

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2021-48

A BY-LAW TO AMEND BY-LAW 2019-83, AS  
AMENDED, UNDER THE BUILDING CODE ACT  
RESPECTING CONSTRUCTION, DEMOLITION,  
CHANGE OF USE, OCCUPANCY PERMITS,  
TRANSFER OF PERMITS, INSPECTIONS AND  
ASSOCIATED FEES.

**WHEREAS** pursuant to the *Building Code Act 1992, 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 1992, S.O. 1992, c .23* as amended, empowers Council to pass by-laws respecting construction, demolition, change of use, transfer of *permits*, inspections, required documentation and the submission of such with an application for *permit*, and the setting and refunding of fees;

**AND WHEREAS** The Council of the Township of West Lincoln has previously amended Schedule 'A' through By-law 2020-19;

**AND WHEREAS** the Council of the Corporation of the Township of West Lincoln deems it necessary and expedient to amend Schedule 'A' "Schedule of Fees".

**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS  
AS FOLLOWS:**

1. That, By-law 2019-83, as amended, be further amended by deleting Schedule "A" and inserting the attached new Schedule "A" in lieu thereof.
2. That this new By-law takes effect on June 1, 2021.

**READ A FIRST, SECOND  
AND THIRD TIME AND  
FINALLY PASSED THIS 25<sup>th</sup>  
DAY OF MAY, 2021.**

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**MAYOR DAVE BYLSMA**

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**JOANNE SCIME, CLERK**

**Schedule “A”**  
**By-law No. 2019 – 83 (as amended by 2020-19 and 2021-48)**

**SECTION 1 FEE CALCULATION**

**1.1 FORMULA**

- 1.1.1 All permit fees provided in the tables below shall be considered to be per square metre for the purpose of the prescribed formula unless otherwise noted.
- 1.1.2 Permit fees shall be calculated based on the formula given below, unless otherwise specified by this schedule.

**Permit Fee = Prescribed Fee x Area**

Where the prescribed fee is that specified in the schedule for classification of the proposed work; and

Where Area is the calculated gross floor area of the proposed work in square metres (sq. m.) for each class of permit

**1.2 MINIMUM PERMIT FEE**

- 1.2.1 A minimum permit fee of \$150.00 shall be charged for all work, unless otherwise indicated or prescribed “flat fee” has been assigned within the tables below
- 1.2.2 The minimum permit fee shall be a non-refundable fee.

**SECTION 2 PERMIT FEES**

**2.1 NEW CONSTRUCTION AND ADDITIONS**

**Group A – Assembly Occupancies**

Class of Permit	Fee
school, church, restaurant over 30 seats, library, theatre, educational or recreational facility and occupancies of a similar nature	\$16.48
outdoor public swimming pool	\$355 flat

**Group B – Institutional Occupancies**

Class of Permit	Fee
hospital, nursing home, reformatory, prison and occupancies of a similar nature	\$18.42

**Group C – Residential Occupancies**

Class of Permit	Fee
single detached, semi-detached, duplex dwellings	\$13.71
triplex, fourplex, townhouse dwellings	\$13.71
apartment building	\$13.71
hotel / motel	\$11.66
garage, carport, deck, porch, shed (accessory building)	\$3.45
finish basement in dwelling unit	\$6.85

Class of Permit	Fee
sunroom / solarium (not heated)	\$7.61

**Group D – Business and Personal Service Occupancies**

Class of Permit	Fee
office or medical building, financial institution and occupancies of a similar nature – <b>FINISHED</b>	\$15.32
office or medical building, financial institution and occupancies of a similar nature – <b>ARCHITECTURAL SHELL</b>	\$12.26

**Group E – Mercantile Occupancies**

Class of Permit	Fee
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – <b>FINISHED</b>	\$13.35
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – <b>ARCHITECTURAL SHELL</b>	\$10.68

**Group F – Industrial Occupancies**

Class of Permit	Fee
factory, plant, warehouse, industrial building and occupancies of a similar nature	\$9.95
parking garage	\$10.94
service station and / or car wash	\$6.45
canopies including gas station canopies and those intended for the parking and loading or unloading of vehicles	\$3.45
solar collectors for swimming pools	\$150 flat

