

The Corporation of the City of Burlington

City of Burlington By-law 39-2024

A by-law to amend Building Permit By-law 66-2019

File: 565-05 (BB-01-24)

Whereas pursuant to the *Building Code Act*, S.O. 1992 c. 23 as amended, the Lieutenant Governor in Council has established a Building Code which is in force throughout Ontario; and

Whereas section 7 of the *Building Code Act*, S.O. 1992 c. 23 as amended, empowers Council to pass by-laws respecting construction, demolition, change of use, transfer of permits, inspections, and the setting and refunding of fees; and

Whereas section 6 of the Building Permit By-law 66-2019, requires building permit fees to be indexed to the overall percentage increase for the total Human Resource expenditures as approved in the annual budget in relation to the Building Department and are to be adjusted annually; and

Whereas Council adopted the 2024 annual budget on November 28, 2023, and adopted a 24.9 percent increase to the total Human Resource expenditure costs in relation to the Building Department;

Whereas due to budgetary constraints, Council of the Corporation of the City of Burlington desires to set permit fees that are lower than the overall percentage increase for total Human Resource expenditures for the year 2024, and instead adopted a 3 percent increase to expenditure costs in relation to the Building Department;

Now therefore the Council of the Corporation of the City of Burlington hereby enacts as follows:

1. THAT subsection 6.11.2 of By-law 66-2019 is hereby deleted and replaced with the following new section:

Fee rates in a by-law passed under subsection 6.11.1 above, should, when advisable to do so, be indexed to the overall % increase for a total Human Resource expenditures as approved in the annual budget in relation to the Building Department. Flat fee rates shall be rounded to the nearest dollar amount (increments of half dollar shall be rounded up). All other fees shall be rounded to the nearest cent.

2. THAT Schedule "A" of By-law 66-2019 is deleted in its entirety and replaced with Schedule "A" attached to and forming part of this By-law.

3. THAT in all other respects By-law 66-2019, as amended, be and is hereby confirmed.
4. THIS By-law comes into force on May 22, 2024.

Passed this 21st day of May 2024.

Mayor Marianne Meed Ward _____

City Clerk Samantha Yew _____

SCHEDULE "A" to By-law 39-2024

CLASSES OF PERMITS AND PERMIT FEES

1. CALCULATION OF PERMIT FEES FOR CONSTRUCTION:⁽⁶⁾

Permit fees shall be calculated based on the formula given below, unless otherwise specified in this schedule:

$$\text{Permit Fee (rounded to the nearest dollar)} = \text{SI} \times \text{A}$$

Where: SI = Service Index for Classification of the work proposed and, A = floor area in m² of work involved.

2. MINIMUM PERMIT FEE

Notwithstanding the fees indicated below, a minimum fee of \$358.00 shall be charged for all work, unless otherwise indicated.

3. CLASSES OF PERMITS AND FEES

A. CONSTRUCTION – NEW BUILDINGS, ADDITIONS, MEZZANINES	Service Index (SI) \$/SM Unless otherwise indicated
Group A (Assembly Occupancies)	
Recreational Facilities – arenas ⁽¹⁾ ,/gymnasiums/pools/theatres	31.15
Schools/libraries	"
Places of Worship	"
Restaurants	"
Outdoor patio	9.42
Portable classroom (School)	358.00 ⁽⁷⁾
Interior alterations/renovations	12.17
Group B (Detention Occupancies)	
Institutional	35.30
Hospital/Nursing Home	"
Interior alterations/renovations	15.25

