

SCHEDULE ‘A’ TO BY-LAW NO. 1/25
(effective September 25, 2026)

1.0 DEFINITIONS

- 1.1 “Basement Development” means the framing or re-framing of rooms in a residential basement, including any structural work being conducted in connection with the basement development, excluding underpinning.
- 1.2 “Building Permit” means a permit authorizing construction and/or renovations, issued by the South Interlake Planning District pursuant to the applicable municipal Zoning By-Law and Building By-law, as amended from time to time.
- 1.3 “Construction Value” means the total monetary worth of the final project costs, including all construction costs, material costs, and labour costs associated with the project.
- 1.4 “Demolition Permit” means a permit authorizing the demolition of a building(s) and/or structure(s), issued by the SIPD pursuant to the applicable Zoning By-law and Building By-law, as amended from time to time.
- 1.5 “Development Permit” means a permit authorizing development, including construction and/or land use, issued by the SIPD pursuant to the applicable municipal Zoning By-Law and Building By-law, as amended from time to time.
- 1.6 “Farm Building” means a building or part thereof that does not contain a residential occupancy and that is associated with and located on land devoted to the practice of farming, and used essentially for the housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds.
- 1.7 “Home Occupation” means an occupation, trade, profession or craft carried on, in or from a dwelling unit or its accessory building, and which is clearly incidental or accessory to the residential use, in accordance with the applicable municipal Zoning By-Law and Building By-law, as amended from time to time.
- 1.8 “Occupancy Permit” means a permit authorizing the occupancy of a building, or portion of a building, issued by the SIPD pursuant to the applicable municipal Zoning By-Law and Building By-law, as amended from time to time.
- 1.9 “Owner” means the owner of the property to which the application is being made, or an authorized agent for the property owner.
- 1.10 “Plumbing Permit” means a permit authorizing plumbing installations and repairs, including all rough-ins and hook-ups, issued by the SIPD pursuant to the applicable municipal Zoning By-Law and Building By-law, as amended from time to time.
- 1.11 “Secondary Suite” means a self-contained accessory dwelling unit in accordance with the applicable municipal Zoning By-Law and Building By-law, as amended from time to time.
- 1.12 “Security Deposit” means a monetary payment to the SIPD in association with a Building Permit, pursuant to this By-Law and the applicable municipal Building By-law. The refunding of the security deposit by the SIPD shall be in accordance with this By-Law.
- 1.13 “South Interlake Planning District” or “SIPD” means the Planning District named pursuant to Section 20 of Regulation 25/2015 of The Planning Act.

2.0 PLANNING APPLICATION FEES

- 2.1 Tables in this section of the By-Law outline all planning application fees which shall be paid to the SIPD by the Owner upon their submission of a complete planning application to the SIPD.

SEC.	AMENDMENTS TO PLANNING DOCUMENTS	BASE FEE	ADDITIONAL FEE
2.2	SIPD Development Plan Amendment:		
	- Text Amendment	\$4,500.00	-
	- Map Amendment	\$5,000.00 (one site)	\$750.00 (each add'l site)
	- Map and Text Amendment	\$5,500.00 (one site)	\$750.00 (each add'l site)

2.3	Secondary Plan Amendment: - Text Amendment - Map Amendment - Map and Text Amendment	\$3,500.00 \$4,000.00 (one site) \$4,500.00 (one site)	- \$500.00 (each add'l site) \$500.00 (each add'l site)
2.4	Zoning By-Law Amendment: - Text Amendment - Map Amendment - Map and Text Amendment	\$3,500.00 \$4,000.00 (one site) \$4,500.00 (one site)	- \$500.00 (each add'l site) \$500.00 (each add'l site)
2.5	Additional fee for revisions to Development Plan, Secondary Plan, Zoning By-Law Amendment (following 1 st Reading of By-law) (plus notice and advertising costs)	50% of application fee	-
2.6	Notice and Advertising Costs for Development Plan, Secondary Plan, or Zoning By-Law Amendment	\$1,485.00	\$125.00 / hour of staff time for 100+ notices

