



## MUNICIPALITY OF NORTH PERTH- BUILDING PERMIT FEE REVIEW STUDY

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2023



RSM BUILDING CONSULTANTS | 44 SALTSMAN DRIVE, UNIT 9, CAMBRIDGE, ONTARIO, N3H 4R7

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## STUDY OBJECTIVES

RSM Building Consultants was engaged by the Municipality of North Perth to undertake a building permit fee review study and make recommendations regarding the building permit fee amounts to be collected. The current building permit fees were established in 2008. The Municipality of North Perth deemed it an appropriate time to undertake a fee review study.

The purpose of the study is to establish the anticipated reasonable costs related to the administration and enforcement of the Building Code Act in the Municipality of North Perth, and to set the amounts for various building permit fees to cover those costs based on the rationale of full-cost recovery.

## REVIEW METHOD

The review method included an analysis of information provided by the Municipality of North Perth:

- Building permit activity data was collected for the period of 2019-2023 (inclusive) to determine the average level of building permit activity and trending activity,
- Data was collected to calculate the most appropriate indirect corporate and building department costs related to building permit fees,
- Data was collected to calculate the most appropriate direct costs related to building permit fees,
- A method of collecting staff time spent on administration, enforcement, plans examination and inspection was developed and used to determine the hours required to complete the work based on various types of permits,
- Data was collected on the existing reserve fund balance and reviewed.

## BUILDING CODE ACT

The Building Code Act (Act) permits the council of a municipality to pass a by-law prescribing classes of permits requiring the payment of fees. The total amount of the fees appropriate to be collected cannot exceed the anticipated reasonable costs of the Municipality to administer and enforce the Act. To determine the anticipated and reasonable costs of administration and enforcement of the Act a calculation of both the direct and indirect costs is to be completed. The Act also enables the establishment of a reserve fund, referred to as the Building Permit Reserve Fund.

The Act requires that the Municipality provide an annual report which must include the direct and indirect costs associated with administration and enforcement of the Act and include the balance of any building permit reserve fund.

Where there is a proposed change to existing building permit fees or where new fees are proposed, the Ontario Building Code sets out the details for a public meeting process that must accompany the setting of fees, including:

- Hosting one public meeting,
- Offering 21-day notice of the public meeting and,
- The public notice would need to include the anticipated reasonable costs of administration and enforcement of the Act, the amount of the new fees, and the rationale for the new fees.

## BUILDING DEPARTMENT SERVICES

Currently, the Municipality of North Perth building administration and enforcement services are conducted by a staff consisting of a Chief Building Official, two Building Officials, a Building Coordinator (full time) and part Coordinator (shared 2024). The hourly work week of staff varies; Chief Building Official 37.5 hours, Building Officials and Coordination Staff 35 hours. In a supporting role to Chief Building Official and Staff, RSM Building Consultants provides contracted services for issuing permits, large building plans examination, development comments and inspections three days a week.

Future planning includes an additional Building Official in 2024 and over the next 3 years to reduce contracted services. Due to the high demand for Building Officials throughout Ontario, it has proven difficult to fill vacant positions quickly with Building Officials that are fully qualified with Ministry of Municipal Affairs and Housing categories of qualification. Support for Chief Building Official, large building plans examination and inspections are needed until the department has acquired the qualifications and will no longer need additional support.

## BUILDING PERMIT ACTIVITY

The following table represents the building permit activity for the period of 2020-2023. The 2023 permit activity data was used ending September 30<sup>th</sup> and averaged out over the past 3 years to account for the remaining 3 months of 2023. During this 4-year period the number of residential permits for dwelling units was approximately 147 units per year ranging from 216 in 2020 to 108 in 2023. Representing the non- residential building permits, new projects averaged 10 permits per year. The total average permits issued between 2020 and 2023 was adjusted at 393.50 permits a year. The building permit activity trend has been increasing and decreasing year over year by about 50 permits between years. The highest amount was 420 permits in 2020 and lowest at approximately 368 issued in 2023.

## SUMMARY OF BUILDING PERMIT ACTIVITY BY YEAR AND TYPE

Permit Types	2020 Total	2021 Total	2022 Total	2023 Total	Grand Total	4-year Average
<b>Residential Accessory</b>						
Addition	5	12	8	8	33	8.25
Alteration		1	4	6	11	2.75
New	38	35	56	28	157	39.29
<b>Agricultural</b>						
Addition	7	9	8	7	31	7.75
Alteration	5	2	2	1	10	2.50
Change of Use	2				2	0.50
New	38	41	43	25	147	36.75
<b>Apartment</b>						
Addition	1		1	1	3	0.75
Alteration	8	4		11	23	5.63
New	8	3		8	19	4.75
<b>Assembly</b>						
Addition				1	1	0.25
Alteration		1		2	3	0.75
New				2	2	0.50
<b>Commercial</b>						
Addition		5	3	2	10	2.50
Alteration	14	4	14	6	38	9.50
New	7	3	7	6	23	5.75
<b>Deck</b>						
Addition	13	4	3	4	24	6.00
Alteration		5	1	1	7	1.75
New	13	12	9	7	41	10.25
<b>Duplex</b>						
Alteration	1		1	3	5	1.25
<b>Heating</b>						
Alteration		1			1	0.25
<b>Industrial</b>						
Addition	5	3	1	3	12	3.00
Alteration	4				4	1.00
New	8	2	1	2	13	3.25
<b>Institutional</b>						
Alteration		1	1	1	3	0.75

New		1		2	3	0.75
<b>Mechanical</b>						
Alteration			2	3	5	1.25
New			1	2	3	0.75
<b>Mobile Home</b>						
New	1		3	5	9	2.25
<b>Non-Residential</b>						
Demolition	14	4	3	6	27	6.63
<b>Plumbing</b>						
Alteration	1	1		4	6	1.50
New	2			3	5	1.25
<b>Pool</b>						
Alteration	1				1	0.25
New	8	12	15	6	41	10.25
<b>Residential</b>						
Demolition	16	6	20	16	58	14.50
<b>Semi- Detached Dwelling</b>						
New	10	5	7	8	30	7.50
<b>Sewage System</b>						
Alteration			1	1	2	0.50
New	25	23	32	27	107	26.79
<b>Sign</b>						
Alteration	2		1	3	6	1.50
New	19	22	11	15	67	16.75
<b>Single Detached Dwelling</b>						
Addition	26	12	23	16	77	19.25
Alteration	13	14	16	20	63	15.75
New	89	97	95	66	347	86.67
<b>Solar</b>						
New		2	1	3	6	1.50
<b>Tent</b>						
New	6	8	11	6	31	7.75
<b>Townhouse</b>						
Alteration				1	1	0.25
New	9	16	10	21	56	14.00
<b>Woodstove</b>						
New	1			0	1	0.25
<b>Grand Total Permits</b>	<b>420</b>	<b>371</b>	<b>415</b>	<b>368</b>	<b>1574</b>	<b>393.50</b>
* 2023 ending September 30. The last quarter has been averaged from 2020-2022 and added to 2023.						