A. CONSTRUCTION – NEW BUILDINGS, ADDITIONS, MEZZANINES	Service Index (SI) \$/SM Unless otherwise indicated
Group C (Residential Occupancies)	
Detached, semi, townhouse, additions (up to 300 SM – total area)	22.00
Detached, semi, townhouse, additions (over 300 SM – total area)	28.38
Attached/detached garage or deck, carport, covered deck/patio Excavating basement or crawl space Basement walkout/exterior stairs/accessory building (shed)	358 ⁽⁷⁾ (for each item)
Apartment buildings, hotels, or stacked townhouses (1-3 storeys)	20.26
Apartment buildings or hotels (4-7 storeys)	24.49
Apartment buildings or hotels (more than 7 storeys)	28.74
Interior alterations/renovations	7.83
Group D (Business and Personal Services Occupancies)	
Office buildings: (up to 10 storeys) shell only (up to 10 storeys) finished (more than 10 storeys) shell only (more than 10 storeys) finished	23.03 30.60 25.15 32.72
Other business and personal services	30.95
Interior alterations/renovations	12.17
Group E (Mercantile Occupancies)	
Retail stores: Shell Finished	21.42 30.60
Interior alterations/renovations	12.17
Group F (Industrial Occupancies)	
Warehouse/Manufacturing: First 4650 SM Additional area over 4650 SM	17.03 11.62
Parking Garages: New Repairs	9.00 3.74
Interior alterations/renovations	8.30
Miscellaneous (other)	
Farm building/accessory building/greenhouse	5.60

A. CONSTRUCTION – NEW BUILDINGS, ADDITIONS, MEZZANINES	Service Index (SI) \$/SM Unless otherwise indicated
Additional Scopes of Work (All Occupancies)	
Mezzanines	
Open storage	9.88
Enclosed office mezzanine	See Group D
New/alterations to sprinkler system or standpipe & hose system (if applicable, added to the base <i>permit</i> fee)	1.16 (680 minimum)
New/alterations to fire alarm (if applicable, added to the base <i>permit</i> fee)	913.00 ⁽⁷⁾
Electromagnetic locking device (if applicable, added to the base <i>permit</i> fee)	358.00 ⁽⁷⁾ (168.00 for each Additional locking Device)
Dust collectors (if applicable, added to the base <i>permit</i> fee)	707.00 ⁽⁷⁾ (for each item)
Commercial kitchen exhaust hood and/or fire suppression systems (if applicable, added to the base <i>permit</i> fee)	707.00 ⁽⁷⁾ (for each item)
Spray booth (if applicable, added to the base <i>permit</i> fee)	707.00 ⁽⁷⁾ (for each item)
Shelf and rack storage systems	5.35 (680 minimum)
Rack storage systems	2.55 (680 minimum)
Repairs or re-cladding of walls (wall area) or re-roofing (building area)	1.18
Shoring and/or building excavation	5.35
Residential <i>Occupancy Permit</i> for dwelling units [Div. C, 1.3.3.4.(4)] detached, semi detached & most townhomes, etc.]	181.00/dwelling unit
<i>Occupancy Permit</i> for residential buildings [other than Div. C, 1.3.3.4.(4) detached, semi-detached or most townhomes,] & Care Facilities (B3)	328.00 ⁽⁷⁾ (+36.00/suite for multiple unit buildings)
<i>Occupancy Permit</i> for new buildings, additions and renovations [other than residential buildings & Care Facilities (B3) listed above]	358.00 ⁽⁷⁾

B. STAND ALONE & MISCELLANEOUS WORK	Service Index (SI) \$/SM Unless otherwise indicated
Balcony/chimney repairs	137.00/balcony/chimney
Moving/relocation of a building	612.00 ₍₇₎
Temporary tents and stages ⁽¹⁾⁽²⁾ (>60 SM)	358.00 ₍₇₎
Temporary tents and stages ⁽¹⁾⁽²⁾ (>225 SM)	513.00 ₍₇₎
<i>Demolition</i> (up to 600 SM)	358.00 ₍₇₎
<i>Demolition</i> (>600 SM)	1007.00 ₍₇₎
All designated structures listed per Div. A. 1.3.1.1.	612.00 ₍₇₎

C. MECHANICAL	Service Index (SI) \$/SM Unless otherwise indicated
New/alterations to HVAC ₍₉₎	1.34
Furnace replacement ₍₉₎	358.00 ₍₇₎
Fireplace/wood stove (Solid Fuel Burning Appliance) ₍₉₎	358.00 ₍₇₎
New air-conditioning unit/roof top unit ₍₉₎	358.00 ₍₇₎

D. PLUMBING	Service Index (SI) \$/SM Unless otherwise indicated
Site Servicing/private water lines ₍₉₎	5.75/M
Backflow prevention devices and/or backwater valves ₍₉₎	412.00 ₍₇₎ (167.00 for each additional device)

