

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-submission Consultation	\$260.00
Telecommunications Tower Approval (Radiocommunication/Broadcasting Antenna Systems)	7,700.00
Committee of Adjustment (Minor Variance)	
<ul style="list-style-type: none"> • Accessory buildings, structures, decks, platforms & driveway widening 	600.00
<ul style="list-style-type: none"> • 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 	800.00 – Single Variance 1,000.00 – Multiple Variances
<ul style="list-style-type: none"> • Residential Major <ul style="list-style-type: none"> • all other residential and mixed use buildings 	1,740.00 – Single Variance 1,950.00 – Multiple Variances
<ul style="list-style-type: none"> • Institutional, Commercial & Industrial 	2,200.00 – Single Variance 2,400.00 – Multiple Variances
<ul style="list-style-type: none"> • Tabling Fee & Recirculation (applicant initiated) 	560.00
<ul style="list-style-type: none"> • Special Meeting 	3,500.00
Zoning By-law Amendment (including Temporary Use By-laws and Section 37 Bonus Zoning By-laws)	
<ul style="list-style-type: none"> • Zoning By-law Amendment – Major 	15,400.00
<ul style="list-style-type: none"> • Plus Fee per Residential Unit <ul style="list-style-type: none"> • First 25 units (1-25) • Next 75 units (26-100) • Next 100 units (101-200) • Next 800 units (201-1,000) 	400.00 300.00 200.00 100.00
<ul style="list-style-type: none"> • Plus Fee per Non-Residential Hectare of Land Area 	810.00
<ul style="list-style-type: none"> • Plus Fee per Development Block Hectare of Land Area 	510.00

Description	Fee Payable
• Zoning By-law Amendment – Minor	11,000.00
• Recirculation of Zoning By-law Amendment	1,130.00
• Additional fee if within Oak Ridges Moraine or Greenbelt	2,000.00
• Removal of Holding Zone	3,000.00
• Removal of Holding Zone • Complex/Block Plan required	3,800.00
• Extension of Temporary Use By-law	15,400.00
Pickering Official Plan Amendment	
• Pickering Official Plan Amendment – Major	42,000.00
• Pickering Official Plan Amendment – Minor	20,000.00
• Recirculation of Pickering Official Plan Amendment	1,130.00
• Additional fee if within Oak Ridges Moraine or Greenbelt	2,000.00
Neighbourhood Development Guideline Amendment	1,000.00
Draft Plan of Subdivision	
• Draft Plan of Subdivision	30,000.00
• Plus Fee per Residential Unit	
• First 25 units (1-25)	500.00
• Next 75 units (26-100)	400.00
• Next 100 units (101-200)	300.00
• Next 800 units (201-1,000)	200.00
• Plus Fee per Non-Residential Hectare of Land Area	160.00
• Plus Fee per Development Block Hectare of Land Area	100.00
• Recirculation of Draft Plan of Subdivision	1,130.00
• Additional fee if within Oak Ridges Moraine or Greenbelt	2,000.00
• Release of Draft Plan of Subdivision/Clearance Fee	1,130.00

Description	Fee Payable
<ul style="list-style-type: none"> • Revisions to Draft Approved Plan (Red Lined Revisions) <ul style="list-style-type: none"> • Plus Fee per Additional Residential Units <ul style="list-style-type: none"> • First 25 units (1-25) 500.00 • Next 75 units (26-100) 400.00 • Next 100 units (101-200) 300.00 • Next 800 units (201-1,000) 200.00 • Plus Fee per Non-Residential Hectare of Land Area 160.00 • Plus Fee per Development Block Hectare of Land Area 100.00 	\$12,000.00
<ul style="list-style-type: none"> • Major Revisions (prior to Draft Plan Approval) <ul style="list-style-type: none"> • Plus Fee per Additional Residential Units <ul style="list-style-type: none"> • First 25 units (1-25) 500.00 • Next 75 units (26-100) 400.00 • Next 100 units (101-200) 300.00 • Next 800 units (201-1,000) 200.00 • Plus Fee per Non-Residential Hectare of Land Area 160.00 • Plus Fee per Development Block Hectare of Land Area 100.00 	10,000.00
Draft Plan of Condominium	
• Draft Plan of Condominium	14,500.00
• Common Element Condominium	20,000.00
• Recirculation of Draft Plan of Condominium	1,130.00
• Release of Draft Plan of Condominium/Clearance Fee	1,130.00
• Application for Condominium Conversion	20,000.00
• Revisions to a Draft Approved Plan (Red Line Revisions)	2,100.00

