

The Corporation of the City of Guelph

By-law Number (2023) - 20842

A by-law to amend By-law Number (2015) - 19985, as amended, being a By-law respecting Building, Demolition, Conditional, Change of Use and Occupancy Permits, Payment of Fees, Inspections, Appointment of Chief Building Official and Inspectors, and a Code of Conduct.

Whereas Subsection 7(1) of the Building Code Act, 1992, S.O. 1992, c. 23, as amended (the "Act"), authorizes Council to pass certain by-laws respecting building, demolition and change of use permits, and inspections;

And whereas Subsection 3(2) of the Act requires Council to appoint a chief building official and inspectors for the enforcement of the Act;

And whereas Subsection 7.1(1) of the Act requires Council to establish and enforce a code of conduct for the chief building official and inspectors;

The Council of the Corporation of the City of Guelph enacts as follows:

1. That Schedule "A" of By-law Number (2015)-19985, as amended, is hereby deleted and replaced with the attached Schedule "1" being the new Schedule "A" attached to and forming part of this By-law.
2. That this By-law shall come into force and take effect on January 1, 2024.

Passed this twenty ninth day of November, 2023.

Schedules:

Schedule 1: Schedule "A" of Bylaw number (2015)-19985

Cam Guthrie, Mayor

Stephen O'Brien, City Clerk

Schedule "A" of Bylaw number (2015)-19985

Building Permit fees effective January 1, 2024

[as amended by bylaws (2019)-20411, (2019)-20450, (2020)-20549 and (2021) 20654]

Fees for a required Permit are set out in this schedule and are due and payable upon submission of an application for a Permit.

Table 1 (Table 80) - **Group A: Assembly Buildings**

Classes of Permits	Permit fee (\$ per ft ²)	Flat fee (\$)
Shell	2.63	NA
Finished	3.02	NA
Outdoor patio/picnic shelter	NA	260.00
Outdoor public pool	NA	1,040.00

Table 2 (Table 81) - **Group B: Detention, care & treatment and care Buildings**

Classes of Permits	Permit fee (\$ per ft ²)	Flat fee (\$)
Shell	2.85	NA
Finished	3.28	NA

Table 3 (Table 82) - **Group C: Residential**

Classes of Permits	Permit fee (\$ per ft ²)	Flat fee (\$)
Low-rise residential (houses and row townhouses)	1.62	NA
Garage/carport (per bay), shed, deck, porch, exterior stairs, exterior ramps	NA	130.00
Hot tubs	NA	130.00
Solar collectors – low-rise residential (per application)	NA	130.00
Swimming pools	NA	260.00
Apartment Building, multiple attached dwelling (stacked townhouses)	2.10	NA
Hotels/motels	2.10	NA
Residential retirement home	2.10	NA

Table 4 (Table 83) - **Group D: Business and Personal Services Buildings**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Shell	1.79	NA
Finished	2.10	NA

Table 5 (Table 84) - **Group E: Mercantile Buildings**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Shell	1.79	NA
Finished	2.10	NA

Table 6 (Table 85) - **Group F: Industrial Buildings**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Warehouse, factories	1.13	NA
Parking garage	0.96	NA

Table 7 (Table 86)- **Farm Building**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Farm Building	0.54	NA

Table 8 (Table 87) - **Foundation, conditional Permit**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Foundation, conditional Permit	0.20	NA

Table 9 (Table 88) - **Interior Finishes and Alterations: All classifications**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
New interior finishes to previously unfinished areas (including finishing of residential basements and major renovations)	0.51	NA
Alterations and renovations to previously finished areas	0.45	NA

