



# Development Application Fee Review

City of Pickering

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Final Report

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# Chapter 1

## Introduction



# 1. Introduction

## 1.1 Background Information

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The City of Pickering (City) retained Watson & Associates Economists Ltd. (Watson) to conduct a review and update of its user fees relating to Building, Planning and Engineering reviews. The ultimate goal of the user fee review is to develop an activity-based costing (A.B.C.) model to substantiate the full costs of each service area within the scope of the review. The full cost assessment (i.e., direct, indirect, and capital costs) will be used to inform potential rates and fees to increase user fee revenue and decrease the burden on property taxes. Planning and Engineering fees are imposed under the authority of the *Planning Act* and the *Municipal Act*, respectively, while building permit fees are imposed under the authority of the *Building Code Act*. This review builds off the work that was previously completed by Watson in 2018 and 2021 when the City's development application fees were last reviewed.

This update study consisted of the development of an A.B.C. user fee model to first substantiate the full cost of service before fee and policy recommendations were developed with regard for statutory requirements, the affordability of the fees, the City's market competitiveness, fiscal position, and internal/historical fee setting practices.

The following chapters of this report summarize the legislative context for user fees, the user fee methodology developed, policy review, public consultation, and the findings and recommendations of the user fee review.

This analysis and resulting recommendations are denominated in 2026\$ values unless otherwise stated. Unless explicitly stated in this report, the recommended fees within this report should be indexed annually each year based on the City's annual budgeted cost increases or other appropriate index (i.e., the Consumer Price Index).

## 1.2 Legislative Context for the Imposition of Development Application Fees

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Development application fees are governed by multiple statutes, each with specific requirements. The City's statutory authority for imposing planning application fees is provided under section 69 of the *Planning Act*. Building permit fees are imposed under section 7 of the *Building Code Act*. For municipal services where specific statutory

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authority is not provided (i.e., engineering fees), municipalities can impose fees and charges under Section 391 of the *Municipal Act*. This section provides a summary of the applicable legislative authority for the imposition of fees within the scope of this review.

### **1.2.1 Planning Act, 1990**

Section 69 of the *Planning Act* allows municipalities to impose fees through a by-law for the purposes of processing planning applications. In determining the associated fees, the Act requires that:

“The council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff.”

Section 69 establishes the requirements that municipalities must consider when undertaking a full cost recovery fee design study. The Act specifies that municipalities may impose fees through by-law and that the anticipated costs of such fees must be cost-justified by application type as defined in the tariff of fees (e.g., Subdivision, Zoning By-law Amendment, etc.). Given the cost justification requirements by application type, this would suggest that cross-subsidization of planning application fee revenues across application types is not permissible. For instance, if Minor Variance application fees were set at levels below full cost recovery for policy purposes, this discount could not be funded by Subdivision application fees set at levels higher than full cost recovery. Our interpretation of Section 69 is that any fee discount must be funded from other general revenue sources, such as property taxes. In comparison to the cost justification requirements of the *Building Code Act*, where the justification point is set at the aggregate level of the Act, the requirements of the *Planning Act* are more stringent in this regard.

The legislation further indicates that the fees may be designed to recover the “anticipated cost” of processing each type of application, reflecting the estimated costs of processing activities for an application type. This reference to anticipated costs represents a further costing requirement for a municipality. It is noted that the statutory requirement is not the actual processing costs related to any one specific application.



As such, actual time docketing of staff processing effort against application categories or specific applications does not appear to be a requirement of the Act for compliance purposes. As such, our methodology, which is based on staff estimates of application processing effort, meets with the requirements of the Act, and is in our opinion, a reasonable approach to determining anticipated costs.

The Act does not specifically define the scope of eligible processing activities and there are no explicit restrictions to direct costs as previously witnessed in other statutes. Moreover, amendments to the fee provisions of the *Municipal Act* and *Building Code Act* provide for broader recognition of indirect costs. Acknowledging that staff effort from multiple business units is involved in processing planning applications, it is our opinion that such fees may include direct costs, capital-related costs, support function costs directly related to the service provided, and general corporate overhead costs apportioned to the service provided.

The payment of *Planning Act* fees can be made under protest with appeal to the Ontario Land Tribunal (OLT) if the applicant believes the fees were inappropriately charged or are unreasonable. The OLT will hear such an appeal and determine if the appeal should be dismissed or direct the municipality to refund payment in such amount as determined. These provisions confirm that fees imposed under the *Planning Act* are always susceptible to appeal. Unlike other fees and charges (e.g., development charges), there is no legislated appeal period related to the timing of by-law passage, mandatory review period, or public process requirements.

#### **1.2.1.1 *More Homes for Everyone Act, 2022***

The Province approved the *More Homes for Everyone Act in 2022*. One of the amendments to the *Planning Act* now requires municipalities to refund Zoning By-Law Amendment and Site Plan application fees if legislated timeframes for decisions/approvals are not met. This requirement has subsequently been repealed by Bill 185, *Cutting Red Tape to Build More Homes Act, 2024*.

#### **1.2.1.2 *More Homes Built Faster Act, 2022***

The *More Homes Built Faster Act, 2022* received Royal Assent on November 28, 2022. The Act imposes a number of changes to the *Planning Act*, and other growth management and long-range planning initiatives at the municipal level, amongst changes to other pieces of legislation. Some of the planning related changes include:



- Increased housing targets by municipality;
- Removal of planning policy and approval responsibilities for certain upper tier municipalities in the province (as of January 1, 2025, Durham Region became an upper-tier municipality without planning responsibilities) ;
- Integration of Place to Grow and Provincial Policy Statement; and
- Changes to expand/support rental and affordable housing supply opportunities.

### ***1.2.1.3 Cutting Red Tape to Build More Homes Act, 2024***

Bill 185 received royal assent on June 6, 2024, which amended various acts, including the *Planning Act*. In particular, Bill 185 removed the refund requirements for Zoning By-law Amendment and Site Plan applications that was imposed by the *More Homes for Everyone Act, 2022*. Furthermore, Bill 185 removed municipal Council or planning boards ability to pass a by-law requiring applicants to consult with the municipality prior to submitting a formal application.

### ***1.2.2 Municipal Act, 2001***

Part XII of the *Municipal Act* provides municipalities and local boards with broad powers to impose fees and charges via passage of a by-law. These powers, as presented in s.391 (1), include imposing fees or charges:

- “for services or activities provided or done by or on behalf of it;
- for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- for the use of its property including property under its control.”
- This section of the Act also allows municipalities to charge for capital costs related to services that benefit existing persons. The eligible services for inclusion under this subsection of the Act have been expanded by the *Municipal Statute Law Amendment Act*. Moreover, the amendments to the Act have also embraced the broader recognition for cost inclusion within municipal fees and charges with recognition under s.391(3) that “the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets”.

Fees and charges included in this review, permissible under the authority of the *Municipal Act*, would include development engineering fees.



In contrast to cost justification requirements under other legislation, the *Municipal Act* does not impose explicit requirements for cost justification when establishing fees for municipal services. In setting fees and charges for these services, however, municipalities should have regard for legal precedents and the reasonableness of fees and charges. The statute does not provide for appeal of fees and charges to the OLT; however, fees and charges may be appealed to the courts if municipalities are acting outside their statutory authority. Furthermore, no public process or mandatory term for fees and charges by-laws are required under the Act. There is, however, a requirement that municipal procedural by-laws provide for transparency with respect to the imposition of fees and charges.

### **1.2.3 Building Code Act, 1992**

The City's statutory authority for imposing building permit fees is governed by the provisions of section 7 under the *Ontario Building Code Act*. This section provides a summary of the legislative authority for building permit fees imposed by the City.

Section 7(1) of the *Building Code Act* provides municipalities with general powers to impose fees through passage of a by-law. The Act provides that:

“The council of a municipality...may pass by-laws

- (c) requiring the payment of fees and prescribing the amounts of the fees,
  - (i) on application for and on issuance of permits,
  - (ii) for maintenance inspections,
  - (iii) for providing documentation, records or other information under section 15.10.4, and
  - (iv) for providing information under subsection 15.10.6 (2);
- (c.1) requiring the payment of interest and other penalties, including payment of collection costs, when fees are unpaid or are paid after the due date;
- (d) providing for refunds of fees under such circumstances as are prescribed;

Section 7(2) imposes additional requirements on municipalities in establishing fees under the Act, in that:

“The total amount of the fees authorized under clause (1)(c) must not exceed the anticipated reasonable cost of the principal authority to administer and enforce this Act in its area of jurisdiction.”



In addition, section 7 of the Act also requires municipalities to:

- Reduce fees to reflect the portion of service performed by a Registered Code Agency;
- Prepare and make available to the public annual reports with respect to the fees imposed under the Act and associated costs; and
- Undertake a public process, including notice and public meeting requirements, when a change in the fee is proposed.

The Ontario Amendments to the National Building Code provides further details on the contents of the annual report and the public process requirements for the imposition or change in fees, including:

- With respect to the annual report, it must contain the total amount of fees collected, the direct and indirect costs of delivering the services related to the administration and enforcement of the Act, and the amount of any reserve fund established for the purposes of administration and enforcement of the Act.
- It is also required that notice of the preparation of the annual report be given to any person or organization that has requested such notice.
- Prior to a change in fees, municipalities must hold at least one public meeting and that at least 21-days' notice be provided via regular mail to all interested parties. The notice shall also include, or be made available upon request to the public, an estimate of the costs of administering and enforcing the Act, the amount of the fee or change in existing fee and the rationale for imposing or changing the fee.

The Act specifically requires that fees “must not exceed the anticipated reasonable costs” of providing the service and establishes the cost justification test at the global *Building Code Act* level. With the Act requiring municipalities to report annual direct and indirect costs related to fees, this would suggest that *Building Code Act* fees can include general corporate overhead indirect costs related to the provision of service. Moreover, the recognition of anticipated costs also suggests that municipalities could include costs related to future compliance requirements or fee stabilization reserve fund contributions. As a result, *Building Code Act* fees modeled in this exercise include direct costs, capital related costs, indirect support function costs directly consumed by the service provided, and corporate management costs related to the service provided, as well as provisions for future anticipated costs.



# Chapter 2

## Activity-Based Costing User Fee Methodology



## 2. Activity-Based Costing User Fee Methodology

### 2.1 Activity-Based Costing Methodology

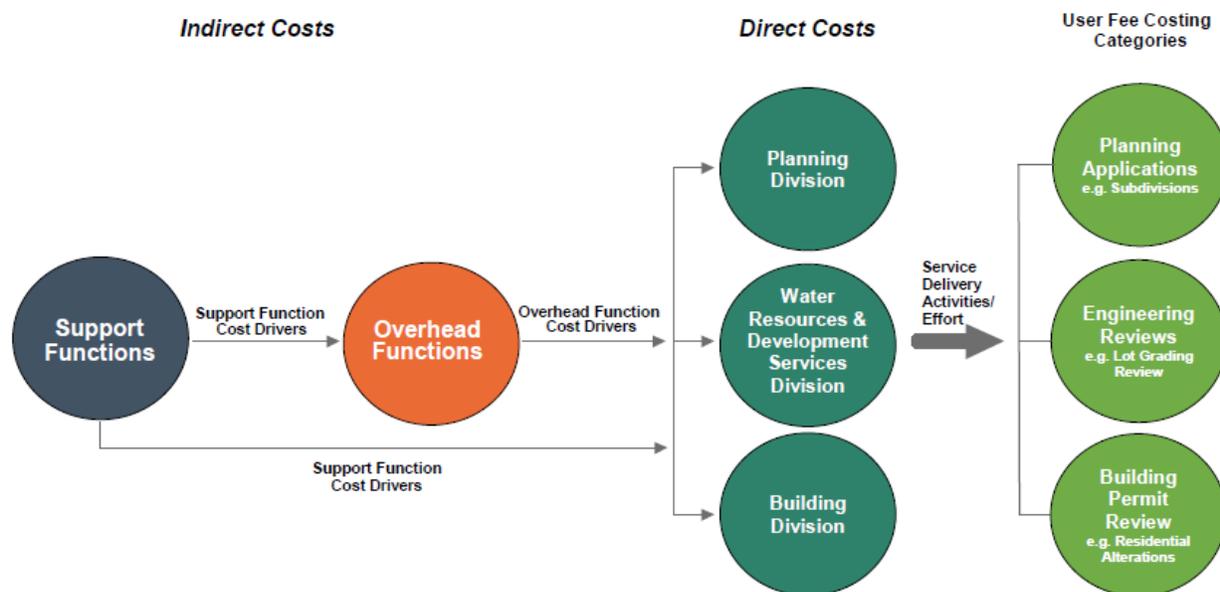
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An A.B.C. methodology, as it pertains to municipal governments, assigns an organization's resource costs through activities to the services provided to the public. Conventional municipal accounting structures are typically not well-suited to the costing challenges associated with application processing activities, as these accounting structures are business unit-focused and thereby inadequate for fully costing services with involvement from multiple business units. An A.B.C. approach better identifies the costs associated with the processing activities for specific application types and thus is an ideal method for determining the full cost of processing applications and other user-fee activities.

As illustrated in Figure 2-1, an A.B.C. methodology attributes processing effort and associated costs from all participating municipal business units to the appropriate service categories (user fee costing categories). The definition of these user fee costing categories is further explained in Section 2.2. The resource costs attributed to processing activities and user fee costing categories include direct operating costs, indirect support costs, and capital costs. Indirect support function and corporate overhead costs are allocated to direct business units according to operational cost drivers (e.g., human resource costs allocated based on the relative share of full-time equivalent positions supported). Once support costs have been allocated amongst direct business units, the accumulated costs (i.e., indirect, direct, and capital costs) are then distributed across the various user fee costing categories, based on the business unit's direct involvement in the processing activities. The assessment of each business unit's direct involvement in the user fee review processes is accomplished by tracking the relative shares of staff processing efforts across the sequence of mapped process steps for each user fee category. The results of employing this costing methodology provides municipalities with a better recognition of the costs utilized in delivering user fee processes, as it acknowledges not only the direct costs of resources deployed but also the operating and capital support costs required by those resources to provide services.



Figure 2-1  
Activity-Based Costing Conceptual Flow Diagram



## 2.2 User Fee Costing Category Definition

The City's business units deliver a variety of user fee related services; these services are captured in various cost objects or user fee categories. A critical component of the full cost user fees review is the selection of the costing categories. This is an important first step as the process design, effort estimation, and subsequent costing is based on these categorization decisions.

