

OFFICE CONSOLIDATION

BYLAW NUMBER 64M94

BEING A BYLAW OF THE CITY OF CALGARY REGULATING AND CONTROLLING THE FORM, CONTENT AND COST OF PERMITS FOR THE USE, OCCUPANCY, RELOCATION, CONSTRUCTION, OR DEMOLITION OF BUILDINGS AND THE INSTALLATION OF MECHANICAL EQUIPMENT AND SYSTEMS

(Amended by 52M95, 74M95, 54M96, 43M97, 51M98, 28M99, 44M2001, 44M2002, 42M2003, 52M2004, 62M2005, 55M2006, 56M2006, 61M2008, 62M2008, 63M2008, 30M2009, 51M2010, 9M2011, 62M2011, 63M2011, 64M2011, 50M2012, 63M2014, 30M2015, 44M2016, 46M2017)

WHEREAS The City of Calgary has been charged by Section 69 of the Safety Codes Act with all the powers and duties it had under the Uniform Building Standards Act within the City of Calgary;

NOW THEREFORE THE COUNCIL OF THE CITY OF CALGARY ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw shall be known as the "Calgary Building Permit Bylaw".

DEFINITIONS

2. (1) In this Bylaw:
 - (a) "Act" means the Safety Codes Act, R.S.A. 2000, c. S-1, as amended from time to time.
(9M2011, 2011 February 08)
 - (b) "applicant" means the owner of a building or a property or an authorized representative in writing by the owner who applies for a building permit.
 - (c) "Code" means the Alberta Building Code 2006 as established by the Building Code Regulation AR 117/2007 or such other regulations under the Act.
(9M2011, 2011 February 08)
 - (d) "estimated construction cost" is the total cost of constructing and finishing the building including site servicing but excluding furniture and office equipment.
 - (e) "officer;" means a person appointed as a safety codes officer pursuant to section 33 of the Act and employed by The City of Calgary.
(9M2011, 2011 February 08)
(30M2015, 2015 July 27)
 - (f) "permit" means a permit issued pursuant to this Bylaw and as defined in the Code.

- (g) "*occupancy permit*" means a permit issued with respect to the use or occupancy of a building.
 - (h) "*permit placard*" is an identification card issued to notify the owner and/or the public that a permit has been approved and issued for the building.
 - (i) "*site*" means the physical location of the work that is the subject of the Permit.
 - (j) DELETED BY 55M2006, 2007 JANUARY 01.
- (2) All definitions contained in the Code or the Act shall apply in this Bylaw.
(55M2006, 2007 January 01)

SCOPE

3. This Bylaw applies to the issuance of permits for the use, occupancy, relocation, construction or demolition of any building regulated by the Act or by the Code within the City of Calgary.
(55M2006, 2007 January 01)

PROHIBITION

4. (1) No person shall use, occupy, relocate, construct or demolish any building or part thereof unless there is a valid and subsisting permit therefor.
- (2) A permit is not required for construction, where, in the opinion of an officer, the construction will not affect the health and safety of the occupants, and the estimated construction cost is less than \$5 000 DOLLARS.
(9M2011, 2011 February 08)
- (3) No person undertaking a demolition shall dispose of waste material from the demolition site except in a permitted landfill site.

PERMIT APPLICATIONS

5. (1) To obtain a permit, an applicant shall file an application in writing on a form prescribed by and available from the officer.
- (2) In addition to the requirements in the Code every application shall:
- (a) identify and describe details of the work, use and occupancy of the building and the installation of mechanical systems and equipment to be covered by the permit for which the application is made,
 - (a.1) be accompanied by the safety inspection fee prescribed in Schedule "A" of this Bylaw where all or part of a building for which the permit application is made has been closed due to unsafe conditions pursuant to s. 48(2) of the Act,
 - (b) be accompanied by the permit fee calculated in accordance with Schedule "A" of this Bylaw, and
 - (c) be signed by the applicant.

- (3) An application for a permit may be refused if, within ninety (90) days from the date of receipt, adequate information and documentation is not supplied to the officer and there shall be no refund of any fees that have been paid.

(55M2006, 2007 January 01)

PLANS AND SPECIFICATIONS

6. (1) Except when permitted by the officer, every applicant shall submit plans, drawings, specifications, and other information required by the officer (three sets for all buildings except one and two family dwellings for which only two sets are required) with each application.
- (2) On completion of the construction of a building, the officer may require a set of plans of the building with all changes approved by the officer including a plan of survey showing its location.

FEES

7. The permit fees payable in accordance with Schedule "A" of this Bylaw shall be based on the estimated construction cost of the proposed work as determined by the officer and no permit shall be issued until the fees have been paid in full.