SEC.	VARIANCE	BASE FEE	ADDITIONAL FEE
2.7	Minor Variance	\$315.00 (one minor variance)	\$63.00 (each add'l on same site)
2.8	Retroactive Minor Variance	\$628.00 (one minor variance)	\$125.00 (each add'l on same site)
2.9	Variance	\$628.00 (one variance)	\$125.00 (each add'l on same site)
2.10	Retroactive Variance	\$1,255.00 (one variance)	\$253.00 (each add'l on same site)
2.11	Variance (Land Use or Alteration of Non-Conformity)	\$1,005.00	-
2.12	Variance Order Amendment	\$628.00	-
2.13	Extension of Variance Order	\$253.00	-
2.14	Public Hearings	Actual postage cost for 20+ notices	\$125.00 / hour of staff time for 100+ notices

SEC.	CONDITIONAL USE	BASE FEE	ADDITIONAL FEE
2.15	Conditional Use	\$628.00 (one site)	\$125.00 (each add'l site)
2.16	Retroactive Conditional Use	\$1,255.00 (one site)	\$253.00 (each add'l site)
2.17	Conditional Use Order Amendment	\$628.00	-
2.18	Aggregate Quarry Conditional Use	\$2,500.00 (one site)	\$500.00 (each add'l site)
2.19	Aggregate Quarry Conditional Use Order Amendment	\$2,500.00 (one site)	\$500.00 (each add'l site)
2.20	Largescale Livestock Conditional Use	\$1,255.00 (one site)	\$253.00 (each add'l site)
2.21	Largescale Livestock Conditional Use Order Amendment	\$1,255.00 (one site)	\$253.00 (each add'l site)
2.22	Advertising Costs for Largescale Livestock Conditional Use	\$753.00	-
2.23	Extension of Conditional Use Order	\$253.00	-
2.24	Public Hearings	Actual postage cost for 20+ notices	\$125.00 / hour of staff time for 100+ notices

SEC.	SUBDIVISION	BASE FEE	ADDITIONAL FEE
2.25	Subdivision Application: - One New Lot - Multi-Lot Subdivision - Multi-Lot Subdivision with New Public Road(s) - Lot Boundary Adjustment (No New Lots)	\$2,000.00 \$2,500.00 \$3,000.00 \$1,500.00	- \$250.00 (per lot) \$300.00 (per lot) \$150.00 (per adjusted lot)
2.26	Amendment to Subdivision Application (following circulation to government departments)	50% of application fee	-
2.27	Extension of Subdivision Conditional Approval	\$450.00	-
2.28	Extension of Subdivision Certificate of Approval	\$500.00	-
2.29	Public Hearings	Actual postage cost for 20+ notices	\$125.00 / hour of staff time for 100+ notices

3.0 PERMIT FEES

3.1 Tables in this section of the By-Law outline all permit fees which shall be paid to the SIPD by the Owner.

- 3.2 Development Permit and Building Permit Application Review fees shall be paid by the Owner to the SIPD at the time of submission of a complete permit application to the SIPD.
- 3.3 Building Permit, Plumbing Permit, Occupancy Permits, Demolition Permits, and Sign Permits shall be paid by the Owner to the SIPD at the time of permit issuance by the SIPD. Building Permit Application Review fees shall be deducted from the total amounts owing at the time of permit issuance.

SEC.	MINIMUM PERMIT FEE	BASE FEE	ADDITIONAL FEE
3.4	Notwithstanding Sections 3.1–3.3, the following is the minimum permit fee unless specified as a flat rate on Schedule A of the By-law.	\$258.00	-

