

**BUILDING DIVISION**  
**SIMPLIFIED BUILDING PERMIT FEE SCHEDULE – EFFECTIVE January 1, 2025**

**How to Calculate Permit Fees:**

To calculate the permit fee required at the time of application the following is used

1. Determine which Class of Work is applicable
2. Determine the Area of Work (i.e. project area proposed)
- 3a. Calculate fee as Area of Work x Base Rate, or
- 3b. Calculate fee as Flat Fee Rate

Note:

Septic permit fees must be paid even when work is in conjunction with another permit.

Where the construction proposed falls under multiple categories please contact the Building Division at (519) 623-1340 ext. 4070 to determine the appropriate fee.

**Shell Top up Fees**

		Additional Cost per Sqft for Shell Top-Up Fee				
		Existing Classification/Use of Shell Building				
		A	B	D	E	F
Proposed Classification/Use of Space	A	\$ 0.00	\$ 0.00	\$ 0.58	\$ 1.16	\$ 1.85
	B	\$ 0.15	\$ 0.00	\$ 0.73	\$ 1.31	\$ 2.00
	D	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.58	\$ 1.27
	E	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.69
	F	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Note:

See the interpretations for information on the shell top-up fees.

Shell permits are not issued for Residential buildings and as such are not included in table.

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**INTERPRETATION:**

The following requirements are to be applied in the calculation of permit fees:

- Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls (excluding residential garages).
- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Where a building was constructed under a shell permit the interior finishing permit fee rate is applicable to the entire area of the building or suite being occupied not just the space receiving the work within the building or suite.
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
- Except for interconnected floor spaces, no deduction is made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).
- Unfinished basements for single family dwellings (including semis, duplexes and townhouses, etc.) are not included in the floor area.
- Attached garages and fireplaces are included in the permit fee for single family dwellings.
- Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
- Ceilings are included in both new shell and finished (partitioned) buildings. The Service Index for ceiling applies only when alterations occur in existing buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- Where demolition of partitions or alteration to existing ceilings is a part of an alteration or renovation permit, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.
- The occupancy categories in the Schedule correspond with the major occupancy classifications in the Ontario Building Code. For mixed occupancy floor areas, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- Temporary tent is considered to be a building that will be erected for not more than one year.
- When a building shell permit is received under one classification and a subsequent interior finishing permit is applied for under a different classification, then the following applies:
  - I. If the classification of the interior finishing permit were to be applied to the building shell, and the resulting classification of the shell would result in higher fees, then the difference between the fees which originally were paid and the fees of the reclassified portion of shell building shall apply to the finishing permit, and are payable at the time of the interior finishing permit application.
  - II. The payment of the additional fees applies to the entire building, or the portion subject to the reclassification.
  - III. There is no reduction or rebate on fees for those shell buildings which are now classified at a lower fee structure following the interior finishing permit.
  - IV. The fees related to the shell reclassification are in addition to the interior finishing permit fee.

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Fees for classes of permits not described or included in this schedule shall be determined by the Chief Building Official.

CLASS OF WORK	PERMIT FEE RATE			
	BASE RATE		MIN / MAX	
<b>NEW BUILDINGS, MEZZANINES OR ADDITIONS TO EXISTING BUILDINGS</b>				
<b><u>Group A: Assembly</u></b>				
Building (Shell Only)	\$ 2.75	per sqft	Min.	\$ 140.00
Building (Finished)	\$ 3.10	per sqft	Min.	\$ 140.00
Foundation Permit	\$ 0.25	per sqft	Min.	\$ 140.00
Portables (per site)	\$ 243.00	flat fee		N/A
<b><u>Group B: Institutional</u></b>				
Building (Shell Only)	\$ 2.90	per sqft	Min.	\$ 140.00
Building (Finished)	\$ 3.50	per sqft	Min.	\$ 140.00
Foundation Permit	\$ 0.25	per sqft	Min.	\$ 140.00
<b><u>Group C: Residential</u></b>				
SFD, Semi, Row, Townhouse, Duplex	\$ 1.67	per sqft	Min.	\$ 140.00
Manufactured Home	\$ 1.48	per sqft	Min.	\$ 140.00
Finished Basement as part of New Part 9 Res. Building	\$ 0.52	per sqft		N/A
Infill Grading Deposit (New SFD, Semi, Duplex or Triplex)	\$4000.00	Per Lot		N/A

