



Town of Smooth Rock Falls

File No:
Item No: AIR - 2286
Agenda Date: 22 Aug 2022

Staff Responsible: Johanna Berube
Prepared For: Council

RE: Building By-Law & Fee Review 2022

DESCRIPTION

Building By-Law & Fee Review 2022

RECOMMENDATION

Council receives the report from RSM for information and discussion purposes

SUMMARY

In March 2022, the municipality of Smooth Rock Falls retained RSM Building Consultants to complete the duties of the Chief Building Official in administering building department functions where required. Building permit review and issuance and building inspections as set out in the Ontario Building Code, the Building Code Act and the current Building By-Law being the primary duties.

A cursory review of the building by-law and fees has flagged some inefficiencies with the types of building permits required and the overall fees collected for the building department appear to be lower than the fees required to carry out the functions of the building department.

A review is required to be completed to streamline the building permit types, fees collected and the overall financial requirements of the building department.

PURPOSE

To obtain Council approval to amend building by-law 2020-06 and fees once it passes the 21 days public notice period.

ANALYSIS

The Building Code Act 7(1) allows for the council of a municipality to make regulations applicable to the matters which and in the area in which the municipality has jurisdiction for the enforcement of the Building Code Act. These by-laws can prescribe items such as the types of building permits, amount of fees charged building permits and types of documents to submit with building permit applications to name a few.

The Building Code Act 7(2) requires the amount of fees authorized to be collected for building permits must not exceed the reasonable costs of the principal authority to administer and enforce the Act in its area of jurisdiction.

The financial statements for 2020 and 2021 are the following:

2020 associated costs \$14,057, revenue \$3,825

2021 associated costs \$ 14,094, revenue \$3,235

Building Department Reserve Fund \$0.00

Since department revenue for 2020 and 2021 has been lower than the costs and there is no building department reserve fund to balance the budget, the funds to balance came from taxation for both 2020 and 2021.

Between 2020 and 2021, there were 32 permits issued for permit types that don't require building permits. For example: fencing (unless for pool enclosures under by-law), shingle roof replacement, weeping tile replacement, and foundation waterproofing to name a few. The fees that were collected for these permits did not cover the administration and enforcement costs.

The projected costs for administration and enforcement for 2022 will increase over last year with the Chief Building Official duties being completed by RSM Building Consultants. By streamlining the permit types, it would reduce unnecessary department costs by not requiring RSM Building Consultants to complete the work. This change would also align Smooth Rock Falls permit requirements with most other building departments in Ontario. The projected department costs for administration and enforcement for 2022 would be approximately \$33,000. With the 2020 current fee structure, the total amount of fees collect would be approximately \$2804.00, the revised fee structure would collect approximately \$4678.00.

Increasing the current building permit fee amounts to have a higher cost recovery would therefore require less subsidy from taxation to balance year over year. The proposed changes are in Appendix B- revised Schedule A to the Building By-Law.

Due to the limited amount of building permits that are administered in a year, it will not be possible to collect 100% of the fees from the applicant for each permit as it would become too costly for the community to obtain permits. This would cause an undesired effect of having construction projects proceed without the benefit of building permits and the costs of enforcing the Building Code Act would increase.

	Department Manager:	
	Finance Manager:	
	City Manager:	

CAO RECOMMENDATION: YES NO

Comments:

A handwritten signature in blue ink, appearing to read 'Yvan Marchand', is written over a light blue rectangular background.

