

SCHEDULE "A"
Of By-Law No. 187

1. COMMERCIAL

A 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. Note: Application Review Fees are non-refundable.

The minimum permit fee, unless specifically listed as a flat rate, shall be \$205.00.

1.1 COMMERCIAL BUILDINGS, ADDITIONS, MEZZANINES	Permit Fee (\$ per ft²)	Fees
Application Review Fee – construction value between \$1,000 - \$20,000		100.00
Application Review Fee – construction value between \$20,001 - \$50,000		200.00
Application Review Fee – construction value between \$50,001 - \$100,000		300.00
Application Review Fee – construction value between \$100,001 - \$250,000		500.00
Application Review Fee – construction value between \$250,001 - \$500,000		1,000.00
Application Review Fee – construction value between \$500,001 - \$1,000,000		2,500.00
Application Review Fee – construction value between \$1,000,001 - \$2,000,000		5,000.00
Application Review Fee – construction value over \$2,000,001		20% of permit fee
Base Fee for the first \$1,000.00 of construction value - New Construction, additions and accessory structures – any construction other than single family and two- family dwellings under 6,458.4 ft ² 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		205.00
Each additional \$1,000.00 in construction value		13.18
Alterations/ Renovation/ Fire Restoration - % of construction value		1.03%
Plumbing – base fee		300.00
Plumbing – base fee plus flat fee per fixture		33.20
Demolition Permit	.25	
Revision to Plans		350.00

1.2 DEVELOPMENT PERMITS	Permit Fee (\$ per ft²)	Fees
INCLUDES SPECIAL EVENTS, TEMPORARY USES OR PLACEMENTS		
Application Review Fee		100.00
New Site Development		450.00
General Development		250.00
Temporary Placement (per month)		50.00
Revision to Plans		350.00

1.3 OCCUPANCY PERMITS	Flat Fee (\$)
Application Review Fee	100.00
Final Occupancy Base Fee	375.00
Final Occupancy – base fee plus flat fee per suite or room	340.00
Interim Occupancy (per suite or room per month)	215.00
Occupancy Permit for change of use only (Part 9)	305.00
Occupancy Permit for change of use only (Part 3)	445.00

1.4 SIGNS	Flat Fee (\$)
Application Review Fee	100.00
Fixed Sign	325.00
Mobile Sign – per sign per location per year	250.00
Temporary Mobile Sign – per month	50.00

1.5 POOLS & HOT TUBS	Flat Fee (\$)
Application Review Fee	100.00
Above ground outside pools & hot tubs – includes deck	225.00
In-ground pools – includes deck	400.00

1.6 SOFT SIDED OR TENT LIKE STRUCTURES	Permit Fee (\$ per ft²)	Flat Fee (\$)
DOES NOT INCLUDE SPECIAL EVENTS, TEMPORARY USE OR PLACEMENTS		
Application Review Fee		100.00
120-288 ft ²		110.00
289-900 ft ²		205.00
More than 900 ft ²	.25	

1.7 FARM BUILDINGS	Flat Fee (\$)
Application Review Fee	100.00
900 ft ² or less	200.00
901 - 1,800 ft ²	325.00
Over 1,801 ft ²	450.00

1.8 SHORELINE DEVELOPMENT	Flat Fee (\$)
Application Review Fee	100.00
Shoreline Development – per benefiting lot	500.00

Effective August 17, 2017

1.9 INSPECTIONS	Minimum Fee	Flat Fee (\$)
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		

1.10 OTHER FEES	Fee
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 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. Note: Application Plan Review Fees are non-refundable.

The minimum permit fee, unless specifically listed as a flat rate, shall be \$205.00.

2.1 HOUSING	Permit Fee (\$ per ft²)	Flat Fee (\$)
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.		
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 ² 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.	.39	
Multi-residential dwellings subject to Part 9 of the Building Code and not requiring an occupancy permit, including row housing; new and additions	.39	
Basement Development		350.00
Additions to single family, two-family dwellings, cottages, mobile homes	.57	
Mobile Home – includes plumbing		385.00
Unenclosed decks and porches	.30	
Plumbing –flat fee per fixture/drain (or minimum fee, whichever is more)		23.70
Fireplace – solid fuel only		100.00
Replacement Foundations	.39	
Renovations/ Fire Restoration - % of construction value		1.03%
Wheelchair ramp		245.00
Secondary Suite	.55	
Revisions to Plans		160.00

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2.2 ACCESSORY STRUCTURES	Permit Fee (\$ per ft²)	Flat Fee (\$)
Application Review Fee		100.00
New Detached accessory structures and/or additions: 120-592 sq. ft.		170.00
More than 1 storey an additional fee per storey		107.00
New Detached accessory structures and/or additions: 593-900 sq. ft.		225.00
More than 1 storey an additional fee per storey		107.00
New Detached accessory structures and/or additions: more than 900 sq. ft.	.35	
More than 1 storey	.17	
Revisions to Plans		160.00

2.3 POOLS & HOT TUBS	Flat Fee (\$)
Application Review Fee	100.00
Soft-sided pools holding 2,420 litres or less of water	65.00
Above ground outside pools & hot tubs – includes deck	225.00
In-ground pools – includes deck	400.00

2.4 DEMOLITION	Flat Fee (\$)
Application Review Fee	100.00
Single Detached Dwelling, Two-Family Dwelling under 6,458.4 ft ² or not exceeding 3 storeys	255.00
Mobile Home – demolish/removal	195.00
Accessory Structures	175.00

