

March 11, 2021

Sent Via EMAIL

INDUSTRY UPDATE

Building Division

EFFECTIVE April 01, 2021

Building Permit Fee Update for 2021

Building Permit Fees are applicable on all permit application submissions.

This letter is to provide notification of the upcoming changes to the Building Permit Fees as approved by City Council during the 2021 Budget Meetings.

For your convenience, attached is a copy of the 2021 Fee Schedule. Further information relating to Building Division Fees can be found on the City's website through the following link:

<https://www.citywindsor.ca/residents/building/Building-Permits/Pages/Fee-Schedules.aspx>

Please contact our Building Division Staff for inquires relating to building permits and applicable fees.

Building Division

350 City Hall Square West, Suite 210
Windsor, Ontario
Canada
N9A 6S1

For detailed inquires, call the Development Services general line at 519-255-6267, when prompted select option 1 (one) to access the Building Division Service Area extensions.

Email: buildingdept@citywindsor.ca

Thank you for your continued assistance and cooperation.

Sincerely,



John Revell

MINIMUM PERMIT FEE

A minimum permit fee of **\$220.00** will be assessed for the processing and issuance of permits, except where otherwise noted in this By-law.

GENERAL APPLICATION FEES

1	Zoning Certificate Fee - Small Residential Permits (alterations***, decks, pools, backwater valves, etc.), Tent Permits and, non-structural Mechanical Roof Top Unit Replacement Permits	\$50.00 per permit (non-refundable)
2	Zoning Certificate Fee – New Home Construction	\$100.00 per permit (non-refundable)
3	Zoning Certificate Fee– All other Permits not listed in 1 and 2 above	\$200.00 per permit (non-refundable)
4	Permit Holdback Fee	\$1000.00 per permit
5	Permit Deposit	\$500.00 per dwelling unit

BASE PERMIT FEES

Residential		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
1	House (OBC**: Part 9, Group C) (New, Alteration***, and Additional Dwelling Units) (Fee calculation to include the sum of all roofed areas ⁽²⁾ i.e. attached garages, carports, covered porches, supported roofs over attached decks or landings, etc.)	\$1.55 [\$16.68]* ⁽²⁾ -Plus \$465.00 Mechanical Fee -Plus applicable extras: attached Deck/Porch without a Roof, Basement Floor Area Fee ⁽³⁾ , Plumbing Fees, Finished Basement Floor Area Fee ⁽⁴⁾ and any other applicable fees indicated in this By-law/Schedule
2	All Other Group C occupancies as set out in the OBC** (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$2.10 [\$22.60]* ⁽²⁾ -Plus \$465.00 Mechanical Fee per dwelling unit -Plus Plumbing Fees and any other applicable fees as indicated in this By-law/Schedule

Industrial / Commercial / Institutional (ICI)		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
3	Industrial / Commercial / Institutional (OBC**: Group A, B, D, E, F) (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$2.50 [\$26.91]* ^{(2) (7) (8)} -Plus Plumbing Fees and any other applicable fees indicated in this By-law/Schedule

Post Disaster Buildings		\$ / Sq-Ft [\$ / Sq-M]* unless otherwise indicated
4	Post Disaster Buildings (as defined in Division A, Article 1.4.1.2 of the OBC**) (New, Alteration***) (Fee calculation to include the sum of all floor areas ⁽²⁾ , including floors below grade)	\$3.60 [\$38.75]* ⁽²⁾ -Plus Plumbing Fees and any other applicable fees indicated in this By-law/Schedule

ADDITIONAL PERMIT FEES

Note: Any fees listed below may be applicable individually or in addition to “General Application Fees”, “Base Permit Fees”, and “Miscellaneous Permit Fees and Charges”. The proposed scope of work determines the applicability of “Additional Permit Fees”.

Heating, Ventilating and Air Conditioning Systems (HVAC) Fees (Existing Buildings Only)

1	House (OBC**: Part 9, Group C)	\$465.00 per unit / system
2	All Other Group C occupancies as listed in the OBC**	\$465.00 per unit / system
3	Furnace Replacement Only (located in an individual residential unit)	\$260.00 per furnace unit
4	Industrial / Commercial / Institutional (OBC**: Groups A, B, D, E, F)	\$15.50 per \$1000 construction value (Min. \$465.00)
5	Post Disaster Buildings (as defined in Division A, Article 1.4.1.2. of the OBC**)	\$15.50 per \$1000 construction value (Min. \$465.00)

