



THE CORPORATION OF THE TOWNSHIP OF KING
REPORT TO COMMITTEE OF THE WHOLE

Monday, June 14, 2021

Growth Management Services- Building Division and Finance Department
Joint Report Number JR-2021-003

RE: 2021 Building Permit Fees Review and Update of Building Bylaw

1. RECOMMENDATIONS:

The Director of Finance and Treasurer respectfully submits the following recommendations:

- (a) That Council approve the revised Building Permit Fees schedule as set out in Appendix "B" including the phase-in of fee increases as set out therein; and
- (b) That the By-laws to adopt the revised Building By-law and the By-law to Amend the Fees and Charges By-law be considered for adoption at the next meeting of Council.

2. REPORT HIGHLIGHTS:

- Building Permit fees have not increased or indexed since 2009.
- Building Permit Fees Reserve Fund will be depleted by end of year.
- Expenses of Division exceed revenues in last four years, and in 2021 budget
- Current Fees not sustainable as they are not covering the costs of operating the Building Division.
- New Schedule of Fees with phase-in over 3 periods in 2021 to minimize impact on development
- Building Bylaw reviewed for updates, and movement of fees to Fees & Charges bylaw, with two bylaws recommended for adoption.
- Required public notice of change of fees was published and the York Chapter of BILD and the Chamber of Commerce were notified in advance of today's meeting.

3. PURPOSE:

The purpose of this report is to provide an update to the Building Permit Fees and Building Bylaw to ensure sufficient reserves are available to comply with Bill 124 to be fully cost recoverable. It is also proposed to relocate the permit fee schedule from the Building Bylaw to the Fees and Charges Bylaw so that it can be indexed with all other fee and charges on an annual basis.

4. DISCUSSION AND ANALYSIS:

The *Building Code Act* under Bill 124 requires that all fees and charges not exceed the anticipated reasonable costs of the municipality to administer and enforce the *Building Code Act* and its regulations. The Building Division budget is to be a self-funded and stand alone budget. A dedicated reserve fund (SP4) is used to balance the budget for any surplus or deficit realized on an annual basis. Since 2016, the reserve fund has steadily declined and is expected to be overdrawn by the end of 2021.

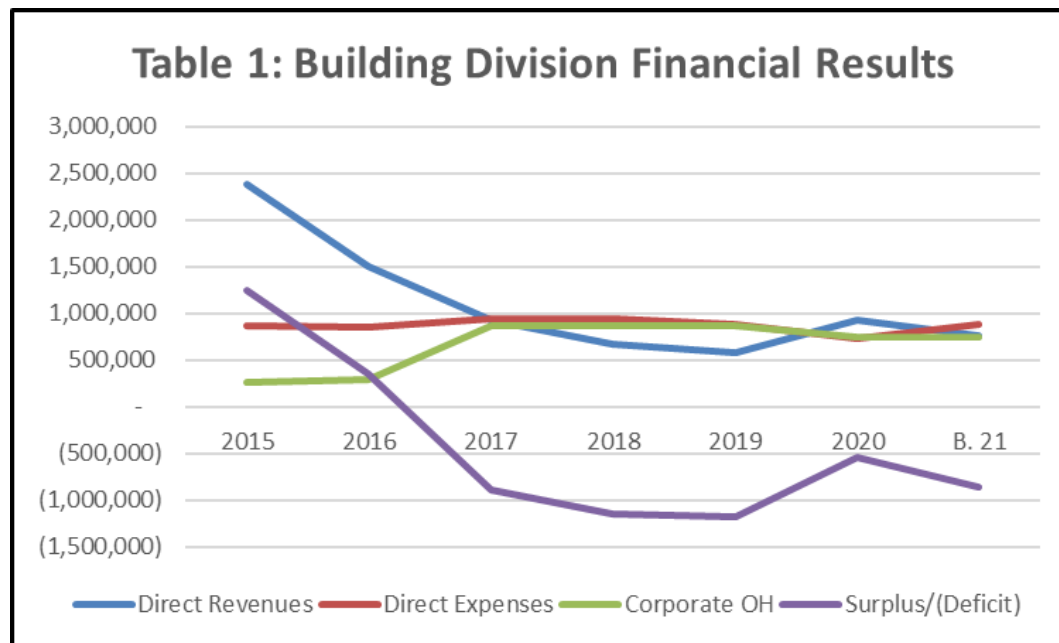
The building permit fees have not been updated or indexed since they were last set in June, 2009. Since that time, inflation of costs has occurred, as well as increased complexity of construction approaches, materials and techniques. Even though the construction price index has increased 38.9% over the period of December 2008 to March 2021, some of the Building's primary fees are currently about one-third of the fees charged by neighbouring municipalities. Many municipalities provide annual indexing to their Building Fees, subject to periodic comprehensive reviews.

The phrase "anticipated reasonable costs" is interpreted by the industry to include direct costs, indirect costs including allocations of general corporate overheads, and partial allocations of other municipal departments which perform direct or indirect duties in support of the Building Services Division. Included in the overhead allocations are a portion of salaries and benefits to support staff, insurance, building facility costs and associated amortization, fleet and vehicle allocations, IT licensing and support costs, and a consideration of the efforts of every Township department in support of the Building Division. The Township includes these overhead allocations in their budgets for the Building Division.

