



## STAFF REPORT Building Standards

Title: Building Standards 2021 Fees and Charges  
Report Number: IPPW2020-057  
Author: Beth Maxwell  
Meeting Type: Council Meeting  
Council/Committee Date: December 7, 2020  
File: NA  
Attachments: Appendix A – Building Standards Fees and Charges  
Ward No.: City Wide

### Recommendations:

1. That Council approve IPPW2020-057.
2. That Council approve no Building Standards fee increase for 2021 (0%), pending the completion of a formal fee review study in 2021 as set out in the report.
3. That Council approve the Building Standards Fees and Charges Bylaw updates, attached as Appendix A to IPPW2020-057, effective as of the dates noted, and that the Fees and Charges Bylaw is updated accordingly.

### A. Executive Summary

Over the past decade, the City of Waterloo's Building Standards division has maintained a healthy reserve fund balance that recognizes the cyclical nature of the construction industry. This reserve fund anticipates the actual operating and capital costs of the range of services offered by the division over a 1-6 year period. The projected 2020 year- end balance of the Building Permit Reserve Fund is approximately \$7.8M.

The City has very competitive Building Permit fees and those fees are amongst the lowest of large municipalities in Ontario. The last Building Permit fee increase occurred in 2003. The Building Standards division, in collaboration with the City's Financial Planning team, has initiated a comprehensive review of the existing building permit fee structure, which is expected to be completed by Q1 of 2021. This review will consider permit fees and reserve fund levels in the context of the Building Code Act, the City's Building By-Law (2017-076), other applicable legislation, policies; and, trends in the construction industry.

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The results of the fee review will be brought forward to Council in a separate staff report in 2021. Should the review work indicate that changes to Building Permit Fees and/or the Building Standards Reserve levels be warranted, appropriate recommendations will be made for Council's consideration. In the mean time, and until completion of the comprehensive fee review, staff are recommending no fee increase in 2021 (0%) at this time.

### B. Financial Implications

The 2020 Building Standards Division operating expense budget is \$3,143,624; offset with a revenue budget of \$2,778,937; and, a budgeted draw of \$364,687 from the Building Permit Reserve Fund. The projected year-end balance of the Building Permit Reserve Fund is approximately \$7,780,000.

### C. Technology Implications

N/A

### D. Link to Strategic Plan

Supporting Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development.

Aligned with the Guiding Principles of Fiscal Responsibility and Service Excellence.

### E. Previous Reports on this Topic

IPPW2019-037 2020 Building Standards Fees and Charges  
IPPW2018-043 2019 Building Standards Fees and Charges  
IPPW2017-074 2018 Building Standards Fees and Charges  
IPPW2015-111 2016 Building Standards Fees and Charges

### F. Approvals

Name	Signature	Date
<b>Author:</b> Beth Maxwell		
<b>Director:</b> Beth Maxwell		
<b>Commissioner:</b> Cameron Rapp		
<b>Finance:</b> Filipa Reynolds		

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## Appendix A

### Building Standards - Schedule A

#### Sale of Maps, Drawing and Reports

	Fee	Effective Date of Fee	Fee	Effective Date of Fee	% var.
Building Statistics – year *	\$ 53.10	1-Jan-2020	\$ 53.10	1-Jan-2021	0%
Letters of Compliance	\$ 44.25	1-Jan-2020	\$ 44.25	1-Jan-2021	0%
Letters of Compliance - "rush" premium	\$ 75.22	1-Jan-2020	\$ 75.22	1-Jan-2021	0%

