



Municipality of  
**Dutton Dunwich**

By-Law No. 2024-61

**A BY-LAW TO ESTABLISH VARIOUS FEES AND TARIFFS FOR SERVICES  
PROVIDED BY THE MUNICIPALITY OF DUTTON DUNWICH**

WHEREAS Section 69(1) of the Planning Act R.S.O. 1990 C.P. 13 as amended enables a municipality to establish fees for the processing of applications made in respect of planning matters;

AND WHEREAS the Municipal Act, Chapter S.O. 2001, Chapter 25 s.90(3) authorizes the municipality to pay for a portion of the capital cost of water works by imposing a water works rate on owners or occupants of land who derive or may derive benefit from the water works;

AND WHEREAS the Municipal Act, Chapter S.O. 2001, Chapter 25 s.391(1) authorizes a municipality to recover the costs for issuing a Tile Drainage Loan.

NOW THEREFORE the Municipal Council of the Corporation of the Municipality of Dutton Dunwich enacts as follows:

1. THAT the Council of the Corporation of the Municipality of Dutton Dunwich reserves the right to reduce or waive entirely any fee in specific cases or specific application;
2. AND THAT the Council of the Corporation of the Municipality of Dutton Dunwich hereby delegates the CAO/Treasurer, or designates, the authority in his or her discretion to waive, reduce or otherwise vary the fee or charge for the item concerned, as it is set out in this by-law.
3. AND THAT there will continue to be a "no charge policy" for service clubs, minor sports teams and non-profit clubs to use the Council Chambers for their meetings and registrations;
4. AND THAT there will be no fee charges for use of any facility to provide programs operated by the municipality;
5. AND THAT interest be charges monthly on all outstanding balances, other than property taxes, at a rate of 2% per month unless otherwise addressed in this fees by-law;
6. AND THAT By-law #2024-40, enacted by the Council of the Municipality of Dutton Dunwich is hereby repealed;
7. AND THAT this by-law shall take effect on the 1<sup>st</sup> of January, 2025.

READ a first and second time this 11<sup>th</sup> of December, 2024.

READ a third time and finally passed this 11<sup>th</sup> of December, 2024.

Original signed by:

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Mike Hentz, Mayor

Original signed by:

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Tara Kretschmer, Clerk

Schedule "A"

**1. Protective Fees**

**a. Animal Control**

Dog tag (up to 3 dogs) .....	\$40.00
Kennel License .....	\$120.00
Late fee per dog (after March 31) .....	\$10.00
Replacement tag .....	\$10.00
Livestock Evaluation .....	\$100.00 + mileage

**b. By-law Enforcement**

First visit .....	no charge
Second visit (compliant) .....	no charge
Second visit (non-compliant) .....	\$75.00
Third visit and subsequent visits .....	actual costs
Administration charge of 10% applied to all bills to a maximum of \$500.00	
Frivolous By-law complaints .....	\$150.00
Materials and labour cost for clean up etc. ....	Municipal cost + 10% + hst
Appeal of an order issued under the Property Standards By-law .....	\$150.00

Note: Council, based on the recommendation of the By-law Enforcement Officer, reserves the right to negotiate individually discounted rate changes for special circumstances.

**c. Fire Services**

Request for fire report (up to 7 business days) .....	\$75.00
Request for fire report (rush, within 4 business days) .....	\$75.00

Fire Department inspection requests by insurance Company, Law Firms etc.:

Residential .....	\$150.00
Multi residential .....	\$150.00
Multi commercial .....	\$150.00
Commercial .....	\$150.00
Industrial .....	\$150.00
Request for inspection report previously completed .....	\$150.00

Fire cost recovery for non-compliance of Fire Code and Fire Protection and Prevention Act .....

\$559.86 (up to actual costs for fire suppression service), amount to be determined by Council

False alarm charge (2 or more alarms in a calendar year) .....

\$250.00

Provincial Highway Fees .....

