

Town of The Blue Mountains
Schedule A

By-law No. 2025- 40

Classes of Permits, Payments, and Fees

1. Minimum partial payment required to be made at time of application for a permit:

New detached, semi-detached, townhouse, duplex, and triplex dwelling unit buildings	Full Permit Fee
New commercial, industrial, institutional and multi-residential buildings	\$5,000.00 or the full fee, whichever is the lesser
All other construction/work	Full Permit Fee

2. Calculation of Permit Fees:

- a. Permit fees shall be calculated using the following formula given below, unless otherwise specified in this schedule:

Permit Fee = SI x A

where;

SI = the fee multiplier based on the service index for the type/classification of the work proposed and;

A = floor area (m²) of the work involved.

3. Area Calculation and Interpretation:

- a. Floor area is to be measured from the outside face of exterior walls and to the centre line of party walls or demising walls.
- b. No deductions for floor openings for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor areas and atriums above their lowest level may be deducted.
- c. No additional fees apply to plumbing within a building, sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction of the building they serve.
- d. Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.
- e. A temporary building is a building that will be erected or put into service for not more than one year.
- f. The occupancy classifications used in this by-law are as defined in the *Building Code*, as amended.

4. Minimum Fee:

- a. Unless otherwise noted, a minimum fee of \$150.00 shall be charged for all work.

5. Refund of Fees:

- a. Fees that may be refunded shall be a percentage of the permit fees payable under this by-law, calculated as follows:
 - i. 75 percent if administrative functions only have been performed.
 - ii. 70 percent if administrative and zoning functions only have been performed.
 - iii. 50 percent if administrative, zoning and plans examination functions have been performed.
 - iv. 45 percent if the *permit* has been issued and no field inspections have been performed subsequent to permit issuance.
 - v. 5 percent shall additionally be deducted for each field inspection that has been performed after the *permit* has been issued.
- b. Where the *Chief Building Official* deems it appropriate, a refund of other than specified in (a) may be granted.
- c. If the calculated refund is less than the minimum fee applicable, no refund shall be made of the fees paid.
- d. No refund shall be issued where a minimum fee has been charged.
- e. The refund shall be returned to the person named on the fee receipt, unless such person advises the *Chief Building Official*, in writing and prior to the release of the refund, of a change in name, in which case the refund shall be returned to the person then authorized to receive it.
- f. Refund provisions are not applicable where the *permit* has been signed off and the occupancy inspection completed.
- g. No refund of building permit fees on any application or permit after 3 years from the date the application was submitted, deemed to be abandoned, refused to be issued or request to be withdrawn.

6. Administrative Fees:

6.1. Authorization of an Alternative Solution

- a. Where a written request is submitted to the *Chief Building Official* for the authorization of an alternative solution, a minimum fee of \$750.00 shall be payable in addition to the required building permit fees.

6.2. Building Code Act Orders

- a. To offset additional investigative and administrative costs where an Order to Comply has been issued pursuant to the *Act*, a minimum fee of \$250.00 shall be paid and an additional \$250.00 shall be paid where a Stop Work Order has been issued. Payment of these fees does not relieve any person or corporation from complying with the *Act* or the *Building Code* or any other applicable law.
- b. To offset additional costs associated with the investigation, inspection, administration and rectification of an unsafe building where an Unsafe Order has been issued pursuant to the *Act*, a minimum fee of \$500.00 shall be paid and an additional \$500.00 shall be paid where an Order respecting occupancy has been issued. Payment of these fees does not relieve any person or corporation from complying with the *Act* or the *Building Code* or any other applicable law.

6.3. Change of Ownership and Transfer of Permit

- a. To transfer a permit from a permit holder to another, a minimum fee of \$150.00 shall be payable in addition to other applicable fees.

6.4. Change of Use (No Construction)

- a. For the change of use of a major occupancy where no construction is proposed or required, a minimum fee of \$150 shall be payable.

6.5. Compliance Letters

- a. For written requests on information for property compliance including Zoning By-law, work orders, active building permits, official plan designation and survey review; a minimum fee of \$150.00 per property shall be payable.
- b. For a written response to a request for commentary on Agreement Compliance, including items noted in (a) above; a minimum fee of \$150.00 per property shall be payable.
- c. For written requests in support of provincial license applications such as AGCO liquor licenses, a minimum fee of \$200 shall be payable where the request is not related to an active building permit. A minimum fee of \$150 shall be payable relating to an active building permit.

6.6. Conditional Building Permits

- a. For conditional building permits, the fee shall be the normal building permit fee for the proposed construction plus an additional 10 percent of that fee. The minimum fee per application shall be \$150.00. The maximum fee per application shall be \$1,000.00. (The proponent is responsible for the registration of the Conditional Permit Agreement on title to the lands.).

6.7. Constructing without a Permit

- a. Where work or construction has commenced prior to the issuance of a building permit, an administrative surcharge for the unlawful work of 50% of the required permit fee shall be paid. The minimum surcharge fee shall be \$150.00. The maximum surcharge fee shall be \$1,000.00.

6.8. Dormant Permit Files and Deferred Inspections

- a. Where a permit has been dormant for a period of more than 12 months, a minimum fee of \$150.00 shall be payable in addition to other applicable fees.

6.9. Model Home Agreement

- a. For the preparation of a Model Home Agreement approved by the Director of Planning and Building, a minimum fee of \$500.00 shall be payable.

6.10. Permit File Maintenance

- a. To offset additional administrative costs where a request has been received to view or require information or reports from a permit file that has been closed or deemed dormant, a minimum fee of \$150/permit file shall be paid in addition to other applicable fees.

