

THE CORPORATION OF THE TOWNSHIP OF WELLESLEY

BY-LAW NUMBER 10/2025

By-law to Amend By-law 45/2025 Being a By-law to establish the fees and charges for various services provided by the municipality

WHEREAS Section 391. (1) of *The Municipal Act*, 2001 S.O. Chapter 25 as amended (hereinafter called “the Act”) permits a municipality and a local board to pass by-laws imposing fees or charges on any class of persons; and

AND WHEREAS *The Planning Act*, R.S.O. 1990, c. P . 1 3 as amended, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters; and


AND WHEREAS pursuant to Section 7, *Building Code Act*, S.O. 1992, c23, as amended, provides that a Council a municipality may pass a by-law to prescribe fees for the processing of applications for permits or for the issuance of permits; and

AND WHEREAS the Council of the Corporation of the Township of Wellesley deems it necessary to periodically amend the fees and charges of the Township of Wellesley;


NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLESLEY ENACTS AS FOLLOWS:

1. That Schedule “A” Building Department Fees and Charges of By-law 45/2024 is hereby amended by replacing the existing Schedule “A” Building Department with the schedule as attached to this By-law
2. This By-law shall come into force and take effect on the date it is enacted.

Read a first and second time this 8th day of April, 2025.



Mayor Joe Nowak




Deputy Clerk, Amy Harron

Read a third and final time and passed this 8th day of April, 2025.



Mayor Joe Nowak



Deputy Clerk, Amy Harron

Schedule "A" to By-Law 10/2025			
BUILDING DEPARTMENT			
Group "A" Assembly	Fee/sq.ft.	Min/Flat	2025 Rate
Post Office/Communication Building	\$ 1.90		
Convention Centre/Exhibition	\$ 1.90		
Restaurant/Tavern/Bar/Diner/Donut Shop	\$ 1.90		
Theatre/Concert Hall/Cultural Centre	\$ 1.90		
Recreation Complex/Country Club/Arena/Pool	\$ 1.90		
Outdoor Public Pool/Bleachers/Grandstands	\$ 1.90		
Government Buildings	\$ 1.90		
Schools	\$ 1.90		
Portable Classrooms (per unit)		flat	\$ 391.00
Library/Museum/Art Gallery/Science Centre	\$ 1.90		
Buildings/Church/Temple/Synagogue	\$ 1.90		
Group "B" Institutional	Fee/sq.ft.	Min/Flat	2025 Rate
Jails/Detention Centre	\$ 2.27		
Hospitals	\$ 2.27		
Care Facilities/Nursing Home/Rest Home	\$ 2.27		
Group "C" Residential	Fee/sq.ft.	Min/Flat	2025 Rate
Single Family Dwelling	\$ 1.41	min.	\$ 1,772.00
Mobile Homes		min.	\$ 869.00
Additional Attached Dwelling Unit	\$ 1.41	min.	\$ 869.00
Cottage/Seasonal Dwellings	\$ 1.41	min.	\$ 1,406.00
Semi-Detached/Link Home	\$ 1.41	min.	\$ 1,687.00
Apartment Building/Duplex/Triplex/Quadruplex	\$ 1.41	min.	\$ 2,249.00
Townhouse/Row House	\$ 1.41	min.	\$ 2,812.00
Hotel/Motel	\$ 1.51	min.	\$ 3,374.00
Group "D" Business & Personal Services	Fee/sq.ft.	Min/Flat	2025 Rate
Office Building (Superstructure only)	\$ 1.26		
Office Building (Finished)	\$ 1.59		
Group "E" Mercantile	Fee/sq.ft.	Min/Flat	2025 Rate
Retail Store/Complex (Superstructure only)	\$ 1.26		
Retail Store (Finished)	\$ 1.59		
Group "F" Industrial	Fee/sq.ft.	Min/Flat	2025 Rate
Warehouse, manufacturing, assembly plant	\$ 0.88		
Accessory building, storage, parking garage	\$ 0.88		
Service station, repair garage etc.	\$ 0.88		
Maintenance Building / mechanical building	\$ 0.88		
Spray Booths/Dust Collectors		flat	\$ 216.00
Foundation Permit Only	Fee/sq.ft.	Min/Flat	2025 Rate
Standard - full fees apply to superstructure	17% of permit fee for floor area of the structure		
Sewage System	Fee/sq.ft.	Min/Flat	2025 Rate
New or replacement sewage system (Part 8)		flat	\$ 695.00
Replacement septic tank only		flat	\$ 459.00
Replacement leaching bed only		flat	\$ 459.00
Interior/Alterations/Renovations	Fee/sq.ft.	Min/Flat	2025 Rate
Alterations & Renovations	\$0.50		
Interior finishes to existing unfinished builds	\$0.50		
Farm Buildings	Fee/sq.ft.	Min/Flat	2025 Rate
Agricultural storage buildings	\$0.50		
Livestock facilities	\$0.50		
Silos			
A) Grain Bin		flat	\$ 190.00
B) Tower / Bunker		flat	\$ 467.00
Manure Storage Tanks (all uncovered manure storage areas)		flat	\$ 650.00
Special Categories/Services	Fee/sq.ft.	Min/Flat	2025 Rate
Air Support Structures	\$ 0.48		
Temporary Tent (over 646 sq.ft.)		flat	\$ 190.00
Relocated Building within Municipality		flat	\$ 316.00
Change of Use		flat	\$ 254.00
Alternative Solution Application		flat	\$ 244.00
Miscellaneous	Fee/sq.ft.	Min/Flat	2025 Rate
Garage / Carport	\$0.51		
Accessory Building / Detached Garage	\$0.57		
Deck / Porch / Exterior Stair / Taller Roof	\$0.51	min	\$ 122.00
Fireplaces / Woodstoves / Chimney		flat	\$ 122.00
Retaining Walls	\$0.50		
Designated Structures as per OBC (excluding solar panels)		flat	\$ 632.00
Solar Power Installations (building mounted)	\$0.63	max	\$ 632.00
Storefront Replacement		flat	\$ 434.00
Elevator / Escalator Lift		flat	\$ 434.00
Public and Private Swimming Pools & Spas		flat	\$ 186.00
Fire Alarm		flat	\$ 508.00
Electromagnetic Locks & Hold Open Devices (ea)		flat	\$ 144.00
Fire Reservoirs		flat	\$ 650.00
Plumbing Work Only	Fee/sq.ft.	Min/Flat	2025 Rate
Building Outside Services – SFD / Semi / Duplex		flat	\$ 63.00
Building Site Services other than SFD / Semi / Duplex		flat	\$ 123.00
Backflow Prevention Device		flat	\$ 122.00
Demolition	Fee/sq.ft.	Min/Flat	2025 Rate
Demolition of Part 9 Building		flat	\$137.00
Demolition of Part 3 Building (<i>where P.Eng design work is req'd</i>)		flat	\$390.00
Fees for items not listed above: \$15.00 per \$1,000.00 of construction value			

