

Appendix 1 to the Administrative Report No. CBC-02-2025
Proposed 2025 User Fees and Charges (excludes indexing and rounding of other fees)

Description	2025 Fee (excl. tax)	2024 Fee (excl. tax)	Change
<u>PLANNING, BUILDING, AND BY-LAW SERVICES</u>			
Building Permit			
Group A Assembly Occupancy - per sq.ft.*			
School, church, restaurant, daycare, hall, transit, recreation facility	\$ 2.19	\$ 2.11	\$ 0.08
Owner/Leasehold renovation	\$ 1.07	\$ 1.07	\$ -
Group B Institutional Occupancy - per sq.ft.			
Hospital, retention facility, nursing home, etc.	\$ 2.37	\$ 2.28	\$ 0.09
Owner/Leasehold renovation	\$ 1.20	\$ 1.20	\$ -
Group C Residential Occupancy - per sq.ft.			
One family, semi-detached, multiple unit dwelling,	\$ 1.61	\$ 1.55	\$ 0.06
Hotel, motel	\$ 1.70	\$ 1.63	\$ 0.07
Group D Business/Personal Services Occupancy - per sq.ft.			
Office, bank, medical office, etc.	\$ 2.03	\$ 1.95	\$ 0.08
Owner/Leasehold renovation	\$ 1.01	\$ 1.01	\$ -
Group E Mercantile Occupancy - per sq.ft.			
Store, shopping mall, plaza, shop, market, retail, etc.	\$ 1.90	\$ 1.83	\$ 0.07
Owner/Leasehold renovation	\$ 0.84	\$ 0.84	\$ -
Group F Industrial Occupancy - per sq.ft.			
Industrial mall, shop, etc.	\$ 1.39	\$ 1.34	\$ 0.05
Industrial building with no partitions	\$ 0.82	\$ 0.82	\$ -
Owner/Leasehold renovation	\$ 0.82	\$ 0.82	\$ -
Special Category/Occupancy			
Farm building, greenhouse - per sq.ft.	\$ 0.40	\$ 0.38	\$ 0.02
Air supported structure - per sq.ft.	\$ 0.22	\$ 0.21	\$ 0.01
Tent, temporary fabric structure	\$ 200.00	\$ 192.00	\$ 8.00
Multiple tents, same property or demountable stages and associated sound and lighting equipment towers	\$ 397.00	\$ 382.00	\$ 15.00
Miscellaneous Residential			
Garage, carport, covered deck/porch - per sq. ft.	\$ 0.54	\$ 0.52	\$ 0.02
Uncovered deck/porch, shed/accessory building - per sq. ft	\$ 0.54	\$ 0.52	\$ 0.02
Sunroom/solarium - per sq.ft.	\$ 1.03	\$ 0.99	\$ 0.04
Fire Systems			
Commercial kitchen hood and fire suppression system	\$ 341.66	\$ 328.52	\$ 13.14
Fire alarm, sprinkler, standpipe upgrades/installations	\$ 341.66	\$ 328.52	\$ 13.14
Alteration - Group C Residential			
Unfinished basement (new foundation and crawl space) - per sq.ft.	\$ 0.54	\$ 0.52	\$ 0.02
Roof structure (replace or new) - per sq.ft.	\$ 0.22	\$ 0.21	\$ 0.01
Gut renovation - per sq.ft.	\$ 1.10	\$ 1.06	\$ 0.04
Interior alteration - per sq.ft.	\$ 0.66	\$ 0.63	\$ 0.03
Finished basement - per sq.ft.	\$ 0.85	\$ 0.82	\$ 0.03
Fireplace, woodstove	\$ 197.00	\$ 189.00	\$ 8.00

