

THE CORPORATION OF THE TOWN OF SMITHS FALLS

BY-LAW NO. 10669-2026

A BYLAW TO ESTABLISH FEES AND CHARGES

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WHEREAS pursuant to Section 391(1) of The Municipal Act, S.O. 2001, c25 as amended, a municipality and a local board may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board and for the use of its property including property under its control.

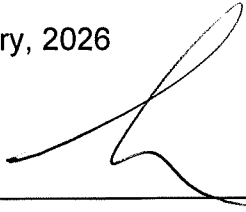
WHEREAS the Council of the Town of Smiths Falls deems it desirable to update fees as detailed in Schedule "A" to ensure that the municipality is charging fair rates as well as reviewing new revenue opportunities.

NOW THEREFORE the Council of the Corporation of the Town of Smiths Falls enacts as follows:

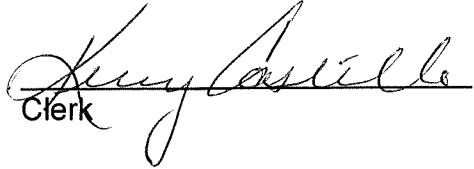
1. THAT By-laws 10515-2024, 10343-2022, 10103-2019, 9967-2018, 8914-2017, 8862-2016, 8783-2015, 8774-2015, 8727-2014, 8715-2014, 8706-2014, 8650-2014, 8542-2012, 8400-2011, 8309-2010, 8308-2010, 8160-2008, 8142-2008, be rescinded; and
2. Schedule A attached hereto shall be read with and form part of this By-law.
3. THAT the provisions of this bylaw shall come into force and take effect upon the passing thereof.

Read a first and second time this 12th day of January, 2026

Read a third time and passed this 12th day of January, 2026



Mayor



Clerk

TOWN OF SMITHS FALLS PROPOSED USER FEES AND CHARGES
Section 391 of The Municipal Act, 2001 as amended
2026 Fee Updates
(HST if applicable, included unless otherwise noted)

