

REPORT FOR PUBLIC CONSULTATION

PREPARED BY HEMSON FOR THE CITY OF CLARENCE-ROCKLAND

BUILDING PERMIT FEE STUDY

June 17, 2026



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EXECUTIVE SUMMARY

The purpose of the Building Permit Fee Study is to calculate fees that recover the full cost of providing Building Code services in accordance with the *Building Code Act* and *Municipal Act*. Fees are typically calculated on the basis that they would be reviewed on a five-year cycle, and fees should be adjusted each year to account for the effects of inflation.

Given that the City of Clarence Rockland has not completed a review of its building fees in quite some time and that fees have not been adjusted for inflation annually, the City has initiated a building permit fee review. The objective of the study is to calculate full cost recovery building permit fees based on current expenditure information and revenue forecasts. In addition to the cost of service analysis, the City is seeking to adjust the rate structure to consolidate the number of “add on” fees levied so the by-law can be more easily administered and understood by the users. Going forward, it is recommended that the City index its building permit fees annually and that a comprehensive update of the Building Permit Fee Study is undertaken every five years.

The projected average annual full cost of providing Building Code services in the City over the 2026-2030 period is as follows:

| SUMMARY OF ALL COSTS (PER ANNUM) | | |
|----------------------------------|------------------|-------------|
| Total Direct Costs | \$791,400 | 81.8% |
| Total Indirect Costs | \$105,400 | 10.9% |
| Reserve Fund Provision | \$70,400 | 7.3% |
| Total Costs per annum | \$967,200 | 100% |

Note: Figures are rounded

The average annual revenue from building permits (and related fees) over the 2026-2030 period under current rates is estimated at \$640,000. The revenue breakdown is as follows:

| CATEGORY | FORECAST |
|--|------------------|
| Building Permits | \$495,000 |
| Plumbing and Connection Permits | \$50,000 |
| Other⁽¹⁾ | \$95,000 |
| Total Average Annual Revenue | \$640,000 |

Note 1: The “Other” category includes Interest Income, revenue from new fees to be implemented, Civic Posts and Building Permits without a permit fee.

The average annual costs projected for the five-year period (2026-2030) exceed the anticipated average building permit fee revenues (over the same period) by 51.1%. As such,

the maximum increase in permit fees, which can be justified under the *Building Code Act* is 51.1% on the current fees levied in the City of Clarence Rockland.

A. ADDITIONAL FEES AND FEE STRUCTURE CHANGES FOR CONSIDERATIONS

In a number of cases, it is recommended that the City consider new fee rates where substantial work is being undertaken for which a fee is not being charged or based on fees commonly charged in other municipalities. In addition, the table below summarizes some of the rate structure adjustments which are being proposed to streamline the administration process. Notably, the rate structure changes are revenue neutral under the current framework. The table below provides a high-level summary of the new fees proposed under this report as well as other administrative or structure changes.

| Service Area | Description of Change | Fee Recommendation or Impact |
|--------------|--|--|
| Building | Eliminate the collection of Performance Deposits which are required for most permits | Remove from the administration and collection process moving forward |
| | Adjust the current fees applied to “permit renewal, transfer permit, revision to permit and temporary structures” to include revision to non-issued permits | Charge for revisions for non-issued permits |
| | The City budget for Third Party Reviews / external support annually in the building division budget. No additional permit fees would be charged to the applicant for this review / support | \$30,000 per annum added to the operating budget for the next 3 years |
| | New Fee - Alternative Solutions | \$350 flat fee / permit |
| | New Fee – Extended Permits (incentive to close permits alleviating the administrative burden) | \$150 flat fee / permit |
| | New Fee - Basement Apartment Units | \$350 flat fee / permit |
| | Consider an “all in” application fee for new residential construction. This process would remove the “add on” plumbing charge (\$/fixture) and additional charges for residential decks, garage carports, etc. | Base fees would be increased by approximately 35% to offset the lost revenue associated with discontinuing the additional fees charged |
| | This is intended to be a revenue neutral rate structure adjustment | |

B. FEE IMPLEMENTATION CONSIDERATIONS

Overall, this analysis was carried out with the intention to provide City staff and Council with the information needed to assist in future fee-setting decisions. Given the provisions of the *Building Code Act* and *Municipal Act*, Council also has the authority to increase the current fees to recover more, or all of the overall cost of providing services. When setting fee rates, the City should consider the following:

- The revenue shortfall that would result from imposing less than full cost recovery fees or a phase-in rate to full cost recovery (a shortfall that would almost certainly have to be funded from taxes);
- The competitiveness of the City's fees relative to comparable municipalities;
- The extent to which full cost recovery fees for some services may run counter to the City's long-term strategic objectives; and
- The ability of applicants/users to pay the fee.

As part of the City process for updating fees:

- It is recommended that the City undertake a comprehensive fee review every five years to ensure that a nexus between costs and revenues is maintained over time;
- It is also recommended that the City begin to index its fees on an annual basis to cover changing costs caused by inflation; and
- Overall, fees are to be set to not discourage applicants and the target should be achieved over the long term.

C. PUBLIC CONSULTATION

There is a requirement to hold a public meeting when changing fees under the *Building Code Act*, which the City has initiated a public consultation process to help inform the implementation options for the fees being considered under this report. At the time of writing this report, a council information session was held to present the draft results. The public meeting is scheduled to take place at a regular meeting of Council on July 8th, 2026 – all input and comments received will be considered in the final report and will be used to inform the fee by-law which is intended to be passed at a subsequent meeting of Council on August 12, 2026.

The table below summarizes the study process.

| | |
|------------------------------------|------------------------------|
| Council Information Session | June 10 th , 2026 |
| Public Meeting | July 8 th , 2026 |
| Fee By-law Passage (Target) | August 12, 2026 |

1. INTRODUCTION

Municipalities in Ontario are responsible for ensuring that the delivery of Building Code services is undertaken in accordance with Provincial legislation. Municipalities are permitted to charge fees to offset the cost of providing services. The City of Clarence-Rockland has levied such fees for many years. However, it has not conducted a comprehensive review of its building permit fees for a number of years.

In light of this, the City retained Hemson Consulting to undertake a comprehensive review of user fees imposed under the *Building Code Act* and the *Municipal Act* for the Building Division. Fees are typically calculated on the basis that they would be reviewed on a five-year cycle, and fees should be adjusted each year to account for the effects of inflation.

The objective of this update is to calculate full cost recovery building permit fees based on the current expenditure information and revenue forecasts. Going forward, it is recommended that the City index its building permit fees annually and that a comprehensive update of the Building Permit Fee Study is undertaken every five years.

The analysis was undertaken using 2026 budget information as the first year of the forecast would be 2026 informing new rates for mid-2026.

This report has been prepared to help facilitate the public meeting scheduled for July 8 2026, for Council to consider changes to the Building Permit Fees in the City of Clarence Rockland. Following the public meeting, a new fees by-law will be brought forward for Council consideration in late August 2026.

A. BUILDING CODE ACT FEE REQUIREMENTS

Municipalities are responsible for ensuring that building construction is undertaken in accordance with the provisions of the *Building Code Act, 1992* (BCA). To offset the costs of providing Building Code services, municipalities are permitted to charge fees for building permit applications and inspections of buildings. The BCA states that Building Code fees must not exceed “the anticipated reasonable costs” required to administer and enforce the Building Code during building construction. In addition, municipalities must prepare an annual report that records the amount of its fees as well as the cost it incurs during the process.

Ontario Regulation 332/12 expands on the requirements, specifying that annual reports must record both the direct and indirect costs of reviewing applications and conducting building inspections. In this regard:

- Direct costs include the costs of reviewing building permit applications and inspecting buildings; and
- Indirect costs include the support and overhead costs of administering and enforcing the process.