Building Permit Reserve Fund and Recent Financial Results

Annual Building permit revenues fees which exceed costs must be transferred to, and retained in, a separate reserve fund by the municipality. The reserve fund is to be used to cover shortfalls in a future year due to expected or unexpected declines in building activity, or unusual cost pressures. Most municipalities, including King Township do not have the complete flexibility to immediately scale its Building Division resources up or down to meet fluctuation in seasonal or annual demand for services. Accordingly, in downturn years, costs may exceed revenues, while in strong activity years, revenues may exceed costs. The purpose of the reserve fund is to help buffer these fluctuations.

Appendix A sets out the financial results from 2015 to 2020, plus the budget for 2021. These annual details are to be made available each year. Table 1 below summarizes graphically the recent financial results of the Building Division.



Direct expenses have remained relatively stable due to some recent staff turnover. The new staff generally start at lower salaries than the departing staff, resulting in savings in salaries generally offsetting inflationary pressure on all expenses. With the onset of COVID-19, 2020 saw a reduction in a number of direct departmental expenses such as training, travel and office expenses.

Of note in Table 1 is a general downturn in Building Fees revenues, as construction activity has slowed in the period depicted, with fewer large structures constructed and fewer permits issued overall, with most of these changes occurring in the 2015 to 2017 period. For 2017 through 2019, the revenues were less than direct expenses alone, leaving the corporate overhead charge unfunded. Building permit by type vary considerably year to year in our smaller municipality, making a budget and staff forecast challenging.

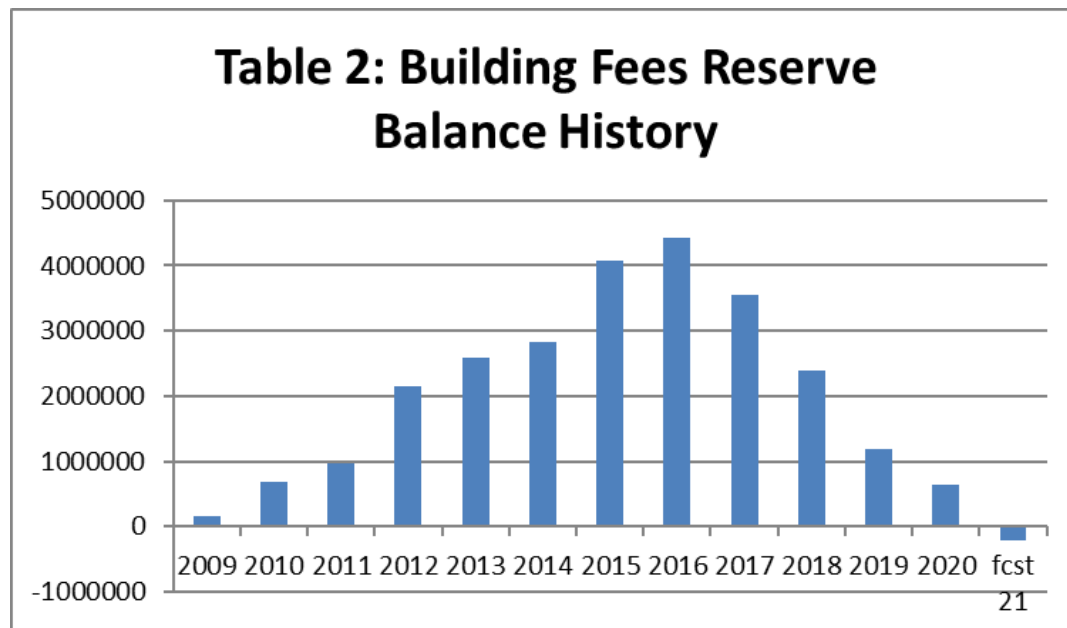
The Corporate Overhead allocation was reviewed with an increase in 2017, with a subsequent review in 2019 reducing that charge slightly for 2020 and 2021 budget years.

Based on the reduced revenue, and the increased overhead charge, the net year end resulting surplus(deficit) has seen significant decrease in the last five years, although most of that decline occurred in the early part of this period. This has had an adverse impact on the reserve fund balances.

Reserve Fund Health and Targets

The Township's Building Fees Reserve Fund has recently been declining due to annual budgets anticipating draws on the reserve to cover shortfalls in revenue relative to the budgeted costs of the Division. The 2021 budget anticipated a draw of \$854,000, in relation to an expenditure budget of \$1.624 million. This will deplete the reserve fund and put the reserve fund balance into a negative position for the first time in recent history.

Table 2 below shows the recent history of the balance in the Building Permit Fees Reserve Fund.



Strong building activity created strong surpluses during 2012 to 2016, while reduced revenues and cost increases have reduced the balance in recent years. If the permit fees had been increased periodically through this period there would have been additional funds put into the reserve fund. The outlook of the reserve fund is a driver for the full Building Permit Fees review and recommended increase.

Industry benchmarks suggest a reserve fund target balance of 1-2 times annual budgeted costs. Using a target of 1.5 times annual budgeted costs for King would suggest a target balance of \$2.4 million based on the 2021 net budget costs of \$1.624 million. To recharge the reserve fund, the fees review described below incorporated a 20% factor to generate short term surpluses. Once the target balance is achieved in an estimated seven years, and forecasts then show further increases, annual fee indexing would be adjusted to attempt to maintain the target balance.