DESCRIPTION		2025 FEE (plus HST)	2026 FEE (February 1, 2026 effective date)
CORPORATE SERVICES			
Tax Certificate	HST Exempt	\$50.00	
Tax Account Letter (Confirming Taxes of Previous Year)	HST Exempt	\$15.44	
Tax Certificate Expedited (less than 48 hrs notice)	HST Exempt	\$60.00	
Tax Extension Agreement	HST Exempt	Legal Costs plus \$154.35	
Tax Sale	HST Exempt	Advertising Costs + Legal Cost plus \$154.35	
Tax Arrears Registered Letter	HST Exempt	25.75	
Final Registered Letter (before proceeding to Bailiff)	HST Exempt	25.75	
Commissioner of Oath Signatures-Other	HST Exempt	\$10 for residents and \$2 for signature thereafter/ \$15.00 non residents and \$2 for signature thereafter	\$15 per document Note: Remove resident/non resident provision.
Returned Cheques (NSF)	HST Exempt	\$41.15	
Water Disconnection Notice	HST Exempt	\$10.30	
Water Arrears Certificate/Hold Back Request	HST Exempt	\$50.00	
Water Certificate Expedited (less than 48 hours notice)	HST Exempt	\$60.00	
Water added to Taxes	HST Exempt	\$25.75	
Water Account Letter (e.g. for income tax purposes/duplicate receipt)	HST Exempt	\$15.45	
Property Standards added to Taxes	HST Exempt	\$25.75	
Accounts Receivables Added to Taxes	HST Exempt	\$25.75	
Occupancy	HST Exempt	\$30.85	
Customer Pays on Taxes instead of Water and Vice Versa	HST Exempt	\$25.75	
Photocopies		\$1.60 + \$0.50 per page	
Transfer of Business Licence	HST Exempt	Any licence \$100.00 or greater, fee shall be \$60.00 or Any licence less than \$100.00, fee shall be \$25.00	
Auctioneers	HST Exempt	Annual fee of \$100.00 for year or \$25.00 per event	
Refreshment Vehicle (Motorized)	HST Exempt	\$600.00/vehicle	
Refreshment Vehicle (If owner/applicant pays business tax to Town used in connection)	HST Exempt	Annual Fee of \$50.00/vehicle	
Refreshment Vehicle (Non-Motorized)	HST Exempt	\$150.00/vehicle	
Refreshment Vehicle-Non-Motorized (If owner/applicant pays business tax to Town used in connection)	HST Exempt	Annual Fee of \$50.00/vehicle	
Chip Wagon Structure Modification	HST Exempt	\$50.00/request	
Charitable BBQ's		No Fee	
Retail (Goods & Services)		No Fee	
Salesman, Hawkers and Peddlers	HST Exempt	\$500.00 Annual Fee	
Salesman, Hawkers and Peddlers (Application made by bonafide charitable organization)	HST Exempt	\$50.00 Annual Fee	
Specific Location Daily Licence	HST Exempt	\$50.00/Day-Max. of 4 days	
Second Hand Goods/Pawn Shops	HST Exempt	No Fee	
Room Rental - Chamber		\$85.00 per day or part	
Room Rental - Lounge		\$75.00 per day or part	
Taxis			
Taxi Licences - Driver (Including Disc and Card)	HST Exempt	\$70.00	Taxi Bylaw and Fees to be reviewed in 2026.
Taxi Driver Background Check (included in Initial \$70 for Driver) HST Included		\$35.00	
Fingerprint Fee (Additional if required) HST Included		\$35.00	
Taxi Licences - Owner (Per vehicle)	HST Exempt	\$100.00	
Taxi Licences - Broker	HST Exempt	\$200.00	
Taxi Licences - Change of Stand-by Driver	HST Exempt	\$30.00	
Change of Stand by Driver	HST Exempt	\$30.00	
Change of Vehicle	HST Exempt	\$25.00	
Change of Insurance Information	HST Exempt	\$25.00	
Lottery Licensing			
Lottery, Bingo, Nevada Licences		No Fee	
Vital Stats			
Marriage Licences	HST Exempt	\$140.00 for Smiths Falls residents \$150.00 for non residents	\$140.00 for Smiths Falls residents \$160.00 for non residents Note: We offer online now and many are non residents.
Outside Death Registration	HST Exempt	\$20.00	
Inside Death Registration	HST Exempt	\$10.00	\$15.00