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CLASS OF WORK	PERMIT FEE RATE			
	BASE RATE		MIN / MAX	
<b><u>Group C: Residential</u></b>				
Apartment Building (Part 3)	\$ 1.85	per sqft	Min.	\$ 140.00
Hotels/Motels	\$ 2.60	per sqft	Min.	\$ 140.00
Residential Care Facility	\$ 2.32	per sqft	Min.	\$ 140.00
Foundation Permit (Multi- Residential, Hotel, Motel, Care Facilities)	\$ 0.25	per sqft	Min.	\$ 140.00
<b><u>Group D: Business and Personal Services</u></b>				
Building (Shell Only)	\$ 2.17	per sqft	Min.	\$ 140.00
Building (Finished)	\$ 2.48	per sqft	Min.	\$ 140.00
Foundation Permit	\$ 0.25	per sqft	Min.	\$ 140.00
<b><u>Group E: Mercantile</u></b>				
Building (Shell Only)	\$ 1.59	per sqft	Min.	\$ 140.00
Building (Finished)	\$ 1.85	per sqft	Min.	\$ 140.00
Foundation Permit	\$ 0.25	per sqft	Min.	\$ 140.00

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CLASS OF WORK	PERMIT FEE RATE			
	BASE RATE		MIN / MAX	
<b><u>Group F: Industrial</u></b>				
Building (Shell Only)	\$ 0.90	per sqft	Min.	\$ 140.00
Building (Finished)	\$ 1.22	per sqft	Min.	\$ 140.00
Foundation Permit	\$ 0.25	per sqft	Min.	\$ 140.00
Parking Garage	\$ 1.00	per sqft	Min.	\$ 140.00
<b><u>Other Buildings/Structures:</u></b>				
Garage/Shed/Carport for SFD, Semi, Townhouse	\$ 0.50	per sqft	Min.	\$ 140.00
Deck for SFD, Semi, Row, Townhouse	\$ 140.00	flat fee		N/A
Exterior Ramp	\$ 90.00	flat fee		N/A
Air Supported Structures	\$ 0.58	per sqft	Min.	\$ 140.00
Temporary Tents (per site)	\$ 198.00	flat fee		N/A
Roof Structure Only	\$ 0.52	per sqft	Min.	\$ 140.00
Shed (non-residential)	\$ 0.44	per sqft	Min.	\$ 215.00
Deck (non-residential)	\$ 215.00	flat fee		N/A
Farm Building	\$ 0.60	per sqft	Min.	\$ 140.00

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CLASS OF WORK	PERMIT FEE RATE		
	BASE RATE		MIN / MAX
<b>RENOVATIONS TO EXISTING BUILDINGS</b>			
<b><u>Alterations, Renovations, Interior Finishing:</u></b>			
Alterations, Renovations, Finished Basements (SFD, Semi, Row, Townhouse, Duplex)	\$ 0.52	per sqft	Min. \$ 140.00
Alterations, Renovations, Interior Finishing (all other buildings)	\$ 0.52	per sqft	Min. \$ 140.00
Shell Top Up Fee for Interior Finishing Permits (See Interpretation of Fees on second page)	Refer to How to Calculate Fees for Table (start of fee schedule)		
<b><u>Miscellaneous:</u></b>			
Fireplace/Woodstove (each)	\$ 140.00	flat fee	N/A
In-rack storage system	\$ 0.50	per sqft	Min. \$ 140.00
Food Premise Installation	\$ 300.00	flat fee	N/A
Elevators, lifts and escalators	\$ 410.00	flat fee	N/A
Balcony Guard Replacement (per linear foot)	\$ 0.80	per linear ft	Min. \$ 140.00
Ceiling (new or replace per sq. ft.)	\$ 0.15	per sqft	Min. \$ 140.00
Storefront (replace)	\$ 215.00	flat fee	N/A
Re-clad Wall (per sq. ft.)	\$ 0.15	per sqft	Min. \$ 140.00
Outdoor Patio	\$ 235.00	flat fee	N/A