The City's A.B.C. user fee model allocates the service channel defined costs (i.e., direct, and indirect costs) presented in the following sections across the defined user fee categories. Categorization of user fees occurred during the project initiation stage of the study and through subsequent discussions with staff. Costing categories developed as part of the City's prior development application fee reviews, were used as the starting point, with new/augmented categories created to reflect current application types and review processes. The user fee costing categories included in the A.B.C. model and later used to rationalize changes to the City's fee structure are presented in tables throughout the report.



Efforts included under planning application costing categories include all related activities from pre-consultation through to final approval of applications and file closure. These efforts also include time spent from engineering staff on detailed engineering drawing review and agreement preparation for Subdivision, Site Plan, and Condominium applications.

Efforts under engineering costing categories include time spent on inspection activities and other non-*Planning Act* reviews that are led by the engineering department, such as engineering review for Consent applications, Municipal Consents, and lot grading review and inspection.

Efforts under building costing categories include all time associated with administration and enforcement of the *Building Code Act*, and are primarily associated with staff from the Building division.

When constructing the costing categories consideration was given to application characteristics that may impact the processing efforts required to complete the review. This approach ensures that complexity of review and revenue generation are closely aligned. We assessed differences in process intensity based on permit type (e.g., new construction vs. alterations), development type (e.g., residential vs. non-residential), location (Oak Ridges Moraine/Greenbelt and vs. infill), and complexity (e.g., minor vs. major applications).

## **2.3 Process Map Documentation**

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Once the user fee costing categories have been established, the next step in the process is to create a link between the direct service departments and the costing categories. This is done through documenting the City's review activities and generating process maps/steps. The process maps for planning application review were developed based on the 2018 and 2021 studies and were updated to reflect process changes that have occurred. Where no prior process maps existed, new process maps were developed in consultation with City staff to reflect their current/anticipated processes.



## 2.4 Processing Effort Estimate Collection, Reasonability Check, and Cost Allocations

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To capture each participating City staff member's relative level of effort in processing activities related to user fees, staff were first asked to identify which departments and individuals would be involved in each of the processes being analyzed. City staff then estimated the amount of time each individual involved spends on any of the given process steps for each costing category. This process was informed by referencing the departments that had involvement in the processing of applications in the City's 2018 and 2021 studies as well as their levels of involvement to guide staff in providing estimates of time spent reviewing applications. Particular attention was paid to areas where the process or level of involvement had changed, such as pre-consultation and public consultation.

The effort estimates received were then applied against average annual user fee volumes for the 2022-2025 period to assess the average annual processing time per position spent on each user fee category. The time range used for historical applications was assessed for each service to ensure the average annual applications/permits was representative of the average applications that the City is currently staffed to accommodate.

Annual processing efforts per staff position were then measured against available processing capacity to determine overall service levels. The results of the initial capacity analysis were reviewed with staff to ensure that the effort on an annual and per application basis was appropriate. Time spent on non development review activities was also discussed to ensure the responsibilities of each position was assessed across all areas of involvement. This review ensures only the time associated with development review is considered for cost recovery and gave an opportunity for any further refinements to be made. Table 2-1 summarizes the utilization by department or division and by major fee review category (i.e. Planning, Engineering, Building). The utilization is presented as a percentage of available time by department/division and also expressed in utilized full-time equivalents (FTEs).



**Table 2-1  
Staff Capacity Utilization by Department and Business Unit**

Department	# of Staff	Planning		Engineering		Building		Total	
		Capacity Utilization	Utilized FTEs						
Office of CAO	1.00	3.7%	0.04	0.0%	-	0.0%	-	3.7%	0.04
City Admin.	8.00	0.0%	0.00	0.0%	-	0.0%	-	0.0%	0.00
Corporate Services	1.00	7.5%	0.08	0.0%	-	0.0%	-	7.5%	0.08
Legal Services	3.00	4.4%	0.13	0.0%	-	0.0%	-	4.4%	0.13
Legislative Services	10.00	3.2%	0.32	0.0%	-	0.0%	-	3.2%	0.32
IT Department	5.00	6.5%	0.33	0.0%	0.00	10.7%	0.53	17.2%	0.86
Fire	10.00	1.0%	0.10	0.0%	-	8.9%	0.89	9.9%	0.99
Finance	23.00	1.3%	0.29	0.0%	-	1.2%	0.27	2.5%	0.57
Public Works	129.00	0.0%	-	0.0%	0.03	0.0%	-	0.0%	0.03
Engineering	3.00	16.6%	0.50	25.0%	0.75	0.0%	-	41.6%	1.25
Capital Projects	11.00	0.2%	0.02	0.7%	0.08	0.0%	-	0.9%	0.10
Landscape and Parks Development	4.00	3.0%	0.12	0.9%	0.04	0.0%	-	3.9%	0.16
Transportation and Traffic	5.00	4.0%	0.20	0.0%	-	0.0%	-	4.0%	0.20
Water Resources & Development Services	16.00	33.4%	5.35	53.0%	8.48	0.0%	-	86.4%	13.83
City Development	6.50	39.8%	2.59	0.0%	0.00	11.4%	0.74	51.2%	3.33
Planning	28.00	39.4%	11.04	0.0%	-	11.7%	3.29	51.2%	14.33
Sustainability	5.00	12.4%	0.62	0.0%	-	6.3%	0.31	18.6%	0.93
Building	25.00	0.1%	0.03	0.4%	0.10	99.1%	24.78	99.6%	24.91
<b>Total</b>	<b>293.50</b>	<b>7%</b>	<b>21.75</b>	<b>3%</b>	<b>9.48</b>	<b>10%</b>	<b>30.81</b>	<b>21%</b>	<b>62.05</b>

Across the organization 62.0 total FTEs, are utilized on development review activities. 50% of that effort (30.8 FTEs) is related to the administration and enforcement of the *Building Code Act*, 35% (21.8 FTEs) is related to Planning Applications and 15% (9.5 FTEs) is related to engineering reviews. Of the total staff involvement, 85% is contributed from the Planning, Water Resources & Development Services, and Building divisions. The involvement of these divisions is discussed in greater detail below.

Of the 28 individuals within the Planning division, 51% or 14.3 FTEs are utilized on planning, engineering and building reviews. 12% of the staff complement or 3.3 FTEs are utilized on building permit reviews, this is primarily driven by the involvement of the Planning division's zoning staff on new construction building permits. With respect to the planning division's overall utilization of 51%, this reflects the significant amount of staff time spent on non-planning review activities, such as policy development and defense of applications at the OLT.

Of the 25 individuals within the Building division, almost 100% or 24.9 FTEs are utilized on planning, engineering, and building reviews. 7.1% of the staff complement or 1.8 FTEs are utilized on activities that are not directly related to individual permits, but are necessary to ensure the administration and enforcement of the Building Code Act.

Of the 16 individuals in the Water Resources & Development Services division, 86% or 13.8 FTEs are utilized on planning, engineering and building reviews. 33% of the staff complement or 5.3 FTEs are utilized on planning application review alone. This reflects



the fact that the efforts of the staff related to engineering review of subdivision and site plan applications have been captured under planning reviews. Any efforts related to 4<sup>th</sup> or 5<sup>th</sup> resubmissions to the engineering review process have been captured under engineering review. This approach was used to allow for proper cost recovery of subsequent resubmissions which are imposed under a separate fee to discourage incomplete submissions. 53% of the staff complement (8.5 FTEs) are utilized on engineering reviews, which is primarily related to inspection activities for Subdivision, Site Plan, and Lot Grading.

## **2.5 Full Cost of Providing Development Application Review Services**

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As defined in Section 2.1, the full cost of providing development application review services consist of direct, indirect, and capital costs. The following sections define each of these cost objects and how each of these are allocated to the individual costing categories.

### **2.5.1 Direct Costs**

Direct costs refer to the employee costs (salaries, wages, and benefits), materials and supplies, services, and rents that are typically consumed by directly involved departments or business units. To identify the amount of direct costs that should be allocated to the user fee categories, cost drivers have been identified. Cost drivers are the non-financial operational data used to allocate shares of the defined costs across multiple user fee categories. Ideally, cost driver data documents the relative intensity of effort multiple employees deploy against a single cost object/fee category or the relative intensity of effort a single employee deploys against multiple cost objects/fee categories. For the purposes of a full cost user fee analysis, the cost drivers in an A.B.C. user fee model presents the need to distribute multiple employee positions (direct costs) across multiple cost objects. The cost drivers for direct costs are the allocations of staff time to the individual user fee costing categories, which have been summarized in aggregate in Table 2-1 above. The City's budgets for the departments directly involved in the development review processes were also examined to remove costs that are not related to development review, such as consulting and professional costs related to the City's Official Plan and Zoning-By-law updates or studies related to development charge eligible capital projects.



## 2.5.2 Indirect Costs

An A.B.C. review includes not only the direct cost of providing service activities but also the indirect support costs that allow direct service business units to perform these functions. The method of allocation employed in this analysis is referred to as a step costing approach. Under this approach, support function and general corporate overhead functions are classified separate from direct service delivery departments. These indirect cost functions are then allocated to direct service delivery departments based on a set of cost drivers, which subsequently flow to the user fee categories according to staff effort estimates. Cost drivers are a unit of service that best represent the consumption patterns of indirect support and corporate overhead services by direct service delivery departments or business units. As such, the relative share of a cost driver (units of service consumed) for a direct department determines the relative share of support/corporate overhead costs attributed to that direct service department. An example of a cost driver commonly used to allocate human resource support costs would be a department or business unit's share of FTEs. Cost drivers are used for allocation purposes, acknowledging that these business units do not typically participate directly in the delivery of services, but that their efforts facilitate services being provided by the City's direct business units.

Table 2-2 summarizes the support and corporate overhead functions included in the user fee calculations and the cost drivers assigned to each function for cost allocation purposes. The indirect support and corporate overhead cost drivers used in the fees model reflect accepted practices within the municipal sector.

Table 2-2  
Indirect Support and Corporate Overhead Functions and Cost Drivers

Department:	Driver(s):
General Government	City Budgeted Expenditures
Council	City Budgeted Expenditures
Corporate Services	City Budgeted Expenditures, Number of Full-Time Employees
Human Resources	Number of Full-Time Employees
Finance	City Budgeted Expenditures, Number of Full-Time Employees
Culture and Recreation	Budgeted Culture and Recreation Expenditures, Assigned Square Footage
Public Works	Budgeted Public Works Expenditures, Number of Buildings, Number of Vehicles
City Infrastructure	Budgeted City Infrastructure Expenditures
Engineering Services	Budgeted Engineering Expenditures



### **2.5.3 Capital Costs**

The inclusion of capital costs within the full cost user fees calculations follows a methodology similar to indirect costs. Replacement value of assets commonly utilized to provide direct business unit services have been included to reflect the capital costs of service. The approach used in estimating these costs includes the identification of the proportion of capital assets by direct department (e.g., City Hall facility square footage occupied), the estimation of annualized capital costs by employing sinking fund replacement value or amortization, and the allocation of these annualized costs to the cost objects/user fee categories based on the respective departmental effort deployed.

With respect to the City's model, capital costs have been identified for use of facility space and work stations. The annualized costs have been based on the Civic Centre's and work stations' replacement cost, useful life, and square footage per department. These costs have been allocated across the various fee categories, and non-user fee activities, based on the underlying effort estimates of direct department staff.

## **2.6 Building Code Act Reserve Fund Policy**

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The *Building Code Act* recognizes the legitimacy of creating a municipal reserve fund to provide for service stability and mitigate the financial and operational risk associated with a temporary downturn in building permit activity. Specifically, a reserve fund should be maintained to reduce the staffing and budgetary challenges associated with a cyclical economic downturn and the requirement for ongoing legislative turnaround time compliance. Without such a reserve fund, reduced permit volumes during a downturn could result in severe budgetary pressures and the loss of certified building staff, which would be difficult to replace during the subsequent recovery when mandatory permit processing turnaround times apply.

Although the *Building Code Act* does not prescribe a specific methodology for determining an appropriate reserve fund, municipalities have developed building permit reserve funds with the aim of providing service stabilization. As part of the prior Development Application Review Studies, it was recommended that the City set its reserve fund target balance at 1.13 times the annual cost of administering and enforcing the *Building Code Act*. This target was established by examining the decrease in building permit activity during down-turns in housing activity in comparison with long-range averages over the long-range historical period to inform the revenue that would



be lost during those downturns. Approximately 1.5 years of building permit revenue would be lost during an economic downturn, indicating that the reserve fund should have 1.5 times the annual cost of service to maintain staff capacity during those periods. The reserve fund accumulation target was reduced by 25% to 1.13 times annual costs to recognize that the City's obligation to manage some of these costs during a downturn..

The impact of anticipated building permit activity on costs, revenues (based on current and recommended fees), and reserve fund positions over the 2026 to 2035 period have been assessed in Section 3.2.6 of this report.



# Chapter 3

## Development Application Full Cost Assessment and Fee Recommendation



## 3. Development Application Full Cost Assessment and Fee Recommendations

### 3.1 Introduction

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This chapter presents the full costs, cost recovery levels of current fees, and recommended fee structure and rates for the development application fees. To maintain the cost recovery levels presented in this report for the recommended fees, adjustments will need to be applied to the fee recommendations to index them annually based upon the City's annual budgeted cost increases or other appropriate index (i.e., the Consumer Price Index).

A municipal fee survey, for the fees within the scope of this review, was undertaken for market comparison purposes. The survey results were considered in discussions with City staff in determining recommended user fees. The impact of the proposed fees on total costs of municipal development fees for sample developments are presented in Chapter 4 of this report.

### 3.2 Full Cost of Providing Development Application Review Services

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Table 3-1 presents the City's annual costs of providing development application review services as well as annual revenues and cost recovery levels in aggregate by service area. The estimated annual costs reflect the organizational direct, indirect and capital costs associated with processing activities at average historical volume levels. Annual revenues are presented in aggregate and are based on average annual application/permit volumes and existing 2026 fees. These historical averages span the periods of 2023 to 2025 for planning applications. The charging parameters for these applications (e.g., building area and number of residential units) were derived from historical application data provided by City staff.



Table 3-1  
Cost Recovery Assessment of Current Development Application Fees  
(2026\$)

Costing Category Group	Direct Costs	Indirect Costs	Capital Costs	Total Costs	Annual Revenue	Cost Recovery	Surplus/ (Deficit)
Planning Fees	3,211,728	816,449	24,799	4,052,976	2,960,296	73%	(1,092,680)
Engineering Fees	1,262,553	372,559	10,772	1,645,884	1,474,290	90%	(171,594)
Building Permit Fees	4,530,239	1,186,050	34,852	5,751,142	5,155,646	90%	(595,496)
<b>Grand Total</b>	<b>9,004,520</b>	<b>2,375,059</b>	<b>70,422</b>	<b>11,450,001</b>	<b>9,590,232</b>	<b>84%</b>	<b>(1,859,770)</b>

Overall, the total annual costs of development review activities is \$11.5 million. Direct costs represent 79% of annual costs (\$9.0 million). Indirect and capital costs make up 21% (\$2.5 million) of total costs. In aggregate, revenues associated with current fees and average annual applications total \$9.6 million, or 84% of costs, resulting in \$1.9 million of the costs of development review being funded by the municipal tax base or draws from the building permit reserve fund.

