

## PERMIT FEES & PERMIT APPLICATION PROCESS

Building Permit and other applicable fees will be calculated after your application is reviewed by the various departments within the Town. Remember, until such fees are paid a Building Permit has not been issued. Any construction prior to a permit being issued may result in legal action. If in the process of reviewing the application, it is found additional information is required and if we are unable to contact you by phone we will forward a letter to you stating specifically what is required in order for us to continue the processing. It is suggested that you respond to our requests for information as promptly as possible in order to avoid any further delays in obtaining your permit.

## PERMIT FEE SCHEDULE

By-law 2024 - 09

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### Cost Guidelines

\$200.00	+ \$16.00 per Thousand
\$100.00	Change of Use Permit – Inspection fee only with no Building Permit Issued
\$100.00	Transfer Permit
\$100.00	+ \$16.00 per thousand of project value for Conditional Permit
\$100.00	Searching of Records (Building and Zoning compliance letters)
\$100.00	Re-inspection
\$100.00	+ \$50.00 Per page for review of revised plans or plans submitted with application and no permit issued and/or an amendment to a current permit.
\$200.00	Application fee for Alternative Solution Design
\$200.00	Special Inspection Fee to inspect buildings or structures where a request has been made for a final inspection or occupancy/use where the permit has been inactive for one year and/or the permit is two (2) years or older
FEE DOUBLED	Building without a Permit The fees are doubled up to a Maximum of \$2,500.00.

### CONSTRUCTION COST GUIDELINES – cost per square foot of floor area

#### Residential Unit:

<b>Single Storey House</b>	\$175.00 minimum per square foot
<b>Two Storey House (1<sup>st</sup> floor)</b>	\$150.00 minimum per square foot
<b>Each Additional Storey</b>	\$75.00 minimum per square foot
<b>Attached Garage</b>	\$40.00 minimum per square foot
<b>Secondary/Accessory Dwelling</b>	\$125.00 minimum per square foot

**Cottage / Recreational Dwelling:**

<b>Dwelling with Basement</b>	\$175.00 minimum per square foot
<b>Dwelling on Piers / Frost Wall</b>	\$125.00 minimum per square foot
<b>Dwellings on Slab</b>	\$125.00 minimum per square foot
<b>Each Additional Storey</b>	\$75.00 minimum per square foot
<b>Secondary/Accessory Dwelling</b>	\$125.00 minimum per square foot

**Garage / Farm Buildings:**

<b>Garage / Shed on Slab</b>	\$40.00 minimum per square foot
<b>Garage / Shed no floor</b>	\$30.00 minimum per square foot
<b>Barns / Outbuildings located On Assessed Farm Lands</b>	\$25.00 minimum per square foot

**Commercial – Industrial:**

<b>Based on cost price.....or</b>	\$95.00 minimum per square foot
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**Renovations:** Based on cost price estimates

**Decks / Porches / Additions:** Based on cost price estimates.

**Demolition Permits:** \$15.00 minimum per square foot

**Moving Permits:** \$500.00 for a one storey building  
\$750.00 for a two-storey building

The cost construction guidelines are only a guideline. The Chief Building Official may place a valuation on the cost of the proposed work as per Section 5 of this Building By-law.

## **PERMIT ISSUANCE**

Your building permit will be at the front counter upon completion of our review of your submission.

**NOTE: All fees must be paid before the building permit will be issued.**

The Building Permit Card must be posted on the construction site for the inspector to verify at all times. The permit drawings and documents must also be available on site for use by the various inspectors assigned to your project. Please read the permit documents thoroughly before commencing construction. The construction must be in compliance with the plans and documents issued with your permit. Any deviation from the approved drawings must be reported to the Chief Building Official in the form of an Amendment. Please contact the Building Department should this situation arise since, depending on the degree of change, amendments can get quite complicated.