
TO: CITY MANAGER **DATE:** 2020 September 09

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

SUBJECT: 2021 FEES FOR PLANNING AND BUILDING PERMITS, APPLICATIONS
AND OTHER SERVICES

PURPOSE: To provide Council with recommendations for the Planning and Building
Department's 2021 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 *Attachment 1* and *Appendix A* 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 fee review 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.

Staff have completed the annual review of fees for 2021. *Attachment 1* and *Appendix A* outline the recommended adjustments with the City's projected operating costs, projected property tax rates, and Consumer Price Index (CPI) for 2021 taken into consideration. Using the established fees as a benchmark, generally the Planning and Building Department's fees are proposed to

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increase by 1.50% 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 2020 September 14. 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 2021 January 01.



E.W. Kozak, Director
PLANNING AND BUILDING

JL:sa

Attachments

cc: Director Engineering
Director Finance
Director Parks, Recreation and Cultural Services
Chief Building Inspector
Asst Director IT Infrastructure
City Solicitor
Acting City Clerk

**Review of Fees for 2021 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, 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.

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

2.0 PLANNING DEPARTMENT FEES

2.1 Proposed 2021 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 (ERC) Application Fees | (Schedule E) |

2.2 General 1.50% 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 1.50% is generally proposed for Planning Department fees, with the following exceptions:

2.3 Rezoning Fees – Administration of Servicing Requirements File (Schedule A)

The Administration Servicing File fee listed under Schedule A – Rezoning Application Fees currently applies only to Rezoning or Preliminary Plan Approval application that does not include a Subdivision application.

With the introduction of “s” and “r” Districts, the legal agreements associated with these applications have become a lot more complex. Many of these agreements include provisions which require Replacement Agreements during various stages of a development (i.e. prior to Building Permit, at Airspace Parcel Subdivision, at the deposit of a Strata Plan, and/or at Occupancy Permit). When these agreements include Replacement Provision, the applicant’s lawyer is required to submit a Title Summary Report which includes an explanation of all Charges listed on the Title and at times copies of all Charges listed on Title. The report and documents need to be reviewed thoroughly by Planning Department staff in order to address the Replacement Provisions in the agreement, and then legal instructions must be prepared for the Legal Department for processing and registrations.

Reviewing and approving of several documents required for the Replacement Agreement requires a significant amount of staff time. This review process can take from several months to a year of staff time depending on complexity. The amount of time and work required to complete this process is similar to subdivision and rezoning applications. Staff have reviewed the existing cost recovery structure of the present fee schedule, in order to recuperate administrative costs especially for large and more complex legal documents, it is recommended to recuperate the review costs under the Administration Servicing File fee (now being renamed to Administration of Servicing Requirements File fee).

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

The following fees associated with rezoning applications remain sufficient to recover processing time and costs; therefore, no change is proposed for 2021:

- **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, applicants 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 Preliminary Plan Approval Application Fees – Review of Preliminary or Modified Drawings and Specifications (Schedule B)

Reviewing preliminary or modified drawings and/or building designs before and after the preliminary plan approval application requires a significant amount of staff time. Given the complexity of some developments, numerous reviews and meetings are required in order to evaluate the PPA 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 reviewing additional drawings and specifications. As reviewing PPA drawings and specifications is similar in nature to Building and Sub-trade permits applications, it is therefore recommended the fee to be aligned with the same rate as the Building and Sub-trade permits Review of Preliminary or Modified Drawings and Specifications fee at \$79.35 per hour with minimum charge of 0.5 hour. This will permit more appropriate cost recovery for larger and more complex applications.

2.6 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.

When applicants request this instalment payment method, the instalment processing fee is collected upfront, which is one flat rate of \$3,000 for all three instalments. This fee remains sufficient to recover processing time and costs; therefore, it is recommended that this installment fee remains at its current flat rate and no change is proposed for 2021.

2.7 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 2021.

2.8 Environmental Review (ERC) Fees – Application Fee (Schedule E)

The environmental review (ERC) fees were first introduced in 2019 in order to recuperate processing costs and staff time required for the application review.