**Private Sewage Systems**

Class of Permit	Fee
new application and/or replacement of existing CLASS IV system	\$900 flat + \$200 additional for tertiary fees
minor sewage system repair or septic tank replacement	\$450 flat
CLASS V installation	\$400 flat
building addition / alteration	\$275 flat
comment on consent applications	\$275 flat
subdivision for each lot	\$275 flat
Investigate complaint/site visit	\$275 flat
Follow-up/site visit (non-routine inspections)	\$275 flat
Analysis/report	\$275 flat

**Farm Buildings**

Class of Permit	Fee
Greenhouse	\$0.95
barn or agricultural building other than a greenhouse	\$2.30

**Mobile / Portable Buildings**

Class of Permit	Permit Fee
trailer (construction trailer / sea container)	\$230 flat
relocatable building / portable (support structure included)	\$550 flat
CSA certified mobile home (foundation not included)	\$288 flat
uncertified mobile home (foundation included)	\$7.18
mobile home foundation	\$2.06

**Tents and Air Supported Structures**

Class of Permit	Permit Fee
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – <b>under 250 m<sup>2</sup></b>	\$150 flat
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – <b>250 m<sup>2</sup> or more</b>	\$4.22

**Signs**

Class of Permit	Permit Fee
signs – <b>under 10m<sup>2</sup></b>	\$150 flat
signs – <b>10m<sup>2</sup> or more</b>	\$345 flat

**Designated Structures**

Class of Permit	Permit Fee
communication tower	\$345 flat
satellite dish with structural pedestal anchored to solid concrete pier and or building structure	\$150 flat
other designated structures as listed in Division A 1.3.1.1 of the Ontario Building Code	\$288 flat

**Miscellaneous Works**

Class of Permit	Fee
roof structure (replace, modify or alter structure)	\$430 flat
installation of drainage layer & weeping tile system	\$230 flat
minor alterations and repairs (not requiring plans)	\$150 flat
underpinning / shoring	\$150.00 / m

Class of Permit	Fee
temporary stages	\$316 flat
demising wall / party wall installation	\$138 flat
fireplace / woodstove	\$150 flat

**Fire Systems**

Class of Permit	Fee
commercial kitchen hood & fire suppression system	\$288 flat
fire alarm system upgrades / installations	\$460 flat
sprinkler system upgrades / installations	\$460 flat
standpipe system upgrades / installations	\$460 flat

**Energy Projects**

Class of Permit	Fee
industrial wind turbines subject to Renewable Energy Approval in accordance with the Green Energy and Green Economy Act	\$11,500 flat
solar collector – swimming pool	\$150 flat
solar collector – ground mounted	\$402 flat
solar collector – roof mounted	\$288 flat

**2.2 ALTERATIONS AND REPAIRS**

**Group A – Assembly Occupancies**

Class of Permit	Fee
including plumbing AND mechanical (60% of full rate)	\$9.89
including plumbing OR mechanical (55% of full rate)	\$9.06
excluding plumbing AND mechanical (50% of full rate)	\$8.25

**Group B – Institutional Occupancies**

Class of Permit	Fee
including plumbing AND mechanical (60% of full rate)	\$11.05
including plumbing OR mechanical (55% of full rate)	\$10.13
excluding plumbing AND mechanical (50% of full rate)	\$9.21

**Group C – Residential Occupancies**

Class of Permit	Fee
including plumbing AND mechanical (60% of full rate)	\$8.22
including plumbing OR mechanical (55% of full rate)	\$7.54

Class of Permit	Fee
excluding plumbing AND mechanical (50% of full rate)	\$6.85
foundation only	\$3.43

**Group D – Business and Personal Service Occupancies**

Class of Permit	Fee
including plumbing AND mechanical (60% of full rate)	\$9.22
including plumbing OR mechanical (55% of full rate)	\$8.45
excluding plumbing AND mechanical (50% of full rate)	\$7.69

**Group E – Mercantile Occupancies**

Class of Permit	Fee
including plumbing AND mechanical (60% of full rate)	\$8.02
including plumbing OR mechanical (55% of full rate)	\$7.35
excluding plumbing AND mechanical (50% of full rate)	\$6.68

