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**TO:** CITY MANAGER **DATE:** 2012 January 09

**FROM:** DIRECTOR PLANNING AND BUILDING **FILE:** 7000 04  
*Reference: Review of App Fees*

**SUBJECT: 2012 FEES FOR BUILDING PERMITS AND OTHER PLANNING APPLICATIONS AND SERVICES**

**PURPOSE:** To provide Council with recommendations for the Planning and Building Department's 2012 fee schedule for various applications for the purpose of cost recovery.

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**RECOMMENDATIONS:**

1. **THAT** Council approve the proposed fee adjustments and text changes, as outlined in this report.
2. **THAT** Council authorize the preparation of a bylaw amending the rezoning application fees in the Burnaby Zoning Bylaw, as outlined in Section 3.2 of Schedule A, and that the bylaw be advanced to First Reading on 2012 January 16 and to a Public Hearing on 2012 January 31 at 7:00 pm.
3. **THAT** Council authorize the preparation of the necessary bylaw amendments to effect the fee adjustments and text changes outlined in Section 4.0 of Schedule A.

**REPORT**

The Local Government Act provides for the imposition of fees and charges for applications and various types of permits and services under Part 26 (Planning and Land Use Management) and 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, including: permits for building construction, including electrical, plumbing and gas inspections; fees for rezoning, strata titling and subdivision of land; and a variety of other services. To help ensure that fees charged recover the costs of the services provided, staff conduct an annual review of the fee schedule.

Staff have completed the annual review of fees for 2012. The attached Schedule A outlines the adjustments being recommended. Generally, the Planning and Building Department's fees are proposed to increase by 2.6%, to ensure that Burnaby's fees maintain a cost recovery position and would generally maintain Burnaby's median fee position relative to other municipalities in the region with similar processes and services.

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From: Director Planning and Building  
Re: 2012 Fees for Building Permits and Other Planning  
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In 1997, staff had conducted a comprehensive review of permit fees to ensure that the established fees recovered the basic costs of City processes, works and services. The fee adjustments made as a result of that review have served as a benchmark for the annual permit fees review.

Some minor changes are also proposed to the text of the Building Bylaw and related fee schedules, as detailed in Section 4.0 of the attached Schedule A. While the proposed text changes do not apply directly to the fees charged by the City, it is practical to amend the bylaw concurrently with the proposed changes to the fees charged.

It is recommended that a bylaw amending the rezoning application fees listed in the Burnaby Zoning Bylaw be prepared for First Reading on 2012 January 16 and forwarded to the Public Hearing of 2012 January 31, which appears elsewhere on tonight's agenda. The remaining fees not listed in the Burnaby Zoning Bylaw do not require presentation to a Public Hearing. Upon Council approval of the recommendations of this report, staff will arrange for the introduction of the necessary bylaw amendments to effect these fee adjustments and related text changes. The new fees listed in the Burnaby Zoning Bylaw would come into effect following Council adoption of the bylaw.



B. Luksun, Director  
PLANNING AND BUILDING

ZM:spf

**Attachment**

cc: Director Engineering  
Director Finance  
Director Information Services  
Director Parks, Recreation and Cultural Services  
Chief Building Inspector  
City Solicitor  
City Clerk

## **Schedule A**

### **Review of Fees for 2012 for Building Permits and Other Planning Applications and Services**

#### **1.0 GENERAL**

It is intended that the structure and schedules for Planning and Building Department fees account for the full range of costs (administrative, processing, record keeping, responding to enquiries, inspections, etc.) that are entailed in each type of application, permit, service, or work. The approach recognizes 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 current Planning Division, considerable staff effort is commonly also entailed in the Clerk's Office, Legal Department, Engineering Department, Fire Prevention Office, and Building Division, as well as, to some extent, in the RCMP, Parks, Recreation and Cultural Services Department, Business Licence and Taxation offices. The degree to which other departments may be involved varies considerably with the type of application and from case to case. 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. The approach taken by the City is to recover the estimated average cost of processing across a wide range of application, permit, service and work types.

Metro Vancouver municipalities with similar processes and services were surveyed to determine the average fee charged for such processes and services in the region. In general, Burnaby's Planning and Building fees continue to maintain a median fee position relative to other Metro Vancouver municipalities.

#### **2.0 COST OF SERVICE ADJUSTMENT**

##### **2.1 General 2.6% Increase**

In May 1997, Council completed a comprehensive review of fees and directed that an annual report be prepared for fees for each subsequent year. This regular adjustment process is intended to establish a more stable fee increase process and to avoid substantial increases at any one point in time. The established fees serve as a benchmark for subsequent annual fee reviews for the Planning and Building Department. Fees are adjusted each year to recover inflationary cost increases over the previous year. Based on current indicators, the Director of Finance advises that the general rate of inflation based on the Consumer Price Index (CPI) is projected to be approximately 2.6% for 2012. In order to keep pace with inflation, it is proposed that an average fee increase of 2.6% be applied to the various permits and other services offered by the Planning and Building Department for the year 2012.