## BUILDING PERMIT FEE CALCULATION PROCESS

The following provides an overview of the process used to calculate the fees.

- Establish the recoverable total cost of building code services.
- Create and analyze department processes and staff time spent estimates.
- Analyze the existing reserve fund.
- Establish cross- subsidy amounts for fair and equitable building permit fees.

### *Total Cost of Service- Indirect and Direct Costs*

The following table sets out the direct costs for building department administration and anticipated indirect building department costs and corporate costs incurred by other municipal functions which support the building department.

<b>Municipality of North Perth- Total Recoverable Costs</b>	
<b>Adminstration &amp; Enforcement Costs Salary and Benefits</b>	
Chief Building Official ,	
Building Inspectors ,	
Adminstration ,	
	\$ 633,282
<b>Total</b>	<b>\$ 633,282</b>
<b>Building Department Costs</b>	
<b>Total Building Department Costs</b>	<b>\$ 117,277</b>
<b>Corporate Costs</b>	
Internal Allocations (HR, Clerks, Finance, Planning etc.)	\$ 62,448
Internal Allocations (Rent)	\$ 40,698
Internal Allocations (Fleet & Fuel)	\$ 36,200
<b>Total Corporate Costs</b>	<b>\$ 139,346</b>
<b>Total Recoverable Costs</b>	<b>\$ 889,905</b>

The direct department administration costs include salary, benefits, and insurance. The indirect department costs include items such as office supplies, vehicle maintenance and mileage,

memberships and training and office equipment. The corporate costs are derived from the municipal budget, and include amounts from human resources, legal fees, and insurance.

The combined total building department costs and corporate costs represent the total amount of costs associated with the administration and enforcement of the Ontario Building Code and Building Code Act by the building department for the Municipality of North Perth. These costs are the recoverable costs in establishing the building permit fees, the total is **\$ 889,905**. The recoverable costs are intended to represent a full cost recovery for the provision of this municipal service.

### *Department Processes and Staff Time Spent Estimates*

RSM Building Consultants has provided building department contracted services in the Municipality of North Perth since August 2022. Due to staffing vacancies and MMAH qualification requirements additional support was needed for administration, enforcement, inspections, and plan examination duties. To determine department processes for services and staff time spent the following steps were completed:

- Identify the types of permits and additional services that the department traditionally provides.
- Analyze the current fee structure.
- Analyze the 4-year historical permit activity data.
- Use industry averages for staff time spent on several types of services.
- Add hourly wage amounts and multiply staff time spent on each service and permit type.
- Discuss the services with current Chief Building Official

### *Building Permit Reserve Fund*

The Municipality of North Perth has an established building permit reserve fund. This fund provides a reserve from which funds could be withdrawn to offset the costs of the building department in times of low building permit activity or in staffing shortages. In times of increased building permit activity any revenue over the total recoverable costs would be added to the reserve fund. The funds can also be used to provide a source of capital for department needs such as new equipment and vehicles.

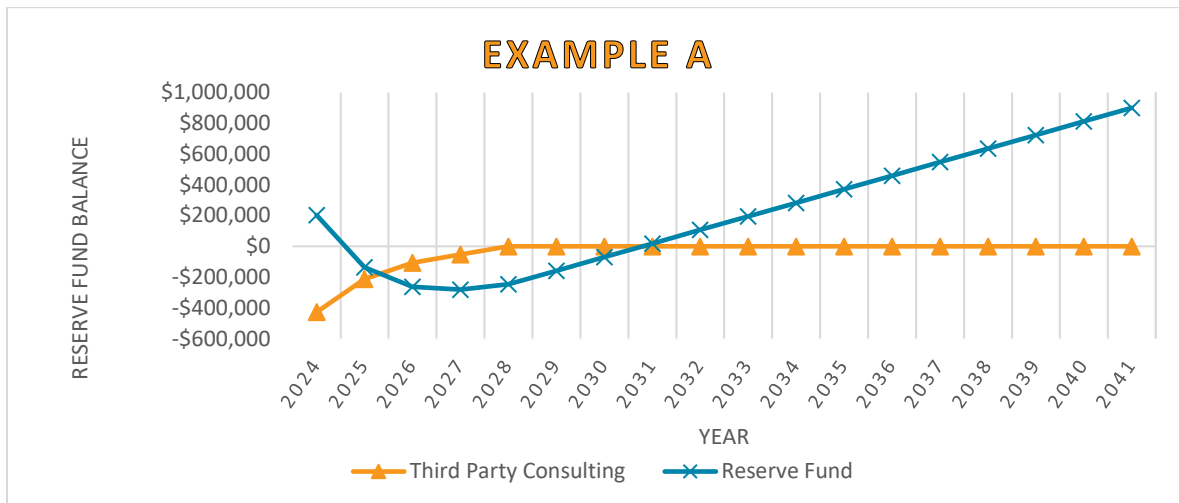
As of January 2024, the unaudited reserve fund balance is approximately \$202,845. It is recommended that the reserve fund amount be \$ 889,905, which is one year's worth of expenses saved. To increase the balance in the reserve fund a conservative surcharge of 10%



will be added to each fee type included in the proposed building permit fees. An approximate amount of \$ 88,206 would be generated per year and it would take about 10 years to reach one year's worth of expenses saved if the balance is not reduced for expenses.

