

Attachment 2

*Climate Action, Planning &
Development Fees and Rates Bylaw
No. 7683, 2014, Amendment Bylaw No.
8478, 2024*

CORPORATION OF THE CITY OF NEW WESTMINSTER

**Climate Action, Planning & Development Fees and Rates Amendment
Bylaw No. 8478, 2024**

A Bylaw to Amend Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014

THE CITY COUNCIL of the Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014, Amendment Bylaw No. 8478, 2024.”
2. Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 as amended, is hereby further amended as follows:
 - a. The title of the existing bylaw, referred to as 'Climate Action, Planning & Development Fees and Charges Bylaw No. 7683, 2014,' is hereby changed to 'Planning and Development Fees and Charges Bylaw No. 7683, 2014' in all subsequent references and documentation.
 - b. Schedule “A” (Building Permit Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule “A” attached in Appendix 1 to this amending bylaw;
 - c. Schedule “C” (Planning Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby known as Schedule “B” and is attached in Appendix 2 to this amending bylaw;
 - d. Schedule “D” (Plumbing Permit Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby known as Schedule “C” and is attached in Appendix 3 to this amending bylaw;
 - e. Schedule “E” (Tree Protection and Regulation Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby

known as Schedule “D” and is attached in Appendix 4 to this amending bylaw;

- f. Schedule “F” (Integrated Services Fees) to Climate Action, Planning & Development Fees and Rates Bylaw No. 7683, 2014 is hereby known as Schedule “E” and is attached in Appendix 5 to this amending bylaw;

3. This Bylaw will come into effect January 1st, 2025.

READ A FIRST TIME this ____ day of _____, 2024.

READ A SECOND TIME this ____ day of _____, 2024.

READ A THIRD TIME this ____ day of _____, 2024.

ADOPTED this ____ day of _____, 2024.

MAYOR PATRICK JOHNSTONE

HANIEH BERG, CITY CLERK

Appendix 1

2025 Building Permit Fees

Bylaw No. 8478, 2024

Schedule 'A'

2025 Building Permit Fees

Bylaw No. 8478, 2024

1.0 GENERAL

1.1 ALTERNATE SOLUTION FEES

- (a) up to two items included in one report **\$579.00** (plus GST)
- (b) each subsequent item in same report **\$257.00** (plus GST)
- (c) for an amendment to an original report after acceptance or rejection of the report **\$165.00** (plus GST)

1.2 CHANGE OF ADDRESS - A fee of **\$695.00** shall be paid where an address change based on personal preference is requested.

1.3 COMFORT LETTERS - For the preparation of a comfort letter (includes responses from the Planning, Fire, Licensing, Building Departments) a fee of **\$349.00** shall be payable. For the preparations of a response from any individual department only a fee of **\$165.00** shall be payable.

1.4 CONDITIONAL OCCUPANCY CERTIFICATES

- (a) Residential **\$112.00** per dwelling unit (maximum \$7500) per 30 days
- (b) Other **\$613.00** per 30 days

1.5 DOUBLE PERMIT FEE - If any work for which a permit is required under this bylaw shall commence before a permit has been obtained, the fees and charges payable may be doubled, to maximum fee of \$25,000. 00

1.6 CREDIT CARD CONVENIENCE FEE –An additional fee of 1.75% shall be added to the total cost of the invoice to any permits paid by credit card online.

1.7 EXTENSION OF PERMIT - Where a permit has lapsed and the City has established that the proposed work complies with this bylaw and all other applicable bylaws, the permit may be extended on payment of an extension fee of **\$165.00** plus a fee, based upon the City hourly rate of **\$82.50/hour** for staff time hourly charges as needed to review and confirm extension request.

1.8 OCCUPANT LOAD – A fee of **\$165.00** shall be paid to review floor plans for the purposes of documenting the maximum occupant load for a business.

1.9 **REFUNDS** - No fees or part thereof paid to the City shall be refunded if a start has been made on construction or an inspection conducted. If no start has been made and no inspection conducted and if the Building Official so certifies, the City shall refund to the applicant with respect to a valid building permit, 50% of the building permit fee, such refund shall not include the plan processing fee.

1.10 **RE-INSPECTION FEES**

(a) Where more than two inspections are necessary due to non-compliance with the provisions of this bylaw or to correct violations from previous inspections the following charges (plus GST) may be administered:

○	Third inspection	\$165.00
○	Fourth inspection	\$324.00
○	Fifth inspection	\$484.00
○	Each subsequent inspection	\$647.00

(b) Where work is not ready for inspection when the inspector calls, a re-inspection fee may be charged at **\$160.00** (plus GST).

1.11 **REVISIONS TO PERMITS**

REVISION PRIOR TO PERMIT ISSUANCE - A fee, based upon the City hourly rate of **\$82.50/hour** for staff time (with a minimum fee of **\$165.00**) shall be paid on an application:

- (a) that requires 3 or more revisions, and/or
- (b) where the design is revised and/or substituted with a new design

REVISION TO ISSUED BUILDING PERMIT - A fee, based upon the City hourly rate of **\$82.50/hour** for staff time (with a minimum fee of **\$165.00**) shall be paid.

1.12 **SIGN PERMIT FEES** – Every application for a sign permit, as required by Sign Bylaw No. 7867, 2017, shall be accompanied by the applicable fees:

1.12.1	NEW SIGN (or existing unpermitted signs)	\$558.00
1.12.2	FACE CHANGE (for existing permitted signs)	\$165.00

1.13 **SOLAR HOT WATER READY EXEMPTION** - A non-refundable fee of **\$579.00**(plus GST) shall be paid.

