



The United Townships of Head, Clara & Maria Building Permit Fees Public Meeting Friday, December 4, 2009 2:00 pm

Under the *Building Code Act*, 1992, a municipality is required to hold a public meeting prior to changes being made to the permit fee structure. Notice must be given out 21 days prior to the meeting. Notice was posted in the North Renfrew Times on Wednesday, November the 4th, 2009 and in the locations as listed in our notice by-law. Any person who attends this public meeting has the opportunity to make representations in respect to this matter.

Under the Act, the total amount of building permit fees collected must not exceed the anticipated reasonable costs of the authority to administer and enforce the Act within its jurisdiction. Due to the size of our municipality, we can not even begin to charge for a permit fee the amount that will even meet the anticipated reasonable costs of the administration and enforcement of the Act. As a result, we have to rely on property tax revenues to supplement *Building Code Act*, 1992 enforcement.

COSTS OF ADMINISTERING AND ENFORCING THE ACT

As you can see from the following, our expenses far exceed our fees allowing room for increases. Even so, a number of proposed changes are actually reductions in fees.

Year	Total Permit Fees Collected	Total Building Value	Total Number of Permits	Indirect Costs	Direct Costs	Total Cost of Building Department
2006	\$1,198.60		12	\$4,458.00	\$6,396.75	\$13,323.34
2007	\$3,963.94	\$484,500.00	28		\$10,861.00	\$10,861.00
2008	\$2,096.00	\$142,450.00	27		\$8,994.00	\$8,994.00

THE PROPOSED AMOUNT & RATIONALE FOR FEE CHANGE

In 2007 there was a change in the method of fee calculation. In order to set the fees under the new system neighbouring (rural) municipalities were canvassed for their existing structures and results were compared. We then adopted a fee schedule from amongst those that most closely resembled the makeup of our municipality.

After review and analysis of the revised system the following has been determined:

- In some instances, the fees that were set were too high for the amount of work required by our inspector. An example is minor repairs, door/window replacement etc.; a permit is required but can not be based on square footage. To fill this need the CBO has suggested a base permit rate of \$15.
- For re-roofing, a flat fee of \$40 has been used. Again, this fee is a little too high for the time it takes to issue the permit and inspect the roofing. We recommend a reduction to \$30.
- The amount of time required inspecting and permitting a Class 2 (grey water) or 3 (cess pool) septic system is also significantly less than a class 4 system. For this reason we recommend reducing the fees from \$300 - \$150.
- The Class 1 (pit privy) category is set as no fee simply so that people will know that they have to advise the CBO so that he can approve the location.
- In other cases, the amount for fees set is too low, when compared to neighbouring municipalities. Although we don't recommend adjusting the residential fee – Deep River charges .67/square foot and Petawawa .70. what we do recommend is changing the Commercial fee from .20/square foot to .30.