



CITY OF  
ST. CATHARINES

## Corporate Report

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**Report from:** Planning and Development Services, Building and Development

**Date of Report:** February 19, 2013      **Date of Meeting:** March 4, 2013

**Report Number:** PDS-058-2013      **File:** 56.49.4

**Subject:** 2012 Annual Report on Fees, Costs and Building Stabilization Reserve Fund and 2013 Building Fee Increases from the Building and Development Division

### Recommendation

That Council receive for information the 2012 Annual Report on Fees, Costs and Building Stabilization Reserve Fund and 2013 Building Fee Increases from Planning and Development Services Department, Building and Development Division, dated February 19, 2013; and

That Council approve the amendments to the Schedule of Rates and Fees By-law No. 2012-345 in regard to permit fees as outlined in this report and detailed in Appendix "4"; and

That the City Solicitor be directed to prepare the necessary by-law to give effect to Council's direction. FORTHWITH

### Background

In accordance with subsection 7(4) of the Building Code Act (BCA), municipalities shall prepare an annual report on the total building permit fees collected, the direct and indirect costs of delivering services related to the administration and enforcement of the BCA and the amount of an Estimated Reserve Fund.

The BCA also provides municipalities with the authority to collect fees to recover the cost of administration and enforcement of the BCA and the Ontario Building Code (OBC). Article 1.9.1.1 of Division C outlines the details of what can be included as part of the costs including direct and indirect costs, and provisions for a reserve fund. The City of St. Catharines' Building Section has attempted to implement the basic principle of providing building permit and inspection services as a "Fee for Service".

Although a municipality can rely on property tax revenues to supplement the costs of BCA enforcement, most municipalities try to ensure that fees are adequate to recover the costs associated with the administration and enforcement of the BCA as well as reasonable contributions to a reserve fund that can be used to offset lean years,

implement service enhancements and to cover unexpected expenses related to the administration and enforcement of the BCA.

The legislation requires that municipalities report on any reserve funds that have been established for any purpose relating to the administration or enforcement of the Act and the amount of the fund at the end of the 12-month period being reported. The balance in the reserve fund is \$406,479.47. When adjusted to cover 2012 costs the balance will be \$329,663.47.

## **Report**

### **Revenues and Cost Analysis**

As was reported in the Annual Report for 2011, the building permit fees were not adjusted for a 6-year period from 2005 to 2011. As Council is aware, the rate and type of building development in St. Catharines varies somewhat from year to year. The amount of greenfield development is limited and there are pockets of infill land available for development and redevelopment. This development trend is evidenced particularly in the downtown core and has a direct impact on both the type of building permits and complexity of reviews and inspection requirements.

Appendix “1” is a summary of revenues and costs, in accordance with subsection 7(4) of the BCA. This summary contains information on fees authorized under clause 7(1)(c) of the BCA including direct and indirect costs of service delivery. Appendix “1” shows that the Building Section is still operating with a deficit of approximately 30% when comparing the total revenues against the total direct and indirect costs. Any deficit must be funded from the building permit stabilization reserve (as available) or the general tax base. The revenue deficit for 2012 is \$411,449.63. To cover this deficit for 2012, \$76,816 will be transferred from the reserve fund created in 2010 with the remaining \$334,633.63 provided from the general tax base.

Appendix “2” shows the revenues and costs of Building Service delivery for the years 2006 to 2012. The revenues for 2012 are significantly higher than 2011 which were the lowest in past six years. Other than 2010, when the City experienced exceptionally high revenues because of two large projects, the revenues in 2012 are higher than all other years shown in the chart. This is a direct result of the previous year’s increase in permit fees. The tables below show that the number of building permits and the construction values have remained relatively stable over the past 6 years.

