



Item
Meeting 2014 November 24

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2014 November 19

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

SUBJECT: 2015 FEES FOR PLANNING AND BUILDING PERMITS, APPLICATIONS AND OTHER SERVICES

PURPOSE: To provide Council with recommendations for the Planning and Building Department's 2015 fee schedule for various applications for the purpose of cost recovery.

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 Item 1 of *Appendix A*, and that the bylaw be introduced and advanced to First Reading on 2014 November 24, and to a Public Hearing on 2014 December 09 at 7:00 pm.
3. **THAT** Council authorize the preparation of the necessary bylaw amendments to effect the remaining fee adjustments and text changes, as outlined in *Appendix A to G* of this report.

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: permits for building construction, including electrical, plumbing and gas inspections; rezoning, strata titling and subdivision of land; and a variety of other Planning and Building services. To help ensure that fees recover the basic costs of City processes, works and services, staff conduct an annual review of the fee schedule.

Staff have completed the annual review of fees for 2015. *Attachment 1* and *Appendix A to G* outline the recommended adjustments. Generally, the Planning and Building Department's fees are proposed to increase by 2.5% to ensure cost recovery and a median fee position relative to other municipalities in the region with similar processes, services, and development conditions.

To: City Manager
From: Director Planning and Building
Re: 2015 Fees for Planning and Building Permits,
Applications and Other Services
2014 November 19..... Page 2

As described in **Attachment 1**, some proposed fees have been adjusted further, or maintained at current rates, to more accurately reflect processing costs.

Some minor changes are also proposed to the text of the Building Bylaw, as detailed in Section 4.3 of **Attachment 1**. 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 which are set out in the Burnaby Zoning Bylaw be given First Reading on 2014 November 24 and forwarded to the Public Hearing of 2014 December 09. All other fees that are not part of 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 remaining bylaw amendments to effect the proposed fee adjustments and related text amendments. Staff expect all proposed fees including the ones in the Burnaby Zoning Bylaw would come into effect on 2015 February 01, following Council adoption of the necessary bylaw amendments.


Lou Pelletier, Director
PLANNING AND BUILDING

JL/LF:sla
Attachments

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

**Review of Fees for 2015 for Planning and Building Permits,
Applications and Other 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 (administration, processing, record keeping, responding to enquiries, inspections, etc.) that are accrued for each type of application, permit, service, or work. This 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 often expended in the Clerk's Office, Legal and Lands Department, Engineering Department, Fire Prevention Office, and Building Division, as well as, to some extent, by the RCMP, the Parks, Recreation and Cultural Services Department, the Licence and Property Management Office, and the Tax Office. 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 related services, is that the fee must not exceed the estimated average costs of processing, inspection, advertising and administration for the associated service. 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, with some variation by fee types, relative to other Metro Vancouver municipalities with similar development conditions.

2.0 COST OF SERVICE ADJUSTMENT

2.1 *General 2.5% Increase*

In May 1997, Council completed a comprehensive review of fees and directed staff to prepare an annual fee report for each subsequent year. The intent of the annual fee review is to establish a more systematic fee increase process and to avoid substantial increases at any one point in time. Under this system, fees are adjusted each year to ensure that the costs associated with each type of application, permit, service, or work is recovered. Using the established fees as a benchmark, it is proposed that an average fee increase of 2.5% be applied to recover costs for the various permits and other services offered by the Planning and Building Department in 2015.

3.0 PLANNING DIVISION

3.1 *Proposed 2015 Planning Fees (Appendix A)*

Rezoning fees (Item 1) are set out in the Zoning Bylaw and therefore any change to them must be presented at a Public Hearing. The other proposed changes to the Planning Division fees may be adopted without a Public Hearing, along with the proposed changes to the Building Division fees detailed in Section 4.0 below.

3.2 General 2.5% 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 approval services that are provided by the Planning Department. As required by the *Local Government Act*, the proposed fees are intended to recover the estimated average cost of processing, inspection, advertising and administration. As outlined in *Appendix A*, an increase of 2.5% is generally proposed for Planning Division fees. In addition, new fees are proposed to recover costs for land title related searches through the BC Land Title and Survey Authority (LTSA), as described below:

- **Land Title Related Searches:** On 2014 May 01, LTSA established a new online land title information system along with an updated fee schedule. The fee schedule established new fees for title, document and plan image searches. Searches fee range from \$9.57 per transaction for a land title search to \$14.64 and \$14.86 per transaction for document image and plan image searches, respectively.

Given the complexity of many development proposals, staff often require several LTSA documents and plans in order to evaluate applications. While the City currently absorbs this cost, it is appropriate to recover LTSA fees generated as part of the applications related to Subdivision, Rezoning, Preliminary Plan Approval, and Building Permits. Planning Division staff therefore recommend that a \$15 fee per search for land titles and \$20 fee per search for land title document and plan images be introduced to the Subdivision Control Bylaw and Planning and Building fee schedules. The proposed fees would help recover the costs of ordering documents and plans, as well as administrative costs for processing online searches (Item 2 in Appendix A).

As in previous years, the proposed fees represent a modest increase in existing fees based on the rate of inflation. However, it is recognized that some development in Burnaby is significantly larger in size, scope, and complexity than anticipated by the current fee structure. Therefore, for 2016, staff intends to evaluate alternative fee structures for rezoning processes that may permit appropriate cost recovery, particularly for the larger and more complex development applications.