Annual reports must also include the balance of any building permit reserve funds municipalities may have.

The *Regulation* also sets out the requirements for a public process that must accompany the setting of fees, including:

- Holding at least one public meeting;
- Providing 21 days' notice of the public meeting; and
- Providing with the notice an estimate of the costs of providing Building Code services, along with the amount and rationale for new fees.

Unlike the *Planning Act*, there is no provision in the *Building Code Act* for appealing fees to the Ontario Land Tribunal. Section 3(2) of the *Building Code Act* requires Councils of municipalities to appoint a Chief Building Official and inspectors to carry out the enforcement of the Building Code.

B. GENERAL APPROACH TO COST RECOVERY

The analysis is based on a review of municipal documents, including capital and operating budgets, by-laws, staff reports, and website materials, as well as various meetings, virtual calls, e-mails, and interviews with City staff involved in delivering fee-based services.

Unlike taxes, user fees are levied for a specific purpose - to recover some or all of the cost of providing a municipal service to the user paying the fee. Where possible, this review establishes the cost of services provided by the City with a view to recommending an appropriate fee. In order to do this, three types of cost are distinguished.

- **Direct costs** – include the cost of staff (mainly wages and benefits) involved in providing the service;
- **Indirect costs** – include costs incurred by corporate and administration functions to support the direct service providers (e.g. the cost of information technology or human

resources functions). Indirect costs in the City amount to 81.8 per cent of the total costs, which is consistent with Ontario municipalities of similar population size; and

- **Reserve fund contributions** – transfers to reserve funds designed to manage annual fluctuations in fee revenue, as well as one-time, unanticipated expenditures (e.g. for legal or capital costs). Stabilization reserve contributions are included in the building permit fees. The calculated rates include regular contributions to reserve to undertake the next fee study in 5 years.

C. REPORT STRUCTURE

This report is divided into the following sections:

Section 2 provides a description of the current building permit fee structure and how the City carries out its responsibilities under the BCA.

Section 3 contains an analysis of past building permit activity and an assessment of the level of activity that is reasonable to anticipate over the next five years for the purposes of setting fees.

Section 4 presents an analysis of the anticipated direct costs, indirect (overhead) costs and reserve fund provisions associated with delivering the services required to administer and enforce the Building Code and related *Municipal Act* fees under the authority of the Building Division.

Section 5 reviews the current building permit fee structure and proposes new fee rates for the City on the basis of a five-year cycle. Fee comparisons with surrounding municipalities are also made.

2. BUILDING CODE ACTIVITIES IN CLARENCE ROCKLAND

Section 3(2) of the *Building Code Act* require councils of municipalities to appoint a chief building official and inspectors to carry out the enforcement of the Ontario Building Code.

The City's Building department, led by the Chief Building Official, is responsible for carrying out Building Code related activities including processing applications and conducting inspections. Despite most of the work resting with the Building department, there is some overlap with staff in other departments like Planning, Engineering and Protective Services.

A. CURRENT PERMIT APPLICATION PROCESS

The activities of the Building department are largely related to administering and enforcing the Building Code. The Building Code requires that a municipality review a permit application within a certain timeframe where the application meets the criteria set out in the code. The process usually involves one or more inspections of each building site and may also involve staff in other departments.

The activities of the Building Division are mainly related to administering and enforcing the Building Code. Over the past five years, the municipality has received a consistent volume of permit applications annually, with each application undergoing a lengthy review process. The process usually involves one or more inspections of each building site, for which staff are provided a vehicle. The Building Code requires that a municipality review a permit application within a certain timeframe where the application meets the criteria set out in the Code. Within this timeframe, the Chief Building Official must either issue the permit or refuse it with reasons for denial. In this regard, the City of Clarence-Rockland maintains a high level of service and normally meets the required timeframes for all permits.

In addition to those in the Building Division, the permit process usually involves other staff within Engineering, Planning and Protective Services or a liaison with other agencies.

B. PERMIT FEES

Permit fees are collected whenever permits are issued. There are almost 35 different fee categories involving building, plumbing, and septic services. The City currently uses several methods of charging fees; the bulk of the City's building fees are based on building area (i.e. \$/square foot) but there are also flat rate fees (see Schedule G of the current fees User Fee By-Law 2025-105).

C. FUTURE SERVICE DELIVERY

Based on discussions with staff, the City would require additional staffing over the next five years to manage volume of permits while maintaining processing timeframes required by the Building Code. Therefore, the analysis accounts for one net new position – Deputy CBO in 2027 – to be considered in the calculation of the rates.

3. ANALYSIS OF REVENUES

This section contains an analysis of recent building activity in Clarence Rockland and a summary of the level of activity that is anticipated over the next five years for the purposes of setting fees.

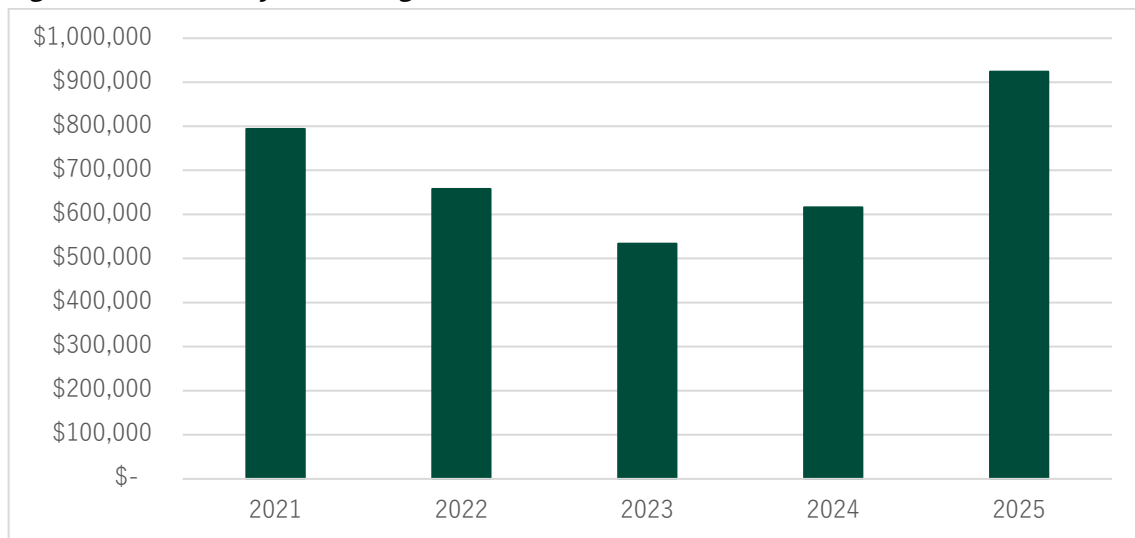
A. HISTORICAL PERMIT FEE REVENUES

For the purposes of this analysis, the historical revenues and 2026 budgeted revenue exclude revenue from performance deposits (which are proposed to be removed going forward) as well as any contributions from the Building Reserve which were used to offset in-year shortfalls but recorded as a revenue in municipal documents.

Building permit fee revenue has shown periods of volatility over the last five years. Overall, 2021 and 2025 were the highest grossing years at nearly \$793,700 and \$923,600 respectively. On the other hand, 2023 was the year with the lowest revenue at approximately \$533,300. While 2021 revenues can be attributed to the boost in residential construction observed from the pandemic fueled by record low interest rates, revenues did retreat to more normalized levels of activity from 2022 through to 2024. While permit revenues did surge in 2025, the increase was influenced by one-time increases in permit volumes.

Figure 1 below displays the trend in historical revenues from 2021-2025.

