



# The Municipal Corporation of the Town of Fort Erie

## By-law No. 21-2021

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### Being a By-law to Amend Fees and Charges By-law No. 40-09, as amended (Building Permit Fees and Short Term Rental Licence Fees)

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**Whereas** By-law No. 40-09, as amended, was passed by Council on March 9, 2009, to establish fees and charges for various services provided by the Town of Fort Erie; and

**Whereas** Report No. PDS-09-2021 was considered and approved at the Regular Council meeting held on January 18, 2021, to authorize the adjustment of building permit fees following a Public Meeting; and

**Whereas** pursuant to Section 7 of the *Building Code Act*, notice of a public meeting with respect to the proposed building permit fees was published in The Fort Erie Post on December 17, 2020; and

**Whereas** a public meeting was held on January 18, 2021, and no objections were received or presented to Council; and

**Whereas** Report No. PDS-08-2021 was considered and approved, as amended, at the Regular Council meeting held on January 18, 2021, with respect to short term rentals, including an increase to short term rental licence fees for the next two years; and

**Whereas** it is deemed expedient to further amend Fees & Charges By-law No. 40-09, to adjust building permit and short term rental licence fees;

**Now therefore** the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** the following Schedules to By-law No. 40-09, as amended, are repealed:

#### **Community & Development Services**

**Schedule "PDS-A" Building Permit Fees & Charges**

**Schedule "PDS-F" Sign Permits**

**Schedule "PDS-D" Plumbing Fees**

**Schedule "CS-A" Business Licensing Fees**

and replaced with the Schedules attached hereto as Schedule "A", and the fees and charges contained therein are established, authorized and approved effective upon passage of this by-law.

2. **That** the Clerk of the Town is authorized to effect any minor modifications, corrections or omissions solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

**Read a first, second and third time and finally passed this 22<sup>nd</sup> day of February, 2021.**

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Mayor

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Clerk

I, Carol Schofield, the Clerk, of The Corporation of the Town of Fort Erie certifies the foregoing to be a true copy of By-law No. 21-2021 of the said Town. Given under my hand and the seal of the said Corporation, this       day of       , 20

**SCHEDULE "PDS-A"**

to By-law 40-09

**PLANNING & DEVELOPMENT SERVICES****Building Permit Fees & Charges**

The *Building Code Act*, 1992 S.O. 1992, c.23, as amended, provides municipalities with authority to establish and impose fees and charges.

**The following fees shall NOT be adjusted annually based on the Statistics Canada, Consumer Price Index (CPI).**

<b>Building Classifications and Fee Charges</b>	<b>Building Permit Fees</b>	
	<b>Cost</b> (per square foot)	<b>Flat Rate</b>
<b>Group A Assembly Occupancy</b> School, church, restaurant, daycare, hall, transit, recreation facility Owner/Leasehold renovation	<b>\$1.77</b> <b>\$0.89</b>	
<b>Group B Institutional Occupancy</b> Hospital, retention facility, nursing home, etc. Owner/Leasehold renovation	<b>\$1.94</b> <b>\$1.02</b>	
<b>Group C Residential Occupancy</b> One family, semi-detached, multiple unit dwelling, hotel, motel, etc.	<b>\$1.33</b>	
<b>Group D Business/Personal Services Occupancy</b> Office, bank, medical office, etc. Owner/Leasehold renovation	<b>\$1.62</b> <b>\$0.84</b>	
<b>Group E Mercantile Occupancy</b> Store, shopping mall, plaza, shop, market, retail, etc. Owner/Leasehold renovation	<b>\$1.49</b> <b>\$0.68</b>	
<b>Group F Industrial Occupancy</b> Industrial mall, shop, etc. Industrial building with no partitions Owner/Leasehold renovation	<b>\$1.11</b> <b>\$0.68</b> <b>\$0.68</b>	
<b>Special Categories/Occupancy</b> Farm building, greenhouse Air supported structure Tent, temporary fabric structure Multiple tents, same property	<b>\$0.33</b> <b>\$0.18</b>	<b>\$164.00</b> <b>\$327.00</b>
<b>Miscellaneous Residential</b> Garage, carport, covered deck/porch Uncovered deck/porch, shed/accessory building Sunroom/solarium	<b>\$0.44</b> <b>\$0.44</b> <b>\$0.85</b>	

