

TO: CITY MANAGER 2001 DECEMBER 05

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 Planning and Building Department'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 on 2002 January 08, with the exception of the rezoning application fees which would take effect on 2002 February 12 (after the 2002 January 22 Public Hearing and following Council's subsequent approval).
2. **THAT** Council authorize the preparation of the necessary bylaw amendments to effect the fee adjustments outlined in the Appendix of this report.
3. **THAT** Council authorize the preparation of a new bylaw giving Burnaby the authority to collect fees for liquor licence applications as outlined in this report and in the Appendix.
4. **THAT** Council authorize the preparation of a bylaw amending the rezoning application fees in the Burnaby Zoning Bylaw as outlined in Section 4.0 of the Appendix, and that the bylaw be forwarded to First Reading and to a Public Hearing.

REPORT

The Local Government Act (formerly the Municipal Act) provides for the imposition of fees and charges for applications and 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.

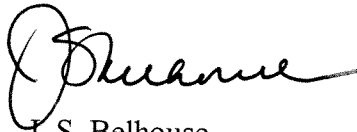
The services under consideration include permits for construction of buildings, electrical, plumbing and gas inspections, fees for rezoning, strata titling, subdivision of land, and a wide array of other services contemplated under the Act. In some instances, the requirement for permits and approvals 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 2001 fees review in late 2000 and a report was submitted to Council which recommended a number of minor fee increases, with the net effect of an approximate 1.5% 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 2002 and the **attached** Appendix outlines the adjustments being recommended at this time. The increases proposed in most cases are, once again, minor, reflecting primarily the increased cost of doing business. Generally, it is noted that the Building Division's fees are proposed to increase by 2.0% (the current rate of inflation) in recognition of the need for cost recovery, but also acknowledging such fee increases need to be kept modest given their position relative to other jurisdictions in the Lower Mainland. Regarding fees related to the Planning Division, it is proposed that they be increased by 5.0%, with a few noted exceptions in Section 4.0 of the **attached** Appendix. Such an increase is justified on the basis of the increasing complexity of various development applications and related coordination requirements. Moreover, the proposed increases would not adversely affect Burnaby's favourable position relative to other municipalities in the region. Finally, it is noted that the fee increases for both divisions are marginally higher than projections used in preparing the 2002 Provisional Operating Budget.

It is noted that the fee adjustments concerned with the second recommendation (all fees except those associated with rezoning applications) do not require presentation to a Public Hearing, and thus could take effect on 2002 January 08. Therefore, the related bylaws may be amended administratively in the usual manner. Recent changes to the Liquor Control and Licencing Act now require municipalities to collect liquor licence fees by bylaw, hence the third recommendation requesting such a bylaw be prepared and adopted by Council, with the related fees taking effect on 2002 January 08. Finally, given that fees related to rezoning applications are contained in the

Zoning Bylaw, a text amendment is required to be prepared and presented at a Public Hearing (i.e. the regular process for amending the Zoning Bylaw). As a result, the proposed fee adjustments for rezoning applications would take effect on 2002 February 12. Upon approval of this report, staff will take the necessary steps to implement the proposed adjustments.



J. S. Belhouse
Director Planning and Building

EK:gk
Attach

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

APPENDIX

REVIEW OF FEES FOR 2002 BUILDING PERMITS AND OTHER PLANNING APPLICATIONS AND SERVICES

1.0 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 Department, 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.

2.0 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 at any given occasion. 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 and planning programs 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 for the Planning and Building Department. 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.

The most recent cost of living indicators show that the current rate of inflation is approximately 2.0%, and it is proposed that this figure be applied as a basis for fee increases to the various permits and other services offered by the Building Division for the year 2002. In terms of proposed fee increases for the Planning Division, it is noted that, in some instances, increases beyond the current

rate of inflation are proposed. Such increases are explained in Section 4.0, and are generally considered appropriate in light of Burnaby's fees for planning services being relatively low compared to other municipalities in the Lower Mainland. Finally, the increases proposed for both divisions recognize the need for cost recovery in the context of development applications becoming increasingly complex, requiring greater coordination, notwithstanding the level of recent development activity in the City.

