## Schedule “E” – Building Division Fees

***NOTE: THIS FEE SCHEDULE IS EFFECTIVE ON NOVEMBER 1, 2026. THEREAFTER, THE FEES WILL BE INDEXED AT A RATE OF 3.5% ANNUALLY COMMENCING JANUARY 1, 2028.***

### PERMIT FEE CALCULATION

**1.0.** Permit Fee Formula

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

Permit Fee = Prescribed fee x Area[1]

Where the "Prescribed fee" is the fee specified in this Schedule for the classification of the proposed work

**1.1.** Minimum Permit Fee

A minimum permit fee of $256.58 shall apply to all works proposed, unless otherwise indicated or a prescribed "Flat Rate" has been assigned.

**1.2.** Plans Examination Deposit

A Plans Examination Deposit of the amount stipulated in Section 7.1 of this Schedule shall be submitted at the time of permit application in order to satisfy the Ontario Building Code requirements for a complete application and to cover any costs incurred through the Plans Examination process. As a component of the Plans Examination process, the actual permit fee will be calculated, and the submitted Plans Examination Deposit will be applied to offset the calculated fee. Any outstanding fees are required to be submitted prior to permit issuance. Should the Plans Examination Deposit be greater than the calculated permit fee, a refund will be provided with the issuance of the permit.

| Fee Description | Unit | Fee Amount | HST (T = taxable, E = exempt) |
|---|---|---|---|
| **2. BUILDING PERMITS** | | | |
| **2.1. New Construction and Additions** | | | |
| a) *GROUP "A" – ASSEMBLY OCCUPANCIES* | | | |
| i. School, church, restaurant, daycare, hall, transit, recreations facility, other | Per square foot | 2.73 | E |
| b) *GROUP "B" – INSTITUTIONAL OCCUPANCIES* | | | |
| i. Hospital, detention facility, nursing home, long term care facility, other | Per square foot | 3.06 | E |
| c) *GROUP "C" – RESIDENTIAL OCCUPANCIES* | | | |
| i. Single detached, semi-detached, duplex dwelling, townhouse | Per square foot | 1.86 | E |
| ii. Multiple unit (apartment < 18 metres)[9] | Per square foot | 1.89 | E |
| iii. Multiple unit (apartment > 18 metres) | Per square foot | 1.86 | |
| iv. Motel, motel, other | Per square foot | 2.11 | E |
| v. Secondary Dwelling Units and Garden Suites | Per square foot | 2.43 | E |
| d) *GROUP "D" – BUSINESS/PERSONAL SERVICES OCCUPANCIES* | | | |
| i. Office, bank, medical office, police station, other – finished | Per square foot | 2.43 | E |
| ii. Office, bank, medical office, police station, other – architectural shell (as referenced in 2.4(c)) | Per square foot | 1.91 | E |
| e) *GROUP "E" – MERCANTILE OCCUPANCIES* | | | |
| i. Store, shopping mall/plaza, shop, market, retail space, other – finished | Per square foot | 2.39 | E |
| ii. Store, shopping mall/plaza, shop, market, retail space, other – architectural shell (as referenced in 2.4(c)) | Per square foot | 1.14 | E |

| Fee Description | Unit | Fee Amount | HST (T = taxable, E = exempt) |
|---|---|---|---|
| f) *GROUP "F" – INDUSTRIAL OCCUPANCIES* | | | |
| i. Industrial mall/plaza, plant, factory, warehouse, other | Per square foot | 1.54 | E |
| ii. Parking Garages | Per square foot | 1.16 | E |
| iii. Gas Stations | Per square foot | 1.54 | E |
| iv. Industrial buildings with no partitions, no plumbing and no mechanical (shell only) | Per square foot | 0.70 | E |
| g) *SPECIAL CATEGORIES/OCCUPANCIES* | | | |
| i. Agricultural building (barn) | Per square foot | 0.38 | E |
| ii. Greenhouse | Per square foot | 0.29 | E |
| iii. Air Supported Structure | Per square foot | 0.24 | E |
| iv. Trailer | Each | 256.58 | E |
| v. Tent/temporary fabric structure | Each | 256.58 | E |
| vi. Storage Container (per unit) | Each | 256.58 | E |
| vii. Portable buildings | Each | 358.23 | E |
| viii. Public swimming pool (unenclosed) | Each | 409.15 | E |
| h) *ACCESSORY STRUCTURES TO GROUP "C" – RESIDENTIAL OCCUPANCIES* | | | |
| i. Attached garage, carport | Per square foot | 0.61 | E |
| ii. Other accessory building (detached garage/carport/shed/pole barn) | Per square foot | 0.61 | E |
| iii. Covered deck/porch | Per square foot | 0.61 | E |
| iv. Uncovered deck/porch | Per square foot | 0.55 | E |
| v. Sunroom/solarium | Per square foot | 1.11 | E |

