

**TOWNSHIP OF SCUGOG**

**SCHEDULE A  
CLASSES OF PERMITS AND FEES PAYABLE  
To By-Law Number 45-18**

**PART A – FEES PAYABLE FOR SPECIFIC CLASSES OF PERMITS**

<b>Class of Permit</b>	<b>By-Law Reference</b>	<b>Fee Payable</b>
Building Permit	4.7	See Part C plus Security Deposit for Lot Grading (if required)
Demolition Permit	4.8	\$100 – Residential \$150 Non-Residential
Conditional Building Permit	4.12	10% of Applicable Building Permit Fee Payable to a maximum of. \$2,500
Change of Use Permit	4.14	\$125 Flat Fee

**PART B – OTHER FEES PAYABLE**

<b>Type of Fee</b>	<b>By-Law Reference</b>	<b>Fee Payable</b>
Partial Permit	4.9	Applicable Building Permit Fee Payable plus 10% additional - min. \$100 - max. \$1,000
Site Servicing Permit for Plumbing	4.15	3% of the Construction Value
Alternative Solution Examination Fee	6	\$115 per hour
Resubmission of Application found to be Incomplete	7.1	25% of Applicable Building Permit Fee
Renewal of Permit (from Deficient permit)	7.2	12% of Applicable Building Permit Fee
Transfer of Permit	9	\$185 Flat Fee
Request for Deferral of Permit Revocation	10.2	\$185 Flat Fee
Re-examination of Plans with significant change	Schedule A 3	\$120 per hour
Certification of Model Homes	Schedule A 4	\$2,500
Additional Inspection	Schedule A 5	\$95 Flat Fee
Building without first obtaining a valid Permit	Schedule A 6.1	Building Permit Fee Increased by \$200 or 50% of the Applicable Building Permit Fee
Unsafe Order Investigation	Schedule A 6.2	\$250
Unsafe Order Respecting Occupancy	Schedule A 6.2	\$250
Changes to Model Homes	Schedule A 6.6	Applicable Building Permit Fee Payable plus \$400
Application Made by Registered Code Agency	Schedule A 6.7	Applicable Building Permit Fee Reduced by 20%
Lot Grading Security	Schedule A 7.7	\$5,000

## PART C – FEES PAYABLE FOR BUILDING PERMITS

### New Construction and Additions (for each m<sup>2</sup> of GFA or part thereof)

ITEM	BUILDING TYPE	FEE PAYABLE (Effective Oct. 1 /18)
		2018
1.	Group A – Assembly Occupancies	\$18.00
2.	Group B – Institutional Occupancies	\$18.00
3.	Group C – Residential Occupancies	\$4.50
	<ul style="list-style-type: none"> <li>• Porches, Carport/Garages, and Storage Sheds</li> <li>• Other Residential Buildings</li> </ul>	\$13.00
4.	Group D – Business and Personal Service Occupancy	\$13.00
5.	Group E – Mercantile Occupancy	\$13.00
6.	Group F – Industrial Occupancy	
	• Farm Buildings and Pole Barns	\$2.50 to a maximum of \$1,000
	• Riding Arena	\$2.90 to a maximum of \$2,000
	• Other Industrial Building types	\$8.00

### Alterations, Renovations, Repairs and Other Structures

7.	Minor Residential Structures, including: <ul style="list-style-type: none"> <li>• Decks</li> <li>• Outdoor wood furnace/wood boiler Water and/or Sewer service Connection(s)</li> <li>• Other Similar Minor Projects and Structures</li> </ul>	\$92.00 Flat Fee
8.	Minor Non-Residential Structures, including: <ul style="list-style-type: none"> <li>• School Portables (each)</li> <li>• Temporary Prefabricated Trailers (each)</li> <li>• Temporary Tent (each); monthly fee</li> <li>• Other Similar Minor Projects and Structures</li> </ul>	\$309.00 Flat Fee
9.	Designated Structures <ul style="list-style-type: none"> <li>• Retaining Walls</li> <li>• Telecommunications Towers</li> <li>• Solar for Family Dwelling</li> <li>• Solar for Other Occupancies: <ul style="list-style-type: none"> <li>• Each Panel</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• \$9.73/Linear Metre</li> <li>• \$500.00 Flat Fee</li> <li>• \$120.00 Flat Fee</li> <li>• \$120.00 Flat Fee</li> <li>• \$10.00 / Panel</li> </ul>
10.	Other Alterations and Renovations to Existing Buildings Not Provided for in Items 7 to 9	0.9 % of the Construction Value
11.	Plumbing	\$150.00 Flat Fee