Figure 1: Historical 5-year Building Permit Revenues



Source: City of Clarence Rockland 2021-2025 Budget Information. Excludes performance deposits

B. PROJECTED PERMIT REVENUES

A forecast of building permit revenues in Clarence Rockland over the next five-year cycle period (2026-2030) has been prepared for fee setting purposes. The forecast is based on the historical trends of building permit activity as well as analysis and discussion with City staff. Although revenues increased from 2023–2025, projected revenues for 2026–2030 have been aligned closer to the trends observed outside of the peak years (2021 and 2025). While it is acknowledged that 2025 revenue levels represent a return to levels not seen since 2021, this level of activity was not considered appropriate to assume consistently year-over-year as 2025 revenues were influenced by one-time increases in permit volumes. Comparatively, 2026 budget projects a more conservative estimate of \$497,000 in revenue¹.

Based on a review of recent revenues as well as the internal budgeted projection for 2026, it is assumed the City will generate approximately \$640,000 (in 2026 dollars) on average each year over the period. This level of activity is above those levels observed from 2023-2024, higher than the 2026 projection but lower the two peak revenue years of 2021 and 2025. While it is acknowledged the housing market remains in a fragile state, there is renewed optimism with the provincial and federal governments' recent commitments to boost new housing starts with new grant funding programs. All that said, as the broader global trade issues/tariffs continue along with the recent substantial increase in oil prices, these factors may continue to hamper the economy in the short-term. The City should be cognizant of these circumstances moving forward as they may continue to influence building permit applications, particularly in 2026.

The average annual revenue projection outlined assumes interest income earned on the building stabilization fund will be used to manage operations in addition to revenues assumed from new fees to be implemented going forward. The revenue projections do not include any revenue associated with performance deposits (as they are anticipated to be removed going forward) nor does it account for any contributions from reserve to support the division as the intention of the analysis is the City moves to full cost recovery.

Table 1 below provides an overview of the average annual revenue projections by key revenue category, while Figure 2 illustrates the forecast average compared to historical revenue trends. Although the average level of permit fee revenues over the forthcoming planning period is modestly lower than the historical average, the revenues projected are

¹ The 2026 budget revenues referenced exclude performance deposit and assumed contributions from reserve to offset division expenses.

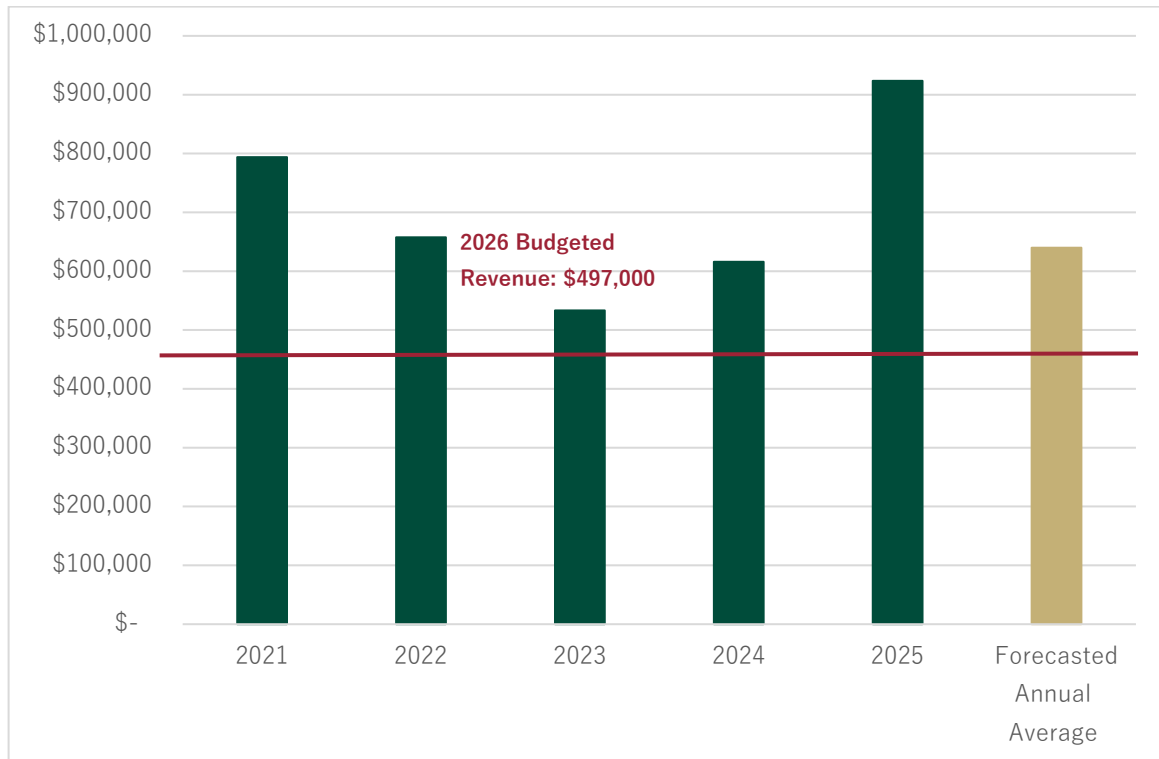
still considerably higher than recent permit fee levels (outside of 2025) and higher than 2026 budget projections.

Table 1 - Forecasted Revenue by Type

| CATEGORY | FORECAST |
|-------------------------------------|------------------|
| Building Permits | \$495,000 |
| Plumbing and Connection Permits | \$50,000 |
| Other ⁽¹⁾ | \$95,000 |
| Total Average Annual Revenue | \$640,000 |

Note 1: The "Other" category includes Interest Income, revenue from new fees to be implemented, Civic Posts and Building Permits without a permit fee.

Figure 2: Historical and Forecasted Annual Building Permit Fee Revenue



Source: City of Clarence Rockland 2021-2026 Budget Information.

4. ANALYSIS OF COSTS

This section summarizes the calculation of the cost of administering and enforcing the provisions of the Building Code in Clarence Rockland.

To pay for the costs of providing Building Code services, municipalities are permitted to charge fees for processing building permit applications. The BCA requires that the permit fees not exceed “the anticipated reasonable costs to administer and enforce the *Act*”. In addition, municipalities are required to prepare annual reports that record the amount of fees received and the costs incurred in administering the process.

The Code requires that annual reports record and distinguish between the direct and indirect costs of reviewing applications conducting building inspections. In this regard:

- Direct costs include the costs of reviewing building permit applications and inspecting buildings; and
- Indirect costs include the support and overhead costs of administering and enforcing the process.

The Building Code also sets out the requirements for a public process that must accompany the setting of fees, including:

- Holding at least one public meeting;
- Providing 21 days’ notice of the public meeting; and
- Providing in the notice an estimate of the costs of providing Building Code services as well as the amount and rationale for new fees.

Finally, if a reserve fund for Building Code activities has been established it must be accounted for in annual reports. Annual reports must also include the balance of any building permit reserve funds municipalities may have. It is anticipated that the analysis of costs presented here will serve as a reference for future annual reports.

There is no provision in the *Building Code Act* for appealing fees.

A. DIRECT COSTS

A number of City staff are responsible for processing applications in respect to building matters in Clarence-Rockland. All time spent by City staff reviewing building permit applications, inspecting buildings, carrying out other tasks within the division fee by-law as well as the cost of the resources they use is considered to be a direct cost. Time shares have been determined based on information obtained from detailed staff interviews. The analysis was undertaken using 2026 budget data.

Although the majority of Building staff time is directly involved with Building Code activities or fees imposed under the *Municipal Act* for work related to fees within the building division, a share of time is unrelated to these activities and is therefore excluded as a cost for fee recovery. This “other” staff time includes planning activities and other matters unrelated to the enforcement of the building code and related services.

As shown on Table 2, payroll costs including benefits, which account for the majority of direct costs, amount to approximately \$696,400 (\$2026). Please note, the cost analysis includes the current staff levels and complements within the division. To support the demands of growth and development in the City, a Deputy CBO is anticipated to be added to the current staff composition in 2027. Additionally, costs associated with internal departmental staffing role changes for the coordinator position have been accounted for within the payroll costs.