| Fee Description | Unit | Fee Amount ($) | HST (T = taxable, E = exempt) |
|---|---|---|---|
| **2.2. Alterations and Repairs** | | | |
| a) *GROUP "A" – ASSEMBLY OCCUPANCIES* | | | |
| i. Including plumbing AND mechanical | Per square foot | 1.37 | E |
| ii. Including plumbing OR mechanical | Per square foot | 1.25 | E |
| iii. Excluding plumbing AND mechanical | Per square foot | 1.14 | E |
| b) *GROUP "B" – INSTITUTIONAL OCCUPANCIES* | | | |
| i. Including plumbing AND mechanical | Per square foot | 1.37 | E |
| ii. Including plumbing OR mechanical | Per square foot | 1.25 | E |
| iii. Excluding plumbing and mechanical | Per square foot | 1.14 | E |
| c) *GROUP "C" – RESIDENTIAL OCCUPANCIES* | | | |
| i. Secondary Dwelling Unit | Per square foot | 1.20 | E |
| ii. Including plumbing AND mechanical | Per square foot | 0.88 | E |
| iii. Including plumbing OR mechanical | Per square foot | 0.82 | E |
| iv. Excluding plumbing and mechanical | Per square foot | 0.74 | E |
| v. Unfinished Basement (replace foundation) | Per square foot | 0.37 | E |
| vi. Unfinished basement (dwelling unit) | Per square foot | 0.44 | E |
| d) *GROUP "D" – BUSINESS/PERSONAL SERVICES OCCUPANCIES* | | | |
| i. Including plumbing AND mechanical | Per square foot | 1.37 | E |
| ii. Including plumbing OR mechanical | Per square foot | 1.25 | E |
| iii. Excluding plumbing and mechanical | Per square foot | 1.14 | E |

| Fee Description | Unit | Fee Amount ($) | HST (T = taxable, E = exempt) |
|---|---|---|---|
| e) *GROUP "E" – MERCANTILE OCCUPANCIES* | | | |
| i. Including plumbing AND mechanical | Per square foot | 1.11 | E |
| ii. Including plumbing OR mechanical | Per square foot | 1.01 | E |
| iii. Excluding plumbing and mechanical | Per square foot | 0.92 | E |
| f) *GROUP "F" – INDUSTRIAL OCCUPANCIES* | | | |
| i. Including plumbing AND mechanical | Per square foot | 0.63 | E |
| ii. Including plumbing OR mechanical | Per square foot | 0.58 | E |
| iii. Excluding plumbing and mechanical | Per square foot | 0.53 | E |
| g) *GENERAL ALTERATIONS (ALL CLASSIFICATIONS)* | | | |
| i. Roof structure (replace/alter structure) | Per square foot | 0.40 | E |
| ii. Minor Alterations (not requiring plans) | Each | 256.58 | E |

| **2.3. Miscellaneous Works** | | | |
|---|---|---|---|
| a) Demising wall/Party wall installation | Each | 256.58 | E |
| b) Fireplace/Wood Stove | Each | 358.23 | E |
| c) Moving a building | Each | 256.58 | E |
| d) Underpinning | Per linear foot | 6.41 | E |
| e) Fire Alarm System upgrades | Each | 358.23 | E |
| f) Sprinkler System upgrades/installs | Each | 358.23 | E |

| Fee Description | Unit | Fee Amount ($) | HST (T = taxable, E = exempt) |
|---|---|---|---|
| **2.3. Miscellaneous Works** | | | |
| g) Electromagnetic Locks | Each | 358.23 | E |
| h) Stages (temporary) | Each | 256.58 | E |
| **2.4. Conditional/Partial Permits & Staged Construction** | | | |
| a) Building Foundation: Complete to grade, including all underground services | Percentage shown must be multiplied by the applicable permit fee shown for new construction | 15%[6] | |
| b) Completed Structural Shell: No interior finishes/fixtures | | 55%[6] | |
| c) Completed Architectural Shell: Including interior finishes on exterior and structural walls | | 80%[6] | |
| d) Completed building: Includes all tenant improvements and complete interior finishes | | 100%[6] | |
| e) Partial Permit Surcharge | Each | 427.63 | E |
| f) Conditional Permit Fee: In addition to fees listed above and any applicable legal fees incurred by the city of Thorold. | Each, up to 14 hours allotted. Additional $188.55/hr for reviews exceeding 14 hrs | 2,639.70 | E |

