



Township of Douro-Dummer – Building Department

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In accordance with Clause 1.9.1.2. (1) (d) of Division C, before passing a by-law or resolution or making a regulation under clause 7 (1) (c) of the Act to introduce or change a fee imposed for applications for a permit, for the issuance of a permit or for a maintenance inspection, a principal authority shall, make the following information available to the public:

- i. an estimate of the costs of administering and enforcing the Act by the principal authority,
- ii. the amount of the fee or of the change to the existing fee, and
- iii. the rationale for imposing or changing the fee.

As part of the 2026 draft budget, the building department is estimating the cost of administering and enforcing the Act (total expenses) to be \$567,797.

Attached to this document are Appendix 1 (the proposed fee schedule) and Appendix 2 (the current fee schedule).

The proposed fee schedule has undergone a substantial formatting change and is now separated into four different sections; Building Permits, Sewage and Plumbing Permits, Administrative and Sewage System Maintenance Inspections.

The table below references the fee by row number (proposed and existing) and identifies the proposed fee and the current fee or if the fee is new.

Proposed Row Number	Current Row Number	New Amount	Previous Amount	Corresponding Rationale
16	16	\$ 250	\$ 225	1
17	17	\$ 250	\$ 225	1
18	18	\$ 250	\$ 225	1
19	19	\$ 250	\$ 225	1
20	20	\$ 250	\$ 225	1
21	21	\$ 225	\$ 200	1
23	27	\$ 250	\$ 225	1
24	28	\$ 150	\$ 120	1
29	n/a	\$ 500	\$ 375	1, 2

30	n/a	\$ 500	\$ 375	1, 2
31	n/a	\$ 1050	\$ 750	1, 2
32	n/a	\$ 1450	\$ 1050	1, 2
33	n/a	\$ 525	\$ 375	1, 2
34	n/a	\$ 1050	\$ 750	1, 2
37	31	\$ 250	\$ 225	1
38	32	\$ 500	\$ 450	1
39	33	\$ 250	\$ 225	1
40	34	\$ 500	\$ 450	1
41	35	\$ 750	\$ 675	1
42	36	\$500	\$450	1
43	37	\$ 125	\$ 60	1
44	38	\$ 225	\$ 200	1
45	39	\$ 250	\$ 225	1
46	40	\$ 250	\$ 225	1
47	40	\$ 250	\$ 225	1
48	n/a	\$ 250	\$ 250	5
49	n/a	\$ 200	\$ 175	1
51	n/a	\$ 225	\$ 300	4
52	new fee	\$ 75	new fee	3
53	n/a	\$ 275	\$ 150	1, 3
54	n/a	\$ 225	\$ 300	4
55	new fee	\$ 75	new fee	3
56	new fee	\$ 75	new fee	3

Rationale for Change

1. The bulk of the Building Department fees have remained unchanged since 2021. In 2023, sewage system fees were increased, and three new fees were introduced; permit renewal fee, additional inspection fee and permit revision/additional plans review fee. The Building Department strives to run on full cost recovery with 10% of annual revenue allocated to department reserves. The increase in associated fees will help the department meet this goal while effectively administering and enforcing the Act.
2. Sewage system permit fees were increased in 2023. As noted at that time, the new 2023 sewage system permit fees were still approximately 30% less than what the County was setting as their permit fees. An increase in fees is required to meet the

extra costs associated with operating the department. The proposed fees for sewage system permits are now closer aligned with our neighbouring Municipalities.

3. The Building Department revamped the delivery of the Sewage System Maintenance Inspection Program. These new practices include more communication with property owners, more involved inspections by Part 8 qualified inspectors that will be recording the on-site data, as well as more information available to the public. The changes to the existing fees, and the proposed new fees, are required to fully fund the program.
4. The new practices associated with the Sewage System Maintenance Inspection Program allow for this fee to be reduced.
5. This fee is staying the same, however the Building Department is proposing that the fee is not waived if it is determined that a sewage system permit will be required. There is significant administrative work in reviewing the existing system. This work is not necessarily duplicated when/if a permit is subsequently required.

