

ANNEX E – TOWN PLANNING AND BUILDING INSPECTION

1. Planning requests

The following charges, in addition to any other applicable specific charge, shall apply for any Town Planning request:

- a. Publication costs as necessary for any public notice: **\$400.00**

2. Request for a Particular Construction or Modification Project or a Building Occupation (PPCMOI):

- a. Charges for the specific request: **\$1000.00**
- b. Cost of construction and installation of the sign or notice on the subject site: **\$800.00**

3. Subdivision requests:

Charges for all subdivision requests, in addition to the tariff for the issuing of the necessary permit, for each new lot created or to be created: **\$500.00**

4. Construction permits:

Base cost for any initial request for a construction permit in addition to the cost to issue the permit: **\$75.00**

a. New construction

For the issuing of a construction permit for a building or for an addition to a building of an area equal to or greater than 40 m² (430.56 pi²), the amount is calculated based on the estimated value of the work to be performed as follows :

- i. \$7.50 per \$1,000.00 of the value of the work;
- ii. Notwithstanding the provisions of the section “i” above, the cost shall not be less than \$15.00 per m² (10.76 per sq.ft).

b. Other construction projects

For the issuing of a construction permit when the value of the work exceeds \$2,000.00, such as for repairs, enlargements of an area smaller than 40 m² (430.56 sq.ft), modifications, transformations, pools, replacement of doors or windows, etc., the amount is calculated based on the value of the work, as follows:

- i. Estimated value of the work
 - 1. **\$2,000.00 to \$25,000.00:** \$130.00 for the first \$2,000.00 + \$9.00 per \$1,000.00 of the value of the work or fraction thereof, up to and including \$25,000.00;
 - 2. **\$25,001.00 to \$100,000.00:** \$337.00 for the first \$25,000.00 + \$7.50 per \$1,000.00 of the value of the work or fraction thereof up and including \$100,000.00;
 - 3. **\$100,000.00 or more:** \$899.50 for the first \$100,000.00 + \$6.00 per \$1,000.00 of the value of the work or fraction thereof.

b. Renewal of construction permits or certificates

An owner is required to renew any construction permit or certificate of authorization that has lapsed when the planned work has not been completed within the time period set out in the permit or certificate.

- 1- The cost of a first renewal of a construction permit or a certificate of authorization shall be equal to **100 % of the initial cost;**
- 2- The cost of the second renewal of a construction permit or a certificate of authorization shall be equal to **150% of the initial cost;**
- 3- The cost of a third renewal of a construction permit or certificate of authorization shall be equal to **200% of the initial cost;**
- 4- The cost of a fourth renewal of a construction permit or certificate of authorization shall be equal to **250% of the initial cost;**
- 5- Each request for a subsequent renewal of a construction permit or certificate of authorization after a fourth renewal shall be equal to the cost paid for the preceding renewal plus an **increase of 50% of the initial cost.**

c. Partial reimbursement of the cost of a permit renewal for a new building

The Town may reimburse a portion of the cost of the first and second renewal of a construction permit for a new building if the work that is the subject of the renewal is finished within 9 months, subject to the following conditions:

1. If the work that is the subject of the renewal is finished within three months after the renewal, the Town will reimburse to the owner 75% of the cost of the renewal of the permit;
2. If the work that is the subject of the renewal is finished within six months after the renewal, the Town will reimburse to the owner 50% of the cost of the renewal of the permit.
3. If the work that is the subject of the renewal is finished within nine months after the renewal, the Town will reimburse to the owner 25% of the cost of the renewal of the permit;
4. No reimbursement will be made beyond 9 months after the renewal;
5. Only the City Inspector may establish the date of completion of the work. The owner is required to inform the City Inspector when the work is approaching completion;
6. The date of completion of the work corresponds to the date of occupation.

