
TO: GENERAL COMMITTEE

SUBJECT: BUILDING SERVICES ENTERPRISE MODEL

WARD: ALL

PREPARED BY AND KEY CONTACT: S. BARKS, MANAGER OF BUILDING SERVICES, CHIEF BUILDING OFFICIAL

SUBMITTED BY: A. BOURRIE, RPP, DIRECTOR OF PLANNING & BUILDING SERVICES

GENERAL MANAGER APPROVAL: R. FORWARD, MBA, MSc, P.Eng, GENERAL MANAGER OF INFRASTRUCTURE & GROWTH MANAGEMENT

CHIEF ADMINISTRATIVE OFFICER APPROVAL: C. LADD, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That the principle of growth paying for growth continue to be applied through the implementation of a full cost recovery enterprise model related to inspections, plans examination and enforcement of the Building Code Act.
2. That authority be granted for the hiring of additional inspectors, plans examiners, and zoning administrators where it can be demonstrated to the satisfaction of the Chief Building Official, Director of Planning & Building Services and General Manager of Infrastructure & Growth Management that additional staff are required to meet agreed service levels and that all costs for such additional staff would be recovered through permit fees for appropriate service levels.
3. That Schedule "K" of Fees By-law 2017-014 be amended by adding the permit fee schedule attached as Appendix "A" to Staff Report PLN016-17.

PURPOSE & BACKGROUND

Report Overview

4. On February 13, 2017, City Council adopted motion 17-G-024 regarding Building Enterprise model as follows:
 - a) that a review of Planning and Building Services Department fees be undertaken to identify opportunities to increase cost recovery and reduce reliance on tax rate funding through an enterprise model, and report back to General Committee.
5. The purpose of this staff report is to obtain Council support for implementation of the growth paying for growth principle by applying a full cost recovery enterprise model related to inspections, plans examination, enforcement of the Building Code Act and zoning approvals.
6. That authority is granted for the hiring of additional inspectors and plans examiners, where it can be demonstrated to the satisfaction of the Chief Building Official, Director of Planning & Building Services and General Manager of Infrastructure & Growth Management that all costs for such additional staff needed to support agreed service levels be recovered through current and forecasted permit fees and/or permit reserves.

Purpose and Background

7. Highlight services provided by the Engineering and Planning Services Branch which constitute applicable law in the context of the issuance of building permits and establish appropriate cost recovery for those services not currently being recovered. Examples of services which fall under applicable law include, but are not limited to:
 - a) Coordination of site plan drawings by Planning and Engineering for the issuance of conditional permits.
 - b) Review of grading for industrial properties not subject to site plan control.
 - c) Heritage review.
 - d) Committee of Adjustment review.
 - e) Model home approvals.
8. Address operational staffing issues to ensure the timely delivery of services by monitoring of anticipated workloads and matching staffing levels to service levels acceptable to the City and development industry.
9. Outline changes to fees to support enterprise model based on full cost recovery.
10. Obtain standing authority to respond to fluctuations in the growth and development cycle by increasing or decreasing staff levels as required for:
 - a) Mandatory enforcement of the Building Code Act;
 - b) Achieving mandated service levels; and
 - c) Meeting the service level expectations of our community and development industry.

ANALYSIS

Authority

11. The Council of each municipality is responsible for the enforcement of the Building Code Act (BCA) and is required to appoint a Chief Building Official (CBO) and such inspectors as are necessary for enforcing the Act and the Building Code within the municipality.
12. The Chief Building Official is responsible to:
 - a) Establish operational policies.
 - b) Co-ordinate and oversee the enforcement of the BCA and building code within the municipality.
13. On June 27th 2002, Bill 124 (Building Code Statute Law Amendment Act) amended the Building Code Act to introduce a fee structure to require that building permit fees could only be collected to cover the anticipated reasonable costs associated with the administration and enforcement of the Building Code Act.
 - a) Subsection 7(2) of the of the Building Code Act states:

“The total amount of the fees authorized under clause (1)(c) must not exceed the anticipated reasonable costs of the principal authority to administer and enforce this Act in its area of jurisdiction.”

The Building Code Act identifies zoning, site plan approval, committee of adjustment as applicable law for the issuance of a building permit. Concurrent review of building permit applications while the applicant is obtaining applicable planning approvals can allow for the issuance of a conditional permit and in most cases, a reduced timeframe for overall permit approval.

