

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
SCHEDULE "A" TO BY-LAW 2026-16  
CLASSES OF PERMITS AND PERMIT FEES**

CLASS OF PERMIT		FEE
<b>RESIDENTIAL</b>		
1	Group "C" – Residential (3 units or less)	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> +\$0.60/ ft <sup>2</sup> for additional floors
2	Group "C" - Residential (4 units or more)	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> +\$0.60/ ft <sup>2</sup> for additional floors
3	Group "C" – Residential Factory-Built Buildings	\$ 250 Base Fee + \$ 0.90/ft <sup>2</sup> +\$0.45/ ft <sup>2</sup> for additional floors
4	Group "C" – Residential Additions	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> +\$0.60/ ft <sup>2</sup> for additional floors
5	Group "C" – Residential Renovations	\$ 250 Base Fee +\$8.00 per \$1,000 of Construction Value
6	Group "C" – Porches, Decks	\$ 250 Base Fee + \$ 0.60/ft <sup>2</sup>
7	Group "C" - Garages, Carports, Accessory Buildings	\$ 250 Base Fee + \$ 0.90/ft <sup>2</sup> +\$0.60/ ft <sup>2</sup> for additional floors
8	Group "C" – Tiny House (37m <sup>2</sup> or less in building area and not more than 1 dwelling unit)	\$ 250 Base Fee + \$ 2.40/ft <sup>2</sup> +\$1.20/ ft <sup>2</sup> for additional floors
9	Group "C" – Tiny House Constructed Off-site (37m <sup>2</sup> or less in building area and not more than 1 dwelling unit)	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> +\$0.60/ ft <sup>2</sup> for additional floors
<b>NON-RESIDENTIAL (OTHER THAN FARM STRUCTURES)</b>		
10	Group "A", "B", "D", "E"	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> +\$0.35/ ft <sup>2</sup> for additional floors
11	Group "A", "B", "D", "E" Additions or Renovations	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> ; or \$ 8.00 per \$1,000 of Construction value
12	Group "F" – Industrial	\$ 250 Base Fee + \$ 1.20/ft <sup>2</sup> +\$0.35/ ft <sup>2</sup> for additional floors
13	Group "F" – Industrial Additions or Renovations	\$ 250 Base Fee + \$ 1.20/ft; or \$ 8.00 per \$1,000 of Construction value
14	Signs – Regulated under the OBC	\$ 300 Flat Fee
15	Tents – Regulated under the OBC	\$ 150 Flat Fee
16	Public Pools and Public Spas – Regulated under the OBC	\$500 Flat Fee

<b>FARM STRUCTURES</b>		
17	Group "G" – Agricultural Occupancies, Livestock Facilities and Barns	\$ 250 Base Fee + \$ 0.42/ft <sup>2</sup>
18	Group "G" - Renovations	\$250 Base Fee + \$8.00 per \$1,000 of Construction value
19	Group "G" – Machine Sheds and Storage Buildings	\$ 250 Base Fee + \$ 0.38/ft <sup>2</sup>
20	Group "G" – Silos and Grain Bins (Foundation Only)	\$ 250 Base Fee + \$ 0.32/ft <sup>2</sup>
21	Group "G" – Greenhouses, Fabric Covered Buildings	\$ 250 Base Fee + \$ 0.32/ft <sup>2</sup>
<b>DEMOLITION</b>		
22	Demolition Permit – Residential	\$ 150 Flat Fee
23	Demolition Permit – Non-Residential	\$300 Flat Fee
<b>SEWAGE SYSTEMS</b>		
24	Class 2, 3 and 4 sewage systems, less than 10,000 L/day	\$925
25	Class 5 Sewage Systems, Septic Tank Replacement, Septic Bed Replacement	\$600
26	Re-inspections, Additional Inspections	\$200 / visit
27	Minor Repairs (CBO Discretion)	\$200
28	Sewage System Inspection for Consent	\$250
29	Sewage System Permit Revision (Design, Material Changes, etc.)	\$150
30	Sewage System File Search for Compliance Certificate and Related Drawings	\$125 / hour
31	Removal of Non-Compliance Notice Registered on Title	\$250 + lawyer fees
<b>ADMINISTRATIVE</b>		
32	Building Permit where Construction started without a Building Permit being issued.	Two times the permit fee (Permit fee + \$ 5,000.00 Maximum)
33	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"
34	Conditional Permit Fee	25% surcharge - for each request / application (\$ 150.00 Minimum - \$ 3,000.00 Maximum)
35	Permit Applications pursuant to OBC Part 10 – Change of Use	\$250 Base Fee
36	Occupancy Permit Surcharge	\$ 500 Flat Fee
37	Re-Examination of Plans & Specs. (Design, Material Changes, etc.)	\$ 125 / hour
38	Additional Inspection Fee (Re-inspection)	\$ 125 Flat Fee
39	Dormant Application Renewal	\$ 150 Flat Fee
40	Dormant Permit Renewal	\$ 150 Flat Fee
41	Permit Transfer	\$ 100 Flat Fee
42	Agency Letter of Approval	\$ 100 Flat Fee (Includes 1 Inspection)
43	Third Party Costs and/or Peer	At the Cost of the Applicants +