(55M2006, 2007 January 01)

PERMIT ISSUANCE, TERM, EXTENSIONS, TRANSFERS, REVOCATION AND RE-INSTATEMENT

8. (1) **Permit Issuance**
- (a) If an officer is satisfied that the work described in an application for a permit and the plans filed are to the best of his knowledge in accordance with the provisions of the Act and the Code and the fees specified pursuant to Schedule "A" of this Bylaw have been paid, a permit shall be issued to the applicant, with or without conditions, together with a permit placard.
- (b) When a permit is issued, one set of submitted plans, drawings, and specifications shall be returned to the applicant and shall be kept at the Site at all times during which the work is in progress, and shall be made available to an officer on demand.
- (c) One set of examined plans, drawings, and specifications shall be retained by The City of Calgary.
- (d) The issuance of a permit or review of plans, drawings and specifications shall not be construed to be permission for, or an approval of, a contravention of any provision of any other act, regulation or bylaw.
- (e) The permit placard shall be posted at all times at a conspicuous place on the Site.
- (f) Notwithstanding subsection (1) (f), the permit for the Site shall be produced to an officer upon demand.

(55M2006, 2007 January 01)

(2) **Permit Term and Extensions**

- (a) A permit issued pursuant to this Bylaw, other than a permit for the use or occupancy of a building, shall expire:
 - (i) if work authorized by the permit has not commenced within 180 days of the date of issue of the permit, or
(9M2011, 2011 February 08)
 - (ii) if work authorized by the permit is commenced but is suspended or abandoned for a period of 180 days.
(9M2011, 2011 February 08)
- (b) An officer may, in writing, extend a permit two times if:
 - (i) the term of each extension of the permit does not exceed 180 days, and
 - (ii) the permit has not been revoked or is not expired
(30M2009, 2011 January 01)
- (c) All applications for extension of a permit shall be in writing and shall be accompanied by the fee for extension set out in Schedule "A" attached hereto.

(3) **Re-instatement of a Permit**

- (a) A permit which has expired may be re-instated by the officer at the written request of an applicant within thirty (30) days of expiry, provided:
 - (i) no changes are made in the documents submitted with the application, and
 - (ii) a permit fee equivalent to **half of the original fee** has been paid.
(52M95, 1995 July 24)
(62M2005, 2006 January 01)

REVISIONS AND RE-EXAMINATION

- 9. (1) The officer may accept a revision to the construction for which a permit has been issued and determine the appropriate fee to be charged for the service as set out in Schedule "A" of this Bylaw.
- (2) If the documents submitted with an application for a permit contain substantial errors or omissions it may be rejected by the officer. The documents shall be re-submitted for further re-examinations and fee in accordance with Schedule "A" shall be charged for each and every re-examinations.
- (3) Any documents submitted which are incomplete and do not form the basis of the permit issued may be destroyed by the officer.

OCCUPANCY PERMIT

10. (1) No building that is regulated by the Act, other than a single-detached dwelling, a duplex dwelling or a semi-detached dwelling shall be used or occupied unless an occupancy permit has been issued.
- (1.a) Notwithstanding subsection (1), no building which has been closed due to unsafe conditions pursuant to s.48(2) of the Act shall be used or occupied unless written permission for use or occupancy has been issued by an officer.
- (1.b) Notwithstanding subsection (1), no single-detached dwelling, duplex dwelling or semi-detached dwelling shall be used or occupied unless written permission for use or occupancy has been issued.
- (2) Upon application, an occupancy permit shall be issued if, in the opinion of the officer, the building does not contravene the provisions of the Act or the Code.
- (3) The issuance of an occupancy permit shall not be construed to be permission for, or an approval of, a contravention of any provision of any other act, regulation or bylaw.
- (4) The fee payable in accordance with Schedule "A" of this Bylaw for issuance of an occupancy permit shall be tendered at the time of application.
- (55M2006, 2007 January 01)

REFUNDS

11. (1) A person who has paid a permit fee payable in accordance with Schedule "A" of this Bylaw may cancel, withdraw or surrender the permit to The City of Calgary and make an application in writing for a refund in accordance with the provisions of this section.
- (2) The officer may authorize a refund of a permit fee, less administrative charges, as set out in Schedule "A" of this Bylaw.
- (3) No refund shall be made if:
- (a) the permit has been revoked except under Section 1.5.1.13 of the Code or has expired,
- (b) use, occupancy, relocation, construction or demolition of the building or the installation of the mechanical equipment or systems has commenced, or
- (c) an extension of the permit has been granted.
- (55M2006, 2007 January 01)

REBATES

- 11.1 DELETED BY 51M2010, 2010 JULY 31.

