

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2018 August 22

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 7000 04
Reference: Review of App Fees

SUBJECT: 2019 FEES FOR PLANNING AND BUILDING PERMITS, APPLICATIONS
AND OTHER SERVICES

PURPOSE: To provide Council with recommendations for the Planning and Building
Department's 2019 fees for various applications for cost recovery purposes.

RECOMMENDATIONS:

1. **THAT** Council approve the proposed fee adjustments, as outlined in this report.
2. **THAT** Council authorize the City Solicitor to bring forward the necessary bylaw amendments to implement the proposed adjustments in the Planning and Building Fees Bylaw, as set out in Section 2.0 to 4.0 of this report.
3. **THAT** Council authorize the City Solicitor to update the approving authorities in Section 6.23(3) of the Zoning Bylaw, as set out in Section 2.10 of this report.
4. **THAT** Council authorize the City Solicitor to repeal and replace Schedules "A" to "E" in Section 5(a) to (g) of the Subdivision Control Bylaw, as set out in Section 6.0 of this report.

REPORT

The *Local Government Act* provides for the imposition of fees and charges for applications and various types of permits and services under Part 14 (Planning and Land Use Management), Division 2 (Responsibilities, Procedures and Authorities), Section 462 (Fees related to applications and inspections) for the purpose of recovering the costs of administration, inspection, advertising and processing. Over the years, fees and charges have been established for a number of processes, works and services including: permits for building construction, including electrical, plumbing and gas inspections; rezoning, strata titling and subdivision of land; and a variety of other Planning and Building services.

In 1997, Council completed a comprehensive review of fees and directed staff to conduct an annual review fee report for each subsequent year to help ensure that fees recover the basic costs of City processes, works and services. The intent of the annual fee review is to establish a more systematic fee increase process and to avoid substantial increases at any one point in time. Under this system, fees are adjusted each year to ensure that the costs associated with each type of application, permit, service, or work is recovered.

To: City Manager
From: Director Planning and Building
Re: 2019 Fees for Planning and Building Permits,
Applications and Other Services
2018 August 22..... Page 2

Staff have completed the annual review of fees for 2019. *Attachment 1* and *Appendix A* outline the recommended adjustments with the City's projected operating costs and Consumer Price Index (CPI) for 2019 taken into consideration. Using the established fees as a benchmark, generally the Planning and Building Department's fees are proposed to increase by 2.50% to ensure cost recovery and a median fee position relative to other municipalities in the region with similar processes, services, and development conditions. As described in *Attachment 1*, some proposed fees have been adjusted further to more accurately reflect processing costs, while others have been maintained at current rates.

It is recommended that all fees and bylaw text amendments be introduced and considered for First Reading on 2018 September 17. With the implementation of the new Planning and Building Fees Bylaw in 2018, changes to Rezoning application fees no longer require a presentation at a Public Hearing. All fees will be implemented following Final Adoption of the Planning and Building Fees Bylaw and related bylaw amendments, with an earliest effective date of 2019 January 01.


Lou Pelletier, Director
PLANNING AND BUILDING

JL:sla
Attachments

cc: Director Engineering
Director Finance
Director Parks, Recreation and Cultural Services
Chief Information Officer
Chief Building Inspector
City Solicitor
City Clerk

Review of Fees for 2019 for Planning and Building Permits, Applications and Other Services

1.0 GENERAL

It is intended that the structure and schedules for Planning and Building Department fees account for the full range of costs (administration, processing, record keeping, responding to enquiries, inspections, etc.) for each type of application, permit, service, or work. This approach recognizes that these costs are commonly incurred, to varying degrees, by a variety of different departments. For example, while the bulk of the administrative costs for processing a rezoning application may be incurred in the Current Planning Division, considerable staff effort is often expended in the Clerk's Office, Legal Department, Engineering Department, Fire Prevention Office, and Building Department, as well as, to some extent, by the RCMP, the Parks, Recreation and Cultural Services Department, Public Safety and Community Services Department (including Licence and Property Management Office and Realty and Lands Division), and the Tax Office. The degree to which other departments may be involved varies considerably with the type of application and from case to case. The overriding consideration in the *Local Government Act*, which governs fees imposed for planning related services, is that the fee must not exceed the estimated average costs of processing, inspection, advertising and administration for the associated service. The approach taken by the City is to recover the estimated average cost of processing across a wide range of application, permit, service and work types.

Metro Vancouver municipalities with similar processes and services were surveyed to determine the average fee charged for such processes and services in the region. In general, Burnaby's Planning and Building fees continue to maintain a median fee position, with some variation by fee types, relative to other Metro Vancouver municipalities with similar development conditions.

Appendix A outlines the current and proposed schedules of fees in detail.

2.0 PLANNING DEPARTMENT FEES

2.1 Proposed 2019 Planning Fees (Appendix A, Schedule A to E)

The proposed Planning Department fees are outlined as follows:

- Rezoning Application Fees (Schedule A)
- Preliminary Plan Approval (PPA) Application Fees (Schedule B)
- Subdivision Application Fees (Schedule C)
- Liquor Licence Application Fees (Schedule D)
- Environmental Review Committee (ERC) Application Fees (Schedule E)

2.2 General 2.50% Increase

Staff have reviewed the existing cost recovery structure of the present fee schedule for rezoning, subdivision, development approvals (PPA), strata titling and various other approval services that are provided by the Planning Department. As outlined in *Appendix A*, an increase of 2.50% is generally proposed for Planning Department fees, with the following exceptions:

2.3 Rezoning Fees – Administration for Servicing File (Schedule A)

The servicing file administration fees for rezoning or PPA applications that do not include subdivision applications are currently charged a flat rate of \$1,136 and where there is only one servicing requirement required, is charged a flat rate of \$551. This flat rate, with nominal annual increases, has applied for a number of years, regardless of the size, scope, and complexity of the developments. The work, processes, and staff time involved are similar to subdivision applications, and therefore, it is recommended that the servicing file administration fees for larger developments (eg. Multiple Family “s” District and other medium density districts) be aligned and charged the same rates as the Subdivision Application fees (\$15,713 for Multiple Family “s” District and \$10,476 for all other medium density districts). This recommendation will permit more appropriate cost recovery for larger and more complex servicing requirements. The servicing file that only involves one to three servicing items, where no servicing agreements are required, will subsequently be charged a flat rate of \$1,000.

2.4 Rezoning Fees – Public Hearing and Area Plan Notification Signs (Schedule A)

The following fees associated with rezoning applications remain sufficient to recover processing time and costs; therefore, no change is proposed for 2019:

- **Public Hearing Fees**

In 2016, first and additional public hearing fees were increased from \$500 to \$1,000. It is recommended that this fee remain at its current rate.

- **Area Plan Notification Sign Fees**

As per Council adopted policy and as a condition of rezoning, developers are assessed \$250 for the required signage for new multiple family residential projects. It is recommended that this fee remain at its current rate.

2.5 Subdivision Fees – Phased Strata Plan Application (Schedule C)

A phased strata plan involves the development of strata lots on one or more separate parcels of land in two or more phases. A strata plan is registered at the Land Title Office after the first phase is completed, and then the land in the relevant phase is subdivided from the remainder of the lands yet to be in development. As the development progresses, each subsequent phase is

merged with the original strata plan. Currently, the first phase is charged a flat rate of \$1,220 with subsequent phases at \$159 per phase and the last phase at \$483.