SEC.	RESIDENTIAL USE, BUILDINGS AND ADDITIONS	BASE FEE	ADDITIONAL FEE
3.5	Development Permit:		
	- Change of Use	\$155.00	-
	- New Building/Addition	\$155.00	-
	- Change of Use and New Building/Addition	\$195.00	-
3.6	Development Permit: Home Occupation	\$188.00	-
3.7	Building Permit Application Review	\$125.00	-
3.8	Building Permit: New Single Detached Dwellings, Two-Family Dwellings, Three-Family Dwellings, Four-Family Dwellings, and RTMs	\$1.01 / ft ² (first floor) ¹	\$0.51 / ft ² (additional floors) ¹
3.9	Building Permit: Relocated Single Detached Dwellings, Two-Family Dwellings, Three-Family Dwellings, Four-Family Dwellings, and RTMs	\$0.51 / ft ² (first floor) ¹	\$0.25 / ft ² (additional floors) ¹
3.10	Building Permit: New and Relocated Mobile Homes (incl. plumbing)	\$502.00	-
3.11	Building Permit: Additions to Single Detached Dwellings, Two-Family Dwellings, Three-Family Dwellings, Four-Family Dwellings, RTMs, and Mobile Homes	\$1.01 / ft ² (first floor) ¹	\$0.51 / ft ² (additional floors) ¹
3.12	Building Permit: New and Additions to Multi-Family Residential Dwellings (Group C – Residential Occupancy)	\$1,005.00	\$1.52 / ft ²
3.13	Building Permit: Basement Development (incl. plumbing)	\$377.00	-
3.14	Building Permit: Replacement Foundations	\$0.51 / ft ²	-
3.15	Building Permit: Renovations, Repairs, Fire Restoration	1.01% of const. value	-
3.16	Building Permit: Secondary Suites (within principal dwelling)	\$0.63 / ft ²	-
3.17	Building Permit: Secondary Suites (detached)	\$0.76 / ft ² (first floor) ¹	\$0.38 / ft ² (additional floors) ¹
3.18	Plumbing Permit: Associated with New Single Detached Dwellings, Two-Family Dwellings, Three-Family Dwellings, Four-Family Dwellings, Detached Secondary Suites, and RTMs	\$253.00	-
3.19	Plumbing Permit: All Other (Associated with a Building Permit)	\$26.00 / fixture	-
3.20	Plumbing Permit: Standalone (Not Associated with a Building Permit)	\$188.00 (up to 8 fixtures)	\$26.00 (each add'l fixture)
3.21	Plan Review & Project Meetings	\$125.00 / hour	-
3.22	Revisions to Site or Building Plans:		
	- Dev. Permit Application Stage (Site Plan)	\$75.00	-
	- Post Development Permit Issuance (Site Plan)	\$125.00	-
	- Building Permit Application Stage (Building Plans)	\$258.00	\$150.00 / hr. of staff time
	- Post Building Permit Issuance (Building Plans)	\$515.00	\$150.00 / hr. of staff time

¹ Area calculations include the total area of all floors including finished space, unfinished basements, attached garaged, sunrooms, covered porches and covered decks.

SEC.	RESIDENTIAL ACCESSORY BUILDINGS AND ADDITIONS	BASE FEE	ADDITIONAL FEE
3.23	Development Permit	\$63.00 / building	-

3.24	Building Permit Application Review	\$63.00	-
3.25	Building Permit for New Detached Accessory Structure / Addition	\$0.51 / ft ² (first floor)	\$0.25 / ft ² (additional floors)
3.26	Plumbing Permit: Associated with Accessory Structure / Addition	\$26.00 / fixture	-
3.27	Revisions to Site or Building Plans: - Dev. Permit Application Stage (Site Plan) - Post Development Permit Issuance (Site Plan) - Building Permit Application Stage (Building Plans) - Post Building Permit Issuance (Building Plans)	\$50.00 \$75.00 \$129.00 \$258.00	-

SEC.	DECKS AND SIMILAR STRUCTURES	BASE FEE	ADDITIONAL FEE
3.28	Development Permit	\$63.00	-
3.29	Building Permit Application Review	\$63.00	-
3.30	Building Permit: - Residential: Open/Covered Decks, Porches (non-insulated), Verandas (non-insulated), Sunrooms (non-insulated), Lean-To Shelters, Pergolas, or Carports - Commercial: Open/Covered Decks, or Pergolas	\$0.38 / ft ² \$0.65 / ft ²	-
3.31	Building Permit: - Residential Wheelchair Ramp - Commercial Wheelchair Ramp	\$188.00 \$350.00	-
3.32	Revisions to Site or Building Plans: - Development Permit Application Stage - Post Development Permit Issuance - Building Permit Application Stage - Post Building Permit Issuance	\$50.00 \$75.00 \$129.00 \$258.00	-

SEC.	POOLS AND HOT TUBS	BASE FEE	ADDITIONAL FEE
3.33	Development Permit	\$125.00 / pool or hot tub	-

