

The Corporation of the Township of Guelph/Eramosa

By-law Number 04/2024

Last consolidated on December 8, 2025. The Township of Guelph-Eramosa by-laws are provided online for convenient public reference. By-laws are consolidated on an ongoing basis, but recent amendments may not be reflected in the latest consolidated version. Check the [Amendment History](#) to get a complete listing of all pertinent regulations. For further information contact the Township's Clerk office.

A By-law to establish fees and charges for the Building Department of the Township of Guelph/Eramosa and to repeal By-law 13/2018.

WHEREAS Section 391 of the *Municipal Act*, 2001, S.O. Chapter 25, as amended, authorizes a municipality to impose fees or charges on persons; and

WHEREAS pursuant to Section 7, *Building Code Act*, S.O. 1992, c25, as amended, a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications for permits or the issuance of permits;

NOW THEREFORE, the Council of the Corporation of the Township of Guelph/Eramosa hereby enacts as follows:

1. THAT this By-law shall be known as the “Building Department Fees and Charges By-law.”
2. THAT the attached Schedule may be amended from time to time as deemed expedient by Council.
3. THAT should any part of this By-law, including any part of the schedules attached hereto be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law, including the remainder of the schedules attached hereto, as applicable, shall continue to operate and to be in force and effect.
4. THAT By-law 13/2018 is hereby repealed.
5. THAT the fees and charges as set forth in the Schedules attached hereto shall come into force and take effect on the date of passing of this By-law.

PASSED
this **15th** day of **January, 2024**.

Chris White, Mayor

Amanda Knight, Clerk

Schedule “A”
By-Law Number 04/2024

BUILDING PERMIT FEES

Unless otherwise noted, all definitions of building classifications shall be as defined in the Ontario Building Code for Major Occupancies

| Permit Fee Category | Fee \$ / ft² or Flat Rate | Minimum Fee |
|---|---------------------------|-------------|
| Group A - Assembly | | |
| New and Additions | \$2.89 / ft² | \$149 |
| Renovations | \$0.63 / ft² | \$149 |
| School Portables | \$300.00 | |
| Group B - Institution | | |
| New and Additions | \$3.12 / ft² | \$149 |
| Renovations | \$0.63 / ft² | \$149 |
| Group C - Residential | | |
| New - Single Family Dwelling | \$1.53 / ft² | \$149 |
| New - Multi-Unit Buildings / Accessory Apts | \$1.69 / ft² | \$149 |
| New – Single Family Dwellings: Grading Deposit for lots 2 Acres or less (see Addendum #8) | \$5,000 deposit | N/A |
| Additions | \$1.53 / ft² | \$149 |
| Renovations / Finished Basements | \$0.65 / ft² | \$149 |
| Decks | \$224.00 | |
| Sheds and Garages | \$0.71 / ft² | \$149 |
| Septic Systems | | |
| New | \$829.00 | |
| Tank Replacement | \$274.00 | |
| Group D – Office | | |
| New/Additions - Finished | \$2.21 / ft² | \$149 |
| New/Additions - Shell | \$1.80 / ft² | \$149 |
| Renovations | \$0.64 / ft² | \$149 |
| Storefront Replacement | \$274.00 | |
| Group E – Mercantile | | |
| New/Additions - Finished | \$2.00 / ft² | \$149 |
| New/Additions - Shell | \$1.71 / ft² | \$149 |
| Renovations | \$0.64 / ft² | \$149 |
| Storefront Replacement | \$274.00 | |
| Group F – Industrial | | |
| New and Additions | \$1.20 / ft² | \$149 |
| Renovations | \$0.64 / ft² | \$149 |
| Farm Buildings | | |
| Livestock Barns | \$0.70 / ft² | \$130 |
| Manure Storage | \$352.00 | |
| Silo / Grain Bin | \$352.00 | |
| Other Accessory Buildings | \$0.53 / ft² | \$130 |

**Schedule “A”
By-Law Number 04/2024**

BUILDING PERMIT FEES (continued)

| Permit Fee Category | Fee \$ / ft² or Flat Rate | Minimum Fee |
|--|-----------------------------|-------------|
| Other Permit Fees | | |
| Demolition Permit | 0.14 / ft² | \$149 |
| Fire Alarm/Sprinkler System | \$0.07 / Linear ft | \$149 |
| Fire Tank Reservoir | \$641.00 | |
| Foundation Only | \$0.23 / ft² | \$149 |
| L.L.B.O. Inspection Letter | \$106.00 | |
| Plumbing | \$0.84 / Linear ft | \$149 |
| Plumbing Fixtures | \$17.34 / Fixture | \$149 |
| Pool & Fencing | \$305.00 | |
| Retaining Walls | \$3.45 / Linear ft | \$149 |
| Signs | \$173.00 | |
| Solar Panels | \$347.00 | |
| Tents | \$418.00 | |
| Underpinning of Existing Foundations | \$3.45 / Linear ft | \$149 |
| Wood Burning Stove | \$155.00 | |
| Miscellaneous | | |
| Alternative Solution - Part 3 & 9: Non-Res | \$509.00 | |
| Alternative Solution - Part 9: Residential | \$808.00 | |
| Change of Use | \$161.00 | |
| File Search Fee | \$113.00 | |
| Illegal Building | 100% of Building Permit Fee | |
| Not Ready for Inspection | \$149.00 | |
| Revision of Building Permit | \$257.00 | |
| Septic Compliance Letter | \$113.00 | |
| Conditional Building Permit | 20% of Building Permit Fee | |

