

**SCHEDULE "A"**  
Of By-Law No. 187

**1. COMMERCIAL**

**A non-refundable Commercial Application Review Fee is required at the time of application for all commercial applications and will be deducted from the total amounts owing at time of permit issuance.**

<b>1.1 BUILDING PERMITS - NEW CONSTRUCTION and ADDITIONS</b>	<b>\$ per ft<sup>2</sup></b>	<b>Fee (\$)</b>
New Construction, additions and accessory structures – any construction other than single family and two- family dwellings under 6,458.4 ft <sup>2</sup> in building area, not exceeding 3 storeys in building height or multi-unit residential dwellings subject to Part 9 of the building code and not requiring an occupancy permit		
<b>Application Review Fee</b>		500.00
<b>Base Fee</b>		875.00
<b>+ Area Fee</b> <b>Group A – Assembly Occupancy</b>	1.45	
<b>+ Area Fee</b> <b>Group B – Care, Treatment or Detention Occupancy</b>	1.97	
<b>+ Area Fee</b> <b>Group C – Residential Occupancy</b>	1.18	
<b>+ Area Fee</b> <b>Group D – Business &amp; Personal Services Occupancy</b>	1.29	
<b>+ Area Fee</b> <b>Group E – Mercantile Occupancy</b>	1.15	
<b>+ Area Fee</b> <b>Group F1 – Industrial Occupancy</b>	1.29	
<b>Group F2 – Industrial Occupancy</b>	0.92	
<b>Group F3 – Industrial Occupancy</b>	0.77	
<b>+ Area Fee</b> – Any other structure defined in the Building By-law that can be measured in terms of area	0.77	

**Note:**

- Area calculations include the total floor area of all floors including below grade floors and mezzanines. Crawlspace are not regarded as floor area.

1.2 INTERIOR/EXTERIOR ALTERATIONS and OTHER	\$ per ft <sup>2</sup>	Fee (\$)
<b>Fees for Work that is evaluated based on Floor Area</b>		
Alterations where an area calculation is used would include projects that affect an entire tenant space or entire floor level of a tenant space. (e.g. a tenant fit-up or a change of use of a defined occupancy/tenant space)		
<b>Application Review Fee</b>		200.00
<b>Base Fee</b>		300.00
<b>+ Area Fee Group A – Assembly Occupancy</b>	0.73	
<b>+ Area Fee Group B – Care, Treatment or Detention Occupancy</b>	0.92	
<b>+ Area Fee Group C – Residential Occupancy</b>	0.51	
<b>+ Area Fee Group D – Business &amp; Personal Services Occupancy</b>	0.58	
<b>+ Area Fee Group E – Mercantile Occupancy</b>	0.51	
<b>+ Area Fee Group F1 – Industrial Occupancy</b>	0.58	
<b>Group F2 – Industrial Occupancy</b>	0.44	
<b>Group F3 – Industrial Occupancy</b>	0.39	
<b>+ Area Fee – Any other structure defined in the Building By-law that can be measured in terms of area</b>	0.39	

<b>Fees for Work that is evaluated based on Declared Value of Construction</b>		
Alterations where an area calculation is not used would include small projects within a larger tenant floor area; 'landlord' alterations or alterations to a base building only; projects that are mostly exterior alterations, etc.		
<b>Application Review Fee</b>		200.00
Minimum Fee		300.00
Declared value of construction – Each \$1000 or portion thereof (based on complete project cost/value)	0.73	

1.3 PLUMBING PERMITS	Fee (\$)
<b>Application Review Fee</b>	200.00
<b>Base Fee</b>	215.00
<b>+ Outlet and/or fixture each</b>	34.20
<b>+ Backwater valve each</b>	34.20
<b>+ Interceptor, sump, catch basin, pit, each</b>	34.20

<b>1.4 DEVELOPMENT PERMITS</b>		<b>Fee (\$)</b>
<b>INCLUDES SPECIAL EVENTS, TEMPORARY USES OR PLACEMENTS</b>		
<b>Application Review Fee</b>		200.00
New Site Development		465.00
General Development – includes land development and drainage		255.00
Temporary Placement/Temporary Use (per month)		50.00
Tents – Special Events - each		265.00