Description	Fee Payable
Site Plan Approval (fees does not include registration costs and/or disbursements)	
<ul style="list-style-type: none"> • Site Plan (Residential, Non-Residential, Mixed-Use) \$8,500.00 • Plus Fee per Residential Unit <ul style="list-style-type: none"> • First 25 units (1-25) 500.00 • Next 75 units (26-100) 400.00 • Next 100 units (101-200) 300.00 • Next 800 units (201-1,000) 75.00 • Plus Fee per 2,000m² of Non-Residential GFA 6,000.00 	
• Minor Revision of approved Site Plans	2,000.00
• Major Revision of approved Site Plans	8,000.00
• Compliance Inspections/Conformity/LC Release Report (includes 2 inspections)	820.00
• Additional Compliance Inspections	350.00
• Minor Revision to Approved Condo Site Plan (by unit owner, i.e. decks, sheds, fences)	105.00

Other Processing Fees

Description	Fee Payable
• File Reactivation	\$2,000.00
• Opinion Letter for Complex Inquiries	550.00
<ul style="list-style-type: none"> • Peer Reviews <ul style="list-style-type: none"> • 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 site plans, traffic, marketing, environmental, noise, engineering drawings and reports, and architectural drawings 	Full recovery of the City cost plus 10% administrative fee + HST
• Add Street Name to Approved List	1,000.00 +HST
• Refund of Application Fees	Fees paid minus 10% Administrative fee and minus (if applicable) credit card fee
Film Location Permit	250.00 + HST

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)	\$12,000.00
Land Division – City Comments	1,500.00
Land Division – Clearance of City Conditions	750.00
Council authorization to proceed by land division instead of draft plan of subdivision	5,000.00
Parkland Dedication <ul style="list-style-type: none"> • for the creation of up to 3 additional lots • for the creation of more than 3 additional lots 	5,330.00 per lot 5% of the value of the land

Applications from the Ministry of Municipal Affairs and Housing

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

Reports/Documents/Special Studies

Description	Fee Payable
Pickering Official Plan	\$200.00 + HST
Compendium Document to the Pickering Official Plan	50.00 + HST
Seaton Sustainable Placemaking Guidelines	50.00 + HST
City Centre Urban 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 10.00 + HST 5.00 + HST 5.00 + HST 5.00 + HST 5.00 + HST 5.00 + HST 5.00 + HST 10.00 + HST 10.00 + HST 10.00 + HST 10.00 + HST 10.00 + 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	\$100.00 + HST
3036 – Per Volume	10.00 + HST
3037	40.00 + HST
2511	40.00 + HST
2520	40.00 + HST
7364/14 (Seaton)	40.00 + HST
7553/17 (City Centre)	40.00 + HST

Information Booklet

Description	Fee Payable
Summary of Major Residential Applications and Building and Occupancy Permits	\$30.00 + HST
Summary of Non-Residential Applications and Building Permits	30.00 + HST
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
Lot and Concession Map 1:2,400	5.00 + HST
Major Residential Developments 1:10,000	5.00 + HST
Major Residential Proposals 1:10,000	5.00 + HST
Non-Residential Proposals Map	5.00 + HST
Municipal Address Maps – Urban Booklet	50.00 + HST
Emergency Response Building Numbers – Rural	25.00 + HST
40R/40M/Survey/Plan Prints (if larger than 11 x 17)	5.00 + HST
Pickering Official Plan – Colour Schedules	7.00 + HST

