

BUILDING PERMIT FEE REVIEW TOWN OF INGERSOLL

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Table of Contents

1. Introduction	2
2. Building Code Act	2
3. Methodology.....	4
4. Building Department Services and Other Support Services	5
5. Building Permit Activity.....	12
6. Indirect Costs	14
7. Direct Costs	14
8. Total Direct and Indirect Costs.....	18
9. Cost Stabilization Reserve Fund.....	18
10. Calculation of Building Permit Fees	19
11. Summary	26
12. Recommendations.....	27
Appendix 1 – Recommended Building Permit Fees.....	28

BUILDING PERMIT FEE REPORT

1. Introduction

The Town of Ingersoll (2021 population 13,693)¹ has undertaken to review their responsibilities under the *Building Code Act*. The purpose of this report is to fulfil the requirements of the *Building Code Act* and the related *Ontario Building Code* where a municipality or municipalities are considering a change in fees or the introduction of new fees.

More specifically, the *Ontario Building Code* (Section 1.9.1.2 (1) (d)) requires a municipality to provide to the public the following information:

- an estimate of the costs of administering and enforcing the Act;
- the amount of the fee or of the change to the existing fee, and
- the rationale for imposing or changing the fee.

This report sets out the calculations of costs related to the administration and enforcement of the *Act* and the associated amounts for various fees required to recover those costs. The rationale for the proposed fees is based on full-cost recovery for the delivery of the Building Services Department within the Municipality.

2. Building Code Act

Section 7 of the *Building Code Act* permits a council of a municipality to pass a by-law, “*prescribing classes of permits...requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof; (and) providing for refunds of fees under such circumstances as are prescribed*”.

Section 7(2) states that the “*The total amount of the fees authorized under clause (1) (c) must not exceed the anticipated reasonable costs of the principal authority to administer and enforce this Act in its area of jurisdiction*”. The legislation imposes a high-level test (i.e., “anticipated reasonable cost”) without explicitly setting out the scope of those costs or what is reasonable. The *Act* does not indicate that the cost must be determined for each class or type of permit issued. Municipalities are expected to calculate both the **direct** and **indirect** costs of administration and enforcement of the *Act*. **Direct Costs** are the costs required to operate the Building Services Department in the delivery of the Building Services Department while **Indirect Costs** are the building inspection-related

¹ 2021 Census for population - February 9, 2022.

costs of all other municipal departments who provide support services to the Building Services Department.

Section 7(4) sets out the reporting requirements. An Annual Report on Fees and costs is required. Specifically, *“Every 12 months, each principal authority shall prepare a report that contains such information as may be prescribed about any fees authorized under clause (1) (c) and costs of the principal authority to administer and enforce this Act in its area of jurisdiction”*. Typically, the report is prepared in the first quarter of the municipality’s fiscal year. Section 7(5) states that the report must be available to the public. A municipality may wish to make the report available by posting it on the website or by whatever is the required in-house municipal procedure. The Annual Report does not have to be sent to the province.

Where there is a proposed change to existing building permit fees, or where new fees are proposed, Section 7(6) requires that Public Notice be given and a public meeting held. Individual notices of the meeting also have to be given to anyone who requested notice and provided an address by writing to the Clerk of the municipality. This includes any person and organization who filed a request within the previous five years. Notice of the public meeting must be sent by regular mail at least 21 days prior to the proposed meeting. A notice of the Public Meeting does not need to be advertised in the newspaper; however, this does not supersede any requirements the Town may have for advertising meetings. Typically, a meeting to consider a change to building permit fees or to introduce new fees is incorporated into a regular meeting of Council.

The legislation enables municipalities to also establish a reserve fund, referred to as a Cost Stabilization Reserve Fund (CSRF). A CSRF may be used from time-to-time to offset capital costs in the acquisition of municipal inspection vehicles, computer hardware and secondarily to stabilize operational costs.

The purpose of a CSRF, as implied by the name is to stabilize the costs of the Building Services Department by recognizing that permit fee revenues fluctuate with the ebb and flow of construction activity. In some years, fee revenues may be less than the required costs to operate the Building Services Department, while in other years revenues may be greater. The reserve fund, which can only be used for building inspection-related costs, can be drawn down in leaner years in order to stabilize the budget for the Building Services Department. The funds can also be used for periodic capital expenditures such as the purchase of municipal inspection vehicles, computer hardware etc. The intent is to avoid undue fluctuations in the municipal tax levy where expenditures may be substantially greater than revenues. Where a Cost Stabilization Reserve Fund has been established, the amount of the fund must be reported in an annual report. There is no limit specified in the *Act* with respect to the size of the Reserve Fund. However, as indicated, the Reserve Fund may only be spent on direct and indirect building permit and inspection-related services. Exhausting the

reserve fund will require a Municipality to depend on municipal property taxes to pay for the difference between the operational costs and building permit fee revenues. The impact is that taxpayers will effectively subsidize the building industry by funding the Building Services Department. A full-cost fee recovery or “user-pay system”, is preferable and the intent of this report is to provide for a full-cost recovery financial tool that the Town may use to sustain the operation of the Building Services Department without depending on municipal tax dollars. A Reserve Fund has been established for the Town.

3. Methodology

The steps in determining a proposed building permit fee structure were as follows:

- A. Building permit activity data was collected for the period 2017-2021 in order to determine the average level of permit activity in the Town (see **Table 1**).
- B. Information was collected from the 2022 municipal budget for Ingersoll in order to calculate the **indirect** costs related to building permit fees. **Direct** costs were also derived from the municipal budget for 2022.
- C. Time allocation information was collected for municipal personnel who perform support services to the building service (indirect costs). Examples include the CAO, Clerk, Director of Finance, HR Co-ordinator, Town Engineer etc. This allocation focussed on the time spent over the course of a year on building-related duties as a percentage of the total work year. This in turn was multiplied by the salary and benefits (payroll burden) and overhead costs (calculated on an hourly basis) to determine the actual indirect costs for administration (see **Table 2**).
- D. The 2022 direct costs for the administration and enforcement were calculated along with the overhead costs. Overhead costs typically include utilities, office supplies, training and certification, postage, mileage and clothing (see **Table 3**). The costs were reduced by 10% to exclude the value of the time spent by department staff on other responsibilities or administration.
- E. Time allocation information was also collected on the average time spent by the Chief Building Official, building inspectors and administrative staff in the processing of various types (classes) of building permits including receiving the application, reviewing building plans, conducting field inspections, carrying out records management and enforcement-related responsibilities under the *Building Code*. Financial data from the Municipal Building Services Department budget for 2022 was used to

determine the direct costs for enforcement and administration of the *Building Code Act* (see **Table 3**). The values calculated are net of the costs for the Property Standards function.

- F. Suggested building permit fees were then calculated on the basis of various classes of permits by summing the total **indirect** and **direct** costs, and applying the rate to the tasks or components of the building permit fee review process (see **Table 4**).
- G. Adjustments were made to provide for cross-subsidies between major and minor permit types and also for the establishment of a Cost Stabilization Reserve Fund by adding 5% to the cost of each class of permit (see **Table 5**).
- H. An adjustment was made to provide for large-scale building projects where the workload required to process a permit exceeds the average level of effort. For example, a single detached dwelling with a floor area of 1,500 ft.² will require additional time to review the building plans and conduct inspections; hence the cost of the additional time was calculated on a per square foot basis and would be added to the base permit fee (see **Table 5**). For non-residential construction, the floor area beyond which an additional levy would apply was increased to 5,000 square feet. For an accessory building, the additional levy would apply over 500 square feet.

