

# **Proposed Amendments to Fees and Refunds Schedule – Building By-law**

## **OVERVIEW**

The Municipality has been granted authority to issue sewage system (septic) permits effective November 1, 2026. To support this new responsibility, the Fees Schedule of the Building By-law must be amended to establish permit fees for sewage system applications.

In addition to adding sewage system fees, the Building Department is recommending several amendments to improve clarity, simplify permit fee calculations, and better align fees with the staff time required to review applications and conduct inspections.

This report provides an overview of the proposed changes. Questions or comments regarding the proposed fee schedule may be submitted to [sebbs@sebbs.ca](mailto:sebbs@sebbs.ca) or by calling 705-507-1177. All submissions will be reviewed, responded to, and reported to Council as part of the public consultation process.

Please note that the building department fees are meant to cover the costs of running the building department so that the general tax levy does not have to pay for building department costs. These fees will be reviewed again at the end of 2027.

## **PROPOSED CHANGES AND JUSTIFICATIONS**

### **Calculation of Permit Fees**

No changes are proposed to the general methodology used to calculate permit fees.

#### **1.0 Building Classification Categories**

Building categories have been updated to reflect the classifications established under the Ontario Building Code. The following occupancy groups have been added:

- Group A – Assembly Occupancies
- Group B – Care and Detention Occupancies
- Group D – Business and Personal Services Occupancies (Offices)
- Group E – Mercantile Occupancies
- Group F – Farm Buildings

These classifications apply primarily to commercial, industrial, and institutional buildings. Permit fees for these occupancy types will continue to be based on the cost of construction, which is a common approach used by municipal building departments throughout Ontario.

## Group C – Residential Occupancies

Several amendments are proposed to improve clarity and simplify the application of permit fees for residential projects.

The following terminology changes are proposed:

- "Unfinished cottages and cabins" will be changed to "sleep cabins and hunt cabins" to better describe the intended use of these structures. No fee change is proposed.
- "Finished cottages and cabins" will be changed to "seasonal dwellings" for consistency with commonly used terminology. No fee change is proposed.

Several permit categories have also been revised to better reflect the level of plan review and inspection required. These changes generally result in modest fee reductions.

Proposed changes include:

- Introduction of a flat permit fee for swimming pools. Fees are currently based on the area of the pool. This change will reduce permit costs and simplify fee calculations. Reason for change: Pool installations usually only require one inspection.
  - Current fee = Area of the pool X \$15/ 100 x \$10      Proposed fee = \$120
- Introduction of a flat permit fee for solar panel installations. Fees are currently based on construction value. This change will reduce permit costs and simplify administration. Reason for change: Solar panel installations usually only require one inspection.
  - Current fee = Cost of construction / 100 x \$10      Proposed fee = \$120
- Introduction of a flat permit fee for weeping tile installations where no foundation work is proposed. Fees are currently based on construction value. This change will reduce permit costs. Reason for change: Weeping tile installations usually only require two inspections.
  - Current fee = Cost of Construction / 100 x \$10      Proposed fee = \$240
- Introduction of a flat permit fee for siding replacement where no insulation work is proposed. Fees are currently based on construction value. This change will reduce permit costs. Reason for change: Siding installations usually only require one inspection.
  - Current fee = Cost of Construction / 100 x \$10      Proposed fee = \$120
- Introduction of a flat permit fee for wood stove installations. This fee was previously set at \$100. Reason for change: Wood stove installations require proof of a WETT certificate and do not require an inspection.
  - Current fee = \$100      Proposed fee = \$50

## **Part 7 – Sewage System Applications**

Effective November 1, 2026, the Municipality will assume responsibility for the administration of sewage system permits.

The proposed fees are based on the current fee schedule used by Public Health Sudbury & Districts. This approach is intended to provide consistency for residents and ensure that permit fees adequately recover the costs associated with application review, inspections, and administration.

### **Other Structures**

This section has been revised to include additional structure types that were not specifically identified within previous versions of the fee schedule. No fees existed for these structures in the current by-law.

### **2.0 Renovations**

No changes are proposed to renovation permit fees.

### **3.0 Change of Use**

Change of Use permits are proposed to have a minimum fee of \$400, or a fee based on cost of construction.

This represents a potential increase from the current fee structure of \$80 plus inspection costs and mileage.

This increase is being proposed because reviews for change of use require time for plan review and administrative processing but don't necessarily require travel to ensure that work complies with the Ontario Building Code.

An example of a change of use permit would be converting a house into a commercial space.

### **4.0 Demolition**

No changes are proposed to standard demolition permit fees.

A new fee category has been added for demolition projects that require engineered plans, including buildings that are three or more storeys in height. These projects involve additional review requirements and professional oversight.

### **5.0 Additional Charges**

The following amendments are proposed:

- Increase the fee for additional site inspections from \$80 to \$120 to cover costs associated with travel to inspections. This fee is not mandatory and is only charged when the CBO or inspector feels that it is appropriate.
- Introduce a fee for the re-review of plans where revisions are submitted after the initial review. This fee is not mandatory and is only charged when the CBO or inspector feels that it is appropriate to charge.
- Introduce a \$120 fee for processing consent applications related to sewage system installations. The proposed consent application fee is lower than the fee previously charged by Public Health Sudbury & Districts, which was \$347.

## **6.0 Administration Fee**

The current fee structure contains an \$80 administration fee for projects with a cost of construction of under \$5000 and a fee of \$120 for projects worth \$5000 or over.

Since the administrative work required to receive, process, issue, maintain, and close a permit file is generally similar regardless of the size or value of the project. Applying a consistent administration fee across all permit types better reflects the actual cost of delivering the service.