It is also noted that the Building Permit Fee reserve may also be utilized to fund directly related costs of the Division. In 2022 the Building Division will be replacing and modernizing the longstanding building permits tracking system in place today. Reserve funds will be used for this pending project.

The growth forecasts used recently in the Development Charges Background Study show continued slow growth into the mid 2020's, with stronger growth in the following 10 (ten) year window. The Reserve Fund cannot continue on its current trajectory, waiting for activity to rebound, which prompted the need for a fees review.

Allocation of Corporate Overhead Costs

The restrictive fee provisions of the *Building Code Act* are widely interpreted in the industry to allow the inclusion of reasonable and anticipated corporate overhead indirect costs of providing and supporting the Building Division's services and enforcement activities. A review of the corporate overhead allocation was conducted in 2016 for 2017 budget year, and again in 2019 for the 2020 budget year to adjust the overall charge based on costs.

The Township makes overhead allocations to the Building Services Division, as well as to the Water/Wastewater budgets. As part of this current Building Fees review, another thorough review of the overhead allocation was conducted to standardize the methodology of the calculations for both Building and Water/Wastewater allocations. During the course of this review, it was found that the overhead charge to Building Services could increase from the current \$743,706 to a charge of \$931,800 (to be reviewed with 2022 Budget). The 2022 budget will consider the increased allocation to Building Services Division.

Detailed Fee Review Approach

The current fees schedule included in the Buildings Bylaw contains typographical and organizational ambiguity, and has not been updated since 2009. Given the urgency of the reserve health and overdue nature of a fee review, the approach taken to review the fees in an expedited manner at this time included the following:

- Review the fee schedule of comparator municipalities to identify gaps or areas for clarity in the King schedule line item content and design a new fee schedule with greater clarity;
- Identify time efforts required for key permit types;
- Identify average gross floor area of key permit types where data permits;
- Develop a cost model to identify an hourly cost rate
- Determine a contribution rate to recharge the reserve fund;
- Determine the estimated cost of average key permits and corresponding fees where data permits;
- Compare current fees and calculated costs to comparator municipality fee schedules to identify outliers;
- Determine estimated costs of all other permit types, and their fees;
- Develop a phase-in strategy to move from current fees to new proposed fees, beginning July 1, 2021.

In preparing the fee schedule, not all fees are set at estimated cost recovery basis. Some fees for smaller projects are set below cost to encourage greater public compliance. For example, many smaller permits for household alterations, decks and sheds could become

a barrier to compliance by owners. Construction without permits can endanger structures and lives, as unpermitted work does not get inspected.

The factor to recharge the reserve fund used was 20% of the hourly cost rate. Using this factor, it is estimated the new fees should begin to generate surpluses, and slowly replenish the reserve fund over the next seven years, depending on the rate of growth and permit activity.

Appendix B attached sets out a comparison of the Township's current and recommended fee to those fees charged by Newmarket, Aurora, Georgina, East Gwillimbury, Whitchurch-Stouffville, and Markham for a few selected fees.

Phase-in of fee increases

As some of the fee increases may be considered substantial, the proposed fee schedule recommends to phase-in the increases on major permits as follows:

- July 1 – one third of planned increase
- October 1, additional one third of planned increase
- December 31, 2021, final third of planned increase.
- Additionally, a CPI indexing adjustment will be implemented as part of the annual budget process, effective January 1, 2022..

Appendix C sets out the current and proposed fee structure. Lines highlighted in yellow will be deleted, while green highlighted lines are new or clarified fees. With implementation of the recommended fees, the Reserve Fund is expected to gradually return to its target balance.

Review of the Buildings Bylaw

Just as the fees have not been reviewed since 2009, the actual governing Building By-law has not been updated or reviewed since that time. Staff undertook a thorough review of the existing bylaw, and made minor housekeeping amendments as follows:

- Layout, formatting, punctuation, spelling and grammar corrections
- Confirming all defined terms were used, and were capitalized throughout the document
- Remove all reference to “attached forms”, rather referring to forms prescribed by the *Building Code Act* or the Chief Building Official, or as available from the Township's website. This move allows forms to be updated and adjusted at any time without bylaw amendment.
- Previously the core permit fees schedule was included in the Buildings Bylaw. All fees are now proposed to be moved to the Township's Fees and Charges bylaw as many municipalities have done, and accordingly references to the fees schedule have been updated.
- All measured references have been updated to reflect only metric measures in the bylaw and the fee schedule for simplicity and industry standard. Most permit submissions are measured in metric measures.

Other changes include:

- Added updated submission requirements for Sewage System permits in section 3.2(5).
- Part 4 has been updated to reflect current and best practices to accept only electronic documents and permit applications.
- Added a new Part 5 regarding Alternative Solutions to bring King's bylaw inline with best practices.
- Added clause 7.2 allowing for annual indexing of fees.
- Added clause 10.2 allowing for the Chief Building Official to require additional inspections depending on the nature of the work, a clause found in other Building Bylaws.

5. FINANCIAL CONSIDERATIONS:

The Building Permit Fees review and bylaw update is anticipated to generate higher fee revenues to replenish the current reserve fund and fully fund the Building Division's current operations including both direct and indirect costs. Once the Building Fees Reserve Fund has achieved a balance of 2 times annual expenses of the Division, fees and further indexing will then be reviewed, in an effort to stabilize healthy reserve balances.