Currently, a flat rate of \$600 is charged for single- and two-family developments and \$1,200 is charged for other new developments. These fees remain sufficient to recover staff and processing time and costs; therefore, no change is proposed for 2021.

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

3.0 BUILDING DEPARTMENT FEES

3.1 Proposed 2021 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 1.50% Increase

A fee increase of 1.50% 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 2021.
- Inspection Fees – The Engineering Department proposes a general 1.50% 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 resinspection fees similar to those currently collected for Building Permits and sub-trade permits in 2017. The Engineering Department proposes a general 1.50% increase, which is in line with the proposed Planning and Building general fee increases.

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: resinspection 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 2020 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 1.50% Increase*

A fee increase of 1.50% 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 & 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 2021.

4.4 *Legal Agreement Amendment Fees (Schedule K)*

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

The amendment fees were first introduced in 2019 to cover administrative costs for processing amendments requested by applicants to covenant and/or statutory rights-of ways documents due to changes to construction.

Currently, a flat rate of \$600 is charged for the first 3 amendment items and \$1,000 for when there are more than 3 amendment items. These fees remain sufficient to recover staff and processing time and costs; therefore, no change is proposed for 2021.

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.

Proposed 2021 Planning and Building Fees:

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SCHEDULE A – REZONING APPLICATION

Rezoning Application Fees Burnaby Zoning Bylaw 1965 Section 7.9

SCHEDULE OF REZONING APPLICATION FEES	Current (2020)	Proposed (2021)
▪ 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	\$2,491.00 <i>plus Public Hearing Fee</i>	\$2,528.00 <i>plus Public Hearing Fee</i>
Each additional 100 m ² (1,076 sq.ft.) of site area or part thereof	\$67.00	\$68.00
(b) Master Plan Rezoning		
First 40,000 m ² (430,556 sq.ft.) of site area or part thereof	\$220,654.00 <i>plus Public Hearing Fee</i>	\$223,964.00 <i>plus Public Hearing Fee</i>
Each additional 100 m ² (1,076 sq.ft.) of site area or part thereof	\$413.00	\$419.00
(c) CD Rezoning with FAR greater or equal to 3.6, and Master Plan Amendments		
(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	\$30,891.00 <i>plus Public Hearing Fee</i>	\$31,354.00 <i>plus Public Hearing Fee</i>
Each additional 100 m ² (1,076 sq.ft.) of site area or part thereof	\$397.00	\$403.00
Each additional 0.1 FAR or part thereof	\$397.00	\$403.00

SCHEDULE OF REZONING APPLICATION FEES	Current (2020)	Proposed (2021)
<p>▪ Administration of Servicing Requirements File:</p> <p><i>For a Rezoning or Preliminary Plan Approval application that does not include a Subdivision application; or</i></p> <p><i>For review of Title Summary Reports and/or Applications to Deposit Strata Plan, processing Replacement Agreements or other title documents and preparation of Legal Instructions for Statutory Rights-of-Way, Covenants, Easements, or other similar legal agreements and processes.</i></p>		
(a) For first 3 servicing items where no Servicing Requirements Applications required	\$1,025.00	\$1,040.00
(b) For Multiple Family “s” District	\$16,106.00	\$16,348.00
(c) For all others	\$10,738.00	\$10,899.00
▪ 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

SCHEDULE OF PPA APPLICATION FEES		Current (2020)	Proposed (2021)
Section 7.3(2)(b.1)	▪ Preliminary Plan Approval (PPA) Applications:		
	(a) For signs (per sign application)	\$144.00	\$146.00
	(b) For Comprehensive Sign Plans	\$551.00	\$559.00
	(c) For Integrated Comprehensive Sign Plans for Comprehensive Development rezoning or Master Plan rezoning	\$2,759.00	\$2,800.00
	(d) For all other development:		
	On estimated construction value (per \$1,000)	\$2.65	\$2.70
	Minimum Fee, except Temporary Outdoor Uses (COVID-19 Measures)	\$280.00	\$284.00
	(e) For each extension	\$168.00	\$171.00
	(f) Review of Preliminary or Modified Drawings and Specifications <i>Review Fees subject to all applicable taxes</i>	---	\$79.35/hour (minimum 0.5 of an hour)
Section 6.26 and Schedule VIII (800.4.2)	▪ Temporary Outdoor Uses (COVID-19 Measures)	\$0.00	No Change

