

**SCHEDULE 'A' TO BY-LAW 2020-14**  
**CLASSES OF PERMITS AND PERMIT FEES**  
**[Amended by By-Law 2023-64, December 14, 2023]**

1. Except where a minimum flat fee is indicated for the Occupancy Classification or Type of Construction, the fee per square meter of floor area set out in this Schedule shall be used by the Chief Building Official in determining the permit fee.
2. Permit fee increases are indexed based on the Consumer Price Index, Ontario Series, and are adjusted annually, beginning in 2025.
3. Unless a flat fee is specified this Schedule, a minimum fee of \$200 shall be applied to minor residential permits (sheds, detached garages etc.) and farm buildings. A minimum fee of \$600 shall be applied to dwelling units and non-residential permits.
4. For the purpose of this Schedule the occupancy classification and floor area shall be determined on the following basis;
  - a) The occupancy classification shall be established in accordance with the occupancy definitions of the Ontario Building Code and its appendices.
  - b) The floor area shall be measured to the outer face of exterior walls and to the centre line of party walls or demising walls. No deductions shall be made for openings within the floor area (e.g. stairs and stair openings, ducts, elevators, escalators). Floor area shall include all habitable areas, including attached garages, mezzanines, finished attics and enclosed balconies.
  - c) Calculating floor area for interior finishes, partitioning, corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where any of these areas are constructed in a shell only building, fees shall be calculated at the finished rate in this Schedule.
  - d) The occupancy classifications used in this bylaw are based on the Building Code major occupancy classifications. For mixed occupancy floor areas, the fee multiplier for the major occupancy of the floor area applies.
5. No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the

construction they serve.

6. Where they serve single dwelling units, no additional fee applies fireplaces and unfinished basements proposed and constructed at the same time as the single dwelling they serve.
7. Unfinished basements for single detached dwellings, semi-detached dwellings, duplex dwellings and townhouses are not included in the floor area.
8. The appropriate finished fee for the proposed major occupancy applies to non-residential and multiple unit residential basements.
9. Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.
10. For classes of permits not described in this Schedule, the Chief Building Official shall determine the fee to be \$10 per \$1,000 of estimated construction repair cost.
11. Administrative Fees
  - a) To offset additional investigation and administrative costs where any person has commenced construction, demolition, or changes to the use of a building prior to having submitted an application for a permit, or before having received a permit, in addition to any other penalty under the Act, Building Code, or this By-law, the permit fee shall be two times the regular permit fee. Payment of these fees does not relieve any person or corporation from complying with the Act, the Building Code, or any applicable law.
  - b) To offset additional costs associated with the investigation, inspection, administration, and rectification of unsafe buildings pursuant to section 15.9 of the Act, the Chief Building Official may require a fee where any Unsafe Order is issued, and an additional fee where any Order respecting occupancy is issued. Payment of these fees does not relieve any person or corporation from complying with the Act, the Building Code or any applicable law.
  - c) With respect to phased permits, the fee shall be the normal fee for the proposed construction plus an additional administration fee as prescribed in this Schedule for each phase of construction applied for.
  - d) With respect to conditional permits, the fee shall be the normal fee for the proposed construction plus an additional administration fee as prescribed in

this Schedule for each conditional permit applied for.

- e) Where the County has contracted work to remedy any Building Code deficiency on any private property for failing to comply with a directive of the Chief Building Official, or Officers thereunder, the County shall be entitled to recover the full cost of the work, plus a \$250 administration fee.
- f) With respect to transferring a permit from one permit holder to another, the fee shall be as prescribed in this Schedule.
- g) With respect to minor revisions of plans already examined the fee shall be \$110 per hour, with a minimum fee of \$160.

## FEES PAYABLE FOR SPECIFIC CLASSES OF PERMITS

### Building Permits

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Partial Building Permit	Flat Rate	\$523	\$547	\$572	\$598	\$625	-
Conditional Building Permit	Flat Rate	\$1,046	\$1,093	\$1,143	\$1,195	\$1,250	-

### Demolition Permit

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Residential Outbuilding	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Residential Dwelling Unit	Flat Rate	\$213	\$284	\$378	\$503	\$670	-
Non-Residential	Flat Rate	\$521	\$566	\$615	\$668	\$725	-
Decommission Septic *N/A when it is included in the permit to replace a septic* [Amended by By-Law 2024-39, Sept 12, 2024]	Flat Rate	\$184	\$211	\$243	\$279	\$320	-

### Change of Use

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Change of Use Permit (No Construction)	Flat Rate	\$177	\$196	\$217	\$240	\$265	-
Change of Use Permit (Construction)	\$/m2	Major Occupancy Classification	Major Occupancy Classification	Major Occupancy Classification	Major Occupancy Classification	Major Occupancy Classification	-

