

**By-law No. 2019-039**  
**Schedule A**  
**Building Permit Fees**

## 1. Rules for Determining Permit Fees

- 1.1. The minimum fee for a *permit* shall be \$170.00, unless otherwise stated in this By-law.
- 1.2. Fees for a required permit are set out in this Schedule and are due and payable upon submission of an application for a permit.
- 1.3. For new buildings and additions, fees for sprinkler and fire alarm systems, commercial cooking exhaust and ventilation system, spray booth, dust collector system, finished basement areas in a *house* and any balconies, decks, patio and porch structures are in addition to the applicable Service Index permit fee.
- 1.4. For the purpose of this Schedule the occupancy classification and floor area shall be determined on the following basis:
- (a) The occupancy classification shall be established in accordance with the occupancy definitions of the *Ontario Building Code*. For multiple occupancy floor areas, the permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
  - (b) The floor area calculation is the sum of the areas of all floors including finished basement areas, balconies, lofts, mezzanines, habitable attic spaces, mechanical penthouses and shall be measured to the outer face of the exterior walls and to the centre line of party walls, firewalls or demising walls.
  - (c) For interior finishes, alterations or renovations, the area of proposed *work* is the actual space receiving the *work*, e.g. tenant suite and measurements are taken to the inner face of walls.
  - (d) Except for interconnected floor spaces, no deductions shall be made for openings within the floor area, i.e. stairs, elevators, ducts.
  - (e) Unfinished basements for a *house* are not included in calculating the floor area. A future basement finish is subject to a *building permit* and fees in accordance with this By-law.
  - (f) A garage serving a *house* to which it is attached or built-in shall not be included in the floor area calculations.
  - (g) Decks and wood burning fireplaces shall be charged the *permit* fee in accordance with this By-law in addition to the applicable floor area calculations.
  - (h) Horizontal projection of sloping and stepped floors shall be used in lieu of actual surface area.
  - (i) Where interior alterations and renovations require relocation of not more than 9 sprinkler heads, standpipe components or fire alarm components, no additional charge is applicable.
  - (j) Where Demolition of partitions or alterations to existing ceilings are part of an alteration or renovation *permit*, no additional charge is applicable.
- 1.5. A temporary *building* is considered to be a *building* that will be erected for not more than three years.

1.6. Permit fees for temporary tents and stages shall be charged for each property and for each event on a single property.

1.7. Permit fees for multiple decks constructed simultaneously on a single property shall be 50% of the applicable permit fee listed in **Schedule "A"**. Re-inspection fees, as outlined in Schedule "A," will be charged for inspections beyond the fourth and must be paid prior to scheduling any additional inspections.

1.8. For classes of permits not described in this Schedule, a reasonable permit fee shall be determined by the *Chief Building Official*.

## 2. Calculating Permit Fees

2.1. Permit fees shall be calculated using the following formula unless otherwise specified in this Schedule:

$$\text{Permit Fee} = \text{SI} \times \text{A}$$

Where: SI = the fee rate based on the service index for the type/classification of the *work* proposed; and  
 A = total floor area of the *work* involved.

## 3. Rules for Determining the Refund of Fees

3.1. Fees that may be refunded shall be a percentage of the permit fees payable under this By-law, calculated as follows:

- (a) 75 percent if administrative functions only have been performed.
- (b) 70 percent if administrative and zoning functions only have been performed.
- (c) 50 percent if administrative, zoning and plans examination functions have been performed.
- (d) 45 percent if the *permit* has been issued and no field inspections have been performed subsequent to *permit* issuance.
- (e) 5 percent shall additionally be deducted for each field inspection that has been performed after the *permit* has been issued.

3.2. Where the *Chief Building Official* deems it appropriate, a refund of other than specified in section 3.1. may be granted.

3.3. No refunds shall be payable where the calculated refund is less than the minimum fee.

3.4. The following fees shall not be refundable:

- (a) application for transfer of application or *permit*,
- (b) request for *conditional permit*,
- (c) revision to *permit*,
- (d) authorization of alternative solution, and
- (e) request for deferral.

3.5. 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.

3.6. Refund provisions are not applicable where the *permit* has been signed off and the occupancy inspection completed.

- 3.7. No refund of *building permit* fees on any application or *permit* after 2 years from the date the application was submitted, including those deemed to be abandoned, refused to be issued or voluntarily withdrawn.

