



Report to: Development Services

Date Report Authored: October 25, 2011

SUBJECT: Proposed Amendments to Development Fee and Building Fee By-laws
Development Services Commission

PREPARED BY: Tim Moore, Director of Building Standards, Ext. 4712
Jamie Bosomworth, Manager of Strategy and Innovation, Ext. 2180

RECOMMENDATION:

- 1) That the Report titled "Proposed Amendments to Development Fee and Building Fee By-laws", Development Services Commission, dated October 25, 2011 be received.
- 2) And that the proposed amendments be referred to the 2012 Budget Public Meeting to be held on November 16, 2011;
- 3) And that Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to propose amendments to Development Fee By-law 211-83 respecting development applications and Building By-law 2011-62 respecting construction, demolition and change of use permits, inspections and related matters. These by-laws set fees to be paid by direct users of Town development and building standard services, and are reviewed and updated on an annual basis. The recommended fee increases for 2012 are 4.54% for Building Fee By-law and 3.3% for Development Fee By-law. This report seeks authorization to refer the proposed amendments to the 2012 Budget Public Meeting to be held on November 16, 2011.

BACKGROUND:

The Development Fee By-law and the Building By-law are amended each year to recover the reasonable costs associated with the administration of the *Planning Act* applications and building permit applications and building code enforcement under the *Building Code Act*. The adjustments fall into one or more of the following categories:

- overall adjustments driven by a moving average of indirect and direct costs
- refinements of existing fees to better reflect actual and anticipated costs of providing the related services
- new fees to capture new or previously underfunded services

OPTIONS/ DISCUSSION:

Building Permit Fee Determination

A fee model was established in 2005 in order to calculate the annual adjustment necessary to ensure the Town's *Building Code Act* enforcement obligations remain fully funded by building permit fees. The model is designed to cover direct and indirect costs

based on a five year “rolling average” level of activity. Using this model it has been determined that a fee increase of 9.5% could be expected in 2012. This increase was calculated on the basis of permit fee revenue projections, together with a moving average of direct and indirect costs based on the five year average level of activity.

In order to limit cost burdens on applicants wherever practical, Building Standards has been introducing measures since 2009 to reduce its resource needs and increase the efficiency of its program delivery. A number of staff vacancies were left unfilled in 2009 and these attrition vacancies have been sustained throughout 2010 and 2011 through resource efficiencies and new user tools such as mobile computing and recordkeeping for inspectors. Following a careful review of the existing staff complement, current vacancies and projected development activity over the next several years, it has been determined that a reduction in staff complement by 5 may now be formally implemented. This initiative will result in a \$361,000.00 decrease in direct costs, with an associated indirect cost of \$43,000. This efficiency gain reduces the necessary adjustment to building permit fees to 4.54% in 2012.

Development Fee Determination

In assessing the results of the fee model associated with Development fees, Planning and Engineering costs increases are projected to be insignificant in 2012; however, the reserve account continues to be in a deficit due to the recent drop in application activity and the draws on reserves during the previous recession. To ensure we cover our minor increased costs and attempt to increase our reserves, Staff are proposing to increase development fees by 3.3% based on the Toronto September Consumer Price Index (CPI) similarly used for other Town program fee increases.

Development Fee By-law

Within the Development Fee By-law, Staff are proposing to maintain fees at current levels for the residential component of minor variances and heritage site plan applications as generally these applicants are local home owners and further increases may become a deterrent to filing of applications and potentially result in construction activity without proper permits and by-law compliance. There is one exception to this (heritage alterations) that is discussed later in this report. Staff are also proposing to not change the percentage of cost of works for fees associated with urban design work and engineering works as the construction price index of 3.2% has generally kept pace to our associated increase in fees of 3.3%.

In addition to the flat rate increase of 3.3% for Development Fees, rounded up to the closest \$10, Staff are also recommending the following adjustments to the existing categories within the Development Fee By-law:

Site Plan Control

Change the wording under “Other Types of Site Plan Applications” section 4 (g)(iii) to clarify “changes to approved plans” that are meant to be minor in nature. The following is the revised wording:

All other site Plan applications, including but not limited to, new parking lot, façade changes, minor changes to approved plans, etc.

Under our current by-law, fees collected for apartment buildings with commercial uses are calculated using a fee per unit plus a fee per gross floor area (gfa) for the commercial use. Fees for hotels are calculated on a total gfa basis and fees calculated for seniors residences are calculated on a per unit basis plus gfa for the remaining area. There is a need for clarification both for the industry and for staff in determining the proper fee associated with multi-storey buildings accommodating overnight stay whether on a temporary basis (hotel) or permanent basis (apartment or seniors building). To ensure clarity and to capture what we are already doing for most high density buildings, staff are proposing to eliminate the apartment component for residential site plans and create the following new multi-storey category:

Multi-storey building with units accommodating overnight stay or longer (e.g. Hotels, Apartments, Seniors Residences, etc.)	Proposed 2012 Fee
Base Fee	\$4,940 per application
Units (e.g. residential apartment units, hotel rooms, senior's residential units, etc.). 40% collected at time of application submission and 60% collected at execution of agreement	\$570/unit
Remaining gfa (Total gfa minus gfa for units). 40% collected at time of application submission and 60% collected at agreement stage	\$2.12m ² of gfa

Heritage staff are proposing to increase the fee for residential additions, alterations or accessory buildings in a heritage building for applications less than 50m² from \$50 to \$100 per unit to be aligned with the same fee for an alteration to residential driveway/parking area category. In addition, Heritage staff are also proposing to include in the alteration to residential driveway/parking area category, a fee for commercial façade changes to heritage building or building in a Heritage District. The following is the revised wording:

4(b)(i) Less than 50 m ²	\$100.00 per unit
4(g)(i) Alteration to residential driveway/parking lot or commercial façade changes to heritage building or building in a Heritage District	\$100.00 per unit

Draft Plan of Condominium

Staff are seeing more condominium applications seeking the amalgamation of multiple condominium agreements and are currently applying the revision of draft approval fee 6 (d). Staff are proposing to formalize this fee by adding condominium amalgamation to this category. The change in the wording will be as follows:

Revision of draft approved plan and/or draft plan conditions and/or the amalgamation of multiple condominiums, when requested by the owner.

Urban Design

The Urban Design Division is proposing to collect fees at different stages within the subdivision and site plan process similar to the Engineering Department. Currently, 100% of the urban design fees for review and inspection for landscape drawings for subdivisions and site plans are collected at the execution of the agreement. The agreement is the last part of the application process and may be delayed substantially due to servicing allocation restrictions, developer withdrawing their application or other unforeseen circumstances. To ensure we are collecting fees for the relative time Staff are working on the application Staff are proposing to collect 40% of the fees at submission of the landscape drawings and 60% at the agreement stage.

Engineering Site Plan Fees

The Engineering Department reviews and comments on municipal work within existing right-of-ways and we do not currently have a fee category for this. This work is similar to site plan work, so Staff are proposing to add to the title of Section 10.0 "or Other Municipal Infrastructure" to capture this category.

The Title will now read "Site Plan Works or Other Municipal Infrastructure".

Building By-Law

No changes are proposed, other than the 4.54% fee adjustment.

Public Consultation

The *Building Code Act* requires the Town to hold at least one public meeting with respect to any changes in fees. Notice must be given to the general public and interested parties 21 days prior to the meeting. It is recommended that notice be placed on the Town's website, in the Markham Economist and Sun and the Thornhill Liberal, and be mailed to the Urban Development Institute, Toronto Home Builders Association, and development industry representatives listed on the Town's "Developers Round Table" distribution list. Staff are recommending that the changes to the Development Fee and Building Fee By-laws be referred to the 2012 Budget public meeting to be held on November 16, 2011.