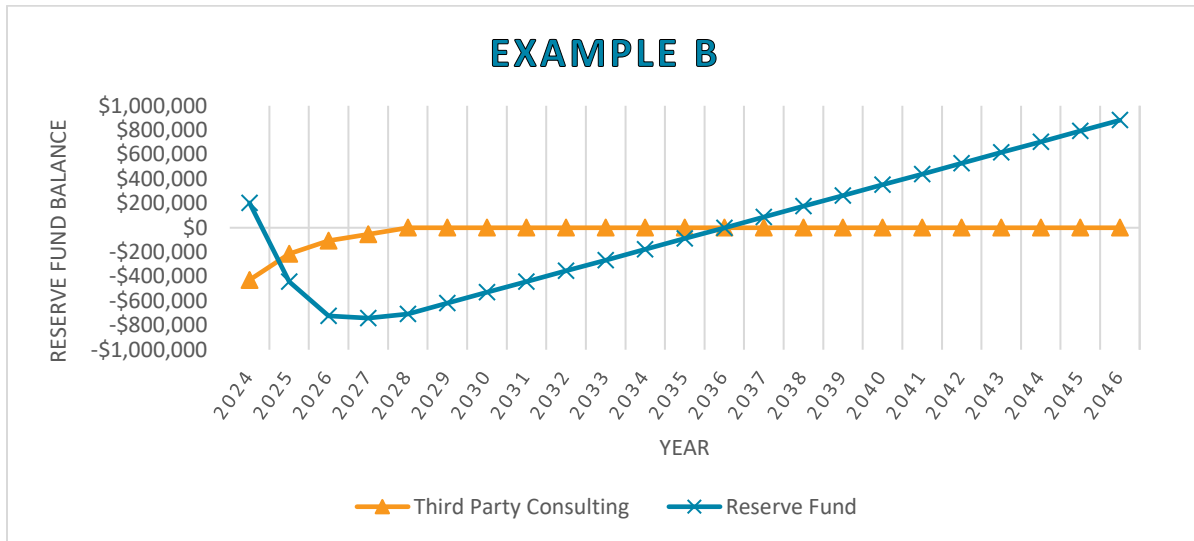
Currently the building department has staff in place and is also supported by third party consulting services which are paid for from the building permit reserve fund. As the building department continues to reestablish its staffing to become independent of additional support, the need for consulting services will be reduced along with the costs associated. It is not known when the additional services will conclude but it is expected to gradually decrease over the next four years. Two examples have been prepared to show the estimated decrease in the third party consulting fees (orange) compared to the reserve fund balance (blue) increase due to the 10% surcharge added to the proposed fees.

Example A illustrates the outcome of Council's approval of Option A which is to increase the fees to full cost recovery in 2024.



In 2024, the reserve fund balance will be depleted and continue to decrease to a negative balance of about -\$ 281,250 in 2027 and then see a gradual increase to a positive balance of \$ 18,100 in 2030. Throughout 2030-2040 the reserve fund balance will gradually increase to have one year's worth of expenses saved.

Example B illustrates Council’s approval of Option B which is to gradually phase-in the permit fee increases over the years 2024, 2025 and 2026.



In 2024, the reserve fund balance will be depleted and continue to decrease to a negative balance of about -\$ 740,824 in 2027 and then see a gradual increase to a positive balance of \$ 87,860 in 2036. Throughout 2036-2045 the reserve fund balance will gradually increase to have one year’s worth of expenses saved.

### Cross-Subsidy of Building Permit Fees

A cross-subsidy of building permit fees is an adjustment for cost recovery which allows reduced permit fee values for specified types of permits; for example, a residential deck or shed. If the base value building permit fees are applied to a deck or shed project the building permit fees could be substantially higher than the cost of the construction of the project and would likely deter applicants from obtaining building permits for the projects. For example, the base cost for administration and enforcement on a deck permit is approximately \$1729. In some cases, this cost is more than the construction value and not considered a fair and equitable amount.

In the Municipality of North Perth this cross-subsidy affects almost 211 permits a year totaling approximately \$202,400. The lost revenue from reducing building permit fees for the cross-subsidy will need to be recovered and can be achieved by adding the amounts to the remaining permit types such as new residential dwelling units, new groups A, B, D, E, F, and new farm building permits to ensure a full cost recovery is achieved. It is not required in the Act that a municipality offers permit amount subsidies to be funded by other permit types, but it is common practice.

### Building Permit Fee Calculation

The proposed building permit fee calculations were derived from the following amounts:

- Base Fee (adjusted) as established by the staff time spent estimates+ Cross-subsidy if applicable + 10% Building Permit Reserve Fund surcharge x 4-year average building permit numbers by permit type.

The Municipality of North Perth has not had an increase in building permit fees since 2008. The total recoverable costs are higher than they would have been in 2008 and an increase in the permit fees is necessary. For the building department to have total cost recovery the building permit fees require a significant increase. The proposed fees have been calculated and shown in a comparison with the existing fees in Appendix A.

Currently the building permit fee for a new 2,500 square foot single family dwelling would total \$1,775. The minimum base fee to cover the municipal costs for this permit is \$ 2,646 which is 33% higher than the current permit fee. For a new one thousand square foot garage the current building permit fee would total \$680, although the minimum base rate to cover the municipal costs for this permit type would be \$ 1,791. The current building permit fee for a new 10,000 square foot farm building would be \$2,100. The minimum base fee to cover municipal costs is \$2,341 which is about 10% higher than the current permit fee.

Overall, the building permit fees require an increase to cover the municipal costs which is the minimum base fee. Each permit type has had different amounts added to account for a cross-subsidy or is reduced to remain fair and equitable. It is not a consistent percentage that the fees will increase across all permit types, each type is different.

The proposed 2024 fees have been shown as Option A in Appendix B. An additional option has been prepared to phase-in the increase to the building permit fees over three years 2024, 2025 and 2026 as shown as Option B in Appendix C.

### COMPARISON PERMIT FEES

A comparison of building permit fee amounts of neighbouring municipalities is represented in the table in Appendix E. The permit fees were collected at face value from the information provided on the municipal websites. It is not known what the anticipated reasonable costs are for administration and enforcement or if there is a building permit reserve fund or what the expected level of service is for each municipality and therefore not a direct comparison and provided for information purposes only.

## RECOMMENDATIONS

This building permit fee study has determined the total recoverable costs for administration and enforcement based on the criteria set out in the Building Code Act. Based on the finding of this study it is recommended:

- A. That the Council of the Municipality of North Perth in a public meeting adopt the recommended fee structure set out in Appendix B- OPTION A Total Cost Recovery.
- B. That the Council of the Municipality of North Perth imposes an annual adjustment in permit fees to keep pace with costs of service and inflation. The annual adjustment measure to be determined as part of the municipal budget process.
- C. That the Municipality of North Perth complete a building permit fee review study in 5 years to ensure compliance with the Building Code Act.