Table 10 (Table 89) - **Special Categories and Miscellaneous: All classifications**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Accessory apartments, lodging houses	0.51/390.00 minimum	NA
Air supported structures	0.56	NA
Balcony guard (replace per linear foot) – excluding low-rise residential	0.94/390.00 minimum	NA
Balcony repair (per building)	NA	390.00
Ceiling (new or replace per square foot)	0.10	NA
Change of use Permit (with no renovations)	NA	260.00
Demising wall, firewall	NA	260.00
Demolitions – minor (500 square feet or less)	NA	130.00
Demolitions – major (more than 500 square feet)	0.05/390.00 minimum	NA
Designated Structures – ALL including solar collectors (per application) except retaining walls, public pools, signs and low-rise residential solar collectors	NA	520.00
Elevator, escalator, lift	NA	520.00
Exterior ramps (excluding low-rise residential)	NA	260.00
Fireplace, woodstove (each)	NA	130.00
Portables – per application (excludes port-a-pak)	NA	260.00
Rack storage	0.46/390.00 minimum	NA
Reclad exterior wall (per square foot)	0.10	NA
Retaining wall (per linear foot)	4.65	NA
Roof structures	0.45	NA
Signs – 107 square feet or less (each)	NA	260.00
Signs – more than 107 square feet (each)	NA	520.00
Storefront replacement	NA	260.00
Temporary Buildings	NA	520.00
Temporary tents – per application	NA	260.00
Window – new, replacement or enlargement (each)	NA	25.00

Table 11 (Table 90) - **Mechanical Work (independent of Building Permit)**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
HVAC Permit (residential per suite)	NA	130.00
HVAC Permit (non-residential)	0.20	NA
New sprinkler system or new standpipe system	0.10/390.00 minimum	NA
Alterations to existing sprinkler system or existing standpipe system	0.05/390.00 minimum	NA
Commercial kitchen exhaust systems, spray booths, dust collectors	NA	390.00

Table 12 (Table 91)- **Electrical work (Independent of Building Permit)**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
New fire alarm system	0.10/390.00 minimum	NA
Alterations to existing fire alarm system or existing electrical work	NA	390.00
Electromagnetic locks (each) and hold open devices (each)	NA	65.00

Table 13 (Table 92) - **Plumbing work (Independent of Building Permit)**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Plumbing Permit, including hot water heaters (per fixture)	NA	25.00
Testable backflow prevention devices (each)	NA	130.00
Catchbasins, manholes, roof drains (each)	NA	25.00
Building services (per group) – single detached dwellings (SDD), semi-detached dwellings, duplex dwellings	NA	130.00
Building/site services (per linear foot), excluding SDD, semi-detached dwellings, duplex dwellings	0.97/390.00 minimum	

Table 14 (Table 93) - **Sewage Systems**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
New installations	NA	780.00
Replacement or alteration	NA	390.00

Administration Fees

Table 15 (Table 94) - **Alternative Solutions (as per Subsection 6.2 of this by-law)**

Administration fee	Flat fee (\$)
All Buildings/systems within the scope of Division B, Part 9 of the Building Code	520.00
All other Buildings/systems	1,040.00

Table 16 (Table 94) - **Occupancy without a Permit (as per Subsection 6.3 of this by-law)**

Administration fee	Flat fee (\$)
Occupancy of a Building, or a part of it, without the required occupancy permit	520.00
Additional occupancy inspections (as per Subsection 6.4 of this by-law)	320.00

Table 17 (Table 94) - **Work without a Permit (as per Subsection 6.5 of this By-law)**

Administration fee	Flat fee (\$)
Building, Demolition or Change of Use without the required Permit	50% of the required Permit fee, maximum of \$5,000.00
Occupancy Permit without Construction (as per Subsection 6.6 of this by-law)	320.00
Registering Orders on Title (as per the Building Code Act)	185.00

Rules for determining Permit fees

A minimum Permit fee of \$130.00 shall be charged for all work for low-rise residential projects where the calculated Permit fee is less than these amounts. Fees identified as low-rise residential apply where there is not more than one dwelling unit above another dwelling unit in a single detached, semi-detached, duplex or row townhouse dwelling.

A minimum Permit fee of \$260.00 shall be charged for all other projects where the calculated Permit fee is less than these amounts.

The occupancy categories in this Schedule correspond with the major occupancy classifications in 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.

For classes of Permits not described in this Schedule, the Chief Building Official shall determine a reasonable Permit fee.

The floor area of the proposed work is to be measured to the outer face of exterior walls (excluding low-rise residential attached garages) and to the centre line of party walls, firewalls or demising walls.

In the case of interior finishes, alterations or renovations, the area of proposed work is the actual space receiving the work. (e.g.: tenant suite)

Attached garages, fireplaces, decks, balconies, porches, exterior basement stairwells and exterior ramps are included in the Permit fee for single detached

dwellings, semi-detached dwellings, duplex dwellings and townhouses.

Unfinished basements for single detached dwellings, semi-detached dwellings, duplex dwellings and townhouses are not included in the floor area.

