

## **The Corporation of the Municipality of Brighton**

### **By-law No. 023-2026**

#### **Being a By-law to establish 2025 Planning and Building Fees and Charges for the Municipality of Brighton, effective April 1, 2026**

**Whereas**, Sections 391(1) of the Municipal Act S.O. 2001, c. 25, as amended, authorizes the Council of a local municipality to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

**And Whereas**, Section 69 of the Planning Act, R.S.O. 1990, Chapter P. 13, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

**And Whereas**, Section 7 of the Building Code Act, S.O. 1992, Chapter 23, as amended, authorizes a municipal Council of a municipality to pass a by-law requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;

**And Whereas**, Pursuant to Section 400(f) of the Municipal Act S.O. 2001, c. 25, as amended, the Council of the Corporation of the Municipality of Brighton provided notice of the proposed user fees and charges on the municipal website and municipal social media platforms and held a Public Meeting on Monday, March 23, 2025.

#### **Now Therefore - the Council of the Corporation of the Municipality of Brighton hereby enacts as follows:**

1. That the fees and charges set out in F and G attached to this By-law shall apply to every request made to the Corporation of The Municipality of Brighton and all Municipal Departments or any officer or employee of the Municipality of Brighton, including but not limited to fees or charges for requests for documents, reports, letters and other information whether written, printed or electronically produced or stored or produced or stored in any other manner, searches, inspections, applications, permits, programs and the use of its facilities or properties, or for any other service or activity provided by the Municipality to any person or other authorized costs payable by the Municipality;
2. That Interest at the rate of 15.0% per annum (1.25% per month) shall be added to overdue accounts. The amount owing may be added by the Treasurer of the municipality to the tax roll Schedules F and G attached hereto form part of this By-law.
3. That should any provision of the By-law, including any provision contained in one or more of the attached Schedules be determined by a court of competent jurisdiction to be invalid or void and of no force and effect, it is the stated intention of Council that such invalid provision shall be severable and the remainder of the By-law, including any applicable Schedule shall continue in full force and effective.
4. That this By-Law shall come into force and effect on April 1, 2026.
5. That By-law 103-2024 be repealed in its entirety.
6. That the Short Title of this By-law shall be The Planning and Building Fees and Charges By-law.

**Read** a first, second and third time, and finally passed this **23** day of **March 2026**.

Original Signed By  
**Brian Ostrander, Mayor**

Original Signed By  
**Candice Doiron, Clerk**

**Schedule F – Planning Department**

<b>Service / Application</b>	<b>2026 Fee</b>
1) Planning and Zoning Information	\$80.00
2) Subdivision Agreement Compliance	\$80.00 plus staff Standard rate
3) Site Plan Compliance	\$80.00 plus staff Standard rate
4) Copy of Comprehensive Zoning By-law	\$100.00
5) Copy of Official Plan	\$100.00
6) Lot or Agreement Release (Clerk)	\$100.00 plus legal costs
7) Work Order Compliance	\$80.00 plus staff standard rate
8) Road Allowance Closure – Application Fee (plus land acquisition costs)	App Fee of \$1,500.00, plus Public Notice costs & Legal costs, plus land acquisition costs
<b>Pre-Consultation / Application Processing</b>	
1) Development Application Processing	No Fee
i) Initial or General Inquiry	No Fee
ii) One Pre-Consultation Meeting (formerly Stage I – Principle of Land Use Letter)	No Fee
iii) Preliminary Application Preparation consultation (Stage I & II Letters)	50% of the Application Fee; remainder due at time of Complete Application submission
2) Public Works Pre-Consultation (Entrances, Servicing, Drainage)	\$515.00
3) Consultation Letters (LTC / Brighton Public Works / County of Northumberland)	See LTC, Brighton Public Works, County of Northumberland
<b>Official Plan Amendment</b>	
4) OPA – Major Residential	\$10,000.00
4) OPA – Major Commercial	\$12,000.00
4) OPA – Other (formerly 'Stage II Complete Application Letter')	\$4,000.00
4) OPA – Mixed Use	A blend based on devoted gross floor area
<b>Community Improvement Plans</b>	
5) CIP – Basic Fee, Major New Area or Project Plan	\$5,000.00 plus Public Notice cost
5) CIP – Minor New Area or Project Plan	\$1,000.00
5) Community Improvement Plan Amendment	50% of Application Fee
<b>Zoning By-Law Amendments</b>	
6) ZBA – Major Residential	\$7,000.00
6) ZBA – Major Commercial	\$7,000.00
6) ZBA – Mixed Use	A blend based on devoted gross floor area
6) ZBA – H-Removal	\$1,000.00
6) ZBA – Other	\$2,500.00
7) Temporary Use By-Law or Extension	\$2,500.00
Combined ZBA and Consent	ZBA Fee plus 50% Consent Fee
8) Combined OPA/ZBA – Major Commercial & Residential	OPA Fee plus 50% of ZBA fee
9) Ministerial Zoning Order	\$10,000.00