All Planning Division fees have been rounded to the nearest dollar, with the exception of the Preliminary Plan Approval “on construction value” fee (Item 4), which has been rounded to the nearest \$0.05.

4.0 BUILDING DIVISION

4.1 Proposed 2015 Building Fees (Appendix B to G)

The proposed Building Division fees are outlined as follows:

- Plumbing Permit and Inspection Fees (Appendix B)
- Gas Permit and Inspection Fees (Appendix C)
- Building Permit and Inspection Fees (Appendix D.1)
 - Refund of Fees (Appendix D.2)
 - Damage Deposits and Inspection Fees (Appendix D.3)
- Electrical Permit and Inspection Fees (Appendix E)
- Tree Permit Fees (Appendix F)
- Sewer Connection Permit Fees (Appendix G)

4.2 General 2.5% increase

A fee increase of 2.5% is proposed for Building Division fees, with the following exceptions:

- **Plumbing, Gas, and Electrical Permit Fees – Permit Refunds:** Due to the adjustment made in 2013, which increased the minimum non-refundable amount from \$100 to \$150, no change is proposed for the following bylaws for 2015 with regards to the minimum non-refundable amount:

- **Plumbing Permit Fees** (Item 13 in Appendix B)
- **Gas Permit Fees** (Item 8 in Appendix C)
- **Electrical Permit Fees** (Item 8 in Appendix E)

- **Building Permit Fees – Refund of Fees:** Staff propose an increase from \$100 to \$150 on the minimum non-refundable amount for Building Permit applications prior to plan checking has commenced to recover staff time and administrative costs incurred for Building Department services. The current rate of \$100 does not correctly reflect costs for processing the application and the refund, and this rate has not been adjusted since 2008. In addition, staff recommend the minimum non-refundable amounts for Building Permits (Item 1 in Appendix D.2) to be consistent with the sub-trade permits (Plumbing, Gas, and Electrical) listed above.

For the same reasons, staff also propose an increase from \$200 to \$300 on the minimum non-refundable amount for Building Permit fees before construction has started. The current rate of \$200 has not been adjusted since 2011 (Item 2 and 3 in Appendix D.2).

- **Building Permit Fees – Permit Extensions:** Due to the adjustment made in 2013, which increased this fee from \$102.60 to a three-tiered system with fees ranging from \$200 to \$400, no change is proposed for 2015 (Item 3 in Appendix D.1).
- **Building Permit Fees – Special Inspections:** Due to the adjustment made in 2013, which increased the base fee from \$82.10 to \$250, no change to the base fee is proposed for 2015. However, the general 2.5% increase is proposed for the supplemental hourly fee (Item 8(a) in Appendix D.1).
- **Building Permit Fees – File Research and Letter:** As discussed in Section 3.2 above, the Planning Division proposes new fees in order to recover the increased costs of land title

related searches. For the same reasons, the Building Division is also proposing a \$15 fee per search for land titles and \$20 fee per search for land title document and plan images be introduced to the Building Bylaw fee schedule (Item 11 in Appendix D.1).

- **Damage Deposit and Inspection Fees:** Damage deposit and inspection fees are collected by the City's Engineering Department and the pre- and post-construction inspections of adjacent City property are carried out by Engineering Inspectors. However, damage deposit amounts and related inspection fees are listed under Schedule D of the Building Bylaw. The Engineering Department proposes a general 2.5% increase on inspection fees, while proposing a \$500 increase on damage deposits for single- or two-family dwelling addition or demolition. The latter increase is intended to cover the cost of boulevard tree fencing in the case of non-compliance. For instance, when applicants conduct demolitions, applicants are responsible for fencing the boulevard trees located on public properties as specified by Parks, Recreation and Cultural Services (PRCS) Department arborists. If they fail to comply with this requirement, PRCS Department will protect and fence those trees on behalf of the Engineering Department, which involves a cost to Engineering Department of about \$500 to \$700. The current damage deposit fee of \$1,000 for single- or two-family dwelling addition or demolition, minus the cost of fencing the trees by the PRCS Department, is insufficient to cover the cost of other potential damages to the City's streetscape elements such as sidewalks, light poles, street furniture, etc. It is noted that the damage deposit is 100% refundable upon completion of City inspections (Item 2 in Appendix D.3).
- **Copies of Departmental Records and Drawings:** The followings specify fees for attaining copies of departmental records and drawings:
 - **Plumbing Permit Fees** (Item 14 in Appendix B)
 - **Gas Permit Fees** (Item 9 in Appendix C)
 - **Building Permit Fees** (Item 16 in Appendix D.1)
 - **Electrical Permit Fees** (Item 15 in Appendix E)
 - **Tree Permit Fees** (Item 4 in Appendix F)

The current fees of \$1.20 per page for copies in 8.5x11 inches and \$5.65 per page for copies in 11x17 inches or larger are intended to recover the basic costs of paper, ink, and machine maintenance. However, staff recommends a revised fee structure that reflects the significant staff time required to respond to requests and the new options that exist for providing electronic copies. Specifically, staff recommend a flat rate fee of \$15.00 for file research, consistent with the estimated 20 to 30 minutes of staff time required for each records request which is comparable with the file research fees charged in other Metro Vancouver municipalities. In addition, staff propose to offer copies in electronic formats. The proposed fee for electronic copies is \$2.00 per image. For paper copies, the proposed cost per page is \$3.25 per page for copies in 8.5x11 inches and \$7.80 per page for copies in 11x17 inches or larger. In order to reflect the cost of converting microfiche images to electronic format prior to printing the paper copies, the proposed fee for paper copies incorporates the new \$2.00 per image fee in addition to the 2.5% increase on current rates of \$1.20 and \$5.65 respectively. This new fee structure is being proposed to encourage

electronic document requests, which allow City staff to provide more efficient service delivery.

