

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

OFFICE CONSOLIDATION OF BY-LAW 2005-301

Consolidated on January 29, 2009

Passed by Council on June 26, 2007

Amendments:

1) By-law 2007-149	June 26, 2007	Table 1 of Schedule "A" ; Table 2 of Schedule "A"
2) By-law 2008-130	August 19, 2008	Table 2 of Schedule "A", Items 6, 7, 9, and 11
3) By-law 2009—013	January 27, 2009	Schedule "A"
4) By-law 2010-124	June 29, 2010	Schedule "A"
5) By-law 2010-150	August 24, 2010	Schedule "A"

Note: This consolidation is prepared for convenience only. For accurate reference the original by-laws should be reviewed.

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

BY-LAW 2005-301

A BY-LAW UNDER THE BUILDING CODE ACT RESPECTING PERMITS AND RELATED MATTERS

Recitals:

1. Section 7 of the *Building Code Act, 1992*, authorizes a municipal council to pass by-laws concerning the issuance of Permits and related matters.

Accordingly, the Council of The Corporation of The City of Kawartha Lakes enacts this By-law 2005-301.

Article 1.00: Definitions and Interpretation

- 1.01 **Definitions:** Wherever a word is used in this By-law with its first letter capitalized, the term is being used as it is defined in this Section 1.01. Where any word appears in ordinary case, and it is defined in the Act, that defined term is intended. Where any word appears in ordinary case, and it is not defined in the Act, its regularly applied meaning in the English language is intended.
 - (a) "**Act**" means the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, including successor legislation.
 - (b) "**Applicant**" means the Owner of a building or property who applies for a Permit, or the person authorized by the Owner to apply for a Permit on the Owner's behalf. Authorization shall be provided in writing.
 - (c) "**Architect**" means the holder of a license, certificate of practice or a temporary license issued under the Architects Act as defined in the Building Code.
 - (d) "**Building Code**" means the regulations made under Section 34 of the Act as amended.
 - (e) "**By-law**" or "**Building By-law**" means this by-law enacted by Council, including all amendments, and including its recitals and schedules, which are integral parts of it.

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- (f) "**Chief Building Official**" means the Chief Building Official appointed by Council under Section 3 of the Act.
- (g) "**Construct**" means construct as defined in subsection 1(1) of the Act.
- (h) "**Construction Value**" is defined in Section 4 of Schedule "A" to this by-law.
- (i) "**The Corporation**" means the Corporation of the City of Kawartha Lakes.
- (j) "**Demolish**" means demolish as defined in subsection 1(1) of the Act.
- (k) "**Designer**" means an Architect, Engineer or Designer qualified to carry out designs under the requirements of the Act.
- (l) "**Inspector**" means an inspector appointed by by-law by the Corporation of the City of Kawartha Lakes for the purposes of enforcement of the Act.
- (m) "**Owner**" includes but is not limited to the registered owner of the land, a lessee or other person in occupation of the property with the registered owner's consent, a mortgagee in possession, and any person in effective apparent control of the property.
- (n) "**Permit**" means permission or authorization given in writing by the Chief Building Official to perform work regulated by the Act and Building Code, or to occupy a building or part of a building. Classes of Permits are detailed in Article 3.00 of this by-law.
- (o) "**Permit Holder**" means the person to whom a Permit has been issued and who assumes the primary responsibility for complying with the Act and the Building Code.
- (p) "**Professional Engineer**" or "**Engineer**" means a person who holds a license or temporary license under the Professional Engineers Act, as defined in the building Code.
- (q) "**Registered Code Agency**" means a registered code agency as defined in subsection 1(1) of the Act.
- (r) "**Restricted Access Lot**" means a parcel of land that does not have a municipally maintained road to any of its property lines and requires specialized transportation for inspection purposes.
- (s) "**Work**" means construction or demolition of a building or part thereof as defined in Section 1(1) of the Act, as the case may be.

1.02 **Interpretation Rules:**

- (a) Wherever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances.
- (b) Any word or term not defined in this by-law, that is defined in the Act or Building Code shall have the same meaning ascribed to it in the Act or Building Code.
- (c) References to items in the plural include the singular, as applicable.
- (d) The word "include" is not to be read as limiting the phrases or descriptions that precede it.
- (e) The Schedules attached to this By-law form an integral part of this By-law and shall be enforceable as such.

