

TO: CITY MANAGER 2002 NOVEMBER 20

FROM: DIRECTOR PLANNING AND BUILDING OUR FILE:

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 2003 January 01, with the exception of the rezoning application fees which would take effect on 2003 January 14 (after the 2002 December 17 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 Section 3 of the Appendix of this report.
3. **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.

R E P O R T

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.

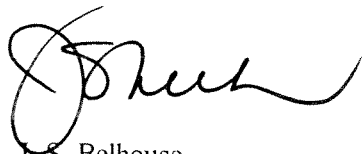
The services under consideration include permits for construction of buildings, electrical, plumbing and gas inspections, fees for rezoning, strata titling, subdivision of land, and a wide array of other services contemplated under the Act. In some instances, the requirement for permits and approvals 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 applications, 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 2002 fees review in late 2001 and a report was submitted to Council which recommended a number of modest fee increases, with the net effect of an approximate 3.5% 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 2003 and the *attached* Appendix outlines the adjustments being recommended at this time. The increases proposed in most cases are, once again, modest, reflecting primarily the increased cost of doing business. Generally, it is noted that the Building Division's fees are proposed to increase by 1.5% (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%, as noted in 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 fee position relative to other municipalities in the region. Indeed, the costs associated with development in Burnaby will remain among the lowest in the region. Finally, it is noted that the fee increases for the Planning Division are marginally higher than projections used in preparing the 2003 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 2003 January 01. Therefore, the related bylaws may be amended administratively in the usual manner. With respect to fees for rezoning applications, and given that they 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 2003 January 14. Upon approval of this report, staff will take the necessary steps to implement the proposed adjustments.



J. S. Belhouse
Director Planning and Building

Bes/

EK:sa

Attachment

- cc: Director Finance
- Director Engineering
- City Clerk
- City Solicitor
- Director Information Services
- Chief Building Inspector

APPENDIX

REVIEW OF FEES FOR 2003 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 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.

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. 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. Based on current indicators it appears that the Vancouver Cost of Living Index will increase by approximately 1.5% for 2002. In order to keep pace with this inflation, it is proposed that average fee increases ranging from 1.5% to 5% be applied to the various permits and other services offered by the Planning and Building Department for the year 2003, as noted below.

3.0 BUILDING DIVISION

As outlined in the covering report, it is proposed that the current rate of inflation of 1.5% be generally used as a basis for increasing Building Division fees. It is noted that the fees for some services provided by the Building Division are proposed not to increase (and in some limited cases, decrease), while others are proposed to increase beyond the indicated average of 1.5%. In such instances, the deviation from the 1.5% increase is intended to more accurately reflect the costs to the City associated with the various permit processes, and to bring greater consistency among the fees for trade permits. 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	\$20.90	\$21.20
- Each backflow protection device 4 inches or greater in size	\$104.55	\$106.10
Interceptors:		
• For the installation of a catch basin, sump, oil interceptor, manhole or trench drain		
- Each unit	\$26.20	\$26.60
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	\$26.20	\$26.60
Site Piping:		
• For the installation of on-site storm sewer or sanitary sewer or domestic water piping		
- Each 30m or portion thereof	\$26.20	\$26.60
Site Fire Protection:		
• For the installation of underground fireline or hydrants		
- Each 30m or portion thereof	\$26.20	\$26.60
- Each fire hydrant	\$20.90	\$21.20

PLUMBING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
Building Fire Protection:		
• For the installation or relocation of the following:		
- First sprinkler head	\$36.50	\$37.00
- Each additional sprinkler head	\$1.90	\$1.95
• First siamese connection, hose cabinet, hose outlet, wet/dry outlet or standpipe	\$26.20	\$26.60
- Each additional siamese connection, hose cabinet hose outlet, wet/dry outlet or standpipe	\$17.60	\$17.85
Replacement of Building Water Pipe:		
• For the removal and replacement of existing pipe		
- in multi-family residential buildings, hotels and motels (each unit)	\$20.90	\$18.85
- in all other buildings		
• For the first 30m of piping or portion thereof	\$62.75	\$63.70
- for each additional 30m of piping or portion thereof	\$35.70	\$36.25
Heating Permits:	\$2.15 per 1000 BTU's heating appliance input (minimum \$107 per appliance)	\$2.15 per 1000 BTU's heating appliance input (minimum \$107.50 per appliance)
Reinspection Fee:		
• 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	
New Wording: Reinspection Fees subject to GST	\$800 for 5 th fifth and thereafter	
Special Inspections:		
• For an inspection requested by the owner but not required by the Bylaw	\$75/hour (\$75 minimum)	no change

