
MEETING DATE: June 11, 2025
FROM: Mike Pilon, Chief Building Official
SUBJECT: Building Permit Fees

RECOMMENDATION: That the Committee accepts the recommendation for the building fees additions and changes and recommends that the public consultation period begin to review the proposed fees.

BUILDING FEE CHANGE RATIONALE

With the passing of Bylaw 2025-11 to amend the Comprehensive Zoning Bylaw to allow additional dwelling units, shipping containers and hunt camps, the building user fees need to be reviewed to establish new building permit fees for the additional building opportunities now available in the Township of Bonfield. See Appendix "A".

BACKGROUND

The administration of the issuance of building permits, inspections and enforcement of the Building code act is intended to be cost recoverable from building fees. In 2024 Council undertook a full review of all user fees. For building fees, a third party agency (RSM), presented the justification report for the fees that were set under Bylaw 2024-22. Through this process Council deemed that the goal is to have 70% of all costs covered through user fees. For the building department, RSM reviewed the previous five (5) years of permitting, revenues and costs to derive the draft fees. Through public consultation feedback results, some fees were reduced. Many of these fees are not recommended to change through this report.

When considering building fees it is important to understand that there is an off-set for some A cross-subsidy of building permit fees for an adjustment for cost recovery which allows reduced permit fee values for specified types of permits; for example, a residential deck or shed. If the base value building permit fees are applied to a deck or shed project the building permit fees could be substantially higher than the cost of the construction of the project and would likely deter applicants from obtaining building permits for the projects. For example, the base cost for administration and enforcement on a deck permit is approximately \$2384.44. In some cases, this cost is more than the construction value and not considered a fair and equitable amount.

In the Township of Bonfield this cross-subsidy affects almost 50 permits a year. The lost revenue from reducing building permit fees for the cross-subsidy will need to be recovered and can be achieved by adding the amounts to the remaining permit types such as new residential dwelling units, new groups A, B, D, E, F, and new farm building permits to ensure a full cost recovery is achieved.

Further, prior to the 2024 review the building user fees were approximately 30% of the reasonable anticipated costs for the Township to administer and enforce the Building Code and Building Code Act (per RSM Report).

	2019	2000	2021	2022	2023	2024
Total Cost	118,222.26	130,035.96	129,701.86	125,204.92	142,273.47	161,470.90
Revenue	12,122.00	23,501.00	31,130.00	61,628.00	55,768.00	65,465.00
	- 106,100.26	- 106,534.96	- 98,571.86	- 63,576.92	- 86,505.47	- 96,005.90
Cost recovery as a percentage of costs	10.25	18.07	24.00	49.22	39.20	40.54

Then the cross subsidy must be factored in. This is based on actual costs divided by an average of permits multiplied into the average of new builds. The remainder of the unfunded building department costs are borne by the public through the tax levy.

BUILDING PERMIT FEE STATISTICS

Year	# of Permits	# of SFD	Permit Fees YTD	Total Value
2024	56	16	\$66,950.00	\$9,201,045.00
2023	86	16	\$58,378.00	\$15,725,098.00
2022	72	15	\$55,828.00	\$12,939,500.00
2021	77	4	\$32,692.00	\$5,769,275.00
2020	56	1	\$22,712.00	\$3,588,300.00
2019	52	2	\$12,141.00	\$1,272,000.00
2018	42	7	\$22,836.00	\$3,718,900.00
2017	52	9	\$31,392.08	\$5,446,536.00

ANALYSIS

With the adoption of By-law 2025-11 and how permitting ADU's, Hunt Camp, the cross subsidiary and recovery fees built into the residential dwelling rate can now be reduced.

It is expected that at least 5 ADU / Hunt Camp building permits will be issued annually thereby replacing the fee portions that are proposed to be reduced from the existing fee schedule.

Comparison of Other Municipalities

Another consideration is ensuring the Township remains competitive with permit fees. Each municipality determines their building fees based on their costs and applies the permit system differently. Some measure the permit by construction value, with a minimum construction value, based on square footage. Some use just a flat fee, and other municipalities combine the systems. Also, in some municipalities each component of the permit (structure, garage, deck etc.) are charged a separate fee, while others, like Bonfield, combine the fee. This typically also reduces the over cost for the building permit.