## Types of Permits Issued Each Year

TYPE OF PERMIT	YEAR AND PERMIT NUMBERS					
	2007	2008	2009	2010	2011	2012
Assembly	62	62	75	58	52	74
Business and Personal Services	51	55	55	77	50	52
Change of Use	0	1	1	7	2	3
Designated Structure	4	4	6	10	27	32
Farm Building	5	3	10	8	16	6
HVAC Only	1	2	3	1	4	3
Industrial	28	39	39	35	27	24
Institutional	9	11	5	10	4	7
Mercantile	76	61	65	63	68	70
Plumbing Only	203	226	212	205	232	254
Residential	435	521	475	478	425	436
Secondary Buildings	195	221	180	185	168	197
Temporary Structure	8	9	11	8	13	8
	<b>1077</b>	<b>1215</b>	<b>1137</b>	<b>1145</b>	<b>1088</b>	<b>1166</b>

## Estimated Value of Construction for the Years 2006-2010

Year	All Construction	Residential	Industrial, Commercial and Institutional	Other Permit Types
2012	\$95,757,367	\$47,935,329	\$40,170,554	\$7,651,484
2011	\$90,588,583	\$32,458,437	\$54,360,135	\$3,770,011
2010	\$721,930,811	\$54,786,404	\$663,467,167	\$3,677,240
2009	\$143,813,482	\$33,349,477	\$106,453,875	\$4,010,130
2008	\$103,169,350	\$49,731,682	\$50,029,626	\$3,408,042
2007	\$93,370,583	\$43,668,996	\$46,544,836	\$3,156,751

### Increase in Fees

Additional changes to the Rates and Fees are required to further reduce the on-going deficit and provide a reasonable balance between fees and operation costs. Establishing an optimal permit fee will be a dynamic process over the next few years. Since the Building Section is operating with a deficit of approximately 30% when comparing total revenues against total direct and indirect costs, Staff suggest that fees should be increased accordingly. Staff recognizes that a one- time increase of 30% could impact development in the City and, therefore, a 10% increase to all permit fees for each of the next three years is a more appropriate approach. As a result of ongoing monitoring, each year a progress report is provided to Council to verify the financial state of the Building Section's operating costs and revenues. These proposed fee increases are detailed in Appendix "3" of this report. It should be noted that the fee comparison was undertaken by Staff at the beginning of January 2013. As a result, the fees reflected in the chart are 2012 fees.

Many municipalities raise fees annually, in accordance with the composite index for October as published in the October issue of the Southam Cost Index (Ontario Series) for that year. This is usually around a 2-3% annual increase without consideration of any deficit adjustment. In effect, this means that the 10% increase in fees would accommodate the annual 3% cost of living increase plus an actual 7% fee increase for deficit adjustment.

### Staffing Levels

As Council is aware, the Chief Building Official (CBO) worked closely with the development community over the past 7 years to ensure that the level of service provided to the development community proves to be efficient and effective. The CBO has also taken steps to ensure that the general public also has access to relevant information and assistance in regard to building processes and requirements. In 2013, Planning and Development Services is dedicated to undertaking a further operational and organizational review for services provided by the department including additional work on service levels.

The hospital project is now coming to a close with considerable staff time dedicated to inspections of the facility in 2012. Also, there have been a number of projects that have required significant staff time including the Performing Arts Centre, the Spectator Facility and the Marilyn I. Walker School of Fine and Performing Arts.

It is important to note that the building inspectors also must respond to Building Code Complaints, Fires, and Marijuana Grow Operations.

Building Code Complaints

Year	Received	Resolved	Compliant and no action required	On-going
2010	209	164	14	31
2011	167	121	25	21
2012	175	77	18	80
2013	18	3	1	14

Building Code (BC) complaints can be difficult to resolve because of complications with property ownership, ability to gain access to inspect, and issues with zoning usually attributed to building non-permitted uses without the benefit of a permit. This becomes even more complicated when dealing with rental units since requirements under the Landlord Tenant Act direct that a landlord give notice for eviction, even if the requirement is a direct result of illegal construction under the Building Code Act. The building inspectors are attempting to resolve the BC complaints as quickly as possible between regular reviews for permit issuance and permit inspections.

There are times when Fire Services contacts the Building Section to assist in emergency matters such as fires and other catastrophic events. These events require

inspectors to attend the site and determine if there are any building concerns that need to be addressed. This often results in a building order being issued.