1.03 **Statutes:** Specific references to laws in this By-law are printed in italic font and are meant to refer to the current laws applicable within the Province of Ontario as at the time this By-law was enacted. For Provincial laws, unless another reference is cited, the reference is to the relevant chapter of the R.S.O. 1990 edition, as amended from time to time.

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- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law will be considered to be severed from the balance of the By-law, which will continue to operate in full force.

Article 3.00: Classes of Permits

- 3.01 **Classes Of Permits:** This Article details the types of Permits available.
- 3.02 **Building Permit:** A Building Permit is a Permit respecting the complete construction of a building or part of a building.
- 3.03 **Partial Building Permit:** A Partial Building Permit is a Permit respecting the partial construction of a building or part of a building.
- 3.04 **Conditional Building Permit:** A Conditional Building Permit is a Permit respecting the construction of a building subject to conditions imposed pursuant to subsection 8(3) of the Act.
- 3.05 **Demolition Permit:** A Demolition Permit is a Permit respecting the demolition of a building or part of a building.
- 3.06 **Change of Use Permit:** A Change of Use Permit is a Permit respecting a change in use of a building or part of a building which results in an increase in hazard as determined by the Chief Building Official in accordance with the Building Code.
- 3.07 **Site Servicing Permit:** A Site Servicing Permit is a Permit respecting the exterior underground services (i.e. water, sanitary, drainage mains and appurtenances) on a property servicing one or more buildings.
- 3.08 **Sewage System Permits:** A Sewage System Permit is a Permit respecting the installation or repair of on-site sewage systems (with daily design flows less than ten thousand (10,000) litres).

Article 4.00: Permit Applications & Issuance

- 4.01 **Permit Applications:** An Applicant shall file an application for any class of Permit to the Chief Building Official, in writing, on the form prescribed by the Act and available from the Chief Building Official or from the Building Code website www.obc.mah.gov.on.ca.
- 4.02 **Detail in Application for All Permits:** Every Permit application, with the exception of Change of Use Permit Applications, detailed in Section 4.09 below), must:
- (a) identify and describe in detail the work, use and occupancy to be covered by the Permit for which the application is made;
 - (b) identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended;
 - (c) describe the land on which the work is to be done, by a description that will readily identify and locate the site on which the work covered by the Permit is to occur;
 - (d) be accompanied by plans and specifications as described in Article 5.00 of this By-law;
 - (e) be accompanied by the required fees in accordance with Schedule "A" to this By-law;
 - (f) state the name, address, telephone number and facsimile number of the Owner, Applicant, architect, engineer or other designer, and the constructor or person hired to carry out the work covered by the Permit;
 - (g) in circumstances where Section 2.3 of the Building Code applies, be accompanied by a signed letter of undertaking from the Owner on a form prescribed by the Chief Building Official that an architect or professional engineer, or both, have been retained to carry out the general review of the work proposed;

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- (h) in circumstances where Section 2.3 of the Building Code applies, be accompanied by a signed statement of the architect or professional engineer retained under (g), or both, on the form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building;
- (i) include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act;
- (j) state the estimated value of the proposed work, including consulting fees, material and labour; and
- (k) be signed by the Applicant, who shall swear or affirm as to the truth of the contents of the application.

4.03 **Detail in Application for Demolition Permits:** In addition to the requirements of Section 4.02 of this By-law, every application for a Demolition Permit must:

- (a) be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services; and

may, at the discretion of the Chief Building Official:

- (b) require the Applicant to enter into an agreement and provide sufficient financial security, as determined by the Chief Building Official, to allow the municipality to complete the demolition should the Applicant not complete the demolition within the time frame specified in the agreement; and/or
- (c) require the Applicant to fence the demolition site to the satisfaction of the Chief Building Official.

4.04 **Detail in Application for Partial Building Permits:** In addition to the requirements of Section 4.02 above and Paragraph 8 of Schedule A, every Partial Building Permit application must:

- (a) include an application for the entire project; and
- (b) include plans and specifications covering the part of the work for which more expeditious approval is desired, together with such information, plans and specification pertaining to the remainder of the work as may be required by the Chief Building Official.