ADDITIONAL PERMIT FEES - CONTINUED

Life Safety and 'Other' Mechanical System Fees

1	Mechanical Roof Top Unit Replacement	\$260.00 per roof top unit
2	Chiller / Boiler Installation (All Building types) (New, Alteration ^{***})	\$15.50 per \$1000 construction value (Min. \$465.00)
3	Cooling Tower Installation (All Building types) (New, Alteration ^{***})	\$15.50 per \$1000 construction value (Min. \$465.00)
4	Sprinkler System (All Building types) (New, Alteration ^{***})	\$15.50 per \$1000 construction value (Min. \$465.00)
5	Fire Alarm System (All Building types) (New, Alteration ^{***})	\$15.50 per \$1000 construction value (Min. \$465.00)
6	Stand Pipe System (All Building types) (New, Alteration ^{***})	\$15.50 per \$1000 construction value (Min. \$465.00)
7	Fire Suppression System (All Building types) (New, Alteration ^{***})	\$15.50 per \$1000 construction value (Min. \$465.00)
8	Spray Booth (New, Alteration ^{***})	\$465.00 per unit / system
9	Dust Collector (New, Alteration ^{***})	\$465.00 per unit / system
10	Laboratory Hood	\$15.50 per \$1000 construction value (Min. \$465.00)
11	Kitchen Hood	\$465.00 per unit / system
12	Solar Panel System	\$15.50 per \$1000.00 construction value (Min. \$465.00)

Plumbing Fees		Residential	Non-Residential
1	Any Bathroom	\$87.00 per bathroom (Applicable on all new House construction)	N/A
2	Any Bathroom - Rough-In (R/I) Plumbing	\$87.00 per R/I bathroom (Applicable on all new House construction) ⁽⁵⁾	N/A
3	Rough-In (R/I) Plumbing	\$29.00 per R/I fixture (applicable on all residential alteration ^{***} permits)	\$29.00 per R/I fixture
4	Plumbing Fixture (Applicable on new or replacement fixtures)	\$29.00 per fixture (applicable on all residential alteration ^{***} permits)	\$29.00 per fixture (applicable on all types of non-residential permits)
5	Domestic Hot Water Tank Replacement	\$170.00 per tank	\$170.00 per tank
6	Backwater Valve / Sump Pit / Sewage Ejector Pump Installations	\$15.50 per \$1000.00 of the estimated cost of the work (Min. \$260.00)	\$15.50 per \$1000.00 of the estimated cost of the work (Min. \$260.00)

Lot Grading

1	Lot Grading Review - Not applicable on House (OBC ^{**} Part 9, Group C) permit types	\$465.00
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Sewage System Fees

1	Class 4 – (All Types – New or Repair)	\$1035.00
2	Class 5 – Holding Tank	\$1035.00

ADDITIONAL PERMIT FEES - CONTINUED

Sewer & Water Permits		Fee as indicated			
		House (OBC**: Part 9, Group C) (New, Alteration***, and Additional Dwelling Units)	All Other Group C occupancies as listed in the OBC** (New, Alteration***)	Industrial / Commercial / Institutional (OBC**: Groups A, B, D, E, F) (New, Alteration***)	Post Disaster Buildings (as defined in Div. A, Article 1.4.1.2. of the OBC** (New, Alteration***)
1	Sanitary Drainage Piping Servicing	\$205.00 per dwelling unit			
2	Storm Drainage Piping Servicing	\$255.00 per dwelling unit	\$3.40 / Ft [\$11.15 / M]* (Min. \$220.00)	\$3.40 / Ft [\$11.15 / M]* (Min. \$220.00)	\$3.40 / Ft [\$11.15 / M]* (Min. \$220.00)
3	Water Service Permit	\$80.00 per bldg.			
4	Storm Drainage Not Connected To A Building	\$3.40 / Ft [\$11.15 / M]* plus \$55.00 for each additional catch basin after the first catch basin (Min. \$255.00)	\$3.40 / Ft [\$11.15 / M]* plus \$55.00 for each additional catch basin after the first catch basin (Min. \$255.00)	\$3.40 / Ft [\$11.15 / M]* plus \$55.00 for each additional catch basin after the first catch basin (Min. \$255.00)	\$3.40 / Ft [\$11.15 / M]* plus \$55.00 for each additional catch basin after the first catch basin (Min. \$255.00)