### 3.0 PLANNING DIVISION

#### 3.1 General 2.6% increase

Staff have reviewed the existing cost recovery structure of the present fee schedule for rezoning, subdivision, development approvals (PPA), strata titling and various other planning approval services provided by the Department. As required by the Local Government Act, and based on the review undertaken in 1997, care has been taken to ensure that the proposed fees recover the estimated average cost of processing, inspection, advertising and administration. An increase of 2.6% is generally proposed for Planning Division fees, in which fees have been rounded to the nearest dollar, or as noted, with the exception of the services noted below:

- **Rezoning application** – Currently, rezoning application fees are calculated based on site area, wherein a base fee of \$1,678.00 is applied to the first 1,700 m<sup>2</sup> of the site and an additional fee of \$45.00 is applied to each subsequent 100 m<sup>2</sup> or portion thereof. Development proposals assessed through the rezoning process have become increasingly more complex, requiring additional staff time and resources to process and review applications. Factors contributing to this include, density bonus and supplementary density bonus program, mixed-use forms of development under Comprehensive Development District zoning, provisions for the protection of riparian and other environmentally sensitive areas, higher quality developments which include innovations in design and construction materials (i.e. LEED standard buildings), more complex servicing requirements and a range of other factors associated with re-development of lands within an established community. The current base fee of \$1,678.00, however, has not increased to adequately recover current costs to provide this service.

As rezoning applications have become more complex, requiring additional staff and resources to process and review development proposals, it is proposed that the rezoning application fee be increased in line with the current costs to provide this service. Specifically, it is proposed that the base fee for the first 1,700 m<sup>2</sup> of the site increase to \$2,500.00 (first 1,700 m<sup>2</sup>) and the additional fee for each subsequent 100 m<sup>2</sup> or portion thereof increases to \$55.00.

Planning staff reviewed the rezoning application fees of Metro Vancouver municipalities which have a comparable rezoning process. Burnaby would continue to maintain a median position/rank, based on the proposed fees, relative to the fees charged by other municipalities, as well as a comparable average fee for such applications.

- **Subdivision application** – In all zoning districts, the current subdivision application fee is \$1,942.00. This fee is intended to recover the costs associated with the processing and review of such applications. It is noted that subdivision applications have also become more complex, for similar reasons as noted above, requiring additional staff resources to process and review applications. This fee, however, has not been increased overtime to adequately recover the increased cost to provide this service.

As subdivision applications have become more complex, requiring additional staff and resources to process and review proposals, it is proposed that the fee be increased in line with the current costs to provide this service. Specifically, it is proposed that the fee increase to \$2,500.00.

Planning staff reviewed the subdivision application fee of Metro Vancouver municipalities which have a comparable subdivision process. Burnaby would continue to maintain a median position/rank, based on the proposed fees, relative to the fees charged by other municipalities, as well as a comparable average fee for such applications.

- **Air Space Parcel application** – Air space parcel subdivisions are a form of subdivision which delineates ownership of a property three-dimensionally -- ownership is defined along the vertical/volumetric height of a building. Such specialized forms of subdivision can be complex, requiring additional staff resources to process and review these types of applications. Aspects of these applications which contribute to increased processing costs include circulation and review of survey plans and legal documents. The current base fee for air space parcel subdivisions is \$6,401.00. This fee has not increased in line with the costs to provide this service.

A new fee structure is proposed which would more accurately reflect staff time and resources to process such applications. The proposed fee structure is based on the scale of the development using the Floor Area Ratio (FAR) of a development, as opposed to a base rate for all developments. Specifically, it is proposed that a fee of \$10,000.00 be applied to developments with an FAR of up to 2.0; and a fee of \$15,000.00 be applied to developments with an FAR of greater than 2.0.

Planning staff reviewed the air space parcel application fees of Metro Vancouver municipalities which have a comparable air-space parcel subdivision process. While Burnaby would rank as having the second highest fees in the region<sup>1</sup>, the proposed fee structure would allow Burnaby to maintain a fee recovery position.

### 3.2 Proposed 2012 Planning Fees

SCHEDULE OF PLANNING FEES:		CURRENT	PROPOSED
<b>Rezoning Applications:</b>			
1.	First 1,700 sq. m. of site area	\$ 1,678.00	\$ 2,500.00
2.	Each subsequent 100 sq. m. of site area or portion thereof	\$ 45.00	\$ 55.00
3.	Rezoning and PPA Servicing Agreements	\$ 952.00	\$ 977.00
	▪ Where there is only one servicing item	\$ 462.00	\$ 474.00
<b>Subdivision Applications:</b>			
4.	Subdivision Application	\$ 1,942.00	\$ 2,500.00

<sup>1</sup> City of Vancouver has the highest fees for air space parcel subdivision applications - \$31,900.00 (less than 2.0 FSR); \$63,800.00 (Greater than 2.0 FSR).