## APPENDIX A- COMPARISON EXISTING TO PROPOSED FEES

<b>Comparison of Existing Fees and Proposed Fees 2024</b>								
<b>Class of Permit, Occupancy Classification</b>								
	<b>2008</b>		<b>Proposed 2024</b>		<b>Example Comparison</b>			
	Flat Fee \$	\$/ Per ft2 or per fixture	Min. Fee	\$ Per ft2	Example ft2	2008 \$ Fee	2024 Min. Fee	
<b>A. Construction: New Buildings; Additions to Buildings; Alterations; Unit Finish</b>								
<b>Group A: Assembly</b>								
New Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums	\$100.00	\$0.60	\$5,417.00	\$0.84	6458	\$3,974.80	\$5,417.00	
Additions	\$100.00	\$0.60	\$5,013.00	\$0.78	6458	\$3,974.80	\$5,013.00	
Alteration, renovation, interior finish, unit finish/fit-up	\$100.00	\$0.45	\$3,320.00	\$0.51	6458	\$3,006.10	\$3,320.00	
<b>Group B: Institutional</b>								
New hospital, institutional buildings, detention, care and treatment	\$100.00	\$0.60	\$5,417.00	\$0.84	6458	\$3,974.80	\$5,417.00	
Additions	\$100.00	\$0.60	\$5,013.00	\$0.78	6458	\$3,974.80	\$5,013.00	
Alteration, renovation, interior finish, unit finish	\$100.00	\$0.45	\$3,320.00	\$0.51	6458	\$3,006.10	\$3,320.00	
<b>Group C: Residential</b>								
New single detached dwelling	\$100.00	\$0.67	\$4,066.00	\$1.63	2500	\$1,775.00	\$4,066.00	
New semi-detached, townhouses, row-houses, duplexes, per unit	\$100.00	\$0.67	\$4,066.00	\$1.63	2500	\$1,775.00	\$4,066.00	
New motels, hotels and all other multi-unit residential occupancies, per unit	\$100.00	\$0.67	\$3,901.00	\$1.56	2500	\$1,775.00	\$3,901.00	
Addition, alteration, renovation	\$100.00	\$0.67	\$2,226.00	\$0.89	2500	\$1,775.00	\$2,226.00	
Minor alteration, finished basement within dwelling unit	\$100.00	\$0.58	\$385.00	\$0.64	1500	\$970.00	\$385.00	
New dwelling unit – within existing house or building	\$100.00	\$0.67	\$3,290.00	\$1.32	2500	\$1,775.00	\$3,290.00	
Mobile home; garden suite	\$100.00	\$0.67	\$3,290.00	\$1.32	2500	\$1,775.00	\$3,290.00	
<b>Group D: Business and Personal Services (offices , beauty salon etc.)</b>								
New building – finished	\$100.00	\$0.60	\$5,417.00	\$0.84	6458	\$3,974.80	\$5,417.00	
Additions, shell only	\$100.00	\$0.60	\$5,013.00	\$0.78	6458	\$3,974.80	\$5,013.00	
Alteration, renovation, interior finish, unit finish	\$100.00	\$0.45	\$3,320.00	\$0.51	6458	\$3,006.10	\$3,320.00	
<b>Group E: Mercantile (stores, shops etc.)</b>								
New building – finished	\$100.00	\$0.60	\$5,417.00	\$0.84	6458	\$3,974.80	\$5,417.00	
Additions, shell only	\$100.00	\$0.60	\$5,013.00	\$0.78	6458	\$3,974.80	\$5,013.00	
Alteration, renovation, interior finish, unit finish	\$100.00	\$0.45	\$3,320.00	\$0.51	6458	\$3,006.10	\$3,320.00	
<b>Group F: Industrial (factories, warehouses, storage garages etc.)</b>								
New building – finished	\$100.00	\$0.60	\$5,417.00	\$0.84	6458	\$3,974.80	\$5,417.00	
Additions, shell only	\$100.00	\$0.60	\$5,013.00	\$0.78	6458	\$3,974.80	\$5,013.00	
Alterations, renovations, interior finish, unit finish	\$100.00	\$0.45	\$3,320.00	\$0.51	6458	\$3,006.10	\$3,320.00	
<b>B. Demolition</b>								
Residential	\$100.00		\$385.00				\$385.00	
Non- Residential	\$100.00		\$825.00				\$825.00	
<b>C. Designated Structures (OBC Div. C, Article 1.3.1.1.)</b>								
Crane runway	\$100.00		\$825.00				\$825.00	
Dish antenna greater than 5m2 (54 ft2) mounted on a building	\$100.00		\$825.00				\$825.00	
Exterior storage tank not regulated by the TSSA	\$100.00		\$825.00				\$825.00	
Outdoor public pool or public spa	\$100.00		\$825.00				\$825.00	
Pedestrian bridge appurtenant to a building	\$100.00		\$825.00				\$825.00	
Permanent solid nutrient storage facility with walls exceeding 1m (3'-4")	\$100.00		\$825.00				\$825.00	
Retaining walls – non-residential	\$100.00		\$825.00				\$825.00	
Retaining walls - residential	\$100.00		\$825.00				\$825.00	
Signs regulated by Section 3.15 of Division B of the Building Code	\$100.00		\$605.00				\$605.00	
Solar collector - Residential	\$100.00		\$385.00				\$385.00	
Solar collector- Non Residential	\$100.00		\$825.00				\$825.00	
Wind turbine structure	\$100.00		\$825.00				\$825.00	
<b>D. Farm Buildings</b>								
New construction	\$100.00	\$0.20	\$4,335.00	\$0.43	10000	\$2,100.00	\$4,335.00	
Additions	\$100.00	\$0.20	\$4,115.00	\$0.41	10000	\$2,100.00	\$4,115.00	
Alterations, renovations, interior finish,	\$100.00	\$0.20	\$2,575.00	\$0.26	10000	\$2,100.00	\$2,575.00	
<b>E. Septic Systems</b>								
New system	\$350.00	Class 4	\$990.00				\$990.00	
Tank or bed replacement	\$100.00		\$605.00				\$605.00	
Alterations, repairs or extensions	\$250.00		\$385.00				\$385.00	

