2</sup> (\$0.63/ft. <sup>2</sup> ) for units with gross floor area over 200m <sup>2</sup> (2,150ft. <sup>2</sup> )
c. Residential additions other than as noted in Section 7 (d) below.	\$2,375.00 for additions up to 200m <sup>2</sup> (2,150 ft. <sup>2</sup> ) gross floor area and \$11.84/m <sup>2</sup> (\$1.10/ft. <sup>2</sup> ) for additions over 200m <sup>2</sup> (2,150 ft. <sup>2</sup> )

4. Business/Personal Services Occupancies - Group D

Office, bank, medical office/clinic and similar occupancies	\$3,250.00 for all new buildings or additions up to 232m <sup>2</sup> (2,500 ft. <sup>2</sup> ) gross floor area and \$14.00/m <sup>2</sup> (\$1.30/ft. <sup>2</sup> ) gross floor area for buildings with a gross floor area over 232m <sup>2</sup> (2,500 ft. <sup>2</sup> )
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5. Mercantile Occupancies - Group E

Store, shopping mall/plaza, shop, market, retail outlet and similar occupancies	\$3,250.00 for all new buildings or additions up to 232m <sup>2</sup> (2,500 ft. <sup>2</sup> ) gross floor area and \$14.00/m <sup>2</sup> (\$1.30/ft. <sup>2</sup> ) gross floor area for buildings with a gross floor area over 232m <sup>2</sup> (2,500 ft. <sup>2</sup> )
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6. Industrial Occupancies - Group F

Industrial mall, plaza, garage, plant, factory, warehouse, manufacturing building and similar occupancies	\$3,250.00 for all new buildings or additions up to 232m <sup>2</sup> (2,500 ft. <sup>2</sup> ) gross floor area and \$14.00/m <sup>2</sup> (\$1.30/ft. <sup>2</sup> ) gross floor area for buildings with a gross floor area over 232m <sup>2</sup> (2,500 ft. <sup>2</sup> )
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7. Special Occupancies/Categories

- |   |   |
|---|---|
| a. Farm buildings:  |   |
| i. New farm buildings   | \$1,625.00 for buildings up to 930m <sup>2</sup> (10,000ft. <sup>2</sup> ) gross floor area and \$1.72/m <sup>2</sup> (\$0.16/ft. <sup>2</sup> ) for buildings over 930m <sup>2</sup> (10,000ft. <sup>2</sup> ) gross floor area. |
| ii. Additions or alterations for farm buildings                                   | \$625 for buildings up to 930m <sup>2</sup> (10,000ft. <sup>2</sup> ) gross floor area and \$2.69/m <sup>2</sup> (\$0.25/ft. <sup>2</sup> ) for buildings over 930m <sup>2</sup> (10,000ft. <sup>2</sup> ) gross floor area.      |
| b. Tents  | \$125.00 flat fee per tent  |
| c. Park model trailer, mobile home, air supported structure and similar buildings | \$125.00 flat fee per unit  |

d. Accessory Buildings/Structures:

- |  |   |
|--|---|
| i. Garage/carport,<br>deck/porch/patio,<br>sunroom/solarium, shed<br>or other accessory building | \$125.00 for buildings or<br>additions up to 28m <sup>2</sup><br>(300ft. <sup>2</sup> ) gross floor area<br>and \$4.52/m <sup>2</sup> (\$0.42/ft. <sup>2</sup> )<br>for buildings or additions<br>over 28m <sup>2</sup> (300ft. <sup>2</sup> ) gross<br>floor area. |
| ii. Swimming Pool  | \$125.00 flat fee per pool.   |

e. Designated Buildings/Structures:

- |  |   |
|--|---|
| Communication tower, retaining<br>wall, pedestrian bridge, wind<br>turbine, crane runway and similar<br>buildings/structures | \$1,200.00 flat fee for each<br>building or structure |
|--|---|