E. ON-SITE SEWAGE SYSTEM	Service Index (SI) \$/SM Unless otherwise indicated
New septic system ₍₉₎	1466.00 ₍₇₎
Septic system assessment ₍₉₎	358.00 ₍₇₎
Septic system repair ₍₉₎	672.00 ₍₇₎
Sewer conversions ₍₉₎	358.00 ₍₇₎

F. SIGNS	Service Index (SI) Flat rate Unless otherwise indicated
Fascia and Pylon/Ground Signs	
Up to 2.5 sq. m.	358.00 ⁽⁷⁾
2.5 sq. m. to 8.0 sq. m.	499.00 ⁽⁷⁾
over 8 sq. m.	994.00 ⁽⁷⁾
Billboard	994.00 ⁽⁷⁾

G. OTHER FEES	Service Index (SI) \$/SM Unless otherwise indicated
H.O.M.E.S Program (Halton Original Model Express Service)	1488.00/model
Model home certification	1488.00/model
<i>Fast Track Service</i> ⁽³⁾ In addition to the regular <i>permit</i> fee payable for the entire project. A required premium fee equal to the greater of 50% of the regular <i>permit</i> fee or the min/max of: Commercial/Industrial projects New detached & semi detached residential dwellings Residential – Other than new detached and semi detached residential dwellings	min. 750 – max. 20000 min. 750 – max. 10000 min. 250 – max. 10000

Alternative solution application/equivalency application	1950.00 plus any additional fees incurred in the evaluation process such as third party testing/independent consulting review
Additional Plan Review (Resubmission) Where a non-compliant resubmission is submitted above and beyond the first resubmission. (ie. Second resubmission/review)	200.00/hr of review
Revision to issued <i>permit</i> Where an <i>applicant</i> makes a material change to a plan, specification, document, or other information, following the issuance of a building permit. (includes first hour of review time)	612.00 ⁽⁵⁾ 200.00/hr of review
Fire Watch/Fire Plan Review and approval of Fire Watch/Fire Plans during construction	642.00
Change of use <i>permit</i> (Flat rate includes 4 hours of review time)	882.00 ⁽⁵⁾ 200.00/hr of review
Conditional <i>permit</i>	20% of full <i>permit</i> fee

4. MISCELLANEOUS CHARGES

For classes of *permits* not described or included in this schedule, a reasonable *permit* fee shall be determined by the *Chief Building Official*⁽⁶⁾.

5.a) INTERPRETATIONS

The following explanatory notes are to be observed in the calculation of *permit* fees:

- 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).
- In the case of interior alterations or renovations, area of proposed *work* is the actual space receiving the *work* (i.e. tenant space).
- 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 (i.e. stairs, elevators, escalators, shafts, ducts, etc.).
- Unfinished basements for single detached dwellings (including semis, duplexes, and townhouses, etc.) are not included in the floor area.
- Attached garages and fireplaces are included in the *permit* fee for single detached dwellings and attached dwellings.
- Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
- Ceilings are included in both new shell and finished (partitioned) buildings. The Service Index for ceiling applies only 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 alteration to existing ceilings is a part of an alteration or renovations *permit*, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.
- The occupancy categories in the Schedule correspond with the major occupancy classifications in the *OBC*. 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.

b) REFERENCES

- (1) Includes air supported structures and structures with removable roofs.
- (2) As defined in Zoning By-law and does not include facilities described in (1) above or Group "A" structures as defined in *OBC* and/or requiring the professional services of an *Architect* and/or *Professional Engineer*.
- (3) As defined in 1.1.10 of the Building Permit By-law.

- (4) As outlined in 6.3 of the Building Permit By-law.
- (5) In addition to Flat Rate fee, *permit* fee will be adjusted should there be an increase in floor area.
- (6) Fee could be determined as per *Chief Building Official* as per 6.1 of the Building Permit By-Law.
- (7) Fees are flat fees.
- (8) Payment of these fees does not relieve any person and/or corporation from complying with the *Act*, the *Building Code*, or any Applicable Law.
- (9) Stand alone work only.