



## NOTICE OF PUBLIC MEETING

### BUILDING DEPARTMENT FEES

TAKE NOTICE that the Village of Merrickville-Wolford will hold a Public Meeting regarding Building Fees.

**Date and Time:** Wednesday, May 22, 2024 at 5:00 p.m.

**Location:** Council Chambers, 317 Brock St. W, Merrickville, ON and virtually via Zoom

The Building Department is undertaking a review of its Fees and Charges as found in Schedule "H" of the Fees and Charges By-law 44-2022. As per Section 7 (6) of the *Building Code Act*, the Village of Merrickville-Wolford will be hosting a Public Meeting to provide an overview of the amended changes to the fees and provide the public an opportunity to comment.

A draft Building By-law and proposed Fee structure was brought to the Committee of the Whole on April 22, 2024 and is available for public viewing on the website at [www.merrickville-wolford.ca](http://www.merrickville-wolford.ca). The final by-law and Schedule "H" for fees will be brought to the June 10<sup>th</sup> regular meeting of Council for review and consideration.

All interested parties are invited to attend the Public Meeting in person in Council Chambers. If you wish to attend virtually, you must register in advance to the Clerk at [clerk@merrickville-wolford.ca](mailto:clerk@merrickville-wolford.ca) no later than noon on May 22, 2024. Upon registration, you will receive details on how to join the Public meeting.

Members of the public may provide written comments by providing submissions to the Clerk by email at [clerk@merrickville-wolford.ca](mailto:clerk@merrickville-wolford.ca). Written submissions must include your full name, address, and an email or telephone number at which you can be reached. By submitting comments, members of the public agree that their comments and identity will be made public during a Council meeting.

Questions concerning the proposed fees can be directed to:

Dan Halladay, Chief Building Official  
613-269-4791 ext. 258  
[cbo@merrickville-wolford.ca](mailto:cbo@merrickville-wolford.ca)

## Current Schedule H to By-Law 44-2022

### Building Department

#### Permit Fees

The fees payable by the applicant or authorized agent for a construction, demolition, change of use of conditional permit, inspection or administration fees shall be as follows:

| Class of Permit   | Permit Fee  |
|---|---|
| Non-refundable Deposit<br>(Application/ Plan Review)  | \$100.00  |
| Building Permit (All Structures)<br>Groups A, B, C, D, E or F   | \$15.00/\$1000 Construction Value<br>Note: There is a minimum fee of \$100.00<br>for all structures |
| Other: <ul style="list-style-type: none"> <li>• Change of Use, Renewal, Moving</li> <li>• Wood stoves/fuel burning appliances</li> <li>• Pool</li> <li>• Retaining Wall</li> <li>• All signs (per sign basis)</li> <li>• Change of Ownership/ Transfer of Permit</li> </ul> | \$100.00  |
| Churches maximum fee  | \$25.00   |

#### Building Without a Permit Penalty

The Chief Building Official is authorized to act on behalf of the Village of Merrickville-Wolford to charge a Building Without a Permit Fee. This fee will be payable by a person starting a construction project, which requires a Building Permit, without first obtaining a Building Permit.

100% Building Permit Fee, with a maximum charge of \$5000.00, with a minimum of \$300.00.

Occupancy Classes

- Group A Occupancy – Assembly Occupancy
- Group B Occupancy – Care or Detention Occupancy
- Group C Occupancy – Residential Occupancy
- Group D Occupancy – Business and Personal Services Occupancy
- Group E Occupancy – Mercantile Occupancy
- Group F Occupancy – Industrial Occupancy

|   |                     |
|---|---------------------|
| Group “C” Residential Demolitions – All or Part of a Building                 | \$100.00            |
| Group “A, B, D, E, F” Non-Residential Demolitions – All or Part of a Building | \$100.00            |
| Additional inspection fee per the Building By-Law                             | \$100.00/inspection |

Sewage and Septic System Fees

| APPLICATION  | FEE      | HST | TOTAL FEE |
|--|----------|-----|-----------|
| <b>SEWAGE SYSTEM PERMIT</b> – For private sewage systems with flows up to 10,000 litres/day (See Note #1)  | \$721.00 | N/A | \$721.00  |
| <b>TERTIARY SEWAGE SYSTEM PERMIT</b> (See Note #2)   | \$798.00 | N/A | \$798.00  |
| <b>Permit Renewal/Revision with no inspection</b>  | \$62.00  | N/A | \$62.00   |
| <b>Permit Renewal/Revision with site inspection</b>  | \$206.00 | N/A | \$206.00  |
| <b>Third Party Certificates</b>  | \$62.00  | N/A | \$62.00   |
| <b>SITE INSPECTIONS</b> – Including: Septic Tank Replacement Only, Alterations, Class 2 & 3 Sewage Systems | \$360.00 | N/A | \$360.00  |
| <b>MAINTENANCE INSPECTIONS</b> – Minor Variances/Zoning By-Laws/Building Renovations/Septic Re-inspections | \$206.00 | N/A | \$206.00  |

