

**Town of Lincoln Fees and Charges**

**Building Department**

By-Law No. 2020-70 Schedule A

Description	Unit of Measure	Notes	2021 Fee/Charge	Deposit Required	Deposit Amount
<b><u>BUILDING PERMIT APPLICATION FEES</u></b>					
MINIMUM FEE	Per Permit		\$ 200.00		
<b><u>GROUP "A" ASSEMBLY</u></b>					
PORTABLE CLASSROOMS	Flat Fee		\$ 400.00		
SCHOOLS	Sq. Metre		\$ 16.04		
ALL RECREATION FACILITIES, INCLUDING ARENAS/GYMNASIUMS	Sq. Metre		\$ 16.04		
DAY-CARE FACILITIES	Sq. Metre		\$ 16.04		
LIBRARIES	Sq. Metre		\$ 16.04		
PLACES OF WORSHIP	Sq. Metre		\$ 16.04		
RESTAURANTS - OVER 30 SEATS	Sq. Metre		\$ 16.04		
NON-RESIDENTIAL - OUTDOOR PATIO	Flat Fee		\$ 450.00		
ADDITIONS	Sq. Metre		\$ 16.04		
<b><u>GROUP "B" INSTITUTIONAL</u></b>					
INSTITUTIONAL	Sq. Metre		\$ 17.65		
HOSPITAL	Sq. Metre		\$ 17.65		
NURSING HOMES	Sq. Metre		\$ 17.65		
ADDITIONS	Sq. Metre		\$ 17.65		
<b><u>GROUP "C" RESIDENTIAL</u></b>					
SINGLE DETACHED DWELLING, SEMI-DETACHED DWELLING, DUPLEX	Sq. Metre		\$ 14.00		
TRIPLEX, FOURPLEX, ROW, TOWNHOUSE	Sq. Metre		\$ 14.00		
REPEAT PLANS FOR SINGLE DETACHED, ETC.	Sq. Metre		\$ 12.00		
APARTMENT BUILDINGS - 3 STOREYS OR LESS AND/OR LESS THAN 600 SQUARE METRES	Sq. Metre		\$ 14.00		
HOTELS/ MOTELS - 3 STOREYS OR LESS AND/OR LESS THAN 600 SQUARE METRES	Sq. Metre		\$ 14.00		
TRAILERS/MOBILE HOMES	Sq. Metre		\$ 400.00		
ADDITIONS - SINGLES TO TOWNHOUSES	Sq. Metre		\$ 14.00		
ADDITIONS - APARTMENTS TO HOTELS/MOTELS	Sq. Metre		\$ 14.00		
<b><u>GROUP "C" RESIDENTIAL - LARGE BUILDINGS</u></b>					
APARTMENT BUILDINGS - 4 STOREYS AND OVER AND/OR MORE THAN 600 SQUARE METRES	Sq. Metre		\$ 14.00		
HOTELS/ MOTELS - 4 STOREYS AND OVER AND/OR MORE THAN 600 SQUARE METRES	Sq. Metre		\$ 14.00		

