

THE MUNICIPALITY OF NORTH PERTH
BY-LAW 120-2025
SCHEDULE "B" - DEVELOPMENT PROTECTIVE SERVICES FEES

Fire - Non-Emergency Fees	2026 Fee	Criteria	Effective Date
Occupant Load Licences <i>where alcoholic beverages are served</i>	\$150.00	Per Event	January 1, 2026
Occupant Load Licences <i>no alcoholic beverages to be served</i>	\$100.00	Per Event	January 1, 2026
Inspections under the Ontario Fire Code; <i>Includes initial inspection and one follow up.</i> <i>Additional follow up inspections will be charged at twice the rates below</i> <i>Charges will be billed to the property owner; unpaid billings will be transferred to Property Tax Roll</i>			
Industrial/Commercial	\$150.00	Per Inspection	January 1, 2026
Commercial - Multiple Occupancy Complex	\$150.00	Per Inspection	January 1, 2026
Residential Apartment or Condominium Building	\$150.00	Per Inspection	January 1, 2026
Officer Commercial	\$150.00	Per Inspection	January 1, 2026
Daycare/School	\$150.00	Per Inspection	January 1, 2026
Food Truck Inspections for fixed location	\$150.00	Per Inspection	January 1, 2026
Special Inspections; tent or marquee	\$100.00	Per Inspection	January 1, 2026
Property File Search	\$125.00	Per Search	January 1, 2026
Fire Safety Plan Review with Written Response	\$250.00	Per Review	January 1, 2026
<i>Third and all subsequent reviews of Fire Safety Plan</i>	\$100.00	Per Hour	January 1, 2026
Copies of Departmental Fire Reports	\$125.00	Per Report	January 1, 2026
Request for Written Reports Pertaining to Emergency Calls	\$125.00	Per Report	January 1, 2026
Review of Risk and Safety Management Plans for Propane Facilities <i>(per hour fee, plus additional third party review costs as required)</i>	\$150.00	Per Hour	January 1, 2026
Agency Letter - for Liquor License Permit	\$125.00	Per Permit	January 1, 2026
Review of Public Fireworks Display Application	\$100.00	Per Application	January 1, 2026
Fire Extinguisher Training - For Profit Businesses <i>(On work site, minimum 10 people)</i>	\$25.00	Per Person	January 1, 2026
Burn Permit Fee <i>(Non-recreational fires, if a burn permit is required)</i>	\$50.00	Per Property	January 1, 2026
Inspection Fee <i>(Purpose of burning the remains of a structure)</i>	\$50.00	Per Inspection	January 1, 2026
Air Bottle Refills	\$20.00	Per Bottle	January 1, 2026

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<i>Fire - Emergency Services</i>	2026 Fee	Criteria	Effective Date
<i>Motor Vehicle Incidents on Provincial Highways - charged to Ministry of Transportation</i>			
First hour or part thereof per vehicle	Current MTO Rate	Per Incident	January 1, 2026
Each additional half hour or part thereof per vehicle	Current MTO Rate	Per Incident	January 1, 2026
<i>Charges under the Spills Act or the Transportation of Dangerous Good Act will be invoiced in addition to current MTO rates, if applicable</i>			
<i>Motor Vehicle Incidents at all Locations Other Than on Provincial Highways, including residents or non-residents of the Municipality of North Perth</i>			
First hour or part thereof per vehicle	Current MTO Rate	Per Incident	January 1, 2026
Each additional half hour or part thereof per vehicle	Current MTO Rate	Per Incident	January 1, 2026
<i>Charges under the Spills Act or the Transportation of Dangerous Good Act will be invoiced in addition to current MTO rates, if applicable</i>			
<i>Administration and Enforcement of Spills Act and Transportation of Dangerous Goods Act; the cleanup of hazardous material spills shall be charged out at Ministry of Transportation of Ontario rates</i>			
First hour or part thereof per vehicle	Current MTO Rate	Per Spill	January 1, 2026
Each additional half hour or part thereof per vehicle	Current MTO Rate	Per Spill	January 1, 2026
<i>The cost of any cleanup materials used or contracted services utilized in the cleanup will be invoiced on a full cost recovery basis</i>			