In accordance with the current MTO rates plus any loss or damaged equipment and material used

Any Municipal Road .....

all non-residents charged same as if on a Provincial Highway

**2. Parks, Recreation and Neighbourhood Services**

**a. General**

Cancellation fee (non licensed/weekend event) >14 days notice .....	full refund
Cancellation fee (non licensed/weekend event) <14 days notice .....	non refundable
Cancellation fee (licensed/weekend event) >30 days notice .....	full refund
Cancellation fee (licensed/weekend event) <30 days notice .....	non refundable
Special arrangement for access (staff member required after hours) .....	\$41.00/hr +hst
Deposit Fee (rental booking) .....	\$50.00 non refundable
Damage Deposit Fee (licensed/weekend event) .....	\$500.00 refundable
Kitchen Equipment (coffee pots, plates etc.) .....	\$50.00 refundable
Sports Equipment (balls, mats, rackets etc.) .....	\$50.00 refundable
Electronic Equipment (projector, screen etc.) .....	\$100.00 refundable
Day before set up fee (after 5pm) .....	\$60.00 +hst
Day before set up fee (after 7am) .....	\$200.00 +hst

**b. Community Centre**

Table rental (off-site, each) .....	\$10.00 +hst
Chair rental (off-site, each) .....	\$5.00 +hst
Damage deposit for off-site tables/chairs .....	\$200.00

**i. Main Hall**

Monday - Thursday (8am - 5pm) .....	\$456.18 +hst
Monday - Thursday (8am - 1am) .....	\$636.54 +hst
Friday - Sunday (8am - 5pm) .....	\$562.27 +hst
Friday - Sunday (8am - 1am) .....	\$795.67 +hst
Hourly .....	\$41.20/hr + hst

**ii. Meeting room**

Hourly .....	\$20.60/hr +hst
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**iii. Kitchen**

Rental with accessories with use of another room .....	\$75.00 +hst
Rental only (hourly) .....	\$30.90 +hst
Rental only (day rate) .....	\$130.00 +hst

**c. South Dunwich Hall**

Monday - Thursday (8am - 5pm) .....	\$32.10/hr +hst
Monday - Thursday (8am - 1am) .....	\$42.80/hr +hst
Friday - Sunday (8am - 5pm) .....	\$42.80/hr +hst
Friday - Sunday (8am - 1am) .....	\$53.50/hr +hst
Daily Rate .....	\$139.10 +hst

**d. Picnic Shelter**

Rental .....	\$75.00 +hst
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**e. Pool**

Season family pass (July & August) .....	\$219.52 +hst (\$248.06)
Season individual pass (July & August) .....	\$112.20 +hst (\$126.79)

Per person recreational swims .....	\$3.50
Per family recreational swims .....	\$8.85 +hst (\$10.00)

Adult swims including Saturday lane swims .....	\$3.98 +hst (\$4.50)
Per person Aquafit .....	\$3.98 +hst (\$4.50)

Hourly pool rental (includes 2 lifeguards) .....	\$115.76 +hst (\$130.81)
Additional lifeguards per hour .....	\$29.70 +hst (\$33.56)

Swim lessons (2-week session) .....	\$75.00
Per person private swim lesson (30 min, 2-week session) .....	\$133.10
Per person private swim lesson (45 min, 2-week session) .....	\$162.05

Bronze medallion .....	\$160.00 +hst
Bronze star .....	\$110.25 +hst
Bronze cross .....	\$150.00 +hst

Swim team .....	\$71.75
Swim team - family of 3 or more children .....	\$162.06

Sponsored Public Swim (3 hours) .....	\$255.00 +hst
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Note: Lessons for children 14 years of age or younger are HST exempt

**f. Outdoor Facilities**

**i. Soccer Fields**

Adult soccer teams (per season) .....	\$150.00 +hst
Per game - adult .....	\$38.50 +hst
Per game - youth .....	\$22.00 +hst
Daily tournament or clinic .....	\$200.00 +hst
Annual fee per child .....	\$8.00 +hst

**ii. Baseball Diamonds**

Annual fee per child for Timbits program .....	\$4.00 +hst
Annual fee per child for minor ball .....	\$8.00 +hst
Annual fee per junior for minor ball (18-21 years old) .....	\$12.00 +hst
Daily tournament or clinic for 3 diamonds .....	\$252.64 +hst
Daily tournament or clinic for 2 diamonds .....	\$196.35 +hst

Daily tournament or clinic for 1 diamond .....	\$140.25 +hst
Baseball diamond (2.5 hours) lights .....	\$61.20 +hst
Baseball diamond (2.5 hours) no lights .....	\$40.80 +hst
Fee for lights left on .....	\$30.00 +hst