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ADDITIONS	Sq. Metre		\$ 14.00		
<b><u>GROUP "D", "E", "F2", "F3" SMALL BUILDINGS</u></b>					
OFFICE, RETAIL, OTHER BUSINESS AND PERSONAL SERVICES AND MANUFACTURING/WAREHOUSE BUILDINGS - SINGLE OCCUPANCY	Sq. Metre		\$ 13.45		
OFFICE, RETAIL, OTHER BUSINESS AND PERSONAL SERVICES AND MANUFACTURING/WAREHOUSE BUILDINGS - MULTIPLE OCCUPANCIES - SHELL ONLY	Sq. Metre		\$ 10.23		
OFFICE, RETAIL, OTHER BUSINESS AND PERSONAL SERVICES AND MANUFACTURING/WAREHOUSE BUILDINGS - INTERIOR RENOVATIONS	Sq. Metre		\$ 10.23		
ADDITIONS	Sq. Metre		\$ 13.45		
<b><u>GROUP "D" LARGE BUILDINGS</u></b>					
OFFICE BUILDINGS - SINGLE OCCUPANCY	Sq. Metre		\$ 11.84		
OFFICE BUILDINGS, OTHER BUSINESS AND PERSONAL SERVICES - SINGLE OCCUPANCY	Sq. Metre		\$ 11.84		
OFFICE BUILDINGS - MULTIPLE OCCUPANCIES - SHELL ONLY	Sq. Metre		\$ 9.15		
OTHER BUSINESS AND PERSONAL SERVICES - MULTIPLE OCCUPANCIES - SHELL ONLY	Sq. Metre		\$ 9.15		
OFFICE BUILDINGS - INTERIOR RENOVATIONS	Sq. Metre		\$ 9.15		
OTHER BUSINESS AND PERSONAL SERVICES - INTERIOR RENOVATIONS	Sq. Metre		\$ 9.15		
ADDITIONS	Sq. Metre		\$ 11.84		
<b><u>GROUP "E" MERCANTILE - LARGE BUILDINGS</u></b>					
RETAIL STORES - SINGLE OCCUPANCY	Sq. Metre		\$ 11.84		
RETAIL STORES - MULTIPLE OCCUPANCIES - SHELL ONLY	Sq. Metre		\$ 9.15		
RETAIL STORES - INTERIOR RENOVATIONS	Sq. Metre		\$ 9.15		
ADDITIONS	Sq. Metre		\$ 11.84		
<b><u>GROUP "F" INDUSTRIAL - LARGE BUILDINGS</u></b>					
MANUFACTURING/WAREHOUSE	Sq. Metre		\$ 13.45		
PARKING GARAGE	Sq. Metre		\$ 9.00		
OPEN MEZZANINE	Sq. Metre		\$ 9.00		
ADDITIONS	Sq. Metre		\$ 13.45		
<b><u>ADDITIONAL RESIDENTIAL STRUCTURES</u></b>					
GARAGE, STORAGE SHED, CARPORT	Sq. Metre		\$ 4.40		
DECK, BALCONY, OPEN PORCH	Sq. Metre		\$ 4.40		

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SUNROOM (UNHEATED)	Sq. Metre		\$ 7.00		
FINISHING A BASEMENT AREA	Sq. Metre		\$ 4.40		
NEW FOUNDATION/BASEMENT FOR AN EXISTING DWELLING	Sq. Metre		\$ 4.40		
PRIVATE SWIMMING POOL	Flat Fee		\$ 225.00		
<b><u>OTHER CLASSIFICATIONS</u></b>					
PLUMBING ONLY-UP TO 10 FIXTURES.	Flat Fee		\$ 175.00		
PLUMBING ONLY-OVER 10 FIXTURES	Per \$1,000 Value	fee is based on the estimated value of construction	\$ 12.00		
HVAC/SPRINKLER/MECHANICAL - RESIDENTIAL	Flat Fee		\$ 175.00		
HVAC/SPRINKLER/MECHANICAL - NON-RESIDENTIAL	Per \$1,000 Value	fee is based on the estimated value of construction	\$ 12.00		
GREENHOUSE (GROWING AREA ONLY)	Sq. Metre	for the first 929 square metres of building area	\$ 1.40		
GREENHOUSE (GROWING AREA ONLY)	Sq. Metre	for the portion of the building area over 929 square metres	\$ 0.11		
FARM BUILDING, AIR SUPPORTED STRUCTURE	Sq. Metre		\$ 1.72		
RELOCATION/MOVING PERMITS	Flat Fee		\$ 450.00		
TENTS	Sq. Metre	minimum of \$175.00; maximum of \$400.00	\$ 2.15		
PUBLIC POOLS	Flat Fee		\$ 2,000.00		
RETAINING WALLS	Flat Fee		\$ 175.00		
DEMOLITIONS (COMPLETE OR PARTIAL BUILDING)	Sq. Metre	minimum of \$175.00	\$ 0.43		
WOODSTOVES, FIREPLACES, CHIMNEYS	Flat Fee		\$ 175.00		
SIGNS	Flat Fee		\$ 250.00		
TEMPORARY SIGNS - COMMUNITY EVENTS	Flat Fee		\$ 50.00		
<b><u>ALTERATIONS AND REPAIRS TO EXISTING FLOOR AREAS</u></b>					
GROUP A & B OCCUPANCIES	Sq. Metre		\$ 9.00		
GROUP C, D & E OCCUPANCIES	Sq. Metre		\$ 9.00		
GROUP F OCCUPANCIES	Sq. Metre		\$ 9.00		
<b><u>CONDITIONAL PERMITS</u></b>					
TO CONSTRUCT A BUILDING, OR PART THEREOF, PURSUANT TO THE CONDITIONAL PERMIT PROVISIONS OF THE BUILDING CODE ACT	Flat Fee		\$ 2,000.00		
<b><u>CHANGE OF USE (WITH NO CONSTRUCTION)</u></b>					
	Flat Fee		\$ 400.00		
<b><u>OCCUPANCY PERMIT (PER UNIT) AS PER OBC</u></b>					
	Flat Fee		\$ 125.00		
<b><u>TRANSFER OF PERMIT</u></b>					
WHERE OWNERSHIP CHANGES ON A PROPERTY AND THERE ARE NO OTHER CHANGES TO THE PROJECT OR PROFESSIONAL SERVICES REQUIRED	Flat Fee		\$ 100.00		
<b><u>ADDITIONAL PERMIT FEE</u></b>					
	Per Hour	minimum of \$100.00	\$ 75.00		