VALIDITY

12. Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole or any part thereof, other than the part so declared to be invalid.

OFFENCE

13. Any person who contravenes this bylaw is guilty of an offence under Section 67 of the Act.

(55M2006, 2007 January 01)

REPEAL

14. (1) Bylaw Number 9M92 of The City of Calgary is hereby repealed.
- (2) Notwithstanding subsection (1), any permit issued prior to the time this Bylaw came into force shall continue in force subject to the terms and conditions under which such permit was issued.

COMING INTO FORCE

15. This Bylaw comes into force upon receiving third reading.

READ A FIRST TIME THIS 19TH DAY OF DECEMBER, 1994.

READ A SECOND TIME THIS 19TH DAY OF DECEMBER, 1994.

READ A THIRD TIME 19TH DAY OF DECEMBER, 1994.

(Sgd.) C. Kraychy
DEPUTY MAYOR

(Sgd.) D. Garner
CITY CLERK

SCHEDULE “A”

TO THE CALGARY BUILDING PERMIT BYLAW

The fees described in this Schedule are for the years 2015, 2016, 2017 and 2018 and shall apply in the calendar year indicated (from January 1 to December 31, inclusive).

A. BUILDING PERMIT FEES

1. (a) (i) For the purposes of this Bylaw, “residential dwelling” means a Single Detached Dwelling, Semi-detached Dwelling or Duplex Dwelling, as those terms are defined in the City of Calgary Land Use Bylaw, 1P2007, as amended.
- (ii) For the construction of a new residential dwelling, a permit fee will be charged which includes the fees for building, electrical, mechanical, and plumbing and gas permits, and is referred to as a Single Permit Fee. The Single Permit Fee shall be based on the estimated construction value of the new construction and calculated as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| \$10.33 per \$1000 or part thereof | \$10.67 per \$1000 or part thereof | \$10.67 per \$1000 or part thereof | \$10.67 per \$1000 or part thereof |

The estimated construction value for new Single Detached, Semi-detached, and row or townhouses shall be based upon the following:

| | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|---|--------------------|--------------------|--------------------|--------------------|
| Single-Detached – Living Area – per sq ft | \$ 145.55 | \$ 150.35 | \$ 150.35 | \$ 150.35 |
| Semi-Detached/Row or Townhouses – Living Area – per sq ft | \$ 106.76 | \$ 110.28 | \$ 110.28 | \$ 110.28 |
| Basement Development – per sq ft | \$ 33.26 | \$ 34.36 | \$ 34.36 | \$ 34.36 |

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| | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--|--------------------|--------------------|--------------------|--------------------|
| Fireplaces – per fireplace | \$4528.67 | \$4678.12 | \$4678.12 | \$4678.12 |
| Garage – per sq ft | \$ 45.92 | \$ 47.43 | \$ 47.43 | \$ 47.43 |
| Carport – per sq ft | \$ 33.26 | \$ 34.36 | \$ 34.36 | \$ 34.36 |
| Deck (or balcony) – per sq ft | \$ 22.57 | \$ 23.32 | \$ 23.32 | \$ 23.32 |
| Porch (or covered balcony) – per sq ft | \$ 33.26 | \$ 34.36 | \$ 34.36 | \$ 34.36 |

- (iii) The fee for a building permit for residential buildings other than new residential dwellings shall be based on the estimated construction value for the new construction and calculated as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|
| \$9.98 per \$1000 or part thereof | \$10.31 per \$1000 or part thereof | \$10.31 per \$1000 or part thereof | \$10.31 per \$1000 or part thereof |

There shall be a minimum processing fee as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$108 | \$112 | \$112 | \$112 |

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- (iv) The fee for a building permit for buildings other than residential dwellings shall be based on the estimated construction value for the new construction and calculated as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| \$10.75 per \$1000 or part thereof | \$11.11 per \$1000 or part thereof | \$11.11 per \$1000 or part thereof | \$11.11 per \$1000 or part thereof |

There shall be a minimum processing fee as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$108 | \$112 | \$112 | \$112 |

- (b) In addition to the fees set out in Section A 1(a), there shall be an additional fee upon resubmission of the plans or specifications for re-examination where such re-examination is required or requested by an officer due to inaccuracies or lack of information in the plans or specifications originally submitted as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$226 | \$234 | \$234 | \$234 |

- (c) The fees for a partial permit or staged permit as provided for in Section 7 of the Bylaw, in addition to the basic fees in Section A 1(a) shall be as follows:

- (i) Single Detached Dwelling, Semi-detached Dwelling, or Duplex dwelling:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|------------------------|------------------------|------------------------|------------------------|
| \$96 per dwelling unit | \$99 per dwelling unit | \$99 per dwelling unit | \$99 per dwelling unit |

- (ii) all other buildings:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--|--|--|--|
| \$ 1.47 per square meter of floor area | \$ 1.52 per square meter of floor area | \$ 1.52 per square meter of floor area | \$ 1.52 per square meter of floor area |

but not less than:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$108 | \$112 | \$112 | \$112 |

and not more than:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$4516 | \$4665 | \$4665 | \$4665 |

- (c.1) The safety inspection fee for buildings closed due to unsafe conditions pursuant to s. 48(2) of the Act, as provided for in Section 5 of the Bylaw, which is in addition to the basic fees in Section A 1(a) of this Schedule, is as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$5727 | \$5916 | \$5916 | \$5916 |

- (d) If a contractor/owner starts the construction, use or occupancy of the building prior to obtaining a permit, a permit fee as calculated in Section A 1(a) above and based on the estimated construction value of the work done without a permit shall be paid, as an additional fee, prior to the issuance of the appropriate permit.
- (e) Despite Subsection (d), an officer may allow work that requires a permit to proceed before a permit is obtained or waive permit fees if, in the opinion of the officer, the work is required to be done on an emergency basis or extenuating circumstances exist.
- (f) If, in the opinion of the Safety Codes Officer, more than one inspection is necessitated by the failure of the contractor/owner to either ensure accessibility to a site for which the contractor/owner has requested an inspection, or the failure of the contractor/owner to ensure the correction of the same deficiency/ies notified through an inspection report, or work not being ready for the requested inspection, an additional fee will be charged for each re-inspection as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$301 | \$311 | \$311 | \$311 |

- (g) At the request of the contractor/owner and if agreed upon by the Safety Codes Officer, an additional inspection can be performed and for each additional inspection, the following fee will be charged if the inspection takes place Monday through Friday, excluding statutory holidays:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$121 | \$125 | \$125 | \$125 |

- (h) At the request of the contractor/owner and if agreed upon by the Safety Codes Officer, an additional inspection can be performed and for each additional inspection, the following fee will be charged will be charged if the inspection takes place on a weekend or on a statutory holiday:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| \$184 per hour per staff person | \$190 per hour per staff person | \$190 per hour per staff person | \$190 per hour per staff person |

but not less than:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$735 | \$760 | \$760 | \$760 |

- (i) The fees for an occupancy permit shall be as follows, except when the work is done under a valid and subsisting permit:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$234 | \$242 | \$242 | \$242 |

- (j) The fees for demolition permits shall be calculated as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--|--|--|--|
| \$ 1.47 per square meter of floor area | \$ 1.52 per square meter of floor area | \$ 1.52 per square meter of floor area | \$ 1.52 per square meter of floor area |

but not less than:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$108 | \$112 | \$112 | \$112 |

and not more than:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$4516 | \$4665 | \$4665 | \$4665 |

- (k) Whether or not a valid and subsisting permit has been issued, where a contractor or owner requests a revision to submitted plans or specifications, there shall be an additional fee for each submission equivalent to the greater of the following:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|---|---|---|---|
| 10% of the original permit fees but not less than \$116 | 10% of the original permit fees but not less than \$120 | 10% of the original permit fees but not less than \$120 | 10% of the original permit fees but not less than \$120 |

or:

| | | | |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| \$121 per hour per staff person | \$125 per hour per staff person | \$125 per hour per staff person | \$125 per hour per staff person |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|

- (l) The fees for extension of a permit shall be as follows:

- (i) where no revisions are proposed, 10% of the original permit fees but not less than:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$108 | \$112 | \$112 | \$112 |

and not more than:

| | | | |
|--------|--------|--------|--------|
| \$9020 | \$9318 | \$9318 | \$9318 |
|--------|--------|--------|--------|

- (ii) where revisions are proposed, the greater of the following:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|---|---|---|---|
| 10% of the original permit fees but not less than \$116 | 10% of the original permit fees but not less than \$120 | 10% of the original permit fees but not less than \$120 | 10% of the original permit fees but not less than \$120 |

or:

| | | | |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| \$121 per hour per staff person | \$125 per hour per staff person | \$125 per hour per staff person | \$125 per hour per staff person |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|

- (m) Where permit types are not specifically identified, fees shall be based upon the most comparable fee type.
- (n) Permit privileges may be revoked where fees and charges are not paid within 30 days of the billing date.

