

TOWN OF BON ACCORD PROCEDURE

SECTION: ADMINISTRATION

SUPPORTED BY POLICY NO.: 15.121

SUBJECT: FEES FOR SERVICE DELIVERY

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED BY COUNCIL:

August 21, 2018 – Regular Meeting of Council

PROCEDURE:

1. Verify and acknowledge the appropriate fee for service requested by customer – as per ‘Schedule A’ Fees for Service Listing.
2. Provide customer with requested service and take payment via cash, debit, cheque, or credit card. Receipt can be provided upon request.

SCHEDULE A – Fees for Service Listing:

All prices include GST unless otherwise stated.

- | | | |
|----|---------------------------------|-----------------------------------|
| 1. | Land-Use Bylaw / ASP: | \$40.00/copy |
| 2. | Photocopying: Black & White: | \$0.30/copy |
| | Color: | \$0.10/copy for Community Groups |
| | | \$0.50/copy |
| | 11 x 17 paper: | \$0.25/copy for Community Groups |
| | Black & White: | \$0.40/copy |
| | Color: | \$0.60/copy |
| 3. | Facsimile Service: | |
| | Sending: | \$1.10/page - local calls |
| | | \$0.60/page for Community Groups |
| | | \$2.20/page - long distance calls |
| | | \$1.10/page for Community Groups |
| | Receiving: | \$1.10/page |
| 4. | Scan to email documents: | \$0.50/page |
| 5. | Reprint of Utility/Tax Bill: | \$1.10/page |
| 6. | Penalty on Accounts Receivable: | 1.5% per month (net 30 days) |
| 7. | Tax Certificates: | \$35.00/property/per Certificate |

8. Verbal Tax Searches \$15.00
9. Compliance Certificates: \$100.00/Certificate
\$150.00 for **rush** requirements of less than 48 hours
10. Registration of Tax Notification: \$100.00/title/occurrence (If property goes for public auction there will be costs for advertising. These costs will be added to the tax roll.)
11. Processing Returned EFT/ Returned Cheques: \$25.00/transaction
12. Replacement Landfill permits: \$5.00 for first replacement
\$10.00 for second or additional replacement
13. Development Permits:
- | | |
|----------------------------------|----------|
| Residential: | \$100.00 |
| Commercial | \$200.00 |
| Renovation: | \$ 80.00 |
| Deck/Fence: | \$ 50.00 |
| Garage: | \$ 75.00 |
| Basement Development: | \$ 85.00 |
| Signage – Commercial: | \$200.00 |
| Signage – Residential: | \$100.00 |
| Residential/Home Based Business: | \$100.00 |
18. Water During Construction: \$0.10 per square foot of building size (one time charge)
19. Public Property Damage Deposit: \$400.00 (\$350.00 refundable provided no damage observed upon inspection. Any damage repaired by the Town shall be taken from this deposit and any balance is to be refunded. Any charge above \$350.00 to be added to tax roll.)
(for New Residential, Commercial, Industrial and Institutional)
20. Subdivision Fees:

Standard Subdivision Fee at Application *For up to 3 lots, including any remainder	\$700.00 + \$200.00 per lot
Subdivision Fee at Application *For up to 4 lots or more, including any remainder	\$700.00 + \$350.00 per lot
Separation of Titles (MGA 652(4))	\$800.00
Condominium Plan Consent	\$50.00 per unit
Extension	\$250.00
Re-circulation	\$250.00
Fee at Endorsement	\$100.00 + (\$150.00 per lot)

** Endorsement fees are charged at time of endorsement for all subdivisions except Separation of Titles	
Current Land Title	\$12.00 (per title)
Air Photo	\$7.00 (per photo)

***GST PAYABLE ON ALL REQUIRED SUBDIVISION FEES**

- 21. Land Use Bylaw (LUB) Amendment \$1,000.00 plus advertising costs
Area Structure Plan (ASP) Amendment \$1,000.00 plus advertising costs
- 22. Replacement of Accounts Payable Cheque: Cheque will be replaced upon request minus a \$20.00 Administration Fee (fee may be waived at discretion of CAO).
- 23. Lagoon Disposal (Non-Contaminated): \$35.00/tonne (Hydrovac trucks average 4.5 tonnes)
- 24. Public Works Rates - **Equipment** Charges based on most current edition of the Alberta Road Builders & Heavy Construction Association (ARCHA) rental rate guide.
- 25. Public Works Rates – **Manpower Rate/Hour** Manpower will be billed at one and one-half (1 & ½) time the employees’ basic rate plus benefits.