<b>1.5 REVISION TO PLANS</b>		<b>Fee (\$)</b>
Fee for re-examination – an additional fee where: <ul style="list-style-type: none"> <li>a) A permit has been issued; and</li> <li>b) New plans are submitted or additional or revised detail, information or specifications on the previous approved plans are provided; and</li> <li>c) The re-examination of the new plans or modification of the original plans made necessary by the additional details, information, or specifications will require alterations to the original permit and/or plan review letter.</li> </ul>		360.00

<b>1.6 OCCUPANCY PERMITS</b>	<b>\$ per ft<sup>2</sup></b>	<b>Fee (\$)</b>
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<b>Occupancy Permit Associated with a Building Permit</b>		
<b>Application Review Fee</b>		200.00
<b>Base Fee - Final Occupancy Permit</b>		215.00
<b>+ Area Fee</b>	0.009	
<b>Base Fee - Interim Occupancy Permit – per month</b>		215.00
<b>+ Area Fee</b>	0.005	
<b>Maximum (per permit – Final or Interim)</b>		600.00

<b>'Occupy-only' Occupancy Permit Fees (change of use)</b>		
<b>Application Review Fee</b>		200.00
<b>Base Fee - Final Occupancy Permit</b>		215.00
<b>+ Area Fee</b>	0.009	
<b>Base Fee - Interim Occupancy Permit – per month</b>		215.00
<b>+ Area Fee</b>	0.005	
<b>Maximum (per permit – Final or Interim)</b>		600.00

Update and provide a copy of an issued occupancy permit (change of ownership/change of operating name) No inspections required.	100.00
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<b>1.7 SIGNS</b>		<b>Fee (\$)</b>
<b>Application Review Fee</b>		200.00
Fixed Sign		335.00
Mobile Sign – per sign per location per year		250.00
Temporary Mobile Sign – per month		50.00

<b>1.8 POOLS &amp; HOT TUBS</b>		<b>Fee (\$)</b>
<b>Application Review Fee</b>		200.00
Above ground outside pool – includes deck		230.00
Hot tub – includes deck		230.00
In-ground pools – includes deck		410.00
Pool – indoor		410.00

<b>1.9 SOFT SIDED OR TENT LIKE STRUCTURES</b>		<b>\$ per ft<sup>2</sup></b>	<b>Fee (\$)</b>
<b>DOES NOT INCLUDE SPECIAL EVENTS, TEMPORARY USE OR PLACEMENTS</b>			
<b>Application Review Fee</b>			100.00
120-288 ft <sup>2</sup>			115.00
289-900 ft <sup>2</sup>			215.00
More than 900 ft <sup>2</sup>		.26	

<b>1.10 DEMOLITION PERMITS</b>		<b>\$ per ft<sup>2</sup></b>	<b>Fee (\$)</b>
<b>Application Review Fee</b>			200.00
<b>Base Fee</b>			215.00
<b>+ Area Fee: of all floor area(s)</b>		0.03	

<b>1.11 SHORELINE DEVELOPMENT</b>		<b>Fee (\$)</b>
<b>Application Review Fee</b>		200.00
Shoreline Development – per benefiting lot		515.00

<b>1.12 INSPECTIONS</b>		<b>Minimum Fee</b>	<b>Fee (\$)</b>
Inspections outside of regular business hours – per hour (min. 2 hours plus travel)		260.00	130.00
Travel Expenses as per National Joint Council Rate			
Inspections not related to a permit – per hour (min. 2 hours plus travel)		260.00	130.00

<b>1.13 OTHER FEES</b>		<b>Fee</b>
Where a permit has not been obtained, for whatever reason, before the activity requiring it has started.		Double the permit fee
Where the work is not ready for inspection at the time for which the inspection was called.		250.00
Where the work has been covered and the inspector is unable to perform or complete the required inspection as per the conditions of the issued permit. A permittee may appeal this fee if applied for in writing within 30 days to the Board.		2,000.00

## 2. RESIDENTIAL

A non-refundable Residential Application Fee of \$100.00 is required at time of application for all residential permit applications and will be deducted from the total amounts owing at time of permit issuance.

The minimum permit fee, unless specifically listed as a flat rate, shall be \$215.00.

