

Planning Application Processing Fees

In addition to the fees identified below, there may be additional fees charged by other City Departments or agencies, such as Engineering Review Fees, Inspection Fees, Clearance Fees, and Agreement Preparation and Registration Fees and Disbursements.

Applicants are advised that The Corporation of the City of Pickering may be required to collect fees charged by other agencies as part of the application review process.

Planning Applications

Description	Fee Payable
Pre-Consultation	\$350.00 – Simple ² 3,500.00 – Complex
Telecommunications Tower Approval	9,635.00

Committee of Adjustment/Land Division	
Minor Variance	
Application to recognize an “As built condition”	Double the regular fee
Accessory buildings, structures, decks, platforms and driveway widening	830.00
Residential Minor <ul style="list-style-type: none"> • a lot for a detached dwelling unit, semi-detached dwelling unit and/or freehold townhouse dwelling unit 	1,110.00 – Single Variance 1,410.00 – Multiple Variances
Residential Major <ul style="list-style-type: none"> • all other residential and mixed use buildings 	2,520.00 – Single Variance 2,740.00 – Multiple Variances
Institutional, Commercial & Industrial	3,070.00 – Single Variance 3,590.00 – Multiple Variances
Tabling Fee & Recirculation (applicant initiated)	770.00
Special Meeting	4,880.00
Consent	
Application for Severance (creation of new lots)	4,350.00
Application for Title Validation, Long Term Lease, Easement, and Lot Line Adjustment	1,980.00
Stamping Fee	1,110.00
Restamping Fee	280.00

Description	Fee Payable
Zoning By-law Amendment – Pre-submission Review	
Zoning By-law Amendment – Major ³	\$11,000.00
<ul style="list-style-type: none"> • Plus Fee per Residential Unit • First 25 units (1-25) 270.00 • Next 75 units (26-100) 200.00 • Next 100 units (101-200) 170.00 • All additional units (201 plus) 70.00 • Plus Fee per Non-Residential Hectare (or part thereof) of Land Area ⁴ 950.00 • Plus Fee per Development Block Hectare (or part thereof) of Land Area ⁵ 350.00 	
Zoning By-law Amendment – Minor ⁶	6,900.00
Zoning By-law Recirculation ⁷	2,060.00
Additional fee if within Oak Ridges Moraine or Greenbelt	1,360.00
Zoning By-law Removal of Holding Zone	2,040.00
Zoning By-law Removal of Holding Zone <ul style="list-style-type: none"> • Complex/Block Plan required 	9,900.00
Zoning By-law Extension of Temporary Use By-law	9,900.00
Zoning By-law Amendment – Application (including Temporary Use By-laws and Section 37 Bonus Zoning By-laws)	
Zoning By-law Amendment – Major ³	\$10,400.00
<ul style="list-style-type: none"> • Plus Fee per Residential Unit • First 25 units (1-25) 250.00 • Next 75 units (26-100) 190.00 • Next 100 units (101-200) 150.00 • All additional units (201 plus) 65.00 • Plus Fee per Non-Residential Hectare (or part thereof) of Land Area ⁴ 500.00 • Plus Fee per Development Block Hectare (or part thereof) of Land Area ⁵ 325.00 	
Zoning By-law Amendment – Minor ⁶	\$6,700.00

Description	Fee Payable
Additional fee if within Oak Ridges Moraine or Greenbelt	\$1,290.00
Zoning By-law Removal of Holding Zone	1,885.00
Zoning By-law Removal of Holding Zone <ul style="list-style-type: none"> • Complex/Block Plan required 	10,400.00
Zoning By-law Extension of Temporary Use By-law	10,400.00
Zoning By-law Reconsideration 8	5,390.00

Description	Fee Payable
Pickering Official Plan Amendment – Pre-submission Review	
Pickering Official Plan Amendment – Major 11	\$58,000.00
Pickering Official Plan Amendment – Minor 12	30,000.00
Recirculation of Pickering Official Plan Amendment 7	2,060.00
Additional fee if within Oak Ridges Moraine or Greenbelt	3,400.00
Pickering Official Plan Amendment – Application	
Pickering Official Plan Amendment – Major 11	\$48,000.00
Pickering Official Plan Amendment – Minor 12	22,000.00
Additional fee if within Oak Ridges Moraine or Greenbelt	3,100.00