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WHERE AN APPLICANT FOR A PERMIT MAKES A MATERIAL CHANGE TO A PLAN SPECIFICATION DOCUMENT, OR OTHER INFORMATION, FOLLOWING APPLICATION FOR A PERMIT, THE CHIEF BUILDING OFFICIAL MAY INCREASE THE REQUIRED PERMIT FEE OR FEES BY APPLYING THE RATES IN THIS SCHEDULE TO THE FULL EXTENT OF THE CHANGES AND MAY REQUIRE PAYMENT OF SUCH INCREASED FEE OR FEES PRIOR TO THE APPROVAL OF SUCH CHANGES OR THE ISSUANCE OF SUCH PERMIT.					
<b><u>REVISIONS TO PERMITS</u></b>	Per Hour	minimum of \$100.00	\$	75.00	
<b><u>INSPECTION FEES</u></b>					
WHERE AN INSPECTOR DETERMINES THAT THE WORK FOR WHICH AN INSPECTION HAS BEEN REQUESTED IS NOT SUFFICIENTLY COMPLETE TO ALLOW FOR PROPER INSPECTON	Per Inspection		\$	90.00	
WHERE A REQUESTED INSPECTION REVEALS AN INFRACTION THAT WAS IDENTIFIED AT A PREVIOUS INSPECTION AND NOT REMEDIED	Per Inspection		\$	90.00	
ADDITIONAL INSPECTIONS/NON-ROUTINE INSPECTIONS	Per Inspection		\$	90.00	
LIQUOR LICENSE INSPECTIONS	Per Inspection		\$	200.00	
<b><u>PERMIT APPROVAL</u></b>					
WHERE THE WORK CANNOT BE DESCRIBED	Per \$1,000 Value		\$	12.00	
<b><u>OTHER FEES</u></b>					
WRITTEN PROPERTY INFORMATION/WORK ORDERS	Per Letter/Per Property		\$	100.00	
APPLICATION FOR VARIANCE TO SIGN BY-LAW	Flat Fee		\$	500.00	
E-MAIL MONTHLY BUILDING ACTIVITY REPORT	\$3/month		\$	36.00	

**TIMING OF PAYMENT OF APPLICATION FEES**

FEES ARE SUBJECT TO CHANGE FROM TIME TO TIME. THE PERMIT FEE IS PAYABLE AT THE TIME OF THE SUBMISSION OF THE APPLICATION. THE BALANCE OF THE FEE AS A RESULT OF THE REVIEW OF THE BUILDING PERMIT AND ALL OTHER FEES ARE PAYABLE PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

**REFUND OF FEES**

IN THE EVENT OF NON-COMMENCEMENT OF ANY PROJECT AFTER A PERMIT HAS BEEN ISSUED, THE APPLICANT MAY, PROVIDED A WRITTEN REQUEST HAS BEEN MADE, BE ENTITLED TO A REFUND OF PERMIT FEES. THE REFUND SHALL BE DETERMINED BY THE CHIEF BUILDING OFFICIAL IN ACCORDANCE WITH THE FOLLOWING SCHEDULE WHICH SETS OUT THE PERCENTAGE OF FEES ELIGIBLE FOR REFUND:

IF ONLY ADMINISTRATIVE FUNCTIONS HAVE BEEN PERFORMED, 70% OF THE FEE MAY BE REFUNDED.

IF ADMINISTRATIVE FUNCTIONS, ZONING FUNCTIONS AND GRADING REVIEWING FUNCTIONS HAVE BEEN PERFORMED, 60% OF THE FEE MAY BE REFUNDED.

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IF ADMINISTRATIVE FUNCTIONS, ZONING FUNCTIONS, GRADING REVIEW FUNCTIONS AND PLAN EXAMINATION FUNCTIONS HAVE BEEN PERFORMED, 40% OF THE FEE MAY BE REFUNDED.