SAFETY CODES PERMITS FEES

BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

- New Construction - Building Permit Levy (main level) \$0.50 per sq. ft. + SCC levy
- Upper/Lower Floors \$0.40 per sq. ft. + SCC levy
- Additions/renovations/basement development \$0.25 per sq. ft. + SCC levy
- \$125.00 (minimum fee) + SCC levy

Accessory Buildings

- Garages (attached or detached) (under 624 sq. ft.) \$125.00 + SCC levy
- Shops, garages, storage buildings (over 624 sq. ft.) \$0.37 per sq. ft. + SCC levy
- Decks or garden storage sheds \$0.37 per sq. ft. + SCC levy (min \$125.00)
- Relocation of Home (set-up on basement or foundation) \$0.37 per sq. ft. + SCC levy (min. \$125.00)
- Fireplaces (if not included in new construction) \$125.00 + SCC levy
- Demolitions - Residential (flat rate) \$125.00 + SCC levy
- Geothermal Heating \$250.00 + SCC levy
- Solar \$125.00 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

- First \$1,000,000.00 construction value \$6.00/\$1,000 construction value + SCC levy
- Over \$1,000,000.00 construction value \$6,000.00 + (\$ 5.00/\$1,000 construction

value portions over \$1,000,000.00) + SCC levy

(Minimum Fee) \$475.00 + SCC levy
Demolitions Commercial (flat rate) \$125.00 + SCC levy
Sign (Pylon) \$150.00 + SCC levy

MOBILE AND MODULAR HOME

Modular Home (RTMs, etc.) \$335.00 + SCC levy
Basement Development \$0.37 sq. ft. + SCC levy (min. \$150.00)

Mobile Homes Set-up \$200.00 + SCC levy
Basement Development (if on foundation) \$0.37 sq. ft. + SCC levy (min. \$150.00)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-Inspections will be charged a rate of \$100.00 per inspection +GST.

(Effective Date: May 31, 2018)

Residential Installations		Non-Residential Installations			
Number of Outlets	Permit Fee	BTU Input	Permit Fee	BTU Input	Permit Fee
1	\$90.00	10,000	\$90.00	210,000	\$115.00
2	\$100.00	20,000	\$90.00	230,000	\$115.00
3	\$105.00	30,000	\$90.00	250,000	\$125.00
4	\$120.00	40,000	\$90.00	300,000	\$125.00
5	\$130.00	50,000	\$100.00	350,000	\$135.00
6	\$140.00	60,000	\$100.00	400,000	\$140.00
7	\$150.00	70,000	\$100.00	450,000	\$145.00
8	\$160.00	80,000	\$100.00	500,000	\$150.00
9	\$175.00	90,000	\$100.00	550,000	\$155.00
10	\$185.00	100,000	\$105.00	600,000	\$160.00
11	\$190.00	110,000	\$105.00	650,000	\$165.00
12	\$195.00	120,000	\$105.00	700,000	\$170.00
13	\$205.00	130,000	\$105.00	750,000	\$175.00
14	\$215.00	140,000	\$105.00	800,000	\$180.00
15	\$220.00	150,000	\$110.00	850,000	\$185.00
16	\$225.00	160,000	\$110.00	900,000	\$190.00
17	\$235.00	170,000	\$110.00	950,000	\$195.00
18	\$245.00	180,000	\$110.00	1,000,000	\$205.00
19	\$255.00	190,000	\$110.00	1,000,001 to 2,000,000	\$255.00
20	\$265.00	200,000	\$110.00		
Over 2,000,000 add \$15.00 per 100,000 BTU					

Propane and Small Installations

Propane Tank Sets (New or Replacements)	\$90.00 Per Appliance
Temporary Propane/Natural Gas Heating (Includes Tank Set)	\$90.00 Per Appliance
Gas/Propane Cylinder Refill Centers	\$285.00 Per Appliance
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$125.00 per Unit
400,001 - 3,000,000 BTU Input	\$175.00 per Unit
Over 3,000,000 BTU Input	\$325.00 per Unit

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled. No fee is returned when an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$100.00 surcharge per permit.