- Notes:**
1. All fees shall be adjusted annually on January 1<sup>st</sup>, without amendment to this By-law to account for the Consumer Price Index for the prior year.
  2. All fees set out in Schedule A to this By-law shall come into effect on October 1, 2018.
  3. All fees set out in Schedule A to this by-law, that come into effect on October 1, 2018 shall not be adjusted to account for the Consumer Price Index until January 1, 2020.

Row	Class of Permit	Documents and Drawings Required
1(a)	<p><b>Permit to Construct</b></p> <ul style="list-style-type: none"> <li>• <i>New Buildings</i></li> </ul> <p><b>Residential</b></p> <ul style="list-style-type: none"> <li>• Detached houses</li> <li>• Semi-detached houses</li> <li>• Duplex/Triplexes</li> <li>• Townhouses</li> </ul>	<p><b>Documents</b></p> <ol style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. TARION 'Declaration of Applicant for Building Permit'</li> <li>c. Heat loss/heat gain/duct calculations (per dwelling unit)</li> <li>d. Residential Mechanical Ventilation Summary*</li> </ol> <p><b>Drawings</b></p> <ol style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Site Grading Plan</li> <li>c. Architectural Drawings (including block floor plans for each floor, block roof plans and block elevations for townhouse blocks)</li> <li>d. Structural Drawings (including pre-engineered beam shop drawings)</li> <li>e. Roof truss / Pre-engineered floor system shop drawings (including block pans for townhouse blocks)</li> <li>f. HVAC Drawings (per dwelling unit)</li> <li>g. On-site Sewage System approval</li> </ol>
1(b)	<p><b>Permit to Construct</b></p> <ul style="list-style-type: none"> <li>• Additions/Alterations</li> <li>• <i>Accessory Buildings</i></li> </ul> <p><b>Residential as in 1(a)</b></p>	<p><b>Documents</b></p> <ol style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Heat loss / heat gain / duct calculations</li> <li>c. Residential Mechanical Ventilation Summary*</li> </ol> <p><b>Drawings</b></p> <ol style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Site Grading Plan</li> <li>c. Architectural Drawings</li> <li>d. Structural Drawings (including pre-engineered beam shop drawings)</li> <li>e. Roof truss / Pre-engineered floor system shop drawings</li> <li>f. HVAC Drawings</li> <li>g. On-site Sewage System Approval</li> </ol>