Rental of 2 diamonds per weekend .....	\$308.55 +hst
Rental of 3 diamonds per weekend .....	\$364.65 +hst

Deposit for equipment/lighting key .....	\$50.00
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**iii. Multi-purpose Court**

Per hour .....	\$10.00 +hst
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**g. Council Chambers**

For profit groups .....	\$25.00/hr +hst
Non-profit groups .....	no charge

**h. WEDS Theatre**

Rentals:	
1 – 5 hours .....	\$30.00/hr +hst
Day rate (5+ hours) .....	\$173.25 +hst
2 days .....	\$321.50 +hst
3 days .....	\$444.75 +hst
Setup and take down (each) .....	\$50.00 +hst
SOCAN (if applicable) .....	\$50.00 +hst
Table use .....	\$35.00 +hst

Note: Council reserves the right to negotiate individually discounted rate changes for special events

**3. Cemetery Services**

Purchase of interment rights for a regular grave .....	\$975.00 +hst
Purchase of interment rights for a cremation grave .....	\$575.00 +hst
Care and Maintenance Fees (40% of fee or legislated minimum \$250.00)	

Communal Scattering Garden .....	\$200.00 +hst
Care and Maintenance Fee (15% of fee)	

Care and Maintenance Fees – Monuments:

Flat marker (minimum 173 inch <sup>2</sup> ) .....	\$100.00 +hst
Upright marker less than 1.22m (4ft) in height .....	\$200.00 +hst
Upright marker greater than 1.22m (4ft) in height .....	\$400.00 +hst

Care and Maintenance on Plots Purchased before January 1, 1955 if proof of Care and Maintenance being paid is not provided by Cemetery By-law #52 .....

Interment Fees:	
April 15 <sup>th</sup> - November 15 <sup>th</sup> + \$30.00 BAO fee .....	\$800.00 +hst
November 16 <sup>th</sup> - April 14 <sup>th</sup> + \$30.00 BAO fee .....	\$950.00 +hst
Infant (in family plot) + \$30.00 BAO fee .....	\$100.00 +hst
Saturday Burial (9am-12pm) .....	\$669.00 +hst

Cremation Fees:

April 15 <sup>th</sup> - November 15 <sup>th</sup> + \$30.00 BAO fee .....	\$400.00 +hst
November 16 <sup>th</sup> - April 14 <sup>th</sup> + \$30.00 BAO fee .....	\$450.00 +hst
Double Cremation (same location in plot, same time/day) + \$60.00 BAO fee .....	\$450.00 +hst
Saturday Cremation (9am-12pm) .....	\$296.00 +hst

Scattering Fees:

April 15 <sup>th</sup> - November 15 <sup>th</sup> Only (8:30am-4:30pm) + \$30.00 BAO fee .....	\$50.00 +hst
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Burial without a Vault .....	\$500.00 +hst
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Burial Permit .....	\$20.00
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Pickup truck .....	\$36.82
Dump truck (single axle) .....	\$67.60
Bucket truck .....	\$153.00
Tractor .....	\$92.40
Sale of materials .....	cost + 25%
Seismic testing permit (<5 business days notice, deposit \$5000 req'd) ...	\$410.00
Seismic testing permit (>5 business days notice, deposit \$5000 req'd) ...	\$205.00
Seismic testing entrance bond (refundable) .....	\$410.00
Road Occupancy Permit (>5 business days notice, deposit \$400 req'd) ...	\$200.00
Road Occupancy Permit (<5 business days notice, deposit \$400 req'd) ...	\$400.00
Work under Roadway Security Deposit – refundable .....	\$5000.00

Note: All work invoices will include a 10% administration fee to a maximum of \$500

Note: 1 hour is the minimum amount of time that can be charged for a service

**6. Sewer Services**

Sewage rates on water bill per cubic meter .....	\$3.25
Sewage rates for Service Centre per cubic meter .....	\$5.61
Sewer flat charge (per billing cycle) .....	\$74.73
Late payment fee .....	2% interest per month