Basement finishes are not included in the Permit fee and will be charged the additional rate for single detached dwellings, semi-detached dwellings, duplex dwellings and townhouses.

Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy for the floor area on which they are located.

Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.

Except for interconnected floor spaces, no deductions are made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).

Where interior alterations and renovations require relocation of sprinkler heads, standpipe components or fire alarm components, no additional charge is applicable.

Ceilings are included in both new shell and finished (partitioned) Buildings. The Permit fees for ceilings only apply when alterations occur in existing Buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.

Where Demolition of partitions or alterations to existing ceilings are part of an alteration or renovation Permit, no additional charge is applicable.

Additional Permit fees are not required when the Sewage System is included with the original Building Permit.

A temporary Building is considered to be a Building that will be erected for not more than three years.

Refund of Permit fees:

In the case of withdrawal or abandonment of an application for a Permit or abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall, upon written request of the Owner or Applicant, determine the amount of paid Permit fees that may be refunded to the Owner or Applicant, if any, as follows:

- 80 percent (80%) if administrative functions only have been performed;
- 70 percent (70%) if administrative and zoning functions only have been performed;
- 50 percent (50%) if administrative, zoning and plans examination functions have been performed;
- 35 percent (35%) if the Permit has been issued and no field inspections have been performed subsequent to Permit issuance;
- 5 percent (5%) shall additionally be deducted for each field inspection that has been performed after the Permit has been issued;
- A refund will not be made on a Permit where the amount paid was the minimum permit fee;
- No refund shall be made after two years following the date of Permit application where the Permit has not been issued or one year following the date of Permit issuance.

Note: In most cases, a building and/or zoning inspection will be required prior to issuance of a refund.

Schedule "A" of Bylaw number (2015)-19985

Building Permit fees effective January 1, 2025

[as amended by bylaws (2019)-20411, (2019)-20450, (2020)-20549 and (2021) 20654]

Fees for a required Permit are set out in this schedule and are due and payable upon submission of an application for a Permit.

Table 18 (Table 80) - **Group A: Assembly Buildings**

Classes of Permits	Permit fee (\$ per ft ²)	Flat fee (\$)
Shell	2.71	NA
Finished	3.11	NA
Outdoor patio/picnic shelter	NA	260.00
Outdoor public pool	NA	1,040.00

Table 19 (Table 81) - **Group B: Detention, care & treatment and care Buildings**

Classes of Permits	Permit fee (\$ per ft ²)	Flat fee (\$)
Shell	2.93	NA
Finished	3.38	NA

Table 20 (Table 82) - **Group C: Residential**

Classes of Permits	Permit fee (\$ per ft ²)	Flat fee (\$)
Low-rise residential (houses and row townhouses)	1.67	NA
Garage/carport (per bay), shed, deck, porch, exterior stairs, exterior ramps	NA	130.00
Hot tubs	NA	130.00
Solar collectors – low-rise residential (per application)	NA	130.00
Swimming pools	NA	260.00
Apartment Building, multiple attached dwelling (stacked townhouses)	2.16	NA
Hotels/motels	2.16	NA
Residential retirement home	2.16	NA

Table 21 (Table 83) - **Group D: Business and Personal Services Buildings**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Shell	1.84	NA
Finished	2.16	NA

Table 22 (Table 84) - **Group E: Mercantile Buildings**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Shell	1.84	NA
Finished	2.16	NA

Table 23 (Table 85) - **Group F: Industrial Buildings**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Warehouse, factories	1.16	NA
Parking garage	0.99	NA

Table 24 (Table 86)- **Farm Building**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Farm Building	0.56	NA

Table 25 (Table 87) - **Foundation, conditional Permit**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Foundation, conditional Permit	0.20	NA

Table 26 (Table 88) - **Interior Finishes and Alterations: All classifications**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
New interior finishes to previously unfinished areas (including finishing of residential basements and major renovations)	0.53	NA
Alterations and renovations to previously finished areas	0.46	NA

