WHY BOTHER WITH A PERMIT?

- Building Permits provide the means for Building Officials to ensure the health, safety and welfare of building occupants.

- The Building Permit process helps you understand what the local bylaws and regulations are. Before any construction or remodeling work begins, a permit must be obtained.

- You have a major investment in the home or business you are about to build or remodel. When that home or business does not comply with the codes, the value of your investment could be reduced. Applying for a Building Permit notifies the Building Official that you are constructing or remodeling a building so he or she can ensure the regulations in the Ontario Building Code are followed.

WHEN IS A BUILDING PERMIT REQUIRED?

A Permit is required to construct or demolish a building. Construction can include anything in the erection, installation or extension or material alteration or repair of a building.

The following building projects require permits:

- **NEW BUILDINGS**: over 108 square feet ($10m^2$) in area
  (ie. houses and other dwelling or residential buildings)

- **ACCESSORY BUILDINGS**: over 108 square feet ($10m^2$) in area
  (ie. detached garages, tool sheds, etc.)

- **WOOD DECKS**: greater than 24 inches (600 mm) above ground level

- **ADDITIONS / EXTENSIONS**: to existing building even if under 108 square feet ($10m^2$) in area
  (ie. sunrooms, porches, carports, garages, dormers, second storeys, etc.)

- **RENOVATIONS**: skylights, patio doors, rec rooms, finished basements, family rooms, interior renovations including commercial / industrial buildings, etc.)

- **CHANGES IN USE**: to a use with an increased hazard (ie. from office to retail)

- **STRUCTURAL ALTERATION**: removing loadbearing walls, beams or columns, repairing or reconstructing basement walls, foundations, floors, roof structures, etc.

- **PREFABRICATED BUILDINGS**: over 108 square feet ($10m^2$) in area (ie. portable classrooms, kiosks, garages, tool sheds, patio roofs / enclosures, etc.)

- **FARM BUILDINGS**: barns, sheds, greenhouses, silos, etc.

- **MOBILE HOMES**

- **FIREPLACES AND STOVES**: (ie. wood stoves, solid fuel burning appliances, chimneys, etc.)

- **MATERIAL ALTERATIONS**: alterations to, or new, **fire separations** (ie. fire rated ceilings, wall or floors)
  - alterations to, or new, **exit facilities**
  - alterations to, or new, **fire protection systems**

  (ie. fire alarms, sprinklers, standpipe and hose systems etc.)

- **DAMPPROOFING**: or waterproofing of foundation walls

- **PLUMBING**: alterations to, or new, plumbing systems
- **STRUCTURES DESIGNATED BY THE BUILDING CODE, TENTS AND TEMPORARY STRUCTURES**
- **BUILDINGS RELOCATED OR MOVED**

NOTES:

The above list should not be considered all inclusive. There may be other situations which require a permit and if your project is not mentioned or you are not certain whether a permit is required, please contact your Building Department.

All buildings are required to meet certain restrictions as to building location as set out in the applicable Zoning By-law. These restrictions apply whether a Building Permit is required or not.

HOW DO YOU APPLY FOR A BUILDING PERMIT?

Building permit submissions are completed online through the Town of Pelham's building permit portal, Click the link to the Town of Pelham Portal to make your submission. The Portal requires you to create and account and login to make a submission. By creating an account, you may apply for a building permit and check the status of an application through the online Portal, anywhere, anytime.

WHAT HAPPENS NEXT?

Your submission will be prescreened/reviewed to ensure all required documents have been uploaded to the Portal. Insufficient or missing documents may be requested. The applicant can upload responding information, and the application remains in the system even if it is returned. If all required documents are received and acceptable, the submission will be subject to a zoning review to ensure compliance with the Zoning By-law.".

