

DATE: August 30 2017

TO: Chair and Directors
Electoral Areas Services Committee

FROM: Russell Dyson
Chief Administrative Officer

RE: Building Permit Fee Updates

FILE: 3900-02

Purpose

To update building permit fees.

Policy Analysis

Section 462 of the *Local Government Act* (RSBC, 2015, c. 1) (LGA) grants and regulates the ability of a local government to impose fees. Bylaw No. 142, being the “Comox Valley Regional District Building Bylaw No. 142, 2011,” establishes building permit fees.

Executive Summary

- Building permit fees have not been updated since 2003.
- The proposed updates to the building permit bylaw (Appendix B) factor in inflation and rising costs, and consider similar fees with member municipalities.
- The changes reflect the average estimated costs to process applications.

Recommendation from the Chief Administrative Officer:

THAT the board give first, second and third readings to Bylaw No. XX, being Comox Valley Regional District Building Bylaw No. 142, 2011, Amendment No. XX, attached to this staff report dated August 30, 2017, as Appendix A.

Respectfully:

R. Dyson

Russell Dyson
Chief Administrative Officer

Background/Current Situation

The last update of building permit fees was done in 2003. Fees should be based on the average estimated costs of processing, so it is time to update the fees to keep up with inflation and rising costs so that resources are recovered. The proposed fee updates are guided by building permit fees of member municipalities, so there is consistency within the region. The overall approach is to raise the base fees by \$25 to compensate for rising costs, and adjust the variable fees to be consistent with those of member municipalities. Table 1 outlines common fees between the Comox Valley Regional District (CVRD) and member municipalities. Appendix A is the proposed bylaw amendment; proposed changes are highlighted for readability.

Table 1: Building Permit Fee Comparison

	Courtenay (2003)*	Comox (2015)	Cumberland (2012)	Current CVRD (2003)	Proposed CVRD
Application Fee	\$50 to \$500**	\$50 to \$150	N/A	\$50 to \$500**	\$75 to \$525**
Permit Fee	\$50 + 0.75% of construction value	\$75 + 0.75% for up to \$100,000 construction value + 0.55% for over \$100,000 construction value	\$50 to \$500 + 0.6% of construction value	\$50 + 0.65% of construction value	\$75 + 0.75% of construction value
Demolition Permit	\$50	N/A	\$200	\$50 or \$100	\$75 or \$125
Plumbing Permit	\$8/fixture with a minimum of \$50	\$50 + \$6/fixture	\$150 + \$5/fixture or \$250 + \$10/fixture	\$50 + \$5/fixture or \$100 + \$10/fixture	\$75 + \$7.50/fixture or \$125 + \$12.50/fixture
Permit Extension	\$50 + 1% of remaining value	\$50 + 2% of remaining value	\$100 to \$150	\$100 or \$250 + 0.65% of remaining value	\$125 or \$275 + 1% of remaining value

* Year when the rates were in place

** Application fee is folded into the permit fee

Other notable updates include:

- Building permit fees for factory built buildings certified by Canadian Standards Association are reduced by 50 per cent, as the amount of resource to process such applications is less. City of Courtenay and Town of Comox offer the same reduction.
- Title search and covenant retrieval fees levied by Land Title and Survey Authority have increased. These fees are updated to account for these external changes.
- Currently, work that started without a permit would be levied an extra 50 per cent of the permit fee, as additional resources are needed to bring such work to compliance. While this rate does not change, a minimum threshold is proposed to be \$275 to recover our fixed cost.

Options

There are three options:

1. The board approves the proposed bylaw amendment to update building permit fees;
2. The board asks staff to amend the bylaw amendment and brings it back to a future meeting;
or
3. The board rejects the proposed bylaw amendment. Current building permit fees will remain.

Option 1 is recommended.

Financial Factors

Building permit fees fund function 285 (Building). The proposed building permit fees compensate for inflation and rising costs to process applications. The proposed increases would align our fees with those of our member municipalities.

Legal Factors

The proposed bylaw amendment is consistent with Section 462 of LGA.

Regional Growth Strategy Implications

There are no Regional Growth Strategy implications from this proposed bylaw amendment.

Comox Valley Sustainability Strategy Implications

There are no sustainability strategy implications from this proposed bylaw amendment.

Intergovernmental Factors

There are no intergovernmental factors from this proposed bylaw amendment.

Interdepartmental Involvement

Financial services and building services contributed to the preparation of the proposed bylaw amendment.

Citizen/Public Relations

It is proposed that this bylaw amendment be posted on the CVRD website. An advertisement will be published in *Building Links* and a notice will be distributed to the Comox Valley Development & Construction Association. This communication strategy falls into the “inform” category on the CVRD continuum of public engagement, and is in accordance with the board approved public engagement policy.