Description	Fee Payable
Neighbourhood Development Guideline Amendment 13	4,430.00

Description	Fee Payable
Draft Plan of Subdivision – Pre-submission Review	
Draft Plan of Subdivision	\$38,000.00
<ul style="list-style-type: none"> • Plus Fee per Residential Unit • First 25 units (1-25) 485.00 • Next 75 units (26-100) 395.00 • Next 100 units (101-200) 310.00 • All additional units (201 plus) 200.00 • Plus Fee per Non-Residential Hectare (or part thereof) of Land Area ⁴ 155.00 • Plus Fee per Development Block Hectare (or part thereof) of Land Area ⁵ 100.00 	
Draft Plan of Subdivision Recirculation ⁷	2,060.00
Additional fee if within Oak Ridges Moraine or Greenbelt	1,030.00
Applicant-Initiated Revisions to Draft Plan of Subdivision Endorsed Pre-submission	23,000.00
Draft Plan of Subdivision – Application	
Draft Plan of Subdivision	\$36,000.00
<ul style="list-style-type: none"> • Plus Fee per Residential Unit • First 25 units (1-25) 600.00 • Next 75 units (26-100) 480.00 • Next 100 units (101-200) 380.00 • All additional units (201 plus) 240.00 • Plus Fee per Non-Residential Hectare (or part thereof) of Land Area ⁴ 190.00 • Plus Fee per Development Block Hectare (of part thereof) of Land Area ⁵ 120.00 	
Additional fee if within Oak Ridges Moraine or Greenbelt	2,575.00

Description	Fee Payable
Revisions to Draft Approved Plan – Pre-submission Review (Red Line Revisions)	
Draft Plan of Subdivision	\$13,400.00
<ul style="list-style-type: none"> • Plus Fee per Residential Unit • First 25 units (1-25) 500.00 • Next 75 units (26-100) 400.00 • Next 100 units (101-200) 310.00 • All additional units (201 plus) 200.00 • Plus Fee per Non-Residential Hectare (or part thereof) of Land Area 155.00 • Plus Fee per Development Block Hectare (or part thereof) of Land Area 100.00 	
Revision to Draft Approved Plan Recirculation ^Z	2,060.00
Applicant-Initiated Revisions to Draft Approved Plan Endorsed Pre-submission	9,400.00
Revisions to Draft Approved Plan – Application (Red Line Revisions)	
Revisions to Draft Approved Plan (Red Lined Revisions)	\$15,000.00
<ul style="list-style-type: none"> • Plus Fee per Additional Residential Units • First 25 units (1-25) 600.00 • Next 75 units (26-100) 500.00 • Next 100 units (101-200) 400.00 • All additional units (201 plus) 250.00 • Plus Fee per additional Non-Residential Hectare (or part thereof) of Land Area 200.00 • Plus Fee per additional Development Block Hectare (or part thereof) of Land Area 120.00 	
Description	Fee Payable
Release of Draft Plan of Subdivision/Clearance Fee	\$2,100.00

Description	Fee Payable
Draft Plan of Condominium – Pre-submission Review	
Draft Plan of Condominium	\$5,575.00
Common Element Condominium	8,200.00
Plan of Condominium Recirculation 7	2,060.00
Condominium Conversion	10,000.00
Revisions to a Draft Approved Plan (Red Line Revisions)	3,200.00
Draft Plan of Condominium – Application	
Draft Plan of Condominium	\$14,000.00
Common Element Condominium	20,000.00
Condominium Conversion	25,000.00

Description	Fee Payable
Release of Draft Plan of Condominium/Clearance Fee	\$2,100.00