2.1 HOUSING		
HOUSING BUILDING PERMITS FOR SINGLE FAMILY DWELLINGS, TWO FAMILY DWELLINGS, AND MULTI-UNIT RESIDENTIAL DWELLINGS SUBJECT TO PART 9 OF THE BUILDING CODE AND NOT REQUIRING AN OCCUPANCY PERMIT.	\$ per ft <sup>2</sup>	Fee (\$)
NEW, ADDITIONS, ESTABLISHING NEW HABITABLE FLOOR SPACE, SECONDARY SUITES OR DUPLEXES		
Application Review Fee		100.00
Single Detached Dwelling, Two-Family Dwelling and cottages under 6,458.4 ft <sup>2</sup> or not exceeding 3 storeys – all areas including footprint of foundation, finished attics, covered decks, sunrooms, screened porches and attached garages. Includes relocation of pre-existing dwellings and new ready to move homes.	.40	
Multi-residential dwellings subject to Part 9 of the Building Code and not requiring an occupancy permit, including row housing; new and additions	.40	
Basement Development		360.00
Additions to single family, two-family dwellings, cottages, mobile homes	.59	
Mobile Home – includes plumbing		395.00
Unenclosed decks and porches	.31	
Plumbing –flat fee per fixture/drain (or minimum fee, whichever is more)		24.40
Fireplace – solid fuel only		100.00
Replacement Foundations and/or repairs to foundations	.40	
Renovations/ Fire Restoration - % of construction value		1.03%
Wheelchair ramp		252.00
Secondary Suite	.57	
Revisions to Plans		165.00

**Note:**

- Area calculations include the total floor area of all floors including finished space, unfinished basements, attached garages, sunrooms, covered porches and covered decks.

2.2 ACCESSORY STRUCTURES		
	\$ per ft <sup>2</sup>	Fee (\$)
Application Review Fee		100.00
New Detached accessory structures and/or additions: 120-592 sq. ft.		175.00
More than 1 storey an additional fee per storey		110.00
New Detached accessory structures and/or additions: 593-900 sq. ft.		232.00
More than 1 storey an additional fee per storey		110.00
New Detached accessory structures and/or additions: more than 900 sq. ft.	.36	
More than 1 storey	.18	
Revisions to Plans		165.00

<b>2.3 POOLS &amp; HOT TUBS</b>	<b>Fee (\$)</b>
Application Review Fee	100.00
Soft-sided pools holding 2,420 litres or less of water	65.00
Above ground outside pool – includes deck	230.00
Hot tub – includes deck	230.00
In-ground pools – includes deck	410.00
Pool – indoor	410.00

<b>2.4 DEMOLITION</b>	<b>Fee (\$)</b>
Application Review Fee	100.00
Single Detached Dwelling, Two-Family Dwelling under 6,458.4 ft <sup>2</sup> or not exceeding 3 storeys	265.00
Mobile Home – demolish/removal	200.00
Accessory Structures	180.00

<b>2.5 SOFT SIDED OR TENT LIKE STRUCTURES</b>	<b>\$ per ft<sup>2</sup></b>	<b>Fee (\$)</b>
DOES NOT INCLUDE SPECIAL EVENTS, TEMPORARY USE OR PLACEMENTS		
Application Review Fee		100.00
120-288 ft <sup>2</sup>		115.00
289-900 ft <sup>2</sup>		215.00
More than 900 ft <sup>2</sup>	.26	

<b>2.6 DEVELOPMENT PERMITS</b>	<b>Fee (\$)</b>
INCLUDES SPECIAL EVENTS, TEMPORARY USES OR PLACEMENTS	
Application Review Fee	100.00
General Development	255.00
Temporary Placement/Temporary Use (per month)	50.00
Shoreline Development – per benefiting lot	515.00

<b>2.7 SHORELINE DEVELOPMENT</b>	<b>Fee (\$)</b>
Application Review Fee	100.00
Shoreline Development – per benefiting lot	515.00

<b>2.8 INSPECTIONS</b>	<b>Minimum Fee</b>	<b>Fee (\$)</b>
Inspections outside of regular business hours – per hour (min. 2 hours plus travel)	260.00	130.00
Travel Expenses as per National Joint Council Rate		
Inspections not related to a permit – per hour (min. 2 hours plus travel)	260.00	130.00