**Schedule “A” to By-law No. 21-2021**

**Schedule “PDS-A” Page 2**

<b>Alteration - Group C Residential</b> Unfinished basement (new foundation and crawl space) Roof structure (replace roof or add new roof) Gut renovation Interior alteration Finished basement Fireplace, woodstove	<b>\$0.44</b> <b>\$0.18</b> <b>\$0.90</b> <b>\$0.54</b> <b>\$0.70</b>	      <b>\$161.00</b>
<b>Demolition</b> Building less than 3,000 sq.ft. Other demolition	  <b>\$0.07</b>	  <b>\$161.00</b>
<b>Pool</b> Public pool Inground pool Above ground pool		  <b>\$503.00</b> <b>\$189.00</b> <b>\$161.00</b>
<b>Change of Use</b> Change of use of a building or part thereof where no construction required.		 <b>\$161.00</b>
<b>Occupancy</b> Authorize occupancy of an unfinished building or part thereof		 <b>\$196.00</b>
<b>Transfer</b> Transfer of permit to new owner		 <b>\$161.00</b>
<b>Designated Structure</b> Retaining wall, pedestrian bridge, crane, runway: Greater of: Per \$1000 construction value OR Minimum Permit Fee Other designated structure		     <b>\$ 14.85</b> <b>\$161.00</b> <b>\$161.00</b>
<b>Special Request</b> Preliminary site inspection prior to application Non-routine inspections after hours		  <b>\$219.00</b> <b>\$219.00</b>
<b>Miscellaneous Permit</b> Moving (Relocation of Building) Gasoline/Oil Storage Tank/Fuel Pump Other (Any other Permit not categorized) (per \$1000 construction value)		   <b>\$161.00</b> <b>\$161.00</b> <b>\$ 14.85</b>
<b>Minimum Permit Fee</b>		 <b>\$161.00</b>
<b>3<sup>rd</sup> Party Plans Review and Inspections</b> Note: Actual costs, including applicable HST, incurred by the Town will be invoiced		 <b>Actual Cost</b>
<b>Alternative Solutions – Per Building Code</b> Town Reviewed – per hr (4 hours minimum) 3 <sup>rd</sup> Party review cost (subject to CBO’s discretion) Note: Actual costs, including applicable HST, incurred by the Town will be invoiced.	   <b>\$103.00</b>	   <b>Actual Cost</b>

<b>After Hours Service</b> (Dedicated Processing of Permit After Regular Work Hours)		
Single Family Dwelling (New, Renovations or additions)		<b>\$531.00</b>
Minor Projects (wherein Minimum Permit Fee applies)		<b>\$266.00</b>
All other Projects		<b>\$798.00</b>
<b>Re-inspection</b> when previous inspection not remedied		<b>\$ 81.50</b>
<b>Revision or Amendment to a Permit</b> (cost per hour)		<b>\$ 81.50</b>
<b>Compliance Letter</b> - not associated with a permit (per property)		<b>\$ 81.50</b>
<b>Demolition and Build Agreement</b> (includes registration fee)		<b>\$811.00</b>
<b>Conditional Building Permit Agreement</b> (includes registration fee)		<b>\$811.00</b>
<b>Spatial Separation Agreement</b> (includes registration fee)		<b>\$581.00</b>
<b>Release of Building related Agreements</b> (includes registration fee)		<b>\$319.00</b>