Here are comparisons:

2025 Building Fees Comparison

Current Fee Schedules

<u>Town</u>	<u>SFD</u>	<u>Deck</u>	<u>Garage</u>	<u>Renovations</u>
Bonfield	\$4000	\$400 or \$5.38/sm	\$500 or \$7.00/sm	\$5.38/sq. ft.
Nipissing	\$8.60/1000\$	same	same	same
Callendar	\$8.40/1000\$	same	same	same
Mattawa	\$1200 or \$15/sm	\$275 or \$7/sm	same	\$100 or \$5.00/sm
East Ferris	\$1.30/sq. ft.	same	same	\$15.00/1000\$
Powassan	\$10.00/1000\$	same	same	same

Building Permit examples

#1. HOUSE

A new \$500,000.00, 1600 sq. ft. **SFD** with a 600 sq. ft **Attached Garage** and 450 sq. ft **Deck** is proposed to be constructed and the fees for a building permit are as follows:

1. East Ferris \$2815.00\$2080.00 + \$ 420 + \$ 315
2. Mattawa \$2920.00..... \$2235.00 + \$293 + \$392
3. **Bonfield proposed \$3225.00.....\$3000.00 att garage included + \$225.00**
4. **Bonfield** existing \$4000.00.....all inclusive
5. Nipissing \$4300.00.....\$500k x \$8.60 per \$1000 value
6. Callander \$4200.00.....\$500k x \$8.40 per \$1000 value
7. Powassan \$5000.00..... \$500k x \$10.00 per \$1000 value

#2. DETACHED GARAGE

A \$60,000, 1500 sq. ft. **Detached Garage** permit fee are as follows:

1. Callander \$ 504.00.....\$8.40 per \$1000 value
2. Nipissing \$ 516.00.....\$8.60 per \$1000 value
3. Powassan \$ 600.00..... \$10.00 per \$1000 value
4. **Bonfield** \$ 973.00..... 139 sq. m x \$7.00
5. Mattawa \$ 973.00..... 139 sq m x \$7.00
6. East Ferris \$ 1050.00.....1500 sq. ft. x \$0.70

#3. SMALL FARM BUILDINGS

A 1200 sq. ft. Agricultural farm building with a \$40,000.00 value are as follows:

1. Callander	\$ 336.00.....	\$8.40 per \$1000 value
2. Nipissing	\$ 344.00.....	\$8.60 per \$1000 value
3. Powassan	\$ 400.00.....	\$10.00 per \$1000 value
4. East Ferris	\$ 600.00.....	1200 sq. ft. x \$0.50
5. Mattawa	\$ 777.00 ?.....	111 sq m x \$7.00
6. Bonfield	\$ 1286.00.....	111 sq. m x \$11.59
7. Bonfield	\$840.00.....(proposed).....	1200 sq. ft. x \$0.70

(see notes below)

Farm Building Code changes 2025

Note: Effective Jan.01, 2025, New Farm building classifications have been created in the 2024 Ontario Building Code thereby requiring a new fee schedule to reflect the potential proposals for massive Agricultural Buildings while still providing an inexpensive fee schedule for basic **Small Farm buildings**. The Bonfield building fee for a Farm Building shown above is proposed to be reduced from \$1500.00 to \$0.70 per square foot. And in addition to the basic **Small Farm Building** fee the proposal adds a fee for the new **Large Farm Buildings** classifications described below at \$10.00 per \$1000.00 value of construction.

New Farm Building Classifications:

- i. Group G, Div. 1 High-Hazard agricultural occupancies
- ii. Group G, Div. 2 Agricultural occupancies not elsewhere classified in Group G
- iii. Group G, Div. 3 Greenhouse Agriculture occupancies
- iv. Group G, Div. 4 Agricultural occupancies with no human occupants

OBC Part 2

Large Farm Buildings

1. G1, G2 or G3 Building Area > 600 m² or greater than 3-storeys
G4 (all)

2.1.2.3. – Small Farm Buildings

1. G1, G2 or G3: Building Area < 600 m² and 3-storeys or less and Conform to the 1995 NFBC with current SB-1 climatic data

BUILDING FEE ADDITIONS AND CHANGES

Schedule "A" of the draft bylaw represents the recommended amendments to the Township of Bonfield's current Building Fee By-law #2024-22 with the proposed fee class additions and changes to existing fees indicated in red.

CONCLUSION:

Additional building fee revenue will be anticipated and as a result thereby offering the opportunity to either:

1. Offer relief by way of a reduction to some existing building fees as described in Schedule A which we believe would reflect the community's concerns for affordability (recommended by staff) or,
2. Maintain current fees in addition to the proposed fee additions to increase our operational cost recovery.

It's important in today's economy that the cost of building permits be as affordable as possible and paid for as a user fee by those who propose to construct.

