

**Schedule "A" to By-Law Number 2040**  
**(Effective January 1, 2026, subject to applicable HST)**

Department	Description of Fee or Charge	Unit	Fee or Charge	
Building	Class A & B - Assembly and Institutional:			
	Assembly & Institutional	Per square foot	\$ 2.12	
	Class C - Residential:			
	All finished floors	Per square foot	\$ 1.42	
	Unfinished floors	Per square foot	\$ 1.42	
	Decks, porch, shed	per permit	\$ 120.00	
	Accessory structures	Per square foot	\$ 0.40	
	House moving	Each	\$ 749.00	
	Fence	Flat Fee	\$ 80.00	
	Above ground pool	Flat Fee	\$ 80.00	
	Inground pool	Flat Fee	\$ 160.00	
	Renovations	Per square foot	\$ 0.94	
	Class D & E - Office & Mercantile:			
	Office and Mercantile	Per square foot	\$ 1.26	
	Renovations/tenant improvement	Per square foot	\$ 0.70	
	Class F - Industrial:			
	Industrial Office area	Per square foot	\$ 1.26	
	Industrial Plant area	Per square foot	\$ 0.90	
	Renovations	Per square foot	\$ 0.70	
	Agricultural:			
	Pole barns	Per square foot	\$ 0.31	
	Accessory Agricultural	Per square foot	\$ 0.37	
				\$0.25 per square foot for first 2500 sq ft, plus \$0.01 on balance
	Greenhouses	Per square foot		\$ 0.31
	Farm Building Renovation	Per square foot		
	Plumbing:			
	New Construction	Per Unit	\$	726.00
	Plumbing Renovations	Per Fixture	\$19.00, Min. of \$80.00	
	Backwater valve	Per Unit	\$	120.00
	Storm/Sanitary Sewer Inspection	Per Unit	\$	120.00
	On Site Sewage Systems:			
	Sewage Septic System - Class 4 systems	Per Unit	\$	964.00
	Tertiary System	Per Unit	\$	1,061.00
	Septic Repairs - To Existing System	Per Unit	\$	485.00
	Septic Inspections	Per Inspection	\$	120.00
	Reviews and Assessments	Per review	\$	120.00
	Demolitions:			
	Residential	Per square foot	\$0.39 Min. \$159.69	
	Non - Residential	Per square foot	\$0.53 Min. \$159.69	
	General Building Fees:			
	Lawyers letters	Per Letter	\$	80.00
	911 signs	Per Unit	\$	80.00
	Change of use permit	Per Hour	\$80.00 Plus \$80.00/hr over 1 hr	
	Tents	Per unit	\$	120.00
	Revised Plan Review	Per review	Min. \$240.00 Plus \$80.00/hr over 3 hr	
Transfer of permit - Residential	Each	\$	80.00	
Transfer of permit - Non-Residential	Each	\$	160.00	
Inspection fee - incomplete not ready for inspection	Per Inspection	\$	80.00	
Inspections for Ontario Renovate Program	Per Inspection	\$	160.00	
Construction Started without a Permit			150% of the permit fee	
Construction Finished without a Permit			200% of the permit fee	
Solar Panel - Residential	Each	\$	80.00	
Solar Panel - Non-Residential	Each	\$	160.00	
Certificates:				
Building/Zoning	Each	\$	80.00	
Public Works	Each	\$	80.00	
Part 8 (Septic)	Each	\$	80.00	
Occupancy Permit	Each	\$	80.00	
Miscellaneous Inspection Fees:				
Miscellaneous Inspection Fees not listed above	Each	\$	120.00	
LCBO Report & Occupant Load Calculations	Each	\$	160.00	
Re-inspection - inspection booked, but work incomplete	Each	\$	160.00	
Indemnity Deposits:				
Residential/ Agriculture:				
new, addition, demolition	Each	\$	1,248.00	
driveway approach	Each	\$	1,248.00	
accessory, pools, renovation	Each	\$	624.00	
agricultural structure	Each	\$	313.00	
mobile homes	Each	\$	313.00	
Commercial/ Industrial:				
new, addition, demolition	Each	\$	1,872.00	
sign, renovations	Each	\$	624.00	
Minimum permit fee - for all projects not specifically listed above	Each		Min. \$158.00	
Building permit fees for all projects not specifically noted above	Each		\$16.00 per \$1,000 Construction	
Cloud Permitting Credit Card Transaction Fee	Percentage of payment		3%	
Planning	Official Plan Amendment	(plus deposit to be determined at time of application)	\$ 7,714.00	
Zoning By-Law Amendment - Major (Note 1)	(plus deposit to be determined at time of application)	\$	3,978.00	
Zoning By-Law Amendment - Minor (Note 1)	(plus deposit to be determined at time of application)	\$	3,014.00	
Holding Removal	Each	\$	1,447.00	
Temporary Use By-Law	Each	\$	3,014.00	
Site Plan Control	(plus deposit to be determined at time of application)	\$	3,496.00	

Site Plan Amendment - Major (Note 1)	(plus deposit to be determined at time of application)	\$	3,014.00
Site Plan Amendment - Minor (Note 1)	(plus deposit to be determined at time of application)	\$	2,411.00
Plan of Subdivision and Condominium	Each	\$6,600 Plus \$10,000 Deposit	
Minor Redline Amendment	Each	\$	572.00
Amendment to Development Agreement	Each	\$	980.00