\* Postage Included

### BUILDING PERMIT FEES - Schedule C

#### Construction Classification (including new buildings, additions, mezzanines)

	Fee	Effective Date of Fee	Fee	Effective Date of Fee	% var.
<b>Group A</b>					
Assembly Buildings (finished) (per square foot)	\$ 1.60	1-Jan-2020	\$ 1.60	1-Jan-2021	0%
Assembly Buildings (shell) (per square foot)	\$ 1.40	1-Jan-2020	\$ 1.40	1-Jan-2021	0%
Outdoor Patio (flat fee)	\$ 125.00	1-Jan-2020	\$ 125.00	1-Jan-2021	0%
Outdoor Public Pool (flat fee)	\$ 550.00	1-Jan-2020	\$ 550.00	1-Jan-2021	0%
<b>Group B</b>					
Institutional (finished) (per square foot)	\$ 1.70	1-Jan-2020	\$ 1.70	1-Jan-2021	0%
Institutional (shell) (per square foot)	\$ 1.50	1-Jan-2020	\$ 1.50	1-Jan-2021	0%
<b>Group C: Residential</b>					
Single Family Detached, Semi-detached, Townhouse, Duplex (per square foot)	\$ 0.80	1-Jan-2020	\$ 0.80	1-Jan-2021	0%
Garage / Carport (per bay)	\$ 75.00	1-Jan-2020	\$ 75.00	1-Jan-2021	0%
Shed (flat fee)	\$ 75.00	1-Jan-2020	\$ 75.00	1-Jan-2021	0%
Deck (flat fee)	\$ 75.00	1-Jan-2020	\$ 75.00	1-Jan-2021	0%
Apartment Building (per square foot)	\$ 0.80	1-Jan-2020	\$ 0.80	1-Jan-2021	0%
Hotels/Motels (per square foot)	\$ 1.35	1-Jan-2020	\$ 1.35	1-Jan-2021	0%
Residential Care Facility (per square foot)	\$ 0.95	1-Jan-2020	\$ 0.95	1-Jan-2021	0%
Residential Renovation (per square foot)	\$ 0.35	1-Jan-2020	\$ 0.35	1-Jan-2021	0%
Finished Basement (including renovation)	\$ 200.00	1-Jan-2020	\$ 200.00	1-Jan-2021	0%
<b>Group D: Business and Personal Services</b>					
Office Buildings (shell) (per square foot)	\$ 1.15	1-Jan-2020	\$ 1.15	1-Jan-2021	0%
Office Buildings (finished) (per square foot)	\$ 1.35	1-Jan-2020	\$ 1.35	1-Jan-2021	0%
<b>Group E: Mercantile (restaurant &lt; 30 people)</b>					
Retail Stores (shell) (per square foot)	\$ 0.75	1-Jan-2020	\$ 0.75	1-Jan-2021	0%
Retail Stores (finished) (per square foot)	\$ 0.95	1-Jan-2020	\$ 0.95	1-Jan-2021	0%
<b>Group F: Industrial</b>					
Warehouse, factories (shell) (per square foot)	\$ 0.45	1-Jan-2020	\$ 0.45	1-Jan-2021	0%
Warehouse, factories (finished) (per square foot)	\$ 0.55	1-Jan-2020	\$ 0.55	1-Jan-2021	0%
Parking Garage (per square foot)	\$ 0.50	1-Jan-2020	\$ 0.50	1-Jan-2021	0%
Farm Building (per square foot)	\$ 0.25	1-Jan-2020	\$ 0.25	1-Jan-2021	0%
Foundation only (per square foot)	\$ 0.05	1-Jan-2020	\$ 0.05	1-Jan-2021	0%
Conditional Permit (Letter of Credit or certified cheque also required)					
-Fee (plus additional square foot charge below)	\$ 300.00	1-Jan-2020	\$ 300.00	1-Jan-2021	0%
-Additional per square foot	\$ 0.05	1-Jan-2020	\$ 0.05	1-Jan-2021	0%

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### BUILDING PERMIT FEES (CONTINUED)

#### Interior Finishes (to previously unfinished area including finishing of residential basements and major renovations)

	Fee	Effective Date of Fee	Fee	Effective Date of Fee	
All Classifications (per square foot)	\$ 0.25	1-Jan-2020	\$ 0.25	1-Jan-2021	0%

#### Alterations / Renovations (to existing finished areas, new roof structures)

All Classifications (per square foot)	\$ 0.35	1-Jan-2020	\$ 0.35	1-Jan-2021	0%
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#### Special Categories