4.05 **Detail in Application for Conditional Building Permits:** In addition to the requirements of Section 4.02 above and Paragraph 8 of Schedule A, every Conditional Building Permit application must contain:

- (a) a written statement from the Applicant explaining the reasons why the Applicant believes that unreasonable delays in construction would occur if a Conditional Permit is not granted;
- (b) a written acknowledgement from the Applicant of the necessary approvals which must be obtained in respect of the proposed construction and the time period in which such approvals are proposed to be obtained by the Applicant; and,
- (c) a written agreement, in the form provided by the Chief Building Official, executed by the Applicant, the Owner and all other persons that the Chief Building Official considers appropriate for the purposes set out in clause 8(3)(c) of the Act.

4.06 **Delegation to Chief Building Official:** The Chief Building Official is authorized to execute the written agreement referred to in clause 4.05(c) of this By-law on behalf of the City where:

- (a) the Applicant has complied with Section 4.05; and,

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- (b) the Chief Building Official is satisfied that the compliance required under Section 8 of the Act has been achieved.

- 4.07 **Contents of the Agreement:** The Chief Building Official may require financial securities be provided to the City as a condition for issuance of a Conditional Permit.
- 4.08 **Registration of the Agreement:** Where deemed necessary by the Chief Building Official, the agreement referred to in clause 4.05(c) of this By-law may be registered on title to the lands upon which is located or will be located the building (or part of a building) for which the application for Permit has been made.
- 4.09 **Detail in Application for Change of Use Permits:** Every application for a change of use Permit issued under subsection 10(1) of the Act shall be submitted to the Chief Building Official, and must:
- (a) describe the building or part of a building in which the use is to be changed, by a description that will readily identify and locate the building;
 - (b) identify and describe in detail the existing and proposed use of the building or parts of the building in which the application for a Permit is made;
 - (c) include plans and specifications which show the current and proposed use of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including, floor plans, details of wall, floor and roof assemblies identifying required fire resistance rating and load bearing capacities;
 - (d) be accompanied by the required fee;
 - (e) state the name, address and telephone number of the Owner; and,
 - (f) be signed by the Owner or his or her authorized agent, who shall attest or affirm the truth of the contents of the application.
- 4.10 **No Implied Future Permits:** The Chief Building Official shall not, by reason of the issuance of a Conditional Permit or a Partial Permit be under any obligation to grant any further Permits
- 4.11 **Material Changes after Permit Issued:** Should a Permit Holder wish to make any material change to any plan, specification, document or other information on the basis of which the Permit was issued, the Permit holder must file an application for revision to the Permit. The provisions of Articles 4.00 and 5.00 of this By-law apply to the application for revision as if the application was entirely new.
- 4.12 **Incomplete Applications:** All Permit applications must contain the information required pursuant to this Article. In addition, an application is considered to be incomplete where the Chief Building Official determines that the proposed work or change of use will not comply with the Act, the Building Code, or any other applicable law. The Chief Building Official may refuse an application if anything required by this Article or Article 5.00 is omitted or submitted in an incomplete or unsatisfactory state at the time of application.
- 4.13 **Abandoned Applications:** An application for a Permit is considered to have been abandoned by the Applicant where:
- (a) the application is incomplete and remains incomplete six months after it was submitted; or
 - (b) the application is complete, a Permit is available to be issued, and six months have elapsed from the date upon which the City mailed notification of the Permit availability to the Applicant's address shown on the application.
- 4.14 **Permit Transfers:** Where a property which is the subject matter of a Permit is sold, the new Owner may obtain transfer of the Permit into his or her name only upon completing a Permit application and paying the administrative transfer fee prescribed in Schedule "A" to this By-law. The new Owner shall then be the Permit Holder for the purposes of this By-law, the Act and the Building Code.