FINANCIAL CONSIDERATIONS AND TEMPLATE:

The Finance Department has been working closely with Development Services Commission staff to ensure proper direct and indirect cost recovery and to incorporate the results into the proposed 2012 operating budget. Overall, no significant fee increases are required in 2012 for Development fees and fees for Building are being contained due to the reduction of budgeted staff complement. The nominal fee adjustments recommended in this Report will provide adequate funding for projected direct and indirect costs, including necessary contributions to building, planning and engineering reserves.

HUMAN RESOURCES CONSIDERATIONS

Not Applicable

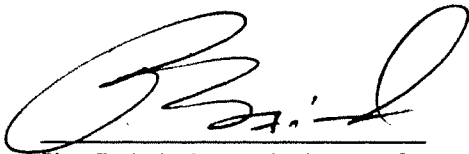
ALIGNMENT WITH STRATEGIC PRIORITIES:

Not Applicable

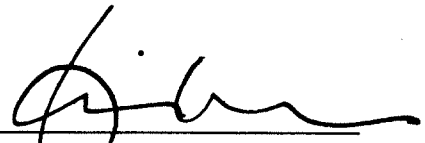
BUSINESS UNITS CONSULTED AND AFFECTED:

Development Services Commission Departments and Finance Department were consulted.

RECOMMENDED BY:



Jim Baird, Commissioner of
Development Services



Tim Moore, Director Building
Standards

ATTACHMENTS:

Attachment "A" Draft of amendment to Development Fee By-law 211-83
Attachment "B" Draft of amendment to Building By-law 2011-62



A by-law to amend By-law 211-83, as amended
(A by-law to prescribe a Tariff of Fees
for the Processing of Planning Applications)

THE COUNCIL OF THE CORPORATION OF THE TOWN OF MARKHAM HEREBY ENACTS AS FOLLOWS:

1. By-law 211-83, as amended, be and the same is hereby further amended as follows:
 - 1.1 By deleting Schedule 'A' to By-law 211-83, as amended, and substituting therefore Schedule 'A' attached hereto.
2. All other provisions of By-law 211-83, as amended, not inconsistent with the provisions of this by-law shall continue to apply.
3. This By-law comes into force and takes effect on January 1, 2012.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS
DAY OF MARCH , 2011.

KIMBERLEY KITTERINGHAM, TOWN CLERK

FRANK SCARPITTI, MAYOR

SCHEDULE 'A'

TO BY-LAW XXX-2011

TARIFF OF FEES FOR PROCESSING DEVELOPMENT APPLICATIONS

GENERAL FEES

The following are general fees associated with all development applications

1.0 GENERAL FEES

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| (a) Additional Public meeting due to revisions by owner/applicant (payable before meeting) | \$3,430 per meeting |
| (b) Additional report to Committee or Council due to revisions by owner/applicant (payable before Committee meeting) | \$3,430 per meeting |
| (c) Recirculation of drawings due to revisions by owner (payable at circulation) | \$2,220 per circulation |
| (d) Where an owner files more than three submissions of drawings/plans (e.g. landscape plans, engineering drawings, etc.), due to revisions by the owner or the owner's failure to revise drawings/plans as requested by the Town, an additional fee will be charged at submission stage | \$2,720 per submission |
| (e) Where a third (or more) inspection is required, due to unaddressed deficiencies identified during earlier inspections, an additional fee will be charged prior to inspection | \$690 per inspection |

PLANNING AND URBAN DESIGN DEPARTMENT FEES

- Fees shall be calculated at the rate in effect on the date paid. This provision applies to all applications, including those filed before February 1, 2007. Applications for which fees have been paid in part, prior to the effective date of this by-law, shall be required to pay any additional fees established by this by-law.
- Where payment in full of all fees applicable to an application has been made, no additional fee, where established by this by-law, shall be payable.
- Where the fee payable in respect of an application is payable in stages, the fee owing at each stage shall be the fee, for such stage, in effect on the date the payment is made. No additional fee or increase in fee is payable in respect of stages for which a fee has already been paid.
- Unless otherwise noted, Development application fees are payable at time of application.
- Fees shall only be accepted in conjunction with the filing of a complete application as determined by the Director of Planning and Urban Design.
- Applicants shall not be permitted to "pre-pay" application fees upon submission of an incomplete application in order to lock in fees and avoid future fee increases.
- For categories 2 to 6, cost of notifications for meetings and hearings will be charged back to applicant

2.0 OFFICIAL PLAN/SECONDARY PLAN AMENDMENT

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| (a) Minor amendment (see notes for definition) | \$11,400 per application |
| (b) Major amendment (see notes for definition) | \$30,290 per application |

3.0 ZONING BY-LAW AMENDMENT

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| (a) Minor amendment (see notes for definition) | \$10,580 per application |
| (b) Major amendment (see notes for definition) | \$21,260 per application |
| (c) Removal of "H" (Holding) provision | \$ 3,550 per application |
| (d) Minister's Zoning Order | \$ 6,200 per application |
| (e) Deeming By-law | \$ 3,560 per application |

4.0 SITE PLAN CONTROL

Note: Adjustments to the total fee payable will be required at each payment stage, to reflect increases in the total number of units/half hectares and increases in fees, if any.

Residential

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| (a) New single detached, semi detached or ground oriented townhouse dwelling unit within block of 10 units or less where no fee has been paid for through processing a plan of subdivision in accordance with section 5 hereof, governed by Site Plan Control By-law # 262-94 as amended or as a condition of consent. | \$ 1,370 per unit |
| (b) Additions, alterations or accessory building for single detached, semi detached or ground oriented townhouse dwelling unit governed by Site Plan Control By-law # 262-94 as amended or as a condition of consent | |
| (i) less than 50m ² | \$ 100 per unit |
| (ii) 50m ² or larger | \$ 500 per unit |
| (c) Ground oriented townhouse dwelling units within blocks of 10 units or less within a plan of subdivision where the applicable per unit planning processing fee has been paid through a plan of subdivision in accordance with section 5 hereof. | \$ 260 per unit |
| (d) Blocks or buildings of 11 units or more, where the applicable per unit planning processing fee has not been paid through a plan of subdivision in accordance with section 5 hereof or consent application. | |
| (i) Base Fee: | \$ 4,960 per application |
| (ii) Ground-Oriented Residential Uses (single detached, semi-detached, townhouses): 40 % collected at submission of application and 60% collected at execution of agreement | \$ 850 per unit |

Industrial, Commercial, Institutional New or Addition

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| (e) Industrial, Commercial, Institutional new or additions with a change in GFA | |
| (i) Base Fee | \$ 4,960 per application |
| (ii) Gross Floor Area, 40 % collected at time of application and 60% collected at execution of agreement or undertaking | \$ 2.13m ² of gfa |
| (f) Less than 50m ² addition for Heritage Building or building in a Heritage District | \$ 1,000 per application |

PLANNING AND URBAN DESIGN DEPARTMENT FEES (continued)

Multi-storey Building Accommodating Overnight Stay

- (g) Multi-storey building with units accommodating overnight stay or longer (e.g. hotels, apartments, seniors residents, etc.)
- (i) Base Fee \$ 4,960 per application
 - (ii) Units (e.g. residential apartment units, hotel rooms, senior's residential units, etc.). 40% collected at submission of application and 60% collected at execution of agreement \$ 570 per unit
 - (iii) Remaining GFA (total gfa of building minus gfa of units). 40% collected at submission of application and 60% collected at execution of agreement \$ 2.13m² of gfa

Other Types of Site Plan Applications

- (h) Site Plan Control (not included under 4(a) to 4(g))
- (i) Alteration to residential driveway/parking area or commercial façade for Heritage Building or building in a Heritage District \$ 100 per application
 - (ii) Changes to existing commercial/industrial parking lots, outdoor patios and extension of Site Plan Endorsement \$ 1,030 per application
 - (iii) All other Site Plan applications, including but not limited to, new parking lot, façade changes, minor changes to approved plans, etc. \$ 2,070 per application
 - (i) Model Home/Sales trailer agreement, payable at execution of agreement \$ 2,300 per agreement
 - (j) Telecommunication Towers \$ 8,630 per application

5.0 DRAFT PLAN OF SUBDIVISION

Note: Adjustments to the total fee payable will be required at each payment stage, to reflect increases in the total number of units/half hectares and increases in fees, if any.