Table 2: Direct Costs – Payroll ^(a)

| Building Services | Support of Building Code |
|-----------------------------------|--------------------------|
| Chief Building Official | 95.0% |
| Inspector 2 | 98.0% |
| Inspector 2 | 98.0% |
| Inspector 1 | 98.0% |
| Administration Assistant | 92.0% |
| Compliance Officer | 0.0% |
| Subtotal Building Services | \$497,600 (74.4%) |
| Planning Services | |
| Manager | 2.0% |
| Junior Planner | 5.0% |
| Junior Planner | 10.0% |
| Subtotal Planning Services | \$19,900 (3.5%) |

| | |
|---|--------------------------|
| Engineering Services | |
| Manager | 2.0% |
| Senior Technologist | 3.0% |
| Junior Technologist | 15.0% |
| Subtotal Engineering Services | \$19,700 (3.6%) |
| Protective Services | |
| Director of Protective Services | 5.0% |
| Subtotal Protective Services | \$10,300 (1.6%) |
| Building Services - New FTE / role change and Overtime | |
| Deputy CBO (starting in 2027) | 95.0% |
| Coordinator (position change in 2028) | 92.0% |
| Overtime Wages | 100% |
| Subtotal Building Services - New FTEs | \$148,900 (68.3%) |
| Total Payroll - Building Code Activities | \$696,400 |

Note 1: Based on salary shares of individual staff, which are not displayed in this report.

Note 2: Figures are rounded.

Space costs include shares of the operating costs of the administration building. The Building department's contribution to reserves for the space they occupy in City Hall is estimated at about \$12,800 per year. This is multiplied by the Building department's time share related to Building Code activities to calculate the total direct cost of space which totals about \$9,500.

Added to these costs is the cost of undertaking a Building Permit Fee Study in five years time, totalling \$20,000 which is then allocated over five years (\$4,000 per annum). It is recommended that a portion of annual permit fee revenues corresponding to this capital cost share be set aside in the reserve funds.

Other direct operating costs have also been accounted for totalling approximately \$81,500 (Table 3)². As shown in Table 3, adjustments to some of these costs have been made to account for operating deficiencies identified by City staff which should be captured in the forecast. A summary of these adjustments include:

- City staff have identified a need to continue to utilize external contracted services to help with complex applications in the near term (to 2028) until the Deputy CBO assumes full responsibility and becomes integrated into the role. These costs have been prorated over the five-year period, averaging \$18,000 per annum. The need to continue

² This reflects the share of costs which can be attributable to the fees considered under this report. The allocation is based on the total support of building code activities (Table 2) and considers the adjustments to the operating budget to reflect changes from 2026.

to utilize external support services will be reviewed again at the end of the 3-year period.

- Operating, maintenance and vehicle lease payment costs associated with the Building Department vehicles are estimated at about \$30,600 per annum moving forward. This amount also includes expenses for the three (3) existing vehicles plus the associated costs for one additional vehicle for the new Deputy CBO once the position is established in 2027.

Table 3: Other Direct Operating Costs (2026 Budget)

| EXPENSE | BUILDING SERVICES (74.4% SHARE) | PLANNING SERVICES (3.5% SHARE) | ENGINEERING SERVICES (3.6% SHARE) | PROTECTIVE SERVICES (1.6% SHARE) |
|--------------------------------------|------------------------------------|-----------------------------------|--------------------------------------|-------------------------------------|
| Advertising | \$372 | \$63 | \$- | \$16 |
| Conference and Convention Fees | \$- | \$190 | \$- | \$127 |
| Courier Services | \$- | \$7 | \$- | \$24 |
| Boots & Clothing | \$1,115 | \$- | \$108 | \$- |
| Insurance - Vehicles | \$584 | \$- | \$- | \$- |
| Liability Claims | \$- | \$- | \$- | \$- |
| Membership | \$1,859 | \$112 | \$97 | \$40 |
| Meals | \$112 | \$- | \$- | \$115 |
| Mileage | \$74 | \$- | \$- | \$22 |
| Civic Posts | \$2,974 | \$- | \$- | \$- |
| Office Supplies | \$1,115 | \$35 | \$18 | \$40 |
| Publications | \$744 | \$- | \$- | \$- |
| Publicity - Public Notice | \$- | \$321 | \$- | \$- |
| Supplies | \$372 | \$- | \$108 | \$32 |
| Telephone | \$937 | \$13 | \$26 | \$71 |
| Seminar Expenses & Prof. Development | \$11,153 | \$119 | \$- | \$- |
| Vehicle Expenses | \$4,001 | \$- | \$- | \$- |
| Legal Fees | \$1,487 | \$174 | \$- | \$- |
| Contract - Building Inspections | \$744 | \$- | \$- | \$- |
| Training | \$- | \$- | \$367 | \$- |
| Traduction | \$- | \$87 | \$- | \$- |
| Internet Fees | \$- | \$- | \$- | \$76 |
| Radio Licences | \$- | \$- | \$- | \$48 |
| Software Licences & Renewals | \$- | \$- | \$- | \$178 |

| | | | | |
|---|-----------------|----------------|--------------|--------------|
| Subscriptions | \$- | \$- | \$- | \$79 |
| Additional Costs - Contracted Services | \$18,000 | \$- | \$- | \$- |
| Additional Costs - Vehicles | \$33,174 | \$- | \$- | \$- |
| TOTAL | \$78,816 | \$1,120 | \$723 | \$866 |

The total direct cost of administering and enforcing the Building Code amounts to approximately \$791,400. A summary of the breakdown of this cost is provided in Table 4 below.

Table 4: Summary of Direct Costs (2026-2030)

| CATEGORY | AVERAGE ANNUAL COST (\$2026) |
|----------------------------|------------------------------|
| Payroll | \$696,400 |
| Office Space | \$9,500 |
| Other Capital Costs | \$4,000 |
| Other Operating | \$81,500 |
| Total Costs | \$791,400 |

Note: Figures are rounded.

B. INDIRECT (OVERHEAD) COSTS

The indirect cost of Building Code activities in Clarence Rockland represents the share of costs of other municipal departments that can reasonably be attributed as overhead support of Building Code services. The indirect costs were calculated based on what drives the cost of the corporate departments' support of the Building Code activities and other Building Services related activities. Hemson has utilized the City's internal indirect cost model for this analysis and the amount attributable to providing Building Code service support was estimated based on the time shares identified in Table 2.

The corresponding cost share of corporate overhead for the department is therefore equal to the share of the total corporate overhead attributable to each department, multiplied by the share of that departments time share committed to Building Code and related activities.

Table 5 summarizes the calculation of corporate overhead support costs. The estimated cost shares are applied to each department's total 2026 overhead costs sourced from the indirect cost model. The total corporate overhead support costs amount to approximately \$105,400.

Table 5: Calculation of Indirect (Overhead) Costs

| BUILDING SHARE (74.4%) | PLANNING SHARE (3.5%) | ENGINEERING SHARE (3.6%) | PROTECTIVE SERVICES SHARE (1.6%) | TOTAL INDIRECT COST |
|------------------------|-----------------------|--------------------------|----------------------------------|---------------------|
| \$96,300 | \$3,100 | \$2,900 | \$3,100 | \$105,400 |

Note: Figures are rounded.