Re-Inspections will be charged a rate of \$100.00 per inspection + GST.

(Effective Date: May 31, 2018)

PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$90.00	21	\$190.00
2	\$95.00	22	\$195.00
3	\$100.00	23	\$200.00
4	\$105.00	24	\$205.00
5	\$110.00	25	\$210.00
6	\$115.00	26	\$215.00
7	\$120.00	27	\$220.00
8	\$125.00	28	\$225.00
9	\$130.00	29	\$230.00
10	\$135.00	30	\$235.00
11	\$140.00	31	\$240.00
12	\$145.00	32	\$245.00
13	\$150.00	33	\$250.00
14	\$155.00	34	\$255.00
15	\$160.00	35	\$260.00
16	\$165.00	36	\$265.00
17	\$170.00	37	\$270.00
18	\$175.00	38	\$275.00
19	\$180.00	39	\$280.00
20	\$185.00	40	\$285.00
Add \$3.50 per fixture over 40			

PRIVATE SEWAGE PERMITS

Private Sewage System - \$300.00

Holding Tanks - \$150.00

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$4.50 each permit or 4% of permit levy, whichever is greater!

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Re-Inspections will be charged a rate of \$100.00 per inspection + GST.

(Effective Date: May 31, 2018)

PLUMBING PERMIT FEE SCHEDULE (COMMERCIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$90.00	35	\$260.00	69	\$430.00
2	\$95.00	36	\$265.00	70	\$435.00
3	\$100.00	37	\$270.00	71	\$440.00
4	\$105.00	38	\$275.00	72	\$445.00
5	\$110.00	39	\$280.00	73	\$450.00
6	\$115.00	40	\$285.00	74	\$455.00
7	\$120.00	41	\$290.00	75	\$460.00
8	\$125.00	42	\$295.00	76	\$465.00
9	\$130.00	43	\$300.00	77	\$470.00
10	\$135.00	44	\$305.00	78	\$475.00
11	\$140.00	45	\$310.00	79	\$480.00
12	\$145.00	46	\$315.00	80	\$485.00
13	\$150.00	47	\$320.00	81	\$490.00
14	\$155.00	48	\$325.00	82	\$495.00
15	\$160.00	49	\$330.00	83	\$500.00
16	\$165.00	50	\$335.00	84	\$505.00
17	\$170.00	51	\$340.00	85	\$510.00
18	\$175.00	52	\$345.00	86	\$515.00
19	\$180.00	53	\$350.00	87	\$520.00
20	\$185.00	54	\$355.00	88	\$525.00
21	\$190.00	55	\$360.00	89	\$530.00
22	\$195.00	56	\$365.00	90	\$535.00
23	\$200.00	57	\$370.00	91	\$540.00
24	\$205.00	58	\$375.00	92	\$545.00
25	\$210.00	59	\$380.00	93	\$550.00
26	\$215.00	60	\$385.00	94	\$555.00
27	\$220.00	61	\$390.00	95	\$565.00
28	\$225.00	62	\$395.00	96	\$570.00
29	\$230.00	63	\$400.00	97	\$575.00
30	\$235.00	64	\$405.00	98	\$580.00
31	\$240.00	65	\$410.00	99	\$585.00
32	\$245.00	66	\$415.00	100	\$590.00
33	\$250.00	67	\$420.00	<i>Add \$3.50 each fixture over 100</i>	
34	\$255.00	68	\$425.00		

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$100.00 surcharge per permit.

Re-Inspections will be charged a rate of \$100.00 per inspection + levy.

(Effective Date: May 31, 2018)

