

**SCHEDULE “A”
CLASSES OF PERMITS AND FEES**

1. Calculation of Permit Fees for Construction

1.1. Permit fees shall be calculated using the following formula unless otherwise specified in this Schedule⁶:

$$\text{Permit Fee} = \text{SI} \times \text{A}$$

where:

SI = the service index applicable to the classification of the proposed work;
and

A = the floor area in square metres (m²) of the work involved.

1.2. Permit fees shall be rounded to the nearest dollar, with amounts of \$0.50 or greater rounded up to the next whole dollar. All other fees shall be rounded to the nearest cent. Harmonized Sales Tax (HST) shall be charged where applicable.

2. Minimum Permit Fee

2.1. Notwithstanding the Permit fees set out in this Schedule, a minimum Permit fee of \$377.00 shall be charged for processing and issuing Permits unless otherwise specified.

3. Classes of Permits and Fees

A. CONSTRUCTION OF NEW BUILDINGS, ADDITIONS, MEZZANINES	
TYPE OF WORK	SERVICE INDEX (SI) (\$/m ² unless otherwise specified)
Group A – Assembly Occupancies	
Recreational Facilities – Arena ¹ , Gymnasium, Pool, Theatre	32.82
School/Library	32.82
Place of Worship	32.82
Restaurant	32.82
Outdoor Patio	9.92
Portable School Classroom	Minimum Permit Fee ⁷
Interior Alteration/Renovation	12.82

Group B – Detention Occupancies	
Institutional	37.19
Hospital/Nursing Home	37.19
Interior Alteration/Renovation	16.07
Group C – Residential Occupancies	
Detached, Semi, Townhouse, Addition – Total Area Up to 300m ²	23.18
Detached, Semi, Townhouse, Addition – Total Area Over 300m ²	29.90
Attached/Detached Garage or Deck, Carport, Covered Deck/Patio	Minimum Permit Fee ⁷
Excavating Basement or Crawl Space	Minimum Permit Fee ⁷
Basement Walkout/Exterior Stairs/ Accessory Building (Shed)	Minimum Permit Fee ⁷
Apartment Building, Hotel, or Stacked Townhouse (1 – 3 Storeys)	21.35
Apartment Building or Hotel (4 – 7 Storeys)	25.80
Apartment Building or Hotel (More than 7 Storeys)	30.28
Interior Alteration/Renovation	8.25
Group D – Business and Personal Services Occupancies	
Office Building – Shell Only (Up to 10 Storeys)	24.26
Office Building – Finished (Up to 10 Storeys)	32.24
Office Building – Shell Only (More than 10 Storeys)	26.50
Office Building – Finished (More than 10 Storeys)	34.47
Other Businesses and Personal Services	32.61
Interior Alteration/Renovation	12.82
Group E – Mercantile Occupancies	
Retail Store – Shell Only	22.57
Retail Store – Finished	32.24
Interior Alteration/Renovation	12.82

Group F – Industrial Occupancies	
Warehouse/Manufacturing – First 4,650m ²	17.94
Warehouse/Manufacturing – Additional Area Over 4,650m ²	12.24
Parking Garage – New	9.48
Parking Garage – Repair	3.94
Interior Alteration/Renovation	8.74
Group G – Agricultural Occupancies	
Farm Building, Accessory Building, Greenhouse	5.90
Additional Scopes of Work – All Occupancies	
Accessory Structure or Building	5.90
Mezzanine – Open Storage	10.41
Mezzanine – Enclosed Office	See Group D – Business and Personal Services Occupancies
Sprinkler System or Standpipe and Hose System – New/Alteration (Added to Base Permit Fee)	1.22 (716.00 minimum)
Fire Alarm – New/Alteration (Added to Base Permit Fee)	962.00 ⁷
Electromagnetic Locking Device (Added to Base Permit Fee)	Minimum Permit Fee ⁷ (177.00 for each additional locking device)
Dust Collector (Added to Base Permit Fee)	745.00 ⁷ (for each item)
Commercial Kitchen Exhaust Hood and/or Fire Suppression System (Added to Base Permit Fee)	745.00 ⁷ (for each item)
Spray Booth (Added to Base Permit Fee)	745.00 ⁷ (for each item)
Shelf and Rack Storage System	5.64 (716.00 minimum)
Repair or Re-Cladding of Walls (Wall Area) or Re-Roofing (Building Area)	1.24
Shoring and/or Building Excavation	5.64/m (per level)