SCHEDULE C – SUBDIVISION APPLICATION

Subdivision Application Fees Burnaby Subdivision Control Bylaw 1971 Section 8

SCHEDULE OF SUBDIVISION APPLICATION FEES	Current (2020)	Proposed (2021)
▪ Airspace Parcel Subdivision Application: (FAR means “floor area ratio” as defined in Burnaby Zoning Bylaw, 1965)		
(a) FAR of less than 2.0	\$12,227.00	\$12,410.00
(b) FAR of 2.0 or greater	\$18,338.00	\$18,613.00
▪ Strata Title Subdivision Application:		
(a) two-family and industrial/commercial conversions	\$737.00	\$748.00
(b) each additional industrial/commercial unit	\$42.00	\$43.00
(c) phased strata plan:		
First phase	\$5,125.00	\$5,202.00
Subsequent phases	\$1,025.00	\$1,040.00
Last phase	\$1,025.00	\$1,040.00
Amendment to Form P	\$92.00	\$93.00
▪ Subdivision Application other than Airspace Parcel and Strata Title Subdivision Applications:		
(a) Single-family or two-family Residential District subdivisions	\$5,369.00	\$5,450.00
(b) Multiple Family “s” District subdivisions	\$16,106.00	\$16,348.00
(c) All subdivisions other than SFD/TFD Residential District and Multiple Family “s” District subdivisions but including Multiple Family RM Districts	\$10,738.00	\$10,899.00
▪ Road Closure/Highway Exchange	\$2,509.00	\$2,547.00

SCHEDULE OF SUBDIVISION APPLICATION FEES	Current (2020)	Proposed (2021)
▪ Tentative Approval Extension:		
(a) Single family subdivision	\$284.00	\$288.00
(b) Other subdivisions and servicing for rezoning and PPAs	\$634.00	\$644.00
▪ Personal Preference Address Change (No charge when included in application for subdivision) <i>Fees subject to all applicable taxes</i>	\$1,025.00	\$1,040.00
▪ Processing Fee for Development Cost Charges Instalments:		
For all 3 instalments	\$3,000.00	No Change
▪ 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 (2020)	Proposed (2021)
▪ Liquor Licence Applications:		
New licence or location	\$912.00	\$926.00
Amendments to existing liquor licences	\$464.00	\$471.00

SCHEDULE E – ENVIRONMENTAL REVIEW (ERC) APPLICATION

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

SCHEDULE OF ERC APPLICATION FEES	Current (2020)	Proposed (2021)
▪ Environmental Review (ERC) Applications:		
New developments (other than single- and two-family developments)	\$1,200.00	No Change
Single- and two-family developments	\$600.00	No Change

SCHEDULE F – BUILDING PERMIT AND INSPECTION

Building Permit and Inspection Fees Burnaby Building Bylaw 2016

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
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 \$65.25 and a maximum of \$7,232.65	20% of estimated Building Permit Fee, subject to a minimum of \$66.25 and a maximum of \$7,341.15
Section 14(1)	▪ Building Permit:		
	Value of Construction:		
	\$0 to \$1,000	\$65.25	\$66.25
	\$1,001 to \$20,000	\$65.25 plus \$19.25/\$1,000 or part thereof over \$1,000	\$66.25 plus \$19.55/\$1,000 or part thereof over \$1,000
	\$20,001 to \$200,000	\$431.00 plus \$13.25/\$1,000 or part thereof over \$20,000	\$437.70 plus \$13.45/\$1,000 or part thereof over \$20,000
	\$200,001 and over	\$2,816.00 plus \$11.45/\$1,000 or part thereof over \$200,000	\$2,858.70 plus \$11.60/\$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)	\$75.70	\$76.85