When assessing the cost and revenues by major service area, the largest share of the annual revenue shortfall is related to planning application review (i.e., \$1.1 million per year) as these fees are estimated to be recovering 73% of the annual costs. Engineering fees are recovering 90% of costs, resulting in a \$171,000 revenue shortfall that would be funded from the tax levy. Building permit fees are also recovering only 90% of the full cost of service. The calculated shortfall of \$595,000, which includes indirect and capital costs, would be funded from the building permit reserve fund to the extent funds are available. Further discussion on the sustainability of the building permit reserve fund is provided in Section 3.2.6.

Further details on the cost recovery assessment, recommendations, revenue impacts by application type are provided in the following sections.

### **3.2.1 Full Cost of Planning Application Review**

Table 3-2 summarizes the costing results and recovery levels for each major planning costing category within the City's A.B.C. model. As noted earlier, the costs and



revenues presented with planning fees include costs and revenues associated with engineering review on subdivision and site plan applications.

Table 3-2  
Planning Fees Full Cost Impacts by Costing Category (2026\$)  
Current Fees

Costing Category Group	Total Costs	Annual Revenue	Cost Recovery	Surplus/ (Deficit)
Committee of Adjustments	983,977	147,006	15%	(836,970)
Other Planning Applications	127,777	129,876	102%	2,099
Zoning By-law & Official Plan Amendment	1,022,506	1,108,584	108%	86,079
Subdivision	717,791	679,861	95%	(37,931)
Condominium	122,584	67,088	55%	(55,497)
Site Plan	1,078,341	827,881	77%	(250,460)
<b>Subtotal - Planning</b>	<b>4,052,976</b>	<b>2,960,296</b>	<b>73%</b>	<b>(1,092,680)</b>

When assessed by application type:

- Site Plan application account for the largest share of the total annual costs of service at \$1.1 million or 27% of total costs. Revenues generated from these fees currently recover \$827,900 or 77% of these costs. These fees account for 28% of total annual planning application revenue.
- Zoning By-law and Official Plan Amendments account for approximately \$1 million or 25% of the total annual costs of service. Revenues generated from these fees are recovering slightly above the full cost of service, indicating that refinements are needed to these fees to balance cost recovery levels. These fees account for 37% of total annual planning application revenue.
- Committee of Adjustment applications account for \$984,000 or 24% of the total annual costs of service. Revenues generated from these applications currently recover \$147,000 or 15% of these costs. These fees account for 5% of total annual planning application revenue. Annual revenue shortfalls from Committee of Adjustment applications (and primarily Minor Variance applications) total \$837,000 and represent 77% of the total annual planning application revenue shortfall of \$1.1 million.
- Subdivision applications account for \$717,800 or 18% of the total annual costs of service. Revenues generated from these applications currently recover



\$679,900 or 95% of these costs. These fees account for 23% of total annual planning application revenue.

- Condominium and other planning applications together account for \$250,400 or 6% of the total annual costs of service. Revenues generated from these fees currently recover \$197,000 or 79% of these costs. Condominium fees are recovering 55% of their associated costs, while other planning application fees are recovering 102% of their associated costs. Jointly these fees account for 7% of total annual planning application revenue.

### **3.2.2 Planning Application Fee Recommendations**

Planning application fee recommendations are provided in Tables 3-4 to 3-12. These recommendations are made to improve cost recovery within the legislative constraints of the *Planning Act*, while recognizing the affordability and competitiveness of the fees as well as the application characteristics (e.g., residential units and non-residential gross floor area). All fee recommendations should be increased annually based on the City's annual budgeted cost increases or other appropriate index (i.e., the Consumer Price Index) to maintain the proposed level of cost recovery. While it was noted earlier that costs of engineering review for Subdivision and Site Plan applications have been included within the planning application cost assessment, the fee recommendations for engineering review fees are covered in Section 3.2.4 as those fees are included within the engineering fee schedules.

The following provides a summary of the proposed planning application fee recommendations to align anticipated application revenues to anticipated processing costs by application type.

- **Official Plan Amendments (Table 3-4)**
  - Reductions to major OPA fees from \$110,180 to \$95,000
  - Minor rounding decrease to minor OPA fees
  - Neighbourhood Development Guideline Amendment fees are proposed to increase from \$10,000 to \$20,000 to improve cost recovery levels. These processes are related to Official Plan Amendments and therefore a greater level of cost recovery was deemed to be appropriate.
- **Zoning By-Law Amendment Fees (Table 3-5)**
  - Removal of Holding fees increased to improve cost recovery while remaining within comparator municipalities.



- Variable per unit fees to be capped at 400 units per application acting as a maximum application fee. Maximum application fees imposed will also improve revenue certainty and stability within the City.
- Extension of Temporary Use fees to be aligned to major ZBA base fee
- Introduction of fee reduction policies for ZBA applications that are received concurrently with OPA, or Subdivision applications. Base application fees for each application will be reduced by 50%. Full variable application fees will apply.
- Minister Zoning Order Fees increased to full cost recovery levels (\$18,000 for major application and \$5,800 for minor applications). This increase is to recover the full costs of service as these applications have are of a significant benefit to the applicant.
- **Site Plan (Table 3-6)**
  - Increases to base and variable application fees to recover the full cost of service combined
  - with variable per unit fees being capped at 400 units per application to act as a maximum application fee. On average application fees would increase by 32%
  - Minor revisions to an approved Site Plan to increase to full cost recovery levels (i.e., \$5,000)
- **Subdivision (Table 3-7)**
  - Fees to remain unchanged with the exception of minor decreases to variable per unit fees to align cost recovery levels
  - Variable per unit fees to be capped at 400 units per application acting as a maximum application fee
- **Condominium (Table 3-8)**
  - Fees for Draft Plan, Common Element, Conversion, and red-line revisions have been increased to full cost recovery levels as follows. These fees would be at the top end of the Durham municipalities surveyed but within the ranges imposed by the other surveyed GTA municipalities.
- **Consent (Table 3-9)**
  - Fees increased to the top end of the comparator municipalities to move fees close to full cost recovery levels. In addition to the proposed \$12,000 fee for the creation of one new lot, a per lot fee of \$1,000 would be imposed for each new lot created after the first.
- **Minor Variance (Table 3-10)**



- Minor fee increases from \$880 to \$1,000 for accessory buildings, structures, decks, platforms, and driveway widening would be applied to keep these fees competitive within Durham Region as these fees are commonly applied for by existing residents
- Fees for other types of variances would be increased more significantly to recover a greater share of costs. It is recommended that further increases to these fees are considered and monitored in future years to further improve cost recovery levels
- **Pre-Consultation (Table 3-11)**
  - No changes are proposed to pre-consultation fees within the full cost recovery framework
- **Other Fees (Table 3-12)**
  - Request for Zoning Information fees would increase from \$65 to \$150
  - Preliminary Zoning Review fees would remain unchanged as they are currently recovering the full costs of review
  - No changes to other miscellaneous fees
  - Part Lot Control fees would be decreased from \$2,500 plus \$116 per lot to \$2,500 plus \$25 per lot.

The recommendations presented herein would result in the planning application fees increasing from 73% to 79% cost recovery, generating an additional \$238,000 in annual revenue. The remaining revenue shortfall of \$855,000 is related to \$702,000 for Committee of Adjustment fees (i.e., Consent and Minor Variance applications) that have been set below full cost recovery levels, \$145,000 for ZBA and OPA applications that would be City-initiated and not generate additional fees, and \$8,000 for other miscellaneous applications. All other fees would be set at full cost recovery levels. The proposed cost recovery levels by major application type are presented in Table 3-3 below.



Table 3-3  
Planning Fees Full Cost Impacts by Costing Category (2026\$)  
Recommended Fee

Costing Category Group	Total Costs	Annual Revenue	Cost Recovery	Surplus/ (Deficit)
Committee of Adjustments	983,977	282,126	29%	(701,850)
Other Planning Applications	127,777	119,975	94%	(7,802)
Zoning By-law & Official Plan Amendment	1,022,506	877,173	86%	(145,333)
Subdivision	717,791	716,645	100%	(1,146)
Condominium	122,584	122,833	100%	249
Site Plan	1,078,341	1,079,120	100%	779
<b>Subtotal - Planning</b>	<b>4,052,976</b>	<b>3,197,872</b>	<b>79%</b>	<b>(855,104)</b>



Table 3-4  
Recommended Planning Fees  
Official Plan Amendments

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Official Plan Amendment</b>		
Pickering Official Plan Amendment - Major <sup>10</sup> (May include an amendment to Envison Durham (former Regional Official Plan))	\$110,180.00	\$95,000.00
Pickering Official Plan Amendment - Minor <sup>11</sup>	\$55,030.00	\$55,000.00
Pickering Official Plan Amendment - Recirculation <sup>7</sup>	\$2,180.00	\$2,180.00
Additional fee if within Oak Ridges Moraine or Greenbelt	\$2,805.00	\$2,805.00
<b>Neighbourhood Development Guideline Amendment <sup>1</sup></b>	\$10,000.00	\$20,000.00



Table 3-5  
Recommended Planning Fees  
Zoning By-law Amendments<sup>1</sup>

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Zoning By-law Amendment</b>		
Zoning By-law Amendment - Major <sup>3</sup> - Base Fee	\$22,700.00	\$22,700.00
Plus Fee per Residential Unit		
First 25 units (1-25)	\$550.00	\$550.00
Next 75 units (26-100)	\$410.00	\$410.00
Next 100 units (101-200)	\$340.00	\$340.00
All additional units (201-400)	\$145.00	\$145.00
Plus Fee per Ha of Non-Residential Land Area (or part thereof) <sup>4</sup>	\$1,540.00	\$1,540.00
Plus Fee per Ha of Development Block Land Area (or part thereof) <sup>5</sup>	\$715.00	\$715.00
Zoning By-law Amendment - Minor <sup>6</sup>	\$14,420.00	\$14,420.00
Zoning By-law - Recirculation <sup>7</sup>	\$2,180.00	\$2,180.00
Additional fee if within Oak Ridges Moraine or Greenbelt	\$2,805.00	\$2,805.00
Zoning By-law - Removal of Holding	\$4,355.00	\$10,000.00
Zoning By-law - Removal of Holding (Complex/Block Plan Required)	\$21,475.00	\$25,000.00
Zoning By-law - Extension of Temporary Use By-law	\$22,470.00	\$22,700.00
Combined Application Fees		Where two or more applications for Official Plan Amendment (Major or Minor), Zoning By-law Amendment (Major), Draft Plan of Subdivision and Draft Plan of Condominium are submitted concurrently, a 20% reduction to the total combined fee will apply
<b>Minister Zoning Order</b>		
Minister Zoning Order Amendment - Major <sup>8</sup>	\$3,330.00	\$18,000.00
Minister Zoning Order Amendment - Minor <sup>9</sup>	\$2,770.00	\$5,800.00

<sup>1</sup> Current per residential unit fees for Zoning By-Law Amendment applications are not capped at 400 units



Table 3-6  
Recommended Planning Fees  
Site Plan<sup>1</sup>

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Site Plan</b> <sup>12</sup>		
Residential	See "All Uses (Residential, Non-Residential, Mixed-Use)"	See "All Uses (Residential, Non-Residential, Mixed-Use)"
Commercial	See "All Uses (Residential, Non-Residential, Mixed-Use)"	See "All Uses (Residential, Non-Residential, Mixed-Use)"
Industrial	See "All Uses (Residential, Non-Residential, Mixed-Use)"	See "All Uses (Residential, Non-Residential, Mixed-Use)"
All Uses (Residential, Non-Residential, Mixed-Use) - Base Fee	\$19,685.00	\$20,000.00
Plus Fee per Residential Unit		
First 25 units (1-25)	\$690.00	\$750.00
Next 75 units (26-100)	\$530.00	\$650.00
Next 100 Units (101-200)	\$375.00	\$500.00
All additional units (201-400)	\$85.00	\$160.00
Plus Fee per 2,000 m2 of Non-Residential GFA	\$6,670.00	\$7,300.00
Site Plan Recirculation <sup>7</sup>	\$2,180.00	\$2,180.00
Minor Revision to approved Site Plan <sup>13</sup>	\$2,650.00	\$5,000.00
Major Revision to approved Site Plan	Application base fee plus additional units and additional non-residential GFA	Application base fee plus additional units and additional non-residential GFA
Credit for Pre-submission Review	Equal to the amount of the Pre-submission Review fee previously paid	Equal to the amount of the Pre-submission Review fee previously paid
Compliance Inspections/LC Release Report (includes 2 inspections)	\$1,060.00	\$1,060.00
Additional Compliance Inspections	\$480.00	\$480.00

<sup>1</sup> Current per residential unit fees for Site Plan applications are not capped at 400 units



Table 3-7  
Recommended Planning Fees  
Subdivision<sup>1</sup>

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Draft Plan of Subdivision</b>		
Base Fee	\$78,315.00	\$78,315.00
Plus Fee per Residential Unit		
First 25 units (1-25)	\$1,150.00	\$1,150.00
Next 75 units (26-100)	\$925.00	\$925.00
Next 100 units (101-200)	\$730.00	\$730.00
All additional units (201+)	\$470.00	\$470.00
Plus Fee per Ha of Non-Residential Land Area (or part thereof) <sup>4</sup>	\$365.00	\$365.00
Plus Fee per Ha of Development Block Land Area (or part thereof) <sup>5</sup>	\$230.00	\$230.00
Draft Plan of Subdivision - Recirculation <sup>7</sup>	\$2,180.00	\$2,180.00
Additional fee if within Oak Ridges Moraine or Greenbelt	\$2,805.00	\$2,805.00
Applicant-Initiated Major Revisions (prior to Draft Plan Approval)	\$24,340.00	\$24,340.00
<b>Revisions to Draft Approved Plan - (redline revisions)</b>		
Base Fee	\$30,055.00	\$30,055.00
Plus Fee per Additional Residential Units		
First 25 units (1-25)	\$1,165.00	\$1,150.00
Next 75 units (26-100)	\$950.00	\$925.00
Next 100 units (101-200)	\$750.00	\$730.00
All additional units (201+)	\$475.00	\$470.00
Plus Fee per additional Non-Residential Ha (or part thereof) of Land Area	\$375.00	\$365.00
Plus Fee per additional Development Block Ha (or part thereof) of Land Area	\$230.00	\$230.00
Revision to Draft Approved Plan - Recirculation <sup>7</sup>	\$2,180.00	\$2,180.00
<b>Extension to Draft Approved Plan</b>		
Base Fee	\$3,085.00	\$3,085.00
<b>Release of Draft Plan of Subdivision/Clearance Fee</b>		
	\$5,000.00	\$5,000.00