SEC.	COMMERCIAL USE, BUILDINGS AND ADDITIONS	BASE FEE	ADDITIONAL FEE
3.34	Development Permit: - Change of Use - New Building/Addition - Change of Use and New Building/Addition	\$412.00 \$412.00 \$550.00	-
3.35	Building Permit Application Review: Floor Area of 3,000 ft ² or under	\$125.00	-
3.36	Building Permit Application Review: Floor Area Between 3,001 ft ² - 8,000 ft ²	\$253.00	-
3.37	Building Permit Application Review: Floor Area Between 8,001 ft ² - 15,000 ft ²	\$377.00	-
3.38	Building Permit Application Review: Floor Area Between 15,001 ft ² - 25,000 ft ²	\$628.00	-
3.39	Building Permit Application Review: Floor Area Between 25,001 ft ² - 50,000 ft ²	\$1,255.00	-
3.40	Building Permit Application Review: Floor Area Between 50,001 ft ² - 100,000 ft ²	\$2,511.00	-
3.41	Building Permit Application Review: Floor Area Between 100,001 ft ² - 200,000 ft ²	\$4,392.00	-
3.42	Building Permit Application Review: Floor Area Over 200,001 ft ²	\$6,274.00	-
3.43	Building Permit Application Review: Renovations, Repairs, Fire Restoration	\$253.00	-
3.44	Building Permit: A Group – Assembly	\$1,005.00	\$2.06 / ft ²
3.45	Building Permit: B Group – Care, Treatment or Detention	\$1,005.00	\$2.79 / ft ²
3.46	Building Permit: D Group – Business & Personal Services	\$1,005.00	\$1.80 / ft ²
3.47	Building Permit: E Group – Mercantile	\$1,005.00	\$1.60 / ft ²
3.48	Building Permit: F Group - Industrial	\$1,005.00	\$1.80 / ft ² (Group F1) \$1.52 / ft ² (Group F2) \$1.13 / ft ² (Group F3)

3.49	Building Permit: All Other Structures That Can Be Measured In Terms of Area	\$1,005.00	\$0.93 / ft ²
3.50	Building Permit: Renovations, Repairs, Fire Restoration	\$253.00	1.25% of const. value
3.51	Alternative Solution: - Building Permit Application Stage - Post Building Permit Issuance	\$502.00 \$1,005.00	-
3.52	Plumbing Permit: New and Existing Development	\$253.00	\$34.00 / fixture
3.53	Plan Review & Project Meetings	\$125.00 / hour	-
3.54	Revisions to Site or Building Plans: - Dev. Permit Application Stage (Site Plan) - Post Development Permit Issuance (Site Plan) - Building Permit Application Stage (Building Plans) - Post Building Permit Issuance (Building Plans)	\$200.00 \$315.00 \$464.00 \$927.00	- - \$150.00 / hr. of staff time \$150.00 / hr. of staff time

SEC.	COMMERCIAL ACCESSORY BUILDINGS AND ADDITIONS (UP TO 1,200 ft ²)	BASE FEE	ADDITIONAL FEE
3.55	Development Permit	\$125.00 / building	-
3.56	Building Permit Application Review	\$125.00	-
3.57	Building Permit for New Detached Accessory Structure / Addition	\$1.01 / ft ² (first floor)	\$0.51 / ft ² (additional floors)
3.58	Plumbing Permit: Associated with Accessory Structure / Addition	\$34.00 / fixture	-
3.59	Revisions to Site or Building Plans: - Dev. Permit Application Stage (Site Plan) - Post Development Permit Issuance (Site Plan) - Building Permit Application Stage (Building Plans) - Post Building Permit Issuance (Building Plans)	\$95.00 \$115.00 \$232.00 \$464.00	- - \$150.00 / hr. of staff time \$150.00 / hr. of staff time

SEC.	VERTICAL RACKING	BASE FEE	ADDITIONAL FEE
3.60	Vertical Racking Storage Systems (10+ ft in height)	\$1,005.00	-

