

(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 21 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 occupany 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.