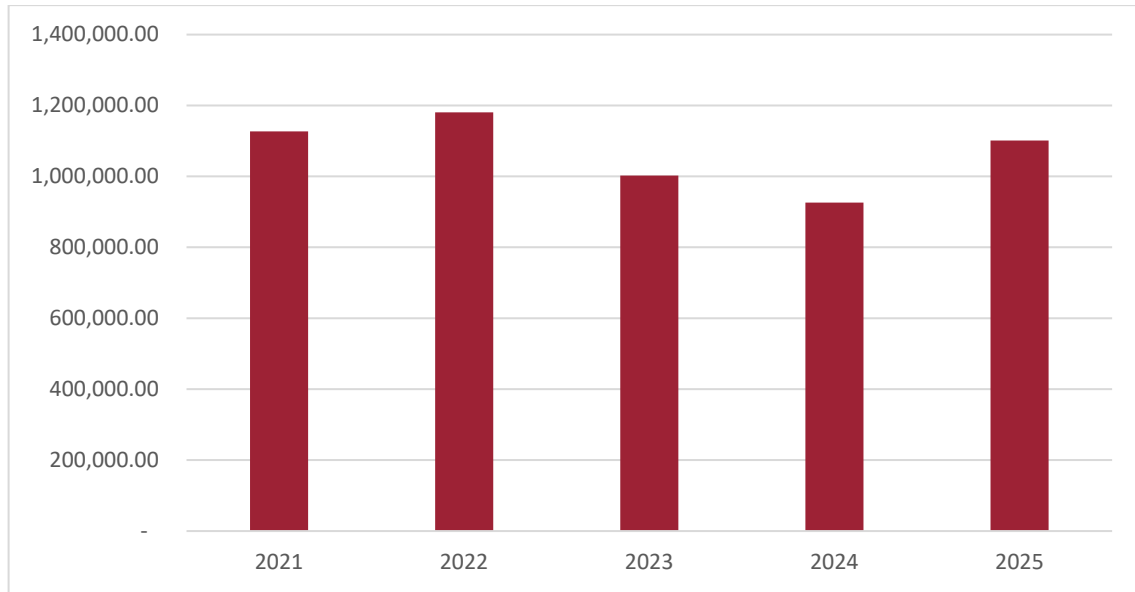
C. RESERVE FUND CONTRIBUTION

The BCA allows for the factoring of anticipated costs when determining the full cost of providing Building Code services.

As previously mentioned, the BCA does not require municipalities to adjust their fees every year in order to match their costs. As the majority of *Building Code* costs are payroll costs, it would be impractical to even attempt to match revenues and costs on an annual basis. Although building activity is expected to be relatively strong over the next five years, there may be fluctuations in both the number of permit applications and the amount of permit revenue from any one year to the next. This could result in an imbalance between costs and revenues. In years of high activity, revenues will likely exceed costs, however in quieter years, costs may well exceed revenues.

The City has in place a reserve fund for Building Code activities to manage permit revenue variation. The balance of the reserve fund was approximately \$1.1 million at the end of 2025 and represents about 1.1 times the building division gross budget. While the stabilization reserve ending balance at year-end 2025 is at similar level in 2021, there has been draws on the reserve fund in recent years as revenues have not kept pace with costs. While there was a contribution in 2025, it was related to the one-time influx of permit revenues.

Figure 3: Summary of Year-end Building Permit Stabilization Reserve Fund Balance (2021-2025)



Source: City of Clarence Rockland Financial dataset.

The target for the reserve fund can typically be calculated as the ratio of ending reserve funds to the building services division’s gross operating budget and can be between 1.0 and 3.0 times the budget. For the purposes of this analysis, the reserve balance is targeted at \$1.45 million which is equal to 1.5 times the gross budget (in 2026). As a result, additional reserve fund contributions of about \$70,400 are included in the calculation. However, this does not preclude the municipality from putting money into the reserve fund should revenues exceed expenses in any given year. It is recommended the City continue to monitor its permit reserve fund to ensure sufficient funds continue to be available to offset any cost variances which may arise, particularly in the short term as development activity could be more volatile.

A summary of the analysis of costs is displayed in Table 6 below. It shows that the total annual cost of administering and enforcing the Building Code in the City is \$967,200 of which 81.8% are direct costs, 10.9% are indirect costs and 7.3% are reserve fund contributions.

Table 6: Summary of Total Costs (2026\$)

| CATEGORY | COST | SHARE OF TOTAL COSTS |
|-------------------------------|------------------|----------------------|
| Total Direct Costs | \$791,400 | 81.8% |
| Total Indirect Costs | \$105,400 | 10.9% |
| Reserve Fund Provision | \$70,400 | 7.3% |
| Total Costs | \$967,200 | 100% |

Note: Figures are rounded

5. CALCULATED FEES

This section presents new full cost recovery building permit fees in light of the cost analysis presented in Section 4. The full cost recovery analysis demonstrates that the City is currently subsidizing the building permit review process from their reserve fund. Given the legislation, Council has the authority to increase the current fees in order to recover the full cost of the process. The City has not undertaken a fee review in quite some time and fees have been unchanged for a number of years due to the lack of indexing. Based on these facts and the estimated costs compared to the anticipated average fee revenue over the next five years, a fee increase of 51.1% is justified.

A. FULL COST RECOVERY FEES

The analysis shows that the projected annual cost of administering and enforcing the Building Code, and related *Municipal Act* fees in Clarence Rockland over the 2026 to 2030 period amounts to about \$967,200. Under the existing fees, the average annual permit revenue during the same period is anticipated to be \$640,000 annually. Therefore, a shortfall of approximately \$327,200 per year has been identified. As a result, an increase in the current fees of 51.1% is the implied maximum justifiable amount under the BCA that the permit fees can be increased. The calculation is shown below:

| | |
|---|---------------------|
| Average Annual Costs (2026-2030) | \$967,200 |
| Average Anticipated Annual Revenues (2026-2030)* | \$640,000 |
| <i>Difference</i> | <i>51.1%</i> |

**based on current rates*

The fee increase identified is applied uniformly to all fees in the City's fees related categories. Table 7 provides an overview of the updated fees schedule. While the building permit fees are calculated to increase, part of the adjustment is related to a process change - Lot Grading Reviews which are currently levied as a separate fee of \$263 per dwelling would now be included within the base permit fee. If the fee increases noted are adopted, this additional Lot Grading Review fee would be eliminated from the *Miscellaneous Engineering Fees* schedule as the process would be captured through the building permit rate and process.

Through this study process, it was identified that the following changes will be to be made to the current fee schedule:

- Elimination of the collection of Performance Deposits which are required for most permits
- Adjustment of the current fees applied to “permit renewal, transfer permit, revision to permit and temporary structures” to include revision to non-issued permits
- The City budget for Third Party Reviews/external support annually in the division budget. No additional permit fees would be charged to the applicant for this review/support
- Add an Alternative Solutions fee of \$350 per permit
- Add an Extended Permits fee of \$150 per permit as an incentive to close permits, alleviating the administration budget
- Add a new fee for Basement Apartment Units of \$350 per permit
- Consider an “all-in” application fee for new residential construction. The following section discusses this change further and provides a demonstration of the application of this change.

Lastly, it is also recommended that indexing provisions be included in the by-law that would allow fees to be adjusted annually to account for the effects of inflation starting in 2027. It is important to note that future fees may be implemented and reviewed further beyond this process, and additional fees may be recommended where appropriate.