SEC.	OCCUPANCY	BASE FEE	ADDITIONAL FEE
3.61	Occupancy Permit: Administrative Change (Change of Ownership or Operating Name)	\$125.00	-
3.62	Occupancy Permit: Associated with a Building Permit	-	-
3.63	Interim Occupancy Extension	\$502.00 per unit (up to 2x extensions)	\$1,004.00 per unit (more than 2x extensions)
3.64	Occupancy Permit: Part 9 Change of Use and/or Tenant	\$315.00	-
3.65	Occupancy Permit: Part 3 Change of Use and/or Tenant	\$473.00	\$0.00 (below 10,000 ft ²) \$500.00 (btw 10,000 – 24,999 ft ²) \$1,000.00 (btw 25,000 – 49,999 ft ²) \$1,500.00 (btw 50,000 – 99,999 ft ²) \$2,000.00 (100,000 ft ² and above)
3.66	Temporary Occupancy Permit: Maximum of 3 Months	\$253.00	-
3.67	Inspections and/or Reports Associated with Occupancy Permits	\$150.00 / hour	SIPD mileage ²

² SIPD mileage is compensated at the annual mileage rate established by the Canada Revenue Agency (CRA).

SEC.	AGRICULTURAL USE / FARM BUILDINGS AND ADDITIONS	BASE FEE	ADDITIONAL FEE
3.68	Development Permit: - Change of Use - New Building/Addition - Change of Use and New Building/Addition	\$188.00 \$188.00 \$235.00	-
3.69	Building Permit Application Review	\$188.00	-

3.70	Building Permit: Farm Buildings Over 6,458 ft ²	\$0.90 / ft ²	-
3.71	Plumbing Permit: Associated with New and Existing Farm Buildings Over 6,458 ft ²	\$34.00 / fixture	-
3.72	Revisions to Site or Building Plans: - Dev. Permit Application Stage (Site Plan) - Post Development Permit Issuance (Site Plan) - Building Permit Application Stage (Building Plans) - Post Building Permit Issuance (Building Plans)	\$75.00 \$125.00 \$258.00 \$515.00	- - \$150.00 / hr. of staff time \$150.00 / hr. of staff time

SEC.	AGGREGATE EXTRACTION OPERATIONS	BASE FEE	ADDITIONAL FEE
3.73	Development Permit	\$1,500.00 (one site)	\$500.00 (each add'l site)

SEC.	PREFABRICATED BUILDINGS AND STRUCTURES (ACCESSORY)	BASE FEE	ADDITIONAL FEE
3.74	Development Permit: Buildings and Structures (not including Temporary Buildings or Structures)	\$63.00 / building	-
3.75	Temporary Development Permit: Buildings and Structures ³	\$228.00 (first year)	\$456.00 (renewal for add'l year)
3.76	Development Permit: Shipping Containers	\$188.00 / container	-
3.77	Building Permit Application Review	\$63.00	-
3.78	Building Permit: Buildings (120 – 800 ft ²)	\$188.00 / building	-
3.79	Building Permit: Buildings (> 801 ft ²)	\$0.25 / ft ²	-
3.80	Building Permit: Temporary Office Trailers	\$343.00 / trailer	-

³ Building Permits are also required for all Temporary Office Trailers.

SEC.	SOLAR INSTALLATIONS	BASE FEE	ADDITIONAL FEE
3.81	Development Permit (Ground-Mounted Systems Only)	\$63.00 / array	-
3.82	Building Permit Application Review	\$63.00	-
3.83	Building Permit: Roof-Mounted Solar Panel Installation	\$253.00	-
3.84	Building Permit: Accessory Ground-Mounted Solar Panel Installation	\$502.00 / array	-
3.85	Building Permit: Principal Ground-Mounted Solar Panel Installation (e.g., solar farm)	0.38% of const. value	-

SEC.	DEMOLITION	BASE FEE	ADDITIONAL FEE
3.86	Demolition Permit for Buildings (120 – 800 ft ²)	\$92.00 / building	-
3.87	Demolition Permit for Buildings (801+ ft ²)	\$0.14 / ft ² (commercial) \$125.00 (agricultural) \$188.00 (residential)	-

SEC.	SIGNS	BASE FEE	ADDITIONAL FEE
3.88	Development Permit: ⁴ - Freestanding Sign - Fascia Sign - Canopy or Awning Sign - Projecting Sign - Electronic (LED) Sign - Sign Face Replacement	\$155.00 (one sign)	\$78.00 (each add'l sign on the same site)
3.89	Development Permit: Mobile or Temporary Sign	\$155.00 / site / year	-
3.90	Building Permit Application Review	\$103.00	-
3.91	Building Permit: - Freestanding Sign (with engineered base) - Fascia Sign (30 ft² or more) - Canopy or Awning Sign (30 ft² or more) - Projecting Sign (15 ft² or more) - Electronic (LED) Sign (all)	\$309.00 (one sign)	\$155.00 (each add'l sign on the same site)

⁴ Building Permits are also required in accordance with Section 3.91.