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Fire - Emergency Services (continued)	2026 Fee	Criteria	Effective Date
<i>Burning Related Charges (charges based upon discretion of the Fire Chief)</i>			
Burning violations (per hour, per vehicle)	Current MTO Rate	Per Hour / Per Vehicle	January 1, 2026
<i>Each additional half hour or part thereof per vehicle</i>	Current MTO Rate		January 1, 2026
Emergency Response to Illegal Open Air Burning Under <i>Ontario Fire Code (per vehicle, per hour) plus any associated cleanup costs as required</i>	Current MTO Rate	Per Hour / Per Vehicle	January 1, 2026
<i>Each additional half hour or part thereof per vehicle</i>	Current MTO Rate		January 1, 2026
<i>Natural Gas Incidents</i>			
Owner of the property is responsible for the expenses incurred to respond to a natural gas incident involving the severing of gas lines where proper locates were not completed by the appropriate authorities	Current MTO Rate	Per Hour / Per Vehicle	January 1, 2026
<i>Security of Premises</i>			
<i>Securing of premises after a fire by sealing doors and windows</i>	Current MTO Rate	Per Hour	January 1, 2026
<i>Standby Attendance</i>			
Having staff on standby for public fireworks displays, demolition derby's, etc. <i>**Not applicable to regional community-based non-profit and registered charitable organizations</i> <i>Cost per hour per firefighter plus the cost of Public Works Department's hourly wages, benefits and materials used</i>	Full Cost Recovery	January 1, 2026	

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<i>Fire - Emergency Services (continued)</i>	2026 Fee	Effective Date
<i>False Fire Alarms</i>		
The following fees will apply only when it has been determined by the Chief Fire Official that the false alarms were preventable, the fire alarms system was improperly installed or maintained, or the false alarm resulted from a malicious act by an individual. False fire alarms will be tracked on a six (6) month cycle.		
First False Fire Alarm <i>The property owner and any tenant responsible will be notified</i>	No Charge	January 1, 2026
Second False Fire Alarm <i>The property owner and any tenant responsible will be notified</i>	No Charge	January 1, 2026
Third False Fire Alarm <i>The tenant will be billed, with a copy sent to the property owner</i>	Full Cost Recovery	January 1, 2026
Subsequent False Fire Alarm <i>The tenant will be billed, with a copy sent to the property owner</i>	Full Cost Recovery	January 1, 2026
<i>Note</i> : Outstanding balances will be transferred to property tax accounts.		
<i>Miscellaneous Fees</i>		
Posting of Fire Watch under the Fire Watch/Scene Protection Fees (<i>per vehicle per hour</i>)	Current MTO Rate	January 1, 2026
Foam Class A or B used at Emergency Scene	Full Cost Recovery	January 1, 2026
DSPA 5	Full Cost Recovery	January 1, 2026
Training Room Rentals (<i>for profit organizations</i>)		
4 Hours or less	\$150.00	January 1, 2026
More than 4 hours	\$300.00	January 1, 2026
<i>NOTE</i> : Training Room is available for rentals from 8:30 to 4:30 Monday through Friday		
<i>If it is necessary to retain a private contractor, rent special equipment and/or use consumable materials in order to determine the origin and cause of a fire, suppress, control, or extinguish a fire, preserve property, prevent fire spread, make safe, or otherwise eliminate an emergency, the costs will be invoiced to the property owner on a full cost recovery basis.</i>		

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<i>Police Services Fees</i>	2026 Fee	Effective Date
<i>False Alarms</i>		
The following fees will apply only when it has been determined by the Municipality of North Perth that the false alarms were preventable, the alarms system was improperly installed or maintained, or the false alarm resulted from a malicious act by an individual. False alarms will be tracked on a twelve (12) month cycle.		
First False Alarm; <i>The municipality follows up verbally and records the incident.</i> <i>The property owner and any tenant responsible will be notified</i>	No Charge	January 1, 2026
Second False Alarm; <i>Fee will be billed to property owner</i>	\$400.00	January 1, 2026
Third False Alarm; <i>Fee will be billed to the property owner</i>	\$600.00	January 1, 2026
Subsequent False Alarm; <i>fee will increase by \$300.00 for each subsequent false alarm (i.e. fourth false alarm = \$900, fifth false alarm - \$1,100.00 etc.)</i>	\$300.00 Increase	January 1, 2026
<u>Note</u>: Outstanding balances will be transferred to property tax accounts.		