2.5 SOFT SIDED OR TENT LIKE STRUCTURES	Permit Fee (\$ per ft²)	Flat Fee (\$)
DOES NOT INCLUDE SPECIAL EVENTS, TEMPORARY USE OR PLACEMENTS		
Application Review Fee		100.00
120-288 ft ²		110.00
289-900 ft ²		205.00
More than 900 ft ²	.25	

2.6 FARM BUILDINGS	Flat Fee (\$)
Application Review Fee	100.00
900 ft ² or less	200.00
901 - 1,800 ft ²	325.00
Over 1,801 ft ²	450.00

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2.7 DEVELOPMENT PERMITS		Flat Fee (\$)
INCLUDES SPECIAL EVENTS, TEMPORARY USES OR PLACEMENTS		
Application Review Fee		100.00
General Development		250.00
Shoreline Development – per benefiting lot		500.00

2.8 INSPECTIONS	Minimum Fee	Flat Fee (\$)
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		

2.9 OTHER FEES	Fee (\$)
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. COMMERCIAL AND RESIDENTIAL 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.

4. *PLANNING, DEVELOPMENT AND ZONING*

4.1 DEVELOPMENT PLAN, SECONDARY PLAN & ZONING BY-LAW AMENDMENTS	Flat Fee (\$) plus GST
Development Plan Amendment: Application Fee (plus notice and advertising costs)	5,510.00
Secondary Plan Amendment: Application Fee (plus notice and advertising costs)	3,320.00
Zoning By-law Amendment: Application Fee (plus notice and advertising costs)	3,320.00
Advertising Costs for Development Plan, Secondary Plan and Zoning By-law Amendment Applications – not including the RM of East St. Paul	1,100.00
Advertising Costs for Development Plan, Secondary Plan and Zoning By-law Amendment Applications – RM of East St. Paul	5,250.00
Notice Costs for Development Plan, Secondary Plan and Zoning By-law Amendment applications	205.00
Extension of Subdivision Conditional Approval	500.00
Extension of Subdivision Certificate Approval	500.00
Lot fee for each additional parcel or lot resulting from the approval of subdivision	330.00

4.2 VARIANCE AND CONDITIONAL USES	Flat Fee (\$) plus GST
Variance Application – Single family, two-family, secondary suite and residential accessory structures	550.00
In-house Variance Application – Single family and two-family	350.00
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	75.00
Variation Order Amendment Application	550.00
Conditional Use Application	550.00
Conditional Use Amendment Application	550.00
Extension of Variance or Conditional Use: Application Fee	225.00

4.3 SUBDIVISIONS	Flat Fee (\$)
Pre-Application Meeting	150.00
Subdivision application – base fee	1,200.00
Subdivisions applications proposing to create more than one (1) parcel or lot subject to an additional fee per lot	235.00
Amendment to Subdivision application	550.00
Notice Costs for Subdivisions requiring a public hearing	205.00 + GST
Extension of Subdivision Conditional Approval	385.00
Extension of Subdivision Certificate Approval	385.00
Lot fee for each additional parcel or lot resulting from the approval of subdivision	330.00

4.4 COMBINED HEARING FEES	Flat Fee (\$)
Subdivision and Variance Application and processing fee – to conditional approval (plus notice and advertising costs) ** Includes one full variance for one lot or parcel	2,125.00+ 61.25 GST
<ul style="list-style-type: none"> Variance Application – Density and Lot Dimension Standards – each additional variance required for the subdivision - per lot 	1,225.00 +GST
<ul style="list-style-type: none"> Each additional variance at the same site 	75.00 + GST
Subdivision and Conditional Use Application and processing fee – to conditional approval (plus notice and advertising costs)	1,612.50+ 20.63 GST
Re-Zoning and Subdivision Application and processing fee – to conditional approval (plus notice and advertising costs)	4,220.00 + 166.00 GST
Subdivisions applications proposing to create more than one (1) parcel or lot subject to an additional fee per lot	235.00
Notice Costs	205.00 + GST
Advertising Costs for Development Plan, Secondary Plan and Zoning By-law Amendment Applications – not including the RM of East St. Paul	1,100.00 + GST
Advertising Costs for Development Plan, Secondary Plan and Zoning By-law Amendment Applications – RM of East St. Paul	5,250.00 + GST

4.5 CERTIFICATIONS	Flat Fee (\$)
Zoning Memorandum – single and two family dwellings (confirms that a building placement on a site conforms to current zoning regulations)	145.00
Zoning Memorandum – all other	200.00
Zoning Confirmation Letter – single and two family dwellings (confirms that use on a site conforms to current zoning regulations)	145.00
Zoning Confirmation Letter – all other	200.00
Zoning Compliance Certificate (confirms that a use, or a building placement on a site, conforms to previous zoning regulations and are therefore legal non-conforming)	200.00
Work Order Letter (confirms whether any violations cited by the Board are unresolved on a property)	170.00 + GST
A surcharge may be added to the fee for any of the above certifications for any non-acquired permit(s) that should have been obtained.	Double the permit fee

4.6 OTHER FEES	Fee (\$)
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

5. PLANNING APPLICATION REFUNDS

- There will be no refund if an application for Variation or Conditional Use is withdrawn after maps or lists have been prepared.
- 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 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%.
5. There shall be no refund if an application for subdivision is rejected or not approved by the respective municipal council.

6. MISCELLANEOUS

6.1 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

7. ANNUAL INCREASE IN FEES

1. 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 1st and ending on October 1st.
2. 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.