



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C006-26

DATE: March 4, 2026

TO: Committee of the Whole

FROM: Sarah Corbett, Deputy Clerk

SUBJECT: Building Department Fees and Charges By-law 2026

RECOMMENDATION

That Staff Report C006-26 be received, and

That Staff be directed to schedule a Public Meeting in accordance with the *Building Code Act*.

BACKGROUND

Section 391 of the *Municipal Act*, S.O.2001, c.25, as amended, permits municipalities to pass By-laws imposing fees or charges for:

- Services or activities provided by or carried out on behalf of it,
- Costs payable for services or activities provided by or done on behalf of it or any local board, and
- The use of its property including property under its control.

A fee or charge imposed for municipal services may include costs incurred by the municipality or local board related to:

- administration,
- enforcement, and
- the establishment, acquisition and replacement of capital assets.

The *Building Code Act*, S.O. 1992, c.23 as amended, permits municipalities to impose fees specific to construction and enforcement of the *Building Code Act*, stipulating that the fees imposed not exceed the anticipated reasonable costs to administer and enforce the Act. Further, subsection 7(6)(a) of the *Building Code Act* provides that proposed changes to these fees requires a public meeting to be held.

COMMENTS AND CONSIDERATIONS

Municipalities face increasing costs to deliver essential services that residents and ratepayers require daily while maintaining reasonable and affordable tax rates. Fees and charges help to recover all or a portion of the cost of delivering specific services so that ratepayers are not adversely impacted financially for the delivery of the item or service. Although full cost recovery is not always achieved, all budgeted user fee revenue is applied against the total cost for the service. Fees and charges traditionally have been developed using a combination of actual direct costs to deliver the service,

including in some instances the overhead and administrative costs, as well as market comparison with neighbouring municipalities.

Township of Essa staff have historically reviewed department fees on an annual basis and presented a report to Essa Council in the fall prior to budget deliberations. However, the decision to repeal By-law 2023-01 and create a more efficient and user-friendly Fees and Charges By-law was made late in 2025. It is further worth mentioning that historically, the Township of Essa has combined all municipal fees and charges including the Building Department fees which are subject to a Public Meeting as prescribed in the *Building Code Act*, 7(6)(a) into one Fees and Charges By-law. By repealing By-law 2023-01 and creating a new Fees and Charges By-law and a standalone Building Department Fees and Charges, it removes the necessity for Public Meetings should any other department (except Building) require a housekeeping change to their departmental fees.

Schedule A is attached for Councils reference. While the overall format has been updated, all changes to the current Fees and Charges (By-law 2023-01) are outlined in **red**, to facilitate transparency.

FINANCIAL IMPACT

Should the proposed amendments be passed, there will be increased revenue to be realized by the municipality. It is unknown at this time what the impact would be.

Original Signed

Manager of Finance Approval

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the proposed amendments as recommended in this Report and Staff are directed to schedule a Public Meeting.**
3. Some other action as deemed appropriate by Council.

CONCLUSION

Staff recommends that Council approve **Option No. 2.**

Respectfully submitted:

Reviewed by:

Reviewed by:



Sarah Corbett
Deputy Clerk

Krista Pascoe
Clerk

Michael Mikael
Chief Administrative Officer

Attachments:

1. Building Department Fees and Charges By-law
2. Schedule A – Building Department Fees and Charges

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2026 - xx

Being a By-Law to establish Building Fees and Service Charges for the Corporation of the Township of Essa.

Whereas section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a municipality to impose fees or charges for services or activities provided by or on behalf of the municipality; and

Whereas section 7 of the Building Code Act, 1992, c.23, as amended, authorizes a municipality to pass by-laws prescribing fees to be charged for the administration and enforcement of the Act and the Ontario Building Code; and

Whereas the Council of the Corporation of the Township of Essa deems it expedient to establish fees and charges for building related services provided by the municipality;

Now Therefore the Council for The Corporation of the Township of Essa hereby enacts as follows;

1. That the fees and charges for services shall be as set out in Schedule 'A' attached to and forming part of this By-law.
2. That all previous Building Fee and Charges By-laws passed prior to this date are hereby repealed, including but not limited to By-Law 2023-01.
3. That all applicable fees shall be paid at the time an application is submitted, unless otherwise authorized by the Chief Building Official, or their delegate.
4. No application shall be deemed complete, and no permit or service shall be issued, until all required fees have been paid in full.

By-law Number 2026-xx read a first, second and third time and finally passed this xx day of xxx, 2026.