**Group F – Industrial Occupancies**

Class of Permit	Fee
including plumbing AND mechanical (60% of full rate)	\$5.97
including plumbing OR mechanical (55% of full rate)	\$5.45
excluding plumbing AND mechanical (50% of full rate)	\$4.98

2.3

DEMOLITION

Class of Permit	Fee
buildings less than <b>100m<sup>2</sup></b> in gross floor area	\$150 flat
all other demolitions	\$0.77

2.4

PLUMBING AND SEWER

- 2.4.1
- Construction work related to plumbing and sewer installation when conducted as a component of other construction covered by a permit shall be included in the permit fee charged for that construction.
- 2.4.2
- Where plumbing or sewer works are done as standalone projects the following fees shall be applicable:

**Single, Semi-Detached, Duplex, Triplex, Fourplex, and Row House**

The fee shown below shall include all plumbing contained inside the building

Class of Permit	Fee
first six (6) fixtures	\$150 flat
each additional fixture	\$9.20 per fixture

**All Other Buildings**

The fee shown below shall include all plumbing contained inside the building

Class of Permit	Fee
first five (5) fixtures	\$230 flat
each additional fixture	\$9.20 per fixture

**Sewer and Water Main Installations**

The fee shown below shall include all buried pipe on private property outside the building

Class of Permit	Fee
first fifteen (15) metres	\$150 flat
each additional fifteen (15) metres	\$40.25 flat

**Specialized Plumbing Fixtures and Appurtenances**

The fee shown below shall include all plumbing contained inside the building

Class of Permit	Fee
back flow preventer installation (water line)	\$150 flat
back water valve (sewer)	\$150 flat
sump pump installation (weeping tile installation included)	\$288 flat
grease / oil interceptor installation	\$288 flat

**2.5 OTHER FEES**

**Administration**

Class of Permit	Fee
transfer of permit	\$150 flat
moving a building (all alterations & repairs subject to applicable charges as stipulated above)	\$150 flat
deferral of permit revocation (per instance)	\$150 flat
limiting distance agreement (registered on title)	\$1,150 flat
research request – Building Division Records search	\$80.50 / hour
911 house number – sign, post and installation (rural lots)	\$150 flat
911 house number – replacement of sign only	\$69 flat

**Permits**

Class of Permit	Fee
change of use (under 400m <sup>2</sup> )	\$150 flat

Class of Permit	Fee
change of use (400m <sup>2</sup> or more)	\$0.87
change of use (no construction required)	\$86.50 flat
partial occupancy permit for unfinished buildings	\$150 flat

**Inspections**

Class of Permit	Fee
non routine inspection	\$86.25 / hour
illegal grow operation – general inspection	\$719
illegal grow operation – occupancy inspection	\$863
off hours inspection	\$143.75 / hour
unprepared for inspection	\$86.25 flat

**Plans Examination**

Class of Permit	Fee
stock plans examination (model plans reviewed without building permit application)	\$402.50 flat
off hours plans examination requests (min. 4 hours)	\$143.75 per hour
review of alternative solution (min. 4 hours)	\$143.75 per hour
secondary plans examination	\$86.25 per hour
review of revisions / amendments to permits	\$115
engineer review as determined by Chief Building Official	actual cost

2.6

CONDITIONAL / PARTIAL PERMITS

Class of Permit	Percentage of Permit Fee
conditional building permit agreement, in addition to all applicable building permit fees – <i>the conditional building permit fee shall be a nonrefundable fee</i>	\$862.50 flat
Building Foundation – complete to grade including all underground services	15%
Completed Structural Shell – complete exterior shell without any interior finishes	55%
Completed Architectural Shell – complete exterior shell including interior finishes on exterior and structure walls	80%
Complete Building – includes all tenant improvements and complete interior finishes	100%



2.7 FEE BASED ON VALUE OF CONSTRUCTION

Class of Permit	Fee
for categories of construction not listed above (minimum permit fee identified in subsection 1.2 of this schedule shall apply)	\$17.25 per \$1,000 of valuated construction cost or portion thereof

SECTION 3 DEPOSITS

3.1 PERFORMANCE / SECURITY

- 3.1.1 The performance / security deposit is collected by the Township to provide securities for any potential damage that may occur to municipal property through the course of the permitted construction. Furthermore, the deposit is also held for the assurance that all necessary inspections are completed through the duration of construction and finally to ensure that the permit file can be appropriately closed at the conclusion of the works.
- 3.1.2 An applicant shall be required to submit the applicable deposit(s) as specified below for each permit application submitted.
- 3.1.3 Where fees are incurred by the applicant through the course of the construction process, these fees shall be deducted from the submitted deposit and upon the close of the permit, any deposit funds remaining will be refunded to the applicant.