But yet, careful consideration must be exercised with any proposal to reduce building fees that would thereby result in taxation recovery that could cause undue financial hardships to taxpayers especially the elderly on fixed income who have no intentions to construct and whom should not be responsible for subsidizing those who propose to construct in the municipality.

Respectfully submitted.



Mike Pilon, Chief Building Official

Nicky Kunkel, CAO Clerk-Treasurer

Building Permit Report – Appendix A

Rationale for the proposed 2025 Building permit fee amendments

The following proposed amendments are based on reduction of existing fees and new unique classes of buildings that will soon be permitted under new By-Laws or on changes made by the 2025 Ontario Building Code, thereby requiring their own specific fee schedule. (red indicates amendments)

1. *“Excluding Residential occupancies Permit fees shall be \$10.00 per thousand dollars based on a value of contract price or the prescribed fees listed below, whichever is greater. If there is no contract price in a written agreement, the permit fee will be calculated by the Building Department fees as follows “*

This fee structure will be used for Commercial, Industrial and Large Agricultural projects, and not for Dwellings.

This fee will enable a reduction in permit fees for small scale agricultural buildings while ensuring that large scale agricultural buildings are on a fee scale proportional to their size, value and new classification.

The 2024 Ontario Building Code, effective as of Jan. 01, 2025, has introduced substantial changes to Farm Buildings occupancies by adding new classifications to reflect very large Agricultural buildings. I am not aware of any of these in Bonfield but it's important to distinguish these from your standard Small Farm Building which are designed based on the standard Farm code, which should not be in the same fee bracket as Large Agricultural buildings.

This is how the classes of fees would reduce the fees for a basic Small Farm building.

Example: Under the current 2024 fee By-Law a simple 400 sq. ft horse barn would incur a \$1500.00 permit fee. Under this 2025 amendment that same structure would only incur a \$300.00 permit fee. A \$1200.00 savings.

Silos and grain bins fees are also added, which were not listed in 2024 but are a new Class of Farm Buildings.

D. Farm Buildings

Small Farm Building accessory, additions

[as described in O.B.C. Div. B 2.1.2.3 (5)]

Other / Large Farm Buildings, additions \$10.00 / \$1000 value

Alterations, renovations, interior finish, (for both listed above)

Silos, grain bins

\$0.75/ sq.ft.

or

\$5.38 sq m

\$400.00

2. New proposed \$1000.00 reduction in existing Dwelling permit fees which reflect concerns brought forward by citizens and resulting lost fees are anticipated to be generated by the construction of newly permitted ADU's, and Hunt Camps in the municipality.

Group C: Residential

Minimum

M2

New single detached dwelling, semi detached,
townhouse, rowhouse, duplex, cottage, motels,
hotels, multi -residential per unit, **ADUC**

\$4000.00

\$3000.00

\$17.22/m²

3. Additional Dwelling Units

New ADU fees imposed at a reduced rate from the existing 2024 Dwelling fee to reflect a new proposed 2025 By- Law permitting Additional Dwelling Units with a reduction of \$2500 at current fees or \$1500 at the proposed fees.

Additional Dwelling Units (Detached ADU's)	\$1500.00	\$10.76/m ²
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4. Accessory Structures

New Shed fee subclause to reduce fees from \$500 to \$ 400 for smaller sheds resulting in \$100.00 reduction from the existing 2024 Fee schedule. Plus, the municipality and the CBO make available generic in house Shed, Deck and Garage plans to the public at no cost.

a) Shed (less than 400 sq. ft./ 37.16 sq.m.)	\$400.00
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5. Decks

Deck fee reduction from 2024 Fee Schedule to reduce fees by \$100.00 from \$400.00 to \$300.00, plus generic Deck plans are available from the Township to the public at no cost.

Deck	\$300.00 or \$5.38 m ²
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6. Hunt Camps

New Hunt Camp fees reflect the proposed 2025 By-Law permitting Hunt Camps.

Hunt Camp (without plumbing, HVAC)	\$750.00
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7. Conditional Permits

Somewhat New, but reduced fees from 2024 Conditional permits to reflect a proposed By-Law whereas an accessory building is built prior to a principal building being built but both buildings under a building permit.

Conditional building permit for accessory buildings prior to primary building occupancy, but not before permit issuance of the primary building.	\$250.00
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8. Conditional permit fees reduced substantially from 50 % to 25 % .

Footing and Foundation Permit, Conditional Permit	25%
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9. Occupancy Permit fee once occupancy of a dwelling is approved to be removed from the fee schedule. This is included in the minimum charge for Dwellings or ADU at a \$350.00 Savings.

