



**Township of South Glengarry**  
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0  
T: (613) 347-1166 | F: (613) 347-3411  
[www.southglengarry.com](http://www.southglengarry.com)

## **Provincially Legislated Annual Report on Building Permit Fees and Costs January 1<sup>st</sup> through December 31<sup>st</sup>, 2025**

Subsection 7(4) of the Building Code Act requires each principal authority to prepare a report regarding the total fees collected, direct costs, indirect costs and the statement of reserve fund balance for the building department to administer and enforce the Act.

### **2025 Report on Building Permit Fees & Costs, Reserve Fund Statement**

#### **Revenues**

Compliance Letters	\$ 6,260.00
Sale of Civic Numbers	\$ 6,684.00
Building Permit Fees	\$ 260,262.57
Septic System Fees	\$ 43,402.50
Forfeited Permit Deposit	\$ 21,375.00
Transfer from Reserve Fund	\$ 35,927.39
<b>Total Revenues</b>	<b>\$ 373, 911.46</b>

#### **Direct Costs**

Regular Salaries & Wages	\$ 265, 994.67
Benefits Expense	\$ 120,424.19
Boot & Clothing Allowance	\$ 1,193.57
Membership & Subscriptions	\$ 2,458.04
Training & Development	\$ 2,162.98
Civic Number Supplies	\$ 9,540.00
Equipment Purchase/ Software	\$ 15,653.11
Advertising	\$ 0
Vehicle & Travel Expense	\$ 5,120.44
Consultants & Special Projects	\$ 0
Septic System Consultant	\$ 34,852.06
Insurance	\$ 12,649.12
Capital Expenditures	\$ 35,927.39
Transfer to Reserve	\$ 10,000.00
<b>Total Direct Costs</b>	<b>\$ 515,975.57</b>



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### Indirect Costs

Conferences	\$ 0
Supplies	\$ 398.98
Supplies – Mechanical – Tools & Parts	\$ 193.75
Telephone, Internet, Alarm & Network	\$ 2,711.16
Legal Fees	\$ 3,765.88
Sundry & Miscellaneous	\$ 125.84

**Total Indirect Costs** \$ 7,195.61

**Total Direct & Indirect Costs** \$ 523,171.18

**Deficit/ Surplus** -\$ 149,259.72

**Building Department COST RECOVERY** 71.5%

### Statement of Building Department Reserve Fund:

Opening Balance - January 1, 2025	\$ 20,520.81
Less Transfer to Operations	(\$ 35,927.39)
Interest Earned	\$ 0
Transfer to Reserve	\$ 10,000.00
Closing Balance - December 31, 2025	<u>-\$ 5,406.58</u>

Subsection 7(2) of the Building Code Act requires the total fees to not exceed the anticipated reasonable costs for the principal authority to administer and enforce the Act in its area of jurisdiction.

In conclusion, the building department's financial activity for 2025 is in compliance with the Building Code Act.