**Schedule F – Planning Department**

Service / Application	2026 Fee
<b>Consents</b>	
10) Consents – i) New Lot	\$3,500.00
10) Consents – ii) Technical (easement, lot addition, validation certificate)	\$2,000.00
10) Consents – iii) Consent Cancellation	\$500.00
<b>Minor Variance</b>	
11) Minor Variance – Major Residential	\$3,000.00 + \$45.00/unit
11) Minor Variance – Major Commercial	\$3,000.00
11) Minor Variance – Small (Accessory Structures)	\$500.00
11) Minor Variance – Other	\$1,500.00
<b>Site Plan</b>	
12) Site Plan Pre-Consultation Fee	Removed / folded into Development Application Processing pre-consultation
12) Site Plan Agreement – Major Residential	\$3,500.00 + \$40.00/unit + \$1,000.00 trust
12) Site Plan Agreement – Major Commercial	\$5,500.00 + \$1,000.00 trust deposit
12) Site Plan Agreement – Industrial	\$2,000.00 plus \$200.00 per 1,000 m <sup>2</sup> gross floor area
12) Site Plan Agreement – Other	\$3,000.00 + \$1,000.00 trust deposit
12) Site Plan Control Approval (no agreement applicable)	\$1,500.00
12) Amending Site Plan Approval	\$2,000.00 + \$1,000.00 trust deposit
12) Buildings/additions 20 m <sup>2</sup> to 70 m <sup>2</sup> gross floor area	\$1,500.00 (<20m <sup>2</sup> = Nil)
12) Application for Site Plan Undertaking	\$1,000.00
<b>Subdivision &amp; Condominium</b>	
13) Off-Site Improvement Agreement	Staff standard rate plus legal costs
14) Draft Plan of Subdivision or Condominium	\$5,000.00 + \$200.00 per lot/block + \$10,000.00 trust deposit
15) Final Approval – Plan of Subdivision/Condominium	\$3,000.00 + \$45.00 per lot/unit
16) Pre-Servicing or Model Home Agreement	\$2,000.00 + legal costs + \$10,000.00 trust deposit
17) Conversion to Condominium	\$4,000.00 + \$500/unit + \$10,000.00 trust
18) Condominium Exemption Request	\$2,400.00
19) Extension of Draft Plan Approval	\$2,000.00
20) Amendments to Draft Plan – Notice Required	\$3,000.00
20) Amendments to Draft Plan – No Notice Required	\$1,500.00
21) Application for Part Lot Control Exemption	\$1,000.00 + \$45.00/unit
22) Merger of Lots Application	\$1,000.00

**Schedule F – Planning Department**

Service / Application	2026 Fee
<b>Land Value &amp; Other Planning Fees</b>	
23) Cash in Lieu of Parkland – Commercial/Industrial	2% of appraised land value OR per Parkland Dedication By-law s.42
23) Cash in Lieu of Parkland – Other	5% of appraised land value OR per Parkland Dedication By-law s.42
24) Cash-in-Lieu of Parking	\$6,000 per stall or per Planning Act s.40
25) Request to Amend Approval Conditions – Minor	\$500.00
25) Request to Amend Approval Conditions – Major	\$2,000.00
26) Deeming By-law	\$2,000.00 plus legal costs
27) Staff Attendance – Local Planning Appeal Tribunal	Staff standard rate
28) Development Impact Assessment Costs	At cost (Municipally accepted study)
29) Development Agreement Related Costs	As noted in the Development Agreement
30) Encroachment Agreement	Agreement Preparation: \$500 Encroachment Licence: \$500/year + \$5M liability insurance required
31) First Nations Consultation	At Cost
32) Ecological Offsetting / Compensation Fees	At Cost
<b>Staff Standard Rates</b>	
Director	\$135.00/hr
Manager	\$100.00/hr
Planner 1	\$75.00/hr
Administrative Assistant	\$65.00/hr

