

**SCHEDULE "A" TO BY-LAW 112-2005**  
OF  
THE CORPORATION OF THE CITY OF STRATFORD

**Amending Schedule "A" to  
By-law 112-2005, as amended**

**Effective January 1, 2023**

<b>Type of Permit: Group Type</b>	<b>Type of Permit: Sub-Type</b>	<b>Permit Fee: Fee per Area (Sq. Ft.)</b>	<b>Permit Fee: Fee per Unit</b>
<b>Group 'A' - Assembly</b>	Finished	\$2.20	N/A
	Shell Only	\$1.95	N/A
	Outdoor Patio	N/A	\$270.00
	Outdoor Pool – Public	N/A	\$900.00
	Portable Classroom	N/A	\$485.00
<b>Group 'B' – Institutional</b>	All institutional classifications	\$2.65	N/A
<b>Group 'C' – Residential</b>	Dwelling (Single, Semi, Duplex, Rowhouse, Stacked Rowhouse)	\$ 1.40	N/A
	Garage / Carport (per bay)	N/A	\$ 190.00
	Shed, Deck, Porch	N/A	\$ 190.00
	Apartment Building	\$ 1.65	N/A
	Hotels / Motels	\$ 2.10	N/A
	Residential Care Facility	\$ 1.40	N/A
<b>Group 'D' – Business &amp; Personal Services</b>	Finished	\$ 1.80	N/A
	Shell Only	\$ 1.50	N/A
	Finishing of Existing Shell	\$ 0.47	N/A
<b>Group 'E' – Mercantile</b>	Finished	\$ 1.80	N/A
	Shell Only	\$ 1.50	N/A
	Finishing of Existing Shell	\$ 0.47	N/A
<b>Group 'F' – Industrial</b>	Finished	\$ 1.10	N/A
	Shell Only	\$ 0.85	N/A
	Finishing of Existing Shell	\$ 0.47	N/A
	Parking Garage	\$ 0.85	N/A
<b>Agricultural</b>	All Agricultural classifications	\$0.65	N/A

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<b>Stand Alone &amp; Miscellaneous Work</b>	Air supported structures	\$0.80	N/A
	Alternative Solution: Part 9 (each)	N/A	\$ 550.00
	Alternative Solution: All other Building/system (each)	N/A	\$ 1,100.00
	Balcony guard (replace per linear foot) - excluding low rise Residential	\$ 0.68	N/A
	Balcony repair (per balcony)	N/A	\$ 27.00
	Ceiling (new or replace per square foot)	\$ 0.27	N/A
	Change of Use (with no renovations) - All Classifications (min. fee \$260.00)	\$ 0.22	N/A
	Demolition (If P.Eng. review required min. fee of \$525.00)	\$ 0.17	N/A
	Designated Structures - Including Solar Panels, but excluding retaining walls, public pools, and signs)	N/A	\$485.00
	Elevator, escalator, lift	N/A	\$ 485.00
	Engineering review – Where, at the discretion of the CBO, third-party review is required for Part 4 designs submitted by a designer as part of an application.  Fee is in addition to applicable fees for building permit application.	N/A	\$ 2,175.00
	Exterior ramps (excluding low rise Residential)	N/A	\$ 270.00
	Fireplace/Woodstove (each)	N/A	\$ 130.00
	Foundation or Conditional Permit - In addition to Building Permit Fee (Min. \$525.00)	\$ 0.22	N/A
	Interior Finishes - All Classifications not specified elsewhere	\$ 0.50	N/A
Alterations/Renovations to previously finished areas - All	\$ 0.45	N/A	

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	Classifications not specified elsewhere		
	Rack storage systems (per lin. ft.)	\$ 0.50	N/A
	Reclad exterior wall (per lin. ft.)	\$ 0.17	N/A
	Retaining Wall (per lin. ft.)	\$ 3.40	N/A
	Shoring & Underpinning (per lin. ft.)	\$ 3.70	N/A
	Signs	N/A	\$ 130.00
	Storefront replacement	N/A	\$ 270.00
	Temporary Buildings (each)	N/A	\$ 270.00
	Temporary Tents (each)	N/A	\$190.00
<b>Mechanical Work (independent of Building Permit)</b>	HVAC Permit (non-residential)	\$ 0.17	N/A
	Fire Sprinkler System, Standpipe, etc. (Min. \$260.00)	\$ 0.12	N/A
	Commercial Kitchen, Spray Booth, Dust Collector (each)	N/A	\$ 270.00
<b>Electrical Work (independent of Building Permit)</b>	Fire Alarm System & Electrical Work (Min. \$260.00)	\$ 0.12	N/A
	Electromagnetic locks & Hold open devices (each)	N/A	\$ 130.00
	Emergency Lighting (per storey)	N/A	\$ 130.00
<b>Plumbing Work (independent of Building Permit)</b>	Plumbing Permit (per fixture, min. fee \$125.00)	N/A	\$ 18.00
	Catchbasin, maintenance holes, roofdrains (each)	N/A	\$ 27.00

