



# SAULT STE. MARIE

Building Division revision date January 1, 2026

## Schedule "A"

1. Permit fee shall be based on the formula given below unless otherwise specified in this schedule or a fixed fee (ff) will apply.

Permit fee = SI x A

Where SI = Service index for class of proposed work  
A = floor area in m<sup>2</sup> of work involved.

2. A minimum fee of \$140.00 shall be charged for all work or if not described below as a Fixed Fee (FF).
3. For Building Classifications that are not described in sections 5 – 9 permit fees shall be based on the value of the proposed construction as determined by the Chief Building Official at a rate of 1% of the determined construction value.
4. Additional fees for construction without a permit will be based on percentage of the equivalent permit fee. Where construction has commenced, the fee shall be an additional 25%. Where construction of framing has commenced the fee shall be an additional 50%.

### Building Classification

5. **New Construction / Alterations and Renovations**

Service Index (SI)  
\$ x 1m<sup>2</sup> unless otherwise indicated

## GROUP A – ASSEMBLY OCCUPANCIES

School, churches – <b>New Construction</b>	\$35.75
Restaurants – <b>New Construction</b>	\$35.75
All other assembly – <b>New Construction</b>	\$35.75
Alterations and Renovations (includes decks & roof structures)	\$9.50
Air supported structure	\$9.50
Emergency lighting	\$380.00 ff per Storey
Fire alarms	\$380.00 ff per Storey
Parking garage repairs	\$7.90
Portable classrooms foundations	\$9.50
Residing, re-roofing	\$1.50
Sprinkler, standpipes	\$380.00 ff plus \$0.65 / m <sup>2</sup>
Tents - less than 225m <sup>2</sup>	\$140.00
Tents - greater than 225m <sup>2</sup>	\$465.00 ff
Window / Door replacement	\$140.00 ff + \$5.25 / opening



## GROUP B – CARE, TREATMENT, OR DETENTION OCCUPANCIES

All types – <b>New Construction</b>	\$35.75
Alterations and Renovations (includes decks & roof structures)	\$9.50
Emergency lighting	\$380.00 ff per Storey
Fire alarms	\$380.00 ff per Storey
Parking garage repairs	\$7.00
Residing, re-roofing	\$1.50
Sprinkler, standpipes	\$370.00 ff plus \$0.65 / m <sup>2</sup>
Window / Door replacement	\$140.00 ff + \$5.50 / opening

## GROUP C – RESIDENTIAL OCCUPANCIES

Single Dwelling (SFD, townhouse, semi, duplex) – <b>New Construction</b>	\$29.25
Single Dwelling Modular Units – <b>New Construction</b>	\$25.50
All other multiple units – <b>New Construction</b>	\$23.75
Hotels, motels – <b>New Construction</b>	\$31.25
Alterations and Renovations (includes decks & roof structures)	\$8.00
Balcony repairs	\$140.00 ff + \$9.50 / unit
Basement finishing	\$7.25
Basement new under existing dwelling	\$8.00
Canopy, carport	\$14.50
Emergency lighting	\$380.00 ff per Storey
Fire alarms	\$380.00 ff per Storey
Foundation water / damp proofing & tile, pools, fencing, residing, reroofing, decks	
Single Family Dwelling up to a 4 plex (including accessory buildings)	\$140.00 ff
All others	\$1.50 / m <sup>2</sup>
Attached garage and accessory buildings	\$7.25
Detached garage	\$7.25
Shed < 25 m <sup>2</sup>	\$140.00 ff
Sprinkler, standpipes	\$380.00 ff plus \$0.65 / m <sup>2</sup>
Window / Door replacement - Single Family Dwelling up to a 4 plex (including accessory buildings)	\$140.00 ff
Window / Door replacement – all others	\$140.00 ff + \$5.50 / opening

## GROUP D – BUSINESS & PERSONAL SERVICE OCCUPANCIES

Offices and all others – shell only – <b>New Construction</b>	\$26.00
Interior tenant finishing – <b>New Construction</b>	\$7.50
Alterations and Renovations (includes decks & roof structures)	\$8.00
Emergency lighting	\$380.00 ff per Storey
Fire alarms	\$380.00 ff per Storey
Parking garage repairs	\$7.00
Residing, re-roofing	\$1.50
Sprinkler, standpipes	\$380.00 ff plus \$0.65 / m <sup>2</sup>
Window / Door replacement	\$140.00 ff + \$5.50 / opening



## GROUP E – MERCANTILE OCCUPANCIES

Retail store shell, department store, supermarkets, all other Group E – <b>New Construction</b>	\$20.25
Interior tenant finishing	\$7.50
Alterations and Renovations (includes decks & roof structures)	\$8.00
Emergency lighting	\$380.00 ff per Storey
Fire alarms	\$380.00 ff per Storey
Parking garage repairs	\$7.00
Residing, re-roofing	\$1.50
Sprinkler, standpipes	\$380.00 plus \$0.65 / m <sup>2</sup>
Window / Door replacement	\$140.00 ff + \$5.50 / opening