Comparison of Existing Fees and Proposed Fees 2024

Class of Permit, Occupancy Classification							
	2008		Proposed 2024		Example Comparison		
	Flat Fee \$	\$/ Per ft2 or per fixture	Min. Fee	\$ Per ft2	Example ft2	2008 \$ Fee	2024 Min. Fee
<b>F. Standalone and Miscellaneous Work</b>							
<b>Residential</b>							
Accessory structure – shed, gazebo, detached garage	\$100.00	\$0.58	\$385.00	\$0.77	500	\$390.00	\$385.00
Below grade entrance	\$100.00	\$0.67	\$825.00				\$825.00
Carport, deck, porch, porch enclosure	\$100.00	\$0.58	\$385.00	\$0.77	500	\$390.00	\$385.00
Fireplace – wood burning	\$108.00		\$385.00				\$385.00
New or enlarged opening – door, window	\$100.00		\$385.00				\$385.00
Permit for heating, ventilating and air conditioning (per suite)	\$100.00		\$385.00				\$385.00
Plumbing	\$100.00	\$8.50	\$385.00		25	\$312.50	\$385.00
Pools- new or replacement fence permit fee	\$200.00		\$385.00				\$385.00
<b>Non-Residential</b>							
Electromagnetic locking devices	\$100.00		\$825.00				\$825.00
Emergency lighting; exit signage; emergency power installation or replacement	\$100.00		\$825.00				\$825.00
Fire alarm installation or replacement	\$100.00		\$825.00				\$825.00
Permit for heating, ventilating and air conditioning (per suite)	\$100.00		\$825.00				\$825.00
Plumbing fixtures	\$100.00	\$8.50	\$825.00		25	\$312.50	\$825.00
School portable classrooms	\$100.00	\$0.60	\$825.00	\$0.83	1000	\$700.00	\$825.00
Shoring	\$100.00		\$825.00				\$825.00
Sprinkler system; stand pipe and/or hose system; fire suppression system installation or replacement	\$100.00		\$825.00				\$825.00
Temporary buildings, tents	\$110.00		\$605.00				\$605.00
<b>G. Administrative Fees</b>							
AGCO Letter and Site Inspection			\$550.00				\$550.00
Alternative solution – Part 3 & Part 9 other than residential			\$825.00				\$825.00
Alternative solution – Part 9 residential buildings			\$385.00				\$385.00
Builder model change fee			\$385.00				\$385.00
Builder model plan review and certification prior to permit application			\$1,016.00				\$1,016.00
Change of use – where no construction is required	\$100.00		\$825.00				\$825.00
Compliance letter; zoning information, building file review,			\$385.00				\$385.00
Conditional building permit	(7)		25%				25%
Construction, demolition or change of use without a building permit	(9)	\$100.00	100%				100%
Deferral of revocation of permit – permit extension			\$385.00				\$385.00
Development Comments on Planning Applications	\$100.00		\$385.00				\$385.00
Footing and Foundation Permit	(6)		25%				25%
Re-inspection due to work not ready (per inspection)			\$150.00				\$150.00
Revision to permit and/or plans or documents after permit issued	(8)		25%				25%
Transfer of permit, Relocation Permit, Occupancy Permit			\$385.00				\$385.00
<b>Minimum fee (unless noted otherwise)</b>			<b>Flat Fee \$</b>				<b>Flat Fee \$</b>
a) Residential projects – detached house, semi-detached house or row house containing not more than two dwelling units:	\$100.00		\$385.00				\$385.00
b) All other buildings not described in (a):	\$100.00		\$825.00				\$825.00

APPENDIX B- OPTION A TOTAL COST RECOVERY

OPTION A TOTAL COST RECOVERY 2024		
Class of Permit, Occupancy Classification		
	Proposed	
	Min. Fee	\$ Per ft2
<b>A. Construction: New Buildings; Additions to Buildings; Alterations; Unit Finish</b>		
<b>Group A: Assembly</b>		
New Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums	\$5,417.00	\$0.84
Additions	\$5,013.00	\$0.78
Alteration, renovation, interior finish, unit finish/fit-up	\$3,320.00	\$0.51
<b>Group B: Institutional</b>		
New hospital, institutional buildings, detention, care and treatment	\$5,417.00	\$0.84
Additions	\$5,013.00	\$0.78
Alteration, renovation, interior finish, unit finish	\$3,320.00	\$0.51
<b>Group C: Residential</b> (5)		
New single detached dwelling	\$4,066.00	\$1.63
New semi-detached, townhouses, row-houses, duplexes, per unit	\$4,066.00	\$1.63
New motels, hotels and all other multi-unit residential occupancies, per unit	\$3,901.00	\$1.56
Addition, alteration, renovation	\$2,226.00	\$0.89
Minor alteration, finished basement within dwelling unit	\$385.00	\$0.64
New dwelling unit – within existing house or building	\$3,290.00	\$1.32
Mobile home; garden suite	\$3,290.00	\$1.32
<b>Group D: Business and Personal Services</b> (offices, beauty salons etc.)		
New building – finished	\$5,417.00	\$0.84
Additions, shell only	\$5,013.00	\$0.78
Alteration, renovation, interior finish, unit finish	\$3,320.00	\$0.51
<b>Group E: Mercantile</b> ( stores, shops etc.)		
New building – finished	\$5,417.00	\$0.84
Additions, shell only	\$5,013.00	\$0.78
Alteration, renovation, interior finish, unit finish	\$3,320.00	\$0.51
<b>Group F: Industrial</b> (Factories, warehouses, storage garages etc.)		
New building – finished	\$5,417.00	\$0.84
Additions, shell only	\$5,013.00	\$0.78
Alterations, renovations, interior finish, unit finish	\$3,320.00	\$0.51
<b>B. Demolition</b>		
Residential	\$385.00	
Non- Residential	\$825.00	
<b>C. Designated Structures (OBC Div. C, Article 1.3.1.1.)</b>		
Crane runway	\$825.00	
Dish antenna greater than 5m2 (54 ft2) mounted on a building	\$825.00	
Exterior storage tank not regulated by the TSSA	\$825.00	
Outdoor public pool or public spa	\$825.00	
Pedestrian bridge appurtenant to a building	\$825.00	
Permanent solid nutrient storage facility with walls exceeding 1m (3'-4")	\$825.00	
Retaining walls – non-residential	\$825.00	
Retaining walls - residential	\$825.00	
Signs regulated by Section 3.15 of Division B of the Building Code	\$605.00	
Solar collector - Residential	\$385.00	
Solar collector- Non Residential	\$825.00	
Wind turbine structure	\$825.00	