**Yvan Marchand
CAO-Treasurer**

Smooth Rock Falls Comparison of Current Fees to Proposed Fees

Current Fees				Proposed 2022 Fees				
A minimum Permit fee of \$60.00 applies to all permits calculated by square footage. Permit Fees are HST exempt.				Minimum fee \$162.00				
				Fee Amount	sq.ft/flat rate	Type of Change	Row on New Chart	
Residential Alternations and New Construction- FLAT FEES			Code	Fees				
1	Siding	Over 400 ft ² 400 ft ² or less	RS MRS	\$63 \$51		Removed		
2	Window/Door Alteration	2 windows/doors or less 2-5 windows/doors 6+ windows/doors	RWIN RWIN3+ RWIN6+	\$51 \$63 \$105	\$162.00 \$162.00 \$162.00	flat flat flat	Moved Moved Moved	3 3 3
3	Re-Roofing (Excluding Shingle replacement only)	Over 400 ft ² 400 ft ² OR LESS	RR SR	\$63 \$51			Removed Removed	
4	Combinations	Any two of the above combined Any three of the above combined	COM2 COM3	\$100 \$128			Removed Removed	
5	Residential Brick and Stone Veneer		RBV	\$121	\$0.85	per sq.ft	Moved	3
6	New Residential Roof (includes trusses, sheathing and insulation)		NRR	\$211	\$0.85	per sq.ft	Moved	3
7	Minor Foundation Repairs, Weeping Tiles, or Damp Proofing		RMFR	\$95	\$0.85	per sq.ft	Moved (Foundation Repair Only)	3
8	Sewer/ Water Connection		SC	\$73	\$162.00	flat	Moved	20
9	Weeping Tile and Sewer/ Water Connection		WSW	\$114	\$162.00	flat	Moved (Sewer Water Only)	20
10	Structural Repairs and Alterations to Existing Deck/Balcony		ADECK	\$63	\$162.00	flat	Moved	5
11	New Deck/ Balcony	Over 64 ft ² 64 ft ² or less	LDECK	\$124 \$63	\$162.00 \$162.00	flat flat	Moved Moved	5 5
12	Residential Sheds and Gazebos (400 ft ² or less) also in 21		SHEDS	\$101	\$0.85	per sq.ft	Moved	4
13	Garbage Slab Replacement/ Repairs		GSR	\$101	\$0.85	per sq.ft	Moved	4
14	Interior Alterations		MINT IVL	\$117	\$0.85	per sq.ft	Moved	3
	Minor (Moving Doors, Holes, Replacing Beams, Adding Walls)		SWDR	\$78	\$162.00	flat	Moved	3
	Insulation/ Vapor Barrier Water Damage (Sub-Floor, 2' Drywall)		LWDR	\$87	\$162.00	flat	Moved	3
	Water Damage (Full Height Drywall, Subfloor, Insulation)			\$100	\$0.85	per sq.ft	Moved	3
15	Masonry Chimney	New Repairs/ Removal	MFP CHIMR	\$143 \$63	\$162.00 \$162.00	flat flat	Moved Moved	3 3
16	HVAC (HWT and Furnace Replacement Exempt)		HVAC	\$62	\$162.00	flat	Moved	20
17	Plumbing Modifications	Combined with Other Permits Alone	PLUMM PLUMR	\$32 \$63	\$162.00 \$162.00	flat flat	Moved Moved	20 20
18	Demolition Permit	Residential Dwelling Garage and Sheds - Over 200 ft ² - 200 ft ² or less	DMOR DEMOS DEMOG	\$101 \$49 \$62	\$162.00 \$162.00 \$162.00	flat flat flat	Moved Moved Moved	15 15 15
Alternations and New Construction - FEES PER SQ. FOOT			Code	Fees				
19	Single Detached, Semi-Detached or Duplex Dwelling		cs	\$1.28	\$1.97	per sq.ft	Moved	1 or 2
20	New Foundation		BASEF	\$0.29	\$1.49	per sq.ft	Moved	1
21	Residential Accessory Garages, Sheds, Carports	Over 400 ft ² (Includes additions)	GARFIN	\$0.40	\$0.85	per sq.ft	Moved	4
	Finished Interior		GARNOT	\$0.29	\$0.85	per sq.ft	Moved	4
	Unfinished Interior			\$0.29	\$0.85	per sq.ft	Moved	4