Sandie Macdonald
Mayor

Krista Pascoe, Clerk/Manager of
Legislative Services

Building Department - Fees and Charges By-law 2026-XX
Schedule "A" – Administration

	Service/Item	Current Fee	New	% Increase
1	Minimum Permit Fee (Unless otherwise designated by Flat Rates)			
1.1	Minimum Building Permit Fee – Stand Alone & Special Services	\$150		
1.2	Group C – Residential, Housing, ect.	\$175	Deleted	
1.2	All Other Projects	\$150		
1.3	Evaluation Payment for all Permit Applications (to deduct from permit fees upon issuance)	\$100	\$150	50%
2.	Tents and Temporary Structures			
2.1	Tents (Each)	\$175		
2.2	Tents Over 225m²	New	\$250	
2.3	Other Temporary Structures including Bleachers	\$175	Deleted	
2.3	Temporary Structures - Office/Trailers/Demountable Stages & Related Structures, Bleachers	\$175		
2.4	Temporary Structures - Stages Tents, Bleachers – Rush – Fast Track	\$500		
2.5	Temporary Structures (Model Program (3 Years) Stages, Tents, Bleachers	\$300	Deleted	
2.5	Portable Classroom – Single Unit	\$500		
3.	Group A – Assembly Uses			
3.1	New, Additions	\$1.50/sq ft	\$1.60/sq ft	7%
3.2	Alterations/Repairs/Interior Finishing – If Separate	\$.50/sq ft	\$1.00/sq ft	100%
3.3	Accessory Structures	\$1.25/sq ft		
3.4	3rd Party Review Deposit	NEW	\$5000	
4.	Group B – Institutional Uses			
4.1	New, Additions	\$1.50/sq ft	\$1.60/sq ft	7%
4.2	Alterations/Repairs/Interior Finishing – If Separate	\$.50/sq ft	\$.60/sq ft	20%
4.3	Accessory Structures	\$1.25/sq ft		
4.4	3rd Party Review Deposit	NEW	\$5000	

5.	Group C – Residential Uses			
5.1	New, Additions, Houses, Interior Finishing	\$1.50/sq ft	\$1.60/sq ft	7%
5.2	Attached Garage	\$.55/sq ft	\$.60/sq ft	9%
5.3	Alterations/Repairs to House	\$.45/sq ft	\$.50/sq ft	11%
5.4	Alterations/Repairs to Other Residential	\$.45/sq ft	\$.50/sq ft	11%
5.5	Accessory Structures <600 sq ft	\$.50/sq ft	\$.55/sq ft	10%
5.6	Accessory Structures >600 sq ft	\$.55/sq ft	\$.60/sq ft	9%
5.7	Unfinished Basement	\$.40/sq ft	\$.50/sq ft	25%
5.8	Pool Fence – Above Ground	\$100 flat rate		
5.9	Pool Fence – In-Ground	\$150 flat rate		
5.10	Model Home Permit – Administrative Fee	\$750		
5.11	Certified Model – Administrative Fee per 2 Elevations	\$750/ 2 Elevations		
5.12	Additional Residential Unit (ARU) – Elevation and Inspection Fee	\$75	\$150	100%
5.13	Additional Residential Unit (ARU) – Re-Inspection	75	\$150	100%
5.14	Additional Residential Unit (ARU) – Registration Fee after Change of Use is Approved (Effective July 2023)	\$150		
5.15	Boarding, Lodging, Rooming (BLR) Inspection	\$100	\$150	50%
5.16	Boarding, Lodging, Rooming (BLR) Re-inspection	\$75	\$150	100%
5.17	ARU – Pre-existing Construction	\$.40/sq ft	\$.50/sq ft	25%
5.18	ARU – New Construction	\$1.50/sq ft		
5.19	3 rd Party Review Deposit	NEW	\$5000	
6.	Group D – Business and Personal Service Uses			
6.1	New, Additions	\$1.40/sq ft	\$1.70/sq ft	21%
6.2	Alterations/Repairs/ Interior Finishing – If Separate	\$1.00/sq ft	\$1.20/sq ft	20%
6.3	Accessory Structures < 500 sq ft	\$1.00/sq ft		
6.4	Accessory Structures > 500 sq ft	\$1.00/sq ft	\$1.25/sq ft	25%
6.5	3 rd Party Review Deposit	NEW	\$5000	