Other Permit Types		\$/ Sq-Ft [\$/ Sq-M]* unless otherwise indicated
1	Basement Floor Area (House – OBC**: Part 9, Group C) (New Construction and Basement Additions)	\$1.00 [\$10.76]* ⁽³⁾ of the total basement floor area
2	Finished Basement Floor Area (House – OBC**: Part 9, Group C; not including Additional Dwelling Units) (New and Existing Construction)	\$0.52 [\$5.60]* ⁽⁴⁾ -Plus applicable Mechanical and Plumbing Fees
3	Deck/Porch without a Roof (OBC**: Part 9, Group C)	\$0.80 [\$8.61]* ⁽²⁾ (Min. \$250.00)
4	Accessory Buildings (OBC**: Part 9, Group C) (New Shed, Detached Garage, Pool House, etc.; not including Additional Dwelling Units)	\$0.80 [\$8.61]* ⁽²⁾ (Min. \$250.00) -Plus applicable Mechanical and Plumbing Fees
5	Mezzanine (All Types)	Fee charged is equal to the “Base Permit Fee” for the associated occupancy type -Plus applicable Mechanical and Plumbing Fees
6	Shell Permit for OBC**: Group A, B, D, E, F Occupancies	\$1.75 [\$18.84]* ⁽²⁾ -Plus applicable Mechanical and Plumbing Fees
7	Interior Finishing (where only a Shell Permit was previously issued)	\$0.75 [\$8.07]* ⁽²⁾ (Min. \$220.00) -Plus applicable Mechanical and Plumbing Fees
8	Simple Group F (Industrial) Building ⁽⁸⁾ Occupancies	\$1.75 [\$18.84]* ⁽²⁾ -Plus applicable Mechanical and Plumbing Fees
9	Interior Alteration*** Permit Only for OBC**: Group A, B, D, E, F Occupancies (Fee calculation to include the sum of all floor areas, including underground)	\$0.75 [\$8.07]* ⁽²⁾ (Min. \$220.00) -Plus Mechanical Fees, Plumbing Fees and any other applicable fees indicated in this By- law/Schedule
10	Projects and items not specifically listed in this Schedule for OBC**: Groups A, B, C, D, E, F Occupancies	\$15.50 per \$1000.00 of the estimated cost of the work ⁽¹⁾ ⁽⁶⁾ (Min. \$220.00)

MISCELLANEOUS PERMIT FEES AND CHARGES

Note: Any fees listed below may be applicable individually or in addition to “General Application Fees”, “Base Permit Fees”, and “Additional Permit Fees”. The proposed scope of work determines the applicability of “Miscellaneous Permit Fees and Charges”.

Demolition Permit Fee		\$/ Sq-Ft [\$/ Sq-M]*
1	Demolition Permit Fee (All Building Types)	\$0.15 [\$1.61]* ⁽²⁾ (Min. \$300.00)

MISCELLANEOUS PERMIT FEES AND CHARGES - CONTINUED

Temporary Structures		\$ / Sq-Ft [\$ / Sq-M]*
Temporary Building or Structure: Shall mean a seasonal building or structure designed, constructed and placed on the land in a manner that allows its removal after a period not to exceed 120 consecutive days. These structures do not meet the snow load requirements as set out in the Ontario Building Code.		
1	Tents	\$165.00 per permit
2	Other Temporary Buildings or Structures (Applicable Fee same as "Other Permit Types, Fee Item No.10")	\$15.50 per \$1000.00 of the estimated cost of the work ⁽¹⁾ (Min. \$220.00)
Permit Resubmission Fee ⁽⁹⁾		
1	Permit Resubmission – BEFORE permit is issued	\$220.00 per resubmission
2	Permit Resubmission – AFTER permit is issued	\$220.00 per resubmission -Plus additional applicable permit fees (No refund will be issued on original permit)
3	Permit Resubmission – due to application found to be incomplete	25% of application fee per permit resubmission (Min \$220.00)
Change of Use Permit		
1	Change of Use Permit Fee (no construction required)	\$220.00 -Plus additional applicable permit fees
Partial Occupancy Permit		\$ / Sq-Ft [\$ / Sq-M]*
1	Partial Occupancy Permit Fee	\$0.05 [\$0.54]* for the area ⁽²⁾ to be occupied (Min. \$300.00)
Conditional Permit		
1	Conditional Permit Fee	Regular fee for complete building -Plus \$1035.00 flat fee
Partial Permit		
1	Partial Permit Fee	Regular fee for complete building -Plus \$520.00 flat fee per permit
Alternative Solution Application & Special / Supplementary Review Fee		
1	Alternative Solution Application Fee (per application)	\$310.00 minimum for up to 4 hours of review time plus \$100.00 per hour beyond the first 4 hours
2	Special Research Request Fee	
3	Supplementary Plans Review Fee	
Inspection Fee		
1	Inspection requested but the work is incomplete	\$100.00 per inspection
2	Special inspection request (after-hours inspection)	\$500.00 minimum per inspection call
3	Inspection calls over the maximum two (2) inspections allowed for each stage of construction	\$100.00 per each additional inspection call
Work Without a Permit Penalty Fee		
1	Work without a permit – for projects commenced prior to permit issuance	1.5 times the applicable maximum building permit fee (Min. \$500.00 - Max. \$5000.00)