Article 5.00: Plans and Specifications

- 5.01 **Submission:** Every Applicant shall submit sufficient plans, specifications, documents and other information to enable the Chief Building Official to determine whether the proposed construction, demolition, or change of use conforms to the Act, the Building Code, and any other applicable law. The Chief Building Official shall determine the number of copies of plans, specifications, documents and other information required to be furnished with an application for Permit having regard for the requirements of any Act, regulation or by-law respecting the examination or circulation of the application.
- 5.02 **Site Plans:** All site plans submitted as part of an application for a Permit must be referenced to, and accompanied by, a current plan of survey certified by a registered Ontario Land Surveyor. This requirement may be waived by the Chief Building Official if he is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, the Building Code, and any other applicable law. Site plans must include
- (a) lot size and dimensions of the property;
 - (b) setbacks from existing and proposed buildings to property boundaries and to each other;
 - (c) existing and proposed ground levels or grades, elevations of proposed footings and tops of foundations to an established geodetic datum; and
 - (d) existing rights of way, easements and municipal services.
- 5.03 **Legibility:** All plans submitted must be legible and drawn to scale upon paper or other suitable and durable material.
- 5.04 **“As Constructed” Drawings:** On completion of the construction of a building, or part of a building, the Chief Building Official may require a set of “as constructed” plans, including a plan of survey showing the location and confirming the elevation of the building.
- 5.05 **City Property:** Plans and specifications furnished according to this By-law or otherwise required by the Act become the property of the City and will be disposed of or retained in accordance with relevant legislation.

Article 6.00: Fees and Refunds

- 6.01 **Payment Required:** The Chief Building Official shall determine the Permit fees and administrative fees in accordance with Schedule "A" to this By-law. The Applicant shall pay these fees at the time of application. No Permit shall be issued until the fees have been paid in full. Administrative fees imposed after issuance of a Permit are due at the time the service is requested or required.
- 6.02 **Refunds:** In the case of withdrawal or abandonment of an application, or in circumstances where a Permit is denied, the Chief Building Official shall, upon written request, determine what proportion of Permit fees, if any, that may be refunded, in accordance with this Section. Administrative fees are non-refundable. Subject to Section 6.03, the Permit fees that may be refunded shall be a percentage of the Permit fees paid with the application, dependent upon the time at which the application is withdrawn or abandoned, as follows:
- (a) Eighty-five (85%) percent of the Permit fee paid if the application is withdrawn or abandoned after the Permit is entered on the City's permit control system;
 - (b) Seventy-five (75%) percent of the Permit fee paid if the application is withdrawn or abandoned after internal departmental circulation (i.e. zoning, site plan control, grading, etc.);
 - (c) Sixty-five (65%) percent of the Permit fee paid if the application is withdrawn or abandoned after preliminary plans review has been performed;
 - (d) Fifty-five (55%) percent of the Permit fee paid if the application is withdrawn or abandoned after final plans review has been completed; and

- (e) Forty-five (45%) percent of the Permit fee paid if the application is withdrawn or abandoned after the Permit has been issued.

6.03 **Where Refunds Not Available:** No refund of any portion of the Permit fee paid shall be made in the following circumstances:

- (a) where any construction or demolition has commenced;
- (b) where at least one (1) field inspection has been made;
- (c) where the calculation in accordance with Section 6.02 yields a payment of less than one hundred (\$100.00) dollars;
- (d) where a Permit was revoked (except where the revocation is due to an error by the City); and
- (e) in circumstances where the application has been deemed to have been abandoned in accordance with Section 4.13 of this By-law, and the Applicant has not contacted the City for a period of longer than twelve (12) months.

Article 7.00: Registered Code Agencies

7.01 **Registered Code Agencies:** The Chief Building Official is authorized to enter into and sign contracts for service agreements with registered code agencies and appoint them to perform specified functions from time to time. OR Where the Corporation enters into an agreement with a Registered Code Agency, the Chief Building Official is authorized to appoint Registered Code Agencies to perform specified functions in respect of the construction of a building or a class of buildings from time to time in order to maintain the time periods for permits prescribed in subsection 2.4.1 of the Building Code.

7.02 **Function of Registered Code Agency:** The registered code agency may be appointed by the Chief Building Official to perform one or more of the specified functions described in section 15.15 of the Act.

Article 8.00: Notices to the Chief Building Official

8.01 **Notices Under 2.4.5:** The Permit Holder shall notify the Chief Building Official or Registered Code Agency where one is appointed, of each stage of construction for which a mandatory notice is required under the Building Code. In addition, the permit holder shall provide the notice of completion as prescribed by Section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements of Section 11 of the Act and the building Code are complied with.

8.02 **Effective When Received by Chief Building Official:** A notice pursuant to this Part of the by-law is not effective until notice is actually received by the Chief Building Official or the Resisted Code Agency.

8.03 **Time Periods - Inspections:** Upon receipt of proper notice, the inspector or registered code agency, if one is appointed, shall undertake a site inspection of the building to which the notice relates in accordance with the time periods stated in the Building Code and Section 11 of the Act.