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Demolition			
Building less than 3,000 sq.ft.	\$ 197.00	\$ 189.00	\$ 8.00
Other demolition - per sq.ft.	\$ 0.08	\$ 0.08	\$ -
Pool			
Public pool	\$ 612.00	\$ 588.00	\$ 24.00
In-ground pool	\$ 230.00	\$ 221.00	\$ 9.00
Above-ground pool	\$ 197.00	\$ 189.00	\$ 8.00
Change of use of a building or part thereof - no construction required	\$ 197.00	\$ 189.00	\$ 8.00
Authorize occupancy of an unfinished building or part thereof	\$ 238.00	\$ 229.00	\$ 9.00
Transfer - Transfer of permit to new owner	\$ 197.00	\$ 189.00	\$ 8.00
Designated Structure			
Retaining wall, pedestrian bridge, crane, runway. Greater of:			
Per \$1,000 construction value	\$ 18.05	\$ 17.36	\$ 0.69
OR Minimum permit fee	\$ 197.00	\$ 189.00	\$ 8.00
Other designated structure	\$ 197.00	\$ 189.00	\$ 8.00
Special Request			
Preliminary site inspection prior to application	\$ 266.00	\$ 256.00	\$ 10.00
Non-routine inspections after hours	\$ 266.00	\$ 256.00	\$ 10.00
Miscellaneous Permit			
Moving (i.e., relocation of building)	\$ 197.00	\$ 189.00	\$ 8.00
Gasoline, oil storage tank, fuel pump	\$ 197.00	\$ 189.00	\$ 8.00
Other (per \$1000 construction value)	\$ 18.05	\$ 17.36	\$ 0.69
Minimum Permit Fee	\$ 197.00	\$ 189.00	\$ 8.00
After Hours Service			
Single Family Dwelling (New, renovations or additions)	\$ 646.00	\$ 621.00	\$ 25.00
Minor Projects (where minimum building permit fee applies)	\$ 323.00	\$ 311.00	\$ 12.00
All other Projects	\$ 970.00	\$ 933.00	\$ 37.00
3rd Party Plans Review and Inspections	Actual cost	Actual cost	
Note: Actual costs, including applicable HST, incurred by the Town will be invoiced.			
Alternative Solutions - per Building Code			
Town reviewed - per hr (4 hours minimum)	\$ 125.00	\$ 120.00	\$ 5.00
3rd party review cost (subject to CBO's discretion)	Actual cost	Actual cost	
Reinspection, when previous inspection not remedied	\$ 99.10	\$ 95.30	\$ 3.80
Compliance Letter - not associated with a permit (per property)	\$ 99.10	\$ 95.30	\$ 3.80
Revision or Amendment to a Permit - per hour	\$ 99.10	\$ 95.30	\$ 3.80
Demolition and Build Agreement (includes registration fee)	\$ 986.00	\$ 948.00	\$ 38.00
Conditional Building Permit Agreement (includes registration fee)	\$ 986.00	\$ 948.00	\$ 38.00
Spatial Separation Agreement (includes registration fee)	\$ 706.00	\$ 679.00	\$ 27.00
Release of Building related Agreements (includes registration costs)	\$ 388.00	\$ 373.00	\$ 15.00