Description	Fee Payable
Site Plan – Pre-submission Review (fees does not include registration costs and/or disbursements)	
Site Plan (Residential, Non-Residential, Mixed-Use) <ul style="list-style-type: none"> • Plus Fee per Residential Unit <ul style="list-style-type: none"> • First 25 units (1-25) 460.00 • Next 75 units (26-100) 360.00 • Next 100 units (101-200) 260.00 • All additional units (201 plus) 60.00 • Plus Fee per 2,000m² of Non-Residential GFA 4,550.00 	\$12,000.00
Site Plan Recirculation 7	2,060.00
Applicant-Initiated Revision to Site Plan Endorsed Pre-submission	Pre-submission base fee plus residential units and non-residential GFA
Minor Revision of approved Site Plan 18	1,675.00
Major Revision of approved Site Plan	Application base fee plus residential units and additional non-residential GFA
Site Plan – Application (fees does not include registration costs and/or disbursements)	
Site Plan (Residential, Non-Residential, Mixed-Use) <ul style="list-style-type: none"> • Plus Fee per Residential Unit <ul style="list-style-type: none"> • First 25 units (1-25) 190.00 • Next 75 units (26-100) 140.00 • Next 100 units (101-200) 95.00 • All additional units (201 plus) 20.00 • Plus Fee per 2,000m² of Non-Residential GFA 1,750.00 	\$6,600.00
Minor Revision of approved Site Plans 18	830.00
Major Revision of approved Site Plans	Application base fee plus residential units and additional non-residential GFA
Compliance Inspections/Conformity/LC Release Report (includes 2 inspections)	1,000.00
Additional Compliance Inspections	450.00

Other Processing Fees

Description	Fee Payable
Cash-in-Lieu Parkland Conveyance <ul style="list-style-type: none"> • for the creation of up to 3 additional lots • for the creation of more than 3 additional lots 	\$7,635.00 per lot See Parkland By-law
Council authorization to proceed by land division instead of draft plan of subdivision 14	9,550.00
Request for Zoning Information	60.00
Zoning Certificates <ul style="list-style-type: none"> • Residential (single, semi, townhouse, accessory structure) initial review plus 1 revision • Development (within infill precincts, ORM, or requiring MDS calculation) initial review plus 1 revision • Mixed-use/Multi Residential/Non-Residential (industrial commercial, institutional) initial review plus 1 revision 	160.00 590.00 700.00
Peer Reviews 15	Full recovery of the City cost plus 10% administrative fee + HST
Minor Revision to Approved Condo Site Plan (by unit owner, i.e., decks, sheds, fences)	120.00
File Reactivation 16	5,390.00
Opinion Letter for Complex Inquiries	1,240.00
Add Street Name to Approved List	1,105.00 + HST
Request to Change Municipal Address	1,105.00 + HST
Request for Exception to Council Adopted Policies on Municipal Addressing and Street Naming	6,225.00
Refund of Application Fees 17	Fees paid minus credit card fee (if applicable)
Any other matter requiring a Report to Committee or Council	6,225.00

Please check with either the Regional Planning Department or the Ministry of Municipal Affairs and Housing for information on their application fees. Just as other agencies collect fees to review applications submitted to the City of Pickering, the City collects review fees for applications submitted to the Region of Durham, or the Ministry of Municipal Affairs and Housing. The fees are listed below.

Applications from the Region of Durham

Description	Fee Payable
Regional Official Plan Amendment (not part of a Pickering Official Plan Amendment)	\$40,000.00

Applications from the Ministry of Municipal Affairs and Housing

Description	Fee Payable
Minister’s Zoning Order Amendment – Major 9	\$3,000.00
Minister’s Zoning Order Amendment – Minor 10	2,500.00