| Fee Description | Unit | Fee Amount ($) | HST (T = taxable, E = exempt) |
|---|---|---|---|
| **3. PLUMBING AND HVAC PERMITS** | | | |
| a) Plumbing in a detached, semi-detached, duplex, triplex dwelling, including building sanitary, storm drain, sewer and water, service pipes (for all plumbing installations including up to five (5) fixtures, plus $12.96 for each additional fixture) | Each | 256.58 | E |
| b) Plumbing in all buildings or structures not described in 3.0(a) (for all plumbing installations including up to five (5) fixtures, plus $12.96 for each additional fixture) | Each | 256.58 | E |
| c) HVAC Replacement or Alterations in all buildings, not described in 3.0(a) | Per square foot | 0.11 | E |
| d) All buried piping, including drain and sewer, building storm drain and sewer, storm drain piping, and water service pipe<br>First fifty (50) linear feet (15 metres)<br>Each additional linear foot | Each | <br>256.58<br>0.93/ft | <br>E<br>E |
| **4. DEMOLITION PERMITS** | | | |
| a) Single Family dwelling and buildings less than 3,000 sq. feet gross floor area | Each | 256.58 | E |
| b) All other demolitions not described above – per square foot | Per square foot | 0.07 | E |
| **5. DESIGNATED STRUCTURE PERMITS** | | | |
| a) Communication Tower | Each | 358.23 | E |
| b) Retaining wall, pedestrian bridge, crane runway - per square foot | Per linear foot | 5.00 | E |
| c) Wind turbine structure/solar collector | Each | 358.23 | E |
| d) Other designated structure as listed in Division A 1.3.1.1 of the Ontario Building Code | Each | 358.23 | E |
| e) Signs requiring engineers design | Each | 358.23 | E |

| Fee Description | Unit | Fee Amount ($) | HST (T = taxable, E = exempt) |
|---|---|---|---|
| **6. OTHER CHARGES** | | | |
| a) Change of Use Permit (where no construction is required) | Each | 256.58 | E |
| b) Permit to allow occupancy of an unfinished building | Each | 256.58 | E |
| c) Transfer of permit to new owner | Each | 256.58 | E |
| d) Building/Property Report | Each | 132.00 | E |
| e) Non-Routine Inspection. During regular business hours<br>After hours (subject to availability)<br>Sundays and Holidays (subject to availability) | Per hour | 101.65<br>152.48<br>203.30 | E |
| f) Revisions/amendments to active permits | Per hour | 101.65 | E |
| g) Liquor Licence Inspection/Report | Each | 132.00 | E |
| h) Bed and Breakfast Inspections/Report | Each | 132.00 | E |
| i) Refreshment Vehicle Inspection/Report | Each | 132.00 | E |
| j) Spatial Separation Agreement Review[11] | Each | 1,583.82 | E |
| k) Deferral of permit revocation | Each | 256.58 | E |
| l) Review of "Alternative Solution"[12] submission. | Each, up to 14 hours allotted. Additional $188.55/hr for reviews exceeding 14 hrs[13] | 2,639.70 | E |

| Fee Description | Unit | Fee Amount ($) | HST (T = taxable, E = exempt) |
|---|---|---|---|
| **6.1 Planning Review** | | | |
| a) Zoning/Applicable Law review | Each | 200.00 | E |

| | | | |
|---|---|---|---|
| **7 DEPOSITS** | | | |
| **7.1 Plans Examination Deposit** | | | |
| a) Detached dwelling, semi-detached dwelling, duplex, triplex, townhouse (per dwelling) | Each | 1,000.00 | E |
| b) Building regulated by Division B Part 9 of the Ontario Building Code other than those identified in 7.1(a) | Each | 1,250.00 | E |
| c) Building and/or additions accessory to OR additions to buildings identified in 7.1(a) | Each | 256.58 | E |
| d) All other buildings not described in 7.1(a), (b), or (c) that have a construction value less than $100,000.00 | Each | 1,000.00 | E |
| e) All other building not described in 7.1 (a), (b), (c) or (d) | Each | 1,500.00 | E |
| ***In addition to the fees applicable above, a Refundable Deposit of the following amounts, where applicable, shall be deposited with the City at the time of application for permit.*** | | | |