1.14 **SPECIAL INSPECTIONS** (linked or not linked to an issued permit)

- a) Special inspection (including courtesy inspections for unissued permits) during normal working hours
 - i. A fee, based upon the City hourly rate of **\$82.50/hour** for staff time (with a minimum fee of **\$165.00**) shall be paid ;
- b) Special inspection outside normal working hours:
 - i. Monday to Friday:
 - a. First two hours –**\$124.00** hour (with a minimum fee of **\$248.00**) shall be paid
 - b. Each additional hour –**\$165.00** /hour for staff time
 - ii. Weekends:
 - a. A fee of **\$165.00** /hour for staff time (with a minimum fee of **\$329.00**) shall be paid
 - b. ½ hour meal break shall be included for each shift 4 hours or more, to be charged at the **\$165.00** /hour rate.
- c) Inspections conducted outside of City Limits shall be charged an additional fee for mileage:
 - i. Mileage rate based on Canadian Revenue Agency requirements for reimbursement in effect at the time of the inspection.

1.15 **TRANSFER OF PERMIT:**

- (a) **CHANGE OF OWNER** - In the event of a change of ownership before construction is complete, a valid permit may be transferred upon payment of a recording fee of **\$165.00** each plus a fee, based upon the City hourly rate of **\$82.50/hour** for staff time hourly charges as needed to review and confirm request. The new permit holder shall become responsible for depositing with the City, Security as required under this bylaw.
- (b) **CHANGE/REMOVAL OF CONTRACTOR** – In the event of a change of contractor before construction is completed; a valid permit may be transferred to a new contractor upon payment of a recording fee of **\$165.00** plus a fee, based upon the City hourly rate of **\$82.50** for staff time hourly charges as needed to review and confirm request. The new contractor must take full responsibility for the work completed to date.

2.0 BUILDING PERMIT PROCESSING FEES

2.1 **BUILDING PERMIT PROCESSING FEE:** - Every person shall pay the following fees (minimum fee **\$165.00**) for the processing of a building permit:

- (a) **Application Fee - \$165.00** non-refundable application fee
- (b) **Paper Application Fee** – all in-person paper Building Permit Applications are subjected to the following fees to digitize the applications
 - a. Administration Fee **\$56.00** (plus GST)
 - b. All scanning/copies **\$2.60** per page (plus GST)
 - c. (Paper size 8½ x11, 8 ½ x14, 11x17 and/or digital) Large format printing (paper sizes greater than 11x17) at City's cost to third-party vendor plus an administrative fee of 10% of the printing cost or **\$56.00** (plus GST), whichever is greater.
- (c) **Building Permit Fee** will be calculated based on construction value and will be collected as Building Plan Review Fee and Building Permit Issuance Fee as noted below:
 - a. **Building Permit Fee based on Construction Value as set forth below:**
 - i. **\$18.00** for each \$1,000.00 of construction value or fraction thereof up to and including \$50,000.00
 - ii. **\$16.00** from each \$1,000.00 of construction value or fraction thereof between \$50,001.00 and \$150,000.00
 - iii. **\$14.00** for each additional \$1,000.00 of construction value or fraction thereof in excess of \$150,000.00
 - b. **Building Permit Fee collected as set forth below:**
 - i. **Building Plan Review Fee** - A non-refundable Building Plan Review Fee shall be paid for all applications in the amount of 50% of the total Building Permit Fee (based on Construction Value), with a minimum fee of **\$165.00** and a maximum fee of \$20,000.00. The Building Plan Review Fee is non-refundable (once the review has started) and shall be credited against the Building Permit Fee when the building permit is issued; and

ii. **Building Permit Issuance Fee** – remainder of the total Building Permit Fee less any paid Building Plan Review Fee.

(d) **Phased Permit Fee** – Permits requiring phased issuance shall be billed based on the construction value of each phase tracked as a separate permit.

2.2 Reserved

2.3 **DISCOUNT FOR PROFESSIONALS:** - Projects where one or more professional engineers or architects, registered as such under Provincial legislation, certify that the plans comply with current Provincial building regulations shall be given a discount equivalent to 1% of the building permit fee up to \$500 maximum

3.0 DOCUMENT FEES

3.1 **PERMANENT RECORDS** - To assist in the cost of preparing efficient permanent construction records, every person making application for a building permit shall pay a fee equal to 1.0% of the construction value, subject to **\$14.00** minimum and \$309.00 maximum.

3.2 BUILDING RECORDS SEARCH

(a) Document Request Fee **\$24.00** (plus GST) per document

(b) Drawing Request Fee

- Administration Fee **\$56.00** (plus GST)
- All copies **\$2.60** per page (plus GST)
(Paper size 8½ x11, 8 ½ x14, 11x17 and/or digital)
- Large format printing (paper sizes greater than 11x17) At City's cost to third-party vendor plus an administrative fee of 10% of the printing cost or **\$56.00** (plus GST), whichever is greater.

3.3 **BC REGISTRY, LAND TITLE AND SIMILAR REPORTS** - To assist applicants by charging a cost-recovery fee for staff to secure Title Reports and Company summaries on behalf of the applicant.