4. Building Department Services and Other Support Services

The Building Services Department provides a very important service to the public by ensuring that buildings meet the requirements of the *Ontario Building Code*. Safe buildings are paramount and due diligence exercised in enforcing the *Code* helps to protect the Town from exposure to liability. More importantly, they provide assurance to homeowners and businesses that construction meets safe construction standards and that matters of energy efficiency, structural integrity, weather resistance, fire safety etc. have been met.

In Ingersoll, the Building Services Department function is currently carried out by staff with the following staff classifications:

- Chief Building Official
- Deputy Chief Building Official
- 1 Building Inspector
- 1 Building Permit and By-law Co-ordinator

The role of the Chief Building Official (CBO) is set out in the *Building Code Act* (Section 1.1 (6))

It is the role of a chief building official,

- a) to establish operational policies for the enforcement of this Act and the building code within the applicable jurisdiction;
- b) to co-ordinate and oversee the enforcement of this Act and the building code within the applicable jurisdiction;
- c) to exercise powers and perform the other duties assigned to him or her under this Act and the building code; and
- d) to exercise powers and perform duties in accordance with the standards established by the applicable code of conduct

The *Act* invests the CBO with the exclusive responsibility and sole discretion to issue or refuse a building permit. While a municipal council is required to appoint a CBO, the Council does not have the legislative authority to direct or interfere with the legislated responsibilities of the CBO to issue or refuse to issue a permit or an Order related to enforcement of the *Ontario Building Code*. The independence of the role of a CBO is unique in municipal government, but is intended to ensure that the administration and enforcement of the *Building Code Act* and the *Ontario Building Code* is carried out with due diligence, with consistency and with a high degree of technical and professional competence. The significance of the CBO's role, and for that matter, all of the building officials is reinforced by the rigorous training and certification program administered by the provincial Ministry of Municipal Affairs and Housing in conjunction with the Ontario Building Officials Association. Properly qualified staff is essential to ensuring safe construction and safe buildings throughout the Town of Ingersoll. Consequently, the continued financial support of Council in ensuring that the CBO and other staff have access to ongoing training and professional development is vital to a high quality of building construction in the Town.

The structure of the Building Department is intended to ensure that all parts of the *Building Code* are enforced by certified staff. All of the building officials have Building Code Identification Numbers (BCIN) which in turn is related to their respective levels of certification, and consequently their authority and capability to administer the *Ontario Building Code*.

The CBO reports to the Town's CAO. The CBO is responsible for departmental administration and enforcement of the Building Code. The CBO's staff time is divided approximately 90% for building permit processing and 10% for departmental management and administration. The building inspector is estimated to also spend 90% of staff time on responsibilities under the BCA and the balance of time on other administrative activities. All staff positions are full time and are paid on the basis of a 35-hour work week (1,820 hours per year).

Building Permit Process

The following outlines the typical process of submitting an application and obtaining a building permit in the Town. Applicants who may be unfamiliar with the process are encouraged to pre-consult with Building Services Department staff prior to completing an application. The objective is to streamline and make

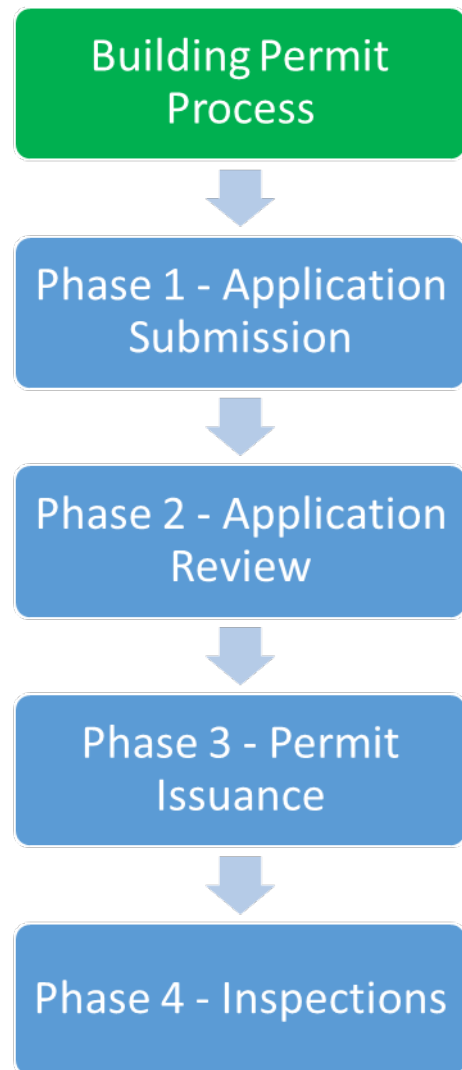
the process more user-friendly to the applicant and to expedite and improve the efficiency with which an application is processed. A Cloudpermit system has also been introduced to expedite building permit approvals through the electronic submission of applications and subsequent permit tracking.

The building permit process is governed by the *Building Code Act*; for example, permits must be issued within a prescribed timeline (i.e., a permit for a single detached dwelling must be issued within 10 business days of the receipt of a complete application). Timelines also apply to the inspection process. Building Officials staff meet the timeline requirements for complete applications; however, delays may occur because applicants do not submit all of the required application information or completed building plans either of which will delay the start of the 10-day time clock.

Phase 1 - Application Submission

Steps in Phase 1:

- ❖ The application may be submitted electronically online, or in a hard copy format to staff
- ❖ The application is reviewed for completeness (i.e., owner and designer information, location, property assessment roll number, purpose, details of the building plans, applicable law etc.)
- ❖ Fee invoice sent and/or deposit requested if unable to confirm the full fee
- ❖ Building drawings are checked to ensure they coincide with application form
- ❖ Applicant is advised electronically of the steps in the review process
- ❖ The respective building officials receiving the application will then create an electronic file and start the review process although external approvals may not be in place; however, the building permit is not issued until all applicable approvals are in place.
- ❖ Cloudpermit software is used to provide for a tracking system



Phase 2 - Application Review

Steps in Phase 2:

- ❖ Building Officials undertake a detailed review of the building drawings (plan review)
- ❖ Distribution of files for review is dependent on the workload of individual Officials
- ❖ Building plans are circulated to other departments when required (i.e., Engineering Services for sewer and water connections, Fire Department for fire safety)
- ❖ Notations are recorded electronically and requirements for changes are emailed to the applicant if required
- ❖ Once the plan review is completed, the final permit fee is calculated by the Building Official along with any other applicable charges such as development charges, water and sewer connections, road cuts etc.

Phase 3 - Permit Issuance

Steps in Phase 3:

- ❖ The Building Official prepares the permits, advises the applicant the permit is available electronically
- ❖ The applicant pays all applicable fees to the Town
- ❖ The applicant is advised of the requirements for (mandatory) inspections.