#### Marijuana Grow Operations

Year	Received	Resolved	On-going
2008	6	6	0
2009	12	12	0
2010	23	23	0
2011	7	7	0
2012	14	13	1
2013	3	1	2

The CBO created and implemented a protocol in 2008 which involves the City's Building Section, Fire Services, the Clerks Division, the Billing Section, and outside agencies including Niagara Regional Police (NRP), Technical Standards and Safety Authority, Electrical Safety Authority, Horizon, and Enbridge to address any Marijuana Grow Operation where the City received an Official Police Notification from the NRP, in accordance with the Municipal Act. The above table indicates that this protocol has been working well because there are few ongoing investigations.

The St. Catharines Building Section takes pride in offering a pre-consultation service to the public and development community so that clients have the information they need to apply for and obtain a permit as quickly as possible. The public can obtain information readily at the counter or by appointment. It is at these meetings when the engineers and architects preparing the plans are provided with a cursory review and discussion of concerns up front. For some of the more complex projects encountered over the past few years, such as the new hospital, the Bio-science Centre at Brock University, the Port Tower project, the Performing Arts Centre, the Spectator Facility, and the Marilyn I. Walker School of Fine and Performing Arts, staff have engaged in multiple preliminary meetings with the project agents, architects and engineers to assist in the smooth delivery of necessary approvals and permits. While this approach is time consuming for staff, it provides a better communication of the approach and requirements of the BC and other applicable laws that need to be satisfied before issuing a permit. There are many other instances when staff also will have preliminary and ongoing consultation with owners and their agents. Building Section staff are a professional group who are dedicated to ensuring the best level of service possible.

#### **Building Stabilization Reserve Fund**

As of December 31, 2012, the balance in the reserve fund was \$406,479.47. When adjusted to partially address the operating deficit for 2012, the resulting reserve balance will be \$329,663.47. The Building Stabilization Reserve Fund should not exceed the anticipated required funding for one year's OBC-related operation costs for the administration and enforcement of the BCA. This balance ultimately would provide staff with an upper limit to freeze automatic increases and the ability to maintain a healthy Reserve Fund.

#### Funding and Use:

- Year and surplus where building permit revenues exceed expenditures  
-surplus is transferred to the Reserve Fund
- Year and deficit where expenditures exceed building permit revenues  
-funds are transferred from Reserve Fund to cover deficit.

#### **Financial Implications**

Sub-section 7(6) of the BCA addresses “Changes in Fees” and states that if a principal authority proposes to change any fee, it shall give notice of the proposed changes in fees and hold a public meeting concerning the proposed changes. The regulations require that a municipality hold at least one public meeting and that at least 21 days notice be provided via regular mail to all interested parties. The regulations also require that such notice include, or be made available upon request to the public, an estimate of the costs of administering and enforcing the Act, the amount of the fee or change in existing fee and the rationale for imposing or changing the fee.

#### **Prepared and Submitted by:**

Sandra Burrows  
Manager of Building and Development Services

#### **Approved by:**

James N. Riddell, MPI., MCIP, RPP  
Director of Planning and Development Services

City of St. Catharines  
Annual Report of Fees and Costs, Pursuant to  
Ontario Building Code Act Section 7 (4)