(a) Document recovery cost **\$24.00** (plus GST) per report

4.0 DEMOLITION PERMITS

4.1 DEMOLITION PERMIT PROCESSING FEE

- a) **Application Fee - \$165.00** non-refundable application fee
- b) Accessory building such as a garage or shed and demolition of interior commercial spaces under 2500sq.ft. **\$165.00** per building
- c) All other structures shall be a minimum of **\$1405.00** plus an hourly charge for demolitions exceeding 5000 sq. ft of building area
- d) **Paper Application Fee** – all in-person paper Building Permit Applications are subjected to the following digitization fees
 - Administration Fee **\$56.00** (plus GST)
 - All scanning/copies **\$2.60**per page (plus GST)
(Paper size 8½ x11, 8 ½ x14, 11x17 and/or digital)
 - Large format printing (paper sizes greater than 11x17) At City's cost to third-party vendor plus an administrative fee of 10% of the printing cost or **\$56.00** (plus GST), whichever is greater.

4.2 WASTE DISPOSAL AND RECYCLING SERVICES FEES

The fees in the table below shall be required for demolition permits

Waste Disposal and Recycling Services Fee for Single Family Homes and Commercial Interiors	\$301.00 non-refundable portion, plus \$5305.00 per building to be demolished, deconstructed, or disassembled (<i>refundable portion</i>)
Waste Disposal and Recycling Services Fee for Structures Accessory to Dwelling Units	\$301.00 non-refundable portion, plus \$1592.00 per building to be demolished, deconstructed, or disassembled (<i>refundable portion</i>)

Waste Disposal and Recycling Services Fee for all other Buildings	\$301.00 non-refundable portion, plus 100% of the demolition cost per building to be demolished, deconstructed, or disassembled (<i>refundable portion</i>)
Fee Incentive	• 100% of the refundable portion of the Waste Disposal and Recycling Services Fee if the level of compliance stated on the accepted Compliance Report is greater than or equal to 70%; or • \$0 if the level of compliance stated on the accepted Compliance Report is less than 20%; or • in all other cases, the following as calculated using the level of compliance stated on the accepted Compliance Report, multiplied by the refundable portion of Waste Disposal and Recycling Services Fee: (Level of compliance ÷ 70) x Refundable Portion of Fee = Fee Incentive

4.3 DELAYED DEMOLITION –

Every application to delay demolition of a dwelling or to relocate a second dwelling on a lot shall be accompanied by the applicable fees prescribed in Schedule A, Section 2.0 Building Permit Fees (including the Plan Processing Fee) and may also be subject to a security deposit in a form acceptable to the City in the amount \$50,000.

5.0 TEMPORARY BUILDINGS – Every application for a temporary building shall be accompanied by the applicable fees prescribed in Schedule A, Section 2.0 Building Permit Fees (Including the Plan Processing Fee) and may also be subject to a security deposit in a form acceptable to the City in the amount of \$25,000.00.

Appendix 2
2025 Planning Fees
Bylaw No. 8478, 2024

Schedule 'B'
2025 Planning Fees

Bylaw No. 8428, 2024

Application Type	Required Fee
<i>Pre Application Review</i>	The greater of: • \$1,225; • \$39.00 per 1,000 sq.ft., or portion thereof, of improved site area; or • \$155.00 per housing unit. up to a maximum of \$5,568.00
<i>Official Community Plan</i> Basic Service for Map Designation	 \$47.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$3,708.00) plus \$19.00 per 1,000 sq. ft. of improved site area over 20,500 sq. ft.
<i>Official Community Plan</i> Basic Service for Text Amendment	 \$1,116.00
<i>Official Community Plan</i> Application Time Extension	 50% of application fee as calculated using current rates

Application Type	Required Fee
<i>Rezoning</i> Basic Services for Single Detached and Duplex Dwelling Districts and Text Amendments	\$3,090.00
<i>Rezoning</i> Basic service, unless otherwise noted	\$40.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or: • \$175.00 per housing unit for the first 60 units, • \$155.00 per housing unit for 61 – 185 units, • \$139.00 per housing unit for 186 – 250 units, • \$52.00 per housing unit for 251 – 450 units, • \$26.00 per housing unit for each subsequent unit, whichever is greater (with a minimum fee of \$2,459.00)
<i>Rezoning</i> Basic Service for Creation of New Zoning District, unless otherwise noted.	\$2,459.00
<i>Rezoning</i> Basic Service for Creation of a New Zoning District that includes supportive housing and child care, or single detached dwellings and duplexes, and other infill housing forms such as triplexes, quadraplexes, townhouses and infill townhouses	\$1,235.00

Application Type	Required Fee
<i>Comprehensive Development Review</i> An additional review fee which applies to all Zoning Bylaw and/or Official Community Plan Amendments for multiple-phase projects, master planning projects, study area projects, comprehensive development projects and/or other sites over 6,000 square metres (64,583 sq. ft.)	\$103,000.00 for the first 10,000 square meters (107,639 sq. ft.) of site area or portion thereof; and \$406.00 per additional 100 square metres (1,076 sq. ft.) of site area to a maximum of \$463,403.00
<i>Heritage Revitalization Agreement</i> Basic Service for Single Detached, Duplex Dwelling Districts and Child Care Uses	\$40.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$1,545.00)
<i>Heritage Revitalization Agreement¹</i> Basic Service, unless otherwise noted	\$40.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, • \$175.00 per housing unit for the first 60 units, • \$155.00 per housing unit for 61 – 185 units, • \$139.00 per housing unit for 186 – 250 units, • \$52.00 per housing unit for 251 – 450 units, • \$26.00 per housing unit for each subsequent unit, whichever is greater (with a minimum fee of \$2,459.00)

¹ Includes Major Amendment to Heritage Revitalization Agreement where requested amendments affect Form, Character, Use or Density

