

**BUILDING DIVISION  
SIMPLIFIED BUILDING PERMIT FEE SCHEDULE – EFFECTIVE March 01st, 2023**

**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 + Rebate Fee, or
- 3b. Calculate fee as Flat Fee Rate + Rebate Fee

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 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	\$ 0.52	\$ 1.07	\$ 1.71
	B	\$ 0.19	\$ 0.00	\$ 0.71	\$ 1.26	\$ 1.90
	D	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.55	\$ 1.19
	E	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.64
	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.
- 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.
- Fee for classes of permits not described or included in this schedule shall be determined by the Chief Building Official.

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CLASS OF WORK	PERMIT FEE RATE		REBATE 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)	\$ 2.57 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Building (Finished)	\$ 2.92 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Foundation Permit	\$ 0.23 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Portables (per site)	\$ 229.00 flat fee	N/A	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
<b><u>Group B: Institutional</u></b>			
Building (Shell Only)	\$ 2.76 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Building (Finished)	\$ 3.31 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Foundation Permit	\$ 0.23 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
<b><u>Group C: Residential</u></b>			
SFD, Semi, Row, Townhouse, Duplex	\$ 1.58 per sqft	Min. \$ 132.00	New Building – N/A Addition - \$250 flat fee
Manufactured Home	\$ 1.40 per sqft	Min. \$ 132.00	New Building – N/A Addition - \$250 flat fee
Finished Basement as part of New Part 9 Res. Building	\$ 0.47 per sqft	N/A	N/A
Water Meter for New SFD and Semi, (Where No Meter Chamber Provided)	\$ 10.00 per meter	N/A	N/A
Infill Grading Deposit (New SFD, Semi, Duplex or Triplex)	\$4000.00 Per Lot	N/A	Deposit is required for all Infill or Severance Lots Not under the control of a Plan of Sub-Division or Site Plan Control Agreement

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CLASS OF WORK	PERMIT FEE RATE		REBATE FEE RATE
	BASE RATE	MIN / MAX	
Apartment Building (Part 3)	\$ 1.75 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Hotels/Motels	\$ 2.46 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Residential Care Facility	\$ 2.19 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Foundation Permit (Multi-Residential, Hotel, Motel, Care Facilities)	\$ 0.23 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
<b><u>Group D: Business and Personal Services</u></b>			
Building (Shell Only)	\$ 2.05 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Building (Finished)	\$ 2.34 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Foundation Permit	\$ 0.23 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
<b><u>Group E: Mercantile</u></b>			
Building (Shell Only)	\$ 1.50 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Building (Finished)	\$ 1.74 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Foundation Permit	\$ 0.23 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)

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CLASS OF WORK	PERMIT FEE RATE		REBATE FEE RATE
	BASE RATE	MIN / MAX	
<b><u>Group F: Industrial</u></b>			
Building (Shell Only)	\$ 0.86 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Building (Finished)	\$ 1.16 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Foundation Permit	\$ 0.23 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Parking Garage	\$ 0.93 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
<b><u>Other Buildings/Structures:</u></b>			
Garage/Shed/Carport for SFD, Semi, Townhouse	\$ 0.47 per sqft	Min. \$ 132.00	\$250 flat fee
Deck for SFD, Semi, Row, Townhouse	\$ 132.00 flat fee	N/A	\$250 flat fee
Exterior Ramp	\$ 86.10 flat fee	N/A	\$250 flat fee
Air Supported Structures	\$ 0.55 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Temporary Tents (per site)	\$ 186.00 flat fee	N/A	N/A
Roof Structure Only	\$ 0.47 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Shed (non-residential)	\$ 0.42 per sqft	Min. \$ 204.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Deck (non-residential)	\$ 204.00 flat fee	N/A	\$250 flat fee
Farm Building	\$ 0.57 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)

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CLASS OF WORK	PERMIT FEE RATE		REBATE 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)	\$ 0.49 per sqft	Min. \$ 132.00	\$250 flat fee
Alterations, Renovations, Interior Finishing (all other buildings)	\$ 0.49 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
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)	\$ 132.00 flat fee	N/A	\$250 flat fee
In-rack storage system	\$ 0.48 per sqft	Min. \$ 132.00	\$10 per \$1000 construction value (Min. \$1000 - Max. \$5000)
Food Premise Installation	\$ 273.00 flat fee	N/A	\$250 flat fee
Elevators, lifts and escalators	\$ 390.00 flat fee	N/A	\$250 flat fee
Balcony Guard Replacement (per linear foot)	\$ 0.77 per linear ft	Min. \$ 132.00	\$250 flat fee
Ceiling (new or replace per sq. ft.)	\$ 0.14 per sqft	Min. \$ 132.00	\$250 flat fee
Storefront (replace)	\$ 204.00 flat fee	N/A	\$250 flat fee
Re-clad Wall (per sq. ft.)	\$ 0.13 per sqft	Min. \$ 132.00	\$250 flat fee
Outdoor Patio	\$ 223.00 flat fee	N/A	\$250 flat fee