Processing a phased strata plan is becoming a highly complex process especially for major developments. Since a phased strata plan is a form of subdivision, the applications need to be evaluated against the provisions of the City's Subdivision Control Bylaw which includes access, servicing, and compliance with other relevant by-laws. The processing cycle not only requires a significant amount of Planning staff time to perform research, prepare Tentative Approval Letters, ensure all conditions are met, and verify address assignments, but also requires significant registration preparation and correspondence activities in the Legal Department. In order to finalize the phased strata plan, bond release requests also need to be assessed to ensure all conditions are completed before they can be released by the Finance Department.

Staff have identified a shortfall in cost recovery and in order to recuperate the costs, it is recommended that a \$5,000 fee be charged for the first phase, and for subsequent phases including the last phase, a \$1,000 per phase fee be established.

2.6 Subdivision Fees – Personal Preference Address Change (Schedule C)

Currently, a personal preference address change request that is not included in a subdivision application is charged a flat rate fee of \$792. Processing an address change application requires staff time to research and to make sure consistent addressing and numbering of buildings and suites within Burnaby. This research work is important as it helps emergency response personnel, postmen, delivery drivers, and the general public to locate the buildings in a timely manner.

This activity is undertaken mainly for the convenience of applicants. In order to recuperate our processing costs, it is recommended that a flat rate of \$1,000 be established.

2.7 Subdivision Fees – Development Cost Charges Instalments (Schedule C)

The processing fees for development cost charges instalments were first introduced in 2016. Under the *Development Cost Charge (Instalments) Regulation of the Local Government Act*, the City permits the charges to be paid in one-third instalments at the applicant's request.

Processing the instalment payments requires a significant amount of staff time. Each payment cycle requires correspondence and accounting activities in the Finance Department; form preparation, payment processing, and customer service activities by the Planning Department; and preparation of interdepartmental memos, revised Letters of Credit, reminder letters, and associated record keeping by subdivision technicians. Because this activity is undertaken for the convenience of applicants, it is appropriate that those who choose this payment method bear the costs.

Currently, a flat rate of \$750 is being collected for the first instalment, and the same amount of \$750 is being charged for each subsequent instalment. When applicants request this instalment payment method, the instalment processing fee is collected upfront, which is a total of \$2,250,

and this current rate has not been adjusted since its introduction in 2016. In order to streamline the fee collection process and to recuperate the processing costs, it is recommended that one flat rate of \$3,000 be established at the time of the first instalment as the processing fee for all three instalments.

2.8 Subdivision Fees – 1% Administration Fee (Schedule C)

The subdivision administration fee is collected in order to recover the costs associated with processing and reviewing compliance bonds for required works. This fee remains sufficient to recover processing time and costs; therefore, it is recommended that this administration fee, equal to 1% of the estimated compliance bonding, remain at its current rate and no change is proposed for 2019.

2.9 Environmental Review Committee (ERC) Fees – Application Fee (Schedule E)

Given the complexity of developments that require ERC applications, numerous reviews and meetings are required in order to evaluate the applications. While the City currently absorbs this cost, it is appropriate to attempt the recovery of some of the costs associated with the staff time required for the application review. In addition, it is appropriate to bring the ERC process into alignment with other development related cost charges; and therefore, new fees are proposed for the environmental review process.

Significant staff time is required at various stages of the ERC application review process. Prior to the ERC committee meeting, staff meet with the applicant, perform site visit(s), conduct a Streamside Protection and Enhancement Area (SPEA) regulation review, review surveys and qualified environmental profession reports, coordinate circulations with other departmental staff, and attend and participate in the ERC meeting. After the committee meeting, staff document the ERC decision letter, liaise with Fisheries and Oceans Canada (DFO) and Ministry of Environment (MoE) if required, coordinate registration of the covenant, review and approve planting plans, establish bonding requirements, ensure all conditions are met, and review the mitigation of unforeseen infrastructure requirements within SPEA. Furthermore, staff are involved in annual reviews and monitoring/maintenance to ensure SPEA alignments continue even after occupancy of the developments.

Currently, there are two main types of ERC applications:

(a) New Developments (Other Than Single- and Two-Family Developments)

Developments that fall under this type of application typically involve more time, more meetings, and greater complexity in general. They are usually part of Rezoning, Subdivision, or Preliminary Plan Approval (PPA) applications. This type of development can also vary widely in complexity, with factors that may include:

- location and condition of the stream and Streamside Protection and Enhancement Area (SPEA)

- nature and location of existing and proposed development, road, and utility infrastructure
- site contamination
- internal and external stakeholder consultation
- SPEA enhancements, which may include in-stream and riparian works
- Bonding requirements
- Registration of covenants
- Long-term annual monitoring and maintenance

The ERC applications under New Developments are generally on larger and more complex sites, and therefore a flat rate of \$1,200 is proposed for this type of ERC application.

(b) Single- and Two-Family Developments

A flat rate of \$600 is proposed for this type of ERC application. Although many of the processes and tasks involved are similar to the New Developments ERC applications above, the scope and complexity of the developments are significantly smaller in size. They are usually limited, well defined, and generally consistent, and the SPEA enhancements are typically relatively modest in scope.

Following the adoption of the proposed recommendations outlined above, staff will monitor and evaluate effort for future ERC applications to assess the level and complexity of work, and revisit the associated fees to determine if further fee adjustments are required for cost recovery.

2.10 Proposed Text Revisions to the Zoning Bylaw for Environmental Review Committee (ERC)

In addition to the new fees proposal above, the bylaw section references for the approving authorities under Streamside Protection and Enhancement Areas (SPEA) in Section 6.23(3) of the Zoning Bylaw was identified as being outdated. It is therefore recommended that the approval of the Department of Fisheries and Oceans be removed from this section.

All Planning Department fees have been rounded to the nearest dollar, with the exception of the Preliminary Plan Approval “on construction value” fee (Schedule B), which has been rounded to the nearest \$0.05.

3.0 BUILDING DEPARTMENT FEES

3.1 Proposed 2019 Building Fees (Appendix A, Schedule F to J)

The proposed Building Department fees are outlined as follows:

- Building Permit and Inspection Fees (Schedule F)
 - Refund of Fees
 - Damage Deposits and Inspection Fees
- Electrical Permit and Inspection Fees (Schedule G)

- Gas Permit and Inspection Fees (Schedule H)
- Plumbing Permit and Inspection Fees (Schedule I)
- Tree Permit Fees (Schedule J)

3.2 General 2.50% Increase

A fee increase of 2.50% is proposed for Building Department fees, with the following exceptions:

3.3 Building Permit and Inspection Fees (Schedule F)

- **Damage Deposit and Inspection Fees**

Public works damage deposit and inspection fees are collected by the City's Engineering Department and the pre- and post-construction inspections of adjacent City property are carried out by Engineering Inspectors. However, damage deposit amounts and related inspection fees are listed in the Building Bylaw as they relate to construction activity associated with building permits. The Engineering Department proposes the following in respect to damage deposits and inspection fees:

- Damage Deposit Fees – Damage deposit fees were significantly increased in 2016 to ensure remediation is completed quickly and appropriately, and due to this previous increase, no change is proposed for 2019.
- Inspection Fees – The Engineering Department proposes a general 2.50% increase, which is in line with the proposed Planning and Building general fee increases.
- Resinspection Fees – In order to reflect the cost of service for applicants resolving issues identified with initial inspections, the Engineering Department introduced reinspection fees similar to those currently collected for Building Permits and sub-trade permits in 2017. The Engineering Department proposes a general 2.50% increase, which is in line with the proposed Planning and Building general fee increases.