The process is more protracted for non-residential permits given the increased complexity. The plan review process, for example, can take a few days to several weeks depending on the complexity of the project. The Town's building officials rely on the designs and submission of reports from an architect/engineer where required by the *Building Code Act*.

Phase 4 - Inspections

The *Building Code Act* requires the owner of a permit to notify the building official of readiness to inspect various stages of construction. The Building Inspection staff is required to carry out an inspection within 2 days of receipt of most notices, but typically performs inspections within one (1) day of the receipt of the notice requesting an inspection.

Steps in Phase 4:

- ❖ Inspection schedule is organized by the CBO and staff each morning
- ❖ Inspections are requested typically online
- ❖ Inspections are conducted in general on a 'first-come', 'first-served' basis. However, inspections are arranged geographically to optimize the efficient use of time in travelling. The number of inspections required for a new single detached dwelling typically includes 8-10 inspections (plus a

number of call backs) for all building systems.

Inspections for a typical single detached dwelling typically include:

- Service Lateral (urban only)
 - Footing forms prior to pouring concrete
 - Backfill/foundation/drainage tiles
 - Framing and energy/windows/air barrier (SB-12), HVAC and, furnaces and hot water tanks
 - Underground plumbing
 - Rough-in plumbing
 - Insulation/vapour barrier
 - Occupancy
 - Solid fuel appliances usually trigger an additional inspection.
 - Call-back inspections (1) (or more depending on the builder)
-
- ❖ Call-back inspections may be required where a particular stage of construction has not been completed or where construction must be brought into compliance with the *Ontario Building Code*. Additional fees apply for multiple additional inspections where deficiencies are not corrected
 - ❖ Inspection reports are prepared electronically for each inspection that has been conducted
 - ❖ A copy of the inspection report is made available to the applicant/contractor or home owner
 - ❖ File is closed once a final inspection is conducted and the inspector signs off on the construction project.

For complex buildings such as an apartment building, institutional building (i.e., college, school) or a commercial or industrial building, the number of inspections is dependent on the size and complexity of the building. The Building Official carries out inspections and considers required engineering compliance reports to address major components of construction. Plans examination and inspection services include attention to many systems including structural, occupant safety, fire safety and barrier-free requirements. The CBO receives reports from those professionals which, along with the inspector's observations, form a part of the permit and the basis for eventual occupancy approval.

Enforcement

Enforcement is an integral component to the building inspection process since the intent of the Town is to achieve compliance with the *Ontario Building Code*. The philosophy of building officials is to achieve compliance through voluntary enforcement, or in other words, to work with the applicant and contractors to make changes or address deficiencies through on-site inspections and notations

on the inspection reports. The voluntary compliance as the first line of enforcement is highly effective and helps to maintain a constructive working relationship with applicants and the building industry.

On occasion Orders to Comply may be necessary and are issued by building officials. Orders may be issued where construction is occurring without a building permit or where previous instructions to correct deficiencies requested by staff have not been carried out voluntarily. Where Orders are not complied with, the last resort in enforcement is legal action using the *Provincial Offences Act* process. All Building Officials in the Town's Building Services Department have the authority to issue Orders. All Orders are reviewed and approved by the CBO prior to being issued.

Staff have a good working relationship with contractors and their network of contacts among local builders.

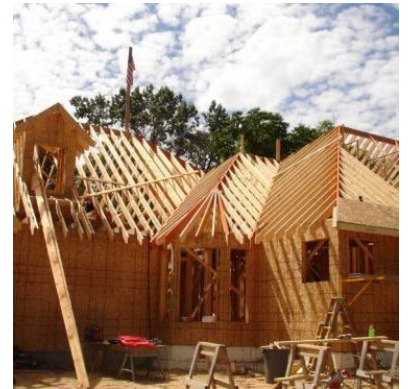
Footing



Foundation



Framing



Rough-in for Mechanical Systems



Insulation



Occupancy



Final Exterior and permit closure

Building Inspection Sequence for a Single Detached Dwelling

Support Services

Support services or related services to the Building Department are provided by the staff in the Town. Generally, the Council is responsible for establishing policies and adopting by-laws. The CAO/Clerk oversees the management of staff, policy formulation and records management. The Finance Officer is responsible for the posting of fees, ledger, budget, payroll and audit functions. Other support services include HR for personnel matters, the fire chief and fire prevention officer on fire safety matters and the Manager of Engineering Services on connections to water and sewage services. Other support services include IT.

5. Building Permit Activity

Table 1 sets out the building permit activity for the period 2017-2021. During this 5-year period, the number of residential permits for new housing starts averaged about 91 per year with a range from 48 (2018) to 110 (2020). In the non-residential sector, permits for new ICI projects averaged 17 permits annually over the 5-year period (excluding alterations). The total average number of building permits issued between 2017 and 2021 was 244 (rounded) per year.

Table 1 - Building Permit Activity - Ingersoll		2017	2018	2019	2020	2021	Avg. 2017- 2021
Major Permits (\$25,000 +)							
Residential Permits (Group C)							
	Singles/Cottages	76	37	59	84	67	64.6
	Semis	8	3	9	9	22	10.2
	Mobile Homes	0	0	0	0	0	0.0
Sub-Total - Low Density							
	Towns/Row	7	0	5	0	0	2.4
	Apts			0	0	0	0.0
	Major Alterations/Additions/retrofits	13	8	15	17	25	15.6
Non-Residential Permits							
	Commercial (Groups B, D, E)	2		1	1	2	1.5
	Institutional (Group A)			0	2	0	0.7
	Industrial (Group F)		1	1	1	3	1.5
	Major Alterations/Additions (A-F)	7	8	11	8	18	10.4
	Non-residential demolitions		1	1	0	0	0.5
	Farm Buildings (new)			0	0	0	0.0
	Farm Buildings (Additions)			0	0	0	0.0
	Sub - Total Major Permits	113	58	102	122	137	107.4
Minor Permits (< \$25,000)							
Residential Permits							
	Minor Additions/Alterations	34	21	53	24	25	31.4
	Garage/Carport/Storage Shed	26	14	7	21	14	16.4
	Deck	52	53	41	49	37	46.4
	Residential demolitions	8	8	8	7	7	7.6
	Pools - Inground/above ground	5	14	17	18	14	13.6
	Solid Fuel Appliances	0	0	0	0	0	0.0
Non-Residential Permits							
	Minor Additions/Alterations	1	5	2	2	3	2.6
	Tents, Mobile Signs				1	0	0.5
	Designated Structures						
	Signs, Towers, Solar Panels,	13	9	13	8	10	10.6
	School Portables		3	4	1		2.7
	Pre-engineered fabric Buildings		1	2	1	1	1.3
Sub-Total Minor Alterations							
Other Permits							
	Change of Use			1	2		1.5
	Occupancy						
	Moving/Relocation of Building						
	Permit Renewal/Revisions		3				
	Sewer/Water/Plumbing	1		2	2	3	2.0
	Sub - Total Minor Permits	140	131	150	136	114	136.5
	Total All Permits	253	189	252	258	251	244

6. Indirect Costs

Table 2, sets out the **Indirect Costs**, or the costs that are incurred by other municipal functions which support the Building Department. These include **Indirect Costs - Administration** which consists of the costs of Council, the CAO, Clerk's Department, Finance, IT services, Fire, Engineering Services and HR.