3.0 BUILDING DIVISION

As suggested above, it is proposed that the current rate of inflation of 2.0% be used as a basis for increasing Building Division fees. An increase in excess of 2.0% is not being proposed in light of the Building Division's fee structure relative to those of other Greater Vancouver municipalities - Building's fees being within the top 10%. Moreover, it is acknowledged that no changes are proposed for some fees; as they have either been increased significantly in the past, or they are considered to be high relative to other municipalities in the region. From an administrative standpoint, it is noted that changes to the Building Division's fees do not require a presentation at a Public Hearing, but rather the adoption of the relevant bylaw amendments by Council in the usual manner.

3.1 Plumbing Fees

PLUMBING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
Plumbing Fixtures:		
• For the rough-in and completion of each plumbing fixture		
- Each fixture	\$20.50	\$20.90
- Each backflow protection device 4 inches or greater in size	\$102.50	\$104.55
Interceptors:		
• For the installation of a catch basin, sump, oil interceptor, manhole or trench drain		
- Each unit	\$25.65	\$26.20
Alteration Work:		
• For the installation, alteration or internal coating of any plumbing pipe or rainwater leader where no fixtures are involved		
- Each 30m or portion thereof	\$25.65	\$26.20

PLUMBING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
<i>Note: Section 3 of the Schedule of Plumbing Permit and Inspection Fees formerly read "For the installation or alteration of any plumbing pipe..." Inclusion of a reference to "internal coating" clarifies the Building Inspector's authority to regulate the new remedial process of applying epoxy coatings to existing pipe.</i>		
Site Piping:		
<ul style="list-style-type: none"> • For the installation of on-site storm sewer or sanitary sewer or domestic water piping <ul style="list-style-type: none"> - Each 30m or portion thereof 	\$25.65	\$26.20
Site Fire Protection:		
<ul style="list-style-type: none"> • For the installation of underground fireline or hydrants <ul style="list-style-type: none"> - Each 30m or portion thereof - Each fire hydrant 	\$25.65 \$20.50	\$26.20 \$20.90
Building Fire Protection:		
<ul style="list-style-type: none"> • For the installation or relocation of the following: <ul style="list-style-type: none"> - First sprinkler head - Each additional sprinkler head • First siamese connection, hose cabinet, hose outlet, wet/dry outlet or standpipe <ul style="list-style-type: none"> - Each additional siamese connection, hose cabinet hose outlet, wet/dry outlet or standpipe 	\$35.75 \$1.85 \$25.65 \$17.35	\$36.50 \$1.90 \$26.20 \$17.60
Replacement of Building Water Pipe:		
<ul style="list-style-type: none"> • For the removal and replacement of existing pipe <ul style="list-style-type: none"> - in multi-family residential buildings, hotels and motels (each unit) - in all other buildings (new fee) <ul style="list-style-type: none"> • for the first 30m of piping or portion thereof • for each additional 30m of piping or portion thereof 	\$20.50 <i>new wording</i> <i>new fee</i>	\$20.90 \$62.75 \$35.70
<i>Note: The number of inspections required to complete the permit and inspection process is often unknown at the time the permit is issued. As a result, revision of the wording to read "for the first 30m of piping or portion thereof" and the new fee being \$35.00 "for each additional 30m of piping or portion thereof".</i>		

PLUMBING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
Heating Permits:	<i>new fee</i>	\$2.15 per 1000 BTU's heating appliance input (minimum \$107 per appliance)
<i>Note: The Plumbing Bylaw requires a permit prior to construction, extension, alteration, renewal, repair or maintenance of residential hydronic heating systems.</i>		
Reinspection Fee:		
<ul style="list-style-type: none"> Where it has been determined by the Plumbing Inspector that due to non-compliance with the provisions of this Bylaw, unsatisfactory workmanship or incomplete work reinspection is required 	\$50 for 1 st	
	\$100 for 2 nd	
	\$200 for 3 rd	no change
	\$400 for 4 th	
	\$800 for 5 th fifth and thereafter	
Special Inspections:		
<ul style="list-style-type: none"> For an inspection requested by the owner but not required by the Bylaw 	\$75/hour (\$75 minimum)	no change
<ul style="list-style-type: none"> For an inspection outside the hours during which the offices of the City Hall are normally open 	\$440 for the first four hours plus \$110/hour or part thereof (travel time included)	no change
<ul style="list-style-type: none"> For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside of City limits, construction techniques or otherwise 	\$75/hour (\$75 minimum)	no change
Partial Permits:		

