

APPENDIX O: Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

Construction			
New Building Construction and Additions^{6,8}		2024 Fee	2025 Proposed Fee
Minimum Fee for all Building Permits ⁹		\$145.00	\$155.00
Major Occupancy⁷		Permit Fee Details¹⁻¹⁶	2024 Fee
Group A – Assembly Occupancies <i>Examples: School, church, restaurant, daycare, hall, transit, recreation facility, other</i>		Per square foot	\$2.26
Group B – Institutional Occupancies <i>Examples: Hospital, retention facility, nursing home, other</i>		Per square foot	\$2.45
Group C – Residential Occupancies <i>Single detached dwelling</i> <i>Semi-detached dwelling, duplex dwelling</i> <i>Townhouse</i> <i>Multiple unit dwellings, apartment building, townhouse</i> <i>Hotels, motels</i> <i>Other residential</i>		Per square foot	\$1.67
Group D – Business/Personal Services Occupancies <i>Examples: Office, bank, medical, police station, other</i>		Per square foot	\$2.08
Group E – Mercantile Occupancies <i>Examples: Store, shopping mall/plaza, shop, market, retail, other</i>		Per square foot	\$1.95
Group F – Industrial Occupancies <i>Examples: Industrial mall/plaza/garage, plant, factory, warehouse, other</i>		Per square foot	\$1.44
<i>Industrial buildings with no partitions, no plumbing and no mechanical</i>		Per square foot	\$1.09

New Building Construction and Additions^{6,8 (continued)}	Permit Fee Details¹⁻¹⁶	2024 Fee	2025 Proposed Fee
<i>Special Categories/Occupancies</i>			
Farm building, greenhouse	Per square foot	\$0.38	\$0.40
Park Model Trailer		\$254.79	\$270.00
Tent, temporary fabric structure	Each	\$254.79	\$270.00
Renewable Energy Projects		See note 12 (Min. \$200)	
<i>Houses and Accessory to Houses: ¹⁴</i>			
Garage, carport	Per square foot	\$0.93	\$1.00
Covered deck/porch	Per square foot	\$0.60	\$0.64
Uncovered deck/porch	Per square foot	\$0.60	\$0.64
Sunroom/solarium, 3-Season Room, Add-A-Room (on Park Model Trailers)	Per square foot	\$0.93	\$1.00
Shed/accessory building	Per square foot	\$0.93	\$1.00
<i>Alterations</i>			
Permit Fee Details¹⁻¹⁶			
Unfinished basement (new or replaced foundation)	Per square foot	\$0.36	\$0.38
Under pinning foundation		See note 12 (Min. \$200)	
Roof structure	Per square foot	\$0.20	\$0.22
Fireplace, woodstove, chimney		\$159.06	\$170.00
<i>Interior Alterations:</i>			
Interior alterations, all occupancies, except finished basements	Per square foot	\$0.79	\$0.85
Finishing basement	Per square foot	\$0.79	\$0.85
Other minor alteration		See note 12	

Partial Permit/Staged Construction¹¹	2024 Fee	2025 Proposed Fee
All partial permits subject to a surcharge applied to the stage permit value	50%	50%
Foundation Stage¹¹		
Complete to grade including or excluding underground services within building	15%	15%
Building Shell Stage¹¹		
Completed structural shell stage	40%	40%
Completed architectural shell stage	80%	80%
Building Completion Stage¹¹		
Includes completed building stage	100%	100%

Plumbing Only	Permit Fee Details¹⁻¹⁶	2024 Fee	2025 Proposed Fee
Fixture; plumbing appliance; stack; interceptor; tank; floor drain; sewage ejector; sump; manhole; catchbasin; rain water leader; other	Each	\$11.82	\$12.50
All buried piping including building drain and sewer; building storm drain and sewer; storm drainage piping; water service pipe	Per linear loot	\$1.59	\$1.70
Water distribution pipe inside a building	Each	\$159.06	\$170.00
Residential¹⁴			
Replace buried water service, sanitary drains or storm drains (single fee applies if multiple services are replaced at the same time)	Each	\$255.00	\$270.00

Mechanical HVAC Only	Permit Fee Details¹⁻¹⁶	2024 Fee	2025 Proposed Fee
Group A, B, C (except houses), D E	Per square foot	\$0.12	\$0.15
Houses		\$159.06	\$170.00
Group F	Per square foot	\$0.12	\$0.15
Commercial type Kitchen Exhaust		See note 12	

Pool	2024 Fee	2025 Proposed Fee
Public pool	\$438.72	\$465.00
Private pool	\$185.57	\$195.00

Designated Structure	2024 Fee	2025 Proposed Fee
As defined in the Ontario Building Code	See note 12	See note 12

Demolition	Permit Fee Details ¹⁻¹⁶	2024 Fee	2025 Proposed Fee
Houses ¹⁴ and buildings less than 3,000 square feet (gross area)	Each	\$198.82	\$210.00
Other demolitions	Per square foot	\$0.12	\$0.15

Conditional ¹⁵	2024 Fee	2025 Proposed Fee
Surcharge	50%	50%

Change of Use	2024 Fee	2025 Proposed Fee
Permit for the change of use of a building or part thereof (additional fees apply where construction is proposed)	\$166.00	\$175.00