Smooth Rock Falls Comparison of Current Fees to Proposed Fees

Current Fees				Proposed 2022 Fees				
A minimum Permit fee of \$60.00 applies to all permits calculated by square footage. Permit Fees are HST exempt.				Minimum fee \$162.00				
				Fee Amount	sq.ft/flat rate	Type of Change	Row on New Chart	
FARM BUILDINGS								
Alternations and New Construction - FEES PER SQ. FOOT				Code	Fees			
22		Pole Barn or Coverall building	COVERS	\$0.19	\$0.85	per sq.ft	Moved	6
		Less than 2,000 ft ²	COVERM	\$0.18				
		2,000 to 5,000 ft ²	COVERL	\$0.16	\$0.85	per sq.ft	Moved	6
		More than 10,000 ft ²			\$0.85	per sq.ft	Moved	6
23	Other Farm Buildings	Insulated Building	FARMIN	\$0.28	\$0.85	per sq.ft	Moved	6
		Non-Insulated Building	FARMNO	\$0.24	\$0.85	per sq.ft	Moved	6
COMMERCIAL & INDUSTRIAL & INSTITUTIONAL								
Alternations - FLAT FEES				Code	Fees			
24	Siding and Windows, Door Alterations	Less than 2,000 ft ²	MCSS	\$187	\$1.89	per sq.ft	Moved (wind.door alt only)	7,11,13
		2,000 to 5,000 ft ²	MCSM	\$350	\$1.89	per sq.ft	Moved	7,11,13
		More than 5,000 ft ²	MCSL	\$700	\$1.89	per sq.ft	Moved	7,11,13
					\$1.89	per sq.ft	Moved	7,11,13
25	Re-Roofing	Shingles and Metal Roofing Only	CCR CRRL	\$95			Removed	
		More than 2,000 ft ²		\$370			Removed	
		2,000 ft ²					Removed	
		Membrane Roofing (Flat Roof)	CMRS CMRM CMRL	\$232	\$1.89	per sq.ft	Moved	7,11,13
		Less than 2,000 ft ²		\$350	\$1.89	per sq.ft	Moved	7,11,13
		2,000 to 5,000 ft ²		\$729	\$1.89	per sq.ft	Moved	7,11,13
26	Minor Foundation Repairs, Weeping Tiles, Damp Proofing or Sewer/Water Connection	More than 3,000 ft ²	CMFRL CMFR	\$350	\$162.00	flat	Moved	20
		3,000 ft ² or less		\$151			Removed	
27	Plumbing Modifications		PLMC	\$232	\$162.00	flat	Moved	20
28	Commercial Kitchen Exhaust Installation		CKE	\$154	\$162.00	flat	Moved	20
29	Fire Alarm Systems		FAS	\$111	\$162.00	flat	Moved	20
30	Demolition Permit	Less than 2,000 ft ²	DEMOCS	\$101	\$162.00	flat	Moved	15
		2,000 ft ² to 5,000 ft ²	DEMOCM	\$187	\$162.00	flat	Moved	15
		5,001ft ² to 10,000 ft ²	DEMOCCL	\$374	\$162.00	flat	Moved	15
		More than 10,000 ft ²	DEMOCX	\$623	\$162.00	flat	Moved	15
Alternations - FEES PER SQ. FOOT				Code	Fees			
31	Interior Alterations		IAC	\$0.62	\$1.89	per sq.ft	Moved	7,11,13
32	Structural Repairs (New Walls, Stairs, etc.)		SRR	\$0.39	\$1.89	per sq.ft	Moved	7,11,13