<b>REFUND OF FEES</b>	
<b>Status of Permit Application</b>	<b>Eligible for Refund</b>
<ul style="list-style-type: none"> <li>Application filed. No processing or review of plans or documents submitted.</li> </ul>	<b>80%</b>
<ul style="list-style-type: none"> <li>Application filed. Plans reviewed.</li> </ul>	<b>60%</b>
<ul style="list-style-type: none"> <li>Permit Issued.</li> </ul>	<b>40%</b>
<ul style="list-style-type: none"> <li>Additional Deduction for each field inspection performed.</li> </ul>	<b>10%</b>
<ul style="list-style-type: none"> <li>Permit valued at the minimum permit fee.</li> </ul>	<b>0%</b>
Where construction has commenced prior to the issuance of a building permit, the application will be subject to an additional fee equal to the permit fee for the construction completed.	
If the work regulated by the permit cannot be described otherwise, the permit application fee shall be \$14.85 for each \$1,000 of estimated value of construction. The estimated value of construction shall be determined by the Chief Building Official.	
The dwelling square foot (*) rate does not include any covered porches, decks or attached garages. They shall be charged separately at their current rate.	
* square foot is the gross area of all floors above grade measured from the outer face of exterior walls, unless noted otherwise. Mezzanines, lofts and habitable attics are included. Where there is no floor or exterior walls for the project, square foot is the greatest horizontal area of the structure. There are no deductions from the gross floor area for openings such as stairs, elevators, shafts, etc.	

**SCHEDULE "PDS-D"**

to By-law 40-09

**PLANNING & DEVELOPMENT SERVICES****PLUMBING FEES**

The *Building Code Act*, S.O. 1992, c.23, as amended, provides municipalities with authority to establish and impose fees and charges.

The following fees shall **NOT** be adjusted annually based on the Statistics Canada, *Consumer Price Index (CPI)*.

**Plumbing, Drain & Sewer Permit**

i. <b>Single Family Dwelling</b>	Flat rate <b>\$89.00</b> plus applicable fees for storm building sewer, sanitary building sewer and waterline.
ii. <b>Semi-Detached, Row House or other multiple residential where each individual unit has its own separate service.</b>	Flat rate <b>\$89.00</b> per unit plus applicable fees for storm building sewer, sanitary building sewer and waterline.
iii. <b>Multiple Dwelling and Apartment, Motel and any other residential unit which is served by a single service.</b>	Flat rate <b>\$58.00</b> per unit plus applicable fees for storm building sewer, sanitary building sewer, waterline and internal storm leader.
iv. <b>Commercial, Industrial, Government, Institutional and any other building or structure not specifically provided for above.</b>	<b>\$119.00</b> fee plus additional <b>\$6.00</b> per fixture plus applicable fees for storm building sewer, sanitary building sewer, waterline, internal rainwater leader.

**Permit Fee for New:**

Storm Building Sewer – first 10m	<b>\$49.00</b>
Sanitary Building Sewer – first 10m	<b>\$49.00</b>
Waterline/Service – first 10m	<b>\$49.00</b>
Sewer and water main installations over 10m Each additional metre	<b>\$3.05</b>
Internal Rain Water Leader	<b>\$22.00</b>
Manhole or Catch Basin	<b>\$22.00</b>

<b>Private Surface Water Collection System for parking area or surrounding grounds.</b>	Flat rate <b>\$49.00</b> plus applicable manhole and catch basin fee.
<b>Permit Fee for alteration, relocation or extension of existing plumbing.</b>	<b>\$49.00</b> plus applicable fee for storm building sewer, sanitary building sewer, waterline.
<b>Re-inspection Fee due to faulty or defective work or due to work not being ready for inspection.</b>	<b>\$81.00</b> for each call back.

## Schedule "A" to By-law No. 21-2021

### Schedule "PDS-D" Page 2

The following fees shall be adjusted annually based on the Statistics Canada, *Consumer Price Index (CPI)*.