Application Type	Required Fee
<i>Heritage Revitalization Agreement Minor Amendment</i> Basic Service for Minor Changes that do not affect Form, Character, Use or Density for Single Detached and Duplex Dwelling Districts	\$25.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$318.00)
<i>Heritage Revitalization Agreement Minor Amendment</i> Basic Service for Minor Changes that do not affect Form, Character, Use or Density for Multiple Unit Residential, Commercial, Industrial, and Institutional Districts	\$25.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum of \$636.00)
<i>Rezoning or Heritage Revitalization Agreement</i> Application Time Extension.	50% of application fee as calculated using current rates
<i>Heritage Alteration Permit</i> Basic Service for property outside heritage conservation area	No charge
<i>Heritage Alteration Permit</i> Basic Service for alteration of land, buildings, structures, or protected features within heritage conservation area	No charge

Application Type	Required Fee
<i>Heritage Alteration Permit</i> Basic Service for subdivision of land within heritage conservation area	\$122.00
<i>Heritage Alteration Permit</i> Basic Service for demolition of building or structure within heritage conservation area	\$1,690.00
<i>Heritage Alteration Permit</i> Basic Service for construction of a new principal dwelling within heritage conservation area	\$1,099.00
<i>Heritage Alteration Permit</i> Basic Service for construction of a new Laneway or Carriage House within heritage conservation area	\$236.00
<i>Heritage Designation Bylaw</i>	No charge
<i>Development Variance Permit</i> Basic Service for All Districts , unless otherwise noted	\$47.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$96.00 per housing unit, whichever is greater (with a minimum fee of \$2,173.00)

Application Type	Required Fee
<i>Development Variance Permit</i> Basic service for a delegated DVP, modified site plan for a Protected Tree (Tree Protection and Regulation Bylaw No. 7799, 2016), and Child Care.	\$23.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$46.00 per housing unit, whichever is greater (with a minimum fee of \$753.00)
<i>Development Variance Permit</i> Basic Service for Variances to the Sign Bylaw	\$1,115.00 minimum fee.
<i>Development Variance Permit Amendment</i> Basic Service for all Districts including Variances to the Sign Bylaw	\$25.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$636.00)
<i>Development Variance Permit</i> Application Time Extension	50% of application fee as calculated using current rates
<i>Board of Variance Application</i> Basic Service for Single Detached Dwelling Districts	\$532.00
<i>Board of Variance Application</i> Basic Service, unless otherwise noted	\$48.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$95.00 per housing unit, whichever is greater (with a minimum fee of \$480.00)

Application Type	Required Fee
<i>Temporary Use Permit</i> Basic Service , unless otherwise noted	\$60.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or \$120.00 per housing unit, whichever is greater (with a minimum fee of \$2,421.00)
<i>Temporary Use Permit</i> Basic Service for all Districts involving a non-profit organization	\$40.00 per 1,000 sq.ft., or a portion thereof, of Improved Site Area, or \$79.00 per housing unit, whichever is greater (with a minimum fee of \$1,115.00)
<i>Temporary Use Permit Amendment</i> Basic Service for All Districts	\$25.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum of \$636.00)
<i>Temporary Use Permit</i> Application Time Extension	50% of application fee as calculated using current rates
<i>Development Permit</i> Basic Service for all Development Permits , unless otherwise noted	\$47.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, • \$175.00 per housing unit for the first 60 units, • \$155.00 per housing unit for 61 – 185 units, • \$139.00 per housing unit for 186 – 250 units, • \$52.00 per housing unit for 251 – 450 units, • \$26.00 per housing unit for each subsequent unit, whichever is greater (with a minimum fee of \$2,999.00)

Application Type	Required Fee
<i>Development Permit</i> Basic Service for Industrial and Mixed Employment, and Employment Lands Development Permits, unless otherwise noted	\$25.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$2,999.00)
<i>Development Permit</i> Projects with Less than Six Residential Units , unless otherwise noted	\$2,173.00
<i>Development Permit</i> Basic service for: • Laneway House and Carriage House Development Permits, • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, unless otherwise noted • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater) unless otherwise noted	\$1,536.00
<i>Development Permit Amendment</i> Basic service for all Development Permit Amendments, unless otherwise noted	\$25.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$1,195.00)

Application Type	Required Fee
<i>Development Permit Amendment</i> Basic service for Industrial and Mixed Employment, and Employment Lands Development Permit Amendments, unless otherwise noted	\$25.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of \$1,195.00)
<i>Development Permit Amendment</i> Basic service for: • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater) unless otherwise noted	\$1,536.00
<i>Development Permit Amendment</i> Basic service for amendments to Laneway House and Carriage House Development Permit Amendments.	\$318.00
<i>Minor Development Permit or Minor Development Permit Amendment</i> Basic service for: • Hazard Area Development Permit • Natural Features Development Permit • improvements with a total value of \$100,000 or less, or • façade renovation for buildings affected by water penetration	\$318.00

Application Type	Required Fee
<i>Development Permit – All Types</i> Time extension application Reissuance of an expired permit	50% of application fee as calculated using current rates
<i>Special Development Permit</i> Basic Service for all Special Development Permits, unless otherwise noted	\$47.00 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or, • \$175.00 per housing unit for the first 60 units, • \$155.00 per housing unit for 61 – 185 units, • \$139.00 per housing unit for 186 – 250 units, • \$52.00 per housing unit for 251 – 450 units, • \$26.00 per housing unit for each subsequent unit, whichever is greater (with a minimum fee of \$2,999.00)
<i>Special Development Permit</i> Projects with Less than Six Residential Units, unless otherwise noted	\$2,173.00
<i>Special Development Permit</i> Basic service for: • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater) unless otherwise noted	\$1,536.00