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Planning & Zoning Fees - Set by Perth County		2026 Fee		Criteria	Effective Date
Consent Application	\$ 4,710	North Perth	\$ 1,148.00	Per Request	January 1, 2026
		County	\$ 3,562.00		
Amendment to Consent Application	\$ 320	North Perth	\$ -	Per Request	January 1, 2026
		County	\$ 320.00		
Official Plan Amendment Application	\$ 6,717	North Perth	\$ 964.00	Per Request	January 1, 2026
		County	\$ 5,753.00		
Amendment to Official Plan Amendment Application	\$ 370	North Perth	\$ -	Per Amendment	January 1, 2026
		County	\$ 370.00		
Settlement Area Boundary Expansion (OPA)	\$ 13,436	North Perth	\$ 1,928.00	Per Request	January 1, 2026
		County	\$ 11,508.00		
Draft Plan of Subdivision / Condominium Application	\$ 8,594	North Perth	\$ 2,255.00	Per Request	January 1, 2026
		County	\$ 6,339.00		
Extension of Draft Plan of Subdivision or Condominium	\$ 1,705	North Perth	\$ -	Per Extension	January 1, 2026
		County	\$ 1,705.00		
Changes to Draft Plan of Subdivision Approval (Major)	\$ 2,925	North Perth	\$ -	Per Change	January 1, 2026
		County	\$ 2,925.00		
Changes to Draft Plan of Subdivision Approval (Minor - Redline Revision)	\$ 775	North Perth	\$ -	Per Change	January 1, 2026
		County	\$ 775.00		
Exemption of Draft Plan of Subdivision / Condominium Approval	\$ 1,135	North Perth	\$ -	Per Exemption	January 1, 2026
		County	\$ 1,135.00		
Amendments to an In-Process Application	\$ 320	North Perth	\$ -	Per Amendment	January 1, 2026
		County	\$ 320.00		
Part Lot Control	\$ 1,665	North Perth	\$ 549.00	Per Request	January 1, 2026
		County	\$ 1,116.00		
Part Lot Control (Renewal)	\$ 558	North Perth	\$ -	Per Renewal	January 1, 2026
		County	\$ 558.00		
Minor Variance Application	\$ 2,346	North Perth	\$ 779.00	Per Application	January 1, 2026
		County	\$ 1,567.00		
Zoning Amendments	\$ 4,272	North Perth	\$ 815.00	Per Amendment	January 1, 2026
		County	\$ 3,457.00		
Removal of Holding (H) Symbol from Zoning	\$ 3,455	North Perth	\$ 515.00	Per Request	January 1, 2026
		County	\$ 2,940.00		
Deeming By-Law	\$ 853	North Perth	\$ 408.00	Per Request	January 1, 2026
		County	\$ 445.00		
Site Plan Control Application & Amendments to Site Plans \$5,000 Deposit will also be required - for third party review expenses	\$ 2,522	North Perth	\$ 707.00	Per Application	January 1, 2026
		County	\$ 1,815.00		

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Planning & Zoning Fees - Set by North Perth	2026 Fee	Criteria	Effective Date
Refund Policy - <i>Prior to Required Meetings (0% afterwards)</i>	80%	Per Refund	January 1, 2026
Subdivision Agreement	\$ 5,000	Per Agreement	January 1, 2026
Plus Deposit - 6 or Less Lots/Units	\$ 2,000	Per Agreement	January 1, 2026
Plus Deposit - 7 - 20 Lots/Units	\$ 5,000	Per Agreement	January 1, 2026
Plus Deposit - 21 or More Lots/Units	\$ 10,000	Per Agreement	January 1, 2026
**plus recovery of third party fees			
Garden Suite Agreement	\$ 150	Per Suite	January 1, 2026
- Plus Deposit	\$ 2,000		
Mobile Home Agreement	\$ 150	Per Mobile Home	January 1, 2026
- Plus Deposit	\$ 2,000		
Request for Exemption from By-law <i>Including but not limited to Sign By-law, Development Charges By-law</i>	\$ 125	Per Request	January 1, 2026
Printed Copies of Planning Documents			
- Listowel Ward Official Plan	\$ 51.50	Per Copy	January 1, 2026
- Zoning By-law	\$ 40.00	Per Copy	January 1, 2026
- Perth County Official Plan	\$ 40.00	Per Copy	January 1, 2026
- Development Standards	\$ 25.00	Per Copy	January 1, 2026
Zoning Compliance Letter - Regular Service	\$ 125	Per Certificate	January 1, 2026
Zoning Compliance Letter - 24-hour turnaround	\$ 250	Per Certificate	January 1, 2026
<i>* While reviewing applications, the Municipality may incur fees for third party review or peer review of reports, plans or studies. Those costs are the responsibility of the owner of the property, or the applicant if one is authorized by the owner of the property. Comparative quotes are sought and the property owner will be billed accordingly.</i>			