- (a) Plan of Subdivision
- (i) Base Fee \$16,300 per application plus the fee payable according to 5.0 (a) (ii) or (iii)
 - (ii) Commercial, institutional, industrial (ICI), other non-residential uses, mixed-use (community amenity) and residential blocks containing more than 10 units in each or any block (excluding park blocks, valleylands, hazard lands, environmental buffer blocks, stormwater management blocks and open space areas to be conveyed into public ownership). 10% collected at time of application, 30% collected at draft plan approval and 60% collected at execution of agreement \$ 4,220 per half hectare or part thereof
 - (iii) Ground-Oriented Residential Uses (single detached, semi detached, townhouses within a block of 10 units or less). 10% collected at time of application, 30% collected at draft plan approval and 60% collected at execution of agreement \$ 850 per unit
 - (b) Extension of Draft Approval \$ 3,560 per application
 - (c) Revision of draft approved plan and/or draft plan conditions, when requested by the owner
 - (i) Minor (at discretion of Director of Planning and Urban Design) \$ 2,220 per application
 - (ii) Major (at discretion of Director of Planning and Urban Design) \$ 6,970 per application
 - (d) Request for subdivision agreement
 - (i) First phase of subdivision \$23,450 per agreement
 - (ii) Subsequent phases \$16,480 per agreement
 - (e) Model Home/Sales trailer agreement, payable at execution of agreement \$ 2,300 per agreement
 - (f) Exemption from Part Lot Control \$ 3,560 per M-plan

6.0 DRAFT PLAN OF CONDOMINIUM

- (a) All condominium types other than Common Element or Vacant Land Condo \$15,290 per application
- (b) Common Element or Vacant Land Condo \$17,820 per application
- (c) Extension of draft approval \$ 3,560 per application
- (d) Revision of draft approved plan and/or draft plan conditions and/or the amalgamation of multiple condominiums, when requested by owner \$ 4,820 per application

7.0 COMMITTEE OF ADJUSTMENT

- (a) By-law variance, change in legal non conformity, and zoning interpretation for residential property, excluding apartments and condominiums \$ 1,400 per application
- (b) By-Law variance, change in legal non conformity, and zoning interpretation for all other property types, including apartments and condominiums \$ 3,300 per application
- (c) Consent
 - (i) conveyance creating a new residential lot, payable prior to finalization of conveyance \$ 2,800 per application; plus the fee payable according to 7 (c) (i) or (ii) \$ 850 per unit
 - (ii) conveyance creating a new industrial, commercial, or institutional lot, payable prior to finalization of conveyance, minimum fee \$4,080.00 \$ 4,220 per half hectare or part thereof of the newly created lot,
 - (iii) establishment of an easement, mortgage, etc. \$ 2,920 per application
 - (iv) preparation of development agreement, payable at execution of agreement \$ 6,970 per agreement,
- (d) Technical Amendments
 - All applications for variances to rectify existing conditions requiring minor review by staff, at the discretion of the Director of Planning and Urban Design \$ 880 per application
- (e) By-law variance, change in legal non conformity, zoning interpretation for all property types on a Draft Plan of Subdivision \$ 4,070 per application; plus \$880.00 for the greater of; number of proposed lots and/or proposed units
- (f) By-law variance, in Heritage District or a Heritage Property where Heritage Staff or Heritage Markham has requested the implementation of a historic condition or feature \$0 per application

PLANNING AND URBAN DESIGN DEPARTMENT FEES (continued)

8.0 URBAN DESIGN FEES

Note: Unless otherwise noted, Urban Design fees are collected at execution of agreement.

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| <p>(a) Site Plans</p> <p style="padding-left: 20px;">Urban Design and Landscape fee. 40% collected at submission of drawings and 60% collected at execution of agreement</p> <p style="padding-left: 20px;">(i) Minor Applications with alterations/additions or new development between 50m² and 100m² of GFA requiring Short Form Agreements</p> <p style="padding-left: 20px;">(ii) Minor applications with alterations/additions or new development that are over 100m² of GFA requiring Short Form Agreements</p> <p>(b) Subdivision</p> <p style="padding-left: 20px;">(i) Urban Design Community Planning Fee</p> <p style="padding-left: 20px;">(ii) Urban Design and Landscape Fee. 40% collected at submission of drawing and 60% collected at execution of agreement</p> <p>(c) Fence variance</p> <p style="padding-left: 20px;">(i) Residential</p> <p style="padding-left: 20px;">(ii) Industrial or commercial</p> | <p>5.5% of the estimated cost of construction of the landscape works or \$ 2,050 whichever is higher</p> <p>\$ 150 per agreement</p> <p>\$ 300 per agreement</p> <p>5.5% of Town Wide Soft Development Charge based on number and type of units</p> <p>5.5% of estimated cost of construction of the landscaping works or \$280 per unit/lot up to 100 units/lots on the plan of subdivision whichever is higher</p> <p>\$ 1,030 per application</p> <p>\$ 3,430 per application</p> |
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9.0 STUDIES

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| <p>(a) Review and approval of large scale major studies (e.g. Community Design Plan, Precinct Plan, etc.) associated with a new Secondary Plan, major Official Plan Amendment/Secondary Plan Amendment, Major Zoning or Major Site Plan application on a large scale complex site.</p> <p style="padding-left: 20px;">(i) Update or Amendment to an existing Study</p> <p style="padding-left: 20px;">(ii) New Study</p> <p>(b) Review of Studies using a Peer Review Consultant</p> | <p>\$11,070 per study</p> <p>\$27,680 per study</p> <p>Peer Review Consultant costs plus 15% of costs for administration</p> |
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ENGINEERING DEPARTMENT FEES

- Fees shall be calculated at the rate in effect on the date paid. This provision applies to all applications, including those filed before February 1, 2007. Applications for which fees have been paid in part, prior to the effective date of this by-law, shall be required to pay any additional fees established by this by-law.
- Where payment in full of all fees applicable to an application has been made, no additional fee, where established by this by-law, shall be payable.
- Where the fee payable in respect of an application is payable in stages, the fee owing at each stage shall be the fee, for such stage, in effect on the date the payment is made. No additional fee or increase in fee is payable in respect of stages for which a fee has already been paid.
- Fees shall only be accepted in conjunction with the filing of a complete application.
- Applicants shall not be permitted to "pre-pay" application fees upon submission of an incomplete application in order to lock in fees and avoid future fee increases.
- Unless otherwise noted, Engineering Division fees are collected at agreement stage.