If the submission is deemed to comply with the Zoning By-law, a statement will be sent to collect the Permit Application Fee of **$299.00**. The fee is non-refundable and required in order to consider the submission complete. Once payment is received, the submission will be placed into the queue to be reviewed by a Plans Examiner. The Plans Examiner will review the submitted documents to ensure compliance with the Ontario Building Code. If the submission does not comply, a plans examination report identifying the deficient items will be provided to the applicant via the Portal. If deemed compliant, the permit will be recommended for issuance.

Following the plans examination process, a statement will be uploaded to the Portal documents indicating the remaining fees owed for the building permit. Once payment has been made, the permit is considered issued and construction may begin.

WHEN ARE YOU REQUIRED TO REQUEST AN INSPECTION OR PROVIDE NOTICE TO THE CHIEF BUILDING OFFICIAL OF THE VARIOUS STAGES OF CONSTRUCTION?

The permit holder or an authorized agent must notify the Building Department **(building-info@pelham.ca) or by calling 905-980-6683 or 905-892-2607 'inspections' or extension 344)**, at least 2 regular business days in advance, of readiness to inspect the required stages of construction as prescribed by Division C, Sentence 1.3.5.1(2) of the Building Code:

1. Readiness to construct footings – prior to pouring.
2. Completion of footings and foundations prior to backfilling.
3. Part 9 buildings - completion of:
   i. Framing
   ii. Ductwork and piping for HVAC system
4. Buildings other than Part 9 - completion of:
   i. Structural framing
   ii. Rough-in of HVAC / air containment extraction equipment
5. Completion of insulation, vapour barriers and air barriers.
6. Completion of all fire separations & closures, fire protection including fire alarm / emergency systems, sprinkler & standpipe.
7. Completion of fire access routes.
8. Readiness for inspection / testing of:
   i. building sewers and drains
   ii. water service pipes
   iii. fire service mains
   iv. drainage and venting systems
   v. water distribution systems
   vi. plumbing fixtures and plumbing appliances
9. Readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of public pools and public spas.
10. Completion of circulation / recirculation system of a public pool or public spas and completion of a pool before filled with water.
11. Readiness to construct sewage system.
12. Completion of sewage system before backfill.
13. Completion of installation of plumbing not located in a structure before backfilling.
14. Completion of construction and installation of components required to permit occupancy.
15. For unfinished buildings – completion of construction and installation of components required to permit occupancy if the building or part of the building to be occupied is not fully completed.
16. Final inspection.

The permit holder of authorized agent shall facilitate safe access for inspections.

WHAT WILL IT COST?

The following information is provided to give you a general estimate of fees only. Applicable fees will vary depending upon what is being constructed, availability of services, etc. Actual permit fees can only be assessed once your application and construction plans have been submitted to and reviewed by the Building Department. Fees stated herein are subject to change without notice. On January 1st of each year fees shall be adjusted by the Consumer Price Index rate.

Permit fees for construction of buildings and structures, listed by classification of major occupancy, are calculated on the basis shown below for each occupancy classification or class of permit unless shown otherwise. **Unless stated otherwise, a minimum permit fee of $299.00 shall apply.**

