

Planning

Type of Application	Fee
Official Plan Amendment (OPA) - Basic	\$9,900.00
Official Plan Amendment - Major (large scale residential and ICI projects)	\$15,400.00
Zoning By-law Amendment (ZBA) - Basic Amendment, Temporary Use	\$5,500.00
Zoning By-law Amendment - Major (large scale residential and ICI projects), Interim Control	\$9,900.00
Zoning By-law Amendment - Remove Holding Symbol	\$850.00
Temporary Use By-law	\$5,500.00
Temporary Use By-law Extension	\$1,000.00
Concurrent Official Plan and Zoning By- Law Amendments (Combined OPA/ZBA)	* OPA Fee + 50% of ZBA
Plan of Subdivision or Condominium - 20 lots/units or less, extension of draft and amendment to draft approval	\$12,500.00
Plan of Subdivision or Condominium - 21 lots/units or more, extension of draft and amendment to draft approval	\$10,000 + \$120.00 per unit/lot over 20 lots/units
Plan of Subdivision or Condominium - request for final approval	\$1,500 + \$60.00 per unit/lot
Red Line revision to Draft Plan (Major)	\$4,500.00
Red Line revision to Draft Plan (Minor)	\$1,500.00
Subdivision Agreement where not part of a subdivision	\$4,500.00
Condominium Exemption	\$1,500.00 + \$60.00 per unit
Extension to Draft Plan Approval	\$3,500.00
Consent to Sever (each new parcel)	\$3,000.00 + \$550 per Consent Certificate

Type of Application	Fee
>Lot Addition/Lot Line Adjustment, Easement/ROW, Lease over 21 yrs, mortgage/charge or partial discharge of mortgage or	\$1,500.00
> Change to Conditional Consent Approval	\$ 500.00
Minor Variance (new build)	\$1,500.00
Minor Variance (no new build)	\$1,500.00
Site Plan Control - Basic, or amendment to agreement, includes agreement to original site plan application.	\$4,000.00
Site Plan Control - Major (large scale residential and ICI projects) includes agreement	\$7,000.00 + \$600.00 per submission >=3 rd Submission
Minor Adjustments to Site Plan Control	\$800.00
Development Agreement / Pre-servicing Agreement	\$3,500.00
Development Agreement - Amendment	\$ 2,500.00
Part Lot Control By-law, validation of title	\$1,500.00
Zoning Compliance Letter	\$125.00
Zoning Compliance Letter (expedited)	\$175.00
Pre-Consultation	\$350.00 to be deducted from the planning application if filed with in 12 months of pre-consultation
Telecommunication (where no Site Plan Control is required)	For fees, refer to Site Plan Control – Basic or Major
Green Energy Projects (Points)	\$600.00
Reactivation of Application dormant longer than 1 yr	\$800.00
Adjournment of a Consent or Variance at applicant's request	\$300.00
OLT Fee	\$2,000.00