**a. Sewer Connection Charges**

Charged for each new lot created by plan of subdivision or severance application where the lot fronts on an existing sewer line .....	\$1060.00
Charged for each new lot created by plan of subdivision or severance application where the developer is required to construct the new sewer line .....	\$530.00
Charged for new connection where a new sewer line has been installed .....	\$1060.00

**b. Sewer Capacity Charges**

Per residential new construction unit (per detached home, rowhouse unit, semi-detached unit, apartment unit) existing agreements .....	\$7950.00
Per residential new construction unit (per detached home, rowhouse unit, semi-detached unit, apartment unit) new agreements .....	\$14,177.50
Commercial new construction .....	minimum \$5000.00, \$3.15/sq.ft.
Industrial new construction .....	based on site & project

**7. Water Connections**

**a. Services**

Water Meter Packages:

Radio meter package .....	cost +10%
Meter for ¾-inch line .....	\$492.20
Meter for 1-inch line .....	\$765.05
Meter for 1½-inch line (+backflow device & shut-off) .....	\$1112.95 + backflow & shutoff
Meter for 2-inch line (+backflow device & shut-off) .....	\$1318.30 + backflow & shutoff
Meter pit .....	cost +10%
¾-inch pit meter .....	\$617.76
1-inch pit meter .....	\$814.45
Meter head replacement .....	\$348.25

**b. Rural Waterlines**

Where existing lots exist that have waterlines located on the road allowance access the frontage of the property, connection fees for the first connection are:

1-inch service .....	\$8,635.36
1.5-inch service .....	\$10,074.58
2-inch service .....	\$11,513.81

For new lots being created in the rural area or for each additional service installed over and above the original service, the connection fees, not including curb stop or connecting lines are:

1-inch service .....	\$11,513.81
1.5-inch service .....	\$12,912.97
2-inch service .....	\$14,392.27

**c. Urban Waterlines (Village of Dutton, Hamlets of Wallacetown, Iona, Iona Station)**

Existing vacant lots or new lots created by subdivision or by land division application, when the developer is responsible for installation of new waterlines and service to the property, the connection fees, including curb stop, main stop and connecting lines are:

¾-inch service .....	\$2302.76
1-inch service .....	\$3166.29
1.5-inch service .....	\$4029.71
2-inch service .....	\$4887.50
4-inch service .....	\$9410.08
6-inch service .....	\$14,115.12

New lots created where the waterline exists and there is no existing service of for each additional service installed over and above the original service, the connection fee, not including curb stop, main stop or connection lines, are:

¾-inch service .....	\$8635.36
1-inch service .....	\$9498.89
1.5-inch service .....	\$11,513.81
2-inch service .....	\$12,362.50

Additional costs for installations will include technician time, truck time and materials ..... Actual costs

Note: 1 hour is the minimum amount of time that can be charged for a service

Note: connection fees to increase annually with the cost of inflation per by-law 2020-11

**8. Water Services**

Late payment fee .....	2%/month
Connection fee (requested) .....	\$40.00
Disconnection fee (requested) .....	\$40.00
Final meter read .....	\$25.00
Water flat rate (per billing cycle) .....	\$62.32
Water rate – per cubic meter .....	\$2.77
Water sold at dispenser – keylock system .....	\$1.20/60 gallons
Water security deposit – tenants .....	\$200.00
Water dispenser deposit .....	\$100.00
Service calls (only if resident issue) – regular hours .....	\$52.50/hr +hst
Service calls (only if resident issue) – after hours .....	\$105/hr +hst
Sale of materials .....	municipal cost +10% +hst
Administration fee on all requested work/materials .....	10% of costs to max. \$500 +hst
Frost plate and gasket .....	cost covered by customer – if at fault +hst
Replacement remote .....	cost covered by customer – if at fault +hst
Operator rate (hourly) .....	\$53.33 +hst
Water truck rate (hourly) .....	\$32.13 +hst
Bucket truck rate (hourly) .....	\$80.33 +hst

Note: 1 hour is the minimum amount of time that can be charged for a service

**9. Other Fees**

**a. Landfill/Waste Collection**

Bag tags .....	\$2.50
Blue boxes (additional after the second one) .....	\$10.00
Composter .....	\$42.00 +hst

Landfill site:

Drainage of freon .....	\$52.50
Large item dumping (mattress, couch etc.) .....	\$15.00
Dumping of vehicle .....	call for quote
Construction materials – pickup load .....	\$100.00
Construction materials – trailer or stake or dump truck load .....	\$200.00
Stump disposal – diameter up to 2ft .....	\$20.00
Stump disposal – diameter greater than 2ft .....	\$50.00
Per cubic yard (other than items listed above) .....	\$7.00

**b. Miscellaneous**

Penalty on late payments (per month) Water .....	2%
Penalty on late payments (per month) Taxes .....	1.25%
Preauthorized Payment Plans .....	no penalty/interest
Mileage (per km) per CRA .....	\$0.70

Lottery licenses .....	3% of prize value
Tile loan processing fee .....	\$200.00
Drainage apportionment .....	\$75.00 (1 <sup>st</sup> drain)
	\$50.00 (each additional drain, or as charged by the Engineer)
Drainage Works – carrying cost .....	Infrastructure Ontario rate + 2% (5yr rate)
NSF cheque returned by the bank .....	\$50.00
911 sign (new) .....	\$100.00 +hst
911 sign (replacement) .....	\$100.00 +hst
Tax certificate (up to 5 business days) .....	\$60.00
Tax certificate (rush, next business day) .....	\$75.00
Combined Tax/Water Certificate (up to 7 business days) .....	\$80.00
Combined Tax/Water Certificate (rush, within 4 business days) .....	\$95.00
Zoning Report (up to 7 business days) .....	\$60.00
Zoning Report (rush, within 4 business days) .....	\$75.00
Septic Certificate (up to 7 business days) .....	\$130.00
Septic Certificate (rush, within 4 business days) .....	\$145.00
Water Certificate (up to 3 business days) .....	\$60.00
Water Certificate (rush, next business day) .....	\$75.00
Photocopies (per copy) .....	\$0.50 +hst
Incoming or Outgoing faxes (per page) .....	\$1.75 +hst
Copies of Official Plan & Zoning By-law .....	\$50.00
Work Order Report (up to 7 business days) .....	\$60.00 +hst
Work Order Report (rush, within 4 business days) .....	\$75.00 +hst
Commissioner of Oaths – business purposes .....	\$10.00 +hst
GEOCortex Maps .....	\$5.00 +hst
Penalty for false emergency locate request .....	\$250.00
Filing a Code of Conduct complaint .....	\$25.00

**i. Fenceviewers**

Staff .....	\$60.00/hr + mileage
Form 1 .....	\$150.00
Miscellaneous (mailing, administration, etc.) .....	actual costs + hst

**ii. Freedom of Information**

Application .....	\$5.00
Search time .....	\$7.50/15 mins/staff member
Preparation time .....	\$7.50/15 mins
Computer time (to produce a record from a machine readable record) .....	\$15.00/15 mins
Photocopies or computer printouts .....	\$0.20/double-sided page
Shipping .....	at cost

**iii. Staff Time**

Fence fees:	
Municipally provided remedy for deficiencies .....	min. \$150; cost +10% + hst

**10. Building Permit Fees**

A minimum permit fee of \$330.00 shall be charged for all work unless otherwise indicated.

**a. Residential (new) (based on finished floor area)**

1 <sup>st</sup> Floor .....	\$0.85/sq.ft
2 <sup>nd</sup> and 3 <sup>rd</sup> Floor .....	\$0.85/sq.ft
Basement .....	\$0.50/sq.ft
Crawlspace.....	\$0.40/sq.ft
Workshop, Storage Areas, Garage, Open Porches & Decks (when included with permit and attached to same) .....	\$0.35/sq.ft
Additions, Alterations and Renovations where	



square footage can be determined as per above

Where square footage cannot be determined ... \$12.00 per \$1,000 of construction value

**b. Residential Accessory Building (garage, carport, etc.)**

less than 250 sq. ft. ....	\$160.00
251-500 sq.ft.....	\$160.00 plus \$0.25/sq.ft. over 250 sq.ft
501-1,000 sq.ft.....	\$270.00 plus \$0.15/ sq.ft. over 500 sq.ft
over 1,000 sq.ft. ....	\$310.00 plus \$0.12/sq.ft. over 1,000 sq.ft