|   |   |          |           |
|---|---|----------|-----------|
| <b>SEVERANCE APPLICATIONS</b> – If an inspection is required  | \$443.00  | N/A      | \$443.00  |
| <b>Multiple Severances</b><br>When more than one application is submitted pertaining to a particular land holding, the fee is \$180.00 for each <b>additional</b> application if submitted at the same time | +\$180.00                                       | N/A      | +\$180.00 |
| <b>SUBDIVISION PLAN REVIEW</b>  | \$200.00 per lot up to a max. fee of \$5,000.00 | +13% HST |           |
| <b>FILE SEARCHES</b>  | \$103.00  | N/A      | \$103.00  |

These fees include the cost of legal services, reviews of studies, consultant services, administration, education, and promotion activities.

- **Note #1:** The Ministry of Environment will be responsible for sewage works where the design capacity is in excess of 10,000 litres/day under the Ontario Water Resources Act.
- **Note #2:** Tertiary Treatment Systems (**Level 4 Treatment**) are Ecflo, Eljen, Waterloo Biofilter, ATL, EnviroSeptic, Norweco, and Biomicrobics and require Maintenance Agreements upon installation completion.

Lot Fees

| <b>Merrickville Ward</b>   | <b>Fee</b>                      |
|--|---------------------------------|
| A one-time permit fee for new residential construction per dwelling unit and the building described in the application shall include suites in a lodging house/hotel that are let for hire | \$2200.00 per dwelling or suite |

| <b>Wolford Ward</b>  | <b>Fee</b>                      |
|--|---------------------------------|
| A one-time permit fee for new residential construction per dwelling unit and the building described in the application shall include bedrooms in a lodging house/hotel that are let for hire | \$2200.00 per dwelling or suite |

### General

- Private attached garages and/or carports built at the time of original construction are included in the foregoing fees.
- Buildings moved in whole, in part, or dismantled and reassembled on a new location shall be charged for the permit fees in accordance with new construction. Nothing in this section shall or be construed to override the provisions of the Building Code Act in allowing the construction or reconstruction of old buildings.

### Heritage Designated Properties

- The fees contained in this Schedule and the forms contained in the other Schedules of this By-Law shall apply to all heritage designated buildings.
- The provisions of the Ontario Heritage Act and Regulations shall apply to the issuance of any permit issued to or for a heritage designated building.
- Heritage buildings are those designated by By-Law under the provisions of the Ontario Heritage Act, Chapter 337, R.S.O. 1980 as amended.

## Proposed Amended Schedule H to By-Law 44-2022

### Building Department

#### **PART ONE – PERMIT FEES**

The fees set out in this Schedule of the Fees and Charges By-law 44-2022 shall be adjusted annually on and effective the 1<sup>st</sup> of February based upon the 3<sup>rd</sup> quarter Statistics Canada Non-Residential Cost Index: Ottawa; where such index indicates negative growth, the fees shall remain at the level established for the prior year. The Chief Building Official shall update this Schedule “H” of the Fees and Charges By-law as of February 1<sup>st</sup> each year, rounding the fees up to the next dollar, however no amendment to the Building By-law shall be required to give effect to the fee changes.

The fees payable by the applicant or authorized agent for a construction, demolition, change of use of conditional permit, inspection or administration fees shall be as follows:

| <b>Class of Permit</b>   | <b>Permit Fee</b>   |
|--|---|
| Non-refundable Deposit<br>(Application/ Plan Review)           | \$100.00  |
| Building Permit (All Structures)<br>Groups A, B, C, D, E or F  | \$15.00/\$1000 Construction Value<br>Note: There is a minimum fee of \$100.00<br>for all structures                           |
| Administrative Renewal Fee<br>(One-year expiry on all permits) | \$150.00 for the 1 <sup>st</sup> renewal<br>\$250.00 for the 2 <sup>nd</sup> renewal<br>\$500.00 for every subsequent renewal |
| Change of Use  | \$100.00  |
| Wood stoves/ fuel burning appliances                           | \$100.00  |
| Pool   | \$100.00  |
| Retaining Wall   | \$100.00  |
| All signs (per sign basis)                                     | \$100.00  |

|  |                      |
|--|----------------------|
| Changes of Ownership/ Transfer of Permit | \$100.00             |
| Maximum permit fee for Churches          | \$25.00              |
| Additional Inspection Fee                | \$100.00/ inspection |