MISCELLANEOUS PERMIT FEES AND CHARGES - CONTINUED

Administrative Fees (non-refundable)

1	Transfer of "Permit and/or Application" Fee	\$110.00
2	Search Fee	\$40.00
3	Property Information Letter	\$75.00
4	Permit Finalization Letter	\$26.00
5	Copying/Scanning/Printing	\$8.50 per ¼ hour of labour \$3.00 for the 1 st page copied \$0.50 per additional page copied
6	Re-Opening a Dormant Permit	\$75.00

Notes to Schedule 3

- (1) **Estimated Cost of the work** shall mean the estimated value of the project as determined by the Chief Building Official.
- (2) **Floor Area** shall be measured to the outer face of the exterior walls or structure and, to the structural support at a roofed area. For interior alteration*** permits, except where the wall is part of the proposed construction, measurements will be taken to the inner face of walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (3) **Basement Floor Area** measurements shall be taken to the inner face of the foundation walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (4) **Finished Basement Floor Area** measurements shall be taken to the inner face of the foundation walls. No deductions shall be made for openings within floor areas, i.e. stairs, elevators, ducts, etc.
- (5) **Rough-in Plumbing** is an automatic charge for all new house construction with basements.
- (6) **Additional Cost** equal to the "Base Permit Fee" per occupancy type may be charged if the scope of work is determined to be greater than the scope of work described on the permit application submission.
- (7) **Complex Group F (Industrial) Building**
For the purpose of building permit fees, a building will be considered a "Complex Group F (Industrial) Building" where:
 - a) The building occupancy meets the defined term in the Ontario Building Code, Div. A, Part 1, Section 1.4.1.2 "High Hazard Industrial Occupancy" (Group F, Division 1) and /or;
 - b) The building is non-compliant with the exemptions listed in Ontario Building Code, Div. B, Part 3, Section 3.2.8, Articles 3.2.8.1. and 3.2.8.2.
 NOTE: Buildings classified as described above will be subject to fees as indicated in Schedule 3, "Base Permit Fees", Industrial / Commercial / Institutional (ICI), Fee Item No. 3, plus any additional fees for that permit type.
- (8) **Simple Group F (Industrial) Building**
For the purpose of building permit fees, a building will be considered a "Simple Group F (Industrial) Building" where:
 - a) The Building Occupancy does not meet the "Complex Group F (Industrial) Building" as defined in this document.
 NOTE: Buildings classified as described in (8) a) above will be subject to Schedule 3, "Additional Permit Fees", Other Permit Types, Fee Item No. 8. Any building or portion of a building that is classified other than a "Simple Group F (Industrial) Building" or, that includes hazardous areas as noted in Ontario Building Code, Div. B, Part 3, Section 3.3.6 will be subject to, for the affected floor area(s), permit fees as indicated in Schedule 3, "Base Permit Fees", Industrial / Commercial / Institutional (ICI), Fee Item No. 3, plus any additional fees for that permit type.
- (9) **Permit Resubmission Fee**
For the purpose of assessing building permit fees, permit resubmissions will be subject to:
 - a) The Permit Resubmission Fee as indicated in Schedule 3, "Miscellaneous Permit Fees and Charges", Permit Resubmission Fee, Fee Item No. 1, 2, or 3 and,
 - b) Any other additional fees listed in Schedule 3 applicable to the new/altered scope of work proposed in the permit resubmission including:
 - i. changes to the Zoning Certificate as listed in "General Application Fees"; and/or
 - ii. additional square footage not part of the original submitted permit application as listed in "Base Permit Fees"; and/or
 - iii. any other item as listed in "Additional Permit Fees"; and/or
 - iv. any other chargeable fee listed in Schedule 3 applicable to the scope of work and review of the permit.

*In all cases fees are calculated using the Imperial Unit cost noted in the tables. Fees noted in Metric Units are approximate values.

**OBC means Ontario Building Code (current edition)

*****Alteration** refers to an existing building, structure or system where the proposed construction includes (but is not limited to) renovations, repairs, modifications, extensions, installations, removals, additions or reductions to the existing building, structure or system.