

# **The Corporation of the City of Guelph**

## **By-law Number (2025) - 21166**

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. This By-law shall come into force and take effect on January 1, 2026.

**Passed this sixteenth day of December, 2025.**

### **Schedules:**

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

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**Cam Guthrie, Mayor**

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**Dylan McMahon, City Clerk**

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

**Building Permit fees effective January 1, 2026**

[as amended by bylaws (2019)-20411, (2019)-20450, (2020)-20549, (2021) 20654, (2023)-20842] , and (2025)-21166]

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**

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Shell	\$2.93	N/A
Finished	\$3.36	N/A
Outdoor patio/picnic shelter	N/A	\$294.00
Outdoor public pool	N/A	\$1,176.00

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Shell	\$3.16	N/A
Finished	\$3.65	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Low-rise residential (houses and row townhouses)	\$1.81	N/A
Garage/carport (per bay), shed, deck, porch, exterior stairs, exterior ramps	N/A	\$147.00
Hot tubs	N/A	\$147.00
Solar collectors – low-rise residential (per application)	N/A	\$147.00
Swimming pools	N/A	\$294.00
Apartment Building, multiple attached dwelling (stacked townhouses)	\$2.33	N/A
Hotels/motels	\$2.33	N/A
Residential retirement home	\$2.33	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Shell	\$1.98	N/A
Finished	\$2.33	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Shell	\$1.98	N/A
Finished	\$2.33	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Warehouse, factories	\$1.25	N/A
Parking garage	\$1.07	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Farm Building	\$0.61	N/A

Table 8 (Table 87) - **Group A: Foundation, Conditional Permit**

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Foundation, Conditional Permit	\$0.21	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
New interior finishes to previously unfinished areas (including finishing of residential basements and major renovations)	\$0.58	N/A
Alterations and renovations to previously finished areas	\$0.49	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Accessory apartments, lodging houses	\$0.58/\$441 minimum	N/A
Air supported structures	\$0.63	N/A
Balcony guard (replace per linear foot) – excluding low-rise residential	\$1.05/\$441 minimum	N/A
Balcony repair (per building)	N/A	\$441.00
Ceiling (new or replace)	\$0.11	N/A
Change of use Permit (with no renovations)	N/A	\$294.00
Demising wall, firewall	N/A	\$294.00
Demolitions – minor (500 square feet or less)	N/A	\$147.00
Demolitions – major (more than 500 square feet)	\$0.05/\$441 minimum	N/A
Designated Structures – including solar collectors, per application except retaining walls, public pools, signs, low-rise residential	N/A	\$588.00

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
solar collectors		
Elevator, escalator, lift	N/A	\$588.00
Exterior ramps (excluding low-rise residential)	N/A	\$294.00
Fireplace, woodstove (each)	N/A	\$147.00
Portables - per application (excludes port-a-pak)	N/A	\$294.00
Rack storage	\$0.50/\$441 minimum	N/A
Reclad exterior wall	\$0.11	N/A
Retaining wall (per linear ft)	\$5.17	N/A
Roof structures	\$0.49	N/A
Signs – 107 square feet or less (each)	N/A	\$294.00
Signs – more than 107 square feet (each)	N/A	\$588.00
Storefront replacement	N/A	\$294.00
Temporary Buildings	N/A	\$588.00

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Temporary tents	N/A	\$294.00
Window – new, replacement or enlargement (each)	N/A	\$26.25

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
HVAC Permit (residential per suite)	N/A	\$147.00
HVAC Permit (non-residential)	\$0.21	N/A
New sprinkler system or new standpipe system	\$0.11/\$441 minimum	N/A
Alterations to existing sprinkler system or existing standpipe system	\$0.05/\$441 minimum	N/A
Commercial kitchen exhaust systems, spray booths, dust collectors	N/A	\$441.00

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
New fire alarm system	\$0.11/\$441 minimum	N/A
Alterations to existing fire alarm system or existing electrical work	N/A	\$441.00
Electromagnetic locks (each) and hold open devices (each)	N/A	\$73.50

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Plumbing Permit, including hot water heaters (per fixture)	N/A	\$26.25
Testable backflow prevention devices (each)	N/A	\$147.00
Catch basins, manholes, roof drains (each)	N/A	\$26.25
Building services (per group) – single detached dwellings (SDD), semi-detached dwellings, duplex	N/A	\$147.00

dwellings		
Building/site services (per linear foot), excluding SDD, semi-detached dwellings, duplex dwellings	\$1.08/\$441 minimum	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
New installations	N/A	\$882.00
Replacement or alteration	N/A	\$441.00

### **Administration Fees**

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

<b>Administration fees</b>	<b>Flat fee (\$)</b>
Alternative Solutions (as per Subsection 6.2 of the Building Bylaw): All Buildings/systems within the scope of Division B, Part 9 of the Building Code	\$588.00
Alternative Solutions (as per Subsection 6.2 of the Building Bylaw): All other Buildings/systems	\$1,176.00

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

<b>Administration fees</b>	<b>Flat fee (\$)</b>
Occupancy of a Building (as per Subsection 6.3 of the Building Bylaw), or a part of it, without the required occupancy permit	\$588.00
Additional occupancy inspections (as per Subsection 6.4 of the Building By-law)	\$357.00

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

<b>Administration fees</b>	<b>Flat fee (\$)</b>
Building, Demolition or Change of Use without the required Permit (as per Subsection 6.5 of the Building Bylaw)	50.0% of the required Permit fee, maximum of \$5,000.00
Occupancy Permit without Construction (as per Subsection 6.6 of the Building By-law)	\$357.00
Registering Orders on Title (as per the Building Code Act)	\$204.75