<b>OPTION A TOTAL COST RECOVERY 2024</b>		
<b>Class of Permit, Occupancy Classification</b>		
	<b>Proposed</b>	
	Min. Fee	\$ Per ft2
<b>E. Septic Systems</b>		
New system	\$990.00	
Tank or bed replacement	\$605.00	
Alterations, repairs or extensions	\$385.00	
<b>F. Standalone and Miscellaneous Work</b>		
<b>Residential</b>		
Accessory structure – shed, gazebo, detached garage	\$385.00	\$0.77
Below grade entrance	\$825.00	
Carport, deck, porch, porch enclosure	\$385.00	\$0.77
Fireplace – wood burning	\$385.00	
New or enlarged opening – door, window	\$385.00	
Permit for heating, ventilating and air conditioning (per suite)	\$385.00	
Plumbing	\$385.00	
Pools- new or replacement fence permit fee	\$385.00	
<b>Non-Residential</b>		
Electromagnetic locking devices	\$825.00	
Emergency lighting; exit signage; emergency power installation or replacement	\$825.00	
Fire alarm installation or replacement	\$825.00	
Permit for heating, ventilating and air conditioning (per suite)	\$825.00	
Plumbing fixtures	\$825.00	
School portable classrooms	\$825.00	\$0.83
Shoring	\$825.00	
Sprinkler system; stand pipe and/or hose system; fire suppression system installation or replacement	\$825.00	
Temporary buildings, tents	\$605.00	
<b>G. Administrative Fees</b>		
AGCO Letter and Site Inspection	\$550.00	
Alternative solution – Part 3 & Part 9 other than residential	\$825.00	
Alternative solution – Part 9 residential buildings	\$385.00	
Builder model change fee	\$385.00	
Builder model plan review and certification prior to permit application	\$1,016.00	
Change of use – where no construction is required	\$825.00	
Compliance letter; zoning information, building file review,	\$385.00	
Conditional building permit	(7) 25%	
Construction, demolition or change of use without a building permit	(9) 100%	
Deferral of revocation of permit – permit extension	\$385.00	
Development Comments on Planning Applications	\$385.00	
Footing and Foundation Permit	(6) 25%	
Re-inspection due to work not ready (per inspection)	\$150.00	
Revision to permit and/or plans or documents after permit issued	(8) 25%	
Transfer of permit, Relocation Permit, Occupancy Permit	\$385.00	
<b>Minimum fee (unless noted otherwise)</b>		
a) Residential projects – detached house, semi-detached house or row house containing not more than two dwelling units:	\$385.00	
b) All other buildings not described in (a):	\$825.00	



Building Permit Fee Schedule Notes		
1. Permit fees will be charged as outlined in the table.		
2. Any building permit not otherwise listed the table will be assessed at 1% of its construction value. Construction values submitted are at the discretion of the Chief Building Official.		
3. All fees listed with minimum fees and ft2 rates are to be calculated and the permit fee will be the higher amount.		
4. 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. 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.		
5. Fireplaces, HVAC, plumbing, attached garages, decks and porches are included in the permit fee for new residential buildings not more than three (3) storeys and not exceeding 600m2 in building area where submitted plans for the new building include these details.		
6. Footing and Foundation Permit Fee: Equal to 25% of applicable new permit fee and not lower than flat fee. The second portion of the permit is subject to the full applicable fee amount.		
7. Conditional Permit Fee: Equal to 50% of applicable new permit fee. The second portion of the permit is subject to the full applicable fee amount.		
8. Any revision to permit and/or plans or documents after plans review stage: Equal to 25% of original permit paid fee amount.		
9. Construction, demolition or change of use without a permit being issued: An administration fee of 100% of the applicable permit fee to be added to the applicable permit fee.		
10. Refunds: The fees that may be refunded shall be a percentage of the fees payable as outlined in the table. 80% if administrative functions only have been performed; 70% if administrative and zoning functions only have been performed; 45% if administrative, zoning and plan examination functions only have been performed; 35% if the permit has been issued and no field inspections have been performed subsequent to permit issuance; 5% percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued. No refund shall be made less than \$385.00. A written request for a refund is required.		
Sign Permits- Not regulated by Ontario Building Code	Flat Fee \$	
Portable sign ( per 60 day period)	\$110.00	
Inspection fee ( sign erected prior to issuance of sign permit)	\$110.00	
Signs regulated by sign by-law (excluding portable signs)	\$250.00	
Farm nameplate sign	\$150.00	
Accessory Residential Unit Registration	Flat Fee \$	
New ARU registration- property occupied by owner	\$150.00	
New ARU registration- property <b>not</b> occupied by owner	\$300.00	
Annual self-attestation	\$0.00	
Three year registration renewal	\$100.00	
Lot Grading Deposit ( per lot or block)	Deposit \$	
<i>The sum of \$1000 is non refundable. The balance of the lot grading deposit shall be refundable in whole or in part after the building has been constructed and occupied, and Owner's Final Grading Certificate has been filed with and accepted by the Municipality's Chief Building Official and the required services connections have been made and any damages to the Works resulting from house building and/or landscaping activities on the subject Lot or Block have been repaired to teh satisfaction of the Municipality's Chief Building Official and Works Superintendent.</i>	\$2,500.00	