3.4 Gas Permit and Inspection Fees (Schedule H), and Plumbing Permit and Inspection Fees (Schedule I)

In order to streamline business processes and to simplify the sub-trade permits fee structures, staff is looking into the possibilities of standardizing the gas and plumbing permits fees similar to the fee structures already established for electrical permits. Basically, it is based on a percentage of the building permit fee for new single- and two-family dwellings, and then to charge various rates based on the value of work for all other building types.

- Plumbing Fixtures

Based on recent review and analysis, staff was able to gather enough historical data to support the change for the complete plumbing installations with fixtures for new single- and two-family dwellings. Currently, the plumbing permit with fixtures is charged \$56.20 for the first fixture and \$30.65 for each additional fixture. It is recommended that 18% of the building permit fee be charged instead. This percentage is based on total plumbing permit fees collected for new single- and two-family dwellings to the total building permit fees collected for new single- and two-family dwellings in 2017.

All other fee structures remain status quo (except for the general 2.50% increase) until further analysis has been conducted in the future to determine the appropriate percentage charge.

Fee increases for the Building Department have been rounded to the nearest \$0.05, with the exception of the per kVA fees for electrical permits, which have not been rounded, and the following fees, which have been rounded to the nearest \$1.00: reinspection fees, Preliminary Plan Approval (PPA) base fees and sign fees, minimum non-refundable amounts on Building Permits, Damage Deposits related fees, and Tree Permit fees.

4.0 PLANNING AND BUILDING FILE RESEARCH AND RECORDS FEES

4.1 Proposed 2019 File Research, Archives and Records Fees (Appendix A, Schedule K)

The proposed file research and records fees used by both the Planning and Building departments are outlined as follows:

- Land Title Search
- Legal Agreement Amendment
- Comfort Letter
- Copies of Departmental Records or Drawings

4.2 General 2.50% Increase

A fee increase of 2.50% is proposed for the Planning and Building file research and records fees, with the following exceptions:

4.3 Land Title Search Fees (Schedule K)

- Land Title Search and Land Title Document and Plan Image Records

The Land Title search fee (\$15.00 per search) and Land Title Document and Plan Image records fee (\$20.00 per search) were first introduced in 2015. These fees remain sufficient to recover the cost of land title related searches; therefore, no change is proposed for 2019.

4.4 Legal Agreement Amendment Fees (Schedule K)

- **Amendments to existing legal agreements already registered at Land Title Office**

Following Final Adoption and the registration of various 219 Covenants and Statutory Rights-of-Way agreements at Land Title Office, it is common for applicants to request amendments to the covenant and/or statutory rights-of-ways documents due to changes to construction. There are numerous possibilities as to why these documents require changes; some examples include changes to the location of disabled persons parking stalls, changes to the location of electric vehicle plug-in stations, or changes to stormwater management reports, to name a few.

The administrative work involved in pulling the already registered covenants and/or statutory rights-of-ways documents from Land Title Office are significant. Not only does this amendment process require a significant amount of Planning staff time, but also requires coordination with the Legal Department.

The process involves the investigation of whether the requested amendments are supported by the department, coordination with the applicant and their lawyer, and possibly their consultants, to arrange for the amended documents, prepare various correspondence with the applicant for signatures and authorizations, and coordination with the Legal Department for depositing the amended documents at the Land Title Office.

Based on the number of amendment items, it is recommended that \$600 be charged for the first three (3) amendment items and \$1,000 for when there are more than three (3) amendment items. The proposed fees would help recover the administrative costs for processing this task.

All Planning and Building File Research and Records fees have been rounded to the nearest dollar, with the exception of the electronic and paper copies of Departmental records or drawings, which has been rounded to the nearest \$0.05.

5.0 ENGINEERING DEPARTMENT FEES

The Engineering Department fees are outlined as follows:

- Sediment Control System Permit and Inspection Fees
- Sewer Connection Permit Fees

Both Sediment Control System Permit and Inspection fees and Sewer Connection Permit fees are collected by the City's Engineering Department as well as the review and inspection work undertaken.

The Engineering Department is currently undertaking a comprehensive review of their fees. Furthermore, they are looking into consolidating all of their fees into an Engineering Fees Bylaw. Therefore, it is appropriate to remove both of the above fee schedules from the Planning and Building Department's annual review of fees. In future, all amendments to these fees will be undertaken through the Engineering Department's fee review process.

6.0 Proposed Text Revisions to the Subdivision Control Bylaw

While the following amendments do not apply directly to the fees charged by the City for applications or permits, it is practical to make the following changes to the Subdivision Control Bylaw concurrent with the proposed changes to the fee schedules.

Currently under Sections 5(a) to (g) of the Subdivision Control Bylaw, the Engineering provisions are set out to be prescribed in Schedules "A" to "E" of the Subdivision Control Bylaw.

The current Engineering Schedules "A" to "E" are outlined as follows:

- Schedule A – Specifications for the Construction of Streets, Lanes, Surface Works & Storm Drainage
- Schedule B – Specifications for the Construction of Sanitary Sewers in Subdivisions
- Schedule C – Specifications for Water Works Construction in Subdivisions
- Schedule D – Specifications for Construction of Underground Power
- Schedule E – Specifications for Construction of Street Lighting

During the Engineering Department's bylaw review process, Schedules "A" to "E" were identified as being outdated. It is therefore recommended that Council approve amendments to Sections 5(a) to (g) allowing the Engineering servicing provisions be set out as prescribed in Schedules "A" to "E" be replaced by the City's current Design Criteria Manual (DCM) set out by the Engineering Department.

Proposed 2019 Planning and Building Fees:

TABLE OF CONTENTS

SCHEDULE A	– REZONING APPLICATION
SCHEDULE B	– PRELIMINARY PLAN APPROVAL (PPA) APPLICATION
SCHEDULE C	– SUBDIVISION APPLICATION
SCHEDULE D	– LIQUOR LICENCE APPLICATION
SCHEDULE E	– ENVIRONMENTAL REVIEW COMMITTEE (ERC) APPLICATION
SCHEDULE F	– BUILDING PERMIT AND INSPECTION REFUND OF BUILDING PERMIT AND INSPECTION FEES DAMAGE DEPOSITS AND INSPECTION
SCHEDULE G	– ELECTRICAL PERMIT AND INSPECTION
SCHEDULE H	– GAS PERMIT AND INSPECTION
SCHEDULE I	– PLUMBING PERMIT AND INSPECTION
SCHEDULE J	– TREE PERMIT
SCHEDULE K	- FILE RESEARCH, ARCHIVES AND RECORDS FEES