The Building Division fees do not supplement the taxation budget of the municipality in any manner. A charge to the Building Division is made to recover administrative and supportive costs which occur in the operating budget, which support the Building Division in meeting its mandate. A detailed review of this internal charge will be brought forward as part of the 2022 annual budget process.

The new fee schedule includes a three step phase-in approach, with increases effective July 1, October 1, with the full new fee effective December 31, 2021. Indexing of all Township fees normally occurs as part of the annual budget process, which is often effective January 1.

The BILD GTA group and the King Chamber of Commerce were given notice of this project, and advised of the agenda publication date so they could refer to the report when available.

6. ALIGNMENT TO STRATEGIC PLAN:

The 2019-2022 Corporate Strategic Plan was formally adopted by Council on September 21, 2020 which emphasizes all of the Integrated Community Sustainability Plan (ICSP) Pillars (Financial, Economic, Socio-Cultural and Environmental) and is also aligned with the long-term vision defined in the Official Plan. The 2019-2022 Corporate Strategic Plan aims to ensure staff initiatives focus on current Term of Council priorities in support of the Township's long-term vision to 2031.

Priority Area: Investing in Infrastructure

Objective: Maximizing Financial Capacity to Support Programs

Key Action: Manage Debt and Reserves

Updating the Township's Building Division fees will contribute to preserving a positive balance in the Building Fees Reserve Fund. These funds are to be used to cushion the impacts of downturns in construction activity and avoid the need for additional debt.

7. CONCLUSION:

This Report provides an overview of the Building Fees Review and provides recommendations to assist in the Building Division attaining full cost recovery while phasing in the increase over the 2021 year. This review provided the much needed update since its last review in 2008 and updated the fees to today's cost and rate structure to support the activities within the Division and which are comparable to area municipalities.

8. ATTACHMENTS

- Appendix A – Building Division financial results 2015 to 2020, plus 2021 budget.
- Appendix B – Comparison of fees to nearby municipalities
- Appendix C – Draft revised Building Services Fees and Charges schedule, including current fees and phase-in of rates. (Proposed bylaw will exclude the current fee portion of the schedule and the coloured highlights of deletions and additions.)

Prepared by:

Dan Elliott

Dan Elliott, Finance Department

Submitted by:

Stephen Naylor

Stephen Naylor
Director of Growth Management

Submitted by:

Peggy Tollett

Peggy Tollett, CPA, CGA
Director of Finance & Treasurer

Approved for Submission

Daniel Kostopoulos

Daniel Kostopoulos, P.Eng.
Chief Administrative Officer

Township of King
History of Building Division Revenues and Expenses Report
December 31, 2020

Appendix A

JR-2021-003

As required of the Building Code Act, Subsection 7(4)

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET
<u>Revenues:</u>							
Permit Revenues	(2,369,976)	(1,492,941)	(910,364)	(647,785)	(563,213)	(907,979)	(750,000)
Service and Document Fee Revenue	(6,520)	(19,850)	(20,274)	(19,908)	(19,219)	(28,513)	(19,500)
Sub-total: Direct Revenues	(2,376,496)	(1,512,791)	(930,637)	(667,693)	(582,432)	(936,492)	(769,500)
Draw from Building Fees Reserve	-		(886,711)	(1,148,257)	(1,174,252)	(533,763)	(854,024)
Total Revenues	(2,376,496)	(1,512,791)	(1,817,348)	(1,815,950)	(1,756,684)	(1,470,255)	(1,623,524)
<u>Expenses:</u>							
Direct Expenses							
Salaries and Benefits	788,838	802,310	883,471	886,768	837,189	699,777	810,792
Other Direct Expenses of Division	75,944	59,127	66,255	61,560	51,873	26,772	69,026
Sub-Total Direct Expenses	864,782	861,437	949,726	948,328	889,062	726,549	879,818
Indirect Expenses							
Allocation of Corporate Overhead Costs	269,889	299,412	867,622	867,622	867,622	743,706	743,706
Contribution to Building Fees Reserve	1,241,825	351,942	-	-	-	-	-
Total Expenses	2,376,496	1,512,791	1,817,348	1,815,950	1,756,684	1,470,255	1,623,524
Net Closing Position	-	-	-	-	-	-	-

Reserve Fund Activity

Reserve Fund Beginning of Year	2,837,391.77	4,079,217.03	4,431,159.10	3,544,448.43	2,396,191.05	1,177,597.48	645,635.54
Net Annual Contribution to (from) Fees Reserve	1,241,825.26	351,942.07	(886,710.67)	(1,148,257.38)	(1,174,252.18)	(533,763.00)	(854,024.00)
Other Reserve Activity - capital costs					(44,341.39)	1,801.06	
Closing Balance of Fees Reserve after above	4,079,217.03	4,431,159.10	3,544,448.43	2,396,191.05	1,177,597.48	645,635.54	(208,388.46)