<b>2.9 OTHER FEES</b>	<b>Fee (\$)</b>
Where a permit has not been obtained, for whatever reason, before the activity requiring it has started.	Double the permit fee
Where the work is not ready for inspection at the time for which the inspection was called.	250.00
Where the work has been covered and the inspector is unable to perform or complete the required inspection as per the conditions of the issued permit.  A permittee may appeal this fee if applied for in writing within 30 days to the Board.	2,000.00

### 3. FARM BUILDINGS

6,458 ft <sup>2</sup> or less	255.00
Over 6,458 ft <sup>2</sup>	465.00

### 4. COMMERCIAL, RESIDENTIAL and FARMING PERMIT REFUNDS

1. Where an applicant requests cancellation of a permit after it has been issued and before construction pursuant to the permit has begun, 50% of the total fee is refundable.
2. Where an applicant requests cancellation of a permit after construction has begun, the permit fee can be refunded; however a charge will be withheld equal to 50% of the permit fee plus \$130.00 for each inspection that was made. Refund to be issued upon fulfillment of conditions.
3. Whenever a permit is revoked under a provision of a building by-law, no portion of the fee shall be refunded.
4. Whenever a permit has not been acted upon within one calendar year of issuance, no portion of the fee shall be refunded.
5. There are no refunds for Application Plan Review Fees.

## 5. *PLANNING, DEVELOPMENT AND ZONING*

<b>5.1 DEVELOPMENT PLAN, SECONDARY PLAN &amp; ZONING BY-LAW AMENDMENTS</b>	<b>Flat Fee (\$) plus GST</b>
Development Plan Amendment: Application Fee (plus notice and advertising costs)	5,675.00
Secondary Plan Amendment: Application Fee (plus notice and advertising costs)	3,420.00
Zoning By-law Amendment: Application Fee (plus notice and advertising costs)	3,420.00
Advertising Costs for Development Plan, Secondary Plan and Zoning By-law Amendment Applications	1,100.00
Notice Costs for Development Plan, Secondary Plan and Zoning By-law Amendment applications	210.00
Extension of Subdivision Conditional Approval	515.00
Extension of Subdivision Certificate Approval	515.00
Lot fee for each additional parcel or lot resulting from the approval of subdivision	340.00

<b>5.2 VARIANCE AND CONDITIONAL USES</b>	<b>Flat Fee (\$) plus GST</b>
Variance Application – Single family, two-family, secondary suite and residential accessory structures	600.00
In-house Variance Application – Single family and two-family	360.00
Variance Application – Density and Lot Dimension Standards – per lot	1,225.00
Variance Application – All other	1,530.00
Each additional variance at the same site	200.00
Variation Order Amendment Application	600.00
Conditional Use Application	600.00
Conditional Use Amendment Application	600.00
Extension of Variance or Conditional Use: Application Fee	235.00

<b>5.3 SUBDIVISIONS</b>	<b>Flat Fee (\$)</b>
Pre-Application Meeting	150.00
Subdivision application – base fee	1,600.00
Subdivisions applications proposing to create more than one (1) parcel or lot subject to an additional fee per lot	245.00
Amendment to Subdivision application	575.00
Notice Costs for Subdivisions requiring a public hearing	205.00 + GST
Extension of Subdivision Conditional Approval	395.00
Extension of Subdivision Certificate Approval	395.00
Lot fee for each additional parcel or lot resulting from the approval of subdivision	340.00



<b>5.4 COMBINED HEARING FEES</b>	<b>Flat Fee (\$)</b>
Subdivision and Variance Application and processing fee – to conditional approval (plus notice costs) ** Includes one full variance for one lot or parcel	2,518.75+ 45.94 GST
<ul style="list-style-type: none"> <li>Variance Application – Density and Lot Dimension Standards – each additional variance required for the subdivision - per lot</li> </ul>	1,225.00 +GST
Subdivision and Conditional Use Application and processing fee – to conditional approval (plus notice costs)	2,050.00+ 22.50 GST
Re-Zoning and Subdivision Application and processing fee – to conditional approval (plus notice and advertising costs)	4,620.00 + 171.00 GST
Subdivisions applications proposing to create more than one (1) parcel or lot subject to an additional fee per lot	245.00
Notice Costs	205.00 + GST
Advertising Costs for Development Plan, Secondary Plan and Zoning By-law Amendment Applications	1,100.00 + GST