Occupancy	2024 Fee	2025 Proposed Fee	
Permit to allow occupancy			
Houses, semi-detached dwellings, townhouses	Each	\$166.00	\$175.00
Other buildings	Each	\$166.00	\$175.00
Permit to allow partial occupancy			
For area of building to be occupied	Per square foot gross floor space to be occupied	\$0.09	\$0.10
Review of proposed application	Per hour	\$123.00	\$130.00

Transfer	2024 Fee	2025 Proposed Fee
Transfer of permit to a new owner	\$166.00	\$175.00

Deposits Required for Permits	2024 Fee	2025 Proposed Fee	
New Main Buildings	Houses	\$1,092.00	\$1,150.00
	Other than Houses	\$546.00	\$575.00
Additions, Accessory	Houses	\$546.00	\$575.00
	Other than Houses	\$546.00	\$575.00
Alterations	Houses	\$546.00	\$575.00
	Other than Houses	\$546.00	\$575.00
Demolitions	Main Building	\$2,184.00	\$2,295.00
	Accessory, Partial	\$546.00	\$575.00
Pools	In ground and On-Ground	\$546.00	\$575.00
Other		\$546.00	\$575.00

New Main Buildings, Additions and Renovations	Industrial, Commercial Institutional and	\$1,092.00	\$1,150.00
Lot Grading Deposit	All categories of construction (as necessary)	\$2,184.00	\$2,295.00

Notes for Deposits:

1. No deposit is required for the following:
 - a) Uncovered decks on piers
 - b) Tents and fabric structures
2. "Houses" includes single detached, semi-detached, duplexes, triplexes and townhouses.
3. "Other than Houses" includes Plumbing only, Mechanical HVAC only, Designated Structures, etc.
4. The requirement for a new deposit may be waived where the City already holds a deposit with an owner on the same property with respect to an open permit file with the City, provided:

Additional Fees and Charges	2024 Fee	2025 Proposed Fee
Discharge of an Order from property title	\$1,004.00	\$1,055.00
Submitting an application for Permit	\$145.00	\$155.00
Work Without Permit - Percentage increase in applicable fees from this schedule will apply where	100%	100%
<i>Alternative Solution</i> application (per hour, minimum 4 hours)	\$166.00	\$175.00

Refund of Permit Fees	2024 Fee	2025 Proposed Fee
Permit Issued. Administration functions only have been performed. No field inspections have been performed.	50%	50%
Additional deduction from eligible refund for each field inspection that had been performed.	\$63.00	\$70.00

Notes for Refunds:

General Notes:

1. Permit fee is \$/square foot, \$/linear foot, or \$ (flat rate).
2. Square foot is gross of all floors above grade measured from the outer face of exterior walls, unless noted otherwise. Mezzanines, lofts, habitable attics and dwelling units below grade are included as floor areas for permit fee calculations.
3. Where there is no floor or exterior walls for the project, square foot is the greatest horizontal area of the structure. For example, buildings or structures supported by posts or columns.
4. \$145.00 paid at time of application plus \$57.00 for each additional inspection in excess of one where the building is not ready for occupancy and which must be paid prior to issuance of Occupancy Permit.
5. There are no deductions from the gross floor area for openings such as stairs, elevators, shafts, etc
6. Cellars, unfinished basements and crawl spaces are not used in the fee calculation for new construction.
7. Major occupancy is based upon the Ontario Building Code.
8. New construction and additions include plumbing, HVAC and all other regulated building services/components.

- 9.** Minimum permit fee is \$145.00 and is addition to the per square foot fee.
- 10.** Revision or amendment to an open permit is a minimum \$57.00 fee plus \$57.00 per hour of administration time.
- 11.** For a Partial Permit, the percentage shown for the applicable stage of construction (minus the percentage for any previous Partial Permits) must be multiplied by the applicable permit application fee shown for new construction and then increased by a 50% administrative surcharge to obtain the
- 12.** If the work regulated by the permit cannot be described otherwise, the permit application fee shall be \$16.02 for each \$1,000.00 value of work proposed.
- 13.** Houses in Special Categories and Alterations includes semi-detached, duplexes, triplexes, and townhouses.
- 14.** See “Deposits Required for Permits” for applicable deposits.
- 15.** The fee for a Conditional Permit is equal to the regular permit fee described above plus an additional administrative surcharge of 50% of the regular permit fee. If the Conditional Permit also happens to be a Partial Permit, the Partial Permit fee already increased by 50% must be increased by an additional 50% to obtain the required total fee.
- 16.** A 50% reduction in the fees payable will be applicable to all properties that are located within the project area boundaries of the Olde Humberstone Main Street Community Improvement Plan, the Downtown Central Business District Community Improvement Plan, Brownfield Community Improvement Plan and East Waterfront Community Improvement Plan. No fee reduction will be applied where the 'Work Without Permit' fee is applicable.
- 17.** Third Party Review of applications are undertaken at the discretion of the Chief Building Official and may be required for very large or complex developments. The Chief Building Official may require that the estimated or actual costs associated with the third party review be payable at any time prior to permit issuance.