7.	Group E – Mercantile Uses			
7.1	New, Additions	\$1.40/sq ft	\$1.70/sq ft	21%
7.2	Alterations/Repairs/ Interior Finishing – If Separate	\$1.00/sq ft	\$1.20/sq ft	20%
7.3	Accessory Structures < 500 sq ft	\$1.00/sq ft		
7.4	Accessory Structures > 500 sq ft	\$1.25/sq ft		
7.5	3rd Party Review Deposit	NEW	\$5000	
8.	Industrial Uses			
8.1	New, Additions	\$1.25/sq ft	\$1.50/sq ft	20%
8.2	Alterations/Repairs/ Interior Finishing – If Separate	\$1.00/sq ft	\$1.20/sq ft	20%
8.3	Gas Stations/Canopies/Car Wases	\$1.00/sq ft	\$1.50/sq ft	50%
8.4	Repair Garage	\$1.00/sq ft	\$1.25/sq ft	25%
8.5	Accessory Structures < 500 sq ft	\$1.00/sq ft		
8.6	Accessory Structures > 500 sq ft	\$1.00/sq ft	\$1.30/sq ft	30%
8.7	3 rd Party Review Deposit	\$2500	\$5000	100%
9.	Group G – Farm Uses			
9.1	New, Additions	\$.40/sq ft	\$.50/sq ft	25%
9.2	Alterations/Repairs/ Interior Finishing – If Separate	\$.40/sq ft	\$.50/sq ft	25%
9.3	Accessory Structures	\$.40/sq ft	\$.50/sq ft	25%
9.4	3rd Party Review Deposit	NEW	\$5000	
10.	Additional Charges for All Occupancies			
10.1	Public Pools	\$1.00/sq ft	Deleted	
10.1	Foundation Only	New	\$1.00/sq ft	
10.2	Commercial Cooking Hood	\$175 flat rate	\$200 flat rate	14%
10.3	New Solid Fuel Fireplace/Stove	\$150 flat rate		
10.4	Below Grade Exterior Stairs, New or Existing (Walk-up)	\$200 flat rate		
10.5	Decks, No Roof	\$.60/sq ft	\$.65/sq ft	8%
10.6	Decks, With Roof, Porch, Carport	\$.70/sq ft	\$.75/sq ft	7%
10.7	Signs Attached to Building	\$150 flat rate		
10.8	Signs - Freestanding / Billboard	\$200 flat rate		
10.9	Change of Use	\$200 flat rate		
10.10	Reactivation of Yearly Renewal of Permit	\$150		

11. Additional Fees for Private Sewage Systems				
11.1	Septic System Installation	\$700 flat rate	\$750 flat rate	7%
11.2	Septic Tank Replacement Only	\$300 flat rate	\$350 flat rate	8%
11.3	Leaching Field Replacement/Repair/Addition	\$500 flat rate	\$525 flat rate	5%
11.4	Performance Plan Review for Addition	\$100 per hour		
11.5	Verification of Compliance by Qualified 3rd Party	\$150 flat rate		
11.6	Change of Use/MOE over 10,000L/Municipal Portion of Review	\$175 flat rate		
11.7	File Search	\$100	\$150	50%
12. Stand Alone Works				
12.1	Relocate Building	\$175 flat rate	Delete	
12.1	3rd Party Review & Inspection Invoice + 15%	New	Invoice + 15%	
12.2	New Enlarged Exterior Window/Doors (each)	\$100 flat rate		
12.3	Fire Alarm	\$175	\$200	14%
12.4	Sprinkler	\$175 flat rate	\$200 flat rate	14%
12.5	Standpipe	\$175 flat rate	\$200 flat rate	14%
12.6	Electromagnetic Lock	\$175 flat rate	\$150	-14%
12.7	HVAC System (Heating, Ventilation, Air Conditioning)	\$175 flat rate		
12.8	Commercial Cooking Hood	\$175 flat rate	Delete	
12.8	Tiny Home	New	\$500	
12.9	Dust Collector	\$175 flat rate		
12.10	Spray Booth	\$175 flat rate		
12.11	Park Model Trailers/Mobile Home/Relocation of Building (Incl. Foundation)	\$500 flat rate		
12.12	Modular Factory Built Homes (Incl. Foundation)	\$1.35 sq ft	\$1.50/sq ft	11%
12.13	Liquor Licence Occupant Load Review	\$100		
12.14	Liquor Licence Occupant Load Inspection	\$100		
12.15	Alternative Solution Objective Base Code Design	1st 2 hours - \$500 After 2 hours - \$75/hr	1st 2 hours - \$500 After 2 hours - \$75/hr	-60% 0%