Reports/Documents/Special Studies

Description	Fee Payable
Pickering Official Plan	\$225.00 + HST
Compendium Document to the Pickering Official Plan	50.00 + HST
Seaton Sustainable Placemaking Guidelines 1	50.00 + HST
City Centre Urban Design Guidelines	50.00 + HST
Kingston Mixed Corridor & Brock Mixed Node Design Guidelines	50.00 + HST
Development Guidelines – extracts from the Compendium Document <ul style="list-style-type: none"> • A1 – Rosebank Neighbourhood • C1 – Bay Ridges Neighbourhood – Liverpool Road Waterfront Node • G1 – Dunbarton Neighbourhood • H1 – Town Centre Neighbourhood – Walnut Lane Area • J2 – Highbush Neighbourhood – Highbush Local Node • M1 – Brock Ridge Neighbourhood – Duffins Precinct • N1 – Rouge Park Neighbourhood • I1 – Village East Neighbourhood – Speciality Retailing • I2 – Village East – Notion Road • F1 – Woodlands Neighbourhood – Northeast Quadrant • H2 – Town Centre Neighbourhood – Town Centre West • H3 – Town Centre Neighbourhood – Pickering Downtown Core • O1 – Duffin Heights Neighbourhood • Kingston Road Corridor Urban Design 	<ul style="list-style-type: none"> 5.00 + HST 20.00 + HST 5.00 + HST 5.00 + HST 5.00 + HST 5.00 + HST 5.00 + HST 5.00 + HST 20.00 + HST 10.00 + HST 10.00 + HST 20.00 + HST 20.00 + HST 10.00 + HST
Special Studies <ul style="list-style-type: none"> • Black and White • Colour 	<ul style="list-style-type: none"> 10.00 + HST 20.00 + HST

Zoning By-laws

Description	Fee Payable
3036 – Full Set	\$110.00 + HST
3036 – Per Volume	15.00 + HST
3037	50.00 + HST
2511	50.00 + HST
2520	50.00 + HST
7364/14 (Seaton)	50.00 + HST
7553/17 (City Centre)	50.00 + HST
Zoning By-law Digital (each)	15.00 + HST

Information Booklet

Description	Fee Payable
20 Year Detailed Population Projections	\$30.00 + HST

Maps/Copies/Standards

Description	Fee Payable
Street Map	\$5.00 + HST
South Area Facilities Map (colour) 1:10,000 <ul style="list-style-type: none"> • Reduced – not to scale 	25.00 + HST 15.00 + HST
Provincial/Federal Land Holdings Map	15.00 + HST
40R/40M/Survey/Plan Prints (if larger than 11 x 17)	5.00 + HST
Pickering Official Plan – Colour Schedules	7.00 + HST
Microfiche Prints	Ask for details
Special Requests such as mapping, mailing labels, data queries	64.30/hour + HST + material
Photocopies <ul style="list-style-type: none"> • Between 1 to 5 pages • 6 or more pages • Drawing size larger than 11 x 17 • CD copies of documents 	No Charge 0.50 each + HST 5.00/page + HST 10.00/document + HST

Building Permit Application Fees – Part A ([Building By-law 8057/23](#))

Class of Permit	Fee Payable
Building Permit	See Part B
Demolition Permit	\$32.00 for each 100m ² of floor area or part thereof, minimum \$147.00
Conditional Permit	10% of application permit fee to a maximum of \$4,990.00 in addition to applicable fee
Change of Use Permit	326.00
Occupancy Permit for Unfinished Building (Authority to Occupy Permit)	403.00
Other Fees	Fee Payable
Alternative Solution	477.00/hour (4 hour minimum)
Resubmission of application found to be incomplete	25% of application fee
Revision to permit (houses)	147.00
Revision to permit (all other building types)	15% of applicable permit fee to a maximum of \$3,264.00
Transfer of permit	147.00
Re-examination <ul style="list-style-type: none"> • (a) Change in house model • Other than (a) 	568.00 plus the fee prescribed in Part B as a result of any additional area 10% of applicable permit fee to a maximum of \$1,467.00
Certification of House Models	8.15/m ² of gross floor area
Re-certification of House Models	516.00
Reactivation of Dormant File	147.50
Building Permit Surcharge	Prescribed in Part B
Additional Inspection	463.00

Building Permit Application Fees – Part B ([Building By-law 8057/23](#))