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NOTES to TABLE

1. A minimum, non-refundable fee of \$122.00 shall be charged for all permits to be paid at the time of permit application.
2. A fee of \$0.11 per square foot of floor area shall be charged for re-examination of major revisions to previously approved plans with a min. fee of \$122.
3. A minimum inspection fee of \$122.00 shall be charged for inspections not related to an active building permit.
4. A surcharge of 10% of the normal building fee shall be charged for conditional permits.
5. Mechanical penthouse, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
6. Except for interconnected floor spaces, no deductions are to be made for openings within floor areas (eg. Stairs, elevators, service shafts).
7. Unfinished basements and garages for single family dwellings (including semis, duplex and townhouses) are not included in the floor area calculations.
8. Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional fee is applicable.
9. Where demolition of partitions or alterations to existing ceilings are part of an alteration or renovation permit, no additional demolition fee is applicable.
10. Corridors, lobbies, washrooms, lounges etc. are to be included as floor area and classified according to major occupancy classifications for the floor area in which it is located.
11. The classes of building permits and occupancy categories in the schedule correspond with the definitions of major occupancy classifications in the Ontario Building Code. For mixed occupancies the permit fees for each of the applicable occupancy categories may
12. For rack storage use, apply the square footage fee that was used for the building.
13. The Chief Building Official shall determine fees for classifications of permits not described or included in this schedule.
14. An investigation fee for construction commenced without a Building Permit will be charged an additional 100% of the permit fee to a maximum of \$2,000.00 increase.
15. A refundable deposit of \$600.00 shall be collected for the following buildings: Single Family Dwelling; Duplex; Semi-Detached; Townhouse and Triplex dwelling units and shall be refunded upon completion of the final inspection clearing off any outstanding items, within 12 months of the Building Department issuing occupancy after which time the deposit is forfeited to the Building Department to cover the costs of the permit administration and archiving of the building permit. The final inspection deposit is in regards to the structure only and does not relate to lot grading.
16. Fireplaces, HVAC, electrical, plumbing and woodstoves are included in the permit fee where identified on the application for the construction of new residential additions and new dwelling units.

Refund of Permit Fees (As prescribed in Section 8 of Building By-Law 40/2017)

In the case of a withdrawal or abandonment of an Application, the abandonment of all or a portion of the work, refusal of a Permit or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with the following:

- a) 80 percent (80%) if administrative functions have only been performed;
- b) 70 percent (70%) if administrative and zoning functions have only been performed;
- c) 50 percent (50%) if administrative, zoning and plans examination functions have been performed;
- d) 35 percent (35%) if Permit has been issued and no field inspections have been performed subsequent to Permit issuance;
- e) 5 percent (5%) shall additionally be deducted for each field inspection that has been performed after the Permit has been issued;
- f) No refund shall be made of an amount that is less than the minimum Permit fee applicable to the work;
- g) No refund shall be made after two years following the date of Permit application where the Permit has not been issued or one year following the date of issuance;
- h) No refund shall be made where a Transfer of Permit under Clause 7.(1Xh) of the Act has been granted;
- i) No refund shall be made where the Chief Building Official has revoked the permit under Section 8(10) of the Act.

End of Schedule