Maps/Copies/Standards

Description	Fee Payable
Microfiche Prints	Ask for details
Special Requests such as mapping, mailing labels, data queries	\$53.10/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

Class of Permit	Fee Payable
Building Permit	See Part B
Demolition Permit	\$27.00 for each 100m ² of floor area or part thereof, minimum \$130.00
Conditional Permit	10% of applicable permit fee to a maximum of \$3,100.00 in addition to applicable fee
Change of Use Permit	280.50
Occupancy Permit for Unfinished Building	306.00
Other Fees	Fee Payable
Alternative Solution	204.00/hour (4 hour minimum)
Resubmission of application found to be incomplete	25% of application fee
Revision to permit (houses)	130.00
Revision to permit (all other building types)	15% of applicable permit fee to a maximum of \$2,850.00
Transfer of permit	130.00
Re-examination <ul style="list-style-type: none"> • (a) Change in house model • Other than (a) 	500.00 plus the fee prescribed in Part B as a result of any additional area 10% of applicable permit fee to a maximum of \$1,300.00
Certification of House Models	6.00/m ² of floor area
Re-certification of House Models	410.00
Reactivation of Dormant File	130.00
Building Permit Surcharge	25% of fee (\$130.00 minimum)
Additional Inspection	250.00

Building Permit Application Fees – Part B

Building Type	Fee Payable
Assembly Occupancies	**\$21.00 per m ² of floor area or part thereof
Institutional Occupancies	**24.00 per m ² of floor area or part thereof
Residential Occupancies <ul style="list-style-type: none"> • Apartment buildings, hotels, motels, detached, semi-detached and townhouse dwellings, and other residential occupancies 	**13.00 per m ² of floor area or part thereof
Business/Personal/Mercantile Occupancies <ul style="list-style-type: none"> • Single storey buildings • Multi storey buildings 	**13.25 per m ² of floor area or part thereof **16.50 per m ² of floor area or part thereof
Industrial Occupancies <ul style="list-style-type: none"> • Farm buildings, unserviced storage buildings, unfinished basements • Parking garages and other industrial buildings 	**5.50 per m ² of floor area or part thereof **9.75 per m ² of floor area or part thereof
Alterations, Repairs and Other Structures	Fee Payable
Interior Partitioning and Finishing, including Tenant alterations and apartment in houses	**\$5.00 per m ² of floor area or part thereof
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 	**130.00
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 	360.00

** Minimum fee payable for any permit application is \$130.00

Alterations, Repairs and Other Structures (continued)	Fee Payable
Temporary Sales Centres	\$1,400.00
Alterations, buildings and structures not provided for in above items	**13.00 for each \$1,000.00 of construction value or part thereof
After Hours Inspections	150.00/hour (4 hour minimum)
Grading & Final Inspection Performance Deposit (Subdivision Units)	2,000.00

**** Minimum fee payable for any permit application is \$130.00**

For Information regarding the interpretation and application of the Building Permit Fee Schedule please refer to [By-law 7362/14](#).

Sign Permit Fees

Description	Fee Payable
• Ground Sign	\$300.00
• Wall Sign	300.00
• Development Sign	300.00
• Billboard Permit	300.00
• Additional fee for any sign installed prior to permit issuance	300.00
• Sign Variance – ground sign, wall sign or development sign	560.00

Miscellaneous Fees

Description	Fee Payable
Lawyer Compliance Letter	\$250.00 per request
Recovery of costs for Clandestine Investigations	2,200.00 + HST per investigation (minimum)
Administrative Fee for Processing Clandestine Investigations	515.00
Records Management Fee <ul style="list-style-type: none"> • Houses and other minor residential alterations • All other permit applications 	10.75 1% to a maximum of \$200.00 (\$10.75 minimum)
Request for Building and/or Planning Records	50.00/hour + HST
Licence/Zoning Compliance Letter	155.00
Solar Collector for Single Dwelling Unit	150.00
Solar Collector for All Building Types	205.00/10 panels
Wind Turbines	12.50 for each \$1,000.00 of construction value