Building Type	Fee Payable
Minimum Building Permit Fee	\$147.00
Assembly Occupancies	25.65 per m ² of gross floor area
Institutional Occupancies	29.25 per m ² of gross floor area
Residential Occupancies	
<ul style="list-style-type: none"> • Apartment buildings, hotels, motels, detached, semi-detached and townhouse dwellings, and other residential occupancies • 1 to 20 Storeys • 21 to 40 Storeys • Plus 41 Storeys 	<p>16.20 per m² of gross floor area</p> <p>17.65 per m² of gross floor area</p> <p>19.05 per m² of gross floor area</p>
Business/Personal/Mercantile Occupancies <ul style="list-style-type: none"> • Single storey buildings * • Multi storey buildings ** 	<p>*16.20 per m² of floor area or part thereof</p> <p>**20.00 per m² of floor area or part thereof</p>
Industrial Occupancies <ul style="list-style-type: none"> • Farm buildings, unserviced storage buildings, unfinished basements ^ • Parking garages and other industrial buildings ^^ 	<p>^6.60 per m² of floor area or part thereof</p> <p>^^12.00 per m² of floor area or part thereof</p>
Alterations, Repairs and Other Structures	Fee Payable
Interior Partitioning and Finishing , including Tenant alterations and apartment in houses	\$6.00 per m ² of gross floor area
Minor Residential Structures and Alterations , including <ul style="list-style-type: none"> • Decks, gazebos (each) • Incidental partitioning of a basement • Fireplace, wood stove (each) • Garage, carport, storage shed (each 50m²) • Water and sewer connection • Other similar minor projects associated with a residential use 	147.00
Temporary Sales Centres	1,910.00

Alterations, Repairs and Other Structures (continued)	Fee Payable
Minor Non-Residential Structures , including <ul style="list-style-type: none"> • School portables (each) • Temporary prefabricated trailers (each) • Temporary tent (each) • Other similar minor structures associated with a non-residential use 	\$421.00
Alterations, Buildings and Designated Structures not provided above	16.20 for each \$1,000.00 of construction value
Solar Collector for All Buildings	289.00 flat fee
Wind Turbines	15.00 for each \$1,000.00 of construction value
Grading and Final Inspection Performance Deposit (new detached and semi-detached dwelling units) townhouses, stacked townhouses and addition greater than 275m ²	2,315.00
Mag Locks	345.00 flat fee
Fire Alarm Installation/Replacement (stand alone) <ul style="list-style-type: none"> • include devices, panel and associated components 	400.00
Fire Suppression System (when submitted separately from parent document – stand alone permit) <ul style="list-style-type: none"> • include sprinklers, kitchen systems, and specialized systems 	400.00

Sign Permit Fees

Description	Fee Payable
Ground Sign	\$595.00
Wall Sign	595.00
Development Sign	595.00
Billboard Permit	595.00
Additional fee for any sign installed prior to permit issuance	595.00
Revision Fee	173.00
Sign Variance – ground sign, wall sign or development sign	663.00

Miscellaneous Fees

Description	Fee Payable
Lawyer Compliance Letter	
<ul style="list-style-type: none"> • Building Code and Zoning Matters • Legal Matters • Site Plan Control Matters 	\$195.00 142.00 142.00
Recovery of costs for Clandestine Investigations	2,900.00 + HST per investigation (minimum)
Administrative Fee for Processing Clandestine Investigations	605.00
Administrative Fee for Registering Orders or Agreements on Title	142.00 + HST
Request for Building and/or Planning Records	55.00/hour + HST
After Hours Inspections	202.00/hour (4 hour minimum)
Licence/Zoning Compliance Letter	195.00
Records Management Fee	
<ul style="list-style-type: none"> • Houses and other minor residential alterations • All other permit applications 	13.00 3% to a maximum of \$303.00 (\$12.60 minimum)
Daycare Compliance Letter	552.00
AGCO Compliance Letter	163.00
Complaint driven inspection after 2 nd site visit for the same matter or closely related as verified by City staff	142.00

Building Permit Surcharge (\$147.00)

Description	Fee Payable
Footings/Foundations Commenced	25% of fee
Framing Commenced	50% of fee
Framing Substantially Complete	75% of fee
Building Envelope is Substantially Complete	95% of fee
Any other work requiring the issuance of a building permit (i.e., HVAC, plumbing, site works etc.) <ul style="list-style-type: none"> <li data-bbox="142 751 919 791">• If 25% of the scope of work substantially completed <li data-bbox="142 814 919 854">• If 50% of the scope of work substantially completed <li data-bbox="142 877 919 917">• If 75% of the scope of work substantially completed <li data-bbox="142 940 919 980">• If 95% of the scope of work substantially completed <li data-bbox="142 1003 873 1043">• Demolition or partial demolition has commenced 	<ul style="list-style-type: none"> <li data-bbox="1360 751 1520 791">25% of fee <li data-bbox="1360 814 1520 854">50% of fee <li data-bbox="1360 877 1520 917">75% of fee <li data-bbox="1360 940 1520 980">95% of fee <li data-bbox="1360 1003 1520 1043">100% of fee