Application Type	Required Fee
<i>Special Development Permit Amendment</i> Basic service for all Development Permit Amendments, unless otherwise noted	\$25.00 per 1,000 sq. ft., or portion thereof, of Improved Site Area (with a minimum fee of \$1,195.00)
<i>Special Development Permit Amendment</i> Basic service for: • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater unless otherwise noted	\$1,536.00
<i>Minor Special Development Permit or Minor Special Development Permit Amendment</i> Basic service for: • improvements with a total value of \$100,000 or less, or • façade renovation for buildings affected by water penetration	\$318.00
<i>Special Development Permit – All Types</i> Time extension application Reissuance of an expired permit	50% of application fee as calculated using current rates

Application Type	Required Fee
<i>Public Consultation Fee</i> For all applications requiring a Public Consultation, including Public Hearings, City-led Consultation and Opportunities to be Heard	\$1,521.00
<i>Staff Attendance At Applicant Open Houses</i> Large Projects	\$543.00 for up to two staff members • \$272.00 for each additional staff member
<i>Tenant Assistant Plan Review</i> For Rezoning and Heritage Revitalization Agreement applications	\$1,412.00
<i>Land Title Registration Fee</i> For All Application Requiring Notices or Other Documentation to be Registered with the Land Titles Office	\$38.00
<i>Telecommunication Review</i> Basic service for all applications that require review of telecommunications antennae	\$3,869.00 per application
<i>Additional Notification</i> Basic service for additional public meeting and/or change of date request requiring notification	\$2,058.00

Application Type	Required Fee
<i>Council Appeal</i> Basic service for Council reconsideration of a Director's decision	50% of required current application fee
<i>Application Change</i> Basic service for requested change of owner or authorized agent for any application	\$367.00
<i>Site Disclosure Statement Fee Administration</i> Basic service for all districts	\$103.00
<i>Land Title Document and Administration</i> Basic service for document requests	\$23.00
<i>Preparation of Legal Documents</i>	All cost incurred by the City for the preparation of legal documents (such as covenants and rights of way) shall be recoverable and charged to the applicant and the following additional fees shall apply: • \$103.00 for Laneway and Carriage Houses; • \$1,030.00 for applications with 6 units or fewer; • \$2,060.00 for applications for infill housing, townhouses, or additions of more than 6 units to an existing building; • \$3,605.00 for Apartment or Mixed-use buildings of 6 storeys or less and non-residential land uses; • \$8,755.00 for Apartment or Mixed-use buildings

Application Type	Required Fee
<i>Discharge of Legal Documents</i> Basic service for discharge requests where there is no current development application	Legal costs incurred by the City, with a minimum fee of \$515.00.
<i>Land Purchase Request</i> Basic service for all districts	\$2,141.00 plus appraisal, survey and legal costs. Not refundable after first report to LUPC or Council
<i>Street Naming Fee</i> Basic service for processing a request to name a new street created through subdivision, or rename an existing street.	\$2,716.00
<i>Comprehensive Sign Permit Review</i> Basic service for sign plans required as part of Development Permit approvals	\$579.00

Application Type	Required Fee
<i>Landscape Plan Review</i> The following fees shall be paid for the review of landscape plans in accordance with Development or Special Development Permits	Laneway and Carriage House initial review: \$288.00 Basic initial review: \$618.00 Large Projects: \$618.00 per tower/building, phase or 50 townhouse units. Subsequent project reviews: \$618.00
<i>Landscape Inspection</i> The following fees shall be paid for the on-site review of landscaping in accordance with Development or Special Development Permits	Laneway and Carriage House initial review: \$288.00 Basic Inspection initial review: \$618.00 Large Projects: \$618.00 per tower/building, phase or 50 townhouse units. Subsequent project reviews: \$618.00
<i>Credit Card Convenience Fee</i>	An additional 1.75% on the invoice total for payments made by credit card

Application Type	Required Fee
<i>Transportation Review – Development Permit</i> Basic service for all Development Permits, unless otherwise noted	\$1,030.00
<i>Transportation Review – Development Permit</i> Basic service for Industrial and Mixed Employment, and Employment Lands Development Permits, unless otherwise noted	The greater of: • \$1,419.00; or • \$13.00 per 1,000 sq. ft., or a portion thereof, of improved site area
<i>Transportation Review – Development Permit</i> Basic service for: • Laneway House and Carriage House Development Permits, • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • applications with 6 residential units or less unless otherwise noted	No charge
<i>Transportation Review – Development Permit or Development Permit Amendment</i> Basic service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted	No charge

Application Type	Required Fee
<i>Transportation Review – Development Permit Amendment</i> Basic service for all Development Permit Amendments, unless otherwise noted	No charge
<i>Transportation Review – Development Permit Amendment</i> Basic service for Industrial and Mixed Employment, and Employment Lands Development Permit Amendments, unless otherwise noted	No charge
<i>Transportation Review – Development Permit Amendment</i> Basic service for: • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres unless otherwise noted	No charge
<i>Transportation Review – Development Permit Amendment</i> Basic service for amendments to Laneway House and Carriage House Development Permit Amendments	No charge