Table 27 (Table 89) - **Special Categories and Miscellaneous: All classifications**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Accessory apartments, lodging houses	0.53/390.00 minimum	NA
Air supported structures	0.58	NA
Balcony guard (replace per linear foot) – excluding low-rise residential	0.97/390.00 minimum	NA
Balcony repair (per building)	NA	390.00
Ceiling (new or replace per square foot)	0.10	NA
Change of use Permit (with no renovations)	NA	260.00
Demising wall, firewall	NA	260.00
Demolitions – minor (500 square feet or less)	NA	130.00
Demolitions – major (more than 500 square feet)	0.05/390.00 minimum	NA
Designated Structures – ALL including solar collectors (per application) except retaining walls, public pools, signs and low-rise residential solar collectors	NA	520.00
Elevator, escalator, lift	NA	520.00
Exterior ramps (excluding low-rise residential)	NA	260.00
Fireplace, woodstove (each)	NA	130.00
Portables – per application (excludes port-a-pak)	NA	260.00
Rack storage	0.47/390.00 minimum	NA
Reclad exterior wall (per square foot)	0.10	NA
Retaining wall (per linear foot)	4.79	NA
Roof structures	0.46	NA
Signs – 107 square feet or less (each)	NA	260.00
Signs – more than 107 square feet (each)	NA	520.00
Storefront replacement	NA	260.00
Temporary Buildings	NA	520.00
Temporary tents – per application	NA	260.00
Window – new, replacement or enlargement (each)	NA	25.00

Table 28 (Table 90) - **Mechanical Work (independent of Building Permit)**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
HVAC Permit (residential per suite)	NA	130.00
HVAC Permit (non-residential)	0.20	NA
New sprinkler system or new standpipe system	0.10/390.00 minimum	NA
Alterations to existing sprinkler system or existing standpipe system	0.05/390.00 minimum	NA
Commercial kitchen exhaust systems, spray booths, dust collectors	NA	390.00

Table 29 (Table 91)- **Electrical work (Independent of Building Permit)**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
New fire alarm system	0.10/390.00 minimum	NA
Alterations to existing fire alarm system or existing electrical work	NA	390.00
Electromagnetic locks (each) and hold open devices (each)	NA	65.00

Table 30 (Table 92) - **Plumbing work (Independent of Building Permit)**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Plumbing Permit, including hot water heaters (per fixture)	NA	25.00
Testable backflow prevention devices (each)	NA	130.00
Catchbasins, manholes, roof drains (each)	NA	25.00
Building services (per group) – single detached dwellings (SDD), semi-detached dwellings, duplex dwellings	NA	130.00
Building/site services (per linear foot), excluding SDD, semi-detached dwellings, duplex dwellings	1.00/390.00 minimum	

Table 31 (Table 93) - **Sewage Systems**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
New installations	NA	780.00
Replacement or alteration	NA	390.00

Administration Fees

Table 32 (Table 94) - **Alternative Solutions (as per Subsection 6.2 of this by-law)**

Administration fee	Flat fee (\$)
All Buildings/systems within the scope of Division B, Part 9 of the Building Code	520.00
All other Buildings/systems	1,040.00

Table 33 (Table 94) - **Occupancy without a Permit (as per Subsection 6.3 of this by-law)**

Administration fee	Flat fee (\$)
Occupancy of a Building, or a part of it, without the required occupancy permit	520.00
Additional occupancy inspections (as per Subsection 6.4 of this by-law)	320.00

Table 34 (Table 94) - **Work without a Permit (as per Subsection 6.5 of this By-law)**

Administration fee	Flat fee (\$)
Building, Demolition or Change of Use without the required Permit	50% of the required Permit fee, maximum of \$5,000.00
Occupancy Permit without Construction (as per Subsection 6.6 of this by-law)	320.00
Registering Orders on Title (as per the Building Code Act)	190.00

Rules for determining Permit fees

A minimum Permit fee of \$130.00 shall be charged for all work for low-rise residential projects where the calculated Permit fee is less than these amounts. Fees identified as low-rise residential apply where there is not more than one dwelling unit above another dwelling unit in a single detached, semi-detached, duplex or row townhouse dwelling.

A minimum Permit fee of \$260.00 shall be charged for all other projects where the calculated Permit fee is less than these amounts.

The occupancy categories in this Schedule correspond with the major occupancy classifications in 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.

For classes of Permits not described in this Schedule, the Chief Building Official shall determine a reasonable Permit fee.

The floor area of the proposed work is to be measured to the outer face of exterior walls (excluding low-rise residential attached garages) and to the centre line of party walls, firewalls or demising walls.