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
	(b) Single-family or two-family home (fee includes accessory buildings, if the accessory buildings are being demolished at the same time)	\$321.25	\$326.05
	(c) Principal buildings and structures other than single- and two-family homes	\$802.90	\$814.95
Section 14(1)	▪ Building Permit for Temporary Building or Structure:		
	Per year from date of issue	\$564.85	\$573.30
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	\$3.30 per 1,000 BTU's heating appliance input	\$3.35 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>	\$578.50 for each alternative solution on a development and \$177.10 for each revision	\$587.20 for each alternative solution on a development and \$179.75 for each revision
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>	\$78.20/hour (minimum 0.5 of an hour)	\$79.35/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	\$122.30	\$124.15

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
Section 19(4)	■ Permit Extension:		
	1st extension	\$210.10	\$213.25
	2nd extension	\$315.20	\$319.95
	3rd extension	\$420.25	\$426.55
	Each additional extension	\$525.30	\$533.20
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	\$60.00	\$61.00
	2nd reinspection	\$263.00	\$267.00
	3rd reinspection	\$520.00	\$528.00
	4th reinspection	\$1,039.00	\$1,055.00
	5th reinspection and thereafter	\$1,302.00	\$1,322.00
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	\$564.45 plus \$144.25/hour or part thereof after the first four hrs. Travel time incl.	\$572.90 plus \$146.40/hour or part thereof after the first four hrs. Travel time incl.

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
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	\$262.65 for the first hour or part thereof and \$100.35 for each additional hour or part thereof (\$262.65 minimum)	\$266.60 for the first hour or part thereof and \$101.85 for each additional hour or part thereof (\$266.60 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	\$100.35/hour or part thereof (\$100.35 minimum)	\$101.85/hour or part thereof (\$101.85 minimum)
Section 14(9)(d)	(d) Strata title subdivision application inspections	\$222.75	\$226.10
Section 26(1)(a)	(e) For a special safety inspection following an electrical or gas disconnection	\$607.55	\$616.65
Section 14(10)	▪ Occupant Load: <i>Fee subject to all applicable taxes</i>		
	For confirming occupant load for liquor licence related purposes	\$214.75	\$217.95

Refund of Building Permit and Inspection Fees Burnaby Building Bylaw 2016

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES (REFUND OF FEES)		Current (2020)	Proposed (2021)
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 \$165.00	70% of Application Fee subject to a minimum non-refundable amount of \$167.00
	(b) For all other applications	70% of Application Fee subject to a minimum non-refundable amount of \$165.00	70% of Application Fee subject to a minimum non-refundable amount of \$167.00
Section 14(6)	▪ Building Permit Fee Refund where construction has not commenced, no inspection has been made and a permit has not been extended or expired	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 \$331.00	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 \$336.00

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES (REFUND OF FEES)		Current (2020)	Proposed (2021)
Section 14(6)	<ul style="list-style-type: none"> 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 	70% of the Permit Fee subject to a minimum non-refundable amount of \$331.00	70% of the Permit Fee subject to a minimum non-refundable amount of \$336.00

Damage Deposits and Inspection Fees Burnaby Building Bylaw 2016

SCHEDULE OF DAMAGE DEPOSITS AND INSPECTION FEES		Current (2020)	Proposed (2021)
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	\$97.00	\$98.00
	(b) Single- or Two-Family Dwelling Addition or Demolition	\$97.00	\$98.00
	(c) Construction other than Single- or Two-Family Dwelling	\$197.00	\$200.00
	(d) Demolition other than Single- or Two-Family Dwelling	\$129.00	\$131.00
	(e) Swimming Pool Installation	\$97.00	\$98.00

SCHEDULE OF DAMAGE DEPOSITS AND INSPECTION FEES		Current (2020)	Proposed (2021)
	(f) Construction of Carport or Garage	\$97.00	\$98.00
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	\$97.00	\$98.00
	(b) Single- or Two-Family Dwelling Addition or Demolition	\$97.00	\$98.00
	(c) Construction other than Single- or Two-Family Dwelling	\$197.00	\$200.00
	(d) Demolition other than Single- or Two-Family Dwelling	\$129.00	\$131.00
	(e) Swimming Pool Installation	\$97.00	\$98.00
	(f) Construction of Carport or Garage	\$97.00	\$98.00