10.0 SITE PLAN WORKS OR OTHER MUNICIPAL INFRASTRUCTURE

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| <p>(a) Base Fee</p> <p style="padding-left: 20px;">Review and approval of internal and external drawings and inspections. Fee is based on percentage of cost of internal works, including but not limited to; curbs, pavement, parking lot structure, retaining walls, grading, on site storm sewers and stormwater management facilities, etc. and external works, including but not limited to; sanitary and storm sewer connections, water service, driveways, sidewalks, boulevard treatment, road works, traffic controls, etc. 40 % payable at submission of engineering drawings and 60% payable at either pre-servicing stage or agreement stage, whichever is earlier.</p> <p style="padding-left: 20px;">(i) Plus fee for multi storey residential applications only</p> | <p>5.5% or \$3,530 whichever is higher</p> <p>\$ 125 per residential unit to a maximum of 100 units</p> |
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11.0 PLAN OF SUBDIVISION

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| <p>(a) Review and approval of engineering drawings, inspection and administration of agreement. Fee is based on percentage of the estimated construction cost of public works plus 10% contingencies, including but not limited to; erosion and sedimentation controls, underground and above ground works, streetlights, etc. within the plan of subdivision, (both internal and external works) as prepared by the consulting engineer. 40 % payable at submission of engineering drawings and 60% payable at either pre-servicing stage or agreement stage, whichever is earlier.</p> | <p>5.5% or \$730.00 per lot or block, whichever is higher</p> |
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12.0 RESIDENTIAL SERVICE CONNECTION

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| <p>(a) Fee is based on percentage of the total cost of engineering work required within the municipal road allowance</p> | <p>16.0%</p> |
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13.0 SITE ALTERATION

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| <p>(a) Application permit fee:</p> <p style="padding-left: 20px;">(i) Residential</p> <p style="padding-left: 20px;">(ii) All other types</p> <p style="padding-left: 20px;">(iii) Site Inspections</p> | <p>\$ 1,740 per application plus \$520 per hectare</p> <p>\$ 2,300 per application plus \$580 per hectare</p> <p>\$ 125 per visit</p> |
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(Minimum three (3) site visits shall be required, maximum number of visits will depend on the type of work to the satisfaction of the Director of Engineering)

ENGINEERING DEPARTMENT FEES (continued)

14.0 STUDIES

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| <p>(a) Review and approval of large scale major studies (e.g. Master Transportation Study, Master Environmental Servicing Plan, Noise Study, Geotechnical Study, etc.) associated with a new Secondary Plan, major Official Plan Amendment/Secondary Plan Amendment, Major Zoning or Major Site Plan application on a large scale complex site.</p> <p style="padding-left: 20px;">(i) Update or Amendment to an existing Study</p> <p style="padding-left: 20px;">(ii) New Study</p> <p>(b) Review of Studies using a Peer Review Consultant</p> | <p>\$ 5,540 per Study</p> <p>\$16,510 per Study</p> <p>Peer Review Consultant costs plus 15% of costs for administration</p> |
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NOTES:

Official Plan/Secondary Plan Amendment

Minor: An application for a minor, site specific and small scale amendment or exception to Official Plan policies and designations, having limited impact or policy implications beyond the subject lands as determined by the Director of Planning and Urban Design.

Major: An application to amend the Official Plan that is more significant in scale and scope than a minor official plan amendment, and which may have greater impact or policy implications beyond the subject lands as determined by the Director of Planning and Urban Design. Applications relating to more than one property would normally be in this category. A site specific application could also fall in this category, if considered to represent large scale redevelopment or significant change in use. An application involving significant changes to the text or policies of the Official Plan would also fall in this category.

Zoning By-law Amendment

Minor: An application for minor and small scale zoning amendment having no significant impact on adjoining lands as determined by the Director of Planning and Urban Design. Minor applications must be site specific and include:

- Request for additional permitted use, within an existing building with no significant impact on existing development standards;
- Changes in development standards to accommodate a residential severance to create one single family lot within and existing subdivision
- Application for Temporary Use

Major: An application for a Zoning By-law Amendment that is more significant in scale and scope than a minor zoning amendment, and which may have greater impact beyond the subject lands as determined by the Director of Planning and Urban Design. Major applications include:

- Applications relating to more than one property
- A site specific application, if considered to represent large scale redevelopment
- Any change in use and/or zone category
- An application involving significant changes to the development standards or general provisions of the by-law



BY-LAW 2011-

Being a By-law respecting Construction, Demolition
and Change of Use Permits and Inspections

WHEREAS section 7 of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, authorizes municipal council to pass by-laws respecting construction, demolition and change of use permits, inspections and related matters;

AND WHEREAS the Council of The Corporation of the Town of Markham desires to repeal By-law 2011-62 and to enact a new building by-law for the issuance of permits and related matters, including the establishment of a fee schedule;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MARKHAM ENACTS AS FOLLOWS:

1. SHORT TITLE

1.1. This By-law may be cited as the "Building By-law".

2. DEFINITIONS

2.1. In this By-law:

"Act" means the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended;

"applicant" means the owner of a building or property who applies for a permit or any person authorized to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation;

"Building Code" means the regulation made under Section 34 of the Act;

"certified model" means a unique building design for a detached or semi-detached unit that has been reviewed by the chief building official for compliance with the *Building Code* and is intended for construction pursuant to a permit issued under the Act. A certified model approval is not itself a permit;

"chief building official" means the chief building official appointed by by-law by Council for the purposes of enforcement of the Act, the *Building Code* and this By-law;

"complete application" means an application that meets the requirements set out in the building code for applications where the chief building official is required to make a decision within a prescribed time period, and section 4 and Schedule B of this By-law;

"conditional permit" means a permit issued under subsection 8(3) of the Act;

"construct" means construct as defined in subsection 1(1) of the Act;

"demolish" means demolish as defined in subsection 1(1) of the Act;

"owner" means, in respect of the property on which the construction is to take place, the registered owner of the land and, except for conditional permits, may

include a lessee, mortgagee in possession and the person acting as the owner's authorized agent;

"*partial permit*" means a *permit* issued by the *chief building official* to construct part of a building;

"*permit*" means permission or authorization given in writing by the *chief building official* to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the *Act* and *Building Code*;

"*permit holder*" means the *owner* to whom the *permit* has been issued or where a *permit* has been transferred, the new *owner* to whom the *permit* has been transferred;

"*Registered Code Agency*" means a registered code agency as defined in subsection 1(1) of the *Act*;

"*revised submission*" means additional information filed with the *chief building official* which depicts one or more changes to the proposed or as-constructed design of a building or part of a building for which a *permit* has already been issued and for which approval by the *chief building official* is required;

"*sewage system*" means a sewage system as defined in subsection 1.1 of the *Building Code*;

"*supplementary submission*" means a resubmission of additional information in relation to building permit application documents previously filed and reviewed, that requires additional review to determine *Building Code* compliance;

"*Town*" means The Corporation of the Town of Markham.

2.2. Terms not defined in this By-law shall have the meaning ascribed to them in the *Act* or the *Building Code*.

3. CLASSES OF PERMITS

3.1. Classes of *permits* required for the construction, demolition or change of use of a building shall be set out in Schedule "A" to this By-law.

4. REQUIREMENTS FOR PERMIT APPLICATIONS

General Requirements

4.1. Every *permit* application and *certified model* application must meet the requirements of this section and shall:

4.1.1. be made by an *applicant*;

4.1.2. be made in writing to the *chief building official* on forms prescribed by the Province of Ontario or when no form is prescribed, on a form prescribed by the *chief building official*; and

4.1.3. be accompanied by the required fees calculated in accordance with Schedule "A".

