

**BY-LAW NUMBER 2007-22**

**THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES**

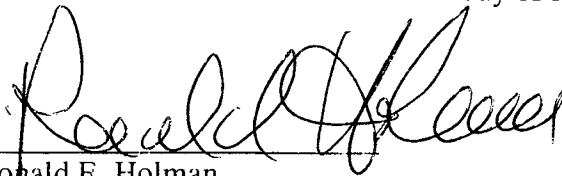
**BEING** a By-Law to adopt a Policy Statement entitled "Building Department Intake Fees."

**WHEREAS** it is deemed necessary to establish a Policy Statement to ensure payment for the review and processing of building applications.

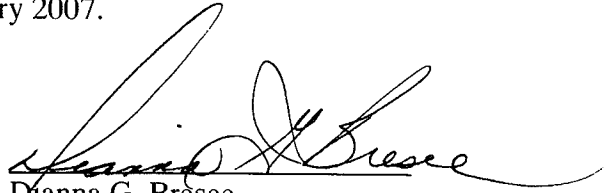
**NOW THEREFORE** the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

1. That the Policy Statement as noted herein, be approved and adopted.
2. That any other By-Laws, Resolutions, Motions, Actions of Council that are in contravention of this By-Law are hereby repealed.

Read a first and second time this 19<sup>th</sup> day of February 2007.

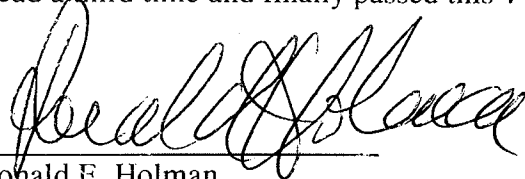


Ronald E. Holman  
Mayor

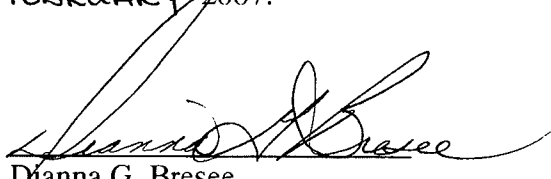


Dianna G. Bresee  
Clerk

Read a third time and finally passed this 19<sup>th</sup> day of FEBRUARY 2007.



Ronald E. Holman  
Mayor



Dianna G. Bresee  
Clerk

## **DEVELOPMENT SERVICES - BUILDING DEPARTMENT**

### **POLICY STATEMENT**

#### **SUBJECT: BUILDING DEPARTMENT INTAKE FEES**

#### **SITUATION:**

The Department has been faced with an increasing problem of building permits being issued but not paid for. Currently an applicant for a building permit is informed that payment is expected when the permit is issued. When the permit is ready the applicant is notified. Time has been spent on the review of the building application and issuance of the permit. However some applicants do not pick up the permits in a timely manner. Currently, there are 30-40 building permits processed from 2006 waiting for the applicant to pick up and pay for.

#### **POLICY:**

The policy stated below is intended to ensure payment for the review and processing of the building application. The intent is to charge an upfront fee to review and process the permit only. The remainder of the fee would be paid at the time of issuance. The fee has been based on the appropriate amount of the total fee spent on staff time to process and review a building permit application.

#### **PROCEDURE**

##### Residential and Accessory Building

Permit applications for any construction including residential construction with construction fees under \$50 000 shall be accompanied by the full fees.

Permit applications for all construction between \$50 000 and \$200 000 shall be accompanied by a non-refundable fee of \$500.

Permit applications for all construction over \$200 000 shall be accompanied by a non-refundable fee of \$600.

##### Commercial, Industrial, Institutional Building

A non-refundable fee of 40% of the construction cost must accompany permit applications for commercial, industrial and institutional projects.

##### Conditional Permits

Total permit fee paid at time of application for conditional permits.

##### Note:

Fees are based on construction value listed in Bylaw 2006-138 Schedule B1 and B2 and may be adjusted accordingly.

This policy was approved by By-law 2007-22 dated February 19, 2007