PLUMBING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
<ul style="list-style-type: none"> A partial permit to carry out a portion of the overall plumbing work for a specific project may be issued on request. Fees for partial permits will be determined using this schedule of fees on the basis that each partial permit constitutes a separate Plumbing Permit. Where a request is received to permit the rough-in plumbing only under a concrete slab on grade, a fee shall be charged in addition to the Plumbing Fixture Fee, as follows: <ul style="list-style-type: none"> for the first 30m of piping or portion thereof for each additional 30m of piping or portion thereof 		
- for the first 30m of piping or portion thereof	\$35.75	\$36.25
- for each additional 30m of piping or portion thereof	\$20.50	\$20.80
Modifications of Drawings and Specifications:	\$60/hour (0.5 hour minimum)	no change
Permit Transfer or Assignment Fee:		
<ul style="list-style-type: none"> For the transfer or assignment of a plumbing permit and to record a change of contractor for a project 	\$41.00	\$41.85
Permit Extension:	\$41.00	\$41.85
Permit Fee Refund:	Where no work has been performed under the permit, the fee less 10% may be returned when a request in writing is made for refund otherwise a fee is not refundable	Where no work has been performed under the permit, the fee less 10% (minimum \$100) may be returned when a request in writing is made for refund otherwise a fee is not refundable

3.2 Gas Permit Fees

GAS PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
Residential Installations:		
<ul style="list-style-type: none"> For each appliance For each vent installation Hot water tank replacement House piping only 	<ul style="list-style-type: none"> \$25.75 \$25.75 \$18.75 \$25.75 	<ul style="list-style-type: none"> \$26.25 \$26.25 \$19.20 \$26.25
Commercial, Industrial or Institutional Installations:		
<ul style="list-style-type: none"> For each appliance with input of: <ul style="list-style-type: none"> 30 kW (102,000 BTU/Hr) or less 31 to 120 kW (103,000 to 409,000 BTU/Hr) 	<ul style="list-style-type: none"> \$31.00 \$62.25 	<ul style="list-style-type: none"> \$31.60 \$63.50

GAS PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
<ul style="list-style-type: none"> For piping only: <ul style="list-style-type: none"> first 30 m or less each additional 30 m or part thereof For each vent installation (no appliance) Laboratory equipment <ul style="list-style-type: none"> for each 200,000 BTU's or part thereof in a room 	\$36.25 \$25.75 \$36.25 \$51.75	\$37.00 \$26.25 \$37.00 \$52.75
Reinspection Fee:	\$50 for 1 st	
<ul style="list-style-type: none"> Where it has been determined by the Gas Inspector that due to non-compliance with the provisions of this Bylaw, unsatisfactory workmanship or incomplete work reinspection is required 	\$100 for 2 nd	
	\$200 for 3 rd	no change
	\$400 for 4 th	
	\$800 for 5 th and thereafter	
Special Inspections:		
<ul style="list-style-type: none"> For an inspection requested by the owner but no required by the Bylaw 	\$75/hour (\$75 minimum)	no change
<ul style="list-style-type: none"> For an inspection outside the hours during which the offices of the City Hall are normally open 	\$440 for the first four hours plus \$110/hour or part thereof (travel time included)	no change
<ul style="list-style-type: none"> For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside of City limits, construction techniques or otherwise 	\$75/hour (\$75 minimum)	no change
Modifications of Drawings and Specifications:	\$60/hour (0.5 hour minimum)	no change
Permit Transfer or Assignment Fee:		
<ul style="list-style-type: none"> For the transfer or assignment of a plumbing permit and to record a change of contractor for a project 	\$41.00	\$41.60
Permit Extension:	\$41.00	\$41.85
Permit Fee Refund:	Where no work has been performed under the permit, the fee less 10% may be returned	Where no work has been performed under the permit, the fee less 10% (minimum \$100)