**Estimated Costs of Delivering Building Code Act Services (Direct and Indirect)**

2012

2011

<b>Direct Administration and Enforcement Costs</b>		
Staffing Costs (Direct Support Staff)	\$1,302,566.27	\$1,223,938.53
Direct Office Expenditures	\$118,087.01	\$118,176.40
<b>Total Direct Administration and Enforcement Costs</b>	<b>\$1,420,653.28</b>	<b>\$1,342,114.93</b>
<b>Indirect Administration and Enforcement Costs</b>		
Staffing Costs (Indirect Support Staff)	\$106,083.17	\$101,621.10
Indirect Office Support Costs	\$397,030.29	\$426,380.98
<b>Total Indirect Administration and Enforcement Costs</b>	<b>\$503,113.46</b>	<b>\$528,002.08</b>
<b>Total Direct and Indirect Costs</b>	<b>\$1,923,766.74</b>	<b>\$1,870,117.01</b>
<b>Total Building Revenue</b>	<b>\$1,512,317.10</b>	<b>\$776,136.13</b>
<b>Deficit for current year of</b>	<b>(\$411,449.64)</b>	<b>(\$1,093,980.88)</b>
<b>Balance to be transferred from Reserve Fund *</b>	<b>\$76,816.00</b>	<b>\$500,000.00</b>
<b>Balance of Reserve Fund</b>	<b>\$329,663.47</b>	<b>\$399,938.26</b>

\* the remaining balance to be provided by the general tax base

## Revenue and Costs Comparisons - 2006 - 2012

BUILDING REVENUE BY GL ACCOUNT							
GL Account #	Revenue for 2012	Revenue for 2011	Revenue for 2010	Revenue for 2009	Revenue for 2008	Revenue for 2007	Revenue for 2006
711.100.800	\$1,643.05	\$2,123.86	\$2,941.15	\$1,616.32	\$3,540.48	\$2,198.75	\$716.59
615.105.000	\$1,434,481.87	\$713,444.69	\$2,659,867.19	\$814,479.00	\$1,216,081.79	\$1,098,328.31	\$1,177,289.48
615.110.000	\$36,071.18	\$23,673.58	\$22,801.14	\$33,722.00	\$26,202.64	\$23,551.03	\$26,462.08
615.115.000	\$40,121.00	\$36,894.00	\$45,162.00	\$43,609.00	\$25,895.00	\$40,212.00	\$32,933.50
	\$1,512,317.10	\$776,136.13	\$2,730,771.48	\$893,426.32	\$1,271,719.91	\$1,164,290.09	\$1,237,401.65
Without Hospital and Brock Bio Science Complex Revenues for 2010							
\$1,187,029.48							
Direct and Indirect Costs							
	2012	2011	2010	2009	2008	2007	2006
	\$1,923,766.73	\$1,870,117.00	\$1,830,833.22	\$1,719,879.69	\$1,833,060.83	\$1,671,404.99	\$1,500,588.93
Total Revenue for Year (Deficit is denoted by brackets)							
	2012	2011	2010	2009	2008	2007	2006
	(\$411,449.64)	(\$1,093,980.87)	\$899,938.26	(\$826,453.37)	(\$561,340.92)	(\$507,114.90)	(\$263,187.28)
Deficit for 2010 Without Hospital and Brock Bio Science Complex Revenues for 2010			(\$643,803.74)				

711.100.800

Administrative Overhead i.e. photocopies, file retrieval, etc.

615.105.000

Bldg, demo, change of use, inspections, agreements (spatial, demo, etc)