**c. Industrial, Commercial, Institutional**

Commercial Group D & E Occupancies including mixed use Group C .....	\$12.50 per \$1,000 of Construction, Min. \$550.00
Group A & B Occupancies.....	\$12.50 per \$1,000 of Construction, Min. \$550.00
Industrial – Group F Occupancies .....	\$12.50 per \$1,000 of Construction, Min. \$550.00 (cap of \$25,000 permit fee)
Group C – Multi-unit – excluding semi-detached, duplexes, townhouses & row houses.....	\$12.50 per \$1,000 of Construction, Min. \$550.00

**d. Agricultural (barn, driveshed, etc.) non-livestock**

less than 250 sq.ft. ....	\$225.00
251-500 sq.ft.....	\$225.00 plus \$0.22 per sq.ft. over 250 sq.ft
501-1,000 sq.ft.....	\$310.00 plus \$0.12 per sq.ft. over 500 sq.ft
1,001-1500 sq.ft. ....	\$350.00 plus \$0.10 per sq.ft. over 1,000 sq.ft
1,501-3,000 sq.ft. ....	\$405.00 plus \$0.07 per sq.ft. over 1,500 sq.ft
3,001 sq.ft. or greater.....	\$475.00 plus \$0.05 per sq.ft. over 3,000 sq.ft

**e. Agricultural (livestock & manure pit)**

..... \$100.00 plus \$7.25 per \$1,000 of construction value

**f. Designated Structures (1.3.1.1 of the Building Code) – not noted elsewhere**

Retaining Wall (in excess of 1 metre in height) .....	\$500.00/structure
Pedestrian Bridge (attached to building).....	\$500.00/structure
Crane Runway .....	\$500.00/structure
Exterior Tank & Support (not TSSA regulated).....	\$500.00/structure
Solar panel with a face area in excess of 5 m <sup>2</sup> .....	\$500.00/structure
Dish antenna with a face area in excess of 5 m <sup>2</sup> .....	\$500.00/structure
Outdoor Pool (water depth in excess of 3.5m) .....	\$500.00/structure
Public pool.....	\$500.00/structure
Public spa.....	\$500.00/structure
Wind turbine generator (structure) (3 kW output or more) .....	\$500.00/structure
Industrial wind turbine generator (structure) .....	\$15,000.00/structure

**g. Sewage System Permits**

Repair to septic (max 2 runs) .....	\$195.00
Repair to sewage system (new tank or bed).....	\$390.00
Sewage System (new class 4 or 5) .....	\$600.00
Written responses to inquiries regarding septic.....	\$125.00
Septic Inspection due to Severance .....	\$155.00

**h. Demolition (all buildings).....** \$160.00 (refundable deposit)

**i. Other**

Plumbing (stand alone) .....	\$10.00 per \$1,000 of Construction, Min. \$250.00
Private In Ground Pool (incl. fencing).....	\$160.00
Fence around Above Ground Pools.....	\$160.00
Wood stoves, chimneys, fireplace or other appliances.....	\$160.00
Tent Permit (Sec. 3.14 of the Building Code).....	\$160.00
Signs Permit .....	\$5.00 per \$1,000 of Construction, Min. \$200.00
Building Re-locations.....	\$100.00 + travel costs + fee for appropriate building listed above (may require damage deposit and or liability insurance)
Indemnity/Security Deposit (refundable).....	\$500.00 or \$1000.00

(Non-refundable if building occupied prior to issuance of occupancy permit)

Re-Inspection Fee (not ready for inspection) .....	\$160.00
Transfer of Permit Fee .....	\$160.00
Renewal of permit prior to expiry (no construction started within six months after permit is issued).....	\$160.00
Change of use of building (no construction) .....	\$160.00
Conditional Permit .....	\$375.00
Additional Plans Review (changes to original submission) .....	25% addition to original permit fee for each change

Special search requests of files for information regarding permits .....	\$30.00/hour
Alternative Solution Review .....	TBD by CBO based on peer review cost
Expedite Permit Review (if time allows).....	25% addition to permit fee

**NOTE: Fees are based on the floor area measured from the exterior face of walls or the centre line of a party wall.**

**NOTE: Cost of Construction shall be based on current market value for labour and material – CBO discretion (quotes and contracts may be requested)**

**Fees for permits not specifically described in Section 12. Shall be determined by the CBO.**