Description	2025 Fee (excl. tax)	2024 Fee (excl. tax)	Change
Sign Permits			
Portable Sign Permit Fee	\$ 151.00	\$ 145.00	\$ 6.00
Permit Fee - per m ² or part thereof (\$2.00 per sq. ft.)	\$ 27.00	\$ 26.00	\$ 1.00
Minimum Sign Permit Fee	\$ 151.00	\$ 145.00	\$ 6.00
Sign Permit Renewal Fee	\$ 106.00	\$ 102.00	\$ 4.00
Sign Encroachment Permit Fee	\$ 213.00	\$ 205.00	\$ 8.00
Sign Removal Fee	\$ 177.00	\$ 170.00	\$ 7.00
Return of Removed Sign Fee (plus associated storage costs)	\$ 177.00	\$ 170.00	\$ 7.00
Minor Variance Application from Sign By-law Fee	\$ 590.00	\$ 567.00	\$ 23.00
Appeal of Minor Variance Decision Fee	\$ 590.00	\$ 567.00	\$ 23.00
Connection to Watermain, Sanitary Sewer or Storm Sewer			
Road Trench Cut Final Reinstatement - per metre			
Per lot - Single Service (2.0m wide trench):			
Surface Treated	\$ 144.00	\$ 84.90	\$ 59.10
Hot Mix Asphalt	\$ 215.00	\$ 145.20	\$ 69.80
Per lot - Double Service (3.0m wide trench):			
Surface Treated	\$ 216.00	\$ 124.30	\$ 91.70
Hot Mix Asphalt	\$ 322.00	\$ 216.90	\$ 105.10
Two adjacent lots - Two double service trench:			
Surface Treated	delete	\$ 217.50	
Hot Mix Asphalt	delete	\$ 379.60	
Sanitary Sewer Peer Review	actual cost	N/a	N/a
Planning Application			
Comprehensive Development Plan	\$ 40,000.00	N/a	N/a
Refund of Fees			
Status of Permit Application			
1 After file is opened but before circulated and/or public engagement.	80%		
2 After file is circulated to internal or external agencies/stakeholders	60%		
3 After comments are compiled and sent to applicant	40%		
4 After file is presented to Council	0%		
Environmental Planning Fees			
Terms of Reference ¹	\$ 200.00	N/a	N/a
Environmental Impact Study Fee (Minor - 1 Feature) ¹	\$ 1,200.00	N/a	N/a
Environmental Impact Study Fee (Major - 2 Features or More) ¹	\$ 2,000.00	N/a	N/a
Sub-Watershed Study ¹	\$ 2,700.00	N/a	N/a
Tree Protection Plan Review ¹	\$ 500.00	N/a	N/a

Description	2025 Fee (excl. tax)	2024 Fee (excl. tax)	Change
Animal Control - valid on an annual basis			
Spayed or Neutered Licence - per new dog (evidenced by a certificate of veterinarian)	\$31.20	\$30.60	\$ 0.60
Purchased after June 30 (proof that dog was purchased or lawfully acquired after June 30)	\$26.00	\$25.50	\$ 0.50
Unaltered Licence - per new dog	\$41.60	\$40.80	\$ 0.80
Purchased after June 30 (proof that dog was purchased or lawfully acquired after June 30)	\$36.40	\$35.70	\$ 0.70
Kennel Licence (subject to By-law No. 119-97)	\$156.10	\$153.00	\$ 3.10
Late fee - added to above licence fees (Non-renewal before April 1)	\$20.80	\$20.40	\$ 0.40
Transfer Licence Re-registration	\$5.20	\$5.10	\$ 0.10
Replacement Licence for New Resident to Town of Fort Erie	\$5.20	\$5.10	\$ 0.10
Replacement Tag	\$5.20	\$5.10	\$ 0.10
Poundkeeper - Impounded Dog Boarding Expenses			
First occurrence (plus costs)	\$20.80	\$20.40	\$ 0.40
Second occurrence (plus costs)	\$26.00	\$25.50	\$ 0.50
Third occurrence (plus costs)	\$31.20	\$30.60	\$ 0.60
Fourth occurrence (plus costs)	\$36.40	\$35.70	\$ 0.70
Poundkeeper - Cost of Other Pound Services			
First day, or part of the day	\$12.50	\$12.24	\$ 0.26
Each day thereafter	\$9.40	\$9.18	\$ 0.22
Dangerous Dog Appeal Fee (non-refundable)	\$104.00	\$102.00	\$ 2.00
Potentially Dangerous Dog Appeal Fee (non-refundable)	\$104.00	\$102.00	\$ 2.00

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LEGAL AND LEGISLATIVE SERVICES

Routine Disclosure

Manual search - each 15 minutes	\$ 7.50	N/a	N/a
Preparing a record for disclosure - each 15 minutes	\$ 7.50	N/a	N/a

COMMUNITY SERVICES

Property Information Status Report (PISR)