Residential Occupancy Permit for Dwelling Unit Within the Scope of Sentence 1.3.3.4.(4) of Division C of the Building Code (Detached, Semi, Most Townhomes)	191.00 (per dwelling unit)
Occupancy Permit for Residential Buildings Outside the Scope of Sentence 1.3.3.4.(4) of Division C of the Building Code and Care Facilities (B3)	346.00 ⁷ (plus 38.00 per suite for multiple unit buildings)
Occupancy Permit for New Building, Addition, Renovation (Other Than Buildings of Residential Occupancy and Care Facilities (B3) Listed Above)	Minimum Permit Fee ⁷ (per application or partial application)
B. STAND ALONE AND MISCELLANEOUS	
Balcony/Chimney Repair	144.00 (per balcony/chimney)
Moving/Relocation of a Building	645.00 ⁷
Temporary Tent/Stage ^{1,2} – Over 60m ²	Minimum Permit Fee ⁷
Temporary Tent/Stage ^{1,2} – Over 225m ²	540.00 ⁷
Demolition – Up to 600m ²	Minimum Permit Fee ⁷
Demolition – Over 600m ²	1,061.00 ⁷
All Designated Structures Listed in Article 1.3.3.5. of Division A of the Building Code	645.00 ⁷
C. MECHANICAL	
HVAC – New/Alteration	1.41
Furnace Replacement ⁹	Minimum Permit Fee ⁷
Fireplace/Wood Stove (Solid Fuel Burning Appliance)	Minimum Permit Fee ⁷
New Air Conditioning Unit/Roof Top Unit	Minimum Permit Fee ⁷
D. PLUMBING	
Site Servicing/Private Water Lines	6.06/m or Minimum Permit Fee ⁷ (per Permit – up to 10 units)
New Sewer and/or Water Service Installation (Low Density Residential Only)	Minimum Permit Fee ⁷
Backflow Prevention Device, Sump Pump, and/or Backwater Valve	434.00 ⁷ (176.00 for each additional device)
E. ON-SITE SEWAGE SYSTEM	
New Septic System	1,545.00 ⁷
Septic System Assessment	Minimum Permit Fee ⁷

Septic System Repair	708.00 ⁷
Sewer Conversion	Minimum Permit Fee ⁷
F. SIGNS	
Fascia and Pylon/Ground Signs – Up to 2.5m ²	Minimum Permit Fee ⁷
Fascia and Pylon/Ground Signs – 2.5m ² to 8.0m ²	526.00 ⁷
Fascia and Pylon/Ground Signs – Over 8.0m ²	1,047.00 ⁷
Billboard	1,047.00 ⁷
G. OTHER FEES	
Model Home Certification	1,568.00/model
Fast Track Service ³ – Residential - Up to 12 Storeys (In Addition to Permit Fee Payable for the Entire Project)	50% of the Permit Fee Payable (minimum of 1,000.00 and a maximum of 10,000.00)
Fast Track Service ³ – Residential – Greater Than 12 Storeys (In Addition to Permit Fee Payable for the Entire Project)	50% of the Permit Fee Payable (minimum of 5,000.00 and a maximum of 20,000.00)
Fast Track Service ³ – Commercial/Industrial/Agricultural (In Addition to Permit Fee Payable for the Entire Project)	50% of the Permit Fee Payable (minimum of 2,000.00 and a maximum of 20,000.00)
Alternative Solution Application or Equivalency Application	2,055.00 (plus any additional fees incurred in the evaluation process)
Additional Plan Review for Second Resubmission or Beyond	211.00/hour
Revision to Issued Permit for Material Change to a Plan, Specification, Document, or Other Information Following Issuance	645.00 ⁵ (plus 211.00 per hour of review time beyond the first hour)
Fire Watch/Fire Plan Review and Approval During Construction	676.00
Change of Use Permit	929.00 ⁵ (plus 211.00 per hour of review time beyond four hours)
Conditional Permit	10% of the Permit Fee Payable (to a maximum of 10,000.00)