B. FEES FOR MECHANICAL WORK

1. (a) The fees for installing mechanical equipment and systems for HVAC, Refrigeration and AFE for buildings other than a new residential dwelling shall be based on the estimated mechanical installation value and calculated as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|
| \$9.98 per \$1000 or part thereof | \$10.31 per \$1000 or part thereof | \$10.31 per \$1000 or part thereof | \$10.31 per \$1000 or part thereof |

There shall be a minimum processing fee as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$108 | \$112 | \$112 | \$112 |

- (b) If a contractor/owner starts the installation of the mechanical systems and/or equipment prior to obtaining a permit, a permit fee as calculated in Section B 1(a) above and based on the estimated construction value of the work done without a

permit shall be paid, as an additional fee, prior to the issuance of the appropriate permit.

- (c) Despite Subsection (b), an officer may allow work that requires a permit to proceed before a permit is obtained or waive permit fees if, in the opinion of the officer, the work is required to be done on an emergency basis or extenuating circumstances exist.
- (d) If, in the opinion of the Safety Codes Officer, more than one inspection is necessitated by the failure of the contractor/owner to either ensure accessibility to a site for which the contractor/owner has requested an inspection, or the failure of the contractor/owner to ensure the correction of the same deficiency/ies notified through an inspection report, or work not being ready for the requested inspection, an additional fee will be charged for each re-inspection as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$301 | \$311 | \$311 | \$311 |

- (e) At the request of the contractor/owner and if agreed upon by the Safety Codes Officer, an additional inspection can be performed and for each additional inspection, the following fee will be charged if the inspection takes place Monday through Friday, excluding statutory holidays:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$121 | \$125 | \$125 | \$125 |

- (f) At the request of the contractor/owner and if agreed upon by the Safety Codes Officer, an additional inspection can be performed and for each additional inspection, the following fee will be charged will be charged if the inspection takes place on a weekend or on a statutory holiday:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| \$184 per hour per staff person | \$190 per hour per staff person | \$190 per hour per staff person | \$190 per hour per staff person |

but not less than:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$735 | \$760 | \$760 | \$760 |

- (g) The fees for extension of a mechanical permit shall be 10% of the original permit fees but not less than:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$108 | \$112 | \$112 | \$112 |

and not more than:

| | | | |
|-------|-------|-------|-------|
| \$193 | \$200 | \$200 | \$200 |
|-------|-------|-------|-------|

- (h) Each contractor installing any work shall provide the Safety Codes Officer with an Identification Number and a letter to the City as proof that the person performing the work or supervising the work is a licensed contractor as defined in the Business Licence Bylaw 32M98, as amended.
- (i) Where permit types are not specifically identified, fees shall be based upon the most comparable fee type.
- (j) Permit privileges may be revoked where fees and charges are not paid within 30 days of billing date.

C. PERMIT REFUNDS

1. When a written request for refund of a building permit for which construction work has not commenced is received, the Safety Codes Officer shall withhold 25% of the original fees, subject to a minimum as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$102 | \$106 | \$106 | \$106 |

2. When a written request for a refund of a permit for mechanical work for which construction work has not commenced is received, the Safety Codes Officer shall withhold 10% of the original fees, subject to a minimum as follows:

| <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|--------------------|--------------------|--------------------|--------------------|
| \$48 | \$49 | \$49 | \$49 |

3. (a) Notwithstanding Section 11(3), when a written request is received for a refund of a permit for which construction has commenced or for a project which a Safety Codes Officer has determined to be abandoned, or significantly stalled for a period of 120 days or more, and the permit is no longer valid, the Safety Codes

Officer may take into consideration extenuating circumstances in order to make a refund.

- (b) Extenuating Circumstances include unusually adverse weather or broad labour or materials supply issues.
- (c) If a refund is considered valid by the Safety Codes Officer, a minimum of 25% of the original fees, plus all costs incurred by Building Regulations, including design review, inspections and maintenance costs for a safe and clean site environment, shall be withheld.”

(44M2002, 2003 January 01)

(42M2003, 2004 January 01)

(52M2004, 2005 January 01)

(62M2005, 2006 January 01)

(55M2006, 2007 January 01)

(56M2006, 2008 January 01)

(61M2008, 2009 January 01)

(62M2008, 2010 January 01)

(63M2008, 2011 January 01)

(30M2009, 2011 January 01)

(51M2010, 2010 July 31)

(62M2011, 2012 January 01)

(63M2011, 2013 January 01)

(64M2011, 2014 January 01 as amended by 50M2012)

(50M2012, 2012 November 26)

(63M2014, 2014 November 26)

(44M2016, 2017 January 01)

(46M2017, 2017 November 30)