4.2. To be considered a *complete application*, every *permit* application shall be accompanied by the approval documents issued by the agencies responsible for the applicable laws listed in the building code, where those agencies issue approval documents and the law applies to the construction or demolition being proposed.

4.3. An application for a *permit* may be refused by the *chief building official* where it is not a *complete application*.

- 4.4. The *chief building official* may, as the *chief building official* deems appropriate, provide prescribed forms in an electronic format and may allow for the electronic submission of completed *permit* application forms.
- 4.5. Notwithstanding subsection 4.4, completed forms generated electronically shall be accepted subject to the endorsement by the *applicant*.

Applications for *Permits* to Construct

- 4.6. Every application for a *permit* to *construct* a building shall:
 - 4.6.1. identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the building *permit* application is made;
 - 4.6.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 and Schedule B of this by-law; and
 - 4.6.3. be accompanied by acceptable proof of corporate identity and property ownership, unless such proof is determined by the *chief building official* to be unnecessary.

Applications for *Permits* to Demolish

- 4.7. Every application for a *permit* to *demolish* a building shall:
 - 4.7.1. identify and describe in detail the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a *permit* to *demolish* is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
 - 4.7.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 and Schedule B of this By-law; and
 - 4.7.3. be accompanied by proof satisfactory to the *chief building official* that arrangements have been made with the proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services.

Applications for *Permits* to Construct Part of a Building

- 4.8. In addition to the requirements of subsection 4.6, every application for a *partial permit* shall:
 - 4.8.1. require a *permit* application for the entire project; and
 - 4.8.2. be accompanied by plans, specifications, documents, forms and other information covering that part of the work for which application for a *partial permit* is made, together with such information pertaining to the remainder of the work as may be required by the *chief building official*.
- 4.9. The *chief building official* may issue a *partial permit* when the *chief building official* determines it is appropriate to expedite substantial construction before a *permit* for the entire building is available and where the relevant provisions of this By-law and the *Act* are met.
 - 4.9.1. When determining whether to issue a *partial permit*, the *chief building official* shall have regard for the likelihood of subsequent approvals being available in a timely fashion such that a project is not interrupted and exposed to potential damage from the elements while awaiting subsequent approvals.
- 4.10. The *chief building official* shall not, by reason of the issuance of a *partial permit* pursuant to this By-law, be under any obligation to grant any additional *permits*.

Applications for Conditional Permits

- 4.11. In addition to the requirements of subsection 4.6, every application for a *conditional permit* shall:
- 4.11.1. include a written statement of the reasons why the chief building official believes unreasonable delays in construction would occur if a *conditional permit* is not granted; and
 - 4.11.2. include a written statement of the necessary approvals which must be obtained in respect of the proposed building in order for the permit to be issued and the time in which such approvals will be obtained.
- 4.12. The *chief building official* may, at his or her discretion, issue a *conditional permit* where unreasonable delays are anticipated in obtaining all necessary approvals and where the relevant provisions of this By-law and the *Act* are met.

Applications for Permits for Change of Use

- 4.13. Every application for a *permit* for a change of use shall;
- 4.13.1. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 and Schedule B of this By-law;

Application for a Certified Model

- 4.14. An *applicant* may file an application for a *certified model*.
- 4.15. Every application for a *certified model* shall;
- 4.15.1. be made on an application form prescribed by the *chief building official*; and
 - 4.15.2. be accompanied by the plans, specifications, documents, forms and other information prescribed in section 5 of this By-law.
- 4.16. Plans and specifications forming part of each *certified model* application shall be deemed to form part of the *permit* documents of each *permit* subsequently issued under the *Act*.

Abandoned Permit Applications

- 4.17. Where an application for a *permit* remains incomplete and inactive for six months after the *applicant* has been advised in writing of all the reasons for refusal, the application may be deemed by the *chief building official* to have been abandoned and written notice of the cancellation thereof shall be given to the *applicant*.

Revisions to Permits

- 4.18. After the issuance of a *permit* under the *Act*, the *applicant* shall give notice to the *chief building official* in writing of any material change to a plan, specification, document or other information upon which a *permit* was issued, together with the details of such change, which change shall not be made without the prior written authorization of the *chief building official*.
- 4.19. Application for authorization of any substantial change shall constitute a *revised submission* or a *supplementary submission*.

5. PLANS AND SPECIFICATIONS

- 5.1. As part of the application for a *permit* and in addition to the requirements of section 4 of this by-law, every *applicant* shall submit to the *chief building official* the following:
 - 5.1.1. sufficient plans, specifications, documents, forms and such other information as may be deemed necessary by the *chief building official* to determine whether the proposed construction, demolition, or change of use conforms to the *Act*, the *Building Code*, and any other applicable law;
 - 5.1.2. Where a site plan is required to satisfy section 5.1.1, the site plan shall reference a current plan of survey certified by a registered Ontario Land Surveyor and shall include:
 - 5.1.2.1. lot size and dimensions of the property;
 - 5.1.2.2. setbacks from existing and proposed buildings to property boundaries and to each other;
 - 5.1.2.3. existing and finished ground levels or grades; and
 - 5.1.2.4. existing rights of way, easements and municipal services; and
 - 5.1.2.5. a copy of a current plan of survey, unless the *chief building official* waives this requirement.
- 5.2. As part of an application for a *certified model*, every applicant shall submit to the *chief building official* sufficient plans, specifications, documents, forms and such other information as may be deemed necessary by the *chief building official* to determine whether the proposed construction conforms to the *Building Code*.
- 5.3. Plans, specifications and other documents submitted by an *applicant* shall:
 - 5.3.1. be fully coordinated among design disciplines and intended for construction, demolition or change of use;
 - 5.3.2. be fully dimensioned and drawn to a suitable scale that clearly depicts the proposed construction, demolition or change of use;
 - 5.3.3. be submitted on paper or other suitable and durable material; and
 - 5.3.4. contain information and text that is clear and legible.
- 5.4. Unless otherwise deemed necessary by the *chief building official*, every application shall be accompanied by two sets of plans, specifications, forms, documents and other information required to facilitate the administration and enforcement of the *Building Code*.
- 5.5. On completion of the construction of a building, the *chief building official* may require the *applicant* to submit a set of as constructed plans, including a plan of survey showing the location of the building.
- 5.6. Plans and specifications submitted in accordance with this By-law or otherwise required by the *Act* become the property of the *Town* and will be disposed of or retained in accordance with relevant legislation or by-law.

6. AUTHORIZATION OF ALTERNATIVE SOLUTIONS

- 6.1. Where approval for an alternative solution under the *Building Code* is proposed in either the application for a *permit*, or in a material change to a plan, specification, document or other information on the basis of which a *permit* was issued, the *applicant* shall submit:
- 6.1.1. an application on a form prescribed by the *chief building official*;
 - 6.1.2. supporting documentation demonstrating that the proposed alternative solution will provide the level of performance required by the *Building Code*; and
 - 6.1.3. payment of the required fee prescribed by Schedule A.