SCHEDULE A – REZONING APPLICATION

Rezoning Application Fees Burnaby Zoning Bylaw 1965 Section 7.9

SCHEDULE OF REZONING APPLICATION FEES	Current (2018)	Proposed (2019)
▪ Rezoning Applications:		
(a) CD Rezoning with FAR less than 3.6, and Standard Rezoning		
First 1,700 m ² (18,299 sq.ft.) of site area or part thereof	\$2,371.00 <i>plus Public Hearing Fee</i>	\$2,430.00 <i>plus Public Hearing Fee</i>
Each additional 100 m ² (1,076 sq.ft.) of site area or part thereof	\$63.00	\$65.00
(b) Master Plan Rezoning		
First 40,000 m ² (430,556 sq.ft.) of site area or part thereof	\$210,021.00 <i>plus Public Hearing Fee</i>	\$215,272.00 <i>plus Public Hearing Fee</i>
Each additional 100 m ² (1,076 sq.ft.) of site area or part thereof	\$393.00	\$403.00
(c) CD Rezoning with FAR greater or equal to 3.6, and Master Plan Amendment		
(FAR means “floor area ratio” as defined in Burnaby Zoning Bylaw, 1965)		
First 8,000 m ² (86,111 sq.ft.) of site area and 3.6 FAR or part thereof	\$29,403.00 <i>plus Public Hearing Fee</i>	\$30,138.00 <i>plus Public Hearing Fee</i>
Each additional 100 m ² (1,076 sq.ft.) of site area or part thereof	\$378.00	\$387.00
Each additional 0.1 FAR or part thereof	\$378.00	\$387.00
▪ Administration of Servicing File:		
<i>For a rezoning or Preliminary Plan Approval application that does not include a subdivision</i>		
For a rezoning or Preliminary Plan Approval application that does not include a subdivision	\$1,136.00	See below

SCHEDULE OF REZONING APPLICATION FEES	Current (2018)	Proposed (2019)
Where there is only one servicing requirement	\$551.00	See below
(a) For first 3 servicing items where no servicing agreements required	---	\$1,000.00
(b) For Multiple Family “s” District	---	\$15,713.00
(c) For all others	---	\$10,476.00
▪ Public Hearing:		
(a) First Public Hearing	\$1,000.00	No Change
(b) Additional Public Hearing	\$1,000.00	No Change
▪ Area Plan Notification Sign	\$250.00	No Change

SCHEDULE B – PRELIMINARY PLAN APPROVAL (PPA) APPLICATION

Preliminary Plan Approval and Development Permit Application Fees Burnaby Zoning Bylaw 1965 Section 7.3(2)(b.1)

SCHEDULE OF PPA APPLICATION FEES	Current (2018)	Proposed (2019)
▪ Preliminary Plan Approval (PPA) Applications:		
(a) For signs (per sign application)	\$137.00	\$140.00
(b) For Comprehensive Sign Plans	\$525.00	\$538.00
(c) For Integrated Comprehensive Sign Plans for Comprehensive Development rezoning or Master Plan rezoning	\$2,626.00	\$2,692.00
(d) For all other development:		
On estimated construction value (per \$1,000)	\$2.55	\$2.60
Minimum Fee	\$266.00	\$273.00
(e) For each extension	\$160.00	\$164.00

SCHEDULE C – SUBDIVISION APPLICATION

Subdivision Application Fees Burnaby Subdivision Control Bylaw 1971 Section 8

SCHEDULE OF SUBDIVISION APPLICATION FEES	Current (2018)	Proposed (2019)
▪ Airspace Parcel Subdivision Application: (FAR means “floor area ratio” as defined in Burnaby Zoning Bylaw, 1965)		
(a) FAR of less than 2.0	\$11,638.00	\$11,929.00
(b) FAR of 2.0 or greater	\$17,455.00	\$17,891.00
▪ Strata Title Subdivision Application:		
(a) two-family and industrial/commercial conversions	\$701.00	\$719.00
(b) each additional industrial/commercial unit	\$40.00	\$41.00
(c) phased strata plan:		
First phase	\$1,220.00	\$5,000.00
Subsequent phases	\$159.00	\$1,000.00
Last phase	\$483.00	\$1,000.00
Amendment to Form P	\$88.00	\$90.00
▪ Subdivision Application other than Airspace Parcel and Strata Title Subdivision Applications:		
(a) Single-family or two-family Residential District subdivisions	\$5,110.00	\$5,238.00
(b) Multiple Family “s” District subdivisions	\$15,330.00	\$15,713.00
(c) All subdivisions other than SFD/TFD Residential District and Multiple Family “s” District subdivisions but including Multiple Family RM Districts	\$10,220.00	\$10,476.00
▪ Road Closure/Highway Exchange	\$2,388.00	\$2,448.00
▪ Tentative Approval Extension:		
(a) Single family subdivision	\$270.00	\$277.00
(b) Other subdivisions and servicing for rezoning and PPAs	\$604.00	\$619.00

SCHEDULE OF SUBDIVISION APPLICATION FEES	Current (2018)	Proposed (2019)
▪ Personal Preference Address Change (No charge when included in application for subdivision) <i>Fees subject to all applicable taxes</i>	\$792.00	\$1,000.00
▪ Processing Fee for Development Cost Charges Instalments:		
(a) For first instalment	\$750.00	See below
(b) For each subsequent instalment	\$750.00	See below
For all 3 instalments	---	\$3,000.00
▪ Administration Fees: <i>Fees subject to all applicable taxes</i>		
For processing and reviewing compliance bonds for required works (e.g. public walkways and improvements, private roads, tree replacement, landscaping, fencing, public art installations, etc.)	1% of estimated Compliance Bonding	No Change

SCHEDULE D – LIQUOR LICENCE APPLICATION

Liquor Licence Application Fees Burnaby Liquor Licence Application Fee Bylaw 2001 Section 2

SCHEDULE OF LIQUOR LICENCE APPLICATION FEES	Current (2018)	Proposed (2019)
▪ Liquor Licence Applications:		
New licence or location	\$868.00	\$890.00
Amendments to existing liquor licences	\$442.00	\$453.00

SCHEDULE E – ENVIRONMENTAL REVIEW COMMITTEE (ERC) APPLICATION

Environmental Review Committee Application Fees Burnaby Zoning Bylaw 1965 Section 6.23(3)

SCHEDULE OF ERC APPLICATION FEES	Current (2018)	Proposed (2019)
▪ Environmental Review Committee (ERC) Applications:		
New developments (other than single- and two-family developments)	---	\$1,200.00
Single- and two-family developments	---	\$600.00

SCHEDULE F – BUILDING PERMIT AND INSPECTION

Building Permit and Inspection Fees Burnaby Building Bylaw 2016

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 9(2)(b)	▪ Application for a Building Permit:		
	For all building permit applications	20% of estimated Building Permit Fee, subject to a minimum of \$62.10 and a maximum of \$6,884.15	20% of estimated Building Permit Fee, subject to a minimum of \$63.65 and a maximum of \$7,056.25
Section 14(1)	▪ Building Permit:		
	Value of Construction:		
	\$0 to \$1,000	\$62.10	\$63.65
	\$1,001 to \$20,000	\$62.10 plus \$18.35/\$1,000 or part thereof over \$1,000	\$63.65 plus \$18.80/\$1,000 or part thereof over \$1,000

