

## Schedule 'D' to Bylaw 2026-001

### Building and Bylaw Department Fees

Item	Fees	HST Applicable (Yes or No)
Construction commencing before permit issued (Extra charge <b>in addition to permit fees</b> , due to additional administration)	A fee equivalent to the permit fee (minimum fee of \$1000.00) in addition to the permit fees	No
Issue <i>Building Code Act</i> Orders (Per Order)	\$ 200.00	No
Minimum fee for any permit	\$ 175.00	No
Residential Fees per square foot (area includes all above grade floors) (For a new dwelling - minimum fee of \$ 800)	\$1.55	No
Per square foot for a basement	\$ 1.10	No
Per square foot for a crawlspace	\$ 0.80	No
Per square foot of area supported for piers, slab on grade and frost wall foundations (All buildings)	\$0.65	No
Renovation fee per square foot of renovated area	\$ 0.50	No
Institutional/Commercial/ Industrial (ICI) fees per square foot	\$ 1.10	No
Institutional/Commercial/Industrial Plumbing Permit	\$ 11.00 per fixture (\$175.00)	No
Administration Fee for Dwellings, Additions to Dwellings, decks & accessory buildings & ICI Construction **excludes septic systems	\$ 175.00	No
Administration fee for entering permits in Cloudpermit on owners'/applicants' behalf. First application <b>no charge</b> .	\$ 100.00	No
Accessory Buildings (Farm/Hunting/Outbuilding), Decks, and Balconies fees per square foot	\$ 165.50 + \$ 0.65 per sq.ft	No
	+ \$ 150.00 if heated	No
	+ \$ 150.00 if insulated	No
Wood Furnaces and Chimneys/Residential Plumbing per dwelling/Partial Framing	\$ 175.00	No
Demolition Permit	\$ 200.00	No
Renewal Permit for projects that have commenced and previously inspected	\$ 175.00	No
Building Department, Liquor Licence Inspections	\$ 120.00	No
Building Dept reports/letters (excluding compliance letters), including each issue of inspection reports and Occupancy/Septic Use Permits	\$ 120.00	No
Change of Use permit – No Construction	\$ 250.00	No
Building Compliance Letters – Residential (Created for Owner or Authorized Agent, or individual with written permission from the owner).	\$ 200.00	No

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Building Compliance Letters - Institutional/Commercial/ Industrial/Multi-residential (Created for Owner or Authorized Agent, or individual with written permission from the owner).	\$ 400.00	No
Class 2 to 5 Onsite Sewage System Permits including major repair and alterations (e.g. replacing tank or bed)	\$ 725.00	No
Minor onsite sewage alterations (E.g. Replace effluent filters/baffles/feed pipe/holding tank alarms)	\$ 330.75	No
Application for a review of septic system requirements for additions, renovations & additional buildings (Credited to the sewage fee if a new system is required)	\$ 165.50	No
Installation of Ventilation Control and Fire Protection of Commercial Cooking Operations (Including Administration fee)	\$500.00	No
Register and discharge (remove) a <i>Building Code Act</i> Order with the Land Registry Office – One-time fee for both actions (Post-2024 Order)	\$ 1,400.00	No
Discharge (remove) a <i>Building Code Act</i> Order with the Land Registry Office (Pre-2025 Reg'd Order)	\$700.00	No
Certificate of Compliance for <i>Building Code Act</i> Order for Land Registry Office	\$ 120.00	No
Per plan review after the <b>third</b> submission	\$ 175.00	No
Extra plans review during construction phase (revised drawings)	\$ 75.00 per hour (minimum one hour)	No
Silt fence deposit for building permits issued within 30 metres of a water body (Refundable at final. Not refundable after three years from permit issued date or if the silt fence is not installed)	\$ 750.00	No
Deposit for projects valued from \$50k to \$100k (Refundable at project final, up to 3 years after the permit issued date. Not refundable after 3 years from the permit issued date.)	\$ 375.00	No
Deposit for projects valued over \$100k (Refundable at project final, up to 3 years after the permit issued date. Not refundable after 3 years from the permit issued date.)	\$ 750.00	No
Deposit for <b>new dwellings</b> (Refundable at project final, up to 3 years after the permit issued date. Not refundable after 3 years from permit issued date)	\$ 1000.00	No