Extension of Draft Plan Approval	Each	\$	572.00
Part Lot Control Exemption By-Law - Major (Note 1)	Each	\$	2,049.00
Part Lot Control Exemption By-Law - Minor (Note 1)	Each	\$	1,567.00
Consent to Sever	Each	\$	1,688.00
Complex Minor Variances (Note 1)	Each	\$	1,447.00
Minor Variances (Note 1)	Each	\$	1,085.00
Consent to Sever and Variance (applications submitted)	Each	\$	2,652.00
Change of Consent Conditions - Minor Request	Each	\$	302.00
Change of Consent Conditions - Major Request	Each	\$	483.00
Deferred Committee of Adjustment Application (without public circulation)	Each	\$	133.00
Deferred Committee of Adjustment Application (with public circulation)	Each	\$	600.00
Certificate of Validation	Each	\$	145.00
Consent Cancellations	Each	\$	474.00
Development Agreements:			
Plan of Subdivision and Condominium (Note 2)	Each	\$	5,000.00
Site Plan Control (Note 3)	Each	\$	5,000.00
All Other Developments	(plus deposit to be determined at time of application)	\$	3,375.22
Sign By-Law Amendment	Each	\$	868.00
Processing New applications for Radiocommunications and Broadcasting Antenna Systems (plus deposit)	Each	\$	3,414.00
Renewal/Extension of wireless of cell towers agreements	Each	\$	623.00
Finance			
Tax Certificate or Statement per Section 352(1) of the Municipal Act (Note 4)	Each	\$	91.00
Utility Certificate or Statement	Each	\$	41.00
Payment Dishonoured or Returned as Non-Sufficient Funds (Note 7)	Each	\$	43.00
Tax Certificate or Statement Rush (required within 3 business days) per Section 352(1) of the <i>Municipal Act, 2001</i>	Each	\$	181.00
Tax Receipt/Account Information/Duplicate/Reprint (Note 4 and Note 7)	Per property	\$	14.00
Refund of Credit on Account	Each	\$	33.00
Misposting of Payment	Each	\$	33.00
Accounts Receivable - Invoices outstanding over 30 days	Per month		1.25%
Administration Fee to Transfer Utilities to Property Taxes	Each	\$	41.00
Financing Administration	Per property	\$	133.00
Research (for Tax, Accounting for Financial Information more than 3 years)	Per property	\$	67.00
Photocopy (letter, legal, 11 x 17)	Each	\$	1.00
PayIT Transaction Fee	Each		1.5%
PayIT Payment Processing Fee	Percentage of payment		2.35%
PayIT Payment Processing Fee - EFT	Each		1.5%
Legislative Services (Clerk)			
Lottery Licences:			
Bingo	Percentage of prizes		3% of prizes for bingo
Raffle	Percentage of prizes		3% of prizes for raffle
Break Open Ticket	Percentage of prizes		3%
Marriage Licence	Each	\$	181.00
Burial Permit	Each	\$	21.00
Administering Oaths or Declarations - Resident	Each	\$	17.00
Administering Oaths or Declarations - Non-Resident	Each	\$	34.51
Notary - Resident	Each	\$	34.51
Notary - Non-Resident	Each	\$	68.14
Request for Appeal or Exemption to the Appeals Committee (except in relation to Short Term Rental Unit Licensing By-Law 2025, Taxicab Licensing By-Law 1052, an order to remedy, revocation/suspension of an active licence, animal control, or imposition of an administrative penalty.	Each	\$	313.00
Request for Appeal or Exemption to the Appeals Committee in relation to Short Term Rental Unit Licensing By-Law 2025 and Taxicab Licensing By-Law 1052	Each	\$	157.00
Ontario Provincial Police			
False Security Alarm - Non-Registered Premises	Each	\$	180.00
False Security Alarm - Registered Premises (after 2 occurrences)	Each	\$	180.00
Business or Other Licensing			
Transient Trader or Vendor's Licence	Per unit	\$	410.00
Short-Term Rental Licence	Per year	\$	500.00
Replacement of Short Term Rental Unit Licence	Each	\$	25.00
Geographic Information System			
Standard Map Products:			
1) 8.5 x 11 inches selected area specified by customer (colour)	Each	\$	3.54
2) 8.5 x 11 inches selected area specified by customer (black and white)	Each	\$	1.77
3) 11 x 17 inches selected area specified by customer (colour)	Each	\$	5.31
4) 11 x 17 inches selected area specified by customer (black and white)	Each	\$	3.54
5) 11 x 17 inches digital aerial photography (colour)	Each	\$	11.50
Standard Products - Wide Format:			
1) Selected area or digital file (black and white) - maximum 42 inches wide	Per square foot	\$	3.41
2) Selected area or digital file (colour) - maximum 42 inches wide (per square foot)	Per square foot	\$	4.56
3) Selected area specified by customer with aerial photography - 42 inches wide	Per square foot	\$	6.06
Wide Format Scans:			