Table 7 - Full Cost Recovery Building Permit Fees

| Classes of Permits and Permit Fees | Current 2026 Fees | | | | Full Cost Recovery Fees | | | |
|---|--|--|-----------------|--|--|--|-----------------|--|
| | Baseline Fee | Basis of Baseline Fee | Additional Fees | Basis of Additional Fee | Baseline Fee | Basis of Baseline Fee | Additional Fees | Basis of Additional Fee |
| Group "C" Low Density Residential (single family dwellings) | \$1,479 | up to 1,500 sq/ft in gross building area | \$0.80 | per sq/ft for buildings with a floor area over 1,500 sq/ft | \$2,235 | up to 1,500 sq/ft in gross building area | \$ 1.21 | per sq/ft for buildings with a floor area over 1,500 sq/ft |
| Group "C" Multiple Residential | \$1,530 | up to 1,500 sq/ft in gross building area | \$1.15 | per sq/ft for buildings with a floor area over 1,500 sq/ft | \$2,312 | up to 1,500 sq/ft in gross building area | \$ 1.74 | per sq/ft for buildings with a floor area over 1,500 sq/ft |
| Group "C" Residential Additions and Major Alterations | \$683 | up to 750 sq/ft in gross building area | \$0.75 | per sq/ft for buildings with a floor area over 750 sq/ft | \$1,032 | up to 750 sq/ft in gross building area | \$ 1.13 | per sq/ft for buildings with a floor area over 750 sq/ft |
| Group "C" Residential garage, carport, acc. building, deck, minor alteration | \$153 | up to 300 sq/ft in gross building area | \$0.40 | per sq/ft for buildings or structures with a floor area over 300 sq/ft | \$231 | up to 300 sq/ft in gross building area | \$ 0.60 | per sq/ft for buildings or structures with a floor area over 300 sq/ft |
| Group "A", "B", "D", "E" and "F" New Construction | \$4,590 | up to 5,000 sq/ft in gross building area | \$1.40 | per sq/ft for buildings with a floor area over 5,000 sq/ft | \$6,937 | up to 5,000 sq/ft in gross building area | \$ 2.12 | per sq/ft for buildings with a floor area over 5,000 sq/ft |
| Group "A", "B", "D", "E" and "F" Additions and Major Alterations | \$2,040 | up to 2,500 sq/ft in gross building area | \$1.40 | per sq/ft for buildings with a floor area over 2,500 sq/ft | \$3,083 | up to 2,500 sq/ft in gross building area | \$ 2.12 | per sq/ft for buildings with a floor area over 2,500 sq/ft |
| Group "A", "B", "D", "E" and "F" Accessory building, minor alterations | \$459 | up to 1,500 sq/ft in gross building area | \$0.40 | per sq/ft for buildings with a floor area over 1,500 sq/ft | \$694 | up to 1,500 sq/ft in gross building area | \$ 0.60 | per sq/ft for buildings with a floor area over 1,500 sq/ft |
| Farm Buildings (for animals) | \$1,020 | up to 5,000 sq/ft in gross building area | \$0.20 | per sq/ft for buildings with a floor area over 5,000 sq/ft | \$1,541 | up to 5,000 sq/ft in gross building area | \$ 0.30 | per sq/ft for buildings with a floor area over 5,000 sq/ft |
| Farm Buildings (storage, without animals) | \$816 | up to 5,000 sq/ft in gross building area | \$0.15 | per sq/ft for buildings with a floor area over 5,000 sq/ft | \$1,233 | up to 5,000 sq/ft in gross building area | \$ 0.23 | per sq/ft for buildings with a floor area over 5,000 sq/ft |
| Fabric covered steel truss Buildings (COVER ALL) | \$306 | Fixed Fee | | | \$462 | Fixed Fee | | |
| Lagoons | \$357 | Fixed Fee | | | \$540 | Fixed Fee | | |
| Silos | \$204 | Fixed Fee | | | \$308 | Fixed Fee | | |
| Designated Structures Residential (OBC) | \$204 | Fixed Fee | | | \$308 | Fixed Fee | | |
| Designated Structures Other (OBC) | \$408 | Fixed Fee | | | \$617 | Fixed Fee | | |
| Solid fuel burning appliance | \$204 | Fixed Fee | | | \$308 | Fixed Fee | | |
| Change of Use / Conditional permits | \$255 | Fixed Fee | | | \$385 | Fixed Fee | | |
| Permit Renewal / Transfer of Permit / Revision to Permit / Temporary structures / Revisions to non-issued permits | \$153 | Fixed Fee | | | \$231 | Fixed Fee | | |
| Demolition (Residential) | \$204 | Fixed Fee | | | \$308 | Fixed Fee | | |
| Demolition (Other) | \$408 | Fixed Fee | | | \$617 | Fixed Fee | | |
| Plumbing | \$15 | per fixture | | | \$23 | per fixture | | |
| Connection fees (water, sewer, storm) | \$51 | per connection | | | \$77 | per connection | | |
| Foundation (partial permit) | | | \$255 | | | | \$ 385 | |
| Building without a permit fee | Double the permit fee to max of 10,000\$ | | | | Double the permit fee to max of 10,000\$ | | | |

Table 7 - Full Cost Recovery Building Permit Fees

| | | | | | | | | |
|---|--------|-----------|--|--|--------|-----------|--|--|
| Use of Large copier machine (A1) | \$5.10 | per copy | | | \$7.71 | per copy | | |
| Use of Large copier machine (A2) | \$2.55 | per copy | | | \$3.85 | per copy | | |
| Hot tub installation permit | \$155 | Fixed Fee | | | \$234 | Fixed Fee | | |
| Swim spa installation permit | \$175 | Fixed Fee | | | \$264 | Fixed Fee | | |
| Above ground pool installation permit | \$175 | Fixed Fee | | | \$264 | Fixed Fee | | |
| Semi in-ground pool installation permit | \$195 | Fixed Fee | | | \$295 | Fixed Fee | | |
| Seasonal pool installation permit (per year) | \$195 | Fixed Fee | | | \$295 | Fixed Fee | | |
| Seasonal pool installation permit (late fee) | \$50 | Fixed Fee | | | \$76 | Fixed Fee | | |
| Pool – As built not provided (final inspection delayed) | \$25 | Fixed Fee | | | \$38 | Fixed Fee | | |
| Pool – Plan change or application revision | \$25 | Fixed Fee | | | \$38 | Fixed Fee | | |
| Pool – Pre-consultation inspection | \$50 | Fixed Fee | | | \$76 | Fixed Fee | | |
| Pool – Additional inspection | \$50 | Fixed Fee | | | \$76 | Fixed Fee | | |
| Pool – Final inspection after permit expired | \$100 | Fixed Fee | | | \$151 | Fixed Fee | | |
| New fee - Extended Permits | N/A | | | | \$150 | Fixed Fee | | |
| New Fee - Charge for basement units | N/A | | | | \$350 | Fixed Fee | | |
| New Fee - Alternative solutions | N/A | | | | \$350 | Fixed Fee | | |

*Fees may be added to tax roll if not paid as per section 7.(8.1) of the Building Code Act.

Note Group "A" buildings: Assembly occupancies

Group "B" buildings: Detention, care and treatment occupancies Group "C" buildings: Residential occupancies

Group "D" buildings: Business and personnel services occupancies Group "E" buildings: Mercantile occupancies

Group "F" buildings: Industrial occupancies;