Table 2 is structured to distinguish between the salary and benefits costs derived from the time allocated by various municipal staff, and the costs of overhead. These costs are then added together to derive the total **Indirect Costs** for the support services provided to the Building Services Department.

The costs in **Table 2** are intended to reflect the salary and overhead for all staff which provide support services to the Building Department. Salary costs are computed on the basis of the 2022 salary rates which include additional payroll costs for statutory and other municipal benefits (i.e., CPP, EI, WSIB, health benefits, OMERS etc.). The rates were calculated on a cost per hour basis for salary and benefits. For example, the Director of Finance spends approximately 1.0% of staff time on support services or 18.2 hours annually. Support services would include preparation and administration of the municipal budget, the management of payroll and operational/capital costs and oversight of audit and financial transactions related to building permit fees. The number of hours spent by the Director of Finance was multiplied by the hourly salary/benefits rates to derive an annual cost of \$1,674.71 for this staff function. Similar calculations were undertaken for council, the CAO, Clerk and all other staff involved in providing support services to the Building Department. Overhead administrative costs were added to the salary costs by applying the percentage of time spent by staff to those overhead costs.

The **Indirect Costs** for administrative support were calculated as **\$67,893.76** for 2022. **For the purposes of Section 7 of the *Building Code Act*, the recoverable Indirect Costs are \$67,893.76.**

7. Direct Costs

Direct Costs are the costs associated with the front-line delivery of the Building Services Department to the public. Functions such as receiving building permit applications, plan review, field inspection, enforcement and administration are included in these deliverable services. The costs for the delivery of these services are set out in **Table 3**, for 2022. The figures from the 2022 budget have been used for the purposes of calculating **Direct Costs** in **Tables 4 & 5**. These include salaries and benefits of **\$387,912** and administration or overhead and

legal costs of **\$60,850** for a total of **\$448,762** for 2022. A salary cost reduction of 10% was applied for non-related administrative and management costs or **\$38,791**. The net recoverable costs are calculated as **\$448,762** less **\$38,791** or **\$409,970**. **Table 3** is based on current employment requirements. Additional construction activity in the commercial/industrial sector may generate demands for additional full-time staff, the costs of which are not included in **Table 3**.

The overhead costs include all of the costs related to the normal day-to-day operation of the Building Services Department including materials, supplies, certification, education and training, vehicle operations etc. Legal costs included in the **Direct Costs** of \$4,000 are a component cost given the need to enforce the *Building Code*.

For the purposes of Section 7 of the *Building Code Act*, the recoverable 2023 Direct Costs are \$409,970.

Table 2 - Other Municipal Services and Departments - Time Allocation - Salary Costs - Ingersoll									
A	B	C	D	E	F	G	H	I	J
Council or Staff Position	# of Employees in Position	% of Total Time Spent on Support Services to Building Inspection Services	No. Regular Hours worked per year	No. Hours worked per year on Building Related Services	Hourly Rate or Total Salary and Benefits Costs \$	Total Indirect Costs - Salary and Benefits	Total Indirect Overhead Costs for Department or Function	Proportion of Indirect Overhead Costs Attributable to Building Inspection Services	Total Indirect Costs - Administration
				$C \times D$		$E \times F$		$C \times H$	$G + I$
Council Members	7	2.0%	420	8.40	\$115.00	\$966.00	\$48,725.00	\$974.50	\$1,940.50
CAO	1	2.0%	1820	36.40	\$110.85	\$4,035.00	\$223,700.00	\$4,474.00	\$8,509.00
Clerk	1	2.00%	1820	36.40	\$72.90	\$2,653.40	\$94,336.00	\$1,886.72	\$4,540.12
Deputy Clerk	1	1%	1820	18.20	\$51.97	\$945.90	\$94,336.00	\$943.36	\$1,889.26
Finance Department									\$0.00
Director of Finance	1	1.00%	1820	18.20	\$92.02	\$1,674.71	\$323,631.00	\$3,236.31	\$4,911.02
Deputy Treasurer	1	2.00%	1820	36.40	\$81.63	\$2,971.38	\$323,631.00	\$6,472.62	\$9,444.00
									\$0.00
Fire Dept.									\$0.00
Chief of Fire Department	1	1.00%	1820	18.20	\$88.81	\$1,616.38	\$82,238.00	\$822.38	\$2,438.76
Deputy Chief	1	3.00%	2288	68.64	\$62.22	\$4,270.73	\$82,238.00	\$2,467.14	\$6,737.87
Fire Inspector	1	3.00%	2288	68.64	\$59.81	\$4,105.31	\$82,238.00	\$2,467.14	\$6,572.45
HR									\$0.00
HR Coordinator		2.00%	1820	36.40	\$60.94	\$2,218.38	\$91,336.00	\$1,826.72	\$4,045.10
IT Systems									\$0.00
IT/Systems Manager	1	2.00%	1820	36.40	\$62.48	\$2,274.38	\$33,637.00	\$672.74	\$2,947.12
IT/Systems Officer	1	2.00%	1820	36.40	\$47.74	\$1,737.62	\$33,637.00	\$672.74	\$2,410.36
Planning Department									\$0.00
Director									\$0.00
Engineering									\$0.00
Town Engineer	1	5.00%	1820	91.00	\$97.54	\$8,875.70	\$52,650.00	\$2,632.50	\$11,508.20
Total									\$67,893.76
Heat, Hydro, Bldg Maintenance		2.15%					\$89,315.00	\$1,923.71	\$1,923.71
Total Indirect Costs - Administration									\$67,893.76
Legal									\$0.00
Total indirect Costs - Enforcement									\$0.00
Grand Total Indirect Costs									\$67,893.76

Table 3 - Building Department Costs - Ingersoll		
Administration Costs	2021 Budget	2022 Budget
Salaries and Benefits		
- Full Time Salaries	\$143,240	\$246,943
- Full Time Benefits*	\$24,489	\$70,281
- Part-time Wages (Admin Assistant)	\$49,820	\$52,465
- Part-time Benefits*(Admin Assistant)	\$5,281	\$18,222
Subtotal Salaries and Benefits	\$222,830	\$387,912
Office and Overhead		
- Utilities: heat, hydro, water, cable		
- Uniforms/Work Clothing/Safety	\$800	\$950
- Office Supplies: Equipment, Stationary	\$1,300	\$1,400
- Furniture		
- Computer Software/Hardware (Cloudpermit)		\$31,500
- Equipment Maintenance Agreements		
- Subscriptions, Publications	\$1,000	\$1,000
- Telephone, Courier, Postage		
- Advertising	\$500	\$625
- Insurance		
- Travel and Mileage	\$2,000	\$2,700
Training, Education, Conferences	\$8,825	\$8,900
Memberships and Professional Fees, Certification	\$1,475	\$1,675
Building Costs		
- Rent or Lease		
- Maintenance and Cleaning		
Consulting Fees	\$2,100	\$8,100
Other Costs		
- Post-employment Benefits		
- Severance Package		
- Topped-up Benefits (maternity leave)		
- Vested Sick Leave		
Subtotal Overhead	\$18,000	\$56,850
Enforcement Costs		
Legal Fees	\$4,000	\$4,000
Sub-Total Overhead and Enforcement Costs	\$22,000	\$60,850
Total Administration and Enforcement Costs	\$244,830	\$448,762
<i>Less Salary Cost reduction of 10%</i>	<i>\$22,283.00</i>	<i>\$38,791.16</i>
Grand Total Administration and Enforcement Costs	\$222,547.00	\$409,970.45

8. Total Direct and Indirect Costs - 2023

The combined **Direct** and **Indirect** costs of **Administration** and **Enforcement** have been calculated in **Tables 2** and **3**. The **Direct Costs** are **\$409,970** and the **Indirect Costs** are **\$67,893.76** for a combined total of **rounded to \$477,894**.

