

SHCHEDULE "C" OF BY-LAW 2021-09

Being a By-law to Regulate Construction, Demolition, and Change of Use Permits for Buildings, Structures, and All Other Related Services within the Township of Central Frontenac and to Repeal By-law 2008-269, and Schedules "A" & "B" to 2008-269, as amended

PERMIT FEES AND ADMINISTRATIVE CHARGES

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PART 1 - TERMS AND DEFINITIONS

1.1 Non-defined terms.

Definitions of words and phrases used in this Schedule that are not included in the list of definitions in this Part shall have the meanings which are commonly assigned to them in the context in which they are used in this Schedule taking into account the specialized use of terms with the various trades and professions to which the terminology applies.

1.2 Defined Terms.

The following words and terms in this Schedule have the following meaning for the purposes of this Schedule.

Project means the total estimate value of construction cost, which includes Value the cost of construction, professional designer compensation, and other similar charges.

PART 2 - FEE CALCULATIONS GUIDE

2.1 Minimum Permit Fee Calculation

The minimum fee for any permit application for work proposed shall be one hundred dollars (\$100.00)

2.2 Total Permit Fee Calculations

The summation of all applicable fees found Tables 1 to 3 shall result in the total Permit Fee.

PART 3 – 2021 FEE TABLES

3.1 Classes of Projects and Fee Index

Except as provided otherwise, the following permit fees shall apply:

Table 1- Permits

Permit Type	Project Type	Base Fee
Building	New Buildings, Structures and Designated Structures as defined by the Building Code not listed below	\$14.00 per thousand dollars of project value
	All Additions and Renovations/Alterations to buildings or structures	\$14.00 per thousand dollars of project value
Change of Use	Where compensating construction is required	\$14.00 per thousand dollars of project value
	Pursuant to s. 10 of the Building Code Act where no construction is proposed or required	\$100 flat fee
Demolition	Complete building or structure demolition	\$100 per structure
	Partial demolition of structure or building	\$100 per structure
Occupancy	Applicable to only projects that require occupancy pursuant to the building code	\$25.00 per unit
On-Site Sewage Systems	Construction or alteration of a Class 2,3,4, or 5 sewage system other than a Class A sewage system	\$950.00 per sewage system
	Construction or alteration of a Class A sewage system. *(Class A system represents flows greater than 4500 liters)	\$1050.00 per sewage system
	Installation or replacement of septic tank only	\$750.00 per sewage system
	Plans review to confirm location only of existing sewage system	\$100.00 per sewage system
	On-Site review to confirm location only of existing sewage system	\$250.00 per sewage system
	Review of performance level of existing on-site sewage system	\$500.00 per sewage system
	Certificate of approval renewal	\$150.00 per sewage system
	Review for new lots in a subdivision, condominium, severance or lot addition	\$500.00 per lot
	Review for minor variance application or zoning by-law amendment	\$450.00 per sewage system
	Review for minor variance in combination with a review of performance level	\$700.00 per sewage system
	Review for minor variance in combination with a new class 2,3,4,or 5 sewage system other than class A sewage system	\$1150.00 per sewage system

Table 1- Permits (Continued)

Partial Permit	Requested by applicant. Where permit is issued to allow partial construction of a building	\$100 per request, plus applicable fees noted in Table 1
Sign	All new or replacement signs that require a building permit, as prescribed in the building code	\$14.00 per thousand dollars of project value
Solar photovoltaic system	As regulated by the building code	\$100.00 per permit
Swimming pools (public)	As regulated by the building code	\$14.00 per thousand dollars of project value
Swimming pools (private)	For pool fencing regulated under the Municipal Act. (fee does not include decks)	\$100 flat fee
Tents	As regulated by the building code	\$100.00 per permit
Wood Stove or Fireplace or new chimney	As regulated by the building code	\$100 flat fee

Table 2 – Clerical & Administrative Fees

Function	Detail	Fee
Clerical	Additional Inspections	\$94 per repeat re-inspections of same stage of construction, at the Chief Building Officials discretion
	Building Compliance Title Search	\$100 each
	Compliance Letters to other Government Authorities	\$100 per Letter
	Consent & Zoning By-law Amendment Application Review and comments	\$100 per report issued.
	Renewal of building permit	\$94 per deferral of revocation of permit that may be revoked in accordance to the building code
	Review of revised permit documents	\$71 per hour
	Special Requests for File Research	\$71 per hour
	Transfer of Permit to new property owner	\$71 per permit
Investigations To offset additional investigative and administrative costs.	Construct or Demolish without Permit Issued	Double normal permit fee, \$17,686.00 maximum. Prior to the issuance of an Order pursuant to the Building Code Act
	Non Compliance Re-Inspection	\$118.00 per inspection Where an Order not complied with, additional site inspections to review status of non-compliance
	Order registered on title	\$590.00 per Order
	Issuance of Summons	\$590.00 a Summons plus legal expense
	Subdivision Lot Grading Non-compliance	\$100 per site inspections or meetings to determine or observe corrective measures where grading not installed as per approved subdivision plan
Third Party Review or Consultation	Where determined by the Chief Building Official that peer review and/or consultation by a third party consultant is required.	The applicant or permit holder shall reimburse the municipality all fees and expenses of the consultant, in addition to the fees noted in this schedule.

Table 3 – Conditional Permits & Agreements

Permit type	Agreement Type	Fee
<p>Conditional Building Permits</p> <p>Note:</p> <p>Where determined by the Chief Building Official that peer review and/or consultation by a third party consultant is required to process any application. The applicant shall reimburse the municipality all fees and expenses of the consultant, in addition to the fees noted in this table.</p>	Simple agreement, not listed below	\$200.00, plus applicable fees noted in Table 1, and refundable deposits stipulated in the agreement
	Other agreements, including but not limited to, remediation of buildings or structures previously used as illicit marijuana grow-op or clandestine labs	\$2000.00, plus applicable fees noted in Table 1 and refundable deposits stipulated in the agreement
	Retrofit Order from Fire Dept.	Applicable fees noted in Table 1.
	Request to use Alternative Solution	\$2358.00, plus applicable fees noted in Table 1
	Request for Chief Building Official to accept Alternative Material	\$2358.00, plus applicable fees noted in Table 1
	Temporary Two Dwelling Agreement	\$200.00 fee, plus a refundable \$10,000.00 deposit
Dwelling Trailers under a temporary living agreement		\$200.00 fee per unit, plus a refundable \$3000.00 deposit per unit

PART 4 – REFUND OF PERMIT FEES

4.1 General Provisions

(1) Refunds of fees collected under the authority of Tables 1 to 3, shall be provided in accordance with other provisions of this Part, where the;

- Building Permits have been issued, but no construction has commenced,
- Building Permits have not been revoked,
- Building Permit Applications have not expired,

4.2 Refund Provisions for Permit Fees found in Tables 1 to 3 of this Schedule

(1) Requests for refunds must be submitted to the Chief Building Official in writing who will determine the amount of Permit Fees, if any, that may be refunded.

(2) Except as provided in sentence (3), the amount of fees refundable shall be calculated based on the total of all building permit fees collected under the authority of Tables 1 to 3 of this Schedule, as follows:

- 75 percent refundable if applicant cancels application prior to release of permit for issuance;
- 50 percent refundable if Chief Building Official has released the permit for issuance;

(3) Notwithstanding sentence (2), no refund shall be made of an amount less than \$30.00.