Performance / Security Deposits

Class of Permit	Fee
single, semi, duplex, triplex, fourplex, townhome	\$1,150 per dwelling unit
addition(s) to buildings described above where excavation is required	\$863 flat
buildings accessory to the buildings above w/ construction value greater than \$3,500	\$575 flat
construction projects other than those described above (Site Plan Agreement <b>IS</b> required)	\$1,438 flat
construction projects other than those described above (Site Plan Agreement <b>IS NOT</b> required)	\$2,875 flat
demolition project	\$863 flat
moving a building	\$1,150 flat

3.2 LOT GRADING

- 3.2.1 The lot grading deposit is collected by the Township to provide securities to ensure compliance with the proposed lot grading plan submitted with the application.
- 3.2.2 An applicant shall be required to submit the applicable deposit(s) as specified below for each permit application submitted.

Lot Grading Deposit

Class of Permit	Fee
each dwelling on property in a plan of subdivision that <b>HAS NOT</b> already been assumed by the Township	\$1,150 per dwelling unit
each dwelling on property other than those listed above	\$1,725 per dwelling unit

3.2.3 Where an applicant requests an extension for the completion of lot grading to allow occupancy of the dwelling in a plan of subdivision or plan of condominium to occur prior to the completion of lot grading in accordance with Article 3.6.4 of this by-law, any such request shall be accompanied by the following applicable deposit(s) as specified below for each dwelling having occupancy being requested.

**Occupancy despite Incomplete Lot Grading Deposit**

Class of Permit	Fee
single detached, semi-detached, duplex dwellings	\$4,000 per dwelling unit
triplex, fourplex, street townhouse dwellings	\$3,450per dwelling unit
condominium townhouse dwellings	\$2,875 per dwelling unit
any dwelling type other than those listed above	\$2,300 per dwelling unit

**3.3        CONDITIONAL PERMIT**

- 3.3.1 In the case of a conditional permit the applicant shall submit a conditional permit deposit which shall be calculated by the Chief Building Official to be a percentage of the value of construction as prescribed below.
- 3.3.2 The conditional permit deposit shall be submitted as a condition of a Conditional Permit Agreement whereby the agreement shall establish a limitation to the extent of permitted construction.
- 3.3.3 Where an applicant exceeds the limitations set out by the Conditional Permit Agreement, the Applicant shall be deemed to be in breach of the said agreement and as such the conditional permit deposit, in its entirety, shall be forfeited to the Township.

**Conditional Permit Deposit**

Class of Permit	Fee
conditional building permit deposit	10% of construction value (minimum \$5,000)

**SECTION 4     REFUNDS**

**4.1        FEES**

- 4.1.1 Pursuant to the provisions of Subsection 5.7 of this by-law, the fees that may be refunded shall be a percentage of the eligible applicable fees assessed by this Schedule of Fees, calculated by the Chief Building Official as follows:

Stage of Permit	Refund
where the permit has been issued and field inspections have yet to be performed, subsequent to permit issuance	50%
for each inspection conducted after issuance of the permit	5%

- 4.1.2 If the calculated refund is less than the minimum permit fee applicable to the work as described in Subsection 1.2 of this Schedule, no refund shall be made of the fees paid.
- 4.1.3 No fee shall be eligible for a refund where the request for refund is made twelve (12) months or more after the issuance of the permit.

