

TO: CITY MANAGER 2000 NOVEMBER 14

FROM: DIRECTOR PLANNING AND BUILDING

SUBJECT: FEES FOR BUILDING PERMITS AND OTHER PLANNING APPLICATIONS AND SERVICES

PURPOSE: To provide Council with recommendations to update the City's fee schedule for various applications for the purpose of cost recovery.

RECOMMENDATIONS:

1. **THAT** Council authorize staff to implement the fee adjustments outlined in this report to be effective 2001 January 2.
2. **THAT** Council authorize the preparation of the necessary bylaw amendments to effect the fee adjustments outlined in this report.
3. **THAT** Council authorize the preparation of a bylaw amending the Burnaby Zoning Bylaw as outlined in the Appendix and that the bylaw be forwarded to First Reading and to a Public Hearing.

R E P O R T

The Local Government Act (formerly the Municipal Act) provides for the imposition of fees and charges for applications for various types of permits and services under Part 26 (Management of Development) Division 9 (Permits and Fees) for the purpose of recovering the costs of administration, inspection, advertising, and processing. Over the years, fees and charges have been established for a number of processes, works, and services from which an individual or a business may expect to benefit, and Council has sought to ensure that the fees charged reflect the costs of providing the services.

The services under consideration include permits for construction of buildings, electrical, plumbing and gas inspections, fees for rezoning, strata titling, subdivision of land, and a wide array of other services contemplated under the Act. In some instances, the requirement for permits and approvals is driven primarily by considerations of safety and adherence to public codes, and the City has in the past sought to recover a percentage of the costs of providing the service through the fee structure.

In other instances, such as applications for subdivision, rezoning, strata titling, or other types of planning services, the applicant obtains a potential direct financial benefit, and in many instances this financial benefit is considerable, often in the range of many thousands of dollars. It is therefore appropriate that, in such instances, the applicant, as opposed to the City should more fully bear the estimated cost of such services.

In 1997 May, Council approved a revised schedule of fees and charges for permits and applications, and at that time it was indicated that staff would review the fee schedule on an annual basis, beginning in late summer 1998, and provide annual reports. Staff completed their 2000 fees review in late 1999 and a report was submitted to Council which recommended a number of minor fee increases, with the net effect of an approximate 1% overall increase in fees. Council adopted the recommendations at that time and the fee adjustments were implemented accordingly.

Staff have completed their review for the year 2001 and the **attached** Appendix outlines the adjustments being recommended at this time. The increase proposed in most cases is once again, minor, reflecting primarily the increased cost of doing business. In some instances, no change is proposed and the net effect is expected to be around a 1.5 % overall increase, in line with the projection used in preparing the 2001 Provisional Operating Budget.

It is recommended that the fee adjustments be implemented 2001 January 2 in order to provide sufficient time to adjust the necessary documents and computer related implementation. Upon approval, staff will take the necessary steps to implement the proposed adjustments.



D. G. Stenson
Director Planning and Building

BW:gk
Attach

cc: Director Finance
Director Engineering
City Clerk
City Solicitor
Information Services Director

APPENDIX

To report on

FEEES FOR BUILDING PERMITS AND

OTHER PLANNING APPLICATIONS AND SERVICES

GENERAL

In pursuing its review of the structure and schedules for planning and building-related fees, staff have sought to consider the full range of costs (administrative, processing, record keeping, responding to enquiries, inspections, etc.) that are entailed in each case, recognizing that these costs are commonly incurred, to varying degrees, by a variety of different departments. For example, while the bulk of the administrative costs for processing a rezoning application may be incurred in the Planning Division, considerable staff effort is commonly also entailed in the Clerk's office, Legal Department, Engineering Department, Fire Prevention Office, Environmental Health Division, Building Division, and, occasionally or to some extent, also in the RCMP, Parks, Recreation and Cultural Services Department, Business Licence and Taxation offices, etc. The degree to which other departments may be involved varies considerably with type of application and from case to case, and it is important in estimating the costs of providing these services, to recognize the contribution to the process from these other departments. The overriding consideration in the Local Government Act, which governs fees imposed for planning-type services, is that the fee must not exceed the estimated average costs of processing, inspection, advertising and administration that are usually related to the type of application or other matter to which the fee relates.