These costs are considered to be the recoverable costs in establishing the building permit fee regime for the Town. **The recoverable costs are intended to represent full-cost recovery for the provision of this municipal service in the Town of Ingersoll.**

9. Cost Stabilization Reserve Fund

The Town has established a Cost Stabilization Reserve Fund (CSRF). A Cost Stabilization Reserve Fund provides a reserve from which funds could be withdrawn to offset the costs of the Building Services Department in times of low building permit activity as well as to provide a source of capital for department needs such as the purchase of computer equipment. The current (2021) value of the CSRF for Ingersoll is **\$600,509.54**. The value of the reserve has increased gradually over the last 5 years from **\$358,832.71** in 2017.

Tunnock Consulting Ltd. has recommended a CSRF surcharge to many municipalities who have successfully used the fund, as did Ingersoll to maintain a stable cost regime for the Building Services Department. Our recommendation for contributions to the CSRF from building permit fee revenues has varied from 10 to 26% of the cost of a building permit fee. For the Town of Ingersoll, we would recommend a minimum of 5%, notably given the healthy value of the existing reserve fund. Based on our calculations the surcharge would generate an estimated **\$30,528** in the first year of the proposed fee regime (based on the cost analysis used for this study as set out in **Table 5**: \$497,027 – \$466,499 = \$30,528). Given the existing CSRF value combined with the annual contribution of 5% as recommended, would not see the depletion of the reserve in the foreseeable future. Even a decline of 50% in fee revenues would not see a depletion for a period of 3 years.

10. Calculation of Building Permit Fees

The total recoverable costs of **\$477,894 (rounded)** were utilized for the purposes of calculating building permit fees. Fee calculations were undertaken are illustrated in **Tables 4, 5 and 6**.

Table 4

The following provides a description of the components of **Table 4**:

- **Column B**: identifies the stages in the building permit process and the associated staff (CBO, Building Officials) that provide building services.
- **Columns D & F** and every second column thereafter set out the Class of Permit as a heading and the hours or time allocation required to complete the stage or function identified in **Column B**. For example, the time for processing a permit for a single detached dwelling is 22 hours (Line 13, Column D) on average while the number of hours required to process a permit for a deck as shown in **Column N** is 8.0 hours (Line 13, Column N).
- **Columns E, & G** and every second column thereafter shown the associated cost for the hours spent on processing a permit. The total **Direct** salary/benefits for processing a permit for a single detached dwelling are \$1,129.69 (Column E, Line 13). Further down Column E, the **Overhead (Direct) Costs** of the Building Service are added (Line 17) (i.e., \$249.50/permit). Further down Column E again, the **Indirect Costs** (derived from **Table 2**) are added and are shown on Line 19 or \$278.39/permit while the associated legal costs are \$0.00/permit (Line 21). The total (base) costs for processing a permit for a single detached dwelling is \$1,657.58.43 (Column E, Line 22). The totals are given for each class of permit or other associated service in subsequent columns in **Table 4**.
- The total revenue from the base cost (excluding adjustments in **Table 5** for each class of permit is shown in Line 24. For low density (single and semi-detached dwellings), the total is \$123,987.04.
- The total revenue stream from **Table 4** for all classes of permits is calculated as **\$319,680.05** (Column AS, Line 25).

Table 5 – Summary and Proposed Fee Regime

- **Column A**: sets out the various types of permits and services derived -from **Tables 1 & 4**.

- **Column B:** sets out the base level of fees derived from the calculations in **Table 4** (as described above).
- **Column C:** is an adjustment for full-cost recovery which has two effects: 1) the first effect is to reduce the permit fee value for specified types of permits (i.e., an accessory structure such as a garden shed, a deck, a woodstove, standalone plumbing, etc.). The intent is to ensure that the cost of the permit will not deter applicants from obtaining such permits. A cross subsidy is applied to 140 permits. The potential loss of revenues from reducing permit fees for the cross subsidy is significant (i.e., in excess of \$50,000). The transfer of the lost revenue to other (major) types of permits through the cross subsidy will raise a permit for a single detached dwelling by an estimated \$1,900/permit). An additional adjustment was made to raise permit fees to ensure full cost recovery. Adjustments have been made to major non-residential permits (Groups A, B, D, E and F) by adding to the cost of the permit.
- **Column D:** sets out the calculation for the Cost Stabilization Reserve Fund. The calculation adds 5% to the cost of the permit and is designed to offset the fluctuation in permit fee revenues in less active years (see Section 9). For example, the Cost Stabilization Reserve Fund could be used to offset declines in fee revenues from a reduced level of permit activity and/or could be used for anticipated (new) operational or capital costs (i.e., replacement of computers, replacement of municipal vehicles used for building inspection etc.). The addition of a 5% reserve fund levy would increase the cost of a permit for a single detached dwelling by \$178.00. The Town should carefully monitor growth trends to ensure that permit fee revenues are in line with expenditures.
- **Column E:** is an adjustment for larger scale projects. Larger scale projects involve more time to conduct plan reviews and field inspections. The pro-rated levy is based on dividing the base fee in **Column B** by the number of hours spent in the processing of a permit for example, for a single detached dwelling, the pro-rated levy of \$0.71/ft.² is calculated as \$1,559.34 /22 hours = \$0.71/ft.². The calculated rate of \$0.71/ft.² represents the average level of effort required for providing the Building Services Department for this class of permit.

Consequently, an application for a single detached dwelling with a floor area of 2,500 ft.² would cost \$4,235 or (2,500 ft.² – 2,000 ft.² x \$0.71 + \$3,735 = \$4,235). The pro-rated levy would apply to all residential housing types, ICI permits and farm buildings only. A graduated fee increase is recommended for ICI buildings and farm buildings greater

than a 5,000 ft.² as a means to offset the additional time required to review building plans and conduct inspections.

- **Column F:** is the total average number of permits issued per year for various classes of permits as derived from **Tables 1 & Table 4.**
- **Column G:** is the calculation of the potential revenue the Town would receive for permits based on the addition of 5% for the reserve fund calculated on a 5-year average for building permit activity or \$505,517.74.41. The revenue stream will result in the generation of an estimated \$30,310 in 2023 needed to fund the Cost Stabilization Reserve Fund (see **Table 5** above).
- **Column H:** represents the potential revenue without the 5% reserve fund levy or \$475,207 (rounded). The revenue stream will result in full-cost recovery for the **Direct Costs** and **Indirect Costs** required to deliver the Building Services Department by the Town based on the five-year average of building permit activity.