SCHEDULE OF PLANNING FEES:	CURRENT	PROPOSED
5. Airspace Parcel Subdivision	\$ 6,401.00	Replaced below
▪ FAR of up to 2.0		\$10,000.00
▪ FAR of 2.0 or greater		\$15,000.00
6. Road Closure/Highway Exchange	\$ 2,000.00	\$ 2,052.00
7. Tentative Approval Extension		
▪ Single family subdivision	\$ 226.00	\$ 232.00
▪ Other subdivisions/servicing	\$ 506.00	\$ 519.00
8. Personal Preference Address Change	\$ 663.00	\$ 680.00
▪ (No charge when included in application for subdivision)		
<b>Strata Titling:</b>		
9. Two-family and industrial/commercial conversions	\$ 587.00	\$ 602.00
10. Each additional industrial/commercial unit	\$ 33.00	\$ 34.00
<b>Phased Strata Plans:</b>		
11. First Phase	\$ 1,022.00	\$ 1,049.00
12. Subsequent Phases	\$ 132.00	\$ 136.00
13. Last Phase	\$ 404.00	\$ 415.00
14. Form 'P' Amendment	\$ 74.00	\$ 76.00
<b>Liquor Licence Applications:</b>		
15. New Facilities	\$ 727.00	\$ 746.00
16. Amendments to existing liquor licenses	\$ 369.00	\$ 379.00
<b>Preliminary Plan Approval (PPA)<sup>2</sup>:</b>		
17. Minimum Fee	\$ 221.00	\$ 227.00
18. On construction value (per \$1,000)	\$ 2.20	\$ 2.25
19. Extensions	\$ 133.00	\$ 136.45

#### 4.0 BUILDING DIVISION

##### 4.1 Revisions to the Building Bylaw

While the following issues do not apply directly to the fees charged by the City for permits, it is practical to make these changes to the Building Bylaw concurrent with the proposed changes to the fee schedules.

Section 17 of the Building Bylaw (*Partial Permits*) authorizes the Building Inspector to issue a permit to excavate land in preparation for the construction of a building or structure or to issue a permit for a portion of a building or structure before the design, plans and supporting documents for the entire building or structure have been reviewed, provided that sufficient information has been provided to the City to demonstrate that the portion authorized to be constructed substantially complies with applicable City bylaws. It is common to issue these partial permits for large development projects.

<sup>2</sup> Fees for PPAs fall under the Building Bylaw and are included in the Building Permit Fee Schedule, and are listed in the schedule of Planning Fees for convenience.

Section 18 of the Building Bylaw sets out the conditions under which a Building Permit can expire. Although Section 18 (1) (d) specifies that permits for projects other than single and two family dwellings will expire within two years of the original date of the permit, the process for expiring a series of Partial Permits (i.e. sediment control, excavation, foundation, etc.) is not clear. The intent of the Bylaw is that construction should be completed within two years of the the first partial permit being issued. In this regard, it is proposed that Section 18 of the Building Bylaw be clarified to state that all Partial Permits issued for a project will expire within two years of the original issue date of the first Partial Permit. It is noted that for projects which extend beyond two years, Section 19 (2) states that the Building Inspector may extend the expiry date for a permit for such time as considered reasonable.

It has also come to staff's attention that a builder who has started construction but is not intending to finish can avoid the obligation to remove the construction on permit expiration simply by applying for a new building permit under Section 18(2) and (3) of the Building Bylaw. In this regard it is also proposed that the wording in Section 18(2) and (3) of the bylaw, which permits a new application to be made within 30 days of the expiry date of the original permit, be removed. It is also proposed that Section 15 be amended to give the Building Inspector the authority to refuse the issuance of a new permit for construction related to an expired permit. It is noted, however, that in all cases the Chief Building Inspector may extend a permit where the completion of a construction is legitimately being pursued.

#### 4.2 General 2.6% increase

A fee increase of 2.6% is also proposed for Building Division fees with the exception of fees for the following:

- **Plumbing Permit Fees:** The current fee of \$51.40 to complete the transfer or extension of a permit is not adequate to recover the City's costs. It is proposed that these administrative fees be increased to \$100.00 (Item 11 and 12 on Page 8 of this Schedule A).
- **Gas Permit Fees:** The current fee of \$51.35 to complete the transfer or extension of a permit is not adequate to recover the City's costs. It is proposed that these administrative fees be increased to \$100.00 (Item 6 and 7 on Page 10 of this Schedule A).
- **Building Permit Fees:** The current fee of \$51.35 to complete the transfer of a permit; \$66.95 to complete a file research and comfort letter for a single or two-family dwelling; and \$133.05 per address to complete a file research and comfort letter for all other buildings (non-single or two-family dwellings) are not adequate to recover the City's cost to provide such services. It is proposed that these administrative fees be increased to \$100.00 (permit transfer); \$100.00 (single- or two-family comfort letter); and \$150.00 (comfort letter, all other buildings) (Item 10 and 11 on Page 13 of this Schedule A).
- **Building Permit Refunds:** No change is proposed to the formulas for determining refunds for Building Permits (Item 1-7 on Pages 14 and 15 of this Schedule A).

- **Damage Deposit and Inspection Fees:** Damage deposits collected by the City's Engineering Department and the pre- and post-construction of adjacent City property are carried out by Engineering Inspectors. The amount of the damage deposit and the related inspection fees are under Schedule D of the Building Bylaw. The Engineering Department is proposing to increase the damage deposit for new single- or two-family dwellings, which is currently \$1,500.00. The proposed deposit is \$2,000.00. If no damage occurs to the adjacent City property, deposits are returned in full when the project is complete (Item 1 on Page 15 of this Schedule A).
- **Electrical Permit Fees:** The current fee of \$51.35 to complete the extension or transfer of a permit is not adequate to recover the City's costs. It is proposed that these administrative fees be increased to \$100.00 (Items 9 and 14 on Pages 17 and 19 of this Schedule A).
- **Sewer Connection Permit Fees:** No increase is proposed for this fee for 2012 (Page 20 of this Schedule A).