The Building Department is undergoing a service delivery review in 2026. As part of that review, a fee study will be completed. It is anticipated that this will result in a substantial overhaul of the current and proposed fee structure.

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APPENDIX 1

The Corporation of the Township of Douro-Dummer

Schedule A to By-law 2024-31, Respecting

Building Department Fee Schedule

BUILDING DEPARTMENT FEE SCHEDULE		
Row	CLASSIFICATION/CATEGORY	FEE
BUILDING PERMITS		
1	Dwelling	\$ 14.50 / \$1000.00 of construction value
2	Cottage	\$ 14.50 / \$1000.00 of construction value
3	Commercial	\$ 14.50 / \$1000.00 of construction value
4	Industrial	\$ 14.50 / \$1000.00 of construction value
5	Institutional	\$ 14.50 / \$1000.00 of construction value
6	Agricultural	\$ 3.63 / \$1000.00 of construction value
7	Boathouse	\$ 14.50 / \$1000.00 of construction value
8	Garage	\$ 14.50 / \$1000.00 of construction value
9	Shed	\$ 14.50 / \$1000.00 of construction value
10	Open Deck	\$ 14.50 / \$1000.00 of construction value
11	Enclosed Deck	\$ 14.50 / \$1000.00 of construction value
12	Residential Addition	\$ 14.50 / \$1000.00 of construction value
13	Residential Renovation	\$ 14.50 / \$1000.00 of construction value
14	ICI Addition	\$ 14.50 / \$1000.00 of construction value
15	ICI renovation	\$ 14.50 / \$1000.00 of construction value
16	Swimming Pools	\$ 250
17	Solid Fuel Burning Appliance and/or Chimney	\$ 250
18	Moving/Relocating Building	\$ 250
19	Construction Trailer (includes <4.5m ² open deck)	\$ 250
20	Demolition (1 building)	\$ 250
21	Demolition (>1 building, per building)	\$ 225 per building
22	Change of Use (no construction)	\$ 500
23	Minimum Fee	\$ 250
24	Minimum Deck Fee	\$ 150
25	Tent Permit (temporary)	\$ 0

Sewage and Plumbing Permits		
26	Plumbing Residential (<10 fixtures)	\$ 225
27	Plumbing Residential (≥10 fixtures)	\$ 400
28	Plumbing Commercial	\$ 575
29	Class 2 Sewage System (greywater system)	\$ 500
30	Class 3 Sewage System (cesspool)	\$ 500
31	Class 4 Sewage System, design capacity ≤4500 litres per day	\$ 1050
32	Class 4 Sewage System, design capacity >4500 litres per day	\$ 1450
33	Class 4 Sewage System, repair/extension/tank replacement)	\$ 525
34	Class 5 Sewage System	\$ 1050

Administrative		
35	Construction commenced without a permit having been issued, including site preparation or excavation	Double Permit Fee
36	Transfer Permit (ownership change)	\$ 225
37	Order to Comply	\$ 250
38	Stop Work Order	\$ 500
39	Order Not to Cover	\$ 250
40	Order to Uncover	\$ 500
41	Unsafe Building Order	\$ 750
42	Order Requiring Tests and Samples	\$ 500
43	CBO Determined Minor	\$ 125
44*	Permit Renewal – Due annually on January 1, after one full year of permit being issued*	\$ 225
45	Additional inspections (more than two of any type of inspection, or as deemed appropriate by CBO)	\$ 250
46	Additional Review	\$ 250
47	Re-issuance of Building Permit	\$ 250
48	Septic Review (existing system to support renovation, addition, change of use)	\$ 250
49	Planning Application Site Visit (subdivision is fee/lot)	\$ 200

* This fee may be waived at the discretion of the CBO

Sewage System Maintenance Inspections		
Mandatory Program – Source Water Protection		
50	Standard Inspection	\$ 75
51*	Follow-up Inspection*	\$ 225
52	Document Review – 3 rd Party Report	\$ 75
Discretionary Program		
53	Standard Inspection	\$ 275
54*	Follow-up inspection*	\$ 225
55	Supplemental Review	\$ 75
56	Document Review – 3 rd Party Report	\$ 75