APPENDIX C- OPTION B PHASE IN

OPTION B- Phase In						
Class of Permit, Occupancy Classification						
	2024		2025		2026	
	Min. Fee	\$ Per ft2	Min. Fee	\$ Per ft2	Min. Fee	\$ Per ft2
<b>A. Construction: New Buildings; Additions to Buildings; Alterations; Unit Finish</b>						
<b>Group A: Assembly</b>						
New Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums	\$4,455.53	\$0.69	\$4,936.27	\$0.76	\$5,417.00	\$0.84
Additions	\$4,320.87	\$0.67	\$4,666.93	\$0.72	\$5,013.00	\$0.78
Alteration, renovation, interior finish, unit finish/fit-up	\$3,110.73	\$0.48	\$3,215.37	\$0.50	\$3,320.00	\$0.51
<b>Group B: Institutional</b>						
New hospital, institutional buildings, detention, care and treatment	\$4,455.53	\$0.69	\$4,936.27	\$0.76	\$5,417.00	\$0.84
Additions	\$4,320.87	\$0.67	\$4,666.93	\$0.72	\$5,013.00	\$0.78
Alteration, renovation, interior finish, unit finish	\$3,110.73	\$0.48	\$3,215.37	\$0.50	\$3,320.00	\$0.51
<b>Group C: Residential</b>						
	(5)					
New single detached dwelling	\$2,538.67	\$1.02	\$3,302.33	\$1.32	\$4,066.00	\$1.63
New semi-detached, townhouses, row-houses, duplexes, per unit	\$2,538.67	\$1.02	\$3,302.33	\$1.32	\$4,066.00	\$1.63
New motels, hotels and all other multi-unit residential occupancies, per unit	\$2,483.67	\$0.99	\$3,192.33	\$1.28	\$3,901.00	\$1.56
Addition, alteration, renovation	\$1,925.33	\$0.77	\$2,075.67	\$0.83	\$2,226.00	\$0.89
Minor alteration, finished basement within dwelling unit	\$385.00	\$0.64	\$385.00	\$0.64	\$385.00	\$0.64
New dwelling unit – within existing house or building	\$2,280.00	\$0.91	\$2,785.00	\$1.11	\$3,290.00	\$1.32
Mobile home; garden suite	\$2,280.00	\$0.91	\$2,785.00	\$1.11	\$3,290.00	\$1.32
<b>Group D: Business and Personal Services</b> (offices, beauty salons etc.)						
New building – finished	\$4,455.53	\$0.69	\$4,936.27	\$0.76	\$5,417.00	\$0.84
Additions, shell only	\$4,320.87	\$0.67	\$4,666.93	\$0.72	\$5,013.00	\$0.78
Alteration, renovation, interior finish, unit finish	\$3,110.73	\$0.48	\$3,215.37	\$0.50	\$3,320.00	\$0.51
<b>Group E: Mercantile</b> (stores, shops etc.)						
New building – finished	\$4,455.53	\$0.69	\$4,936.27	\$0.76	\$5,417.00	\$0.84
Additions, shell only	\$4,320.87	\$0.67	\$4,666.93	\$0.72	\$5,013.00	\$0.78
Alteration, renovation, interior finish, unit finish	\$3,110.73	\$0.48	\$3,215.37	\$0.50	\$3,320.00	\$0.51
<b>Group F: Industrial</b> (Factories, warehouses, storage garages etc.)						
New building – finished	\$4,455.53	\$0.69	\$4,936.27	\$0.76	\$5,417.00	\$0.84
Additions, shell only	\$4,320.87	\$0.67	\$4,666.93	\$0.72	\$5,013.00	\$0.78
Alterations, renovations, interior finish, unit finish	\$3,110.73	\$0.48	\$3,215.37	\$0.50	\$3,320.00	\$0.51
<b>B. Demolition</b>						
Residential	\$195.00		\$290.00		\$385.00	
Non- Residential	\$342.00		\$584.00		\$825.00	
<b>C. Designated Structures (OBC Div. C, Article 1.3.1.1.)</b>						
Crane runway	\$342.00		\$584.00		\$825.00	
Dish antenna greater than 5m2 (54 ft2) mounted on a building	\$342.00		\$584.00		\$825.00	
Exterior storage tank not regulated by the TSSA	\$342.00		\$584.00		\$825.00	
Outdoor public pool or public spa	\$342.00		\$584.00		\$825.00	
Pedestrian bridge appurtenant to a building	\$342.00		\$584.00		\$825.00	
Permanent solid nutrient storage facility with walls exceeding 1m (3'-4")	\$342.00		\$584.00		\$825.00	
Retaining walls – non-residential	\$342.00		\$584.00		\$825.00	
Retaining walls - residential	\$342.00		\$584.00		\$825.00	
Signs regulated by Section 3.15 of Division B of the Building Code	\$269.00		\$437.00		\$605.00	
Solar collector - Residential	\$195.00		\$290.00		\$385.00	
Solar collector- Non Residential	\$342.00		\$584.00		\$825.00	
Wind turbine structure	\$342.00		\$584.00		\$825.00	
<b>D. Farm Buildings</b>						
New construction	\$2,845.00	\$0.28	\$3,590.00	\$0.36	\$4,335.00	\$0.43
Additions	\$2,771.67	\$0.28	\$3,443.33	\$0.34	\$4,115.00	\$0.41
Alterations, renovations, interior finish,	\$2,258.33	\$0.23	\$2,416.67	\$0.24	\$2,575.00	\$0.26
<b>E. Septic Systems</b>						
New system	\$563.00		\$777.00		\$990.00	
Tank or bed replacement	\$269.00		\$434.00		\$605.00	
Alterations, repairs or extensions	\$295.00		\$340.00		\$385.00	
<b>F. Standalone and Miscellaneous Work</b>						
<b>Residential</b>						
Accessory structure – shed, gazebo, detached garage	\$385.00	\$0.77	\$385.00	\$0.77	\$385.00	\$0.77
Below grade entrance	\$342.00		\$584.00		\$825.00	
Carport, deck, porch, porch enclosure	\$385.00	\$0.77	\$385.00	\$0.77	\$385.00	\$0.77
Fireplace – wood burning	\$200.00		\$293.00		\$385.00	
New or enlarged opening – door, window	\$195.00		\$290.00		\$385.00	
Permit for heating, ventilating and air conditioning (per suite)	\$195.00		\$290.00		\$385.00	
Plumbing	\$337.00		\$361.00		\$385.00	
Pools- new or replacement fence permit fee	\$262.00		\$323.00		\$385.00	

OPTION B- Phase In						
Class of Permit, Occupancy Classification						
	2024		2025		2026	
	Min. Fee	\$ Per ft2	Min. Fee	\$ Per ft2	Min. Fee	\$ Per ft2
<b>Non-Residential</b>						
Electromagnetic locking devices	\$342.00		\$584.00		\$825.00	
Emergency lighting; exit signage; emergency power installation or replacement	\$342.00		\$584.00		\$825.00	
Fire alarm installation or replacement	\$342.00		\$584.00		\$825.00	
Permit for heating, ventilating and air conditioning (per suite)	\$342.00		\$584.00		\$825.00	
Plumbing fixtures	\$483.00		\$654.00		\$825.00	
School portable classrooms	\$742.00	\$0.74	\$783.00	\$0.78	\$825.00	\$0.83
Shoring	\$342.00		\$584.00		\$825.00	
Sprinkler system; stand pipe and/or hose system; fire suppression system installation or replacement	\$342.00		\$584.00		\$825.00	
Temporary buildings, tents	\$275.00		\$440.00		\$605.00	
<b>G. Administrative Fees</b>						
AGCO Letter and Site Inspection	\$183.00		\$367.00		\$550.00	
Alternative solution – Part 3 & Part 9 other than residential	\$342.00		\$584.00		\$825.00	
Alternative solution – Part 9 residential buildings	\$195.00		\$290.00		\$385.00	
Builder model change fee	\$195.00		\$290.00		\$385.00	
Builder model plan review and certification prior to permit application	\$339.00		\$677.00		\$1,016.00	
Change of use – where no construction is required	\$342.00		\$584.00		\$825.00	
Compliance letter; zoning information, building file review,	\$195.00		\$290.00		\$385.00	
Conditional building permit	(7) 25%		25%		25%	
Construction, demolition or change of use without a building permit	(9) 100%		100%		100%	
Deferral of revocation of permit – permit extension	\$195.00		\$290.00		\$385.00	
Development Comments on Planning Applications	\$195.00		\$290.00		\$385.00	
Footing and Foundation Permit	(6) 25%		25%		25%	
Re-inspection due to work not ready (per inspection)	\$150.00		\$150.00		\$150.00	
Revision to permit and/or plans or documents after permit issued	(8) 25%		25%		25%	
Transfer of permit, Relocation Permit, Occupancy Permit	\$195.00		\$195.00		\$385.00	
<b>Minimum fee (unless noted otherwise)</b>						
a) Residential projects – detached house, semi-detached house or row house containing not more than two dwelling units:	\$195.00		\$290.00		\$385.00	
b) All other buildings not described in (a):	\$342.00		\$584.00		\$825.00	