SEC.	MISCELLANEOUS INSPECTIONS	BASE FEE	ADDITIONAL FEE
3.92	Miscellaneous Inspections During Office Hours	\$150.00 / hour	SIPD mileage ⁵

⁵ SIPD mileage is compensated at the annual mileage rate established by the Canada Revenue Agency (CRA).

4.0 FEE REFUNDS

- 4.1 Tables in this section of the By-Law outline all planning application and permit refunds to be paid to the Owner by the SIPD.
- 4.2 Refunds associated with construction Security Deposits shall be processed in accordance with Section 5.0 of this By-Law.

SEC.	PLANNING APPLICATION FEE REFUND	REFUND AMOUNT
4.3	Cancellation of an SIPD Development Plan Amendment, Secondary Plan Amendment, or Zoning By-Law Amendment prior to First Reading	50% of the application fee
4.4	Cancellation of an SIPD Development Plan Amendment, Secondary Plan Amendment, or Zoning By-Law Amendment after First Reading	None
4.5	Cancellation of a Subdivision prior to the circulation of the application to government departments and agencies	50% of the application and lot fees
4.6	Cancellation of a Subdivision after the circulation of the application to government departments and agencies	None
4.7	Cancellation of a Variation or Conditional Use prior to the preparation of a report, map(s), or list(s)	50% of the application fee
4.8	Cancellation of a Variation or Conditional Use after the preparation of a report, map(s), or list(s)	None

SEC.	PERMIT FEE REFUND	REFUND AMOUNT
4.9	Cancellation of a Building Permit and/or Plumbing Permit before it has been issued	100% of the Building Permit fee, less the Development Permit and Application Review fees.
4.10	Cancellation of a Building Permit and/or Plumbing Permit after it has been issued, and before construction pursuant to the permit has begun	75% of the Building Permit fee, less the Development Permit and Application Review fees.
4.11	Cancellation of a Building Permit and/or Plumbing Permit after construction has begun	50% of the Building Permit fee, less the Development Permit and Application Review fees and \$200.00 for each inspection that was made. The refund shall be issued upon fulfillment of all SIPD conditions to address the incomplete construction on the property.
4.12	Revocation of a Building Permit and/or Plumbing Permit by the SIPD	None
4.13	Cancellation of a Development Permit, Occupancy Permit, Sign Permit, or Demolition Permit	None

5.0 CONSTRUCTION SECURITY DEPOSITS

- 5.1 The following table in this section of the By-Law outlines the Security Deposit amounts for all construction and/or renovations, which shall be paid to the SIPD by the Owner prior to the SIPD’s issuance of a Building Permit.
- 5.2 Security Deposits shall be refunded in accordance with the following requirements:
- a) The Building Inspector has conducted a final inspection of the subject property and has confirmed that all construction and/or renovations have been completed pursuant to the permit, and that all associated documentation has been submitted to his/her satisfaction.
 - b) All construction and/or renovations pursuant to the permit have been completed to the satisfaction of the Building Inspector within three (3) years of the issuance date of the said permit. Failure to complete the construction and/or renovations to the satisfaction of the Building Inspector within three (3) years of the permit issuance date shall result in a punitive deduction of 50% of the Security Deposit amount, which will not be refunded. The SIPD may extend the three (3) year deadline for an additional period not longer than 24 months if a written request is received by the SIPD before the initial deadline.