* A follow-up inspection occurs when a standard inspection fails or cannot be completed

APPENDIX 2

The Corporation of the Township of Douro-Dummer
This is Schedule A-1 to By-law Number 2021-74, as Amended Respecting
Classes of Permits and Permit Fees for 2024

2024 Building Department Fee Schedule		
Row	Classification / Category	Fee
1	Dwelling	\$14.50 / \$1000 of construction value
2	Cottage (Islands/WAO)	\$14.50 / \$1000 of construction value
3	Commercial	\$14.50 / \$1000 of construction value
4	Industrial	\$14.50 / \$1000 of construction value
5	Institutional	\$14.50 / \$1000 of construction value
6	Agricultural	\$3.63 / \$1000 of construction value
7	Boathouse	\$14.50 / \$1000 of construction value
8	Garage	\$14.50 / \$1000 of construction value
9	Shed	\$14.50 / \$1000 of construction value
10	Open Deck	\$14.50 / \$1000 of construction value
11	Enclosed Deck	\$14.50 / \$1000 of construction value
12	Residential Addition	\$14.50 / \$1000 of construction value
13	Residential Renovation	\$14.50 / \$1000 of construction value
14	ICI Addition	\$14.50 / \$1000 of construction value
15	ICI Renovation	\$14.50 / \$1000 of construction value
16	Swimming Pools	\$225
17	Solid Fuel Burning Appliance and/or Chimney	\$225
18	Moving/Relocating Building	\$225
19	Construction Trailer (includes <4.5m² deck)	\$225
20	Demolition (1 building)	\$225
21	Demolition (>1 building, per building)	\$200 per building
22	Change of Use (no Construction)	\$500
23	Transfer Permit (Ownership Change)	\$225
24	Plumbing Residential <10 fixtures	\$225
25	Plumbing Residential >=10 fixtures	\$400
26	Plumbing Commercial	\$575
27	Minimum Fee	\$225
28	Minimum Deck Fee	\$120
29	Tent Permit (temporary)	\$0
30	Construction commenced without a permit having been issued, including site preparation or excavation	Double calculated permit fee
31	Order to Comply	\$225
32	Stop Work Order	\$450
33	Order Not to Cover	\$225
34	Order to Uncover	\$450
35	Unsafe Building Order	\$675
36	Order Requiring Tests and Samples	\$450
37	CBO Determined Minor	\$60
38	Permit Renewal – Due annually on January 1, after one full calendar year of permit being issued*	\$200*
39	Additional Inspection – more than two of any type of inspection or as deemed necessary by CBO	\$225
40	Additional Review or Re-issuance of Building Permit	\$225

* This fee may be waived at the discretion of the Chief Building Official.

Category	Type	Fee
Sewage System Permits	Class 2 Sewage System (Greywater System)	\$ 375.00
	Class 3 Sewage System (Cesspool)	\$ 375.00
	Class 4 Sewage System, design capacity less than or equal to 4500 litres per day	\$ 750.00
	Class 4 Sewage System, design capacity greater than 4500 litres per day and less than 10,000 litres per day	\$ 1050.00
	Class 4 Tank replacement only	\$ 375.00
	Class 4 Bed replacement only (or repair)	\$ 375.00
	Class 5 Sewage System (Holding Tank)	\$ 750.00
Renovation / Change of Use	Existing system review for renovation/additions/change of use (if sewage system permit required, this fee is waived)	\$ 250.00
Planning Applications	Minor Variances / Zoning By-law amendments requiring a site visit	\$ 175.00
	Severance / Subdivision (per lot)	\$ 175.00
Copies	Copies of closed permits	\$ 45.00

Re-inspections	Mandatory re-inspections (Source Water Protection Plan) - Type 1	\$ 75.00
	Mandatory re-inspections (Source Water Protection Plan) - Type 2	\$ 300.00
	Mandatory re-inspections (Discretionary) - Type 1	\$ 150.00
	Mandatory re-inspections (Discretionary) - Type 2	\$ 300.00