Fees

14. The “Enterprise” model for the building permit and inspection functions is intended to foster a timely and positive customer experience from project initiation straight through to occupancy. The Enterprise model is a fully cost-recovered, self-funded program within the municipal structure with no reliance on the general tax levy for its operation or capital needs. The model responds to increases and decreases in development activity by ensuring that resources are available to respond to demand at agreed service levels. At this time there is an opportunity to include costs for Engineering and Planning that contribute to the building permit process but are not currently being recovered.
15. The City of Barrie along with most municipalities have instituted a building reserve fund to ensure that the municipality can fulfill their legislative mandate to enforce the BCA, cover long-term capital investments (such as Amanda and Accela) and fund liability costs.
16. A significant technology investment was made in 2015 and 2016 in order to respond to current and forecasted development activity. The Accela investment came through the reserve fund.
Accela will allow us to:
 - a) Provide a better customer experience by:
 - i) Allowing 24/7 ability to apply for permits, book inspections and check status.
 - ii) Submission of digital drawings and revisions.
 - b) Mobile updating of inspection results in real time.
 - c) Remote access.
 - d) Better reporting.
 - e) Reduce circulation time for internal and external departments and agencies.
17. While the reserve account is currently in a negative balance due to the need to replace the existing technology platform (Amanda) with new technology (Accela), this deficit is expected to recover in 2018/19 with the proposed fee increases, increase in efficiency due to investment in new technology and forecasted new development in the annexed area as well as redevelopment within the current built boundary.
18. At the end of each year surplus building permit revenues collected are distributed into two reserve accounts:

- a) **Carry Forward Account:** Plan reviews and inspections yet to be completed in a subsequent fiscal period than when the permit fees were collected. This is based on the number of open permits at the end of each year.
 - b) **Reserve Account:** Future non-annual expenditures for direct or indirect service expenditures.
19. Currently the City does not fully recoup our costs for the review of applications for zoning, engineering and site plan review of Building Permit drawings. The Building Code Act identifies zoning, site plan approval and committee of adjustment as applicable law for the issuance of a building permit. Our level of service allows for the concurrent review of building permit applications while the applicant is obtaining these approvals. Plan examiners and planners work together to ensure coordination of building, zoning and site plan requirements to allow the issuance of a conditional permit in a reduced timeframe. Engineering provides technical resources for the review of grading plans on industrial lands not subject to site plan control. These resources are estimated to be equivalent to one FTE (full time employee).
20. A 4% increase of building permit fees on all but small residential projects such as decks, pools and home renovations more closely reflects cost recovery of the engineering and planning resources that are dedicated to the review of building permit applications.

Based on last year's revenue this would equate to the burdened cost of one FTE (full time employee). As revenues increase due to new development in the annexed lands, additional funding would be available to fund required staff resources.

21. An additional increase of 2% in current building permit fees is needed to keep pace with operating costs and fund our current deficit, due to the recent investment in a new technology platform (Accela), as outlined below:

Staffing

22. In 2015 and 2016 we experienced significant staffing challenges including:
- a) Retirements.
 - b) Staff leaving to go to other municipalities and private sector.
 - c) Shortage of qualified and experienced building inspectors and plan examiners in the industry.
 - d) Inability to attract qualified applicants due to our proximity to the GTA.
 - e) Of the seven new staff only two had the required qualifications and municipal experience.
 - f) Training of new and existing staff due to thousands of technical changes through dozens of amendments to the Building Code.
 - g) Implementation of new building software has also taxed our resources on the short term.

This has led to a backlog of permits.