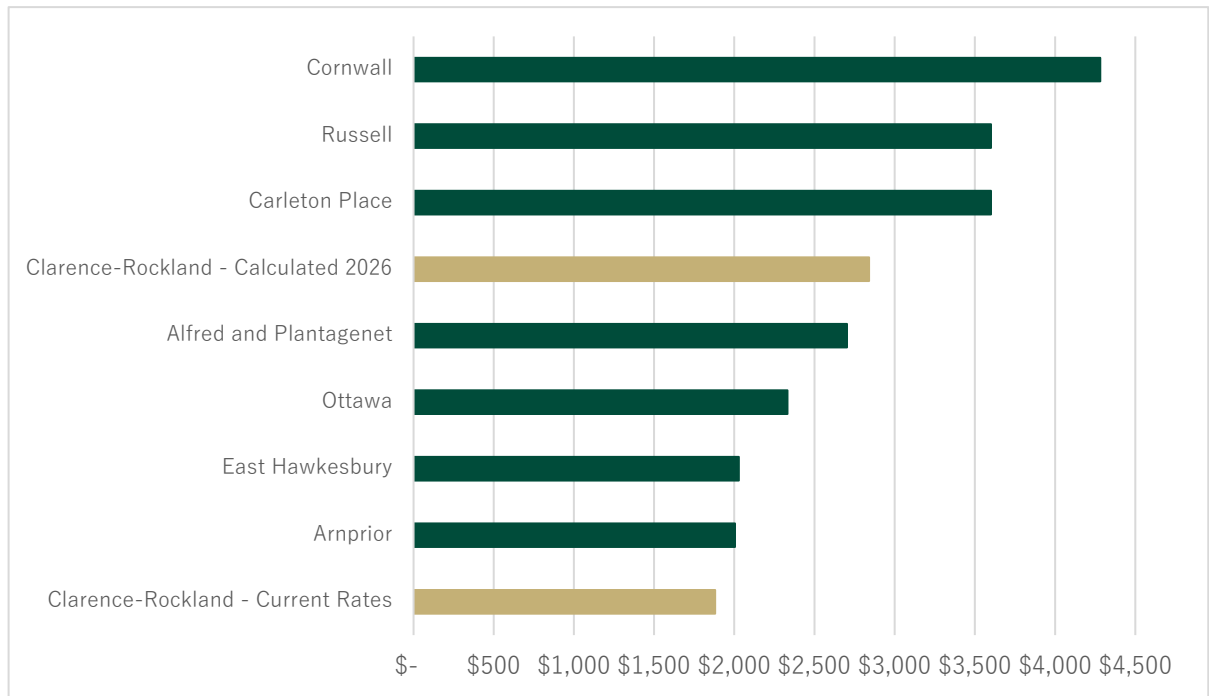
As defined under Division A, article 1.4.1.2 of the Ontario Building Code

B. PERMIT FEE COMPARISONS

In order to provide an understanding of the current and full cost recovery fee rates in Clarence-Rockland in relation to similar and surrounding municipalities, a building permit fee comparison was prepared. The results of this comparison are presented in Figure 4 (for residential) and Table 8 for other non-residential related permits. The rates outlined for the other municipalities are those that are currently in force. Importantly, this comparison does not consider any service level differences that may exist in terms of, for example, the time taken to process a permit.

The residential building permit fee comparison has been conducted on a typical household with a size of 2,000 square feet. Figure 3 below shows that the current building permit fees in Clarence Rockland are the lowest compared to its municipal comparators. The calculated full cost fee rates for a single-family dwelling (SFD) would generally be in line with the comparator communities while remaining below neighbouring municipalities like Russell.

Figure 4 - Residential Building Permit Fee Comparison - Typical SFD (2,000 sq.ft.) ⁽¹⁾⁽²⁾



Source: Based on a survey of municipal websites.

Note 1: It is not known if all municipalities in the survey are at full cost recovery nor does the graph illustrate service level differences amongst the group

Note 2: only considers the base Group C – residential fee rate. The graph does not include other add-on fees which may be applied to a new build (plumbing, decks, garage, grading reviews, etc.)

The non-residential building permit fee comparison shown in Table 8 is based on a charge per square foot. Table 8 shows that the rate calculated for commercial and industrial buildings would place the City amongst the highest when compared to others.

Table 8 - Non-Residential Building Permit Fee Comparison

| Municipality | Current Fee Rate (\$ per square foot) | | |
|--|---------------------------------------|-------------------------------------|--|
| | One Storey Plaza Shell (Group E) | Multi Storey Office Shell (Group D) | Industrial Warehouse - Shell (Group F) |
| Arnprior | \$0.75 | \$0.75 | \$0.75 |
| Carleton Place | | | |
| Cornwall | | | |
| East Hawkesbury | \$0.88 | \$0.88 | \$0.79 |
| Alfred and Plantagenet | \$0.50 | \$0.50 | \$0.50 |
| Ottawa | \$1.33 | \$1.55 | \$1.03 |
| Russell | \$1.20 | \$1.20 | \$1.25 |
| Municipal Average | \$0.93 | \$0.98 | \$0.87 |
| Municipal Maximum | \$1.33 | \$1.55 | \$1.25 |
| Municipal Minimum | \$0.50 | \$0.50 | \$0.50 |
| Clarence-Rockland - Current Rates | \$1.40 | \$1.40 | \$1.40 |
| Clarence-Rockland - Calculated 2026 | \$2.12 | \$2.12 | \$2.12 |

C. RATE STRUCTURE CONSIDERATIONS

The following section outlines potential changes to the existing rate structure for consideration and is intended to facilitate discussion and gather stakeholder feedback through the public consultation process.

The City is seeking to streamline the building division rate structure to capture residential fees for new development into one uniform charge for new residential buildings. Currently, the City separately charges for:

- Plumbing - \$15 per fixture; and

- Residential garages, carports, accessory buildings, decks and minor alterations - \$153 base fee (up to 300 square feet in gross building area) + \$0.40 per sq.ft for buildings or structures with a floor area over 300 square feet.

To consolidate the fee schedule, the City would need to increase the baseline fee and additional variable fee (\$/sq.ft.) for Group C – Low Density and Multiple Residential rate categories to maintain revenue neutrality with a rate structure adjustment. Based on a review of historical building permit information and revenue data, the City collects about \$2,580 in fees for a typical single-detached unit³. To consolidate the residential fees while continuing to collect \$2,580 in fee revenues per residential permit, the baseline fee and additional variable fee would need to be increased by about 35%. The plumbing fees (\$/fixture) and residential garage, carport, decks, etc. would remain in the fee schedule and applied to non-new build permits (i.e. renovations).

In order to achieve full cost recovery, these fees would also need to be adjusted by the fee increase outline in Section 5A to achieve cost recovery. The figure below demonstrates the effects of the rate increases for a building permit for a single-detached unit with a size of 2,000 sq.ft. Additionally, Table 9 presents the effects on the Building Permit Fee Schedule. The “Consolidated All-in Fee” represents the revenue collected per permit under the consolidated residential rate structure. The “Calculated 2026 Fees” represents the revenue collected per permit under full cost recovery.

³ Based on a 2,000 square foot house: this would include the Group C “Base line Fee” plus the additional variable rate for GFA above 1,500 square feet, \$370 for plumbing and \$330 for the Group C residential deck, garage, permit.

Figure 5 – Rate Structure Adjustment: Revenue per Typical SDU (2,000 sq.ft)