Township of King

Comparison of Current and Proposed Building Fees with Nearby Municipalities

Permit	King Current	King Proposed	Aurora	Newmarket	Markham	East Gwillimbury	Whitchurch- Stouffville	Georgina
Single Fam. Dwelling - New	\$6.89/s.m. min. \$3500	\$16.90/s.m. min. \$3000	\$17.10/s.m.	\$15.02/s.m.	\$18.34/s.m.	\$15.61/s.m.	\$17.22/s.m.	\$14.96/s.m.
Residential Addition (large)	\$6.89/s.m. min. \$3500	\$16.90/s.m. min. \$1000	\$17.10/s.m.	\$15.02/s.m.	\$18.34/s.m.	\$15.61/s.m. min. \$194	\$17.22/s.m. min. \$200	\$14.96/s.m. min. \$131
Residential attached deck	\$281.25 flat fee	\$3.50/s.m. min. \$200	\$292.00 flat fee	\$190.00 flat fee	\$128.00 flat fee	\$7.53/s.m. min. \$179	Data Not Available	\$326.00 flat fee
New Septic system Res.	\$625 flat fee	\$1500 flat fee	\$4.00/s.m. min \$588/ max \$3366	\$5.52/s.m. min \$690/ max \$3600	\$1858 flat fee	\$7.00/s.m. min. \$950	\$7.21/s.m. min. \$1000	\$1142 flat fee
Institutional Building-New	\$11.84/s.m. min. \$2750	\$18.00/s.m.	\$18.90/s.m.	\$17.06/s.m.	\$26.27/s.m.	\$11.84/s.m. min \$442	\$13.78/s.m.	\$15.07/s.m.
Non- residential demolition	\$1250 flat fee	\$1250 flat fee per structure	\$562 flat fee	\$380 flat fee	\$0.19/s.m. min. \$1040	\$350 flat fee	\$3.66/s.m. max. \$1000	\$870 flat fee
Farm Building - New	\$3.01/s.m. min \$281.25	\$4.50/s.m. min. \$400	\$4.60/s.m. min. \$588	\$285 flat fee	\$5.56/s.m.	\$4.31/s.m. min. \$327	\$7.75/s.m. ((\$12.49 for riding arena)	\$2.48/s.m. min. \$218
Industrial Building New with finishes	\$11.84/s.m. min. \$2750	\$12.00/s.m.	\$10.70/s.m.	\$10.31/s.m.	\$14.08/s.m.	\$10.23/s.m. min. \$327	\$12.49/s.m.	\$11.62/s.m.

TOWNSHIP OF KING
FEES AND CHARGES
SCHEDULE "E" - GROWTH MANAGEMENT
Proposed Building Division Fee Schedule

Appendix C

JR-2021-003

deleted existing fee
new fee added

Service or Item	Unit of Measure	Fee to June 30, 2021		Effective July 1, 2021		Effective October 1, 2021		Fee December 31, 2021 (may be subject to indexing by Council)	
		\$	Minimum	\$	Minimum	\$	Minimum	\$	Minimum
BUILDING DIVISION (in accordance with the Building By-law as applicable)									
NOTE: For work permit not listed below, fee shall be determined by the Chief Building Official.									
Section A: New Construction, Additions and Alterations (includes HVAC, Plumbing and Occupancy)									
Group A: Assembly									
Finished	per square meter	\$11.84	\$2,750	\$13.89		\$15.94		\$18.00	
Shell only	per square meter	\$11.84	\$2,750	\$12.23		\$12.62		\$13.00	
Finishing of Shell/Fit out/ Alteration	per square meter	\$1.62	\$375	\$3.75	\$400	\$5.88	\$400	\$8.00	\$400
Additions of GFA incl. mezzanines	per square meter	\$11.84	\$2,750	\$13.89	\$400	\$15.94	\$400	\$18.00	\$400
Portable Classrooms - new or relocated	each	\$375.00		\$420.00		\$465.00		\$500.00	
Outdoor public pool	flat fee			\$500.00		\$500.00		\$500.00	
Minor Alteration	per square meter	\$1.62	\$375						
Minor Additions	per square meter	\$1.62	\$375						
Group B: Institutional									
Finished New Construction	per square meter	\$11.84	\$2,750	\$13.89		\$15.94		\$18.00	
Shell only	per square meter	\$11.84	\$2,750	\$12.23		\$12.62		\$13.00	
Finishing of Shell/Fit out/ Alteration	per s.m./min. per unit	\$1.62	\$375	\$3.75	\$400	\$5.88	\$400	\$8.00	\$400
Additions of GFA, incl. mezzanines	per s.m./min. per unit	\$11.84	\$2,750	\$13.89	\$400	\$15.94	\$400	\$18.00	\$400
Minor Alteration	per square meter	\$1.62	\$375						
Minor Additions	per square meter	\$1.62	\$375						
Group C: Residential									
Single Family Dwellings (single, semi, link, towns, row, incl .replace on existing foundation)	per s.m./min. per unit	\$6.89	\$3,500	\$10.23	\$3,000	\$13.57	\$3,000	\$16.90	\$3,000
Multi-residential, stacked towns, apartments	per s.m./min. per unit	\$6.89	\$3,500						
Multi-residential, stacked towns, apartments less than four stories (incl. condo)	per s.m./min. per unit	\$6.89	\$3,500	\$10.18	\$3,000	\$13.47		\$16.75	\$3,000
Multi-residential, stacked towns, apartments more than three stories (incl. condo)	per s.m./min. per unit	\$6.89	\$3,500	\$10.09	\$3,000	\$13.29		\$16.50	\$3,000
Additions >1000 sf	per square meter	\$6.89	\$3,500						
Additions 500sf to 1000 sf	per square meter	\$4.20	\$2,125						
Additions less than 500 sf	flat fee	\$281.25							
Major Alterations	per square meter	\$6.89	\$3,500						
Minor Alterations	flat fee	\$281.25							
Additions	per square meter			\$10.23	\$1,000	\$13.57	\$1,000	\$16.90	\$1,000
Interior Alterations	per square meter			\$7.25	\$350	\$7.70	\$400	\$8.00	\$400
Retrofit or Finish Residential secondary dwelling unit or home business space within existing dwelling	per square meter	\$6.89	\$3,500	\$8.26	\$400	\$9.63	\$400	\$11.00	\$400
Residential secondary dwelling unit within dwelling as part of new build				\$3.50	\$400	\$3.50	\$400	\$3.50	\$400
Finished Basement - existing dwelling		\$4.20	\$2,125	\$5.47	\$400	\$6.74	\$400	\$8.00	\$400
Certification of Model Plans - excl. zoning, grading review	flat fee	281.25 flat		\$320.00		\$360.00		\$400.00	
Certified Model construction	per s.m./min. per unit	\$6.89	\$3,500	\$10.23	\$3,000	\$13.57	\$3,000	\$16.90	\$3,000
Change to Certified Model	flat fee	\$185.00		\$225.00		\$265.00		\$300.00	
Garage, carport, accessory building	flat fee	\$281.25							
New detached garage, carport, accessory building	per square meter			\$7.25	\$350	\$7.70	\$400	\$8.00	\$400