Partial Package - per roll number	\$ 100.00	\$ 80.00	\$ 20.00
Tax and water certificate - per roll number	\$ 80.00	\$ 60.00	\$ 20.00

FIRE AND EMERGENCY SERVICES

On Site Inspection (As requested)

Commercial and Industrial			
First 10,000 sq.ft. or any part thereof	\$ 476.00	\$ 270.92	\$ 205.08
Additional 5,000 sq.ft. or part thereof	\$ 70.00	\$ 53.56	\$ 16.44

Fire Safety Plan Review

Assist with Fire Safety Plan Development	\$ 175.00	\$ 115.42	\$ 59.58
Second and each additional Fire Safety Plan revision	\$ 150.00	\$ 116.15	\$ 33.85

Supply and Installation of Smoke / Carbon

Monoxide Alarm	\$ 90.00	\$ 50.00	\$ 40.00
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Boat service - per hour (plus 1 hour daily for servicing)²

MTO Rate - per vehicle for the first hour	\$ 559.86	\$ 112.62	\$ 447.24
MTO Rate - per vehicle per half hour thereafter	\$ 279.93	\$ 112.62	\$ 167.31

False Fire Alarm²

Fourth false alarm - MTO Rate plus \$100	\$ 559.86	\$ 375.00	\$ 184.86
Fifth false alarm - MTO Rate plus \$200	\$ 659.86	\$ 475.00	\$ 184.86
Sixth false alarm - MTO Rate plus \$300	\$ 759.86	\$ 575.00	\$ 184.86
Seventh false alarm - MTO Rate plus \$400	\$ 859.86	\$ 675.00	\$ 184.86
Eighth false alarm - MTO Rate plus \$500	\$ 959.86	\$ 775.00	\$ 184.86
Ninth false alarm - MTO Rate plus \$600	\$ 1,059.86	\$ 875.00	\$ 184.86
Tenth false alarm - MTO Rate plus \$1,300	\$ 1,859.86	\$ 1,675.00	\$ 184.86
Each alarm after the Tenth - MTO Rate plus \$1,300	\$ 1,859.86	\$ 1,675.00	\$ 184.86

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INFRASTRUCTURE SERVICES

Cemetery

Note that cemetery increases have not been separately disclosed within this schedule. Refer to Appendix 2 for 2025 proposed cemetery fees and Appendix 3 for comparative 2024 fees.

Arena Rental

Leisureplex and Crystal Ridge Arenas

Ice Time - per hour

Youth - prime time (weekdays 5pm-12am, weekends 6am-12am)	\$	155.45	\$	145.96	\$	9.49
Youth - non-prime time (weekdays 6am-5pm)	\$	76.82	\$	72.13	\$	4.69
Adult - prime time (weekdays 5pm-12am, weekends 6am-12am)	\$	216.97	\$	203.73	\$	13.24
Adult - preferred prime time (booking over 100 hrs per contract)	\$	189.20	\$	177.65	\$	11.55
Adult - non-prime time (weekdays 6am-5pm)	\$	109.89	\$	103.18	\$	6.71
School Board sanctioned hockey - 9am-5pm	\$	76.82	\$	72.13	\$	4.69
Non-resident	\$	237.85	\$	227.61	\$	10.24

Note: All hourly rates include a 3.5% Ice Resurfacing Machine Replacement Surcharge. Refer to detailed Facilities instructions regarding the determination of prime-time, seasonal operations, etc.

Other Facility Rental

Playing Field - User group per season

Adult group - per team per season	\$	350.00	\$	204.26	\$	145.74
Youth group - per person per season	\$	8.85	\$	5.18	\$	3.67

Note 1

Annual indexing will be applied.

Note 2

The fee listed is the based on the approved 2024 MTO rate. In subsequent years, the rate will be automatically increased based on the MTO rates.

Approved fees exclude any applicable taxes.

Fees are due upon application, unless otherwise noted.

If there is a conflict between this Schedule and a fee established in any earlier By-law that remains in force and effect, the fee established in the current By-law shall apply.