<b>Cost Deposits</b>	
1) Pre-Consultation (renamed: Preliminary Application Consultation)	\$1,000.00
2) Official Plan Amendment	\$4,000.00
3) Zoning Amendment	\$2,000.00
4) Plan of Subdivision / Condominium	\$10,000.00
5) Consent	\$1,000.00
6) Variance	\$1,000.00
7) Site Plan	\$2,000.00
8) Deeming By-law	\$1,000.00
9) Aggregate Licence Application – Municipal Review Letter	\$4,000.00 plus legal costs
10) Trust Deposit for combined applications	Highest of the two deposits, increased if reduced below 50%

**Schedule G – Building Department**

Service	2026 Fee
<b>Building Permit Fees – Per Square Foot</b>	
1) Building Compliance – with survey	\$80.00
2) Residential Dwellings Permit (and new additions)	\$1.50 per sq ft (min. \$1,900 for new dwellings)
3) Residential Accessory Buildings Permit (garage, carport, boathouse, shed, etc.)	\$1.10 per sq ft
4) New Commercial Building Permit	\$1.65 per sq ft
5) New Industrial Building Permit	\$1.10 per sq ft
6) New Institutional Building Permit	\$2.10 per sq ft
<b>Renovation &amp; Construction Value Permits</b>	
7) Renovations – Commercial Building Permit	\$20.00 per \$1,000 building value
8) Renovations – Industrial Building Permit	\$2,000.00 minimum + \$12.00 per \$1,000 building
9) Renovations – Institutional Building Permit	\$2,000.00 minimum + \$22.00 per \$1,000 building
10) Drawings Review Fee (Institutional/Commercial/Industrial; external review)	\$5,000.00 minimum deposit (external costs + 15% admin fee)
<b>Other Structure Permits</b>	
11) Permit for Decks, chimneys, woodstoves, pools (other structures)	\$1.10 per sq ft
12) Agricultural Building Permit (barns, silos, farm storage, stables)	\$300.00 plus \$0.50/sq ft OR \$300.00 plus \$12.00 per \$1,000 building value
13) Change of Use Permit	Flat Rate \$500.00
<b>Revisions &amp; Administrative Fees</b>	
14) Revisions to Plans – Residential (after permit issued)	\$250.00
15) Revisions to Plans – Non-Residential (after permit issued)	Corresponding rate of the use of building, per sq ft of revised building area
16) Alternative Solution Fee	\$1,000.00 plus third party review cost (see Note 4)
17) Inspection Cancellation Fee (within 24 hrs, work not complete)	\$60.00
18) Re-inspection Fee (work not ready)	\$60.00
19) Building & Lot Grading Deposit – refundable (new dwellings)	\$4,000.00 (Building & Lot Grading Deposit)
20) Demolition Permit	\$500.00
21) Occupancy Permit / Letter	\$130.00
22) Minimum Building Permit Fee	\$300.00
23) Building Code Agency Services	At cost plus 15% Administrative Fee (see Note 4)

NOTE 1: The fee calculated in accordance with the Building Fees above, shall be DOUBLED in instances where the construction commences prior to the issuance of a Building Permit.

NOTE 2: When determining Building Permit Fees using construction value, only a signed contract with a firm cost from a reputable contractor will be accepted

NOTE 3: The Building & Lot Grading Deposit shall be returned to the payee upon receipt of a written request subject to confirmation that final grading inspection has been completed and all deficiencies have been corrected. No deposit shall be returned after the second anniversary of the date of the issuance of the building permit. Applicants may request an extension beyond the end of two years in extenuating circumstances. Extension approval may be granted upon recommendation by the Chief Building Official to the Director of Finance and Administrative Services.

NOTE 4: External review fees will be subject to an additional 15% administrative fee, or the staff hourly standard rate.