

The Corporation of the City of Burlington

City of Burlington By-law 18-2025

A by-law to amend By-law 66-2019 being a By-law under the *Act* respecting construction, demolition, change of use, occupancy, transfer of permits and inspections.

File: 565-05 (DGM-06-25)

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

Whereas section 7 of the *Act* empowers the council of a municipality to pass by-laws respecting construction, demolition, change of use, transfer of permits, inspections, and the setting and refunding of fees; and

Whereas section 6.11. of the Building Permit By-law requires the fee rates within Schedule "A" to the Building Permit By-law 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 Section and to be adjusted annually; and

Whereas Council adopted the 2025 annual budget on December 12, 2024, and adopted an overall increase of 5.36 percent to the total Human Resource expenditure costs in relation to the Building Department;

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

1. Subsection 6.11.2. of By-law No. 66-2019 is amended by deleting the words "March 4" and replacing them with the words "April 15".
2. Schedule "A" to By-law No. 66-2019 is deleted in its entirety and replaced with Schedule "A" attached to this By-law.
3. References in this By-law to any legislation or by-law means as may be amended or replaced from time to time and include any regulations thereunder.
4. Schedule "A" is attached to and forms part of this By-law.
5. Subject to the amendments made in this By-law, in all other respects By-law No. 66-2019 is hereby confirmed and remains unchanged.

6. This By-law comes into force on the date of its passing.

Passed this 15th day of April, 2025

Mayor Marianne Meed Ward

City Clerk Samantha Yew

SCHEDULE "A" to By-Law 18-2025

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 \$377.00 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	32.82
Schools/libraries	“
Places of Worship	“
Restaurants	“
Outdoor patio	9.92
Portable classroom (School)	377.00 ⁽⁷⁾
Interior alterations/renovations	12.82
Group B (Detention Occupancies)	
Institutional	37.19
Hospital/Nursing Home	“
Interior alterations/renovations	16.07

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)	23.18
Detached, semi, townhouse, additions (over 300 SM – total area)	29.90
Attached/detached garage or deck, carport, covered deck/patio Excavating basement or crawl space Basement walkout/exterior stairs/accessory building (shed)	377 ⁽⁷⁾ (for each item)
Apartment buildings, hotels, or stacked townhouses (1-3 storeys)	21.35
Apartment buildings or hotels (4-7 storeys)	25.80
Apartment buildings or hotels (more than 7 storeys)	30.28
Interior alterations/renovations	8.25
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	24.26 32.24 26.50 34.47
Other business and personal services	32.61
Interior alterations/renovations	12.82
Group E (Mercantile Occupancies)	
Retail stores: Shell Finished	22.57 32.24
Interior alterations/renovations	12.82
Group F (Industrial Occupancies)	
Warehouse/Manufacturing: First 4650 SM Additional area over 4650 SM	17.94 12.24
Parking Garages: New Repairs	9.48 3.94
Interior alterations/renovations	8.74
Miscellaneous (other)	
Farm building/accessory building/greenhouse	5.90

A. CONSTRUCTION – NEW BUILDINGS, ADDITIONS, MEZZANINES	Service Index (SI) \$/SM Unless otherwise indicated
Additional Scopes of Work (All Occupancies)	
Mezzanines	
Open storage	10.41
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)	1.22 (716 minimum)
New/alterations to fire alarm (if applicable, added to the base <i>permit</i> fee)	962.00 ⁽⁷⁾
Electromagnetic locking device (if applicable, added to the base <i>permit</i> fee)	377.00 ⁽⁷⁾ (177.00 for each Additional locking Device)
Dust collectors (if applicable, added to the base <i>permit</i> fee)	745.00 ⁽⁷⁾ (for each item)
Commercial kitchen exhaust hood and/or fire suppression systems (if applicable, added to the base <i>permit</i> fee)	745.00 ⁽⁷⁾ (for each item)
Spray booth (if applicable, added to the base <i>permit</i> fee)	745.00 ⁽⁷⁾ (for each item)
Shelf and rack storage systems	5.64 (716 minimum)
Rack storage systems	2.69 (716 minimum)
Repairs or re-cladding of walls (wall area) or re-roofing (building area)	1.24
Shoring and/or building excavation	5.64
Residential <i>Occupancy Permit</i> for dwelling units [Div. C, 1.3.3.4.(4)] detached, semi detached & most townhomes, etc.]	191.00/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)	346.00 ⁽⁷⁾ (+38.00/suite for multiple unit buildings)
<i>Occupancy Permit</i> for new buildings, additions and renovations [other than residential buildings & Care Facilities (B3) listed above]	377.00 ⁽⁷⁾