7. FEES AND REFUNDS

- 7.1. The *chief building official* shall determine the required application fees in accordance with Schedule "A" to this By-law.
- 7.2. The *chief building official* shall not issue a *permit* until fees required by this By-law have been paid in full by the *applicant*.
- 7.3. In addition to the fees paid at the time of building *permit* application, when an *applicant* makes *supplementary submissions* and *revised submissions*, the *applicant* shall pay the prescribed fee which shall be calculated in accordance with Schedule "A".
- 7.4. In the case of withdrawal or abandonment of an application, or refusal or revocation of a *permit*, and upon written request by the *applicant*, the *chief building official* may refund any unearned fees which shall be calculated in accordance with section 3 of Schedule "A".

8. TRANSFER OF PERMITS

- 8.1. *Permits* may not be transferred without the approval of the *chief building official*.
- 8.2. To transfer a *permit*, the new *owner* shall complete and submit an application form in accordance with the requirements of Section 4 of this by-law and pay the required fee as prescribed by Schedule "A".
- 8.3. Upon the transfer of the *permit* by the *chief building official*, the new *owner* shall be the *permit holder* for the purpose of this By-law, the *Act* and the *Building Code*.

9. NOTICES FOR INSPECTIONS

- 9.1. Inspection notices required by the building code and this By-law shall be made in writing or by telephone using the Town's permit inspection request line which has been prescribed for this purpose.
- 9.2. Inspection notices are required a minimum of two business days prior to the stages of construction specified therein and shall be given in accordance with the requirements of Subsection 1.3.5 of Division C of the *Building Code*.
- 9.3. The person to whom the *permit* has been issued shall notify the *chief building official* or a *Registered Code Agency* where one is appointed, of each stage of construction for which a notice is prescribed by the *Building Code*.
- 9.4. Notwithstanding section 10 of this By-law, the person to whom the *permit* has been issued shall notify the *chief building official* of the date of completion of the building or demolition work no more than two days after that date.

- 9.5. In addition to the notices prescribed in Article 1.3.5.1 of Division C of the *Building Code*, the person to whom a *permit* has been issued shall give the *chief building official* notice of the readiness for inspection for the following stages of construction, where applicable:

- 9.5.1. commencement of construction of the building
- 9.5.2. commencement of construction of:
 - 9.5.2.1. masonry fireplaces and masonry chimneys,
 - 9.5.2.2. factory-built fireplaces and allied chimneys,
 - 9.5.2.3. stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys
- 9.5.3. substantial completion of interior finishes

10. REGISTERED CODE AGENCIES

- 10.1. The *chief building official* is authorized to enter into and sign contracts for service agreements with *Registered Code Agencies* and appoint them to perform specified functions from time to time in order to maintain the time periods for *permits* prescribed in Article 1.3.1.3. of Division C of the *Building Code*.
- 10.2. A *Registered Code Agency* may be appointed to perform one or more of the specified functions described in section 15.15 of the *Act*.

11. FENCING CONSTRUCTION SITES

- 11.1. Where, in the opinion of the *chief building official*, a construction or demolition site presents a hazard to the public, the *chief building official* may require the *permit holder* to erect such fencing to the standards and specifications that the *chief building official* deems to be appropriate in the circumstances.
- 11.2. When determining if a construction or demolition site presents a hazard to the public and requires the erection of fencing and the type of fencing required, the *chief building official* shall have regard to:
- 11.2.1. the proximity of the construction site to occupied dwellings;
 - 11.2.2. the proximity of the construction site to lands accessible to the public, including but not limited to streets, parks, and commercial and institutional activities;
 - 11.2.3. the hazards presented by the construction activities and materials;
 - 11.2.4. the feasibility and effectiveness of site fencing; and
 - 11.2.5. the duration of the hazard.
- 11.3. When the *chief building official* is of the opinion that fencing is required, the *permit holder* shall, prior to the commencement of any construction, demolition, or placement of materials or equipment on site, erect or cause to be erected fencing to the standards required by the *chief building official* to enclose the construction or demolition site for the purpose of preventing unauthorized entry on the site. For the purposes of this section, construction or demolition site shall include the area of the proposed construction or demolition and any area where materials or equipment are stored or operated.

12. OFFENCES AND PENALTIES

- 12.1. Any person who contravenes any provision of this by-law is guilty of an offence and is liable upon conviction to a fine as provided for in the *Act*.

13. SEVERABILITY

- 13.1. Should any section, subsection, clause or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall

not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

14. MISCELLANEOUS

14.1. All Schedules shall be and form part of this By-law.

14.2. A reference to the singular or to the masculine shall be deemed to refer to the plural or feminine as the context may require.

15. REPEAL AND TRANSITION

15.1. By-law Number 2011-62, is hereby repealed upon the date that this by-law comes into force.

15.2. Notwithstanding sections 15.1 and 16.1 of this by-law, for any complete application received prior to the effective date of this by-law, the provisions of By-law Number 2011-62 shall remain in force and effect for the purpose of that application.

16. EFFECTIVE DATE

16.1. This by-law shall come into force on the 1st day of January 2012.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS....
2011.

SCHEDULE "A"

CLASSES OF *PERMITS*, FEES AND REFUNDS

1. CALCULATION OF *PERMIT* FEES

- 1.1 *Permit* fees shall be calculated using:
 - 1.1.1 The flat rate where indicated in Column 5 of Table 1 of this Schedule;
 - 1.1.2 the product of the applicable fee multiplier in Column 4 of Table 1 of this Schedule and the related floor area or other measure specified in Column 3, or
 - 1.1.3 where a fee is not listed in Table 1, a fee shall be paid in the amount of \$12 for each \$1000 or part thereof of the construction value prescribed by the chief building official.
- 1.2 Except for classes of *permits* subject to flat rates, fees shall be based on the appropriate measure of the floor area of the project.
- 1.3 Except where otherwise exempt, in addition to the fees calculated according to subsections 1.1 and 1.2 fees shall also be assessed according to the number of plumbing fixtures and the size of supply piping and drainage piping as applicable.
- 1.4 Fees charged for the review of *certified models* shall be calculated using a fee multiplier equivalent to that applicable to Single or Semi Detached Dwellings determined in accordance with subsections 1.8 to 1.10 of this Schedule.
- 1.5 In addition to the fees calculated in accordance with Table 1 paid at the time of building *permit* application, fees for *supplementary submissions* and *revised submissions* shall be calculated at \$80.00/hour spent determining compliance.
- 1.6 Where *supplementary submissions* or *revised submissions* include certification of applicable law compliance, which compliance or applicability was incorrectly declared at the time of *permit* application, a fee of \$250.00 for each applicable law certification shall apply.
- 1.7 In addition to the fees calculated in accordance with Table 1, each application for consideration of an alternative solution shall be accompanied by a non-refundable fee of \$1000 or 10% of the permit fee, whichever is lesser.
- 1.8 When calculating fees based on floor areas, floor area is measured to the outer face of exterior walls and to the centreline of party walls or demising walls, except when calculating interior partition work. When measuring

floor area for interior partitioning, corridors, lobbies, washrooms, lounges, and other similar facilities are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where these areas are constructed in a shell-only building, fees shall be calculated at the applicable partitioned rate in Table 1.