- c) The SIPD shall refund the Security Deposit paid pursuant to this By-Law to the Owner.
- d) The SIPD may refund the Security Deposit to a different party if, in the opinion of the SIPD, such Security Deposit has been assigned in writing to a different party by the Owner.
- e) All Security Deposits associated with permits, which have not been completed or claimed within ten (10) years of the date the permit was issued, shall automatically be forfeited to the SIPD.
- f) If an Owner completes their deficiencies relating to the open permit for their property, and makes a claim for the return of their Security Deposit after ten (10) years from the date the permit was issued, the Manager for the SIPD shall use their discretion, on a case-by-case basis, to determine whether the Security Deposit will be returned to the Owner. The decision of the Manager of the SIPD regarding a request for the return of a deposit is final and binding.
- g) Forfeited Security Deposits do not reflect completed permits.
- h) Open permits shall continue to run with the land and shall be the responsibility of the Owner.
- i) Notwithstanding Section 5.2(a)-(h), the SIPD shall refund 100% of a Security Deposit associated with a cancelled Building Permit, on condition that the construction authorized by the Building Permit has not been commenced.

SEC.	SECURITY DEPOSITS FOR ALL CONSTRUCTION	DEPOSIT AMOUNT
5.3	Basement Developments, Decks, Pools, Hot Tubs, Freestanding Signs, Ground-Mounted Solar Panels, and Roof-Mounted Solar Panels with a Construction Value of \$10,001.00 - \$50,000.00	\$628.00
5.4	Construction Value: \$0 to \$10,000.00	none
5.5	Construction Value: \$10,001.00 to \$25,000.00	\$1,255.00
5.6	Construction Value: \$25,001.00 to \$100,000.00	\$2,511.00
5.7	Construction Value: \$100,001.00 to \$250,000.00	\$5,020.00
5.8	Construction Value: \$250,001.00 to \$400,000.00	\$6,274.00
5.9	Construction Value: \$400,001.00 to \$2,000,000.00	\$12,500.00
5.10	Construction Value: \$2,000,001.00 to \$5,000,000.00	\$20,000.00
5.11	Construction Value: \$5,000,001.00 to \$10,000,000.00	\$30,000.00
5.12	Construction Value: \$10,000,001.00 to \$25,000,000.00	\$40,000.00
5.13	Construction Value: \$25,000,001.00 or more	\$50,000.00

6.0 PENALTY FEES ASSOCIATED WITH PERMITS

- 6.1 The following table in this section of the By-Law outlines penalty fees associated with permits, which shall be paid to the SIPD within 30 days of written notice of the penalty from the SIPD. Failure to pay the penalty within the prescribed time limit may result in additional penalty fees, as outlined in this Section, and the revocation of the applicable permit(s).
- 6.2 Penalty fees may be appealed to the SIPD Board if an appeal is provided in writing to the SIPD within 30 days of the written penalty notice. After considering the appeal, the SIPD Board shall pass a resolution upholding, overturning, or modifying the penalty fee as the Board sees fit.
- 6.3 In consideration of Sections 6.7, 6.10, and 6.11 below, each occurrence following the first occurrence shall be indicated in an SIPD notice to the Owner, and if applicable, the Tenant. The Owner and Tenant shall be given a minimum of 14 days to resolve an occurrence before being charged a subsequent penalty, unless the SIPD determines that for safety purposes the deadline should be reduced, in which case the deadline may be reduced at the discretion of the SIPD.
- 6.4 The SIPD reserves the right to cease all plan review and inspection services regarding a given application/permit file until all outstanding penalty fees associated with said file have been resolved.
- 6.5 The General Manager is authorized to waive all or part of a penalty fee when he/she is satisfied that the imposition of the fee would be unfair in the circumstances and that the applicant acted reasonably.