#### Fees for Connection to Watermain, Sanitary Sewer or Storm Sewer

- a) **Road Trench Cut Final Reinstatement Fees per Metre of Road Trench Cut –**  
**Applicable to all connection permits**

<b>Table 1</b>	<b>Single Lot</b>		<b>Two Lots Side by Side</b>
<b>Road Surface</b>	<b>Single Service</b>	<b>Double Service</b>	<b>Two Double Service Trench</b>
Surface Treated	<b>\$ 73.60</b>	<b>\$ 107.70</b>	<b>\$ 188.40</b>
Hot Mix Asphalt	<b>\$ 125.80</b>	<b>\$ 187.90</b>	<b>\$ 328.80</b>

Example: Fee to reinstate trench cut from installation of watermain and sanitary sewer connections across a 6.5m wide asphalt road: 6.5m x \$187.90/m = \$1,221.35

- b) **Watermain Commissioning of Site Servicing for Extensions/Replacements**

Up to 200 metres long	<b>\$2,865.00</b> (flat rate)
Greater than 200 metres	Flat Rate as above for first 200 metres Plus <b>\$2.03</b> per metre thereafter

Example: 300 metres in length would be charged \$2,865.00 flat rate for first 200 metres plus \$2.03 per metre for additional 100 metres (\$2,865.00 + \$203.00 = \$3,068.00)

- c) **Water, Sanitary Sewer and Storm Sewer Service Connection**  
**Asphalt Cut of New Pavements**

Roads with new Asphalt Overlay (within 5 years)	<b>\$ 639.00</b>
Newly Reconstructed Roads (within 5 years)	<b>\$1,277.00</b>

**Fees set out in Sections a), b), and c) above shall be paid prior to permit approval.**

**SCHEDULE "PDS-F"**  
**to By-law No. 40-09**

**PLANNING & DEVELOPMENT SERVICES**

**SIGN PERMITS**

The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides municipalities with authority to establish and impose fees and charges.

The following fees shall be adjusted annually based on the Statistics Canada *Consumer Price Index* (CPI).

Category	Fee
Portable Sign Permit Fee	\$119.00
Permit Fee (per square metre)	\$21.31 per square metre or part thereof (\$1.98 per square foot)
Minimum Sign Permit Fee	\$119.00
Sign Permit Renewal Fee	\$83.00
Sign Encroachment Permit Fee	\$169.00
Sign Removal Fee	\$139.00
Return of Removed Sign Fee	\$139 (plus associated storage costs)
Minor Variance Application from Sign By-law Fee	\$465.00
Appeal of Minor Variance Decision Fee	\$465.00



**SCHEDULE "CS-A"**

to By-law 40-09

<b>CUSTOMER SERVICES</b> <b>Business Licensing Fees</b>
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The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides municipalities with authority to establish and impose fees and charges.

The following fees shall be adjusted annually based on the Statistics Canada *Consumer Price Index (CPI)*.

TYPE OF BUSINESS		FEE	
New Business		\$153.00	
Amusement Arcade		\$172.00	
Auctioneer		\$ 77.00	
Bed and Breakfast Establishment	Bi-annual non-refundable licence fee shall expire on the 31 <sup>st</sup> day of December in the following year in which the licence was issued.	\$184.00	
Short Term Rental	Properties owned by Corporations	\$500.00	
	Properties owned by Individuals	First licence	\$300.00
		Second licence	\$400.00
		Third (or more) licence	\$500.00
Bill Distributors		\$466.00	
Hawkers and Pedlar	Class 1 – Door to Door Sales	\$ 77.00	
	Class 2-1 – Temporary Sales	\$ 98.00	
	Class 2-2 – Fireworks	\$139.00	
	Class 3 – Multi Vendor	\$ 77.00	
	Class 4 – General	\$ 77.00	
Pawn Broker		\$ 77.00	
Refreshment Vehicle (per vehicle operated by any one owner)		\$179.00	
Refreshment Cart (per cart operated by any one owner)		\$159.00	
Refreshment Cycle (per cycle operated by any one owner)		\$159.00	
Residential Emergency Hostel		\$190.00	
Restaurant and Fresh Food Establishment		\$145.00	

**Schedule "A" to By-law No. 21-2021**

<b>Second Level Lodging Home</b>	<b>\$190.00</b>
<b>Late Payment Charge</b> (shall be added to the licence fee for those renewal applications received after January 31 <sup>st</sup> in the current licence year)	<b>\$ 25.00</b>