In the case of interior finishes, alterations or renovations, the area of proposed work is the actual space receiving the work. (e.g.: tenant suite)

Attached garages, fireplaces, decks, balconies, porches, exterior basement stairwells and exterior ramps are included in the Permit fee for single detached

dwellings, semi-detached dwellings, duplex dwellings and townhouses.

Unfinished basements for single detached dwellings, semi-detached dwellings, duplex dwellings and townhouses are not included in the floor area.

Basement finishes are not included in the Permit fee and will be charged the additional rate for single detached dwellings, semi-detached dwellings, duplex dwellings and townhouses.

Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy for the floor area on which they are located.

Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.

Except for interconnected floor spaces, no deductions are made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).

Where interior alterations and renovations require relocation of sprinkler heads, standpipe components or fire alarm components, no additional charge is applicable.

Ceilings are included in both new shell and finished (partitioned) Buildings. The Permit fees for ceilings only apply when alterations occur in existing Buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.

Where Demolition of partitions or alterations to existing ceilings are part of an alteration or renovation Permit, no additional charge is applicable.

Additional Permit fees are not required when the Sewage System is included with the original Building Permit.

A temporary Building is considered to be a Building that will be erected for not more than three years.

Refund of Permit fees:

In the case of withdrawal or abandonment of an application for a Permit or abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall, upon written request of the Owner or Applicant, determine the amount of paid Permit fees that may be refunded to the Owner or Applicant, if any, as follows:

- 80 percent (80%) if administrative functions only have been performed;
- 70 percent (70%) if administrative and zoning functions only have been performed;
- 50 percent (50%) if administrative, zoning and plans examination functions have been performed;
- 35 percent (35%) if the Permit has been issued and no field inspections have been performed subsequent to Permit issuance;
- 5 percent (5%) shall additionally be deducted for each field inspection that has been performed after the Permit has been issued;
- A refund will not be made on a Permit where the amount paid was the minimum permit fee;
- No refund shall be made after two years following the date of Permit application where the Permit has not been issued or one year following the date of Permit issuance.

Note: In most cases, a building and/or zoning inspection will be required prior to issuance of a refund.

Schedule "A" of Bylaw number (2015)-19985

Building Permit fees effective January 1, 2026

[as amended by bylaws (2019)-20411, (2019)-20450, (2020)-20549 and (2021) 20654]

Fees for a required Permit are set out in this schedule and are due and payable upon submission of an application for a Permit.

Table 35 (Table 80) - **Group A: Assembly Buildings**

Classes of Permits	Permit fee (\$ per ft ²)	Flat fee (\$)
Shell	2.79	NA
Finished	3.20	NA
Outdoor patio/picnic shelter	NA	280.00
Outdoor public pool	NA	1,120.00

Table 36 (Table 81) - **Group B: Detention, care & treatment and care Buildings**

Classes of Permits	Permit fee (\$ per ft ²)	Flat fee (\$)
Shell	3.01	NA
Finished	3.48	NA

Table 37 (Table 82) - **Group C: Residential**

Classes of Permits	Permit fee (\$ per ft ²)	Flat fee (\$)
Low-rise residential (houses and row townhouses)	1.72	NA
Garage/carport (per bay), shed, deck, porch, exterior stairs, exterior ramps	NA	140.00
Hot tubs	NA	140.00
Solar collectors – low-rise residential (per application)	NA	140.00
Swimming pools	NA	280.00
Apartment Building, multiple attached dwelling (stacked townhouses)	2.22	NA
Hotels/motels	2.22	NA
Residential retirement home	2.22	NA

Table 38 (Table 83) - **Group D: Business and Personal Services Buildings**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Shell	1.89	NA
Finished	2.22	NA

Table 39 (Table 84) - **Group E: Mercantile Buildings**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Shell	1.89	NA
Finished	2.22	NA

Table 40 (Table 85) - **Group F: Industrial Buildings**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Warehouse, factories	1.19	NA
Parking garage	1.02	NA

Table 41 (Table 86)- **Farm Building**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Farm Building	0.58	NA

Table 42 (Table 87) - **Foundation, conditional Permit**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Foundation, conditional Permit	0.20	NA

Table 43 (Table 88) - **Interior Finishes and Alterations: All classifications**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
New interior finishes to previously unfinished areas (including finishing of residential basements and major renovations)	0.55	NA
Alterations and renovations to previously finished areas	0.47	NA