8.04 **Additional Notices Under 2.4.5.2:** The permit holder shall also give notice of the following stages of construction in additional to the notices prescribed by the Ontario Building Code;

- (a) Commencement of Construction of:
 - i. Masonry fireplaces and masonry chimneys,
 - ii. Factory-built fireplaces and allied chimneys,
 - iii. Stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys.

8.05 **Time Periods – Inspections Regarding Additional Notices Under 2.4.5.2:** A notice required to be given by a permit to the Chief Building Official or Registered Code Agency pursuant to subsection 2.4.5. of the Building Code shall be given to the Chief Building Official or Registered Code Agency at least two days in advance of the construction stage in which notice is being given.

Article 9.00: Enforcement and Penalties

- 9.01 **Offences:** Any person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is liable to the provisions and penalties prescribed in the Act.
- 9.02 **Collection:** In addition to any penalties imposed through prosecution of an offence pursuant to this By-law, the City is entitled to use all legal means at its disposal to collect the fees applicable pursuant to this By-law. Any and all collection methods lawfully applicable may be relied upon, including placement of unpaid fees on the tax collector's roll for the property in question.

Article 10.00: Repeal of Prior Historic By-Laws; Effective Date

- 10.01 **Repeal:** The following by-laws of the municipalities which made up historic Victoria County are repealed:

2004-074	City of Kawartha Lakes
2002-071	City of Kawartha Lakes

- 10.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 29th day of November, 2005.

Mayor

Clerk

SCHEDULE "A" TO BY-LAW NUMBER 2010-124
A BY-LAW TO AMEND BY-LAW 2005-301
(2010-124, Effective June 29/10)

PERMIT AND ADMINISTRATIVE FEES

1. Except where a minimum flat fee is indicated for the Occupancy Classification or Type of Construction, or the proposed construction is in a Restricted Access Lot, the fee per square meter (m²) of floor area set out in Table 2 which forms part of this Schedule "A" shall be used by the Chief Building Official in determining the Permit fee. The Chief Building Official shall calculate the fee by multiplying the floor area by the fee per square meter (m²).
2. Where a Change of Use Permit is denied, fees paid may be credited to an alteration Permit which incorporates the construction required to accommodate the change of use.
3. For the purpose of this Schedule, the occupancy classification and floor area shall be determined on the following basis:
 - (a) The occupancy classification shall be established in accordance with the occupancy definitions of the Building Code and its appendices.
 - (b) The floor area shall be measured to the outer face of exterior walls and to the centre line of party walls or demising walls. No deductions shall be made for openings within the floor area (e.g. stairs and stair openings, ducts, elevators, escalators). Floor area shall include all habitable areas, including mezzanines, finished attics and enclosed balconies. The following shall apply to Table 2 of Schedule "A" in determining the fee payable for a given building type:
 - A. Assembly Occupancies: The "Assembly Occupancies" rate shall apply to the total floor area of floors which are principally of assembly use. Other rates shall be applied to other floors based on the principal use of the total floor area.
 - B. Institutional Occupancies: The "Institutional Occupancies" rate shall apply to the floor areas of floors which are principally of institutional use. Other rates shall be applied to other floors based on the principal use of these areas.
 - C. Residential Occupancies: For detached, semi-detached and townhouse dwellings, the floor areas of unfinished basements shall not be included in the area calculations, but the fee is inclusive of this area.

For other residential occupancies, the "Residential Occupancies" rate shall apply to the floor areas of floors which are principally of residential use. Other rates shall be applied to other floors based on the principal use of the total floor area.
 - D. Business and Personal Services Occupancies: The applicable "shell" rate shall be applied to the floor areas of a speculative structure, where the only finished floor areas are to be the common areas (e.g., lobby, corridors, washrooms). The "Interior Partitioning and Finishing" rate shall be applied where finished floor areas are to be provided in other than common areas. Other rates shall be applied to other floors based on the principal use of the total floor area.
 - E. Mercantile Occupancies: The "Mercantile Occupancies" rate shall be applied to the floor areas of a speculative structure, where the only finished floor areas are to be the common areas (e.g., lobby, corridors, washrooms). The "Interior Partitioning and Finishing" rate shall be applied where finished floor areas are to be provided in other than common areas. Other rates shall be applied to other floors based on the principal use of the total floor area.
 - F. Industrial Occupancies: Each "Industrial Occupancies" rate includes incidental finished office space to a maximum of 10% of the total floor area. The "Interior Partitioning and Finishing" rate shall be applied where additional finished space is provided. Other rates shall be applied to other floors based on the principal use of the total floor area.
4. "Construction Value", as used in Items 16 of Table 2 of Schedule "A" and Item 6 of Table 1 of Schedule "A", means the value of the proposed construction as determined by the Chief Building Official, utilizing the most recent version of the "Hanscomb's Yardstick for Costing".
5. No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve.

