



Attention all Building Permit Applicants

January 2024

Re: New Building Permit Application submission requirements

As part of the Building Depts ongoing commitment to review and implement processes that enable applicants to submit a "complete" building permit application as described in the Building Code Act.

**Effective June 1, 2023, we will begin to require partial payment of permit fees at time of application submission.**

While the monies submitted at the time of application will only represent partial payment of the total Building Permit fee, our Building Dept staff will view these deposits as satisfying the payment provisions of the Building Code Act.

The deposit schedule is set out as follows:

- **\$127.60** deposit\* towards the total permit fees shall be paid at time of application for Deck projects and all other minor construction projects that do not meet the criteria listed below.
- **\$300.00** deposit\* towards the total permit fees shall be paid at time of application for projects that are more than 375 ft<sup>2</sup> (34 m<sup>2</sup>) in new floor area, or where the project value exceeds \$9000.00.

\* \$127.60 of the deposit is non-refundable.

**Application documents will not be date stamped as received until a receipt issued by the Town of Perth Treasury dept. has been submitted to Building Dept. staff.**

During the processing of the application, the permit applicant will be notified by Building Dept. staff of the outstanding permit fee balance. These remaining funds will then be due payable at time of collecting the issued permit documents here at the municipal offices.

We acknowledge this is only one of many steps to provide a "complete" application submission service, to our clients. Some pre-existing processes that block an applicant from submitting a "complete" building permit application are within other agencies or depts purview. The Building Dept is working with these partners to streamline processes so that soon builders and residents will have the ability to submit "complete" applications.

To expedite payments, attached is a form that applicants may complete in advance of filing a Building Permit application with the Town.

Sincerely,

Brian Gass, CBCO, CRBO  
Chief Building Official

## Invoice Form for Deposit of Partial Payment of Building Permit Fees

<b>A. Project Location and Information</b>				
Building number, street name		Unit number	Lot/Con.	
Municipality	Postal code		Plan number/other description	
Project value est. \$		Area of Work <span style="float: right;">circle m2    ft2</span>		
Description of Proposed Work				
<b>8. Applicant</b> (the depositor)    Applicant is: <input type="checkbox"/> Owner    or <input type="checkbox"/> Authorized agent of owner				
Last Name	First Name	Corporation or Partnership		
Mailing Address			Cell Number	Phone Number
Municipality	Postal Code	Province	E-mail	
<b>Accepted methods of payment are Cash/Debit, Cheque, Credit - MC or Visa only (Visa/Debit not accepted)</b>				
<b>C. Office Use Only</b> To Treasury Dept, Be advised this property is also known as: _____ Please collect payment of, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><b>\$127.60</b></span> <span><b>\$300.00</b></span> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>Apply to Building Permits account (BLDE)</span> <span>Staff Signature _____</span> </div>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2<sup>nd</sup> Floor, Toronto, MSG 2E5 (416) 585-6666.