<sup>1</sup> Current per residential unit fees for Subdivision applications are not capped at 400 units



Table 3-8  
Recommended Planning Fees  
Condominium

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Plan of Condominium</b>		
Draft Plan of Condominium	\$20,715.00	\$44,000.00
Common Element Condominium	\$29,845.00	\$50,000.00
Plan of Condominium Recirculation <sup>7</sup>	\$2,180.00	\$2,180.00
Condominium Conversion	\$37,040.00	\$50,000.00
Revisions to a Draft Approved Plan - (redline revisions)	\$3,385.00	\$15,000.00
<b>Release of Draft Plan of Condominium/Clearance Fee</b>	\$5,000.00	\$5,000.00

Table 3-9  
Recommended Planning Fees  
Consent

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Consent</b>		
Application for severance (creation of new lots)	\$4,615.00	\$12,000.00
plus fee per additional lot created beyond the first new lot		\$1,000.00
Application for Title Validation, Long Term Lease, Easement, and Lot Line Adjustment	\$2,100.00	\$6,000.00
Stamping Fee	\$1,180.00	\$1,180.00
Restamping Fee	\$300.00	\$300.00



Table 3-10  
Recommended Planning Fees  
Minor Variance

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Minor Variance</b>		
Applications to recognize an "as built condition"	Double the regular fee	Double the regular fee
Accessory buildings, structures, decks, platforms & driveway widening	\$880.00	\$1,000.00
Residential Minor (a lot for a detached dwelling unit, semi-detached dwelling unit and/or freehold townhouse dwelling unit)		
Single Variance	\$1,180.00	\$2,500.00
Multiple Variances	\$1,495.00	\$3,000.00
Residential Major (all other residential and mixed use buildings)		
Single Variance	\$2,675.00	\$4,000.00
Multiple Variances	\$2,905.00	\$4,500.00
Institutional, Commercial & Industrial		
Single Variance	\$3,255.00	\$4,500.00
Multiple Variances	\$3,810.00	\$5,000.00
Tabling Fee & Recirculation (applicant initiated)	\$820.00	\$820.00
Special Meeting	\$5,175.00	\$5,175.00

Table 3-11  
Recommended Planning Fees  
Pre-Consultation

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Application for Pre-Consultation</b>		
Simple <sup>2</sup>	\$370.00	\$370.00
Site Plans	\$1,540.00	\$1,540.00
All other applications	\$3,700.00	\$3,700.00



Table 3-12  
Recommended Planning Fees  
Other Fees

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Other Fees</b>		
Request for Zoning Information	\$65.00	\$150.00
Preliminary Zoning Review - Residential (single, semi, townhouse, accessory structure) initial review + 1 revision	\$170.00	\$170.00
Preliminary Zoning Review - Accessory buildings, structures, decks, platforms and driveway widening; - initial review + 1 revision	\$80.00	\$80.00
Preliminary Zoning Review - Development (within infill precincts, ORM, or requiring MDS calculation) initial review + 1 revision	\$630.00	\$630.00
Preliminary Zoning Review - Mixed-use/Multi Residential/Non-Residential (industrial, commercial, institutional) initial review + 1 revision	\$1,440.00	\$1,440.00
Preliminary Zoning Review - All Fee Types (After two reviews already provided.)	50% of the fee type	50% of the fee type
Peer Reviews	Full recovery of City costs + 15% admin. fee	Full recovery of City costs + 15% admin. fee
Minor Revision to Approved Condo Site Plan (by unit owner) i.e., decks, sheds, fences	\$130.00	\$130.00
File Reactivation <sup>14</sup>	\$5,700.00	\$5,700.00
Opinion Letter for Complex Inquiries	\$5,000.00	\$5,000.00
Add Street Name to Approved List	\$5,000.00	\$5,000.00
Request to Change Municipal Address	\$5,000.00	\$5,000.00
Request for Exception to Council Adopted Policies on Municipal Addressing and Street Naming	\$10,000.00	\$10,000.00
Any other matter requiring a Report to Committee or Council	\$10,000.00	\$10,000.00



### 3.2.3 Full Cost of Engineering Review

Annual costs of the engineering review services total approximately \$1.7 million. Costs are compared with revenues derived from the application of current fees to average parameters (e.g., number of applications and average cost of works). Costing and fee recovery levels for the major engineering reviews are summarized in Table 3-13.

Annual revenues based on the City's current fee structure and average historical activity levels are estimated at \$1.5 million or 90% of costs.

Table 3-13  
Engineering Reviews Full Cost Impacts by Costing Category (2026\$)  
Current Fees

Costing Category Group	Total Costs	Annual Revenue	Cost Recovery	Surplus/ (Deficit)
Other Engineering	178,185	114,375	64%	(63,811)
Lot Grading	216,414	139,646	65%	(76,767)
Sudivision Additional Reviews	49,209	107,891	219%	58,682
Subdivision Inspections	799,071	752,066	94%	(47,005)
Site Plan Additional Reviews	42,712	12,762	30%	(29,950)
Site Plan Inspections	305,165	295,971	97%	(9,194)
Land Division	55,128	51,580	94%	(3,548)
<b>Subtotal - Engineering</b>	<b>1,645,884</b>	<b>1,474,290</b>	<b>90%</b>	<b>(171,594)</b>

When assessed by application type:

- Subdivision inspections account for \$799,100 or 49% of total annual costs of service. Revenues generated from these fees currently recover \$725,100 or 94% of these costs. These fees account for 51% of total annual engineering review revenue.
- Site plan inspections account for \$305,200 or 19% of total annual costs of service. Revenues generated from these fees currently recover \$296,000 or 97% of these costs. These fees account for 20% of total annual engineering review revenue.
- Lot grading reviews account for \$216,400 or 13% of total annual costs of service. Revenues generated from these fees currently recover \$139,600 or 65% of these costs. These fees account for 9% of total annual engineering review revenue.



- Other engineering applications account for \$178,200 or 11% of total annual costs of service. Revenues generated from these fees currently recover \$114,400 or 64% of these costs. These fees account for 8% of total annual engineering review revenue.
- Additional subdivision and site plan engineering reviews, along with land division applications cumulatively account for \$147,000 or 9% of total annual costs of service. Revenues generated from these fees are currently recovering \$172,200 or 117% of these costs. This is primarily driven by the high cost recovery on additional subdivision engineering reviews. Collectively these fees account for 12% of total annual engineering review revenue.

### **3.2.4 Engineering Fee Recommendations**

Fee recommendations are presented in Tables 3-15 to 3-19. The recommended fees are presented in 2026\$ dollars. The following bullets highlight the major changes to the City's fee schedule:

- **Subdivision Engineering Review and Inspection (Table 3-15)**
  - Fees will continue to be charged based on the costs of municipal infrastructure, with minimum fees applied. The engineering review fee will be increased from 1.5% to 1.75% of the total cost of municipal works and the minimum fee will be increased to \$8,000.
  - Fees for additional submissions will be increased to a minimum of \$8,000 to increase the minimum cost recovery on each review, while the maximum fee will be decreased to 15% of the engineering design review fee as these fees were over-recovering costs
- Minor increases to the inspection fees are proposed to close the cost recovery gap from 94% to 100%.
- **Site Plan Engineering Review and Inspection (Table 3-16)**
  - To close the cost recovery gap for Site Plan applications (included in Table 3-2), increases to the Site Plan engineering review fee are also required. The average fee will increase by 56% based on the proposed increases.
  - Minor increases to inspection fees are also proposed to improve cost recovery from 97% to 100%
- **Land Division Engineering Fees (Table 3-17)**



- Engineering Review fees will remain unchanged as they reflect the level of effort at this stage in the process
- Minor increases to clearance of condition fees to move to full cost recovery levels and close the cost recovery gap from 94% to 100%
- **Lot Grading Review and Infill Building Permit Fees (Table 3-18)**
  - Fees for lot grading through the subdivision review process are to increase from \$87 per unit to \$160 to recover the review costs
  - Fees for infill lot grading review and inspection would increase from \$847 per unit to \$950 per unit
- **Miscellaneous Engineering Fees (Table 3-19)**
  - Other fees within the scope of the review included Curb Cut fees (proposed to increase from \$375 to \$410), Municipal Consent (proposed to increase from \$505 per street to \$1,375 per application), and Pool Enclosure Permits (proposed to increase from \$393 to \$550)

The recommendations presented herein would result in the engineering review fees application fees increasing from 90% to full cost recovery, generating an additional \$175,000 in annual revenue. The proposed cost recovery levels by major application type are presented in Table 3-14 below.

Table 3-14  
Engineering Review Full Cost Impacts by Costing Category (2026\$)  
Recommended Fees

Costing Category Group	Total Costs	Annual Revenue	Cost Recovery	Surplus/ (Deficit)
Other Engineering	178,185	<b>165,106</b>	<b>93%</b>	<b>(13,080)</b>
Lot Grading	216,414	<b>216,510</b>	<b>100%</b>	<b>96</b>
Subdivision Additional Reviews	49,209	<b>63,085</b>	<b>128%</b>	<b>13,876</b>
Subdivision Inspections	799,071	<b>800,203</b>	<b>100%</b>	<b>1,132</b>
Site Plan Additional Reviews	42,712	<b>43,333</b>	<b>101%</b>	<b>621</b>
Site Plan Inspections	305,165	<b>305,643</b>	<b>100%</b>	<b>478</b>
Land Division	55,128	<b>55,400</b>	<b>100%</b>	<b>272</b>
<b>Subtotal - Engineering</b>	<b>1,645,884</b>	<b>1,649,281</b>	<b>100%</b>	<b>3,397</b>



**Table 3-15**  
**Recommended Subdivision Engineering Review and Inspection Fees**

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Subdivision/Development /Road Servicing Agreements</b>		
<b>Engineering Review</b>	Based on total cost of Municipal Works <sup>4</sup>	Based on total cost of Municipal Works <sup>4</sup>
Engineering Review Fee 2 Detailed Design Package	1.50% with a minimum of \$7,700.00	1.75% with a minimum of \$8,000
Surcharge for 4th Submission of Detailed Design Package (payable at submission) <sup>3</sup>	33.3% of total Engineering Design Review Fee with a minimum of \$2,945.00	15% of total Engineering Design Review Fee with a minimum of \$8,000.00
Additional surcharge for Submission of each Detailed Design Package after 4th Submission (payable at submission) <sup>3</sup>	20% of total Engineering Design Review Fee with a minimum of \$2,945.00	15% of total Engineering Design Review Fee with a minimum of \$8,000.00
<b>Inspection</b>	Based on total cost of Municipal Works <sup>4</sup>	
<\$250,000	8.25% with a minimum of \$7,700.00	8.25% with a minimum of \$8,000
\$250,000 - 500,000	6.25%	6.75%
\$500,000 - \$1.5 million	4.75%	5.25%
\$1.5 million - \$5.0 million	4.00%	4.50%
> \$5 million	3.75%	3.75%



**Table 3-16**  
**Recommended Site Plan Engineering Review and Inspection Fee**

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Site Plans</b>		
<b>Engineering Review</b>		
Engineering Review Fee 2 Detailed Design Package	Development Site Area <= 1,000 m <sup>2</sup> , fixed fee of \$1,220.00	Development Site Area <= 1,000 m <sup>2</sup> , fixed fee of \$1,220.00
	Development Site Area 1,001 m <sup>2</sup> to 3000 m <sup>2</sup> fixed fee of \$3,600.00	Development Site Area 1,001 m <sup>2</sup> to 3000 m <sup>2</sup> fixed fee of \$3,600.00
	Development Site Area > 3,001 m <sup>2</sup> based on the sliding scale of total cost of Civil Works 5 noted below	Development Site Area > 3,001 m <sup>2</sup> based on the sliding scale of total cost of Civil Works 5 noted below
<\$250,000	8.25% with a minimum of \$7,700.00	10.25% with a minimum of \$8,000
\$250,000 - \$500,000	6.25%	9.25%
\$500,000 - \$1.5 million	4.75%	8.25%
\$1.5 million - \$5.0 million	4.00%	7.25%
> \$5 million	3.75%	4.25%
Surcharge for submission of each Detailed Design Package after 3rd submission (payable at submission) 3	\$2,945.00	\$10,000.00
<b>Inspection</b>		
Inspection Fees	Development Site Area <= 1,000 m <sup>2</sup> , fixed fee of \$1,220.00	Development Site Area <= 1,000 m <sup>2</sup> , fixed fee of \$1,220.00
	Development Site Area 1,001 m <sup>2</sup> to 3000 m <sup>2</sup> fixed fee of \$3,595.00	Development Site Area 1,001 m <sup>2</sup> to 3000 m <sup>2</sup> fixed fee of \$3,595.00
	Development Site Area > 3,001 m <sup>2</sup> based on the sliding scale of total cost of Civil Works <sup>5</sup> noted below	Development Site Area > 3,001 m <sup>2</sup> based on the sliding scale of total cost of Civil Works <sup>5</sup> noted below
<\$250,000	8.25% with a minimum of \$7,500.00	8.5% with a minimum of \$8,000
\$250,000 - \$500,000	6.25%	6.50%
\$500,000 - \$1.5 million	4.75%	5.00%
\$1.5 million - \$5.0 million	4.00%	4.00%
> \$5 million	3.75%	3.75%
Surcharge for more than two inspections required due to unaddressed deficiencies identified during earlier inspections (payable at inspection)	\$915.00 per inspection	\$915.00 per inspection

**Table 3-17**  
**Recommended Land Division Engineering Fees**

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Land Division</b>		
<b>Engineering Review</b>		
up to 4 proposed lots	\$1,800.00	\$1,800.00
>4 proposed lots if not completed as a Draft Plan of Subdivision	\$3,000.00	\$3,000.00
<b>Clearance of Conditions</b>		
up to 4 proposed lots	\$2,395.00	\$2,800.00
>4 proposed lots if not completed as a Draft Plan of Subdivision	\$6,010.00	\$6,300.00



**Table 3-18**  
**Recommended Lot Grading Review and Infill Building Permit Fees**

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Lot Grading Review</b>		
Residential Lot Grading Review Fee	\$87.00/unit	\$160.00
<b>Infill Building Permit</b>		
New Construction and/or Foundation Modification (any part thereof)	\$847.00	\$950.00
Addition to existing structure	\$88.00	\$88.00