Application Type	Required Fee
<i>Transportation Review – Minor Development Permit or Minor Development Permit Amendment</i> Basic service for: • Hazard Area Development Permit • Natural Features Development Permit • improvements with a total value of \$100,000 or less, or • façade renovation for buildings affected by water penetration	No charge
<i>Transportation Review – Special Development Permit</i> Basis service for all Development Permits, unless otherwise noted	\$1,030.00
<i>Transportation Review – Special Development Permit</i> Basic service for: • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres, • applications with 6 residential units or less unless otherwise noted	No charge

Application Type	Required Fee
<i>Transportation Review – Special Development Permit or Special Development Permit Amendment</i> Basic Service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted	No charge
<i>Transportation Review – Special Development Permit Amendment</i> Basic service for all Development Permit Amendments, unless otherwise noted	No charge
<i>Transportation Review – Special Development Permit Amendment</i> Basic service for: • changes to an existing building that do not include changes to massing, • changes to landscaping, surface parking lots, or accessory buildings, or • temporary residential unit sales centres unless otherwise noted	No charge

Application Type	Required Fee
<i>Transportation Review – Minor Special Development Permit or Minor Special Development Permit Amendment</i> Basic service for: • improvements with a total value of \$100,000 or less, or • façade renovation for buildings affected by water penetration	No charge
<i>Transportation Review – Temporary Use Permit</i> Basic service for all districts except those involving a non-profit organization	\$773.00
<i>Transportation Review – Temporary Use Permit Amendment</i> Basic service for all districts involving a non-profit organization	\$258.00
<i>Transportation Review – Rezoning</i> Single Detached and Duplex Dwelling Districts and text amendments	No charge

Application Type	Required Fee
<i>Transportation Review – Rezoning</i> Multiple Unit Residential, Commercial, Industrial, Institutional Districts and text amendments	The greater of: • \$1,545.00; or • \$21.00 per 100 sq. metre, or a portion thereof, of gross floor area; or, • Unit fee, calculated as follows: • \$72.00 per housing unit for the first 250 units; • \$21.00 per housing unit for each subsequent unit
<i>Transportation Review – Heritage Revitalization Agreements</i> Multiple Unit Residential, Commercial, Industrial, Institutional Districts and text amendments excluding applications exclusively for non-profit organizations or Child care	The greater of: • \$1,545.00; or • \$21.00 per 100 sq. metre, or a portion thereof, of gross floor area; or, • Unit fee, calculated as follows: • \$72.00 per housing unit for the first 250 units; • \$21.00 per housing unit for each subsequent unit
<i>Transportation Review – Pre Application Review</i>	\$258.00
<i>Transportation Review – Official Community Plan Amendment</i>	\$2,575.00

Application Type		Required Deposit
<i>Tree Protection Barrier Sign Deposit</i> Tree Protection and Regulation Bylaw No. 7799, 2016		\$31.00 per sign, refundable upon return of each sign
<i>Water Bag</i> For all issued tree removal/replacement permits		\$26.00 / per bag* *Optional service being provided to Applicants choosing to purchase a Water Bag directly from City
<i>Development, Special Development, Heritage Alteration Permits or Temporary Use Permit Landscape Deposit</i> All applications other than a Laneway and Carriage House Development Permits, Projects with Less than Six Units, exclusively for Child care, and/or exclusively for Affordable Housing.		An amount equal to 125% of the costs of hard and soft landscaping on the site, including labour.
<i>Development, Special Development Permit Landscape Deposit</i> Secured rental residential unit additions to an existing rental building		\$7,725.00
<i>Development Permit Landscape Deposit</i> Applications for Laneway and Carriage House Development Permits, Projects with Less than Six Units, exclusively Child care, and/or exclusively Affordable Housing.		\$7,725.00 • \$5,150.00 for each additional unit up to 6 units

Appendix 3

2025 Plumbing Permit Fees

Bylaw No. 8478, 2024

Schedule 'C'

2025 Plumbing Permit Fees

Bylaw No.8478, 2024

1.0 PLUMBING FIXTURE PERMIT FEE SCHEDULE

- a) 1 To 4 Fixtures **\$165.00** (minimum permit fee)
- b) Each additional fixture **\$38.00**
- c) Backflow Assembly Test Report **\$30.00** (Annual test fee)

For the purpose of this section the following is an example (not exhaustive) of items considered plumbing fixtures:

Automatic washer	Glass Washer	Neutralizing tank
Backflow Assembly	Grease Interceptor	Patio Drain
Bar sink	Hand sink	Planter Drain
Bathtub	Hot Water Heater	Pot sink
Bed pan washers/grinder	Hot Water Storage Tank	Roof Drain
Bidet	Hub drain	Sanitary B.W.V.
Condensate Drain	Hose Bib	Sanitary Lift Station
Deck Drain	Janitor sink	Shower
Dialysis machine	Ice makers	Steam Machine
Dishwasher	Kitchen sink	Urinal
Drinking Fountain	Laundry tub	Wash basin
Floor Drain	Lawn Irrigation	Water closet
Foot bath	Mop Sink	Water filter
Swimming Pool	Backwash Sump	Future Drainage / Venting / Water Connection

Specialty and/or Proprietary equipment/fixture*		
---	--	--

*Specialty and/or proprietary equipment/fixtures typically found in medical, mercantile, commercial and industrial applications requiring a connection to the domestic water supply system and/or storm sewer system and/or sanitary sewer system. (Specialty equipment designation, if in question, shall be determined by the Plumbing Inspector.)

