

**TOWN OF NEWMARKET**  
**Legal & Development Services Commission**  
**Office of the Building Inspector and By-Law Enforcement**

**SCHEDULE "A"**

**CLASSES OF PERMITS AND FEES**

**(Reference By-law: 2009-101)**

**1. Calculation of Permit Fees (All fees are exempted from HST)**

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

$$\text{Permit Fee (rounded to the nearest dollar)} = \text{SI} \times \text{A}$$

Where SI = Service Index for Classification of the work proposed and,  
A = floor area in sq. meters of work involved

**2. Minimum Permit Fee**

A minimum administration fee of \$104.34 shall be charged for all work, plus SI.

Review Time (Various) per hour/one hour minimum charge:                      \$150.59

**3. Classes of Permits and Fees**

a) CONSTRUCTION

<u>BUILDING CLASSIFICATION</u>	<u>SERVICE INDEX (SI)</u>
<b>Group A</b> (Assembly Occupancies) All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants (Finished) Theatres, Arenas, Gymnasiums, Indoor Pools Restaurants (Shell) Outdoor Public Swimming Pools and all other Group A Buildings	\$8.88/sq.m.
<b>Group B</b> (Institutional Occupancies) Institutional, Hospitals, Nursing Homes, and Other Group B Buildings	\$8.88/sq.m.
<b>Group C</b> (Residential Occupancies) Single Detached Dwellings, Semis, Duplexes, Apartments, Townhouses	\$14.50/sq.m.

**Group D** (Business and Personal Services Occupancies) \$8.66/sq.m.  
 Office Buildings (Shell), all other Group D Buildings (Shell)  
 Office Buildings (Finished), Banks, Medical Clinics  
 Fire Halls and all other Group D Buildings (Finished)

**Group E** (Mercantile Occupancies) \$8.88/sq.m.  
 Mercantile Occupancies, Retail Stores (Shell)  
 Retail Stores (Finished), Department Stores,  
 Supermarkets and all other Group E Buildings (Finished)

**Group F** (Industrial Occupancies) \$8.66/sq.m.  
 Industrial Buildings, Warehouses (Shell)  
 Industrial Buildings, Warehouses (Finished)  
 Gas Stations, Car Washes, Parking Garages (U/G, Open Air)

Each additional inspection required or requested by the Owner \$134.52

b) ALTERATIONS, RENOVATIONS, REPAIRS

<b>Group A</b>	per \$1,000. of construction cost	\$28.39
<b>Group B</b>	per \$1,000. of construction cost	\$28.39
<b>Group C</b>	per \$1,000. of construction cost	\$28.39
<b>Group D</b>	per \$1,000. of construction cost	\$28.39
<b>Group E</b>	per \$1,000. of construction cost	\$28.39
<b>Group F</b>	per \$1,000. of construction cost	\$28.39

c) DEMOLITION

All Buildings and Occupancies \$220.68

d) DESIGNATED STRUCTURES (OBC 2.1.2)

Communication Tower	\$408.09/structure
Crane Runway	\$408.09/structure
Exterior Tank and Support	\$408.09/structure
Pedestrian Bridge	\$408.09/structure
Retaining Wall	\$12.25/linear m.
Satellite Dish, Solar Collector	\$204.04/structure

e) STAND ALONE AND MISCELLANEOUS WORK

a)	Portable Classrooms	\$153.03 each
b)	Residential Decks, Porches, Carports, Patio Covers	\$77.77 each
c)	Single Family Detached Garages, Accessory Structures	\$134.52 each
d)	Temporary Structures	

i)	Tents	\$220.68 each
ii)	Temporary Buildings	\$220.68 each

f) STAND ALONE MECHANICAL WORK (HVAC & PLUMBING) Min Fee \$66.66

i) Permit for Heating, Ventilating and Air Conditioning (HVAC)

Group A,B,D,E,&F	per \$1,000. of construction cost	\$28.39
Group C-Dwelling Units	per \$1,000. of construction cost	\$28.39
Other Group C Buildings	per \$1,000. of construction cost	\$28.39

g) PLUMBING AND DRAINAGE SYSTEM  
FIXTURES/EQUIPMENT ROOF DRAINS SERVICE INDEX (SI)

i) Plumbing

for each fixture, appliance, floor drain, vented trap, backflow preventer or roof hopper	\$24.19
--	---------

ii) Water Services – for each water service

50mm(2") or less	\$45.70
100mm(4")	\$88.80
150mm(6")	\$134.52
200mm(8")	\$178.63
250mm(10")	\$220.68
300mm(12")	\$266.91

iii) Drains-Residential (single family dwelling, for apartments see commercial)

for each residential drain and sewer (includes both storm and sanitary, inside, outside and floor drains)	\$110.35
---	----------

for each conversion to sewers	\$45.70
for each conversion including sewer	\$110.35

iv) Drains-Commercial (commercial and industrial buildings and units,  
institutional buildings and apartment buildings (single family dwelling,  
for apartments see commercial) for each storm or sanitary drain inside)  
or : for each storm or sanitary sewer (out)