	Review (Engineering Fees, Studies, Reports, Plans, etc.)	15% Administrative Charge
44	Administrative Charge	+15% as required
45	File Search/ Miscellaneous Charges	\$ 125 / hour
46	Limiting Distance Agreement	\$ 200 per agreement, + any third party costs as may be required. Subject to Administrative Charge as per Schedule "A"
47	Administrative Performance Deposit	As per Schedule "B"
48	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
49	Orders Issued pursuant to Section 14 of the Building Code Act (Stop Work Order)	\$ 300 Flat Fee / Order
50	Orders Issued pursuant to Section 15.9 of the Building Code Act (Unsafe Building)	\$ 500 Flat Fee / Order
51	Registration of Order on Title	\$250 + lawyer fees
52	Removal of Order Registered on Title	\$250 + lawyer fees
53	Inspection Pertaining to a Confirmed Order	\$100 / Inspection
54	Township Undertakes to Complete the Work	Cost of the work performed + 15% Administrative Charge
55	Solid Fuel Burning Appliance	\$200 Flat Fee
56	Moving Permit	\$250 Flat Fee
<b>FEE REDUCTION</b>		
57	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)

#### 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.

**CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY  
SCHEDULE "B" TO BY-LAW 2026-16  
ADMINISTRATIVE PERFORMANCE DEPOSIT**

VALUE OF WORK	REFUNDABLE
<b>RESIDENTIAL (EXCEPT SEWAGE SYSTEMS)</b>	
Value less than \$ 25,000.00	N/A
Value between \$ 25,000.00 and \$99,999.99	\$ 500.00
Value between \$ 100,000.00 to \$ 299,999.99	\$ 2,000.00
Value between \$ 300,000.00 to \$ 499, 999.99	\$ 3,000.00
Value equal to or over \$500,000.00	\$ 4,000.00
<b>NON-RESIDENTIAL (EXCEPT SEWAGE SYSTEMS &amp; FARM STRUCTURES)</b>	
Value less than \$ 50,000.00	N/A
Value between \$ 50,000.00 and \$ 299,999.99	\$2,000.00
Value between \$ 300,000.00 and \$ 999,999.99	\$5,000.00
Value equal to or over \$1,000,000.00	\$ 8,000.00

**INTERPRETATION NOTES TO SCHEDULE "B"**

In determining the value of *Work* 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:

- 10) The value of *Work* shall be the estimated cost of construction as declared on the *Permit* application form, or calculated by the *Chief Building Official*, whichever is greater;
- 11) 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;

**REFUND OF ADMINISTRATIVE PERFORMANCE DEPOSIT**

- 12) Once a *Permit* has been closed, the *Chief Building Official*, shall refund the remaining Administrative Performance Deposit Fee in whole or in part to the person indicated on the consent and acknowledgment form. If no person has been indicated, funds will be refunded to the *Owner* in accordance with the following provisions:
  - a) One hundred percent (100%) of the Administrative Performance Deposit is to be refunded if the *Work* and all required inspections are fully completed within two (2) years of the date of *Permit* issuance;
  - b) Seventy-five percent (75%) of the Administrative Performance Deposit is to be refunded if the *Work* and all required inspections are fully completed within three (3) years of the date of *Permit* issuance;
  - c) Fifty percent (50%) of the Administrative Performance Deposit is to be refunded if the *Work* and all required inspections are fully completed within four (4) years of the date of *Permit* issuance;
  - d) Twenty-five percent (25%) of the Administrative Performance Deposit is to be refunded if the *Work* and all required inspections are completed within five (5) years of the date of *Permit* issuance; and
  - e) No refund of the Administrative Performance Deposit will be awarded if the *Work* and all required inspections are not fully completed within five (5) years

of the date of *Permit* issuance. This will not relieve the *Permit Holder* of obligations under any regulations of any by-law, the *Building Code*, or the *Act*.

- 13) The refund of the whole or part of the Administrative Performance Deposit shall not be deemed a waiver of any provisions of any by-law or requirements of the *Building Code*, or the *Act*. Also, the refund shall not be construed as a certification or guarantee that the *Building* for which a *Permit* was issued meets all the requirements of the *Building Code* or regulations made thereunder.