- **Sewer Connection Permit Fees:** Sewer connection permit fees are collected by the City's Engineering Department on behalf of the Building Department. Engineering Department is currently reviewing changes to the Sewer Connection Bylaw, and the proposed fees for 2015 will be introduced along with the changes. Therefore, no change is proposed in this report (Item 1 to 4 in Appendix G).

The fee increases for the Building Division have been rounded to the nearest \$0.05, with the exception of the per kVA fees for electrical permits, which have not been rounded, and the following fees, which have been rounded to the nearest \$1.00: re-inspection fees, Preliminary Plan Approval (PPA) base fees and sign fees, land title search fees, minimum non-refundable amounts on Building Permits, damage deposit related inspection fees, Tree Permit fees, and Sewer Connection Permit fees.

From an administrative standpoint, it is noted that changes to the Building Division fee schedule does not require a presentation at Public Hearing, but rather, the relevant bylaw amendments can be adopted by Council in the usual manner.

4.3 Proposed Text Revisions to the Building Bylaw

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

Currently under Section 18(1)(c) and (d) of the Building Bylaw, a property owner has two years from the date of issuance of a permit to complete construction. At the end of the two year period, construction must be completed or the permit holder must apply for an extension.

Where construction has started or completed before a permit is issued, there may be bylaw infractions and/or safety concerns that should be corrected in a more timely manner, rather than having to wait two years for the project to be completed.

In order to eliminate the opportunity for permit holders to unnecessarily postpone construction work that could easily be completed in lesser time than the two years provided by the bylaw, staff recommend that Council approve an amendment to Section 18 of the Building Bylaw to allow the Chief Building Inspector to impose an expiry date less than the two years, as specified in Subsections (c) and (d).

The following Appendix A to G outline the current and proposed schedules of fees in detail.

Proposed 2015 Planning Fees:

SCHEDULE OF PLANNING FEES	Current (2014)	Proposed (2015)
1. Rezoning Applications:		
<i>(Rezoning fees are set out in the Burnaby Zoning Bylaw. Proposed changes to the fees must be presented at Public Hearing)</i>		
▪ Rezoning application fee:		
First 1,700 m ² (18,300 sq.ft.) of site area or part thereof	\$2,639.00	\$2,705.00
Each additional 100 m ² (1,075 sq.ft.) or part thereof	\$58.00	\$59.00
▪ Administration of servicing agreement:		
For a rezoning or Preliminary Plan Approval application that does not include a subdivision	\$1,031.00	\$1,057.00
Where there is only one servicing requirement	\$500.00	\$513.00
2. Subdivision Applications:		
▪ Airspace parcel subdivision application:		
<i>(FAR means "floor area ratio" as defined in Burnaby Zoning Bylaw, 1965)</i>		
(a) FAR of less than 2.0	\$10,558.00	\$10,822.00
(b) FAR of 2.0 or greater	\$15,836.00	\$16,232.00
▪ Strata title subdivision application:		
(a) two-family and industrial/commercial conversions	\$636.00	\$652.00
(b) each additional industrial/commercial unit	\$36.00	\$37.00
(c) phased strata plan:		
First phase	\$1,107.00	\$1,135.00
Subsequent phases	\$144.00	\$148.00
Last phase	\$438.00	\$449.00
Amendment to Form P	\$80.00	\$82.00
▪ Subdivision application other than Airspace Parcel and Strata Title subdivision applications above	\$2,639.00	\$2,705.00

SCHEDULE OF PLANNING FEES	Current (2014)	Proposed (2015)
▪ Road Closure/Highway Exchange	\$2,167.00	\$2,221.00
▪ Tentative Approval Extension:		
(a) Single family subdivision	\$245.00	\$251.00
(b) Other subdivisions and servicing for rezoning and PPA's	\$548.00	\$562.00
▪ Personal Preference Address Change (No charge when included in application for subdivision)	\$718.00	\$736.00
▪ Land Title Searches: <i>Fees subject to all applicable taxes</i>		
(a) Land Title search	---	\$15.00 per search
(b) Land Title Document and Plan Imaged records	---	\$20.00 per search
3. Liquor Licence Applications:		
New licences	\$787.00	\$807.00
Amendments to existing liquor licences	\$400.00	\$410.00
4. Preliminary Plan Approval (PPA) Applications¹:		
(a) For signs (per sign application)	\$87.00	\$89.00
(b) For Comprehensive Sign Plans	\$241.00	\$247.00
(c) For Comprehensive Sign Plans for Master Plan Rezoning	\$953.00	\$977.00
(d) For all other development:		
On estimated construction value (per \$1,000)	\$2.35	\$2.40
Minimum Fee	\$241.00	\$247.00
(e) For each extension	\$145.00	\$149.00

¹ Fees for PPAs fall under the Building Bylaw and are included in the Building Permit Fee Schedule. They are listed in the schedule of Planning Fees for convenience.