## GROUP F – INDUSTRIAL OCCUPANCIES

Industrial building shell less than 7500 m <sup>2</sup> – <b>New Construction</b>	\$15.75
Industrial building shell greater than 7500 m <sup>2</sup> – <b>New Construction</b>	\$12.50
Pre manufactured personal storage buildings (single storey with direct exterior access to each unit – no interior corridors) – <b>New Construction</b>	\$9.50
Parking garage – <b>New Construction</b>	\$10.25
All other F occupancies – <b>New Construction</b>	\$15.75
Interior Building Systems / Works	\$7.50
Alterations and Renovations (includes decks & roof structures)	\$8.00
Emergency lighting	\$380.00 ff per Storey
Fire alarms	\$380.00 ff per Storey
Farm buildings	\$7.00
Industrial Equipment Foundations	1% of construction value
Parking garage repairs	\$7.00
Residing, re-roofing	\$1.50
Sprinkler, standpipes	\$380.00 ff plus \$0.65 / m <sup>2</sup>
Window / Door replacement	\$140.00 ff + \$5.50 / opening

## DEMOLITION PERMITS

Group C – Single Family Dwelling up to a 4 plex (including accessory buildings)	\$140.00 ff
All other Part 9 Buildings (up to 3 storeys and 600 m <sup>2</sup> )	\$295.00 ff
Part 3 Buildings (greater than 3 storeys or 600 m <sup>2</sup> )	\$140.00 + \$0.65 / m <sup>2</sup>

## DESIGNATED STRUCTURES

### (OBC SUBSECTION 1.3.1.1.)

Crane runway	\$1,110.00 ff / structure
Exterior tanks	\$1,110.00 ff / structure
Outdoor pool and spa	\$37.00
Wind power towers	\$1,110.00 ff / structure
All other structures	\$510.00 ff / structure



## STANDALONE MECHANICAL

New ductwork or piping	\$22.75 per diffuser, radiator, or unit
Group C residential Single Family Dwelling (unit and ductwork)	\$215.00 ff
New unit	\$215.00 / unit
Special mechanical system (exhaust hoods, solar panels etc.)	\$465.00 ff
Plumbing & drainage	\$21.25 / fixture
Water Distribution Piping (including fire stopping)	\$375.00 ff plus \$0.65 / m <sup>2</sup>
Sewer installation & capping (per unit)	\$140.00 ff
Site services (water, sewer servicing for all other buildings)	\$465.00 ff
Oil & Grit Interceptor	\$140.00 ff

## ADDITIONAL CHARGES

Occupancy permit	\$23.75 ff / unit
Conditional permit	10% of applicable building permit fees (\$210.00 ff minimum)
Change of use permit	\$475.00 ff
Foundation for a portable structure	\$9.50
Permit renewal/transfer	\$240.00 ff
Moving permit	\$140.00 ff
Missed Inspection	\$280.00 ff
Inspection Fee (Building and By-Law)	\$280.00 ff
Sign permit (Exempt for Not-for-Profit)	\$140.00 ff each
Portable signs	\$140.00 ff each
Culvert as determined by Public Works Department	
Single driveway – per driveway	\$3,690.00
Double Entrance Driveway - per driveway	\$6,155.00
Additional culvert length – per meter	\$1,230.00
Culvert Couplings - per coupling	\$310.00
Curb or sidewalk depression	\$140.00 ff
Certificate of zoning conformity Single Family Dwelling	\$141.59 ff + HST (\$160.00)
Certificate of zoning conformity Other	\$278.76 ff +HST (\$315.00)
File Inquiry and plans inquiry Single Family Dwelling	\$141.59/SFD + HST (\$160.00)
Other	\$278.76 /others + HST (\$315.00)
Removal of Order (By-Law)	\$205.00 ff
Removal of Order (Building Code)	\$205.00 ff
Liquor License Application – all data provided by applicant <sup>(1)</sup>	\$141.59 ff +HST (\$160.00)
Liquor License Application – no data provided by applicant <sup>(1)</sup>	\$672.57 f ff + HST (\$760.01)
Alternative Solution Proposal (per application)	\$765.00 ff
Building/By-Law Enforcement Administration Fee:	
Up to \$525.00	\$123.89 + HST (\$139.99)
Over \$525.00	25% of cost + HST
Short term rental file review	\$140.00 ff
Short term rental on-site inspection fee	\$140.00 ff

- (1) A liquor license application that is accompanied by occupant load calculations prepared by a qualified person (BCIN / architect / engineer) will be subject to the \$141.59 + HST fee.  
 Applications requesting simply approvals will be subject to the \$141.59 + HST fee.  
 Applications that are not accompanied by occupant load calculations will be subject to the \$672.57 + HST fee.