TOWNSHIP OF KING
FEES AND CHARGES
SCHEDULE "E" - GROWTH MANAGEMENT
Proposed Building Division Fee Schedule

Appendix C

JR-2021-003

deleted existing fee
new fee added

Service or Item	Unit of Measure	Fee to June 30, 2021	Effective July 1, 2021	Effective October 1, 2021	Fee December 31, 2021 (may be subject to indexing by Council)
		\$ Minimum	\$ Minimum	\$ Minimum	\$ Minimum
BUILDING DIVISION (in accordance with the Building By-law as applicable)					
NOTE: For work permit not listed below, fee shall be determined by the Chief Building Official.					
New attached garage	per square meter		\$7.60 \$350	\$8.30 \$400	\$9.00 \$400
Attached deck, open porch	flat fee	\$281.25			
Attached deck, porch, unheated enclosed porch	per square meter	281.25 flat	\$3.50 \$200	\$3.50 \$200	\$3.50 \$200
Fire Systems Retrofitting	flat fee	\$281.25	\$320.00	\$360.00	\$400.00
Other Group C new construction (hotel/motel/lodging/rooming/shelters)	per square meter	\$6.89 \$3,500	\$9.96 \$3,000	\$13.03 \$3,000	\$16.10 \$3,000
Group D: Business and Personal Services					
Finished	per square meter	\$11.84 \$2,750	\$13.56	\$15.28	\$17.00
Shell only	per square meter	\$11.84 \$2,750	\$12.00	\$12.00	\$12.00
Finishing of Shell/Fit out/ Alteration	per square meter	\$11.84 \$2,750	\$7.50 \$400	\$7.50 \$400	\$7.50 \$400
Alteration	per square meter	\$11.84 \$2,750			
Additions of GFA	per square meter	\$11.84 \$2,750	\$13.56 \$400	\$15.28 \$400	\$17.00 \$400
Minor Alteration	per square meter	\$1.62 \$375			
Minor Additions	per square meter	\$1.62 \$375			
Group E: Mercantile					
Finished	per square meter	\$11.84 \$2,750	\$13.56	\$15.28	\$17.00
Shell only	per square meter	\$11.84 \$2,750	\$12.00	\$12.00	\$12.00
Finishing of Shell/Fit out/ Alteration	per square meter	\$11.84 \$2,750	\$7.50 \$400	\$7.50 \$400	\$7.50 \$400
Alteration	per square meter	\$11.84 \$2,750			
Additions of GFA	per square meter	\$11.84 \$2,750	\$13.56 \$400	\$15.28 \$400	\$17.00 \$400
Minor Alteration	per square meter	\$1.62 \$375			
Minor Additions	per square meter	\$1.62 \$375			
Group F: Industrial					
Finished	per square meter	\$11.84 \$2,750	\$12.00	\$12.00	\$12.00
Shell only	per square meter	\$11.84 \$2,750	\$11.00	\$10.00	\$9.00
Finishing of Shell/Fit out/ Alteration	per square meter	\$1.62 \$375	\$2.75 \$400	\$3.88 \$400	\$5.00 \$400
Alteration	per square meter	\$11.84 \$2,750			
Minor Alteration	per square meter	\$1.62 \$375			
Minor Additions	per square meter	\$1.62 \$375			
Additions of GFA	per square meter	\$11.84 \$2,750	\$12.00 \$400	\$12.00 \$400	\$12.00 \$400
Gas Stations/Auto Repair Stations/ including overhead canopy			\$12.00 \$400	\$12.00 \$400	\$12.00 \$400
Farm Buildings less than 1000 sf	flat fee	\$281.25			
Farm Buildings over 1000 sf (new/alteration/addition)	per square meter	\$3.01			
Farm Buildings	per square meter	\$3.01 \$281	\$3.51 \$300	\$4.01 \$350	\$4.50 \$400
Greenhouse	per square meter	\$1.62 \$375			
Greenhouse - rigid panel structure (excl. "hoop & poly")	per square meter	\$1.62 \$375	\$1.62 \$375	\$1.62 \$375	\$1.62 \$375
Silo	per silo	\$625.00	\$625.00	\$625.00	\$625.00
Parking Garage			tbd by CBO	tbd by CBO	tbd by CBO
Section B: Demolition					