Proposed 2015 Building Fees – Plumbing Permit and Inspection Fees:

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
1. Plumbing Fixtures:		
<p>For the rough-in and completion of each plumbing fixture</p> <p>(Fixtures shall include but not be limited to the following: roof drain, floor drain, dishwasher, clothes washer, water heater, water meter or backflow protection device under 4 inches in size with test ports.)</p>		
Each fixture	\$51.00 for the first fixture and \$27.80 for each additional fixture	\$52.30 for the first fixture and \$28.50 for each additional fixture
For each backflow protection device 4 inches or greater in size	\$138.70	\$142.15
For the removal of each fixture and the capping off of piping	\$51.00 for the first fixture removed and \$12.75 for each additional fixture removed	\$52.30 for the first fixture removed and \$13.05 for each additional fixture removed
2. Interceptors:		
For the installation of a catch basin, sump, oil interceptor, manhole or trench drain		
Each unit	\$34.90	\$35.75
3. Site Fire Protection:		
For the installation of underground fireline or hydrants		
Each 30 m or portion thereof	\$34.90	\$35.75
Each fire hydrant	\$27.75	\$28.45
4. Building Fire Protection:		
For the installation or relocation of the following:		
First sprinkler head	\$72.10	\$73.90
Each additional sprinkler head	\$2.50	\$2.55

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
Each fire pump test header	\$34.90	\$35.75
First siamese connection, hose cabinet, hose outlet, wet/dry outlet or standpipe	\$34.90	\$35.75
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>	\$23.25	\$23.85
For the installation or alteration of any above ground fire suppression piping where no fixtures are involved:		
Each 30 m or portion thereof	\$34.90	\$35.75
5. Replacement of Building Water Pipe:		
For the removal and replacement of existing pipe		
(a) in multi-family residential buildings, hotels and motels (each unit)	\$24.70	\$25.30
(b) in all other buildings:		
For the first 30 m of piping or portion thereof	\$83.30	\$85.40
For each additional 30 m of piping or portion thereof	\$48.55	\$49.75
6. Other Piping:		
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	\$47.95	\$49.15
For each additional 30 m of piping or portion thereof	\$27.60	\$28.30
7. Heating Permits:		
Fees based on maximum BTU input of the appliance with a minimum fee of 50,000 BTU's	\$2.85 per 1,000 BTU's heating appliance input	\$2.90 per 1,000 BTU's heating appliance input

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
8. Reinspection Fee: Where it has been determined by the Plumbing Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work reinspection is required <i>Reinspection Fees subject to all applicable taxes</i>		
1st reinspection	\$53.00	\$54.00
2nd reinspection	\$227.00	\$233.00
3rd reinspection	\$449.00	\$460.00
4th reinspection	\$898.00	\$920.00
5th reinspection and thereafter	\$1,124.00	\$1,152.00
9. Special Inspections: <i>Special Inspection Fees subject to all applicable taxes and must be approved by the Chief Building Inspector.</i>		
(a) For an inspection requested by the owner but not required by the Bylaw	\$86.65/hour or part thereof (\$86.65 minimum)	\$88.80/hour or part thereof (\$88.80 minimum)
(b) For an inspection outside the hours during which the offices of the City Hall are normally open	\$487.45 plus \$124.60/hour or part thereof after the first four hours. Travel time included.	\$499.65 plus \$127.70/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	\$86.65/hour or part thereof (\$86.65 minimum)	\$88.80/hour or part thereof (\$88.80 minimum)
(d) For Strata title subdivision application inspections	\$192.35	\$197.15

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
10. Review of Preliminary or Modified Drawings and Specifications: <i>Review Fees subject to all applicable taxes</i>	\$67.55/hour (minimum 0.5 of an hour)	\$69.25/hour (minimum 0.5 of an hour)
11. Permit Transfer or Assignment Fee:		
For the transfer or assignment of a plumbing permit and to record a change of contractor for a project	\$105.60	\$108.25
12. Permit Extension:	\$105.60	\$108.25
13. Permit Fee Refund:	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 \$150.00. No refunds will be given unless a written request is received by the Chief Building Inspector.	No Change
14. Copies of Departmental Records or Drawings: <i>Fees subject to all applicable taxes</i>	\$1.20 per page for copies 8.5x11 inches \$5.65 per page for copies 11x17 inches or larger	\$15.00 file research fee Electronic copies: \$2.00 per image Paper copies: \$3.25 per page for copies 8.5x11 inches \$7.80 per page for copies 11x17 inches or larger

Proposed 2015 Building Fees – Gas Permit and Inspection Fees:

SCHEDULE OF GAS PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
1. Installations in Single- and Two-Family Dwellings:		
(a) For each appliance:		
For first appliance	\$51.00	\$52.30
For each additional appliance	\$27.80	\$28.50
(b) For each vent installation:		
For first vent	\$51.00	\$52.30
For each additional vent	\$27.80	\$28.50
(c) House Piping only - no appliance installed:		
For the first 30 m of piping or portion thereof	\$48.00	\$49.20
For each additional 30 m of piping or portion thereof	\$27.60	\$28.30
2. Commercial, Industrial, Institutional or Multi-family Installations:		
(a) For each appliance with input of:		
(i) 30 kW (102,000 BTU/Hr) or less		
For first appliance	\$49.90	\$51.15
For each additional appliance	\$41.10	\$42.15
(ii) 31 to 120 kW (103,000 to 409,000 BTU/Hr)	\$84.25	\$86.35
(b) For piping only:		
First 30 m or less	\$49.10	\$50.35
Each additional 30 m or part thereof	\$34.90	\$35.75
(c) For each vent installation (no appliance)	\$49.10	\$50.35
(d) Laboratory equipment:		
For each 200,000 BTU's or part thereof in a room	\$70.00	\$71.75