## 4. Administration Fees

### 4.1. Authorization of an Alternative Solution

Where an application is submitted to the *Chief Building Official* for the authorization of an alternative solution, the application shall be accompanied by the required fee as set out in **Schedule "A"** in addition to the required *building permit* fees.

### 4.2. Building Code Act Orders

- (a) To offset additional investigative and administrative costs where an Order has been issued pursuant to the *Act* a fee as set out in **Schedule "A"** shall be paid and an additional \$340.00 shall be paid. Payment of these fees does not relieve any person or corporation from complying with the *Act* or the *Building Code* or any other applicable law.
- (b) To offset additional costs associated with the investigation, inspection, administration and rectification of an unsafe *building* where an Unsafe Order has been issued pursuant to the *Act*, a fee as set out in **Schedule "A"** shall be paid. Payment of these fees does not relieve any person or corporation from complying with the *Act* or the *Building Code* or any other applicable law.

### 4.3. Change of Ownership and Transfer of Permit

To transfer a *permit* from a *permit holder* to another, a minimum fee as set out in Schedule "A" shall be paid in addition to other applicable fees.

### 4.4. Change of Use (No Construction)

For the change of use of a major occupancy where no construction is proposed or required, a minimum fee as set out in Schedule "A" shall be paid

### 4.5. Compliance and Agency Letters

- (a) For written requests on information for status of active *building permits* and *Building Code Act* orders, the fee as set out in the Fees and Service Charges By-Law shall be paid.
- (b) *Sewage system* review related to planning applications such as minor variances, consents and setbacks, the fee as set out in the Fees and Service Charges By-Law shall be paid.
- (c) For written requests in support of provincial license applications such as an AGCO liquor licence, the fee as set out in the Fees and Service Charges By-Law shall be paid.

### 4.6. Conditional Building Permits

- (a) For conditional *building permits*, the fee shall be the normal *building permit* fee for the proposed construction plus the fee as set out in **Schedule "A"**.
- (b) The minimum fee for a *conditional permit* application shall be \$170.00
- (c) The maximum fee for each *permit* application shall be \$5000.00. (The proponent is responsible for the registration of the *conditional permit* agreement on title to the lands.).

#### 4.7. Constructing without a Permit

Where *work* or construction has commenced prior to the issuance of a *building permit*, an administrative surcharge for the unlawful *work* of 200% of the required *permit* fee shall be paid. The minimum surcharge fee shall be \$170.00 The maximum surcharge fee shall be \$5,000.00.

#### 4.8. Dormant Permit Files and Deferred Inspections

Where a *permit* has been dormant for a period of more than 12 months, the fee as set out in **Schedule "A"** shall be payable in addition to other applicable fees.

#### 4.9. Permit File Maintenance

To offset additional administrative costs where a request has been received to view or require information or reports from a *permit* file that has been closed or deemed dormant, the fee as set out in **Schedule "A"** shall be payable in addition to other applicable fees.

#### 4.10. Re-Inspection Fees

Where an *Inspector* determines that *work* for the stage of construction that has been requested to be inspected is not substantially complete, is not ready for an inspection or where previous infractions have not been corrected, the fee as set out in **Schedule "A"** shall be payable prior to subsequent inspections related to that stage of construction being scheduled.

#### 4.11. Revision to a Permit and Reviewed Drawings

- (a) Where a *supplementary submission* or a *revised submission* related to a *building permit* is required or unauthorized modifications from the reviewed *permit* drawings occur on site, the fee as set out in **Schedule "A"** shall be payable.
- (b) Where an increase in floor area has been constructed, additional *building permit* fees at the applicable service index and administrative fees noted above may be payable.

#### 4.12. Scanning/Conversion of Paper Documents Service Charge

Where paper drawings, *plans and specifications* exceed 11"x17" (Ledger, B or A3 size) a scanning conversion and filing fee as set out in the Fees and Service Charges By-Law shall be paid.