GAS PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
	when a request in writing is made for refund otherwise a fee is not refundable	may be returned when a request in writing is made for refund otherwise a fee is not refundable

3.3 Building Permit Fees

BUILDING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
Application for a Building Permit		
• For a single or two-family dwelling where construction value exceeds \$89,000, including renovations, additions and accessory buildings	\$158.75	\$162.00
- for all other	20% of estimated Building Permit Fees, subject to a minimum of \$50 and a maximum of \$5,100	no change
Building Permit:		
• Value of Construction		
- \$0-\$1,000	\$50.00	no change
- \$1,001-\$20,000	\$50.00 plus \$12.35/\$1,000 or part thereof over \$1,000	\$50.00 plus \$12.60/\$1,000 or part thereof over \$1,000
- \$20,001-\$200,000	\$284.65 plus \$8.35/\$1,000 or part thereof over \$20,000	\$289.40 plus \$8.52/\$1,000 or part thereof over \$20,000
- \$200,001 and over	\$1,787.65 plus \$7.20/\$1,000 or part thereof over \$200,000	\$1,823.00 plus \$7.35/\$1,000 or part thereof over \$200,000
• For Chimneys and Solid Fuel Appliances		note new wording
<i>Masonry Chimney</i>		
- Single flue	\$15.40	\$15.70

BUILDING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
- Double flue	\$21.60	\$22.00
- Multiple flue	\$28.75	\$29.35
<i>Prefab Metal Chimney - Class "A"</i>		
- Per flue	\$15.40	\$15.70
• Free standing solid fuel stove or fireplace	new fee	\$60.00
• Free standing solid fuel stove or fireplace and Class "A" chimney	new fee	\$75.00
• Solid fuel insert (includes pre safety inspection)	new fee	\$75.00
• For a Building Permit relating to the replacement of Building Water Pipe:		
- In multi-family residential buildings, hotels and motels (each unit)	\$20.50	\$20.90
- In all other buildings (each inspection)	\$60.00	\$61.50
Permit Extension under S.4(5)(a):	\$41.00	\$41.85
Modifications of Drawings and Specifications:	\$60 per hour (minimum 0.5 of an hour)	no change
Building Permit for a Demolition:		
• Accessory Building	\$41.00	\$41.85
• Single and Two-Family Dwelling	\$205.00	\$209.00
• All other Buildings and Structures	\$512.00	\$522.25
Building Permit for Temporary Building or Structure:	\$360 per year	\$367.50 per year
Reinspection Fee:	\$50 for 1 st	
• Where it has been determined by the Building Inspector that due to non-compliance with the provisions of this Bylaw, unsatisfactory workmanship or incomplete work reinspection is required	\$100 for 2 nd	no change
	\$200 for 3 rd	
	\$400 for 4 th	
	\$800 for 5 th and thereafter	
Special Inspections:		