Notes

1. Fee applicable after Council adoption.
2. Application for severance (creation of new lots), Oak Ridges Moraine applications, minor additions to existing bldgs (up to 20% of the current gross floor area) and inclusion of related uses.
3. An application for an amendment that is more significant in scale and scope than a minor zoning amendment, and which may have greater impact beyond the subject lands, as determined by the Director, City Development or designate. Major applications must meet one or more of the following conditions:
 - an application relating to more than one property;
 - a site specific application, if considered to represent a large scale redevelopment;
 - any change in use and/or zone category, except as identified under a minor amendment;
 - an application involving significant changes to the development standards or general provisions of the by-law; and
 - an application which requires major technical studies and extensive consultation.
4. Applies to blocks intended to be developed for commercial, industrial, and institutional uses (including school blocks).
5. Excludes lands to be conveyed for roads, parkland, natural hazards, and stormwater or other public infrastructure.
6. An application for minor or small scale zoning amendment having no significant impact on adjoining lands, as determined by the Director, City Development or designate. Minor applications must be site specific and meet one or more of the following conditions:
 - request for additional permitted use, within an existing building with no significant impact on existing development standards;
 - changes in development standards or zone to accommodate a residential severance to create one additional lot; and
 - application for Temporary Use.
7. Application fees include two resubmissions before re-circulation fees apply. Recirculation fees will be charged for the fourth submission and every submission thereafter.
8. An Application may apply for reconsideration provided that the resolution of the issue of concern:
 - does not change the nature of the proposal;
 - is minor and technical in nature and not expected to result in fundamental changes to the layout and design of the proposal;
 - does not involve re-engagement with the public; and
 - does not require recirculation of the application to external agencies.
9. A major Minister's Zoning Order application is where the proposed use or standards do not comply with the City's zoning by-law and a Report to Council is required.
10. A minor Minister's Zoning Order application is where the proposed use or standards comply with the City's zoning by-law.

11. An application that is more significant in scale and scope than a minor amendment and which may have greater impact or policy implications beyond the subject lands, as determined by the Director, City Development or designate. Major applications must meet one or more of the following conditions:
 - an application which requires major technical studies and extensive consultation;
 - an application relating to more than one property;
 - a site specific application if considered to represent large scale redevelopment or significant change to the designations and permitted uses;
 - an application involving significant changes to the policies of the Official Plan.
12. An application for a minor, site specific and small scale amendment or exception to Official Plan policies and designations, having limited impact or policy implications beyond the subject lands, as determined by the Director, City Development or designate.
13. An application to amend a Neighbourhood Development Guideline when the development proposal would necessitate an amendment to the Guideline or there is no other planning application being processed by Council.
14. Charged only if no other planning applications are being processed by Council.
15. The applicant is responsible for the City's full costs of undertaking the peer review of any studies or drawings submitted in support of the application. This requirement applies to matters such as, but not limited to, the peer review of traffic, marketing, environmental, noise, engineering drawings and reports, and architectural drawings.
16. Fee applies to planning applications that have been inactive over 1 year but less than 2 years. If the file has been inactive 2 or more years, the file will be closed without notice and a new application will be required with current application fees being applied.
17. Also subject to deduction of credit card fee if paid by credit card.
18. Minor revisions to approved Site Plans include, but are not limited to:
 - accessory structures;
 - façade changes;
 - minor parking lot expansions (not to exceed 25% of the existing parking supply);
 - development of detached dwellings and accessory structures on the Oak Ridges Moraine;
 - garden centres;
 - restaurant patios;
 - additions to existing buildings not exceeding, the lesser of, 1,000 square metres and 25% of the existing GFA.