

Building Services Notice



2017 Building Permit Fees

Attention: Architects, contractors, engineers, home builders

May 24, 2017

On May 1, 2017, the Committee of the Whole of City Council supported proposed changes to the building permit fee schedule. City Council approved the proposed fee schedule at their May 23, 2017 meeting.

Please find attached the 2017 building permit fees, which is applicable to all building permit applications **submitted after May 31, 2017**. The new fee schedule will be available online at guelph.ca/building on June 1, 2017.

Background

In 2010, City Council approved the automatic increase of building permit fees to be equal to the increase to the City of Guelph's tax-supported operating budget (2.13% in 2017) plus 20 percent (0.43%) of the increase, which has resulted in a 2.56% increase to fees in 2017. This formula has been used to determine annual fee increases since 2010 when the Building Stabilization Reserve Fund is below its upper limit.

Building permit fees have also been adjusted on certain types of projects to more accurately reflect the effort required on these permits.

New fees come into effect on June 1 of each year to allow time for staff to compare the year-end Building Stabilization Reserve Fund balance to its established upper limit, advertise the required public notice and inform industry partners.

For more information

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City of Guelph

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**SCHEDULE "A"
of By-law Number (2015)- 19985**

**Schedule of Permit Fees Effective
June 1, 2017**

Fees for a required Permit are set out in this Schedule and are due and payable upon submission of an application for a Permit.

| Classes of Permits | Permit Fee (\$ per ft²) | Flat Fee (\$) |
|--|---|--------------------------|
| NEW BUILDINGS, ADDITIONS, MEZZANINES | | |
| Group A: Assembly Buildings | | |
| Shell | 2.09 | |
| Finished | 2.41 | |
| Outdoor patio/picnic shelter | | 200.00 |
| Outdoor public pool | | 800.00 |
| Group B: Detention, Care & Treatment and Care Buildings | | |
| Shell | 2.27 | |
| Finished | 2.60 | |
| Group C: Residential | | |
| Low-rise residential (houses and row townhouses) | 1.28 | |
| Garage/carport (per bay), shed, deck, porch, exterior stairs, exterior ramps | | 100.00 |
| Hot tubs | | 100.00 |
| Solar collectors – low-rise residential (per application) | | 100.00 |
| Swimming pools | | 200.00 |
| Apartment building, multiple attached dwelling (stacked townhouses) | 1.66 | |
| Hotels/motels | 1.66 | |
| Residential retirement home | 1.66 | |
| Group D: Business and Personal Services Buildings | | |
| Shell | 1.43 | |
| Finished | 1.66 | |
| Group E: Mercantile Buildings | | |
| Shell | 1.43 | |
| Finished | 1.66 | |
| Group F: Industrial Buildings | | |
| Warehouse, factories | 0.89 | |
| Parking garage | 0.76 | |
| Farm Building | 0.43 | |
| Foundation, conditional Permit | 0.12 | |
| INTERIOR FINISHES AND ALTERATIONS: All Classifications | | |
| New interior finishes to previously unfinished areas (including finishing of residential basements and major renovations) | 0.40 | |
| Alterations and renovations to previously finished areas | 0.36 | |
| SPECIAL CATEGORIES AND MISCELLANEOUS: All Classifications | | |
| Accessory apartments, lodging houses | 0.40/300.00 min. | |
| Air supported structures | 0.45 | |
| Balcony guard (replace per linear foot) – excluding low-rise residential | 0.74/300.00 min | |
| Balcony repair (per building) | | 300.00 |
| Ceiling (new or replace per square foot) | 0.06 | |
| Change of use Permit (with no renovations) | | 200.00 |
| Demising wall, firewall | | 200.00 |
| Demolitions - minor (500 sq. ft. or less) | | 100.00 |
| Demolitions - major (more than 500 sq. ft.) | 0.03/300.00 min. | |
| Designated Structures – ALL including solar collectors (per application) except retaining walls, public pools, signs and low-rise residential solar collectors | | 400.00 |
| Elevator, escalator, lift | | 400.00 |
| Exterior ramps (excluding low-rise residential) | | 200.00 |
| Fireplace, woodstove (each) | | 100.00 |
| Portables – per application (excludes port-a-pak) | | 200.00 |
| Rack storage | 0.36/300.00 min | |
| Reclad exterior wall (per square foot) | 0.06 | |
| Retaining wall (per linear foot) | 3.70 | |
| Roof structures | 0.36 | |
| Storefront replacement | | 200.00 |
| Temporary buildings | | 400.00 |
| Temporary tents - per application | | 200.00 |
| Window – new, replacement or enlargement (each) | | 15.00 |
| MECHANICAL WORK: (independent of Building Permit) | | |
| HVAC Permit (residential per suite) | | 100.00 |
| HVAC Permit (non-residential) | 0.12 | |
| New sprinkler system or new standpipe system | 0.06/300.00 min. | |
| Alterations to existing sprinkler system or existing standpipe system | 0.03/300.00 min. | |
| Commercial kitchen exhaust systems, spray booths, dust collectors | | 300.00 |
| ELECTRICAL WORK/FIRE ALARM SYSTEMS: (independent of Building Permit) | | |
| New fire alarm system | 0.06/300.00 min. | |
| Alterations to existing fire alarm system or existing electrical work | | 300.00 |
| Electromagnetic locks (each) and hold open devices (each) | | 50.00 |
| PLUMBING WORK: (independent of Building Permit) | | |
| Plumbing Permit (per fixture) | | 15.00 |
| Hot water heaters (each) | | 50.00 |
| Testable backflow prevention devices (each) | | 100.00 |
| Catchbasins, manholes, roof drains (each) | | 15.00 |
| Building services (per group) -SDD, semi-Detached, duplex | | 100.00 |
| Building/site services (per linear foot), excluding SDD, semi-detached, duplex | 0.77/300.00 min | |
| SEWAGE SYSTEMS: | | |
| New installations | | 600.00 |
| Replacement or alteration | | 300.00 |