Planning			
Development Agreement	HST Exempt	\$1,000.00	
Official Plan Amendment	HST Exempt	\$2,500.00	
Zoning By-law Amendment	HST Exempt	\$2,000.00	
Concurrent Official Plan & Zoning Amendment	HST Exempt	\$4,000.00	
Minor Variance Application	HST Exempt	\$800.00	
Consent Application	HST Exempt	\$1,000.00	
Minor Site Plan Control Application	HST Exempt	\$1,000.00	
Major Site Plan Application	HST Exempt	\$2,000.00	
Site Plan Amendments	HST Exempt	\$1,000.00	
Redline Site Plan Amendments	HST Exempt	\$100.00	
Subdivision Application	HST Exempt	\$3,000.00 + \$10 per lot	
Condominium Application	HST Exempt	\$3,000.00 + \$10 per unit	
Encroachment Application	HST Exempt	\$300.00	
Zoning Compliance Certificates	HST Exempt	\$50.00	
Building Work Order Compliance Letters	HST Exempt	\$50.00	
Copy of the Official Plan	HST Exempt	\$75.00	
Copy of Zoning By-law	HST Exempt	\$75.00	
Base Admin Fee	HST Exempt	\$1,000.00	
FIT Application Review	HST Exempt	\$1,000.00	
Development Permit System - Class 1	HST Exempt	\$2,400.00	
Cash In Lieu of Parking	HST Exempt	\$750.00	
File Re-activation Fees for files closed for more than 12 months	HST Exempt	\$1,000.00	
Lift of Hold Provision from Zoning	HST Exempt	\$1000.00	
Road Closure	HST Exempt	\$1,000.00	
Deeming By-law	HST Exempt	\$300.00	
Lifting Part Lot Control	HST Exempt	\$1,000.00	
Extensions of or minor amendments to Subdivision Draft Approval	HST Exempt	\$1,000.00	
Validation of Title	HST Exempt	\$500.00	
Temporary Use Extension	HST Exempt	\$1000.00	
Amendments to Subdivision/Condominium Agreements	HST Exempt	\$1,500.00	
Expedited Compliance and Certificates	HST Exempt	\$60.00	
Development Permit System - Class II	HST Exempt	\$3000.00	
Patio and Merchandise Display Approvals		As per Patio By-law currently in effect	
Sign Permits	HST Exempt	As per Sign By-law currently in effect	
GARBAGE/RECYCLING/ENGINEERING			
Garbage Tags	HST Exempt	\$3.00 a tag (effective February 1, 2014)	
Large Items (cannot fit into a garbage bag or are 50 lbs or more) require 2 tags	HST Exempt	2 tags required	
Improvement/Alteration Permit Fee	HST Exempt	\$25.00	
Improvement/Alteration Inspection Fee	HST Exempt	\$75.00	
Street Occupancy	HST Exempt	\$25.00/day	
Hoarding/Use of Sidewalk	HST Exempt	\$25.00/day	
Composters		\$45.00	
Blue Box Container (recycling 22 gallon)		\$9.25	
Yellow (Black) Box Container (fibers 22 gallon)		\$9.25	
Blue Recycling Cart (wheeled-95 gallon)		\$145.00	
Oversize Load Permit - single	HST Exempt	\$25.00	
Oversize Load Permit Annual	HST Exempt	\$100.00	
Water-Sewer Permit - Permit Fee	HST Exempt	\$25.00	
Water-Sewer Permit - New Water/Sewer Service Inspection	HST Exempt	\$75.00	
Water-Sewer Permit - Water Meter Installation Inspection	HST Exempt	\$75.00	
COMMUNITY SERVICES			
Child Development Centre			
Child Development Centre Toddler (18 to 30 months)	HST Exempt	\$17.36	
Child Development Centre Pre-School (2 ½ to 5 years old)	HST Exempt	\$15.33	
Child Development Centre Kindergarten	HST Exempt	\$15.33	
Child Development Centre School Age	HST Exempt	\$34.07	
Child Development Centre Half Day with lunch	HST Exempt	\$12.00	
Child Development Centre Half Day no lunch	HST Exempt	\$12.00	
Child Development Centre Before School Program	HST Exempt	\$7.56	
Child Development Centre After School Program	HST Exempt	\$7.56	
Child Development Centre Before and After School Program	HST Exempt	\$12.00	
Heritage House Museum			
Heritage House Museum - Adult		\$8.85	
Heritage House Museum - Seniors		\$6.64	
Heritage House Museum - Student/Child		\$6.64	
Heritage House Museum - Membership - Single		\$25.00	
Heritage House Museum - Membership - Family		\$40.00	
Heritage House Museum - Children's Day Camp (Per day)		\$40.00	
Heritage House Museum - Annual Art Show		\$35 hanging fee OR 20% commission	