23. The consequence of staff shortages and under-filling of positions include:
- a) Increased wait times for permits.

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- b) A reduction in service level.
 - c) Training, required internship and mentoring has initially reduced productivity.
 - d) Extensive backlog of permits in que to be reviewed.
24. In 2016 we issued 2,110 permits and conducted over 15,000 inspections.
 25. We are experiencing higher than expected permit volumes due to second suite and backflow devises. Both of which have provided us with unique challenges that has also taxed our resources.
 26. The ability to react more strategically to staffing needs will allow the City to deal more quickly to expected development and our current backlog of permits.
 27. It is expected that the City will be issuing between 1,500 to 2,000 additional new dwelling unit permits a year in the annexed area. Currently our inspectors have a capacity of approximately 20 inspections per day. The average number of inspections per dwelling unit is 17. This would currently equate to between 25,500 to 34,000 additional inspections or 6 to 7 additional building inspectors and 4 to 5 plan examiners.
 28. Based on our recent experience trying to recruit staff; eight to nine months lead-time is needed to recruit and train new staff. Therefore, we would be tracking subdivision approval process and site plan applications to anticipate workloads to reduce the possibility of a reduction in service level.
 29. Based on the above forecasted development in the annexed lands and the proposed 2% increase in permit fees revenues would generate approximately \$2,500,000.00 additional revenue which will cover the additional staffing requirements and current deficit.
 30. With 1,500 to 2,000 additional new dwelling units a year we are expecting a substantial increase in permits for decks, pools, sheds and basement renovations.
 31. Within the current built boundary we are also seeing a great number of site plan applications for large residential and multi-use buildings. This type of construction requires hundreds of inspections over multiple years and can equate to approximately one FTE per building. For example:
 - a) 90 Collier Street we have performed over 450 building inspections to date which equates to 0.75 FTE for an inspector and approximately 0.3 to 0.4 FTE for a plan examiner and only one tower has been completed.
 - b) The hospital expansion and renovation was over 5 years and consumed 0.6 FTE for inspections for each year.
 32. We are aware of at least 12 proposed new high-rise buildings proposed in the downtown core each of which would consume 0.5 to 1.0 FTE's per year of construction. We anticipate not all will come to fruition, however several going ahead over the next few years would greatly affect our service level.
 33. The ability to hire staff as needed is necessary to respond to service demands, strategically position the division for growth and achieve/maintain the legislated permit review times.

SUMMARY

34. Fees need to include Planning and Engineering costs that support buildings permit applications.
35. Fees need to increase to ensure full cost recovery and staffing levels match agreed service levels.
36. Strategically position the division for anticipated growth and service challenges.
37. The ability to hire staff to manage growth where it can be demonstrated that all costs for such additional staff would be recovered through permit fees.

ENVIRONMENTAL MATTERS

38. There are no environmental matters related to the recommendation.

ALTERNATIVES

39. The following alternatives are available for consideration by General Committee:

Alternative #1

General Committee could maintain the existing approach with respect to fees and staffing through the annual operational (i.e. Status Quo).

This alternative is not recommended as sufficient time is needed to recruit and train new staff in advance of significant growth anticipated in the fall of 2018.

Alternative #2

General Committee could alter the proposed recommendation by approving only a fee increase.

Although this alternative is available, it is not recommended as service levels will erode, with the current staffing levels and increased building activity forecasts.

Alternative #3

General Committee could alter the proposed provisions related to approve only the strategic staffing initiative. However, this is not recommended as additional fee increases are needed to offset planning and engineering resources supporting the building permit process.

FINANCIAL

40. The proposed fee increases were included in the 2017 forecasted Building Department's revenues as reflected in the 2017 budget.

LINKAGE TO 2014-2018 COUNCIL STRATEGIC PLAN

41. The recommendations included in this Staff Report support the following goals identified in the 2014-2018 City Council Strategic Plan:
 - Vibrant Business Community
 - a) Eliminate obstacles to business growth and investment.
 - b) Attract and retain a talented workforce.

Responsible Spending

- a) Embrace innovation to improve how we do business.

Attachment: Appendix A – Permit Fee Schedule

APPENDIX "A"