PLUMBING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
<ul style="list-style-type: none"> For an inspection outside the hours during which the offices of the City Hall are normally open 	\$440 plus \$110/hour or part thereof after the first four hours (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
<ul style="list-style-type: none"> For Strata Title subdivision application inspections 	new fee	\$150
New Wording: Special Inspection Fees subject to GST		
Partial Permits:		
<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 	\$36.25	\$36.80
<ul style="list-style-type: none"> - for each additional 30m of piping or portion thereof 	\$20.80	\$21.10
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 	\$41.85	\$42.50
Permit Extension:	\$41.85	\$42.50

PLUMBING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
<p>Permit Fee Refund:</p> <p><i>Note: wording change under Proposed column</i></p>	<p>Where no work has been performed under the permit, the fee less 10% or \$100 whichever is greater, may be returned when a request in writing is made for refund otherwise a fee is not refundable.</p>	<p>Where no work has been performed under the permit, the refund will be 90% of the fee paid subject to a minimum non-refundable of \$100. No refunds will be given unless a written request is received by the Chief Building Inspector.</p>

3.2 Gas Permit Fees

GAS PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
Residential Installations:		
• For each appliance	\$26.25	\$26.65
• For each vent installation	\$26.25	\$26.65
• Hot water tank replacement	\$19.20	\$19.50
• House piping only	\$26.75	\$27.15
Commercial, Industrial or Institutional Installations:		
• For each appliance with input of:		
- 30 kW (102,000 BTU/Hr) or less	\$31.60	\$32.05
- 31 to 120 kW (103,000 to 409,000 BTU/Hr)	\$63.50	\$64.45
• For piping only:		
- first 30 m or less	\$37.00	\$37.55
- each additional 30 m or part thereof	\$26.25	\$26.65
• For each vent installation (no appliance)	\$37.00	\$37.55
• Laboratory equipment		
- for each 200,000 BTU's or part thereof in a room	\$52.75	\$53.55
Reinspection Fee:	\$50 for 1 st	
• 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	<i>no change</i>
	\$400 for 4 th	
New Wording: Reinspection Fees subject to GST	\$800 for 5 th and thereafter	

GAS 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)	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 plus \$110/hour or part thereof after the first four hours (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
<i>New Wording: Special Inspection Fees subject to GST</i>		
Review of Preliminary or Modified Drawings and Specifications: <i>New Wording: note above</i>	\$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 	\$41.60	\$42.50
Permit Extension:	\$41.85	\$42.50
Permit Fee Refund: <i>Note: wording change under Proposed column</i>	Where no work has been performed under the permit, the fee less 10% or \$100 whichever is greater, 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 refund will be 90% of the fee paid subject to a minimum non-refundable of \$100. No refunds will be given unless a written request is received by the Chief Building Inspector.