Heritage House Museum - Rental (Full day)		\$250	
Heritage House Museum - Rental (Half day)		\$150	
Heritage House Museum - After Hours Fee		\$50	
Heritage House Museum - Special Occasion Private Site		\$600	
Heritage House Museum - Wedding Elopment Booking (1 hour)		\$150	
Heritage House Museum - Wedding Photo Booking		\$75.00	
Genealogy Library Research Pass		\$5.00/day , \$50.00 per year	
Research Fee		\$20.00 for the 1st hour; then \$50.00/hr after	
Photocopies		\$0.25	
Photo Reproduction Letter Size or Smaller		\$10.00/letter size	
Photo Reproduction Ledger Size		\$15.00 /ledger size	
Shipping / Handling Fees		As per Canada Post xpress; Handling Fee \$5.00 for first image	
Group Tour Rate (Per person, minimum 10 people)		\$5.00	
Childrens Party Rental Package		\$15.00 per child	
Heritage Walking Tours		\$10 per adult, \$5.00 per youth	
Costume Rental (Per costume)		\$30.00	
Events and Festivals			
Sports Field Damage Deposit (per field) (Refundable)	HST Exempt	\$1,000.00	
Arena and Field Advertising			
Sign Board Advertising - Sports Field (Per sign, per year)		\$508.85	
<i>The Department of Community Services Reserves the Right to sell, through a public RFP process, advertising packages; Subject to CAO approval.</i>			
Victoria Park Fees			
Daily Mooring Fee		\$1.85 per foot per day plus tax	
Early Arrival Fee (April 26th - May 17th)		\$100.00	
Late Departure Fee (October 14th - October 31st)		\$100.00	
Misc. Fees - Sewage Pump Out - Boats		\$35.00	
FIRE			
Open Air Fire Permit	HST Exempt	\$15.00 each year	
Fire Certificates		\$50.00	
Filling Breathing Air Cylinder		\$10.00/cylinder with a minimum charge of \$200 per year	
Emergency Response - All Motor Vehicle Collisions	HST Exempt	\$509.89 per apparatus per hour/first hour c/w personnel. Each subsequent half hour per apparatus at the rate of \$254.95. This charge will automatically increase when the Ministry of Transportation of Ontario send out their adjustment.	2026 Rates: 559.86/279.93
NEW Smoke and CO Alarms (Loaners) Not Returned/installed		Cost Recovery	Cost Recovery
Fire and CO Alarm Permit	HST Exempt	\$15.00/year	
New Home Inspections for Real Estate Agencies		\$150.00	
Full Time Recruitment Written Exam Charge per Candidate		\$200.00	
Response to more than 3 false alarms at the same facility and the same alarm	HST Exempt	same as MVC charge	
Parking			
Pay & Display		\$5.00/Day	\$7.00/Day
Parking - Market Street Lot - Monthly Rate		\$25.00/month	\$35.00/Month
Parking - Market Street Lot - Overnight Parking Rate		\$50.00/month	
Parking Space Rental - Funeral Homes		\$300.00 per year	
Parking - Cash in Lieu		\$750.00 Per Space	
Driveway - Access Replacement Sidewalk Improvements		\$110.00 / m.sq.	
Animal Tags			
Dog Tag (Spayed or Neutered)	HST Exempt	\$15.00 prior to March 31 OR \$30.00 after	
Dog Tag (Not Spayed or Neutered)	HST Exempt	\$30.00 prior to March 31 OR \$60.00 after	
Dog Tag (Spayed or Neutered with Chip)	HST Exempt	\$5.00 OR \$10.00 after March 31	
Dog Tag (Not Spayed or Neutered with Chip)	HST Exempt	\$10.00 or \$20.00 after March 31	
Guide Dogs / Service Dogs	HST Exempt	\$0.00	
Cat Tag (Spayed or Neutered)	HST Exempt	\$15.00 OR \$30.00 after March 31	
Cat Tag (Not Spayed or Neutered)	HST Exempt	\$30.00 OR \$60.00 after March 31	
Cat Tag (Spayed or Neutered with Chip)	HST Exempt	\$5.00 OR \$10.00 after March 31	