Fee increases for the Building Division have been rounded to the nearest \$0.05, with the exception of the fee increases noted above; re-inspection fees have been rounded to the nearest \$5.00; Preliminary Plan Approval (PPA) base fee (including signs) have been rounded to the nearest \$1.00; and Tree Permit fees have been rounded to the nearest \$5.00. From an administrative standpoint, it is noted that changes to the Building Division fees do not require a presentation at Public Hearing, but rather the adoption of the relevant bylaw amendments by Council in the usual manner.

### **Plumbing Fees**

<b>SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES:</b>		<b>Current</b>	<b>Proposed</b>
<b>1. Plumbing Fixtures:</b>			
For the rough-in and completion of each plumbing fixture			
(Fixtures shall include but not be limited to the following: roof drain, floor drain, dishwasher, clothes washer, water heater and water meter or backflow protection device under 4 inches in size with test ports.)			
Each fixture		\$47.05 for the first fixture and \$26.10 for each additional fixture	\$48.30 for the first fixture and \$26.80 for each additional fixture
For each backflow protection device 4 inches or greater in size		\$128.00	\$131.35
For the removal of each fixture and the capping off of piping		\$47.05 for the first fixture removed and \$11.75 for each additional fixture removed	\$48.30 for the first fixture removed and \$12.10 for each additional fixture removed
<b>2. Interceptors:</b>			
For the installation of a catch basin, sump, oil interceptor, manhole or trench drain			
Each unit		\$32.20	\$33.05



SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES:		Current	Proposed
<b>3. Site Fire Protection:</b>			
For the installation of underground fireline or hydrants			
Each 30 m or portion thereof	\$32.20	\$33.05	
Each fire hydrant	\$25.60	\$26.25	
<b>4. Building Fire Protection:</b>			
For the installation or relocation of the following:			
First sprinkler head	\$66.55	\$68.30	
Each additional sprinkler head	\$2.35	\$2.40	
Each fire pump test header	\$32.20	\$33.05	
First siamese connection, hose cabinet, hose outlet, wet/dry outlet or standpipe	\$32.20	\$33.05	
Each additional siamese connection, hose cabinet, hose outlet, wet/dry outlet or standpipe ( <i>Note: the second and subsequent fixtures do not have to be the same as the first fixture to qualify for the discount</i> )	\$21.50	\$22.05	
For the installation or alteration of any above ground fire suppression piping where no fixtures are involved			
Each 30 m or portion thereof	\$32.20	\$33.05	
<b>5. Replacement of Building Water Pipe:</b>			
For the removal and replacement of existing pipe			
(a) in multi-family residential buildings, hotels and motels (each unit)	\$22.80	\$23.40	
(b) in all other buildings:			
For the first 30 m of piping or portion thereof	\$76.90	\$78.90	
For each additional 30 m of piping or portion thereof	\$44.80	\$45.95	
<b>6. Other Piping:</b>			
For the installation or alteration of site piping (storm, sani, domestic water) rainwater leader, domestic water piping or any other plumbing pipe or where no fixtures are involved			
For the first 30 m of piping or portion thereof	\$44.30	\$45.45	
For each additional 30 m of piping or portion thereof	\$25.50	\$26.15	
<b>7. Heating Permits:</b>			
Fees based on maximum BTU input of the appliance with a minimum fee of 50,000 BTU's	\$2.60 per 1,000 BTU's heating appliance input	\$2.70 per 1,000 BTU's heating appliance input	
<b>8. Reinspection Fee:</b>			
Where it has been determined by the Plumbing Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work, re-inspection is required			
1st re-inspection	\$50.00	\$50.00	
2nd re-inspection	\$210.00	\$215.00	
3rd re-inspection	\$415.00	\$425.00	
4th re-inspection	\$830.00	\$850.00	

<b>SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES:</b>		<b>Current</b>	<b>Proposed</b>
5th re-inspection		\$1,040.00 and thereafter	\$1,065.00 and thereafter
Re-inspection Fees subject to HST			
<b>9. Special Inspections:</b>			
HST will be added to special inspection fees			
(a) For an inspection requested by the owner but not required by the Bylaw		\$80.00/hour or part thereof (\$80.00 minimum)	\$82.10/hour or part thereof (\$82.10 minimum)
(b) For an inspection outside the hours during which the offices of the City Hall are normally open		\$450.00 plus \$115.00/hour or part thereof after the first four hours. Travel time included.	\$461.70 plus \$118.00/hour or part thereof after the first four hours. Travel time included.
(c) For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside the City limits, construction techniques or otherwise		\$80.00/hour (\$80.00 minimum)	\$82.10/hour or part thereof (\$82.10 minimum)
(d) For Strata title subdivision application inspections		\$177.60	\$182.20
<b>10. Review of Preliminary or Modified Drawings and Specifications:</b>		\$62.40/hour (minimum 0.5 of an hour)	\$64.00/hour (minimum 0.5 of an hour)
<b>11. Permit Transfer or Assignment Fee:</b>			
For the transfer or assignment of a plumbing permit and to record a change of contractor for a project		\$51.40	\$100.00
<b>12. Permit Extension:</b>		\$51.40	\$100.00
<b>13. Permit Fee Refund:</b>		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.	No change

