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THE CORPORATION OF THE TOWNSHIP OF JOCELYN

Information supporting the proposed increases in Building Permit Fees (as required by Section 1.2.1.2 of Ontario Regulation 332/12 under the Building Code Act)

NOTICE:

The Council of the Corporation of the Township of Jocelyn is proposing to change the fee structure of the Township's building permit fees. This decision is recommended by staff, following a review of the current permit fee structure and the costs associated with providing the service to enforce the Ontario Building Code Act with regards to the issuance of building permits through Section 7 of the OBCA. The effect will be to change the overall fee structure with the intent to set fees based on size and complexity of the structure. Council reviewed the proposal at their April 8, 2026 meeting, however final approval via formal notice and a by-law is required to proceed with these amendments.

Council will discuss the proposed fees on May 13, 2026 (included in a revised By-law), at their regular Council meeting and will further consider the approval of the proposed fee changes within a revised by-law at the same meeting. Anyone wishing to provide comments should write to the Clerk at clerkdangelo@jocelyn.ca can do so before May 12, 2026. An opportunity for verbal comments by members of the public will be provided during the meeting on May 13, 2026. Questions or requests for information may be submitted to clerkdangelo@jocelyn.ca

Summary of Justification/Rationale for Increasing Fees

- As some permit fees are currently calculated based on the value of the construction, the proposed fee structure uses square footage and building types to determine fees charged which will make the overall process less susceptible to changes in construction costs.
- The minimum permit fee is set to increase to \$75.00 to increase the overall cost recovery of Building Inspection Services, as inspection costs have increased drastically in the last few years. Several simple construction projects will no longer require a permit to reduce unnecessary building permit expenses. The list of the proposed projects that will be removed from permit requirements are noted below.
- Small rural communities often face challenges in achieving full cost recovery while maintaining reasonable permit fees. The high cost of CBO services—often due to travel and low permit volumes—makes balancing affordability and cost recovery difficult. Many municipalities maintain lower fees to encourage development, ensure building by-law compliance, and support affordable development. Completed and signed-off buildings also generate additional property tax revenue for the Township. However, reasonable balance between both considerations is necessary.
- The proposed fees will mitigate permit costs being subject to market changes in

inflation, where fees will be set based on the scope of the development and the overall footprint of the building. Fees will increase 3% annually for the next three years to gradually ensure that cost recovery endeavours continue to progress over time.

- The Building Code Act provides that building permit fees can be set on a cost-recovery basis relative to the reasonable costs to provide the service. At this point, fees are not close to cost recovery. The proposed changes to fees brings us closer to cost recovery with the intent of keeping the cost of development relatively affordable while considering the Township’s costs to administer the
- With the Township of Jocelyn intending to join a consortium of municipalities to hire an experienced Chief Building Official (and share allocated costs based on agreed upon metrics), the Township believes that the incoming CBO will be capable of streamlining communication and building permit processes for staff and residents. As staff currently assist the CBO and residents with related building inquiries, the new CBO should mitigate substantial increases for building permits in the future.

PROPOSED SCHEDULE (Subject to 3% fee increases every year starting January 1, 2027 and continuing the same on January 1, 2028 and January 1, 2029)

Category or Type of Fee	PROPOSED/Updated Fee Schedule (Effective June 1, 2026)
Group ‘C’ – Low Density Residential	Minimum \$600 up to 800 sq ft or \$0.75/ft ² for buildings with a floor area over 800 sq feet
Group ‘C’ – Multiple Residential	Minimum \$850 up to 1000 sq ft or \$0.85 per square foot for buildings with a floor area over 1000 square feet.
Group ‘C’ – Residential – Major Alterations, additions	Minimum \$350 up to 500 ft ² . \$0.70/ft ² for buildings with a floor area over 500 ft ² .
Group ‘C’ – Garage, carport, accessory building,	Minimum \$200 up to 400 square feet plus \$0.50 per sq foot over 400 sq ft.
Group ‘C’ –decks, docks, ramps, minor alterations, demolition	Minimum \$100 up to 250 square feet plus \$0.40 per sq foot over 200 sq ft.
Group ‘A’, ‘B’, ‘D’, ‘E’, ‘F’ – new construction and major additions or alterations	\$600 up to 800 square feet plus \$0.75 per sq foot over 800 sq ft.
Group ‘A’, ‘B’, ‘D’, ‘E’, ‘F’, demolition	\$100.00 flat fee
Change of Use Permit:	\$250 (to convert to residential for occupancy purposes) \$450 (to convert to commercial or industrial use) \$100 (all other changes of use)
Permit Renewal (if not completed after 3 years):	50% of the original permit cost
Other permits: - Conditional - Moving Building - Signs - Temporary Structures - Woodstoves/Fireplaces	\$75.00
Plumbing	\$30.00 + \$12/fixture over 5 fixtures