Transit

Transit Transit Bus Revenue (390-390-0000-4301)	Fee
1. Infant Transit (age 3 or under)	Free
2. Student Transit (per trip)¹ Student shall be any person of age 4 to 17 inclusive, applicable for patrons of conventional / specialized/ shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	\$2.00 \$2.00 per trip (does not include shuttle transfer) Cash fare per trip, photo identification may be required by Transit Operator as proof of age.
3. Student Transit (monthly)² Student shall be any person of age 4 to 17 inclusive, applicable for patrons of conventional / specialized / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	\$15.00 Pass includes transfer to Inter-Municipal shuttle and Rolls
4. Student Pass (Reduced Hours)³ Student shall be any person of age 4 to 17 inclusive, applicable for patrons of conventional/shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	\$15.00 Does not include transfers to Inter-Municipal shuttle or the Rolls Photo identification may be required by Transit Operator as proof of eligibility
5. Adult Transit (per trip)⁴ Adult shall be any person of age 18 to 54 inclusive, applicable for patrons of conventional / mobility / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	\$2.50 \$2.50 per trip (does not include shuttle transfer) cash fare per trip, photo identification may be required by Transit Operator as proof of age
6. Adult Transit (monthly)⁵ Adult shall be any person of age 18 to 54 inclusive, applicable for patrons of conventional / mobility / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	\$60.00 Pass includes transfer to Inter-Municipal shuttle and Rolls
7. Senior Transit (per trip)⁶ Senior shall be any person of age 55 or over, applicable for patrons of conventional / specialized / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	\$2.00 Does not include shuttle transfer Cash fare per trip, photo identification may be required by Transit Operator as proof of age
8. Senior Transit (monthly)⁷ Senior shall be any person over the age of 55 inclusive, applicable for patrons of conventional / mobility / shuttle bus, (Patrons of Specialized transit service required to obtain authorization by Accessibility Committee prior to use)	\$30.00 Pass includes transfer to Inter-Municipal shuttle and Rolls
9. Inter-Municipal Shuttle	\$1.00 (bus transfer) or \$2.00 (Cobourg shuttle only)

¹ Age 4 to 17, does not include Inter-Municipal shuttle transfer or rolls² Age 4 to 17, includes Inter-Municipal shuttle transfer or rolls³ Age 4 to 17, does not include Inter-Municipal shuttle transfer or rolls⁴ Age 18 to 54, does not include Inter-Municipal shuttle transfer or rolls⁵ Age 18 to 54, includes Inter-Municipal shuttle transfer or rolls⁶ Age 55 and over, does not include Inter-Municipal shuttle transfer or rolls⁷ Age 55 and over, includes Inter-Municipal shuttle transfer or rolls

Building Services

* Fees Based on 100% Cost Recovery

Classification / Fee Type	Minimum Fee	Adjusted Fee
Group 'C' - New construction and additions to Low Density Residential > Single Detached > Semi-Detached > Townhouse > Row House > Duplex > Converted Dwelling > Mobile Home > Garden Suite > All Other Group 'C' Occupancies	\$2,445 / dwelling unit up to 1,500 ft ² of floor area. Floor area applies to finished floor area and attached garage.	\$1.63 / ft ² for dwellings with a floor area over 1,500 ft ² .
Group 'C' - New construction and additions to Multiple Residential > Triple > Quadraplex > Apartment Building > Any other multiple unit dwelling over 2 units	\$2,445 / suite up to 1,500 ft ² of floor area. Floor area applies to finished floor area and attached garage.	\$1.63 / ft ² for suites with a floor area over 1,500 ft ² .
Group 'C' - Residential - Major alterations and renovations > Finished Basement > Apartment-In-House > Kitchen Renovation	\$1630 / dwelling unit up to 1000 ft ² of floor area. Floor area applies to finished floor area and attached garage.	\$1.63 / ft ² for dwellings with a floor area over 1000 ft ² .
Group 'C' - Residential - Minor additions, alterations, and renovations > Garage > Carport > Deck > Porch > Accessory Building	\$480 / structure up to 400 ft ² in area.	\$1.20 / ft ² for structures with an area over 400 ft ² .
Group 'C' - Demolition	\$250 / structure up to 1000 ft ² in building area.	\$0.25 / ft ² for structures with a building area over 1000 ft ² .

