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## Memorandum

**BRC-C 10-2024**

**Subject:** Proposed Building Permit Fee Increase (Sewage System Applications)  
**Date:** December 5, 2024  
**To:** Regional Council  
**From:** Susan Dunsmore, Acting Director, Infrastructure Planning & Development Engineering

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This memo provides information regarding the public meeting concerning the proposed increases to building permit fees for sewage system applications. Under the Building Code Act, a public meeting is required when changes to building permit fees are being considered.

The public meeting to discuss the proposed fee increases for sewage system applications will be held on December 5, 2024. This meeting will take place prior to the consideration of the overall Fees and Charges By-law update (Report CSD-57-2024), which is scheduled to be presented to Committee on December 5, 2024, during the Budget Review Committee of the Whole.

Following this, the final Fees and Charges By-law will be considered by Regional Council during its meeting on Thursday, December 12, 2024.

Notification of the proposed fee increase and the public meeting has been published in the *St. Catharines Standard* and *Niagara Falls Review*, and shared on the Region's social media accounts. Additionally, a letter containing the notice was sent via email to designers and contractors with whom the Region regularly collaborates.

The Sewage System Inspection team operates on a cost-recovery basis and, for the past 10 years, has successfully maintained the current permit application fees. However, due to recent economic changes, it has become necessary to re-evaluate the costs associated with issuing permits. Additionally, a jurisdictional scan was conducted to assess the current fee structures for sewage system applications in similar regions. Based on this analysis, we are proposing the following fee increases.

Furthermore, a new fee has been introduced to address the additional work required when revised designs are submitted after the initial review and potential issuance of a permit.

**Proposed Fee Changes**

<b>Fee/Charge</b>		<b>2024 Charge</b>	<b>2025 Proposed Charge</b>
New Septic System Permit	Per application	\$1,100.00	\$1,200.00
Holding Tank	Per application	\$1,100.00	\$1,200.00
Septic Tank Replacement only	Per application	\$600.00	\$625.00
Permit Review and Issuance (then cancelled within 1 year)	Per application	\$400.00	\$415.00
Preliminary Site Inspection (where no other application has been made)	Per application	\$400.00	\$415.00
Permit Revision – change in design details for system, location on site or flows for the design	Per application		New Fee - \$200.00
Real Estate – file search	Per application	\$258.00	\$258.00 + \$33.54 HST

Respectfully submitted and signed by

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Susan Dunsmore, P.Eng.  
Acting Director Infrastructure Planning & Development Engineering  
Public Works Department