5. The Town Planning Committee (TPC)

Fees due for requests to be presented to the Town Planning Committee (TPC): **\$300.00**

6. Certificates of authorization:

a. Demolition (main building);

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|------------|---|-----------------|
| i. | Basic fees for an initial request: | \$125.00 |
| ii. | Transfer and review of the request by the Demolition Committee: | \$600.00 |

- iii. Fees for publication of any Notice required: **\$400.00**
 - iv. Issuing of a permit: The fees for the issuing of a permit shall be calculated at a rate of 1.5% of the municipal evaluation of each building that is the subject of the work;
- b. The relocation of a construction project;**
- i. Basic fees for the initial request: **\$75.00**
 - ii. Fees for the issuing of a permit: **\$100.00**
- c. The use of a roadway during construction work;**
- i. Request and Permits: (for large equipment or vehicles) for each piece of equipment, motorized vehicles or trucks, per day: **\$100.00**
- d. Change of Use;**
- i. Basic fees for the initial request: **\$75.00**
 - ii. Fees for the issuing of a permit: **\$100.00**
- e. A provisional use, for example: a garage sale**
- i. Fees required for a request and permit for a garage sale: **\$ 0**
- f. Installation of a sign;**
- i. Basic fees for the initial request: **\$75.00**
 - ii. Fees for the issuing of a permit: **\$25.00 per m2 – \$150 min**
- g. The felling of trees;**
- i. No Fees required for the issuing of a permit in application of Section 2, Plantation and cutting of trees, By-law 1001 and his amendments on zoning. **\$0.00**
- h. The installation of a private antenna;**
- i. Fees required for the initial request and issuing of the permit for an antenna over the maximum size of 24 inches in diameter: **\$75.00**
- i. Demolition (other than a main building eg: pool, shed, etc.);**
- i. Basic fees for the initial request: **\$75.00**
 - ii. Fees required for the issuing of a permit: the amount is calculated based on the estimated value of the work, as follows:

Estimated value of the work:

 1. **\$2,000.00 to \$25,000.00:** \$130.00 for the first \$2,000.00 + \$9.00 per \$1,000.00 of the value of the work or fraction thereof, up to and including \$25,000.00;
 2. **\$25,001.00 to \$100,000.00:** \$337.00 for the first \$25,000.00 + \$7.50 per \$1,000.00 of the value of the work or fraction thereof, up to and including \$100,000.00;

3. **\$100,000.00 and more:** \$899.50 for the first \$100,000.00 + \$6.00 per \$1,000.00 of the value of the work or fraction thereof.

j. Modification or repairs to the construction of the building;

- i. Basic fees for the initial request: **\$75.00**
- ii. Fees for the issuing of a permit: the amount is calculated based on the estimated value of the work as follows:

Estimated value of the work:

1. **\$2,000.00 to \$25,000.00:** \$130.00 for the first \$2,000.00 + \$9.00 per \$1,000.00 of the value of the work or fraction thereof, up to and including \$ 25,000.00;
2. **\$25,001.00 to \$100,000.00:** \$337.00 for the first \$25,000.00 + \$7.50 per \$1,000.00 of the value of the work or fraction thereof, up to and including \$100,000.00;
3. **\$100,000.00 and more:** \$899.50 for the first \$100,000.00 + \$6.00 per \$1, 000.00 of the value of the work or fraction thereof.

k. Installation of a fence, hedge, ornamental wall or retaining wall;

- i. Basic fee for the initial request: **\$75.00**
- ii. Fee for the issuing of a permit: the amount shall be calculated based on the estimated value of the work, as follows:

Estimated value of the work:

1. **\$2,000.00 to \$25,000.00:** \$130.00 for the first \$2,000.00 + \$9.00 per \$1,000.00 of the value of the work or fraction thereof, up to and including \$25,000.00;
2. **\$25,001.00 to \$100,000.00:** \$337.00 for the first \$25,000.00 + \$7.50 per \$1,000.00 of the value of the work or portion thereof, up to and including \$100,000.00;
3. **\$100,000.00 or more:** \$899.50 for the first \$100,000.00 + \$6.00 per \$1000.00 of the value of the work.

l. Landscaping;

- i. Basic fees for the initial request: **\$75.00**
- ii. Fees for the issuing of a permit: the amount is calculated based on the estimated value of the work as follows:

Estimated value of the work:

1. **\$2,000.00 to \$25,000.00:** \$130.00 for the first \$2,000.00 + \$9.00 per \$1,000.00 of the value of the work or fraction thereof, up to and including \$25,000.00;
2. **\$25,001.00 to \$100,000.00:** \$337.00 for the first \$25,000.00 + \$7.50 per \$1000.00 of the value of the work or fraction thereof, up to and including \$100,000.00;

3. **\$100,000.00 and more:** \$899.50 for the first \$100,000.00 + \$6.00 per \$1000.00 of the value of the work or fraction thereof.

m. Installation of mechanical apparatuses or reservoirs;