Row	Class of Permit	Documents and Drawings Required
2(a)	<p><b>Permit to Construct</b></p> <ul style="list-style-type: none"> <li>• New <i>Buildings</i></li> <li>• Additions</li> </ul> <p><b>Non-residential <i>buildings</i></b>  <b>Residential apartment <i>buildings</i></b>  <b>Mixed use <i>buildings</i></b>  <b>Other residential <i>buildings</i> not described in Row 1(a)</b></p>	<p><b>Documents</b></p> <ol style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to General reviews by Architects and Engineers*</li> <li>c. Subsurface investigation report</li> <li>d. Heat loss / heat gain / duct calculations</li> <li>e. Energy Efficiency Certificate Form*</li> </ol> <p><b>Drawings</b></p> <ol style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Site Servicing / Site Grading Plan</li> <li>c. Architectural Drawings</li> <li>d. Structural Drawings</li> <li>e. HVAC Drawings</li> <li>f. Plumbing Drawings</li> <li>g. Electrical Drawings</li> <li>h. Fire Protection System Drawings</li> <li>i. On-site Sewage System approval</li> </ol>
2(b)	<p><b>Permit to Construct</b></p> <ul style="list-style-type: none"> <li>• Alterations</li> <li>• Tenant Improvements</li> </ul> <p><b>Non-residential <i>buildings</i> and other residential <i>buildings</i> not described in Row 1(a)</b></p>	<p><b>Documents</b></p> <ol style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to General reviews by Architects and Engineers*</li> <li>c. Heat loss / heat gain / duct calculations</li> </ol> <p><b>Drawings</b></p> <ol style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Key Plan</li> <li>c. Architectural Drawings</li> <li>d. Structural Drawings</li> <li>e. HVAC Drawings</li> <li>f. Plumbing Drawings</li> <li>g. Electrical Drawings</li> <li>h. Fire Protection System Drawings</li> <li>i. On-site Sewage System approval</li> </ol>

Row	Class of Permit	Documents and Drawings Required
3	<b>Permit to Construct</b> <ul style="list-style-type: none"> <li>• Tents/Air Supported Structures</li> <li>• Mechanical Only <i>Permits</i></li> <li>• Plumbing Only <i>Permits</i></li> <li>• Designated Structures</li> <li>• Farm <i>Buildings</i></li> <li>• Green Energy Projects</li> <li>• Signs</li> <li>• Site Servicing</li> <li>• Other than rows 1, 2 and 4</li> </ul>	<b>Documents</b> <ol style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Documents from rows 1(a) to 2(b) or other documents which are applicable to the scope of work proposed and required by the <i>Chief Building Official</i> to determine compliance with the <i>Building Code</i> and other applicable law.</li> </ol> <b>Drawings</b> <ol style="list-style-type: none"> <li>a. Drawings from rows 1(a) to 2(b) which are applicable to the scope of work proposed and required by the <i>Chief Building Official</i> to determine compliance with the <i>Building Code</i> and other applicable law.</li> </ol>
4	<b>Permits for Change of Use</b>	<b>Documents</b> <ol style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to General Reviews by Architects and Engineers*</li> </ol> <b>Drawings</b> <ol style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Key Plan</li> <li>c. Architectural Drawings</li> <li>d. HVAC Drawings</li> </ol>
5	<b>Permit to Demolish</b>	<b>Documents</b> <ol style="list-style-type: none"> <li>a. Approval documents required by an applicable law</li> <li>b. Commitment to General Reviews by Architects and Engineers*</li> </ol> <b>Drawings</b> <ol style="list-style-type: none"> <li>a. Site Plan</li> <li>b. Demolition Plan (where required)</li> </ol>

**Notes:** 1. Documents marked with an asterisk (\*) are available from the *Chief Building Official*.

2. The *Chief Building Official* may waive the requirement for any specified documents or drawings where the scope of work, *applicable law* or *Building Code* does not, in the opinion of the *Chief Building Official*, necessitate its submission.

### **Minimum Permit Fees:**

Except where a flat fee applies, the minimum fee for any *permit* application for work proposed in Group C residential occupancies in Schedule A shall be \$115.

Except where a flat fee applies, the minimum fee for any *permit* application for work proposed in Group A, B, D, E and F occupancies in Schedule A shall be \$235.

### **FEE REFUNDS – BY-LAW NUMBER 25-15 SECTION 14(10) – 14(15)**

If requested, in writing, by an Applicant or Permit Holder, the fees that may be refunded shall be a percentage to the nearest dollar of the fees payable under this By-Law as follows:

- i) 85% only if administrative functions have been performed;
- ii) 50% if administrative, zoning and plan examination functions have been performed and the permit has not been issued;
- iii) 25% if the permit has been issued;
- iv) No refund shall be payable where the amount calculated is less than \$50.00;
- v) **Construction Deposits** may be refunded upon completion of the project to the satisfaction of the **Chief Building Official**.