Category	Item/Description	2025	2026
Arena - Ice	Adult Prime (Community Centre)	\$ 238.94	\$ 255.00
Arena - Ice	Adult Prime (Youth Arena)	\$ 185.84	\$ 215.00
Arena - Ice	Youth Prime (Community Centre) (per hour)	\$ 172.57	\$ 185.00
Arena - Ice	Youth Prime (Youth Arena) (per hour)	\$ 134.51	\$ 150.00
Arena - Ice	Adult Non-Prime -Both arenas (per hour)	\$ 159.29	\$ 165.00
Arena - Ice	Youth Non-Prime- Both arenas (per hour)	\$ 137.17	\$ 145.00
Arena - Ice	Pre/Post Season All Hours (per hour)	\$ 238.94	\$ 338.94
Arena - Ice	Dead Ice (\$72 hrs) flat rate, season only (per hour)	\$ 66.37	\$ 100.00
Arena - Ice	School Rate (per hour)	\$ 66.37	\$ 75.00
Arena - Ice	Morning Rate, 7-10am Weekdays (per hour)	\$ -	\$ 115.00
Arena - Ice	Returned Ice Administration Fee (per hour)	\$ -	\$ 30.00
Arena - Ice Special Events	Day Rate- Adult (Max 10 hours)	\$ -	
Arena - Ice Special Events	Day Rate- Youth (Max 10 hours)	\$ -	\$ 1,415.25
Arena - Ice	Ticketed Event Rate	\$ -	\$ 280.50
Arena - Tournaments	Youth Weekend Tournament (22 hrs)	\$ -	\$ 3,460.50
Arena - Tournaments	Adult Weekend Tournament (22 hrs)	\$ -	\$ 4,778.50
Arena - Tournaments	Tournament Deposit Fee- per full day (Non-refundable)	\$ -	\$ 500.00
Arena- Ice Programming	Shinny, Drop-in	\$ -	\$ 5.00
Arena- Ice Programming	Public and Family Skate, Drop-in	\$ -	\$ 2.00
Arena - Dry Floor	Arena Slab – Event, Licensed (per hour) Community	\$ -	\$ 94.00
Arena - Dry Floor	Arena Slab – Event, Licensed (per hour) Corporate	\$ -	\$ 122.00
Arena - Dry Floor	Arena Slab – Event, Unlicensed (per hour) Community	\$ -	\$ 68.00
Arena - Dry Floor	Arena Slab – Event, Unlicensed (per hour) Corporate	\$ -	\$ 89.00
Arena - Dry Floor	Arena Slab – Event, Licensed (per day) Community	\$ 641.59	\$ 750.00
Arena - Dry Floor	Arena Slab –Event, Licensed (per day) Corporate	\$ -	\$ 975.00
Arena - Dry Floor	Arena Slab – Event, Unlicensed (per day) Community	\$ 451.33	\$ 550.00
Arena - Dry Floor	Arena Slab – Event, Unlicensed (per day) Corporate	\$ -	\$ 715.00
Arena - Dry Floor	Summer Floor Sport – Adult (per hour)	\$ 66.37	\$ 75.00
Arena - Dry Floor	Summer Floor Sport – Minor (per hour)	\$ 44.25	\$ 55.00
Hall	Hall – Licensed (per hour) Community Rate	\$ 66.37	\$ 75.00
Hall	Hall – Licensed (per hour) Corporate Rate	\$ -	\$ 97.50
Hall	Hall – Unlicensed (per hour) Community Rate	\$ 48.67	\$ 55.00
Hall	Hall – Unlicensed (per hour) Corporate Rate	\$ -	\$ 71.50
MCC	Event Licencing Fee, Per event	\$ -	\$ 100.00
MCC	Leased space (per sq foot/year)		\$ 5.00
Sports Fields	Adult Hourly	\$ 30.97	\$ 32.00
Sports Fields	Youth Hourly	\$ 18.30	\$ 19.00
Sports Fields	Tournament – Adult (per facility/day)	\$ 185.84	\$ 190.00
Sports Fields	Tournament – Youth (per facility/day)	\$ 110.62	\$ 115.00
Sports Fields	School Tournament (per facility/day)	\$ 70.80	\$ 80.00
Sports Fields	Additional Field Preparation	\$ -	\$ 50.00
Courts	Pickleball/Tennis Court (per divided court/hour)	\$ 2.65	\$ 8.00
Courts	Pickleball Tournament (per divided court/day)	\$ 70.80	\$ 90.00
Parks	Park Rental – Private/Not-for-Profit (day)	\$ 75.22	\$ 85.00
Parks	Park Rental – Corporate (day)	\$ 88.50	\$ 100.00
Equipment	Bleacher Rental (per unit/day)	\$ 101.77	\$ 115.00
Equipment	Table Rental (per table/day)	\$ 4.42	\$ 5.00
Equipment	Chair Rental (per 10/day)	\$ 17.70	\$ 20.00
Equipment	Picnic Table (per table/day)	\$ 8.85	\$ 10.00
Equipment	Lower Reach Stage (per event, ≤3 days)	\$ 309.73	\$ -
Equipment	Portable Stage 24 x16' (per event, ≤3 days)	\$ 818.58	\$ 900.00
Equipment	Tent 20'x20' (per event, ≤3 days)	\$ 309.73	\$ 350.00
Equipment	Tent 10'x10' (per event, ≤3 days)	\$ 79.65	\$ 90.00
Equipment	Barricades (per unit/day)	\$ 5.31	\$ 6.00
Equipment	Pylons (per 5/day)	\$ 13.27	\$ 15.00
Equipment	Garbage Receptacle (per unit/day)	\$ 5.31	\$ 6.00
Staffing	Event Staffing (per staff/hour)	\$ 40.00	\$ 45.00
Staffing	Delivery & Pickup (per staff/direction)	\$ 30.00	\$ 35.00