SCHEDULE G – ELECTRICAL PERMIT AND INSPECTION

Electrical Permit and Inspection Fees Burnaby Electrical Bylaw 1974

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
Section 22(1)(a)	▪ Electrical Installations for New Single- and Two-Family Dwellings:		
	(a) Electrical system for a dwelling including service connection and Temporary Current Permit	18% of Building Permit Fee	No Change
	(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)	▪ Electrical Installations Other Than New Single- and Two-Family Dwellings: Fee based on value of electrical installation including materials and labour <i>Plus Temporary Current Permit where applicable</i>		
	Value of Electrical Installation (as approved by Electrical Inspector):		
	\$100 or less	\$48.35	\$49.10
	\$100.01 - \$250	\$64.40	\$65.35
	\$250.01 - \$350	\$80.25	\$81.45
	\$350.01 - \$500	\$96.45	\$97.90
	\$500.01 - \$700	\$120.30	\$122.10

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
	\$700.01 - \$1,000	\$145.05	\$147.25
	\$1,000.01 - \$10,000	\$145.05 plus \$59.55/\$1,000 or part thereof over \$1,000	\$147.25 plus \$60.45/\$1,000 or part thereof over \$1,000
	\$10,000.01 - \$50,000	\$681.00 plus \$32.30/\$1,000 or part thereof over \$10,000	\$691.30 plus \$32.80/\$1,000 or part thereof over \$10,000
	\$50,000.01 - \$100,000	\$1,973.00 plus \$19.15/\$1,000 or part thereof over \$50,000	\$2,003.30 plus \$19.45/\$1,000 or part thereof over \$50,000
	\$100,000.01 - \$500,000	\$2,930.50 plus \$12.80/\$1,000 or part thereof over \$100,000	\$2,975.80 plus \$13.00/\$1,000 or part thereof over \$100,000
	\$500,000.01 - \$1,500,000	\$8,050.50 plus \$10.85/\$1,000 or part thereof over \$500,000	\$8,175.80 plus \$11.00/\$1,000 or part thereof over \$500,000
	\$1,500,000.01 and over	\$18,900.50 plus \$3.45/\$1,000 or part thereof over \$1,500,000	\$19,175.80 plus \$3.50/\$1,000 or part thereof over \$1,500,000
Section 22(1)(a)	▪ Temporary Saw Service	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$96.45)	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$97.90)

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
Section 22(1)(a)	■ Permit Fee to Record Work Done Without Permit and Inspection 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	Minimum \$145.05	Minimum \$147.25
Section 22(1)(a)	■ Temporary Current Permit (not required for one- or two-family dwelling)	\$192.00	\$194.90
Section 22(1)(a)	■ Operating Permit for One Commercial or Industrial Plant or Establishment:		
	(a) Annual fee based on service capacity	\$0.38 per kVA Minimum 600 kVA (\$228.00) Maximum 8700 kVA (\$3,306.00)	\$0.39 per kVA Minimum 600 kVA (\$234.00) Maximum 8700 kVA (\$3,393.00)
	(b) For each additional permit	\$228.00	\$234.00
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	\$156.75	\$159.10
	0 to 60 days	\$276.70	\$280.85
	0 to 90 days	\$321.25	\$326.05
	0 to 180 days	\$431.10	\$437.55
	0 to 365 days	\$784.25	\$796.00
	(b) Multi locations, one project Permit valid for maximum 365 days:		
	<i>Rates based on maximum 4 locations</i>		

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
	0 to 30 days	\$120.80 per location (maximum \$483.20)	\$122.60 per location (maximum \$490.40)
	0 to 60 days	\$160.50 per location (maximum \$642.00)	\$162.90 per location (maximum \$651.60)
	0 to 90 days	\$204.30 per location (maximum \$817.20)	\$207.35 per location (maximum \$829.40)
	0 to 180 days	\$230.55 per location (maximum \$922.20)	\$234.00 per location (maximum \$936.00)
	0 to 365 days (annual permit)	\$2,002.25, any number of locations	\$2,032.30, any number of locations
	(c) Annual permit fee for film studio for repair and maintenance only	\$0.49 per kVA Minimum 640 kVA (\$313.60) Maximum 6700 kVA (\$3,283.00)	\$0.50 per kVA Minimum 640 kVA (\$320.00) Maximum 6700 kVA (\$3,350.00)
Section 22(1)(a)	▪ Signs:		
	(a) Neon:		
	For first transformer	\$107.00	\$108.60
	Each for the next two transformers	\$70.90	\$71.95
	Each for the next two transformers	\$50.10	\$50.85
	For each remaining transformer	\$36.15	\$36.70
	(b) Fluorescent or light – emitting diode (LED):		