**THE MUNICIPALITY OF NORTH PERTH
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SCHEDULE "B" - DEVELOPMENT PROTECTIVE SERVICES FEES

Building Fees

Scheduled annual increases to the Building Fees apply as follows: January 1, 2026 - additional 2.5% plus inflation, January 1, 2027 - additional 2.5% plus inflation, January 1, 2028 - additional 2.5% plus inflation, January 1, 2029 - additional 1.5 % plus inflation. Fees to be calculated and published January 1st of each year.

A. Construction: New Buildings; Additions to Buildings; Alterations; Unit Finish

	2026 Minimum Fee	Price per Sq. Ft	Effective Date
Group A: Assembly			
New Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums	\$ 5,357.58	\$ 0.83	January 1, 2026
Additions	\$ 4,959.36	\$ 0.77	January 1, 2026
Alteration, renovation, interior finish, unit finish/fit-up	\$ 3,283.74	\$ 0.51	January 1, 2026
Group B: Institutional			
New hospital, institutional buildings, detention, care and treatment	\$ 5,357.58	\$ 0.83	January 1, 2026
Additions	\$ 4,959.36	\$ 0.77	January 1, 2026
Alteration, renovation, interior finish, unit finish	\$ 3,283.74	\$ 0.51	January 1, 2026
Group C: Residential			
New single detached dwelling	\$ 4,021.44	\$ 1.61	January 1, 2026
New semi-detached, townhouses, row-houses, duplexes, per unit	\$ 4,021.44	\$ 1.61	January 1, 2026
New motels, hotels and all other multi-unit residential occupancies, per unit	\$ 3,858.24	\$ 1.55	January 1, 2026
Addition, alteration, renovation	\$ 2,202.22	\$ 0.88	January 1, 2026
Minor alteration, finished basement within dwelling unit	\$ 924.85	\$ 0.62	January 1, 2026
New ARU dwelling unit – within single/semidetached, town/row house/ accessory building or purpose built	\$ 2,878.99	\$ 1.15	January 1, 2026
Mobile home; garden suite	\$ 3,254.37	\$ 1.31	January 1, 2026
Group D: Business and Personal Services (offices , beauty salon etc.)			
New building – finished	\$ 5,357.58	\$ 0.83	January 1, 2026
Additions, shell only	\$ 4,959.36	\$ 0.77	January 1, 2026
Alteration, renovation, interior finish, unit finish	\$ 3,283.74	\$ 0.51	January 1, 2026

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Building Fees (Continued)			
	2026 Minimum Fee	Price per Sq. Ft	Effective Date
Group E: Mercantile (stores, shops etc.)			
New building – finished	\$ 5,357.58	\$ 0.83	January 1, 2026
Additions, shell only	\$ 4,959.36	\$ 0.77	January 1, 2026
Alterations, renovations, interior finish, unit finish	\$ 3,283.74	\$ 0.51	January 1, 2026
Group F: Industrial (factories, warehouses, storage garages etc.)			
New building – finished	\$ 5,357.58	\$ 0.83	January 1, 2026
Additions, shell only	\$ 4,959.36	\$ 0.77	January 1, 2026
Alterations, renovations, interior finish, unit finish	\$ 3,283.74	\$ 0.51	January 1, 2026
	2026 Minimum Fee	Effective Date	
B. Demolition			
Residential	\$ 380.82	January 1, 2026	
Farm Buildings	\$ 0.00	January 1, 2026	
Non-Residential (i.e. other than residential or farm buildings)	\$ 816.05	January 1, 2026	
Pool Enclosure	\$ 100.00	January 1, 2026	