SCHEDULE OF GAS PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
3. Reinspection Fee: Where it has been determined by the Gas Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work reinspection is required <i>Reinspection Fees subject to all applicable taxes</i>		
1st reinspection	\$53.00	\$54.00
2nd reinspection	\$227.00	\$233.00
3rd reinspection	\$449.00	\$460.00
4th reinspection	\$898.00	\$920.00
5th reinspection and thereafter	\$1,124.00	\$1,152.00
4. Special Inspections: <i>Special Inspection Fees subject to all applicable taxes and must be approved by the Chief Building Inspector.</i>		
(a) For an inspection requested by the owner but not required by the Bylaw	\$86.65/hour or part thereof (\$86.65 minimum)	\$88.80/hour or part thereof (\$88.80 minimum)
(b) For an inspection outside the hours during which the offices of the City Hall are normally open	\$487.45 plus \$124.60/hour or part thereof after the first four hrs. Travel time incl.	\$499.65 plus \$127.70/hour or part thereof after the first four hrs. Travel time incl.
(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	\$86.65/hour or part thereof (\$86.65 minimum)	\$88.80/hour or part thereof (\$88.80 minimum)
5. Review of Preliminary or Modified Drawings and Specifications: <i>Review Fees subject to all applicable taxes</i>		
	\$67.55/hour (minimum 0.5 of an hour)	\$69.25/hour (minimum 0.5 of an hour)

SCHEDULE OF GAS PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
6. Permit Transfer or Assignment Fee:		
For the transfer or assignment of a gas permit and to record a change of contractor for a project	\$105.60	\$108.25
7. Permit Extension:		
	\$105.60	\$108.25
8. Permit Fee Refund:		
	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 \$150.00. No refunds will be given unless a written request is received by the Chief Building Inspector.	No Change
9. Copies of Departmental Records or Drawings:		
<i>Fees subject to all applicable taxes</i>	\$1.20 per page for copies 8.5x11 inches \$5.65 per page for copies 11x17 inches or larger	\$15.00 file research fee Electronic copies: \$2.00 per image Paper copies: \$3.25 per page for copies 8.5x11 inches \$7.80 per page for copies 11x17 inches or larger

Proposed 2015 Building Fees – Building Permit and Inspection Fees:

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
1. Application for a Building Permit:		
(a) For single- or two-family dwelling where construction value exceeds \$82,000, including renovations, additions and accessory buildings	\$214.95	\$220.30
(b) For all other	20% of estimated Building Permit Fee, subject to a minimum of \$56.30 and a maximum of \$6,245.85	20% of estimated Building Permit Fee, subject to a minimum of \$57.70 and a maximum of \$6,402.00
2. Building Permit:		
(a) Value of Construction:		
\$0 to \$1,000	\$56.30	\$57.70
\$1,001 to \$20,000	\$56.30 plus \$16.65/\$1,000 or part thereof over \$1,000	\$57.70 plus \$17.05/\$1,000 or part thereof over \$1,000
\$20,001 to \$200,000	\$372.65 plus \$11.45/\$1,000 or part thereof over \$20,000	\$381.65 plus \$11.75/\$1,000 or part thereof over \$20,000
\$200,001 and over	\$2,433.65 plus \$9.85/\$1,000 or part thereof over \$200,000	\$2,496.65 plus \$10.10/\$1,000 or part thereof over \$200,000
(b) For Chimneys and Solid Fuel Appliances:		
Masonry Chimney	\$65.35 per dwelling unit	\$67.00 per dwelling unit
Prefab Metal Chimney – Class “A”	\$65.35 per dwelling unit	\$67.00 per dwelling unit
Free standing solid fuel stove or fireplace	\$79.60	\$81.60
Free standing solid fuel stove or fireplace and Class “A” Chimney	\$99.35	\$101.85

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
Solid fuel insert (includes pre safety inspection)	\$99.35	\$101.85
(c) For a Building Permit relating to:		
For replacement of building water piping that does not involve the inside of a unit, the fee will be based on the construction value of the piping and all architectural work such as fire stopping, repairing drywall, building shafts/fire separations, coring, and related work as per Item 2(a) Building Permit – Value of Construction above.	\$24.70 per unit for piping within the unit; for piping outside of the unit, as per item 2(a) “Building Permit – Value of Construction” above	\$25.30 per unit for piping within the unit; for piping outside of the unit, as per item 2(a) “Building Permit – Value of Construction” above
3. Permit Extension:		
1st extension	\$200.00	No Change
2nd extension	\$300.00	No Change
Each additional extension	\$400.00	No Change
4. Review of Preliminary or Modified Drawings and Specifications:		
<i>Review Fees subject to all applicable taxes</i>	\$67.55/hour (minimum 0.5 of an hour)	\$69.25/hour (minimum 0.5 of an hour)
5. Building Permit for a Demolition:		
Accessory building (when demolished separately from single- and two-family homes, or when the accessory building is associated with other building types)	\$65.35	\$67.00
Single-family or two-family home (fee includes accessory buildings, if the accessory buildings are being demolished at the same time)	\$277.40	\$284.35
Principal buildings and structures other than single- and two-family homes	\$693.35	\$710.70
6. Building Permit for Temporary Building or Structure:		
Per year from date of issue	\$487.75	\$499.95