**Table 3-19**  
**Recommended Miscellaneous Engineering Fees**

User Fee or Charge	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Miscellaneous Charges</b>		
Curb Cut – new development not assumed by municipality, infill building permit or industrial/commercial	\$57.00 per metre or part thereof with a minimum charge of \$375	\$57.00 per metre or part thereof with a minimum charge of \$410
Curb Infill	\$208.00/m	\$208.00/m
Sidewalk Repair	\$196.00/m <sup>2</sup>	\$196.00/m <sup>2</sup>
Municipal Consent Fee	\$505.00/street	\$1,375.00
Stormwater Maintenance Fee	\$2,620.00/hectare	\$2,620.00/hectare
Cash-in-lieu of water quality treatment	\$55,585.00/imp.ha	\$55,585.00/imp.ha
Newspaper Box Pad Permit Application	\$62.00/box	\$62.00/box
Newspaper Box Installation	\$275.00 - \$540.00	\$275.00 - \$540.00
Newspaper Box Annual Maintenance	\$23.00/box	\$23.00/box
Road Cleaning	Contract cost + 10% admin fee	Contract cost + 10% admin fee
Tree Removal Compensation 1	\$640.00/tree to a max of \$3,820.00/dwelling unit and \$9,250.00/1000 m <sup>2</sup> or any part thereof for industrial and commercial developments	\$640.00/tree to a max of \$3,820.00/dwelling unit and \$9,250.00/1000 m <sup>2</sup> or any part thereof for industrial and commercial developments
Pool Enclosure Permit	\$393.00	\$555.00
Streetlight Pole Numbering Fee	\$93.00/pole	\$93.00/pole
Re-inspection Fee 9 for more than two inspections required due to deficiencies identified during earlier inspections	\$180.00 per inspection	\$180.00 per inspection

### **3.2.5 Full Cost of Building Permit Review**

Annual costs of the administering and enforcing the *Building Code Act* total approximately \$5.8 million. Costs are compared with revenues derived from the application of current fees to average parameters (e.g., gross floor area) and permit volumes. Costing and fee recovery levels for the major permit categories are summarized in Table 3-20. Annual revenues based on the City's current fee structure and average historical activity levels are estimated at \$5.2 million or 90% of costs.



However, as discussed in the following sections, fee recommendations should be made in the context of a detailed analysis of forecast building permit activity, cost, revenues, and *Building Code Act* reserve fund levels.

Table 3-20  
Cost Recovery Assessment of Current Building Permit Fees (2024\$)

Costing Category Group	Total Costs	Annual Revenue	Cost Recovery	Surplus/ (Deficit)
Demolition Permit	21,507	5,083	24%	(16,424)
Other	592,035	135,448	23%	(456,587)
New Residential Building Permits	4,556,928	4,612,399	101%	55,471
New Non-Residential Building Permits	128,004	334,225	261%	206,221
Residential Alterations	363,214	48,872	13%	(314,342)
Non-Residential Alterations	89,454	19,619	22%	(69,836)
<b>Subtotal - Building</b>	<b>5,751,142</b>	<b>5,155,646</b>	<b>90%</b>	<b>(595,496)</b>

When assessed by application type:

- New residential building permits account for \$4.6 million or 79% of the total annual costs of service. Revenues generated by these fees currently fully recovering the marginal costs of review and inspection.
- New non-residential building permits account for \$128,000 in annual costs, compared to estimated revenues of \$334,000, generating a revenue surplus of \$206,000.
- All other permit types account for 19% of the annual costs (\$1.1 million) but only 4% of total revenue (\$209,000) resulting in a cumulative under recovery of \$821,000.

The above points illustrate that the fees for new residential and non-residential construction are generating revenues in excess of the marginal costs of processing while all other permit types are recovering less than the full costs of service. This pattern is typical across municipalities in Ontario as the cost recovery test is set in aggregate at the Building Code Act level and not by type of individual permit. Furthermore, the fee design strategy has been designed to recover costs while not setting minor permit fees at levels that would disincentivize compliance with the Building Code process, thereby driving up the cost of enforcement.



A detailed analysis of forecast building permit activity, revenues, and *Building Code Act* reserve fund levels is contained in Section 3.26, which has been used to inform recommended fee structure revisions.

### **3.2.6 *Building Permit Fee Recommendations***

As noted in the prior section, the recommendation is that the City maintain their policy to set their *Building Code Act* Reserve Fund for service stabilization at multiple of 1.13 times annual cost of service. Based on the annual costs of service in Table 3-20, the 2026 reserve fund target balance would be \$6.5 million. The actual 2025 year-end reserve fund balance is \$4.5 million or 70% of the reserve fund target. The ability of current and proposed fees to recover the full cost of service and contribute to reserve fund sustainability was assessed over the 2026 to 2035 forecast period based on forecast costs and revenues. Furthermore, this was assessed if forecast permit volumes remained at historical average levels, or if permit volumes for new residential construction decreased by 10% in 2026, as is expected by staff, before returning to average levels over the forecast period. The forecast and historical building permit activity is presented in Table 3-21. .



Table 3-21  
Building Permit Volume Forecast (2026-2035)

Costing Category	Historical Average	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Demolition Permit	30.8	30.8	30.8	30.8	30.8	30.8	30.8	30.8	30.8	30.8	30.8
Other Building Permits	208.0	205.0	205.0	205.0	205.0	205.0	205.0	205.0	205.0	205.0	205.0
New Residential Building Permits	1,090.9	978.8	991.2	1,003.7	1,016.1	1,028.6	1,041.0	1,053.5	1,066.0	1,078.4	1,090.9
New Non-Residential Building Permits	4.7	4.7	4.7	4.7	4.7	4.7	4.7	4.7	4.7	4.7	4.7
Residential Alterations	111.7	111.7	111.7	111.7	111.7	111.7	111.7	111.7	111.7	111.7	111.7
Non-Residential Alterations	18.1	18.1	18.1	18.1	18.1	18.1	18.1	18.1	18.1	18.1	18.1
<b>Total</b>	<b>1,464.1</b>	<b>1,349.0</b>	<b>1,361.5</b>	<b>1,373.9</b>	<b>1,386.4</b>	<b>1,398.8</b>	<b>1,411.3</b>	<b>1,423.7</b>	<b>1,436.2</b>	<b>1,448.6</b>	<b>1,461.1</b>



Based on the forecast development activity and costs of service, the City's current fees with inflation would be insufficient to fund the full cost of service or make contributions to the reserve fund for service sustainability. Table 3-22 shows the reserve fund continuity over the forecast period considering the forecast costs, revenues, contributions/draws from the reserve fund, and target reserve fund balance. At current fees, average annual reserve fund draws of \$901,000 would be required over the forecast period. By 2035, the reserve fund would be a \$4.5 million deficit, indicating that the City would have provide that amount in tax-based funding support for the administration and enforcement of the *Building Code Act*.

As such, fee increases have been recommended to ensure full cost recovery and contributions to the reserve fund for future service sustainability. As shown in Table 3-23, building permit fee revenue based on the recommended fees discussed herein, plus continuing to increase fees annually at inflationary levels (3% annual indexing beginning in 2027 has been assumed for the purpose of this report) would result in the City accumulating a reserve fund balance of \$5.8 million 68% of the reserve fund target. While the reserve fund would not reach the target threshold over the forecast period, if average historical residential building permit activity was maintained (as opposed to the 10% decrease in 2026), the reserve fund would reach the target threshold of 1.13 times annual costs by 2035 if permit activity remained at historical levels.

Further sensitivity analyses were also conducted to understand the potential impacts on the reserve fund if greater decreases to building permit activity were witnessed and these decreases were also sustained over a longer period of time. If average annual historical residential permit volumes were to decrease by 20% over the 2026 to 2030 period, the City would be able to sustain and fund the costs of building permit review from the reserve fund. In this scenario, the reserve fund would decrease to approximately \$1.8 million by the end of 2030. However, if the City was to incur a sustained decrease of this magnitude, the City may review their staffing needs to manage costs being incurred and mitigate some of the downward impacts on reserve fund levels.



**Table 3-22**  
**Reserve Fund Continuity**  
**Current Fees (with annual inflationary increases)**

Description	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Opening Balance	4,541,507	3,897,011	3,319,553	2,717,828	2,091,038	1,438,361	758,949	51,930	(683,598)	(1,448,562)
Revenue	5,155,646	5,310,315	5,469,624	5,633,713	5,802,724	5,976,806	6,156,110	6,340,794	6,531,018	6,726,948
Expense	5,751,142	5,923,676	6,101,386	6,284,428	6,472,961	6,667,150	6,867,164	7,073,179	7,285,374	7,503,936
Other Expense (IT Project)*	49,000									
Contribution/(Draw)	(644,496)	(613,361)	(631,762)	(650,715)	(670,236)	(690,343)	(711,054)	(732,385)	(754,357)	(776,987)
Interest		35,903	30,037	23,925	17,559	10,932	4,034	(3,143)	(10,608)	(18,371)
<b>Closing Balance</b>	<b>3,897,011</b>	<b>3,319,553</b>	<b>2,717,828</b>	<b>2,091,038</b>	<b>1,438,361</b>	<b>758,949</b>	<b>51,930</b>	<b>(683,598)</b>	<b>(1,448,562)</b>	<b>(2,243,920)</b>
Reserve Fund Target (1.13 x Total Co	6,498,790	6,693,754	6,894,566	7,101,403	7,314,446	7,533,879	7,759,895	7,992,692	8,232,473	8,479,447
Reserve Fund/Expense Ratio	0.60	0.50	0.39	0.29	0.20	0.10	0.01	(0.09)	(0.18)	(0.26)

**Table 3-23**  
**Reserve Fund Continuity**  
**Recommended Fees (with annual inflationary increases)**

Description	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Opening Balance	4,541,507	4,791,828	5,149,589	5,520,222	5,904,136	6,301,750	6,713,498	7,139,825	7,581,191	8,038,069
Revenue	6,050,463	6,231,977	6,418,936	6,611,504	6,809,849	7,014,145	7,224,569	7,441,306	7,664,545	7,894,482
Expense	5,751,142	5,923,676	6,101,386	6,284,428	6,472,961	6,667,150	6,867,164	7,073,179	7,285,374	7,503,936
Other Expense (IT Project)*	49,000									
Contribution/(Draw)	250,321	308,301	317,550	327,076	336,888	346,995	357,405	368,127	379,171	390,546
Interest		49,460	53,084	56,838	60,726	64,752	68,922	73,239	77,708	82,333
<b>Closing Balance</b>	<b>4,791,828</b>	<b>5,149,589</b>	<b>5,520,222</b>	<b>5,904,136</b>	<b>6,301,750</b>	<b>6,713,498</b>	<b>7,139,825</b>	<b>7,581,191</b>	<b>8,038,069</b>	<b>8,510,949</b>
Reserve Fund Target (1.13 x Total Co	6,498,790	6,693,754	6,894,566	7,101,403	7,314,446	7,533,879	7,759,895	7,992,692	8,232,473	8,479,447
Reserve Fund/Total Expense Ratio	0.74	0.77	0.80	0.83	0.86	0.89	0.92	0.95	0.98	1.00



This analysis is shown graphically in Figures 3-1 and 3-2. Figure 3-1 shows the forecast reserve fund position if current fees plus inflation were applied to either to average historical permit volumes and the forecast permit volumes. In either case, the reserve fund would be in a deficit position of between \$2.2 million to \$4.5 million by 2035.

Figure 3-1  
Forecast Reserve Fund Balance at Forecast and Historical Average Permit Volumes  
Current Fees (plus annual inflationary increases)

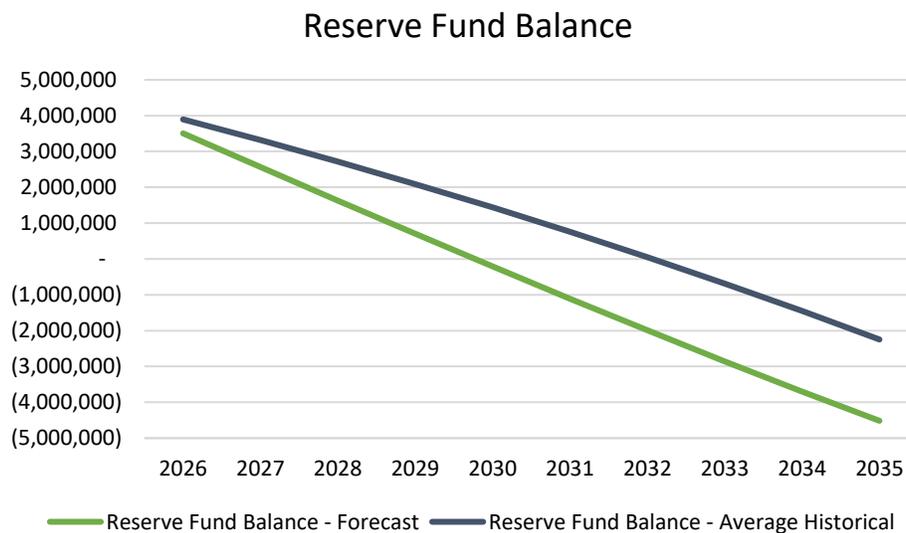
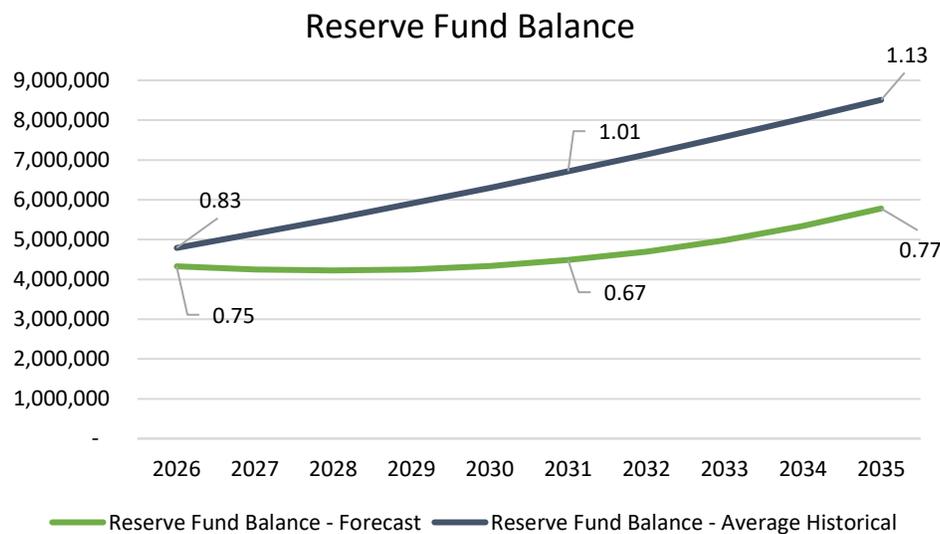


Figure 3-2 shows the reserve fund position with the recommended fees plus annual inflationary increases. At historical application volumes, the reserve fund would increase to \$8.5 million or 1.13 times annual costs by 2035. At the forecast permit volumes, the reserve fund would reach 0.77 times annual costs or \$5.8 million by 2035. Under this scenario the reserve funds would continue to increase from their current position and move towards the target threshold.