615.110.000

Plumbing only permits and occupancy permits for non-residential

615.115.000

Sign permits



### Comparison of Types and Numbers of Permits

Municipality	Population	Permit Fee Comparison (LMCBO) per SqF					
		Group A Restaurant	Group B Institutional	Group C Residential House	Group D Offices (Two Storey)	Group E Retail	Group F Industrial Building (3000m2)
Ajax	109,600	\$1.48	\$1.63	\$0.83	\$1.28	\$1.02	\$0.37
Barrie	140,000	\$1.53	\$2.00	\$1.00	\$1.41	\$1.21	\$0.77
Brantford	90,192	\$1.65	\$2.12	\$1.10	\$1.50	\$1.06	\$0.80
Burlington	175,800	\$1.80	\$2.05	\$0.94	\$1.59	\$1.34	\$0.73
Cambridge	131,000	\$2.34	\$2.49	\$1.25	\$1.98	\$1.40	\$0.87
Clarington	85,000	\$1.91	\$2.09	\$1.05	\$1.58	\$1.36	\$1.11
Guelph	123,000	\$2.11	\$2.28	\$1.13	\$1.78	\$1.25	\$0.78
Kawartha Lakes	74,565	\$1.76	\$1.97	\$1.00	\$1.53	\$1.28	\$0.73
Kingston	123,363	\$12.00/1000					
Kitchener	233,900	\$2.34	\$2.50	\$1.18	\$1.99	\$1.40	\$0.80
Milton	90,000	\$1.34	\$1.66	\$1.08	\$1.34	\$0.99	\$0.66
Newmarket	86,000	\$0.82	\$0.82	\$1.35	\$0.80	\$0.82	\$0.80
Niagara Falls	82,184	\$1.45	\$1.45	\$0.94	\$1.45	\$1.18	\$0.57
Oakville	177,200	\$2.34	\$2.59	\$1.40	\$1.87	\$1.90	\$1.28
Oshawa	150,000	\$1.78	\$1.91	\$1.04	\$1.32	\$1.21	\$1.01
Peterborough	80,000	\$1.45	\$1.45	\$1.33	\$1.45	\$1.45	\$1.45
Pickering	93,429	\$1.19	\$1.39	\$1.01	\$0.98	\$0.98	\$0.59
Richmond Hill	183,000	\$1.39	\$1.49	\$0.88	\$1.08	\$0.93	\$0.75
Sault Ste, Marie	76,000	\$1.65	\$1.65	\$1.17	\$1.23	\$0.93	\$0.67
St. Catharines	131,989	\$1.60	\$1.79	\$0.99	\$1.40	\$1.12	\$0.82
Sudbury	157,857	\$10.70/1000					
Thunder Bay	110,000	\$10.00/1000					
Waterloo	120,800	\$1.60	\$1.70	\$0.80	\$1.35	\$0.95	\$0.55
Whitby	125,900	\$1.08	\$1.41	\$0.79	\$1.09	\$0.93	\$0.76
<b>AVERAGE</b>		<b>\$1.65</b>	<b>\$1.83</b>	<b>\$1.06</b>	<b>\$1.43</b>	<b>\$1.18</b>	<b>\$0.80</b>

Increase by 10%	\$1.76	\$1.97	\$1.09	\$1.54	\$1.23	\$0.90
Increase by 30 %	\$2.08	\$2.33	\$1.29	\$1.82	\$1.46	\$1.07

Deficit

27.21% Deficit for year/total building revenue

## 2013 SCHEDULE OF RATES AND FEES

### PROPOSED

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
<b>Planning &amp; Development Services</b>						
<b>BUILDING AND DEVELOPMENT FEES</b>						
<b>BUILDING PERMIT FEES</b>						
<u>Construction - New Buildings and Additions</u>						
<b>IF PLANS IN METRIC USE THE FOLLOWING CONVERSION: 1 SQ. M = 10.764 SQ. FT.</b>						
<b><u>Group A - Assembly</u></b>						
School, church, restaurant over 30 persons, library, club, outdoor patio, hall and occupancies of a similar nature - per sq. ft.	1.60		<b>1.60</b>	1.76		<b>1.76</b>
<b><u>Group B - Institutional</u></b>						
Hospital, nursing home, reformatory, prison and occupancies of a similar nature - per sq. ft.	1.79		<b>1.79</b>	1.97		<b>1.97</b>
Residential Care Facility - per sq. ft.	1.41		<b>1.41</b>	1.55		<b>1.55</b>
<b><u>Group C - Residential</u></b>						
Single, semi, duplex, triplex, row house and multiple dwelling - per sq. ft.	0.99		<b>0.99</b>	1.09		<b>1.09</b>
Each attached or detached garage or carport, shed, decks, open porch (per sq. ft.) (changing from fixed rate to per sq. ft.)	110.00		<b>110.00</b>	1.09		<b>1.09</b>
Miscellaneous Residential Work						
- addition to existing - per sq. ft.	0.99		<b>0.99</b>	1.09		<b>1.09</b>
- finish basement - per sq. ft.	0.99		<b>0.99</b>	1.09		<b>1.09</b>
Apartment building - 6 storey building or less - per sq. ft.	0.99		<b>0.99</b>	1.09		<b>1.09</b>
- building more than 6 stories - per sq. ft.	0.88		<b>0.88</b>	0.97		<b>0.97</b>
Hotel/motel - 2 storey building or less - per sq. ft.	1.10		<b>1.10</b>	1.21		<b>1.21</b>
- building more than 2 stories - per sq. ft.	0.99		<b>0.99</b>	1.09		<b>1.09</b>

