

**BY-LAW NO. 25-2021**

**A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND BY-LAW NO. 114-2020 TO ESTABLISH FEES AND CHARGES FOR SERVICES PROVIDED BY THE TOWN AND SPECIFICALLY FOR THE BUILDING DEPARTMENT.**

**WHEREAS** Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property; and

**WHEREAS** pursuant to the *Building Code Act*, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof;

**NOW THEREFORE** the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. That Schedule "A" to By-law 114-2020 be amended by replacing all provisions under the Building Department heading with the provisions included in Appendix A attached.
2. This by-law shall come into force and take effect on the date of passing.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 26<sup>TH</sup> DAY OF JANUARY, 2021.

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Doug Black, Mayor

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Stacey Blair, Clerk

**Appendix 'A'**  
**To By-law 25-2021**

<b>BUILDING DEPARTMENT</b>	
<b>MINIMUM PERMIT FEE</b> <b>\$115.00</b>	
<b>Commercial, Industrial, Institutional &amp; Residential (Apartments, Condos and Hotels, Etc.)</b>	
<p>New Building Construction 2.31% of the value of construction for the first \$500,000.00 plus 1.15% for all valuation thereafter.</p>	
<p>Projects Covered</p> <ul style="list-style-type: none"> <li>• Additions</li> <li>• Renovations &amp; Interior Fit Ups</li> <li>• Repairs</li> <li>• Alterations</li> <li>• New Accessory Apartments and Dwelling Units</li> </ul> <p>2.31% of the value of construction for the first \$500,000.00 plus 1.15% for all valuation thereafter plus \$11.25/Fixture Unit</p>	
<p>Sea Container (<i>Commercial, Industrial, Institutional storage use only</i>) Minimum permit fee for each individual container, or Minimum permit fee per grouping of max four (4) sea containers – whichever applies.</p>	
<p>Large Projects Deposit (<i>Commercial, Industrial, Institutional projects</i>) at discretion of CBO \$5,000.00 Flat Fee (<i>Deducted from the final permit cost</i>)</p>	
<b>New Residential Housing Construction</b>	
<p>Projects Covered</p> <ul style="list-style-type: none"> <li>• Single Detached Dwelling Unit</li> <li>• Semi-Detached Dwelling Unit</li> </ul> <p>Prices indicated include the following:</p> <ul style="list-style-type: none"> <li>• Attached Garage (max 3 bays)</li> <li>• Builder's rear deck/landing (at time of application)</li> <li>• HVAC system</li> <li>• Plumbing Fixtures</li> <li>• Up to 3 Storeys Building Height</li> <li>• All Finished Area.</li> </ul> <p>(Note: Any finished basement area added after the original permit issued is charged out at \$13.63/m2)</p> <p>&lt; 100m2 Total Finished Area = \$2,300.00  100 m2 – 119 m2 Total Finished Area = \$2,400.00  120 m2 – 139 m2 Total Finished Area = \$2,500.00  140 m2 – 159 m2 Total Finished Area = \$2,650.00  160 m2 – 179 m2 Total Finished Area = \$3,100.00  180 m2 – 199 m2 Total Finished Area = \$3,200.00  200 m2 – 219 m2 Total Finished Area = \$3,400.00  220 m2 – 239 m2 Total Finished Area = \$3,700.00</p>	

240 m<sup>2</sup> – 259 m<sup>2</sup> Total Finished Area = \$3,950.00  
 260 m<sup>2</sup> – 279 m<sup>2</sup> Total Finished Area = \$4,100.00  
 280 m<sup>2</sup> – 299 m<sup>2</sup> Total Finished Area = \$4,550.00  
 300 m<sup>2</sup> – 319 m<sup>2</sup> Total Finished Area = \$4,650.00  
 320 m<sup>2</sup> – 339 m<sup>2</sup> Total Finished Area = \$4,750.00  
 340 m<sup>2</sup> – 359 m<sup>2</sup> Total Finished Area = \$4,850.00  
 360m<sup>2</sup> + = \$5,000.00

*All decimals rounded accordingly to fall into specific category.  
 Units with only one Garage Bay (15m<sup>2</sup> or less) Deduct \$115.00 from fee above.*

#### Projects Covered

- Townhouse Dwelling Unit

Prices indicated include the following:

- Attached Garage (max 2 bays)
- Builder's rear deck/landing (at time of application)
- HVAC system
- Plumbing Fixtures
- Up to 3 Storeys Building Height
- All Finished Area.

*(Note: Any finished basement area added after the original permit issued is charged out at \$13.63/m<sup>2</sup>)*

< 100m<sup>2</sup> Total Finished Area = \$2,100.00  
 100 m<sup>2</sup> – 119 m<sup>2</sup> Total Finished Area = \$2,200.00  
 120 m<sup>2</sup> – 139 m<sup>2</sup> Total Finished Area = \$2,500.00  
 140 m<sup>2</sup> – 159 m<sup>2</sup> Total Finished Area = \$2,700.00  
 160 m<sup>2</sup> – 179 m<sup>2</sup> Total Finished Area = \$2,800.00  
 180 m<sup>2</sup> – 199 m<sup>2</sup> Total Finished Area = \$2,900.00  
 200 m<sup>2</sup> – 219 m<sup>2</sup> Total Finished Area = \$3,200.00  
 220 m<sup>2</sup> – 239 m<sup>2</sup> Total Finished Area = \$3,650.00  
 240 m<sup>2</sup> – 259 m<sup>2</sup> Total Finished Area = \$3,800.00  
 260 m<sup>2</sup> – 279 m<sup>2</sup> Total Finished Area = \$4,000.00  
 280 m<sup>2</sup> – 299 m<sup>2</sup> Total Finished Area = \$4,200.00  
 300 m<sup>2</sup> + = \$4,400.00