## Municipality of North Perth- Building Permit Fee Review Study

### Building Permit Fee Schedule Notes

1. Permit fees will be charged as outlined in the table.
2. Any building permit not otherwise listed the table will be assessed at 1% of its construction value. Construction values submitted are at the discretion of the Chief Building Official.
3. All fees listed with minimum fees and ft2 rates are to be calculated and the permit fee will be the higher amount.
4. 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. 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.
5. Fireplaces, HVAC, plumbing, attached garages, decks and porches are included in the permit fee for new residential buildings not more than three (3) storeys and not exceeding 600m<sup>2</sup> in building area where submitted plans for the new building include these details.
6. Footing and Foundation Permit Fee: Equal to 25% of applicable new permit fee and not lower than flat fee. The second portion of the permit is subject to the full applicable fee amount.
7. Conditional Permit Fee: Equal to 50% of applicable new permit fee. The second portion of the permit is subject to the full applicable fee amount.
8. Any revision to permit and/or plans or documents after plans review stage: Equal to 25% of original permit paid fee amount.
9. Construction, demolition or change of use without a permit being issued: An administration fee of 100% of the applicable permit fee to be added to the applicable permit fee.
10. Refunds: The fees that may be refunded shall be a percentage of the fees payable as outlined in the table.  
80% if administrative functions only have been performed; 70% if administrative and zoning functions only have been performed; 45% if administrative, zoning and plan examination functions only have been performed; 35% if the permit has been issued and no field inspections have been performed subsequent to permit issuance; 5% percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued. No refund shall be made less than \$385.00. A written request for a refund is required.

Sign Permits- Not regulated by Ontario Building Code			
	Flat Fee \$	Flat Fee \$	Flat Fee \$
Portable sign ( per 60 day period)	\$110.00	\$110.00	\$110.00
Inspection fee ( sign erected prior to issuance of sign permit)	\$110.00	\$110.00	\$110.00
Signs regulated by sign by-law (excluding portable signs)	\$250.00	\$250.00	\$250.00
Farm nameplate sign	\$150.00	\$150.00	\$150.00
Accessory Residential Unit Registration			
	Flat Fee \$	Flat Fee \$	Flat Fee \$
New ARU registration- property occupied by owner	\$150.00	\$150.00	\$150.00
New ARU registration- property <b>not</b> occupied by owner	\$300.00	\$300.00	\$300.00
Annual self-attestation	\$0.00	\$0.00	\$0.00
Three year registration renewal	\$100.00	\$100.00	\$100.00
Lot Grading Deposit ( per lot or block)			Deposit \$
<i>The sum of \$1000 is non refundable. The balance of the lot grading deposit shall be refundable in whole or in part after the building has been constructed and occupied, and Owner's Final Grading Certificate has been filed with and accepted by the Municipality's Chief Building Official and the required services connections have been made and any damages to the Works resulting from house building and/or landscaping activities on the subject Lot or Block have been repaired to teh satisfaction of the Municipality's Chief Building Official and Works Superintendent.</i>			\$2,500.00

APPENDIX D- MUNICIPAL COMPARISON

Building Permit Fee Comparison															
Permit Type	Example Building Area ft2	North Perth (2024) Proposed Rate		West Perth (2023) Phased in 2025 Rate		Perth East (2021)		South Perth (2015)		Stratford (2023)		St Marys (2023)		Wellesley (2023)	
		Min. Fee	Permit Fee	Base Fees per ft2	Permit Fee	Base Fees per ft2	Permit Fee	Base Fees per ft2	Permit Fee	Base Fees per ft2	Permit Fee	Base Fees per ft2	Permit Fee	Base Fees per ft2	Permit Fee
Single Detached Dwellings (New)	2500		\$4,066.00	\$1.39	\$3,475.00	\$0.75	\$1,875.00	\$102 + \$0.66 ft2 all floors	\$1,752.00	\$1.40	\$3,500.00	Min. Fee	\$2,518.00		\$1,607.00
Group C Additions	1000		\$2,226.00	\$1.39	\$1,390.00	\$0.35	\$350.00	\$102		\$0.45	\$450.00		\$200.00	\$0.46	\$460.00
Group C Minor Alterations, Garage, Carport, Shed	1000	\$0.77ft2	\$770.00	\$0.70 Shed	\$700.00	\$0.75	\$750.00	+\$0.66 ft all floors	\$762.00	Per Bay-garage	\$190.00		\$200.00	\$0.51	\$510.00
Deck	1000	\$0.77ft2	\$770.00	\$0.70	\$700.00	\$0.36	\$360.00	\$102 + \$0.36 ft2	\$462.00		\$190.00		\$200.00		\$110.00
Group ABDE- New (Shell)	6458	Group D	\$5,013.00	Group D \$1.37	\$8,847.46	\$0.75	\$4,843.50	\$102 + \$0.56 ft2	\$3,718.48	Group D \$1.80	\$11,624.40	Min. Fee	\$4,200.00	Group D \$1.14	\$7,362.12
Sewage Systems - New (Class 4)			\$990.00		\$690.00		\$595.08		\$510.00		\$650.00				\$630.00
Farm Buildings (New)	10000		\$4,335.00	\$0.46	\$4,600.00	\$0.27	\$2,700.00	\$102 + \$0.23 ft2	\$2,402.00	\$0.65	\$6,500.00			\$0.46	\$4,600.00
Designated Structures			\$825.00						\$178.50		\$485.00		\$800.00		
Solid Fuel Burning Appliance			\$385.00		\$148.00		\$135.48				\$130.00				

\* All permit fee data was collected from Municipal Building Department webpages