## 2013 SCHEDULE OF RATES AND FEES

### PROPOSED

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
<b><u>Group D - Business and Personal Services</u></b>						
Office, medical, financial institution and occupancies of a similar nature - 6 storey building or less - per sq. ft.	1.40		<b>1.40</b>	1.54		<b>1.54</b>
- building more than 6 stories - per sq. ft.	1.33		<b>1.33</b>	1.46		<b>1.46</b>
<b><u>Group E - Mercantile</u></b>						
Strip plaza, mall retail store, restaurant not more than 30 persons, supermarket, department store and occupancies of a similar nature.						
- building up to and including 10,000 sq. ft. - per sq. ft.	1.12		<b>1.12</b>	1.23		<b>1.23</b>
- building up to and including 50,000 sq. ft. - per sq. ft.	1.07		<b>1.07</b>	1.18		<b>1.18</b>
- building over 50,000 sq. ft. - per sq. ft.	1.00		<b>1.00</b>	1.10		<b>1.10</b>
<b><u>Group F - Industrial</u></b>						
Manufacturing plant, factories, warehouse, repair garage, service station, carwash and occupancies of a similar nature.						
- building up to and including 10,000 sq. ft. - per sq. ft.	0.82		<b>0.82</b>	0.90		<b>0.90</b>
- building up to and including 50,000 sq. ft. - per sq. ft.	0.76		<b>0.76</b>	0.84		<b>0.84</b>
- building over 50,000 sq. ft. - per sq. ft.	0.66		<b>0.66</b>	0.73		<b>0.73</b>
Parking Garage - per sq. ft.	0.49		<b>0.49</b>	0.54		<b>0.54</b>
<b><u>Farm Buildings - Low Human Occupancy</u></b>						
Greenhouse - per sq. ft.	0.30		<b>0.30</b>	0.33		<b>0.33</b>
Storage, livestock buildings and occupancies of a similar nature - per sq. ft.	0.30		<b>0.30</b>	0.33		<b>0.33</b>
<b><u>Other Than Low Human Occupancy</u></b>						
Office, work area, retail packaging and occupancies of a similar nature - per sq. ft.	0.82		<b>0.82</b>	0.90		<b>0.90</b>
<b><u>Miscellaneous</u></b>						
- Temporary structure (tent, air supported structure, new portable, relocated portable) - flat fee	175.00		<b>175.00</b>	190.00		<b>190.00</b>
- Foundation - per sq. ft.	0.25		<b>0.25</b>	0.30		<b>0.30</b>
- Public Pool - flat fee	600.00		<b>600.00</b>	660.00		<b>660.00</b>
- Designated structure (retaining wall, communication tower, pedestrian bridge, crane runway, storage tank, dish antenna, solar collector) - flat fee	175.00		<b>175.00</b>	190.00		<b>190.00</b>