3.3 Building Permit Fees

BUILDING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
Application for a Building Permit		
<ul style="list-style-type: none"> • For a single or two-family dwelling where construction value exceeds \$89,000, including renovations, additions and accessory buildings 	\$162.00	\$164.50
<ul style="list-style-type: none"> - for all other 	20% of estimated Building Permit Fees, subject to a minimum of \$50 and a maximum of \$5,100	<i>no change</i>
Building Permit:		
<ul style="list-style-type: none"> • Value of Construction 		
<ul style="list-style-type: none"> - \$0-\$1,000 	\$50.00	<i>no change</i>
<ul style="list-style-type: none"> - \$1,001-\$20,000 	\$50 plus \$12.60/\$1,000 or part thereof over \$1,000	\$50 plus \$12.80/\$1,000 or part thereof over \$1,000
<ul style="list-style-type: none"> - \$20,001-\$200,000 	\$290 plus \$8.52/\$1,000 or part thereof over \$20,000	\$293.20 plus \$8.65/\$1,000 or part thereof over \$20,000
<ul style="list-style-type: none"> - \$200,001 and over 	\$1,823 plus \$7.35/\$1,000 or part thereof over \$200,000	\$1,850.20 plus \$7.45/\$1,000 or part thereof over \$200,000
<ul style="list-style-type: none"> • For Chimneys and Solid Fuel Appliances 		
<i>Masonry Chimney</i>		
<ul style="list-style-type: none"> - Single flue 	\$15.70	
<ul style="list-style-type: none"> - Double flue 	\$22.00	\$50.00 for any number of flues
<ul style="list-style-type: none"> - Multiple flue 	\$29.35	
<i>Prefab Metal Chimney - Class "A"</i>		
<ul style="list-style-type: none"> - Per flue 	\$15.70	\$50.00 for any number of flues
<ul style="list-style-type: none"> • Free standing solid fuel stove or fireplace 	\$60.00	\$60.90
<ul style="list-style-type: none"> • Free standing solid fuel stove or fireplace and Class "A" chimney 	\$75.00	\$76.00

BUILDING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
• Solid fuel insert (includes pre safety inspection)	\$75.00	\$76.00
• For a Building Permit relating to the replacement of Building Water Pipe:		
- Per unit for all buildings	\$20.90	\$18.85
Permit Extension under S.4(5)(a):	\$41.85	\$42.50
Review of Preliminary or Modified Drawings and Specifications:	\$60 per hour (minimum 0.5 of an hour)	no change
<i>New Wording: note above</i>		
Building Permit for a Demolition:		
• Accessory Building	\$41.85	\$50.00
• Single and Two-Family Dwelling	\$209.00	\$212.00
• All other Buildings and Structures	\$522.25	\$530.00
Building Permit for Temporary Building or Structure:	\$367.50 per year	\$373.00 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	
<i>New Wording: Reinspection Fees subject to GST</i>	\$400 for 4 th	
	\$800 for 5 th and thereafter	
Special Inspections:		
• For an inspection requested by the owner but not required by the Bylaw	\$75/hour (\$75 minimum)	no change
• For an inspection outside the hours during which the offices of the City Hall are normally open	\$440 plus \$110/hour or part thereof after the first four hours (travel time included)	no change
• 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

BUILDING PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
<ul style="list-style-type: none"> For a special safety inspection following an electrical or gas disconnection 	\$400.00	<i>no change</i>
<ul style="list-style-type: none"> Strata Title subdivision application inspections 	<i>new fee</i>	\$150.00
<i>New Wording: Special Inspection Fees subject to GST</i>		
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 	\$41.85	\$42.50
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:	\$2.12 per 1,000 BTU's heating appliance (minimum \$105 per appliance)	\$2.15 per 1,000 BTU's heating appliance (minimum \$107.50 per appliance)
Application for Preliminary Plan Approval (signs):		
<ul style="list-style-type: none"> For signs (per sign) 	\$55.00	\$57.50
<ul style="list-style-type: none"> For Comprehensive Sign Plans 	\$85.00	\$100.00
<ul style="list-style-type: none"> For all other development 	\$1.77 per \$1,000 of estimated construction value, with a minimum of \$105	\$1.86 per \$1,000 of estimated construction value, with a minimum of \$110

BUILDING PERMIT AND INSPECTION FEES		CURRENT	PROPOSED	
Refund of Fees				
<ul style="list-style-type: none"> Building Permit application fee refund where plan checking has not commenced 		For single or two-family dwellings, \$110.00 – where construction value exceeds \$89,000 including renovations, additions and accessory buildings	For single or two-family dwellings, including renovations, additions and accessory buildings 70% of Application Fee subject to a minimum non-refundable \$50.00	
		For all other applications, 80% of Application Fee subject to a minimum non-refundable \$40.00	For all other applications, 70% of Application Fee subject to a minimum non-refundable \$75.00	
<ul style="list-style-type: none"> Building Permit fee refund where construction has not commenced, no inspection has been made and a permit has not been extended 		Refund equals 90% of the difference between the Building Permit Fee and the Building Permit Application Fee	no change	
<i>Note: wording change under Proposed column</i>			No refunds will be given unless a written request is received by the Chief Building Inspector.	
Damage Deposits and Inspection Fees				
Permit	Inspection Fee		Damage Deposit	
	Current	Proposed	Current	Proposed
Single or Two-Family Dwelling Construction	\$50.00	\$75.00	\$1,000.00	1,500.00
Single or Two-Family Dwelling Addition or Demolition	\$50.00	\$75.00	\$500.00	\$1,000.00
Construction other than Single or Two-Family Dwelling	\$100.00	\$150.00	\$1,000.00 for 15m frontage \$30.00/m of frontage thereafter	no change