- 1.9 When measuring floor area, no deductions shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from measured floor area.
- 1.10 Where incorporated with an application for a class of dwelling described in Rows 6 or 7 of Table 1, no additional fee is required for decks, fireplaces, unfinished basements, attached garages, heating or plumbing systems.
- 1.11 Where incorporated with an application for a class of permit described under Section A and B of Table 1, no additional fee shall be levied for mechanical, fire protection or green technology systems that form part of the work proposed under the application.
- 1.12 For any permit application for a class of permit described under Section B of Table 1, floor area used for the calculation of fees shall be the lesser of :
 - 1.12.1 the area contained within a single rectangle encompassing all of the proposed work, or
 - 1.12.2 the actual area of the tenant space;
- 1.13 The occupancy classifications used in this By-law are based on the *Building Code* major occupancy classifications. For mixed occupancy classifications, the total payable fee shall be calculated by applying the fee multiplier for each occupancy prescribed in Table 1 to the floor area measured for each individual occupancy and taking the sum of the fees calculated for each occupancy.
- 1.14 For *permits* for change of use, the fee multiplier for the proposed occupancy applies.
- 1.15 Where a change of use *permit* is denied, the fees paid may be credited to an alteration *permit* which incorporates the construction required to accommodate the change of use.
- 1.16 Except for temporary buildings on construction sites for office or sales purposes, fees for temporary buildings, including tents, apply to buildings erected for less than 30 days.

2. MINIMUM FEE

- 2.1 Except where a flat fee applies, the minimum fee for any permit application for work proposed in Group C residential occupancies in Sections A, B, D and E of Table 1 shall be \$100;
- 2.2 Except where a flat fee applies, the minimum fee for any permit application for work proposed in Group A, B, D, E and F occupancies in Sections A, B, D and E of Table 1 shall be \$500.

3 CALCULATION OF REFUNDS

- 3.1 Pursuant to section 7 of this By-law, refunds shall be calculated as follows:

Refund = [*Permit Fee Paid*] – [*Total Permit Fees Payable* x % *Permit Fee Earned*]

- 3.2 The proportion of the total *permit* fee payable is earned according to the following schedule:
 - 3.2.1 10% if administrative functions only have been performed;
 - 3.2.2 20% if administrative functions and zoning review have been performed;
 - 3.2.3 50% if administrative functions, zoning review and all or part of the *Building Code* review have been performed; and
 - 3.2.4 60% if all administrative functions and reviews have been completed and the building permit has been issued or is available to be issued.
- 3.3 No refund is available for:
 - 3.3.1 Flat fees prescribed in Column 5 of Table 1;
 - 3.3.2 minimum fees prescribed in subsections 2.1 and 2.2 of this Schedule;
 - 3.3.3 fees in the amount of \$500 or less;
 - 3.3.4 where a permit is revoked, except where a permit is issued in error, or the applicant requests revocation no more than six months after the permit is issued, or,
 - 3.3.5 applications or permits where construction or demolition has commenced

4 ADMINISTRATIVE FEES

- 4.1 To offset additional investigative and administrative costs, a fee of \$200 shall be paid where any Order to Comply is issued pursuant to section 12 or section 13 of the *Act* and an additional fee of \$300 shall be paid where any Stop Work Order is issued pursuant to section 14 of the *Act*. Payment of these fees does not relieve any person or corporation from complying with the *Act*, the *Building Code* or any applicable law.

- 4.2 To offset additional costs associated with the investigation, inspection, administration and rectification of unsafe buildings pursuant to section 15.9 of the *Act*, a fee of \$500 shall be paid where any Unsafe Order is issued, and an additional fee of \$500 shall be paid 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.
- 4.3 To transfer a *permit* from one *permit holder* to another, an additional fee of \$100.00 shall be payable.
- 4.4 Except as provided in 4.5, for written requests for information concerning a property's compliance with the *Building Code* and applicable law, the fee shall be \$80.00.
- 4.5 For written requests for information to support Provincial license applications unrelated to a current *permit* or *permit* application, the fee shall be \$200.00. Where there is a current *permit* or *permit* application, the fee shall be \$80.00.
- 4.6 For the reproduction of documents, the fee shall be \$10.00 plus 110% of the cost of reproduction, plus a fee for *Town* staff preparation time at \$80.00/hour.
- 4.7 Where a requested inspection reveals an infraction which was identified at a previous inspection and not remedied, an additional fee of \$100.00 shall be payable prior to subsequent inspections being scheduled.
- 4.8 Where an inspector determines that work for which an inspection has been requested is not sufficiently complete to allow proper inspection, an additional fee of \$100.00 shall be payable prior to subsequent inspections being scheduled.
- 4.9 For phased projects, in addition to the *permit* fee for the complete building, an additional fee of \$500.00 for each phase shall be payable.
- 4.10 For *conditional permits*, the fee shall be the *permit* fee for the proposed construction plus an additional 10% of that fee. A minimum additional fee of \$100.00 and a maximum of \$2000.00 applies to *conditional permits*. Conditional *permit* fees are not refundable.
- 4.11 Notwithstanding subsection 1.5 of this Schedule, for changes of house models, an additional fee of \$300.00 plus the fee in Table 1 corresponding to new home construction for any resulting increase in floor area shall be payable. Where the floor area is reduced, no refund applies.

- 4.12 When a *permit* is suspended or is deemed incomplete and an inspection is subsequently requested, an additional fee of \$200.00 shall be paid for each such inspection.