<b>SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES:</b>	<b>Current</b>	<b>Proposed</b>
<b>14. Copies of Departmental records or drawings</b>	\$1.05 per page for copies 8.5x11 inches	\$1.10 per page for copies 8.5 x 11 inches
	\$5.20 per page for copies 11x17 inches or larger	\$5.35 per page for copies 11x17 inches or larger

**Gas Fees**

<b>GAS PERMIT FEES:</b>	<b>Current</b>	<b>Proposed</b>
<b>1. Installations in Single and Two Family Dwellings:</b>		
(a) For each appliance	\$47.05 for the first appliance and \$25.60 for each additional appliance	\$48.30 for the first appliance and \$26.30 for each additional appliance
(b) For each vent installation	\$47.05 for the first vent and \$25.60 for each additional vent	\$48.30 for the first vent and \$26.30 for each additional vent
(c) House Piping only - No appliance installed	\$44.35 for the first 30 m of piping or portion thereof and \$25.50 for each additional 30m of piping or portion thereof	\$45.50 for the first 30 m of piping or portion thereof and \$26.15 for each additional 30m of piping or portion thereof
<b>2. Commercial, Industrial, Institutional or Multifamily Installations:</b>		
(a) For each appliance with input of:		
30 kW (102,000 BTU/Hr) or less	\$46.10 for the first appliance and \$37.95 for each additional appliance	\$47.30 for the first appliance and \$38.95 for each additional appliance
31 to 120 kW (103,000 to 409,000 BTU/Hr)	\$77.75	\$79.80
(b) For piping only		
First 30 m or less	\$45.30	\$46.50
Each additional 30 m or part thereof	\$32.20	\$33.05
(c) For each vent installation (no appliance)	\$45.30	\$46.50
(d) Laboratory equipment		
For each 200,000 BTU's or part thereof in a room	\$64.60	\$66.30

<b>GAS PERMIT FEES:</b>		<b>Current</b>	<b>Proposed</b>
<b>3. Reinspection Fee:</b>			
Where it has been determined by the Gas Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work, re-inspection is required			
1st re-inspection		\$50.00	\$50.00
2nd re-inspection		\$210.00	\$215.00
3rd re-inspection		\$415.00	\$425.00
4th re-inspection		\$830.00	\$850.00
5th re-inspection		\$1,040.00 and thereafter	\$1,065.00 and thereafter
HST will be added to re-inspection fees			
<b>4. Special Inspections:</b>			
Special Inspection Fees subject to HST			
(a) For an inspection requested by the owner but not required by the Bylaw		\$80.00/hour or part thereof (\$80.00 minimum)	\$82.10/hour or part thereof (\$82.10 minimum)
(b) For an inspection outside the hours during which the offices of the City Hall are normally open		\$450.00 plus \$115.00/hour or part thereof after the first four hours. Travel time included.	\$461.70 plus \$118.00/hour or part thereof after the first four hours. Travel time included.
(c) For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside the City limits, construction techniques or otherwise		\$80.00/hour (\$80.00 minimum)	\$82.10/hour or part thereof (\$82.10 minimum)
<b>5. Review of Preliminary or Modified Drawings and Specifications:</b>		\$62.40/hour (minimum 0.5 of an hour)	\$64.00/hour (minimum 0.5 of an hour)
<b>6. Permit Transfer or Assignment Fee:</b>			
For the transfer or assignment of a gas permit and to record a change of contractor for a project		\$51.35	\$100.00
<b>7. Permit Extension:</b>		\$51.35	\$100.00
<b>8. Permit Fee Refund:</b>		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.	No change

<b>GAS PERMIT FEES:</b>	<b>Current</b>	<b>Proposed</b>
<b>9. Copies of Departmental records or drawings</b>	\$1.05 per page for copies 8.5x11 inches	\$1.10 per page for copies 8.5 x 11 inches
	\$5.20 per page for copies 11x17 inches or larger	\$5.35 per page for copies 11x17 inches or larger

**Building Fees**

<b>SCHEDULE OF BUILDING PERMIT FEES:</b>	<b>Current</b>	<b>Proposed</b>
<b>1. Application for a Building Permit:</b>		
(a) For single or two-family dwelling where construction value exceeds \$82,000, including renovations, additions and accessory buildings	\$198.45	\$203.60
(b) For all other	20% of Building Permit Fee, subject to a minimum of \$52.00 and a maximum of \$5,766.10	20% of Building Permit Fee, subject to a minimum of \$53.35 and a maximum of \$5,916.00
<b>2. Building Permit:</b>		
(a) Value of Construction		
\$0 to \$1,000	\$52.00	\$53.35
\$1,001 to \$20,000	\$52.00 plus \$15.40/\$1,000 or part thereof over \$1,000	\$53.35 plus \$15.80/\$1,000 or part thereof over \$1,000
\$20,001 to \$200,000	\$344.60 plus \$10.55/\$1000 or part thereof over \$20,000	\$353.55 plus \$10.82 /\$1000 or part thereof over \$20,000
\$200,001 and over	\$2,243.60 plus \$9.10/\$1000 or part thereof over \$200,000	\$2,301.15 plus \$9.34/\$1000 or part thereof over \$200,000
(b) For Chimneys and Solid Fuel Appliances:		
Masonry Chimney:	\$60.30 per dwelling unit	\$61.90 per dwelling unit
Prefab Metal Chimney - Class "A"	\$60.30 per dwelling unit	\$61.90 per dwelling unit