## 2026 Building Permit Fees

Classes of Permits and Fees			
	<b>Table 1: Service Index Fees by Major Occupancy</b>		
A	New Buildings, Additions, Mezzanines and Renovations	Fee	Fee Rate
	<b>Group A: Assembly Buildings</b>		
	Finished	\$1.37	ft <sup>2</sup>
	Shell	\$1.00	ft <sup>2</sup>
	Interior Alterations (renovations to previously finished areas)	\$0.67	ft <sup>2</sup>
	Tenant Finishes (previously unfinished areas/shell permits)	\$0.81	ft <sup>2</sup>
	<b>Group B: Detention, Care &amp; Treatment and Care Buildings</b>		
	Finished	\$1.37	ft <sup>2</sup>
	Shell	\$1.00	ft <sup>2</sup>
	Interior Alterations (renovations to previously finished areas)	\$0.67	ft <sup>2</sup>
	Tenant Finishes (previously unfinished areas/shell permits)	\$0.81	ft <sup>2</sup>
	<b>Group C: Residential</b>		
	Detached, Semi-detached, Row Houses	\$1.17	ft <sup>2</sup>
	Pre-fabricated Detached Dwelling	\$1.15	ft <sup>2</sup>
	Multi-Unit Buildings, Motels, Hotels	\$1.37	ft <sup>2</sup>
	Interior Alterations and renovations to previously finished areas	\$0.67	ft <sup>2</sup>
	New Finishes (finished basement, previously unfinished areas)	\$0.81	ft <sup>2</sup>
	<b>Group D: Business &amp; Personal Service Buildings</b>		
	Finished	\$1.37	ft <sup>2</sup>
	Shell	\$1.00	ft <sup>2</sup>
	Interior Alterations (renovations to previously finished areas)	\$0.67	ft <sup>2</sup>
	Tenant Finishes (previously unfinished areas/shell permits)	\$0.81	ft <sup>2</sup>
	<b>Group E: Mercantile Buildings</b>		
	Finished	\$1.37	ft <sup>2</sup>
	Shell	\$1.00	ft <sup>2</sup>
	Interior Alterations (renovations to previously finished areas)	\$0.67	ft <sup>2</sup>
	Tenant Finishes (previously unfinished areas/shell permits)	\$0.81	ft <sup>2</sup>
	<b>Group F: Industrial Buildings</b>		
	Finished	\$1.00	ft <sup>2</sup>
	Shell	\$0.88	ft <sup>2</sup>
	Interior Alterations (renovations to previously finished areas)	\$0.67	ft <sup>2</sup>
	Warehouses	\$1.00	ft <sup>2</sup>
	Underground Parking Garages	\$1.55	ft <sup>2</sup>
	Tenant Finishes (previously unfinished areas/shell permits)	\$0.81	ft <sup>2</sup>

## 2026 Building Permit Fees

<b>Table 2: Fees for Miscellaneous Permit Types</b>			
	Class of Permit	Fee	Fee Rate
<b>B</b>	<b>Miscellaneous Work – Stand Alone Permits</b>		
	Secondary Suite/Lodging House - (in addition to required renovation fee)	\$170.00	Application
	Accessory Building - Residential (Garage, Shed, etc.)	\$170.00	Bay
	Decks/Porches (unenclosed) - Residential.	\$170.00	Each
	Roof Structure	\$0.67	ft <sup>2</sup>
	Fire Code Retrofit (9.3. OFC)	\$510.00	Application
	Fire Code Retrofit (9.8. OFC)	\$510.00	Application
	Fire Code Retrofit/Repair - all other	\$510.00	Application
	Fireplaces, Wood Burning Stoves	\$170.00	Each
	Move or Relocate a Building	\$170.00	Each
	Portable Classrooms	\$340.00	Each
	Staged Permit (foundation, structural shell etc.)	\$340.00	Application
	Demising wall/Firewall	\$170.00	Each
	Change of Use – no construction	\$170.00	Application
<b>C</b>	<b>Demolition</b>		
	Residential House (Per Building)	\$170.00	Each
	All Other Buildings 1.2.2.3.(1) OBC	\$0.15	ft <sup>2</sup>
<b>D</b>	<b>Mechanical, Electrical and Fire Protection Systems</b>		
	Heating, Ventilation, Air Conditioning (individual dwelling unit)	\$170.00	Application
	Heating, Ventilation, Air Conditioning (other than individual dwelling unit )	\$0.33	ft <sup>2</sup>
	Fire Alarm System (New or Replacement)	\$510.00	Application
	Fire Sprinkler System (New or Replacement)	\$510.00	Application
	Commercial Cooking Exhaust and Ventilation System	\$510.00	Each
	Spray Booth, Dust Collector System	\$510.00	Each
	Electromagnetic locks, hold open devices	\$85.00	Each
<b>E</b>	<b>Plumbing</b>		
	Backflow Preventer	\$170.00	Each
	Interceptors (Grease or Oil)	\$170.00	Each
	New or Repair Sanitary Service: Residential	\$170.00	Each
	New or Repair Water Service: Residential	\$170.00	Each
	Plumbing - Internal	\$25.00	Fixture
	Rain Water Harvesting System	\$85.00	Each
	Site Servicing: Private Property	\$0.73	Linear ft
<b>F</b>	<b>Private On-Site Sewage Systems</b>		
	New or Replacement Sewage System	\$675.00	Each
	Part 11 Performance Level Review for Building Expansion	\$170.00	Each
	Septic Repair	\$170.00	Each
	Septic Tank Decommissioning	\$85.00	Each
	Septic Tank Replacement	\$170.00	Each