BUILDING DIVISION

Cost of Living Adjustment

The 1997 May 05 report from the Director Planning & Building proposed that in order to bring consistency and continuity into the process of establishing and monitoring/updating fees, staff would provide Council with an annual report for each subsequent year. This would create a more regular adjustment process with less need for substantial increases. This process would then be incorporated into the respective budget submissions in consultation with the Finance Department. A comprehensive fee review was undertaken in the spring of 1997. The fee adjustments made as a result of that review were designed to recover the basic costs of operating the building inspection program maintained by the City while at the same time keeping those fees comparable to other neighboring jurisdictions in the Lower Mainland. The fees established as a result of that review now serve as a benchmark for subsequent annual fee reviews. Fees are now adjusted each year to recover inflationary cost increases over previous years. This in turn allows us to ensure that real revenues are similar to those generated in previous years. This is achieved through analysis of the Vancouver Cost of Living Index. Based on current indicators it appears that the Vancouver Cost of Living Index will increase between 1.5 and 2 % for 2000. In order to keep pace with this inflation, we are proposing an average fee increase of approximately 1.6% to our permit fees and charges for the year 2001.

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Building Permit Fees: Proposed Increases

Plumbing

1. The permit fees for plumbing fixtures are currently \$20.20 per fixture to be installed under the permit. We are now proposing to increase this fee to \$20.50 per fixture.
2. For each back flow protection device 4 inches or greater in size we are proposing to increase the fee from \$101 to \$102.50.
3. We are proposing to increase the permit fee for interceptors from \$25.25 per unit to \$25.65 per unit.
4. The fees for alteration work, site piping and site fire protection piping are all currently \$25.25 for each 30 m or portion thereof . We are proposing to increase this to \$25.65.
5. The fees for the installation of fire hydrants is currently \$20.20 per hydrant. We are proposing to increase this to \$20.50.
6. Building fire protection is currently \$35.35 for the first sprinkler head and \$1.80 for each additional sprinkler head. We are proposing to increase this to \$35.75 and \$1.85 respectively.
7. The fee for the first siamese connection, hose cabinet, hose outlet, wet/dry outlet or standpipe is currently \$25.25 and the fee for each additional siamese connection, hose cabinet, hose outlet, wet/dry outlet or standpipe is \$17.15. We are proposing to increase this to \$25.65 and \$17.35 respectively.
8. The fee for replacement of building water pipe, for the removal and replacement of existing pipe in multi-family residential buildings, hotels and motels (each unit) is currently \$20.20. In all other buildings the fee for each inspection is \$60.60 We are proposing to increase this to \$20.50 for multi-family residential buildings, hotels and motels and \$61.50 for all other buildings.
9. The fee for partial permits is currently \$35.35 for the first 30 m of piping or portion thereof and \$20.20 for each additional 30 m of piping or portion thereof. We are proposing to increase this to \$35.75 and \$20.50 respectively.
10. The fee for the transfer or assignment of a plumbing permit and to record a change of contractor for a project is currently \$40.40. We propose to increase this fee to \$41.00.

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11. The fee for a permit extension is currently \$40.40. We propose to increase this fee to \$41.00.
12. Fees for reinspection or for special inspections will remain unchanged. The fee charged for modification of drawings and specification and the permit fee refunds will also remain the same.

Gas Permit Fees

In keeping with the proposed fee increase of approximately 1.6% we propose the following adjustments for gas permit fees.

The increases for residential installations would be as follows:

- the permit fee for each appliance, vent installation and for house piping would increase from \$25.50 to \$25.75;
- the permit fee for hot water tank replacements would increase from \$18.45 to \$18.75.

We propose the following changes for commercial, industrial and institutional installations:

- for each appliance with an input of 30 kW or less the fee would be increased from \$30.55 to \$31.00;
- for appliances with an input of 31 to 120 kW the fee would increase from \$61.35 to \$62.25;
- for piping only, the fee for the first 30 metres or less would be increased from \$35.85 to \$36.25 and each additional 30 metres or part thereof, the fee would increase from \$25.50 to \$25.75;
- the fee for each vent installation would be increased from \$35.85 to \$36.25;
- the fee for laboratory equipment for each 200,000 BTU's or part thereof in a room would be increased from \$51.00 to \$51.75.

We propose that the permit transfer or assignment fees would increase from \$40.40 to \$41.00.