Transfer of permit, Relocation Permit, Occupancy Permit	\$350.00
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10. Minor residential work reduced from \$400.00 to \$200.00

a) Minor Residential projects, Residential shipping container sheds	\$200.00	\$400.00
b) All other buildings not described in (a), other Shipping Containers Sheds		\$700.00

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-xx

**BEING A BY-LAW TO PROVIDE FOR BUILDING FEES CHARGED
BY THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

WHEREAS the Council of the Corporation of the Township of Bonfield may pass by-laws establishing and requiring the payment of fees for information, services, activities and use of the Municipality's property;

AND WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

AND WHEREAS Section 69 (1) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, provides that a municipality may establish a tariff of fees for the processing of applications;

AND WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992, c.23 as amended, authorizes a municipal Council to pass by-laws concerning the issuance of permits and related matters requiring the payment of fees on applications for and on the issuance of permits;

AND WHEREAS the Council of the Corporation of the Township of Bonfield is desirous of providing services and activities through a user pay and cost recovery model where possible;

NOW THEREFORE the Council of the Corporation of the Township of Bonfield enacts as follows:

- 1. That this By-law be cited as the "Building Fees and Charges By-Law"*
- 2. That the fees set out in Schedule "A" attached to and forming part of this by-law shall be charged for licenses, permits, services and documents listed therein;*
- 3. That if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed then the provision of this by-law shall prevail;*
- 4. That any schedule of this By-law can be amended by resolution or by-law of Council and that the amended schedule shall form part of and be included in the Fees and Charges By-law.*
- 5. That all fees and charges are due and payable at the time the service is provided. If the fees and charges or any portion thereof remain unpaid 30 days from the date of invoicing, interest at the rate of 1.25% shall be charged, and again on the first of each month thereafter until the account is paid in full.*
- 6. That all fees and charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Bonfield owned by such person or persons and may be collected in the same manner as taxes.*
- 7. That HST will be charged where applicable.*
- 8. That this by-law shall come into force on the final passing hereof.*
- 9. That any previous By-law or User Fee outlined in a bylaw be hereby repealed.*

READ on the FIRST ON APRIL 9, 2024 AND

**CONSIDERED READ A SECOND-ANDTHIRD TIME AND FINALLY PASSED ON THIS 14th
DAY OF MAY 2024.**

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW 2025-xx

SCHEDULE "A"

Excluding Residential Occupancies, Permit fees shall be \$10.00 per thousand dollars based on a value of contract price or the prescribed fees listed below, whichever is greater. If there is no contract price in a written agreement, the permit fee will be calculated by the Building Department fees as

	Min. Fee	\$ Per m2
<u>A. Construction: New Buildings: Additions to Buildings:</u>		
<u>Alterations: Unit Finish</u>		
<u>Group A: Assembly</u>		
New Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums	\$5000.00	\$12.12
Additions (Area< than existing building)	\$4,000.00	\$12.12
Alteration, renovation, interior finish, unit finish/fit-up	\$1,500.00	\$5.38
<u>Group B: Institutional</u>		
New hospital, institutional buildings, detention, care and treatment	\$5000.00	\$12.12
Additions (Area< than existing building)	\$4,000.00	\$12.12
Alteration, renovation, interior finish, unit finish	\$1,500.00	\$5.38
<u>Group C: Residential</u>		
New single detached dwelling, semi detached, townhouse, rowhouse, duplex, cottage, motels, hotels, multi -residential per unit, ADUC	\$4000.00 \$3000	\$17.22
Additional Dwelling Units (Detached ADU's)	\$1500.00	\$10.76
Addition, (Area< than existing building), alteration		\$17.22
Renovation, minor alteration, finished basement within dwelling unit		\$5.38
New dwelling unit - within existing house or building		\$10.00
<u>Group D: Business and Personal Services</u> (offices, beauty salons etc.)		
New building - finished	5000.00	\$12.12
Additions, shell only(Area< than existing building)	\$4,000.00	\$12.12
Alteration, renovation, interior finish, unit finish	\$1,500.00	\$5.38
<u>Group E: Mercantile</u> (stores, shops etc.)		
New building - finished	\$ 5,000	\$12.12
Additions, shell only(Area< than existing building)	\$4,000.00	\$12.12
Alteration, renovation, interior finish, unit finish	\$1,500.00	\$5.38
<u>Group F: Industrial</u> (Factories, warehouses, storage garages etc.)		
New building - finished	\$5000.00	\$12.96
Additions, shell only(Area< than existing building)	\$4,000	\$12.96
Alterations, renovations, interior finish, unit finish	\$1,500.00	\$5.38
<u>B. Demolition</u>		
Residential	\$200.00	
Non- Residential	\$500.00	
Agricultural Barn	Exempt	