Prepared by:

B. Chow

Brian Chow, MCIP, RPP
Long Range Planner

Concurrence:

D. Mirabelli

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Manager of Building Services

Concurrence:

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Attachment: Appendix A – “Proposed bylaw amendment to building permit fees”

Appendix A

Bylaw No. **XX**
Comox Valley Regional District

STATUS

TITLE: Bylaw No. **XX** being the “Comox Valley Regional District Building Bylaw No. 142, 2011, Amendment No. **XX**”

APPLICANT: Comox Valley Regional District

ELECTORAL AREA: All electoral areas

PURPOSE: To amend the 2011 Building Bylaw in order to update building permit fees to account for inflation and align with member municipalities.

PARTICIPANTS: All electoral areas



Electoral Areas Services
Committee:

Date:
Recommendation:

Board:

Date:
Decision:

Board:

Date:
Decision:

COMOX VALLEY REGIONAL DISTRICT**BYLAW NO. XX**

A bylaw to amend Bylaw No. 142, being the “Comox Valley Regional District Building Bylaw No. 142, 2011”

WHEREAS Bylaw No. 142 being “Comox Valley Regional District Building Bylaw No. 142, 2011” was adopted on October 25, 2011;

AND WHEREAS Section 397 of the *Local Government Act* (RSBC, 2015, c. 1) authorizes the Comox Valley Regional District to impose fees for regional district’s services; and the regional district can set different rates, can outline conditions for payment, including fee waivers, refunds, discounts and penalties;

AND WHEREAS the building permit fees have not been reviewed since 2003, and therefore, have not been updated to account for inflation and alignment with member municipalities;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Citation

1. This Bylaw No. XX may be cited for all purposes as the “Comox Valley Regional District Building Bylaw No. 142, 2011, Amendment No. XX.”

Amendments

2. Replace Table 20.1: Permit-Processing Fees

Table 20.1: Permit-Processing Fees	
DESCRIPTION	PERMIT-PROCESSING FEE
Building permits	
- not exceeding \$50,000.00	\$50.00
- greater than \$50,000.00 and not exceeding \$200,000.00	\$100.00
- greater than \$200,000.00 and not exceeding \$500,000.00	\$250.00
- greater than \$500,000.00	\$500.00
Plumbing, sprinkler and demolition permits	
- <i>Complex buildings</i> and <i>structures</i>	\$100.00
- <i>Standard buildings</i> and other <i>buildings</i>	\$50.00
Fireplace and chimney permits	\$50.00

With:

Table 20.1: Permit-Processing Fees	
DESCRIPTION	PERMIT-PROCESSING FEE
Building permits	
- not exceeding \$50,000.00	\$75.00
- greater than \$50,000.00 and not exceeding \$200,000.00	\$125.00
- greater than \$200,000.00 and not exceeding \$500,000.00	\$275.00
- greater than \$500,000.00	\$525.00
Plumbing, sprinkler and demolition permits	
- <i>Complex buildings</i> and <i>structures</i>	\$125.00
- <i>Standard buildings</i> and other <i>buildings</i>	\$75.00
Fireplace and chimney permits	\$75.00

3. Replace Table 20.2: Permit Fees

Table 20.2: Permit Fees	
DESCRIPTION	PERMIT FEE
Building permits	\$50.00 + 0.65% of the estimated value of construction
Demolition permits	
- <i>Complex buildings</i> and <i>structures</i>	\$100.00
- <i>Standard buildings</i> and other <i>buildings</i>	\$50.00
Plumbing permits	
- <i>Complex buildings</i> and <i>structures</i>	\$100.00 + \$10.00 for each fixture
- <i>Standard buildings</i> and other <i>buildings</i>	\$50.00 + \$5.00 for each fixture
Sprinkler permits	
- <i>Complex buildings</i> and <i>structures</i>	\$100.00 + 0.65% of the estimated value of construction

- <i>Standard buildings</i> and other <i>buildings</i>	\$50.00 + 0.65% of the estimated value of construction
Fireplace and chimney permits	\$50.00 + 0.65% of the estimated value of construction

With:

Table 20.2: Permit Fees	
DESCRIPTION	PERMIT FEE
Building permits	\$75.00 + 0.75% of the estimated value of construction
- Factory built building certified by Canadian Standards Association	50% of the permit fee noted above
Demolition permits	
- <i>Complex buildings</i> and <i>structures</i>	\$125.00
- <i>Standard buildings</i> and other <i>buildings</i>	\$75.00
Plumbing permits	
- <i>Complex buildings</i> and <i>structures</i>	\$125.00 + \$12.50 for each fixture
- <i>Standard buildings</i> and other <i>buildings</i>	\$75.00 + \$7.50 for each fixture
Sprinkler permits	
- <i>Complex buildings</i> and <i>structures</i>	\$125.00 + 0.75% of the estimated value of construction
- <i>Standard buildings</i> and other <i>buildings</i>	\$75.00 + 0.75% of the estimated value of construction
Fireplace and chimney permits	\$75.00 + 0.75% of the estimated value of construction