SEC.	PENALTIES	BASE FEE	ADDITIONAL FEE
6.6	Where a Development Permit has not been obtained before the activity requiring the permit has started (excluding the Inland Port Special Planning Area).	Double Permit Fees	-
6.7	Where a Development Permit has not been obtained before the activity requiring the permit has started (within the Inland Port Special Planning Area).	\$1,030.00 (first occurrence) \$3,090.00 (second occurrence) \$6,180.00 (each add'l occurrence) Max. fee: \$28,840.00	-
6.8	Failure to renew a Temporary Development Permit before it lapses.	\$1,030.00	-
6.9	Where a Building Permit and/or Plumbing Permit has not been obtained before the activity requiring the permit(s) has started.	Double Permit Fees	-
6.10	Where an Occupancy Permit has not been obtained before the occupancy of a building requiring the permit (with or without a Building Permit).	\$1,030.00 (first occurrence) \$3,090.00 (second occurrence) \$6,180.00 (each add'l occurrence) Max. fee: \$28,840.00	-
6.11	Failure to renew an Interim Occupancy Permit before it lapses or prior to Occupancy Permit issuance.	\$1,030.00 (first occurrence) \$3,090.00 (second occurrence) \$6,180.00 (each add'l occurrence) Max. fee: \$28,840.00	-
6.12	Where repeated inspections are required by the inspector for project deficiencies; site maintenance and safety issues; and/or instances where the work for which the inspection was called is not ready for inspection	\$361.00 for each inspection	SIPD mileage ⁶
6.13	Where the work has been covered and the inspector is unable to perform or complete the required inspection (note: notwithstanding payment of the penalty fees, the inspector may still require the work to be uncovered and inspected).	\$1,133.00 for each inspection	SIPD mileage ⁶
6.14	Where an inspection has been cancelled with less than a 12-hour notice to the SIPD (excluding weekends).	\$258.00	-

⁶ SIPD mileage is compensated at the annual mileage rate established by the Canada Revenue Agency (CRA).

7.0 MISCELLANEOUS ADMINISTRATIVE FEES

7.1 The following tables in this section of the By-Law outlines miscellaneous administrative fees that shall be paid to the SIPD.

SEC.	ZONING MEMORANDUMS & CERTIFICATIONS	BASE FEE	ADDITIONAL FEE
7.2	Zoning Memorandums: Confirms Zoning for a Site and/or Compliance of a Proposed Use for a Site	\$125.00	-
7.3	Zoning Memorandums: Confirms Conformance with Site Regulations (with Building Location Certificate provided)	\$125.00	-
7.4	Zoning Memorandums: Confirmation of No Open Permits for a Site	\$125.00	-
7.5	Zoning Memorandums: All Others, Including Detailed Permit History for a Site	\$253.00	-
7.6	Zoning Compliance Certificate: Confirms that a Use, Building, or Structure Conformed to Previous Zoning Regulations and is Therefore Legal Non-Conforming on a Site	\$253.00	-

SEC.	DOCUMENTS, COPYING & PRINTING, AND REPORTS	BASE FEE	ADDITIONAL FEE
7.7	Print-out of Status of Title	\$42.00 / title	-
7.8	SIPD Development Plan: Digital Copy (flash drive)	\$76.00	-
7.9	SIPD Development Plan: Paper Format	\$152.00	-
7.10	Zoning By-Law: Digital Copy (flash drive)	\$76.00	-
7.11	Zoning By-Law: Paper Format	\$152.00	-
7.12	Copy of a Building Permit (no plans)	\$32.00	-
7.13	Miscellaneous Copies Up to Ledger Size: Black & White	\$1.25 / page	-
7.14	Miscellaneous Copies Up to Ledger Size: Colour	\$3.77 / page	-
7.15	Maps Up to Ledger Size: Black & White	\$5.02 / page	-
7.16	Maps Up to Ledger Size: Colour	\$10.05 / page	-
7.17	SIPD Annual Report: Digital Copy (flash drive)	\$32.00	-
7.18	SIPD Annual Report: Paper Format	\$63.00	-
7.19	Building Permit Reports: Paper Format	\$13.00 / report	-
7.20	Copies or Scans of Building Plans	\$253.00 deposit ⁷	\$96.00 / hour + all third-party costs
7.21	User Defined Reports	\$125.00 / hour	-

⁷ The deposit amount shall be deducted from the total amount owing by the requestor when the copies and/or scans are available for release by the SIPD.

SEC.	ORDER TO COMPLY	BASE FEE	ADDITIONAL FEE
7.22	Administration fee for the preparation and issuance of an Order to Comply (pursuant to <i>The Planning Act</i>) after a warning has been issued	\$1,030.00	-

SEC.	SERVICE CHARGES	BASE FEE	ADDITIONAL FEE
7.23	Fee for a Non-Sufficient Funds (NSF) Cheque	\$63.00	-
7.24	Fee for Stop Payment on a Cheque	\$30.00	-
7.25	Fee for Wire Transfer	\$30.00	-
7.26	Fee for Re-issuance of a Cheque	\$50.00	-
7.27	Fee for Refund (i.e., wrong amount / organization)	\$50.00	-