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6. Where they serve single dwelling units, no additional fee applies for decks, fireplaces and unfinished basements proposed and constructed at the same time as the single dwelling they serve. The appropriate "shell" fee applies to non-residential unfinished basements.
7. A minimum permit fee of Seventy Four (\$74.00) dollars shall be charged for all work unless otherwise stated in this By-law.
8. Administrative Fees
 - 1) Where work has commenced prior to the issuance of a Permit, the Permit fee prescribed in Schedule "A" shall be increased by a rate of one hundred percent (100%).
 - 2) Where Section 8 (1) applies, and where a variance to the applicable zoning by-law would be required for the work, then the Permit fee shall be increased by an additional rate of one hundred percent (100%).
 - 3) With respect to Partial Permits, the fee shall be the normal fee for the proposed construction, as calculated in accordance with Table 2, plus an administration fee of ten (10%) percent of that fee. A minimum administration fee of one hundred (\$100.00) dollars, and a maximum of five hundred (\$500.00) dollars applies to Partial Permits.
 - 4) With respect to Conditional Permits, the fee shall be the normal fee for the proposed construction as calculated in accordance with Table 2, plus an administration fee of ten (10%) percent of that fee. A minimum administration fee of one hundred (\$100.00) dollars, and a maximum of one thousand (\$1000.00) dollars applies to Conditional Permits.
 - 5) The fee to transfer a Permit from one Permit Holder to another in accordance with Section 4.14 of this By-law is one hundred (\$100.00) dollars.
 - 6) Where minor revisions are required (or desired) for plans which have already been examined by the City, an administrative fee of one hundred (\$100.00) dollars applies.
 - 7) Where work that has already been inspected requires re-inspection for the sole purpose of verifying the correction of an identified deficiency, an administrative fee of fifty (\$50.00) dollars shall apply.
 - 8) Where requests are made to retrieve building permit records that have been archived, the request must be made in writing and an administrative fee of twenty-five (\$25.00) dollars shall apply. If the request results in an inspection being required an additional administrative fee of fifty (\$50.00) dollars shall apply.
 - 9) Where requests are made through the City of Kawartha Lakes Licensing Officer for an agency approval letter and, if necessary, an on-site inspection for the purpose of Liquor License applications, an administrative fee of fifty (\$50.00) dollars shall apply.

TABLE 1 OF SCHEDULE "A" TO BY-LAW 2010-124
 A BY-LAW TO AMEND BY-LAW 2005-301

FEE PAYABLE FOR SPECIFIC CLASSES OF PERMITS

Item	Class of Permit	Fee Payable
1.	Building Permit	See Table 2
2.	Partial Building Permit	Applicable Building Permit Fee payable pursuant to Table 2, plus the administration fee described in Subsection 8(3).
3.	Conditional Building Permit	Applicable Building Permit Fee payable plus the administration fee described in Subsection 8(4).
4.	Demolition Permit <ul style="list-style-type: none"> • Requiring a Professional Engineer's review as required by OBC • All others 	One Hundred and Fifty Dollars (\$150.00) Seventy five dollars and fifty cents (\$75.50)
5.	Change of Use Permit	One hundred and two (\$102.00) dollars.
6.	Site Servicing Permit for Plumbing	Two and one half (2.5%) percent of the Construction Value