4. Replace Table 20.3: Inspection Fees

Table 20.3: Inspection Fees	
DESCRIPTION	INSPECTION FEE
<i>Complex buildings</i> and <i>structures</i>	\$250.00 + applicable taxes
<i>Standard buildings</i>	\$100.00 + applicable taxes
<i>Other buildings</i>	\$50.00 + applicable taxes

With:

Table 20.3: Inspection Fees	
DESCRIPTION	INSPECTION FEE
<i>Complex buildings and structures</i>	\$275.00 + applicable taxes
<i>Standard buildings</i>	\$125.00 + applicable taxes
<i>Other buildings</i>	\$75.00 + applicable taxes

5. Replace Table 20.4: Extension Fees

Table 20.4: Extension Fees	
DESCRIPTION	EXTENSION FEE
<i>Complex buildings and structures</i>	\$250.00 + 0.65% of the estimated value of construction*
<i>Standard buildings</i>	\$100.00 + 0.65% of the estimated value of construction*
<i>Other permits</i>	\$50.00
* For the purpose of table 20.4, the “estimated value of construction” is the value of construction to complete the building or structure beyond the approved inspection stage at the time the permit expired.	

With:

Table 20.4: Extension Fees	
DESCRIPTION	EXTENSION FEE
<i>Complex buildings and structures</i>	\$275.00 + 1.00% of the estimated value of construction*
<i>Standard buildings</i>	\$125.00 + 1.00% of the estimated value of construction*
<i>Other permits</i>	\$75.00
* For the purpose of table 20.4, the “estimated value of construction” is the value of construction to complete the building or structure beyond the approved inspection stage at the time the permit expired.	

6. Replace Table 20.5: Additional Fees

Table 20.5: Additional Fees	
DESCRIPTION	APPLICABLE FEE
To rescind a stop work or do not occupy order	\$250.00
Site inspection, section 56 <i>Community Charter</i>	\$100.00
Title search, BC Online	\$10.00
To obtain a copy of a restrictive covenant	\$50.00
To process a covenant in favor of the regional district	\$100.00
To remove a Notice on Title, section 57 <i>Community Charter</i>	\$500.00
To photocopy plans	\$10.00 + applicable taxes/sheet
Archives research, per site	
- <i>Complex buildings and structures</i>	\$250.00
- <i>Standard buildings</i>	\$100.00
- <i>Buildings</i> containing 1 or 2 <i>dwelling units</i> and other <i>buildings</i>	\$50.00
To provide <i>building code</i> information to government agencies	
- <i>Complex buildings and structures</i>	\$500.00 + applicable taxes
- <i>Standard buildings</i>	\$250.00 + applicable taxes
- <i>Buildings</i> containing one or two <i>dwelling units</i> and other <i>buildings</i>	\$100.00 + applicable taxes

With:

Table 20.5: Additional Fees	
DESCRIPTION	APPLICABLE FEE
To rescind a stop work or do not occupy order	\$275.00
Site inspection, Section 56 <i>Community Charter</i>	\$125.00
Title search, Land Title and Survey Authority (LTSA)	\$20.00
To obtain a copy of a land title charge (such as a covenant or an easement)	At cost + \$5.00 each
To process a covenant in favor of the regional district	\$125.00

To remove a Notice on Title, Section 57 <i>Community Charter</i>	\$525.00
To photocopy plans	\$12.50 + applicable taxes/sheet
Archives research, per site	
- <i>Complex buildings and structures</i>	\$250.00
- <i>Standard buildings</i>	\$100.00
- <i>Buildings</i> containing 1 or 2 <i>dwelling units</i> and other <i>buildings</i>	\$50.00
To provide <i>building code</i> information to government agencies	
- <i>Complex buildings and structures</i>	\$525.00 + applicable taxes
- <i>Standard buildings</i>	\$275.00 + applicable taxes
- <i>Buildings</i> containing one or two <i>dwelling units</i> and other <i>buildings</i>	\$125.00 + applicable taxes

7. Replace Table 20.6: Revision Fees

Table 20.6: Revision Fees	
DESCRIPTION	REVISION FEE
<i>Complex buildings and structures</i>	\$250.00 + 0.65% of the estimated value of construction
<i>Standard buildings</i>	\$100.00 + 0.65% of the estimated value of construction
<i>Other buildings</i>	\$50.00 + 0.65% of the estimated value of construction

With:

Table 20.6: Revision Fees	
DESCRIPTION	REVISION FEE
<i>Complex buildings and structures</i>	\$275.00 + 0.75% of the estimated value of construction
<i>Standard buildings</i>	\$125.00 + 0.75% of the estimated value of construction
<i>Other buildings</i>	\$75.00 + 0.75% of the estimated value of construction

Bylaw No. XX being “Comox Valley Regional District Building Bylaw No. 142, 2011,
Amendment No. XX”

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I hereby certify the foregoing to be a true and correct copy of Bylaw No. XX being “Comox Valley Regional District Building Bylaw No. 142, 2011, Amendment No. XX” as adopted by the board of the Comox Valley Regional District on the day of 2017.

Corporate Legislative Officer

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