

**TOWN OF MIDDLETON  
CODE G - PLANNING**

<b>Subject: Fees – Building and Planning</b>	<b>Number: 2.1</b>
<b>Coverage: Staff &amp; Public</b>	<b>Approved by: Council</b>
<b>Effective Date :</b> November 1, 2004	<b>Revision Date:</b> Feb. 2, 2004; Feb. 5, 2007; May 5, 2008; March 2, 2015; Sept. 8, 2015; July 18,2016

***Rationale***

The following policy establishes uniform fees for permits and services provided by the Town of Middleton, to enable some cost recovery for services provided.

***Policy Statement***

**1. Applications**

All Applications shall be accompanied by the necessary permit fees payable to the Town of Middleton.

**2. Development Permits & Planning Document Amendments**

The following schedule of fees shall be charged for development services provided by the Town of Middleton:

Development Permit fee	\$50
Municipal Planning Strategy and/or Land Use Bylaw amendment application	\$500 + \$500 (advertising fee)
Development Agreement applications	\$500 + \$500 (advertising fee) + registry fees
Minor Variances	\$400 + \$500 (advertising fee) + registry fees
Subdivision	Tentative: \$200 + registry fees Final: \$300 + registry fees
Zoning Confirmation Letters	\$100

**3. Building Permits**

3.1 Any construction requiring a building permit shall pay the appropriate fee laid out in the following table.

<b>Permit Type</b>	<b>Building Permit Fee</b>
New construction of, and additions to: residential buildings, community centres, cottages and churches.	\$25 + \$0.10/ sq. ft. (based on all useable floor areas of new construction or addition)
New construction of, and additions to: commercial, industrial and other buildings not otherwise specified.	\$25 + \$0.15/ sq. ft. (based on all useable floor areas of new construction or addition)

<b>Permit Type</b>	<b>Building Permit Fee</b>
New construction of, and additions to: sheds, decks, shell storage buildings, garages, and agricultural storage buildings.	\$25 + \$0.06/ sq. ft. (based on all useable floor areas of new construction or addition)
Repairs, renovations or alterations to all existing buildings.	\$25 + \$1 per \$1000 of estimated value of construction work.
Location or re-location of an existing building.	\$50
RENEWAL of an approved permit.	\$25
Change of occupancy classification	\$50 + \$1 per \$1,000 of estimated value of construction work.
DEMOLITION of building or structure.	\$25

- 3.2 Square footage for the purpose of building permits shall be calculated as follows:
- a. buildings intended for human occupancy shall include all useable floor space (finished);
  - b. buildings not intended for human occupancy shall be based on the area of the main floor.
- 3.4 Permit fees shall be refunded in situations and proportions as follows:
- a. applications never completed, retained fee \$25, balance refunded,
  - b. permit denied, retained fee \$25, balance refunded
  - c. permit revoked or abandoned before work commenced, 50% of fee refunded,
  - d. permit revoked or abandoned after work commenced, no refund.

### ***References***

Town of Middleton - *Building Code Bylaw, Chapter 19, Part 2 - Permit Fees*

### ***Previous Policies***


The previous policy 1/73 “Town of Middleton - Fees Policy” Effective February 2, 2004 is hereby amended.

The previous policy 7/3 “User Fee Policy” Effective November 1, 2004 is hereby amended.

### ***Certification***

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 18<sup>th</sup> day of July, 2016.

**GIVEN** under the hand of the CAO and under the seal of the Town of Middleton this 20<sup>th</sup> day of July, 2016.



Rachel L. Turner  
Chief Administrative Officer