[Amended by Section 1 and 2 of By-law [49-2025](#) on December 8, 2025]

ADDENDUM

1. Revisions to approved plans for Part 3 and Residential Part 9 buildings will be charged at \$0.02 / ft² or a minimum of \$100.00, whichever amount is greater
2. A minimum inspection fee of \$100.00 shall be charged for inspections not related to an active building permit
3. In addition to the set fee(s), the applicant shall be responsible for all costs associated with any required professional consultants per review of the application where deemed necessary by the Chief Building Official
4. A \$100.00 charge will apply for inspections on outstanding permits where final inspections have not been scheduled within 60 days following notification from the Building Department
5. Garden Suites will be charged at the same rate as a New Single Family Dwelling
6. The fee for a septic permit is separate from that of the building permit fee
7. Septic fees and minimum fee are subject to adjustment by the rate of inflation on an annual basis
8. Grading deposit is to be collected for the construction of a new single family dwellings on properties that have a lot size of 2 Acres or less. Grading plan is required to be prepared by an Ontario Land Surveyor or Professional Engineer, as per Build By-law 46/2005, as amended.
9. Any costs associated with peer reviewing the submitted grading plan, will be subtracted from the submitted grading deposit before being returned to the applicant, as per Building By-law 46/2005, as amended.

10. Any costs associated with peer review of a proposed alternative solution will be covered by the applicant.
11. All costs associated with peer review for grading and site servicing for residential developments of 10 units or less are to be covered by the applicant.
12. Building Department fees may be indexed annually based on cost-of-living adjustment.

Schedule “B”
By-Law Number 04/2024

INTERPRETATION

The following explanatory notes are to be observed in the calculation of permit fees:

- 1) Floor area of the proposed work is to be measured to the outer face of exterior walls (excluding residential attached garages) and to the centre line of party walls, firewalls, or demising walls
- 2) In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work (e.g. tenant suite)
- 3) Mechanical penthouses and floor, mezzanines, loft, habitable attics and interior balconies are to be included in all floor area calculations
- 4) Except for interconnected floor spaces, no deductions are to be made for openings within floor area (e.g. stairs, elevators, service shafts)
- 5) Finished basements and garages for single family dwellings (including semis, duplexes, and townhouses etc) are to be charges at the interior finishing fee in Schedule A
- 6) Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional fee is applicable
- 7) Ceilings are included in both new and finished (partitioned) buildings. The permit fees for ceiling apply only when alterations occur in existing building. Minor alterations to existing ceiling to accommodate lighting of HVAC improvements are not chargeable feed
- 8) Where demolitions of partitions or alterations to existing ceiling are part of an alteration or renovation permit, no additional fee is applicable
- 9) Corridors, lobbies, washrooms, lounges, etc are to be included and classified according to the major occupancy classification for the floor area on which it is located
- 10) 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 be used
- 11) For rack storage use, apply the square forage fee that was used for the building
- 12) A temporary building is considered to be a building that will be erected for not more than one year
- 13) Fireplaces and uncovered decks are not included in the permit fee for single detached residences when submitted plans for the residence include these details
- 14) Fire reservoir fees are not included in the permit fee when submitted with plans for O.B.C. Part 3 Buildings
- 15) The Chief Building Official shall determine fees for classifications of permits not described or included in the schedule

**Schedule “C”
By-Law Number 04/2024**

REFUNDS

1. In case of abandonment of all or a portion of the work, or of the non-commencement of any building, the Chief Building Official may revoke a permit in accordance with the Act and may determine the amount of refund of permit fees, if any, that may be returned to the permit holder in accordance with the following:
 - a) No refund shall be made unless a written application therefore is made by the owner or his agent and unless the permit is returned for cancellation
 - b) The fees that may be refunded shall be a percentage of the fees payable under this By-Law, as follows:
 - i. 80 % refund if administrative functions only
 - ii. 70 % refund administrative + zoning
 - iii. 50 % refund administrative + zoning + plans review
 - iv. 35 % refund permit issued and no field inspections
 - v. 0% refund permit issued and at least one field inspection
 - c) Notwithstanding the above, no refund shall be made where the Chief Building Official has revoked a permit under subsection 8 (10) of the Act.

AMENDMENT HISTORY

By-law establish fees and charges for the Building Department of the Township of Guelph/Eramosa and to repeal By-law 13/2018

| DATE (YYYY/MM/DD) | BY-LAW | AUTHORITY | CONSOLIDATED |
|----------------------|-------------------------|--|--------------|
| 2024 / 12 / 09 | 55-2024 | Item 12.2, Regular Council Meeting | ✓ |
| 2025 / 12 / 08 | 49-2025 | Item 12.6, Regular Council Meeting | ✓ |