BUILDING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
<ul style="list-style-type: none"> For an inspection requested by the owner but no required by the Bylaw 	\$75/hour (\$75 minimum)	<i>no change</i>
<ul style="list-style-type: none"> For an inspection outside the hours during which the offices of the City Hall are normally open 	\$440 for the first four hours plus \$110/hour or part thereof (travel time included)	<i>no change</i>
<ul style="list-style-type: none"> For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside of City limits, construction techniques or otherwise 	\$75/hour (\$75 minimum)	<i>no change</i>
<ul style="list-style-type: none"> For a special safety inspection following an electrical or gas disconnection <p><i>Note: This is a new fee which was introduced last year. Experience suggests, however, that typically more than four inspections are required. A majority of these disconnections are the result of grow operations. Consequently, City Inspectors often have to return to the property several times to ensure required repairs have been made.</i></p>	\$300.00	\$400.00
Provisional Occupancy Permission:		
<ul style="list-style-type: none"> For an inspection for Provisional Occupancy Permission when requested by the Owner, fees shall be charged under "Special Inspections" 	<i>same as Special Inspections</i>	<i>no change</i>
Permit Transfer or Assignment Fee:		
<ul style="list-style-type: none"> For the transfer or assignment of a building permit and to record a change of contractor for a project 	\$41.00	\$41.85
File Research and Letter:		
<ul style="list-style-type: none"> Single and two-family dwelling 	\$50.00	<i>no change</i>
<ul style="list-style-type: none"> All other buildings 	\$100 per unit	<i>no change</i>
Application for Equivalents under the British Columbia Building Code:	\$350 for the first decision on a development and \$100 for each decision thereafter	<i>no change</i>
Application for Heating System:	\$2.05 per 1,000 BTU's heating appliance (minimum \$100 per appliance)	\$2.12 per 1,000 BTU's heating appliance (minimum \$105 per appliance)

BUILDING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
Application for Preliminary Plan Approval (signs):		
• For signs (per sign)	\$55.00	<i>no change</i>
• For Comprehensive Sign Plans	\$75.00	\$85.00
<i>Note: Experience has shown the processing of such plans to be a time consuming process, hence worthy of the increase.</i>		

3.4 Electrical Permit Fees

ELECTRICAL PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
New One and Two-Family Detached Dwellings:		
• Electrical system for a dwelling including service connection, telephone and Temporary Current Permit	20% of Building Permit Fee	<i>no change</i>
• Security system	Fee based on value of electrical installation (item a)	<i>no change</i>
Electrical Installation Other Than New One and Two-Family Detached Dwellings: <i>(Fee based on value of electrical installation including materials and labour)</i>		
• Value of Electrical Installation (as approved by Electrical Inspector)		
- \$100 or less	\$30.75	\$31.35
- \$101 to \$250	\$41.00	\$41.85
- \$251 to \$350	\$51.25	\$52.25
- \$351 to \$500	\$61.50	\$62.75
- \$501 to \$700	\$76.75	\$78.25
- \$701 to \$1,000	\$92.50	\$94.35
- \$1,001 to \$10,000	\$92.50 plus \$38/\$1,000 or part thereof over \$1,000	\$94.35 plus \$38.80/\$1,000 or part thereof over \$1,000
- \$10,001 to \$50,000	\$434.50 plus \$20.50/\$1,000 or part thereof over \$10,000	\$443.55 plus \$20.95/\$1,000 or part thereof over \$10,000

ELECTRICAL PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
- \$50,001 - \$100,000	\$1,254.50 plus \$12.30/\$1000 or part thereof over \$50,000	\$1,281.65 plus \$12.55/\$1000 or part thereof over \$50,000
- \$100,001 - \$500,000	\$1,869.50 plus \$8.25/\$1000 or part thereof over \$100,000	\$1,909.15 plus \$8.42/\$1000 or part thereof over \$100,000
- \$500,001 - \$1,500,000	\$5,169.50 plus \$7.10/\$1,000 or part thereof over \$500,000	\$5,277.15 plus \$7.25/\$1,000 or part thereof over \$500,000
- \$1,500,001 and over	\$12,269.50 plus \$2.30/\$1,000 or part thereof over \$1,500,000	\$12,527.15 plus \$2.35/\$1,000 or part thereof over \$1,500,000
Temporary Current Permit (not required for one or two-family dwelling):	\$123.00	\$125.50
Annual Permit for one commercial or industrial plant or establishment (based on service capacity):	\$0.23/KVA Minimum \$120 Maximum \$2,222	\$0.24/KVA Minimum \$125 Maximum \$2,225
• For each additional permit	\$77.00	\$78.50
Temporary Saw Service:	Fee based on value of electrical installation (Minimum \$77.00)	Fee based on value of electrical installation (Minimum \$78.50)
Modifications of Drawings and Specifications:	\$60 per hour (\$30.00 minimum)	no change
Permit Fee to Record Work Done Without Permit and Inspection:		
• Where electrical work has been carried out without a permit and a permit is accepted to approve and inspect the work after the fact, the fee shall be calculated based as outlined above on the value of the electrical installation as estimated by the Chief Building Inspector at the time of application for the Electrical Permit.	Minimum \$77.00	Minimum \$78.50

