

THE CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY

SCHEDULE "A"

BY-LAW 2024-01

CLASSES OF PERMITS AND FEES

1. **Calculation of Permit Fees**

Permit fees shall be calculated based on the formula given below, unless otherwise specified in this schedule:

$$\text{Permit Fee (rounded to the nearest dollar)} = \text{SI} \times \text{A}$$

where SI = Service Index for Classification of the work proposed and,
A = floor area in m² of work involved

2. **Administration Permit Fee**

An administration fee of \$75.00 shall be charged for all building permits issued, unless otherwise indicated.

3. **Classes of Permits and Fees**

a) **CONSTRUCTION**

BUILDING CLASSIFICATION

SERVICE INDEX (SI)
\$/m² unless otherwise indicated

Group A [Assembly Occupancies] All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Gymnasiums, and all other Group A Buildings	9.50
additional floor	2,50
Group B [Institutional Occupancies] Institutional, Hospitals, Nursing Homes, and other Group B Buildings	9.50
additional floor	2,50
Group C [Residential Occupancies] MINIMUM FEE OF \$400. Single Detached Dwellings, Semis and Duplexes:	
Basement	2.29
First Storey	6.05
Additional storey(s) above first storey	4.17

Mobile homes:	
On Pier	4.55
On Full Foundation	6.05
All other residential Occupancies	7.56
Group D [Business and Personal Service Occupancies]	9.50
Fire halls and all other Group D Buildings (Finished)	
Additional floor	2,50
Group E [Mercantile Occupancies]	9.50
Retail Stores, Department Stores, Supermarkets and All Other Group E Buildings	
Additional floor	2,50
Group F [Industrial Occupancies]	8.50
Industrial Buildings, Warehouses All Other Group F Buildings	
Additional floor	1.25

b) ALTERATIONS AND RENOVATIONS

Addition and extension ground floor	5.27
Basement	1.51
Second floor	3.39
Interior modifications (partitions, finishing work, etc.)	
Group C - Dwelling units	1.63
Exterior alterations	
Group C- Dwelling Units	1.25
All other Classifications	Fee of \$7.00 per \$1,000. of contract price

BUILDING CLASSIFICATION

**SERVICE INDEX (SI)
\$/M² unless otherwise indicated**

c) DEMOLITION

All Buildings and Occupancies	\$50.00 fixed rate
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d) DESIGNATED STRUCTURES (OBC 2.1.2.)

Communication Tower	Fee of \$7.00 per \$1,000. of contract price
Exterior Tank and Support	Fee of \$7.00 per \$1,000. of contract price

e) **STAND ALONE AND MISCELLANEOUS WORK**

i)	Farm Buildings	
	Farm shed	1.73
	Farm livestock barn	3.39
	Cover-all (building type)	2.65
	Riding Arena	2.65
	Manure lagoon	
	with concrete or steel walls	Fee of \$5.00 per \$1,000. of contract price
	Silo vertical or horizontal	Fee of \$5.00 per \$1,000. of contract price
ii)	Fireplaces, Wood Stoves	\$50.00 each
iii)	Portable Classrooms	\$3.60
iv)	Residential Decks, Porches, Carports	3.80
v)	Residential Garages, Accessory structures	3.80
vi)	Residential Storage sheds	3.60

f. **STAND ALONE MECHANICAL WORK (HVAC & PLUMBING**

i)	Plumbing and Drainage System	
	<u>FIXTURES/EQUIPMENT</u>	
	All Buildings	\$ 10.00 each

4. **Performance deposit**

The amount of the Performance Deposit to accompany the application of a Building Permit shall be as follows:

a) **Residential**

Construction of a dwelling unit	
Construction value under \$500,000	\$1,000 each
Construction value of \$500,000 and over	\$2500 each
Addition to a dwelling unit	\$750 each
Interior or exterior alterations and renovations	\$300 each
Garages	\$500 each

b) **Groups A, B, D, E, F**

Construction or addition	
Construction value under \$500,000	\$1750 each
Construction value \$500,000 and over	\$3500 each
Interior or exterior modifications	\$1000 each

c) Farm buildings

Farm livestock barn or Addition	\$1500.00 each
Farm shed, cover-all or riding arena	\$300.00 each

5. Other Charges

- a) Conditional Permit
Sec 8(3) of Building Code Act:

Residential	\$250.00 flat fee in addition to fee in section 3 above
Commercial	\$300.00 flat fee in addition to fee in section 3 above

- b) Permission to Defer Revocation \$50.00 flat fee (no adm. fee)

- c) Permit for Change of Use \$200.00 flat fee (no adm. fee)

- d) Transfer of Ownership Permit \$50.00 flat fee (no adm. fee)

6. MISCELLANEOUS - CHARGES

For classes of permits not described or included in this schedule, a reasonable permit fee shall be determined by the Chief Building Official.

7. REFUNDS

- (a) Pursuant to Part 5 of this By-law, the fees that may be refunded shall be a percentage of the fees payable under this By-law, calculated by the Chief Building Official as follows:
 - (i) 90 percent if administrative functions only have been performed;
 - (ii) 80 percent if administrative and zoning functions only have been performed;
 - (iii) 60 percent if administrative, zoning and plan examination functions have been performed;

- (iv) 50 percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
 - (v) a \$60.00 fee for each field inspection that has been performed after the permit has been issued will be deducted from all refunds.
 - (vi) If the calculated refund is less than the minimum fee applicable to the work, no refund shall be made of the fees paid.
- (b) Pursuant to Part 5 of this By-Law, the performance deposit may be remitted as follows:
- (i) in the case of withdrawal of an application, or refusal of a permit, or the non-commencement of any project, the Chief Building Official shall refund the full amount of the performance deposit.
 - (ii) in the case of abandonment of all or a portion of the work, the Chief Building Official shall withhold the performance deposit until such time as the abandoned work has been made in a safe condition, all work required to be performed has been completed and the site has been property fenced. In the event the work is carried out by the Corporation, the performance deposit may be applied against the cost to the Corporation for such work.

8. INTERPRETATION

The following explanatory notes are to be observed 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 space.
- 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 deductions are made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).
- 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.