<b>SCHEDULE OF BUILDING PERMIT FEES:</b>	<b>Current</b>	<b>Proposed</b>
Free standing solid fuel stove or fireplace	\$73.50	\$75.40
Free standing solid fuel stove or fireplace and Class "A" Chimney	\$91.75	\$94.15
Solid fuel insert (includes pre-safety inspection)	\$91.75	\$94.15
<b>(c) For a Building Permit relating to:</b>		
The replacement of building water pipe: per unit for all buildings	\$22.30 per unit for all buildings	\$22.90 per unit for all buildings
<b>3. Permit Extension under s.4(5)(a):</b>	\$100.00	\$102.60
<b>4. Review of Preliminary or Modified Drawings and Specifications:</b>	\$62.40/hour (minimum 0.5 of an hour)	\$64.00/hour (minimum 0.5 of an hour)
<b>5. Building Permit for a Demolition:</b>		
Accessory building	\$60.30	\$61.90
Single and two-family dwelling including all accessory buildings on site	\$256.10	\$262.75
All other buildings and structures	\$640.10	\$656.75
<b>6. Building Permit for Temporary Building or Structure:</b>		
Per year from date of issue	\$450.30 per year	\$462.00 per year
<b>7. Reinspection Fee:</b>		
Where it has been determined by the Building Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work, re-inspection is necessary.		
1st re-inspection	\$50.00	\$50.00
2nd re-inspection	\$210.00	\$215.00
3rd re-inspection	\$415.00	\$425.00
4th re-inspection	\$830.00	\$850.00
5th re-inspection	\$1,040.00 and thereafter	\$1,065.00 and thereafter
Re-inspection Fees subject to HST		
<b>8. Special Inspections:</b>		
Special inspection fees subject to HST and must be approved by the Chief Building Inspector		
(a) For an inspection requested by the owner but not required by the Bylaw	\$80.00/hour or part thereof (\$80.00 minimum)	\$82.10/hour or part thereof (\$82.10 minimum)

<b>SCHEDULE OF BUILDING PERMIT FEES:</b>		<b>Current</b>	<b>Proposed</b>
(b) For an inspection outside the hours during which the offices of the City Hall are normally open		\$450.00 plus \$115.00/hour or part thereof after the first four hours. Travel time included.	\$461.70 plus \$118.00/hour or part thereof after the first four hours. Travel time included.
(c) For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside the City limits, construction techniques or otherwise		\$80.00/hour (\$80.00 minimum)	\$82.10/hour or part thereof (\$82.10 minimum)
(d) For a special safety inspection following an electrical or gas disconnection		\$484.40	\$497.00
(e) Strata title subdivision application inspections		\$177.55	\$182.20
<b>9. Provisional Occupancy Permission:</b>			
For an inspection for Provisional Occupancy Permission when requested by the Owner		Fees shall be charged under Item 8, Special Inspections.	No change to wording
<b>10. Permit Transfer or Assignment Fee:</b>			
For the transfer or assignment of a building permit or to record a change of contractor for a project		\$51.35	\$100.00
<b>11. File Research and Letter:</b>			
Single family or two-family dwelling		\$66.95	\$100.00
All other buildings		\$133.05 per legal address	\$150.00 per legal address
<b>12. Application for Alternative Solutions under the British Columbia Building Code:</b>		\$461.20 for the first decision on a development and \$141.25 for each revision	\$473.20 for the first decision on a development and \$144.90 for each revision
<b>13. Application for Heating System:</b>		\$2.60 per 1,000 BTU's heating appliance input	\$2.70 per 1,000 BTU's heating appliance input
Fees based on maximum BTU input of the appliance with a minimum fee of 50,000 BTU's			
<b>14. Application for Preliminary Plan Approval:</b>			
(a) For Signs		\$81.00	\$83.00
(b) For Comprehensive Sign Plans		\$222.00	\$228.00

SCHEDULE OF BUILDING PERMIT FEES:		Current	Proposed
(c)	For all other development	\$2.20 per \$1,000 of estimated construction value, with a minimum of \$221.00	\$2.25 per \$1,000 of estimated construction value, with a minimum of \$227.00
(d)	For each extension	\$133.00	\$136.45
<b>15. Certificate by Registered Professionals:</b>			
When a building permit is issued reliant upon the certification of a registered professional Engineer or Architect, the permit fee will be reduced by 2.5% of the fees payable, up to a maximum reduction of \$500.00			No Change
<b>16. Copies of Departmental records or drawings</b>		\$1.05 per page for copies 8.5 x 11 inches \$5.20 per page for copies 11x17 inches or larger	\$1.10 per page for copies 8.5 x 11 inches \$5.35 per page for copies 11x17 inches or larger

**Building Fees (Refund of Fees)**

SCHEDULE OF BUILDING PERMIT FEES:	
<b>1. Building Permit Application Fee Refund where plan checking has not commenced:</b>	
(a) For single or two-family dwellings, including renovations, additions and accessory buildings	70% of Application Fee subject to a minimum non-refundable \$100.00
(b) For all other applications	70% of Application Fee subject to a minimum non-refundable \$100.00
<b>Note:</b> There will be no refund of any portion of the application fee once the plan checking has been started.	
<b>2. Building Permit Fee Refund where construction has not commenced, no inspection has been made and a permit has not been extended or expired.</b>	Refund equals 90% of the difference between the Building Permit Fee and the Building Permit Application Fee subject to a minimum non-refundable \$200.00