Alternative Solutions	\$ 500.00	1-Jan-2020	\$ 500.00	1-Jan-2021	0%
Special Permit I: Construction Commenced Prior to the Issuance of a Building Permit (per square foot total building area)	See Note 2	1-Jan-2020	See Note 2	1-Jan-2021	n/c
Special Permit II: After the Fact Accessory Building Permit (including decks, sheds and any other accessory building) (flat fee)	\$ 200.00	1-Jan-2020	\$ 200.00	1-Jan-2021	0%
Minor Alterations (including beam installation, basement walkout stairs, etc)	\$ 75.00	1-Jan-2020	\$ 75.00	1-Jan-2021	0%
Air Supported Structures (per square foot)	\$ 0.30	1-Jan-2020	\$ 0.30	1-Jan-2021	0%
Temporary Tents (flat fee)	\$ 125.00	1-Jan-2020	\$ 125.00	1-Jan-2021	0%
Portables/per site (excludes port-a-pak) (flat fee)	\$ 100.00	1-Jan-2020	\$ 100.00	1-Jan-2021	0%
Demolition (> 20,000sf) (per sf)	\$ 0.01	1-Jan-2020	\$ 0.01	1-Jan-2021	0%
Demolition (< 10,000 sf) (flat fee)	\$ 75.00	1-Jan-2020	\$ 75.00	1-Jan-2021	0%
Demolition (10,000 - 20,000sf) (flat fee)	\$ 200.00	1-Jan-2020	\$ 200.00	1-Jan-2021	0%
Interior Demolition (back to shell)	\$10 per \$1,000 of construction cost	1-Jan-2020	\$10 per \$1,000 of construction cost	1-Jan-2021	n/c
Exterior Work (independent of a building permit, including retaining walls, exterior wall modifications, and any other accessory work)	\$10 per \$1,000 of construction cost	1-Jan-2020	\$10 per \$1,000 of construction cost	1-Jan-2021	n/c
Heritage Exterior Work	\$ 100.00	1-Jan-2020	\$ 100.00	1-Jan-2021	0%
Change of Use (flat fee)	\$ 75.00	1-Jan-2020	\$ 75.00	1-Jan-2021	0%
Solar Panels Connected to only Electrical (small buildings)	\$ 75.00	1-Jan-2020	\$ 75.00	1-Jan-2021	0%
Solar Panels Connected to Water or Heating (small Buildings)	\$ 150.00	1-Jan-2020	\$ 150.00	1-Jan-2021	0%
Solar Panels (large buildings)	\$ 250.00	1-Jan-2020	\$ 250.00	1-Jan-2021	0%
Miscellaneous (including Fire restoration)	\$10 per \$1,000 of construction cost	1-Jan-2020	\$10 per \$1,000 of construction cost	1-Jan-2021	n/c
Mechanical Work (work independent of a building permit): Sprinkler System (NFPA 13) - Commercial kitchen, spray booth, dust collector	\$10 per \$1,000 of construction cost	1-Jan-2020	\$10 per \$1,000 of construction cost	1-Jan-2021	n/c
	\$ 100.00	1-Jan-2020	\$ 100.00	1-Jan-2021	0%
Electrical Work: (work independent of a building permit, including adding magnetic locks, fire alarm upgrades and any other electrical work)	\$10 per \$1,000 of construction cost	1-Jan-2020	\$10 per \$1,000 of construction cost	1-Jan-2021	n/c
Plumbing Work: (work independent of a building permit, including adding, removing or relocating plumbing fixtures)	\$10 per \$1,000 of construction cost	1-Jan-2020	\$10 per \$1,000 of construction cost	1-Jan-2021	n/c
Septic Systems - New (flat rate)	\$ 400.00	1-Jan-2020	\$ 400.00	1-Jan-2021	0%
Septic Systems - Repair (flat rate)	\$ 125.00	1-Jan-2020	\$ 125.00	1-Jan-2021	0%
Site Services	\$ 75.00	1-Jan-2020	\$ 75.00	1-Jan-2021	0%

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Notes:

1. Special Permits I - where construction has commenced prior to the issuance of a Permit, the permit fee shall be doubled. Where this amount exceeds \$5,000, the penalty shall incrementally decrease from 100% of original permit fee to 15% of original permit fee. The incremental decrease shall apply where the original permit fee amount is between \$5,000 and \$67,000. Fees over \$67,000 shall pay 15%.
2. Shell permits include mechanical and electrical rough-ins.
3. Foundation permits limit work to Footings and Foundation walls and the installation of underground sewers to property line.
4. Application for use of equivalents in connection to a permit application shall be charged an additional fee of \$500.
5. Where an Occupancy Permit is required to be issued by the Ontario Building Code, the original permit fee shall include the Occupancy Permit. An additional fee of \$50 shall be paid where an additional copy of the Occupancy Permit is requested.
6. For an affordable housing development, as described in the Building By-law, Council shall determine the fee.

REVISION TO EXAMINED PLANS:

A fee which is the greater of \$0.01 per square foot of the floor area or \$150 shall be charged for examination of revised plans.

MINIMUM FEE:

A minimum fee of \$75.00 shall be charged for any permit application.

Additional Inspections:

A fee of \$150 may be charged for additional inspections resulting from the inspection not being ready for a second inspection attempt.