TOWNSHIP OF KING
FEES AND CHARGES
SCHEDULE "E" - GROWTH MANAGEMENT
Proposed Building Division Fee Schedule

deleted existing fee
new fee added

Appendix C

JR-2021-003

Service or Item	Unit of Measure	Fee to June 30, 2021	Effective July 1, 2021	Effective October 1, 2021	Fee December 31, 2021 (may be subject to indexing by Council)
		\$ Minimum	\$ Minimum	\$ Minimum	\$ Minimum
BUILDING DIVISION (in accordance with the Building By-law as applicable)					
NOTE: For work permit not listed below, fee shall be determined by the Chief Building Official.					
Residential Dwelling (full or partial)	per unit	\$281.25	\$325.00	\$365.00	\$400.00
Residential Accessory Building (full or partial)	per unit		\$250.00	\$250.00	\$250.00
Residential Demolition Refundable Security Deposit			tbd by CBO	tbd by CBO	tbd by CBO
All other Occupancies	per structure	\$1,250.00			
All other occupancies up to 600 sm (full or partial)	per structure	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
All other occupancies over 600 sm (full or partial)	per structure	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Non-residential Demolition Refundable Security Deposit		tbd by CBO	tbd by CBO	tbd by CBO	tbd by CBO
Section C: Designated Structures					
Communications Tower (where applicable)	flat fee each	\$625.00	\$625.00	\$625.00	\$625.00
Wind Turbine Support Structure (where applicable)	flat fee each	\$625.00	\$625.00	\$625.00	\$625.00
Retaining wall	flat fee	\$281.25			
Retaining walls subject to OBC approval - res. SDD - per linear meter of wall	per linear meter	\$281.25 flat	\$8.50 \$325	\$8.50 \$365	\$8.50 \$400
Retaining Walls subject to OBC approval - non-residential - per linear meter of wall	per linear meter	\$281.25 flat	\$12.00 \$450	\$12.00 \$625	\$12.00 \$800
Sign regulated by Building Code (construction permit fee, excl. sign bylaw fee)	flat fee	\$281.25	\$395.00	\$510.00	\$625.00
Solar - non-residential	flat fee	\$375.00			
Solar Domestic Hot Water - serving one dwelling	flat fee		\$400.00	\$400.00	\$400.00
Solar Domestic Hot Water - all others	flat fee		\$400.00	\$400.00	\$400.00
Solar Photovoltaic - serving one dwelling excl. ESA permit and inspection fee	flat fee		\$400.00	\$400.00	\$400.00
Solar Photovoltaic - all others excl. ESA permit and inspection fee	flat fee		\$400.00	\$400.00	\$400.00
Geothermal systems - serving one dwelling	flat fee		\$435.00	\$465.00	\$500.00
Geothermal systems - all others	flat fee		\$485.00	\$595.00	\$700.00
Pedestrian Bridge attached to a building	flat fee		\$1,250.00	\$1,250.00	\$1,250.00
Section D: Stand Alone and Miscellaneous Work					
Mechanical/HVAC/Fire Protection:					
Heating Ventilation Air Conditioning res stand alone, conversion	per unit	\$281.25	\$325.00	\$365.00	\$400.00
HVAC non res	per square meter		\$4.50 \$400	\$4.50 \$400	\$4.50 \$400
Fire Alarm System Non-residential	flat per story served		\$600.00	\$600.00	\$600.00
Replacement Annunciator/Control Panel only	flat per story served		\$400.00	\$400.00	\$400.00
Sprinkler system	flat per story served		\$600.00	\$600.00	\$600.00
In-Rack sprinkler system	per square meter		\$1.00 \$400	\$1.00 \$400	\$1.00 \$400
Emergency Power - Residential low rise excl. ESA permit and fee	Each power unit		\$200.00	\$200.00	\$200.00
Emergency Power - all other excl. ESA permit and fee	Each Power unit		\$400.00	\$400.00	\$400.00
Fireplace/woodstove/fuel burning appliance,chimney	each, flat fee	\$281.25	\$325.00	\$365.00	\$400.00
Replacement of heating plant (ICI)	per square meter	\$1.62 \$375			
Replacement heating plant (ICI)	each, flat fee		\$600.00	\$600.00	\$600.00
Special ventilation systems	each, flat fee		\$600.00	\$600.00	\$600.00
Fire Suppression system other than sprinkler	each, flat fee		\$600.00	\$600.00	\$600.00
Fire Systems Retrofitting - Non-res.	per square meter	\$1.62 \$375			

TOWNSHIP OF KING
FEES AND CHARGES
SCHEDULE "E" - GROWTH MANAGEMENT
Proposed Building Division Fee Schedule