100mm(2") or less	\$88.80
150mm(6")	\$134.52
200mm(8")	\$178.63
250mm(10")	\$220.68
300mm(12") or larger	\$266.91

v)	Miscellaneous		
		for each manhole, catchbasin or area drain	\$45.70
		for each re-inspection due to defective work	\$45.70
		for each special inspection per hour, per man	\$88.80
		for testable backflow	\$110.35
		minimum permit fee	\$110.35
		for each letter of approval	\$168.13
vi)	Applications		
	a)	For approval of plan of subdivision under the <i>Planning Act, R.S.O 1990, c.P. 13,s.51</i>	
		▪ each lot or block shown on the proposed plan of subdivision (up to a total of three reviews)	\$662.03
		▪ additional charge per lot or block for each subsequent review	\$110.35
	b)	For consent under the <i>Planning Act, R.S.O., 1990 c.P. 13, s.53</i>	
		▪ for each lot proposed to be created	\$441.36
		▪ for each remaining lot	\$441.36
	c)	For authorization of a minor variance under the <i>Planning Act, R.S.O, c.P. 13,s.45</i>	
		▪ for each application	\$441.36
	d)	For approval of a condominium under the <i>Condominium Act, R.S.O., c.C.26,s.50</i>	
		▪ for each application where the structure is 2,000 sq. ft. or less	\$1,103.37
		▪ where the structure is greater than 2,000 sq. ft., \$0.31 for each sq. ft. of the structure , to a	0.67
		<b>Maximum fee</b>	<b>\$6,620.26</b>
vii)	Certificates of Approval for Class 4, 5 or 6 sewage systems		
	a)	For residential or farm structures	
		▪ for each application where the structure is 2,000 sq. ft. or less	\$1,103.37

- where the structure is greater than 2,000 sq. ft., \$0.31 for each sq. ft. of the structure 0.67
    - **Maximum fee** **\$6,620.26**
  - b) For commercial, industrial or institutional structures
    - for each application where the structure is 2,000 sq. ft. or less \$1,103.37
    - where the structure is greater than 2,000 sq. ft., \$0.31 for each sq. ft. of the structure 0.67
    - Maximum fee** **\$6,620.26**
  - c) For communal subsurface sewage disposal systems
    - the greater of **\$500.00** for each application \$1,103.37
    - or \$0.31 for each sq. ft of structure connected to the individual communal subsurface sewage disposal system 0.67
    - Maximum fee** **\$6,620.26**
  - d) Certificates of Approval for pools, minor additions and accessory buildings requiring alterations to the sewage disposal system
    - for each application \$441.36
  - e) Certificates of Approval for pools, minor additions and accessory buildings **not** requiring alterations to the sewage disposal system
    - for each application \$220.68
  - f) Letters of Compliance
    - for each request \$441.36
  - g) Comments on zoning amendments, official plan amendments and site plans
    - for each request \$441.36

**4. Other Charges**

- a) Additional Inspections \$134.52
- b) Conditional Permit \$177.43 flat fee  
Sec 8(3) of Building Code Act

in addition to SI

- |    |                              |          |
|----|------------------------------|----------|
| c) | Change of Use Permit         | \$157.63 |
| d) | Transfer of Ownership Permit | \$157.63 |

## 5. Miscellaneous - Charges

For classes of permits not described or included in this schedule, a reasonable permit fee shall be determined by the Chief Building Official.

## 6. Refunds

Pursuant to Part 5 of this By-law, the fees that may be refunded shall be a percentage of the fees payable under this By-law, calculated by the Chief Building Official as follows:

- a) 90 percent if administrative functions only have been performed;
- b) 80 percent if administrative and zoning functions only have been performed;
- c) 60 percent if administrative, zoning and plan examination functions have been performed;
- d) 50 percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance.
- e) a **\$60.00** fee for each field inspection that has been performed after the permit has been issued will be deducted from all refunds.
- f) If the calculated refund is less than the minimum fee applicable to the work, no refund shall be made of the fees paid.

## 7. Interpretation

The following explanatory notes are to be observed in the calculation of permit fees:

- Floor area of the proposed work is to be measured to the outer face of exterior walls and to the center line of party walls or demising walls (excluding residential garages).
- In the case of interior alterations of renovations, area of proposed work is the actual space receiving the work e.g. tenant space.
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and interior balconies are to be included in all floor area calculations.

- Except for interconnected floor spaces, no deductions are made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.)
- Unfinished basements for single detached dwellings (including semis, duplexes, and townhouses, etc.) are not included in the floor area.
- Attached garages and fireplaces are included in the permit fee for single detached dwellings and attached dwellings.
- Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
- Ceilings are included in both new shell and finished (partitioned) buildings. The Service Index for ceiling applies only when alterations occur in existing buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- Where demolition of partitions or alteration to existing ceilings is a part of an alteration or renovations permit, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.
- The occupancy categories in the Schedule correspond with the major occupancy classifications in the Ontario Building Code. For mixed occupancy floor areas, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- For Rack Storage use apply the square footage charge for industrial for the building.