

CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

SCHEDULE “A” TO BY-LAW 2026 - ##

CLASSES OF PERMITS AND PERMIT FEES

CLASS OF PERMIT		FEE
RESIDENTIAL		
1	Group “C” – Residential (3 units or less)	\$ 250 Base Fee + \$ 1.20/ft² +\$0.60/ ft² for additional floors
2	Group “C” - Residential (4 units or more)	\$ 250 Base Fee + \$ 1.20/ft² +\$0.60/ ft² for additional floors
3	Group “C” – Residential Additions	\$ 250 Base Fee + \$ 1.20/ft² +\$0.60/ ft² for additional floors
4	Group “C” – Residential Renovations	\$ 250 Base Fee +\$8.00 per \$1,000 of Construction Value
5	Group “C” – Porches, Decks	\$ 250 Base Fee + \$ 0.60/ft²
6	Group “C” - Garages, Carports, Accessory Buildings	\$ 250 Base Fee + \$ 0.90/ft² +\$0.60/ ft² for additional floors
7	Group “C” – Tiny House (37m2 or less in building area and not more than 1 dwelling unit)	\$ 250 Base Fee + \$ 2.40/ft² +\$1.20/ ft² for additional floors
8	Group “C” – Tiny House Constructed Off-site (37m2 or less in building area and not more than 1 dwelling unit)	\$ 250 Base Fee + \$ 1.20/ft² +\$0.60/ ft² for additional floors
NON-RESIDENTIAL (OTHER THAN FARM STRUCTURES)		
6	Group “A”, “B”, “D”, “E”	\$ 250 Base Fee + \$ 1.20/ft² +\$0.35/ ft² for additional floors
7	Group “A”, “B”, “D”, “E” Additions or Renovations	\$ 250 Base Fee + \$ 1.20/ft²; or \$ 8.00 per \$1,000 of Construction value
8	Group “F” – Industrial	\$ 250 Base Fee + \$ 1.20/ft² +\$0.35/ ft² for additional floors
9	Group “F” – Industrial Additions or Renovations	\$ 250 Base Fee + \$ 1.20/ft; or \$ 8.00 per \$1,000 of Construction value
10	Signs – Regulated under the OBC	\$ 300 Flat Fee
11	Tents – Regulated under the OBC	\$ 150 Flat Fee
12	Public Pools and Public Spas – Regulated under the OBC	\$500 Flat Fee
FARM STRUCTURES		
13	Group “G” – Agricultural Occupancies, Livestock Facilities and Barns	\$ 250 Base Fee + \$ 0.42/ft²
14	Group “G” - Renovations	\$250 Base Fee + \$8.00 per \$1,000 of Construction value
15	Group “G” – Machine Sheds and Storage Buildings	\$ 250 Base Fee + \$ 0.38/ft²
16	Group “G” – Silos and Grain Bins (Foundation Only)	\$ 250 Base Fee + \$ 0.32/ft²
17	Group “G” – Greenhouses, Fabric Covered Buildings	\$ 250 Base Fee + \$ 0.32/ft²
DEMOLITION		
18	Demolition Permit – Residential	\$ 150 Flat Fee
19	Demolition Permit – Non-	\$300 Flat Fee