Permit Fee Schedule

| ITEM | 2016 APPROVED FEE | 2017 FEE | % CHANGE | HST |
|--|-------------------|----------|----------|-----|
| BUILDING CODE ADMINISTRATION/ENFORCEMENT | | | | |
| CONSTRUCTION PERMITS | | | | |
| Minimum Permit Fee | | | | |
| Group C Houses (each) | \$155.00 | \$155.00 | 0.0% | No |
| All other projects (each) | \$215.00 | \$227.90 | 6.0% | No |
| Tents and Temporary Structures | | | | |
| Tents, one only (each) | \$135.00 | \$143.10 | 6.0% | No |
| Tents, two to ten, same site (per site) | \$205.00 | \$217.30 | 6.0% | No |
| Tents, more than ten, same site (per site) | \$410.00 | \$434.60 | 6.0% | No |
| Temporary office/trailer (per m ²) | \$6.50 | \$6.90 | 6.2% | No |
| Other temporary structures including bleachers (per m ²) | \$8.00 | \$8.50 | 6.3% | No |
| Portable classrooms, single units (each) | \$410.00 | \$434.60 | 6.0% | No |
| Group A, Assembly Uses | | | | |
| New, additions, including interiors (per m ²) | \$20.00 | \$21.20 | 6.0% | No |
| New, additions, shell only (per m ²) | \$15.00 | \$15.90 | 6.0% | No |
| Alterations/repairs/interior finishing (per m ²) | \$6.50 | \$6.90 | 6.2% | No |
| Transportation terminals (per m ²) | \$13.00 | \$13.80 | 6.2% | No |
| Accessory structures <50m ² (per m ²) | \$6.50 | \$6.90 | 6.2% | No |
| Group B, Institutional Uses | | | | |
| New, additions, including interiors (per m ²) | \$25.00 | \$26.50 | 6.0% | No |
| New, additions, shell only (per m ²) | \$19.00 | \$20.10 | 5.8% | No |
| Alterations/repairs/interior finishing (per m ²) | \$9.00 | \$9.50 | 5.6% | No |
| Accessory structures <50m ² (per m ²) | \$6.50 | \$6.90 | 6.2% | No |

| ITEM | 2016 APPROVED FEE | 2017 FEE | % CHANGE | HS T |
|--|-------------------|----------|----------|------|
| Group C, Residential Uses | | | | |
| New houses, additions to houses (per m ²) | \$13.00 | \$13.80 | 6.2% | No |
| New Certified House Models, for construction (per m ²) | \$12.00 | \$12.70 | 5.8% | No |
| New, additions, other residential (per m ²) | \$18.00 | \$19.10 | 6.1% | No |
| Addition to houses for garage (per m ²) | \$8.00 | \$8.00 | 0.0% | No |
| Alterations/repairs to houses (per m ²) | \$6.50 | \$6.50 | 0.0% | No |
| Alterations/repairs to other residential (per m ²) | \$8.00 | \$8.50 | 6.3% | No |
| Accessory structures <50m ² (per m ²) | \$6.50 | \$6.90 | 6.2% | No |
| Group D, Business and Personal Service Uses | | | | |
| New, additions, including interiors (per m ²) | \$18.00 | \$19.10 | 6.1% | No |
| New, additions, shell only (per m ²) | \$14.00 | \$14.80 | 5.7% | No |
| Alterations/repairs/interior finishing (per m ²) | \$5.30 | \$5.60 | 5.7% | No |
| Accessory structures <50m ² (per m ²) | \$6.50 | \$6.90 | 6.2% | No |
| Group E, Mercantile Uses | | | | |
| New, additions, including interiors (per m ²) | \$16.00 | \$17.00 | 6.3% | No |
| New, additions, shell only (per m ²) | \$12.00 | \$12.70 | 5.8% | No |
| Alterations/repairs/interior finishing (per m ²) | \$5.30 | \$5.60 | 5.7% | |
| Accessory structures <50m ² (per m ²) | \$6.50 | \$6.90 | 6.2% | No |
| Group F, Industrial Uses | | | | |
| New, additions, including interiors (per m ²) | \$10.00 | \$10.60 | 6.0% | No |
| New, additions, shell only (per m ²) | \$9.60 | \$10.20 | 6.3% | No |
| Alterations/repairs/interior finishing (per m ²) | \$4.10 | \$4.30 | 4.9% | No |
| Gas stations/canopies, car washes (per m ²) | \$8.90 | \$9.40 | 5.6% | No |
| Repair garages (per m ²) | \$9.60 | \$10.20 | 6.3% | No |