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<b>Property Standards User Fees</b>		
Property Standards – Appeal to Property Standards Committee	\$ 200.00 per appeal	No
Property Standards – Re-inspection	\$ 100.00 per re-inspection	No
Property Standards – Issue <i>Building Code Act</i> Orders	\$ 200.00 per Order	No
Property Standards Clean-Up – Register and/or Discharge Property Standards Orders on Title – One-time fee for both actions (Post-2024 Order)	\$ 1,400.00	No
Property Standards Clean-Up – Discharge Property Standards Orders on Title (Pre-2025 Reg'd Order)	\$ 700.00	No
Property Standards Clean-Up – Costs for the Municipality to arrange and complete clean-up of property	Cost Recovery	No
Property Standards Clean-Up – Officer Attendance (Officer is required to be in attendance for the duration of a clean-up on private property in which the Municipality has placed Orders)	\$ 90.00 per hour	No
Property Standards Clean and Clear – Re-inspection	\$ 100.00 per re-inspection	No
Property Standards – Certificate of Compliance for <i>Building Code Act</i> Property Standards Order	\$120.00	No
Late Payment Fee	\$50.00	No
MTO Plate Denial Fee	Cost Recovery	Yes
MTO Search Fee	Cost Recovery	Yes
Screening Review No Show Fee	\$75.00	No
Hearing Review No Show Fee	\$125.00	No
Administrative Penalty System (A.P.S.) Fees	Subject to APS Bylaw	N/A
<b>*Note 1:</b> There are <b>NO</b> Development Charges in the Municipality of Hastings Highlands.		
<b>*Note 2:</b> Inspections/Reports/Letters that are issued by the Building Department in support of, and as required by the Municipality's Business Licence Policy, shall not be subject to the above user fees.		

In addition to the above listed fees, the following fees shall apply;

- Where a drawing review has been completed by the Corporation and a review letter issued, and the applicant changes the "model" of a building and proposes a new model of building for the same lot, the original fees will be refunded less the percentage of fees payable for duties already performed by the Municipality (Percentages shown below) and new fees shall be payable for the new model of building.
- The fee for a request for the use of an Alternative Solution as described in the *Building Code Act*, as amended shall be based on an hourly rate of \$100.00 per hour with a minimum fee of
- \$100.00 based on the number of hours or portion thereof to the nearest ½ hour spent by the Corporation to review and research the Alternative Solution. When the Alternative Solution warrants review by a third party the applicant shall also be responsible for the cost of the third party review and a deposit as determined by the Chief Building Official to cover the cost of the third party review shall be provided to the Corporation by the Applicant prior to the review of the proposal by the third party. The determination of the requirement to involve a third party is solely at the discretion of the Chief Building Official.

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**REFUNDS**

The fees that may be refunded shall be a percentage of the fees payable under this Bylaw, calculated by the Chief Building Official as follows:

- a) Ninety (90) percent if administrative functions only have been performed;
- b) Eighty-five (85) percent if administrative and zoning functions only have been performed;
- c) Fifty-Five (55) percent if administrative, zoning and plan examination functions have been performed;
- d) Forty-Five (45) percent if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
- e) Five (5) percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued;
- f) If a structural fire destroys a new dwelling under construction, which had an open and active permit (inspected by the Building Department within 12 months prior to the structure fire), for the rebuild fees the Building Department would charge only for inspections carried out to date on the original home at a fee of \$100.00 plus mileage per inspection.

No refund shall be made for an amount less than \$30.00.