ELECTRICAL PERMIT FEE SCHEDULE

(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$ 90.00	23,000.01 – 24,000	\$310.00	100,000.01 – 110,000	\$615.00
1,000.01 – 1,500	\$ 95.00	24,000.01 – 25,000	\$320.00	110,000.01 – 120,000	\$645.00
1,500.01 – 2,000	\$ 100.00	25,000.01 – 26,000	\$325.00	120,000.01 – 130,000	\$675.00
2,000.01 – 2,500	\$105.00	26,000.01 – 27,000	\$330.00	130,000.01 – 140,000	\$705.00
2,500.01 – 3,000	\$110.00	27,000.01 – 28,000	\$335.00	140,000.01 – 150,000	\$735.00
3,000.01 – 3,500	\$120.00	28,000.01 – 29,000	\$340.00	150,000.01 – 160,000	\$765.00
3,500.01 – 4,000	\$125.00	29,000.01 – 30,000	\$340.00	160,000.01 – 170,000	\$795.00
4,000.01 – 4,500	\$130.00	30,000.01 – 31,000	\$345.00	170,000.01 – 180,000	\$825.00
4,500.01 – 5,000	\$135.00	31,000.01 – 32,000	\$350.00	180,000.01 – 190,000	\$855.00
5,000.01 – 5,500	\$140.00	32,000.01 – 33,000	\$355.00	190,000.01 – 200,000	\$885.00
5,500.01 – 6,000	\$145.00	33,000.01 – 34,000	\$360.00	200,000.01 – 210,000	\$915.00
6,000.01 – 6,500	\$150.00	34,000.01 – 35,000	\$365.00	210,000.01 – 220,000	\$945.00
6,500.01 – 7,000	\$155.00	35,000.01 – 36,000	\$370.00	220,000.01 – 230,000	\$975.00
7,000.01 – 7,500	\$160.00	36,000.01 – 37,000	\$375.00	230,000.01 – 240,000	\$1,015.00
7,500.01 – 8,000	\$165.00	37,000.01 – 38,000	\$380.00	240,000.01 – 250,000	\$1,115.00
8,000.01 – 8,500	\$170.00	38,000.01 – 39,000	\$385.00	250,000.01 – 300,000	\$1,215.00
8,500.01 – 9,000	\$175.00	39,000.01 – 40,000	\$395.00	300,000.01 – 350,000	\$1,315.00
9,000.01 – 9,500	\$180.00	40,000.01 – 41,000	\$420.00	350,000.01 – 400,000	\$1,415.00
9,500.01 – 10,000	\$185.00	41,000.01 – 42,000	\$425.00	400,000.01 – 450,000	\$1,515.00
10,000.01 – 11,000	\$190.00	42,000.01 – 43,000	\$430.00	450,000.01 – 500,000	\$1,615.00
11,000.01 – 12,000	\$195.00	43,000.01 – 44,000	\$435.00	500,000.01 – 550,000	\$1,715.00
12,000.01 – 13,000	\$200.00	44,000.01 – 45,000	\$440.00	550,000.01 – 600,000	\$1,815.00
13,000.01 – 14,000	\$205.00	45,000.01 – 46,000	\$445.00	600,000.01 – 650,000	\$1,915.00
14,000.01 – 15,000	\$210.00	46,000.01 – 47,000	\$450.00	650,000.01 – 700,000	\$2,015.00
15,000.01 – 16,000	\$215.00	47,000.01 – 48,000	\$455.00	700,000.01 – 750,000	\$2,115.00
16,000.01 – 17,000	\$220.00	48,000.01 – 49,000	\$460.00	750,000.01 – 800,000	\$2,265.00
17,000.01 – 18,000	\$225.00	49,000.01 – 50,000	\$465.00	800,000.01 – 850,000	\$2,365.00
18,000.01 – 19,000	\$230.00	50,000.01 – 60,000	\$470.00	850,000.01 – 900,000	\$2,465.00
19,000.01 – 20,000	\$290.00	60,000.01 – 70,000	\$500.00	900,000.01 – 950,000	\$2,565.00
20,000.01 – 21,000	\$295.00	70,000.01 – 80,000	\$535.00	950,000.01 – 1,000,000	\$2,665.00
21,000.01 – 22,000	\$300.00	80,000.01 – 90,000	\$570.00	Add \$80.00 for every \$50,000 over \$1,000,000	
22,000.01 – 23,000	\$305.00	90,000.01 – 100,000	\$590.00		

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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Re-Inspections will be charged a rate of \$100.00 per inspection + GST.

(Effective Date: May 31, 2018)

ELECTRICAL PERMIT FEE SCHEDULE

(For "NEW" Single Family Residential)

Square Footage	Permit Fee
Up to 1200 square feet	\$155.00
1201 to 1500 square feet	\$180.00
1501 to 2000 square feet	\$205.00
2001 to 2500 square feet	\$230.00
2501 to 3000 square feet	\$300.00
3001square feet and over	\$330.00
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Connection	\$115.00
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Detached Residential Garage	\$0.20/sq. ft. (minimum fee \$95.00)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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