ELECTRICAL PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
Permit Fee Refund:	Where no work has been performed under the permit, the fee less 10% may be returned when a request in writing is made for refund otherwise a fee is not refundable	Where no work has been performed under the permit, the fee less 10% (minimum \$100) may be returned when a request in writing is made for refund otherwise a fee is not refundable
Permit Extension:	\$41.00	\$41.85
Signs:		
• Neon	\$75 for first transformer	
	\$50 for next two transformers	
	\$35 each for next two transformers	no change
	\$25 for remaining transformers	
• Fluorescent	\$75 for first 15AMP branch circuit or equivalent	
	\$50 each for next two 15AMP branch circuit or equivalent	
	\$35 each for next two 15AMP branch circuit or equivalent	no change
	\$25 each remaining 15AMP branch circuit or equivalent	
• Other signs requiring electrical installation	based on the value of the electrical installation (minimum \$75.90)	based on the value of the electrical installation (minimum \$78.00)

ELECTRICAL PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
Special Event or Film Project:		
<ul style="list-style-type: none"> • One location, one project (includes filming in studio) 		
<ul style="list-style-type: none"> - to 30 days 	\$102.50	\$104.00
<ul style="list-style-type: none"> - to 60 days 	\$180.00	\$184.00
<ul style="list-style-type: none"> - to 90 days 	\$205.00	\$209.00
<ul style="list-style-type: none"> - to 180 days 	\$275.00	\$281.00
<ul style="list-style-type: none"> - to 360 days 	\$500.00	\$510.00
<ul style="list-style-type: none"> • Multiple locations, one project Permit valid for maximum 90 days (note new wording to extend permit to 365 days) 		
<ul style="list-style-type: none"> - to 30 days 	\$77.00 per location (maximum \$310.00)	\$78.50 per location (maximum \$316.00)
<ul style="list-style-type: none"> - to 60 days 	\$102.50 per location (maximum \$410.00)	\$104.50 per location (maximum \$418.00)
<ul style="list-style-type: none"> - to 90 days 	\$128.25 per location	\$131.00 per location (maximum \$525.00)
<ul style="list-style-type: none"> - to 180 days 	new fee	\$150.00 per location (maximum \$750.00)
<ul style="list-style-type: none"> - to 365 days 	new fee (annual fee)	\$1270.00 any number of locations
<ul style="list-style-type: none"> • Annual permit fee for film studio for repair and maintenance only 	\$0.32 per KVA (minimum \$205.00)	\$0.33 per KVA (minimum \$210.00) (maximum \$2,225.00)
Reinspection Fee:		
	\$50 for 1 st	
<ul style="list-style-type: none"> • Where it has been determined by the Electrical Inspector that due to non-compliance with the provisions of this Bylaw, unsatisfactory workmanship or incomplete work reinspection is required 	\$100 for 2 nd	no change
	\$200 for 3 rd	
	\$400 for 4 th	
	\$800 for 5 th and thereafter	

ELECTRICAL PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
Special Inspections:		
<ul style="list-style-type: none"> For an inspection requested by the owner but no required by the Bylaw 	\$75/hour (\$75 minimum)	<i>no change</i>
<ul style="list-style-type: none"> For an inspection outside the hours during which the offices of the City Hall are normally open 	\$440 for the first four hours plus \$110/hour or part thereof (travel time included)	<i>no change</i>
<ul style="list-style-type: none"> For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside of City limits, construction techniques or otherwise 	\$75/hour (\$75 minimum)	<i>no change</i>
Permit Transfer or Assignment Fee:		
<ul style="list-style-type: none"> For the transfer or assignment of a electrical permit and to record a change of contractor for a project 	\$41.00	\$41.85