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	Building / Site Services (per lin. ft.)	\$ 0.85	N/A
	Backflow Prevention Device (per device)	N/A	\$ 130.00
<b>On-site Sewage System</b>	New or Replacement system	N/A	\$650.00
	Alterations / Repair	N/A	\$490.00
<b>Other Fees</b>	Minimum Permit Fee: Low rise residential (SDD, Semi-detached, Triplex)	N/A	\$ 130.00
	Minimum Permit Fee: All Classifications (Unless noted otherwise)	N/A	\$270.00
	Revision to Permit Fee - Applicable to square footage of area where plan examination required due to submission of revisions after permit issued. (Min. \$125.00)	\$ 0.12	N/A
	Permit to Occupy unfinished building	N/A	\$ 270.00
	Transfer Permit (change of permit ownership)	N/A	\$ 270.00
	Special Inspection Fee after hours (per hour)	N/A	\$ 270.00
	Special research requests of Building Division (per hour or part thereof and includes requests for written information)	N/A	\$ 65.00
	Property Surveys - Records FOI	N/A	\$ 27.00
	Staff Time / 15 min.	N/A	\$ 10.00
	Photocopies (Black & White, Letter, Legal, Tabloid) - per copy	N/A	\$ 0.21
	Photocopies (Colour, Letter, Legal, Tabloid) - per copy	N/A	\$ 0.80
	Plotter copies (Large format) - per sheet	N/A	\$ 22.00

### **Classes of Permits**

Class of Permit shall include:

1. Building permit BCA 8(1) (includes a farm building)
2. Partial Permit BCA 8(1)
3. Special Building Permit BCA 7(1)(a)
4. Demolition Permit BCA 8(1)
5. Conditional Permit BCA 8(3)
6. Occupancy Permit BCA 11
7. Change Of Use Permit BCA 10(1)
8. Plumbing Permit BCA 8(1) (specific types noted)
9. Mechanical Permit (H.V.A.C.) BCA 8(1) (specific types noted)
10. Structural Sign Permit OBC DIV. B 3.15
11. Transfer Permit BCA 7(h)
12. Sewage System Permit BCA 8(1)

Notes:

- BCA refers to the Ontario Building Code Act S.O. 1992, Chapter 23 as amended,
- OBC refers to the Ontario Building Code O.Reg. 332/12 as amended.

**SPECIAL BUILDING PERMIT FEE:**

A special permit fee with respect to construction, change of use, demolition, heating, ventilation, air conditioning, electrical, plumbing or drainage work shall be paid by the owner where any work was commenced prior to the issuance of a permit.

The special permit fee shall be the regular permit fee plus an additional fee equal to 100% of the amount calculated as the regular permit fee, but in no case shall the additional fee exceed \$7550.00 in order to compensate the City for the additional work performed as a result of commencing work prior to permit issuance.

Payment of the special permit fee does not allow construction, change of use, demolition, heating, ventilation, air conditioning, electrical, plumbing or drainage work to continue without a permit.

**SECURITY DEPOSIT FEE:**

A Security Deposit Fee shall be required for lot grading certification in the amount of \$2,000.00 for each building permit application for a new single detached dwelling, semi-detached dwelling or a building containing duplex or triplex dwellings except when said permit application is subject to a Construction Deposit as required in a Site Plan Agreement or Subdivision Agreement under the Planning Act.

**Return of Security Deposit Fee:**

Upon the submission of a Final Lot Grading certificate from an Ontario Land Surveyor confirming completion of a final inspection and including a final inspection of the individual lot grading by the Building Official, the construction deposit without interest (or such portion as remains unused) for that lot shall be returned by the CITY to the party that paid the construction deposit.

**FEES UNDEFINED IN TABLE:**

Fee for classes of permits/type of work not described or included in the calculation of permit fee table shall be determined by the Chief Building Official.

**INTERPRETATION:**

**The following guidelines are to be applied in the calculation of permit fees:**

Floor area of the proposed work is to be measured to the outer face of exterior walls and to the center line of party walls or demising walls.

1. In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
2. Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
3. Except for interconnected floor spaces, no deduction is made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).
4. Unfinished basements for single detached dwellings, semi-detached dwellings, duplexes and townhouses are not included in the floor area.
5. Finished basements for single detached dwellings (including semis, duplexes and townhouses, etc.) may at the discretion of the Chief Building Official be charged the interior finishing fee in Schedule 'A'.
6. Fireplaces, HVAC, electrical, woodstoves, plumbing, site services are included in the permit fee for single family dwellings if included in original application. Square footage for garage is charged at the residential rates per square foot.
7. Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
8. Where demolition of partitions or alterations to existing ceilings and walls is a part of an alteration or renovation permit, no additional charge is applicable.
9. Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.