6.11. Re-Inspection Fees

- a. Where an Inspector determines that work for the stage of construction that has been requested to be inspected is not substantially complete, is not ready for an inspection or where previous infractions have not been corrected, a minimum fee of \$150 shall be payable prior to subsequent inspections related to that stage of construction being scheduled.

6.12. Revision to a Permit and Reviewed Drawings

- a. Where a supplementary submission or a revised submission relating to a building permit

application is required or unauthorized modifications from the reviewed permit drawings occur on site, a fee of \$125/hour shall be payable.

- b. Where an increase in floor area has been constructed, additional building permit fees at the applicable service index and administrative fees noted above may be payable.

6.13. Sewage Holding Tank Agreement

- a. For the preparation of a Holding Tank Agreement upon the restricted approval for the temporary use of a holding tank (Class 5 System) for not more than one year, a minimum fee of \$500 shall be payable.
- b. For the extension of an approved Holding Tank Agreement of up to one year, a minimum fee of \$150.00 shall be payable.

Schedule A – Permit Fees

Note: The Chief Building Official may assign fees other than noted in A through I, provided she/he has regard to the costs associated with the service(s) provided. The minimum fee(s) and similar indexes/rates are identified in this By-law.

Class of Permit or Building Classification		\$ per m'	Flat Fee
<i>* fees may be indexed in accordance with Statistics Canada Consumer Price Index on January 1st each year</i>			
CONSTRUCTION: New Buildings; Additions to Existing			
A. Buildings			
Group A (Assembly) Schools, libraries, churches, theatres, arenas, restaurants, recreation centres, ski clubs			
1	Shell Buildings	\$ 16.07	
2	Finished Buildings	\$ 20.34	
Group B (Institutional) Hospitals, care centres, nursing homes			
3	Medical care facilities, nursing homes	\$ 22.19	
Group C (Residential) Detached dwellings, semi-detached dwellings, townhomes, and multi-unit dwellings			
4	Detached, semi-detached, row houses	\$ 18.15	
5	Prefabricated detached dwelling	\$ 13.08	
6	Multi-unit buildings, motels, hotels	\$ 16.07	
Group D (Business & Personal) Banks, barber and hairdressing shops, dental or medical offices, offices			
7	Shell buildings	\$ 12.83	
8	Finished buildings	\$ 16.50	
Group E (Mercantile) Department stores, markets, restaurants with an occupant load less than 30 persons, shops, stores			
9	Shell buildings	\$ 10.80	
10	Finished buildings	\$ 14.57	
Group F (Industrial and Farm) Warehouses, factories, repair garages, parking garages, farm buildings			
11	Heavy and specialized industrial buildings	\$ 10.80	
12	Industrial buildings, warehouses, underground parking garages	\$ 7.80	
13	Service floors above or below grade, mezzanines	\$ 7.80	
14	Aboveground parking garages, lightly serviced storage buildings	\$ 5.89	
15	Farm buildings	\$ 3.73	
16	Prefabricated farm buildings	\$ 1.56	
All Occupancies			
17	Temporary buildings or structures		\$ 150.00
B. Alterations, Renovations and Tenancy Work			
18	Groups A & B	\$ 7.50	
19	Group C	\$ 4.85	
20	Group D, E & F	\$ 5.89	
C. Miscellaneous Permits - Standalone			
21	Accessory building - residential (garage, shed, etc.)		\$ 175.00
22	Deck/porch (unenclosed) - residential		\$ 200.00
23	Fire Code retrofit/repair		\$ 150.00
24	Finished basement - residential		\$ 360.00
25	Fireplaces, woodburning stoves		\$ 150.00
26	Move or relocate a building		\$ 150.00
D. Demolition			
27	Residential (detached, semi-detached) dwelling		\$ 150.00
28	All other buildings (1.2.2.3 (1) OBC		\$ 350.00
E. Mechanical & Fire Protection Systems			
29	Heating, ventilation, air conditioning		\$ 350.00

30	Fire alarm system (new or replacement)		\$ 350.00
31	Fire sprinkler system (new or replacement)		\$ 350.00
32	Ventilation system (Commercial cooking exhaust, spray booth, dust collector		\$ 350.00
F. Plumbing			
33	New or repair sanitary service (residential)		\$ 150.00
34	New or repair water service (residential)		\$ 150.00
35	Plumbing (alteration or repair)		\$ 150.00
36	Site servicing (private property, subject to Site Plan control)	\$5.00 per \$1000 construction value	
G. Private On-Site Sewage System (Stand alone or with a new building)			
37	New or replacement sewage system		\$ 736.00
38	Alteration or assessment for building expansion (additions, additional fixtures)		\$ 350.00
39	Leaching bed repair		\$ 200.00
40	Septic tank decommissioning		\$ 150.00
41	Septic tank replacement		\$ 150.00
H. Designated Structures			
42	Public Pool/Spa		\$ 475.00
43	Retaining wall		\$ 300.00
44	Signs (regulated by the OBC)		\$ 300.00
45	Solar collector (residential)		\$ 150.00
46	Solar collector (non-residential)		\$ 300.00
47	A structure supporting a wind turbine (output > 3kW)		\$ 500.00
48	An exterior storage tank not regulated by the TSSA		\$ 300.00
49	Permanent solid nutrient storage facility		\$ 300.00
I. Other Construction			
Balcony guard replacements, balcony repairs, canopies, parking garage repairs, portable classrooms, underpinning, other repairs and other construction not set out in A through H		\$8.50 per \$1,000 construction value	