B. STAND ALONE & MISCELLANEOUS WORK	Service Index (SI) \$/SM Unless otherwise indicated
Balcony/chimney repairs	144.00/balcony/chimney
Moving/relocation of a building	645.00 ⁽⁷⁾
Temporary tents and stages ⁽¹⁾⁽²⁾ (>60 SM)	377.00 ⁽⁷⁾
Temporary tents and stages ⁽¹⁾⁽²⁾ (>225 SM)	540.00 ⁽⁷⁾
Demolition (up to 600 SM)	377.00 ⁽⁷⁾
Demolition (>600 SM)	1061.00 ⁽⁷⁾
All designated structures listed per Div. A. 1.3.1.1.	645.00 ⁽⁷⁾

C. MECHANICAL	Service Index (SI) \$/SM Unless otherwise indicated
New/alterations to HVAC ⁽⁹⁾	1.41
Furnace replacement ⁽⁹⁾	377.00 ⁽⁷⁾
Fireplace/wood stove (Solid Fuel Burning Appliance) ⁽⁹⁾	377.00 ⁽⁷⁾
New air-conditioning unit/roof top unit ⁽⁹⁾	377.00 ⁽⁷⁾

D. PLUMBING	Service Index (SI) \$/SM Unless otherwise indicated
Site Servicing/private water lines ⁽⁹⁾	6.06/M
Backflow prevention devices and/or backwater valves ⁽⁹⁾	434.00 ⁽⁷⁾ (176.00 for each additional device)

E. ON-SITE SEWAGE SYSTEM	Service Index (SI) \$/SM Unless otherwise indicated
New septic system ⁽⁹⁾	1545.00 ⁽⁷⁾
Septic system assessment ⁽⁹⁾	377.00 ⁽⁷⁾
Septic system repair ⁽⁹⁾	708.00 ⁽⁷⁾
Sewer conversions ⁽⁹⁾	377.00 ⁽⁷⁾

F. SIGNS	Service Index (SI) Flat rate Unless otherwise indicated
Fascia and Pylon/Ground Signs	
Up to 2.5 sq. m.	377.00 ⁽⁷⁾
2.5 sq. m. to 8.0 sq. m.	526.00 ⁽⁷⁾
over 8 sq. m.	1047.00 ⁽⁷⁾
Billboard	1047.00 ⁽⁷⁾

G. OTHER FEES	Service Index (SI) \$/SM Unless otherwise indicated
H.O.M.E.S Program (Halton Original Model Express Service)	1568.00/model
Model home certification	1568.00/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	2055.00 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)	211.00/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)	645.00 ⁽⁵⁾ 211.00/hr of review
Fire Watch/Fire Plan Review and approval of Fire Watch/Fire Plans during construction	676.00
Change of use <i>permit</i> (Flat rate includes 4 hours of review time)	929.00 ⁽⁵⁾ 211.00/hr of review
Conditional <i>permit</i>	20% of full <i>permit</i> fee

G. OTHER FEES (continued)	Service Index (SI) \$/SM Unless otherwise indicated
Model Changes: Before <i>permit</i> is issued ⁽⁵⁾ After <i>permit</i> is issued ⁽⁵⁾	 377.00 ⁽⁵⁾ 745.00 ⁽⁵⁾
<i>Limiting Distance Agreement</i>	929.00 ⁽⁷⁾
Transfer of <i>permit</i> – new ownership	377.00 ⁽⁷⁾
Deferral of revocation of <i>permit/permit</i> extension	377.00 ⁽⁷⁾
<i>Work prior to permit</i> issuance at any stage of <i>construction</i> ⁽⁴⁾ <i>Permit</i> Value 5000 or less <i>Permit</i> Value greater than 5000	 100% of full <i>permit</i> fee ⁽⁸⁾ 5000 plus an additional fee equal to 10% of the <i>permit</i> fee in excess of 5000 ⁽⁸⁾
Re-inspection fee: Where an inspection is premature or requires re-inspection due to an infraction identified at a previous inspection which was not remedied, and requires the <i>inspector</i> to re-visit the site to complete the necessary inspection, upon notice to the <i>owner</i> an additional fee will be required, payable prior to re-inspection.	377.00/inspection
Order to Comply is issued pursuant to section 12 or section 13 of the <i>Act</i> , to offset additional investigative and administrative costs.	405.00 ⁽⁸⁾
Stop Work Order is issued pursuant to section 14 of the <i>Act</i> , to offset additional investigative and administrative costs.	810.00 ⁽⁸⁾
Unsafe Order is issued pursuant to section 15.9 of the <i>Act</i> , to offset additional investigative, inspection, administration and rectification of unsafe buildings.	405.00 ⁽⁸⁾
Registration of Order on Title	Actual Legal Cost ⁽⁸⁾
Discharge of Order on Title	Actual Legal Cost ⁽⁸⁾

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.