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW 2025-xx

SCHEDULE "A"

	Min. Fee	\$ Per m2
C. Designated Structures (OBC Div. C, Article 1.3.1.1.)		
Crane runway	\$700.00	
Dish antenna greater than 5m2 (54 ft2) mounted on a building	\$700.00	
Exterior storage tank not regulated by the TSSA	\$700.00	
Outdoor public pool or public spa	\$700.00	
Pedestrian bridge appurtenant to a building	\$700.00	
Permanent solid nutrient storage facility with walls exceeding 1m (3'-4")	\$700.00	
Retaining walls - non-residential	\$700.00	
Retaining walls - residential	\$400.00	
Signs regulated by Section 3.15 of Division B of the Building Code	\$700.00	
Solar collector - Residential	\$400.00	
Solar collector- Non-Residential	\$700.00	
Wind turbine structure	\$700.00	
D. Farm Buildings		
Small Farm Building, additions [as described in O.B.C. Div. A 2.1.2.3 (5)]	\$0.75/ sq.ft.	\$8.06
Other / Large Farm Buildings , additions		\$11.59
Alterations, renovations, interior finish, (for both listed above)		\$5.38
Silos, grain bins	\$400.00	
E. Standalone and Miscellaneous Work		
Residential		
Accessory structure :		
a) shed (less than 400 sq. ft.)	\$400.00	
b) shed (greater than 399 sq. ft.), gazebo, detached garage	\$500.00	\$7.00
Below grade entrance	\$500.00	
Carport, covered deck, porch, porch enclosure	\$400.00	\$5.38
Deck	\$300.00	\$5.38
Fireplace - wood burning	\$200.00	
Hunt Camp (without plumbing, HVAC)	\$750.00	
New or enlarged opening - door, window	\$200.00	
Permit for heating, ventilating and air conditioning (per suite)	\$200.00	
Plumbing	\$200.00	
Swimming Pool	\$200.00	
Non-Residential		
Electromagnetic locking devices	\$700.00	
Emergency lighting; exit signage; emergency power installation or replacement	\$700.00	
Fire alarm installation or replacement	\$700.00	
Permit for heating, ventilating and air conditioning (per suite)	\$700.00	
Plumbing fixtures	\$700.00	
School portable classrooms	\$700.00	
Shoring	\$700.00	
Sprinkler system; standpipe and/or hose system; fire suppression system installation or replacement	\$700.00	
Temporary buildings, tents	\$500.00	
G. Administrative Fees		
AGCO Letter and Site Inspection	\$350.00	
Alternative solution - Part 3 & Part 9 other than residential	\$700.00	
Alternative solution - Part 9 residential buildings	\$400.00	
Builder model change fee	\$400.00	
Builder model plan review and certification prior to permit application	\$400.00	
Change of use - where no construction is required	\$500.00	
Compliance letter; building file review,	\$350.00	
Conditional building permit for accessory buildings prior to primary building occupancy (Primary building permit requ'd prior to)	\$250.00	

Construction, demolition or change of use without a building permit	100%
Deferral of revocation of permit – permit extension	\$400.00
Development Comments on Planning Applications	\$350.00
Footings and Foundation Permit, Conditional Permit	25%
Re-inspection due to work not ready (per inspection)	\$150.00
Revision to permit and/or plans or documents after permit issued	25%
Transfer of permit, Relocation Permit, Occupancy Permit	\$350.00

Flat fee (unless noted otherwise)

a) Minor Residential projects, Residential shipping containers	\$200.00	\$400.00
b) All other buildings not described in (a), other Shipping Containers	\$700.00	

Refunds

- A. Application filed and accepted, no processing or review of plans 80% refund
- B. Application filed, plans review completed and permit issued or refused 70% refund
- C. Refund is \$50 less for each inspection performed and mileage charge of \$0.60 per kilometre for site inspection with a minimum charge of \$15.00 per permit for mileage.

Notes:

- I. No refund shall be made for an amount of \$50.00 or less.
- II. The fees that may be refunded shall be a percentage of the fees payable as outlined in this schedule.
- III. All refunds shall be approved by the CBO
- IV. No refund shall be made in the event a permit is revoked, or where construction is substantially suspended or discontinued for more than a year from issue or if the building permit file is closed and final inspection was not requested.