## 2013 SCHEDULE OF RATES AND FEES

### PROPOSED

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
- Fire alarm system, emergency lighting, sprinkler system, stand pipe system, fixed extinguishing system - flat fee	175.00		<b>175.00</b>	190.00		<b>190.00</b>
- Each balcony guard repair or balcony repair/flat fee	25.00		<b>25.00</b>	27.50		<b>27.50</b>
- Parking Garage repair - flat fee	175.00		<b>175.00</b>	190.00		<b>190.00</b>
- Each electromagnetic locking device, hold open device - flat fee	25.00		<b>25.00</b>	27.50		<b>27.50</b>
- Canopy or marquee - per sq. ft.	0.75		<b>0.75</b>	0.83		<b>0.83</b>
- Pavilion, bandshell, open sided covered walkway - per sq. ft.	0.75		<b>0.75</b>	0.83		<b>0.83</b>
- Racking system - per sq. ft.	0.75		<b>0.75</b>	0.83		<b>0.83</b>
Underpinning				3.00		<b>3.00</b>
Shoring (per linear ft)				3.00		<b>3.00</b>
<b>Minor Alterations</b>						
Single partition, demising wall, new roof structure, washroom, etc., each - flat fee	200.00		<b>200.00</b>	220.00		<b>220.00</b>
<b>Other Permits</b>						
<b>Change of Use</b> (no construction required) - flat fee	100.00		<b>100.00</b>	110.00		<b>110.00</b>
<b>Demolition Permit</b>	100.00		<b>100.00</b>	200.00		<b>200.00</b>
<b>Occupancy Permit (building not fully completed)</b>						
- residential - per dwelling unit, room or suite of rooms individually occupied - flat fee	100.00		<b>100.00</b>	110.00		<b>110.00</b>
- other occupancies - per 1,000 sq. ft. of floor area or portion to be occupied - per sq. ft.	50.00		<b>50.00</b>	55.00		<b>55.00</b>
<b>Expedited permit (resource dependant)</b>				1.5 x the applicable rate		
<b>Moving of a Building</b>				110.00		
<b>Third Party Review for Plans Examination or Inspection (at the discretion of the CBO)</b>				actual cost		
Review revised drawings (significant changes from the original submission requiring complete re-review)	25% OF THE ORIGINAL BUILDING PERMIT FEE OR \$110.00 WHICHEVER IS GREATER.					
Liquor License Inspection Report				175.00		<b>175.00</b>
Deferral of revocation of a permit or cancellation of an application	100.00		<b>100.00</b>	110.00		<b>110.00</b>
To transfer ownership of permit	100.00		<b>100.00</b>	110.00		<b>110.00</b>

## 2013 SCHEDULE OF RATES AND FEES

### PROPOSED

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Additional Fee When Permit Divided Into Part Permits	130.00		<b>130.00</b>	140.00		<b>140.00</b>
To reinspect/update file closed with outstanding order	130.00		<b>130.00</b>	140.00		<b>140.00</b>
To determine Building Permit Fee when not possible to use square foot method	\$12.00 for each \$1,000.00 of estimated value of work or portion thereof.					
To determine Application Fee for complex projects which will be adjusted during plan review using square foot method and may result in an additional fee or refund.	\$12.00 for each \$1,000.00 of estimated value of work or portion thereof.					
Re-inspection fee - per inspection (for 3rd and subsequent "repeat" inspections)	130.00		<b>130.00</b>	140.00		
Permit Administration Fee	Higher of \$100 or 25%, 50% or 100% of original permit fee added to the original permit fee based on stage of construction, not to exceed \$5000			Higher of \$110 or 25%, 50% or 100% of original permit fee added to the original permit fee based on stage of construction, not to exceed \$5000		
Alternative Solutions	\$400 per application (Up to 4 hours of staff time with an additional \$100/hr for every hour over 4)					
Request for Inspection Outside Normal Working Hours	\$100/hr with a minimum call out of 4 hours					
<b>Minimum Building Permit Fee</b>	100.00		<b>100.00</b>	110.00		<b>110.00</b>
<b>BUILDING &amp; ZONING COMPLIANCE LETTER (NO INSPECTION)</b>	100.00		<b>100.00</b>	110.00		<b>110.00</b>
<b>BUILDING AND/OR ZONING INFORMATION LETTER (NO INSPECTION)</b>	100.00		<b>100.00</b>	110.00		<b>110.00</b>
<b>BUILDING AND/OR ZONING COMPLIANCE LETTER (INSPECTION AND NO PERMIT, INCLUDES FLAP)</b>	160.00		<b>160.00</b>	175.00		<b>175.00</b>
<b>BUILDING PERMITS ISSUED MONTHLY</b>						
- per year in advance	100.00		<b>100.00</b>	110.00		<b>110.00</b>
- individual copy	15.00		<b>15.00</b>	16.50		<b>16.50</b>
<b>CONDITIONAL PERMIT AGREEMENT APPLICATION</b>	240.00		<b>240.00</b>	500.00		<b>500.00</b>
<b>CONDITIONAL PERMIT AGREEMENT RELEASE</b>	175.00		<b>175.00</b>	300.00		<b>300.00</b>
<b>DEMOLITION AGREEMENT</b>	350.00		<b>350.00</b>	500.00		<b>500.00</b>
<b>DEMOLITION AGREEMENT RELEASE</b>	250.00		<b>250.00</b>	300.00		<b>300.00</b>