Smooth Rock Falls Comparison of Current Fees to Proposed Fees

Current Fees				Proposed 2022 Fees				
A minimum Permit fee of \$60.00 applies to all permits calculated by square footage. Permit Fees are HST exempt.				Minimum fee \$162.00				
				Fee Amount	sq.ft/flat rate	Type of Change	Row on New Chart	
ALL BUILDINGS								
FLAT FEES		Code	Fees					
33	Moving Permit	MOVE	\$63	\$1.49	per sq.ft	Moved	1	
34	Change of Use Permit	CUSE	\$62	\$162.00	flat	Removed min. permit fee applies		
35	Permit Renewal	RENEW	\$62	\$162.00	flat	Removed min. permit fee applies		
36	Occupancy Permit	occ	\$62	\$162.00	flat	Moved	23	
37	Signs Over 32 ft ² 32 ft ² or less	SBILL	\$124	\$265.00	flat	Moved	18	
		SBUS	\$95	\$265.00	flat	Moved	18	
38	Communication Towers	COMT	\$187	\$162.00	flat	Removed min. permit fee applies		
39	Bulk Storage Tanks	BST	\$232	\$162.00	flat	Removed min. permit fee applies		
40	Tents and Mobile Homes	TMH	\$95	\$213.00	flat	ved (Tents only) Mobile homes see	17	
41	Swimming Pools	Inflatable Above Ground	POOLI	\$63	\$162.00	flat	Moved	19
		Hard Shell Above Ground	POOLH	\$100	\$163.00	flat	Moved	19
		In-Ground	POOLG	\$188	\$164.00	flat	Moved	19
42	Fences	Over 100 ft in total length 100 ft or less in total length	LFENCE	\$35		Removed		
			SFENCE	\$20		Removed		
43	Solar Panels	Roof MicroFit Ground MicroFit Fit < 10 MW IMW IMWto<SMW SMWto<10MW 10 MW &Over	RSOLAR	\$326	\$424.00	flat	Moved	16
			GSOLAR	\$163	\$424.00	flat	Moved	16
			FITS	\$1,393	\$424.00	flat	Moved	16
			FITI	\$2,788	\$424.00	flat	Moved	16
			FITS	\$5,575	\$424.00	flat	Moved	16
			FITIO	\$8,281	\$424.00	flat	Moved	16
Alternations - FEES PER SQ. FOOT			Code	Fees				
44	HVAC for Existing Buildings	HVACEX	\$0.18	\$162.00	flat	Moved	20	
45	Sprinklers	SPRINK	\$0.13	\$162.00	flat	Moved	20	

Smooth Rock Falls Comparison of Current Fees to Proposed Fees

Current Fees				Proposed 2022 Fees				
A minimum Permit fee of \$60.00 applies to all permits calculated by square footage. Permit Fees are HST exempt.				Minimum fee \$162.00				
				Fee Amount	sq.ft/flat rate	Type of Change	Row on New Chart	
ADMINISTRATION FEES								
FLAT FEES			Code	Fees				
46	Conditional or Partial Permits (In Additional to All Other Fees)		COND	\$150	+20% of permit fee	flat	Moved	27
47	Re-Checking Plans as Result of Revisions to Approved Plans		RECHK	\$80	\$318.00	flat	Moved	24
48	Transfer of Permit		TRANSF	\$50	\$162.00	flat	Moved	22
49	Staff Time per Hour (For work not covered by a Permit Fee) (Minimum 1 hour, billed in increments of 15 minutes)		STAFF	\$80	\$162.00	flat	Moved	21
NEW CONSTRUCTION BY MAJOR OCCUPANCY CLASSIFICATION								
FEES PER SQ. FOOT			Code	Fees				
50	Group A, Division 1 (Theatres, etc.)		GRAD1	\$1.75	\$2.20	per sq.ft	Moved	8
51	Group A, Division 2 (Churches, Restaurants, Schools, etc.)		GRAD2	\$2.32	\$2.20	per sq.ft	Moved	8
52	Group A, Division 3 (Arenas, Indoor Swimming Pools, etc.)		GRAD3	\$2.32	\$2.20	per sq.ft	Moved	8
53	Group A, Division 4 (Bleachers, etc.)		GRAD4	\$2.32	\$2.20	per sq.ft	Moved	8
54	Group B, Division 1, 2 and 3 (Care-Homes, Hospitals, etc.)		GBR	\$2.32	\$2.20	per sq.ft	Moved	8
55	Group C (Residential, Hotels, etc.) (unless otherwise provided)		CI	\$1.75	\$1.97	per sq.ft	Moved	10
56	Group D (Banks, Offices, Barber, etc.)		GRD	\$1.34	\$2.20	per sq.ft	Moved	12
57	Group E (Mercantile Buildings) Department Stores, Retail, Plazas, etc.		EI E2	\$1.34	\$2.20	per sq.ft	Moved	12
	Bix Box Stores (Open Concept)			\$1.17	\$2.20	per sq.ft	Moved	12
					\$2.20	per sq.ft	Moved	12
58	Group F, Divisions 1, 2 and 3 (Industrial Buildings)		FO FP	\$0.86	\$0.97	per sq.ft	Moved	14
	Open Concept Type Building (Shell Only) Partitioned Type Building (Multiple Interior Compartments)			\$1.34	\$0.97	per sq.ft	Moved	14
					\$0.97	per sq.ft	Moved	14
ALL COMMERCIAL PERMITS INCLUDING ADDITIONS, ALTERATIONS, BUILDINGS MOVING AND REPAIRS OTHER THAN THOSE LISTED ABOVE SHALL BE BASED ON THE EVALUATION OF THE WORK AND SHALL BE:								
Application Fee				\$ 55.00			Removed	
And Per \$1,000.00				\$ 10.50			Removed	
*Minimum Permit Fee				\$ 100.00			Removed	
ALL RESIDENTIAL PERMITS INCLUDING ADDITIONS, ALTERATIONS, BUILDING MOVING AND REPAIRS OTHER THAN THOSE LISTED ABOVE SHALL BE BASED ON THE EVALUATION OF THE WORK AND SHALL BE:								
Application Fee				\$ 45.00			Removed	
And Per \$1,000.00				\$ 9.25			Removed	
*Minimum Permit Fee				\$ 65.00			Removed	