3. For any permit or special inspection where no Application Fee is charged. Refund will be made only where work has not commenced, no inspection has been made and a permit has not been extended	70% of the Permit Fee subject to a minimum non-refundable \$200.00
4. No refunds will be given unless a written request is received by the Chief Building Inspector	No Change
5. Whether work has started or not, no refunds will be given for any permit that has expired	No Change
6. No refunds will be given for permit extension fees	No Change
7. All refunds will be paid to the <b>owner</b> or as directed by the <b>owner</b> .	No Change

**Damage Deposits and Inspections Fees**

PERMIT:	INSPECTION FEE		DAMAGE DEPOSIT	
	Current	Proposed	Current	Proposed
<b>1. Single or Two Family Dwelling Construction:</b>	\$80.00	No Change	\$1,500.00	\$2,000.00
<b>2. Single or Two Family Dwelling Addition or Demolition:</b>	\$80.00	No Change	\$1,000.00	No Change
<b>3. Construction other than Single or Two Family Dwelling:</b>	\$160.00	No Change	\$5,000.00 for 15 m frontage \$30.00/m of frontage thereafter	No Change
<b>4. Demolition other than Single or Two Family Dwelling:</b>	\$105.00	No Change	\$5,000.00 for 15 m frontage \$30.00/m of frontage thereafter	No Change
<b>5. Swimming Pool Installation:</b>	\$80.00	No Change	\$1,500.00	No Change
<b>6. Construction Garage or Carport:</b>	\$80.00	No Change	\$1,000.00	No Change
<b>7. Hydrant</b>	\$30.00	No Change		
No interest will be paid on damage deposits held by the City				

**Electrical Fees**

<b>ELECTRICAL PERMIT AND INSPECTION FEES:</b>		<b>Current</b>	<b>Proposed</b>
<b>1. New One and Two-Family Detached Dwellings:</b>			
(a) Electrical system for a dwelling including service connection and Temporary Current Permit		18 % of Building Permit Fee	No change
(b) Security system, data/cable TV, vacuum, intercom, sound system and telephone		Fee based on value of electrical installation including materials and labour (Item 2) Minimum \$250.00 job value	No change
<b>2. Electrical Installations Other Than New One and Two-Family Detached Dwellings:</b> (Fee based on value of electrical installation including materials and labour)			
Value of Electrical Installation (as approved by Electrical Inspector)			
\$100 or less		\$38.50	\$39.50
\$101 - \$250		\$51.35	\$52.70
\$251 - \$350		\$64.00	\$65.65
\$351 - \$500		\$76.85	\$78.85
\$501 - \$700		\$95.90	\$98.40
\$701 - \$1,000		\$115.65	\$118.65
\$1,001 - \$10,000		\$115.65 plus \$47.50/\$1,000 or part thereof over \$1,000.00	\$118.65 plus \$48.75/\$1,000 or part thereof over \$1,000.00
\$10,001 - \$50,000		\$543.15 plus \$25.75/\$1,000 or part thereof over \$10,000.00	\$557.40 plus \$26.40/\$1,000 or part thereof over \$10,000.00
\$50,001 - \$100,000		\$1,573.15 plus \$15.30/\$1,000 or part thereof over \$50,000.00	\$1,613.40 plus \$15.70/\$1,000 or part thereof over \$50,000.00
\$100,001 - \$500,000		\$2,338.15 plus \$10.30/\$1,000 or part thereof over \$100,000.00	\$2,398.40 plus \$10.55/\$1,000 or part thereof over \$100,000.00
\$500,001 - \$1,500,000		\$6,458.15 plus \$8.65/\$1,000 or part thereof over \$500,000	\$6,618.40 plus \$8.90/\$1,000 or part thereof over \$500,000
\$1,500,001 and over		\$15,108.15 plus \$2.80/\$1,000 or part thereof over \$1,500,000.00	\$15,518.40 plus \$2.85/\$1,000 or part thereof over \$1,500,000.00

<b>ELECTRICAL PERMIT AND INSPECTION FEES:</b>		<b>Current</b>	<b>Proposed</b>
<i>Plus Temporary Current Permit where applicable</i>			
<b>3. Temporary Current Permit:</b> (not required for one or two-family dwelling)		\$153.00	\$157.00
<b>4. Operating Permit For One Commercial or Industrial Plant or Establishment (Annual fee based on Service Capacity):</b>	\$0.29/KVA Minimum \$174.65 Maximum \$2,590.45	\$0.30/KVA Minimum \$179.20 Maximum \$2,657.80	
For each additional permit	\$174.65	\$179.20	
<b>5. Temporary Saw Service:</b>	Fee based on value of electrical installation (Minimum \$76.85)	Fee based on value of electrical installation (Minimum \$78.85)	
<b>6. Review of Preliminary or Modified Drawings and Specifications:</b>	\$62.40/hour (minimum .5 of an hour)	\$64.00/hour (minimum .5 of an hour)	
<b>7. Permit Fee to Record Work Done Without Permit and Inspection:</b>			
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 under section 2 based on the value of the electrical installation as estimated by the Chief Building Inspector at the time of application for the electrical permit	(minimum \$115.65)	(minimum \$118.65)	
<b>8. Permit Fee Refund:</b>	Where no inspection 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.	No change	
<b>9. Permit Extension:</b>	\$51.35	\$100.00	
<b>10. Signs:</b>			
(a) Neon			
for first transformer	\$85.35	\$87.55	