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SCHEDULE "B" - DEVELOPMENT PROTECTIVE SERVICES FEES

Building Fees (Continued)			
C. Designated Structures (OBC Div. C, Article 1.3.1.1.)	2026 Minimum Fee	Effective Date	
Crane runway	\$ 816.05	January 1, 2026	
Dish antenna greater than 5m ² (54 ft ²) mounted on a building	\$ 816.05	January 1, 2026	
Exterior storage tank not regulated by the TSSA	\$ 816.05	January 1, 2026	
Outdoor public pool or public spa	\$ 816.05	January 1, 2026	
Pedestrian bridge appurtenant to a building	\$ 816.05	January 1, 2026	
Permanent solid nutrient storage facility with walls exceeding 1m	\$ 816.05	January 1, 2026	
Retaining walls – non-residential	\$ 816.05	January 1, 2026	
Retaining walls - residential	\$ 380.82	January 1, 2026	
Signs regulated by Section 3.15 of Division B of the Building Code	\$ 598.44	January 1, 2026	
Solar collector - Residential	\$ 380.82	January 1, 2026	
Solar collector- Non Residential	\$ 816.05	January 1, 2026	
Wind turbine structure	\$ 816.05	January 1, 2026	
D. Farm Buildings	2026 Minimum Fee	Price per Sq. Ft	Effective Date
New construction	\$ 4,288.02	\$ 0.43	January 1, 2026
Additions	\$ 4,070.41	\$ 0.41	January 1, 2026
Alterations, renovations, interior finish,	\$ 2,547.13	\$ 0.29	January 1, 2026
Grain Bins and Silos	\$ 750.00		January 1, 2026
Run In Shelters for livestock under 30 sq m	\$ 364.46		January 1, 2026
Manure Storage (liquid and solid)	\$ 750.00		January 1, 2026
E. Septic Systems	2026 Minimum Fee	Effective Date	
New system	\$ 979.25	January 1, 2026	
Tank or bed replacement	\$ 598.44	January 1, 2026	
Alterations, repairs or extensions	\$ 380.82	January 1, 2026	

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Building Fees (Continued)			
F. Standalone and Miscellaneous Work	2026 Minimum Fee	Price per Sq. Ft	Effective Date
Residential			
Accessory structure – shed, gazebo, detached garage	\$ 380.82	\$ 0.73	January 1, 2026
Below grade entrance	\$ 380.82		January 1, 2026
Carport, deck, porch, porch enclosure	\$ 380.82	\$ 0.73	January 1, 2026
Fireplace – wood burning	\$ 380.82		January 1, 2026
New or enlarged opening – door, window	\$ 380.82		January 1, 2026
Permit for heating, ventilating and air conditioning (per suite)	\$ 380.82		January 1, 2026
Plumbing	\$ 380.82		January 1, 2026
Pools- new or replacement fence permit fee	\$ 380.82		January 1, 2026
Connection to Water and/or Sanitary Service as standalone permit <i>includes minor site plan amendment if applicable.</i>	\$ 200.00		January 1, 2026
Water or Sanitary service line repair	\$ 100.00		January 1, 2026
Installation / Change of Water Meter - <i>Not associated with any other permit</i>	\$ 100.00		January 1, 2026
Non-Residential			
Accessory structure - shed, outdoor amenity for employees etc.	\$ 816.05	\$ 0.73	January 1, 2026
Electromagnetic locking devices	\$ 816.05		January 1, 2026
Emergency lighting; exit signage; emergency power installation or replacement	\$ 816.05		January 1, 2026
Fire alarm installation or replacement	\$ 816.05		January 1, 2026
Permit for heating, ventilating and air conditioning (per suite)	\$ 816.05		January 1, 2026
Plumbing fixtures	\$ 816.05		January 1, 2026
School portable classrooms	\$ 816.05	\$ 0.82	January 1, 2026
Shoring	\$ 816.05		January 1, 2026
Sprinkler system; stand pipe and/or hose system; fire suppression system installation or replacement	\$ 816.05		January 1, 2026
Temporary buildings, tents	\$ 380.82		January 1, 2026
Installation / Change of Water Meter - Not associated with any other permit	\$ 100.00		January 1, 2026