2.0 DOMESTIC WATER RE-PIPE FEE SCHEDULE

a) Per Suite Fee

a) **\$65.00** per suite (Fee includes in-suite water pipe and distribution mains)

b) Single Family Dwelling

- a. \$165 minimum permit fee (1-4 Fixtures)
- b. \$220 (5-9 Fixtures)
- c. \$294 (10-15 Fixtures)
- d. \$355 (16-20 Fixtures)
- e. \$420 (21-25 Fixtures)
- f. \$485 (26-30 Fixtures)

c) Domestic Water Mains and/or Risers Re-pipe Installation Only

- i. **\$165.00** for the first 100 feet or less
- ii. **\$64.00** for each additional 100 feet or portion thereof
- iii. **\$165.00** (minimum permit fee)

3.0 PLUMBING & OUTSIDE SERVICES PERMIT FEE SCHEDULE

a) Residential (SFD & Duplex), Townhomes

- i. **\$77.00** each item (**\$165.00** minimum permit fee)

Septic Tank Removal	Solid Rain Water Leader Piping
Sanitary Lift Station	Storm Lift Station
Catch Basin	Storm Sewer
Drain Tile	Storm Sump
Sanitary Sewer	Trench Drain
Water Service	

b) Multi-residential (three or more dwelling units), Commercial & Industrial Plumbing & Services Permit Fee Schedule

- i. All piping **\$2.60** per foot (**\$165.00** minimum permit fee)

Drain Tile	Storm Sewer
Sanitary Sewer	Water Service
Solid Rain Water Leader Piping	

c) Precast Concrete Works & Associated Receptacles

- i. **\$77.00** each item (**\$165.00** minimum permit fee)

Catch Basin	Sanitary Lift Station
Floor Drain	Storm Lift Station
Manhole	Storm Sump
Oil Interceptor	Trench Drain

d) Waterworks

- i. **\$77.00** each item (**\$165.00** minimum permit fee)

Combined Water Service	Domestic Water Service
Fire Hydrant	Fire Line
Isolating Valve	Yard Hydrant

4.0 Hydronic Heating Permit Fee Schedule

- a) Residential (SFD & Duplex) - **\$450.00** Flat Rate per dwelling unit

5.0 Sprinkler Permit Fee Schedule

- a) Residential (SFD & Duplex), Townhomes

- i. 1st Sprinkler Head **\$165.00**
ii. Each additional sprinkler head **\$ 4.12**

- b) All other Buildings
 - i. 1st Sprinkler head **\$323.00**
 - ii. Each additional sprinkler head **\$ 4.12**
- c) Additional Sprinkler Permit Charges
 - i. **\$77.00** each item **\$165.00** minimum permit fee)

Alarm Valves	Fire Department Connection	Yard Hydrants
Chemical Based System	Fire Hydrants	1 1/2" Hose Valve
Compressor	Fire Pumps	2 1/2" Hose Valve
Deluge Valve	Flow Switch	Pre-action Valve
Dry Pipe Valves	Standpipe	

6.0 Miscellaneous Fee Schedule

- a) **DOUBLE PERMIT FEE** - If any work for which a permit is required under this bylaw commences before a permit has been obtained, the fees and charges payable shall be doubled, to a maximum fee of **\$10,600.00**
- b) **REFUNDS** - No fees or part thereof paid to the City shall be refunded if a start has been made on construction or an inspection conducted. If no start has been made and no inspection conducted and if the Building Official so certifies, the City shall refund to the applicant 50% of the applicable permit fee.
- c) **RE-INSPECTION FEES** – Where more than two inspections are necessary due to non-compliance with the provisions of this bylaw or to correct violations from previous inspections the following charges shall be administered:
 - i. Third inspection **\$165.00** plus applicable taxes
 - ii. Fourth inspection **\$324.00** plus applicable taxes
 - iii. Fifth inspection **\$484.00** plus applicable taxes
 - iv. Each subsequent inspection **\$647.00** plus applicable taxes
 - v. Where work is not ready for inspection when the inspector calls, a re-inspection fee may be charged at **\$165.00**, plus GST.

- d) **CHANGE/REMOVAL OF CONTRACTOR** - In the event of a change of contractor before construction is completed; a valid permit may be transferred to a new contractor upon payment of a recording fee of **\$165.00**. The new contractor must take full responsibility for the work completed to date.
- e) **RENEWAL OF LAPSED PERMITS** - Where a permit has lapsed and the proposed work is at a stage that is still accessible for inspection the permit may be renewed upon payment of **\$165.00** plus a fee, based upon the City hourly rate of **\$82.50/hour** for staff time hourly charges as needed to review and confirm extension request.
- f) **REVISIONS TO PERMITS**
 - i. **REVISION PRIOR TO PERMIT ISSUANCE**
 - a. A fee, based upon the City hourly rate of **\$82.50/hour** for staff time (with a minimum fee of **\$165.00**) shall be paid on an application
 - i. that requires 3 or more revisions, and/or
 - ii. where the design is revised and/or substituted with a new design
 - ii. **REVISION TO ISSUED PLUMBING, SPRINKLER OR HOT WATER HEATING PERMIT**
 - a. A fee, based upon the City hourly rate of **\$82.50/hour** for staff time (with a minimum fee of **\$165.00**) shall be paid on an application
- g) **SUBDIVIDING A SINGLE PROJECT BETWEEN MULTIPLE CONTRACTORS**
 - i. Where a Plumbing/Sprinkler/Hot Water Heating project covered by a single Building Permit is then divided into two or more phases with multiple mechanical contractors the full permit fee shall be collected from each individual contractor for their portion of work.