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
7. Reinspection Fee: Where it has been determined by the Building Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work, reinspection is necessary. <i>Reinspection Fees subject to all applicable taxes.</i>		
1 st reinspection	\$53.00	\$54.00
2nd reinspection	\$227.00	\$233.00
3rd reinspection	\$449.00	\$460.00
4th reinspection	\$898.00	\$920.00
5th reinspection and thereafter	\$1,124.00	\$1,152.00
8. Special Inspections: <i>Special Inspection Fees subject to all applicable taxes and must be approved by the Chief Building Inspector.</i>		
(a) For an inspection requested by the owner but not required by the Bylaw	\$250.00 for the first hour or part thereof and \$86.65 for each additional hour or part thereof (\$250.00 minimum)	\$250.00 for the first hour or part thereof and \$88.80 for each additional hour or part thereof (\$250.00 minimum)
(b) For an inspection outside the hours during which the offices of the City Hall are normally open	\$487.45 plus \$124.60/hour or part thereof after the first four hrs. Travel time incl.	\$499.65 plus \$127.70/hour or part thereof after the first four hrs. Travel time incl.
(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	\$86.65/hour or part thereof (\$86.65 minimum)	\$88.80/hour or part thereof (\$88.80 minimum)
(d) For a special safety inspection following an electrical or gas disconnection	\$524.70	\$537.80

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
(e) Strata title subdivision application inspections	\$192.35	\$197.15
9. Provisional Occupancy Permission:		
For an inspection for Provisional Occupancy Permission when requested by the Owner	Fees shall be charged under Item 8, Special Inspections	No Change
10. Permit Transfer or Assignment Fee:		
For the transfer or assignment of a building permit or to record a change of contractor for a project	\$105.60	\$108.25
11. File Research and Letter:		
<i>Fees subject to all applicable taxes</i>		
Single-family or two-family dwelling	\$105.60	\$108.25
All other buildings	\$158.35 per legal address	\$162.30 per legal address
Land Title search	---	\$15.00 per search
Land Title Document and Plan Imaged records	---	\$20.00 per search
12. Application for Alternative Solutions under the British Columbia Building Code:		
<i>Fees subject to all applicable taxes</i>		
	\$499.60 for each alternative solution on a development and \$153.00 for each revision	\$512.10 for each alternative solution on a development and \$156.80 for each revision
13. Application for Heating System:		
Fees based on maximum BTU input of the appliance with a minimum fee based on 50,000 BTU's	\$2.85 per 1,000 BTU's heating appliance input	\$2.90 per 1,000 BTU's heating appliance input
14. Application for Preliminary Plan Approval:		
(a) For signs	\$87.00 per sign application	\$89.00 per sign application
(b) For Comprehensive Sign Plans	\$241.00	\$247.00
(c) For Comprehensive Sign Plans for Master Plan Rezoning	\$953.00	\$977.00

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
(d) For all other development	\$2.35 per \$1,000 of estimated construction value, with a minimum of \$241.00	\$2.40 per \$1,000 of estimated construction value, with a minimum of \$247.00
(e) For each extension	\$145.00	\$149.00
15. Certificate by Registered Professionals:		
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	2.5% of fees payable (\$500.00 max.)	No Change
16. Copies of Departmental Records or Drawings:		
<i>Fees subject to all applicable taxes</i>	\$1.20 per page for copies 8.5x11 inches \$5.65 per page for copies 11x17 inches or larger	\$15.00 file research fee Electronic copies: \$2.00 per image Paper copies: \$3.25 per page for copies 8.5x11 inches \$7.80 per page for copies 11x17 inches or larger

Appendix D.2

Proposed 2015 Building Fees – Building Permit and Inspection Fees (Refund of Fees):

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES (REFUND OF FEES)	Current (2014)	Proposed (2015)
<p>1. Building Permit Application Fee Refund where plan checking has not commenced:</p> <p><i>Note: There will be no refund of any portion of the application fee once the plan checking has been started.</i></p>		
<p>(a) For single- or two-family dwellings, including renovations, additions and accessory buildings</p>	<p>70% of Application Fee subject to a minimum non-refundable \$100.00</p>	<p>70% of Application Fee subject to a minimum non-refundable \$150.00</p>
<p>(b) For all other applications</p>	<p>70% of Application Fee subject to a minimum non-refundable \$100.00</p>	<p>70% of Application Fee subject to a minimum non-refundable \$150.00</p>
<p>2. Building Permit Fee Refund where construction has not commenced, no inspection has been made and a permit has not been extended or expired:</p>	<p>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</p>	<p>Refund equals 90% of the difference between the Building Permit Fee and the Building Permit. Application Fee subject to a minimum non-refundable \$300.00</p>
<p>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:</p>	<p>70% of the Permit Fee subject to a minimum non-refundable \$200.00</p>	<p>70% of the Permit Fee subject to a minimum non-refundable \$300.00</p>

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES (REFUND OF FEES)	Current (2014)	Proposed (2015)
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 owner or as directed by the owner in writing		No Change

Appendix D.3

Proposed 2015 Building Fees – Schedule D of the Building Bylaw (Damage Deposits and Inspection Fees):