3.5 Tree Permit Fees

SCHEDULE OF TREE PERMIT FEES	CURRENT	PROPOSED
Tree Permit Fees:		
<ul style="list-style-type: none"> For the first protected tree included in an application for a tree cutting permit 	\$51.00	\$52.00
<ul style="list-style-type: none"> For the second and each subsequent protected tree included in an application for a tree cutting permit (per tree) 	\$25.50	\$26.00
	\$250.00 for the first square half hectare of the area of land containing the protected trees	<i>no change</i>
<ul style="list-style-type: none"> Maximum fees for land containing protected trees in respect of which an application for tree cutting permit is made. 	\$225.00 for each of the next five square half hectares of the area of land containing the protected trees	<i>no change</i>

SCHEDULE OF TREE PERMIT FEES	CURRENT	PROPOSED
	\$180.00 for each of the seventh and succeeding square half hectares of the area of land containing the protected trees	<i>no change</i>

4.0 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 similar charges in other municipalities in the region. In light of these considerations, and given that development applications are becoming increasingly complex requiring greater coordination, it is proposed that the majority of planning related fees increase by 5%. Exceptions include: liquor licence fees which are proposed to increase by 10% to account for the additional processing and inspections resulting from recent changes to the Liquor Control and Licensing Act; PPA fees which are proposed to be increased by 7% (on construction value only) in recognition of increasingly complex applications and governing legislation; and, subdivision fees which are proposed to increase by only 2.0% (rate of inflation) due to such fees being relatively high among Greater Vancouver municipalities. Overall, these increases would maintain Burnaby's favourable position relative to other jurisdictions in the Lower Mainland which charge for similar processes and services (in most cases, Burnaby's fees will remain in the bottom 10%). In some cases, such as for development approvals (PPA), Burnaby will maintain the lowest fees in the region.

A majority of the fee adjustments outlined below could be implemented through the usual amendment process for the relevant bylaws, and thus take effect on 2002 January 08. However, it is noted that changes to rezoning application fees must be presented at a Public Hearing due to the necessity of a Zoning Bylaw text amendment to effect the proposed changes. Therefore, it is expected that the proposed fee adjustments for rezoning applications will be implemented on 2002 February 12, and thus separately from the rest of the fee adjustments discussed in this report.

SCHEDULE OF PLANNING FEES	CURRENT	PROPOSED
Rezoning Applications:		
• First 1,700 sq. m.	\$1,260.00	\$1,325.00
• Each subsequent 100 sq. m. or portion thereof	\$22.00	\$23.00
<i>Note: These changes require a Public Hearing, and therefore will not take effect until the end of 2002 January.</i>		
Subdivision Applications:		
• Subdivision Application	\$1,525.00	\$1,560.00
• Airspace Parcel Subdivision	\$5,050.00	no change
• Additional airspace parcels within same application	\$100.00	no change
• Road Closure/Highway Exchange	\$1,500.00	\$1,575.00
• Tentative Approval Extension	\$100.00	\$105.00
• Personal Preference Address Change (no charge when included in application for subdivision)	\$500.00	\$525.00
Strata Titling:		
• Two-family and other conversions	\$440.00	\$462.00
• Each additional unit	\$25.00	\$26.25
• Phased Strata Plans		
• First Phase	\$768.00	\$806.00
• Subsequent Phases	\$100.00	\$105.00
• Last Phase	\$303.00	\$318.00
• Form 'E' Amendment	\$50.00	no change
Liquor Licence Applications:		
• New Applications	\$525.00	\$577.00
• Amendments to existing liquor licences	\$262.00	\$288.00
<i>Note: Recent changes to the Liquor Control and Licencing Act now requires municipalities to collect liquor licence fees through a specific bylaw adopted by Council. It is therefore necessary that the City Solicitor be authorized to prepare such a bylaw.</i>		
Preliminary Plan Approval (Development Applications):		
<i>Note: Part of fee structure contained in the Building Bylaw</i>		
• Minimum Fee	\$105.00	\$110.00
• On construction value	\$1.65 per \$1,000	\$1.77 per \$1,000
• Extensions	\$100.00	\$105.00