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
	\$20,001 to \$200,000	\$410.75 plus \$12.65/\$1,000 or part thereof over \$20,000	\$420.85 plus \$12.95/\$1,000 or part thereof over \$20,000
	\$200,001 and over	\$2,687.75 plus \$10.90/\$1,000 or part thereof over \$200,000	\$2,751.85 plus \$11.15/\$1,000 or part thereof over \$200,000
Section 14(1)	▪ Building Permit for a Demolition:		
	(a) Accessory building (when demolished separately from single- and two-family homes, or when the accessory building is associated with other building types)	\$72.05	\$73.85
	(b) Single-family or two-family home (fee includes accessory buildings, if the accessory buildings are being demolished at the same time)	\$305.75	\$313.40
	(c) Principal buildings and structures other than single- and two-family homes	\$764.20	\$783.30
Section 14(1)	▪ Building Permit for Temporary Building or Structure:		
	Per year from date of issue	\$537.60	\$551.05
Section 14(1)	▪ Application for Forced Air Heating System:		
	Fees based on maximum BTU input of the appliance with a minimum fee based on 50,000 BTU's	\$3.10 per 1,000 BTU's heating appliance input	\$3.20 per 1,000 BTU's heating appliance input
Section 10(1)	▪ Application for Alternative Solutions under the British Columbia Building Code <i>Fees subject to all applicable taxes</i>		
		\$550.65 for each alternative solution on a development and \$168.60 for each revision	\$564.40 for each alternative solution on a development and \$172.80 for each revision

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 11(4)	▪ Certificate by Registered Professionals:		
	When a Building Permit is issued reliant upon the certification of a registered professional engineer or architect, the permit fee will be reduced by 2.5% of the fees payable, up to a maximum reduction amount.	2.5% of fees payable (\$500.00 max.)	No Change
Section 14(7)	▪ Review of Preliminary or Modified Drawings and Specifications <i>Review Fees subject to all applicable taxes</i>		
		\$74.45/hour (minimum 0.5 of an hour)	\$76.30/hour (minimum 0.5 of an hour)
Section 4(6)	▪ Permit Transfer or Assignment Fee:		
	For the transfer or assignment of a building permit or to record a change of contractor for a project	\$116.40	\$119.30
Section 19(4)	▪ Permit Extension:		
	1st extension	\$200.00	\$205.00
	2nd extension	\$300.00	\$307.50
	3rd extension	\$400.00	\$410.00
	Each additional extension	\$500.00	\$512.50
Section 14(8)	▪ Reinspection Fee: Where it has been determined by the Building Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work, reinspection is necessary. <i>Reinspection Fees subject to all applicable taxes.</i>		
	1st reinspection	\$58.00	\$59.00
	2nd reinspection	\$251.00	\$257.00
	3rd reinspection	\$495.00	\$507.00
	4th reinspection	\$989.00	\$1,014.00
	5th reinspection and thereafter	\$1,239.00	\$1,270.00

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 14(9)	Special Inspections: <i>Special Inspection Fees subject to all applicable taxes and must be approved by the Chief Building Inspector.</i>		
Section 14(9)(a)	(a) For an inspection outside the hours during which the offices of the City Hall are normally open	\$537.25 plus \$137.30/hour or part thereof after the first four hrs. Travel time incl.	\$550.70 plus \$140.75/hour or part thereof after the first four hrs. Travel time incl.
Section 14(9)(b)	(b) For a voluntary inspection (including Provisional Occupancy) requested by the owner, occupant, or contractor during City normal business hours to establish the condition of a building or structure	\$250.00 for the first hour or part thereof and \$95.50 for each additional hour or part thereof (\$250.00 minimum)	\$256.25 for the first hour or part thereof and \$97.90 for each additional hour or part thereof (\$256.25 minimum)
Section 14(9)(c)	(c) For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside the City limits, construction techniques or otherwise	\$95.50/hour or part thereof (\$95.50 minimum)	\$97.90/hour or part thereof (\$97.90 minimum)
Section 14(9)(d)	(d) Strata title subdivision application inspections	\$212.00	\$217.30
Section 26(1)(a)	(e) For a special safety inspection following an electrical or gas disconnection	\$578.30	\$592.75
Section 14(10)	Occupant Load: <i>Fee subject to all applicable taxes</i>		
	For confirming occupant load for liquor licence related purposes	\$204.40	\$209.50

**Refund of Building Permit and Inspection Fees
Burnaby Building Bylaw 2016**

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES (REFUND OF FEES)		Current (2018)	Proposed (2019)
Section 14(5) & (6)	<p>▪ Building Permit Application Fee Refund where plan checking has not commenced:</p> <p><i>There will be no refund of any portion of the application fee once the plan checking has been started.</i></p>		
	(a) For single- or two-family dwellings, including renovations, additions and accessory buildings	70% of Application Fee subject to a minimum non-refundable amount of \$157.00	70% of Application Fee subject to a minimum non-refundable amount of \$161.00
	(b) For all other applications	70% of Application Fee subject to a minimum non-refundable amount of \$157.00	70% of Application Fee subject to a minimum non-refundable amount of \$161.00
Section 14(6)	<p>▪ Building Permit Fee Refund where construction has not commenced, no inspection has been made and a permit has not been extended or expired</p>	Refund equals 90% of the difference between the Building Permit Fee and the Building Permit Application Fee subject to a minimum non-refundable amount of \$315.00	Refund equals 90% of the difference between the Building Permit Fee and the Building Permit Application Fee subject to a minimum non-refundable amount of \$323.00
Section 14(6)	<p>▪ For any permit or special inspection where no Application Fee is charged. Refund will be made only where work has not commenced, no inspection has been made and a permit has not been extended</p>	70% of the Permit Fee subject to a minimum non-refundable amount of \$315.00	70% of the Permit Fee subject to a minimum non-refundable amount of \$323.00

**Damage Deposits and Inspection Fees
Burnaby Building Bylaw 2016**

SCHEDULE OF DAMAGE DEPOSITS AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 16(2)(d)	Damage Deposit: <i>No interest is payable on damage deposits paid to or held by the City</i>		
	(a) Single- or Two-Family Dwelling Construction	\$4,000.00	No Change
	(b) Single- or Two-Family Dwelling Addition or Demolition	\$3,000.00	No Change
	(c) Construction other than Single- or Two-Family Dwelling	\$10,000.00 for 15 m frontage and \$60.00/m of frontage thereafter	No Change
	(d) Demolition other than Single- or Two-Family Dwelling	\$10,000.00 for 15 m frontage and \$60.00/m of frontage thereafter	No Change
	(e) Swimming Pool Installation	\$3,000.00	No Change
	(f) Construction of Carport or Garage	\$2,000.00	No Change
Section 16(2)(e)	Inspection Fee:		
	(a) Single- or Two-Family Dwelling Construction	\$93.00	\$95.00
	(b) Single- or Two-Family Dwelling Addition or Demolition	\$93.00	\$95.00
	(c) Construction other than Single- or Two-Family Dwelling	\$187.00	\$192.00
	(d) Demolition other than Single- or Two-Family Dwelling	\$123.00	\$126.00
	(e) Swimming Pool Installation	\$93.00	\$95.00
	(f) Construction of Carport or Garage	\$93.00	\$95.00