B. ALTERATIONS & REPAIRS:

1. Interior Alterations/Repairs/Tenant Improvements

- |  |  |
|--|--|
| a. Assembly occupancies  | \$3.55/m <sup>2</sup> (\$0.33/ft. <sup>2</sup> ) gross<br>floor area |
| b. Institutional, Business/Personal<br>Service and Mercantile<br>occupancies       | \$3.55/m <sup>2</sup> (\$0.33/ft. <sup>2</sup> ) gross<br>floor area |
| c. Residential occupancies   | \$2.69/m <sup>2</sup> (\$0.25/ft. <sup>2</sup> ) gross<br>floor area |
| d. Industrial occupancies  | \$3.55/m <sup>2</sup> (\$0.33/ft. <sup>2</sup> ) gross<br>floor area |
| 2. Alter/replace roof structure  | \$2.19 per m <sup>2</sup> (\$0.20 per<br>ft. <sup>2</sup> )          |
| 3. Fireplace, woodstove, insert, chimney<br>and similar construction               | \$125.00 flat fee  |
| 4. Construction of barrier free accessibility<br>facilities for existing dwellings | NIL  |

C. DEMOLITION:

- |  |  |
|--|--|
| 1. Buildings/structures up to and including<br>100 m <sup>2</sup> in building area | \$125.00 flat fee for each<br>building or structure  |
| 2. Buildings/structures greater than 100 m <sup>2</sup><br>in building area        | \$125.00 per 100 m <sup>2</sup> (1,075<br>ft. <sup>2</sup> ) in building area or part<br>thereof |

D. MISCELLANEOUS:

- |   |                         |
|---|-------------------------|
| 1. Permit for partial occupancy of a<br>building prior to being fully completed<br>(does not apply to single family<br>dwellings) | \$125.00 per suite/unit |
|---|-------------------------|

2.	Permit for the change of use of a building or part thereof (no construction required)	\$125.00 flat fee
3.	a. Transfer of a permit to a new owner	\$125.00 flat fee
	b. Request for deferral of permit revocation	\$125.00 flat fee
4.	Permit to move a building/structure	\$125.00 flat fee
5.	Conditional Permit	\$600.00 flat fee
E.	PARTIAL PERMIT/STAGED CONSTRUCTION:	
1.	Building Foundation - complete to grade level (plus plumbing)	15% of applicable class above
2.	Building shell	75% of applicable class above
3.	Building completion	10% of applicable class above
F.	PLUMBING:	
	For plumbing work not included in any of the above classes of permit.	\$125.00 for any plumbing installations, including up to the first six fixtures, plus \$10.00 for each additional fixture.
G.	REFUND OF PERMIT FEES:	
1.	Where permit has been issued and no field inspections have been performed	50%
2.	Deduction for each field inspection performed	5%
H.	CONSTRUCTION PRIOR TO PERMIT ISSUANCE:	
	Where construction has commenced prior to the issuance of a permit for any class of permit described herein.	All applicable permit fees shall be doubled and the minimum permit fee shall be \$250.00.
I.	EXPLANATORY NOTES TO SCHEDULE "A":	
1.	"m <sup>2</sup> " is the gross area of all floors at or above grade measured from the outer face of exterior walls, outer limits of other supporting structure, and as noted otherwise and includes mezzanines, lofts and habitable attics. (Imperial equivalents have been provided for information purposes.)	
2.	Major occupancy classifications are based on the Ontario Building Code.	

3. Plumbing fees are normally included with the permit fees for the applicable class of permit. Fees for plumbing work only are listed in "F" above.
4. If, in the opinion of the Chief Building Official, the construction cannot be categorized or classed as described in the above schedule, the permit fee shall be \$15.00 for each \$1,000 of estimated value of construction.
5. Moving permit authorizes moving only. A separate permit is required for the foundation and other applicable construction.
6. Notwithstanding the refund provision, no refund shall be made of any amount less than \$20.00.
7. Permit fees are indexed to the Composite Construction Index, Ontario Series, and are adjusted annually on the first of January and are to be reviewed every three (3) years at the beginning of Council's term of office.

# SCHEDULE "A"

TO BY-LAW NO. 2686 (2005)

*Revised  
by bylaw  
2822(2006)*

Permit fees for construction of buildings and structures, listed by classification of major occupancy, are calculated on the basis of the Gross Floor Area of the building, in square metres, multiplied by the corresponding figure shown below for each occupancy classification or class of permit unless shown otherwise.

Unless stated otherwise, a minimum permit fee of \$56.37 shall apply.