Figure 3-2  
Forecast Reserve Fund Balance at Forecast and Historical Average Permit Volumes  
Recommended Fees (plus annual inflationary increases)



The fee recommendations, which have been made to remain within the range of fees imposed by comparator Durham Region municipalities and other select GTA municipalities and to have regard for the affordability and competitiveness of the fees are presented in Table 3-24. It is anticipated that recommended building permit fees would be implemented in mid-2026.

The key changes to the recommended fees are summarized as follows:

- New residential construction permits – 17% increase
- New non-residential construction permits – 25% increase
- Sign fees – 10% increase
- Additional inspections (i.e., related to deficiencies)
  - Initial fee to cover up to four hours. Additional per hour fee of \$120 for additional time above the four hour threshold
- Increase minimum fee to \$180. This would include fees for minor residential structures
- Other City fee increases for 2026 to be maintained



Table 3-24  
Recommended Building Permit Fees

Class of Permit	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
Demolition Permit	\$165.00	\$180.00
Conditional Permit	10%	10%
Change of Use Permit	\$345.25	\$345.25
Authority to Occupy Permit	\$426.50	\$426.50
Alternative Solution	\$504.50	\$504.50
Resubmission of incomplete application	25%	25%
Revision to permit (houses)	\$165.00	\$180.00
Revision to permit (all other building types)	15%	15%
Transfer of permit	\$165.00	\$180.00
House Models – Re-examination	\$600.00	\$600.00
House Models – Re-examination	10%	10%
Certification of House Models	\$8.60	\$8.60
Re-certification of House Models	\$546.00	\$546.00
Reactivation of Dormant File	\$165.00	\$180.00
Building Permit Surcharge	Prescribed in Part B	Prescribed in Part B
Additional Inspection	\$490.00	\$490.00
<b>Building Type:</b>		
<b>Minimum Building Permit Fee</b>	\$165.00	\$180.00
<b>Assembly Occupancies “A” Classification (BPA1)</b>	\$27.10	\$33.88
<b>Care and Detention Occupancies “B” Classification (BPB1)</b>	\$31.00	\$38.75
<b>Residential Occupancies “C” Classification (BPC1)</b>		
Apartment buildings, hotels, motels, detached, semi-detached and townhouse dwellings, and other residential occupancies		
• 1 to 20 storeys	\$17.20	\$20.12
• 21 to 40 Storeys	\$18.65	\$21.82
• 41+ Storeys	\$20.15	\$23.58
<b>Business &amp; Personal Services Occupancies “D” Classification (BPD1)</b>		
• Single storey buildings *	\$17.10	\$21.38
• Multi storey buildings **	\$21.20	\$26.50



Table 3-24 (Cont'd)  
Recommended Building Permit Fees

Class of Permit	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Mercantile Occupancies “E” Classification (BPE1)</b>		
• Single storey buildings *	\$17.10	\$21.38
• Multi storey buildings **	\$21.20	\$26.50
<b>Industrial Occupancies “F” Classification</b>		
• Unserviced storage buildings, unfinished basements ^	\$7.00	\$8.75
• Parking garages and other industrial buildings ^^	\$12.70	\$15.88
<b>Low Human Occupancies “G” Classification</b>	\$7.00	\$8.19
<b>Alterations, Repairs and Other Structures:</b>		
<b>Interior Partitioning and Finishing, including new tenant fit-ups, apartments in houses, and finished basements</b>	\$6.30	\$7.37
<b>Minor Residential Structures and Alterations, including</b>		
• Decks, gazebos, trellis, pergola, pool equipment shed, cabanas (each)		
• Loadbearing wall removal, basement walkout (each)		
• Fireplace, wood stove (each)		
• Garage, carport, storage shed (each)		
• Water and sewer connection (each)		
• Other similar minor projects associated with a residential use (each)	\$165.00	\$180.00
Temporary Sales Centres (max. 2 years)	\$2,021.00	\$2,021.00
<b>Minor Non-Residential Structures, including</b>		
• School portables (each)		
• Decks, gazebos, sheds, trellis/sunshades (each)		
• Temporary prefabricated trailers (each)		
• Temporary tents or garden centres (each)		
• Other similar minor structures associated with a non-residential use	\$445.95	\$490.55
Alterations, Buildings and Designated Structures not provided above	\$17.10	\$17.10
Solar Collector for All Buildings	\$305.20	\$305.20
Wind Turbines	\$305.20	\$305.20
Final Inspection Performance Deposit (new detached and semi-detached dwelling units)	\$2,378.70	\$2,378.70
Mag Locks (per building fee – allows for multiple devices to be installed)	\$354.50	\$354.50
Fire Alarm Installation/Replacement (stand alone)		
• Include devices, panel and associated components	\$411.00	\$411.00
Fire Suppression System (when submitted separately from parent document – stand alone permit)		
• include sprinklers, kitchen systems, and specialized systems	\$411.00	\$411.00



Table 3-24 (Cont'd)  
Recommended Building Permit Fees

Class of Permit	2026 Approved Fee (Excluding HST)	2026 Proposed Fee (Excluding HST)
<b>Sign Permit Fees</b>		
Ground Sign	\$631.90	\$695.09
Wall Sign	\$631.90	\$695.09
Development Sign	\$631.90	\$695.09
Billboard Permit	\$631.90	\$695.09
Additional fee for any sign installed prior to permit issuance	\$631.90	\$695.09
Sign Variance – ground sign, wall sign or development sign	\$714.10	\$785.51
Revision Fee	\$182.90	\$201.19
<b>Miscellaneous Fees:</b>		
Lawyer Compliance Letter		
• Building Code and Zoning Matters	\$205.50	\$205.50
• Legal Matters	\$205.50	\$205.50
• Site Plan Control Matters	\$205.50	\$205.50
• Licence/Zoning Compliance Letter	\$205.50	\$205.50
Recovery of costs for Clandestine Investigations	\$3,069.10	\$3,069.10
Administrative Fee for Processing Clandestine Investigations	\$640.15	\$640.15
Request for Building and/or Planning Records (minor)	\$25.70	\$25.70
Request for Building and/or Planning Records	\$58.00	\$58.00
After Hours Inspections	\$257.00	\$257.00
Records Management Fee		
• Houses and other minor residential alterations	\$13.35	\$13.35
• All other permit applications	3%	3%
Daycare Compliance Letter	\$585.70	\$585.70
AGCO Compliance Letter	\$171.60	\$180.00
Complaint driven inspection after 2nd site visit for the same matter or closely related as verified by City staff	\$155.00	\$180.00
<b>Building Permit Surcharge (minimum permit fee applies):</b>		
Footings/Foundations Commenced	50%	50%
Framing Commenced	60%	60%
Framing Substantially Complete	75%	75%
Building Envelope is Substantially Complete	95%	95%
Any other work requiring the issuance of a building permit (i.e., HVAC, plumbing, site works etc.)		
• If 25% of the scope of work substantially	25%	25%
• If 50% of the scope of work substantially	50%	50%
• If 75% of the scope of work substantially	75%	75%
• If 95% of the scope of work substantially	95%	95%
• Demolition or partial demolition has commenced	100%	100%



# Chapter 4

## Impact of Recommended Fee on Sample Development Types



## 4. Impact of Recommended Fees on Sample Development Types

### 4.1 Introduction

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The fee recommendations that were presented in Chapter 3 also considered the affordability of the increases and the City's competitiveness of their fees when compared to neighbouring municipalities in Durham Region and the surrounding area. Municipal fee comparisons for planning and building permit fees are included in Appendix A for a cross section of sample developments. The proposed building permit fees would increase the City's position within the municipal rankings but still generally be within the range of fees imposed by other Durham Region municipalities. With the exception of Site Plan fees that would be increased towards the top end of the municipal comparison, the City's ranking for planning applications fees would remain unchanged or decrease (e.g., major OPA applications).

To fully understand the overall impacts that these fee recommendations will have on the competitiveness of the City's total development fees (i.e., including planning, building, engineering fees, and development charges), an impact analysis for two sample developments has been prepared comparing the City's current and proposed cost of development to other comparable municipalities. The following section gives an overview of what the potential cost implications would be on two sample of developments (i.e., a 200 unit subdivision development, and a 400 unit Site Plan development). To provide some context to the fees imposed in the comparator municipalities and when they may be updated, a review of when each municipality last undertook a public fee review was completed. Generally, municipalities that regularly review their fees will comprehensively update them every four to five years. The dates and fees reviewed by municipality are provided below:

- City of Toronto – Planning fees (2025)
- Town of Ajax – All development fees (2023)
- Town of Whitby – All development fees (2024)
- City of Oshawa – Unknown
- Municipality of Clarington – Planning fees (2025)
- City of Mississauga – All development fees (2016)
- City of Brampton – Planning fees (2023), Building fees (2025)



- Town of Caledon – Unknown
- Town of Halton Hills – Planning and engineering fees (2025)
- City of Burlington – Planning fees (2022), Building fees (2019)
- Town of Oakville – All development fees (2014)
- Town of Milton – All development fees (2022)

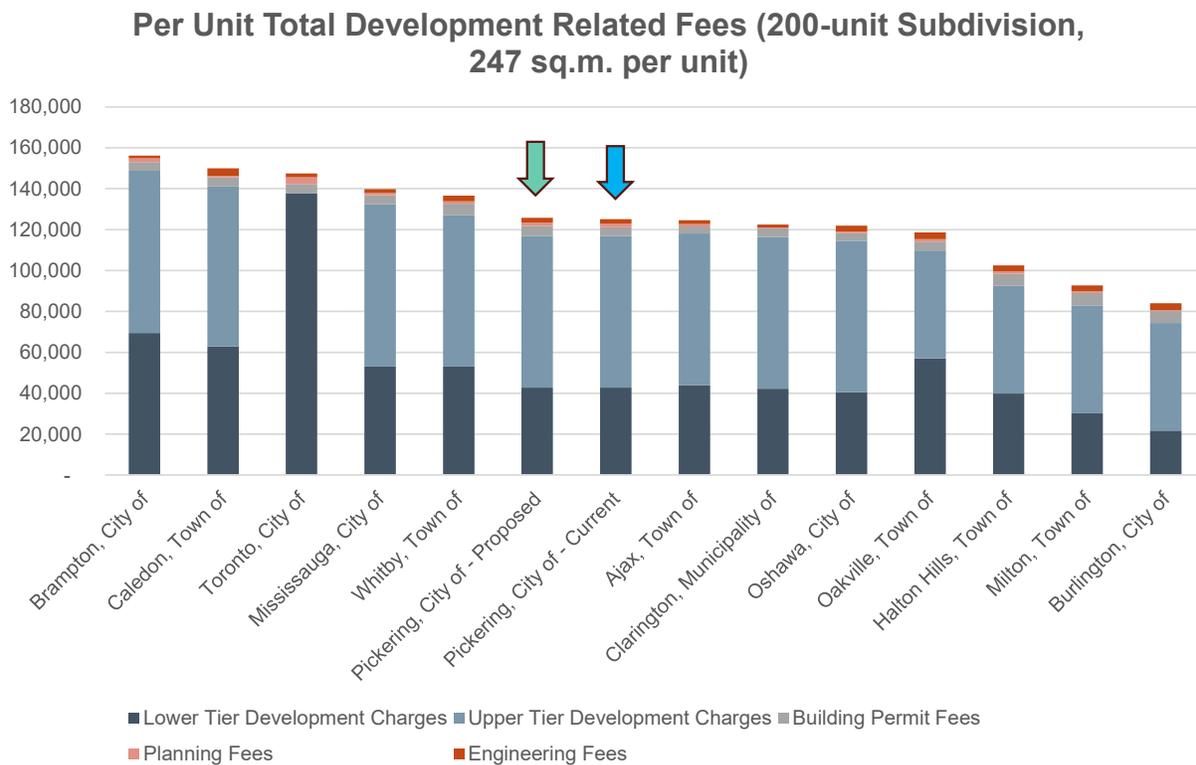
## 4.2 Subdivision Development Impacts

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Figure 4-1 examines the total development fees and charges, including planning (i.e., ZBA and subdivision), engineering fees, building permit fees, and development charges, related to a 200-unit (247 sq. m. per unit) subdivision. This provides a comprehensive analysis of the impacts of the recommended fees and is presented on a per unit basis. The recommended fees result in a \$683 per unit increase which is an 8% increase in the City's planning, engineering, and building permit fees or a 0.5% increase in the total development fees and charges payable for the development. This increase leaves the City's rank in the municipal comparison unchanged at the sixth out of the 13 comparator municipalities. Furthermore, when examining what share of the total development fees payable the proposed planning application, building permit, and engineering fees would represent, the City's fees would be 7% of the total fees, which is equal to the average share of the 13 comparator municipalities, indicating these proposed fees are in line with the cost recovery policies of the other municipalities.



