



Attention all Building Permit Applicants

February 2025

Re: Building Permit Application Deposit 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 February 18, 2025, we will begin to require partial payment of permit fees at time of application submission at a rate to match the amended Building Permit Schedule C-2 of By-Law 5145.

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:

- **\$265.00** 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.
- **\$590.00** deposit* towards the total permit fees shall be paid at time of application for projects that are more than 375 ft² (34 m²) in new floor area, or where the project value exceeds \$9000.00.

* \$265.00 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