SCHEDULE OF DAMAGE DEPOSITS AND INSPECTION FEES	Inspection Fee		Damage Deposit	
	Current (2014)	Proposed (2015)	Current (2014)	Proposed (2015)
<i>Note: No interest is payable on damage deposits paid to or held by the City</i>				
1. Single- or Two-Family Dwelling Construction	\$85.00	\$87.00	\$2,000.00	No Change
2. Single- or Two-Family Dwelling Addition or Demolition	\$85.00	\$87.00	\$1,000.00	\$1,500.00
3. Construction other than Single- or Two-Family Dwelling	\$170.00	\$174.00	\$5,000.00 for 15m frontage and \$30.00/m of frontage thereafter	No Change
4. Demolition other than Single- or Two-Family Dwelling	\$111.00	\$114.00	\$5,000.00 for 15m frontage and \$30.00/m of frontage thereafter	No Change
5. Swimming Pool Installation	\$85.00	\$87.00	\$1,500.00	No Change
6. Construction of Carport or Garage	\$85.00	\$87.00	\$1,000.00	No Change

Proposed 2015 Building Fees – Electrical Permit and Inspection Fees:

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
1. New One- and Two-Family Detached Dwellings:		
(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
2. Electrical Installations Other Than New One- and Two-Family Detached Dwellings: Fee based on value of electrical installation including materials and labour <i>Plus Temporary Current Permit where applicable</i>		
Value of Electrical Installation (as approved by Electrical Inspector):		
\$100 or less	\$41.70	\$42.75
\$100.01 - \$250	\$55.65	\$57.05
\$250.01 - \$350	\$69.30	\$71.05
\$350.01 - \$500	\$83.25	\$85.35
\$500.01 - \$700	\$103.90	\$106.50
\$700.01 - \$1,000	\$125.25	\$128.40
\$1,000.01 - \$10,000	\$125.25 plus \$51.45/\$1,000 or part thereof over \$1,000	\$128.40 plus \$52.75/\$1,000 or part thereof over \$1,000
\$10,000.01 - \$50,000	\$588.30 plus \$27.90/\$1,000 or part thereof over \$10,000	\$603.15 plus \$28.60/\$1,000 or part thereof over \$10,000

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
\$50,000.01 - \$100,000	\$1,704.30 plus \$16.55/\$1,000 or part thereof over \$50,000	\$1,747.15 plus \$16.95/\$1,000 or part thereof over \$50,000
\$100,000.01 - \$500,000	\$2,531.80 plus \$11.10/\$1,000 or part thereof over \$100,000	\$2,594.65 plus \$11.40/\$1,000 or part thereof over \$100,000
\$500,000.01 - \$1,500,000	\$6,971.80 plus \$9.40/\$1,000 or part thereof over \$500,000	\$7,154.65 plus \$9.65/\$1,000 or part thereof over \$500,000
\$1,500,000.01 and over	\$16,371.80 plus \$3.00/\$1,000 or part thereof over \$1,500,000	\$16,804.65 plus \$3.05/\$1,000 or part thereof over \$1,500,000
3. Temporary Current Permit: (not required for one- or two-family dwelling)	\$165.75	\$169.90
4. Operating Permit for One Commercial or Industrial Plant or Establishment: (annual fee based on service capacity)	\$0.32 per kVA Minimum 600kVA (\$192.00) Maximum 8700kVA (\$2,784.00)	\$0.33 per kVA Minimum 600kVA (\$198.00) Maximum 8700kVA (\$2,871.00)
For each additional permit	\$192.00	\$198.00
5. Temporary Saw Service:	Fee based on value of electrical installation as per Section 2 (Minimum \$83.25)	Fee based on value of electrical installation as per Section 2 (Minimum \$85.35)
6. Review of Preliminary or Modified Drawings and Specifications: <i>Review Fees subject to all applicable taxes</i>	\$67.55/hour (minimum 0.5 of an hour)	\$69.25/hour (minimum 0.5 of an hour)

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
7. 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 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 \$125.25	Minimum \$128.40
8. Permit Fee Refund:		
	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 \$150.00. No refunds will be given unless a written request is received by the Chief Building Inspector.	No Change
9. Permit Extension:		
	\$105.60	\$108.25
10. Signs:		
(a) Neon:		
For first transformer	\$92.45	\$94.75
Each for the next two transformers	\$61.20	\$62.75
Each for the next two transformers	\$43.25	\$44.35
For each remaining transformer	\$31.20	\$32.00
(b) Fluorescent or light – emitting diode (LED):		
For first 15 AMP branch circuit or equivalent	\$92.45	\$94.75
Each for the next two 15 AMP branch circuit or equivalent	\$61.20	\$62.75

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
Each for the next two 15 AMP branch circuit or equivalent	\$43.25	\$44.35
For each remaining 15 AMP branch circuit or equivalent	\$31.20	\$32.00
(c) Other signs requiring electrical installation:		
Calculated under Section 2 based on the value of the electrical installation	Minimum \$103.90	Minimum \$106.50
11. Operating Permit for Special Event or Film Project:		
(a) One location, one project (includes filming in studio):		
0 – to 30 days	\$135.35	\$138.75
0 – to 60 days	\$238.95	\$244.90
0 – to 90 days	\$277.40	\$284.35
0 – to 180 days	\$372.30	\$381.60
0 – to 360 days	\$677.25	\$694.20
(b) Multi locations, one project Permit valid for maximum 365 days:		
0 – to 30 days	\$104.35 per location (maximum \$417.40)	\$106.95 per location (maximum \$427.80)
0 – to 60 days	\$138.65 per location (maximum \$554.60)	\$142.10 per location (maximum \$568.40)
0 – to 90 days	\$176.40 per location (maximum \$705.60)	\$180.80 per location (maximum \$723.20)
0 – to 180 days	\$199.10 per location (maximum \$796.40)	\$204.10 per location (maximum \$816.40)
0 – to 360 days (annual permit)	\$1,729.05, any number of locations	\$1,772.30, any number of locations