| Fee Description | Unit | Fee Amount ($) | HST (T = taxable, E = exempt) |
|---|---|---|---|
| **7.2 Lot Grading Deposit** | | | |
| a) Detached, semi-detached, duplex, triplex, townhouse dwellings (except where specific monies are already deposited specifically for lot grading through a Subdivision Development Agreement, or other similar agreement) | Each | 1,000.00 | E |
| **7.3 Performance/Security Deposit** | | | |
| a) Detached dwelling, semi-detached dwelling, duplex, triplex, townhouse (per dwelling) | Each | 1,000.00 | E |
| b) Addition(s) to buildings described in 7.3(a) where excavation is required | Each | 750.00 | E |
| c) Miscellaneous construction accessory to uses described in 7.3(a) with a construction value greater than $5000.00 | Each | 500.00 | E |
| d) Construction projects other than those described in 7.3(a) or (b) involving buildings or additions where a Site Plan Agreement **IS** required | Each | 1,000.00 | E |
| e) Construction projects other than those described in 7.3(a) or (b) involving buildings or additions where a Site Plan Agreement is **NOT** required | Each | 2,000.00 | E |
| f) Construction projects other than those described in 7.3(a) or (b) involving buildings or additions where construction value is less than $40,000.00 | Eash | 500.00 | E |
| g) Demolition project | Each | 500.00 | E |
| h) Moving a building | Each | 1,000.00 | E |
| i) Conditional Building Permit Deposit | The greater of $2,000.00 or 10% of the total Project Construction Value | | E |

| | | | |
|---|---|---|---|
| **8 POOL PERMIT FEES** | | | |
| a) Seasonal outdoor swimming pool | Each | 256.58 | E |

| Fee Description | Unit | Fee Amount ($) | HST (T = taxable, E = exempt) |
|---|---|---|---|
| b) Above ground outdoor swimming pool | Each | 256.58 | E |
| c) In-ground outdoor swimming pool | Each | 256.58 | E |
| d) Every person who erects a privately owned in ground outdoor swimming pool shall submit a $500.00 deposit for each in-ground swimming pool. | | $500.00 Security deposit | E |
| The deposit shall be retained by the City for any repairs required to be conducted on municipal properties resulting from construction measures taken in the erection of the in ground outdoor swimming pool. Should any repairs be necessary, the deposit will be drawn upon. Where the value of repairs exceeds the amount of the deposit submitted, any additional expenses will be recovered in a similar manner to that described in article 12.8 of this by-law. Upon successful closure of the in ground outdoor swimming pool permit file, the remaining amount of the deposit will be returned to the applicant and if the deposit was not drawn upon, the full amount will be returned. | | | |

| 9 SIGN PERMIT FEES | | | |
|---|---|---|---|
| **9.1 Ground Signs** | | | |
| a) Not requiring engineers design | Each | 256.58 | E |
| b) Signs requiring engineers design | Each | 358.23 | E |
| **9.2 Portable Ground Signs** | | | |
| a) Not requiring engineers design | Each | 256.58 | E |
| b) Signs requiring engineers design | Each | 358.23 | E |
| **9.3 Pole Signs** | | | |
| a) Not requiring engineers design | Each | 256.58 | E |
| b) Signs requiring engineers design | Each | 358.23 | E |

| Fee Description | Unit | Fee Amount ($) | HST (T = taxable, E = exempt) |
|---|---|---|---|
| **9.4 Roof Signs** | | | |
| a) Not requiring engineers design | Each | 256.58 | E |
| b) Signs requiring engineers design | Each | 358.23 | E |
| **9.5 Wall Signs** | | | |
| a) Not requiring engineers design | Each | 256.58 | E |
| b) Signs requiring engineers design | Each | 358.23 | E |
| **9.6 Inflatable Signs** | | | |
| a) Not requiring engineers design | Each | 256.58 | E |
| **9.7 Banner** | | | |
| a) Signs requiring engineers design | Each | 358.23 | E |
| **9.8 Billboards** | | | |
| a) Signs requiring engineers design | Each | 358.23 | E |
| **9.9 Application For Variance** | | | |
| a) Signs with a sign area less than $0.6m^2$ (6.5 sq. ft.) | Each | 256.58 | E |
| b) Signs with a sign area greater than $0.6m^2$ (6.5 sq. ft.) | Each | 256.58<br>Plus, the cost to remove sign | E |
| **9.10 Additional Fees** | | | |
| a) Permit Renewal | Each | 101.65 | E |

## 10 FEE INCREASES FOR CONSTRUCTION COMMENCED PRIOR TO PERMIT ISSUANCE

An additional fee is required to be paid where indicated stages of construction have been commenced or changes made prior to issuance of a required permit. The costs identified in below are intended to cover the costs associated with additional administrative and regulatory actions of the City made necessary by the commencement, carrying on or completion of construction or change of use without the required permit.