## 2026 Building Permit Fees

	Class of Permit	Fee	Fee Rate
<b>G</b>	<b>Designated Structures</b>		
	Public Pool/Spa	\$510.00	Each
	Retaining Wall	\$3.40	Linear ft
	Signs Regulated by the Building Code	\$510.00	Each
	Solar Collector - Residential	\$85.00	Application
	Solar Collector - Non -Residential	\$510.00	Application
	A Structure Supporting A Wind Turbine( Output greater than 3kW)	\$510.00	Application
<b>H</b>	<b>Temporary Buildings</b>		
	Tents and Stages up to 225m <sup>2</sup> (2,242ft <sup>2</sup> ) (Per application)	\$170.00	Application
	Tents and Stages greater than 225m <sup>2</sup> (2,242ft <sup>2</sup> ) (Per application)	\$255.00	Application
<b>I</b>	<b>Other Construction</b>		
	Balcony guard replacements, balcony repairs, canopies, parking garage repairs or other repairs and other construction not set out in items A through H	\$12.69	Per \$1000 construction value
	<b>Table 3: Administration Fees in Addition to Permit Fees</b>		
<b>J</b>	<b>Administration: Miscellaneous</b>		
	Building Code Act - Order	\$405.00	Each
	Building Code Act - Stop Work Order	\$675.00	Each
	Building Code Act - Unsafe Building Order	\$675.00	Each
	Deferral of Revocation fee	\$170.00	Each
	Dormant Building Permit	\$170.00	Each
	Permit File Retrieval Fee	\$170.00	Each
	Transfer of Permit Application or Building Permit	\$170.00	Each
	Scanning and conversion of paper documents to electronic format (per page)	Fees and Charges	
<b>K</b>	<b>Agreements</b>		
	Class 5 Sewage System (Holding Tank) Agreement	\$675.00	Each
	Class 5 Sewage System (Holding Tank) Extension	\$170.00	Each
	Limiting Distance Agreement	\$675.00	Each
<b>L</b>	<b>Alternative Solutions</b>		
	All Buildings/systems under Part 9 of the Building Code	\$1,000.00	Application
	All other Buildings/systems	\$1,500.00	Application
<b>M</b>	<b>Compliance Letters</b>		
	AGCO Agency Letter - Active Building Permit	Fees and Charges	
	AGCO Agency Letter - No Active Building Permit	Fees and Charges	
	Building Permit Compliance Letter	Fees and Charges	
	Private On-Site Sewage System Compliance Letter	Fees and Charges	

## 2026 Building Permit Fees

		Fee	Fee Rate
N	<b>Conditional Building Permits</b>		
	New House	\$400.00	Application
	All Buildings	10% of full permit fee	Application
	An Amendment to Conditional Building Permit Agreement	\$170.00	Each
O	<b>Inspection Fees</b>		
	Additional Occupancy Inspection	\$170.00	Each
	Refundable Inspection Fee	\$765.00	Application
	Re-Inspection Fee	\$170.00	Each
P	<b>Lot Grading</b>		
	Grading Deposit – New House or House addition greater than 400ft <sup>2</sup>	Fees and Charges	
Q	<b>Revision to a Reviewed Permit Drawing</b>		
	Major Revision up to 3 hours review time	\$380.00	Each
	Major Revision for each hour after 3 hours review time	\$170.00	Each
	Minor Revision	\$58.00	Each

Fees and Charges refers to the Fees and Service Charges By-law