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
	For first 15 AMP branch circuit or equivalent	\$107.00	\$108.60
	Each for the next two 15 AMP branch circuit or equivalent	\$70.90	\$71.95
	Each for the next two 15 AMP branch circuit or equivalent	\$50.10	\$50.85
	For each remaining 15 AMP branch circuit or equivalent	\$36.15	\$36.70
	(c) Other signs requiring electrical installation:	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$120.30)	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$122.10)
Section 22(3)(a)	▪ Review of Preliminary or Modified Drawings and Specifications <i>Review Fees subject to all applicable taxes</i>	\$78.20/hour (minimum 0.5 of an hour)	\$79.35/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	\$122.30	\$124.15
Section 22(3)(c)	▪ Permit Extension	\$122.30	\$124.15

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
Section 22(3)(d)	<p>▪ Reinspection Fee:</p> <p>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</p> <p><i>Reinspection Fees subject to all applicable taxes</i></p>		
	1st reinspection	\$60.00	\$61.00
	2nd reinspection	\$263.00	\$267.00
	3rd reinspection	\$520.00	\$528.00
	4th reinspection	\$1,039.00	\$1,055.00
	5th reinspection and thereafter	\$1,302.00	\$1,322.00
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	\$564.45 plus \$144.25/hour or part thereof after the first four hrs. Travel time incl.	\$572.90 plus \$146.40/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	\$100.35/hour or part thereof (\$100.35 minimum)	\$101.85/hour or part thereof (\$101.85 minimum)

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
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	\$100.35/hour or part thereof (\$100.35 minimum)	\$101.85/hour or part thereof (\$101.85 minimum)
Section 22(3)(e)(iv)	(d) Strata title subdivision application inspections	\$222.75	\$226.10
Section 22(4)	▪ Permit Fee Refund	90% of the fee paid subject to a minimum non-refundable amount of \$165.00.	90% of the fee paid subject to a minimum non-refundable amount of \$167.00.

SCHEDULE H – GAS PERMIT AND INSPECTION

Gas Permit and Inspection Fees Burnaby Gas Bylaw 1978

SCHEDULE OF GAS PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
Section 10(1)	▪ Gas Installations in Single- and Two-Family Dwellings:		
	(a) For each appliance:		
	For first appliance	\$59.05	\$59.95
	For each additional appliance	\$32.20	\$32.70
	(b) For each vent installation:		
	For first vent	\$59.05	\$59.95
	For each additional vent	\$32.20	\$32.70
	(c) House Piping only - no appliance installed:		
	For the first 30 m of piping or portion thereof	\$55.60	\$56.45
	For each additional 30 m of piping or portion thereof	\$32.00	\$32.50
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	\$57.85	\$58.70
	For each additional appliance	\$47.65	\$48.35
	(ii) 31 to 120 kW (103,000 to 409,000 BTU/Hr)	\$97.55	\$99.00
	(b) For piping only:		
	First 30 m or less	\$56.85	\$57.70
	Each additional 30 m or part thereof	\$40.40	\$41.00
	(c) For each vent installation (no appliance)	\$56.85	\$57.70
	(d) Laboratory equipment:		
	For each 200,000 BTU's or part thereof in a room	\$81.05	\$82.25

SCHEDULE OF GAS PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
Section 10(3)(a)	▪ Review of Preliminary or Modified Drawings and Specifications <i>Review Fees subject to all applicable taxes</i>	\$78.20/hour (minimum 0.5 of an hour)	\$79.35/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	\$122.30	\$124.15
Section 10(3)(c)	▪ Permit Extension	\$122.30	\$124.15
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	\$60.00	\$61.00
	2nd reinspection	\$263.00	\$267.00
	3rd reinspection	\$520.00	\$528.00
	4th reinspection	\$1,039.00	\$1,055.00
	5th reinspection and thereafter	\$1,302.00	\$1,322.00
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	\$564.45 plus \$144.25/hour or part thereof after the first four hrs. Travel time incl.	\$572.90 plus \$146.40/hour or part thereof after the first four hrs. Travel time incl.