SCHEDULE OF DAMAGE DEPOSITS AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 16(2)(e)	<p>▪ Reinspection Fee (for 3rd and each subsequent reinspection):</p> <p>Where it has been determined by the assigned Engineering Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work reinspection is required</p> <p><i>Reinspection Fees subject to all applicable taxes</i></p>		
	(a) Single- or Two-Family Dwelling Construction	\$93.00	\$95.00
	(b) Single- or Two-Family Dwelling Addition or Demolition	\$93.00	\$95.00
	(c) Construction other than Single- or Two-Family Dwelling	\$187.00	\$192.00
	(d) Demolition other than Single- or Two-Family Dwelling	\$123.00	\$126.00
	(e) Swimming Pool Installation	\$93.00	\$95.00
	(f) Construction of Carport or Garage	\$93.00	\$95.00

SCHEDULE G – ELECTRICAL PERMIT AND INSPECTION

Electrical Permit and Inspection Fees Burnaby Electrical Bylaw 1974

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 22(1)(a)	<p>▪ Electrical Installations for New Single- and Two-Family Dwellings:</p>		
	(a) Electrical system for a dwelling including service connection and Temporary Current Permit	18% of Building Permit Fee	No Change

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
	(b) Security system, data, cable, TV, vacuum, intercom, sound system and telephone	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$250.00 job value)	No Change
Section 22(1)(a)	<p>▪ Electrical Installations Other Than New Single- and Two-Family Dwellings:</p> <p>Fee based on value of electrical installation including materials and labour</p> <p><i>Plus Temporary Current Permit where applicable</i></p>		
	Value of Electrical Installation (as approved by Electrical Inspector):		
	\$100 or less	\$46.00	\$47.15
	\$100.01 - \$250	\$61.30	\$62.85
	\$250.01 - \$350	\$76.40	\$78.30
	\$350.01 - \$500	\$91.80	\$94.10
	\$500.01 - \$700	\$114.50	\$117.35
	\$700.01 - \$1,000	\$138.05	\$141.50
	\$1,000.01 - \$10,000	\$138.05 plus \$56.70/\$1,000 or part thereof over \$1,000	\$141.50 plus \$58.10/\$1,000 or part thereof over \$1,000
	\$10,000.01 - \$50,000	\$648.35 plus \$30.75/\$1,000 or part thereof over \$10,000	\$664.40 plus \$31.50/\$1,000 or part thereof over \$10,000

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
	\$50,000.01 - \$100,000	\$1,878.35 plus \$18.25/\$1,000 or part thereof over \$50,000	\$1,924.40 plus \$18.70/\$1,000 or part thereof over \$50,000
	\$100,000.01 - \$500,000	\$2,790.85 plus \$12.20/\$1,000 or part thereof over \$100,000	\$2,859.40 plus \$12.50/\$1,000 or part thereof over \$100,000
	\$500,000.01 - \$1,500,000	\$7,670.85 plus \$10.35/\$1,000 or part thereof over \$500,000	\$7,859.40 plus \$10.60/\$1,000 or part thereof over \$500,000
	\$1,500,000.01 and over	\$18,020.85 plus \$3.25/\$1,000 or part thereof over \$1,500,000	\$18,459.40 plus \$3.35/\$1,000 or part thereof over \$1,500,000
Section 22(1)(a)	<ul style="list-style-type: none"> ▪ Temporary Saw Service 	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$91.80)	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$94.10)
Section 22(1)(a)	<ul style="list-style-type: none"> ▪ Permit Fee to Record Work Done Without Permit and Inspection <p>Where electrical work has been carried out without a permit and a permit is accepted to approve and inspect the work after the fact, the fee shall be calculated under Electrical Installations based on the value of the electrical installation as estimated by the Chief Building Inspector at the time of application for the electrical permit</p>	Minimum \$138.05	Minimum \$141.50

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 22(1)(a)	▪ Temporary Current Permit (not required for one- or two-family dwelling)	\$182.75	\$187.30
Section 22(1)(a)	▪ Operating Permit for One Commercial or Industrial Plant or Establishment:		
	(a) Annual fee based on service capacity	\$0.36 per kVA Minimum 600 kVA (\$216.00) Maximum 8700 kVA (\$3,132.00)	\$0.37 per kVA Minimum 600 kVA (\$222.00) Maximum 8700 kVA (\$3,219.00)
	(b) For each additional permit	\$216.00	\$222.00
Section 22(1)(a)	▪ Operating Permit for Special Event or Film Project:		
	(a) One location, one project (includes filming in studio):		
	0 to 30 days	\$149.20	\$152.95
	0 to 60 days	\$263.35	\$269.95
	0 to 90 days	\$305.75	\$313.40
	0 to 180 days	\$410.35	\$420.60
	0 to 365 days	\$746.45	\$765.10
	(b) Multi locations, one project Permit valid for maximum 365 days: <i>Rates based on maximum 4 locations</i>		
	0 to 30 days	\$115.00 per location (maximum \$460.00)	\$117.85 per location (maximum \$471.40)
	0 to 60 days	\$152.80 per location (maximum \$611.20)	\$156.60 per location (maximum \$626.40)

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
	0 to 90 days	\$194.45 per location (maximum \$777.80)	\$199.30 per location (maximum \$797.20)
	0 to 180 days	\$219.45 per location (maximum \$877.80)	\$224.95 per location (maximum \$899.80)
	0 to 365 days (annual permit)	\$1,905.75, any number of locations	\$1,953.40, any number of locations
	(c) Annual permit fee for film studio for repair and maintenance only	\$0.47 per kVA Minimum 640 kVA (\$300.80) Maximum 6700 kVA (\$3,149.00)	\$0.48 per kVA Minimum 640 kVA (\$307.20) Maximum 6700 kVA (\$3,216.00)
Section 22(1)(a)	▪ Signs:		
	(a) Neon:		
	For first transformer	\$101.85	\$104.40
	Each for the next two transformers	\$67.45	\$69.15
	Each for the next two transformers	\$47.70	\$48.90
	For each remaining transformer	\$34.40	\$35.25
	(b) Fluorescent or light – emitting diode (LED):		
	For first 15 AMP branch circuit or equivalent	\$101.85	\$104.40
	Each for the next two 15 AMP branch circuit or equivalent	\$67.45	\$69.15
	Each for the next two 15 AMP branch circuit or equivalent	\$47.70	\$48.90
	For each remaining 15 AMP branch circuit or equivalent	\$34.40	\$35.25

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
	(c) Other signs requiring electrical installation:	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$114.50)	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$117.35)
Section 22(3)(a)	▪ Review of Preliminary or Modified Drawings and Specifications <i>Review Fees subject to all applicable taxes</i>	\$74.45/hour (minimum 0.5 of an hour)	\$76.30/hour (minimum 0.5 of an hour)
Section 22(3)(b)	▪ Permit Transfer or Assignment Fee For the transfer or assignment of an electrical permit and to record a change of contractor for a project	\$116.40	\$119.30
Section 22(3)(c)	▪ Permit Extension	\$116.40	\$119.30
Section 22(3)(d)	▪ Reinspection Fee: Where it has been determined by the Electrical Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work reinspection is required <i>Reinspection Fees subject to all applicable taxes</i>		
	1st reinspection	\$58.00	\$59.00
	2nd reinspection	\$251.00	\$257.00
	3rd reinspection	\$495.00	\$507.00
	4th reinspection	\$989.00	\$1,014.00
	5th reinspection and thereafter	\$1,239.00	\$1,270.00