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CLASS OF WORK	PERMIT FEE RATE		
	BASE RATE		MIN / MAX
<b>OTHER PERMITS</b>			
<b><u>Special Categories:</u></b>			
Demolition Permit (no residential units)	\$ 0.20	per sqft	Min. \$ 215.00
Change of Use Permit (no construction)	\$ 215.00	flat fee	N/A
Conditional Permit	\$ 0.22	per sqft	Min. \$ 140.00
<b><u>Designated Structures:</u></b>			
Retaining Wall	\$ 4.00	per linear ft	Min. \$ 140.00
Outdoor Public Pool	\$1075.00	flat fee	N/A
Solar Collector Part 9 Residential	\$ 140.00	flat fee	N/A
Solar Collector All other application types	\$ 435.00	flat fee	N/A
All Other Designated Structures (except retaining walls, public pools)	\$ 410.00	flat fee	N/A
<b>Plumbing Permit for Any Combination Identified Below</b>	Add calculated fee for each category from below together		Min. \$ 105.00
Plumbing Permit (per fixture)	\$ 18.00	per fixture	Min. \$ 105.00
Catchbasins/Manholes/Roof Drains	\$ 18.00	each	Min. \$ 105.00
Building/Site Services	\$ 1.00	per linear ft	Min. \$ 105.00
Backflow Prevention Device Permit	\$ 90.00	per device	Min. \$ 105.00

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CLASS OF WORK	PERMIT FEE RATE		
	BASE RATE		MIN / MAX
<b><u>Sewage (Septic) System Work:</u></b>			
New Installation	\$ 685.00	flat fee	N/A
Class 5 Sewage System for Temporary Operation Not Exceeding 12 Months in Duration	\$ 110.00	flat fee	N/A
Major Repair	\$ 350.00	flat fee	N/A
Minor Repair	\$ 120.00	flat fee	N/A
<b><u>Mechanical Work:</u> Independent of Building Permit</b>			
HVAC Permit (residential)	\$ 130.00	per suite	N/A
HVAC Permit (non-res.)	\$ 0.20	per sqft	Min. \$ 140.00
Sprinkler System (NFPA 13)	\$ 0.10	per sqft	Min. \$ 215.00
Standpipe and Hose System (retrofit)	\$ 130.00	flat fee	N/A
Commercial Kitchen (NPFA 96 Hood)	\$ 215.00	flat fee	N/A
Spray Booth	\$ 215.00	flat fee	N/A
Dust Collector	\$ 215.00	flat fee	N/A
<b><u>Electrical Work:</u> Independent of Building Permit</b>			
Emergency Lighting	\$ 130.00	per storey	N/A
Fire Alarm System and Electrical Work	\$ 0.10	per sqft	Min. \$ 215.00
			Max. \$ 660.00
Electromagnetic Locks	\$ 58.00	each	Min. \$ 140.00
Hold Open Devices	\$ 58.00	each	Min. \$ 140.00
<b><u>Additional Fees:</u></b>			
After Hours Overtime Rate for Plans Examination or Field Inspections	\$ 120.00	per hour	Min. \$ 365.00
Revision to Examined Plans	\$ 0.20	per sqft	Min. \$ 140.00
Transfer of Permits (Where ownership changes on property, no other changes to project or professional services)	\$140.00 flat fee		N/A



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Special Permit Fee (With respect to construction, change of use, demolition, heating, ventilation, air conditioning, electrical, plumbing or drainage work where such work was commenced prior to the issuance of a permit.)	Regular permit fee plus an additional fee equal to 100% of the amount calculated as the regular permit fee	Max. \$9000.00
Re-inspection Fee (Where an inspection is premature or requires reinspection due to an infraction that was identified at a previous inspection which was not remedied and requires the inspector to re-visit the site. Due upon notice to permit holder, payable prior to re-inspection.)	\$100.00 flat fee	N/A
Permit to Occupy Unfinished Building (Where an owner wishes to occupy an unfinished building)	\$ 140.00 per occupancy permit	N/A
Request to Extend Permit (OBC Act, Section 8(10))	\$127.00 per hourly rate	Min. \$ 127.00
Liquor License Approval Letter	\$75.00 each	N/A
Permanent Sign Permit	\$70.00 per sign, plus \$70.00 per \$1000 value of sign	Min. \$155.00
<b><u>Alternative Solution Application:</u></b>		
House	\$ 200.00 flat fee	N/A
All Buildings/systems within the scope of Division B, Part 9 of the Building Code (other than a building defined as a House)	\$ 500.00 flat fee	N/A
All Other Buildings/Systems	\$ 1,000.00 flat fee	N/A