



To: His Worship the Mayor and Members of Council
From: John Scherer
Building, Development and Drainage Manager, CBO
Report Number: CBO-2025-04
Subject: Building Bylaw Amendment
Meeting Date: April 2, 2025

Recommendation:

THAT report CBO-2025-04 be accepted as information;

AND THAT Council direct staff to prepare the necessary bylaw amendments for approval at a future council meeting.

Report:

There is no standard to set individual building permit fees in Ontario. Guidance from the Building Code Act and Building Code indicate that the fees from building permits should not exceed a reasonable amount to cover the cost of running the department and enforcing the Building Code Act.

While the current Township Building Bylaw does allow for automatic yearly fee increases in line with the Statistics Canada Construction Price Index, staff have not completed a fee review in several years. The methodology used for this review was to review each fee to determine if a general increase of approximately 5% was warranted or if the fee should be reviewed more in depth.

Below is the justification for the fee increases above 5% (highlighted in attached document).

Admin – Minor ~40% increase

- Fee was increased to better reflect the cost of support staff and other administrative costs.

Res – Renovations to Non-Singles/Semi/Towns

- Since these projects can vary in size and scope, the flat rate fee is switched to a per square footage fee.

Res – ARU Basement Finish

- With the updated zoning bylaw allowing ARU's in basements, staff felt a set fee would be best as the majority ARU's in basements are similar in size and scope.

Temporary Buildings & Portables ~ 40% increase

- Looking at previous permits for portables specifically, these typically require more staff time and liability than was previously thought. While the inspection of these units does not usually take a lot of time, the plans review portion can and usually involves additional information from the consultants.

Signs ~ 66% increase

- A general increase to better match the work involved.

Alternate Solution Application ~ 50% increase

- Cost increase to better match the work involved. These applications are typically looked at by the Chief Building Official and since the proposal is not in keeping with the code, there is some additional liability with approvals.

Sprinkler, Fire Alarms and NFPA Hood Fans ~ 185% increase

- While the increase in percentage does sound large, these fees will be increased by \$650.00. These permits are typically issued to larger buildings such as Nursing homes and restaurants and do involve engineers to review. Additionally, hood fans typically require structural upgrading which is included in the NFPA Hood Fan permit fee.

Builder Deposits

- While these are not fees and are typically returned once the project has been completed, staff feels the amounts can be fine-tuned. An example is the elimination of the Public Works deposit for project in an active subdivision. Prior to the assumption of the lands and infrastructure, the Public Works Manager along with the Engineering Technologist visit the site and any damage that was a result of construction is fixed prior to the transfer of ownership to the Township. Collecting the Public Works deposit can be seen as redundant in some cases.

While the above forms part of Schedule A in the Building Bylaw, there are additional sections that required alteration (justification in italics).

1. Section 16.6 – Revise the automatic fee increase to take place on January 1 of each year.

This allows for easier budgeting and lines up with the Townships fiscal year.

2. Section 23.4.4 – Revise to only say via 'Permit Application Software' and not a specific program.

This will allow the Township to change permitting software and not need to update the bylaw when doing so.

3. Update Schedule 'I' and remove the specific applications for permits regarding Innerkip Water and Sanitary connections.

This is an old form from when Innerkip was being serviced. All permit applications are required to be completed using the standard form authorized by the Ministry of Municipal Affairs and Housing.

Financial Implications:

Increase in building permit fees will reduce the current building department deficit and take some burden off the tax levy.

Strategic Plan Linkage:

- Financial Sustainability
- Good Governance
- Infrastructure
- Service Delivery
- Community Vitality
- Environmental Awareness

Attachments:

- Proposed Schedule A – Permit Fees
- Current Building Permit Fees

Report Approval Details

Document Title:	Building Bylaw Amendment.docx
Attachments:	- Proposed Schedule A - Building Permit Fee Chart.pdf - Current Building Permit Fees.pdf
Final Approval Date:	Feb 28, 2025

This report and all of its attachments were approved and signed as outlined below:

Karen DePrest