

**THE CORPORATION OF THE CITY OF MISSISSAUGA  
BUILDING BY-LAW**

**SCHEDULE "A"**

**2026 PERMIT FEES AND REFUNDS**

(Annual adjustment in accordance with By-law 0236-2024 Section 48)

1) Calculation of Permit Fees

- a) Permit fees shall be calculated based on the formula given below, unless otherwise specified in the schedule:

$$\text{Permit Fee} = \text{SI} \times \text{A}$$

Where SI = Service Index for the classification of the work proposed and,

A = floor area in m<sup>2</sup> of the work involved

- b) Floor area is measured to the outer face of exterior walls and to the centre of party walls or demising walls, except when calculating interior partition work, and shall include all levels of the building.
- c) In calculating floor area for interior finishes, partitioning, corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy classification for the floor area with which they are associated. Where any of these areas are constructed in a shell only building, fees shall be calculated at the finished rate in the fee schedule.
- d) No deductions shall be allowed for floor openings required for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from the calculated floor area.
- e) Where they serve single dwelling units, no additional fee applies for decks, fireplaces, unfinished basements and attached garages proposed and constructed at the same time as the single dwelling they serve.
- f) No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve, provided they are constructed under the same permit.
- g) No additional fee applies to a roof-like structure projecting from the exterior face of the building proposed and constructed at the same time as the building, provided they are constructed under the same permit.
- h) For interior partitioning, floor areas used for the calculation of fees shall be the area contained within a rectangle encompassing the partitions being erected.
- i) Fees payable in respect of a conditional permit issued under subsection 8(3) of the Act shall, at a minimum, be paid for the scope of work for which the conditional permit is being issued plus the applicable additional fee in accordance with Schedule "A" to this By-law.
- j) The occupancy classifications used in this By-law are based on the Building Code major occupancy classifications. For mixed occupancy floor areas, the fee multiplier for the major occupancy of the floor area applies.
- k) Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.
- l) Where Council has authorized the use of a registered code agency, the fees calculated in accordance with the schedule shall be applied at a rate of 40% or  $((\text{SI} \times \text{A}) \times 0.4)$ .
- m) Where a Stage 1 or Stage 2 permit, as defined by the Building Code, is issued, the fees calculated in accordance with the schedule shall be applied at a rate of 50% or  $((\text{SI} \times \text{A}) \times 0.5)$  for each respective stage.

- n) For classes of permits not described in this Schedule, or where special subsidies have been authorized by Council, the Chief Building Official shall determine a reasonable permit fee.
- o) Unless authorized elsewhere in this By-law, at no time shall the fees be less than the minimum fees as described in the schedule.
- p) Material change (revision) made to a plan, portion, specification, or other information accompanying a permit application which has already been reviewed, shall be subject to an additional charge of \$159.00 per hour.

## 2) Payment of Permit Fees

- a) Applicants for building permits with a permit fee value of between five thousand dollars (\$5,000.00) and forty thousand dollars (\$40,000.00) may elect to either:
  - i) pay the full permit fee at the time of the application; or
  - ii) pay fifty percent (50%) of the full permit fee at the time of application and the balance at the time of permit issuance.
- b) Applicants for building permits with a permit fee value over forty thousand dollars (\$40,000.00) may elect to either:
  - i) pay the full permit fee at the time of the application; or
  - ii) pay a minimum deposit of twenty thousand dollars (\$20,000.00) at the time of application and the balance at the time of permit issuance.
- c) Complete fees shall be paid at the time of application for all other classes of permits.
- d) Permit fees will be calculated at the time of application based upon the information provided at the time of application. Adjustments will be made, as required, during the review process. The balance of fees owing, where the applicant was eligible for the payment of a deposit and adjustments as a result of corrected information, shall be paid prior to permit issuance at the rate applicable on the date the application was made.
- e) The fee for the electronic pre-screening of applications shall be \$50.00. This fee is nonrefundable.
- f) The method of payment for permit fees shall be through an electronic payment method.

## 3) Refund of Fees

- a) Pursuant to Section 53 of the By-law, the amount of fees refundable shall be calculated as follows:
  - i) Cancellation of a permit application or a certified model application: Fees will be refunded in accordance with the following schedule only upon receipt of a written request for cancellation.
    - (1) Where administrative functions only have been commenced - 85%
    - (2) Where departmental review functions have been commenced - 65%
    - (3) Where the permit has been issued - 45%, less 5% for each inspection that has been conducted
  - ii) Where an application for permit or certified model is deemed abandoned in accordance with Section 4(5) of this By-law, refunds will only be considered where a written request is received within thirty (30) days of notice to abandon the application, after which time no refund will be granted. Refunded fees are in accordance with 3 a) of this schedule.
  - iii) Cancellation (revocation) of a permit at the request of the permit holder under subsection 8.(10) (e) of the Act:
    - (1) If within six (6) months of the issuance of a permit, no work has been

commenced on the project for which the permit was issued, a refund of forty-five percent (45%) of the total permit fee payable may be paid to the permit holder.

- (2) No refund is applicable after six (6) months has elapsed from the date of the issuance of the permit.
- (3) No refund of fees is applicable if the permit is revoked under subsection 8(10) (a), (b), (c), (d) or (f) of the Act, except that where a permit is issued at the error of the City and the permit is revoked, a refund for the total amount of the permit fee paid shall be issued.
- iv) No refund of fees is applicable for any administrative fees paid under this Schedule.
- v) No refund of fees is applicable for an amount less than fifty dollars (\$50.00) unless authorized by the Chief Building official.
- vi) The refund shall be paid to the owner named on the application for a building permit or the person or company named on the fee receipt, whichever, to be specified on the written request for cancellation.

#### 4) Administrative Fees

- a) Pursuant to Section 13 of the By-law, occupancy of super tall buildings shall be subject to a non-refundable administrative fee of \$1030.
- b) Pursuant to Section 29 of the By-law, a request for deferral of revocation shall be subject to a non-refundable administrative fee of \$244.
- c) Pursuant to Section 31 of the By-law, a request for transfer of a permit to a new owner shall be subject to a non-refundable administrative fee of \$244.
- d) Pursuant to Section 52 of the By-law, discharge of an order to comply from the title of a property shall be subject to a non-refundable administrative fee of \$618.
- e) Occupancy of a non-residential building prior to its completion shall be charged \$22.66 per 100 square metres or part thereof.
- f) Occupancy of a residential building prior to completion shall be charged \$141.00 per dwelling unit.
- g) In addition to the regular fee for complete building, conditional permits shall be charged an additional 20% of the fee, minimum \$1,040.00 to a maximum of \$9,188.00. Each subsequent extension to the conditional permit shall be charged \$1,040.00.
- h) Each application for an alternative solution review shall be charged \$1,225.00.
- i) For permit divided into partial permits shall be charged \$453.00 for each partial permit.