Appendix C

JR-2021-003

deleted existing fee
new fee added

Service or Item	Unit of Measure	Fee to June 30, 2021	Effective July 1, 2021	Effective October 1, 2021	Fee December 31, 2021 (may be subject to indexing by Council)	
		\$ Minimum	\$ Minimum	\$ Minimum	\$ Minimum	
BUILDING DIVISION (in accordance with the Building By-law as applicable)						
NOTE: For work permit not listed below, fee shall be determined by the Chief Building Official.						
Fire Systems Retrofitting - Non-res.	each per story		\$600.00	\$600.00	\$600.00	
Plumbing/Septic/Drainage						
Onsite Sewage System:						
Sewage System Maintenance Inspection Program Inspection	flat fee	\$168.00	\$168.00	\$168.00	\$168.00	
New sewage system installation/expansion due to structure addition	flat fee	\$625.00	\$915.00	\$1,200.00	\$1,500.00	
Repair/minor alteration	flat fee	\$281.25	\$300.00	\$300.00	\$300.00	
Septic Decommission	flat fee	\$281.25	\$250.00	\$250.00	\$250.00	
Tank replace/remedial work for Class 2, 3, or 5 tanks	flat fee	\$281.25	\$300.00	\$300.00	\$300.00	
Septic to municipal service conversion: residential, include decommission	flat fee	\$281.25	\$300.00	\$300.00	\$300.00	
Municipal connection: water, sanitary or storm	each type	\$375.00				
Municipal Connections new or replacement: water, sanitary or storm (property line to foundation, excl. connection fee)	per trench		\$250.00	\$250.00	\$250.00	
Plumbing:						
Stand alone plumbing - Residential	flat fee	\$281.25	\$320.00	\$360.00	\$400.00	
Stand alone plumbing - Non-residential	flat fee	\$1.62/sm min \$375	\$600.00	\$600.00	\$600.00	
Other						
Temporary building including construction and sales trailer	flat fee	\$281.25				
Temporary structure, including construction/sales trailer, air supported structure, tent	per square meter		\$1.00 \$300	\$3.00 \$300	\$5.00 \$300	
Below grade entrance/stair	flat fee each		\$400.00	\$400.00	\$400.00	
Load bearing wall removal	flat fee each		\$400.00	\$400.00	\$400.00	
Exterior door or door from garage to interior	flat fee each		\$400.00	\$400.00	\$400.00	
Interior door opening	flat fee		\$400.00	\$400.00	\$400.00	
New or enlarge window opening - incl. multiple per SDD	flat fee		\$400.00	\$400.00	\$400.00	
Underpinings/benchfootings residential	flat fee		\$400.00	\$400.00	\$400.00	
Electro magnetic locking devices	flat per story		\$600.00	\$600.00	\$600.00	
Foundation for relocated building	flat fee		\$1,600.00	\$1,600.00	\$1,600.00	
Section E: Administrative Fees						
Sewage system compliance fee	per doc	\$117.00	\$117.00	\$117.00	\$117.00	
Property Information Request (PIR)	per doc	\$188.50	\$200.00	\$200.00	\$200.00	
Legacy Permit Closure and final inspection	per permit	\$168.00	\$175.00	\$183.00	\$190.00	
Register OBC Order on title	each	\$163.00	\$325.00	\$325.00	\$325.00	
Discharge OBC Order on title	each	\$163.00	\$325.00	\$325.00	\$325.00	
Review or amendment of plans after permit	each	\$185.00				
Review or amendment of plans after permit	per hour		\$185.00 \$185	\$185.00 \$185	\$185.00 \$185	
Occupancy Permit after Occupancy	each	\$300.00	\$370.00	\$440.00	\$500.00	
Additional inspection or Reinspection due to failed, defective, not ready, or no access	each	\$105.00	\$190.00	\$220.00	\$250.00	

TOWNSHIP OF KING
FEES AND CHARGES
SCHEDULE "E" - GROWTH MANAGEMENT
Proposed Building Division Fee Schedule

Appendix C

JR-2021-003

deleted existing fee
new fee added

Service or Item	Unit of Measure	Fee to June 30, 2021	Effective July 1, 2021	Effective October 1, 2021	Fee December 31, 2021 (may be subject to indexing by Council)
		\$ Minimum	\$ Minimum	\$ Minimum	\$ Minimum
BUILDING DIVISION (in accordance with the Building By-law as applicable)					
NOTE: For work permit not listed below, fee shall be determined by the Chief Building Official.					
Liquor Control Board Ontario Letters, includes zoning, building comment	each	\$281.25	\$300.00	\$300.00	\$300.00
Conditional Permit	each	\$281.25			
Conditional Permits - no credit to final permit	% of full permit fee		\$0.20 \$400	\$0.20 \$400	\$0.20 \$400
Change of Use permit	each	\$281.25	\$387.50 \$300	\$493.75	\$600.00
Renewal of Permit	each	\$281.25			
Request for Deferral of Revocation of Permit	each		\$200.00	\$200.00	\$200.00
Transfer of Owner	per permit	\$281.25	\$200.00	\$200.00	\$200.00
Reproduction of Building documents - Residential - copies of electronic files	each structure		\$35.00	\$35.00	\$35.00
Reproduction of Building documents - Residential - only hard copies exist - scan to pdf	each structure		\$180.00	\$180.00	\$180.00
Reproduction of Building documents - Non-residential - copies of electronic files	each structure		\$50.00	\$50.00	\$50.00
Reproduction of Building documents - Non-residential - only hard copies exist - scan to pdf	each structure		\$350.00	\$350.00	\$350.00
Application for proposal of Alternative Solution	each alternative		\$400.00	\$400.00	\$400.00
Special consultant fees: in event additional fees incurred such as peer review/ special studies/consultants, in review or support of an application, the cost shall be reimbursed by the applicant.	cost plus %	cost	Invoice +20%	Invoice +20%	Invoice +20%