	Residential	
SEWAGE SYSTEMS		
20	Class 2, 3 and 4 sewage systems, less than 10,000 L/day	\$925
21	Class 5 Sewage Systems, Septic Tank Replacement, Septic Bed Replacement	\$600
22	Re-inspections, Additional Inspections	\$200 / visit
23	Minor Repairs (CBO Discretion)	\$200
24	Sewage System Inspection for Consent	\$250
25	Sewage System Permit Revision (Design, Material Changes, etc.)	\$150
26	Sewage System File Search for Compliance Certificate and Related Drawings	\$125 / hour
27	Removal of Non-Compliance Notice Registered Against Property	\$500 + lawyer fees
ADMINISTRATIVE		
28	Building Permit where Construction started without a Building Permit being issued.	Two times the permit fee (Permit fee + \$ 5,000.00 Maximum)
29	Alternative Solution Application	\$ 125.00/ hour, \$ 300 Minimum Fee per application, + any third-party evaluation costs as may be required. Subject to Administrative Charges as per Schedule "A"
30	Conditional Permit Fee	25% surcharge - for each request / application (\$ 150.00 Minimum - \$ 3,000.00 Maximum)
31	Permit Applications pursuant to OBC Part 10 – Change of Use	\$250 Base Fee
32	Occupancy Permit Surcharge	\$ 500 Flat Fee
33	Re-Examination of Plans & Specs. (Design, Material Changes, etc.)	\$ 125 / hour
34	Additional Inspection Fee (Re-inspection)	\$ 125 Flat Fee
35	Dormant Application Renewal	\$ 150 Flat Fee
36	Dormant Permit Renewal	\$ 150 Flat Fee
37	Permit Transfer	\$ 100 Flat Fee
38	Agency Letter of Approval	\$ 100 Flat Fee (Includes 1 Inspection)
39	Third Party Costs and/or Peer Review (Engineering Fees, Studies, Reports, Plans, etc.)	At the Cost of the Applicants + 15% Administrative Charge
40	Administrative Charge	+15% as required
41	File Search/ Miscellaneous Charges	\$ 125 / hour
42	Limiting Distance Agreement	\$ 200 per agreement, + any third party costs as may be required. Subject to Administrative Charge as per Schedule "A"
43	Administrative Performance Deposit	As per Schedule "B"
44	Orders Issued pursuant to Section 12 or 13 of the Building Code Act (Order to Comply / Order not to Cover / Uncover)	\$ 100 Flat Fee / Order

45	Orders Issued pursuant to Section 14 of the Building Code Act (Stop Work Order)	\$ 300 Flat Fee / Order
46	Orders Issued pursuant to Section 15.9 of the Building Code Act (Unsafe Building)	\$ 500 Flat Fee / Order
47	Registration of Order on Title	\$250 + lawyer fees
48	Inspection Pertaining to a Confirmed Order	\$100 / Inspection
49	Township Undertakes to Complete the Work	Cost of the work performed + 15% Administrative Charge
50	Swimming Pool Enclosure	\$100 Flat Fee
51	Solid Fuel Burning Appliance	\$200 Flat Fee
52	Moving Permit	\$250 Flat Fee
FEE REDUCTION		
53	Where the permit applicant uses the municipalities online permit submission platform for 100% of their application. (CBO Discretion)	5% Reduction in Fees (excluding base fees, flat fees, and administrative performance deposits)

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INTERPRETATION NOTES TO SCHEDULE “A”

In addition to referring to the *Building Code* or the *Act*, in determining the fees under this by-law, the *Chief Building Official* may have regard to the following explanatory notes as may be needed in the calculation of *Permit* fees.

- 1) Where a fee is not listed in Schedule “A”, a fee shall be paid in the amount of \$8.00 for each \$1000.00 or part thereof of the construction value prescribed by the *Chief Building Official*;
- 2) Except for classes of *Permits* subject to flat rates, fees shall be based on the appropriate measure of the floor area of the *Project*;
- 3) Floor area of the proposed *Work* is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls;
- 4) The *Chief Building Official* when determining the value of *Work* shall use a current industry recognized construction cost index in determining the actual cost of construction;
- 5) In the case of interior alterations or renovations, area of proposed *Work* is the Actual space receiving the *Work* (i.e. tenant space);
- 6) Mechanical penthouses and floors, mezzanines, lofts, habitable attic and interior balconies are to be included in all floor area calculations;
- 7) Except for interconnected floor spaces, no deduction is made for openings within floor areas (i.e. stairs, elevators, escalators, shafts, ducts and similar openings);
- 8) Unfinished basements for single family dwelling, semi-detached, duplexes and rowhouses are not included in the floor area;
- 9) Corridors, lobbies, washrooms, lounges, and similar areas are to be included and classified according to the major classification for the floor area on which they are located.