<u>CLASS OF PERMIT</u>	<u>PERMIT FEES</u>
A. NEW CONSTRUCTION & ADDITIONS:	
1. <u>Assembly Occupancies - Group A</u> School, church, restaurant, theatre, educational or recreational facility and similar occupancies	\$9.58 per m <sup>2</sup> (\$0.89 per ft <sup>2</sup> )
2. <u>Institutional Occupancies - Group B</u> Hospital, nursing home, reformatory, prison and similar occupancies	\$10.43 per m <sup>2</sup> (\$0.97 per ft <sup>2</sup> )
3. <u>Residential Occupancies - Group C</u>	
a. Single Family Dwelling	\$7.03 per m <sup>2</sup> (\$0.64 per ft <sup>2</sup> )
b. Semi-detached dwelling & duplex dwelling	\$6.68 per m <sup>2</sup> (\$0.62 per ft <sup>2</sup> )
c. Multiple unit dwelling, apartment dwelling, townhouse dwelling	\$6.05 per m <sup>2</sup> (\$0.56 per ft <sup>2</sup> )
d. Hotels, motels	\$6.05 per m <sup>2</sup> (\$0.56 per ft <sup>2</sup> )
e. Other residential buildings or parts thereof	\$6.05 per m <sup>2</sup> (\$0.56 per ft <sup>2</sup> )
4. <u>Business/Personal Services Occupancies - Group D</u> Office, bank, medical office/clinic and similar occupancies	\$9.69 per m <sup>2</sup> (\$0.89 per ft <sup>2</sup> )
5. <u>Mercantile Occupancies - Group E</u> Store, shopping mall/plaza, shop, market, retail outlet and similar occupancies	\$6.92 per m <sup>2</sup> (\$0.64 per ft <sup>2</sup> )
6. <u>Industrial Occupancies - Group F</u>	
a. Industrial mall/plaza/garage, plant, factory, warehouse and similar occupancies	\$4.59 per m <sup>2</sup> (\$0.42 per ft <sup>2</sup> )
b. Industrial buildings with no partitions, no plumbing and no mechanical systems	\$2.91 per m <sup>2</sup> (\$0.27 per ft <sup>2</sup> )
7. <u>Special Occupancies/Categories</u>	
a. Farm buildings	
i. Greenhouses	\$0.60 per m <sup>2</sup> (\$0.05 per ft <sup>2</sup> )
ii. Farm buildings other than greenhouses	\$1.47 per m <sup>2</sup> (\$0.14 per ft <sup>2</sup> )
b. Tents	
1. Tents other than tents for charitable and not-for-profit organizations	\$1.21 per m <sup>2</sup> (\$0.12 per ft <sup>2</sup> )
2. Tents for charitable and not-for-profit organizations	\$56.37 flat fee for tents up to and including 140 m <sup>2</sup> (1,500 ft <sup>2</sup> ) in area \$169.34 flat fee for tents over 140 m <sup>2</sup> (1,500 ft <sup>2</sup> ) in area

CLASS OF PERMITPERMIT FEES

3.	Park model trailer, mobile home, air supported structure and similar buildings	\$1.21 per m <sup>2</sup> (\$0.12 per ft <sup>2</sup> )
c.	Accessory Buildings/Structures:	
i.	Garage/carport - attached	\$2.19 per m <sup>2</sup> (\$0.20 per ft <sup>2</sup> )
ii.	Garage/carport - detached	\$1.94 per m <sup>2</sup> (\$0.18 per ft <sup>2</sup> )
iii.	Covered deck/porch	\$2.06 per m <sup>2</sup> (\$0.19 per ft <sup>2</sup> )
iv.	Uncovered deck/porch	\$1.94 per m <sup>2</sup> (\$0.18 per ft <sup>2</sup> )
v.	Sunroom/solarium	\$4.84 per m <sup>2</sup> (\$0.45 per ft <sup>2</sup> )
vi.	Shed/accessory building	\$1.94 per m <sup>2</sup> (\$0.18 per ft <sup>2</sup> )
vii.	Swimming Pools:	
	▸ public	\$1.82 per m <sup>2</sup> (\$0.17 per ft <sup>2</sup> )
	▸ private - above-ground	\$56.37 flat fee
	▸ private - in-ground	\$112.74 flat fee
d.	Designated Buildings/Structures: Communication tower, retaining wall, pedestrian bridge, crane runway and similar buildings/structures	\$56.37 flat fee
B.	ALTERATIONS & REPAIRS:	
1.	<u>Interior Alterations/Repairs/Tenant Improvements</u>	
a.	Assembly occupancies	\$3.03 per m <sup>2</sup> (\$0.28 per ft <sup>2</sup> )
b.	Institutional, Business/Personal Service and Mercantile occupancies	\$2.78 per m <sup>2</sup> (\$0.26 per ft <sup>2</sup> )
c.	Residential occupancies	\$2.43 per m <sup>2</sup> (\$0.23 per ft <sup>2</sup> )
d.	Industrial occupancies	\$1.82 per m <sup>2</sup> (\$0.17 per ft <sup>2</sup> )
2.	Alter/replace roof structure	\$0.97 per m <sup>2</sup> (\$0.09 per ft <sup>2</sup> )
3.	Fireplace, woodstove, insert, chimney and similar construction	\$56.37 flat fee
4.	Construction of barrier free accessibility facilities for existing dwellings	NIL
C.	DEMOLITION:	
1.	Buildings/structures up to and including 100 m <sup>2</sup> in building area	\$56.37 flat fee
2.	Buildings/structures greater than 100 m <sup>2</sup> in building area	\$45.09 per 100 m <sup>2</sup> in building area or part thereof
D.	MISCELLANEOUS:	
1.	Permit for partial occupancy of a building prior to being fully completed (does not apply to single family dwellings)	\$56.37 fee per suite/unit
2.	Permit for the change of use of a building or part thereof (no construction required)	\$56.37 flat fee
3.	a. Transfer of a permit to a new owner	\$56.37 flat fee
	b. Request for deferral of permit revocation	\$56.37 flat fee