### Site Servicing

<b>Class of Permit</b>	<b>Unit of Measure/Rate</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>2026 Fee</b>	<b>2027 Fee</b>	<b>2028 Fee</b>	<b>Minimum Fee</b>
Residential	Flat Rate	\$200	\$221	\$245	\$271	\$300	-
Non-Residential	Flat Rate	\$272	\$309	\$350	\$397	\$450	-
Site Plan Control Review	Flat Rate	\$544	\$617	\$700	\$794	\$900	-

### Assembly Occupancies (Group A) School, Church, Community Hall, Restaurant

<b>Class of Permit</b>	<b>Unit of Measure/Rate</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>2026 Fee</b>	<b>2027 Fee</b>	<b>2028 Fee</b>	<b>Minimum Fee</b>
Finished Building	\$/m2, Min	\$14.91	\$15.97	\$17.11	\$18.34	\$19.65	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2, Min	\$4.07	\$4.82	\$5.71	\$6.76	\$8.00	\$600
Public Pool, Spa	-	\$603	\$757	\$951	\$1,194	\$1,500	-
School Portable	-	\$301	\$379	\$475	\$597	\$750	-

### Institutional Occupancies (Groups B1, B2, B3) Hospital, Nursing Home, Police Station

<b>Class of Permit</b>	<b>Unit of Measure/Rate</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>2026 Fee</b>	<b>2027 Fee</b>	<b>2028 Fee</b>	<b>Minimum Fee</b>
Finished Building	\$/m2	\$16.85	\$17.51	\$18.19	\$18.91	\$19.65	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$4.07	\$4.82	\$5.71	\$6.76	\$8.00	\$600

**Residential Occupancies (Group C) House, Apartment, Motel**

<b>Class of Permit</b>	<b>Unit of Measure/Rate</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>2026 Fee</b>	<b>2027 Fee</b>	<b>2028 Fee</b>	<b>Minimum Fee</b>
Multiple Unit Residential – Three (3) separate units or greater	\$/m2	\$15.49	\$16.36	\$17.29	\$18.27	\$19.30	\$600
Detached, Semi-Detached and Townhouse Dwellings – Two (2) separate units or Ipcc	\$/m2	\$14.05	\$15.21	\$16.47	\$17.83	\$19.30	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$4.42	\$5.67	\$7.28	\$9.35	\$12.00	\$200
Finishing Basement	-	\$4.42	\$5.67	\$7.28	\$9.35	\$12.00	\$200
Additional Residential Unit	-	\$14.05	\$15.21	\$16.47	\$17.83	\$19.30	\$600

**Business and Personal Service Occupancies (Group D) Office, Bank, Beauty Parlour**

<b>Class of Permit</b>	<b>Unit of Measure/Rate</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>2026 Fee</b>	<b>2027 Fee</b>	<b>2028 Fee</b>	<b>Minimum Fee</b>
Shell Building	\$/m2	\$10.02	\$10.02	\$10.02	\$10.02	\$10.02	\$600
Finished Building	\$/m2	\$13.58	\$14.50	\$15.48	\$16.53	\$17.65	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$4.07	\$4.82	\$5.71	\$6.76	\$8.00	\$600

**Mercantile Occupancies (Group E) Store, Shop, Supermarket**

<b>Class of Permit</b>	<b>Unit of Measure/Rate</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>2026 Fee</b>	<b>2027 Fee</b>	<b>2028 Fee</b>	<b>Minimum Fee</b>
Shell Building	\$/m2	\$9.68	\$9.68	\$9.68	\$9.68	\$9.68	\$600
Finished Building	\$/m2	\$12.94	\$13.98	\$15.11	\$16.33	\$17.65	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$4.07	\$4.82	\$5.71	\$6.76	\$8.00	\$600

**Industrial Occupancies (Groups F1, F2, F3) Warehouse, Repair Garage, Factory**

<b>Class of Permit</b>	<b>Unit of Measure/Rate</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>2026 Fee</b>	<b>2027 Fee</b>	<b>2028 Fee</b>	<b>Minimum Fee</b>
Shell Building	\$/m2	\$7.61	\$7.61	\$7.61	\$7.61	\$7.61	\$600
Finished Building	\$/m2	\$9.56	\$10.34	\$11.17	\$12.07	\$13.05	\$600
Parking Garage, Service Floors, Mezzanines	\$/m2	\$6.46	\$6.74	\$7.03	\$7.34	\$7.66	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$7.61	\$7.61	\$7.61	\$7.61	\$7.61	\$600

**Agricultural Occupancies Hay Storage, Silo, Riding Arena, Livestock Barn**

<b>Class of Permit</b>	<b>Unit of Measure/Rate</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>2026 Fee</b>	<b>2027 Fee</b>	<b>2028 Fee</b>	<b>Minimum Fee</b>
Finished Building	\$/m2	\$2.57	\$2.71	\$2.86	\$3.02	\$3.18	\$600
Interior Renovation and Finishing (not part of original structure)	\$/m2	\$1.92	\$2.02	\$2.13	\$2.25	\$2.37	\$200
Silo, Grain Bin	Flat Rate	\$251	\$262	\$274	\$287	\$300	-