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 22(3)(e)	<p>▪ Special Inspections:</p> <p><i>Special Inspection Fees subject to all applicable taxes and must be approved by the Chief Building Inspector.</i></p>		
Section 22(3)(e)(i)	(a) For an inspection outside the hours during which the offices of the City Hall are normally open	\$537.25 plus \$137.30/hour or part thereof after the first four hrs. Travel time incl.	\$550.70 plus \$140.75/hour or part thereof after the first four hrs. Travel time incl.
Section 22(3)(e)(ii)	(b) For a voluntary inspection (including Provisional Occupancy) requested by the owner, occupant, or contractor during City normal business hours to establish the condition of a building or structure	\$95.50/hour or part thereof (\$95.50 minimum)	\$97.90/hour or part thereof (\$97.90 minimum)
Section 22(3)(e)(iii)	(c) For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside the City limits, construction techniques or otherwise	\$95.50/hour or part thereof (\$95.50 minimum)	\$97.90/hour or part thereof (\$97.90 minimum)
Section 22(3)(e)(iv)	(d) Strata title subdivision application inspections	\$212.00	\$217.30
Section 22(4)	▪ Permit Fee Refund	90% of the fee paid subject to a minimum non-refundable amount of \$157.00.	90% of the fee paid subject to a minimum non-refundable amount of \$161.00.

SCHEDULE H – GAS PERMIT AND INSPECTION

Gas Permit and Inspection Fees Burnaby Gas Bylaw 1978

SCHEDULE OF GAS PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 10(1)	▪ Gas Installations in Single- and Two-Family Dwellings:		
	(a) For each appliance:		
	For first appliance	\$56.20	\$57.60
	For each additional appliance	\$30.65	\$31.40
	(b) For each vent installation:		
	For first vent	\$56.20	\$57.60
	For each additional vent	\$30.65	\$31.40
	(c) House Piping only - no appliance installed:		
	For the first 30 m of piping or portion thereof	\$52.95	\$54.25
	For each additional 30 m of piping or portion thereof	\$30.45	\$31.20
Section 10(1)	▪ Gas Installations in Commercial, Industrial, Institutional or Multi-family:		
	(a) For each appliance with input of:		
	(i) 30 kW (102,000 BTU/Hr) or less		
	For first appliance	\$55.05	\$56.45
	For each additional appliance	\$45.35	\$46.50
	(ii) 31 to 120 kW (103,000 to 409,000 BTU/Hr)	\$92.85	\$95.15
	(b) For piping only:		
	First 30 m or less	\$54.10	\$55.45
	Each additional 30 m or part thereof	\$38.45	\$39.40
	(c) For each vent installation (no appliance)	\$54.10	\$55.45
	(d) Laboratory equipment:		
	For each 200,000 BTU's or part thereof in a room	\$77.10	\$79.05

SCHEDULE OF GAS PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 10(3)(a)	▪ Review of Preliminary or Modified Drawings and Specifications <i>Review Fees subject to all applicable taxes</i>	\$74.45/hour (minimum 0.5 of an hour)	\$76.30/hour (minimum 0.5 of an hour)
Section 10(3)(b)	▪ Permit Transfer or Assignment Fee For the transfer or assignment of a gas permit and to record a change of contractor for a project	\$116.40	\$119.30
Section 10(3)(c)	▪ Permit Extension	\$116.40	\$119.30
Section 10(3)(d)	▪ Reinspection Fee: Where it has been determined by the Gas Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work reinspection is required <i>Reinspection Fees subject to all applicable taxes</i>		
	1st reinspection	\$58.00	\$59.00
	2nd reinspection	\$251.00	\$257.00
	3rd reinspection	\$495.00	\$507.00
	4th reinspection	\$989.00	\$1,014.00
	5th reinspection and thereafter	\$1,239.00	\$1,270.00
Section 10(3)(e)	▪ Special Inspections: <i>Special Inspection Fees subject to all applicable taxes and must be approved by the Chief Building Inspector.</i>		
Section 10(3)(e)(i)	(a) For an inspection outside the hours during which the offices of the City Hall are normally open	\$537.25 plus \$137.30/hour or part thereof after the first four hrs. Travel time incl.	\$550.70 plus \$140.75/hour or part thereof after the first four hrs. Travel time incl.

SCHEDULE OF GAS PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 10(3)(e)(ii)	(b) For a voluntary inspection (including Provisional Occupancy) requested by the owner, occupant, or contractor during City normal business hours to establish the condition of a building or structure	\$95.50/hour or part thereof (\$95.50 minimum)	\$97.90/hour or part thereof (\$97.90 minimum)
Section 10(3)(e)(iii)	(c) For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside the City limits, construction techniques or otherwise	\$95.50/hour or part thereof (\$95.50 minimum)	\$97.90/hour or part thereof (\$97.90 minimum)
Section 10(3)(e)(iv)	(d) Strata title subdivision application inspections	\$212.00	\$217.30
Section 10(4)	<div> <div> </div> <div> Permit Fee Refund </div> </div>	90% of the fee paid subject to a minimum non-refundable amount of \$157.00.	90% of the fee paid subject to a minimum non-refundable amount of \$161.00.

SCHEDULE I – PLUMBING PERMIT AND INSPECTION

Plumbing Permit and Inspection Fees Burnaby Plumbing Bylaw 2000

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 8(3)	<div> <div> </div> <div> Plumbing Fixtures: </div> </div> <p>For the rough-in and completion of each plumbing fixture</p> <p>(Fixtures shall include but not be limited to the following: roof drain, floor drain, dishwasher, clothes washer, water heater, water meter or backflow protection device under 4 inches in size with test ports.)</p>		
	(a) For new single- and two-family dwellings		
	For complete plumbing installations with fixtures	\$56.20 for the first fixture and \$30.65 for each additional fixture	18% of Building Permit Fee

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
	(b) For other than new single- and two-family dwellings		
	For complete plumbing installations with fixtures	\$56.20 for the first fixture and \$30.65 for each additional fixture	\$57.60 for the first fixture and \$31.40 for each additional fixture
	(c) For all building types		
	For each backflow protection device less than 4 inches in size	\$56.20 for the first fixture and \$30.65 for each additional fixture	\$57.60 for the first fixture and \$31.40 for each additional fixture
	For each backflow protection device 4 inches or greater in size	\$152.85	\$156.65
	For the removal of each fixture and the capping off of piping	\$56.20 for the first fixture removed and \$14.00 for each additional fixture removed	\$57.60 for the first fixture removed and \$14.35 for each additional fixture removed
Section 8(3)	▪ Replacement of Building Water Pipe: For the removal and replacement of existing pipe		
	(a) in multi-family residential buildings, hotels and motels (each unit)	\$27.20	\$27.90
	(b) in all other buildings:		
	For the first 30 m of piping or portion thereof	\$91.85	\$94.15
	For each additional 30 m of piping or portion thereof	\$53.50	\$54.85
Section 8(3)	▪ Interceptors For the installation of a catch basin, sump, oil interceptor, manhole or trench drain	\$38.45 per unit	\$39.40 per unit