BUILDING PERMIT AND INSPECTION FEES			CURRENT	PROPOSED
Demolition other than Single or Two-Family Dwelling	\$50.00	\$100.00	\$1,000.00 for 15m frontage \$30.00/m of frontage thereafter	no change
Swimming pool installation	\$50.00	\$75.00	none	no change
Construction of garage or carport	\$50.00	\$75.00	none	no change
Note: proposed wording change				No interest will be paid on damage deposits held by the City.

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	no change
• Security system		Fee based on value of electrical installation (item 2)	(2) Security system/data/cable tv/vacuum/intercom/sound system Fee based on value of electrical installation including materials and labour (item 2) Minimum \$250 job value.
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		\$31.35	\$31.80
- \$101 to \$250		\$41.85	\$42.50
- \$251 to \$350		\$52.25	\$53.00

ELECTRICAL PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
- \$351 to \$500	\$62.75	\$63.70
- \$501 to \$700	\$78.25	\$79.40
- \$701 to \$1,000	\$94.35	\$95.75
- \$1,001 to \$10,000	\$94.35 plus \$38.80/\$1,000 or part thereof over \$1,000	\$95.75 plus \$39.40/\$1,000 or part thereof over \$1,000
- \$10,001 to \$50,000	\$443.55 plus \$20.95/\$1,000 or part thereof over \$10,000	\$450.35 plus \$21.25/\$1,000 or part thereof over \$10,000
- \$50,001 - \$100,000	\$1281.65 plus \$12.55/\$1000 or part thereof over \$50,000	\$1300.35 plus \$12.75/\$1000 or part thereof over \$50,000
- \$100,001 - \$500,000	\$1909.15 plus \$8.42/\$1000 or part thereof over \$100,000	\$1937.85 plus \$8.55/\$1000 or part thereof over \$100,000
- \$500,001 - \$1,500,000	\$5277.15 plus \$7.25/\$1,000 or part thereof over \$500,000	\$5277.15 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):	\$125.50	\$126.75
Annual Permit for one commercial or industrial plant or establishment (based on service capacity):	\$0.24/KVA Minimum \$120 Maximum \$2,222	no change
• For each additional permit	\$78.50	no change
Temporary Saw Service:	Fee based on value of electrical installation (Minimum \$78.50)	Fee based on value of electrical installation (Minimum \$80.00)
Modifications of Drawings and Specifications:	\$60 per hour (\$30.00 minimum)	no change

ELECTRICAL PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
Permit Fee to Record Work Done Without Permit and Inspection:		
<ul style="list-style-type: none"> 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 \$78.50	Minimum \$80.00
Permit Fee Refund: <i>Note: wording change under Proposed column</i>	Where no work has been performed under the permit, the fee less 10% or \$100 whichever is greater, 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 refund will be 90% of the fee paid subject to a minimum non-refundable of \$100. No refunds will be given unless a written request is recieved by the Chief Building Inspector
Permit Extension:	\$41.85	\$42.50
Signs:		
<ul style="list-style-type: none"> Neon 	\$75 for first transformer	
	\$50 for next two transformers	
	\$35 each for next two transformers	no change
	\$25 for remaining transformers	
<ul style="list-style-type: none"> 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	