In addition, and for clarification purposes, permits would not be required for the following renovations/construction:

- Line Fences (must comply with zoning by-law)
- Landscaping
- Eavestroughs
- Painting (must comply with property standards by-laws)
- Demolition of a detached accessory building of 15 sq metres or less
- Air Conditioning Units
- Dry-wall and interior renovations that do not change the structural integrity or insulation value of the building and are not part of an occupancy conversion.
- Accessory structures under 15 square metres or less that do not hold a living quarter or require a change of use permit (must comply with zoning by-law)
- Replacement of windows and/or doors with no structural change
- Replacement of Shingles/metal roof
- Non-structural board replacements of existing decks/docks (replacements that do not involve joists, support beams or guarding)

Historical Comparison of Cost and Revenues

Over the past three years, the Township has paid for Chief Building Official (CBO) services but generated an average of only \$4,621.67 in permit revenue per year, while the cost to the Township averaged \$14,853.76 annually. This does not include administrative time from staff assisting with permits and applications. During this period, the Township issued an average of 15.3 permits per year. In the last five years the Township has never generated revenues that exceed CBO expenses and therefore it is evident that the Township should move towards increased cost recovery of CBO services to reduce the burden on all taxpayers.

**Administrative expenditures relate to the time required by administrative staff (not including the CBO), to complete CBO related tasks including administrative support for the CBO, property research, building permit reviews, zoning compliance reviews, and administrative support to residents/prospective residents when inquiries are relating to building/development. Supplies relating to the building code enforcement are not accounted for in this expenditure line item, as they are immaterial in nature.*

Extracts of Applicable sections of the Building Code Act and Associated Regulations

Building Code Act, 1992, as amended

Extracts from Section 7 Bylaws, resolutions, regulations

7 (1)The council of a municipality or of an upper-tier municipality that has entered into an agreement under subsection 3 (5) or a board of health prescribed for the purposes of section 3.1 may pass by-laws.....

...

- (c)requiring the payment of fees and prescribing the amounts of the fees,
 - (i)on application for and on issuance of permits,
 - (ii)for maintenance inspections,
 - (iii) for providing documentation, records or other information under section 15.10.4, and
 - (iv) for providing information under subsection 15.10.6 (2);

...

(2)The total amount of the fees authorized under clause (1) (c) must not exceed the anticipated reasonable costs of the principal authority to administer and enforce this Act in its area of

jurisdiction.

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Ontario Regulation 332/12:

Section 1.9.1.2. Change of Fees

(1) Before passing a bylaw or resolution or making a regulation under clause 7 (1) (c) of the Act to introduce or change a fee imposed for applications for a permit, for the issuance of a permit or for a maintenance inspection, a principal authority shall,

(a) hold the public meeting required under subsection 7 (6) of the Act,

(b) ensure that a minimum of 21 days notice of the public meeting is given in accordance with Clause (c), including giving 21 days notice to every person and organization that has, within five years before the day of the public meeting, requested that the principal authority provide the person or organization with such notice and has provided an address for the notice,

(c) ensure that the notice under Clause (b),

(i) sets out the intention of the principal authority to pass the bylaw or resolution or make a regulation under section 7 of the Act and whether the bylaw, resolution or regulation would impose any fee that was not in effect on the day the notice is given or would change any fee that was in force on the day the notice is given