ELECTRICAL PERMIT AND INSPECTION FEES:	Current	Proposed
each for the next two transformers	\$56.50	\$57.95
each for the next two transformers	\$39.90	\$40.95
for each remaining transformer	\$28.80	\$29.55
(b) Fluorescent or light –emitting diode (LED)		
for first 15 AMP branch circuit or equivalent	\$85.35	\$87.55
each for the next two 15 AMP branch circuit or equivalent	\$56.50	\$57.95
each for the next two 15 AMP branch circuit or equivalent	\$39.90	\$40.95
for each remaining 15 AMP branch circuit or equivalent	\$28.80	\$29.55
(c) Other signs requiring electrical installation		
Calculated under section 2 of Appendix "A" based on the value of the electrical installation	(minimum \$95.90)	(minimum \$98.40)
<b>11. Operating Permit for Special Event or Film Project:</b>		
(a) One location, one project (includes filming in studio)		
0 - to 30 days	\$124.95	\$128.20
0 - to 60 days	\$220.55	\$226.30
0 - to 90 days	\$256.10	\$262.75
0 - to 180 days	\$343.65	\$352.60
0 - to 360 days	\$625.25	\$641.50
(b) Multi locations, one project Permit valid for maximum 365 days		
0 - to 30 days	\$96.35 per location (maximum \$385.45)	\$98.85 per location (maximum \$395.45)
0 - to 60 days	\$128.00 per location (maximum \$511.85)	\$131.30 per location (maximum \$525.15)
0 - to 90 days	\$162.85 per location (maximum \$651.35)	\$167.10 per location (maximum \$668.30)
0 - to 180 days	\$183.80 per location (maximum \$735.15)	\$188.60 per location (maximum \$754.25)
0 - to 365 days (annual permit)	\$1,596.25 any number of locations	\$1,637.75 any number of locations
(c) Annual permit fee for film studio for repair and maintenance only	\$0.40 per kva (minimum \$257.80) (maximum \$2,702.70)	\$0.41 per kva (minimum \$264.50) (maximum \$2,772.95)

ELECTRICAL PERMIT AND INSPECTION FEES:		Current	Proposed
<b>12. Re-inspection Fee:</b>			
Where it has been determined by the Electrical Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work re-inspection is required			
1st re-inspection		\$50.00	\$50.00
2nd re-inspection		\$210.00	\$215.00
3rd re-inspection		\$415.00	\$425.00
4th re-inspection		\$830.00	\$850.00
5th re-inspection		\$1,040.00	\$1,065.00
Re-inspection Fees subject to HST			
<b>13. Special Inspections:</b>			
(a) For an inspection requested by the owner but not required by the Bylaw		\$80.00/hour or part thereof \$80 minimum)	\$82.10/hour or part thereof (\$82.10)
(b) For an inspection outside the hours during which the offices of the City Hall are normally open		\$450.00 plus \$115.00/hour or part thereof after the first four hours. Travel time included.	\$461.70 plus \$118.00 /hour or part thereof after the first four hours. Travel time included.
(c) For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside the City limits, construction techniques or otherwise		\$80.00/hour (\$80 minimum)	\$82.10/hour or part thereof (\$82.10 minimum)
(d) Strata title subdivision application inspections		\$177.55	\$182.20
<b>14. To Record a Change of Contractor for a Project:</b>		\$51.35	\$100.00
<b>15. Copies of Departmental records or drawings</b>		\$1.05 per page for copies 8.5 x 11 inches  \$5.20 per page for copies 11 x 17 inches or larger	\$1.10 per page for copies 8.5 x 11 inches  \$5.35 per page for copies 11x17 inches or larger

**Tree Permit Fees**

SCHEDULE OF TREE PERMIT FEES:		Current	Proposed
<b>1. For the first protected tree included in an application for a tree cutting permit:</b>		\$63.50	\$65.00
<b>2. For the second and each subsequent protected tree included in an application for a tree cutting permit (per tree):</b>		\$32.00	\$35.00
<b>3. Provided that the application fee shall not exceed the total of:</b>			
for the first half hectare of the area of land containing the		\$260.00	\$265.00

SCHEDULE OF TREE PERMIT FEES:	Current	Proposed
protected trees in respect of which the application for a tree cutting permit is made;		
for each of the next five half hectares of the area of land containing the protected trees in respect of which the application for a tree cutting permit is made;	\$235.00	\$240.00
for each of the seventh and succeeding half hectares of the area of land containing the protected trees in respect of which the application for a tree cutting permit is made.	\$190.00	\$195.00
<b>4. Copies of departmental records or drawings</b>	\$1.05 per page for copies 8.5 x 11 inches  \$5.20 per page for copies 11x17 inches or larger	\$1.10 per page for copies 8.5 x 11 inches  \$5.35 per page for copies 11x17 inches or larger

***Sewer Connection Permit Fees***

SEWER CONNECTION PERMIT FEE:	Current	Proposed
For each sanitary sewer connection	\$ 80.00	No change
For each storm sewer connection	\$135.00	No change
For each combined sewer connection	\$135.00	No change
For the third & each subsequent inspection of an additional	\$ 55.00	No change