Figure 4-1  
200-Unit Subdivision Development Impacts



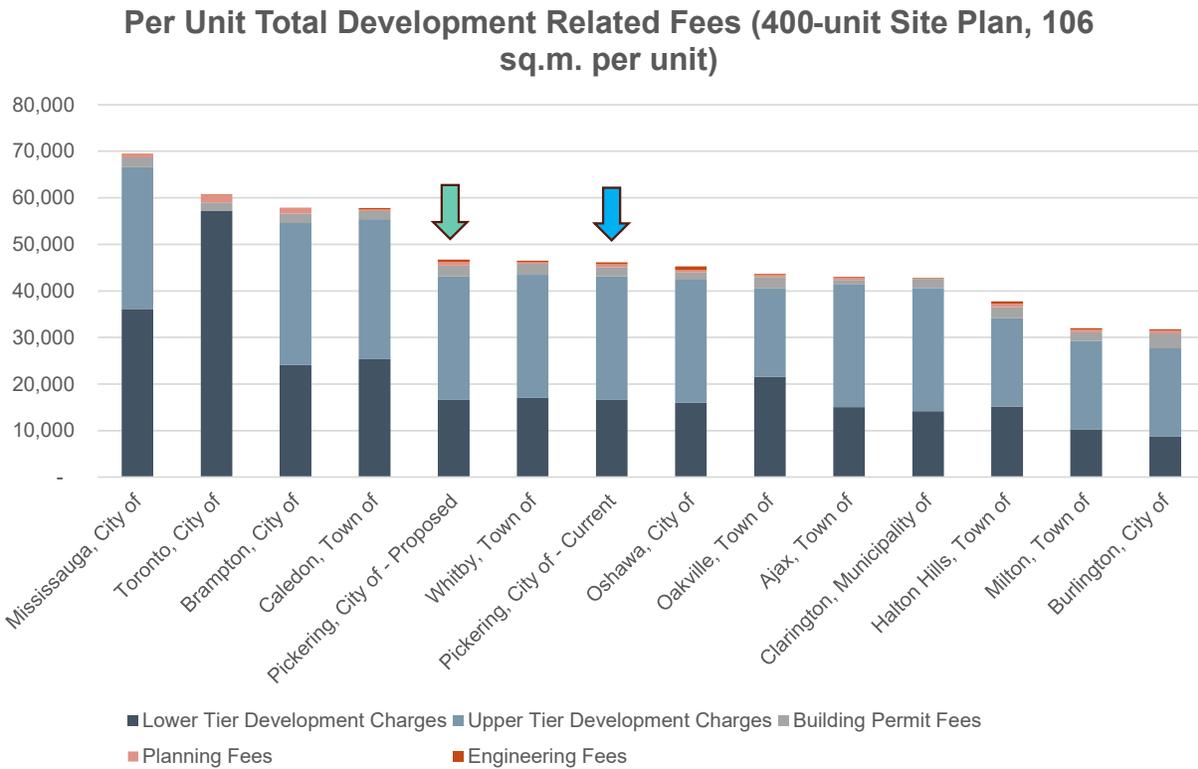
### 4.3 Site Plan Development Impacts

Figure 4-2 examines the total development fees and charges, including planning (i.e., ZBA and site plan), engineering fees, building permit fees, and development charges, related to a 400-unit (106 sq. m. per unit) high density residential site plan. This provides a comprehensive analysis of the impacts of the recommended fees and is presented on a per unit basis. The recommended fees result in a \$559 per unit increase which is a 18% increase in the City’s planning, engineering, and building permit fees or a 1% increase in the total development fees and charges payable for the development. This increase adjusts the City’s rank in the municipal comparison to fifth, from sixth, out of the 13 comparator municipalities. Furthermore, when examining what share of the total development fees payable the proposed planning, engineering and building permit fees would represent, the City’s fees would be 8% of the total fees, which is inline with the average share of 7% for the 13 comparator municipalities,



indicating these proposed fees are in line with the cost recovery policies of the other municipalities

Figure 4-6  
400 Unit Site Plan Development Impacts





# Chapter 5

## Conclusion

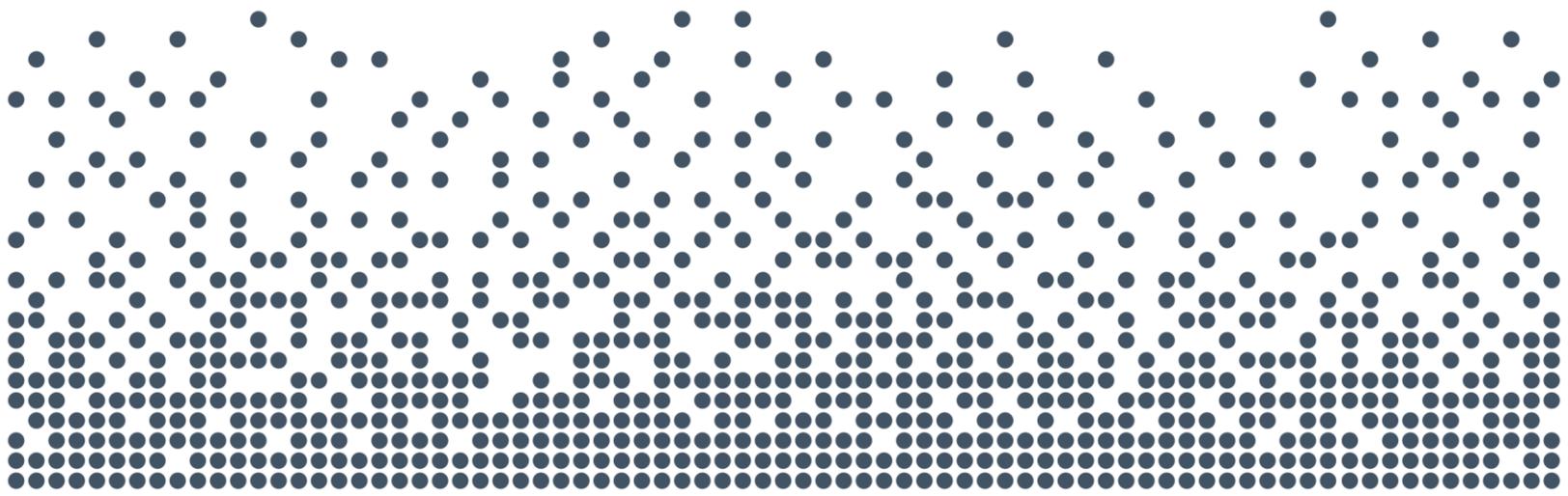


## 5. Conclusion

Summarized in this technical report is the legislative context for the imposition of development review fees, the methodology undertaken, A.B.C. model results, the associated full cost recovery, fee structure recommendations, and market impacts.

The intent of this review is to provide the City with a recommended fee structure, for Council's consideration, to appropriately recover the service costs from benefiting parties. The recommended planning application fees would generate an additional \$238,000 in annual revenue, improving cost recovery from 73% to 79% (including \$145,000 in costs not recovered related to City initiated applications). Engineering fees would generate an additional \$175,000 in fee revenue, increasing cost recovery from 90% to 100%. Building permit fees would generate an additional \$895,000 in revenue, recovering the full costs of service and contributing to the reserve fund for future service sustainability. As noted earlier, the cost recovery levels of the recommended are presented in 2026\$ values. The City should consider annual inflationary increases to the fees to maintain desired cost recovery levels. Interim adjustments to fees may be required if there are greater than inflationary increases to City review costs, changes in organizational structure, or other legislative changes that impact the intensity of involvement on a per application basis.

It is recommended that the City consider revisiting its development review fees every four to five years to ensure the fees and associated revenue are aligned with processing costs to maintain a sound fiscal position and mitigate any potential appeal risk associated with the fees.



# Appendices



# Appendix A

## Planning, Engineering and Building Permit Fee Municipal Comparators



**Table A-1  
100-Unit Subdivision  
Planning Fees**

Municipality/Region	Pre-Consultation	Additional Fees	Base Fee	Variable Fee	Total Fee
Toronto, City of	-	-	289,479	-	289,479
Brampton, City of*	20,440	-	36,128	158,100	214,668
Pickering, City of - Current	3,700	5,000	78,315	98,125	185,140
Pickering, City of - Proposed	3,700	5,000	78,315	98,125	185,140
Halton Hills, Town of	-	28,031	66,950	74,675	169,656
Whitby, Town of*	-	11,443	44,661	80,875	136,979
Oakville, Town of	1,319	9,986	31,934	83,850	127,089
Ajax, Town of*	3,485	4,018	37,750	67,990	113,242
Oshawa, City of	1,914	5,711	38,246	49,200	95,071
Milton, Town of	417	-	60,374	34,050	94,841
Burlington, City of	2,295	-	35,355	52,500	90,150
Mississauga, City of	5,825	-	10,494	68,100	84,419
Caledon, Town of	2,164	9,300	16,900	35,000	63,364
Clarington, Municipality of*	1,055	6,938	19,670	31,000	58,663

Additional Fees include subdivision release, clearance, final approval and agreement fees

**Table A-2  
400-Unit Subdivision  
Planning Fees**

Municipality/Region	Pre-Consultation	Additional Fees	Base Fee	Variable Fee	Total Fee
Brampton, City of*	-	-	36,128	632,400	668,528
Whitby, Town of*	-	11,443	44,661	323,498	379,602
Pickering, City of - Current	3,700	5,000	78,315	265,125	352,140
Pickering, City of - Proposed	3,700	5,000	78,315	265,125	352,140
Toronto, City of	-	-	289,479	-	289,479
Mississauga, City of	5,825	-	10,494	272,400	288,719
Halton Hills, Town of	-	28,031	66,950	178,475	273,456
Oakville, Town of	1,319	9,986	31,934	222,550	265,789
Ajax, Town of*	3,485	4,018	37,750	204,020	249,272
Oshawa, City of	1,914	5,711	38,246	153,200	199,071
Caledon, Town of	2,164	9,300	16,900	140,000	168,364
Clarington, Municipality of*	1,055	6,938	19,670	124,000	151,663
Burlington, City of	2,295	-	35,355	100,500	138,150
Milton, Town of	417	-	60,374	74,850	135,641

Additional Fees include subdivision release, clearance, final approval and agreement fees



**Table A-3**  
**100-Unit Residential Site Plan**  
**Planning Fees**

Municipality/Region	Pre-Consultation	Additional Fees	Base Fee	Variable Fee	Total Fee
Toronto, City of	-	-	43,605	48,330	91,935
Brampton, City of*	-	-	29,720	65,400	91,842
Pickering, City of - Proposed	1,540	1,060	20,000	67,500	90,100
Halton Hills, Town of	-	6,018	41,200	37,350	84,568
Oakville, Town of	1,319	14,220	15,615	50,375	81,529
Ajax, Town of*	687	-	40,544	38,785	80,016
Pickering, City of - Current	1,540	1,060	19,685	57,000	79,285
Mississauga, City of	5,825	-	12,164	42,325	60,314
Caledon, Town of	2,164	-	21,220	33,600	56,984
Whitby, Town of*	3,500	3,500	11,521	34,917	53,438
Milton, Town of	417	3,366	15,461	32,600	51,844
Oshawa, City of	1,914	4,372	6,011	39,300	51,597
Burlington, City of	-	-	12,200	36,500	48,700
Clarington, Municipality of*	1,055	-	5,540	6,500	13,095

Assumed 90 m<sup>2</sup> per residential unit

**Table A-4**  
**400-Unit Residential Site Plan**  
**Planning Fees**

Municipality/Region	Pre-Consultation	Additional Fees	Base Fee	Variable Fee	Total Fee
Toronto, City of	-	-	43,605	193,320	236,925
Pickering, City of - Proposed	1,540	1,060	20,000	149,500	172,100
Caledon, Town of	2,164	-	21,220	134,400	157,784
Halton Hills, Town of	-	6,018	41,200	104,350	151,568
Pickering, City of - Current	1,540	1,060	19,685	111,500	133,785
Oakville, Town of	1,319	14,220	15,615	94,075	125,229
Ajax, Town of*	687	-	40,544	75,295	116,526
Burlington, City of	-	-	12,200	102,500	114,700
Milton, Town of	417	3,366	15,461	86,600	105,844
Brampton, City of*	-	-	29,720	189,300	91,842
Mississauga, City of	5,825	-	12,164	64,525	82,514
Oshawa, City of	1,914	4,372	6,011	157,200	79,568
Whitby, Town of*	3,500	3,500	11,521	76,998	76,805
Clarington, Municipality of*	1,055	-	5,540	26,000	32,595

Assumed 90 m<sup>2</sup> per residential unit



**Table A-5**  
**10,000 Sq. M. Industrial Site Plan**  
**Planning Fees**

Municipality/Region	Pre-Consultation	Additional Fees	Base Fee	Variable Fee	Total Fee
Oakville, Town of	1,319	14,220	15,615	120,400	151,554
Toronto, City of	-	-	43,605	53,700	97,305
Milton, Town of	417	3,366	15,461	76,524	95,768
Brampton, City of*	20,440	-	29,720	47,556	91,842
Halton Hills, Town of	-	6,018	41,200	28,350	75,568
Pickering, City of - Proposed	1,540	1,060	20,000	36,500	59,100
Mississauga, City of	5,825	-	12,164	47,055	57,733
Pickering, City of - Current	1,540	1,060	19,685	33,350	55,635
Whitby, Town of*	3,500	3,500	11,521	36,500	55,021
Ajax, Town of*	687	-	40,544	5,090	46,321
Caledon, Town of	2,164	-	21,220	14,000	37,384
Burlington, City of	-	-	12,200	25,000	37,200
Oshawa, City of	1,914	4,372	6,011	14,100	26,397
Clarington, Municipality of*	1,055	-	5,540	8,000	14,595

**Table A-6**  
**100-Unit Zoning By-law Amendment**  
**Planning Fees**

Municipality/Region	Pre-Consultation	Additional Fees	Base Fee	Variable Fee	Total Fee
Toronto, City of	-	-	63,680	93,450	157,130
Mississauga, City of	-	-	38,712	118,175	156,887
Brampton, City of*	-	-	42,602	64,000	88,821
Halton Hills, Town of	-	-	30,900	42,525	73,425
Milton, Town of	417	-	27,358	45,225	73,000
Pickering, City of - Current	3,700	-	22,700	44,500	70,900
Pickering, City of - Proposed	3,700	-	22,700	44,500	70,900
Burlington, City of	2,295	-	26,035	40,750	69,080
Ajax, Town of*	3,485	2,510	52,718	-	58,713
Oakville, Town of	1,319	-	39,191	14,725	55,235
Whitby, Town of*	3,500	-	50,000	-	53,500
Caledon, Town of	2,164	-	49,900	-	52,064
Oshawa, City of	1,914	-	21,855	-	23,769
Clarington, Municipality of*	1,055	-	13,890	-	14,945

Assumed 150 m<sup>2</sup> per residential unit



**Table A-7**  
**400-Unit Zoning By-law Amendment**  
**Planning Fees**

Municipality/Region	Pre-Consultation	Additional Fees	Base Fee	Variable Fee	Total Fee
Toronto, City of	-	-	63,680	373,800	437,480
Mississauga, City of	-	-	38,712	204,075	238,453
Milton, Town of	417	-	27,358	115,425	143,200
Burlington, City of	2,295	-	26,035	112,750	141,080
Pickering, City of - Current	3,700	-	22,700	107,500	133,900
Pickering, City of - Proposed	3,700	-	22,700	107,500	133,900
Halton Hills, Town of	-	-	30,900	99,325	130,225
Brampton, City of*	-	-	42,602	171,300	88,821
Oakville, Town of	1,319	-	39,191	39,325	79,835
Ajax, Town of*	3,485	2,510	52,718	-	58,713
Whitby, Town of*	3,500	-	50,000	-	53,500
Caledon, Town of	2,164	-	49,900	-	52,064
Oshawa, City of	1,914	-	21,855	-	23,769
Clarington, Municipality of*	1,055	-	13,890	-	14,945