Size 22 x 34 inches or 24 x 36	Per scan	\$	7.08
Size 34 x 44 inches or 36 x 48	Per scan	\$	7.96
Other:			
Custom mapping	Per hour	\$	84.96
Drawing format printing	Per square foot	\$	0.66
Compact Disk (CD)/Digital Video Disk (DVD)	Per burn	\$	15.04
Fire			
Fire Property Certificate	Each	\$	91.15
Fire Property Incident Report	Per Report	\$	91.15
Fire Property Inspection Report (no inspection required)	Per Report	\$	91.15

	Business Inspection requiring inspection letter	Per Letter	\$	151.33
	LCBO Licensing Inspection	Per Inspection	\$	151.33
	Risk & Safety Management Plans (RSMP) Licensing Inspections (Propane facility)	Per Inspection	\$	151.33
	Follow up on inspection on all properties after 1st reinspection (2nd follow up)	Per Inspection	\$	151.33
	3rd and subsequent re-inspection	Per Inspection	\$	151.33
	False Alarms (After 3 occurrences in a calendar year)	Each		Current MTO Rates
	Fire extinguisher training (up to 20 persons)	Per session	\$	229.20
	Fire extinguisher training (over 20 persons)	Per session		\$229.20 plus Additional \$6.19/per person over 20
	Use of Specialized Equipment	Each		Actual Cost
	Use of Specialized Services	Each		Actual Cost
	Fire/Emergency Operations Costs due to Extenuating Site Circumstances	Each		Actual Cost
By-Law Enforcement	Clean Yard By-law Order - Town Work/Clean up/Cut	Per hour/ minimum	\$	149.00
	Snow Clearing By-law Order - Town Work	Per hour/ minimum	\$	149.00
	Weed Control Act Order - Town Work	Per hour/ minimum	\$	149.00
	Property Standards Order - Town Work	Per hour/ minimum	\$	149.00
	Application for Noise Exemption	Per hour/ minimum	\$	149.00
	Administrative fee on additional infraction with 12 month period	Each	\$	149.00
Environmental Services	Water Shutoff Regular Hours	Each	\$	157.00
	After Hours Water Shut Off	Each	\$	314.00
	Frozen Meter Repair	Each	\$	217.70
	No Water Meter Appointment	Indemnity Deposit	\$	400.00
	Water Meters Missed Appointment	Each	\$	61.06
	Wastewater Inspection	Per Inspection	\$	157.52
	Water Buy-in assessment	Per property	\$	2,600.00
	Servicing Permit (authority under by-law 135, Sec 2,3,4)	Each	\$	242.00
	Additional Inspections	Per Inspection	\$	157.52
	Licensed Contractor Application Fee	Each	\$	50.00
	Licensed Contractor Indemnity Deposit	Each	\$	5,000.00
	Water Meter (Supply Only)	Each		Actual Cost
	Pre-meter Flat Fee (per month) (after 3 months of obtaining building permit)	Each	\$	108.00
	Flat fee for non-payment (Refundable)	Each	\$	108.00
Operations & Drainage	Entrance Permit	Each	\$	242.00
	Tile Drainage Loan Inspection	Per inspection	\$	157.52
	Drainage Apportionment Agreements – section 65(2) per severance or request (plus actual costs if a Drainage Engineer as appointed by Council)	Per each severance	\$	216.00
	ECA Application - Pre-screening (Note 6)	Each	\$	1,080.00
	ECA - Application Fee - Sanitary	Each	\$	3,780.00
	ECA - Application Fee - Stormwater	Each	\$	3,780.00
	Municipal Drinking Water - Form 1	Each	\$	540.00
	Indemnity Deposit for Patio	Each	\$	500.00
	Road Occupancy Permit	Each	\$	242.00
	Road Occupancy Permit Indemnity Deposit	Each	\$	1,206.00
	Municipal Consent Permit	per 150m of ROW	\$	324.00
	Heavy Load Application Fee	Each	\$	100.00
	Heavy Load Indemnity Deposit	Each		Per by-law 1790
Other Misc. Fees	Telecommunications Agreement	Each	\$	3,039.82
Notes:				
Note 1 - The determination of whether an application constitutes a Minor or Major Application will be made by the Planning Division				
Note 2 - Subdivision and Condominium Agreement fee now included in the Subdivision and Condominium application				
Note 3 - Site Plan Agreement fee now included in the Site Plan application fee. Site plan fees are subject to legislative refund.				
Note 4 - Fee will be eliminated up to two times per year for customers whose tax bills are paid by their mortgage company as per Finance and Business Services Report 2017-05.				
Note 5- Indemnity Deposits paid after July 1, 2021 must have the Final inspection occur within 5 calendar years from the date of issuance. After this five year period the deposit is considered non-refundable and relinquished.				
Note 6 - The ECA Application Pre-screening can be applied as a credit to the application if applicable under CLI ECA)				
Note 7 - Non-sufficient fund fees and reprint fees will be waived in the case of death				