CLASS OF PERMIT	PERMIT FEES
4. Permit to move a building/structure	\$56.37 per building/structure
5. Conditional Permit	\$563.73
E. PARTIAL PERMIT/STAGED CONSTRUCTION:	
1. Building Foundation - complete to grade level (plus plumbing)	15% of applicable class above
2. Building shell	75% of applicable class above
3. Building completion	10% of applicable class above
F. PLUMBING:	
1. Single Family Dwelling	The fee shall be \$67.65 for all plumbing installations, including up to six fixtures, plus \$5.64 for each additional fixture
2. Semi-detached, duplex, triplex and other multiple family dwellings, apartments, motel and hotel units	The fee shall be \$67.65 for all plumbing installations, including up to six fixtures in each dwelling unit, motel or hotel suite plus \$5.64 for each additional fixture and plus \$5.64 for each dwelling unit, motel or hotel suite
3. Any other building or structure not specifically provided for above	The fee shall be \$67.65 for all plumbing installations, including up to six fixtures in each unit or suite of occupancy within a building, plus, \$5.64 for each additional fixture
4. New water lines	The fee shall be \$22.55 each installation plus \$5.64 for each suite or unit
5. Rain water leaders only	The fee shall be \$5.64 each
6. Building drain, building sewer, building storm drain and building storm sewer	The fee shall be \$45.09 for the initial 50 metres of pipe, or portion thereof plus \$11.27 for each additional 15 metres, or portion thereof.
7. Manhole and catchbasin	The fee shall be \$5.64 for each
G. REFUND OF PERMIT FEES:	
1. Where permit has been issued and no field inspections have been performed	50%

CLASS OF PERMIT

PERMIT FEES

2. Deduction for each field inspection performed

5%

H. CONSTRUCTION PRIOR TO PERMIT ISSUANCE

1. Where construction has commenced prior to the issuance of a permit for any class of permit described herein.

All applicable permit fees shall be doubled and the minimum permit fee shall be \$112.74

I. EXPLANATORY NOTES TO SCHEDULE "A":

1. "m<sup>2</sup>" is the gross area of all floors at or above grade measured from the outer face of exterior walls, outer limits of other supporting structure, and as noted otherwise and includes mezzanines, lofts and habitable attics. (Imperial equivalents have been provided for information purposes.)
2. Major occupancy classifications are based on the Ontario Building Code.
3. Plumbing fees are additional to other permit fees for the applicable class of permit.
4. If, in the opinion of the Chief Building Official, the construction cannot be categorized or classed as described in the above schedule, the permit fee shall be \$9.59 for each \$1,000 of estimated value of construction.
5. Moving permit authorizes moving only. A separate permit is required for the foundation and other applicable construction.
6. Notwithstanding the refund provision, no refund shall be made of any amount less than \$11.27.
7. For the purpose of this schedule, a fixture shall be deemed to include a vent stack, floor drain, hot water tank, grease or oil interceptor and sewage ejector and as otherwise defined in the Ontario Building Code.
8. Permit fees are indexed to the Composite Construction Index, Ontario Series, and are adjusted annually on the first of January and are to be reviewed every three (3) years at the beginning of Council's term of office.