Model Changes – Before Permit Issued ⁵	Minimum Permit Fee ^{5,7}
Model Changes – After Permit Issued ⁵	745.00 ⁵
Limiting Distance Agreement	929.00 ⁷
Transfer of Permit	Minimum Permit Fee ⁷
Deferral of Revocation of Permit	Minimum Permit Fee ⁷
Extension of Permit	Minimum Permit Fee ⁷
Work Prior to Permit Issuance for Construction, Demolition, or Change of Use ⁴ – Permit Fee \$5,000.00 or Less	100% of Full Permit Fee ⁸
Work Prior to Permit Issuance for Construction, Demolition, or Change of Use ⁴ – Permit Fee Greater Than \$5,000.00	5,000.00 (plus 10% of the Permit fee in excess of 5,000.00 ⁸)
Re-Inspection ¹⁰	Minimum Permit Fee ⁷ (per inspection)
Special Inspection ¹¹	Minimum Permit Fee ⁷ /hour (per Inspector, plus 100.00 per hour of inspection time beyond three hours)
Additional Administrative or Enforcement Action Required	211.00/hour (per Inspector)
Order to Comply Issued Pursuant to Section 12 or 13 of the Act ¹²	405.00 ⁸
Stop Work Order Issued Pursuant to Section 14 of the Act ¹²	810.00 ⁸
Unsafe Order Issued Pursuant to Section 15.9 of the Act ¹²	405.00 ⁸
Registration and Discharge of Order on Title	800.00 ⁸

4. Miscellaneous Charges

- 4.1. For classes of Permits not described or included in this Schedule, a reasonable Permit fee shall be charged as determined by the Chief Building Official.

5. Explanatory Notes

5.1. The following shall be considered in calculating Permit fees:

- (a) The floor area of the proposed Work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls, excluding residential garages.
- (b) In the case of interior alterations or renovations, the area of proposed Work is the actual space receiving the Work (e.g., tenant space).
- (c) Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and interior balconies are to be included in all floor area calculations.
- (d) Except for interconnected floor spaces, no deductions are to be made for openings within the floor area (e.g., stairs, elevators, escalators, shafts, ducts).
- (e) Unfinished basements for single detached dwellings, such as semis, duplexes, and townhouses, are not included in the floor area.
- (f) Attached garages and fireplaces are included in the Permit fee for single detached dwellings and attached dwellings.
- (g) There is no additional charge for interior alterations and renovations that require relocation of sprinkler heads or fire alarm components.
- (h) Ceilings are included in both new shell and finished (partitioned) buildings. The service index for ceiling applies only when alterations occur in existing buildings. There is no additional charge for minor alterations to existing ceilings to accommodate lighting or HVAC improvements.
- (i) There is no additional charge for demolition of partitions or alteration to existing ceilings where such Work is included in the Permit.
- (j) Common areas, such as corridors, lobbies, washrooms, and lounges, are to be included and classified according to the major classification for the floor area on which they are located.
- (k) The occupancy categories in the Schedule correspond with the major occupancy classifications in the Building Code. For mixed occupancy floor areas, the service index for each of the applicable

occupancy categories may be used except where an occupancy category is less than 10% of the floor area.

6. References

6.1. The superscripts used in this Schedule have the meanings set out below:

- ¹ Includes air supported structures and structures with removable roofs.
- ² As defined in Zoning By-law 2020 and/or Burlington Residential Zoning By-law and does not include facilities described in ¹ above or Group A structures as defined in the Building Code and/or requiring the professional services of an Architect and/or Professional Engineer.
- ³ As defined in section 1.1 of this By-law.
- ⁴ Per sections 3.27 and 5.9 of this By-law.
- ⁵ Permit fees will be adjusted should there be an increase in the floor area and charged in addition to the flat fee rate.
- ⁶ Permit fees may be 1% of the construction value or as determined by the Chief Building Official if cannot be calculated using this Schedule.
- ⁷ All fees in this Schedule are flat fees.
- ⁸ Payment of these fees does not exempt any person from complying with the Act, the Building Code, or any applicable law.
- ⁹ Applies to equivalent or comparable replacement of existing heating equipment in compliance with the Building Code.
- ¹⁰ For premature inspections or re-inspections required to confirm compliance following a previously identified contravention. Notice will be provided to the owner. Fee is payable prior to re-inspection.
- ¹¹ Any inspection carried out other than on a Business Day.
- ¹² To offset additional administration, investigation, inspection, and/or rectification costs.