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Building Fees (Continued)		
G. Administrative Fees	2026 Minimum Fee	Effective Date
AGCO Letter and Site Inspection	\$ 544.03	January 1, 2026
Alternative solution – Part 3 & Part 9 other than residential	\$ 816.05	January 1, 2026
Alternative solution – Part 9 residential buildings	\$ 380.82	January 1, 2026
Builder model change fee	\$ 380.82	January 1, 2026
Builder model plan review and certification prior to permit application	\$ 1,005.36	January 1, 2026
Change of use – where no construction is required	\$ 816.05	January 1, 2026
Deferral or revocation of permit – permit extension	\$ 380.82	January 1, 2026
Development Comments on Planning Applications	\$ 380.82	January 1, 2026
Transfer of permit, Relocation Permit, Occupancy Permit	\$ 380.82	January 1, 2026
Re-inspection due to work not ready (per inspection)	\$ 163.21	January 1, 2026
Conditional building permit	<u>See notes</u>	January 1, 2026
Construction, demolition or change of use without a building permit	<u>See notes</u>	January 1, 2026
Footing and Foundation Permit	<u>See notes</u>	January 1, 2026
Revision to permit and/or plans or documents after permit issued	<u>See notes</u>	January 1, 2026
Minimum fee (unless noted otherwise)	2026 Minimum Fee	Effective Date
a) Residential projects – detached house, semi-detached house or row house containing not more than two dwelling units:	\$ 380.82	January 1, 2026
b) All other buildings not described in (a):	\$ 816.05	January 1, 2026
Sign Permits- Not regulated by Ontario Building Code	2026 Flat Fee	Effective Date
Portable sign (per 60 day period)	\$ 120.00	January 1, 2026
Inspection fee (sign erected prior to issuance of sign permit)	\$ 120.00	January 1, 2026
Signs regulated by sign by-law (multiple signs of same type on one wall is one fee)	\$ 270.00	January 1, 2026
Farm nameplate sign	\$ 160.00	January 1, 2026

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<i>Building Fees (Continued)</i>		
Accessory Residential Unit Registration	2026 Flat Fee	Effective Date
New ARU registration - <i>property occupied by owner</i>	\$ 160.00	January 1, 2026
New ARU registration - <i>property not occupied by owner</i>	\$ 325.00	January 1, 2026
Three year registration renewal	\$ 105.00	January 1, 2026
Annual self-attestation	\$ 0.00	January 1, 2026
Site Alteration Permit		
Site Alteration Permit	\$ 380.82	January 1, 2026
Plus Deposit for 3rd Party Review Costs	\$ 5,000.00	January 1, 2026
Fees Set in Subdivision Agreement. The sum of \$500 is non refundable. The balance of the lot grading deposit shall be refundable in whole or in part after the building has been constructed and occupied, and Owner's Final Grading Certificate has been filed with and accepted by the Municipality's Chief Building Official and the required services connections have been made and any damages to the Works resulting from house building and/or landscaping activities on the subject Lot or Block have been repaired to the satisfaction of the Municipality's Chief Building Official and Manager of Operations or their delegates.		

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Building Permit Fee Schedule Notes

- 1. Permit fees will be charged as outlined in the table.*
- 2. Any building permit not otherwise listed the table will be assessed at 1% of its construction value. Construction values submitted are at the discretion of the Chief Building Official.*
- 3. All fees listed with minimum fees and ft² rates are to be calculated and the permit fee will be the higher amount.*
- 4. Square foot is gross of all floors above grade measured from the outer face of exterior walls unless noted otherwise. Mezzanines, lofts, habitable attics and dwelling units below grade are included as floor areas for permit fee calculations. Where there is no floor or exterior walls for the project, square foot is the greatest horizontal area of the structure. For example, buildings or structures supported by posts or columns.*
- 5. Fireplaces, HVAC, plumbing, attached garages, decks and porches are included in the permit fee for new residential buildings not more than three (3) storeys and not exceeding 600m² in building area where submitted plans for the new building include these details.*
- 6. Footing and Foundation Permit Fee: Equal to 25% of applicable new permit fee and not lower than flat fee. The second portion of the permit is subject to the full applicable fee amount.*
- 7. Conditional Permit Fee: Equal to 50% of applicable new permit fee. The second portion of the permit is subject to the full applicable fee amount.*
- 8. Any revision to permit and/or plans or documents after plans review stage: Equal to 25% of original permit paid fee amount.*
- 9. Construction, demolition or change of use without a permit being issued: An administration fee of 100% of the applicable permit fee to be added to the applicable permit fee.*
- 10. Refunds: The fees that may be refunded shall be a percentage of the fees payable as outlined in the table. 80% if administrative functions only have been performed; 70% if administrative and zoning functions only have been performed; 45% if administrative, zoning and plan examination functions only have been performed; 35% if the permit has been issued and no field inspections have been performed subsequent to permit issuance; 5% percent shall additionally be deducted for each field inspection that has been performed after the permit has been issued. No refund shall be made less than \$385.00. A written request for a refund is required.*