Table 44 (Table 89) - **Special Categories and Miscellaneous: All classifications**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Accessory apartments, lodging houses	0.55/420.00 minimum	NA
Air supported structures	0.60	NA
Balcony guard (replace per linear foot) – excluding low-rise residential	1.00/420.00 minimum	NA
Balcony repair (per building)	NA	420.00
Ceiling (new or replace per square foot)	0.10	NA
Change of use Permit (with no renovations)	NA	280.00
Demising wall, firewall	NA	280.00
Demolitions – minor (500 square feet or less)	NA	140.00
Demolitions – major (more than 500 square feet)	0.05/420.00 minimum	NA
Designated Structures – ALL including solar collectors (per application) except retaining walls, public pools, signs and low-rise residential solar collectors	NA	560.00
Elevator, escalator, lift	NA	560.00
Exterior ramps (excluding low-rise residential)	NA	280.00
Fireplace, woodstove (each)	NA	140.00
Portables – per application (excludes port-a-pak)	NA	280.00
Rack storage	0.48/420.00 minimum	NA
Reclad exterior wall (per square foot)	0.10	NA
Retaining wall (per linear foot)	4.92	NA
Roof structures	0.47	NA
Signs – 107 square feet or less (each)	NA	280.00
Signs – more than 107 square feet (each)	NA	560.00
Storefront replacement	NA	280.00
Temporary Buildings	NA	560.00
Temporary tents – per application	NA	280.00
Window – new, replacement or enlargement (each)	NA	25.00

Table 45 (Table 90) - **Mechanical Work (independent of Building Permit)**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
HVAC Permit (residential per suite)	NA	140.00
HVAC Permit (non-residential)	0.20	NA
New sprinkler system or new standpipe system	0.10/420.00 minimum	NA
Alterations to existing sprinkler system or existing standpipe system	0.05/420.00 minimum	NA
Commercial kitchen exhaust systems, spray booths, dust collectors	NA	420.00

Table 46 (Table 91)- **Electrical work (Independent of Building Permit)**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
New fire alarm system	0.10/420.00 minimum	NA
Alterations to existing fire alarm system or existing electrical work	NA	420.00
Electromagnetic locks (each) and hold open devices (each)	NA	70.00

Table 47 (Table 92) - **Plumbing work (Independent of Building Permit)**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Plumbing Permit, including hot water heaters (per fixture)	NA	25.00
Testable backflow prevention devices (each)	NA	140.00
Catchbasins, manholes, roof drains (each)	NA	25.00
Building services (per group) – single detached dwellings (SDD), semi-detached dwellings, duplex dwellings	NA	140.00
Building/site services (per linear foot), excluding SDD, semi-detached dwellings, duplex dwellings	1.03/420.00 minimum	

Table 48 (Table 93) - **Sewage Systems**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
New installations	NA	840.00
Replacement or alteration	NA	420.00

Administration Fees

Table 49 (Table 94) - **Alternative Solutions (as per Subsection 6.2 of this by-law)**

Administration fee	Flat fee (\$)
All Buildings/systems within the scope of Division B, Part 9 of the Building Code	560.00
All other Buildings/systems	1,120.00

Table 50 (Table 94) - **Occupancy without a Permit (as per Subsection 6.3 of this by-law)**

Administration fee	Flat fee (\$)
Occupancy of a Building, or a part of it, without the required occupancy permit	560.00
Additional occupancy inspections (as per Subsection 6.4 of this by-law)	340.00

Table 51 (Table 94) - **Work without a Permit (as per Subsection 6.5 of this By-law)**

Administration fee	Flat fee (\$)
Building, Demolition or Change of Use without the required Permit	50% of the required Permit fee, maximum of \$5,000.00
Occupancy Permit without Construction (as per Subsection 6.6 of this by-law)	340.00
Registering Orders on Title (as per the Building Code Act)	195.00

Rules for determining Permit fees

A minimum Permit fee of \$140.00 shall be charged for all work for low-rise residential projects where the calculated Permit fee is less than these amounts. Fees identified as low-rise residential apply where there is not more than one dwelling unit above another dwelling unit in a single detached, semi-detached, duplex or row townhouse dwelling.

A minimum Permit fee of \$280.00 shall be charged for all other projects where the calculated Permit fee is less than these amounts.