10. The occupancy categories in the Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor area, the Permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
11. Temporary building is a building that will be erected for not more than one year.
12. When conditional/partial permits are issued, fees shall be charged according to the type of work proposed for each partial permit and shall have a cumulative effect.
13. When a conditional/partial permit is issued to construct a building shell a partial permit to construct an interior finish must also be issued.
14. Site Service works when applied for with a building permit for a Structure, will be charged as per fees set out in Schedule 'A' except for Single detached dwellings.
15. For classes of Permits not described in this Schedule, the Chief Building Official shall determine a reasonable permit fee.

**SCHEDULE "B"**  
**TO BY-LAW 112-2005 as amended**  
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**THE CORPORATION OF THE CITY OF STRATFORD**

**REFUND OF PERMIT FEES**

1. The fees that shall, upon request be refunded shall be reduced by a cumulative percentage of the fees paid under this by-law as follows:
  - (a) 20% if administrative functions only have been performed;
  - (b) 10% if zoning functions only have been performed;
  - (c) 20% if plans examination functions only have been performed;
  - (d) 35% if the permit has been issued; and
  - (e) 5% shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
2. Notwithstanding paragraph 1 above, no refund shall be made of an amount less than or equal to the minimum permit fee set out in Schedule A.
3. Notwithstanding paragraph 1 above, no refund shall be made where the chief building official has revoked a permit under Section 8(10) of the Act.



**SCHEDULE "C"**  
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**LIST OF PLANS, DRAWINGS AND OTHER INFORMATION TO ACCOMPANY  
APPLICATIONS FOR PERMITS**

1. Site Plan;
2. Floor Plans;
3. Foundation Plans;
4. Framing Plans;
5. Truss System Layout Drawings;
6. Engineered Truss Drawings;
7. Engineered Floor/Roof System Layout Drawings;
8. Roof Plans;
9. Reflected Ceiling Plans;
10. Sections and Details;
11. Building Elevations;
12. Electrical Drawings;
13. Heating, Ventilation and Air Conditioning Drawings and calculations;
14. Sprinkler System Drawings;
15. Plumbing Drawings;
16. Mechanical Drawings;
17. Site Service Drawings;
18. Architectural Drawings;
19. Food Premise Layout Drawings;
20. Structural Drawings;
21. Specifications;
22. Structural Design Load Summary
23. All Related Engineering and Architectural Reports/Documents/Schedules/Tests.
24. Building Code Matrix/Summary

**NOTE:**

The Chief Building Official may specify that not all the above mentioned plans or information are required to accompany an application for a permit.

**SCHEDULE "D"**  
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**RESPECTING FORMS AND ORDERS**

**Application Forms:**

1. Change of Use (no construction required)\*\*
2. Conditional Permit\*
3. Transfer of Permit\*\*
4. Construct or Demolish\*
5. Alternative Solution\*\*
6. Schedule 1\*\*
7. Schedule 2\*\*
8. SB10 Energy Designs\*\*
9. SB12 Energy Designs\*\*

**Form Submission Prior to Permit Issuance:**

1. Fill Removal Commitment Form\*\*
2. Information for Installation of Solid Fuel Appliance\*\*
3. Owner Authorization Form\*\*
4. Commitment to General Review Form\*\*
5. Demolition Commitment Form\*\*
6. Demolition Environmental Consideration Form\*\*
7. Demolition Utility Confirmation Form\*\*
8. Demolition Control Forms\*\*

**Form Submission Prior to Occupancy/Final Inspection:**

1. Backflow Prevention Device Testing & Inspection Report\*\*
2. Interim Lot Grading Certificate\*\*
3. Final Lot Grading Certificate\*\*

**Forms For Permission To Occupy:**

1. Occupancy Certificate\*\*
2. Occupancy Inspection Report\*\*

**Orders:**

1. Order to Comply\*
2. Stop Work Order\*
3. Order Not To Cover\*
4. Order To Uncover\*
5. Unsafe Order\*\*
6. Emergency Order\*\*
7. Order To Take Tests and Samples\*
8. Order to Prohibit Occupancy\*\*

**Agreement Forms:**

1. Conditional Permit Agreement Form\*\*

\* These forms are as prescribed by the Ministry of Housing

\*\*These forms are as prescribed by the Chief Building Official

The Chief Building Official shall determine which forms are required to be completed and shall determine when the required forms are to be submitted.