12.16	Patio Program – Yearly Renewal – With Inspection – First Come Basis (1/2 refund)	\$150	Delete	
12.16	Engineering Services		\$150/hr	
12.17	File Search	\$100	\$150	
12.18	Reactivate Building Permit	\$150		
12.19	New Addition Fire Suppression Tank	\$200/Tank		
12.20	Elevator	New	\$175	
13.	Plumbing			
13.1	Plumbing- New/Alterations/Extensions (F indicates Fixture as per OBC max 10)	\$150 Minimum fee		
13.2	Water Service/Sewer Connection (each)	\$150 Minimum fee		
13.3	Conversion from Septic Tank to Municipal Service	\$150 flat rate		
13.4	Special Investigation of Plumbing System	\$150		
13.5	Lot Grading Review	\$300 flat rate	Deleted and moved to 15.20	
13.5	Additional Fixtures (f) - each over 10		\$20	
13.6	Backflow (each)	\$100-1000		
13.7	Backwater (sanitary/storm)	\$100		
14.	Enforcement Services			
14.1	Building Without a Permit Penalty (plus Permit Fee)	Permit Fee x 2		
14.2	Re-inspection of Defective or Incomplete Work	\$150 flat rate		
14.3	Orders - Issuance/Removal; Certificate of Compliance (Property Standards); Re-issued (yearly)	\$200 flat rate		
14.4	Property Standards Inspection	\$150 flat rate	\$200	33%
14.5	Enforcement – Building/Property Standards	\$75 per letter		
14.6	File Search and Photos	\$75.00	\$150	100%
15.	Special Services			
15.1	Revision Part 9 Permits/Applications	\$100/hr		
15.2	Revision Part 3 Permits/To Reviewed Applications	\$125/hr		

15.3	Transfer of Permit to New Owner	\$200 flat rate		
15.4	Minor Revision Review <30 mins	New	\$50 flat fee	
15.5	Re-inspection	\$150 flat fee		
15.6	Building Compliance Letter – Regular	\$150 per property		
15.7	Building Compliance Letter – Rush (1 business day)	\$180 per property		
15.8	Miscellaneous Fees Not Noted in Schedule "D"	As required		
15.9	Demolition – Not Requiring Engineer Review	\$200		
15.10	Demolition – Requiring Engineer Review	\$400		
15.10	Consultant/Third Party Review (ie: Parts 3, 4, 8, 9, 10, 11, Fire Protection)	\$3000	Deleted	
15.11	Pre Site Plan Agreement Building Permit Review	New	\$100 per/hr	
15.12	Conditional Permit - Houses (each)	\$1.50 sq/ft	Retainer = \$50,000+10% of total fee	
15.13	Conditional Permit - Other (each)	2x fees	Retainer = \$100,000+10% of total fee	
15.14	Occupancy Permit	\$150		
15.15	Monthly Stats Report	\$75	\$150	100%
15.16	Building Permit Hard Copy Issuance	\$20		
15.17	Municipal Building Permits Discount	75%	1.00	
15.18	Pre Consultation Building Department	\$100/hr		
15.19	Lot Grading Deposits (Where not covered by Subdivision Deposits) Single Lot	\$5000 per lot		
15.20	Lot Grading Review (Moved from 13)	\$300		
15.21	Lot Grading Deposit (Condo/ Apartment) up to 30 units	New	\$10,000	
15.22	Lot Grading Deposit (Condo/ Apartment) Over 30 units TBD by Township Agreement	New	TBD by Township Agreement	
15.23	Lot Grading Deposit (Commercial, Industrial and Institutional) up to 600 sq/m	New	\$10,000	
15.24	Lot Grading Deposit (Commercial, Industrial and Institutional) up to 2000 sq/m	New	\$15,000	

15.25	Lot Grading Deposit (Commercial, Industrial and Institutional) over 2000 sq/m	New	TBD by Township Agreement	
16.	Designated and Other Structures			
16.1	Communication Tower	\$175 flat rate	\$200 flat rate	14%
16.2	Exterior Storage Tank (Excluding Part 2 Structures)	\$175 flat rate	\$200 flat rate	14%
16.3	Retaining Walls (Minimum Height 1 Meter)	\$4.50/liner ft		
16.4	Satellite Dish Mounted to Building (Over 5m ²)	\$175 flat fee	\$200 flat fee	
16.5	Solar Collector up to 10 kWh or portion thereof	\$600		
16.6	Wind Turbine per 3kW rated output or porting thereof	\$175 flat fee		
16.7	Other OBC Structures Not Noted	\$175 flat fee		
16.8	Solar Collector per 10kWh or portion thereof	\$175/10kWh	\$200/10kWh	14%
16.9	Farm Storage Tank (Part 2 Structures)	\$100/hr		