<b>5.5 PROPERTY INFORMATION REQUESTS AND CERTIFICATIONS</b>	<b>Flat Fee (\$)</b>
Basic Property Information Request	50.00 + GST
Development Permit File Research – per permit	200.00 + GST
Zoning Memorandum – single and two family dwellings (confirms that a building placement on a site conforms to current zoning regulations)	150.00
Zoning Memorandum – all other	210.00
Land Use Compliance (confirmation if a current land use is in conformance with current zoning setback requirements)	150.00
Certificate of Non-Conformity (certificate confirming that the building, parcel, use of land, or intensity of use was lawfully in existence before the enactment of the zoning by-law)	150.00

<b>5.6 OTHER FEES</b>	<b>Fee (\$)</b>
Where a Variation Order or a Conditional Use has not been obtained for whatever reason, before the activity requiring it has started.	Double the application fee

## **6. PLANNING APPLICATION REFUNDS**

1. There will be no refund if an application for Variation or Conditional Use is withdrawn after maps or lists have been prepared.
2. There will be no refund if an application for Variation or Conditional Use is rejected or denied by the respective municipal council.
3. There will be no refund on applications for Combined Hearing, Development Plan, Secondary Plan or Zoning By-law amendment applications.
4. Whenever a subdivision application is revoked or voluntarily withdrawn by the applicant after the subdivision report has been submitted to the respective municipal council or once the subdivision has been advertised, there shall be no refund. When an application is revoked or voluntarily withdrawn prior to the report to the municipal council or advertising, the refund may be reduced by an administration fee of 50%.

- There shall be no refund if an application for subdivision is rejected or not approved by the respective municipal council.

## 7. MISCELLANEOUS

7.1 DOCUMENT COPIES	Flat Fee (\$)+ GST
Zoning by-law – CD format - each	75.00
Zoning by-law – Paper format - each	150.00
Development Plan – CD format – each	75.00
Development Plan – Paper format – each	150.00
Miscellaneous copies up to ledger size – black & white – per page	2.50
Miscellaneous copies up to ledger size – colour – per page	4.00
Building Permit Reports – per month	17.50
Construction Drawings – Plotter size – black & white – per page	7.00
Construction Drawings – Plotter size – colour – per page	10.00
Maps – Plotter size – black & white – each	35.00
Maps – Plotter size – colour – each	50.00
Maps – Letter/ledger – black & white - each	10.00
Maps – Letter/ledger – colour – each	20.00
User defined reports – per hour	100.00
Fee for returned cheque	50.00

## 8. ANNUAL INCREASE IN FEES

- The fees imposed in this by-law may be increased on the first day of January each year by an amount that is equal to the amount of inflation as calculated by the Consumer Price Index average, all items, for the preceding 12 month period beginning on November 1<sup>st</sup> and ending on October 1<sup>st</sup>.
- Notwithstanding the above, an annual review of the fees within this by-law will occur and may be subject to adjustment by approval of the Board.

## 9. GENERAL ADMINISTRATION

### Fees determined by the Executive Director

The Executive Director is authorized to charge fees and charge for services provided, documents produced, permits issued or other action taken that are not referred to in the Schedule. In deciding whether to charge a fee and in determining the amount of fee to be charged the Executive Director must be fair and equitable while attempting to recoup the costs incurred by the Red River Planning District.

### Fees waived by the Executive Director

The Executive Director is authorized to waive all or part of:

- an additional fee to non-compliance for work without a building permit, work without a development permit, or failure to obtain permit or approval where the Executive Director is satisfied that the applicant acted reasonably in the circumstances; and any fee where the Director is satisfied that the imposition of the fee would be unfair in the circumstances.

**Increased fees refunded by the Executive Director**

The Executive Director is authorized to refund an amount equal to the increase in the fee to the applicant where:

- (a) a new fee is imposed a permit fee higher than the regular fee is imposed, or an amendment to the fee schedule results in an increased permit fee; and
- (b) the Executive Director is satisfied that, prior to notice being provided to the construction industry of the date that the increased permit fees would come into effect, an applicant was bound to a contract predicated on payment of the lower fee for the permit.