The reinspection fees, special inspection fees and permit refunds as set out in the Schedule of Fees would remain the same. The fee charged for modification of drawings and specification would also remain the same.

Building Permit Fees

We propose the following adjustments to the building permit fees:

1. The fee for application for a building permit for a single or two family dwelling where the construction value exceeds \$89,000, including renovations, additions and accessory

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buildings, would be increased from \$156.55 to \$158.75; for all other application fees, the fee would remain at 20% of the estimated building permit fee subject to a minimum of \$50 and a maximum of \$5,100.

2. The fee for a building permit value of construction from \$0 to \$1,000 would remain at \$50; value of construction from \$1,001 to \$20,000 would increase from \$50 plus \$12.15 per \$1000 or part thereof to \$50 plus \$12.35 per \$1,000 or part thereof over \$1,000; \$20,001 to \$200,000 would be increased from \$280.85 plus \$8.25 per \$1,000 or part thereof over \$20,000 to \$284.65 plus \$8.35 per \$1,000 or part thereof over \$20,000; and the fee for a building permit value of construction over \$200,001 would increase from \$1,765.85 plus \$7.20 per \$1,000 or part thereof over \$200,000 to \$1,787.65 plus \$7.20 per \$1,000 or part thereof over \$200,000.
3. The fees for a permit for chimney construction for masonry chimney single flue would increase from \$15.15 to \$15.40; the fee for a double flue chimney should increase from \$21.25 to \$21.60; the fee for a multiple flue would increase from \$28.30 to \$28.75 and the fee for a prefab metal chimney would increase from \$15.15 per flue to \$15.40 per flue.
4. A new fee for Building Permits and building inspections relating to the fire stopping component of the replacement of building water pipe is also being proposed. This proposed fee is identical to the fee currently in place in the Plumbing Bylaw for a Plumbing Permit for the replacement of building water pipe. The fee for a building permit for the replacement of water pipe in multi-family residential buildings, hotels and motels will be \$20.50 per unit and \$61.50 per inspection for all other buildings.
5. The fee for permit extension would increase from \$40.40 to \$41.00.
6. The building permit fees for demolition of an accessory building which is currently \$40.40 would increase to \$41.00. The building permit fees for demolition of a single or two-family dwelling which is currently \$202 would increase to \$205.00. The building permit fee for demolition of all other buildings and structures which is currently \$505 would increase to \$512.50.
7. The building permit fees for a temporary building or structure would increase from \$353.50 per year to \$360.00 per year.
8. Permit transfer or assignment fees would increase from \$40.40 to \$41.00.
9. The fees for heating system permits would increase from \$2.02 per 1,000 BTU's heating appliance input (minimum \$100.00 per appliance) to \$2.05 per 1,000 BTU's heating appliance input (minimum \$100.00 per appliance).

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10. Equivalent fees, reinspection fees, fee for an inspection for provisional occupancy, file research and letter fees, fees for modification of drawings and specifications and the special inspection would not increase.

Electrical Permit Fees

Residential electrical permit fees are based on 20% of the building permit fee. As a result, the proposed increases to the building permit fees will automatically cause the electrical permit fees to rise correspondingly. We are proposing no additional increase to the basic permit fees for an electrical system for a one or two-family dwelling.

After comparing the additional single and two-family fees charged by our Electrical Bylaw for residential electrical components with the fees charged by other jurisdictions we are proposing to eliminate some of these fees. Removing these additional charges will reduce some of our residential permit fees and make them more equitable with fees charged by neighboring cities and municipalities. Individual permit fees for hot tubs, sauna or steam showers, hydro-massage bathtubs, air conditioning units, subpanels and electric heating would be eliminated.

The additional fee for security systems would remain in the fee schedule and will be unchanged.