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
(c) Annual permit fee for film studio for repair and maintenance only	\$0.43 per kVA Minimum 640kVA (\$275.20) Maximum 6700kVA (\$2,881.00)	\$0.44 per kVA Minimum 640kVA (\$281.60) Maximum 6700kVA (\$2,948.00)
12. Reinspection Fee: Where it has been determined by the Electrical Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work reinspection is required <i>Reinspection Fees subject to all applicable taxes</i>		
1st reinspection	\$53.00	\$54.00
2nd reinspection	\$227.00	\$233.00
3rd reinspection	\$449.00	\$460.00
4th reinspection	\$898.00	\$920.00
5th reinspection and thereafter	\$1,124.00	\$1,152.00
13. Special Inspections: <i>Special Inspection Fees subject to all applicable taxes and must be approved by the Chief Building Inspector.</i>		
(a) For an inspection requested by the owner or occupant but not required by the Bylaw	\$86.65/hour or part thereof (\$86.65 minimum)	\$88.80/hour or part thereof (\$88.80 minimum)
(b) For an inspection outside the hours during which the offices of the City Hall are normally open	\$487.45 plus \$124.60/hour or part thereof after the first four hrs. Travel time incl.	\$499.65 plus \$127.70/hour or part thereof after the first four hrs. Travel time incl.

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES	Current (2014)	Proposed (2015)
(c) 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	\$86.65/hour or part thereof (\$86.65 minimum)	\$88.80/hour or part thereof (\$88.80 minimum)
(d) Strata title subdivision application inspections	\$192.35	\$197.15
14. Permit Transfer or Assignment Fee:		
To record a change of contractor for a project	\$105.60	\$108.25
15. Copies of Departmental Records or Drawings: <i>Fees subject to all applicable taxes</i>	\$1.20 per page for copies 8.5x11 inches \$5.65 per page for copies 11x17 inches or larger	\$15.00 file research fee Electronic copies: \$2.00 per image Paper copies: \$3.25 per page for copies 8.5x11 inches \$7.80 per page for copies 11x17 inches or larger

Proposed 2015 Building Fees – Tree Permit Fees:

SCHEDULE OF TREE PERMIT FEES	Tree Cutting Fee (based on protected trees removed)		Maximum Fee	
	Current (2014)	Proposed (2015)	Current (2014)	Proposed (2015)
1. Tree Permit Fees				
A. No Development Application:				
(i) residential lot	\$70.00 per tree	\$72.00 per tree	\$500.00	\$513.00
(ii) site other than residential lot	\$70.00 per tree	\$72.00 per tree	\$500.00	\$513.00
B. Development Application Pending:				
(i) residential lot	\$150.00 per tree	\$154.00 per tree	\$1,000.00	\$1,025.00
(ii) site other than residential lot:				
(a) site area up to 1,000 m ² (10,764 sq.ft.)	\$600.00 base fee plus \$150.00 per tree	\$615.00 base fee plus \$154.00 per tree	\$1,000.00	\$1,025.00
(b) site area greater than 1,000 m ² (10,764 sq.ft.) or equal to 5,000 m ² (53,820 sq.ft.)	\$1,200.00 base fee plus \$150.00 per tree	\$1,230.00 base fee plus \$154.00 per tree	\$5,000.00	\$5,125.00
(c) site area greater than 5,000 m ² (53,820 sq.ft.) or equal to 10,000 m ² (107,640 sq.ft.)	\$1,800.00 base fee plus \$150.00 per tree	\$1,845.00 base fee plus \$154.00 per tree	\$5,000.00	\$5,125.00
(d) site area greater than 10,000 m ² (107,640 sq.ft.) or equal to 20,000 m ² (215,280 sq.ft.)	\$2,400.00 base fee plus \$150.00 per tree	\$2,460.00 base fee plus \$154.00 per tree	\$10,000.00	\$10,250.00

SCHEDULE OF TREE PERMIT FEES	Tree Cutting Fee (based on protected trees removed)		Maximum Fee	
	Current (2014)	Proposed (2015)	Current (2014)	Proposed (2015)
(e) site area greater than 20,000 m ² (215,280 sq.ft.)	\$3,000.00 base fee plus \$150.00 per tree	\$3,075.00 base fee plus \$154.00 per tree	\$10,000.00	\$10,250.00
	Current (2014)	Proposed (2015)		
2. Payment to Civic Tree Reserve Fund (s. 13(5))	\$500.00 per tree		\$513.00 per tree	
3. Minimum Security for Tree Replacement (s. 7(a)(i))	\$800.00		\$820.00	
4. Copies of Departmental Records or Drawings: <i>Fees subject to all applicable taxes</i>	\$1.20 per page for copies 8.5x11 inches \$5.65 per page for copies 11x17 inches or larger		\$15.00 file research fee Electronic copies: \$2.00 per image Paper copies: \$3.25 per page for copies 8.5x11 inches \$7.80 per page for copies 11x17 inches or larger	

Proposed 2015 Building Fees – Sewer Connection Permit Fees:

SCHEDULE OF SEWER CONNECTION PERMIT FEES	Current (2014)	Proposed (2015)
1. For each sanitary sewer connection	\$85.00	No Change
2. For each storm sewer connection	\$143.00	No Change
3. For each combined sewer connection	\$143.00	No Change
4. For the third & each subsequent inspection	\$58.00	No Change