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	BASE RATE	MIN / MAX	
<b>OTHER PERMITS</b>			
<b><u>Special Categories:</u></b>			
Demolition Permit	\$ 0.17 per sqft	Min. \$ 204.00	\$250 flat fee for SFD, Semi, Row, Townhouse, Duplex, Residential Accessory Structures  \$10 per \$1000 construction value (Min. \$1000 - Max. \$5000) for all other Demolition Permits
Change of Use Permit (no construction)	\$ 204.00 flat fee	N/A	\$250 flat fee
Conditional Permit	\$ 0.21 per sqft	Min. \$ 132.00	N/A
<b><u>Designated Structures:</u></b>			
Retaining Wall	\$ 3.85 per linear ft	Min. \$ 132.00	\$250 flat fee
Outdoor Public Pool	\$1012.00 flat fee	N/A	\$250 flat fee
Solar Collector Part 9 Residential	\$ 132.00 flat fee	N/A	\$250 flat fee
Solar Collector All other application types	\$ 412.00 flat fee	N/A	\$250 flat fee
All Other Designated Structures	\$ 391.00 flat fee	N/A	\$250 flat fee
<b><u>Plumbing Work:</u> Independent of Building Permit</b>			
<b>Plumbing Permit for Any Combination Identified Below</b>	Add calculated fee for each category from below together	Min. \$ 99.00	\$250 flat fee (No Fee for Site Services to <u>New</u> SFD, Semi, Row, Townhouse, Duplex)
Plumbing Permit (per fixture)	\$ 17.00 per fixture	Min. \$ 99.00	\$250 flat fee
Catchbasins/Manholes/Roof Drains	\$ 17.00 each	Min. \$ 99.00	\$250 flat fee
Building/Site Services	\$ 0.95 per linear ft	Min. \$ 99.00	\$250 flat fee (Except for Services to New SFD, Semi, Row, Townhouse, Duplex)
Backflow Prevention Device Permit	\$ 86.00 per device	Min. \$ 99.00	N/A

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<b><u>Sewage (Septic) System Work:</u></b>			
New Installation	\$ 664.00 flat fee	N/A	\$250 flat fee
Class 5 Sewage System for Temporary Operation Not Exceeding 12 Months in Duration	\$ 102.00 flat fee	N/A	\$250 flat fee
Major Repair	\$ 317.00 flat fee	N/A	\$250 flat fee
Minor Repair	\$ 110.00 flat fee	N/A	\$250 flat fee
<b><u>Mechanical Work:</u> Independent of Building Permit</b>			
HVAC Permit (residential)	\$ 124.00 per suite	N/A	\$250 flat fee
HVAC Permit (non-res.)	\$ 0.18 per sqft	Min. \$ 132.00	\$250 flat fee
Sprinkler System (NFPA 13)	\$ 0.09 per sqft	Min. \$ 204.00	\$250 flat fee
Standpipe and Hose System (retrofit)	\$ 124.00 flat fee	N/A	\$250 flat fee
Commercial Kitchen (NPFA 96 Hood)	\$ 204.00 flat fee	N/A	\$250 flat fee
Spray Booth	\$ 204.00 flat fee	N/A	\$250 flat fee
Dust Collector	\$ 204.00 flat fee	N/A	\$250 flat fee
<b><u>Electrical Work:</u> Independent of Building Permit</b>			
Emergency Lighting	\$ 124.00 per storey	N/A	\$250 flat fee
Fire Alarm System and Electrical Work	\$ 0.10 per sqft	Min. \$ 204.00	\$250 flat fee
		Max. \$ 623.00	\$250 flat fee
Electromagnetic Locks	\$ 55.00 each	Min. \$ 132.00	\$250 flat fee
Hold Open Devices	\$ 55.00 each	Min. \$ 132.00	\$250 flat fee
<b><u>Additional Fees:</u></b>			
After Hours Overtime Rate for Plans Examination or Field Inspections	\$ 114.45 per hour	Min. \$ 345.00	N/A
Revision to Examined Plans	\$ 0.15 per sqft	Min. \$ 130.00	N/A
Transfer of Permits (Where ownership changes on property, no other changes to project or professional services)	\$132.00 flat fee	N/A	N/A
Request to Extend Permit (OBC Act, Section 8(10))	\$120.00 per hourly rate	Min. \$ 120.00	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. \$8720.00	N/A
Permit to Occupy Unfinished Building (Where an owner wishes to occupy an unfinished building)	\$ 132.00 per unit	N/A	N/A
Liquor License Approval Letter	\$70.00 Each	N/A	N/A
Status of Permit Letter	\$38.00 Each	N/A	N/A
Permanent Sign Permit	\$65.00 per sign, plus \$65.00 per \$1000 value of sign	Min. \$146.00	N/A