**PART TWO – OCCUPANCY CLASSES**

Occupancy Classes

- Group A Occupancy – Assembly Occupancy
- Group B Occupancy – Care or Detention Occupancy
- Group C Occupancy – Residential Occupancy
- Group D Occupancy – Business and Personal Services Occupancy
- Group E Occupancy – Mercantile Occupancy
- Group F Occupancy – Industrial Occupancy

|   |          |
|---|----------|
| Group “C” Residential Demolitions – All or Part of a Building                 | \$100.00 |
| Group “A, B, D, E, F” Non-Residential Demolitions – All or Part of a Building | \$100.00 |

**PART THREE – SEWAGE & SEPTIC SYSTEM FEES**

| <b>APPLICATION</b>   | <b>FEE</b> | <b>HST</b> | <b>TOTAL FEE</b> |
|--|------------|------------|------------------|
| <b>SEWAGE SYSTEM PERMIT</b> – For private sewage systems with flows up to 10,000 litres/day (See Note #1)  | \$721.00   | N/A        | \$721.00         |
| <b>TERTIARY SEWAGE SYSTEM PERMIT</b> (See Note #2)   | \$798.00   | N/A        | \$798.00         |
| <b>Permit Renewal/Revision with no inspection</b>  | \$62.00    | N/A        | \$62.00          |
| <b>Permit Renewal/Revision with site inspection</b>  | \$206.00   | N/A        | \$206.00         |
| <b>Third Party Certificates</b>  | \$62.00    | N/A        | \$62.00          |
| <b>SITE INSPECTIONS</b> – Including: Septic Tank Replacement Only, Alterations, Class 2 & 3 Sewage Systems | \$360.00   | N/A        | \$360.00         |
| <b>MAINTENANCE INSPECTIONS</b> – Minor Variances/Zoning By-Laws/Building Renovations/Septic Re-inspections | \$206.00   | N/A        | \$206.00         |

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|---|---|----------|-----------|
| <b>SEVERANCE APPLICATIONS</b> – If an inspection is required  | \$443.00  | N/A      | \$443.00  |
| <b>Multiple Severances</b><br>When more than one application is submitted pertaining to a particular land holding, the fee is \$180.00 for each <b>additional</b> application if submitted at the same time | +\$180.00                                       | N/A      | +\$180.00 |
| <b>SUBDIVISION PLAN REVIEW</b>  | \$200.00 per lot up to a max. fee of \$5,000.00 | +13% HST |           |
| <b>FILE SEARCHES</b>  | \$103.00  | N/A      | \$103.00  |

These fees include the cost of legal services, reviews of studies, consultant services, administration, education, and promotion activities.

- **Note #1:** The Ministry of Environment will be responsible for sewage works where the design capacity is in excess of 10,000 litres/day under the Ontario Water Resources Act.
- **Note #2:** Tertiary Treatment Systems (**Level 4 Treatment**) are Ecflo, Eljen, Waterloo Biofilter, ATL, EnviroSeptic, Norweco, and Biomicrobics and require Maintenance Agreements upon installation completion.

#### **PART FOUR – GENERAL**

##### 4.1 Building Without a Permit Penalty

The Chief Building Official is authorized to act on behalf of the Village of Merrickville-Wolford to charge a Building Without a Permit Fee. This fee will be payable by a person starting a construction project, which requires a Building Permit, without first obtaining a Building Permit.

100% Building Permit Fee, with a maximum charge of \$5000.00, with a minimum of \$300.00.

##### 4.2 General Provisions

- Private attached garages and/or carports built at the time of original construction are included in the foregoing fees.
- Buildings moved in whole, in part, or dismantled and reassembled on a new location shall be charged for the permit fees in accordance with new construction. Nothing in this section shall or be construed to override the provisions of the *Building Code Act* in allowing the construction or reconstruction of old buildings.



## **PART FIVE – REFUND OF PERMIT FEES**

### 5.1 General Provisions:

Refunds of fees collected under the authority of By-law 44-2022, shall be provided in accordance with other provisions of this Part, where the;

- Building permits have been issued, but no constructions has commenced;
- Building permits have not been revoked;
- Building permit applications have not expired.

### 5.2 Refund Provisions for Permit Fees

a) Requests for refunds must be submitted to the Chief Building Official in writing who will determine the amount of permit fees, if any, that may be refunded.

b) The amount of fees refundable shall be calculated based on the total of all building permit fees collected under the authority of this Schedule of By-law 44-2022, as follows:

- 75% refundable if applicant cancels application prior to release o permit for issuance;
- 50% refundable if the Chief Building Official has released the permit for issuance.

## **PART SIX – HERITAGE DESIGNATED PROPERTIES**

- The fees contained in this Schedule and the forms contained in the other Schedules of this By-Law shall apply to all heritage designated buildings.
- The provisions of the *Ontario Heritage Act* and Regulations shall apply to the issuance of any permit issued to or for a heritage designated building.
- Heritage buildings are those designated by By-Law under the provisions of the *Ontario Heritage Act*, Chapter 337, R.S.O. 1980 as amended.