The following applicable fees are in addition to those prescribed above under Building Fees of this Bylaw (Percentage Increase in applicable permit Fees for Construction Commenced or Carried out without a permit):

| **Construction Commenced Prior to Permit Issuance** | **Applicable Increase in Permit Fee** |
|---|---|
| 1. Footings/foundations or any other work requiring the issuance of a permit | 25% |
| 2. Structural Framing | 50% |
| 3. Building Completed | 100% |
| 4. Demolition or partial demolition | 100% |

## 11 FEE REFUNDS

Pursuant to Article 7.3 of Bylaw 73-2010, the fees that may be refunded shall be a percentage of the applicable fees assessed by this Schedule of fees, calculated by the *Chief Building Official* as follows:

a) 90% where only administrative functions have been completed (application received and costs analysis complete);

b) 80% where only administrative and zoning functions have been completed;

c) 60% where administrative, zoning and plans examination functions have been performed;

d) 50% where the permit has been issued and no field inspections have been performed subsequent to permit issuance;

e) If the calculated refund is less than the minimum fee applicable to the work as described in 1.2 of this Schedule, no refund shall be made of the fees paid;

f) No fees shall be refunded after twelve (12) months from the date of permit issuance.

## 12. EXPLANATORY NOTES

1. Area is the gross floor area of the building and means the total area of all floors measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of firewalls. Area shall be calculated in square feet ($ft^2$) for the purpose of this Schedule.

2. Where there is no floor or exterior walls for the project, area is to be calculated as the greatest horizontal area of the structure.

3. No deductions shall be made in the calculation of gross floor area for openings such as stairs, elevators, shafts, ramps.

4. Unfinished basements and crawlspaces are not to be included in the calculation of area in fee calculations for new construction and additions. Attached garages are not to be included in the fee calculation for new dwellings.

5. Major occupancy is based upon the Ontario Building Code.

6. For Partial permit, the percentage shown must be multiplied by the applicable permit fee shown for new construction. Percentage of previously approved stages may be subtracted where applicable.

7. 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 on the actual work done and inspections performed at the discretion of the Chief Building Official.

   For categories of construction not listed above, the permit fee shall be $16.00 for each $1,000.00 of valuated cost, or portion thereof. The minimum permit fee identified in Section 1.2 of this Schedule shall apply.

8. The deposit(s) identified under Section 7.0 of this Schedule shall be held as security by the City 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 Owner/Applicant shall be responsible for any damage to City property or any restriction and associated costs of any such damage or repair may be deducted by the City in addition to any other available remedy or penalty.

   Should the cost of repairs exceed the value of the deposit held, the City shall invoice the Owner/Applicant for the amount in excess of the deposit, and if such invoice is not paid by the stipulated due date, the City 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 as amended.

   Should the deposits not be required to be called upon during the duration of the project, they will be released as follows:

   - Lot Grading: Upon successful approval of the Final Lot Grading Certificate submitted in accordance with 4.2(1)(d)(iii) of the Building Bylaw.
   - Performance/Security: Upon successful completion of the project in accordance with the approved permit documents which results in a closure of such permit file.

9. A multiple unit (apartment) building is a building which consists of more than three (3) individual residential units in the same building.

10. Plumbing permit fees shall apply only when a permit is taken out solely for plumbing.

11. The Spatial Separation Agreement fee is for review associated with the submitted Spatial Separation Agreement. This fee does not account for legal fees to draft and/or register the agreement as these fees are the sole responsibility of the property Owner. Any legal fees incurred by the City shall be the responsibility of the property Owner.

12. An Alternative Solution is as defined in the *Ontario Building Code*.

13. The fee prescribed for an Alternative Solution shall be in addition to any other applicable fee prescribed by this Schedule. Should any additional fees be incurred by the City 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 their value.

14. This fee schedule is effective on November 1, 2026. Thereafter, the fees will be indexed at a rate of 3.5% annually commencing January 1, 2028.