Category	Item/Description	2025	2026
Cemetery - Interment Rights	Resident Cremation Lot 4'x4' – Rights + Care	\$ 575.00	\$ 717.00
Cemetery - Interment Rights	Resident Standard Lot 4'x10' – Rights + Care	\$ 975.00	\$ 1,317.00
Cemetery - Interment Rights	Non-Resident Cremation Lot – Rights + Care	\$ 715.00	\$ 877.00
Cemetery - Interment Rights	Non-Resident Standard Lot – Rights + Care	\$ 1,190.00	\$ 1,593.00
Cemetery - Columbarium	Niche – Top Row (Rights + Care)	\$ 2,475.00	\$ 2,550.00
Cemetery - Columbarium	Niche – Middle Rows (Rights + Care)	\$ 2,265.00	\$ 2,343.00
Cemetery - Columbarium	Niche – Lower Rows (Rights + Care)	\$ 2,060.00	\$ 2,157.00
Cemetery - Service	Columbarium Opening/Closing (per inurnment)	\$ 125.00	\$ 233.00
Cemetery - Service	Interment – Adult (opening/closing)	\$ 900.00	\$ 967.00
Cemetery - Service	Interment – Child	\$ 265.00	\$ 293.00
Cemetery - Service	Interment – Infant	\$ 122.00	\$ 131.00
Cemetery - Service	Interment – Cremated Remains (ground)	\$ 750.00	\$ 767.00
Cemetery - Service	Disinterment- Casket	\$ -	\$ 3,500.00
Cemetery - Service	Urn Disinterment	\$ -	\$ 1,000.00
Cemetery - Service	Disinterment- Administrative Fee	\$ -	\$ 450.00
Cemetery - Admin	Transfer of Remains Support Services	\$ 200.00	\$ 225.00
Cemetery - Admin	Cemetery Administrative or Maintenance Services	\$ 100.00	\$ 125.00
Cemetery - Admin	Marking Fee	\$ 100.00	\$ 125.00
Cemetery - Admin	Transfer of Plot	\$ 125.00	\$ 150.00
Cemetery - Monument	Reset/Repair Monument – up to 30" base	\$ 280.00	\$ 325.00
Cemetery - Monument	Reset/Repair Monument – >31" base, <48" H/L	\$ 380.00	\$ 440.00
Cemetery - Monument	Marker Care & Maintenance – Flat	\$ 100.00	\$ 120.00
Cemetery - Monument	Marker Care & Maintenance – Upright (<=4'x4')	\$ 200.00	\$ 230.00
Cemetery - Monument	Marker Care & Maintenance – Upright (>4'x4')	\$ 400.00	\$ 460.00
Cemetery Time Premiums	Plot Buy-Back Administration Fee		\$ 100.00
Cemetery Time Premiums	Premium Times- Saturday Interment	\$ -	Add 50%
Cemetery Time Premiums	Premium Times- Sunday/Holiday Interment	\$ -	Add 75%
Cemetery Time Premiums	Premium Times- After-Hours Fee	\$ -	\$ 250.00
Cemetery Time Premiums	Late Arrival Fee	\$ -	\$ 100.00