Building Permit Fees	
Minimum Permit Fee unless otherwise stated	$299.00
New Construction – per square foot	
Assembly Occupancies – Group A	
School, church, restaurant, theatre, educational or recreational facility and similar occupancies	$2.06
Preparation of record for disclosure – each 15 minutes	$8.64
Institutional Occupancies – Group B	
Hospital, nursing home, reformatory, prison and similar occupancies	$2.06
Residential Occupancies – Group C	
Single Family Dwelling, Semi-Detached Dwelling & Duplex Dwelling	$1.69
Multiple Unit Dwelling i.e. apartment dwelling, townhouse dwelling, hotels, motels, other residential buildings or parts thereof	$1.73
Residential Additions	$1.50
Business/Personal Services Occupancies – Group D	
Office, bank, medical office/clinic and similar occupancies	$2.06
Mercantile Occupancies – Group E	
Store, shopping mall/plaza, shop, market, retail outlet and similar occupancies	$2.06
Industrial Occupancies – Group F	
Industrial mall, plaza, garage, plant, factory, warehouse, manufacturing building and similar occupancies	$1.92
Special Occupancies/Categories	
New Farm Buildings	$0.59
Tents	$299.00
Special Occupancies/Categories per square foot	
Park Model Trailer, Mobile Home	$299.00
Accessory Buildings/Structures	
Garage/Carport, Deck/Porch/Patio, Sunroom/Solarium, shed or other accessory building	$299.00 $0.99> 300/ft^2
Public Swimming Pool or Spa	$896.00
Communication Tower, Solar Panels, Retaining Wall, Pedestrian Bridge, Wind Turbine, Crane Runway and similar buildings/structures	$597.00
Alterations & Repairs – per square foot	
Interior Alterations/Repairs/Tenant Improvements	
Assembly occupancies – Group A	$0.47
Institutional Occupancies – Group B	$0.47
Residential Occupancies - Group C	$0.37
Business/Personal Service - Group D	$0.47
Mercantile Occupancies - Group E	$0.47
Industrial Occupancies - Group F	$0.47
Alterations/Additions to existing Farm Buildings	$0.33
Alter/Replace Roof Structure	$0.47
Fireplace, Woodstove, Insert, Chimney and similar construction	$299.00
Demolition	
Part 9 Buildings/Structures	$299.00
Other	$896.00
Miscellaneous	
Partial Occupancy (does not apply to single-family dwellings)	$299.00

Change of use of a building or part thereof	$299.00
Transfer of a Permit to a New Owner	$299.00
Request for Deferral of Permit Revocation	$299.00
Move a Building/Structure	$299.00
Conditional Permit	$716.00
Conditional Permit Agreement	$299.00
Permit Renewal / Per Year	$131.00
Re-inspection Fee	$90.00
Clearance Letter	$90.00
Building Code Order Compliance Letter	$181.00
Hourly Rate	$78.00
Occupant Load Inspection	$299.00
Photocopying & printing per page	$0.31
Alternative Solution	
Alternative Solution Review	$597.00
Partial Permit/Staged Construction	
Building Foundation	15%
Building Shell	75%
Building Completion	10%
Plumbing	
For plumbing work not included in any of the above classes of permit	
First 6 fixtures	$299.00
Each additional	$11.94
Refund of Permit Fees	
Where only administrative functions have been completed (application received and cost analysis complete)	90%
Where only administrative and zoning functions have been completed	80%
Where administrative, zoning and plans examination functions have been performed	60%
Where the permit has been issued and no inspections performed	50%
Deduction for each inspection performed	5%
No fees shall be refunded after twelve (12) months from the date of permit issuance or when refund is less than $100	
Construction Prior to Permit Issuance	
Where construction has commenced prior to the issuance of a permit for any class of permit described herein, the permit fee shall be **doubled**	
Municipal Property Damage	Full Cost Recovery

EXPLANATORY NOTES:

1. "m^2" is the gross area of all floors at or above grade measured from the outer face of exterior walls, outer limits of other supporting structure, and as noted otherwise and includes mezzanines, lofts and habitable attics. (Imperial equivalents have been provided for information purposes.)

2. Major occupancy classifications are based on the Ontario Building Code.

3. Plumbing fees are normally included with the permit fees for the applicable class of permit. Fees for plumbing work only are listed in "F" above.

4. Moving permit authorizes moving only. A separate permit is required for the foundation and other applicable construction.

5. Re-inspection fee is applicable where an inspection request is premature or not prepared and the inspector must re-attend the site to complete the necessary inspection. Re-inspection fee is $90.00.