We are proposing the following changes to fees for Electrical Installations other than New One and Two-Family Dwellings:

- the fees for electrical installations valued at \$100 or less would increase from \$30.30 to \$30.75;
- the fees for electrical installations valued \$101 to \$250 would increase from \$40.40 to \$41.00;
- the fees for electrical installations valued \$251 to \$350 would increase from \$50.50 to \$51.25;
- the fees for electrical installations valued \$351 to \$500 would increase from \$60.60 to \$61.50;
- the fees for electrical installations valued \$501 to \$700 would increase from \$75.75 to \$76.75;
- the fees for electrical installations valued \$701 to \$1,000 would increase from \$91 to \$92.50;
- the fees for electrical installations valued \$1,001 to \$10,000 would increase from \$91 plus \$37.40 per \$1,000 or part thereof over \$1,000 to \$92.50 plus \$38.00 per \$1,000 or part thereof over \$1,000;
- the fees for electrical installations valued \$10,001 to \$50,000 would increase from \$427.60 plus \$20.20 per \$1,000 or part thereof over \$10,000 to \$434.50 plus \$20.50 per \$1,000 or part thereof over \$10,000;

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- the fees for electrical installations valued \$50,001 to \$100,000 would increase from \$1235.60 plus \$12.15 per \$1,000 or part thereof over \$50,00 to \$1254.50 plus \$12.30 per \$1,000 or part thereof over \$50,00;
- the fees for electrical installations valued \$100,001 to \$500,000 would increase from \$1843.10 plus \$8.15 per \$1,000 or part thereof over \$100,00 to \$1869.50 plus \$8.25 per \$1,000 or part thereof over \$100,000;
- the fees for electrical installations valued \$500,001 to \$1500,000 would increase from \$5,103.10 plus \$7 per \$1,000 or part thereof over \$500,00 to \$5169.50 plus \$7.10 per \$1,000 or part thereof over \$500,00 and;
- the fees for electrical installations valued \$1,500,001 and over would increase from \$12,103.10 plus \$2.25 per \$1,000 or part thereof over \$1,500,00 to \$12,269.50 plus \$2.30 per \$1,000 or part thereof over \$1,500,00.

The fees charged for a temporary current permit would be increased from \$121.20 to \$123.00.

The fees for an annual permit would be increased from \$0.22 per KVA (minimum \$120 - maximum \$2,222) to \$0.23 per KVA (minimum \$120 - maximum \$2,222). The fee for each additional annual permit would be increased from \$75.75 to \$77.00.

The minimum fee for a temporary saw service would be increased from \$75.75 to \$77.00.

The minimum permit fee to record work done without a permit and inspection would be increased from \$75.75 to \$77.00.

We are recommending that the permit extension fees be increased from \$40.40 to \$41.00.

For special event or film projects the fees for “filming in a studio” are already included under the classification of “one location, one project (includes filming in studio)”. As such we are proposing to eliminate these duplicate fees from the bylaw and remove the reference to the permit being “valid for a maximum of 90 days”. The fees for special event or film projects would be increased as follows:

- one location, one project (includes filming in studio), 1 to 30 days, the fee would increase from \$101 to \$102.50;
- one location, one project (includes filming in studio), 1 to 60 days, the fee would increase from \$176.75 to \$180.00;
- one location, one project (includes filming in studio), 1 to 90 days, the fee would increase from \$202 to \$205.00;
- one location, one project (includes filming in studio), 1 to 180 days, the new fee would be \$275;
- one location, one project (includes filming in studio), 1 to 360 days, the new fee would be \$500;

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- multiple locations, one project, permit valid for a maximum of 90 days, 1 to 30 days, the fee would increase from \$75.75 per location (maximum \$303) to \$77.00 per location (maximum \$310.00);
- multiple locations, one project, permit valid for a maximum of 90 days, 1 to 60 days, the fee would increase from \$101 per location (maximum \$404) to \$102.50 per location (maximum \$410.00);
- multiple locations, one project, permit valid for a maximum of 90 days, 1 to 90 days, the fee would increase from \$126.25 per location (maximum \$505.00) to \$128.25 per location (maximum \$515.00);
- the filming in a studio fees listed in item 11.(c) of the fee schedule would be deleted, and;
- the annual permit fee for a film studio would increase from \$0.31 per KVA (minimum \$202.00) to \$0.32 per KVA (minimum \$205.00).

We are recommending that the permit transfer or assignment fees be increased from \$40.40 to \$41.00.

We are recommending no change to the formula used for determining security systems permits, reinspection fees, electrical permit fees for energized signs, permit refunds, the fee charged for modification of drawings and specifications, or the fees for special inspections.

Tree Bylaw

The fee for the first protected tree included in an application for a tree cutting permit is currently \$50 and the fee for the second and each subsequent protected tree included in an application for a tree cutting permit is \$25 per tree. We propose to increase these fees to \$51.00 for the first protected tree included in an application for a tree cutting permit and \$25.50 per tree for the second and each subsequent protected tree included in an application for a permit.