The occupancy categories in this Schedule correspond with the major occupancy classifications in 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.

For classes of Permits not described in this Schedule, the Chief Building Official shall determine a reasonable Permit fee.

The floor area of the proposed work is to be measured to the outer face of exterior walls (excluding low-rise residential attached garages) and to the centre line of party walls, firewalls or demising walls.

In the case of interior finishes, alterations or renovations, the area of proposed work is the actual space receiving the work. (e.g.: tenant suite)

Attached garages, fireplaces, decks, balconies, porches, exterior basement stairwells and exterior ramps are included in the Permit fee for single detached

dwellings, semi-detached dwellings, duplex dwellings and townhouses.

Unfinished basements for single detached dwellings, semi-detached dwellings, duplex dwellings and townhouses are not included in the floor area.

Basement finishes are not included in the Permit fee and will be charged the additional rate for single detached dwellings, semi-detached dwellings, duplex dwellings and townhouses.

Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy for the floor area on which they are located.

Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.

Except for interconnected floor spaces, no deductions are made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).

Where interior alterations and renovations require relocation of sprinkler heads, standpipe components or fire alarm components, no additional charge is applicable.

Ceilings are included in both new shell and finished (partitioned) Buildings. The Permit fees for ceilings only apply when alterations occur in existing Buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.

Where Demolition of partitions or alterations to existing ceilings are part of an alteration or renovation Permit, no additional charge is applicable.

Additional Permit fees are not required when the Sewage System is included with the original Building Permit.

A temporary Building is considered to be a Building that will be erected for not more than three years.

Refund of Permit fees:

In the case of withdrawal or abandonment of an application for a Permit or abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall, upon written request of the Owner or Applicant, determine the amount of paid Permit fees that may be refunded to the Owner or Applicant, if any, as follows:

- 80 percent (80%) if administrative functions only have been performed;
- 70 percent (70%) if administrative and zoning functions only have been performed;
- 50 percent (50%) if administrative, zoning and plans examination functions have been performed;
- 35 percent (35%) if the Permit has been issued and no field inspections have been performed subsequent to Permit issuance;
- 5 percent (5%) shall additionally be deducted for each field inspection that has been performed after the Permit has been issued;
- A refund will not be made on a Permit where the amount paid was the minimum permit fee;
- No refund shall be made after two years following the date of Permit application where the Permit has not been issued or one year following the date of Permit issuance.

Note: In most cases, a building and/or zoning inspection will be required prior to issuance of a refund.

Schedule "A" of Bylaw number (2015)-19985

Building Permit fees effective January 1, 2027

[as amended by bylaws (2019)-20411, (2019)-20450, (2020)-20549 and (2021) 20654]

Fees for a required Permit are set out in this schedule and are due and payable upon submission of an application for a Permit.

Table 52 (Table 80) - **Group A: Assembly Buildings**

Classes of Permits	Permit fee (\$ per ft ²)	Flat fee (\$)
Shell	2.87	NA
Finished	3.29	NA
Outdoor patio/picnic shelter	NA	280.00
Outdoor public pool	NA	1,120.00

Table 53 (Table 81) - **Group B: Detention, care & treatment and care Buildings**

Classes of Permits	Permit fee (\$ per ft ²)	Flat fee (\$)
Shell	3.09	NA
Finished	3.58	NA

Table 54 (Table 82) - **Group C: Residential**

Classes of Permits	Permit fee (\$ per ft ²)	Flat fee (\$)
Low-rise residential (houses and row townhouses)	1.77	NA
Garage/carport (per bay), shed, deck, porch, exterior stairs, exterior ramps	NA	140.00
Hot tubs	NA	140.00
Solar collectors – low-rise residential (per application)	NA	140.00
Swimming pools	NA	280.00
Apartment Building, multiple attached dwelling (stacked townhouses)	2.28	NA
Hotels/motels	2.28	NA
Residential retirement home	2.28	NA

Table 55 (Table 83) - **Group D: Business and Personal Services Buildings**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Shell	1.94	NA
Finished	2.28	NA

Table 56 (Table 84) - **Group E: Mercantile Buildings**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Shell	1.94	NA
Finished	2.28	NA

Table 57 (Table 85) - **Group F: Industrial Buildings**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Warehouse, factories	1.22	NA
Parking garage	1.05	NA