ADDITIONAL FEES MAY BE ASSESSED AS FOLLOWS:

Water Meter	5/8”- $670.00 Meters larger than 5/8” – inquire for cost
Security Deposit	Security deposits are taken to ensure that any damage during construction to Town services or property is rectified. This deposit is returned to the party identified on the receipt provided there is no damage, or when damages have been rectified to the Town's satisfaction and provided all construction is complete, inspected and passed within 6 months of the building being occupied, or occupancy granted, whichever occurs first. The amount of the security deposit varies depending upon the type of construction but is generally as follows: $ 500.00 - additions, pools, garages, etc. $1,000.00 - new dwellings $3,000.00 - multiple dwelling, commercial, industrial
Lot Grading Deposit	$1,000.00 - new single-family dwelling $ 300.00 - major additions
Driveway Apron Deposit	$ 500.00
Water for Construction	Residential Rate: $135.00/up to 3 months **Account set up for billing after 3 months** Commercial Rate: $215.00/up to 3 months **Please contact Water Department with any inquiries:** **905-980-6674 or 905-892-2607 ext 334**
Development Charges	Town, Regional, NCDSB and/or Hydro development charges <u>may</u> be assessed at the building permit stage. Please refer to the next page for current development charges.
Cash-in-Lieu of Parkland	The payment of cash-in-lieu of the dedication of parkland is required pursuant to the provisions of the *Planning Act* in the amount of two percent (2%) of the value of lands for commercial or industrial and five percent (5%) of the value of lands in all other cases, including residential. Please contact the Department for more specific information on the calculation of this payment.
911 Rural Sign (supplied & installed)	$100 each

TOWN DEVELOPMENT CHARGES

Town-Wide Residential Development Charge (per unit)

Single & Semi-Detached	$ 28,089
Multiples	$ 18,807
Apartments: 2 bedrooms +	$ 17,674
Apartments: Bachelor and 1 bedroom	$ 11,454
Special Care Dwelling Units	$ 9,537
Non-Residential (per sq ft of Gross Floor Area)	$ 9.62

Fonthill & Fenwick Water and Sanitary Sewer Development Charges

	Water	Sanitary Sewer	Total
Single & Semi-Detached	$2,233	$5,377	$7,610
Multiples	$1,673	$4,030	$5,703
Apartments: 2 bedrooms +	$1,573	$3,788	$5,361
Apartments: Bachelor and 1 bedroom	$1,019	$2,454	$3,473
Special Care Dwelling Units	$ 852	$2,052	$2,904
Non-Residential (per sq ft of Gross Floor Area)	$ 1.55	$ 3.74	$ 5.29

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD DEVELOPMENT CHARGES

$391.00 / Residential Dwelling Unit

REGIONAL DEVELOPMENT CHARGES

Refer to Niagara Region for current fees: https://www.niagararegion.ca/business/property/current-fees.aspx

Effective January 1, 2026 to December 31, 2026

RESIDENTIAL						NON-RESIDENTIAL			
Per Dwelling Unit						Per Square Foot			Per Unit
	Single / Semi-Detached	**Other Multiples**	**Apartment 2+ Bedroom**	**Apartment 1 Bedroom**	**Special Care / Special Dwelling**	**Commercial**	**Industrial**	**Institutional**	**Wind Turbines**
Subtotal	**$ 16,865**	**$ 12,052**	**$ 11,465**	**$ 6,989**	**$ 6,335**	**$11.00**	**$4.00**	**$ 8.00**	**$14,338**
Wastewater	$ 9,925	$ 7,090	$ 6,747	$ 4,114	$ 3,728	$7.00	$3.00	$ 5.00	$0
Water	$ 5,339	$ 3,816	$ 3,629	$ 2,212	$ 2,005	$4.00	$2.00	$ 3.00	$0
Grand Total	**$ 32,129**	**$ 22,958**	**$ 21,841**	**$ 13,315**	**$ 12,068**	**$22.31**	**$8.31**	**$16.39**	**$14,338**

FOR MORE INFORMATION ON REGIONAL DEVELOPMENT CHARGES
PLEASE CONTACT THE REGION'S CORPORATE SERVICES DEPARTMENT
905-980-6000 (ext 3272) or 1-800-263-7215 or visit www.niagararegion.ca/business/property