*All decimals rounded accordingly to fall into specific category.*

#### Minor Residential Permit Fees

Landing Permit (max 2.32m<sup>2</sup> in floor area) *Serving a Dwelling*  
 Minimum Permit Fee

Landing Permit w/ Roof (max 2.32m<sup>2</sup> in floor area) *Serving a Dwelling*  
 \$125.00 Flat Fee

Deck Permit – Floating  
 \$150.00 Flat Fee

Deck Permit – With Foundations

\$175.00 Flat Fee
Deck Permit – With Roof or Second Level \$200.00 Flat Fee
Accessory Shed (Wooden floor and/or no door over 6ft wide) \$150.00 Flat Fee
Accessory Garage (With slab and unheated) \$175.00 Flat Fee
Accessory Garage (With slab and heated) \$200.00 Flat Fee
Foundation Repair (Membrane Application Only) Minimum Permit Fee
Foundation Repair (Structural and Membrane) \$150.00 Flat Fee
Solid Wood Burning Appliance Install/Replacement (wood stove, furnace etc.) Minimum Permit Fee
Water Line or Sewer Line Replacement or Installation Minimum Permit Fee
Installing new plumbing DWV piping or alteration plumbing only. Minimum Permit Fee
Exterior Insulation and Cladding Installation (on existing building) Minimum Permit Fee
Plumbing Fixture Cost (were applicable) \$11.25 per Fixture
Sea Container (Storage Use Only) Minimum Permit Fee / building or group up to four (4)
<b>Addition to a Dwelling Unit</b>
Addition to Dwelling Unit 2.31% of the value of construction + \$11.25/Fixture
<b>Demolition Permits</b>
Demolition Permit ( <i>shed, accessory building, porches etc.</i> ) Minimum Permit Fee
Demolition Permit ( <i>houses, commercial, industrial, institutional</i> ) 2.31% of the value of demolition
<b>Pool &amp; Hot Tub Permits</b>
Private Pool Installation Minimum Permit Fee
Public Pool Installation ( <i>physical pool and all pool related code requirements</i> ) 2.31% of the value of construction for the first \$500,000.00 and 1.15% for all valuation thereafter.
Private Hot Tub Installation Minimum Permit Fee
<b>Administrative Permits</b>
Conditional Permit ( <i>Housing</i> ) \$300.00 per building ( <i>house, townhouse block, semi block</i> ) + Development Charges for project are due at conditional permit issuance.

Conditional Permits ( <i>Commercial, Institutional Industrial and Large Residential</i> ) \$1,000.00 + all Development Charges of project are due at conditional permit issuance.
Partial Permit (Foundation only, etc.) Minimum Permit Fee ( <i>per each dwelling unit</i> )
Change of Use Permit ( <i>No construction proposed/required</i> ) Minimum Permit Fee
Revision to Permit Minimum Permit Fee – Due prior to any review taking place
Building Without a Permit – New Construction of a Building ( <i>At discretion of the Chief Building Official</i> ) No Order required – Required Permit Fee x up to 50% After Order Posted – Required Permit Fee x up to 100%
Building Without a Permit – Renovation of Existing Building ( <i>At discretion of the Chief Building Official</i> ) No Order required – Required Permit Fee x up to 50% After Order Posted – Required Permit Fee x up to 100%
Additional Inspection Fee ( <i>For 3<sup>rd</sup> or more inspections of a prescribed inspection</i> ) Minimum Permit Fee – Payment is required prior to inspection taking place.
Alternative Solution Proposal Review \$300.00 Flat Fee ( <i>per proposal</i> ) + any third party review costs that may be necessary. ( <i>Receipts to be provided to applicant to show breakdown of any third-party costs</i> )
Orders Registered on Title Orders Removed from Title Owner responsible to pay all registration costs ( <i>receipts provided + 10% administrative fee</i> ) Owner responsible to pay all registration costs ( <i>receipts provided + 10% administrative fee</i> )
Agency Letter of Approval Minimum Permit Fee
Building Compliance Report Minimum Permit Fee
Transfer of Permit Minimum Permit Fee
Limiting Distance Agreement \$300.00 Flat Fee
Deposits ( <i>Residential Housing</i> ) \$1,000.00 Flat Fee ( <i>deducted from final permit fee</i> )
<b>GENERAL NOTES:</b>  1. Finished area is measured to the outside of the exterior wall or to the center line of a fire separation/firewall. 2. Finished area for mezzanines is measured to the outside edge of the mezzanine floor. 3. Openings to storeys below are not deducted from finished floor area. 4. Decks, Porches, Landings and Verandahs are all measured for floor area to the outside plane of walls of the platform. 5. No permit fee shall be less than the minimum fee of \$115.00 noted above. 6. All refund requests must be in writing to the Chief Building Official and will be evaluated and returned in compliance with the refund table below. 7. There are no refunds for amounts less than \$115.00. 8. All fees contained herein shall be increased by CPI index yearly where required.
<b>Refund Amount</b>
<b>Work Completed on Application</b>
80% Refund of Permit Fees

Permit is filed, and no processing or review functions have been performed
70% Refund of Permit Fees Permit is filed, and administrative and zoning/engineering functions have been performed
45% Refund of Permit Fees Permit is filed, and zoning, engineering and administrative functions have been performed and plans examination completed
35% Refund of Permit Fees Permit has been issued and no field inspections have been performed
5% Reduction of Permit Fees To be taken for each inspection completed prior to refund of permit fees being requested.