(SCHEDULE "A" – continued)

| Administration Fees | Flat Fee (\$) |
|---|--|
| Alternative solutions (as per Subsection 6.2 of this by-law) | |
| All Buildings/systems within the scope of Division B, Part 9 of the Building Code | 500.00 |
| All other Buildings/systems | 1,000.00 |
| Note: Fifty percent (50%) of the administration fee for an approved alternative solution will be refunded, where in the opinion of the Chief Building Official, the proposal has supported the Community Energy Initiative. | |
| Occupancy without a Permit (as per Subsection 6.3 of this by-law) | |
| Occupancy of a Building, or part of it, without the required occupancy permit | 500.00 |
| Additional occupancy inspections (as per Subsection 6.4 of this by-law) | |
| | 300.00 |
| Work without a Permit (as per Subsection 6.5 of this By-law) | |
| Building, Demolition or Change of Use without the required Permit | 50% of the required Permit fee, to a maximum of \$5,000.00 |
| Occupancy Permit without Construction (as per Subsection 6.6 of this by-law) | |
| | 300.00 |

Rules for Determining Permit Fees:

- A minimum Permit fee of \$100.00 shall be charged for all work for low-rise residential projects and \$200.00 for all other projects where the calculated Permit fee is less than these amounts.
- For classes of Permits not described in this Schedule, a reasonable Permit fee shall be determined by the Chief Building Official.
- Floor area of the proposed work is to be measured to the outer face of exterior walls (excluding residential attached garages) and to the centre line of party walls, firewalls or demising walls.
- In the case of interior finishes, alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
- Except for interconnected floor spaces, no deductions are made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).
- Unfinished basements for single detached dwellings, semi-detached dwellings, duplex dwellings and townhouses are not included in the floor area.
- Attached garages and fireplaces are included in the Permit fee for single detached dwellings, semi-detached dwellings, duplex dwellings and townhouses.
- Where interior alterations and renovations require relocation of sprinkler heads, standpipe components or fire alarm components, no additional charge is applicable.
- Ceilings are included in both new shell and finished (partitioned) Buildings. The Permit fees for ceilings only apply when alterations occur in existing Buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- Where Demolition of partitions or alterations to existing ceilings are part of an alteration or renovation Permit, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy for the floor area on which they are located.
- The occupancy categories in this Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor areas, the Permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- For rack storage use, with platforms or mezzanines, apply the square footage charge that was used for the Building.
- A temporary Building is considered to be a Building that will be erected for not more than three years.
- Additional Permit fees are not required when the Sewage System is included with the original Building Permit.

Refund of Permit Fees:

In the case of withdrawal or abandonment of an application for a Permit or abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall, upon written request of the Owner or Applicant, determine the amount of paid Permit fees that may be refunded to the Owner or Applicant, if any, as follows:

- a) 80 percent (80%) if administrative functions only have been performed;
- b) 70 percent (70%) if administrative and zoning functions only have been performed;
- c) 50 percent (50%) if administrative, zoning and plans examination functions have been performed;
- d) 35 percent (35%) if the Permit has been issued and no field inspections have been performed subsequent to Permit issuance;
- e) 5 percent (5%) shall additionally be deducted for each field inspection that has been performed after the Permit has been issued;
- f) No refund shall be made of an amount that is less than the minimum Permit fee applicable to the work;
- g) No refund shall be made after two years following the date of Permit application where the Permit has not been issued or one year following the date of Permit issuance.

NOTE: in most cases, a building and/or zoning inspection will be required prior to issuance of a refund.