## **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 By-law Number (2023) – 20842 Page 7 of 25 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, (2021) 20654, (2023)-20842, and (2025)-21166]

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 <sup>2</sup> )	Flat fee (\$)
Shell	\$3.08	N/A
Finished	\$3.53	N/A
Outdoor patio/picnic shelter	N/A	\$308.70
Outdoor public pool	N/A	\$1,234.80

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

Classes of Permits	Permit fee (\$ per ft <sup>2</sup> )	Flat fee (\$)
Shell	\$3.32	N/A
Finished	\$3.83	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Low-rise residential (houses and row townhouses)	\$1.90	N/A
Garage/carport (per bay), shed, deck, porch, exterior stairs, exterior ramps	N/A	\$154.35
Hot tubs	N/A	\$154.35
Solar collectors – low-rise residential (per application)	N/A	\$154.35
Swimming pools	N/A	\$308.70
Apartment Building, multiple attached dwelling (stacked townhouses)	\$2.45	N/A
Hotels/motels	\$2.45	N/A
Residential retirement home	\$2.45	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Shell	\$2.08	N/A

Finished	\$2.45	N/A
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Table 22 (Table 84) - **Group E: Mercantile Buildings**

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Shell	\$2.08	N/A
Finished	\$2.45	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Warehouse, factories	\$1.31	N/A
Parking garage	\$1.12	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Farm Building	\$0.64	N/A

Table 25 (Table 87) - **Group A: Foundation, Conditional Permit**

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Foundation, Conditional Permit	\$0.22	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
New interior finishes to previously unfinished areas (including finishing of residential basements and major renovations)	\$0.61	N/A
Alterations and renovations to previously finished areas	\$0.51	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Accessory apartments, lodging	\$0.61/\$463	N/A

houses	minimum	
Air supported structures	\$0.66	N/A
Balcony guard (replace per linear foot) – excluding low-rise residential	\$1.10/\$463 minimum	N/A
Balcony repair (per building)	N/A	\$463.05
Ceiling (new or replace)	\$0.12	N/A
Change of use Permit (with no renovations)	N/A	\$308.70
Demising wall, firewall	N/A	\$308.70
Demolitions – minor (500 square feet or less)	N/A	\$154.35
Demolitions – major (more than 500 square feet)	\$0.06/\$463 minimum	N/A
Designated Structures – including solar collectors, per application except retaining walls, public pools, signs, low-rise residential solar collectors	N/A	\$617.40
Elevator, escalator, lift	N/A	\$617.40
Exterior ramps (excluding low-rise residential)	N/A	\$308.70

Fireplace, woodstove (each)	N/A	\$154.35
Portables – per application (excludes port-a-pak)	N/A	\$308.70
Rack storage	\$0.53/\$463 minimum	N/A
Reclad exterior wall	\$0.12	N/A
Retaining wall (per linear ft.)	\$5.43	N/A
Roof structures	\$0.51	N/A
Signs – 107 square feet or less (each)	N/A	\$308.70
Signs – more than 107 square feet (each)	N/A	\$617.40
Storefront replacement	N/A	\$308.70
Temporary Buildings	N/A	\$617.40
Temporary tents – per application	N/A	\$308.70
Window – new, replacement or enlargement (each)	N/A	\$27.56

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
HVAC Permit (residential per suite)	N/A	\$154.35
HVAC Permit (non-residential) –	\$0.22	N/A
New sprinkler system or new standpipe system	\$0.12/\$463 minimum	N/A
Alterations to existing sprinkler system or existing standpipe system	\$0.06/\$463 minimum	N/A
Commercial kitchen exhaust systems, spray booths, dust collectors	N/A	\$463.05

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
New fire alarm system	\$0.12/\$463 minimum	N/A
Alterations to existing fire alarm system or existing electrical work	N/A	\$463.05
Electromagnetic locks (each) and hold open devices (each)	N/A	\$77.18

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
Plumbing Permit, including hot water heaters (per fixture)	N/A	\$27.56
Testable backflow prevention devices (each)	N/A	\$154.35
Catch basins, manholes, roof drains (each)	N/A	\$27.56
Building services (per group) – single detached dwellings (SDD), semi-detached dwellings, duplex dwellings	N/A	\$154.35
Building/site services (per linear foot), excluding SDD, semi-detached dwellings, duplex dwellings	\$1.14/\$463 minimum	N/A

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

<b>Classes of Permits</b>	<b>Permit fee (\$ per ft2)</b>	<b>Flat fee (\$)</b>
New installations	N/A	\$926.10

Replacement or alteration	N/A	\$463.05
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**Administration Fees**

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

<b>Administration fees</b>	<b>Flat fee (\$)</b>
Alternative Solutions (as per Subsection 6.2 of the Building Bylaw): All Buildings/systems within the scope of Division B, Part 9 of the Building Code	\$617.40
Alternative Solutions (as per Subsection 6.2 of the Building Bylaw): All other Buildings/systems	\$1,234.80

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

<b>Administration fees</b>	<b>Flat fee (\$)</b>
Occupancy of a Building (as per Subsection 6.3 of the Building Bylaw), or a part of it, without the required occupancy permit	\$617.40
Additional occupancy inspections (as per Subsection 6.4 of the Building By-law)	\$374.85

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

Administration fees	Flat fee (\$)
Building, Demolition or Change of Use without the required Permit (as per Subsection 6.5 of the Building Bylaw)	50.0% of the required Permit fee, maximum of \$5,000.00
Occupancy Permit without Construction (as per Subsection 6.6 of the Building By-law)	\$374.85
Registering Orders on Title (as per the Building Code Act)	\$214.99

**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 By-law Number (2023) – 20842 Page 7 of 25 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.