ELECTRICAL PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
<ul style="list-style-type: none"> 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 \$80.00)
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"> <ul style="list-style-type: none"> to 30 days 	\$104.00	\$105.50
<ul style="list-style-type: none"> <ul style="list-style-type: none"> to 60 days 	\$184.00	\$186.75
<ul style="list-style-type: none"> <ul style="list-style-type: none"> to 90 days 	\$209.00	\$212.00
<ul style="list-style-type: none"> <ul style="list-style-type: none"> to 180 days 	\$281.00	\$285.25
<ul style="list-style-type: none"> <ul style="list-style-type: none"> to 360 days 	\$510.00	\$518.00
<ul style="list-style-type: none"> Multiple locations, one project 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Permit valid for maximum 90 days 	<i>maximum 365 days</i>	no change
<ul style="list-style-type: none"> <ul style="list-style-type: none"> to 30 days 	\$80.00 per location (maximum \$316.00)	\$80.00 per location (maximum \$320.00)
<ul style="list-style-type: none"> <ul style="list-style-type: none"> to 60 days 	\$104.50 per location (maximum \$418.00)	\$106.00 per location (maximum \$424.00)
<ul style="list-style-type: none"> <ul style="list-style-type: none"> to 90 days 	\$131.00 per location (maximum \$525.00)	\$137.50 per location (maximum \$550.00)
<ul style="list-style-type: none"> <ul style="list-style-type: none"> to 180 days 	\$150.00 per location (\$750.00)	\$152.25 per location (\$761.25)
<ul style="list-style-type: none"> <ul style="list-style-type: none"> to 365 days 	\$1270.00 any number of locations	\$1290.00 any number of locations
<ul style="list-style-type: none"> Annual permit fee for film studio for repair and maintenance only 	\$0.33 per KVA (minimum \$210.00, maximum \$2,225.00)	\$0.33 per KVA (minimum \$215.00) (maximum \$2,260.00)
Reinspection Fee:		
	\$50 for first	
<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 second	no change
	\$200 for third	
	\$400 for fourth	
	\$800 for fifth and thereafter	

Appendix I
 Review of Fees for 2003 Building Permits
 and Planning Applications

ELECTRICAL PERMIT AND INSPECTION FEES	CURRENT	PROPOSED
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)	<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 plus \$110/hour or part thereof after the first four hours (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"> Strata Title subdivision application inspections 	<i>new fee</i>	\$150.00
Permit Transfer or Assignment Fee:		
<ul style="list-style-type: none"> To record a change of contractor for a project 	\$41.85	\$42.50
<i>New Wording: note above</i>		

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 	\$52.00	\$52.70
<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) 	\$26.00	\$26.50
	\$250.00 for the first square half hectare of the area of land containing the protected trees	

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

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 lieu of these considerations, an average 5% increase is proposed for Planning Division fees. This increase 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. 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 in mid 2003 January, and thus separately from the rest of the fee adjustments discussed in this report (which are expected to be implemented for 2003 January 01).

SCHEDULE OF PLANNING FEES	CURRENT	PROPOSED
Rezoning Applications:		
• First 1,700 sq. m.	\$1,323.00	\$1,390.00
• Each subsequent 100 sq. m. or portion thereof	\$23.00	\$24.15
<i>Note: These changes require a Public Hearing, and therefore will not take effect until mid 2003 January.</i>		
Subdivision Applications:		
• Subdivision Application	\$1,525.00	\$1,605.00
• Airspace Parcel Subdivision	\$5,050.00	\$5,303.00
• Additional airspace parcels within same application	\$100.00	\$105.00
• Road Closure/Highway Exchange	\$1,575.00	\$1,655.00
• Tentative Approval Extension	\$105.00	\$110.00
• Personal Preference Address Change (no charge when included in application for subdivision)	\$525.00	\$550.00
Strata Titling:		
• Two-family and other conversions	\$462.00	\$485.00
• Each additional unit	\$26.25	\$27.60
• Phased Strata Plans		
• First Phase	\$806.00	\$846.00
• Subsequent Phases	\$105.00	\$110.00
• Last Phase	\$318.00	\$334.00
• Form 'E' Amendment	\$50.00	\$60.00
Liquor Licence Applications:		
• New Applications	\$577.00	\$605.00
• Amendments to existing liquor licences	\$288.00	\$305.00
Preliminary Plan Approval (Development Applications):		
• Minimum Fee	\$112.00	\$118.00
• On construction value	\$1.78 per \$1,000	\$1.87 per \$1,000
• Extensions	\$105.00	\$110.00