Table 5 represents a full cost recovery scenario based on the current level of building permit activity in the Town. The consequence is a significant increase in building permit fees and notwithstanding that the fees have not been adjusted since September 2018, the increases are greater than what may be considered reasonable. For example, the fee increase for a permit for a single detached dwelling would almost double. **Table 5** does not take into consideration proposed industrial and commercial development projected for the Town for the next several years. The magnitude of the projected development is substantial and the potential fee revenues will serve to offset the need for the substantive change to fees, notably for the residential sector, which are set out in **Table 5.**

Table 6 provides a series of scenarios on permit fee revenues based on an eight (8) year time period starting in 2018, the year the current fee regime was last adjusted. **Column B** represents the Town's 2018 permit fee schedule which has not been adjusted since 2018 and provides a bench mark for comparative purposes as follows:

Column C represents the fees based on this study which have also been inserted for comparative purposes. **Column C** is derived from Table 5.

Column D represents a scenario where the 2018 fees have been adjusted to represent the cost-of-living for the intervening period amount to approximately 15% for residential fees and 5% for the ICI (industrial/commercial/institutional) sector. **Column D** also includes calculations on revenue based on forecasted industrial and commercial developments.

Table 5 - Proposed Building Permit Fee Schedule - Ingersoll							
A	B	C	D	E	F	G	H
Class of Permit	Base Fee from Table 4	Adjustment for Full Cost Recovery	Add 5% for Reserve Fund to fees in Column C	Pro-rated costs for larger scale projects ²	Number of Permits from Table 4	Projected Revenue with 5% for Reserve Fund (= D x F)	Projected Revenue with adjustment for Cross subsidy only (= C x F)
Group C, Low Density	\$ 1,657.58	\$ 3,557.58	\$ 3,735.46	D + \$0.71/ft. ² > than / 2,000 ft. ²	75	\$ 280,159.49	\$ 266,818.56
Group C, Mobile Homes	\$ -	\$ -	\$ -		0	\$ -	\$ -
Group C, Medium, High Density Residential	\$ 3,158.41	\$ 5,058.41	\$ 5,311.33		2	\$ 10,622.66	\$ 10,116.82
Group C, Major Alterations	\$ 1,439.98	\$ 2,598.24	\$ 2,728.15		16	\$ 43,650.44	\$ 41,571.85
Group C, Minor Alterations, garage, carport, shed	\$ 940.72	\$ 500.00	\$ 525.00	D + \$0.50/ft. ² > than 500/ft. ²	48	\$ 25,200.04	\$ 24,000.04
Group C, Deck	\$ 940.72	\$ 500.00	\$ 525.00		46	\$ 24,150.04	\$ 23,000.04
Pools	\$ 777.52	\$ 500.00	\$ 525.00		14	\$ 7,350.01	\$ 7,000.01
Group 'C' Residential Demolitions	\$ 940.72	\$ 1,000.00	\$ 1,050.00		7	\$ 7,350.01	
Groups A, B, D, E, Commercial, Institutional	\$ 5,062.41	\$ 7,000.00	\$ 7,350.00	D + \$0.63/ft. ² > than 5,000 ft. ²	2	\$ 14,700.00	\$ 14,000.00
Group F, Industrial	\$ 4,083.21	\$ 7,000.00	\$ 7,350.00		2	\$ 14,700.00	\$ 14,000.00
Groups A, B, D, E & F Major Alterations	\$ 1,798.41	\$ 3,370.00	\$ 3,538.50		10	\$ 35,385.01	\$ 33,700.01
Non-Residential Demolitions	\$ 886.32	\$ 1,500.00	\$ 1,575.00		1	\$ 1,575.00	\$ 1,500.00
Groups A, B, D, E & F Minor Alterations	\$ 1,190.35	\$ 2,500.00	\$ 2,625.00	D + \$0.63/ft. ² > than 5,000 ft. ²	3	\$ 7,875.00	\$ 7,500.00
Other Permits: Occupancy, Moving/Relocation of building, Renew Permit	\$ 777.52	\$ 500.00	\$ 525.00		29	\$ 15,225.02	\$ 14,500.02
Tents, Mobile Signs	\$ 777.52	\$ 500.00	\$ 525.00		1	\$ 525.00	\$ 500.00
Designated Structures	\$ 1,190.35	\$ 1,000.00	\$ 1,000.00		15	\$ 15,000.01	\$ 15,000.01
Solid Fuel Burning Applicances, plumbing	\$ 777.52	\$ 500.00	\$ 525.00		0	\$ -	\$ -
Change of Use	\$ 831.92	\$ 500.00	\$ 525.00		2	\$ 1,050.00	\$ 1,000.00
Sewer, Water, Plumbing	\$ 723.12	\$ 500.00	\$ 500.00		2	\$ 1,000.00	\$ 1,000.00
Farm Buildings (new)	\$ 1,103.92	\$ 1,103.92	\$ 1,159.12	D + \$0.50/ft. ² > than 5,000 ft. ²	0	\$ -	\$ -
Farm Buildings (additions)	\$ 886.32	\$ 886.32	\$ 930.64		0	\$ -	\$ -
Total					275	\$ 505,517.74	\$ 475,207.37

For 2023 the forecasted floor area for new industrial and commercial development is estimated at approximately 374,000 ft.². The forecasted higher than average revenue generated of **\$602,698** will suffice to offset the projected operational costs of the Building Department (and other municipal departments providing support services) as well as to generate revenue that may be required to hire additional staff to conduct inspections for the forecasted industrial and commercial development. **Column D** of **Table 6** represents a modest 15% COLA-Based building permit fee increase over the 2018 Fee Schedule currently used for all classes of permits except Industrial, Commercial and Institutional (ICI) which represents a modest 5% COLA-Based increase. The substantial fee revenue from the commercial and industrial classes of permits fortuitously will offset the revenue losses from the lesser classes of permit fee rates.

For the years 2024 and 2025 permit fee revenue from the industrial and commercial classes are again expected to be higher than average and will offset the operational costs of the department and associated indirect costs from other departments providing support services. A modest 3% COLA-Based permit fee increase to all classes of permits for 2024 and 2025 is included in **Columns F and G**.

For all scenarios the projections in **Column H** of **Table 6** are based on the historical volume of building permits from **Table 1** or a total of 244 permits per year on average.

Table 6 has been included in this report to provide Council with the following options:

1. Implement a full cost recovery model based on historical building permit fee activity over the period 2018 – 2025.
2. Implement a graduated permit fee regime over the period 2023 – 2025 that provides the required revenues to offset the operational costs while including an annual COLA-Based related fee adjustment.

Given the 15% increase proposed for 2023 which is designed to offset the loss of revenues over the last 5 years given that there was no fee adjustment since 2018, Council has the option to graduate fee increases up to and including 2025. As a general principle, Council should continue to adjust fee annually starting in 2026 based on a COLA-Based adjustment to ensure adequate fee revenues on a continuing basis in the future.