## 2013 SCHEDULE OF RATES AND FEES

### PROPOSED

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
<b>HVAC PERMIT FEES</b>						
<b>(where no Building Permit is required)</b>						
Add on System: (unit heater, make up air unit, exhaust fans and/or ductwork alterations.)	175.00		<b>175.00</b>	190.00		<b>190.00</b>
Furnace Replacement or Air Conditioner - Unit Installation	175.00		<b>175.00</b>	190.00		<b>190.00</b>
Commercial Exhaust Hood, Spray Booth, Dust Collection System	175.00		<b>175.00</b>	190.00		<b>190.00</b>
Masonry Fireplace, woodstove				190.00		<b>190.00</b>
Minimum HVAC ONLY Fee				190.00		<b>190.00</b>
<b>PLUMBING PERMIT FEES</b>						
<b>(Where no Building Permit is required)</b>						
-Each fixture	12.00		<b>12.00</b>	13.20		<b>13.20</b>
- Each manhole, catch basin or fire hydrant	30.00		<b>30.00</b>	33.00		<b>33.00</b>
- Drain, sewer or water pipe						
- 4" (100 mm) or less - per lin. ft.	0.42		<b>0.42</b>	0.46		<b>0.46</b>
- more than 4" (100 mm) - per lin. ft.	0.66		<b>0.66</b>	0.73		<b>0.73</b>
- Septic Tank Changeover	100.00		<b>100.00</b>	110.00		<b>110.00</b>
Minimum Plumbing Permit Fee	100.00		<b>100.00</b>	110.00		<b>110.00</b>
<b>RE-INSPECTION FEES</b>						
Property Standards or By-law Enforcement (for the 3rd and subsequent required inspections)	130.00		<b>130.00</b>	140.00		<b>140.00</b>
<b>SERVICING AGREEMENT</b>	700.00		<b>700.00</b>			
<b>SIGN BY-LAW VARIANCE APPLICATION</b>	250.00		<b>250.00</b>			
<b>SIGN PERMIT FEES - PER PERMIT</b>						
- Ground, projecting, and wall	100.00		<b>100.00</b>	110.00		<b>110.00</b>
- Pole	200.00		<b>200.00</b>	220.00		<b>220.00</b>
- Portable						
- For 30 consecutive days	43.00		<b>43.00</b>	50.00		<b>50.00</b>
- For 60 consecutive days	73.00		<b>73.00</b>	100.00		<b>100.00</b>
- For 90 consecutive days	106.00		<b>106.00</b>	125.00		<b>125.00</b>
- For 120 consecutive days	139.00		<b>139.00</b>	150.00		<b>150.00</b>
- to defer revocation of a permit or cancellation of an application.	100.00		<b>100.00</b>	110.00		<b>110.00</b>
- Appeal to Council	250.00		<b>250.00</b>	275.00		<b>275.00</b>
- Temporary Wrap Around Signs	125.00		<b>125.00</b>	135.00		<b>135.00</b>

## 2013 SCHEDULE OF RATES AND FEES

### PROPOSED

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
SPATIAL SEPARATION AGREEMENT	400.00		<b>400.00</b>	600.00		<b>600.00</b>
SPATIAL SEPARATION AGREEMENT RELEASE	250.00		<b>250.00</b>	300.00		<b>300.00</b>
SWIMMING POOL ENCLOSURE PERMIT	130.00		<b>130.00</b>	150.00		<b>150.00</b>