Cross Connection Control

The fees currently charged for the processing of reports pertaining to cross connection control devices are set out in Burnaby's Water Works Regulation Bylaw. This Bylaw will be reviewed later on in the year by our Finance Department and any proposed changes will be recommended as part of that review. Therefore, we are proposing no changes to those fees at this time.

PLANNING DIVISION

Staff have reviewed the existing cost recovery structure of the present fee schedule for rezoning, subdivision, development approvals (PPA), strata titling and sundry other planning approval services provided by the Department. In line with the requirement of the Local Government Act, care has been taken to ensure that the proposed fees do not exceed the estimated average cost of processing, inspection, advertising and administration as noted above, and that the fees are not out of line with

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similar charges in other municipalities in the region. Based on this review, the following adjustments are proposed at this time.

Rezoning Applications

The fee for rezoning applications was not increased for 2000 and currently, Burnaby's rezoning application fee is relatively low compared to that charged in other municipalities in Greater Vancouver. It is therefore proposed that the fee be increased from \$1,200 for the first 1,700 square metres, plus \$21 for each 100 square metres or portion thereof to \$1,260 for the first 1,700 square metres, plus \$22 for each 100 square metres or portion thereof, which is an increase in the magnitude of 5%. With this increase, Burnaby's rezoning application fee will still be lower than that charged by most Greater Vancouver municipalities which were recently surveyed.

Subdivisions

It is recommended that the subdivision application fee be increased from \$1,500 to \$1525. While a fee increase is not proposed this year, for the base fee for an Airspace Parcel Subdivision (\$5,050), an additional fee of \$100 for each airspace parcel after the first airspace parcel applied for in a given application is proposed in order for the fee to more accurately reflect the work involved in different airspace parcel subdivision applications. No fee increases are recommended for Road Closure/Highway Exchange applications, Subdivision Tentative Approval extensions for the subdivision of land or Personal Preference Address Changes in consideration of their ranking relative to the fees charged in other Greater Vancouver municipalities.

Strata Titling

In consideration of the relative low ranking of Burnaby's application fee for the strata titling of existing and occupied (commercial, industrial and two family dwelling) buildings compared to the other Greater Vancouver municipalities, it is recommended that this fee be increased approximately 13%. This would increase the base fee from \$353 to \$400 for the first unit, however, the \$25 per additional unit would remain unchanged. There is a need to establish an additional fee to cover the costs associated with other miscellaneous strata title applications, such as applications to subdivide or re-subdivide strata lots, which are reviewed by the Approving Officer. It is recommended that this fee be established at \$100. No fee changes are recommended for Phased Strata Title Applications.

Liquor Licences

It is recommended that there be increases in liquor licence related processing fees, from \$515 to \$525 for applications for new facilities, and from \$257 to \$262 for amendments to liquor licences.

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Liquor licence fees will be reassessed once the changes to the Provincial liquor licensing system which were announced in 1999 by the Provincial Government have been implemented and evaluated by Burnaby.

Preliminary Plan Approval

This fee was introduced in 1991, with adjustments approved through the last two Council reports on the fee schedule. The fee for this service, which is preliminary to the issuance of a building permit, is tied to the estimated construction value of a development and it is levied pursuant to the Building Bylaw. Following our review, it is recommended that:

- Incremental fee to increase from \$1.60 per \$1,000 of estimated construction value to \$1.65 per \$1,000, with the minimum fee to increase from \$100 to \$105.
- For signs, an increase in the basic application fee of \$55 is not proposed at this time, however, it is recommended that a separate fee for applications for Comprehensive Sign Plans be established. The application fee for Comprehensive Sign Plans would be \$75. to reflect the greater staff time spent on this type of application.
- Re-approval fee to remain unchanged

The foregoing fee adjustments are required to maintain the objective of reasonable cost recovery for the processing and approval services provided and are in line with the range of charges for similar applications in other local governments in Greater Vancouver. It is intended that the fees be reviewed regularly so as to provide recommendations for any needed changes annually, with implementation at the beginning of each calendar year. This should maintain a suitable cost recovery for processing applications, while hopefully avoiding the necessity for major adjustments in the future.