- i. Basic fees for the initial request: **\$75.00**
- ii. Fees for the issuing of a permit: the amount is calculated based on the estimated value of the work, as follows:

Estimated value of the work:

1. **\$2,000.00 to \$25,000.00:** \$130.00 for the first \$2000.00 + \$9.00 per \$1,000.00 of the value of the work or any fraction thereof, up to and including \$25,000.00;
2. **\$25,001.00 to \$100,000.00:** \$337.00 for the first \$25,000.00 + \$7.50 per \$1 000.00 of the value of the work or fraction thereof, up to and including \$100,000.00;
3. **\$100,000.00 and more:** \$899.50 for the first \$100,000.00 + \$6.00 per \$1000.00 of the value of the work or fraction thereof.

n. Installation of a pool, spa or artificial basin

- i. Basic fees for the initial request: **\$75.00**
- ii. Fees for the issuing of a permit: the amount is calculated based on the estimated value of the work, as follows:

Estimated value of the work:

4. **\$2,000.00 to \$25,000.00:** \$130.00 for the first \$2000.00 + \$9.00 per \$1,000.00 of the value of the work or any fraction thereof, up to and including \$25,000.00;
5. **\$25,001.00 to \$100,000.00:** \$337.00 for the first \$25,000.00 + \$7.50 per \$1 000.00 of the value of the work or fraction thereof, up to and including \$100,000.00;
6. **\$100,000.00 and more:** \$899.50 for the first \$100,000.00 + \$6.00 per \$1000.00 of the value of the work or fraction thereof.
7. **\$25,001.00 to \$100,000.00:** \$337.00 for the first \$25,000.00 + \$7.50 per \$1 000.00 of the value of the work or fraction thereof, up to and including \$100,000.00;
8. **\$100,000.00 and more:** \$899.50 for the first \$100,000.00 + \$6.00 per \$1000.00 of the value of the work or fraction thereof.

7. Request for a minor derogation

- a. To the Zoning or Subdivision By-laws :
 - i. Fees for the initial request: **\$900.00**
 - ii. Fees for the publication of all required public notices: **\$400.00**

- b. For the prohibition of conversion to condominium:
 - i. Fees for the initial request: **\$500.00**
 - ii. Fees for the publication of all required public notices: **\$400.00**

8. Transmission of digital documents

39 cents per photocopied page and/or 39 cents per digital document file;

9. Deposit for a copy of a plan

- a. Fee for the deposit of each copy of a plan: **\$20.00**
- b. Cost for the copy of each plan: actual cost of each plan, a portion of the refundable deposit or supplementary amount to be reimbursed upon final billing.

10. Guarantee deposits

a. Construction permits and certificates

1. As a precondition to the issuing of a permit or certificate, the Town requires guarantee deposits to cover any potential damages that may be caused to the municipality's goods or installations or to public property (sidewalks, streets, trees, fire hydrants, sprinklers, etc).
2. If the work should soil the sidewalks or the street, the Town may seize the guarantee deposit, in whole or in part, to cover clean-up costs, after having advised the owner thereof.
3. If the work should damage public property, the Town may seize the guarantee deposit, in whole or in part, to cover repair costs, after having advised the owner thereof.
4. If the guarantee deposit is insufficient to cover the damages, the owner shall compensate the Town for the difference between the actual costs and the amount of the guarantee deposit, upon presentation of a detailed statement of such costs.
5. The guarantee deposit shall be returned to the owner after the completion of the work if no damages to the municipal installations have been noted by the Municipal Inspector.

b. The amount to be paid as a guarantee deposit shall be established as follows:

1. For any new construction: **\$5,000.00**
2. Major enlargement work (in excess of 40m²) or transformation of the building: **\$5,000.00**
3. Installation of a geothermal system: **\$2,000.00**
4. Decontamination of soil: **\$2,000.00**
5. Roadways and retaining walls: **\$1,000.00**

6.	Minor enlargement (less than 40m2):	\$1,000.00
7.	Landscaping:	\$1,000.00
8.	Pools (installation, removal, changes, etc.)	\$1,000.00
9.	Work on the front facade:	\$500.00
10.	Porches, concrete stairs, and walkways:	\$ 500.00
11.	French drains and foundation /piling repairs:	\$500.00
12.	Connection to municipal services:	\$500.00
13.	Removal of reservoirs:	\$500.00