SCHEDULE OF GAS PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
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	\$100.35/hour or part thereof (\$100.35 minimum)	\$101.85/hour or part thereof (\$101.85 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	\$100.35/hour or part thereof (\$100.35 minimum)	\$101.85/hour or part thereof (\$101.85 minimum)
Section 10(3)(e)(iv)	(d) Strata title subdivision application inspections	\$222.75	\$226.10
Section 10(4)	▪ Permit Fee Refund	90% of the fee paid subject to a minimum non-refundable amount of \$165.00.	90% of the fee paid subject to a minimum non-refundable amount of \$167.00.

SCHEDULE I – PLUMBING PERMIT AND INSPECTION

Plumbing Permit and Inspection Fees Burnaby Plumbing Bylaw 2000

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
Section 8(3)	<p>▪ Plumbing Fixtures:</p> <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	18% of Building Permit Fee	No Change
	(b) For other than new single- and two-family dwellings		
	For complete plumbing installations with fixtures	\$59.05 for the first fixture and \$32.20 for each additional fixture	\$59.95 for the first fixture and \$32.70 for each additional fixture
	(c) For all building types		
	For each backflow protection device less than 4 inches in size	\$59.05 for the first fixture and \$32.20 for each additional fixture	\$59.95 for the first fixture and \$32.70 for each additional fixture
	For each backflow protection device 4 inches or greater in size	\$160.55	\$162.95
	For the removal of each fixture and the capping off of piping	\$59.05 for the first fixture removed and \$14.70 for each additional fixture removed	\$59.95 for the first fixture removed and \$14.90 for each additional fixture removed

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
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)	\$28.60	\$29.05
	(b) in all other buildings:		
	For the first 30 m of piping or portion thereof	\$96.50	\$97.95
	For each additional 30 m of piping or portion thereof	\$56.20	\$57.05
Section 8(3)	▪ Interceptors For the installation of a catch basin, sump, oil interceptor, manhole or trench drain		
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	\$55.55	\$56.40
	For each additional 30 m of piping or portion thereof	\$32.00	\$32.50
Section 8(3)	▪ Site Fire Protection: For the installation of underground fireline or hydrants		
	Each 30 m or portion thereof	\$40.40	\$41.00
	Each fire hydrant	\$32.15	\$32.65
Section 8(3)	▪ Hydronic Heating Permits:		

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
	Fees based on maximum BTU input of the appliance with a minimum fee of 50,000 BTU's	\$3.30 per 1,000 BTU's heating appliance input	\$3.35 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	\$83.50	\$84.75
	Each additional sprinkler head	\$2.80	\$2.85
	Each fire pump test header	\$40.40	\$41.00
	First siamese connection, hose cabinet, hose outlet, wet/dry outlet or standpipe	\$40.40	\$41.00
	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>	\$26.90	\$27.30
	For the installation or alteration of any above ground fire suppression piping where no fixtures are involved:		
	Each 30 m or portion thereof	\$40.40	\$41.00
Section 8(22)(a)	▪ Review of Preliminary or Modified Drawings and Specifications <i>Review Fees subject to all applicable taxes</i>	\$78.20/hour (minimum 0.5 of an hour)	\$79.35/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	\$122.30	\$124.15
Section 8(17)	▪ Permit Extension	\$122.30	\$124.15