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 8(3)	▪ Other Piping: For the installation or alteration of site piping (storm, sani, domestic water), rainwater leader, domestic water piping or any other plumbing pipe or where no fixtures are involved		
	For the first 30 m of piping or portion thereof	\$52.90	\$54.20
	For each additional 30 m of piping or portion thereof	\$30.45	\$31.20
Section 8(3)	▪ Site Fire Protection: For the installation of underground fireline or hydrants		
	Each 30 m or portion thereof	\$38.45	\$39.40
	Each fire hydrant	\$30.60	\$31.35
Section 8(3)	▪ Hydronic Heating Permits:		
	Fees based on maximum BTU input of the appliance with a minimum fee of 50,000 BTU's	\$3.10 per 1,000 BTU's heating appliance input	\$3.20 per 1,000 BTU's heating appliance input
Section 8(3)	▪ Building Fire Protection Permits: For the installation or relocation of the following:		
	First sprinkler head	\$79.45	\$81.45
	Each additional sprinkler head	\$2.70	\$2.75
	Each fire pump test header	\$38.45	\$39.40
	First siamese connection, hose cabinet, hose outlet, wet/dry outlet or standpipe	\$38.45	\$39.40

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
	Each additional siamese connection, hose cabinet, hose outlet, wet/dry outlet or standpipe <i>(Note: the second and subsequent fixtures do not have to be the same as the first fixture to qualify for the discount)</i>	\$25.60	\$26.25
	For the installation or alteration of any above ground fire suppression piping where no fixtures are involved:		
	Each 30 m or portion thereof	\$38.45	\$39.40
Section 8(22)(a)	▪ Review of Preliminary or Modified Drawings and Specifications <i>Review Fees subject to all applicable taxes</i>	\$74.45/hour (minimum 0.5 of an hour)	\$76.30/hour (minimum 0.5 of an hour)
Section 8(14)	▪ Permit Transfer or Assignment Fee For the transfer or assignment of a plumbing permit and to record a change of contractor for a project	\$116.40	\$119.30
Section 8(17)	▪ Permit Extension	\$116.40	\$119.30
Section 8(22)(b)	▪ Reinspection Fee: Where it has been determined by the Plumbing Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work reinspection is required <i>Reinspection Fees subject to all applicable taxes</i>		
	1st reinspection	\$58.00	\$59.00
	2nd reinspection	\$251.00	\$257.00
	3rd reinspection	\$495.00	\$507.00
	4th reinspection	\$989.00	\$1,014.00
	5th reinspection and thereafter	\$1,239.00	\$1,270.00

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2018)	Proposed (2019)
Section 8(22)(c)	<p>▪ Special Inspections:</p> <p><i>Special Inspection Fees subject to all applicable taxes and must be approved by the Chief Building Inspector.</i></p>		
Section 8(22)(c)(i)	(a) For an inspection outside the hours during which the offices of the City Hall are normally open	\$537.25 plus \$137.30/hour or part thereof after the first four hrs. Travel time incl.	\$550.70 plus \$140.75/hour or part thereof after the first four hrs. Travel time incl.
Section 8(22)(c)(ii)	(b) For a voluntary inspection (including Provisional Occupancy) requested by the owner, occupant, or contractor during City normal business hours to establish the condition of a building or structure	\$95.50/hour or part thereof (\$95.50 minimum)	\$97.90/hour or part thereof (\$97.90 minimum)
Section 8(22)(c)(iii)	(c) For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside the City limits, construction techniques or otherwise	\$95.50/hour or part thereof (\$95.50 minimum)	\$97.90/hour or part thereof (\$97.90 minimum)
Section 8(22)(c)(iv)	(d) Strata title subdivision application inspections	\$212.00	\$217.30
Section 8(20)	▪ Permit Fee Refund	90% of the fee paid subject to a minimum non-refundable amount of \$157.00.	90% of the fee paid subject to a minimum non-refundable amount of \$161.00.

SCHEDULE J – TREE PERMIT

Tree Permit Fees

Burnaby Tree Bylaw 1996

Section 5(1)(a)

SCHEDULE OF TREE PERMIT FEES	Tree Cutting Fee (based on protected trees removed)		Maximum Fee	
	Current (2018)	Proposed (2019)	Current (2018)	Proposed (2019)
▪ Tree Permit Fees:				
A. No Development Application:				
(i) residential lot	\$78.00 per tree	\$80.00 per tree	\$551.00	\$565.00
(ii) site other than residential lot	\$78.00 per tree	\$80.00 per tree	\$551.00	\$565.00
B. Development Application Pending:				
(i) residential lot	\$166.00 per tree	\$170.00 per tree	\$1,103.00	\$1,131.00
(ii) site other than residential lot:				
(a) site area up to 1,000 m ² (10,764 sq.ft.)	\$661.00 base fee plus \$166.00 per tree	\$678.00 base fee plus \$170.00 per tree	\$1,103.00	\$1,131.00
(b) site area greater than 1,000 m ² (10,764 sq.ft.) or equal to 5,000 m ² (53,820 sq.ft.)	\$1,323.00 base fee plus \$166.00 per tree	\$1,356.00 base fee plus \$170.00 per tree	\$5,511.00	\$5,649.00
(c) site area greater than 5,000 m ² (53,820 sq.ft.) or equal to 10,000 m ² (107,640 sq.ft.)	\$1,984.00 base fee plus \$166.00 per tree	\$2,034.00 base fee plus \$170.00 per tree	\$5,511.00	\$5,649.00
(d) site area greater than 10,000 m ² (107,640 sq.ft.) or equal to 20,000 m ² (215,280 sq.ft.)	\$2,645.00 base fee plus \$166.00 per tree	\$2,711.00 base fee plus \$170.00 per tree	\$11,022.00	\$11,298.00
(e) site area greater than 20,000 m ² (215,280 sq.ft.)	\$3,307.00 base fee plus \$166.00 per tree	\$3,390.00 base fee plus \$170.00 per tree	\$11,022.00	\$11,298.00

SCHEDULE OF TREE PERMIT FEES		Current (2018)	Proposed (2019)
Section 7(a)(i)	▪ Minimum Security for Tree Replacement	\$882.00	\$904.00
Section 13(5)	▪ Payment to Civic Tree Reserve Fund	\$551.00 per tree	\$565.00 per tree

SCHEDULE K - FILE RESEARCH, ARCHIVES AND RECORDS FEES

Land Title Search Fees:

	Current (2018)	Proposed (2019)
(a) Land Title search	\$15.00 per search	No Change
(b) Land Title Document and Plan Image records	\$20.00 per search	No Change

Legal Agreement Amendment Fees:

	Current (2018)	Proposed (2019)
▪ Amendments to existing legal agreements already registered at Land Title Office:		
(a) For first 3 amendment items	---	\$600.00
(b) For more than 3 amendment items	---	\$1,000.00

File Research and Image Reproduction Fees:

	Current (2018)	Proposed (2019)
▪ Comfort Letter:		
Including all enquiry letters relating to subdivision, road closure, etc.		
<i>Fees subject to all applicable taxes</i>		
(a) Single-family or two-family dwelling	\$117.00	\$120.00
(b) All other buildings	\$175.00 per legal address	\$179.00 per legal address

Copies of Departmental Records or Drawings		
<i>Fees subject to all applicable taxes</i>		
(a) File Research	\$26.00	\$27.00
(b) Electronic copies	\$2.15 per image	\$2.20 per image
(c) Paper copies (size 8.5x11 inches)	\$3.55 per page	\$3.65 per page
(d) Paper copies (size 11x7 inches or larger)	\$8.40 per page	\$8.60 per page