## **4.2 DEPOSITS**

- 4.2.1 The Performance / Security deposit identified in this Schedule shall be held by the Township until the work for which the permit has been issued has been completed in accordance with the stipulated requirements of the permit to the satisfaction of the Chief Building Official. The applicant shall be responsible for any damage to municipal property or any restriction and associated costs of any such damage or repair may be deducted by the Township in addition to any other available remedy or penalty.
- 4.2.2 Should the cost of repairs exceed the value of the deposit held, the Township shall invoice the applicant for the amount in excess of the deposit, and if such invoice is not paid by the stipulated due date, the Township may recover the costs by action or by adding the costs to the tax roll of the property to which the permit relates, and collecting them in the same manner as taxes according to Section s.1 (2.1) of the *Municipal Act*.
- 4.2.3 Should the Performance / Security deposit not be required to be called upon during the duration of the project, it will be released upon successful completion of the project in accordance with the approved permit documents which results in closure of such permit file unless the provisions of subsection 5.8 for the forfeiture of deposits has been applied.
- 4.2.4 The Lot Grading deposit and Occupancy despite Incomplete Lot Grading deposit identified in this Schedule shall be held by the Township until the lot grading of the lot is complete and the as built lot grading plan complying with the provisions of Article 3.6.1 of this by-law has been submitted to the satisfaction of the Chief Building Official.
- 4.2.5 In situations where the lot grading of the lot is not completed within the given timeline of seven (7) months from the date of issuance of the occupancy permit of the associated dwelling, the Lot Grading deposit and / or the Occupancy despite Incomplete Lot Grading deposit may be drawn upon to have the necessary lot grading works completed to conform to the original lot grading plan submitted and accepted through the issuance of the permit.
- 4.2.6 Should the cost to complete the lot grading work exceed the value of the deposit(s) held, the Township shall invoice the applicant for the amount in excess of the deposit(s) and if such invoice is not paid by the stipulated due date, the Township may recover the costs by action or by adding the costs to the tax roll of the property to which the permit relates, and collecting them in the same manner as taxes according to Section s.1 (2.1) of the *Municipal Act*.
- 4.2.7 Should the Lot Grading deposit and / or Occupancy despite Incomplete Lot Grading deposit not be required to be called upon during the duration of the project, it will be released upon the successful completion of the lot grading and the submission of the as built lot grading plan complying with the provisions of Article 3.6.1 of this by-law to the satisfaction of the Chief Building Official unless the provisions of subsection 5.8 for the forfeiture of deposits has been applied.

## **SECTION 5 EXPLANATORY NOTES**

### **5.1 AREA OF CALCULATION**

- 5.1.1 The area to be used in the calculation of fees shall be the total area of all floors, including those below grade, measured between the outside surfaces of the exterior walls or between the outside surfaces of exterior walls and the centre line of firewalls. Area shall be calculated in square metres (m<sup>2</sup>) for the purpose of this schedule.
- 5.1.2 Where there are no floor or exterior walls for the project, area is to be calculated as the greatest horizontal area of the structure
- 5.1.3 No deductions shall be made in the calculation of floor area for openings such as stairs, elevators, shafts or ramps.
- 5.1.4 Unfinished or unoccupied basements and crawlspaces are not to be included in the calculation of area in fee calculations for new construction and additions.

## **5.2 INTERPRETATION**

- 5.2.1 Major occupancy is based upon the classifications as provided in the Ontario Building Code.
- 5.2.2 A multiple unit (apartment) building is a building which consists of five (5) or more individual residential units in the same building.
- 5.2.3 An Alternative Solution is as defined in the Ontario Building Code.
- 5.2.4 The fee prescribed for and Alternative Solution shall be in addition to any other applicable fee prescribed by this Schedule. Should any additional fees be incurred by the Township in relation to the review of such a submission, but not limited to consultant fees, these costs shall be added to the calculated permit fee at 100% of its value.
- 5.2.5 Where multiple conditional permits are requested for the same property due to the construction of multiple buildings on the same property, the Chief Building Official may assign a value for the conditional building permit deposit that differs from that specified in the table above. This process may be utilized to collect a deposit for the property for the removal of the requested construction collectively as opposed to individually with each permit and shall be reflective of the cost associated with the removal of the requested construction. This deposit shall be associated and available to be drawn upon by each of the individual conditional building permits that it is assigned to represent.

## **5.3 DISPUTE**

- 5.3.1 The permit fee shall be determined by the Chief Building Official or designate, on the basis of this Schedule. If the applicant disagrees with the fee so determined, then the prescribed fee shall be paid as a deposit and after the works are complete, a refund shall be made based on the actual work done and inspection performed, at the discretion of the Chief Building Official.