8.0 SPECIAL INSPECTIONS (linked or not linked to an issued permit)

- a) Special inspection during normal working hours (including courtesy inspections for unissued permits) during normal working hours
 - i. A fee, based upon the City hourly rate of **\$82.50/hour** for staff time (with a minimum fee of **\$165.00**) shall be paid ;
- b) Special inspection outside normal working hours:
 - i. Monday to Friday:
 - a. First two hours –**\$124.00** hour (with a minimum fee of **\$248.00**) shall be paid
 - b. Each additional hour –**\$165.00** /hour for staff time

- ii. Weekends:
 - i. A fee of **\$165.00** /hour for staff time (with a minimum fee of **\$329.00**) shall be paid
 - ii. ½ Hour meal break shall be included for each shift 4 hours or more, to be charged at \$165/hour rate.
- c) Inspections conducted outside of City Limits shall be charged an additional fee for mileage:
 - i. Mileage rate based on Canadian Revenue Agency requirements for reimbursement in effect at the time of the inspection.

Appendix 4

2025 Tree Protection and Regulation Fees **Bylaw No. 8478, 2024**

Schedule “D”

2025 Tree Protection and Regulation Fees

Bylaw No. 8478, 2024

Fees for administration, permits and charges payable in the following amounts plus any applicable taxes:

TREE PROTECTION REGULATION – SCHEDULE A (CURRENT)

Application Fee	
1. Application Fee	\$128.75
2. Application Fee (Resident Applicant)	\$0.00 if addressing only a hazardous tree
3. Application Fee (Resident Applicant)	\$103.00

Permit Fee	
1. Permit fee (general)	\$103.00 per tree for first 5 trees to be cut or removed, \$206.00 per tree for each additional tree to be cut or removed \$154.50 per specimen tree for the first tree, \$257.50 per tree for each additional specimen tree to be cut or removed
2. Permit fee for cutting or removal of hazardous trees only	\$77.25

Permit to cut or remove a single hazardous tree Permit to cut or remove multiple hazardous trees	\$77.25 for the first tree, plus \$25.75 for each additional tree to be cut
3. Permit fee for transplanting a protected tree	\$0.00
4. Permit fee (Resident Applicant)	\$0.00 per hazardous tree and \$79.31 per tree for all other trees to a maximum fee of \$1,545.00.

Security or Cash-in-Lieu for Replacement Trees	
1. Security or cash-in-lieu per replacement tree (general)	Non-resident Applicant: \$772.50 Resident Applicant: \$669.50
2. Security or cash-in-lieu per replacement tree when replacing a hazardous specimen tree	Non-resident Applicant: \$772.50 Resident Applicant: \$669.50
3. Security or cash-in-lieu per replacement tree when replacing a non-hazardous specimen tree	Non-resident Applicant: \$12,617.50 Resident Applicant: Minimum of \$6,180.00 to a maximum of \$10,547.20
4. Security or cash-in-lieu per replacement tree when replacing a hazardous non-specimen tree	Non-resident Applicant: \$772.50 Resident Applicant: \$669.50
5. Maximum combined security or cash-in-lieu for all replacement trees for Resident Applicants	\$10,547.20

6. Cash-in-lieu per City tree removed	\$875.50
---------------------------------------	----------

Securities for Retained Trees	
1. Security per retained protected tree, other than a specimen tree	Non-resident Applicant: \$3,862.50 Resident Applicant or CRZ Resident Requestor: \$2,636.80 to a maximum of \$10,547.20
2. Security per retained specimen tree	Non-resident Applicant: \$15,450.00 Resident Applicant or CRZ Resident Requestor: \$10,547.20
3. Maximum combined security for retained protected trees, including specimen trees, for a Resident Applicant or a CRZ Resident Requestor	\$10,547.20

Tree Protection Barrier Inspection Fees	
1. Inspection of tree protection barriers (Non-resident applicants)	\$154.50 for first tree barrier inspection plus \$25.75 per each additional barrier on a lot
2. Inspection of tree protection barriers (Resident applicants)	\$103.00 for first tree barrier inspection plus, \$25.75 per each additional barrier on a lot
3. Return inspection of tree protection barriers (Non-resident applicants)	\$154.50 for first tree barrier inspection plus \$25.75 per each additional barrier on a lot
4. Return inspection of tree protection barriers (Resident	\$103.00 for first tree

applicants)	barrier inspection plus, \$25.75 per each additional barrier on a lot
-------------	---

Appendix 5

2025 Integrated Services Fees

Bylaw No. 8478, 2024

Schedule "E"

2025 Integrated Services Fees

Bylaw No. 8478, 2024

Fees for administration, permits and charges payable in the following amounts plus any applicable taxes:

BYLAW	DESCRIPTION	FEE
Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004	Excessive Nuisance Abatement Fees: Police Nuisance Response and Abatement Service Call	\$296
	City Staff Nuisance Response and Abatement Service Call	\$118
	Administration Fee	10% on Total Service Call Fees
Controlled Substance Property Bylaw No. 6679, 2001	Permit, Inspection Fees and Charges: For Special Inspection	\$709
	For each inspection prior to issue of Occupancy Permit	\$473
	To Obtain Occupancy Permit	\$591
Unightly Premises Bylaw No. 5969, 1991	Administration Fee for hiring contractor as per Section 9	\$89
Fire Protection Bylaw No. 6940, 2004	Administration Fee for hiring contractor as per Section 15.1	\$89
Construction Noise Bylaw No. 6063, 1992 Exemption Request	Administration Fee	\$217