Assumed 150 m<sup>2</sup> per residential unit

**Table A-8**  
**100-Unit Residential OPA**  
**Planning Fees**

Municipality/Region	Pre-Consultation	Base Fee	Variable Fee	Total Fee
Toronto, City of	-	232,603		232,603
Halton Hills, Town of	-	72,100	69,525	141,625
Ajax, Town of*	3,485	118,645		122,130
Pickering, City of - Current	3,700	110,180		113,880
Burlington, City of	2,295	98,610		100,905
Pickering, City of - Proposed	3,700	95,000		98,700
Brampton, City of*	-	70,066		70,066
Whitby, Town of*	3,500	55,022		58,522
Caledon, Town of	2,164	51,300		53,464
Milton, Town of	417	52,823		53,240
Oakville, Town of	1,319	38,642		39,961
Mississauga, City of	-	29,562		29,562
Oshawa, City of	1,914	27,319		29,233
Clarington, Municipality of*	1,055	27,030		28,085



**Table A-9**  
**400-Unit residential Combined Official Plan and Zoning By-law Amendment**  
**Planning Fees**

Municipality/Region	OPA Fee	ZBA Fee	Full OPA & ZBA Fee	Combined Application Fee	Discount (%)
Toronto, City of	232,603	437,480	670,083	450,051	-33%
Pickering, City of - Current	113,880	133,900	247,780	247,780	-
Halton Hills, Town of	188,025	130,225	318,250	218,925	-31%
Burlington, City of	100,905	141,080	241,985	216,759	-10%
Milton, Town of	53,240	143,200	196,440	196,440	-
Mississauga, City of	29,562	238,453	268,015	172,420	-36%
Pickering, City of - Proposed	98,700	133,900	232,600	166,350	-28%
Ajax, Town of*	122,130	58,713	180,842	127,956	-29%
Oakville, Town of	39,961	79,835	119,796	119,796	-
Brampton, City of*	70,066	88,821	158,887	119,165	-25%
Caledon, Town of	53,464	52,064	105,528	89,699	-15%
Whitby, Town of*	58,522	53,500	112,022	74,904	-33%
Oshawa, City of	29,233	23,769	53,002	53,002	-
Clarington, Municipality of*	28,085	14,945	43,030	33,975	-21%

Assumed 150 m<sup>2</sup> per residential unit

**Table A-10**  
**100-Unit Condominium**  
**Planning Fees**

Municipality/Region	Pre-Consultation	Additional Fees	Base Fee	Variable Fee	Total Fee
Oakville, Town of	-	9,986	23,592	121,700	155,278
Brampton, City of*	-	704	31,549	65,400	97,653
Milton, Town of	-	-	60,374	34,050	94,424
Halton Hills, Town of	-	36,301	42,040	-	78,341
Burlington, City of	-	-	67,120	-	67,120
Caledon, Town of	2,164	3,121	35,100	6,000	46,385
Pickering, City of - Proposed	-	-	44,000	-	44,000
Ajax, Town of*	3,485	3,172	29,501	-	36,157
Pickering, City of - Current	3,700	-	20,715	-	24,415
Whitby, Town of	3,560	6,680	10,847	-	21,087
Mississauga, City of	-	-	15,764	4,200	19,964
Oshawa, City of	1,914	2,857	12,840	-	17,611
Clarington, Municipality of*	1,055	3,498	8,960	-	13,513
Toronto, City of	-	-	12,619	-	12,619



Table A-11  
Consent  
Planning Fees

Municipality/Region	Pre-consultation	Base Fee (Lot Creation)	Fee for Each Additional Lot Created
Halton Hills, Town of		\$14,567	\$1,545
Pickering, City of - Proposed	\$370	\$12,000	\$1,000
Burlington, City of		\$11,940	\$3,105
Brampton, City of*		\$10,381	
Caledon, Town of		\$9,300	
Milton, Town of		\$8,537	
Oakville, Town of		\$8,319	\$4,160
Toronto, City of		\$8,081	\$6,561
Pickering, City of - Current	\$370	\$4,615	
Ajax, Town of*	\$687	\$3,473	
Whitby, Town of*		\$3,000	
Mississauga, City of		\$2,540	
Oshawa, City of		\$2,334	
Clarington, Municipality of*		\$2,125	



Table A-12  
Minor Variance  
Planning Fees

Municipality/Region	Minor Variance - Accessory, decks, driveways, etc.	Residential Minor - Single Variance	Residential Minor - Multiple Variances	Residential Major - Single Variance	Residential Major - Multiple Variances	Residential Major - Each Variance above 5	ICI - Single Variance	ICI - Multiple Variances	ICI - Each Variance Above 5
Halton Hills, Town of	3,379	3,379	3,379	6,768	6,768		6,768	6,768	
Brampton, City of*	3,056	3,056	3,056	3,056	3,056		12,212	12,212	
Pickering, City of - Proposed	1,000	2,500	3,000	4,000	4,500		4,500	5,000	
Milton, Town of	2,402	2,402	2,402	4,516	4,516		10,262	10,262	
Toronto, City of	2,229	2,229	2,229	5,011	5,011		6,486	6,486	
Oakville, Town of	2,152	2,152	2,152	4,303	4,303		4,303	4,303	
Caledon, Town of	1,600	2,000	2,000	5,600	5,600		5,600	5,600	
Ajax, Town of*	846	1,639	2,049	3,483	4,097	614	4,097	4,652	614
Whitby, Town of*	1,500	1,500	1,500	1,500	1,500		3,001	3,001	
Pickering, City of - Current	880	1,180	1,495	2,675	2,905		3,255	3,810	
Burlington, City of	1,145	1,145	1,145	6,865	6,865		8,040	8,040	
Clarington, Municipality of*	910	910	910	1,480	1,480		2,110	2,110	
Oshawa, City of	856	856	856	2,049	2,049		2,049	2,049	
Mississauga, City of	794	794	794	1,361	1,361		1,730	1,730	



**Table A-13**  
**Subdivision Engineering Review and Inspection (Cost of Works \$7.7 Million)**  
**Engineering Fees**

Municipality:	Engineering Review Fee	Inspection Fee	Total Engineering Fee
Caledon, Town of	-	-	730,000
Oakville, Town of	188,781	462,000	650,781
Burlington, City of	539,000	107,000	646,000
Halton Hills, Town of	-	-	579,500
Oshawa, City of	330,840	245,610	576,450
Whitby, Town of	145,530	391,130	536,660
Milton, Town of	-	-	535,500
Pickering, City of - Proposed	134,750	348,750	483,500
Pickering, City of - Current	115,500	325,000	440,500
Toronto, City of	-	-	385,000
Mississauga, City of	-	-	382,000
Ajax, Town of	-	-	375,300
Clarington, Municipality of	96,250	174,000	270,250
Brampton, City of	-	-	269,500

**Table A-14**  
**Site Plan Engineering Review and Inspection (Cost of Works \$1.3 Million)**  
**Engineering Fees**

Municipality:	Engineering Review Fee	Inspection Fee	Total Engineering
Oshawa, City of	324,284	-	324,284
Pickering, City of - Proposed	137,875	77,500	215,375
Halton Hills, Town of	55,900	-	198,000
Pickering, City of - Current	89,875	74,250	164,125
Whitby, Town of	-	-	132,640
Caledon, Town of	-	-	124,000
Milton, Town of	-	-	111,000
Burlington, City of	-	-	91,000
Oakville, Town of	-	-	78,000
Ajax, Town of	-	-	76,300
Mississauga, City of	-	-	74,250
Toronto, City of	-	-	65,000
Clarington, Municipality of	16,250	40,000	56,250
Brampton, City of	-	-	45,500



**Table A-15**  
**New Residential Building Permit (Per Sq. M., 3-Storey Semi-Detached)**  
**Building Permit Fees**

Municipality:	Uniform Fee Structure (\$/M <sup>2</sup> )	Size Block Structure:			
		Block 1 Fee (\$/M <sup>2</sup> )	Block 2 Fee (\$/M <sup>2</sup> )	Block 1 Range (M <sup>2</sup> )	Block 2 Range (M <sup>2</sup> )
Burlington, City of*		\$23.18	\$29.90	0 - 300	301+
Halton Hills, Town of		\$23.54	\$25.70	0 - 475	476+
Milton, Town of*	\$24.64				
Whitby, Town of	\$22.37				
Pickering, City of - Proposed	\$20.12				
Mississauga, City of*	\$18.44				
Caledon, Town of	\$18.12				
Toronto, City of	\$17.85				
Oakville, Town of	\$17.80				
Brampton, City of*	\$17.28				
Clarington, Municipality of**	\$17.21				
Pickering, City of - Current	\$17.20				
Oshawa, City of*	\$15.10				
Ajax, Town of	\$14.22				

\*2025 Fees

\*\*2024 Fees

**Table A-16**  
**New Residential Building Permit (Per Sq. M., Apartments)**  
**Building Permit Fees**

Municipality:	Uniform Fee Structure (\$/M <sup>2</sup> )	Number of Storeys Block Structure:					
		Block 1 Fee (\$/M <sup>2</sup> )	Block 2 Fee (\$/M <sup>2</sup> )	Block 3 Fee (\$/M <sup>2</sup> )	Block 1 Range (Storeys)	Block 2 Range (Storeys)	Block 3 Range (Storeys)
Burlington, City of*		\$21.35	\$25.80	\$30.28	0 - 3	4 - 7	8+
Milton, Town of*		\$24.64	\$17.69		0 - 6	7+	
Pickering, City of - Proposed		\$20.12	\$21.82	\$23.58	0 - 20	21 - 40	41+
Oakville, Town of		\$17.80	\$23.25		0 - 3	4+	
Halton Hills, Town of	\$22.90						
Whitby, Town of	\$22.37						
Pickering, City of - Current		\$17.20	\$18.65	\$20.15	0 - 20	21 - 40	41+
Mississauga, City of*	\$19.93						
Brampton, City of*	\$19.44						
Clarington, Municipality of**	\$18.35						
Toronto, City of	\$17.85						
Caledon, Town of	\$16.61						
Oshawa, City of*	\$14.76						
Ajax, Town of		\$11.40	\$8.54		0 - 4	5+	

\*2025 Fees

\*\*2024 Fees



**Table A-17**  
**New Business & Personal Services Building Permit**  
**Building Permit Fees**

Municipality:	Uniform Fee Structure (\$/M <sup>2</sup> )	Number of Storeys Block Structure:			
		Block 1 Fee (\$/M <sup>2</sup> )	Block 2 Fee (\$/M <sup>2</sup> )	Block 1 Range (Storeys)	Block 2 Range (Storeys)
Burlington, City of <sup>(1)</sup>	\$32.61	\$32.24	\$34.47	0 - 10	11+
Pickering, City of - Proposed		\$21.38	\$26.50	0 - 1	2+
Clarington, Municipality of**	\$26.10				
Whitby, Town of	\$25.39				
Toronto, City of	\$23.52				
Oakville, Town of	\$23.25				
Mississauga, City of*	\$23.15				
Halton Hills, Town of	\$23.09				
Milton, Town of*	\$21.88				
Caledon, Town of	\$21.62				
Pickering, City of - Current		\$17.10	\$21.20	0 - 1	2+
Oshawa, City of*	\$19.09				
Brampton, City of*	\$18.80				
Ajax, Town of	\$15.36				

\*2025 Fees

\*\*2024 Fees

<sup>(1)</sup> Burlington imposes a block fee structure for office buildings. All other developments are subject to the uniform fee.



Table A-18  
New Industrial Building Permit  
Building Permit Fees

Municipality:	Uniform Fee Structure (\$/M <sup>2</sup> )	Size Block Structure:			
		Block 1 Fee (\$/M <sup>2</sup> )	Block 2 Fee (\$/M <sup>2</sup> )	Block 1 Range (M <sup>2</sup> )	Block 2 Range (M <sup>2</sup> )
Milton, Town of*		\$19.74	\$16.87	0 - 10,000	10,001+
Halton Hills, Town of		\$19.51	\$16.28	0 - 10,000	10,001+
Oakville, Town of		\$19.10	\$15.10	0 - 5,000	5,001
Clarington, Municipality of**	\$18.35				
Burlington, City of*		\$17.94	\$12.24	0 - 4,650	4,651+
Whitby, Town of	\$17.42				
Toronto, City of		\$16.36	\$14.45	0 - 7,500	7,501+
Pickering, City of - Proposed	\$15.88				
Oshawa, City of*		\$14.65	\$7.33	0 - 11,600	11,601+
Mississauga, City of*		\$14.44	\$13.86	0 - 10,000	10,001+
Brampton, City of*	\$12.97				
Caledon, Town of	\$12.87				
Pickering, City of - Current	\$12.70				
Ajax, Town of	\$8.25				

\*2025 Fees

\*\*2024 Fees



Table A-19  
Residential Alterations Permit  
Building Permit Fees

Municipality:	Fee (\$/M <sup>2</sup> )		
	All/General	Apartments	Additional Dwelling Unit
Toronto, City of	\$11.09		
Whitby, Town of	\$10.65		\$10.65
Halton Hills, Town of	\$10.42		
Burlington, City of*	\$8.25		
Pickering, City of - Proposed	\$7.37		
Ajax, Town of	\$7.16		\$9.68
Oshawa, City of*	\$7.56	\$7.01	
Mississauga, City of*	\$6.64		\$11.00
Milton, Town of*	\$6.42		\$9.39
Pickering, City of - Current	\$6.30		
Caledon, Town of	\$5.64		
Clarington, Municipality of**	\$5.33		
Brampton, City of*	\$5.18		
Oakville, Town of	\$4.90	\$11.60	\$12.00

\*2025 Fees

\*\*2024 Fees



Table A-20  
Minimum Building Permit Fee  
Building Permit Fees

Municipality:	Flat Fee				
	Residential	Non-Residential	Minor Permit	Moderate Permit	Major Permit
Burlington, City of*	\$377.00				
Brampton, City of*	\$316.71	\$431.89			
Whitby, Town of	\$305.00				
Milton, Town of*	\$259.02				
Halton Hills, Town of	\$255.70	\$334.21			
Mississauga, City of*	\$237.00	\$375.00			
Toronto, City of	\$206.53				
Oakville, Town of	\$200.00				
Caledon, Town of	\$193.00	\$321.00			
Pickering, City of - Proposed	\$180.00				
Pickering, City of - Current	\$165.00				
Oshawa, City of*	\$155.00				
Ajax, Town of			\$141.00	\$317.00	\$529.00
Clarington, Municipality of**	\$131.37				

\*2025 Fees

\*\*2024 Fees