Table 9 -Building Permit Fee Schedule Under Rate Structure Considerations

| Classes of Permits and Permit Fees | Current Rates in Force | | | | Current 2026 Fees (Consolidated "All-in" Fee) | | | | Calculated 2026 Fees (Full Cost Recovery - 51.1% Increase) | | | |
|--|--|--|-----------------|--|---|--|-----------------|--|--|--|-----------------|--|
| | Baseline Fee | Basis of Baseline Fee | Additional Fees | Basis of Additional Fee | Baseline Fee | Basis of Baseline Fee | Additional Fees | Basis of Additional Fee | Baseline Fee | Basis of Baseline Fee | Additional Fees | Basis of Additional Fee |
| Group "C" Low Density Residential (single family dwellings) | \$1,479 | up to 1,500 sq/ft in gross building area | \$0.80 | per sq/ft for buildings with a floor area over | \$2,030 | up to 1,500 sq/ft in gross building area | \$1.10 | per sq/ft for buildings with a floor area over | \$3,068 | up to 1,500 sq/ft in gross building area | \$1.66 | per sq/ft for buildings with a floor area over |
| Group "C" Multiple Residential | \$1,530 | up to 1,500 sq/ft in gross building area | \$1.15 | per sq/ft for buildings with a floor area over | \$2,100 | up to 1,500 sq/ft in gross building area | \$1.58 | per sq/ft for buildings with a floor area over | \$3,174 | up to 1,500 sq/ft in gross building area | \$2.39 | per sq/ft for buildings with a floor area over |
| Group "C" Residential Additions and Major Alterations | \$683 | up to 750 sq/ft in gross building area | \$0.75 | per sq/ft for buildings with a floor area over | \$683 | up to 750 sq/ft in gross building area | \$0.75 | per sq/ft for buildings with a floor area over | \$1,032 | up to 750 sq/ft in gross building area | \$1.13 | per sq/ft for buildings with a floor area over |
| Group "C" Residential garage, carport, acc. building, deck, minor alteration | \$153 | up to 300 sq/ft in gross building area | \$0.40 | per sq/ft for buildings or structures with a | | | | | | | | |
| Group "A", "B", "D", "E" and "F" New Construction | \$4,590 | up to 5,000 sq/ft in gross building area | \$1.40 | per sq/ft for buildings with a floor area over | \$4,590 | up to 5,000 sq/ft in gross building area | \$1.40 | per sq/ft for buildings with a floor area over | \$6,937 | up to 5,000 sq/ft in gross building area | \$2.12 | per sq/ft for buildings with a floor area over |
| Group "A", "B", "D", "E" and "F" Additions and Major Alterations | \$2,040 | up to 2,500 sq/ft in gross building area | \$1.40 | per sq/ft for buildings with a floor area over | \$2,040 | up to 2,500 sq/ft in gross building area | \$1.40 | per sq/ft for buildings with a floor area over | \$3,083 | up to 2,500 sq/ft in gross building area | \$2.12 | per sq/ft for buildings with a floor area over |
| Group "A", "B", "D", "E" and "F" Accessory building, minor alterations | \$459 | up to 1,500 sq/ft in gross building area | \$0.40 | per sq/ft for buildings with a floor area over | \$459 | up to 1,500 sq/ft in gross building area | \$0.40 | per sq/ft for buildings with a floor area over | \$694 | up to 1,500 sq/ft in gross building area | \$0.60 | per sq/ft for buildings with a floor area over |
| Farm Buildings (for animals) | \$1,020 | up to 5,000 sq/ft in gross building area | \$0.20 | per sq/ft for buildings with a floor area over | \$1,020 | up to 5,000 sq/ft in gross building area | \$0.20 | per sq/ft for buildings with a floor area over | \$1,541 | up to 5,000 sq/ft in gross building area | \$0.30 | per sq/ft for buildings with a floor area over |
| Farm Buildings (storage, without animals) | \$816 | up to 5,000 sq/ft in gross building area | \$0.15 | per sq/ft for buildings with a floor area over | \$816 | up to 5,000 sq/ft in gross building area | \$0.15 | per sq/ft for buildings with a floor area over | \$1,233 | up to 5,000 sq/ft in gross building area | \$0.23 | per sq/ft for buildings with a floor area over |
| Fabric covered steel truss Buildings (COVER ALL) | \$306 | Fixed Fee | | | \$306 | Fixed Fee | | | \$462 | Fixed Fee | | |
| Lagoons | \$357 | Fixed Fee | | | \$357 | Fixed Fee | | | \$540 | Fixed Fee | | |
| Silos | \$204 | Fixed Fee | | | \$204 | Fixed Fee | | | \$308 | Fixed Fee | | |
| Designated Structures Residential (OBC) | \$204 | Fixed Fee | | | \$204 | Fixed Fee | | | \$308 | Fixed Fee | | |
| Designated Structures Other (OBC) | \$408 | Fixed Fee | | | \$408 | Fixed Fee | | | \$617 | Fixed Fee | | |
| Solid fuel burning appliance | \$204 | Fixed Fee | | | \$204 | Fixed Fee | | | \$308 | Fixed Fee | | |
| Change of Use / Conditional permits | \$255 | Fixed Fee | | | \$255 | Fixed Fee | | | \$385 | Fixed Fee | | |
| Permit Renewal / Transfer of Permit / Revision to Permit / Temporary structures / Revisions to non-issued permits | \$153 | Fixed Fee | | | \$153 | Fixed Fee | | | \$231 | Fixed Fee | | |
| Demolition (Residential) | \$204 | Fixed Fee | | | \$204 | Fixed Fee | | | \$308 | Fixed Fee | | |
| Demolition (Other) | \$408 | Fixed Fee | | | \$408 | Fixed Fee | | | \$617 | Fixed Fee | | |
| Plumbing | \$15 | per fixture | | | | | | | | | | |
| Connection fees (water, sewer, storm) | \$51 | per connection | | | \$51 | per connection | | | \$77 | per connection | | |
| Foundation (partial permit) | | | \$255 | | | | \$255 | | | | \$385 | |
| Building without a permit fee | Double the permit fee to max of 10,000\$ | | | | Double the permit fee to max of 10,000\$ | | | | Double the permit fee to max of 10,000\$ | | | |

Table 9 -Building Permit Fee Schedule Under Rate Structure Considerations

| | | | | | | | | | | | | | | |
|---|--------|-----------|--|--|--|--------|-----------|--|--|--|--------|-----------|--|--|
| Use of Large copier machine (A1) | \$5.10 | per copy | | | | \$5.10 | per copy | | | | \$7.71 | per copy | | |
| Use of Large copier machine (A2) | \$2.55 | per copy | | | | \$2.55 | per copy | | | | \$3.85 | per copy | | |
| Hot tub installation permit | \$155 | Fixed Fee | | | | \$155 | Fixed Fee | | | | \$234 | Fixed Fee | | |
| Swim spa installation permit | \$175 | Fixed Fee | | | | \$175 | Fixed Fee | | | | \$264 | Fixed Fee | | |
| Above ground pool installation permit | \$175 | Fixed Fee | | | | \$175 | Fixed Fee | | | | \$264 | Fixed Fee | | |
| Semi in-ground pool installation permit | \$195 | Fixed Fee | | | | \$195 | Fixed Fee | | | | \$295 | Fixed Fee | | |
| Seasonal pool installation permit (per year) | \$195 | Fixed Fee | | | | \$195 | Fixed Fee | | | | \$295 | Fixed Fee | | |
| Seasonal pool installation permit (late fee) | \$50 | Fixed Fee | | | | \$50 | Fixed Fee | | | | \$76 | Fixed Fee | | |
| Pool – As built not provided (final inspection delayed) | \$25 | Fixed Fee | | | | \$25 | Fixed Fee | | | | \$38 | Fixed Fee | | |
| Pool – Plan change or application revision | \$25 | Fixed Fee | | | | \$25 | Fixed Fee | | | | \$38 | Fixed Fee | | |
| Pool – Pre-consultation inspection | \$50 | Fixed Fee | | | | \$50 | Fixed Fee | | | | \$76 | Fixed Fee | | |
| Pool – Additional inspection | \$50 | Fixed Fee | | | | \$50 | Fixed Fee | | | | \$76 | Fixed Fee | | |
| Pool – Final inspection after permit expired | \$100 | Fixed Fee | | | | \$100 | Fixed Fee | | | | \$151 | Fixed Fee | | |
| New fee - Extended Permits | N/A | | | | | N/A | | | | | \$150 | Fixed Fee | | |
| New Fee - Charge for basement units | N/A | | | | | N/A | | | | | \$350 | Fixed Fee | | |
| New Fee - Alternative solutions | N/A | | | | | N/A | | | | | \$350 | Fixed Fee | | |

*Fees may be added to tax roll if not paid as per section 7.(8.1) of the Building Code Act.
 Note Group "A" buildings: Assembly occupancies
 Group "B" buildings: Detention, care and treatment occupancies Group "C" buildings: Residential occupancies
 Group "D" buildings: Business and personnel services occupancies Group "E" buildings: Mercantile occupancies
 Group "F" buildings: Industrial occupancies;
 As defined under Division A, article 1.4.1.2 of the Ontario Building Code