



## Staff Report

**Report Title: Building Permit Fees**

**Prepared By: Bill Klingenberg, Manager of Building and Planning**

**Department: Building**

**Date: Aug. 9, 2023**

**Report Number: BLDG-2023-08-18**

**File Number: C11**

### **Attachments:**

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### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report BLDG-2023-08-18 prepared by Bill Klingenberg, Manager of Building and Planning;

AND FUTHER approve the proposed changes to Building permit fees as proposed;

AND FURTHER THAT a notice be provided of the proposed change in fees and a public meeting is held as prescribed in Division C Part 1 Section 1.9.1.2. of the Ontario Building Code (21 days) of the proposed fees and finally;

AND FURTHER authorizes that a by-law be brought forward for passing following the public meeting as required under Section 7 of Building Code Act.

### **Background:**

An interim review of current building permit fees has been conducted and staff are suggesting that certain fees be added to address gaps in the current fee structure. Wording for clarity purposes has been added to existing agricultural and commercial fees for clarity purposes adding that per square foot fees include all floors. Currently, fees are not applied to unfinished basements, temporary structures, occupancy permits and miscellaneous additional inspections. Miscellaneous inspections include additional inspections where a previous inspection was unable to be completed due to readiness or a past failed inspection. This inspection is discretionary in that it wouldn't be applied for every failed inspection rather for instances where it is a repeated failed inspection.

Unfinished basements, temporary structures, occupancy permits are currently not charged for but still require an inspection(s) by the Township, incurring additional costs related to review and inspections.

Staff have conducted a comparison with neighbouring municipalities and have determined that our proposed fees align with the fees being charged in those municipalities. The added fees collected are intended to offset expenses related to conducting permit reviews and inspections.

In addition to the new fees being proposed, staff are recommending removal of "Residences Destroyed by Fire" and waiving of the building permit. In the current fee schedule Residences destroyed by fire do not require a permit. This contravenes the Building Code Act as permits are required for all buildings defined under the Act. Fees will be no longer waived rather the applicable building permit fees would apply for a new permit. Section 7 of the Building Code Act states that Fees are intended to cover the anticipated reasonable costs of administering and enforcing the Building Code Act and the Ontario Building Code.

**Discussion:**

The proposed fees are as follows:

<b>New Fees</b>	
<b>Class of Permit</b>	<b>Fee</b>
Unfinished Basement - including crawl spaces	\$0.45 per sq/ft
Occupancy Permit	\$100.00
Temporary Structure Permit – Tents, seasonal greenhouses on commercial properties, etc.	\$100.00
Additional / Miscellaneous Inspections/ failed inspections (discretionary)	\$75.00
<b>Existing Fees</b>	
Commercial, Industrial or Institutional (all floors)	\$0.70 per sq/ft
Farm Buildings – Livestock Housing	\$0.25 per sq/ft
Farm Buildings – Other than Livestock	\$0.20 per sq/ft

Housing	
Manure – Storage Facility (including areas under Livestock Housing)	\$0.20 per sq/ft

**Financial Impacts:**

Fees associated with the proposed changes will offset the cost of administration and will have no financial implications.

**Strategic Alignment / Link:**

We are a prosperous community that continues to grow in a sustainable manner by investing in infrastructure.

**Respectfully Submitted By:**

Bill Klingenberg, Manager of Building and Planning

**Report Approved By:**

Mary Rose Walden, Chief Administrative Officer