| ITEM | 2016 APPROVED FEE | 2017 FEE | % CHANGE | HS T |
|---|-------------------|------------|----------|------|
| Parking garages, new, additions (per m ²) | \$8.30 | \$8.80 | 6.0% | No |
| Parking garages, alterations/repairs (per m ²) | \$4.10 | \$4.30 | 4.9% | No |
| Accessory structures <50m ² (per m ²) | \$6.50 | \$6.90 | 6.2% | No |
| Farm buildings (per m ²) | \$4.10 | \$4.30 | 4.9% | No |
| Additional Fees for All Occupancies | | | | |
| Shoring (per meter of length) | \$6.50 | \$6.90 | 6.2% | No |
| Underpinning (per meter of length) | \$10.00 | \$10.60 | 6.0% | No |
| Mechanical penthouse (per m ²) | \$6.50 | \$6.90 | 6.2% | No |
| Public Pools (each) | \$978.00 | \$1,036.70 | 6.0% | No |
| Greywater recycling system (each) | \$322.00 | \$341.30 | 6.0% | No |
| Signs attached to a building | \$192.00 | \$203.50 | 6.0% | No |
| Plus per sign | \$64.00 | \$67.80 | 5.9% | No |
| Change of Use to Group A, B or C combined with construction (per m ² of area affected) | \$2.50 | \$2.60 | 4.0% | No |
| Change of Use to Group D, E or F combined with construction (per m ² of area affected) | \$2.20 | \$2.30 | 4.5% | No |
| Additional Fees for Private Sewage Systems | | | | |
| Greywater sewage system/leaching pit | \$486.00 | \$515.20 | 6.0% | No |
| New septic system | \$550.00 | \$583.00 | 6.0% | No |
| Holding tank | \$350.00 | \$371.00 | 6.0% | No |
| Septic tank replacement only | \$350.00 | \$371.00 | 6.0% | No |
| Leaching field replacement/repair/additions | \$425.00 | \$450.50 | 6.0% | No |
| Performance level plan review for proposed additions (fee to be applied to permit fees if required) | \$190.00 | \$201.40 | 6.0% | No |
| Compliance inspection of existing septic system | \$190.00 | \$201.40 | 6.0% | No |
| Stand Alone Work | | | | |
| Relocated building placement (per m ²) | \$6.50 | \$6.90 | 6.2% | No |
| New Certified House Models, plan review only (each) | \$660.00 | \$699.60 | 6.0% | No |

| ITEM | 2016 APPROVED FEE | 2017 FEE | % CHANGE | HS T |
|---|-------------------|--------------|----------|------|
| Certified House Model Extra Elevation Options, plan review only (each) | \$660.00 | \$699.60 | 6.0% | No |
| Roof sheathing repair or replacement (per m ²) | \$2.80 | \$3.00 | 7.1% | No |
| Repair or reclad exterior walls (per m ²) | \$2.80 | \$3.00 | 7.1% | No |
| New/enlarged exterior window/door openings (each) | \$53.00 | \$56.20 | 6.0% | No |
| Replace existing windows, same opening (each) | \$13.00 | \$13.80 | 6.2% | No |
| Replacing/repairing guards/railings (per m of length) | \$2.00 | \$2.10 | 5.0% | No |
| Ceiling (new or replacement) (per m ²) | \$0.70 | \$0.70 | 0.0% | No |
| Plumbing alterations, extensions to existing distribution and drainage systems (per fixture) | \$15.00 | \$15.90 | 6.0% | No |
| (a) Except for backflow devices, all plumbing alterations or extensions to existing distribution and drainage systems (per fixture) | \$15.00 | \$15.90 | 6.0% | |
| (b) Backflow devices being installed at one time (first 5) | \$215.00 | \$227.90 | 6.0% | |
| (b) (cont'd) additional devices being installed at the same time | \$30.00 each | \$31.80 each | 6.0% | |
| Water service and/or sewer connection (per m length of trench) | \$1.30 | \$1.35 | 3.8% | No |
| Fire alarm installation/upgrade | \$66.00 | \$70.00 | 6.1% | No |
| Plus per device | \$4.00 | \$4.20 | 5.0% | No |
| Sprinkler installation/upgrade | \$66.00 | \$70.00 | 6.1% | No |
| Plus per device | \$1.30 | \$1.35 | 3.8% | No |
| Standpipe installation/upgrade | \$66.00 | \$70.00 | 6.1% | No |
| Plus per cabinet | \$66.00 | \$70.00 | 6.1% | No |
| Electromagnetic lock installation/upgrade | \$66.00 | \$70.00 | 6.1% | No |
| Plus per lock | \$100.00 | \$106.00 | 6.0% | No |
| Heating system installation/upgrade | \$66.00 | \$70.00 | 6.1% | No |
| Plus per damper or firestop | \$33.00 | \$35.00 | 6.1% | No |
| Commercial cooking hood install/upgrade (per hood) | \$300.00 | \$318.00 | 6.0% | No |
| Dust collectors | \$200.00 | \$212.00 | 6.0% | No |