TABLE 1 - Calculation of Permit Fees				
1	2	3	4	5
	Class of Permit, Occupancy Classification and Work Description		\$/m²	Flat Fee
Section A: CONSTRUCTION of new buildings, additions to existing buildings, including mezzanines or new intermediate floors				
1	Group A Assembly	Transportation Terminals	\$13.58	
2		Single, detached portable classrooms		\$400
3		Outdoor Pool	\$9.48	
4		All Other Assembly Occupancies	\$15.32	
5	Group B: Institutional		\$17.87	
6	Group C: Residential	Single Detached Dwelling (SDD)	\$12.34	
7		Multiple Unit buildings less than 4 stories high	\$14.56	
8		Repeat of Previously approved SDD design	\$10.11	
9		Hotel/Motel	\$16.32	
10		Apartment buildings	\$9.79	
11		Unfinished Basement/Foundations	\$4.21	
12		Detached or semi-detached carport/garage		\$300
13		Garage incorporating a dwelling unit (GDU)		\$880
14		Repeat of previously approved GDU		\$754
15		Accessory Building (ie. Garden shed, gazebo)		\$100
16		Unenclosed deck/porch		\$100
17	Group D: Business and Personal Services	Shell Only (including unfinished basement)	\$10.53	
18		Partitioned/Finished/Mezzanine	\$13.58	
19		Temporary Real Estate Sales Office		\$730
20	Group E: Mercantile	Shell Only (including unfinished basement)	\$8.84	
21		Partitioned/Finished/Mezzanine	\$11.58	
22	Group F: Industrial	Shell Only (including unfinished basement)	\$6.84	
23		Partitioned/Finished/Mezzanine	\$9.47	
24		Gas Station/Canopy, Car Wash	\$8.74	
25		Repair garage	\$9.47	
26		Parking Garage (underground, open air)	\$4.32	
27		Farm Building	\$3.74	
28		Rack Storage Systems	\$6.84	
29	All Occupancies	Permanent Tent/Air supported structure	\$4.89	
30		Repair or reced wall	\$0.23	
31		Ceiling (new or replacement)	\$0.34	
32		Mechanical Penthouse	\$6.84	
33		Temporary Building		\$148
34		Shoring (/m of length)	\$10.53	
35		Underpinning (/m of length)	\$10.53	
36	Designated Structures	Communication Tower		\$292
37		Crane Runway		\$437
38		Exterior Storage Tank		\$292
39		Pedestrian Bridge (/m of length)	\$29.18	
40		Retaining Wall (/m of length)	\$14.58	
41		Signs regulated by the Building Code		\$292
Section B: ALTERATION or repair to existing construction and CHANGE OF USE (as defined by the Ontario Building Code)				
42	Group A: Assembly	Restaurant	\$6.81	
43		All other assembly occupancies	\$4.71	
44	Group B: Institutional		\$4.71	
45	Group C: Residential	Accessory Apartment	\$8.92	
46		All other Residential occupancies	\$4.71	
47		Door leading to a basement from exterior or from garage		\$292
48		Below grade stair		\$292
49	Group D: Business and Personal Service		\$4.70	
50	Group E: Mercantile	Restaurant	\$6.81	
51		All other mercantile occupancies	\$4.39	
52	Group F: Industrial		\$4.29	
53	All Occupancies	Electromagnetic Locking Device (each)	\$200.00	
54		Parking Structure Repair	\$1.28	
55		Balcony Guard Replacement (/m of length)	\$1.53	
56		Window Replacement (each)	\$5.28	
57		Remediation of premises used for production of illicit drugs		\$6,567
Section C: DEMOLITION				
58	Group C: Residential	Single/Semi-detached/accessory		\$242
59		All Other Buildings		\$808
Section D: MECHANICAL and FIRE PROTECTION WORK (Proposed as stand alone work)				
60	All Occupancies	Heating, ventilation, air conditioning	\$0.79	
61		Fire Alarm System (per storey)	\$273.21	
62		Replacement Annunciator/Control Panel only (per storey served)	\$273.21	
63		Sprinkler System	\$0.78	
64		In-rack sprinkler System	\$0.78	
65		Standpipe System (per riser)	\$106.27	
66		Emergency Power		\$580
67		Emergency Lighting (per storey)	\$139.47	
68		Fireplace/Woodstove		\$100
69		Heating plant replacement		\$139
70		Special Ventilation Systems (Each)		\$418
Section E: PLUMBING				
71	Residential Service Connections	Service Connection (per lot)		\$100
72	All Occupancies	Each fixture	\$13.68	
73		Each Appliance	\$13.68	
74		Each Rain Water Hopper	\$13.68	
75		Conversion from Septic System to sewer		\$121
76		Each Backflow preventer		\$121
77		Water service (/length in m)	\$13.68	
78		Building sanitary/storm drains and sewers (/m of length)	\$13.66	
79		Each Manhole	\$29.18	
80		Each Catchbasin	\$29.18	
81		Each Area Drain	\$29.18	
Section F: ON-SITE SEWAGE SYSTEMS (Proposed separately or in conjunction with other construction)				
82		New System		\$1,093
83		Replacement of Leaching Bed		\$886
84		Replacement of Septic Tank or Minor Repair of Part of a System		\$437
85		Evaluation of System (no alterations required)		\$148
86		Review of Clearances Only		\$87
Section G: GREEN ENERGY SYSTEMS (Proposed as stand alone work)				
87		Solar domestic hot water systems (serving individual dwellings)		\$100
88		Solar domestic hot water systems (serving all other buildings)		\$500
89		Solar photovoltaic systems (serving individual dwellings)		\$100
90		Solar photovoltaic systems (serving all other buildings)		\$500
91		Geothermal systems		\$300
92		Wind turbines (per turbine)		\$200

Schedule B**DOCUMENTS & DRAWINGS REQUIRED FOR A COMPLETE APPLICATION**

Row	Class of Permit	Documents and Drawings Required
1 (a)	Permit to Construct <ul style="list-style-type: none"> New Buildings Residential <ul style="list-style-type: none"> Detached Houses Semi-detached Houses Duplex/Triplex/Fourplex Townhouse Blocks 	Documents <ol style="list-style-type: none"> Approval documents required by an applicable law TARION 'Declaration of Applicant for Building Permit' Heat loss/heat gain/duct calculations (per dwelling unit) Residential Mechanical Ventilation Summary * Drawings <ol style="list-style-type: none"> Site Plan Site Grading Plan Architectural Drawings (including block floor plans for each floor, block roof plans and block elevations for townhouse blocks) Structural Drawings Roof truss / Pre-engineered floor system shop drawings (including block plans for townhouse blocks) HVAC Drawings (per dwelling unit) On-site <i>Sewage System</i> Drawings (including On-site <i>Sewage System</i> Statement of Design)
1 (b)	Permit to Construct <ul style="list-style-type: none"> Additions/Alterations Accessory Buildings Residential as in Row 1(a)	Documents <ol style="list-style-type: none"> Approval documents required by an applicable law Heat loss/heat gain/duct calculations Residential Mechanical Ventilation Summary * Drawings <ol style="list-style-type: none"> Site Plan Site Grading Plan Architectural Drawings Structural Drawings HVAC Drawings On-site <i>Sewage System</i> Drawings (including On-site <i>Sewage System</i> Statement of Design)
2(a)	Permit to Construct <ul style="list-style-type: none"> New Buildings Additions Non-residential buildings Residential apartment buildings Mixed use buildings Other residential buildings not described in Row 1(a)	Documents <ol style="list-style-type: none"> Approval documents required by an applicable law Commitment to General Reviews by Architects and Engineers * Subsurface investigation report Heat loss/heat gain/duct calculations Plumbing Data Form * Energy Efficiency Certification Form * Drawings <ol style="list-style-type: none"> Site Plan Site Servicing / Site Grading Plan Architectural Drawings Structural Drawings HVAC Drawings Plumbing Drawings Electrical Drawings Fire Protection System Drawings On-site <i>Sewage System</i> Drawings (including On-site <i>Sewage System</i> Statement of Design)

2(b)	Permit to Construct <ul style="list-style-type: none"> • Alterations • Tenant Improvements <p>Non-residential buildings and other residential buildings not described in Row 1(a)</p>	Documents <ol style="list-style-type: none"> Approval documents required by an applicable law Commitment to General Reviews by Architects and Engineers Heat loss/heat gain/duct calculations Plumbing Data Form * Drawings <ol style="list-style-type: none"> Site Plan Key Plan Architectural Drawings Structural Drawings HVAC Drawings Plumbing Drawings Electrical Drawings Fire Protection System Drawings On-site Sewage System Drawings (including On-site Sewage System Statement of Design)
3	Permit to Construct <ul style="list-style-type: none"> • Tents/Air Supported Structures • Mechanical Only Permits • Plumbing Only Permits • Designated Structures • Farm Buildings • Green energy projects (solar, wind, geothermal etc.) • Other than Rows 1, 2 and 4 	Documents <ol style="list-style-type: none"> Approval documents required by an applicable law Documents from Rows 1(a) to 2(b) or other documents which are applicable to the scope of work proposed and required by the <i>chief building official</i> to determine compliance with the <i>Building Code</i> and other applicable law Drawings <ol style="list-style-type: none"> Drawings from Rows 1(a) to 2(b) which are applicable to the scope of work proposed and required by the <i>chief building official</i> to determine compliance with the <i>Building Code</i> and other applicable law
4	Permit for Change of Use	Documents <ol style="list-style-type: none"> Approval documents required by an applicable law Commitment to General Reviews by Architects and Engineers Drawings <ol style="list-style-type: none"> Site Plan Key Plan Architectural Drawings HVAC Drawings
5	Permit to Demolish	Documents <ol style="list-style-type: none"> Approval documents required by an applicable law Commitment to General Reviews by Architects and Engineers Drawings <ol style="list-style-type: none"> Site Plan Demolition Plan (where required)

Notes:

- Documents marked with an asterisk (*) are available from the chief building official.
- The chief building official may waive the requirement for any specified documents or drawings where the scope of work, applicable law or building code does not, in the opinion of the chief building official, necessitate it's submission.