Table 6 - Fee Projection Scenarios

A	B	C	D	E	F	G	H
Building Permit Fee Schedule	2018 Fees (September 1)	2023 Fee Review (derived from Table 5)	COL - 15% Rate Increase over 2018 and 5% ICI Recommended Fee Increase - 2023	Projected Revenue 2023	COL - 3% Rate Increase - Recommended Fee Increase 2024	COL - 3% Rate Increase - Recommended Fee Increase 2025	Number of Permits from Table 4
Class of Permit							
Group C, Low, Medium Density Residential	\$2,100 + \$0.67/ft. ² > 2,000 ft. ²	\$3,735 + \$0.71/ft. ² > 2,000 ft. ²	\$2,415 + \$0.77/ft. ² > 2,000 ft. ²	\$ 181,125.00	\$2,487 + \$0.79/ft. ² > 2,000 ft. ²	\$2,562 + \$0.81/ft. ² > 2,000 ft. ²	75
Group C, High Density Residential	\$4,300 + \$0.67/ft. ² > 2,000 ft. ²	\$5,311 + \$0.71/ft. ² > 2,000 ft. ²	\$4,945 + \$0.77/ft. ² > 2,000 ft. ²	\$ 9,890.00	\$5,093 + \$0.79/ft. ² > 2,000 ft. ²	\$5,245 + \$0.81/ft. ² > 2,000 ft. ²	0
Group C, Major/Minor Alterations	\$163 + \$0.67/ft. ²	\$2,728 + \$0.71/ft. ² > 2,000 ft. ²	\$187 + \$0.77/ft. ²	\$ 2,992.00	\$193 + \$0.79/ft. ²	\$200 + \$0.81/ft. ²	16
Group C, Accessory structures: pools/decks/sheds/garage/carport	\$ 163.00	\$ 525.00	\$187 < 1,200 ft. ² ; \$282 > 1,200 ft. ²	\$ 20,196.00	\$193 < 1,200 ft. ² ; \$290 > 1,200 ft. ²	\$200 < 1,200 ft. ² ; \$299 > 1,200 ft. ²	108
Groups A, B, D, E Commercial, Institutional	\$4,200 + \$0.80/ft. ² > 2,500 ft. ²	\$7,350 + \$0.63/ft. ² > 5,000 ft. ²	\$4,410 + \$0.84/ft. ² > 2,500 ft. ²	\$ 50,820.00	\$4,542 + \$0.87/ft. ² > 2,500 ft. ²	\$4,678 + \$0.90/ft. ² > 2,500 ft. ²	2
Group F, Industrial	\$3,045 + \$0.80/ft. ² > 2,500 ft. ²	\$7,350 + \$0.63/ft. ² > 5,000 ft. ²	\$3,197 + \$0.84/ft. ² > 2,500 ft. ²	\$ 284,948.00	\$3,293 + \$0.87/ft. ² > 2,500 ft. ²	\$3,392 + \$0.90/ft. ² > 2,500 ft. ²	4
Groups A, B, D, E & F Major Alterations	\$3,360 + \$0.80/ft. ² > 2,500 ft. ²	\$3,370 + \$0.63/ft. ² > 5,000 ft. ²	\$3,528 + \$0.84/ft. ² > 2,500 ft. ²	\$ 35,280.00	\$3,633 + \$0.87/ft. ² > 2,500 ft. ²	\$3,741 + \$0.90/ft. ² > 2,500 ft. ²	10
Group C, Demolitions	\$ 163.00	\$ 1,050.00	\$ 187.00	\$ 1,309.00	\$ 193.00	\$ 200.00	7
Group A, B, D, E Demolitions	\$ 1,900.00	\$ 1,575.00	\$ 1,995.00	\$ 1,995.00	\$ 2,054.00	\$ 2,116.00	1
Groups A, B, D, E & F Minor Alterations	\$ 1,000.00	\$2,625 + \$0.63/ft. ² > 5,000 ft. ²	\$ 1,050.00	\$ 3,150.00	\$ 1,082.00	\$ 1,114.00	3
Other Permits: Moving/Relocation of building, Renew Permit, sign, solar panels	\$ 163.00	\$ 525.00	\$ 187.00	\$ 5,610.00	\$ 193.00	\$ 200.00	30
Solid Fuel Burning Appliances	\$ 163.00	\$ 525.00	\$ 187.00	\$ -	\$ 193.00	\$ 200.00	0
Farm Buildings	\$ 2,000.00	\$1,159 + \$0.50/ft. ² > 5,000 ft. ²	\$ 2,300.00	\$ -	\$ 2,369.00	\$ 2,440.00	0
Designated Structures	\$ 163.00	\$ 1,000.00	\$ 187.00	\$ 2,805.00	\$ 193.00	\$ 200.00	15
Change of Use	\$ 1,050.00	\$ 525.00	\$ 1,208.00	\$ 2,416.00	\$ 1,244.24	\$ 1,282.00	2
Standalone Plumbing - Residential	\$ 163.00	\$ 500.00	\$ 187.00	\$ -	\$ 193.00	\$ 200.00	0
Standalone Plumbing - Non-residential	\$ 163.00	\$ 500.00	\$ 187.00	\$ -	\$ 193.00	\$ 200.00	0
Connection to Sewer	\$ 70.00	\$ 500.00	\$ 81.00	\$ 162.00	\$ 83.00	\$ 86.00	2
Connection to Water	\$ 70.00	\$ 500.00	\$ 81.00	\$ -	\$ 83.00	\$ 86.00	0
Standalone HVAC	\$ 163.00	\$ 500.00	\$ 187.00	\$ -	\$ 193.00	\$ 200.00	0
Additional Fees							
Additional Inspection Fees	\$55.00/hr/additional inspection	\$69.00/hr/additional inspection	\$63/hr/additional inspection		\$65/hr/additional inspection	\$67/hr/additional inspection	
Plan Re-examination Fees	\$55.00/hr. - Minimum \$165.00	\$80.00/hr. - Minimum \$150	\$63/hr. - Minimum \$190		\$65/hr. - Minimum \$196	\$67/hr. - Minimum \$200	
Transfer of Permit	\$ 155.00	\$ 525.00	\$ 178.00	\$ -	\$ 183.00	\$ 188.00	
Extension Fee	\$ 155.00	\$ 525.00	\$ 178.00	\$ -	\$ 183.00	\$ 188.00	
Construction without a permit	200% of the base fee	200% of the base fee	200% of the base fee		200% of the base fee	200% of the base fee	
Hourly Rate	Inspector: \$55/hr. CBO: \$80/hr.	Inspector: \$69/hr. CBO: \$80/hr.	Inspector: \$63/hr. CBO: \$92/hr.		Inspector: \$65/hr. CBO: \$95/hr.	Inspector: \$67/hr. CBO: \$98/hr.	
Alternative Solutions	\$ 160.00		\$187.00 + \$92/hr. greater than 2 hrs.		\$193.00 + \$95/hr. greater than 2 hrs.	\$200.00 + \$98/hr. greater than 2 hrs.	
Septic repair	\$ 250.00		\$ 300.00		\$ 309.00	\$ 318.00	
Septic (new)	\$ 250.00		\$ 500.00		\$ 515.00	\$ 530.00	
Estimated Total Fee Revenue		\$ 475,207.00		\$ 602,698.00			
Estimated Revenue Requirements		\$ 477,894.00		\$ 477,894.00			244

This report has calculated the **full costs** of delivering the Building Services Department for the Town of Ingersoll based on 2022 costs and alternative fee options all of which will provide the required revenue generation to offset the operational cost of providing a quality-level building inspection service. Consideration should be given to an annual adjustment to building permit fees to ensure that the full costs of the service are recovered over the long term. Some municipalities are using the Consumer Price Index (CPI), (construction index), a Statistics Canada publication as the means to make the adjustment. This is a recommended option for the Town and would result in more regular adjustments that would be tailored to annual adjustments in the cost of living.