### On-Site Sewage System

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Residential (New)	Flat Rate	\$551	\$563	\$575	\$587	\$600	-
Residential (Replacement)	Flat Rate	\$551	\$563	\$575	\$587	\$600	-
Non-Residential (New)	Flat Rate	\$952	\$964	\$976	\$988	\$1,000	-
Non-Residential (Replacement)	Flat Rate	\$952	\$964	\$976	\$988	\$1,000	-
Replacement Tank	Flat Rate	\$230	\$235	\$240	\$245	\$250	-
Leaching Bed Repair, Minor Alteration	Flat Rate	\$392	\$394	\$396	\$398	\$400	-
Review or Assessment Lot Serviceability/Severance	Flat Rate	\$230	\$235	\$240	\$245	\$250	-

### Miscellaneous

Class of Permit	Unit of Measure/Rate	2024 Fee	2025 Fee	2026 Fee	2027 Fee	2028 Fee	Minimum Fee
Deck, Porch	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Gazebo, Cabana	\$/m2	\$3.60	\$3.76	\$3.93	\$4.11	\$4.30	\$200
Fireplace, Woodstove	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Detached Garage, Carport	\$/m2	\$4.42	\$5.67	\$7.28	\$9.35	\$12.00	\$400
Storage Shed	\$/m2	\$3.60	\$3.76	\$3.93	\$4.11	\$4.30	\$200
Temporary Trailer	Flat Rate	\$251	\$262	\$274	\$287	\$300	-
Temporary Tent <b>[Amended by By-Law 2024-39, Sept 12, 2024]</b>	Per Application (max. 5 tents per application)	\$200	\$200	\$200	\$200	\$200	-
Sign	Flat Rate	\$200	\$200	\$200	\$200	\$200	-
Swimming Pool Enclosure	Flat Rate	\$200	\$200	\$200	\$200	\$200	-







<b>Class of Permit</b>	<b>Unit of Measure/Rate</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>2026 Fee</b>	<b>2027 Fee</b>	<b>2028 Fee</b>	<b>Minimum Fee</b>
<b>[Amended by By-law 2024-39, Sept 12, 2024]</b>	Application	on permit type	on permit type	on permit type	on permit type	on permit type	
Third Party Professional Review	-	Consultant Fee (Paid by Applicant)	Consultant Fee (Paid by Applicant)	Consultant Fee (Paid by Applicant)	Consultant Fee (Paid by Applicant)	Consultant Fee (Paid by Applicant)	-
Transfer of Ownership	Flat Rate	\$167.30	\$174.94	\$182.92	\$191.27	\$200	-
Fee for Permit Not Listed in Schedule A	Construction Value	\$10 per \$1,000 of construction /repair costs	\$10 per \$1,000 of construction /repair costs	\$10 per \$1,000 of construction /repair costs	\$10 per \$1,000 of construction /repair costs	\$10 per \$1,000 of construction /repair costs	-
Building Without a Permit	-	2x Building Permit Fee	2x Building Permit Fee	2x Building Permit Fee	2x Building Permit Fee	2x Building Permit Fee	-
All Orders <b>[Amended by By-Law 2024-39, Sept 12, 2024]</b>	Flat Rate	\$261	\$273	\$286	\$299	\$313	-
Maintenance Fee for Files Not Closed Within 24 Months <b>[Amended by By-law 2024-39, Sept 12, 2024]</b>	Per Year	\$0	\$1,000 plus \$200 each month it remains open	\$1,000 plus \$200 each month it remains open	\$1,000 plus \$200 each month it remains open	\$1,000 plus \$200 each month it remains open	-

<b>Class of Permit</b>	<b>Unit of Measure/Rate</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>2026 Fee</b>	<b>2027 Fee</b>	<b>2028 Fee</b>	<b>Minimum Fee</b>
Lapsed Orders (fee applied to order that surpasses their compliance date) [Added by By-law 2024-39, Sept 12, 2024]	Flat Rate	\$0	\$500/month	\$500/month	\$500/month	\$500/month	-

## Fees Removed

**[Removed by By-Law 2024-39, September 12, 2024]**

<b>Class of Permit</b>	<b>Unit of Measure/Rate</b>	<b>2024 Fee</b>	<b>2025 Fee</b>	<b>2026 Fee</b>	<b>2027 Fee</b>	<b>2028 Fee</b>	<b>Minimum Fee</b>
Water and Sewer Connection	Flat Rate	\$251	\$262	\$274	\$287	\$300	-
Prohibit Occupancy Order	Flat Rate	\$261	\$273	\$286	\$299	\$313	-
Minor Revisions of Plans Already Examined	Per Hour	\$110	\$110	\$110	\$110	\$110	\$160