Table 58 (Table 86)- **Farm Building**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Farm Building	0.60	NA

Table 59 (Table 87) - **Foundation, conditional Permit**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Foundation, conditional Permit	0.20	NA

Table 60 (Table 88) - **Interior Finishes and Alterations: All classifications**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
New interior finishes to previously unfinished areas (including finishing of residential basements and major renovations)	0.57	NA
Alterations and renovations to previously finished areas	0.48	NA

Table 61 (Table 89) - **Special Categories and Miscellaneous: All classifications**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Accessory apartments, lodging houses	0.57/420.00 minimum	NA
Air supported structures	0.62	NA
Balcony guard (replace per linear foot) – excluding low-rise residential	1.03/420.00 minimum	NA
Balcony repair (per building)	NA	420.00
Ceiling (new or replace per square foot)	0.10	NA
Change of use Permit (with no renovations)	NA	280.00
Demising wall, firewall	NA	280.00
Demolitions – minor (500 square feet or less)	NA	140.00
Demolitions – major (more than 500 square feet)	0.05/420.00 minimum	NA
Designated Structures – ALL including solar collectors (per application) except retaining walls, public pools, signs and low-rise residential solar collectors	NA	560.00
Elevator, escalator, lift	NA	560.00
Exterior ramps (excluding low-rise residential)	NA	280.00
Fireplace, woodstove (each)	NA	140.00
Portables – per application (excludes port-a-pak)	NA	280.00
Rack storage	0.49/420.00 minimum	NA
Reclad exterior wall (per square foot)	0.10	NA
Retaining wall (per linear foot)	5.06	NA
Roof structures	0.48	NA
Signs – 107 square feet or less (each)	NA	280.00
Signs – more than 107 square feet (each)	NA	560.00
Storefront replacement	NA	280.00
Temporary Buildings	NA	560.00
Temporary tents – per application	NA	280.00
Window – new, replacement or enlargement (each)	NA	25.00

Table 62 (Table 90) - **Mechanical Work (independent of Building Permit)**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
HVAC Permit (residential per suite)	NA	140.00
HVAC Permit (non-residential)	0.20	NA
New sprinkler system or new standpipe system	0.10/420.00 minimum	NA
Alterations to existing sprinkler system or existing standpipe system	0.05/420.00 minimum	NA
Commercial kitchen exhaust systems, spray booths, dust collectors	NA	420.00

Table 63 (Table 91)- **Electrical work (Independent of Building Permit)**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
New fire alarm system	0.10/420.00 minimum	NA
Alterations to existing fire alarm system or existing electrical work	NA	420.00
Electromagnetic locks (each) and hold open devices (each)	NA	70.00

Table 64 (Table 92) - **Plumbing work (Independent of Building Permit)**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
Plumbing Permit, including hot water heaters (per fixture)	NA	25.00
Testable backflow prevention devices (each)	NA	140.00
Catchbasins, manholes, roof drains (each)	NA	25.00
Building services (per group) – single detached dwellings (SDD), semi-detached dwellings, duplex dwellings	NA	140.00
Building/site services (per linear foot), excluding SDD, semi-detached dwellings, duplex dwellings	1.06/420.00 minimum	

Table 65 (Table 93) - **Sewage Systems**

Classes of Permits	Permit fee (\$ per ft2)	Flat fee (\$)
New installations	NA	840.00
Replacement or alteration	NA	420.00

Administration Fees

Table 66 (Table 94) - **Alternative Solutions (as per Subsection 6.2 of this by-law)**

Administration fee	Flat fee (\$)
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All other Buildings/systems	1,120.00

Table 67 (Table 94) - **Occupancy without a Permit (as per Subsection 6.3 of this by-law)**

Administration fee	Flat fee (\$)
Occupancy of a Building, or a part of it, without the required occupancy permit	560.00
Additional occupancy inspections (as per Subsection 6.4 of this by-law)	340.00

Table 68 (Table 94) - **Work without a Permit (as per Subsection 6.5 of this By-law)**

Administration fee	Flat fee (\$)
Building, Demolition or Change of Use without the required Permit	50% of the required Permit fee, maximum of \$5,000.00
Occupancy Permit without Construction (as per Subsection 6.6 of this by-law)	340.00
Registering Orders on Title (as per the Building Code Act)	200.00

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