1. Summary

The Town of Ingersoll administers the legislated responsibilities required by the *Building Code Act* and the *Ontario Building Code*. The building department is supported by services provided by other municipal departments essential to day-to-day operations. This study was undertaken to determine **full-cost recovery for the costs** associated with the delivery of the responsibilities and the associated costs of the support services.

The level of building permit activity is projected to change substantially given forecasted industrial and commercial development. Fees, however, should be monitored to ensure that fees provide for full-cost recovery on an ongoing basis through annual adjustments.

The costs for salaries, benefits and overhead for the building department were calculated based on the 2022 budget for Ingersoll. Total costs for the administration and enforcement of the *Building Code Act* were determined to be **\$466,365** and this cost is considered to be recoverable through building permit fees; however, the changes in fees will be significant. An alternative scenario, the preferred scenario, would realize a fee increase adjustment of 15% in line with cost increases since 2018. Substantial projected fee revenues for the commercial and industrial sector will offset the cost differential between the 15% increase and the full cost recovery model set out in **Table 5** of this report.

The study also determined the costs require to sustain the Cost Stabilization Reserve Fund (CRSF). This fund has been tailored in this study to generate funds to offset operational and capital costs of the building inspection and related support services. A surcharge of 5% could be added to fund this reserve on an ongoing basis; however, the Town has an existing reserve to which additional revenues may be added from commercial and industrial construction that will likely exceed the operational costs for the building inspection service over the next several years. The generally accepted level for a healthy Cost Stabilization Reserve Fund is 2 times the full annual operating costs of the department.

The study also determined the actual cost for all of the steps required to process a

building permit and provide other services based on staff time and the associated salary, benefits and overhead costs.

Table 6, Column D and **Appendix 1** sets out the recommended fees which may be incorporated into a building permit fees by-law.

2. Recommendations

This building permit fee study has determined the total **Indirect Costs** and **Direct Costs** for **Administration** and **Enforcement** based on the criteria set out in Section 7 of the *Building Code Act*. Based on the findings of this study it is recommended:

- A. That the Council adopts the recommended fee structure set out in **Table 6, Column D**.
- B. That the Town of Ingersoll levies an annual adjustment in permit fees based on the Consumer Price Index (CPI) available through Statistics Canada.
- C. That the Town convene a public meeting in compliance with the requirements of the *Building Code Act* for the purposes of considering changes to fees and the introduction of new fees.

Appendix 1 – Recommended Building Permit Fees

Class of Permit		Building Permit Fee - 2023
A.	NEW CONSTRUCTION	
1	Assembly Occupancies Group A	$\$4,410 + \$0.84/\text{ft.}^2 > 2,500 \text{ ft.}^2$
2	Institutional Occupancies Group B	$\$4,410 + \$0.84/\text{ft.}^2 > 2,500 \text{ ft.}^2$
3	Residential Occupancies – Group C	
a.	Single House, Semi-detached, duplex, mobile home	$\$2,415 + \$0.77/\text{ft.}^2 > 2,000 \text{ ft.}^2$
b.	Multiple Unit Dwelling	$\$4,945 + \$0.77/\text{ft.}^2 > 2,000 \text{ ft.}^2$
c.	Residential – Major Additions and Alterations	$\$187 + \$0.77/\text{ft.}^2$
4	Business/Personal Services Occupancies – Group D	$\$4,410 + \$0.84/\text{ft.}^2 > 2,500 \text{ ft.}^2$
5	Mercantile Occupancies – Group E	$\$4,410 + \$0.84/\text{ft.}^2 > 2,500 \text{ ft.}^2$
6	Industrial Occupancies – Group F	$\$3,197 + \$0.84/\text{ft.}^2 > 2,500 \text{ ft.}^2$
7	Special Occupancies	
a.	Agricultural Buildings	$\$2,300.00$ flat fee
b.	Tents and other temporary structures, designated structures	$\$187.00$ flat fee
8	Accessory Buildings/Structures	
a.	Detached garage, shed, boat house, other accessory building, pool, deck	$\$187.00$ for a building/structure $< 1,200 \text{ ft.}^2$; $\$282$ for a building/structure $> 1,200 \text{ ft.}^2$

Class of Permit		Building Permit Fee
B.	ALTERATIONS AND REPAIRS	
1	Interior Major Alterations, Repairs, Tenant Improvements	
a.	Occupancies – Groups A, B, D, E, F (for major additions/renovations value)	$\$3,528 + \$0.84/\text{ft.}^2 > 2,500 \text{ ft.}^2$
b.	Residential Occupancies – Group C – Minor Alterations, renovations, repairs, retrofitting	$\$187.00 + \$0.77/\text{ft.}^2$
c.	Minor Alterations – Groups A, B, D, E, F (for minor additions/renovations, interior finishes, mechanical stand-alone value < \$10,000 construction value)	\$1,050.00 flat fee
d.	Alterations & Repairs to existing buildings or building systems not provided for above	\$10.00 for each \$1,000 of construction value or part thereof as determined by the Chief Building Official – minimum \$187.00
2	Fireplace, woodstove, inserts, chimney. Solid fuel appliance, standalone plumbing, HVAC, or mechanical, banking machine, designated structures	\$187.00 flat fee
3	Sewage Disposal System – new system	\$500.00 flat fee
4	Sewage Disposal System – repair	\$300.00 flat fee
5	Basic Plumbing Fee: standalone plumbing – residential and non-residential	$\$187.00 + \$25/\text{fixture over 4 fixtures}$
6	Connection to Water	\$81.00 flat fee
7	Connection to Sewer	\$81.00 flat fee
C.	DEMOLITION	
1	Residential	\$187.00 flat fee
2	Non-residential	\$1,995.00 flat fee

Class of Permit		Building Permit Fee
D.	MISCELLANEOUS	
1	Change of Use	\$1,208.00 flat fee
2	Other Permits	
a.	Transfer Permit	\$178.00 flat fee
b.	Conditional permit - agreement	\$178.00 flat fee
c.	Extension fee	\$187.00 flat fee
3	Alternative Solution Review	\$187.00 + \$92/hr. greater than 2 hrs.
4	Major Revisions to Building Drawings	10% of original Permit fee
E.	ADMINISTRATIVE	
1	Occupant Load Inspection and Report	\$187.00 flat fee
2	Re-inspect, defective and incomplete work, 3rd + additional inspections,	\$200 paid prior to scheduling inspection
3	Statement of concurrence for Telecommunications Towers	\$1,150.00 flat fee
4	Construction without a permit	200% of the base fee
5	Hourly Rate	Inspector: \$63/hr. CBO: \$92/hr.
	Class of permits not described or included in the fee schedule	Fees to be determined by the Chief Building Official