TABLE 2 OF SCHEDULE A TO BY-LAW 2010-124
 A BY-LAW TO AMEND BY-LAW 2005-301

FEES PAYABLE FOR BUILDING PERMITS

ITEM	BUILDING TYPE	FEE PAYABLE
1.	Assembly Occupancies	Eighteen dollars and twenty-six cents (\$18.26) for each square meter of applicable floor area, or part thereof, with a minimum fee of Seventy Five dollars and fifty cents (\$75.50).
2.	Institutional Occupancies	Twenty dollars and forty-two cents (\$20.42) for each square meter of applicable floor area, or part thereof, with a minimum fee of Seventy Five dollars and fifty cents (\$75.50).
3.	Residential Occupancies · apartment buildings · detached, semi-detached, townhouse dwellings & other residential occupancies	Nine dollars and fifty-three cents (\$9.53) for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies. Ten dollars and thirty-one cents (\$10.31) for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies.
4.	Business & Personal Service Occupancies · single storey business plazas (shell) · multi-storey office buildings (shell) · other business and personal service occupancies	Twelve dollars and seventy cents (\$12.70) for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies. Fifteen dollars and nine cents (\$15.09) for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies. Fourteen dollars and sixty-eight cents (\$14.68) for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies.
5.	Mercantile Occupancies · single storey buildings · multi-storey buildings	Ten dollars and thirty-one cents (\$10.31) for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies. Thirteen dollars and forty-nine cents (\$13.49) for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies.
6.	Industrial Occupancies · unserviced storage buildings. · other industrial buildings (includes self-storage buildings) Agriculture Buildings · unfinished storage buildings, silos, manure storage tanks etc. · buildings for the housing of livestock and processing of products	Two dollars and forty-two cents (\$2.42) for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies. Seven dollars and fifty-six cents (\$7.56) for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies. One dollar and sixty-seven cents (\$1.67) for each square metre of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies. Two dollars and forty-two cents (\$2.42) for each square metre of applicable floor area or part thereof. A minimum of Seventy Five dollars and fifty cents (\$75.50) applies.

7.	Parking Garages, Unfinished Basements, Unenclosed Covered Porches and Service Floors in any building · new structures · repairs	Five dollars and fifty-five cents (\$5.55) for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies. One dollar and fifty-nine cents (\$1.59) for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies.
8.	Relocation of Structures · re-located existing structures, factory-built houses (CAN/CSA-A277), Mobile Homes (CAN/CSA-Z240), Park Model Trailers (CAN/CSA-Z241)	Full Basement or Crawl Space Five dollars and fifty-five cents (\$5.55) for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies. All others Three hundred and fifty dollars (\$350.00)
9.	Interior Partitioning and Finishing (as part of original construction)	Three dollars and eighteen cents (\$3.18) dollars for each square meter of applicable floor area or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies.
10.	Minor Residential Structures, Alterations, and plumbing only including · decks, gazebos (each) · partitioning a basement · fireplace, wood stove (each) · tents on residential properties · carport, storage shed (each 50m ²) · water and sewer connection · other similar minor projects associated with a residential use	Seventy nine dollars and forty-one cents (\$79.41).
11.	Minor Non-residential Structures, including · school portables (each) · temporary prefabricated trailers (each) · temporary tent (each) · other similar minor structures associated with a non-residential use	Three hundred and seventeen dollars and sixty-two cents (\$317.62)
12.	Sign relating to Ontario Building Code requirements	One Hundred and ten dollars and ninety-three cents (\$110.93)
13	Designated Structures as defined by the OBC · wind turbine facilities regulated by Environmental Protection Act · all other designated structures (building mounted solar per panel)	Fifteen dollars (\$15.00) per One Thousand dollars (\$1,000.00) of construction value, or part thereof Three Hundred and Fifty dollars (\$350.00) per structure <i>By-law 2010-150, effective August 24, 2010</i>
14.	Lands Owned by and Used for the Purposes of the City of Kawartha Lakes	Otherwise applicable fee pursuant to this By-law Fees that result in a charge less than Five hundred dollars (\$500.00) are waived.
15.	On-site Sewage Systems · Installation or repair of system · Assessment for Consent	Five hundred and twenty-nine dollars and thirty-six cents (\$529.36) One hundred and fifty one dollars and twenty-five cents (\$151.25)
16.	Alterations to existing buildings (not provided for in Items 1 to 14)	Fifteen dollars and eighty-eight cents (\$15.88) dollars for each one thousand (\$1,000.00) dollars of Construction Value, or part thereof. A minimum fee of Seventy Five dollars and fifty cents (\$75.50) applies.
17.	Permits for Restricted Access Lots	Twice the otherwise applicable fee pursuant to this By-law.