Classification / Fee Type	Minimum Fee	Adjusted Fee
Group 'A', 'B', 'D', 'E', 'F' - New construction and additions, complete building or shell only	\$3,960 up to 2,200 ft ² of floor area - applies to the shell where only the shell is constructed or to the complete building where the permit is issued for both.	\$1.80 / ft ² for buildings with a floor area over 2,200 ft ²
Group 'A', 'B', 'D', 'E', 'F' - Major alterations, and renovations	\$3,000 up to 2,500 ft ² - area applies to the area being altered or the area of the addition.	\$1.20 / ft ² for buildings with a floor area over 2,500 ft ²
Group 'A', 'B', 'D', 'E', 'F' - Minor alterations, renovations, and retrofits	\$600 up to 500 ft ²	\$1.20 / ft ² for buildings with a floor area over 500 ft ²
Group 'A', 'B', 'D', 'E', 'F' - Demolition	\$375/ structure up to 1500 ft ²	\$0.25 / ft ² for structures with a floor area over 1500 ft ²
Farm Buildings - New construction and additions	\$2,250 up to 5,000 ft ²	\$0.45 / ft ² for new buildings with a floor area over 5,000 ft ²
Farm Buildings – Alterations and renovations	\$450 up to 1,000 ft ²	\$0.45 / ft ² for new buildings with a floor area over 1,000 ft ²

Other Fees and Charges	Fee	
Plumbing Permit - Base fee + # of fixtures	(refer to Northumberland County) +\$50.00 administration fee	
Alternative Solutions	\$150.00 / hour	
Cause Construction without a Permit	Double the permit fee	
Change of Use – No construction	\$250.00 up to 1000ft ²	\$0.25/ ft ² for floor area over 1,000 ft ²
Copy of permit	\$150.00	
Dormant Permit - Occupancy Inspection when more than 2 years has passed since the building permit was issued	\$150.00	
Transfer of a permit	\$150.00	
Failure to follow approved drawings and/or comply with an Order	\$300.00	
Reinspection Fee - beyond 2 inspections	\$150.00	
Resubmission of an Application	25% surcharge on permit fee	
Revision to an application or permit	\$150.00 / hour	
Revision (minor) to an application or permit	\$150.00	
After Hours Inspection – Minimum 3 hours	\$225.00 / hour	
Communication tower/facility, silo, wind turbine	\$250.00	
Fire Code Retrofitting	\$200.00 / inspection	
Heating – Standalone and refurbishment	\$200.00	
L.L.B.O application	\$150.00	
Retaining Wall	\$200.00	
Signs (per sign basis)	Signs 1m2 and under \$25.00 per sign Signs greater than 1m2 \$250 per sign	
Sandwich Board Signs	New Sign \$75.00 per sign	

	Annual Renewal (Jan 1-Jan 31) \$25.00 Annual Renewal (on or after February 01) \$75.00
Sidewalk Merchandise Permit	New \$75.00 Annual Renewal (Jan 1-Jan 31) \$25.00 Annual Renewal (on or after February 01) \$75.00
Outdoor Restaurant/Patio	New \$75.00 Annual Renewal \$25.00
Municipal Addressing	
Municipal Number for Ward 2	\$150.00
Emily Sign (Non-residential)	\$150.00
Tank installation/removal (fuel, manure)	\$200.00
Tents / temporary buildings	\$200.00
Pools	\$150.00
Wood stoves/fuel burning appliances	\$200.00
Minor permits at the CBO / DCBO discretion	\$250.00

Where additional expenses are incurred by the Municipality, these expenses may be added.

Development Charges are applicable for most construction. Contact the Building Department to determine the fee for your project

Sidewalk Patio Extensions – By-law 90-2015

One Time Purchase Cost	Fee
Deck Materials and Labour	\$1200.00
Railings Around Patio Area	\$2000.00
Planters as Safety Barriers (6 at \$1000 each)	\$6000.00
Total	\$9200.00 + HST

Amortized over a three (3) year period, the annual cost would be \$3066.66 plus HST.