(Updated to Reflect Annual Fee Increases)(Being a replacement Schedule A to By-law 7917-2005, The Building By-law)

TOWN OF SMITHS FALLS - CLASSES OF PERMITS AND PERMIT FEES - EFFECTIVE FEBRUARY 1st, 2026

RESIDENTIAL		2026 PERMIT FEE (% of construction value unless otherwise noted)
1.0	NEW CONSTRUCTION & RENOVATIONS, ADDITIONS, REPAIRS, DEMOLITION, RELOCATION - includes accessory buildings, temporary buildings, portables, decks, pools, etc.)	1.48
2.0	SYSTEM PERMIT FEES	
	2.1 Plumbing/Heating/Airconditioning/Ventilation/HRV	1.48
	2.2 Solid Fuel Burning Device	75.25
3.0	MINIMUM PERMIT FEE (unless otherwise specified)	75.25
COMMERCIAL, INDUSTRIAL, INSTITUTIONAL		
4.0	NEW CONSTRUCTION & RENOVATIONS, ADDITIONS, REPAIRS, DEMOLITION, RELOCATION (includes accessory buildings, temporary buildings, portables, decks, etc.) - includes all of section 8.0 Note: Fee applies to portion of construction value between \$0-\$500,000. Fee reduces to residential rate thereafter	2.27
5.0	SYSTEM PERMIT FEES	
	5.1 Plumbing/Heating/Airconditioning/Ventilation/HRV/ Special Ventilation Systems NFPA 96/Spray booth/Dust Collector, etc.	2.27
	5.2 Solid Fuel Burning Device	177.19
6.0	MINIMUM PERMIT FEE (unless otherwise specified)	177.19
MISCELLANEOUS		
7.0	Change of Use (plus BP fee for any related work)	148.14
8.0	Conditional/Partial Permit (plus BP fee for any related work & security deposit for agreement)	148.14
9.0	Administrative Surcharge - construction prior BP issued (max \$1,000 RES, \$2000 COM/INST/IND)	50% of normal fee
10.0	Transfer/Deferral of Revocation	148.14
11.0	Inspections not called for	148.14
12.0	Annual Administrative Renewal fee (Due 365 days after the date of permit issuance)	148.14
13.0	Occupancy Inspection (prior to completion)	109.79
14.0	Extra Inspections beyond prescribed in OBC (per inspection)	109.79
15.0	Equivalency approval fee (per hour. One hour deposit required)	109.79
16.0	Municipal Projects	No charge
17.0	Festivals/Charitable Organizations/Tradeshows (of a broad community nature) (Determination of eligibility is at discretion of CAO)	No charge
18.0	Hourly Fee	109.79
19.0	RESIDENTIAL DRIVEWAY & PARKING LOTS - SECURITY DEPOSIT Determined by the Chief Building Official annually based on industry standards of costs per square metre of asphalt. Failure to complete hard surfacing of the driveway within one year of occupancy permit will result in forfeiture of this deposit to the Town. The Town will have the work done and all extra costs; including an administration fee based on five hours, will be billed to the owner and collected like taxes as outlined under the Municipal Act.	
20.0	OTHER APPLICABLE FEES/SERVICES AND PERMITS NOT DESCRIBED HEREIN Fees for classes of permits or services not described or included in this schedule shall be determined by the Chief Building Official and recorded in Schedule A-1. Said fees shall be based on the hourly charge.	
REFUNDS		
	Refund of fees shall be determined at the sole determination of the Chief Building Official and shall be a percentage of the fees payable under this by-law. The following shall be used as a guideline: 90 percent if administrative functions only have been performed 70 percent if administrative and zoning/law compliance functions/review have been performed 50 percent if administrative, zoning and plan examination functions have been performed 45 percent if permit issued/prepared and no field inspections have been performed subsequent to issuance Additional hourly deduction per inspection performed Additional hourly deduction (or part thereof) for file review to determine refund and permit revocation approval. No refund shall be issued if the balance does not cover the costs incurred by the Town on the file	

Fees shall be annually increased by the consumer price index - Ottawa Region without amendment to this by-law or further public meetings.