| ITEM | 2016 APPROVED FEE | 2017 FEE | % CHANGE | HS T |
|---|-------------------|----------|----------|------|
| Spray booth install/upgrade (per booth) | \$400.00 | \$424.00 | 6.0% | No |
| Decks, deck extensions | \$281.00 | \$297.90 | 6.0% | |
| Designated Structures | | | | |
| Communication tower (each) | \$400.00 | \$424.00 | 6.0% | No |
| Exterior storage tank (each) | \$400.00 | \$424.00 | 6.0% | No |
| Pedestrian Bridge (per m ²) | \$13.00 | \$13.80 | 6.2% | No |
| Retaining wall - first 20M | \$200.00 | \$212.00 | 6.0% | No |
| per 20M or portion thereafter | \$125.00 | \$132.50 | 6.0% | No |
| Satellite dish, solar collector, wind turbine (each) | \$320.00 | \$339.20 | 6.0% | No |
| Freestanding signs (each) | \$280.00 | \$296.80 | 6.0% | No |
| CONDITIONAL PERMITS | | | | |
| Conditional Permit - houses (each) | \$200.00 | \$212.00 | 6.0% | No |
| Conditional Permit - other (each) | \$320.00 | \$339.20 | 6.0% | No |
| DEMOLITION PERMITS | | | | |
| Buildings up to 600m ² building area and up to 3 storeys in building height (each) | \$280.00 | \$296.80 | 6.0% | No |
| All other buildings (each) | \$660.00 | \$699.60 | 6.0% | No |
| CHANGE OF USE PERMITS | | | | |
| Group A, Assembly Uses (per m ²) | \$2.40 | \$2.50 | 4.2% | No |
| Group B, Institutional Uses (per m ²) | \$3.30 | \$3.50 | 6.1% | No |
| Group C, Residential Uses (per m ²) | \$2.80 | \$2.95 | 5.4% | No |
| Group D, Business and Personal Service Uses (per m ²) | \$2.20 | \$2.30 | 4.5% | No |
| Group E, Mercantile Uses (per m ²) | \$2.20 | \$2.30 | 4.5% | No |
| Group F, Industrial Uses (per m ²) | \$2.20 | \$2.30 | 4.5% | No |
| SPECIAL SERVICES | | | | |
| Revised Part 9 permits or applications (per hour) | \$150.00 | \$159.00 | 6.0% | No |
| Revised Part 3 permits or applications (per hour) | \$180.00 | \$190.80 | 6.0% | No |
| Pre-submission plan reviews – Residential (per model) | \$400.00 | \$424.00 | 6.0% | No |
| Pre-submission plan reviews – Non-Residential (per building) | \$660.00 | \$699.60 | 6.0% | No |
| Transfer of Permit to new Owner | \$135.00 | \$143.10 | 6.0% | No |

| ITEM | 2016 APPROVED FEE | 2017 FEE | % CHANGE | HS T |
|--|---------------------------------|---------------------------------|----------|------|
| Request to Use Alternative Solution (per hour) | \$265.00 | \$280.90 | 6.0% | No |
| Deferral of Revocation of an Issued Permit (each) | \$70.00 | \$74.20 | 6.0% | No |
| Occupant Load Inspection and Report | \$210.00 | \$222.60 | 6.0% | No |
| ENFORCEMENT SERVICES | | | | |
| Surcharge for Pre-permit Start (each) | 25% of permit fee minimum \$195 | 25% of permit fee minimum \$206 | 6.0% | No |
| Re-inspection of defective or incomplete work (each) | \$140.00 | \$148.40 | 6.0% | No |
| Issuance of an Order/ Deficiency Report (each) | \$150.00 | \$159.00 | 6.0% | No |
| File Management fee if Order Registered on Title | \$700.00 | \$742.00 | 6.0% | No |
| Issuance of a Summons (each) Plus Legal Expenses | \$700.00 | \$742.00 | 6.0% | No |
| After-hours Inspection Fee, Part 9 buildings (per hour) | \$145.00 | \$153.70 | 6.0% | No |
| After-hours Inspection Fee, Part 3 buildings (per hour) | \$150.00 | \$159.00 | 6.0% | No |
| After-hours Emergency Call-Out (per hour) | \$340.00 | \$360.40 | 6.0% | No |
| NOTES: | | | | |
| <p>Except as provided in sections 1.2, 1.11 and 1.12, the permit fee for a project shall be calculated by:</p> <ul style="list-style-type: none"> a) Determining the occupancy classification, gross floor area and scope of work for which the permit applies; b) Multiplying the fee rate listed in sections 1.3 to 1.8 by the appropriate measure; c) Adding any additional fee rates listed in 1.9 and 1.10; and d) Ensuring the total permit fee is at least the minimum fee listed in section 1.1. <p>Except as provided in the additional fee rates listed in sections 1.9 and 1.10, all plumbing, heating, air conditioning and ventilation work associated with a project and shown on the permit drawings are included in the base fee rate.</p> <p>Fees not listed shall be determined by the Chief Building Official by reasonable comparison with the listed fee rates.</p> | | | | |
| POOL ENCLOSURE BY-LAW | | | | |
| Pool Enclosure Permit | \$285.00 | \$285.00 | 0.0% | No |