**SMOOTH
ROCK
FALLS**

Town of Smooth Rock Falls

142 First Avenue, Smooth Rock Falls, ON P0L 2B0

Tel: (705) 338-2717 ext. 3, Fax: (705) 338-2584

Email: townhall@townsrfa.ca

By-Law 2020-06 (PROPOSED REVISED SCHEDULE "A")

CLASSES OF PERMITS AND PERMIT FEES

- 1.1. Fees for a permit shall be in accordance with Schedule 'A' to this By-law. **Minimum Fee \$162.00**
- 1.2. Where the fees are based on the cost of valuation of the proposed work, such cost or valuation shall mean the total cost of all work regulated by the permit and without restricting the generality of the foregoing, shall include the cost of all material, labour, equipment, overhead and professional and related services.
- 1.3. Permit fees are required to be paid at time of application.
- 1.4. The Chief Building Official may place a valuation on the cost of work and the permit applicant shall pay the prescribed fee(s) before the issuance of the permit.

CONSTRUCTION TYPES		(\$) PER SQ FT	FLAT FEE (\$)
RESIDENTIAL			
1	Prefabricated/ Modular Homes/ Foundations	1.49	
2	Single Detached Dwelling	1.97	
3	Interior & Exterior Alterations/Additions/Repairs and Finished Basements	0.85	162.00
4	Garage/Carport/Shed/Boathouse & Alterations	0.85	162.00
5	Residential Deck, Porch, Dock & Alterations		162.00
AGRICULTURAL			
6	Farm Buildings	0.85	
GROUP A & B: Assembly and Care and Detention Buildings			
7	Shell & Alterations	1.89	
8	Finished	2.20	
GROUP C: Residential Occupancy			
9	Shell & Alterations	1.89	
10	Finished	2.20	
GROUP D & E: Business and Personal Service and Mercantile Buildings			
11	Shell & Alterations	1.89	
12	Finished	2.20	
GROUP F: Industrial Buildings			
13	Shell & Alterations	0.85	
14	Finished	0.97	
OTHER PERMIT FEES			
15	Demolition		162.00
16	Designated Structures listed per Div. A, 1.3.1.1. (Solar Installations, retaining walls)		424.00
17	Tent or Marquee Permit		213.00
18	Sign Permits		265.00
19	Pool Fence Enclosure Permit		162.00
20	Mechanical Permit (standalone) plumbing, HVAC, sprinkler, exhaust hood, fire alarm		162.00
ADDITIONAL FEES			
21	Re-inspect works not ready		162.00
22	Transfer of Permit		162.00
23	Occupancy Permit		162.00
24	Revision to approved plans		318.00
25	Alternative Solution Application – Part 9 Residential Buildings		510.00
26	Alternative Solution Application- Part 3 & Part 9 Other than Residential Buildings		1020.00
27	Conditional Permits		+20 of Permit Fee %

1.5. Interpretations.

1. Floor area of the proposed work is to be measured to the outer face of exterior walls.
2. Unfinished basements for dwellings are not included in floor areas.
3. Unfinished loft space or bonus room to be included in area calculations.
4. Where projects cannot be measured by square footage the flat fee shall apply. For example: Columns 3,4 - Alterations such as enlarging a window, adding a structural beam, repair to a foundation wall crack or replace a post.