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
Section 8(22)(b)	<p>▪ Reinspection Fee:</p> <p>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</p> <p><i>Reinspection Fees subject to all applicable taxes</i></p>		
	1st reinspection	\$60.00	\$61.00
	2nd reinspection	\$263.00	\$267.00
	3rd reinspection	\$520.00	\$528.00
	4th reinspection	\$1,039.00	\$1,055.00
	5th reinspection and thereafter	\$1,302.00	\$1,322.00
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	\$564.45 plus \$144.25/hour or part thereof after the first four hrs. Travel time incl.	\$572.90 plus \$146.40/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	\$100.35/hour or part thereof (\$100.35 minimum)	\$101.85/hour or part thereof (\$101.85 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	\$100.35/hour or part thereof (\$100.35 minimum)	\$101.85/hour or part thereof (\$101.85 minimum)

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2020)	Proposed (2021)
Section 8(22)(c)(iv)	(d) Strata title subdivision application inspections	\$222.75	\$226.10
Section 8(20)	▪ Permit Fee Refund	90% of the fee paid subject to a minimum non-refundable amount of \$165.00.	90% of the fee paid subject to a minimum non-refundable amount of \$167.00.

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 (2020)	Proposed (2021)	Current (2020)	Proposed (2021)
▪ Tree Permit Fees:				
A. No Development Application:				
(i) residential lot	\$82.00 per tree	\$83.00 per tree	\$579.00	\$588.00
(ii) site other than residential lot	\$82.00 per tree	\$83.00 per tree	\$579.00	\$588.00
B. Development Application Pending:				
(i) residential lot	\$174.00 per tree	\$177.00 per tree	\$1,159.00	\$1,176.00
(ii) site other than residential lot:				
(a) site area up to 1,000 m ² (10,764 sq.ft.)	\$695.00 base fee plus \$174.00 per tree	\$705.00 base fee plus \$177.00 per tree	\$1,159.00	\$1,176.00
(b) site area greater than 1,000 m ² (10,764 sq.ft.) or equal to 5,000 m ² (53,820 sq.ft.)	\$1,390.00 base fee plus \$174.00 per tree	\$1,411.00 base fee plus \$177.00 per tree	\$5,790.00	\$5,877.00
(c) site area greater than 5,000 m ² (53,820 sq.ft.) or equal to 10,000 m ² (107,640 sq.ft.)	\$2,085.00 base fee plus \$174.00 per tree	\$2,116.00 base fee plus \$177.00 per tree	\$5,790.00	\$5,877.00
(d) site area greater than 10,000 m ² (107,640 sq.ft.) or equal to 20,000 m ² (215,280 sq.ft.)	\$2,779.00 base fee plus \$174.00 per tree	\$2,821.00 base fee plus \$177.00 per tree	\$11,580.00	\$11,754.00

SCHEDULE OF TREE PERMIT FEES		Tree Cutting Fee (based on protected trees removed)		Maximum Fee	
		Current (2020)	Proposed (2021)	Current (2020)	Proposed (2021)
(e) site area greater than 20,000 m ² (215,280 sq.ft.)		\$3,475.00 base fee plus \$174.00 per tree	\$3,527.00 base fee plus \$177.00 per tree	\$11,580.00	\$11,754.00
			Current (2020)	Proposed (2021)	
Section 7(a)(i)	▪ Minimum Security for Tree Replacement		\$927.00	\$941.00	
Section 13(5)	▪ Payment to Civic Tree Reserve Fund		\$579.00 per tree	\$588.00 per tree	

SCHEDULE K – FILE RESEARCH, ARCHIVES AND RECORDS FEES

Land Title Search Fees:

	Current (2020)	Proposed (2021)
(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 (2020)	Proposed (2021)
▪ Amendments to existing legal agreements already registered at Land Title Office:		
(a) For first 3 amendment items	\$600.00	No Change
(b) For more than 3 amendment items	\$1,000.00	No Change

File Research & Image Reproduction Fees:

	Current (2020)	Proposed (2021)
▪ 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	\$123.00	\$125.00
(b) All other buildings	\$183.00 per legal address	\$186.00 per legal address
▪ Copies of Departmental Records or Drawings		
<i>Fees subject to all applicable taxes</i>		
(a) File Research	\$28.00	No Change
(b) Electronic copies	\$2.25 per image	\$2.30 per image

(c) Paper copies (size 8.5x11 inches)	\$3.75 per page	\$3.80 per page
(d) Paper copies (size 11x7 inches or larger)	\$8.80 per page	\$8.95 per page