| ITEM | 2016 APPROVED FEE | 2017 FEE | % CHANGE | HS T |
|--|-------------------|------------|----------|------|
| Pool Enclosure Permit when project is combined with a deck permit or change house permit issued concurrently | \$75.00 | \$75.00 | 0.0% | No |
| Pre-permit surcharge fee when pool installed before an enclosure permit is issued | \$200.00 | \$200.00 | 0.0% | No |
| Re-inspection fee due to non-compliance or temporary fencing | \$145.00 | \$145.00 | 0.0% | No |
| Fee invoiced to property owner when an inspection confirms a by-law contravention | \$145.00 | \$145.00 | 0.0% | No |
| Issuance of a Summons (each) Plus Legal Expenses | \$712.50 | \$712.50 | 0.0% | No |
| PRIVATE RETAINING WALL BY-LAW | | | | |
| Retaining walls regulated by municipal by-law and not regulated by the Ontario Building Code, first 20m of length or portion thereof | \$190.00 | \$201.40 | 6.0% | No |
| Each additional 20m of length or portion thereof | \$125.00 | \$132.50 | 6.0% | |
| Permit surcharge when work commenced before permit issued | \$200.00 | \$212.00 | 6.0% | No |
| Re-inspection fee due to non-compliance | \$145.00 | \$153.70 | 6.0% | No |
| Issuance of a Summons (each) Plus Legal Expenses | \$712.50 | \$755.30 | 6.0% | No |
| TIE BACKS AND CRANE JIB PERMITS | | | | |
| Application fee, per site | \$1,500.00 | \$1,590.00 | 6.0% | No |
| REPORTS | | | | |
| Issuance Listing Report | \$70.00 | \$74.20 | 6.0% | No |
| ADMINISTRATION FEES FOR SUBDIVISION AGREEMENTS AND SITE PLAN AGREEMENTS | | | | |
| Per dwelling unit in new plans of subdivision, collected at time of permit application | \$200.00 | \$212.00 | 6.0% | No |

| ITEM | 2016 APPROVED FEE | 2017 FEE | % CHANGE | HS T |
|--|--|--|----------|------|
| Per building for projects regulated by site plan control, for initial development, collected at time of permit application | \$340.00 | \$360.40 | 6.0% | No |
| Plan revisions | \$45.00 | \$47.70 | 6.0% | No |
| Re-inspection fee due to corrective work by the developer, per hour, minimum 0.5 hours | \$145.00 | \$153.70 | 6.0% | No |
| Upon issuance of a first warning letter/notice of default to the land developer | \$410.00 | \$434.60 | 6.0% | No |
| Upon issuance of a second warning letter/notice of default to the land developer | \$200.00 | \$212.00 | 6.0% | No |
| Letter issued to current property owners advising of City's undertaking of deficient work (per property) | \$145.00 | \$153.70 | 6.0% | No |
| Work undertaken on behalf of developer | City's out-of-pocket expenses plus 50% | City's out-of-pocket expenses plus 50% | 0.0% | No |
| RESEARCH REQUESTS | | | | |
| Special requests for file research (per hour) | \$145.00 | \$153.70 | 6.0% | Yes |
| COMPLIANCE REPORTS/LETTERS | | | | |
| Standard department information (each property) | \$75.00 | \$79.50 | 6.0% | No |
| Forty-eight hour rush response (each property) | \$115.00 | \$121.90 | 6.0% | No |