Annual Installation and Removal Cost	Fee
Installation of Patio by Municipality	\$200.00
Removal of Patio by Municipality	\$200.00
Parking Space, \$200 per month, May 1-Oct 31	\$1200.00
Total	\$1600.00 + HST

Annual Yearly Cost	Fee
1/3 of Purchase Cost	\$3066.66
Labour and Parking Space	\$1600.00
Total	\$4666.66 + HST

Licensing of Trailers for Temporary Accommodations – By-law 22/2016

License	Fee
License Fee	\$25.00
Security Deposit	\$2500.00
Total	\$2525.00

Set Fine Schedule per Provincial Offences Act	Fee
Failure to obtain a license	\$500.00
Failure to remove a trailer without a license	\$500.00
Failure to post license on trailer	\$100.00
Failure to cease use where license is refused	\$500.00
Failure to remove trailer where license is expired	\$500.00
Failure to maintain trailer	\$500.00

Economic Development

Service	Fee
Community Entrance Signs Display Fee	\$45.00 per event display

Filming Fees

Service	Description	Fee
HBIA Set Dressing and Set Wrapping Fee	Dressing and wrapping activities occurring within the HBIA for which a film permit is issued	\$500.00 per day
Municipality of Port Hope Set Dressing and Set Wrapping Fee	Dressing and wrapping activities occurring throughout the Municipality, including the HBIA for which a film permit is issued	\$500.00 per day
HBIA Filming Locations Fee	Filming activities occurring within the HBIA for which a film permit is issued	\$1,000.00 per day per location
Municipality of Port Hope Locations Fee	Filming activities occurring throughout the Municipality, including the HBIA, for which a film permit is issued	\$500.00 per day per location
Film Officer Location Fee	Film officer on-site for all location shooting for which a film permit is issued	\$55.00 per hour
Municipal Facility or Property Set Rental	Use of indoor or outdoor Municipal Facilities as a film set (only for Facilities that are not included in Parks and Facilities community rentals)	\$1,000.00 per day per facility
Municipal Facility or Property Rental for other filming use	Use of internal or external Municipal Facilities for a non-set filming use, such as parking, storage, green room, lunch room, etc. (only for Facilities that are not included in Parks and Facilities community rentals)	\$1,000.00 per day rental
Late Charge Fee – Film Permit Application	Film Permit Applications must be submitted at least 21 days in advance of the first filming date	\$350.00 per late submission

Filming Fines and Charges

Fines & Charges	Description	Fee
Traffic holds that exceed the length of time permitted	Film permits that include intermittent traffic control permits will include a maximum allowable time for traffic holds. Failure to comply keep holds within that maximum timeframe will result in charges per hold.	\$1,000 for 1st infraction \$500.00 for 2 nd to 5 th infraction \$250.00 for 6 th to 9 th infraction \$1,000 for 10 th and all subsequent infractions
Illegal removal of street signs	If a set requires the removal of street signs, they must be submitted in advance to the Film Liaison and removed by Municipal staff. This fee will be applied if film crew remove the signs themselves without prior permission by Municipal Film Liaison.	\$500.00
Filming or occupying roads or sidewalks for the purposes of filming outside the permitted location	A film permit that includes road occupancy permits will indicate the parameters of permitted occupancy areas. Occupying roads or sidewalks beyond what is permitted will incur this fine.	\$1,000.00 per infraction

Additional Costs (if needed)

Filming activities can involve incurring fees or charges from other departments; filming crew are also expected to abide by parking and traffic by-laws and the film company is subject to any fines their crew incur on their behalf. Please refer to Schedule B for Works and Engineering fees. Please refer to Schedule K for Protective Services fees for parking infractions. Please refer to Schedule C for Water and Wastewater services. Please refer to Schedule J for Parks Recreation and Culture fees. Additional film-related fines and charges are listed below.

Service	Description	Fee
Late Charge Fee – Road Occupancy Permit Application	Road Occupancy Permit Applications must be submitted at least 10 days in advance of the occupancy date	\$350.00 per late submission
Late Document Fee	Incomplete applications or late changes to existing documentation for Film Permits or Road Occupancy Permits	\$350.00 per late document

Security Deposit - Works and Engineering Department

Crew	Fee
Small Crew (1-30)	\$10,000.00
Medium Crew (31-100)	\$25,000.00
Large Crew (101+)	\$50,000.00