IF THE PERMIT HAS BEEN ISSUED AND NO INSPECTIONS HAVE BEEN PERFORMED SUBSEQUENT TO THE ISSUANCE OF THE PERMIT 30% OF THE FEE MAY BE REFUNDED. ONCE ANY INSPECTIONS HAVE BEEN PERFORMED, NO REFUND WILL BE GIVEN.

NOTWITHSTANDING THE ABOVE, NO REFUND SHALL BE MADE OF AN AMOUNT LESS THAN \$175.00.

IN ADDITION, ANY PAYMENTS OUTSTANDING TO THE TOWN SHALL BE DEDUCTED FROM THE APPLICATION FEE BY THE DIRECTOR OF FINANCE, PRIOR TO THE REFUND BEING ISSUED BY THE TOWN.

**REACTIVATION**

ANY WORK FOR WHICH A PERMIT IS ISSUED SHALL BE DEEMED TO HAVE BEEN ABANDONED AND CANCELLED SIX MONTHS AFTER THE DATE OF FILING, UNLESS IN THE OPINION OF THE CHIEF BUILDING OFFICIAL SUCH WORK IS SERIOUSLY PROCEEDED WITH AND A FULL FEE SHALL BE REQUIRED TO ACTIVATE A NEW PERMIT APPLICATION.

**CONSULTING SERVICES**

WHERE ANY APPLICATION REQUIRES THE TOWN TO HIRE A CONSULTANT TO REVIEW SUPPORTING TECHNICAL STUDIES ON BEHALF OF THE TOWN, THE APPLICANT SHALL BE RESPONSIBLE FOR ALL COSTS, AND THOSE COSTS SHALL BE PAYABLE UPON SUBMISSION OF AN INVOICE FROM THE TOWN.

**PERFORMANCE DEPOSITS**

PERFORMANCE DEPOSIT (Site Plan Agreement)		as per agreement		See Note	
PERFORMANCE DEPOSIT	Per Dwelling Unit	when not part of site plan agreement	\$ -	Yes	\$2,000.00
PERFORMANCE DEPOSIT	Per Permit	for all other permit applications	\$ -	Yes	\$1,000.00
PERFORMANCE DEPOSIT	Per Permit	moving of building	\$ -	Yes	\$3,000.00
PERFORMANCE DEPOSIT	Per Permit	where as a condition of permitting the construction of a new dwelling, the existing dwelling must be demolished within two months of occupying the new dwelling.	\$ -	Yes	\$5,000.00

To obtain a refund of your performance bond deposit, please contact the building department. Your refund request must include evidence that the required works have been completed for which the deposit was secured to the satisfaction of the Chief Building Official. After a minimum of one year, the Town may send a notice to the address on file to notify you that the deposit may be subject to forfeiture if we do not receive a response from you within thirty (30) days. If through no fault of the Town, the deposit has not been refunded after the expiry of the thirty (30) day period, the Town may without further notice declare the deposit forfeited, whereupon the deposit shall become the property of the Town free of all claims.

In addition, any payments outstanding to the Town shall be deducted from the deposit by the Director of Finance, prior to the refund being issued.

**NOTES**

1. Permit application fee is based on \$ per square metre or \$ flat fee.

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2. Square metres is the gross floor area of all floors, mezzanines, lofts and habitable areas for each major occupancy classification measured from the outer face of the exterior walls or center line of a fire separation.					
3. There are no deductions from the gross floor area for openings such as stairs, shafts, etc.					
4. Unfinished basements and crawl spaces are not used in the fee calculation for new construction and additions. Attached garages are not used in the fee calculation for new dwellings.					
5. Major occupancy is based on the Ontario Building Code.					
6. New construction and additions include plumbing and other regulated building services and components but does not include septic systems.					
7. Revisions or amendment to a permit is \$75.00 per hour with a minimum of \$100.00					
8. If the work regulated by the permit cannot be described otherwise, the permit application fee shall be \$12.00 for each \$1,000.00 of the value of the work proposed. The value to be determined by the Chief Building Official.					
9. Relocation permit for a building authorizes the moving of the building only. A separate building permit is required for the foundation and any other construction.					
10. Fees for additions shall be calculated at the same rate as stated for major occupancy.					
11. Where construction has commenced prior to the issuance of a building permit, the prescribed permit fees shall be doubled. Construction is defined as placing of concrete; installation of plumbing or buried piping for building drain, sewer drainage pipe or water distribution pipe.					

Note: Fees and charges are due at receipt of service or booking.